

# Mulvane School District

## Family Handbook 2019-2020

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**Mulvane School District**  
**Family Handbook 2019-2020**

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***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*

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***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*

## **Board of Education**

Mr. Travis Cottrell  
Mr. Jeff Ellis  
Mr. Steven Fry  
Mr. Chris Heersche  
Ms. Amy Houston  
Mr. David Sanders  
Mr. Jerimiah Webb

## **Administration**

Asst Supt of Educational Services .....Dr. Raquel Greer  
Coordinator of Maintenance and Grounds .....Larry Wolfe  
Director of Finance .....Carolyn Young  
Director of Food Service .....Richard Hampton  
Director of Operations .....Brad Canfield  
Director of Special Education .....Dr. Raquel Greer  
Director of Technology .....Thomas Schmitz  
Director of Transportation ..... Brad Canfield  
Principal of Mulvane Grade School .....Trista Cuthbertson  
Principal of Mulvane High School .....Glenda Cowell  
Principal of Mulvane Middle School .....Debra Clasen  
Principal of Munson Primary School .....Debbie White  
Special Education Coordinator .....Jodie Copeland-Baker  
Special Services Coordinator .....Andrea Palmer  
Superintendent .....Dr. Jay Ensley

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**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 button. 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. 72-3120](#)). 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 as soon as possible. If we have not been notified, you will receive notification 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. For an absence to be considered "excused" and/or "exempt" (if the student exceeds 7 days), documentation or notification must be made to the office within 48 hours.**

The following are valid reasons **with approved documentation and/or approval by building administration** for an absence being excused:

- |   |   |
|---|---|
| * illness/health appointments (Dr. Note/School Nurse) | * 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 and MMS 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 [2017 supp K.S.A. 72-1138](#) 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](#), [JDDC](#).)

**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) || [District Information](#) || [Technology](#)

**Crisis Plan:** As per Board of Education (BOE) policies adopted September 10, 2012, the district's crisis and safety plans are on file in each building and with the clerk.

**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 the Kansas Emergency Safety Interventions Law-Kansas Statutes Annotated; 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 Law, regulations, and policy on ESI can be located on district website: [www.usd263.com](http://www.usd263.com) (Click on Front Page tab and when Front Page tab opens click on Emergency Safety Intervention Resources tab located on far right of Front Page tab.) 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.

**Food Service** The USD 263 food service department is dedicated to serving our students and staff, safe, nutritious and appetizing meals. Our staff prepares meals for the 1800+ students and 300+ staff at each of our on-site kitchens. We look forward to being able to serve your students as they attend at Mulvane USD 263.

**Payment on account:**

**Cash or check:** You may send cash or checks with your student to be placed on their meal account. Grades K-5 students turn the payments into the classroom teacher and those payments are sent to the school office to be placed on each child's account. Middle and high school students have a payment location where they are responsible for turning that money in for placement on their meal account. Each student will receive a receipt for their transaction.

**Credit card:** Credit card payments are accepted online only; the schools are not able to accept credit cards onsite. The credit card payment site is accessed through [myschoolbucks.com](http://myschoolbucks.com). There is a link to this site on the school district website and they also have a phone app for Apple and Android devices. Money placed on account using [myschoolbucks.com](http://myschoolbucks.com) will show up on the students account for lunch if payment is made no later than 9am. Once an account is set up on [myschoolbucks.com](http://myschoolbucks.com) you will be able to set up auto payments, check balances and other features.

**Lunchroom procedures:**

**All Buildings:** Mulvane schools use student lunch cards for purchasing all food and beverage products in the lunch room (cash is not accepted in the lunch room except for single carton milk purchases at grades K-5). 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 not allowed to purchase meals or items without a lunch card. Funds are to be placed on each student's account using any of the procedures listed above.

**Grades K-5:** Student meal cards are held in card holders in each lunchroom. The students will find their card and proceed through the line to receive their meal. The staff collects the cards at the point of purchase and will return those cards to the card holders for the next meal service. Grades K-5 are offered choices of food items but must take a reimbursable meal (explained below). Students that bring a sack lunch may purchase Ala Carte milk without being required to take a reimbursable meal. No extras or Ala Carte items are offered in grades K-5.

**Lunchroom procedures:**

**MMS and MHS students:** Students are responsible for carrying their lunch cards on a daily basis for meal purchases. Students that do not have their lunch 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. Students are required to get a lunch card or a pink slip before entering the lunch line. Students required use of the lunch card 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 5 replacement cards at no cost. Cards replaced after the five free cards will cost \$1 for each replacement.

Students at the middle and high school are offered a wider variety of meal choices but must follow the meal requirements for a reimbursable meal (explained below). Middle and high school



students also have the option to purchase items that are not a part of a reimbursable meal such as bagged chips, bottled drinks, extra hot food items, muffins and cookies. **Students are not allowed to purchase Ala Carte items that are not part of the reimbursable meal if they do not have a positive balance in their account.** If you as a parent do not wish for your student to purchase ala carte items please advise them. You may request that a note be placed on your student's account that alerts the food service staff of your request. Our staff will do its best to follow your request but in our very busy lunch room this may not always happen. If a student takes food items that we cannot have returned and resold your students account will be charged for that item(s).

**Account balances:**

**Checking account balances:** The website and phone app, myschoolbucks.com may be used to check your students account balances. Even if you do not use the website to place money on your students account it is still accessible by setting up an account. Account balances may also be obtained by calling your students school building and speaking to the financial secretary for that building or by calling the food service department at 316-777-1102 ext: 5212.

**Low balance notification:**

**Grades K-5:** When a student's account has a balance of \$5.00 or less, the office will send a notice to the responsible parent/guardian. The notices may be sent out in paper form, via email or through a phone message. Keeping a current email on file will help in making sure that you receive these notifications. This allows time to place money in the student's account following the established procedures at each building.

**MMS and MHS students:** Middle and high school students are informed when they are reaching a low balance of \$5 or less, verbally by the lunch staff. When the student reaches a \$0 or negative balance the school will retain the lunch card until money is placed into the student's account. Student's cards will be returned when the account has a positive balance. If a student has a negative balance and brings enough money to cover the cost of a meal for that day they will be allowed to eat.

**Charge Policy:**

**All Grades:** Students will be allowed to charge up to \$20. Charging a meal should be the exception and not the rule. Our desire is that all students maintain a positive balance in their account at all times. Once a student has reached the maximum charge amount of \$20 they will be offered an alternate meal. The alternate meal will consist of yogurt, graham crackers and milk and the students account will be charged \$1.25 for this meal. The alternate meal is provided so that no student goes hungry and is not offered as a regular purchase item.

**Account balances upon leaving the district:**

**Accounts with a negative balance:** Student accounts with a negative balance upon leaving the district, or at graduation should be paid in full. Unpaid meal charges will be turned over to the USD 263 administration for further collection efforts.

**Accounts with a positive balance:** Student accounts with a positive balance upon leaving the district, or at graduation are entitled to a full refund. If the student has siblings in the district the positive balance may be transferred to their account at your request. Refunds will be given either in cash or a check will be mailed as per each buildings procedures.

**Free & Reduced Meal Benefits:**

**How to apply:** Free and reduced applications may be submitted at any time for the current school year after July 1<sup>st</sup> of that year. If you can use the help of these benefits please apply. You may obtain an application for free/reduced meals at any school building or at the central office. You may also apply on-line following the link from the USD 263 website. The application process is private and confidential. If approved for free/reduced meal benefits you may also be eligible for reduced district fees. Any monies owed to your school lunch account will still need to be addressed. The free and reduced benefits start when you apply and are approved and are not retroactive. If you have previously applied and were denied but your situation has changed you may apply again. If you find you need assistance for any reason such as a lost job, temporary layoff, change in household size or other situation, please apply.

### **USDA Nondiscrimination Statement**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) Mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- (2) Fax: (202) 690-7442; or
- (3) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

### **Meal Lunch Service: We are an “Offer” program**

**All Student meals:** Students are offered choices at each meal service at all grades. 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. This feature of the National School Lunch Program is designed to give you the opportunity to select foods that students want to eat and to reduce food waste. All students that are purchasing a meal at the student price must follow certain guidelines. Each day food choices will be offered that when taken will create a reimbursable meal. **All students must take at each meal service at least ½ cup of fruits or vegetables in order to receive the meal for the student price set at each building/grade level.** Each meal will include offerings of the following food components with example items listed:

- **Meat/meat alternate:** chicken nuggets, burgers, pizza, hot dogs, tacos and yogurt or cheese sticks.
- **Grain/bread:** rolls, biscuits crackers, pizza, burgers, tortilla chips & cookies.
- **Fruit:** bananas, apples, oranges, applesauce, peaches, pears and choices of 100% juice

- **Vegetables:** carrots, grape tomatoes, salad mix, green beans, corn, broccoli. A salad bar is offered at each building and is included with each student meal purchase.
- **Milk:** We currently offer 1% white milk and skim flavored milk choices are chocolate and strawberry.

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 at lunch. 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, this choice counts as 2 components (**meat & bread**)  
 1 cup of Tossed salad (**vegetable**)  
 ½ cup of peaches (**fruit**)  
 1 Cup of Milk (**milk**)

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

Hamburger on the bun	Hamburger on the bun	Hamburger on the bun	Peaches (full ½ cup taken)
Milk	Tossed salad (full 1 cup taken)	Peaches (full ½ cup taken)	Tossed salad (full 1 cup taken)
	Milk		Milk
The above meal would not be acceptable without a choice of ½ cup fruit or vegetable even though it has 3 components of meat, grain & milk. The student would be asked to return to the line to select a ½ cup choice of fruit or vegetable.	The above meal would be acceptable as it has 4 components of meat, grain, vegetable & milk.	The above meal would be acceptable as it has 3 components of meat, grain & fruit.	The above meal would be acceptable as it has 3 components of fruit, vegetable & milk.

Other combinations could be chosen. You must select three different components. Check the menu daily so you will know which items in the school lunch you want to eat. Our school salad bars offer a wide variety of selections to all students. The students may take the entrée and side items offered along with all salad bar items in the regular size offerings if they so choose. Through your careful selection of only those foods you wish to eat, you will be helping to conserve food and money – two valuable resources.

**Meal Breakfast Service: We are an “Offer” program**

Each day food choices will be offered that when taken will create a reimbursable meal. **All students must take at each meal service at least ½ cup of fruits or vegetables in order to receive the meal for the student price set at each building/grade level.** All buildings offer a choice of a hot or cold breakfast daily. We are required to offer 1 cup of fruit at breakfast, they may take both choices totaling one cup or at least ½ cup for meal compliance. Each meal will include offerings of the following food components with example items listed:

- **Grain/bread:** biscuits & biscuit sandwiches, cereal, pancakes, French toast sticks.
- **Fruit:** bananas, apples, oranges, applesauce, peaches, pears.
- **Fruit:** choices of 100% juice
- **Milk:** We currently offer 1% white milk and skim flavored milk choices are chocolate and strawberry.

Students must be offered a minimum of 4 items at breakfast under the “Offer” program and must take at least 3 items with at least one of those being a ½ cup serving of fruits or vegetables. Students are encouraged to take all the foods offered: however, they may decline up to (1) item at lunch. The price of the meal remains the same whether the minimum of three food items or all four or five are selected.

**For example, if the menu is:**

**Hot breakfast choice:**

Biscuit with sausage, this choice counts as 2 items (**2 grain bread**)

½ cup of applesauce (**fruit**)

½ cup of 100% orange juice (**fruit**)

1 Cup of Milk (**milk**)

**Cold breakfast choice:**

Cereal, (**1 grain bread**)

Muffin, (**1 grain bread**)

½ cup of applesauce (**fruit**)

½ cup of 100% orange juice (**fruit**)

1 Cup of Milk (**milk**)

You could take all five food items (biscuit sandwich or cereal/muffin, applesauce, juice and milk) or you could select 3 full portions of the items offered, such as:

Biscuit with sausage	Biscuit with sausage	Cereal	Cereal
Milk	Applesauce (full ½ cup taken)	Juice (full ½ cup taken)	Muffin
	Milk	Milk	Applesauce (full ½ cup taken)
The above meal would not be acceptable without a choice of ½ cup fruit even though it has 3 items; bread (x2) & milk. The student would be asked to return to the line to select a ½ cup choice of fruit.	The above meal would be acceptable as it has 4 items: bread (x2) fruit & milk.	The above meal would be acceptable as it has 3 items; grain, fruit & milk.	The above meal would be acceptable as it has 3 items; grain (x2) & fruit.

Other combinations could be chosen. You must select three different items. Check the menu daily so you will know which items in the school meal 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.

**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	24 hours after treatment and no eye discharge.
Impetigo	Until under medical treatment.
Head Lice	Until proper treatment with Lice 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](#) 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 providing a copy of immunization records or 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. All students in the 7<sup>th</sup>-12<sup>th</sup> grades are required to have 1 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.
- 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.
- 2 varicella (chicken pox) or proof of prior varicella disease is provided. (1 prior to preschool and 2<sup>nd</sup> prior to Kindergarten)
- 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.

Insurance During 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.

**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\(c\)](#) 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;

- A. The child was provided appropriate instruction in regular education settings that was delivered by qualified personnel;
- B. The child's academic achievement was repeatedly assessed at reasonable intervals which reflected formal assessment of child's progress during instruction;
- C. The assessment results were provided to the child's parents;
- D. 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> 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/Nicotine Delivery Device Use** Mulvane USD 263 is a smoke-free, tobacco-free, and nicotine delivery device-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.

The federal government adjusted the student data reporting categories during the 2009-2010 school year. Hence, parents are required to update their child's data each year according to the 2009-2010 reporting categories. Mulvane Public Schools has been reporting student data to the Kansas State Department of Education using the aforementioned reporting categories since the 2009-2010 school year.

Mulvane Public Schools also reports and/or discloses student data submitted to or maintained in a statewide longitudinal data system in accordance with the Kansas Student Data Privacy Act (SDPA) and board policy IDAE. The Annual Notice of Authorized Student Data Disclosures required by the Kansas Student Data Privacy Act and board policy [IDAE](#), can be viewed on [www.usd263.com](http://www.usd263.com) under the Federal/State Laws and Regulations section of the "Community & News" tab in the article "Updated FERPA & PPR Information".

**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 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 72-6114-72-6119: 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:

- a) Willful violation of any published regulation for student conduct adopted or approved by the Board of Education;
- b) Conduct which substantially disrupts, impedes or interferes with the operation of any public school;
- c) Conduct which endangers the safety of others or which substantially impinges upon or invades the rights of others at school, on school property, or at a school sponsored activity;
- d) 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;
- e) 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;
- f) 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.

[72-6115. 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. [2017 Supp. 72-6116](#), 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 License In accordance with Kansas statute [72-6136](#), 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/Volunteers/Parents** All visitors must check in at the office and receive principal approval before visiting with a member of the staff or a district student and /or observing a staff member 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. For a complete explanation of district's procedures, expectations, and observations for visitors, volunteers, parents, and university employees and/or students, please visit the district's website: [www.usd263.com](http://www.usd263.com) and click the District tab and proceed to the Information tab labeled Parent/Visitor Guidelines. USD 263 administration reserves the right to modify the aforementioned procedures.

**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 HARASSMENT**

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 HARASSMENT 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**

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.

## **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.

### **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 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

### **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



**MUNSON PRIMARY SCHOOL  
STUDENT HANDBOOK  
2019-2020  
APPENDIX**

**W.D. Munson Primary School  
1007 Westview Drive  
Mulvane, KS 67110  
316-777-0151  
Fax: 316-777-2798**

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## **PRINCIPAL'S WELCOME**

### **Welcome to W.D. Munson Primary School! 😊**

Whether you are brand new to Munson Primary School (MPS) or a returning family member, we hope you've had a great summer and are ready to start an exciting year of learning! 😊 The staff and I are looking forward to extending a warm welcome to the new families joining us this year and reconnecting with each of our returning families.

One of our goals at MPS is to provide a safe, welcoming, positive environment for everyone who walks through our doors. We want children and adults to know Munson is a place where each person is accepted, respected and cared for well and where life-long learning and good citizenship is encouraged through our relationships and interactions at school, home and in our community.

We know we can accomplish this best as we work together with our Team Munson families, building meaningful relationships and strong family-school partnerships. Our love and care for your child is centered on meeting his or her academic, social, emotional and physical needs. Your active participation, input and support play a vital part in helping us design a school year that will be a very special one for your child.

You will find important information in this handbook, explaining our policies and procedures. If you have any questions or if there is anything we can do to make your school experience better, please let us know.

I'm counting down the days to the beginning of school. When you are at Munson, please feel free to stop by my office and say hello. I look forward to meeting each of you. This is going to be an awesome year ~ learning, laughing, caring, sharing as we grow together.

Happy New (School) Year!

Mrs. Debbie White 😊  
W.D. Munson Primary School Principal

## **MISSION AND BELIEFS**

### **MISSION STATEMENT**

Our school community will provide children with a loving, caring and respectful environment which supports the unique needs of each child and their success as they learn and grow.

### **CORE BELIEFS**

We believe all children can learn.

We believe all children can be successful.

We believe children are unique, learning and developing in different ways, at different paces and with different needs.

We believe children learn and develop best

- when they know they are safe, loved, nurtured and respected,
- through developmentally-appropriate practices based on what is known about how children learn and observation of the unique needs and interests of individual children,
- when activities and experiences integrate components from all developmental domains,
- through hands-on activities in a multi-sensory environment, which values play and discovery in the learning process,
- when a supportive and positive partnership exists between family, school and community, and
- when all team members work collaboratively to meet the unique needs of the whole child.

*Learning, laughing, caring, sharing  
as we grow together 😊  
#Munsoncares*

**TEAM MUNSON STAFF**

Christina Allen	Teacher:Early Childhood Special Education (ECSE)
Candice Anderson	School Psychologist (District)
Bobby (Barbara) Baker	School Psychologist Assistant (MPS & MMS)
Elvia Barraza-Martinez	Physical Therapist (District)
Stephanie Bayliff	Aide: Library
Nicole Behrend	Head Cook
Kendra Billingslea	Teacher: Kindergarten
Diane Blake	Teacher:Early Childhood Special Education (ECSE)
Brandon Bohannon	School Resource Officer (District)
Amy Branine	Teacher: Kindergarten
Suzie Burkhardt	Teacher: Kindergarten
Laura Canfield	Nurse (MPS & MHS)
Lori Colvin	Teacher: First Grade
Susan Crady	Paraprofessional
Kasahra Cotton	Teacher: Kindergarten
Stefanie Dannels	Financial Secretary
Troy Demain	Custodian
Rawn Dunbar	Aide: Kansas Preschool Program (KPP)
Amber Dupes	Paraprofessional
Melisa Eichelberger	Paraprofessional
Cathy Eilert	Paraprofessional
Kayla Eldridge	Audiologist (District)
Diane Ellis	Aide: Speech
Kylie Ferrer	Speech Language Pathologist
Kristen Flaming	Paraprofessional
Kim Fletchall	Custodian
Rachel Fletcher	Teacher: First Grade
Brandi Flisram	Teacher: Special Education
Jessica Florio	Teacher: Second Grade
Denise Gage	Paraprofessional
Sarah Garcia	Teacher: Second Grade
Zena Hall	Aide: 4 Year Old State Preschool Grant
Amanda Hamersky	Paraprofessional
Jennifer Hankins	Teacher: First Grade
Denise Hansel	Teacher: First Grade
Laine Harvey	Paraprofessional
Tempe Heck	Teacher: First Grade
Sandy Heinrichs	Paraprofessional
Debbie Hill	Paraprofessional
Gina Hively	Cook
Tim Huntley	Head Custodian
Linda Innes	Teacher: Title I Reading
Amanda Jackson	Mental Health and Community Support (District)
Katie Jacobs	Counselor
Kelcey Johnson	Speech Language Pathologist (MPS, MMS, MHS)
Stephanie Keiter	Teacher: Second Grade
Rachel Leonard	Paraprofessional
Cindy Love	Lunch Aide
Tara Loveless	Nurse Aide

**TEAM MUNSON STAFF**

Kelley Lowe	Teacher: First Grade
Hannah Maddy	Teacher: Second Grade
Cindy Martin	Attendance Secretary
Mickie Mason	Speech-Language Path/Early Childhood Coord
Michele Molhoek	Parents as Teachers (PAT) Coordinator/Parent Educ
Jodi McCarty	Teacher: Kindergarten & PAT Parent Educator
Marjorie McClellan	Teacher: Title I Math
Elizabeth McVey	Paraprofessional
Juli Meyer	Occupational Therapist (District)
Angie Mitchell	Paraprofessional
Jessica Mitchell	Teacher: 4 Year Old State Preschool Grant
Melissa Nelson	Paraprofessional
Elizabeth Palmer	Teacher: Second Grade
Carol Pennington	Lunch Aide
Don Pennington	Lunch Aide
Jennifer Phillips	Teacher: Early Childhood Special Education (ECSE)
Sandy Phillips	Technology Aide
Molly Pourhussin	Teacher: Deaf/Hearing Impaired (District)
Kellene Resa	Social Worker (MPS & MGS)
Abby Reuter	Paraprofessional
Rebecca Robbearts	Teacher: Music
Rhonda Robertson	Cook
Tabby Roths	Teacher: Art
Kestrel Sauerbrey	Paraprofessional
Heather Seier	Teacher: Kindergarten
Nic Slayton	Teacher: Second Grade
Mary Smith	Teacher: Special Education
Jessica Stahl	Teacher: Special Education
Anna Stephens	Lunch Aide
Melissa Thornburg	Aide: Title I
Karen Ulmer	Paraprofessional
Lori Warren	Teacher: Librarian (MPS & MHS)
Tawnya Weaver	Teacher: Kindergarten
Sarah Webb	Paraprofessional
Debbie White	Principal
Barb Williams	Aide: 4 Year Old State Preschool Grant
Robin Williams	Teacher: Physical Education (P.E.)
Kassie Witt	Teacher: Kansas Preschool Program (KPP)
Terri Woolever	Custodian
Tiffany Young	Paraprofessional

## **ARRIVAL AND DISMISSAL**

Students and parents may enter the school through the south entry doors.

To ensure student safety, children are asked to stay with parents/authorized adults while in the parking lot.

Parents may not leave their child unattended or alone anywhere in the building or on school property. Parents are asked to remain with their child until staff is available to supervise students.

For students eating breakfast at school, the south door to the school will open at 7:15 A.M. Breakfast will be served from 7:20-7:45 A.M. Student will be supervised in the cafeteria and in the 600 hallway by the office until the gym doors open for students at 7:35 A.M.

The southwest doors to the gym open to all students at 7:35 A.M. Students will sit by classrooms in the gym with adult supervision until 7:50 A.M. Teachers and paraprofessionals will walk their students to their rooms, beginning at 7:50 A.M. School begins in the classrooms at 7:55 A.M.

Any student arriving after 7:55 A.M. **MUST BE signed in at the office by a parent/authorized adult.** Students will bring a tardy slip to their classroom teacher to enter the classroom.

All visitors should report to the school office upon arriving in the building, where they will be asked to sign in and get a visitor's badge to wear. All doors in the building will be secured or monitored at all times.

A student must be checked out through the office by a parent, guardian or authorized person listed as an emergency contact for that student. A signature will be required from anyone 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). Photo identification may be requested at the time of checkout.

Students will be dismissed and escorted by a teacher or authorized staff member at dismissal time from the building. We ask for parent assistance 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 and south of our building. Entrance should be by First Street only. No cars will be allowed east of the Middle School parking lot at dismissal time.

Parents and students should cross all streets at the crosswalk.

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.

## **ATTENDANCE**

Student attendance and punctuality is an important factor in student learning success.

Parents should call the school by 9 A.M. when their child is going to be late or absent. For the safety of our students, if the school has not heard from the parent/guardian, a call will be made to the parent/guardian.

Parents/guardians will receive an initial attendance notification letter when a student's absences or tardies have been noted as a concern by school staff. Parents/guardians may be notified by letter again when student attendance or tardiness negatively impacts student learning or causes a student to be identified as truant. A follow-up meeting may be set by the principal or designated staff member and the child's parent/guardian to help create a specific plan of action and family support to improve the child's attendance and punctuality.

## **BEHAVIOR: PAWS-ITIVE EXPECTATIONS**

Team Munson students and staff use PAWS-itive expectations to guide behavior:

- Promote responsibility
- Act with respect
- Work together
- Stop bullying behavior

To ensure a positive school experience for all students, clear, consistent and age-appropriate behavior expectations are modeled and taught by staff to students. Simply, our staff will work with students, modeling and teaching them to be safe, respectful to people and property, and responsible to do their best and care for others.

Team Munson staff use a variety of programs and strategies to provide positive behavioral supports for all students as we teach students the social-emotional and self-regulations skills they need to successfully learn and interact with others. Teachers may team with our school counselor, social worker and/or Mental Health & Community Support staff to provide additional services, resources or help in a manner that best fits the unique needs of the class, student or situation.

Student misbehavior will be addressed by staff in a caring, positive, respectful, supportive and age-appropriate manner. Corporal punishment (spanking, striking or other forms of physical punishment), name calling, sarcasm, or the use of threats are not allowed at our school by anyone, including staff, substitutes, parents, older siblings, volunteers, etc. The district handbook will be followed for in-school suspensions, out- of- school suspensions, or expulsions.

Staff will use a tiered system of interventions to support students and address behavioral needs. Tiered interventions may include the use of Think Sheets, conferencing with students, teachers and/or parents, check in/check out, counseling, mentoring, and/or functional behavior/academic assessments.

**BEHAVIOR: PAWS-ITIVE EXPECTATIONS (continued)**

Munson teachers use Class Dojo to help communicate with parents the positive behaviors their child had in school, as well as any areas their child struggled with during the day. At the end of each week, Team Munson celebrates school-wide positive behaviors with Fun Friday. Students who have met a specified goal of positive behaviors are able to choose and/or participate in a preferred activity. Students who have not met the specified goal of the week have the opportunity to work with a staff member to identify behaviors, reflect on their actions, learn skills for success, and make a plan for themselves to meet their goal the following week.

**BICYCLES**

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

**CHILD FIND CLINICS**

Mulvane USD 263 provides monthly Child Find Clinics for the community at Munson Primary School. The clinic provides a free comprehensive assessment of a child’s development in the areas of language, concepts, motor, behavior, hearing and vision.

Parents as Teachers parent educators help assess children birth to 36 months old. Early Childhood staff assess children 3-5 years old. To schedule a Child Find appointment for any child birth to 5 years old, please call 777-0151.

The initial step for parents interested in determining their child’s eligibility to enroll in one of Munson’s preschool classrooms is scheduling a Child Find screening for their preschool-aged child.

This year’s Child Find Clinics are:

August 14 & August 21	January 15
September 25	February 12
October 9	March 25
November 13	April 8 & April 22
December 11	May 6

**DRESS CODE**

The Board of Education and USD 263 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.

Munson students should be dressed appropriately for safe participation in P.E. and recess. Students are strongly encouraged to wear tennis shoes to school, especially on days they are scheduled to have P.E. Because flip flops, high heels and cowboy boots often limit student’s active and safe participation in P.E. and recess, we ask for parent support and help as they guide their children in the choices they make as they dress for school.

## **EARLY CHILDHOOD PROGRAMS**

### **PARENTS AS TEACHERS (PAT)**

This is a free, year-round program open to anyone who is pregnant and to families with children birth to 72 months old. PAT provides family visits centered around supporting parents in their important role as their child's first teacher. In addition to regular home/school visits, parent-child playgroups/group meetings, screenings and resource networking are provided to all program families. For more information, please contact 777-0151, ext. 1103.

### **PRESCHOOL CLASSROOMS**

All of our preschool classrooms serve students four days a week following USD 263's district calendar: Monday, Tuesday, Thursday, Friday. Preschoolers in our half-day sessions attend school three hours and fifteen minutes per day, either in the morning or the afternoon, except on Wednesdays.

Student placement in preschool classrooms is determined by the results of Child Find screenings, using federal, state and district guidelines and grant requirements to determine student eligibility.

Morning preschoolers report to school and meet their teachers and classmates in the gym. Doors to the gym open at 7:35 A.M., and classes leave the gym at 7:50 A.M. Morning preschool starts at 7:55 A.M.

Afternoon preschoolers report to school, entering the south main entrance doors and waiting in the 600 office hallway until teachers and paraprofessionals walk preschoolers to their rooms at 11:50 A.M. Afternoon preschool starts at 11:55 A.M.

All preschool students have the option of participating in school breakfast and/or lunch. Morning preschool students may come for breakfast in the cafeteria from 7:20-7:45 A.M. Morning preschoolers who would like to eat school lunch, after preschool dismissal, must be accompanied and assisted by his/her parent/guardian. The student's parent/guardian is responsible for letting the office know before 9 A.M. that their morning preschool child will be eating lunch at school. The parent is responsible for prompt pick-up of their child at 11:10 P.M. and assisting their child with lunch in the cafeteria.

Afternoon preschoolers may come for lunch in the cafeteria from 11:20-11:45 A.M. Parents/guardians must wait in the 600 office hallway with their preschool child until a school staff member comes to take afternoon preschoolers to the cafeteria for lunch.

## **EMERGENCY CONTACT INFORMATION**

Emergency Contact information must be updated regularly. Children can only be released to individuals listed on the Emergency Contact list. Staff is required to have a list of this information readily available and monitor to whom a child is released. Anyone not on the Emergency Contact list, attempting to sign a child out or pick up a child, will be referred to the front office for verification.



**HOMEWORK REQUESTS**

Please make phone call requests for homework to the school office by **10:00 a.m.**, so 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*
Hepatitis A	2 doses
Hepatitis B	3 doses
Hib (haemophilus influenza type B)	3 doses
Pevnar (pneumococcal 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
Hepatitis A	2 doses through First Grade

\* 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.

**LOST AND FOUND**

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

**LUNCH VISITORS**

Students may leave for lunch with a parent/guardian. Students **MUST** be signed out through the office and then signed back in upon returning from lunch. You are welcome to join us any time to eat lunch with your child but we ask that you call the office by 9:00 AM if you plan to eat a school lunch.

**PARENT INVOLVEMENT OPPORTUNITIES**

**EARLY CHILDHOOD ADVISORY TEAM**

Parents who are in our Parents as Teachers (PAT) program and receiving home/school visits and/or who have a child in any of our preschool classrooms may participate in any of our quarterly advisory team meetings. Your input is vital to the success and improvement of our programs.

## **EARLY CHILDHOOD ADVISORY TEAM (continued)**

This year the Early Childhood Advisory Team will meet in Munson's library from 5-6 P.M. on

August 22, 2019  
November 14, 2019

February 27, 2020  
May 14, 2020

## **PARENT-TEACHER ORGANIZATION (PTO)**

Any parent of a Munson Primary School or Mulvane Grade School student is invited to join PTO. Members support our elementary school students and staff in a variety of ways, from volunteering in classrooms, helping with parties or school events, providing school supplies or food for school functions, fundraising, organizing family movie nights, etc.

Meetings take place in Munson's library during the first semester of school and in Mulvane Grade School's library during the second semester. Meetings begin at 7 P.M. and child care is provided. PTO Meeting dates are usually the first Thursday of the month, beginning in September.

## **SITE COUNCIL**

Site Council is a committee of parents, community members and staff working together to improve our school and our role in the community. Meetings are open to Munson parents. We set meeting times based on the availability of our members, usually in the evening and about four to six times per year. The first meeting will be in September. An invitation will be sent to all Munson parents in late August.

## **PARTIES**

Our Parent-Teacher Organization (PTO) helps to organize room parents for Munson and Mulvane Grade School. Room parents are responsible for communicating with the classroom teacher prior to the parties and coordinating activities/games and refreshments for the October and February parties.

Birthday parties and other special parties MUST be arranged with the child's teacher in advance. Party invitations may not be passed out at school unless everyone in the classroom receives an invitation.

## **PERSONAL BELONGINGS: CELL PHONES, ELECTRONIC DEVICES, SMART WATCHES, TOYS, TRADING CARDS**

Please do not bring cell phones, electronic devices, smart watches, toys, trading cards, or other personal items to school unless approved by the classroom teacher. These are to be left at home. They are disruptive to the learning environment. Munson Primary 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 the teacher and/or administrator until a parent is able to pick them up. Thank you for your help with this issue.

## **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.

### **RECESS**

We use outdoor play as a regular part of our daily activity schedule. Therefore, children and staff go outdoors whenever the weather permits. Staff will determine if the conditions are safe or not before taking students out. Determination is made using the Child Care Weather Watch chart (<https://www.c-uphd.org/documents/wellness/weatherwatch.pdf>) and other considerations: weather reports, temperatures, condition of the equipment/playground, environmental alerts, etc.

Please make sure your child is dressed appropriately for the weather.

A child may be exempt from physical education and/or outdoor play due to injury or illness with a physician's note for a specified period of time.

Playground equipment is provided by the school. Personal equipment, such as balls and gloves, should remain at home, unless requested specifically by a teacher.

### **REQUESTS FOR TEACHERS**

Parents with concerns about class placement may submit, in writing, information about their child's abilities, interests and personality and any teaching qualities that best meet the needs of their child. Considerations must be educational and submitted to the principal by the last day of school for the following school year.

### **SCHOOL FAMILIES**

Wednesdays are Munson's School Spirit Day, and school families play an important part of Team Munson. Our families are where we get to know one another better, learn with each other, make memories together and understand the difference we make to our family, class, school and community. We invest time, energy and resources into school families because we know strong school connections impact learning, behavior, and long-term success.

A school family consists of six to eight students led by either a staff member or trusted adult volunteer. Within those families are two to three students from each grade level: K-2. The groups meet every Wednesday to enhance social connections by practicing communication and social skills through team building activities.

To meet the unique needs of our youngest learners, our second graders visit morning preschool classrooms to build student-to-student connections with our three and four year olds. Our afternoon preschoolers, who are primarily four and five year olds, team with a kindergarten class. School family time allows our

older preschoolers to get a peek into kindergarten, while building relationships with older students and Munson staff.

### **SCHOOL HOURS**

Classes begin at 7:55 A.M. and end at 3:10 P.M.

#### **Preschoolers do not attend on Wednesdays.**

Morning Preschool: 7:55 A.M. - 11:10 A.M.

Afternoon Preschool: 11:55 P.M. - 3:10 P.M.

Please do not bring your child to school prior to 7:35 A.M. or 8:35 A.M. on Wednesdays, unless your child is eating breakfast at school.

Breakfast: 7:20 A.M.- 7:45 A.M.

Lunch: 10:50-11:20 A.M.

11:30 A.M.-12 P.M.

12:10 P.M.-12:40 P.M.

#### **Late Start Wednesdays**

Late Start classes begin at 8:55 A.M. and end at 3:10 P.M.

*No preschool classes on Wednesday.*

Wednesday Breakfast: 8:20 A.M. – 8:45 A.M.

Breakfast begins at 7:20 A.M. Breakfast will not be served past 7:45 A.M. or 8:45 A.M. on Late Start Wednesdays, except for late buses.

Students entering the cafeteria after 7:45 A.M., or 8:45 A.M. on Late Start Wednesdays, will receive a sack breakfast to take to their classroom to eat.

### **TELEPHONE CALLS**

The school telephone is for business calls only. Children may use the phone in case of emergency 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.

### **TRANSPORTATION**

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



# *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 Family Handbook Appendix

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**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.

**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**

*Promote Responsibility*

*Act with Respect*

*Work Together*

*Stop Bullying Behavior*

Students at Mulvane Grade School are expected to follow these standards for behavior. We currently use Responsibility centered Discipline in all our classrooms. Responsibility Centered Discipline includes individual student conferences with teacher (during a recess, lunch, or after school), parent contacts, and think sheets to help redirect student behavior. If this tier 1 program does not help a student maintain appropriate behavior, tier 2 interventions will be used to initiate behavior changes. Tier 2 interventions may include visits with our school counselor, peer/adult mentoring, social skill development, check and connect program, and individual behavior plans. If needed, further interventions will be provided through Tier 3. These interventions may include a Functional Behavioral Analysis by a psychologist, Functional Academic Assessment by our GEI team, and special education support in providing an alternate environment or alternate schedule for the school day.

### **Guidelines for Success cont.**

During the tier intervention process, any of the following consequences may be used in combination with tier interventions:

- 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

2 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. 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	3:25 p.m.

Prior to the start of the school day, students will enter our new gym where they will wait with their class for school to begin. Gym doors open at 7:15 a.m.

**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 3:25 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, smart watches** 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.

### **Consequences for Violations**

If any of the student behavior rules are broken, the bus driver will make a report of the violation in the form of a conduct report and give it to the transportation director who will in turn discuss the issue at hand with the principal. Severity of the violation will be determined by the transportation director and the student's school administrator.

### **Violation Guidelines**

- **1st Violation:** Principal, counselor, or transportation director will talk with student. Parent will be notified. This will be considered a violation warning.
- **2nd Violation:** Student will receive an administrative consequence. Parent will be notified.
- **3rd Violation:** Student may be suspended from the bus for 1 week or until a satisfactory agreement is reached between the student, parents, principal, and transportation director.

- **4th Violation:** Student may be removed from the bus for remainder of the semester.

### **Serious Violation Guidelines**

- **1st Violation:** Student may be suspended from the bus for amount of time determined by transportation director and school administrator. A meeting will be held between student, parents, principal and transportation director.
- **2nd Violation:** Student will be suspended from the bus for the remainder of the semester. A satisfactory agreement will have to be reached between student, parents, principal, and transportation director for the following semester/school year.

**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).

# 2019-2020

## MMS Family Handbook Appendix

### WELCOME

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

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

### MISSION STATEMENT for MMS

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

*At MMS we will demonstrate RESPECT to everyone, take advantage of the educational OPPORTUNITIES given to us with a positive ATTITUDE which will help us to be RESPONSIBLE for our own success!*

### 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: 1<sup>st</sup> Semester is \$7; 2<sup>nd</sup> Semester is \$3.

**Academic Grade Reports/Reporting Pupil Progress:** Grade cards reporting to the parents the progress made on individual students will be mailed at the end of each quarter. At the end of the year, if a student has any outstanding fees or fines, the grades will be withheld until paid. Periodic progress reports will occur. Parents have access via the internet, to check their student's grades through the district's grade/attendance system. Information is available in the office.

When a student receives an "incomplete" on his/her report card, the grade will change 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. 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 (8:00am on Wednesday), 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 7:20am 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/Activities:** Competitive sports and activities will be part of the 7<sup>th</sup> and 8<sup>th</sup> grade school program only. 6<sup>th</sup> graders do not compete per Patriot League By-laws. Practice for 7<sup>th</sup> and 8<sup>th</sup> 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.**

**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."

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 with the county District Attorney.

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.)

**Campus Care and Conduct:** (Please refer to the "District" pages of the Family Handbook.)

**Cell phones:** Students may not at any time have their cell phone in the classroom, unless it is requested by the teacher and parent permission has been given. All other days, students must "power-off" their phone and leave it in their hall locker. If a student has their phone on their person during school hours: 1<sup>st</sup> offense: phone taken away and returned to students at the end of the day. 2<sup>nd</sup> offense, 3<sup>rd</sup> offense and so on: phone will be taken to the office, parents will be notified, and conduct card will be 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:** Parent and Student will sign a Chromebook Agreement at the beginning of the school year. (Please refer to the “District” pages of the Family Handbook and the Chromebook Guide on the district website.)

**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 “O’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 an additional detention assigned up to and including In School Suspension.

**Dismissal from Class:** Students sent out of 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.

**Directory Information:** (Please refer to the “Student Data for School District Use” in the District Family Handbook.)

**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 in an indecent manner.
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 not allowed.
7. The wearing of sunglasses, hats, bandanas, and caps in the school building is inappropriate and unacceptable.
8. See-through or 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 and appropriate length for the student even when sitting.
10. Clothing that is too revealing or 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).

**Field Trips/Extra Activities:** During the academic school year students will be offered the opportunity to participate in extra school activities such as field trips, reward parties, assemblies, school dances, sporting events, etc. These scheduled events are in addition to the regular

curriculum and are an important part of the middle school experience. It is important for students to meet the same expectations of extra-curricular activities in order to participate in these events: A student should be in “good standing” (that is: the student should maintain good attendance, have satisfactory grades, maintain good conduct, and has not served an “In School” or “Out of School” suspension)

**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 to make an arrest of both parties involved.

**Fire Drill & Tornado Drill Instruction:** Following State requirements, an organized fire drill will be held each month, also, tornado drills will be held two times per year.

**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. Anything, which in the opinion of administration, is associated with gangs and/or drugs and/or becomes disruptive to the educational process may be banned. Any student in possession of anything affiliated with any gang shall be subject to disciplinary action. Consequences include a mark on the conduct card up to a possible expulsion hearing.

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

**Health Services/Immunization Policy:** The USD 263 Board of Education will implement and enforce the provisions of the Kansas School Immunization Statute (KSA 72-4209). The statute 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\*)**

**6<sup>th</sup> grade**

Vaccine:	Requirement:
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

**7<sup>th</sup> grade**

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

Meningococcal vaccine is now required for all 7th graders.

**8<sup>th</sup> grade**

Vaccine:	Requirement:
Tdap	1 dose***
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 a physician signature, vaccine is required even if you believe your child has had chickenpox disease.

\*\*\*All 7<sup>th</sup> – 12<sup>th</sup> 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 before it is due to work on those assignments.

Students may stay after school to work if arrangements are made with the teacher.

**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 \$5.00 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.

**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 IHEA). Students are held responsible for learning what the make-up work is and for getting it returned to the teacher on time.

**Medical Services:** Students needing to take medication during school hours must have a form signed by their parent stating the name of medication and when to be taken. These forms can be obtained from the office. Medication must be labeled with student's name and name of medication, and is to be kept in the office for distribution.

It is the responsibility of the parents to make such arrangements that the ill or injured pupil will be picked up by the parents or by the person the parents designate. No student shall be permitted to transport ill or injured students home. School health rooms are to care for those

pupils who become ill or injured at school and the school can offer only TEMPORARY care and first aid.

No child will be taken or sent home until parents or another designated responsible person is contacted at home or at work.

**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 are encouraged to use the lot provided west of the school. If a student has a legal driver’s license they are to park in the designated area behind the school and not in the staff parking area. THIS MUST BE PREAPPROVED THROUGH THE PRINCIPAL.

**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 6<sup>th</sup> grade he/she must have a total of 12 credits and must pass the required, specified classes by the end of their 8<sup>th</sup> grade year.

For the 2019-2020 School Year the following criteria will be required to determine successful completion of the school year:

*6<sup>th</sup> 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.

*7<sup>th</sup> 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.

*8<sup>th</sup> 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 **12** 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 principals are 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/Vape devices:** (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 delivery devices on the school grounds and at school sponsored activities. This includes lighters, matches and related tobacco/vape products. Students may be suspended up to 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 Athletics/Activities

**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 2019-2020 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 2019-2020 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:** 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.

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

**Tardies 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:** (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 parent/guardian (only) bring them home. In such case, the sponsor must be notified and

“signed-out” in person by the parent/guardian 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



**MHS Family Handbook  
2019 – 2020**

\* The District Handbook can be accessed from the district website [www.usd263.com](http://www.usd263.com).

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## PRINCIPAL'S WELCOME

On behalf of the faculty, administration, and USD 263 Board of Education, welcome to Mulvane High School for the 2019-2020 school year.

Each student is supplied with a handbook which explains and outlines the rules 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.

I encourage each of you to strive for success academically and to become involved in activities and clubs at MHS. Earning success academically will pave your path to the future and provide you with 21<sup>st</sup> Century skills needed in society. 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!

*Respectfully Yours,  
Mrs. Glenda Cowell*

**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 *Keep Hands to Yourself	*Use tables and chairs appropriately	*Keep Aisles and Exits Clear	*Practice Safe-Cautious Driving *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. Travis Cottrell  
Mr. Jeff Ellis  
Mr. Steven Fry  
Mr. Chris Heersche  
Ms. Amy Houston  
Mr. David Sanders  
Mr. Jeremiah Webb

**ADMINISTRATION**

Dr. Jay Ensley ..... Superintendent of Schools  
Mrs. Glenda Cowell..... Principal  
Mr. Dave Fennwald ..... Assistant Principal  
Mr. Doug Evers ..... Activities Director

**MULVANE HIGH SCHOOL FACULTY**

<b><u>Name</u></b>	<b><u>Position</u></b>	<b><u>Room #</u></b>
Michael Abasolo	Bus. Ed/Journalism	513
Mallory Ashworth	Special Services	204
Ginger Baerg	Mathematics	203
Kendra Banzet	Business Education	503
Teresa Brown	Counselor	106
Kelly Connelly	Language Arts	409
Caylene Crouse	Special Services	308
Amy Dempsey	Special Services	504
David Dieker	Industrial Technology	508/515
Elizabeth Eyhorn	Language Arts	405
Randy Fox	Soc. Science/Athletic Trng.	304/704
Taylor Hageman	Mathematics	202
Kyle Headrick	Business Education	501
Hayley Hunsberger	Family & Cons Science	507/509/511
Rachel Jansen	Vocal Music	607
Laura Jelinek	Mathematics	204
Anna Johnson	Science	301
Kyle Just	MTSS/Tier	411/504
Travis Keller	Instrumental Music	609
Rhoda Kloth	Spanish/French	400
Jesse Kollmeyer	PE/Health	502/Gym
Eric Kruger	Social Studies	306
Crystal Logan	Language Arts	403
Shelly Milledge	Mathematics	200
Jason Mitchell	Theater Arts	600
Daniel Myears	Str&Cond/Weights	706/Gym
Jesse Myers	Mathematics	201
Steve Nelson	Social Science	307
Kisten Peterson	Special Services	206
Alisa Pittman	Special Services	406
Benjamin Rees	Industrial Technology	510
Sean Ritterhouse	Science	302
Chris Roderick	Science	207



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

<b>Name</b>	<b>Position</b>	<b>Room #</b>
Shelby Shearon	Social Studies	307
Katie Shephard	Counselor	107
Rachael Shipley	Language Arts	407
Sherra Taylor	Language Arts	404
Lauri Terhune	Art	605/603
Man Tran	Science	302
Teresa Treat	Art	603/605
Lori Warren	Librarian	Library
Jason Whisler	Industrial Technology	506
Camille Woods	Spanish	402
Denise Woods	Science	303

**MULVANE HIGH SCHOOL SUPPORT STAFF**

Dana Bartel	Attendance Secretary
Officer Bohannon	School Resource Officer
Jamie Bowker	Paraprofessional
Kirsten Brandt	Special Services
Nicole Brown	Paraprofessional
Laura Canfield	School Nurse
Jennifer Cervantes	Paraprofessional
Linda Dinkel	Registrar
Christy Gutzmer	Athletic Secretary
Vickie Hackley	Financial Secretary
Brad Hansen	Paraprofessional
Cristy Jenkins	Head Cook
Jess Ibsen	Paraprofessional
April Kenemer	Paraprofessional
Kasey McDowell	Tech Specialist
Teresa Miller	Paraprofessional
Marie Moore	Paraprofessional
Tina Nichols	Health Room Aide
Brenda Perry	Paraprofessional
Toni Shrubshell	Paraprofessional
Monika Simonis	Paraprofessional
Sheri Springer	Paraprofessional
Vanessa Vanley	Paraprofessional
Lisa Vessio	Paraprofessional
Rick Wheeler	Head Custodian

**MULVANE HIGH SCHOOL SITE COUNCIL**

Mrs. Glenda Cowell, Principal, Mr. Dave Fennewald, 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**

**2019-2020**

**Student Council Officers**

<b><u>President</u></b>	<b><u>Vice President</u></b>	<b><u>Secretary</u></b>	<b><u>Treasurer</u></b>
Emily Woods	JD Titus	Caleb Perkins	Olivia Lockwood

**Class Officers**

**Seniors**

President	Olivia Malanchuk
Vice President	Kiser Jansen
Secretary	Kylie O'Dell
Treasurer	Raleigh Shockey
StuCo. Reps	Racquel Reekie & Karstyn Nolan

**Juniors**

President	Emma Saville
Vice-President	Sean Neptune
Secretary	Caylie Davis
Treasurer	Anna Moon
StuCo. Reps	Chayton Pfannenstiel & Juliette Jones

**Sophomores**

President	Cierra Milledge
Vice President	Ian Comer
Secretary	Hailey Garnica
Treasurer	Kelton Boster
StuCo. Reps	Lucy Daniel & Kamryn Nolan

**Freshmen**

President	Jalin Lavers
Vice President	Kammie Schanz
Secretary	Jax Gerber
Treasurer	Ethan Kasparek
StuCo. Reps	Reagan Sparks & Larry Sanders

## 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!

<b>PowerHour Bell Schedule</b>							
Monday		Tu/Th/Fr		Wednesday		Pep Assembly	
1st	7:45-8:30	1st	7:45-8:35	<i>Late Start</i>	7:30-8:45	1st	7:45-8:35
2nd	8:35-9:20	2nd	8:40-9:30	1st Hr	8:45-9:26	2nd	8:40-9:30
3rd	9:25-9:50	3rd	No Class	2nd Hr	9:31-10:12	4th	9:35-10:24
4th	9:55-10:40	4th	9:35-10:24	4th	10:17-10:58	5th	10:29-11:18
5th	10:45-11:30	5th	10:29-11:18	5th	11:03-11:44	<i>PH "A"</i>	<i>11:18-11:48</i>
<i>PH "A"</i>	<i>11:30-12:00</i>	<i>PH "A"</i>	<i>11:18-11:48</i>	<i>PH "A"</i>	<i>11:44-12:14</i>	<i>PH A Office</i>	<i>11:48-12:18</i>
<i>PH A Office</i>	<i>12:00-12:30</i>	<i>PH A Office</i>	<i>11:48-12:18</i>	<i>PH A Office</i>	<i>12:14-12:44</i>	<i>PH "B"</i>	<i>11:48-12:18</i>
<i>PH "B"</i>	<i>12:00-12:30</i>	<i>PH "B"</i>	<i>11:48-12:18</i>	<i>PH "B"</i>	<i>12:14-12:44</i>	<i>PH B Office</i>	<i>11:18-11:48</i>
<i>PH B Office</i>	<i>11:30-12:00</i>	<i>PH B Office</i>	<i>11:18-11:48</i>	<i>PH B Office</i>	<i>11:44-12:14</i>	6th	12:23-1:04
6th	12:35-1:20	6th	12:23-1:12	6th	12:49-1:30	7th	1:09-1:50
7th	1:25-2:10	7th	1:17-2:06	7th	1:35-2:15	8th	1:55-2:35
8th	2:15-3:00	8th	2:11-3:00	8th	2:20-3:00	Pep Assembly	2:35-3:00

**\*\*THERE IS A 5 MINUTE PASSING PERIOD BETWEEN CLASSES**

## **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.
2. Students must pass an adequate physical examination given by a licensed medical professional (MD, DC, PA, APRN) and have the written consent of their parents or legal guardian to participate.
3. Students cannot be 19 years of age on or before September 1<sup>st</sup> of the school year in which they compete. A waiver of this policy may be requested.
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 4<sup>th</sup> 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 5 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.

#### **KSHSAA Rule 14-2**

A student who is under penalty of suspension or whose character or conduct brings discredit to the school or to the student, as determined by the principal, is not in good standing and is ineligible for a period of time as specified by the principal.

#### **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

**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 STUDENT FEE**

**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 2018-2019 photo school I.D. which will allow admission to home events\* (Grades 9-12) & participation in MHS activities & athletic sports during the year.**

*\*This excludes home regional/state KSHSAA events, school dances, & special events.  
A 2018-2019 photo school I.D. will be required for admission.  
\$5.00 will be charged for lost I.D.'s.*

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

Band/Jazz Band .....	Travis Keller
Cat Tracks/Yearbook/KCAT .....	Michael Abasolo
Cheerleaders .....	Shelly Milledge & Elizabeth Eyhorn
Debate, Forensics.....	Jason Mitchell
Drumline.....	Travis Keller
Esprit de Corps/Vocal Music.....	Rachel Jansen
FCCLA .....	Hayley Hunsberger
FBLA.....	Kyle Headrick
FFA.....	Kendra Banzet
Flag Team.....	Kaitlyn Freund
KAY .....	Ginger Baerg & Laura Jelinek
KCAT/Broadcast Journalism.....	Mike Abasolo
Klassy Kats.....	Megan Bryant
National Honor Society .....	Shelly Milledge & Kelly Connelly
Rowdie Crowd.....	Kendra Banzet
SADD & After Prom .....	Kendra Banzet
Scholars Bowl.....	Laura Jelinek & Chris Roderick
Student Council .....	Denise Woods & Anna Johnson
Speech/Theater .....	Jason Mitchell

## MULVANE HIGH SCHOOL ATHLETICS

### **FALL SPORTS:**

Football.....	Daniel Myears
Volleyball .....	Jesse Kollmeyer
Cross County .....	Chris Roderick
Girls Golf.....	Kyle Headrick
Boys Soccer .....	Jesse Myers

### **WINTER SPORTS:**

Wrestling .....	Richard Langerot
Boys Basketball .....	Mike Abasolo
Girls Basketball .....	Daniel Myears
Bowling .....	Mallory Ashworth

### **SPRING SPORTS:**

Baseball .....	Steve Nelson
Softball .....	Jesse Kollmeyer
Track.....	Robin Williams
Boys Golf.....	Kyle Headrick
Girls Soccer .....	Jesse Myers

## ANNOUNCEMENTS

Teachers and/or students are to read the daily announcements aloud during 1st 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 8<sup>th</sup> 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 make 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.
2. 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.
3. 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.
4. 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.
5. Types of Absences:

**EXCUSED:** Notification by a parent or guardian 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 who accumulate 7 or more absences in one or more classes could 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 accumulates 5 or more absences in any class, parents will be notified for information purposes in writing) This is in accordance with K.S.A. 72-1113.

\*\*\*Students must attend a minimum of 80% of the semester's 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.

- **Leaving School Without Permission:** Students who leave school without permission or checking-out through the office will be assigned 1 day of ISS. Repeated violations will result in progressive consequences that may lead to an expulsion hearing.
- 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.
- In Accordance with Kansas Compulsory Attendance Law (K.S.A. 72-113), any students 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.

### **BACKPACKS/BAGS/PURSES**

Backpacks, bags, and purses are not allowed in class. Students may bring backpacks, 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.

### **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> under Board Policies.

### **CELL PHONES & ELECTRONIC DEVICES**

Mulvane High School's mission is to integrate technology as a part of the educational program for our students to improve teaching, learning, and increase our students' engagement in the classroom. Each student will be issued a district owned Chromebook for use on and off campus. Teachers will incorporate technology so students learn to communicate, collaborate, think critically, and be creative in the classroom. Parents, students and employees will be able to access complete regulations. These approved regulations may be found on the district website: [www.usd263.com](http://www.usd263.com) || **District Departments** || **Technology**

MHS realizes that cell phones are valuable communications tools for students and parents; however, phones can be disruptive to the school day and pose potential legal issues for students. The use of electronic devices (cell phones, MP3 players, iPod, ear buds, head phones, electronic tablets, etc.) will be left to the discretion of the classroom teacher and his/her classroom rules and expectations.

If at any time a staff member finds a student's device to be a classroom or school disruption, the staff member may 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 3 pm 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. Disruptions from electronic devices will result in office referrals and disciplinary actions from administration.

Teachers are encouraged to facilitate 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.

### **CLOSED CAMPUS**

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.**

### **DANCES**

School dances are scheduled through the administration. The Snowflake Soiree and prom are the only dances open to outside dates. Outside dates must be currently enrolled in high school or high school graduates under 21 years of age. Prom dates may only be currently enrolled juniors or seniors. All outside dates must be pre-approved 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. 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).

### **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 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. 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 displays offensive phrases.
- 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. (Tank tops, midriffs, cropped tops, halters, spaghetti straps, etc. will not be worn in the building.) As a general rule, all shirts must fully cover the shoulders. 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 Softees, 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
- Blankets are not to be carried or used during the school day or in classrooms.
- For school panel photos, facial piercings are not allowed, ladies' earrings must be small and not distracting, and gentlemen may not wear earrings.
- 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 distributing drugs, 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, e-cig product, vape, or nicotine delivery device 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: **1<sup>ST</sup> OFFENSE IS 1 DAY OSS, 2<sup>ND</sup> OFFENSE IS 3 DAYS OSS, 3<sup>RD</sup> OFFENSE IS 5 DAYS OSS, 4<sup>TH</sup> 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 suspicion 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, debate 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 approximately a week before finals, 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 in ISS or OSS.
- 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.
- Family funerals will not count against student attendance for the exemption when appropriate documentation is provided.

\*\*\*Students enrolled in Concurrent High School / College courses will be required to take semester finals for that course. There will be no finals exemptions for the concurrent courses.

\*\*\*\*\**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](http://www.usd263.com) for a complete explanation.

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

No student on 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**

At any time progress reports are available to parents/guardians upon request through the counseling department. Also, parents/guardians and students may access his/her grades at any time using the online Skyward Family Access component. This feature can be arranged and set-up through the counseling department upon request.

- Upper level college concurrent courses may be taken for weighted grades, yet need to be pre-approved by MHS administration. As MHS currently offers seven weighted courses within our building (AP Calculus AB, AP Calculus BC, AP Env. Science, AP Literature, AP Psychology, AP Statistics, AP US History), concurrent students are able to apply for no more than six concurrent upper level college courses to be a weighted grade; and must be pre-approved by MHS administration.
- No more than 6 total upper level college concurrent courses, or current AP courses will be used for weighted grading for an individual student.
- To apply for weighted grades of upper level college concurrent courses, students must submit his/her intent, and course information and description to MHS Administration before beginning the course. Mulvane High School courses will be weighted as follows:

<b>Letter Grade</b>	<b>Advanced Placement (AP) Courses</b>	<b>All Other Courses</b>
<b>A</b>	5	4
<b>B</b>	4	3
<b>C</b>	3	2
<b>D</b>	1	1
<b>F</b>	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 19-20)*

**MHS Basic Graduation Requirements for  
Classes of 2018 and Beyond**

<b>English</b>	<b>4 credits</b>	<b>Physical Education</b>	<b>1 credit</b>
English 1	1 credit	Health	½ credit
English 2	1 credit	PE	½ credit
English 3	1 credit		
English 4, or AP English, or Approved Dual Credit Comp 1 & Comp 2	1 credit	<b>Career &amp; Technical Education</b>	<b>1 credit</b>
		Business Essentials	½ credit
<b>Science</b>	<b>3 credits</b>	Elective CTE Credit	½ credit
Biology	1 credit		
Elective Science	1 credit	<b>Math</b>	<b>3 credits</b>
Elective Science	1 credit	<b>Choose any 3 Math Courses</b>	
<b>Social Science</b>	<b>3 credits</b>	<b>Fine Arts</b>	<b>1 credit</b>
World Studies	1 credit	<b>See Appropriate Courses</b>	
American Studies	1 credit		
US Civics/Topics	1 credit	<b>Electives</b>	<b>8 credits</b>

**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.

<p><b>CLASSIFICATION MINIMUMS</b>                  Sophomore...5.00 credits and 2 semesters completed                  Junior.....11.00 credits and 4 semesters completed                  Senior.....17.00 credits and 6 semesters completed</p>
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**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 16 credits of required courses plus a minimum of 8 credits 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:

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

College & Career Visits – Seniors and Juniors may schedule up to four, and sophomores may schedule up to two college visits or career shadow days. Provided that the student is in good standing in regards to grades, attendance, and discipline, these visits should be scheduled through the Counseling Office to be completed before May 1. If forms are completed and approved prior to the visit and proof of attendance is returned within 48 hours of the visit, this absence will be considered a school-related absence. Students should turn in completed forms and proof of attendance to the attendance secretary in the front office. Students will not be allowed to complete Career Shadow days with immediate family members.

College Visits and Career Shadow Days are extremely important opportunities for developing College and Career Readiness Skills. Students are responsible for setting up these visits in cooperation with their parents. Advisory teachers and Counselors will be available to assist with this process. Students should approach these opportunities in a responsible manner, being a positive representative of MHS.

Military Visit Days – Seniors and Juniors may use up to four days to complete military testing known as MEPS. Students will be required to complete the same form and meet the same criteria as College & Career Visits.



**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 may 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 permission and signing out through the office will be assigned 1 day of ISS. Repeated violations will result in progressive consequences that may lead to an expulsion hearing.**

## **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 4<sup>th</sup> card will cost \$1, the 5<sup>th</sup> 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.*

Weather permitting; students may go into the courtyard during lunch. 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. Only parents/guardians may bring in food for their child.**

### **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 7:00 am - 7:40 am (Wednesdays from 7:00 am – 8:40 am)

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

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.**

**OFFICE DISCIPLINE:**

Administrators may assign detentions or other consequences to students who are in violation of school rules/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 50.

**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.

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 4<sup>th</sup> 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

<b>Mulvane High School</b>			
<b>Behavior</b>	<b>First Office Referral</b>	<b>Second Office Referral</b>	<b>Third Office Referral</b>
<b>Safety:</b> Drugs/Alcohol/Tobacco	Up to 10 day Suspension with Hearing pending Long-Term Suspension	10 day Suspension with Expulsion Hearing pending Expulsion	
<b>Safety:</b> Weapons	State Regulations 10 day Suspension with Expulsion Hearing pending Expulsion		
<b>Safety:</b> Threats Harassment Fighting	Up to 5 days Suspension	Up to 10 day Suspension with Hearing pending Long-Term Suspension	
<b>Respect:</b> Flagrant Disrespect Bullying	2 hours Office Detention	4 hours Office Detention	1 school day of In-School Suspension
<b>Respect:</b> Theft Vandalism Computer Violation	TBD - Based on the severity of the action	TBD - Possible Out-of-School Suspension	TBD - Possible Long-Term Suspension
<b>Responsibility:</b> Cell Phone/Electronic Device Disruption	Documented Warning	1 hour Office Detention	2 hours Office Detention
<b>Responsibility:</b> Chronic Tardies	4 <sup>th</sup> Tardy - 2 hours Office Detention	5 <sup>th</sup> Tardy - 4 hours Office Detention	6 <sup>th</sup> Tardy - 1 school day of In-School Suspension
<b>Chronic Minor:</b> Inappropriate Communication (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

