**Mulvane School District**

**Family Handbook 2013-2014**

|  |  |  |
| --- | --- | --- |
| **MHS Crest 1**  Mulvane High School  [Pg. 44-77](#mulvane_high_appendix) |  | Mulvane Middle School  [Pg. 37-43](#mulvane_middle_appendix) |
|  |  |  |
| [http://ts3.mm.bing.net/images/thumbnail.aspx?q=896483919974&id=e7277347e5b59e2ccec4c2a9e44ae8b9&url=http%3a%2f%2fwww.jbeezakcpups.com%2fimages%2fpaw_print_black.gif](http://www.bing.com/images/search?q=paw+prints&view=detail&id=FB7B4415BFEA93C7C7C44D2313C389951CC39C57&first=271&qpvt=paw+prints&FORM=IDFRIR)  Munson Primary School  [Pg. 19-29](#munson_primary_appendix) |  | Mulvane Grade School  [Pg. 30-36](#mulvane_grade_appendix) |

**Mulvane School District**

**Family Handbook 2013-2014**

***District Mission Statement***

*The mission of Mulvane Public Schools is to prepare all students with academic and life skills while respecting the diverse social, educational, and cultural characteristics of each individual student.*

*The core values of Mulvane students and staff are based on a foundation of:*

*Respectful, positive relationships*

*Safe learning environments*

*Competent, knowledgeable staff*

*Appropriate social skills and citizenship*

*Professionalism with integrity*

*Open and honest communication*

***Welcome To Our School District***

*Parents/Guardians of all USD #263 Students,*

*On behalf of the faculty and staff, it is our pleasure to welcome you to the Mulvane School district. We are proud to share our schools with you, and are confident that your child(ren) will receive the very best education here in our community. This Family Handbook has been prepared to share valuable information regarding your child’s education. We appreciate your taking time to review these contents and look forward to working with each one of you this coming school year.*

*Sincerely,*

*USD #263 Administration*

Mr. Ronald Becker

***Board of Education***

Mr. Richard Canfield

Mr. Travis Cottrell

Mr. Steven Fry

Mr. Timothy Snider

Mr. Dennis Springer

***Administration***

Director of Curriculum and Instruction Joyce Harting

Director of Finance Carolyn Young

Director of Food Service and Maintenance Richard Hampton

Director of Human Resources Tom Keil

Director of Special Education Gay Younkin

Director of Special Services Don Pennington

Director of Transportation and Grounds Dan Fenn

Principal of Mulvane Grade School Raquel Greer

Principal of Mulvane High School Jay Ensley

Principal of Mulvane Middle School Traci Becker

Principal of Munson Primary School Deana Waltrip

Superintendent Dr. Brad Rahe

Academic Grade Reports [5](#academic_grade_reports)

Academic Honesty [5](#academic_honesty)

Attendance [5, 6](#attendance)

Book Rental [6](#book_rental)

Bullying/Harassment Policy [6](#bullying_harrassment)

Campus Care and Conduct [6](#campus_care_conduct)

Computer Use [7](#computer_usage)

Crisis Plan [7](#crisis_plan)

Custody Documents [7](#custody_documents)

Dress Code [7](#dress_code)

Emergency Safety Intervention [7](#emerg_safety)

Exterior Doors [7](#exterior_doors)

Field Trips [7](#field_trips)

Gifts and Flowers [7](#gifts_flowers)

Health Policies [7, 8, 9](#health_policies)

Inclement Weather/Emergency Closings [9](#inclement_weather)

Legal Name Changes [9](#legal_name_changes)

Lunch/Breakfast [10, 11](#lunch_breakfast)

Multi-tiered System of Supports [11, 12](#mtss)

Personal Property [12](#personal_property)

Safe and Drug-Free Schools [12](#safe_drugfree)

Safety Drills [12](#safety_drills)

Smoking/Tobacco Use [12](#smoking_tobacco)

Staff Authority [12](#staff_authority)

Student Data for KSDE [12](#student_data_ksde)

Student Data for School Use [13](#student_data_school_district)

Student Enrollment/Transfers [13](#student_enrollment_transfers)

Suspensions [13, 14, 15](#suspensions)

Threats [15](#threats)

Transportation [15](#transportation)

Visitors [15](#visitors)

Weapons Policy [15](#weapons)

Withdrawal from School [15](#withdrawal_from_school)

Racial Harassment [16](#racial_harrassment)

Sexual Harassment [17](#sexual_harassment)

Notice of Nondiscrimination [18](#non_discrimination)

Complaint Procedures [18](#complaint)

Americans with Disabilities Act [18](#ada)

***Table of Contents***

***Table of Contents***

**Academic Grade Reports** Skyward Family Access is available for daily access to your child’s grades, attendance, and more. Please visit the district website, [www.usd263.com](http://www.usd263.com), and click on the Skyward Family Access icon. You are able to obtain needed login information by emailing the district, [lpierce@usd263.org](mailto:lpierce@usd263.org). After you login with this password, click on the Account Info icon and change your password to something of your choice.

If you are unable to access the internet, please contact your child’s teacher to request a printed copy of progress reports.

Printed grade cards are issued each quarter at MPS, MGS, and MMS. Printed grade cards are issued at MHS each semester.

**Academic Honesty** We will maintain a fair and quality learning environment. The following instances of academic dishonesty compromise this standard:

* Copying, attempting to copy, or giving answers to another student during an examination
* Failing to credit the product of someone else’s creativity
* Copying or permitting another student to copy or obtain credit for one’s work
* Any other action intended to obtain credit for work not one’s own

If a student is guilty of academic dishonesty, the consequences will be determined on an individual basis. Repeated infractions may result in disciplinary actions including suspension or expulsion.

**Attendance** We believe regular attendance is essential for academic success. Any student who accumulates 3 consecutive unexcused absences or 5 unexcused absences in a semester or 7 unexcused absences in a school year will be identified as truant. If the student is under the age of 18, he/she will be referred to the Compulsory Attendance Law ([K.S.A. 72-1111](http://kansasstatutes.lesterama.org/Chapter_72/Article_11/72-1111.html)). For the purposes of counting days toward being “truant” as per state law, 1-3 hours missed will be counted as a half day. Anything missed over 3 hours will be counted as a whole day. **Students with excessive absences, (7 or more) may be required to provide professional documentation for the absences to be excused.**

Procedure for Notifying School when Absent Please notify the school of your student’s absence within 48 hours. If we have not been notified, you will receive a call by 9 a.m. on the day of the absence. This is to ensure the safety of our students. Please remember that simply notifying the school of a student’s absence does not guarantee that the absence is excused. **The school administrator determines if an absence is excused or unexcused.**

The following are valid reasons for an absence being excused:

\* illness/ health appointments \* funeral

\* religious observances \* court appearances

\* college visits \* special requests as approved by building administration

Note: Field trips and school-sponsored activities will not be counted as an absence.

Tardiness/Early Sign-out Tardiness is defined as a student not being in the classroom when the class is scheduled to begin. If a student arrives more than 5 minutes late to class, they will be considered absent rather than tardy.

* Parent must follow the same process to excuse a tardy as they do to excuse an absence.
* Excessive tardiness or excessive early sign-outs will be addressed on a case-by-case basis to determine if there is a pattern of non-attendance. Patterns of non-attendance are considered for truancy.

Note: Please see MHS, MMS, and MA appendixes for specific consequences addressed in students’ tardies.

**Make-up Assignments** It is the student’s responsibility to make arrangements with the teacher. The student will be granted the number of days absent plus one day to turn in make-up assignments.

If the absence from class is the result of the student being suspended from school, the student will be allowed make-up privileges. The student or parent may pick up assignments in the school office for the time he/she is suspended. To receive credit for the work, it must be completed and turned in the day the student returns from out of school suspension.

**Book Rental** Book rental fees for students are set by the Board of Education and are subject to change by the Board at the end of each school year. If a student leaves within 10 days of the first semester, 90% of collected fees will be refunded. After 10 days, 50% of the rental will be refunded. After the first 20 days of school, no refunds will be made. Any student enrolling at any time during the first semester will pay the full book rental fee. Rental for the second semester will be one-half of the full book rental fees. This fee covers all textbooks, workbooks, and any periodicals used for classroom instruction.

**Bullying/Harassment Policy** The Board of Education prohibits bullying in any form on or while utilizing 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. School vehicle means any school bus, school van, other school vehicles and private vehicles used to transport students or staff members to and from school or any school-sponsored activity.

Bullying means: any intentional gesture or any intentional written, verbal, electronic, or physical act or threat that is sufficiently severe, persistent, or pervasive that creates an intimidating, threatening or abusive educational environment for a student or staff member that a reasonable person, under the circumstances, knows, or should know will have the effect of: harming a student or staff member, whether physically or mentally; damaging a student’s or staff member’s property; placing a student or staff member in reasonable fear of harm to the student or staff member; placing a student or staff member in reasonable fear of damage to the student’s or staff member’s property; or cyber bullying (bullying by use of any electronic communication device through means including, but not but not limited to, email, instant messaging, text messages, blogs, mobile phones, pagers, online games and websites.) Any form of intimidation or harassment is prohibited by the Board of Education of USD 263 with respect to policies concerning bullying adopted pursuant to this section of subsection (e) of [K.S.A 72-8205](http://www.kslegislature.org/li/b2013_14/statute/072_000_0000_chapter/072_082_0000_article/072_082_0005_section/072_082_0005_k/) and amendments thereto.

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 engage in bullying activities may be reported to local law enforcement. Students who engage in harassment should know that such behavior can result in discipline or actions which may include restrictions on the offender’s activities and learning environment, suspension or expulsion. Any incidents of bullying may be reported to any teacher, counselor, or administrator and complaints of bullying will be handled pursuant to procedures set forth in the district’s racial and sexual harassment policies. The principal is designated as the complaint manager, who will investigate, file the appropriate written report when necessary, and take any necessary action. The district bullying implementation plan may be found on the district website: [www.usd263.com](http://www.usd263.com) under Board Policies. (See [GAAE](http://www.usd263.com/vnews/display.v/ART/2011/03/11/4d35cc5e59d25), [JDDC](http://www.usd263.com/vnews/display.v/ART/2011/03/11/4d4c3d8ca839e).)

**Campus Care and Conduct** The Mulvane community invested heavily in the education of its future citizens. The privilege of being a student in such a district carries certain responsibilities. Students will be accountable for proper behavior while in and around the building and for care of the building, grounds, and equipment.

Any lost or damaged property, books, or equipment may be charged to the student, or parents of the student, responsible.

**Computer Usage** Technology in USD 263 is a part of our everyday teaching and learning process.  The use of technological advancements is an essential part of the workplace and world.  USD 263 maintains clear regulations regarding use of the district’s computers, network and Internet privileges.  All district employees and students are expected to adhere to these published regulations.  Full access will be granted unless restrictive consequences are necessary.  The district may maintain filtering but does not guarantee the scope or nature of information that may be encountered through its technology services.  Parents, students and employees will be able to access regulations.  These approved regulations may be found on the district website:   [www.usd263.com](http://www.usd263.com)

**Crisis Plan**: As per BOE guidelines adopted 2010-11. It is available in office.

**Custody Documents** In order for the school to assist with special custody arrangements, please provide an original copy of the court orders that pertain to the special situation/custody arrangement. These documents should be provided to the school on an annual basis at enrollment or as the situation changes.

**Dress Code** Students are expected to come to school each day in clean, neat and appropriate attire. The district reserves the right at all times to regulate the dress and/or grooming of any student that is deemed a distraction to the learning process, is of questionable decency, is offensive to the normal decor of the school community, and/or creates a health or safety hazard. Please see individual school appendix for specific information regarding dress codes.

**Emergency Safety Intervention** The Board of Education of USD #263 and its employees are committed to limiting the use of Emergency Safety Interventions (ESI), such as seclusion and restraint, with all students. Mulvane Public School employees are encouraged to utilize other behavior management tools, including prevention techniques, de-escalation techniques, and positive behavior intervention strategies. USD #263 policies and procedures conform to the definitions and requirements of Article 42-Emergency Safety Interventions, including that seclusion and physical restraint shall be used only when student conduct meets the definition of necessitating an emergency safety intervention. Kansas State Board of Education Regulations on ESI can be located on district website: [www.usd263.com](http://www.usd263.com) under the district tab labeled “Federal Laws and Regulations.” USD #263 ESI policies may also be found on the aforementioned district website within the “Policy” section.

**Exterior Doors** Schools should be a safe place for students and staff; therefore, all exterior doors will be locked during the school day. All visitors must ring the security system at the front doors. Immediately upon entering the building, visitors should come to the office and notify school personnel of their presence and obtain a visitor’s badge.

**Field Trips** Field trips will be of an educational nature and a parent consent form will be available to sign. The classroom teacher will notify parents/guardians and school buses will be used to transport students on field trips. Parents/guardians who are assisting as chaperones, are not to bring other children and may transport their student home with advance notice.

**Gifts and Flowers** Gifts and flowers for students ***should not*** be sent to school. We appreciate your consideration of this request. We will not deliver gifts/flowers to students in class. Any deliveries made to school for students will be held in the office. If your child receives a delivery, we will call so you can pick it up in the office.

**Health Policies**

Absence Due to Illness So that we will know what illnesses we have in our classrooms and what symptoms to look for in other students, please notify our health rooms when your child is ill, stating the nature of the illness. Children with fevers should not return to school until fever is gone for 24 hours without the aid of medication.

Accidents Faculty and staff will do all that is possible to prevent accidents while a child is at school. However, accidents will happen. The law permits us to give first aid in case an accident does occur. Sometimes first aid is not enough, and every effort will be made to contact the parents immediately. If parents cannot be reached, services of a doctor will be secured if the case seems in our judgment to be serious. Students should report any injury incurred at school or a school-sponsored activity to the principal or appropriate sponsor. School insurance is offered to every student at the beginning of the school year.

Communicable Diseases The Health Department sets up regulations for control of these diseases, and the following are times of exclusion from school:

Measles 7 days after rash appears.

Chickenpox 6 days after first eruption.

Mumps 9 days after start of illness or until swelling is gone.

Rubella 5 days after rash appears.

Pinkeye Until treatment and no eye discharge.

Impetigo Until under medical treatment.

Head Lice Until proper treatment with prescribed shampoo, and the presence of all live bugs removed from hair.

Children with strep throat, scarlet fever, or ringworm must have written release from doctor or Health Department to return to school.

Illness at School Parents should be reasonably sure each morning that their children are in good health before sending them to school. If they become ill at school or if an accident or concern arises, every attempt will be made to contact the parent as the situation warrants. The student will wait in the health room while parents/emergency contacts are being located. For the health and safety of other students in the building, parents or the emergency contact must pick the student up within 45 minutes. If parents cannot be reached, services of a doctor will be secured if the situation seems to be serious. A member of the school staff may transport a child home in a school vehicle if there is no other transportation available. Students left without arrangements will be considered a *child in need of care*, requiring us to contact the Mulvane Police Department.

Immunizations [K.A.R. 28-1-20](http://www.kssos.org/pubs/KAR/2009/2%20002_28-Department%20of%20Health%20and%20Environment%20Articles%201%20through%208,%202009%20KAR%20Vol%202.pdf) defines immunizations required for any individual who attends school or a childcare program operated by a school. Each student enrolled in Mulvane Public Schools must file documentation of his or her immunization status. This is done by filing a Kansas Certificate of Immunization (KCI) form signed by a physician or local Health Department official. All students entering Mulvane Public Schools must have completed the full series of required immunizations and a health assessment form in order to enroll in school.

The required series consists of:  
• 5 DPT (diphtheria, pertussis, tetanus) The Tdap booster is required at 11 years of age if more than 2 yrs since previous dose.  
• 4 OPV (oral polio)-The last dose of the OPV inoculations must have been received after the fourth birthday.  
• 2 MMR (measles, mumps, rubella); state mandate requires student to have a total of two.  
• A tetanus booster is required ten years after the last DPT.  
• A varicella (chicken pox) or proof of prior varicella disease is provided.  
• Hepatitis B series vaccination.  
• 3 Hib (Haemophilus influenzae type b) required for children less than 5 yrs of age in early childhood programs.  
• 4 PCV7 (Pneumococcal conjugate) required for children less than 5 yrs of age in early childhood programs.  
• 2 Hepatitis A required for children less than 5 yrs of age in early childhood programs.

Medical or religious exemptions are the only legal alternatives allowed by the state and must be filed with the school annually. Children who are exempt from immunizations will be excluded from school in the event of an outbreak or suspected case of vaccine preventable disease.

**Please Note:** Any new students coming into the District will have 90 days to provide us with such information. Current students with incomplete or no immunization records after 90 days will be excluded from school.

InsuranceDuring the opening weeks of school, a low-cost insurance policy is available to each student.  Its coverage encompasses most types of school accidents and is available with either 24-hour coverage during the entire year or for school related accidents during the school months.  Please see our office staff if you are interested in purchasing this insurance.

Medications The Board of Education and Administration state that public schools must never provide medication, but should administer medication that is needed for a student to remain in school. All FDA approved medication, prescription or non-prescription (over-the-counter) will be administered when accompanied by written permission from a parent or legal guardian in advance of administering the medication. The school shall administer medication using very strict guidelines according to the following outline:

1. All prescription medication shall be in the original container and will be given as directed by the physician on the pharmacy label.
2. Non-prescription (over-the counter) medication will be administered under the following guidelines when provided by parents in the original container: Name of student, Name of medication, Age appropriate dosage, Times to be administered, Written permission of parent, or legal guardian
3. The administering of any medication shall be limited to the following employees of USD 263 and shall be administered under the direction of district nursing staff: Principals, Assistant Principals, Nurses, Nurses’ Aides, Coaches, Secretaries, and Teachers.
4. Only oral medications and insulin should be administered, except in emergency situations. The administering of any medication shall be accompanied by a complete and accurate documentation, including, but not limited to, the following items of information: Student identification, Date prescribed, Name of medication, Time and date administered, Signature of person, and administering the medication.
5. All medications shall be kept in a safe place which shall be inaccessible to students.
6. Medications shall not be maintained on any school premises, including athletic areas, unless a properly signed parent permission form to administer the medication is on file.
7. Food supplements will not be administered unless authorized by a physician and the parent or legal guardian. Approved by Board 11-24-86 Revised by BOE 1/14/02

**Inclement Weather/Emergency School Closings** If USD 263 needs to announce the closing of some or all schools, district personnel will use School Messenger, an automated phone message system, which calls all phone numbers listed in Skyward, our school computer system. Please make sure we have an updated phone number for you. The local media is also notified of our school closings.

**Legal Name Changes** The student’s *legal* name must be used at enrollment and will be kept on all official school documents until such time that a name change has been legally made. Please provide the school office with court paperwork documenting any legal name change.

**Lunch/Breakfast**

MPS and MGS students: Lunch/breakfast money will be credited to the child’s account. If your child has a balance of under $5.00, the office will send a notice home. **Students who get behind more than $7.00 with lunch/breakfast money must bring a sack lunch from home**. If they do not bring money or a sack lunch, they will be served a sack lunch at the price of $1.00.

Students, who wish to do so, may eat breakfast at school. Any student wanting to eat breakfast needs to indicate so to their teacher in the breakfast count the day before. Students who would like to purchase an extra milk may bring $0.35 or we can charge the student’s meal account.

Substitutions may be made in the meal components if individual participating children are unable, because of medical or other special dietary needs, to consume such foods. Such substitutions shall be made only when supported by a statement from a recognized medical authority which includes recommended alternate foods. The state requires that the medical statement be renewed each school term.

If we have a current email address listed for you, we will send lunch account status letters via email.

Family members are welcome to join their student for lunch. Please sign in at the office. Adult lunches are paid for there. We would appreciate your calling by 9:00 a.m. to reserve a hot lunch.

MMS and MHS students: Mulvane secondary schools (6-12) use student lunch cards for purchasing all food and beverage products in the lunch room (cash is not accepted in the lunch room). The lunch card has a picture ID and PIN number for the student’s protection. Students are not to share their lunch card with friends or siblings. Students are to be responsible for bringing their lunch cards on a daily basis. Students that do not have their card, but have money in their account will be allowed to eat upon obtaining a new card or a pink slip from the designated site at their school. A student will not be allowed to eat without a lunch card or a pink slip and should obtain one before entering the lunch line. Students who habitually forget their lunch card will be reported to the office staff as the card use is there for the protection of the student’s account. A lost or stolen card is to be reported to the office staff that same day. Students are allowed 3 replacement cards at no cost, the 4th card will cost $1, the 5th will be $2, etc.

Students are informed when they are reaching a low balance of $3 or less, verbally by the lunch staff, and in writing (parental e-mail is also available). This allows ample time to place money in their account following the established procedures at each school. When the student reaches a $0 balance the school will retain the lunch card until money is placed into the student’s account. If a student does not have money in their account for a meal and wishes to eat that day, they need to report to the appropriate office staff to get permission to charge (a maximum of $3) on their account. If permission is granted, they will be given a pink slip and will go directly through the lunch line as usual. If the staff did not grant them permission to charge on their account, they will be given a ticket for a sack lunch. The sack lunch is provided so that no student goes hungry and there will be a charge for the sack lunch placed on the student’s account. The sack lunch is not offered as a regular purchase item and is used only for students in need of a meal that day. Abuse of the sack lunch program will be followed up by the school staff. Students are not allowed to purchase Ala Carte drinks or extra items if they do not have a positive balance in their account.

We offer a policy of Offer vs. Serve\* at the middle school and high school. An explanation of offer vs. serve will be given to each student to help them understand the choices available to them and how the program works. A combo meal\* is required of all students purchasing food in the cafeteria. This feature of the National School Lunch Program is designed to give you the opportunity to select foods that you want to eat and to reduce food waste. Each day you will be offered a complete lunch including a serving of: Meat/meat alternate, Fruit, Vegetable, Grain/bread, and Milk. The servings of fruit and vegetables may be a combination of a serving of fruit and a serving of vegetables, or two servings of two different fruits, or two servings of two different vegetables.

A school lunch provides approximately one-third of your daily nutritional needs. You are encouraged to take all the foods offered: however, you may decline up to two (2) items. The price of the meal remains the same whether you select the minimum of three food items or all five. For example, if the menu is:

Hamburger on a bun (meat and bread)

Tossed salad (vegetable)

Corn (vegetable)

Milk (milk)

You could take all five food items (hamburger, bun, tossed salad, corn and milk) or you could select full portions of four items or a combination of a minimum of three items such as:

|  |  |  |
| --- | --- | --- |
| Hamburger | Hamburger | Hamburger |
| Bun | Tossed salad | Bun |
| Milk | Milk | Corn |
|  |  |  |
| Corn | Bun | Hamburger |
| Tossed salad | Tossed salad | Bun |
| Milk | Corn | Tossed salad |

Other combinations could be chosen. You must select three different items. For example, two hamburger patties would count as only one food item. Check the menu daily so you will know which items in the school lunch you want to eat. Through your careful selection of only those foods you wish to eat, you will be helping to conserve food and money – two valuable resources. Enjoy your lunch!

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.

*To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.*

**Multi-Tiered System of Supports** Mulvane School District implements School-wide Supports such as the multi-tiered system of support (MTSS) in order to help its staff identify students who may need additional supports within general education. Student behavioral and performance data will be collected on all students throughout the year. As students receive additional support from general education additional behavioral or performance data may be collected by the classroom teacher or specialists within the building to effectively plan instruction, monitor student progress, and determine eligibility for the Individuals with Disabilities Education Act (IDEA).

All general education services provided and strategies used to meet the needs of a child will be of the highest research standards available for the area. Services and strategies implemented will address both academic and behavioral needs of all children. There will be a continuum of services and strategies used throughout the building allowing for different levels of intensity, explicitness, and customization of supports for each child as needed.

Any time a parent believes his/her child to be a gifted child and/or a child with a disability, they may request an initial evaluation under the Individuals with Disabilities Education Act (IDEA). [K.A.R. 91-40-7(c)](http://www.kssos.org/pubs/KAR/2009/4%20091_91-Department%20of%20Education,%202009%20KAR%20Vol%204.pdf) authorizes school boards to refer children who are enrolled in public school for evaluations if one of the following is met: (1) school personnel have data-based documentation which indicates that general education interventions and strategies would be inadequate to address the areas of concerns for the child, (2) school personnel have data-based documentation that indicates that prior to, or as a part of the referral, the following were met;

1. The child was provided appropriate instruction in regular education settings that was delivered by qualified personnel;
2. The child’s academic achievement was repeatedly assessed at reasonable intervals which reflected formal assessment of child’s progress during instruction;
3. The assessment results were provided to the child’s parents;
4. The assessment results indicate an evaluation is appropriate.

**Personal Property** The district is not responsible for students’ personal property and does not provide insurance on students’ personal property. If a student’s personal property is broken, damaged or stolen, repair or replacement is the student’s responsibility. Students are encouraged to leave valuable jewelry, large sums of money, electronics or other valuables at home. **Students are responsible for text books checked out in their names.** Students are also encouraged to lock their lockers and to refrain from giving their locker combinations to other students.

**Safe and Drug-Free Schools & Communities Act** The unlawful possession, use, sale, or distribution of illicit drugs and the unlawful possession, use, sale or distribution of alcohol or being under the influence of illicit drugs and/or alcohol by students and school employees on school premises or as a 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. 102-226, 103 St. 1928.

While on school property or attending school sponsored activities, the possession or use of alcoholic beverages, drugs, drug paraphernalia, inhalants and/or other substances such as, but not limited to, over the counter medications, unauthorized prescription drugs, or other substances or materials used with the intention of creating a state of intoxication producing a mind altering effect by a student, or a student who admits same, shall be in violation of school policy. Also, conduct which appears to be altered by the use of substances listed above is a violation of school policy. Medication specifically prescribed for a student by an authorized health care professional, will be exempt from this policy.

*For further explanation of the requirements of the Safe and Drug-Free Schools and Communities Act and the Drug-Free Schools and Communities Act and Policies, please refer to the district website:* [*http://www.usd263.com*](http://www.usd263.com) *under Federal Laws and Regulations.*

**Safety Drills** Mulvane Schools are required to conduct a variety of drills throughout the year. Fire Drills will be conducted on a monthly basis. Tornado, Intruder, and Shelter-in-Place Drills will also be conducted throughout the school year.

**Smoking/Tobacco Use** Mulvane USD 263 is a smoke-free and tobacco-free school district. The use of any form of tobacco product is prohibited at all times by everyone in or on district owned or leased property, including district vehicles.

**Staff Authority** Students are under the authority of staff members in the district at any time they are on the school grounds or at any school function, including off campus activities. Students are expected to give respectful attention to the requests and directions of all staff members regardless of whether or not they know them or have the teacher as an instructor in one of their classes.

**Student Data for Kansas Department of Education** Each year, every school district in Kansas is required to report student data by race and ethnicity categories set by the federal government to the Kansas State Department of Education (KSDE). Though the KSDE does not report individual student data to the federal government, the total number of students in various categories of each school is reported. These reports help keep track of changes in student enrollments and ensure that all students receive the educational programs and services to which they are entitled.

Recently, the federal government adjusted the student data reporting categories. With the new reporting categories, you will need to update your child’s data. Starting with the 2009-2010 school year, all schools in Kansas will report student data to the Kansas State Department of Education using the new categories.

**Student Data for School District Use** For purposes of Family Educational Rights and Privacy Act, USD #263 has designated certain information contained in educational records as directory information which may be disclosed for any purpose without your consent. Directory information categories may include the following: Student's Name, Student's Address, Telephone Number, Picture (yearbook, website, newsletters), Parent/Guardian Name, Date/Place of Birth, Dates of Attendance, Grade Placement, Honors & Awards Received, and Last School Attended

Sec. 9528 ARMED FORCES RECRUITER ACCESS TO STUDENTS AND STUDENT RECRUITING INFORMATION. CONSENT: A secondary school student or the parent of the student may request that the student’s name, address, and telephone listing not be released without prior written parental consent, and the local educational agency or private school shall notify parents of the option to make a request and shall comply with any request.

Students/parents have the right to refuse to permit the designation of any or all of the above information as directory information. **Such refusal must be in writing and presented to the principal on or before the first day of school**. If refusal is not filed, USD #263 assumes there is no objection to the release of the directory information designated. For a comprehensive explanation of directory information and student rights, please consult our district website at [www.usd263.com](http://www.usd263.com) under Federal Laws and Regulations.

**Student Enrollment/Transfers** All kindergarten and students entering Kansas schools for the first time are reminded that they will need to present to the school an **original, state** birth certificate, physician’s health examination form and the State of Kansas Certificate of Immunization before entering school. These forms may be obtained from the nurse’s office at any of the four attendance centers. The school nurse will be available during enrollment to help update student health records, and to help answer any questions or problems related to health records and procedures.

Students transferring to Mulvane schools from non-accredited settings will be tested by USD 263 staff prior to determining grade level placement.

Every student who is transferring from our schools should notify the school office. Records will be requested by the new school and will be sent at that time.

**Suspensions** When a student will not conform to reasonable standards of discipline or wherein their presence threatens the general welfare of other students, school administrators may suspend a student for a period not to exceed ten days. While on suspension the student may not be on USD 263 property without administration’s permission.

House Bill 2768 amends KSA 72-8901-72-8906: The board of education of any school district may suspend or expel, or by regulation authorize any certified employee or committee of certificated employees to suspend or expel, any pupil student guilty of any of the following:

1. Willful violation of any published regulation for student conduct adopted or approved by the Board of Education;
2. Conduct which substantially disrupts, impedes or interferes with the operation of any public school;
3. Conduct which endangers the safety of others or which substantially impinges upon or invades the rights of others at school, on school property, or at a school sponsored activity;
4. Conduct which, if the student is an adult, constitutes the commission of a felony or, if the pupil were a juvenile, would constitute the commission of a felony if committed by an adult;
5. Conduct at school, on school property, or at a school sponsored activity which, if the pupil is an adult, constitutes the commission of a misdemeanor or, if the pupil is a juvenile, would constitute the commission of a misdemeanor if committed by an adult;
6. Disobedience of an order of a teacher, peace officer, school security officer or other school activity, when such disobedience can reasonably be anticipated to result in disorder, disruption or interference with the operation of any public school or substantial and material impingement upon or invasion of the rights of others.

72-8902.   Duration of suspension or expulsion; notice; hearings, opportunity afforded, waiver, time, who may conduct.

(a) A suspension may be for a short term not exceeding 10 school days, or for an extended term not exceeding 90 school days. An expulsion may be for a term not exceeding 186 school days. If a suspension or expulsion is for a term exceeding the number of school days remaining in the school year, any remaining part of the term of the suspension or expulsion may be applied to the succeeding school year. (b) (1)   Except as authorized in provision (2), no suspension for a short term shall be imposed upon a pupil without giving the pupil notice of the charges and affording the pupil an opportunity for a hearing thereon. The notice may be oral or written and the hearing may be held immediately after the notice is given. The hearing may be conducted informally but shall include the following procedural due process requirements: (A) The right of the pupil to be present at the hearing; (B) the right of the pupil to be informed of the charges; (C) the right of the pupil to be informed of the basis for the accusation; and (D) the right of the pupil to make statements in defense or mitigation of the charges or accusations. Refusal of a pupil to be present at the hearing will constitute a waiver of the pupil's opportunity for a hearing.

      (b)   A short-term suspension may be imposed upon a pupil forthwith, and without affording the pupil a hearing if the presence of the pupil endangers other persons or property or substantially disrupts, impedes or interferes with the operation of the school.

      (c)   A written notice of any short-term suspension and the reason therefore shall be given to the pupil involved and to the pupil's parent or guardian within 24 hours after the suspension has been imposed and, in the event the pupil has not been afforded a hearing prior to any short-term suspension, an opportunity for an informal hearing shall be afforded the pupil as soon thereafter as practicable but in no event later than 72 hours after such short-term suspension has been imposed. Any notice of the imposition of a short-term suspension that provides an opportunity for an informal hearing after such suspension has been imposed shall state that failure of the pupil to attend the hearing will result in a waiver of the pupil's opportunity for the hearing.

      (d)   No suspension for an extended term and no expulsion shall be imposed upon a pupil until an opportunity for a formal hearing thereon is afforded the pupil. A written notice of any proposal to suspend for an extended term or to expel from school, and the charges upon which the proposal is based shall be given to the pupil proposed to be suspended or expelled from school, and to the pupil's parent or guardian. Any notice of a proposal to suspend for an extended term or to expel from school shall state the time, date and place that the pupil will be afforded an opportunity for a formal hearing, and that failure of the pupil and the pupil's parent or guardian to attend the hearing will result in a waiver of the pupil's opportunity for the hearing. The hearing shall be held not later than 10 days after the date of the notice. The notice shall be accompanied by a copy of this act and the regulations of the board of education adopted under K.S.A. 72-8903, and amendments thereto.

      (e)   Whenever any written notice is required under this act to be given to a pupil or to a pupil's parent or guardian, it shall be sufficient if the notice is mailed to the address on file in the school records of the pupil. In lieu of mailing the written notice, the notice may be personally delivered.

      (f)   A formal hearing on a suspension or expulsion may be conducted by any person or committee of persons authorized by the board of education to conduct the hearing.

Make-up work during suspensions *Short-term suspensions of ten or fewer days:*-All work must be completed and submitted on the day the student returns to school. *Long-term suspensions exceeding ten days:* -The determination of credit and make-up work will be at the discretion of the hearing officer.

Suspensions & Expulsions/Driver’s LicenseIn accordance with Kansas statute 72-89c02, law enforcement officials will notify the State Department of Motor Vehicles to suspend driving privileges and revoke the pupil’s Kansas driver’s license for one year for the following: possession of a weapon at school, upon school property or at a school-supervised activity; found in possession of an illegal drug or controlled substance at school, upon school property or at a school-supervised activity which resulted in, or was substantially likely to have resulted in, serious bodily injury to others.

**Threats**  Threats against student(s), against staff member(s), or against property, whether delivered by word of mouth, by gesture, by written message, use of technology such as Facebook, texts, etc., will not be tolerated. Claiming that such a threat was not “serious,” or that it was “just a joke” will not reduce the consequences. Students who make such threats may be suspended out of school and reported to law enforcement as required.

**Transportation** Please contact our transportation office at 777-0501 to enroll in bus service. Bus Rules are provided to all students and their parents if they ride a bus. For the safety of everyone, it is imperative that students display good conduct while riding the bus. Poor conduct may result in suspension of bus privileges. If there is damage to a bus, the student will be charged for repair or replacement.

For a complete explanation of expectations, rules, and consequences, please visit the district web site:  [www.usd263.com](http://www.usd263.com).  USD 263 administration reserves the right to modify these procedures.

**Visitors** All visitors must check in at the office and receive principal approval before visiting with a member of the staff or student. Visitors granted such approval will wear a visitor’s badge while in the building. Only students regularly enrolled in Mulvane Schools will be allowed to attend classes.

**Weapons Policy** A student shall not knowingly possess, handle, or transmit any object, which can reasonably be considered a weapon while at school, on school property or at a school sponsored event/activity. This applies to any item being used as a weapon or destructive device, or any facsimile of a weapon whether it be of a hardware, chemical, or fluid nature. Any student who uses such items to threaten, harm, intimidate or harass another person will be subject to a hearing and possible suspension or expulsion. If the incident involves criminal action, the case will be turned over to the local law enforcement agency for prosecution.

**Withdrawal from School** Students leaving our schools should notify the office immediately. Records will be sent to your new school upon their request.

**RACIAL HARRASSMENT**

Racial harassment will not be tolerated in the USD 263 school district.  Racial harassment of employees or students of the district by board members, administrators, certified and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.  Racial harassment is racially motivated conduct which:

* Affords an individual different treatment, solely on the basis of race, color, or national origin, in a manner which interferes with or limits the ability of the individual to participate in or benefit from the services, activities or programs of the school and/or district; or
* Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of creating a hostile academic or work environment; or
* Is sufficiently severe, pervasive or persistent to have the purpose or effect of interfering with a student’s academic performance or an employee’s productivity or the ability of either to participate in or benefit from the services, activities or programs of the school or district.

Racial harassment shall include, but not be limited to (1) inappropriate racial slurs, (2) racial insults, (3) racial intimidations, (4) employment decisions based on racial issues, and (5) creation of hostile or intimidating working or learning environment based on racial overtones.

**RACIAL HARRASSMENT continued**

No district employee shall racially harass, be racially harassed, or fail to investigate or refer a complaint of racial harassment for investigation.  Complaints of racial harassment by employees will be promptly investigated and resolved.  Initiation of a complaint of racial harassment will not adversely affect the job security or status of an employee, nor will it affect his or her compensation or work assignment.  Violation of this policy shall result in disciplinary action, up to and including termination, against any employee.  Complaints initiated by students shall not affect their school status or academic standing.  Students who violate this policy will be subject to appropriate disciplinary action up to and including expulsion from the school district.  Employees who believe that they have been subjected to racial harassment should discuss the problem with their immediate supervisor.  If an employee’s immediate supervisor is the alleged harasser, the employee should discuss the problem with the building principal or superintendent.

Students who believe that they have been subject to racial harassment should discuss the situation with their building administrator.  If the administrator is the alleged harasser, the student should discuss the matter with the superintendent of schools.  If the superintendent is the alleged harasser in any situation, the matter should be discussed with the BOE president.  If the BOE as a whole or individual members acting in capacity as a Board Member is the alleged harasser, the matter should be addressed in writing to the Clerk of the Board and the School District attorney for resolution.

Employees and students who do not believe that the matter is appropriately resolved through this meeting may file a written complaint under the district’s discrimination complaint procedure.  Confidentiality shall be maintained throughout the complaint procedure.

**Sexual Harassment continued**

Employees who believe that they have been subject to sexual harassment should discuss the problem with their immediate supervisor. If an employee’s immediate supervisor is the alleged harasser, the employee should discuss the problem with the building principal or the superintendent.

Students who believe that they have been subject to sexual harassment should discuss this situation with their building administrator. If the administrator is the alleged harasser, the student should discuss the situation with the superintendent of schools. If the superintendent is the alleged harasser in any situation, the matter should be discussed with the Board of Education President.

If the Board of Education as a whole or as individuals are the alleged harassers in the course of their official duties, the matter should be addressed in written form to the Clerk of the Board and School District’s attorney for a resolution.

Employees and students who do not believe that the matter is appropriately resolved through the meeting process may file a written complaint under the district’s complaint procedure. Confidentiality shall be maintained throughout the process.

**Sexual Harassment**

Sexual Harassment will not be tolerated in the USD 263 school district. Sexual harassment of employees or students of the district by board members, administrators, certified and support personnel, students, vendors and any others having business or other contact with the school district is strictly prohibited.

Sexual harassment shall include, but not be limited to, inappropriate sexual advances, requests for sexual favors, and other verbal or physical conduct of sexual nature when: (1) submission to conduct is made either explicitly or implicitly a term or condition of an individual’s employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individuals; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual’s work or learning performance or creating an intimidating, hostile or offensive working or learning environment.

No district employee shall harass, be sexually harassed, or fail to investigate or refer a complaint of sexual harassment for investigation. Complaints of sexual harassment by employees will be promptly investigated and resolved. Initiation of a complaint of sexual harassment will not adversely affect the job security or status of an employee, nor will it affect his or her compensation or work assignment. Violation of this policy shall result in disciplinary action, up to and including termination, against any employee. Complaints initiated by students shall not affect their school status or academic standing. Students who violate the policy will be subject to disciplinary action which may include expulsion from the district.

**AMERICANS WITH DISABILITIES ACT (ADA), SECTION 504 OF THE REHABILITATION ACT (SECTION 504), AND AMERICANS WITH DISABILITIES ACT AMENDMENTS ACT (ADAAA)**

Section 504 of the Rehabilitation Act of 1973, The Americans with Disabilities Act of 1990, and the Americans with Disabilities Act Amendments Act (ADAA) of 2008 prohibits discrimination against persons with a disability in any program receiving federal financial assistance. USD 263 acknowledges its responsibility under Section 504/ADA/ADAA to avoid discrimination in policies and practices regarding its students and personnel.

No discrimination against any person with a disability shall knowingly be permitted in any program or practice in the school. Any person having inquiries and/or specific complaints regarding USD 263’s compliance with ADA, ADAA, or Section 504 regulations needs to contact the Superintendent of Schools for USD 263 at 628 E. Mulvane, P.O. Box 130, Mulvane, KS 67110. Telephone no. 316.777.1102

For a complete explanation of ADA, ADAA, or Section 504, please consult our district website at [www.usd263.com](http://www.usd263.com) and select *Civil Rights Comprehensive Notification*.

Kansas Commission of Civil Rights

Landon State Office Building, 8th Floor

900 Jackson, Suite 851 South

Topeka, Kansas 66612-1258

**NOTICE OF NONDISCRIMINATION**

USD #263 does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, treatment or employment in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

A complete explanation of Non-Discrimination compliance can be found can be found on our website. [www.usd263.com](http://www.usd263.com) under Federal Laws and Regulations.

Any person having inquiries concerning USD #263’s compliance with the regulations implementing Title II, Title VI, Title IX, Section 504, or the Age Discrimination Act is directed to contact the Superintendent of Schools, 628 E. Mulvane, P. O. Box 130, Mulvane, KS 67110. Telephone No. (316)777-1102

**COMPLAINT PROCEDURES**

USD #263 recognizes the right of employees and students to express their complaints. The procedures are listed on our district website [www.usd263.com](http://www.usd263.com) If deemed necessary, further action may be sought through the following agencies:

Equal Employment Opportunity

911 Walnut, 10th Floor

Kansas City, Missouri 64106

Department of Health, Education and Welfare

Office for Civil Rights

10220 N. Executive Hills Blvd.

Kansas City, Missouri 64153

[](http://www.bing.com/images/search?q=paw+prints&view=detail&id=FB7B4415BFEA93C7C7C44D2313C389951CC39C57&first=271&qpvt=paw+prints&FORM=IDFRIR)

**MUNSON PRIMARY**

**STUDENT HANDBOOK**

**APPENDIX**

MC900001225[1]

**TABLE OF CONTENTS**

Principal’s Welcome

Board of Education Members

Administration Members

Faculty List

Munson Primary School Calendar of Activities

Bicycles

Check In & Check Out Procedures and Building Entrances

Class Placement

Cold Weather Recesses

Dismissal Procedures

Dress Code

Homework Requests

Immunizations

Lost and Found

Munson Primary School-Wide Behavior Plan

Parties

Pets

Reporting Student Progress to Parents

School Hours

Transportation

Telephone Calls

Toys, Trading Cards, Cell Phones & Electronic Equipment

Acknowledgement of Munson Primary Student Handbook Appendix

MC900001225[1]

**PRINCIPAL’S WELCOME**

On behalf of the faculty, administration and USD 263 Board of Education, welcome to Munson Primary School for the 2013-2014 school year.

Munson Primary School handbook is available on our website which explains and outlines the rules and guidelines established by USD 263 and Munson Primary School. It is the responsibility of the parent and student to know the rules and abide by them to ensure the safety of others and uphold the integrity of all.

We encourage all parents to become active and involved in the activities and education of your child while they are at Munson.

Welcome to Munson Primary School. We hope this school will be a safe and successful year.

Sincerely,

Deana Waltrip

**BOARD OF EDUCATION**

Mr. Ronald Becker

Mr. Richard Canfield

Mr. Travis Cottrell

Mr. Steven Fry

Mr. Timothy Snider

Mr. Dennis Springer

**DISTRICT ADMINISTRATION**

Dr. Brad Rahe .Superintendent of Schools

**MUNSON PRIMARY ADMINISTRATION**

Deana Waltrip Principal

# ***MUNSON PRIMARY FACULTY LIST***

**Name Position**

Robin Williams Physical Education

Deb Heidebrecht Art

Adam Dean Music

Linda Innes Title

Debbie White Librarian

Mickie Mason Speech

\_\_\_\_\_\_\_\_\_\_\_ Speech

Diane Bacon Counselor

Sandy Boutz Gifted

Connie Akred Resource

Marisa Kelley Resource

Lisa Flaten Resource

Glenda Austin Psychologist

Sue Heersche Nurse

Diane Blake ECSE

Melissa Wefald ECSE

Michelle Kincaid ECSE

Jennifer Hankins Jump Start

Amy Endres Half Day Kindergarten

Suzie Burkhart Full Day Kindergarten

Heather Seier Full Day Kindergarten

Tawnya Weaver Full Day Kindergarten

Kassie Witt Full Day Kindergarten

Amy Branine Full Day Kindergarten

Denise Bagby 1st Grade

Rachel Haney 1st Grade

Jodi McCarty 1st Grade

Tempe Heck 1st Grade

Heather Swanson 1st Grade

Katie Jacobs 1st Grade

Rachel Haney 1st Grade

Marjorie McClellan 2nd Grade

Molly McNall 2nd Grade

Tara Parton 2nd Grade

Nic Slayton 2nd Grade

Christine Dunham 2nd Grade

Denise Hansel 2nd Grade

Cindy Martin Secretary – Registrar and Attendance

Stevi Tatum Secretary – Lunch accounts and Financial

# ***MUNSON PRIMARY SCHOOL***

***CALENDAR OF ACTIVITIES***

***2013 – 2014***

July 30 New Students & Staff Enrollment @ MPS 10-3

July 31 All Students Enrollment @ MHS 10-7

Aug. 1 Enrollment @ MPS 8-3

Aug. 9 Meet the Teacher

Aug. 13 First Day of School

Aug. 13 Kindergarten Testing

Aug. 14 Kindergarten Testing

Aug. 15 Kindergarten Testing

Aug. 16 Kindergarten Testing

***Aug. 16 No School/Staff and Students – Old Settlers***

***Sept. 2 No School – Labor Day***

Oct. 9 Teacher/Parent Conferences 4-7:30

Oct. 11 Individual Pictures

Oct. 11 Teacher/Parent Conferences 4-7:30

Oct. 12 Teacher/Parent Conferences 7:30-3:00

Oct. 18 End of 1st Quarter

Oct. 31 Fall Parties

***Nov. 1 No School – Teacher Inservice***

Nov. 6 2nd Grade Music Program

Nov. 13 Individual 2nd Chance Pictures

***Nov. 27 No School/Staff and Students***

***Nov. 28-29 No School /Thanksgiving***

Dec. 20 End of 2nd Quarter and 1st Semester

Dec. 20 Christmas Parties

***Dec. 21-31 No School – Winter Break***

***Jan. 1-3 No School – Winter Break***

Jan. 6 Classes Resume

Jan. 4 Grade Cards sent home

***Jan. 20 No School – Teacher Inservice***

Feb. 5 1st Grade Music Program

Feb. 11 Teacher/Parent Conferences 4-7:30

Feb. 12 Teacher/Parent Conferences 4-7:30

Feb. 14 Valentine Parties

Feb. 15 Teacher/Parent Conferences 7:30-3

***Feb. 17 No School/Staff and Students***

Feb. 26 Casual Individual Pictures

Feb. 26 Classroom Group Pictures

Mar. 4 Kindergarten Music Program

Mar. 14 End of 3rd Quarter

Mar. 15 Grade Cards sent home

***Mar. 17-21 No School – Spring Break***

April 16 Kindergarten Roundup

***April 18 No School/Staff and Students***

**May 18 ECSE Last Day**

**May 22 Jump Start Last Day**

**May 23 Last Day of School – Release at 11:30**

May 23 End of 4thQuarter and 2nd Semester – Grade Cards sent home

***BICYCLES***

For the safety of your child and others, we do not allow bicycles, skates or skate boards at school. Other personal property of students should be brought to school only with the permission of the child’s teacher.

***CHECK IN AND CHECK OUT PROCEDURES AND BUILDING ENTRANCES***

All students must be checked out through the office. A signature will be required from persons checking students out. All children will be dismissed from the office area (i.e., person signing the child out will be asked to wait in the office until the child arrives). I.D. may be requested at the time of checkout. All visitors should report to the school office upon arriving in the building where they will be asked to signed in and get a visitor’s badge to wear. All doors in the building will be secured at all times. This procedure should not be affected by inclement weather.

***CLASS PLACEMENT***

Placement considerations are given to those professional and parental recommendations that are indicative of special needs. Valid input is welcome and helpful in this process as is your support and understanding. Parents are asked to provide a letter with the academic reasons for their request. **This letter must be to the Principal by the first of June**. The principal will have the final say on all decisions. 1/2 day Kindergarten students living within 2 1/2 miles from school will attend the p.m. sessions if available. Consideration will be given to scheduling preferences but not all requests can be granted due to balancing of class sessions. Class lists will be posted outside the school building following enrollment and will be final at that time.

***COLD WEATHER RECESSES***

Details such as wind chill, snow, rain, cloud cover, wind, etc. will be used to determine whether or not it will be beneficial for the children to go outside. Please be sure your child is dressed appropriately. We will be outside for recess unless moisture or wind chill is a problem. **We will use 15 to 20 degrees** as a guideline but will also consider temperature, wind chill, dampness, and overall weather pattern in determining whether recess will be inside or outside. Children are better learners following activity periods such as recess. A parent may request to have their child stay in for recess following an illness; however, any prolonged request must be accompanied by a physician’s statement.

***DISMISSAL PROCEDURES***

Students must be picked up within 30 minutes of dismissal time from the building and grounds. If after 30 minutes the student has not been picked up, the Mulvane Police Department will be notified.

Students will be dismissed and escorted by a teacher at dismissal time from the building. We ask for the assistance of parents during this time to help make sure students are kept safe. Students will not be allowed to leave school grounds unaccompanied.

When picking up your child from school, please use the Munson Primary School parking lot adjacent to Wildcat Boulevard. Entrance should be by First Street only. No cars will be allowed east of the Middle School parking lot at dismissal time. Students will be escorted to this area if they are being picked up by car. No parking is permitted in the courtyard area. We will make every effort to secure crosswalk guards at Second Street and Wildcat Boulevard, during entrance/dismissal times. Parents and students should cross all streets mentioned at the crosswalk guarded by a crosswalk guard. PLEASE follow the attached drop off and pick procedures and map.

***DRESS CODE***

The Board of Education and Administration of USD 263 encourage all students to dress in a manner appropriate for the community and for a school day. The following regulations are designed to contribute to a good learning environment by creating an atmosphere of safety, dignity and self-respect. Dress and appearance must not present health or safety problems or cause disruption.

***HOMEWORK REQUESTS***

Please call requests for homework into the school office by **12:00 noon** in order that teachers have sufficient time

to gather materials to send home. If you have a planned absence, please make arrangements with the classroom teacher prior to the absence for needed homework.

**IMMUNIZATIONS**

Early Childhood Program Operated by a School (Ages 4 years and Under)

DTaP/DT (diphtheria, tetanus, pertussis) 4 doses

IPV (polio) 3 doses

MMR (measles, mumps, rubella) 1 dose

Varicella (chickenpox) 1 dose\*

Hepatitus A 2 doses

Hepatitis B 3 doses

Hib (haemophilus influenza type B) 3 doses

Prevnar (pnemococcal conjugate) 4 doses

Kindergarten – Grade 2

DTaP/DT (diphtheria, tetanus, pertussis) 5 doses

IPV (polio) 4 doses

MMR (measles, mumps, rubella) 2 doses

Varicella (chickenpox) 2 doses\*

Hepatitis B 3 doses

\* Varicella (chickenpox) vaccine is not required if child has had chickenpox disease **and** disease is documented by a physician signature. Without physician signature, vaccine is required even if you believe your child has had chickenpox disease.

***LOST AND FOUND***

Parents, please check the school’s lost and found when garments, etc. are missing. Many articles of clothing are never claimed by pupils. At the end of the school year, the remaining lost and found items will be donated.

***MUNSON PRIMARY SCHOOL-WIDE BEHAVIOR PLAN***

We have implemented a school-wide approach for handling student misbehavior and discipline. The plan below has been designed to be age appropriate for K-2nd grade students at Munson Primary. Preschool and Jump-Start students will use a modified version of the plan below.

The purpose of the school-wide behavior plan is to promote a safe and caring learning environment where all students are taught the difference between appropriate and inappropriate behavior. The three behavior categories with some examples behaviors are shown below:

**Level Green School-Wide Rules:**

Be Safe, Be Respectful, Be Responsible, Follow Directions

Other examples: Use Good Manners, Be Cooperative, Be Honest, Etc

**Level Yellow (Classroom Managed Behavior)** Including but not limited to: Inappropriate Language, Physical Contact (not keeping hands, feet, and all objects to self), Teasing, Name Calling, Tattling or Bullying, Being Uncooperative/Not using time wisely, Being Dishonest, Theft

**Level Red (Classroom Managed Behavior)**

Repeated Yellow Behaviors

**Level Blue (Office Managed Behaviors)**

Abusive Language (sexual/racial harassment, bullying), Property Misuse/Damage (vandalism, graffiti, destroying property), Fighting/Physical Aggression(physical intimidation, assault), Possession of drugs, weapons, or look-alike items, Defiance (leaving classroom/building), Intentional elimination of body fluids or waste in an inappropriate manner or location

**Level Yellow and Red Consequences**

We do not have a set consequence list for every Yellow and/or Red Behavior. A consequence will be given for the situation following these guiding principles: the consequence must be related to the behavior, delivered respectfully, and it must be reasonable.

Examples of possible consequences could be: Logical/natural consequence, Time out, Loss of privilege/portion of privilege, Individual specific instruction to student, Time with buddy teacher, Practice appropriate behavior, Visual

reminders/cues, Parent contact, Lunch with teacher (to discuss concerns and problem solve or to help build relationship with student), Review problem – create plan, Think Sheets, Etc.

**Repeat Yellow/Red Behaviors**

If your child continues to make Yellow/Red Behavior choices over multiple days, despite teacher/student problem solving efforts, the classroom teacher will contact you for your support. If the behavior continues, the classroom teacher will refer your student to our building General Education Intervention Team for further intervention strategies.

**Level Blue Consequences**

There are some behaviors that are totally inappropriate at school. These behaviors are Level Blue Behaviors. When a student demonstrates a Level Blue Behavior, it will require involvement by the principal, parent(s), guardian(s) and student. If the principal is involved the referring teacher will complete a Behavior Incident Report (BIR) which will be sent home for parent/guardian signature and is to be returned the following day.

**Communication**

Your child’s behavior will be communicated to you daily through the **Behavior Calendar** and parent/teacher contact, as needed.

**Behavior Calendar**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Mon | Tues | Wed | Thur | Fri |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

We want to promote a positive, safe learning environment for all students. Thank you for your support!

***PARTIES***

Birthday parties and other special parties may be held no longer than 15 minutes of the day. Please make arrangements with the child’s teacher in advance. Party invitations may not be passed out at school unless everyone in the classroom receives an invitation.

***PETS***

Please secure the Principal’s and the teacher’s permission before bringing a pet to school. Release forms must be signed in the office indicating that proper vaccinations have been given. The parent should bring the pet, stay until it has been shown to the students, and then take it home. No animals should be transported on the school bus. It may not be appropriate for some animals to be handled by students. This will be directed by the building principal.

***REPORTING STUDENT PROGRESS TO PARENTS***

Parent/Teacher Conferences will be scheduled at the conclusion of the 1st nine weeks and prior to the end of the 3rd nine week period. The emphasis will be on indicating to the parents the overall academic progress of the student as well as any other notable concerns or delightful news to share! Report cards will then be sent home with the student at the end of each of the reporting periods (2nd, 3rd, and 4th quarter). Your child’s teacher as well as any staff member will gladly set up a conference at any time. Any child transferring into the district, who has not completed a satisfactory number of days in order to assess progress, will not be issued a grade card for that grading period.

***SCHOOL HOURS***

**ECSE classes do not attend of Wednesdays.**

**Classes will begin at 7:55 a.m. and end at 3:15 p.m.**

**Morning ECSE and Kindergarten: 7:55 a.m. - 11:12 a.m.**

**Afternoon ECSE and Kindergarten: 12:10 p.m. - 3:15** **p.m**.

Breakfast: 7:40 a.m. - 7:55 a.m.

Lunch Hours: 1st Lunch 11:15 – 11:45, 2nd Lunch 11:45 - 12:15, 3rd Lunch 12:15– 12:45

**1 hour late start every Wednesday, beginning August 14th**

On Late Start classes will begin at 8:55 a.m. and end at 3:15 p.m.

AM Jumpstart and Kindergarten: 8:55 a.m. – 11:12 a.m.

PM Jumpstart and Kindergarten: 12:10 p.m. and 3:15 p.m.

Breakfast: 8:40 a.m. – 8:55 a.m.

Building doors will open at 7:25 a.m., 8:25 a.m. on Wednesdays for students wishing to eat breakfast. Breakfast will not be served past 7:55 a.m., 8:55 a.m. on Wednesdays except for late buses. In this event, breakfast passes will be issued.

***TRANSPORTATION***

Please know your child’s bus route number and driver when contacting the bus barn for concerns during the school year. This makes it much easier to address your questions in a timely manner.

***TELEPHONE CALLS***

The school telephone is for business calls only. Children may use the phone in case of emergency or emergent need with permission from their teacher. When a parent calls the school and wishes to speak to a teacher, the office will send you to the teacher’s voice mail where you can leave a message and they will call back as soon as possible. Only emergencies will be sent through to interrupt class time.

***TOYS, TRADING CARDS, CELL PHONES AND ELECTRONIC EQUIPMENT***

These are to be left at home. They are disruptive to the learning environment. Munson Primary is not responsible for lost or stolen items, nor will administration or staff time be used to search for the above stolen or lost items. Any items brought to school will be taken and kept by the administrator until a parent is able to pick them up.

**Acknowledgement of Handbook**

**Must be returned to the classroom teacher**

DEAR PARENT(S) AND STUDENT(S):

After reading the handbook on-line, please sign the form below and return it to school with your oldest child by **Friday, August 23.** As part of our school improvement process, we as staff at Munson Primary, feel that good communication with the home is vital to the success of the year that is ahead of us. By taking the time to read through this handbook and reviewing it with your child, you will be well informed of the basic operations at Munson Primary school and we appreciate your attention in returning the signatures as requested. Families not returning the form will be contacted with a reminder. Thank you.

Should you have any questions, please call the school office at 777-0151.

Date:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student Name **(FIRST AND LAST)**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student Name **(FIRST AND LAST)**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student Name **(FIRST AND LAST)**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student Name **(FIRST AND LAST)**

And

I,\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Parent Signature **(FIRST AND LAST)**

Have read and understand the expectations outlined in this handbook.



***Mulvane Grade School***

Family Handbook

Appendix

**Mulvane Grade School**

**411 SE Louis Blvd Mulvane, KS 67110**

**Telephone No. 777-1981 Fax 777-2799**

**Mulvane Grade School Faculty List**

Julina Beck 5th grade

Shannon Brines …………………………………………………… 5th grade Resource Room

Stephanie Bogner 3rd grade

Emily Burch 3rd grade

Jane Constance Speech Pathologist

Fae Cottrell 5th grade

Kim Cunningham 3rd grade

Trista Cuthbertson 3rd grade

Shane Dayton Music

Pam DePriest Title I/Reading Specialist

Connie Elliott 5th grade

3rd grade

Cathy Fooshee Physical Education

Kelsey Garner 4th grade

Kim Headrick 5th grade

Mary Alice Hollenback 4th grade Resource Room

Kendra Kanaga Nurse

Terasa Kraft Art

Sarah Leonard Functional Resource Room

Linda Miller Counselor

Erica Morris 5th grade

Amy Nelson 4th grade

Heather Parrott 4th grade

Cindy Ramsey 3rd grade

Matt Rorabaugh 4th grade

Dyan Steffen 4th grade

Jason Townsend 5th grade

Sherry White 3rd grade Resource Room

Gary Wyatt 4th grade

Katie Entwisle Librarian

Cold Weather Recess 34

Counselor/Social Worker 34

Drop off/Pick up 34

Equipment for Playground 34

Grading System 34

Guidelines for Success 34-35

Homework 35

Immunizations………………………………… 35

Library 35

Lost and Found 35

Lunch Visitors 35

Parties 35

Requests for Teachers 36

School Hours 36

Student Sign-out Procedures 36

Telephone 36

Toys, Electronic Equipment, and Cell Phones 36

Transportation 36

Traveling to/from School 36

**Cold weather recess** We will be outdoors for recess if the temperature, including wind chill, is at least 15-20 degrees with no falling precipitation. Please be sure your child is dressed appropriately for the weather.

**Counselor/Social Worker** The school counselor and social worker provide guidance, counseling, and social services for all students. Classroom visits, small groups and individual counseling are part of their role in our school. Students wishing to visit with either the school counselor or social worker should check first with their teacher before leaving the classroom. Parents/guardians are always welcome and encouraged to contact our counselor and social worker.

**Drop off/ pick up** Parents please drop off students curbside in the mornings. All traffic should be **ONE-WAY SOUTHBOUND** during morning drop off. If a parent must park, the lot north of the Grade School should be used. Parents are asked to park in the lot north of the Grade School, or south, behind the District Offices.

***ALL TRAFFIC IS***

***ONE WAY ***

***SOUTH BOUND TO MULVANE STREET***

**Equipment for playground** The playground equipment will be furnished by the school. Private equipment, such as balls and gloves, should remain at home. Mulvane Grade School is not responsible for lost or stolen personal equipment brought to school.

**Grading System** Mulvane Grade School will use a standards-based grading system. A standards-based grading system measures skill mastery for each individual student, providing parents information on each skill. This grading system is designed to enhance individualized instruction for students. In recognition of the multiple learning styles of the students, a variety of assessments will be administered to determine skill mastery. These include AIMSweb, NWEA MAP, checklists, observations, rubrics, student projects, and curriculum tests. If you have concerns regarding your child’s educational progress, please contact the teacher immediately. We are here to help your child succeed and can work with each parent to identify academic interventions to target areas of concern.

**Guidelines for Success**

**P***romote Responsibility*

**A***ct with Respect*

**W***ork Together*

**S***top Bullying Behavior*

Students at Mulvane Grade School are expected to follow these standards for behavior. If not, many interventions will be done to initiate behavior changes including individual student conferences with teacher, parent contacts, think sheets, and visits with our School Counselor, Social Worker, and/or Principal. The following may be used, as consequences after other attempts to correct behavior have not proven successful:

* After-school detention: Students will remain in the office until 4:00 p.m.
* In-school suspension: Students will remain in the office throughout the day. Students are allowed to do their lessons, eat lunch, use the restroom, and get drinks.
* Suspension from school: Students will not be allowed on district property for the duration of the suspension.

**Homework** All students are encouraged to read at home regularly. Homework for the most part will be limited; however, when a child gets behind in their assignments, they may need time to catch up. Please check your child’s agenda book each day to keep current communication with his/her teacher. **Note: Please call our office to request homework when your child is absent so we can have it ready for you in our office to pick up. Each teacher will work with you /your child to establish when /how to turn in the assignments upon his/her return to school. Thank you!**

**Immunizations** K.A.R. 28-1-20 defines immunizations required for any individual who attends school or a childcare program operated by a school. All students enrolled in USD #263 are required to have on file in their school health records proof of having had at least the following immunizations:

5 DPT

4 Oral Polio

2 MMR (Measles, Mumps, Rubella)

3 Hepatitis B

1 Varicella (Chicken-Pox) or written documentation of history of disease signed by physician

**Please Note:** Any new students coming into the District will have 90 days to provide us with such information. Current students with incomplete or no immunization records after 90 days will be excluded from school.

**Library** Students are permitted to check out as many as two books during their weekly library period. Books may be checked out for a two-week period and may be rechecked if there is a need. Lost or damaged books will be charged to the student responsible.

**Lost and found items** Lost articles are kept in the office or the cafeteria. Please call the office if your child is missing something. Writing your child’s name in his/her coat, lunch box, and other personal items is helpful to us. All unclaimed articles will be donated to a charitable organization at Winter break, Spring break, and the end of the school term.

**Lunch Visitors** Students may leave for lunch with a parent/guardian. Please sign your child in and out in our office. You are welcome to join us any time to eat lunch with your child. Our students sit at their class’s lunch table in a seat of their choice. Please sign in at our office, then you are welcome to just go in and join them.

**Parties** Our room parents are responsible for organizing games and refreshments for the fall, winter and Valentine parties. Times for these parties will be announced on the school calendar. All other parties such as birthday, teacher recognition, etc., should be scheduled with the classroom teacher.

**Requests for teachers** If you have concerns regarding class placement, please share with the principal, in writing, the teacher qualities you have found helpful to your child’s educational progress. Considerations must be educational and submitted to the principal by May 1 for the next school year.

**School hours**

M, T, T, F. School Begins 8:10 a.m.

Wednesday School Begins 9:10 a.m.

School Ends 3:30 p.m.

Parents are urged to see that students do not arrive at school before 7:50 a.m. (8:50 a.m. on Wednesday) each morning, as this is when staff supervision of students begins. Occasionally, buses will arrive early due to weather conditions, and supervision arrangements will be made for these students. Prior to the start of the school day, students will be seated outside their classrooms.

**Student Sign-out procedures** Please come to the office to check out your child through the office to leave the building at any time between the 8:00 and 3:30 bells. The Mulvane Police Department will be called if any student leaves the school grounds without being signed out through the office during the school day.

**Telephone** Please help your child plan after-school activities ***before*** they leave home so there will be no need for phone calls. Students calling home for forgotten homework or equipment will be addressed individually by the teacher.

**Toys, electronic equipment, cell phones** These are to be left at home. They are disruptive to the learning environment. Mulvane Grade School is not responsible for lost or stolen items, nor will administration or staff time be used to search for the above stolen or lost items. Any items brought to school will be taken and kept by administrator until a parent is able to pick them up.

**Transportation** Please call our Transportation Director at 777-0501 to enroll your child in bus services. It helps us if you know your child’s route number and/or bus driver’s name when contacting us regarding questions or concerns. Thank you!

**Traveling to/from school** Bicycles must be parked in racks furnished by the school. Please mark bicycles in some way so that they may be identified if they are lost or stolen. No riding of bicycles will be permitted on the school grounds.

In the interest of safety, skateboards, skates, in-line skates, and roller shoes (Heelies) are not allowed on school property. The wheels in roller shoes (Heelies) must be removed before you come to school.

City Ordinance 325.021 prohibits non-licensed persons from riding any type of motorized scooter, mini bike or anything that is not humanly propelled, within the city limits. Therefore these items are not allowed on school property (students may not ride them to or from school).

MMS Family Handbook Appendix

Principal’s Welcome

*Welcome parents and students to the 2013-2014 school year at Mulvane Middle School. We look forward to an exciting year full of activities and opportunities that are both fun and educational for everyone. The following “Code of Conduct” is essential to the progress of all students at MMS. We believe it will provide parents and students with guidelines necessary to promote a positive learning environment.*

#### Accreditation

Mulvane Middle School has been accredited by the Kansas State Department of Education.

#### MMS Mission Statement

***Wildcats R.O.A.R. for success!***

*At MMS we will demonstrate* ***R****ESPECT**to everyone, take advantage of the educational* ***O****PPORTUNITIES given to us with a positive* ***A****TTITUDE which will help us to be* ***R****ESPONSIBLE for our own success!*

**MMS General Information**

**Agendas**: Every MMS student will receive and is **required**to use the school-issued agenda book. The agenda is a tool that must be with the student every day. Parents may want to check the agendas periodically for teacher comments, student conduct, and hall pass usage. Replacement cost: $6 1st Semester; $3 2nd Semester (A “Loaner Agenda” is available for 24 hours only)

**Academic Grade Reports/Reporting Pupil Progress**: Report cards reporting to the parents the progress made on individual students, will be issued following the first, second and third nine weeks reporting periods. The fourth nine weeks cards will be mailed. At the end of the year, if a student has any outstanding fees or fines, the grades will be withheld until paid. Periodic grade checks will occur. Parents have access, via the internet, to check their student’s grades through the district’s grade/attendance system. Information is available through the office.

When a student receives an “incomplete” on his report card, the grade will be changed to an “F” if progress is not made to correct it.

**Academic Honesty**: (Please refer to the “district” pages of the Family Handbook)

**Appointments**: Students are expected to be in school between **7:50am** and **3:05pm** unless an excuse is shown or they are on a school activity. A parent/guardian MUST sign-out a student in the office when exiting school during the school day (BOE policy\*). When returning while school is in session, a student must sign in at the office and obtain an admit slip. Students will not be permitted to leave the building once they have arrived at the building without proper authorization.

**Arrival/Departure Time**: Students should not arrive at school before 7:15am, except for those who need to study before school and who have made arrangements to do so. Students are to report to the gym. After 7:20 students may go to the commons if they are eating breakfast.

Bus students do not have any control over this. Bus students are asked not to leave the school premises after getting off the bus, or before boarding the bus in the evening.

Unless being supervised by a teacher, all students should be off school grounds by 3:25.

**Athletics**: Competitive sports will be part of the 7th and 8th grade school program only. 6th graders do not compete per Pioneer League By-laws. Practice for 7th and 8th grade sports will be after regular school hours. Students who take part in inter-school activities must have a physical examination and emergency information card on file before participating. Participants must be doing satisfactory work in all classes and be a student “in good standing” **at all times**. This also applies to cheerleaders.

**Athletic Awards**: To be eligible for an award, a student must have the coach’s recommendation and approval of the administration. Any student who is absent without permission or receives a suspension regardless of length, can become ineligible to receive an award, since the award is to represent good citizenship as well as participation.

**Attendance:** (Please refer to the “district” pages of the Family Handbook)

For MMS: Parents are requested to notify the office by 9:00am if a student is absent; otherwise the school will check with the parents. Absences must be accompanied by parent call/note. Any absence without parent notification within 48 hours of the student’s return to school will be classified “unexcused.” (One phone call to excuse a number of absences over an extended period of time will not give the student an excused absence.)

A student must attend three full class periods to participate in activity events. Students, who have been reported absent and have not been in school, should not be on school grounds unless they are returning to attend classes.

Consequences for unexcused absences may include but not limited to the following: lunch detention, after school detention, ISS, or OSS. Non-compliance of serving consequence may result in truancy being filed.

A student who has been absent is entitled to credit for make-up work, if it is completed within the prescribed time limit. An appropriate period will be allowed for each day of absence plus one to complete make-up work. Students are held responsible for learning what the make-up work is and for getting it in on time.

After being absent from school, students are to report to the office. A note from home or phone call to explain the absence must be presented to the office or the absence will be classified as “unexcused.”

# **Book Rental**: (Please refer to the “district” pages of the Family Handbook)

**Bullying/Harassment Policy:** (Please refer to the “district” pages of the Family Handbook)

For MMS: *Sexual Harassment:* Consequences will be as follows: 1st offense: detention with an educational video on subject matter to address the violation (maximum 5 hours); 2nd offense: ISS; 3rd offense: OSS.

**Campus Care and Conduct:** (Please refer to the “district” pages of the Family Handbook)

**Cell phones:** Students may not at anytime have their cell phone in class. Students may lock their “powered-off” phone and leave it in their hall locker. If a student has their phone on their person during school hours: 1st offense: phone taken away and returned at the end of the day. 2nd offense, 3rd offense and so on: phone must be picked up by a parent/guardian. Conduct card marked for each incident.

**Clubs & Organizations**: Several clubs and/or organizations exist for the benefit of students. The following limitations will be observed:

1. Students may belong to as many clubs or activities as desired, so long as they are doing satisfactory class work.

2. Extra curricular participants are to maintain a GPA of 2.0 or above in order to be eligible to participate. Appropriate citizenship is essential for participation.

3. Any officer of any activity, organization or class who is absent from school without permission must automatically relinquish the office and a new officer be elected. Good conduct is essential.

4. Any officer or member who is absent from school without permission or receives a suspension regardless of length may be removed from the activity or organization if the administration deems it necessary.

5. A student may be president of only one activity or organization. He may hold a minor office in one other organization. Two minor offices may be held by a student.

6. Each class or organization will be allowed only one night party per year.

**Conduct Code**: It is imperative that good conduct prevail. Inappropriate conduct will be addressed by the conduct card system. The conduct card system gives consequences for poor behaviors and rewards for students who behave appropriately. If trouble occurs, a teacher or administrator may: 1) Warn the student by a conference; 2) Telephone or write the parents and/or 3) Mark their conduct card; 4) Suspend a privilege for a period to be determined by the nature of the problem.

**Counselor**: The counselor serves to help the student to solve problems concerning educational planning and progress and problems of a personal-social nature. The counselor also helps to organize and maintain an adequate record system. He/she acts as a consultant for the testing program and interprets the tests and other information to the students, parents and teachers. The primary responsibility of the counselor is for the welfare of the individual student. Students are expected to cooperate in all testing programs.

Parents should always feel free to call the counselor’s office for personal appointments regarding any problem their child may be having at home or at school. When the home and school work together, the pupil is greatly benefited.

# **Computer Usage/Internet/Network:** (Please refer to the “District” pages of the Family Handbook)

**Crisis Plan:** (Please refer to the “District” pages of the Family Handbook)

**Custody Documents:** (Please refer to the “District” pages of the Family Handbook.)

**Detention**: After school detention may be assigned to students as a consequence in the conduct card system and if student accumulates multiple “0’s” in their classes. Students must notify their parents of the time they are to be detained. Students riding the bus will arrange transportation for the following day. Failure to serve required time may result in the time being doubled up to and including In School Suspension.

**Dismissal From Class**: Students sent from class are to report to the office immediately.

**Disrespect**: Disrespect, disobedience, and defiance to school personnel will not be tolerated. Failure to show respect will result in disciplinary action.

**Dress Code**: The Board of Education and Administration of USD 263 believe that certain standards of dress and grooming habits are necessary in order to maintain a wholesome and inspiring learning atmosphere for students. USD 263 will endeavor to work with parents to insure that students come to school each day in clean, neat and appropriate attire, and that school attire shall be based on COMMON SENSE and GOOD TASTE by students, parents and administration. (BOE policy\*)

The district reserves the right at all times to regulate the dress and/or grooming of any student that is deemed to be a distraction to the learning process, is of questionable decency, is offensive to the normal decor of the school community, and/or creates a health or safety hazard. Students shall be responsible for adhering to the following general guidelines in regard to student dress and appearance at school and at all school activities:

1. Writing on skin and clothes is not permitted.
2. Hair shall be clean, neatly combed, and should not obscure vision, bring excessive attention to the student or cause distraction to the learning environment.
3. Clothing that is torn may not expose skin above the knee.
4. For reasons of safety and health, clothing that may be hazardous shall be restricted. Examples include pants that drag excessively on the floor or that do not fit properly at the waist, chains and ropes on clothing.
5. Shoes or sandals must be worn at all times to conform to the State Health Law. House slippers, shoes with skates and shoes with cleat type soles shall not be worn in the building.
6. Suggestive/obscene writing, weaponry, or alcohol themes on patches or clothing are inappropriate.
7. The wearing of sunglasses, hats, bandanas, scarves, and caps in the school building is inappropriate and unacceptable.
8. See-through or fish net shirts, cut off t-shirts, bare midriffs, tank tops, spaghetti strapped tops, tube tops, halter tops, or underwear worn as outer garments are inappropriate and unacceptable.
9. Shorts and skirts need to be of a reasonable length which is: 4” in-seam, mid-distance between knee and thigh or fingertip length.
10. Clothing that shows an inappropriate amount of skin may not be worn.
11. Coaches and sponsors in cooperation with the administration and KSHSAA may set standards which best serve the interest of their organization or activity.

**DRUG FREE SCHOOLS & COMMUNITIES ACT & POLICIES:** (Please refer to the “district” pages of the Family Handbook) For a complete explanation and consequences for this and all USD 263 policies please refer to the district website: [*www.usd263.com*](http://www.usd263.com).

**Energy Drinks** Due to the high sugar and caffeine content students are prohibited from bringing and drinking any energy drink on school property during school hours and at school events.

**Fighting**: Fighting, slugging, slapping or hitting of one student by another is prohibited, and if serious, brings suspension. Per requirement of the Safe Schools Act it may involve law enforcement or School Resource Officer to make an arrest of both parties involved.

**Foul Language**: Foul language has no place in or around schools. This type of behavior can bring nothing but discredit to the school and the individual.

**Gang Related Issues:** No student on or about school property or at any school activity shall wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge, symbol, or other thing that is evidence of membership or affiliation in a gang. Any wearing of apparel which in the opinion of administration, is associated with gangs and/or drugs and/or becomes disruptive to the educational process may be banned. The wearer of such apparel shall be subject to administrative disciplinary action. Parents will be notified. 1st violation: 2 days ISS; 2nd violation: 3 days OSS; 3rd violation: 5 days OSS and possible expulsion hearing.

**Gifts and Flowers:** (Please refer to the “district” pages of the Family Handbook)

# **Health Services/Immunization Policy**: (Please refer to the “district” pages of the Family Handbook)

The USD 263 Board of Education will implement and enforce the provisions of the Kansas School Immunization Statue (KSA 72-4209). The statue defines immunizations required for any individual who attends school or a childcare program operated by a school.  **Proof of receiving the following immunizations must be provided to the school prior to attending the first day of school.**  (BOE Policy\*)

6th grade

|  |  |
| --- | --- |
| Vaccine: | Requirement: |
| DTaP/DT (diphtheria, tetanus, pertussis) | 5 doses |
| IPV (polio) | 4 doses |
| MMR (measles, mumps, rubella | 2 doses |
| Varicella (chickenpox) | 1 dose\*\* |
| Hepatitis B | 3 doses |

7th grade

|  |  |
| --- | --- |
| Vaccine: | Requirement: |
| Tdap | 1 dose\*\*\* |
| IPV (polio) | 4 doses |
| MMR (measles, mumps, rubella | 2 doses |
| Varicella (chickenpox) | 2 doses\* |
| Hepatitis B | 3 doses |

8th grade

|  |  |
| --- | --- |
| Vaccine: | Requirement: |
| Tdap | 1 dose\*\*\* |
| IPV (polio) | 4 doses |
| MMR (measles, mumps, rubella | 2 doses |
| Varicella (chickenpox) | 1 doses\*\* |
| Hepatitis B | 3 doses |

* Varicella (chickenpox) vaccine is not required if child has had chickenpox disease and disease is documented by a physician signature. Without a physician signature, vaccine is required even if you believe your child has had chickenpox disease.

**\*\*** Although 1 dose of varicella is required for school attendance, 2 doses are recommended by the ACIP (Advisory Committee on Immunization Practices).

\*\*\*All 7th – 9th grades are required to have one dose of Tdap regardless of the interval since the last dose of Td (tetanus/diphtheria). This is to improve pertussis (whooping cough) immunity due to increasing outbreaks.

**Homework**: The middle school encourages homework when it is needed to supplement or strengthen regular classroom work. However, homework as such is kept to a minimum.

The classroom teachers plan their lessons so that part of the class period is reserved for supervised study of the next day’s assignment. If the students are unable to complete their assignments at this time, it will be necessary for them to take the work home.

Many courses in the middle school are so designed that projects and assignments are started several days or even weeks before the date due for completion, with definite purposes in mind. Therefore, in such assignments a student should not wait until the last day or two before working his assignments.

Students may stay after school to work if arrangements are made with the teacher. The building should be cleared by 4:30pm.

**Honor Roll**: An honor roll is issued at the end of each nine weeks’ grading period. In order to qualify for the honor roll a student must have a GPA of 3.75 for the “Principal’s” Honor Roll, and a GPA of 3.0 for “Wildcat” Honor Roll. Failing grades disqualify consideration.

**In School Suspension (ISS):** Through the steps of the conduct card system or in an effort to keep the school day running safe and orderly, “In School Suspension” may be used as an appropriate consequence for violation of school rules. Students may be asked to perform “Community Service” for most of the designated time assigned. Students are responsible for all missed work from class.

**Inclement Weather/School Cancellation:** (Please refer to the “district” pages of the Family Handbook

**Lockers**: Each student is assigned a hall locker for books and coats, and a dressing room locker for physical education. Lockers are the property of the school and may be searched when deemed necessary. Students are expected to keep the locker neat. Lockers should be locked at all times. **MMS and/or USD 263 are not responsible for lost or stolen property.**  Hall locks will be issued from the office. If a student loses the lock there is a $4.00 replacement fee. Missing locks will be considered as lost locks unless otherwise determined by the office. Students must have permission to change lockers.

**Lost and Found**: Anyone who finds an article belonging to someone else should turn such articles in to the office. Lost articles should be reported to the office immediately. Items that are not claimed may be disposed of in a manner approved by the administration.

# **Lunch Program**: (Please refer to the “district” pages of the Family Handbook)

MMS has a “Closed” lunch. It is compulsory that students eat at school. All students will go to the lunch room with their group, regardless whether they eat school lunch, bring their lunch, or do not eat. All lunches may be purchased in the office.

**Lunch Card Account Procedure:** Mulvane secondary schools (6-12) use student lunch cards for purchasing all food and beverage products in the lunch room (cash is not accepted in the lunch room). The lunch card has a picture ID and a PIN number for the student’s protection. Students are not to share their lunch card with friends or siblings. Students are to be responsible for bringing their lunch cards on a daily basis. Students that do not have their card, but have money in their account will be allowed to eat upon obtaining a new card or a pink slip from the designated site at their school. A student will not be allowed to eat without a lunch card or a pink slip and should obtain one before entering the lunch line. Students who habitually forget their lunch card will be reported to the office staff as the card use is there for the protection of the students account. A lost or stolen card is to be reported to the office staff that same day. Students are allowed 3 replacement cards at no cost, the 4th card will cost $1, the 5th will be $2 etc.

Students are informed when they are reaching a low balance of $3 or less, verbally by the lunch staff, and in writing (parental email notification is also available). This allows ample time to place money in their account following the established procedures at each school. When the student reaches a $0 balance the school will retain the lunch card until money is placed into the students account. If a student does not have money in their account for a meal and wishes to eat that day they need to report to the appropriate office staff to get permission to charge (a max of $3.00) on their account. If permission is granted they will be given a pink slip and will go through the lunch line as usual. If the staff did not grant them permission to charge on their account they will be given a ticket for a sack lunch. The sack lunch is provided so that no student goes hungry and there will be a charge for the sack lunch placed on the students account. The sack lunch is not offered as a regular purchase item and is used only for students in need of a meal that day. Abuse of the sack lunch program will be followed up by the school staff.

We follow a policy of Offer Versus Serve\* at the middle school and high school. An explanation of offer versus serve will be given to each student to help them understand the choices available to them and how the program works. A combo meal\* is required of all students purchasing food in the cafeteria. Students are not allowed to purchase Ala Carte drinks or extra items if they do not have a positive balance in their account.

**Make-up Work**: Teachers will be available before and after school to help students if make-up work is needed after absences.

It is not always possible for a teacher to assign or explain required make-up work on the spur of the moment. Therefore, students should make it a point to see the teacher when time and materials are available to make such assignments and explanations. A reasonable amount of time will be allowed for each day of excused absence to complete make-up work. It is the number of days absent plus one. (BOE policy). Students are held responsible for learning what the make-up work is and for getting it returned to the teacher on time.

# **MTSS**: (Please refer to the “district” pages of the Family Handbook)

**Parking:**

1 Bicycles - All bicycles are to be parked in the rack provided. Students must walk with bike while on campus.

2. Skateboards and scooters may be parked in the holder provided in the main foyer.

3. Cars - School personnel and students are encouraged to use the lot provided west of the school. If you park behind the school, please park in the designated area.

Students may not drive vehicles or motorized vehicles to school.

**Parties**: A rich experience in the middle school career of every teenager is getting together with his friends in a wholesome social atmosphere. Therefore students along with teacher sponsors, plan certain occasions such as parties and programs. These should be cleared in the office. Only Mulvane Middle School students are eligible to attend. Exceptions will be made with office consent.

Parties and athletic events are school sponsored activities, therefore, school rules apply.

**Promotion & Classification (Credits)**: Students will be promoted by grade on the basis of academic progress and administrative judgment as per BOE policy\*. MMS has implemented a Credit System. The purpose of the credit system is to promote students with the confidence they are academically ready for success at the high school. Each semester class has the weight of .5 credits. For a student who starts their middle school career in 6th grade he/she must have a total of 12 credits and must pass the required, specified classes by the end of their 8th grade year.

For the 2013-14 School Year the following criteria will be required to determine successful completion of the school year:

*6th grade students* must earn one full credit in each of these classes: Language Arts, Math, and one core subject (Science or Social Studies) and complete one full credit from the elective courses for a total of **4** credits.

*7th grade students* must earn one full credit in each of these classes: English, Math, and one core subject (Science or Social Studies) and complete one full credit from the elective courses for a total of **8** credits.

*8th grade students* must earn one full credit in each of these classes: English, Math, and one core subject (Science or History) and complete two full credits from the elective courses for a total of **9** credits earned in order to be promoted to the high school.

All students who transferred and did not begin their full middle school career at MMS will have their incoming transcripts evaluated to determine appropriate weighting for successful completion of credits. If a student does not successfully pass the required number of credits while enrolled at MMS, the result for the student would be up to and including retaking the failed class(es) along with the current year’s required classes. A meeting with the student’s team of teachers and administration will be held to determine the appropriate plan of action for the student.

**Relationships**: Proper conduct is expected in regards to overt interest in the opposite sex. Some adolescent behavior may require immediate counseling by school personnel regarding the public display of affection.

**Safety Drills**: (Please refer to the “district” pages of the Family Handbook)

**Searches**: Searches of lockers and students shall be conducted in accordance with the rules established by the board. No law enforcement officer may search any locker without a search warrant unless he has the consent of the building principal and is accompanied by the principal.

In order to protect the health, safety or welfare of students under school jurisdiction, building principalsare authorized to search students. No strip searches shall be conducted by school authorities. All searches shall be carried out in the presence of an adult witness.

Upon reasonable suspicion and at the request of the administration, as a deterrent, law enforcement officers or licensed private agencies may use trained dogs on school premises to identify student property which may contain illegal or illicit materials and to determine whether materials are present which may threaten the general health, welfare, and safety of student and/or district employees.

**School Pictures**: The school will make available a photographer for the picture taking. All financial arrangements regarding pictures will be handled by the photographer with the approval of the school.

**Smoking/Tobacco Use**: (Please refer to the “District” pages of the Family Handbook.) Students are prohibited from the possession on person or in lockers or use of tobacco on the school grounds and at school sponsored activities. This includes lighters, matches and related tobacco products. Students may be suspended 5 days for violations and parents will be notified.

**Student Records/Data for School Use(Directory Information):** (Please refer to the “district” pages of the Family Handbook)

For MMS: please add: Participation in Sports/Activities

**Written parent notification must be filed with Mulvane Middle School on or before August 30, 2013 for refusal to permit the designation of any or all of the above information as directory information.**  If refusal is not filed, USD #263 assumes there is no objection to the release of the directory information designated.

**Student Enrollment/Transfers**: (Please refer to the “district” pages of the family handbook.)

**Student Fee/ID**: Students are required to pay a Student Fee at enrollment. This fee covers costs for fieldtrips, classroom and school-wide activities, student wellness programs, student I.D.’s, and for operational costs. After the fee is paid, the student will be issued a 2013-2014 photo school I.D. which will allow admission to Mulvane Middle School home events for no additional charge at the event. (This excludes league tournaments, dances, and special events.) A 2013-2014 photo school I.D. will be required for admission to all middle school events. $1.00 will be charged for lost I.D.’s.

**Suspensions**: (Please refer to the “District” pages of the family handbook.) When a student will not conform to reasonable standards of discipline or wherein their presence threatens the general welfare of other students, school administrators may suspend a student for a period not to exceed ten days. While on suspension the student may not be on USD 263 property without administration’s permission.

The student is required to make up all missed work. The work will be given full credit if it is given to the teacher upon re-admittance. It is fully the student’s responsibility to take care of this.

If a parent was not available during the informal hearing before the suspension, upon return to school following suspension, the student must bring one of his parents so that he/she may be re-admitted.

Following suspension, if the student still does not conform to reasonable standards of discipline, if misconduct or disobedience becomes a menace to the best interest of the other students of the school, the principal may again suspend the student. Any further action would result in action taken through the superintendent of schools.

**Tardiness to Class**: Promptness to class is very important. A student is expected to be in his/her seat when the room bell sounds. Tardiness to class will be addressed by the card conduct system and/or teacher discretion.

**Tardiness to School**: When a student arrives after school is in session the student will be counted tardy. If a student arrives more than 5 minutes late to class, or misses more than 5 minutes in any class, they will be considered absent rather than tardy. A tardy can be “excused” if accompanied by a parental note or telephone call; otherwise the tardy will be “unexcused.” Partial absences cannot be excused unless the student has followed the appropriate procedures and checked in/out. Any unexcused tardy or after 4 excused tardies without a doctor’s note or valid documentation will result in a one hour detention being assigned. Excessive tardiness or excessive early sign-outs will be addressed to determine if there is a pattern of non-attendance.

**Theft:** Unauthorized possession of another individual’s property will not be tolerated. If a student is found in violation of this policy there could be consequences up to and including Out of School Suspension and Law Enforcement being contacted.

**Telephone**: The school phones are for official school business and emergencies. Students will be called to the telephone in case of an emergency only. No phone is to be used unless permission is obtained.

**Threats:** (Please refer to the “district” pages of the Family Handbook.)

# **Transportation/Field Trips:** (Please refer to the “district” pages of the Family Handbook). MMS Activity/Field Trips: All students who ride the bus on certain trips must return on the bus unless the parents (only) bring them home. In such a case, the sponsor must be notified and “signed-out” in person by the parents on site. For a complete explanation of expectations, rules, and consequences, please visit the district web site: [www.usd263.com](http://www.usd263.com) .

# **Truancy**: (Please refer to the “district” pages of the Family Handbook)

**Unnecessary items**: Cell phones, pagers, laser pens, toys, and personal stereos are considered inappropriate for school. They represent a distraction/danger to the learning process.

**Vandalism:** Vandalizing, defacing or destroying the school or another individual’s property will not be tolerated. If a student is found in violation of this policy there could be consequences up to Out of School Suspension, including Expulsion, and Law Enforcement being contacted.

**Visitors**: All visitors should secure a permit from the office before continuing throughout the building. Visitors are subject to the rules and regulations of the school and the classroom teachers. School-aged visitors from other districts will not be allowed.

# **Weapons Policy**: (Please refer to the “district” pages of the Family Handbook)

# **Withdrawal from School:** (Please refer to the “district” pages of the Family Handbook)

\*All BOE Policies can be found on the district website: [*www.usd263.com*](http://www.usd263.com)*.*

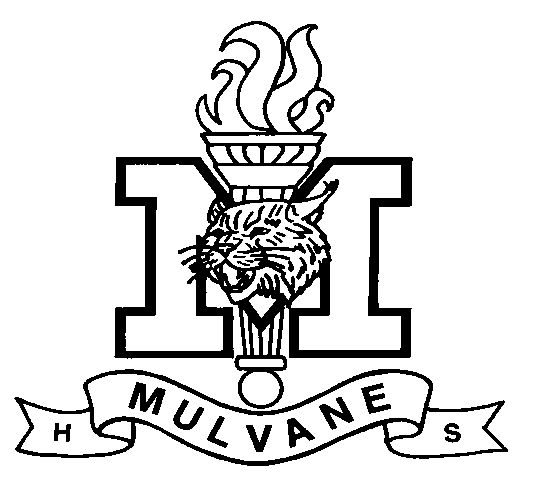
**Mulvane High School**

**“Home of the Wildcats”**

1900 N. Rock Road

Mulvane, KS 67110

Phone: (316) 777-1183

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**Family Handbook Appendix**

**2013 – 2014**

**TABLE OF CONTENTS**

Principal’s Welcome 46

MHS Mission & Core Values………………………...47

School-wide Expectations 47-48

**GENERAL INFORMATION** 49-50

BOE/Administration./Faculty/Support Staff/

Site Council 51

STUCO/Class Officers 51

**STUDENT HANDBOOK** 52

Bell Schedule 53

Activity Eligibility Requirements 54

Sportsmanship/KSHSAA Rule 52/Alma Mater 55

Activities/Athletics 55-56

Announcements/Assemblies 56

Attendance 56-58

Backpacks & Purses 58

Bullying……………………………………………..58

Cell Phones & Electronic Devices 59

Dances/Detentions 59-60

Dress & Appearance 60-61

Drug Free Act/Tobacco/Breathalyzer 61-63

Fighting/Final Policy 64

Foreign Exchange Students/Gangs 64-65

Grading Proc./Graduation/Valedictorian 65-67

Guidance & Counseling 68

Hallways/Hazing 68

Health Room Regs. 68-69

Honor Roll/Interrogations & Investigations 69-70

Leaving Building/Lockers/Lost & Found 70

Lunch Cards 71-72

Machines (Vending)/Media Center/Office Det. 72-73

Parking/Personal Property 73

Profanity/PDA 73-74

Referrals 74

Tardy Policy/Telephone 74-75

Continuum of Consequences………………………..76

**PRINCIPAL’S WELCOME**

On behalf of the faculty, administration, and USD 263 Board of Education, welcome to Mulvane High School for the 2013-2014 school year.

Each student is supplied with a handbook which explains and outlines the procedures and expectations established by USD 263 and Mulvane High School. It is your responsibility to know the rules and abide by them to ensure the safety of others and to uphold the integrity of all.

We encourage each of you to become involved in activities and clubs at MHS. By being involved you will meet new friends, have fun, and help build on the great traditions of being a Mulvane Wildcat.

Take pride in our school and add to the exciting atmosphere that surrounds our community. Welcome back to Mulvane High School. Let’s make this school year one to remember!

*Educationally yours,*

*Jay Ensley*

**Mulvane High School**

**Building Mission Statement**

It is the mission of Mulvane High School to see to it that all students are prepared to be positive contributors to the ever-changing society and given the skills they need to be an asset to their community. Our efforts are expected to result in citizens who will be capable of learning for their entire life and find personal fulfillment in their lives.

**MHS Core Values**

* All students can learn
* Teachers, students, parents, and the community control the conditions for success
* The entire staff will see to it that all students develop to their fullest potential
* Staff and students will be safe, responsible, respectful, and “do what’s right”
* A positive school environment promotes positive learning
* The school community will strive to improve everyday

**School-wide Expectations**

In order to create an environment that will allow Mulvane High School to carry out its mission, students will be held accountable for the following:

1. Be in place and on time with all necessary materials.
2. Show respect for the dignity/rights of others.
3. Be actively engaged in educational pursuit.
4. Follow directions given by all school personnel. Arrive every day with an open mind, a positive attitude, and a willingness to learn.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **MHS School Wide Expectation #1: Safety** | | | | |
|  |  |  |  |  |
| **Care for Yourself** |  | **Care for Others** |  | **Care For MHS** |
|  |  |  |  |  |
| ***What does It Look Like?*** |  |  |  |  |
| **Classroom** | **Hallways** | **Commons** | **Events** | **Parking lot** |
| \*Use materials and furniture appropriately | \*Students move carefully at a walking pace | \*Push-in Chairs when Finished | \*Create a Safe Atmosphere | \*Enter and Exit the Parking Lot Appropriately |
| \*Keep Hands to Yourself | \*Use hallway time efficiently and appropriately | \*Use tables and chairs appropriately | \*Keep Aisles and Exits Clear | \*Practice Safe-Cautious Driving |
|  | \*Keep Hands to Yourself |  |  | \*Wear your seatbelt |
|  |  |  |  |  |
| **MHS School Wide Expectation #2: Respect** | | | | |
|  |  |  |  |  |
| **Respect Yourself** |  | **Respect Others** |  | **Respect our School** |
|  |  |  |  |  |
| ***What does It Look Like?*** |  |  |  |  |
| **Classroom** | **Hallways** | **Commons** | **Events** | **Parking lot** |
| \*Follow classroom rules | \*Be courteous and use manners | \*Wait for your turn | \*Maintain Good Sportsmanship - Rule 52 | \*Use Appropriate Language |
| \*Use positive supportive language at an appropriate volume | \*Use positive, supportive language at an appropriate volume | \*Use positive supportive language at an appropriate volume | \*Respect Personal Space of Others | \*Demonstrate Patience |
| \*Focus on the teacher/speaker | \*Treat property with care and respect | \*Be Patient - Courteous | \*Promote School Spirit |  |
| \*Respect for others' feelings and thoughts |  |  | \*Respect Performers during Assemblies and Productions |  |
|  |  |  |  |  |
| **MHS School Wide Expectation #3: Responsibility** | | | | |
|  |  |  |  |  |
| **Be Prepared for School** | | **Make Positive Choices** | **Follow Rules and Expectations** | |
|  |  |  |  |  |
| ***What does It Look Like?*** |  |  |  |  |
| **Classroom** | **Hallways** | **Commons** | **Events** | **Parking lot** |
| \*Be prepared - arrive with necessary materials | \*Keep hallways clean | \*Keep area Clean | \*Follow Posted Rules | \*Keep Parking Lot Clean |
| \*Arrive on Time | \*Keep lockers locked | \*Throw your trash away | \*Clean-up after yourself | \*Yield to Pedestrians |
| \*Participate and remain attentive | \*Maintain personal space | \*Pay for all items | \*Arrive on time | \*Honor senior, visitor and handicapped spots |
| \*Keep area clean |  | \*Food and drinks stay in the commons | \*Bring Appropriate Items Only |  |
| \*Use classroom time wisely |  | \*Remain in commons for lunch until dismissed |  |  |

**GENERAL INFORMATION**

**BOARD OF EDUCATION**

Mr. Ronald Becker

Mr. Richard Canfield

Mr. Travis Cottrell

Mr. Steven Fry

Mr. Timothy Snider

Mr. Dennis Springer

**ADMINISTRATION**

Dr. Brad Rahe Superintendent of Schools

Mr. Jay Ensley Principal

Mrs. Cathi Wilson Assistant Principal

Mr. Doug Evers Activities Director

**MULVANE HIGH SCHOOL FACULTY**

**Name Position Room #**

Michael Abasolo Bus. Ed/Journalism 513

Mallory Ashworth Special Services 206

Ginger Baerg Mathematics 203

Kendra Banzet Business Education 503

Sandy Boutz Special Services 308

Teresa Brown Counselor 106

Sheridan Brull Language Arts 404

Brad Canfield Industrial Technology 510

Wendy Cline Special Services 308

Jodie Copeland-Baker Special Services 504

Amy Dempsey Language Arts 411

David Dieker Industrial Technology 508/515

Dan Dierks Language Arts 402

Bill Dorsey Mathematics 205

David Fennewald Psychology/Weights 706/708

Randy Fox Soc. Science/Athletic Trng. 304/704

Nick Hansen Social Science 305

Monte Haxton Business Education 501

Lance Heath Science 207

April Henke Counselor 107

Paul Howe Instrumental Music 609

Jennifer Hunt Special Services 204

Keil Jacobs Language Arts 407

Rachel Jansen Vocal Music 607

**MULVANE HIGH SCHOOL FACULTY (cont’d)**

**Name** **Position** **Room #**

Anna Johnson Science 302

Hayley Kerschen Family & Cons Science 507/509/511

Rhoda Kloth Spanish/French 400

Terasa Kraft Art 603/605

Dale Landes Social Studies 306

Shelly Milledge Mathematics 200

Jayson Miller PE/Health 706/Gym

Jason Mitchell Theater Arts 600

Daniel Myears PE/Health 706/Gym

Jesse Myers Mathematics 201

Steve Nelson Social Science 307

Heather Newbury Language Arts 405

Kim Niebuhr Special Services 409

Heidi Perkins Language Arts 403

Tim Pinkerton Science 209

Katie Shephard Spanish 401

Connie Sneeringer Special Services 406

Leon Stranathan Mathematics 202

Nicole Streff-Collignon Science 301

Lauri Terhune Art 605/603

Jason Whisler Industrial Technology 506

Denise Woods Science 303

**MULVANE HIGH SCHOOL SUPPORT STAFF**

Connie Bise Paraprofessional

Linda Dinkel Registrar

Rebecca Downing Paraprofessional

Christy Gutzmer Athletic Secretary

Vickie Hackley Financial Secretary

LaShelle Heckart Attendance Secretary

Sue Heersche School Nurse

Charlene McFerson Paraprofessional

April McKee Paraprofessional

Laura Newman Paraprofessional

Tina Nichols Health Room Aide

Ashley Nooney Math Interventionist

Brenda Perry Paraprofessional

Monika Simonis Paraprofessional

Glen Taylor Technology Paraprofessional

Rick Wheeler Head Custodian

Lorna Wilcox Head Cook

**MULVANE HIGH SCHOOL SITE COUNCIL**

Mr. Jay Ensley, Principal, Mrs. Cathi Wilson, Assistant Principal, a representative from the Board of Education, community patrons, a student representative, parent representatives, and faculty representatives will be selected to serve on the MHS Site Council at the beginning of the school year. The superintendent of schools will serve as an advisory member.

**MHS STUDENT COUNCIL / CLASS OFFICERS**

**2013-2014**

**Student Council Officers**

|  |  |  |  |
| --- | --- | --- | --- |
| ***President*** | ***Vice President*** | ***Secretary*** | ***Treasurer*** |
| Taylor Selvey | Jonah Snyder | Jake Batman | Mason LeClair |
|  |  |  |  |
| ***Class Officers*** | | | |
| ***Seniors*** |  |  |  |
| President |  | Elijah White |  |
| Vice President |  | Peyton Hayworth |  |
| Secretary |  | Aubree Burkhart |  |
| Treasurer |  | Bailey Holt |  |
| StuCo. Reps |  | Ashtin Songster & Katie Fox | |
|  |  |  |  |
| ***Juniors*** |  |  |  |
| President |  | Caleb Thornton |  |
| Vice President |  | Olivia Naccarato |  |
| Secretary |  | Blake Overman |  |
| Treasurer |  | Brandon Foster |  |
| StuCo. Reps |  | Meghan Carver & Larissa Ester | |
|  |  |  |  |
| ***Sophomores*** |  |  |  |
| President |  | Connor Innes |  |
| Vice President |  | Rylee Simon |  |
| Secretary |  | Hannah Young |  |
| Treasurer |  | Jaden Reekie |  |
| StuCo. Reps |  | Ali Keeton & Chase Young | |
|  |  |  |  |
| ***Freshmen*** |  |  |  |
| President |  | Sammy Strecker |  |
| Vice President |  | Lindsay Runquist |  |
| Secretary |  | Ashley Kautz |  |
| Treasurer |  | Alyssa Mertz |  |
| StuCo. Reps |  | James Riley & Katie Wilson | |

**STUDENT HANDBOOK**

**TO PARENTS/GUARDIANS/STUDENTS:**

**This handbook has been prepared to explain and clarify the most often encountered procedures, policies, and regulations in place at Mulvane High School. There are additional rules and regulations that are housed in B.O.E. policy and other documents, but the limitations of space make it impossible to record them all here.**

**Organization**

This is the key! Understand the assignment. Exactly what is it that needs to be done? What materials do I need? How much time does it take? How do I fit this work in with other things that I have to do? When is it due?

**Don’t put things off**:

If you procrastinate, leaving your work until the last minute, you are not going to do your best. If you begin an assignment at bedtime which is due the next morning, you set yourself up for disaster. What if you don’t have the necessary book/materials? What if your pen runs out of ink? What if you have no time to proofread for errors? What if you fall asleep? What if you can’t finish even if you stay up all night? These things translate into points lost and lack of success.

**Focus:**

Do not let distractions get in your way. Turn the TV off! Get off the computer or the phone! You know you can do it. Just do it! Don’t let excuses get in your way!

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **2013-2014 Bell Schedule** | | | | | | | | | |
| **Monday** | | **Tuesday** | | **Wednesday** | | **Thursday** | | **Friday** | |
| **1st Hour** | 7:45-8:33 (48) | **1st Hour** | 7:45-8:33 (48) | *Late Start* | *7:30-8:45* | **1st Hour** | 7:45-8:33 (48) | **1st Hour** | 7:45-8:33 (48) |
| **2nd Hour** | 8:38-9:25 (47) | **2nd Hour** | 8:38-9:25 (47) | **1st Hour** | 8:45-9:29 (44) | **2nd Hour** | 8:38-9:25 (47) | **2nd Hour** | 8:38-9:25 (47) |
| **3rd Hour Advisory** | 9:30-9:54 (24) | **3rd Hour Advisory** | 9:30-9:54 (24) | **2nd Hour** | 9:34-10:17 (43) | **3rd Hour Advisory** | 9:30-9:54 (24) | **3rd Hour Advisory** | 9:30-9:54 (24) |
| **4th Hour** | 9:59-10:46 (47) | **4th Hour** | 9:59-10:46 (47) | **4th Hour** | 10:22-11:04 (43) | **4th Hour** | 9:59-10:46 (47) | **4th Hour** | 9:59-10:46 (47) |
| **5th Hr. Ch 1\*** | 10:51-12:24 (48) | **5th Hr. Ch 1\*** | 10:51-12:24 (48) | **5th Hr. Ch 1\*** | 11:04-12:34 (43) | **5th Hr. Ch 1\*** | 10:51-12:24 (48) | **5th Hr. Ch 1\*** | 10:51-12:24 (48) |
| *(A lunch)* | *10:46-11:18* | *(A lunch)* | *10:46-11:18* | *(A lunch)* | *11:04-11:34* | *(A lunch)* | *10:46-11:18* | *(A lunch)* | *10:46-11:18* |
| *(B lunch)* | *11:18-11:51* | *(B lunch)* | *11:18-11:51* | *(B lunch)* | *11:34-12:04* | *(B lunch)* | *11:18-11:51* | *(B lunch)* | *11:18-11:51* |
| *(C lunch)* | *11:51-12:24* | *(C lunch)* | *11:51-12:24* | *(C lunch)* | *12:04:12:34* | *(C lunch)* | *11:51-12:24* | *(C lunch)* | *11:51-12:24* |
| **6th Hour** | 12:29-1:16 (47) | **6th Hour** | 12:29-1:16 (47) | **6th Hour** | 12:39-1:22 (43) | **6th Hour** | 12:29-1:16 (47) | **6th Hour** | 12:29-1:16 (47) |
| **7th Hour** | 1:21-2:08 (47) | **7th Hour** | 1:21-2:08 (47) | **7th Hour** | 1:27-2:10 (43) | **7th Hour** | 1:21-2:08 (47) | **7th Hour** | 1:21-2:08 (47) |
| **8th Hour** | 2:13-3:00 (47) | **8th Hour** | 2:13-3:00 (47) | **8th Hour** | 2:15-3:00 (45) | **8th Hour** | 2:13-3:00 (47) | **8th Hour** | 2:13-3:00 (47) |

**There is a 5 minute passing period between Classes**

**\*Channel 1 shown at the beginning of “A” lunch (12 minutes)**

**and at 11:30 for “A” lunch class**

**POLICIES AND PROCEDURES**

**ACTIVITIES ELIGIBILITY REQUIREMENTS:**

Students who compete, perform, or otherwise represent the school in extra-curricular activities must meet all KSHSAA eligibility rules and satisfy the following criteria:

1. Students must be checked into school before 11:30 a.m. and remain until the end of school day in order to be eligible to participate unless prior arrangements have been made with the principal or athletic director.

1. Students must pass an adequate physical examination given by a physician and have the written consent of their parents or legal guardian to participate.
2. Students cannot be 19 years of age on or before September 1st of the school year in which they compete. A waiver of this policy may be requested.
3. Senior high students must not have completed 8 total semesters of high school or more than 4 seasons in one sport beginning with 9th grade to be eligible. Their last 2 semesters of possible eligibility must be consecutive.
4. Students cannot engage in outside competition in the same sport during a season in which they represent their school.
5. Students cannot participate in training sessions or tryouts held by colleges or other outside agencies or organizations in a sport they are participating in during the same season.
6. Students must be enrolled in Mulvane High School no later than Monday of the 4th week of the semester in which they participate.
7. Students cannot compete under a false name or for money or merchandise of intrinsic value, and must have observed all other provisions of the Amateur Rule.
8. Students cannot be a member of any fraternity or other organization prohibited by law or by the rules of the KSHSAA and still be eligible to participate.
9. Students must be enrolled in at least 7 subjects of unit weight and have no more than one failing grade. Students shall have passed at least five new subjects (those not previously passed) of unit weight or its equivalency, the previous semester or the last semester of attendance.
10. Grade eligibility will be determined on Monday, and if a student does not meet grade requirements, he/she will have the remainder of the week to meet grade requirements. If, on the following Monday, minimum grade requirements are not met, the student becomes ineligible to participate until grades are raised. Eligibility will be determined on a week-by-week basis.

**MULVANE HIGH SCHOOL ACTIVITIES & ATHLETICS**

**A $25.00 student fee will be charged to all MHS students to cover costs for handbooks, fieldtrips, classroom & school-wide activities, student wellness programs, student I.D.’s, & for operational costs. After the fee is paid, the student will be issued a 2013-2014 photo school I.D. which will allow admission to home events\* (Grades 9-12) & participation in at MHS activities & athletic sports during the year.**

*\*This excludes home regional/state KSHSAA events, school dances, & special events.*

*A 2013-2014 photo school I.D. will be required for admission****.***

**$5.00 will be charged for lost I.D.’s.**

**SPORTSMANSHIP:**

Sportsmanship is good citizenship in action! Students who attend school activities/athletic events either as participants or as fans/audiences are representing Mulvane High School and as such are expected to be good ambassadors. All actions are to be for rather than against participants and positive rather than negative or disrespectful.

**Mulvane High School**

**Observes KSHSAA Rule #52**

1. **Be courteous to all (participants, coaches, officials, staff, and fans)**
2. **Know the rules, abide by, and respect the official’s decision**
3. **Win with character and lose with dignity**
4. **Display appreciation for good performance, regardless of whose team**
5. **Exercise self-control and reflect positively upon yourself, team and school**
6. **Permit only positive sportsmanlike behavior to reflect on your school and its activities**

**MULVANE HIGH SCHOOL**

**ALMA MATER**

***Across the fields of waving grain***

***There stands our high school called Mulvane.***

***Alma Mater will shine bright***

***And always be our guiding light.***

***Through the halls our laughter rings:***

***Above the wars what peace it brings.***

***God protect our precious claim***

***And always watch o’er dear Mulvane.***

**G.C. Daniels – Class of 1955**

**MULVANE HIGH SCHOOL ACTIVITIES**

After Prom Kendra Banzet

Band/Jazz Band Paul Howe

Cat Tracks/Yearbook/KCAT Michael Abasolo

Esprit de Corps Rachel Jansen

Speech/Theater Jason Mitchell/Teresa Miller

Debate, Forensics Jason Mitchell & Katie Shephard

FCCLA Hayley Kerschen

KAY Ginger Baerg & Shelly Milledge

National Honor Society Nicole Streff-Collignon

Cheerleaders Jennifer Hunt & Shelly Milledge

Klassy Kats Angela Merchant

Rowdie Crowd Denise Woods & Jennifer Hunt

Student Council Denise Woods & Jennifer Hunt

Skills USA David Dieker

**MULVANE HIGH SCHOOL ATHLETICS**

**FALL SPORTS:**Football David Fennewald

Volleyball Danielle Phillips

Cross County Dale Landes

Girls Golf Paul Howe

Boys Soccer Lance Heath

**WINTER SPORTS:**

Wrestling Richard Langerot

Boys Basketball Don Shirley

Girls Basketball Kendra Banzet

Bowling Lance Heath

**SPRING SPORTS:**

Baseball Daniel Myears

Softball Charles Mason

Track Dale Landes

Boys Golf Dave Fennewald

Girls Soccer Anna Johnson

**ANNOUNCEMENTS**

Teachers and/or students are to read the daily announcements aloud during 2nd period each day. Printed copies will be e-mailed to each teacher, and posted in the commons as well as on the high school website. Other announcements will be made as needed, usually during the end of the advisory period and at the end of 7th hour over the intercom system. Students who have messages will be called to the office during passing periods to retrieve their messages.

**ASSEMBLIES**

Pep assemblies will be held in the main gymnasium and scheduled as needed. Assemblies in the auditorium will be presented for the students’ information and enjoyment. These programs will be scheduled at varying times, but students will be **seated with their classroom teacher that they are assigned to during the period of time of the assembly and are required to attend. Students who do not attend without permission will be considered unexcused and will be subjected to disciplinary actions.** The Mulvane High School student body will be expected to be a polite, courteous audience for all performers/programs and attendance is required.

**ATTENDANCE**

***Attendance Procedures and Guidelines:***

**We believe regular attendance is essential for academic success. Students with regular attendance benefit from in class learning experiences and generally will be more successful in their classes. Students are expected to be present and punctual for all classes, but MHS understands that some circumstances making it difficult for students to attend. Below are the procedures and guidelines for attendance:**

1. If a student arrives more than 5 minutes late to a class, or misses more than 5 minutes in any class, they will be considered absent rather than tardy. Partial

absences cannot be excused unless the student has followed the appropriate procedures and has checked in/out.

1. It is the student’s and parent’s responsibility for school attendance. Parents/guardians (or students, if of legal age and have an emancipation document on file) should call the school any day the student will not be in attendance, verifying the reason for the absence. Any absence without parent notification within 48 hours of the student’s return to school will be classified unexcused.
2. In Accordance with Kansas Compulsory Attendance Law (K.S.A. 72-1113), any student under eighteen years of age who has three consecutive days of unexcused absences during any semester or five total days of unexcused absences or seven unexcused absences in a school year, is considered in violation of state law. Such students will be reported to the juvenile authorities in the county in which the student resides and to the superintendent of schools. Cumulative absences (excused or unexcused) may require professional documentation after the seventh absence in order to be excused.
3. Types of Absences:

**EXCUSED**: Notification by a parent or student of age has been made for a valid reason the student is gone from school. The following are examples of absences that may be considered excused at the discretion of the principal:

* Illness
* Medical appointments (please turn in a note to the MHS attendance secretary from the office from which the appointment was attended)
* Death in the family
* Pre-arranged absences by parents with the school administration for extenuating circumstances such as funerals
* Obligatory religious observances
* School sponsored activities, approved college visits, subpoenas, jury duty, etc. are special situations deemed excusable by the administration.
* Other reasons when approved by the building administration

\*\*\*Students will be exempt from taking finals at the end of the semester if they have perfect attendance or have 1 day of excused absence, plus an A or B in the course, have 3 or fewer tardies in the class, and no ISS time served. (See the finals policy for more information)

\*\*\*Students who accumulate 50 or more hours of absences in one or more classes will be required to attend an attendance hearing with the school administration and will be required to provide professional documentation for further absences to be excused and provide documentation for the reasons for the excessive absences. (After a student misses 35 or more hours in any class, parents will be notified for information purposes in writing)

\*\*\*Students must have a minimum of 60 hours of seat time per class to maintain credit in the course.

**UNEXCUSED:** Absences not excused within 48 hours, absences without parental permission, absences based on fake note/call and/or failure to attend any class or part of a class within the school days (skipping class). Detention will be assigned for unexcused absences. If a student has multiple incidents per semester of unexcused absences, ISS may be assigned. If the problem persists, OSS will be assigned.

* Students who are 18 years old and who do not live with a parent/guardian must provide a notarized statement verifying that they do not live at home and are no longer listed as a dependent on their parent’s income taxes. Students who are 18 but who do not live at home must provide a notarized affidavit signed by a parent/guardian which authorizes a change of residence and indicates that the student still resides in the Mulvane school district.
* Students who have been absent must get an admit slip from the office before they will be admitted to class. This should be taken care of before 7:45 a.m.
* It is the student’s responsibility to obtain makeup assignments from teachers following an excused absence. The students will be allowed the number of days absent plus one to make up work missed. Long term assignments assigned prior to the absence are not subject to additional days to complete.

**BACKPACKS/BAGS/PURSES**

Backpacks, bags, and purses are not allowed in class. Students may bring back packs, bags, and purses to school but must keep them in their lockers. Purses may be carried during passing period and at lunch but must be placed back in the locker prior to arrival in any class.

Mulvane High School operates as a closed campus. In order to achieve a safe and orderly campus, **all students who have legitimate, cleared reasons to leave campus must check out and check in upon return. SOAR participants may enter/leave without checking in/out unless they are late to class or are leaving class early.**

**BULLYING**

The Board of Education prohibits bullying in any form on or while utilizing school property, in a school vehicle, or at a school-sponsored activity or event. The district policy and procedures for possible bullying situations are described in the District Family Handbook on page 6 or can be found on the district website: [*http://www.usd263.com*](http://www.usd263.com)under Board Policies.

**CELL PHONES & ELECTRONIC DEVICES**

MHS realizes that cell phones are valuable communications tools for students and parents; however, phones are disruptive to the school day and pose potential legal issues for students. This policy was initiated in response to incidents where students were using their phones to text message during tests, take inappropriate pictures, make illegal purchases and interrupt classes with ringing phones.

Students are not allowed to use any electronic devices during class time. While classes are in session, this applies to all areas of the school. This includes all music and communication electronic devices (cell phones, MP3 players, Ipods, ear buds, head phones, electronic tablets, etc. This is a school-wide expectation and procedure.

At any time a staff member finds a student in violation of this policy, the staff member will ask the student to give the device to the adult which will be turned into the office. The student may pick up the device in the office after 3pm or upon check-out of that day. If a student chooses not to comply with the request of the staff member, the student will be assigned a day of ISS.

If a student is found to be in violation of this:

1st offense………..…Device is turned in to the office & a Warning is issued

2nd offense…….........Device is turned in to the office & assigned 1 hour of office detention

3rd offense……..........Device is turned in to the office & assigned 2 hours of office detention

4rd offense………..…Device is turned in to the office & assigned 3 hours of office detention

5th or more offense....Device is turned in to the office & ISS will be assigned

Exceptions: Teachers facilitating the use of electronic devices being embedded within the lesson and instruction.

Students will be allowed to use electronic devices during passing periods and their designated lunch time.

**DANCES**

School dances are scheduled through the MHS administration. All MHS rules and policies apply to dances. Students who leave the building/dance area will not be allowed to return to the dance. All attendees to all dances are subject to breath analysis (see the breath analysis policy for more details). The Winter Dance and Prom are the only dances open to outside dates. Outside dates must be granted pre-approval by MHS administration and the administration from the school the outside date attends, and are required to supply a current school picture ID or driver’s license. Winter Dance dates must be a current high school student or older and may not be older than 20 years old. Prom dates must be a current high school junior or older and may not be older than 20 years old.

**DETENTIONS**

Any certified staff member may assign students before/after school detentions. Teachers assigning detention time in their own classrooms will be responsible for the supervision of detained students. Usually such detentions will be of short duration (15-30 minutes) for such infractions as tardies, minor classroom infractions, etc. Teacher detentions must be made up after school of the day assigned or before or after school of the following day or according to other arrangements worked out between the teacher and the student. Unserved teacher detentions will automatically double and may then be reassigned as office detentions.

**DRESS AND APPEARANCE**

The Board of Education and Administration of USD #263 encourages all students to dress in a manner appropriate for the community and for a school day. The following regulations are designed to contribute to a good learning environment by creating an atmosphere of safety, dignity, and self-respect. Dress and appearance must not present health or safety problems or cause disruption. The following list is not all inclusive, but does illustrate attire deemed inappropriate for school in this community:

* Clothing/jewelry which bears slogans, graphics, pictures, symbols, or words which demean race, religion, creed, sex, national origin, intellectual ability, or handicapped condition.
* Clothing/jewelry which exhibits nudity, makes sexual references, or carries double meanings.
* Clothing/jewelry/tattoos or other markings which carries gang or hate-related messages.
* Clothing/jewelry which bears alcohol, tobacco or controlled substance advertisements or messages.
* Headgear (hats, caps, bandanas, etc.) and/or sunglasses will not be worn in the building.
* Chains not viewed by teachers/administrators as “jewelry” will not be worn in the building.
* Clothing which shows an inappropriate amount of bare skin or does not cover undergarments. (Torn/ripped tank tops, midriffs, cropped tops, halters, spaghetti straps, etc. will not be worn in the building.) As a general rule straps on all sleeveless tops should be 2 to 3 inches wide. Skorts, skirts, or dresses which are shorter than mid-thigh will not be worn in the building.
* Shorts that are spandex, nylon, cheer-type shorts such as Soffees, or stretch-type (tight fitting)
* Pants/Shorts which have hanging chains or straps
* Pants or shorts that are oversized, not fitting at the waist, sagging at or below the knees or showing undergarments
* Heavy coats, trench coats, or coats hanging mid thigh or longer
* **Any other apparel or alteration of appearance determined by staff members to be inappropriate by virtue of creating a safety concern or classroom disruption.**
* **STUDENTS IN VIOLATION OF DRESS REGULATIONS WILL BE ASKED TO CHANGE. APPROPRIATE REPLACEMENT WILL BE PROVIDED TO EXCHANGE FOR THE DAY.**
* Second time offenders will be subject to disciplinary action ranging from office detention to out of school suspension

**DRUG FREE SCHOOLS & COMMUNITIES ACT**

**& POLICIES**

The unlawful possession, use, sale, or distribution or being under the influence of illicit drugs and/or alcohol by students on school premises or as a 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. 102-226, 103 St. 1928.

While on school property or attending school sponsored activities, the possession or use of alcoholic beverages, drugs, drug paraphernalia, inhalants and/or other controlled substances such as, but not limited to, over the counter medications, unauthorized prescription drugs, or other substances or materials used with the intention of creating a state of intoxication producing a mind altering effect by a student, or a student who admits same, shall be in violation of school policy. Also, conduct which appears to be altered by the use of substances listed above is a violation of school policy. Medication specifically prescribed for a student by an authorized health care professional, will be exempt from this policy.

1.       Any student who is selling, trafficking or distributingdrugs, drug paraphernalia, and/or other substances (as described above) at school, on school property, or at a school supervised activity shall receive the following action: Law Enforcement and parents will be contacted immediately upon verification of the violation. An automatic 10 day suspension will be imposed pending an expulsion hearing. For the expulsion hearing, USD 263 administration may recommend an expulsion for up to 186 school days.

2.     Any student who is under the influence of, in possession of, or uses alcoholic beverages, drugs (except as medically prescribed), drug paraphernalia and/or other substances (as described above) at school, on school property, or at a supervised activity will receive one of the following actions:

**First Offense**: Law Enforcement and parents will be contacted immediately upon verification of the violation. The student will receive an automatic 10 day suspension pending an expulsion hearing. At the time of the hearing, the hearing officer may recommend that the student and/or legal guardian, be afforded the option to have the suspended student meet with a community resource (which may include a mental health agency counseling program, an alcohol and drug service agency, or a physician) to discuss the student’s problem with drugs/alcohol. Upon receipt of written documentation that the student is complying with the recommendations of a licensed substance abuse treatment provider’s recommended actions, the suspension may be deferred and the student allowed back in school; however, should the student violate the terms of the agreement upon which the student was allowed to return to school, the balance of suspension shall be re-imposed.

**The student will also be prohibited from participating in extracurricular activities, as defined in the handbook, for a period of no less than 30 consecutive school days.** For the purpose of this policy, school sponsored events include but are not limited to: competitive and non-competitive extracurricular activities such as any high school sanctioned or sponsored extracurricular activities involving competition, comparison or judging of the individuals or groups with other individuals, fine arts performances and exhibition and school hosted or sponsored social activities to include both home and away events and events held on or away from school property.

**Second Offense:** Parents and law enforcement will be contacted immediately upon verification of the violation. The student shall receive an automatic 10 day suspension pending an expulsion hearing. For the expulsion hearing, administration may recommend an expulsion for up to 186 school days. **The student will be prohibited from participation in extracurricular activities for the duration of their suspension/expulsion.**

**Prescription medication**: Prescription medication or over the counter medication can and will be given only in Health Rooms by the school nurse or designated person after the Request to Administer Medication at School form has been completed. Prescription medication or over the counter medication not following medication policy will be subject to the same restriction as illegal drugs

Any teacher, officer, or employee who has reasonable cause to suspect that a student may be under the influence of, or that said student has in his or her possession, alcoholic beverages or a substance (as described above), shall immediately notify the administrator.

Students who are suspended or expelled under the terms of this policy shall be afforded the due process rights contained in board policies. 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.

Substances that fall under the authority of this policy include but are not limited to: Alcohol, Amphetamines, Anabolic Steroids, Ecstasy, Barbiturates, Benzodiazepines, Cocaine Metabolites, Opiates, LSD, Marijuana, Metabolites Methadone, improperly used over the counter medications, Inhalants, and imitation Drugs.

Please reference K.S.A. 72-89c02 Suspension or revocation of driver’s license or privilege upon certain school safety violations; procedure are listed in the District Family Student Handbook.

**Tobacco:** Possession and/or use of any tobacco product by students is prohibited in any attendance center, in a school-owned vehicle, at school sponsored events or on the school grounds. Students observed during or in possession of such products will be subject to disciplinary action: **1ST OFFENSE IS 1 DAY OSS, 2ND OFFENSE IS 3 DAYS OSS, 3RD OFFENSE IS 5 DAYS OSS, 4TH OR MORE OFFENSES IN A SCHOOL YEAR IS 10 DAYS WITH A POSSIBLE EXPULSION HEARING.** A report will be filed with appropriate civil authorities.

**Breathalyzer Procedures**

The Mulvane Middle School and Mulvane High School are equipped with breath alcohol testing equipment. During the normal school day or at school-sponsored events, school administrators may determine possible student alcohol consumption by facts which give rise to reasonable suspension of such use, including the observation of one or more of the following indicators: slurred speech; unsteady gait; impaired motor control; flushed face; smell of intoxicating liquor on the breath, clothing or person; vomiting; or unruly conduct. If the administrator has reason to believe that a student has consumed alcohol, based on one or more of the above indicators, or other reasonable indicators, the administrator shall require the student to submit to breathalyzer testing.

1. Students and guests of students attending dances, prom, or after prom activities will be subject to breath alcohol testing; in accordance with a predetermined process specified by administrators. The testing will be conducted by properly trained administrators/or staff with calibrated equipment.
2. Before admission to a school dance/prom, or after prom, students and guests of students will be asked to submit to an alcohol breath analyzer to determine the presence of alcohol. If the test is negative, the student will be admitted to the dance.
3. If this test is positive, indicating the presence of alcohol, the student will be escorted to a screening area and asked to wait for 20 minutes before a second test is administered.
   * Any residual alcohol occurring from the use of mouthwash, medications, breath mints, or oral care strips will be dissipated within a maximum of 20 minutes.
   * The date, time, and location of the test will be recorded, and the student will be asked to initial the document.
4. If the second test registers a positive response, indicating consumption of alcohol, the school will first notify parents as well as notifying local law enforcement. The student will remain with an administrator until arrangements can be made to safely remove the student from school premises by parents or local law enforcement.
5. If a student tests positive for alcohol use, the student will be subject to consequences as defined by the Drug and Alcohol Policy. Additionally, the student will be suspended from all extracurricular school activities for a period of 30 days minimum. (This may be extended at the discretion of the administration). These activities include but are not limited to: participation in USD 263 athletic programs, attendance at athletic events, school club activities, cheerleading and dance teams, academic teams, drama, debated and forensic teams, band and vocal music performances, school dances, NHS, SADD, StuCo and graduation ceremonies. The student(s) may be subject to legal consequences as determined by local law enforcement officers.
6. Any student refusing breath alcohol testing will be subject to the same consequences as a student testing positive.
7. If school personnel observe behaviors indicating a student may have consumed alcohol *after* passing initial screening at a dance, they may administer another test as described above. If the student tests positive, procedures and sanctions listed previously will apply.
8. If a student tests positive as a result of suspicion-less testing, disciplinary action will be taken as indicated by Board of Education Policy that is reflected in both administrative regulations and the student handbook.

Please reference K.S.A. 72-89c02 Suspension or revocation of driver’s license or privilege upon certain school safety violations; procedures are listed in the District Family Student Handbook.

**FIGHTING**

Fighting is defined as mutual combat in which both parties have contributed to the situation by verbal and/or physical action. Because fighting will not be tolerated, any student involved in a fight will need to pay the same consequence without differentiating between the two who started the fight. Assault is defined as the unprovoked attack of an individual(s) by another individual(s), in which case, the aggressor will be dealt with individually. Fighting/assault on Mulvane High School property or at any school activity will automatically subject a student to OSS (Out-of-School Suspension.) Legal authorities will be notified.

**FINALS POLICY**

Finals will be given during last week of each semester. ***Students will receive a progress report on the Friday before finals week letting them know if they are required to take finals due to grades lower than A’s or B’s as of that date (these grades may NOT BE THE FINAL GRADE in the course, but grades to that date).*** Students will not be expected to take finals if the following are met:

* Students with A’s or B’s, who have not missed more than 1 day of school and have not had any more than three tardies in a class and have served no days or partial days of in school suspension. If a student chooses to take finals, it will not count negatively toward the student’s grade…it can only help.
* Students with C’s, D’s or F’s must take finals regardless of the number of days missed or attended

\*\*\*\*\*\****Students may NOT take a day off the week of finals or three days prior to the finals, unless the student has met all criteria to be exempt from finals and has not missed a day of school during the semester.***

**FOREIGN EXCHANGE STUDENTS**

Foreign exchange students will be allowed to attend USD 263 schools in accordance with the following provisions:

1.         A maximum of 3 foreign exchange students may be enrolled at Mulvane Senior High School at one time. Admission to the other buildings under a Foreign Exchange program must be recommended by the Superintendent of Schools and approved by the Board of Education.

2.         The placing of foreign exchange students shall be on a first come first enrolled basis, with no more than 1 student per individual foreign country at one time. If application is made by 2 students from the same foreign country, and the other vacancies are filled, then the first student applying will be given preference in enrollment. If the other vacancies are not filled by Aug. 1, then the second student from the same country would be considered for enrollment. See the district website www.usd263.com for a complete explanation.

**GANGS/GANG-RELATED OR GROUPS PROMOTING HATE/DISCRIMINATION**

No student on or about school property or at any school activity shall wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, badge, symbol (including tattoos), or other thing that is evidence of membership or affiliation in a gang or hate group.  Any wearing of apparel which in the opinion of administration, is associated with gangs and/or drugs and/or becomes disruptive to the educational process may be banned.  The bearer of such shall be subject to disciplinary action ranging from detentions to expulsion for repeat offenders.

**GRADING PROCEDURES**

Progress reports – these reports will be sent to parents at the 5th week of each quarter and will give parents an indication of the level of progress being made by the student in time to correct any deficiencies which may exist. **Parents and students may have internet access to grades by completing the appropriate forms.** Mulvane High School courses will be weighted as follows:

|  |  |  |
| --- | --- | --- |
| **Letter Grade** | **Advanced Placement (AP)**  **Courses** | **All Other Courses** |
| **A** | 5 | 4 |
| **B** | 4 | 3 |
| **C** | 3 | 2 |
| **D** | 1 | 1 |
| **F** | 0 | 0 |

**MULVANE HIGH SCHOOL COURSE STATEMENT**

The courses a student selects in high school may have a great deal to do with the kind of work, the amount of income and the kind of post high school education they will have as adults. Careful planning is necessary if the student is to gain the most from the high school experience. Each student is encouraged to discuss course selection with parents, counselors, and teachers and to know college, vocational school, or job requirements before making final course selections. ***(Curriculum Guide 13-14)***

**MHS Basic Graduation Requirements for Classes of 2014**

|  |  |
| --- | --- |
| **English** | **4 ½ credits** |
| English 1 | 1 credit |
| English 2 | 1 credit |
| English 3 | 1 credit |
| English 4 or AP English | 1 credit |
| Speech | ½ credit |

|  |  |
| --- | --- |
| **Physical Education** | **1 credit** |
| Health | ½ credit |
| PE | ½ credit |

|  |  |
| --- | --- |
| **Business Technology** | **1 credit** |
| Word Processing | ½ credit |
| Elective Business Tech. Credit | ½ credit |

|  |  |
| --- | --- |
| **Science** | **3 credits** |
| Biology | 1 credit |
| Elective Science | 1 credit |
| Elective Science | 1 credit |

|  |  |
| --- | --- |
| **Math** | **3 credits** |
| **Choose any 3 Math courses** | |

|  |  |
| --- | --- |
| **Social Science** | **3 credits** |
| World Studies | 1 credit |
| American Studies | 1 credit |
| US Civics/Topics | 1 credit |

|  |  |
| --- | --- |
| **Fine Arts** | **1 credit** |
| **See Appropriate Courses** | |

|  |  |
| --- | --- |
| **Electives** | **7 ½ credits** |

**TOTAL 24 CREDITS**

**MHS Basic Graduation Requirements for Classes of 2015 and Beyond**

|  |  |
| --- | --- |
| **English** | **4 credits** |
| English 1 | 1 credit |
| English 2 | 1 credit |
| English 3 | 1 credit |
| English 4 or AP English | 1 credit |

|  |  |
| --- | --- |
| **Physical Education** | **1 credit** |
| Health | ½ credit |
| PE | ½ credit |

|  |  |
| --- | --- |
| **Math** | **3 credits** |
| **Choose any 3 Math courses** | |

|  |  |
| --- | --- |
| **Science** | **3 credits** |
| Biology | 1 credit |
| Elective Science | 1 credit |
| Elective Science | 1 credit |

|  |  |
| --- | --- |
| **Fine Arts** | **1 credit** |
| **See Appropriate Courses** | |

|  |  |
| --- | --- |
| **Electives** | **8 credits** |

|  |  |
| --- | --- |
| **Social Science** | **3 credits** |
| World Studies | 1 credit |
| American Studies | 1 credit |
| US Civics/Topics | 1 credit |

|  |  |
| --- | --- |
| **Career & Technical Education** | **1 credit** |
| Business Essentials | ½ credit |
| Elective CTE Credit | ½ credit |

**TOTAL 24 CREDITS**

**USD 263 requires 24 credits and eight (8) semesters of attendance in grades 9-12 for high school graduation.** Classification of a student as a sophomore, junior, or senior will be based upon the total number of high school credits earned by the student prior to the first day of class each school year.

**CLASSIFICATION MINIMUMS**

Sophomore…5.00 credits and 2 semesters completed

Junior............11.00 credits and 4 semesters completed

Senior………17.00 credits and 6 semesters completed

**GRADUATION REQUIREMENTS**

1. Students will be able to graduate from Mulvane High School upon the successful completion of eight semesters of school at grades 9, 10, 11, and 12, if the requirements listed above have been met during grades 9-12.

2. 24 approved credits shall be required for graduation from Mulvane Senior High School.  The 24 credits shall include the specified 16credits of required courses plus a minimum of 8credits of elective courses.

         3. Any exceptions to these requirements would be considered on an individual basis only, and would have to be recommended by the high school Principal and approved by the Superintendent.  Questionable situations could be taken to the Board of Education by the Superintendent for consideration and review.

4. Students shall not be allowed to graduate from Mulvane High School previous to the date of the graduation of their class (exceptions may be made for over-age students, subject to the approval of the high school Principal and Superintendent.)

5. All fees and obligations must be taken care of by the Thursday prior to graduation in order for seniors to participate in graduation ceremonies.

**Mulvane High School**

**Valedictorian & Salutatorian**

The honor of valedictorian and/or salutatorian reflects a student’s choice to enroll in academically rigorous courses and earn high marks in courses that are challenging and preparatory for university level academics. The valedictorian for MHS will be the student with the highest cumulative weighted GPA. In the event that multiple students earn highest cumulative weighted GPA’s for their graduating class that are identical, the honor will be shared. When only one student earns the title of valedictorian, the salutatorian for MHS will be awarded to the student earning the second highest cumulative weighted GPA.

**GUIDANCE & COUNSELING**

The following services are available throughout the day:

College Visits - Seniors may schedule up to three, and juniors may schedule up to two college visits through the counseling office to be completed before May 1, provided that the student is not experiencing grade, credit or attendance problems. If the college visit permission form is completed and turned in to the office prior

to the college visit, these absences will be considered a school absence. Proof of the college visit needs to be turned in to the office within 48 hours after the visit. This is a privilege, and the students should approach this opportunity in a responsible manner.

Academic Help - Academic assistance is available through the counselors.

Personal Help - Students may seek guidance from either counselor.

Post-secondary Career/Education Planning

Schedule Changes - Changes may be made for the following approved reasons:

* A student failed a pre-requisite for a specific course;
* A student must add a course required for graduation
* Administrative/teacher request. To have other changes considered, the parents must write a letter addressed to the Principal explaining the reason for the request. The Principal will consider such requests on a case-by-case basis

**HALLWAYS**

**Students are not to be in the hallways during class periods without a pass issued by the sending teacher.** In order to maintain an environment conducive to teaching and learning, students are expected to pass through the halls in a quiet, orderly manner. Trash receptacles are provided in the hallways and students are expected to help keep hallways and locker areas clean.

**HAZING & INITIATIONS**

Mulvane High School prohibits students groups from taking part in any form of hazing or initiation for incoming students at large. School organizations, sponsors, or school facilities will not be used to promote, support, or condone such activities. Parents are asked to work with students to discourage such practices because of the negative and degrading aspects of initiations.

**HEALTH ROOM REGULATIONS**

Students should report to the nurse’s office/high school office in case of illness or injury. **No student is to leave the building without first checking out through the office.**

**MEDICATION:**

When possible, students are advised to take medication at home. If it is necessary that a medication be taken during school hours, the following regulations will be followed:

1. Written permission must be obtained from the parents/guardian in advance of the administering of any medication.
2. Administering of medication will be supervised by the school nurse or personnel as designated by Board policy.
3. Administering of any medication will be completely and accurately documented.
4. Medication must be brought to school in the original container with the appropriate label intact. This includes over-the-counter medication.
5. All medications will be kept in a safe place which is inaccessible to students.

**State law prohibits the dispensing of aspirin or any other type of medication whatsoever to students at any time by the school nurse or any other school personnel unless the above regulations have been met.**

**SCHOOL NURSE:**

The school nurse provides care for ill and injured students through the health room. Additionally, the nurse does vision and hearing screening and audits all immunizations records yearly. In the nurse’s absence, illness or injury will be evaluated by the nurse’s aide and appropriate measures taken.

**HONOR ROLL**

Honor rolls will be computed each quarter and each semester with recognition given for the following achievements:

Principal’s Honor Roll 4.00

Wildcat Honor Roll 3.99 – 3.50

Honorable Mention 3.49 – 3.00

**In order to be placed on any of the Honor Rolls, no grade must be below a “C”.**

**INTERROGATIONS & INVESTIGATIONS**

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

When law enforcement officers conduct an investigation and/or question a student(s), the building administrator shall make reasonable attempts to contact parents, guardians or a representative of the student(s) prior to questioning. Requests by law enforcement officers to question students during regular school hours will be honored if an investigation involves child abuse or neglect, the identity of a pupil, a pupil being taken into custody, or the law enforcement officer can show the need for expediency. It is expected that all other questioning be handled outside the school day and off school property. Students shall not voluntarily be released from school officials to law enforcement authorities unless the student has been placed under arrest or taken into custody by law enforcement or SRS. If a child is arrested at school, principals should make a reasonable attempt to contact parents if law enforcement officials do not do so.

**LEAVING THE BUILDING**

If at any time during the school day it is necessary for students to leave the building because of illness or other reason, students must first sign out through the office. The office will not release students without first contacting parent/guardians/emergency persons. **Students who leave the building without signing out through the office will be considered absent and will be subject to disciplinary action.**

**LOCKERS / PARKING LOT SEARCHES**

Each student will have a locker for his/her individual use assigned at the beginning of the school year. Students are advised against keeping valuables or large sums of money in their lockers. Students are also advised to keep the lockers locked and to avoid sharing a locker or their locker combination with others. Tampering with locks will result in detention/replacement costs. MHS will not assume responsibility for the security of assigned locker contents. All lockers (student/athletic/PE, etc.) are the property of MHS and the administration reserves the right to conduct periodic general inspections or specific searches of the lockers. Principals are authorized to search student clothing/belongings if there is reasonable suspicion that a law, district/school policies, rules or directives are being violated.

To ensure the safety of our students, MHS Administration reserves the right to use trained drug sniffing dogs to conduct searches without a warrant for any reasonable purpose. In addition, searches of property on/in the school parking lot may be conducted.

**LOST & FOUND**

All items found in and around the school building should be turned in to the office. Students should leave written descriptions of lost items in the main office. **Items left in lockers or in the lost & found but not claimed within two weeks after the end of the school year will be given to Mulvane Care & Share.**

**LUNCH CARD ACCOUNT PROCEDURE**

Mulvane secondary schools (6-12) use student lunch cards for purchasing all food and beverage products in the lunch room (cash is not accepted in the lunch room). The lunch card has a picture ID and PIN number for the student’s protection. Students are not to share their lunch card with friends or siblings. Students are to be responsible for bringing their lunch cards on a daily basis. Students that do not have their card, but have money in their account will be allowed to eat upon obtaining a new card or a pink slip from the designated site at their school. A student will not be allowed to eat without a lunch card or a pink slip and should obtain one before entering the lunch line. Students who

habitually forget their lunch card will be reported to the office staff as the card use is there for the protection of the student’s account. A lost or stolen card is to be reported to the office staff that same day. Students are allowed 3 replacement cards at no cost, the 4th card will cost $1, the 5th will be $2, etc.

Students are informed when they are reaching a low balance of $3 or less, verbally by the lunch staff, and in writing (parental e-mail is also available). This allows ample time to place money in their account following the established procedures at each school. When the student reaches a $0 balance the school will retain the lunch card until money is placed into the student’s account. If a student does not have money in their account for a meal and wishes to eat that day, they need to report to the appropriate office staff to get permission to charge (a maximum of $3) on their account. If permission is granted, they will be given a pink slip and will go directly through the lunch line as usual. If the staff did not grant them permission to charge on their account, they will be given a ticket for a sack lunch. The sack lunch is provided so that no student goes hungry and there will be a charge for the sack lunch placed on the student’s account. The sack lunch is not offered as a regular purchase item and is used only for students in need of a meal that day. Abuse of the sack lunch program will be followed up by the school staff.

We offer a policy of Offer vs. Serve\* at the middle school and high school. An explanation of offer vs. serve will be given to each student to help them understand the choices available to them and how the program works. A combo meal\* is required of all students purchasing food in the cafeteria. Students are not allowed to purchase Ala Carte drinks or extra items if they do not have a positive balance in their account.

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.

*To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.*

**Food and drink must be consumed in the commons ONLY.** Weather permitting; students may go into the courtyard after eating. Students may not go out of the building or into the parking lot without specific permission from an administrator and signing out in the office.

After eating, students are expected to return trays, dinnerware, and paper goods to the designated area. Disposable items should be placed in the proper receptacle before leaving the commons. Student lunch periods will be continuous, so please leave your table area as clean as you would like to find it!

**Students may not have businesses deliver food to them at school. Bringing fast food into MHS could violate the federal guidelines established for school lunch programs.**

**MACHINES (VENDING)**

The vending machines are provided to the students as a convenience. Students are expected to be responsible about using proper receptacles for pop can and food wrapper disposal. Liquid/food items are not to be consumed in the hallway or classroom areas of the building.

**MEDIA CENTER**

The media center/library will be open based on the schedule and availability of the school Librarian. Fiction and non-fiction books for recreational reading may be checked out for two weeks and renewed for two weeks. A fine of five (5) cents per day is placed on all overdue books. Students are responsible for library books checked out to them. Grades will not be issued to students who owe media center fines.

**OFFICE DETENTIONS**

Office detention can be served:

Before school beginning promptly at 7:00am - 7:40am (Wednesdays from7:00am – 8:40am)

After school beginning promptly at 3:05pm - 4:00pm.

Students must comply with the following rules or they will be asked to leave:

* **Be signed in at the office and seated in the assigned area on time**
* **Have work/materials with them**
* **Comply with the office staff’s first direction without argument.**

**Failure to meet the deadline may result in ISS or OSS time during the following week(s) until the hours have been served.** Office detention obligations do not disappear if not completed before the end of a school year. Such obligations are carried over until the student completes them. It is particularly important for seniors to keep current with these and other obligations, as **students with obligations do not participate in the graduation ceremonies.**

Periodically, opportunity for earning double time will be made available for students who wish to perform some task on a voluntary basis within the school.

**Students who have office detention obligations of 4 or more hours or who have missed one or more office detention deadline will not be eligible to participate in extra-curricular activities/events (including Prom) until the obligations are cleared.**

**PARKING POLICIES/PARKING PERMITS**

The west lot is for student parking. All students will be issued a parking permit at the beginning of the school term which must be placed visibly in the vehicle at all times. If lost, there is a $5 replacement cost .**Vehicles that have not been registered with the office and do not have a parking permit could result in the vehicle being towed at the owner’s expense.** No students may park in areas designated for faculty, for handicapped (without a visible sticker), for visitor parking, or for busses. Students whose vehicles are improperly parked or repeatedly do not have a parking permit are subject to disciplinary action. Students are not to be in the parking area while school is in session unless special permission has been granted.

Each year as decided by the administration, if a senior class earns the privilege, seniors will be given the opportunity to draw for parking stalls. Students may then paint the parking spaces with latex based paint after a design has been approved by administration. Designs that violate any policies will be painted over and the student will lose the space. Other students may not park in senior parking spaces.

To ensure the safety of our students, MHS Administration reserves the right to use trained drug sniffing dogs to conduct searches without a warrant for any reasonable purpose. In addition, searches of property on/in the school parking lot may be conducted.

**PERSONAL PROPERTY**

The district is not responsible for student’s personal property and does not provide insurance on student’s personal property. If a student’s personal property is broken, damaged or stolen, repair or replacement is the student’s responsibility. Students are encouraged to leave valuable jewelry, large sums of money, or other valuables at home. **Students are responsible for text books checked out in their names.** Students are also encouraged to lock their lockers and to refrain from giving their locker combinations to other students.

**PROFANITY**

Language which is profane, obscene, or suggestive is unacceptable and will result in disciplinary action. **If directed toward staff or administration, the offense will be considered open defiance, and the student may be suspended out of school.**

**PUBLIC DISPLAY OF AFFECTION**

Outward displays of affection, other than holding hands, are inappropriate at school. Offenders will be subject to disciplinary action.

**REFERRALS**

**CLASSROOM DISCIPLINE:**

Teachers establish classroom rules and safety regulations concerning general student behavior, procedures which create a positive learning environment. Violators of these classroom rules are handled by the individual teacher in a manner appropriate to the specific subject area. **Multiple referrals from one or more teachers indicate a serious disruption of the educational process and will not be tolerated. Such a student will be subject to office discipline and may be placed on a behavior contract, or a probationary condition.**

**Copies of referrals will be accessed on Skyward, emailed or mailed to parents.**

**OFFICE DISCIPLINE:**

Administrators may assign detentions or other consequences to students who are in violation of school rule/policies outside of the classroom. Such infractions as parking violations, defiance, failure to comply with a reasonable request, inappropriate language, etc., may result in office detention, ISS or OSS. A continuum of consequences developed for behavior improvement for the building is shown on page 76.

**TARDY POLICY**

**Repeated tardies to school/class are disruptive**

**and detract from the learning process!**

There is a five minute period between classes. Students are tardy if they are not in the classroom when the bell rings. Tardies will be cumulative for each semester. A student who is tardy to more than one class in a day will be assigned to lunch detention for the first tardy and after school detention one hour for each additional tardy.

Tardies 1& 2 Warning, No penalty

Tardy 3 15 minute detention served with the teacher.

If this is not served within the time assigned by the teacher, one hour of after school office detention will be assigned.

Tardy 4 Student will be assigned 2 hours of office detention. **The 4th tardy in a course will count as an absence in the course requiring a student to be present and take finals for that semester in that course.**

Tardy 5 and more Student will be assigned 4 hours of office detention.

Tardy 6 and more Student will be assigned 1 day of In School Suspension.

Tardy 7 and more excessive tardiness will result in additional days of ISS or OSS.

A tardy becomes an absence when a student misses more than five minutes of a class period regardless of when the time missed occurs. Example: If the student leaves more than five minutes before class is over, it is an absence.

**TELEPHONE MESSAGES**

Class will not be interrupted to deliver telephone messages to call students to the telephone, or to release students to use the telephone. Students will be called to the office between classes for messages. If an emergency situation arises, administrators will assist with necessary communication.

**Continuum of Consequences**

|  |  |  |  |
| --- | --- | --- | --- |
| **Mulvane High School** | | | |
| **Behavior** | **First Office Referral** | **Second Office Referral** | **Third Office Referral** |
| **Safety:**  Drugs/Alcohol/Tobacco | Up to 10 day Suspension with Hearing pending Long-Term Suspension | 10 day Suspension with Expulsion Hearing pending Expulsion |  |
| **Safety:**  Weapons | State Regulations  10 day Suspension with Expulsion Hearing pending Expulsion |  |  |
| **Safety:**  Threats Harassment  Fighting | Up to 5 days Suspension | Up to 10 day Suspension with Hearing pending Long-Term Suspension |  |
| **Respect:**  Flagrant Disrespect  Bullying | 2 hours Office Detention | 4 hours Office Detention | 1 school day of In-School Suspension |
| **Respect:**  Theft Vandalism  Computer Violation | TBD – Based on the severity of the action | TBD – Possible Out-of-School Suspension | TBD – Possible Long-Term Suspension |
| **Responsibility:**  Cell Phone/Electronic Device | Documented Warning | 1 hour Office Detention | 2 hours Office Detention |
| **Responsibility:**  Chronic Tardies | 4th Tardy – 2 hours Office Detention | 5th Tardy – 4 hours Office Detention | 6th Tardy – 1 school day of In-School Suspension |
| **Chronic Minor:**  Inappropriate Language (Respect)  Dress Code (Respons.)  Non-Compliance (Respons.)  Defiance (Respect)  Disruptive (Respect)  Bus Issue (Safety)  Peer Disrespect (Respect) | 2 hours Office Detention | 4 hours Office Detention | 1 school day of In-School Suspension |