

# Atchison Middle School



## 2018-2019 Student Handbook

Mr. Chad Bilderback – Principal  
Mr. Tyler Lueckenhoff – Assistant Principal/Activities Director  
Ms. Ronda McDaniel – Counselor

301 North 5<sup>th</sup> Street  
Atchison KS 66002  
913.367.5363  
www.usd409.net

**This Student Planner belongs to:**

Name \_\_\_\_\_

Phone \_\_\_\_\_

Address \_\_\_\_\_

Grade \_\_\_ ICE Teacher \_\_\_\_\_

**Stop School Violence**  
**Anonymous – Toll Free 1.877.626.8203**  
**Kansas School Safety Hotline**

Atchison Public Schools USD 409

The mission of the Atchison Public School District shall be to identify and remove all barriers to promote equal opportunities for success by all students.

## **AMS Mission Statement**

**Building Successful Futures: Every Student, Everyday**

### **Welcome to Atchison Middle School!**

The administration, faculty, and staff welcome you to Atchison Middle School. We want to maintain Atchison Middle School's reputation as an outstanding school and **A GREAT PLACE FOR KIDS**. We hope AMS will be a source of pride for you and your family. We plan for the 2017-18 school year to be challenging, exciting, and rewarding.

Our goal at Atchison Middle School is for each student to achieve his or her greatest potential. To reach this goal, we know there must be cooperative effort on the part of students, teachers, administrators, parents, and the community.

Students who take part in school activities usually have better grades. All of us at Atchison Middle School encourage you to get involved! Participation creates a sense of loyalty and pride. We hope you attend extracurricular events and show your school pride.

When you miss school, you miss out! That's very true. When the number of student absences increases, grades drop. Many students who fail in their classes have poor attendance. Being at school each day is important. We encourage you to be at school every day.

This handbook is written to help you, and your family, understand our expectations at Atchison Middle School. Read it carefully. Share it with your family. If you or your family members have questions about the procedures outlined in this handbook, please contact a teacher, counselor, or administrator.

We wish you good luck during your 2017-18 school year at Atchison Middle School!

### **THE BRAVES WAY!**

Dress for success

Be polite, walk to the right

Level yourself

Don't take matters into your own hands

Follow the rules the first time given

Get organized!

## Table of Contents

Welcome to Atchison Middle School! .....	2
Student Planner Guidelines.....	6
Academic Assistance .....	7
Academic Competitions.....	7
Academic Grading System.....	7
Activities/Community Service .....	7
Athletics .....	7
Bona Fide Student in Good Standing Related to Activities .....	8
Athletics/Extracurricular Events.....	8
Attendance Policy .....	8
Attendance Procedures.....	8
Bicycles/Skateboards.....	9
Books and Supplies .....	9
Bullying (Threats/Intimidation/Teasing) .....	9
Bus Transportation.....	10
Cafeteria/Commons .....	10
Classroom Management System .....	10
Computer Use.....	10
Dances.....	11
Discipline Categories of Inappropriate Behavior.....	11
Category 4: Behaviors that are related to illegal activity.....	11
Category 3: Safe Environment –.....	11
Behaviors that are intended to cause physical or mental harm.....	11
Category 2: Orderly Environment – .....	12
Behaviors that negatively affect an orderly environment.....	12
Category 1: Productive Personal Environment – .....	13
Behaviors that only affect the misbehaving student.....	13
Discipline Philosophy .....	13
Dress Code .....	13
Eligibility for Athletics/Activities.....	14
Electronic Devices/Cell Phones.....	14
Emergency Drills.....	15
Evacuation/Relocation.....	15
Emergency Safety Interventions.....	15

Guest Teachers.....	17
Hallway Conduct .....	17
Hallway Passes.....	17
Health Information.....	17
IPad Mini 2 Expectations/Policies/Procedures.....	17
Step 1: Conference .....	18
Step 2: Loss of Privileges .....	18
Library.....	18
Lockers .....	18
Non-Permitted Items .....	19
Our School-wide Rules.....	19
Personal Property .....	19
Promotion and Retention.....	19
Public Display of Affection.....	19
Racial or Disability Harassment.....	19
Recognition and Awards .....	20
Rave About a Brave .....	20
Triple A Award Winners.....	20
Count on More Student of the Month.....	20
‘On a Roll’ Honor Roll.....	20
Honor Roll .....	20
Recognition from Teachers .....	20
School Closing for Inclement Weather or Emergencies.....	20
School Property.....	21
School Spirit.....	21
Searches of a Student.....	21
Sexual Harassment.....	21
Student Parking.....	21
Suspension Procedures .....	22
In School Suspension.....	22
Short Term Suspension.....	22
Long Term Suspension .....	22
Tardies to School and/or Class .....	22
Telephone.....	22
Weapons Policy .....	22

This handbook is meant to be an abbreviated version of Atchison Public Schools policies, rules and regulations. Should a discrepancy between board policy and any language in this handbook arise, district policy supersedes this handbook.

## Student Planner Guidelines

The student planner is designed to help 6<sup>th</sup> grade students become better organized for class, complete assignments with quality and timeliness, and be ready to learn each day of school. 7<sup>th</sup> and 8<sup>th</sup> students will accomplish this by using various apps on the iPad Mini as well as Google Applications. The Atchison Middle School faculty feels that, in order to accomplish these objectives, parents need to enforce and support the use of the planners.

Each **TEACHER** is expected to...

- Orient and refer students to the planner throughout the school year or various apps on the iPad Mini or in Google.
- Have students use the planner or various apps on iPad Mini or in Google to enter assignments in the planner each class period.
- Contact parents when a student fails to complete homework assignments.
- Sign a student's planner when the student needs a hall pass or use QR codes.

Each **PARENT** is expected to ...

- Review the student planner each night and, if necessary, sign the planner or ask for their student to show them the various organizational apps.
- Monitor the completion of student homework.
- Contact the appropriate teacher with any concerns that arise.

Each **STUDENT** is expected to...

- Carry the planner to class.
- Record all assignments in the planner or on the various organizational apps on the iPad Mini or those found in Google.
- Show the planner to a parent or guardian for signature each night, when required by a teacher or team.
- Complete assignments and bring them to class.
- Replace lost planners immediately by purchasing a new one from main office.
- Use planners as a hall pass whenever they leave the classroom or use QR codes.
- Use the planner for its intended purpose by keeping pages free of graffiti allowing them to be used to record assignments.

## Academic Assistance

Teachers are available before and after school for students who need and or would like academic help. Depending on available funds, Homework Zone and Summer School will be provided for additional academic assistance.

## Academic Competitions

Atchison Middle School students have the opportunity to participate in academic competitions such as Spelling Bee and Science Olympiad.

## Academic Grading System

The following standardized grading scale is used at AMS. GPA on grade cards is figured with a 4 point grade scale.

A	100-90%	4 points	<b>GPA = <math>\frac{\text{Total Points}}{\text{\# of Classes}}</math></b>
B	80-89%	3 points	
C	70-79%	2 points	
D	60-69%	1 point	
F	< 59%	0 point	

Arrival and Dismissal Times: Classes begin at 7:50 am and are dismissed at 2:42pm. Students should not arrive at school earlier than 1/2 hour before school starts, unless given permission and supervised by a faculty member. Because supervision in the building is not available until 7:30 am, the doors will not open and students will not be allowed into the building. Students eating breakfast should report to the Commons at that time. Students are to exit the building by 2:50pm unless under direct supervision of a teacher or coach.

Assemblies: During assemblies, courtesy should always be shown to our guests. Entering and leaving the assemblies is to be done quietly and orderly. The appearance of someone on the stage or at the microphone is the sign for silence and attention. Whistling, booing, and blurting out are always in poor taste and will not be permitted in assemblies.

## Activities/Community Service

AMS has an active Student Council leadership team consisting of 6<sup>th</sup> – 8<sup>th</sup> grade students, which believes service to others is an important part of an AMS education and experience. Students will have many opportunities this year to lead and participate in helping others and making your community a better place to live. Students may be cleaning up local areas, providing fundraising efforts for various organizations, organizing events to better serve AMS students, and many other activities throughout the year.

6<sup>th</sup> – 8<sup>th</sup> grade students are able to try out and perform in the school play.

Students will also have an opportunity to attend dances, and other parent-planned activities. These events are for AMS students only.

## Athletics

AMS' athletic teams are known as The Braves. Our school colors are green and white. The following sports are available for 7<sup>th</sup> and 8<sup>th</sup> grade students: volleyball, football, basketball, wrestling, track, and cheerleading.

Behavior at Athletic/Extra-Curricular Events: Students are expected to follow all school rules at home and away athletic and/or other extra-curricular events and activities. Students are expected to follow the directions of adult supervisors at those events and activities. Failure to follow school rules and/or the directions of adult supervisors will result in the student losing the privilege of attending athletic/extra-curricular events for an extended period of time and could result in further disciplinary actions. When a student leaves the building from an event, s/he will not be allowed to re-enter the building. (See Activities Handbook for specific details)

## **Bona Fide Student in Good Standing Related to Activities**

(See Activities Handbook)

### **Athletics/Extracurricular Events**

Atchison Middle School staff members believe that extracurricular student activities help students become well-rounded individuals who enjoy a variety of interests throughout their lives. Activities sponsored by AMS include, but are not limited to choral/band concerts, yearbook, student council, guest speakers, and academic contests. It is important that students listen to announcements to sign up for the various activities.

Students who run for office and during their time in a leadership position, must adhere to all eligibility and student in good standing requirements. Students can be suspended or removed from these positions if the administration determines that the student is not in good standing.

## **Attendance Policy**

### **Attendance Procedures**

All students enrolled in Atchison Middle School will be in attendance during the regular school hours, each day school is in session. The regular school day is during the time classes are scheduled from 7:50am until 2:42pm. When a student is absent from school, the parents/guardians should call the office (367.5363) either prior to the day of the absence or by 9:30am on the day of the absence (AMS has an answering system and voice mail if parents need to call earlier than an hour before school starts). We need to know why the student is absent (or it may be considered unexcused) and whether or not we need to get the student's assignments (if a student is to be absent more than one day). If a parent cannot call the school, the student must bring a note from the parent on the day s/he returns to school. The note should state the reason for the absences and the date(s) involved.

A student's absence from the classroom learning experience disrupts the continuity of the student's instructional progress. The benefits of classroom instruction include class discussion, teacher presentations, and student participation. Many of the benefits are lost during extended absences and cannot be entirely regained even by after-school instruction. Thus, school attendance is necessary and the school district requires regular attendance in compliance with state law.

1. The State of Kansas expects schools to have an attendance rate above 90%. By Kansas Statute 72-1111, all children between the ages of 7 and 18 are required to attend school on a regular basis. Furthermore, Kansas Statute 72-1113 requires school administrators to report to SRS or the County Attorney students who are inexcusably absent from school for all or a significant part of three consecutive school days, or five school days in a semester, or seven school days in a year, whichever occurs first.
2. In case of a student absence, a parent should call the school office by 9:30am on the day of the absence. If the office has not received a call by that time, school officials may call to determine the reason for the absence. If the parent cannot call, a note must be sent by the parent the day the student returns to school.
3. The principal is responsible for determining whether an absence/tardy is excused or unexcused.
4. The following absences may be excused by the principal: illness or injury, doctor appointments, religious reasons, family emergencies, death in the family, or reasons approved by the principal. Absences will not be excused for shopping trips, babysitting, hair appointments, working part-time jobs, or general absences for personal business, which could be taken care of outside the school day. In order for a doctor's appointment to be considered a medical absence, a note from the doctor must be returned to the office within five school



days of the student's return to school.

5. If a student is absent (excused or unexcused) two hours/periods during a school day, it will be counted as a half-day absence. All absences four or more hours/periods will be considered a full day absence.
6. A student is considered tardy to class when they enter the classroom after the bell has rung. A student will not be considered tardy if they have a pass from a teacher or school staff excusing their late arrival.
7. When a student is absent, the student will have two days for each day of the absence to make up the work missed. For planned absences, the student and/or parent is responsible for making arrangements for assignments with the teacher(s) prior to being gone. In no case will a student have more than two weeks to make up work.
8. Students may be required to make up time missed for any unexcused absence. In these cases, the parents may be notified and be asked to meet with the principal. When an absence is unexcused, assignments for that period/day missed will be due the next class period.
9. Students should understand that attendance in school is a requirement for attendance at or participation in any extra-curricular activity. In order for a student to be eligible to attend or participate in a school activity after school, the student must be in attendance at school. Any exception to this rule must be approved prior to the absence by the principal. It is the primary responsibility for the student and the coach or sponsor to see that this policy is enforced. This policy does not apply to absences caused by a school-sponsored activity.
10. Atchison Public Schools will follow all Kansas Department of Health and Environment guidelines for the purpose of school attendance and activity participation.

### **Bicycles/Skateboards**

When students ride bicycles to school, immediately upon arrival the bicycles are to be placed in the bicycle racks. Students are not to remove bicycles from the racks until they are ready to leave school in the afternoon. The school is not responsible for any lost or damaged bicycles. All bicycles should be locked with a padlock when they are placed in the racks. Skateboards are to only be ridden to and from school and are to be placed in the student's locker until the end of the school day. Skateboarding and bicycles are not to be ridden on campus.

### **Books and Supplies**

All textbooks and iPad Mini (case and charger as well) are rented to students for their use. They remain the property of the school. Students are expected to take care of their books. If books or iPad Mini (case and charger as well) are lost or damaged, students and their parents/guardians will be responsible for payment.

### **Bullying (Threats/Intimidation/Teasing)**

The safety of our students and staff is the number one concern of our school. Each person deserves to be treated with respect and to feel safe at school. Most school violence is the result of students reacting to bullying and/or teasing. For middle school students, being called names and/or being picked on by others can be difficult – sometimes impossible – to deal with. Bullying and/or teasing will be treated as serious discipline and potentially criminal problems. As necessary, reports may be filed with law enforcement. If a student sees another student being bullied, we ask that s/he report it immediately to a teacher, counselor, or administrator. If students feel that their safety is endangered or need help with a problem, then they are to report this to an adult: teacher, parents, counselor, or administrator.

The board of education prohibits bullying in any form, either by any student, staff member, or parent towards a student, or by a student, staff member, or parent towards a staff member on or while using

school property, in a school vehicle or at a school-sponsored activity or event. For the purposes of this policy, the term “bullying” shall have the meaning ascribed to it in Kansas law.

The administration shall propose, and the board shall review and approve a plan to address bullying as prohibited herein. The plan shall include provisions for the training and education of staff members and students and shall include appropriate community involvement as approved by the board.

Students who have bullied others in violation of this policy may be subject to disciplinary action, up to and including suspension and expulsion. If appropriate, students who violate the bullying prohibition shall be reported to local law enforcement.

### **Bus Transportation**

Riding the bus to and from school is a privilege. Student conduct while riding a bus must be appropriate in order to provide a safe environment for all riders. Parent/Guardians will be contacted when behaviors are not appropriate and endanger the safety of others. Bus drivers will report misconduct to the Director of Transportation. Along with the appropriate administrator, they may suspend or revoke the transportation privilege of a student who violates any safety guideline.

### **Cafeteria/Commons**

The Commons is a place to eat and relax. The following expectations should be followed in the Commons:

1. Students should remember that the Commons is a place to eat. Talking in a normal conversation will be permitted. However, if the noise level becomes too high, the teachers on duty may take away that privilege.
2. Students should not break in line and should use good manners at all times.
3. Students should always be orderly and walk in the Commons.
4. Students should always remain in the Commons during lunch.
5. Food and drinks may not be taken from the Commons area unless given permission by a faculty member.
6. Students will be dismissed from lunch by the supervisor by table or their next hour class.

Teachers on duty are to report students not following proper procedures. Students who persist in inappropriate conduct will be denied cafeteria privileges.

### **Classroom Management System**

Classroom behavior problems will be documented by individual teachers through the use of PowerSchool. Hallway disruptions, tardies, and serious infractions of school rules will be handled separately, and can result in varying degrees of consequences. Throughout the use of this system family notification will be used to prevent future behavior problems. All AMS rules and behavior expectations apply to all USD 409 activities and facilities (including AES and AHS). Additionally, the same expectations apply to activities AMS is involved in at other schools outside the district.

### **Computer Use**

Students shall have no expectation of privacy when using district computer systems. Students are expected to use the system following guidelines approved by teachers for the administration. (See Acceptable Technology/Network Use Policy)

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

## Dances

Dances are held at Atchison Middle School as a recreational activity for our students. Students are encouraged to attend and have a good time; however, behavior expectations at a dance are the same as for a regular school day. Dances are an occasion for students to have fun and “wear their best.” It is important for students and parents to know that the school’s dress code will be enforced at all school dances. Students in violation of the policy will not be allowed to enter the dance. Once a student leaves the dance, s/he will not be allowed to re-enter. Requirements may be placed on dance attendance. These requirements include, but are not limited to, not having served an ISS or OSS for 2 weeks prior to the event, not being on the needs improvement list with an F, and the student must be in attendance the day of the dance unless an administrator approves this absence.

## Discipline Categories of Inappropriate Behavior

### Category 4: Behaviors that are related to illegal activity.

Examples are:

Alcohol Possession or Use	Possession or use of any alcoholic substance on school grounds or at a school sponsored activity.
Drugs Possession or Use	Possession or use of any drug on school grounds or at a school sponsored activity.
Tobacco Use	Possession or use of any tobacco product on school grounds or at a school sponsored activity.
Explosive Device/ Weapon	Student is in possession of objects (guns, knives, real or look alike) readily capable of causing bodily harm.
Arson	Student plans and/or participates in intentional burning of property.
Bomb Threat	Student delivers a message of possible explosive materials being on campus, near campus, and/or pending explosions.

Consequence: Student/parent conference plus 5-10 days OSS, possible suspension hearing, possible police report.

### Category 3: Safe Environment –

#### Behaviors that are intended to cause physical or mental harm.

Examples are:

Bullying/Teasing/Intimidation/ Harassing /Threats/Extortion	Student intentionally harasses by making fun of, criticizing, or threatening (verbal, written, gestured, physical) another person that includes taunting, teasing, intimidation, or written notes. Inappropriate messages include negative comments based on gender, disability, race, religion, age and/or national origin. Examples: intimidating verbally, taunting, threatening to beat up, actions designed to obtain money or valuables.
Fighting	A physical or verbal confrontation with the intent to harm. Student displays anger, or any unwanted or inappropriate touching (hitting, slapping, punching, kicking, pulling-hair, hitting with an object).
Single Assault	One student carries out physical/verbal aggression, but the other child does not reciprocate. The aggressive student will receive consequences or suspension depending on the severity.
Stealing/Theft	Student is in possession of, having passed on, or being responsible for removing someone else’s property.
Major Rude Behavior to Adults	Comments or behavior directed toward adults that are rude and excessive in nature. Examples: talking back, arguing, rude comments.

Disability Harassment	The targeting of an individual because of their disability through verbal language, written language, or actions.
Racial Harassment	The targeting of an individual because of their race or ethnicity through verbal language, written language, or actions.
Sexual Harassment	Inappropriate and/or unwanted touching. Inappropriate language, comments, or gestures. Can be verbal, written, or gestures.
Tobacco Possession	Possession of a tobacco product on school grounds. (i.e. cigarettes, chew, e-cigarettes, etc.)
Possession of Combustible Materials	Student is found to be in possession of or having passed on combustible materials. (Examples: matches, lighter, or other combustible material)
Possession of Lewd or Inappropriate Materials	Student is found to be in possession of or having passed on materials that are lewd or inappropriate in nature or can be reasonably predicted to cause a disruption in the school environment.
False Fire Alarm	Student intentionally pulls a fire alarm without the presence of an actual fire.

Consequence: Student/parent conference plus 1-5 days ISS or OSS and possible suspension hearing.

## **Category 2: Orderly Environment – Behaviors that negatively affect an orderly environment.**

Examples are:

Disruptive Behavior in Class	Behavior causing an interruption in a class or activity. Examples: sustained loud talk, yelling, screaming, noise with materials, horseplay or roughhousing, and/or sustained out-of-seat behavior.
Disruptive Behavior in Hallway/Commons/School Activity/Before or After School/Restroom	Running, horseplay, inappropriate physical contact with another student, loud noises/comments, and public display of affection.
Inappropriate Physical Contact	Student delivers inappropriate physical contact towards another student without the intent to harm. Example: horseplay, play fighting, hitting, kicking, slapping, playful physical interaction.
Defiance	Repeated refusal to cooperate or exhibiting behaviors that contradict adult's requests. Examples: excessive arguing, ignoring an adult, refusal to follow directions, rude interactions, talking back
Skipping Class/Leaving Class w/out Permission	Student leaves class/school without permission or stays out of class/school without permission.
Inappropriate/Offensive Language	Verbal messages that include swearing, profanity, name calling, or use of words in an inappropriate way; with aggression. Verbal, written, or with gestures.
Vandalism/Property Damage	Student deliberately damages the usefulness of property. Student participates in an activity that results in substantial destruction or disfigurement of property. Student defaces school property leaving a permanent marking. Examples: band instruments, art supplies, graffiti, athletic equipment, computers, writing on property that is not theirs, tearing and/or writing in textbooks.
Inappropriate Use of Technology	Student uses technology in an inappropriate way. Examples: unapproved internet sites, use of another student's password/files, emailing, retrieving other's information, downloading materials, chatting, instant messaging.
Instigating a Fight	Student engages in activities that are reasonably connected to a fight or potential fight.

Academic Dishonesty	Student copies another's work and claims it as his/her own. Examples: Use of another person's original ideas or writing without giving credit to the true author; using prohibited notes on a quiz, test, or assignment. Providing work for another student to copy or claim as his/her own. Sending or receiving another student's work via social media, email, text message or any other electronic means shall also be considered academic dishonesty.
---------------------	--

Consequence: Student/parent conference and/or After School Detention for 30 min – 2 hours; ½ day - 3 days ISS or OSS and possible suspension hearing.

**Category 1: Productive Personal Environment – Behaviors that only affect the misbehaving student.**

Examples are:

Dress Code	Repeat violation of dress code guidelines.
Tardy to Class	Student is late to class or start of school day 5 or more times per quarter.

Consequence: Dress Code - Student/parent conference and/or 30 min – 2 hour After School Detention. Tardy to Class-(See Tardy Policy)

The above is a guide/grid for administrative action. Administrators have the authority to move to a higher, or lower category and has the authority to set levels and consequences for any specific violation based upon their evaluation of the incident and/or the severity of the action. Short term out of school suspension could amount up to 10 days. Long term out of school suspension is considered 11-90 days. Expulsion is removal from school from 91-186 days. During the time of OSS a student will not be allowed to be on school grounds or participate in any school activities during or after school including extracurricular activities. Any illegal activities may warrant a report to law enforcement.

After a student accumulates 10 or more office referrals, the student will be referred to SIT (Student Improvement Team). A meeting will be held to discuss strategies and create a specific intervention plan for the student. Intervention plans may include but not limited to: change in schedule, restrictions on passing periods, escorted from class to class, must use restroom in the office, placement in on campus Alternative School, assignment to district level Alternative School, a hearing for long term suspension or expulsion. Parents will be notified that this process is taking place and may be asked to meet with administration to discuss the plan for their student.

**Discipline Philosophy**

A set of procedures designed to teach and model responsible patterns of behavior in order to maintain a safe, positive, and productive learning environment.

1. Teaching discipline takes the cooperative efforts of teachers, administrators, and parents.
2. Self-discipline, manners, and politeness is learned through modeled behavior.
3. Discipline policies must be consistently enforced across grade levels, subject areas, and by all staff members.
4. Teachers and parents have the responsibility to teach and model appropriate behavior on a daily basis throughout the school year.
5. The misbehavior of one student will not be allowed to interfere with teaching and learning.
6. Discipline at home and in the classroom should lead to self-discipline of the student.

**Dress Code**

The type of clothing and the way it is worn reflects the attitude and respect a student has for himself/herself, school, home, and community. Dress code rules are necessary to maintain a positive learning atmosphere and an acceptable environment for young people. If the manner of dress, grooming, or appearance disrupts the normal educational process, necessary steps will be taken to

correct the situation. Students in violation of the dress code will be given an opportunity to correct an inappropriate appearance and *not* be allowed to go to classes until the violation is corrected. If necessary, parents will be called to bring a change of clothes. When a student's appearance continues to cause a disturbance in the school, disciplinary measures will be exercised by the school administration.

1. Shoes must be worn. House slippers are not allowed.
2. Clothing and/or accessories that are indecent, unsafe (i.e., chains), unhealthy, unclean, too brief, or so unusual that it distracts other students or teachers may not be worn.
3. Any apparel that could cause injury to self or others will not be allowed (wallet chains, spiked jewelry).
4. Students' bodies must be sufficiently covered to insure modesty. Sleeveless tops (not tank tops or spaghetti straps/no large arm hole openings) are permitted so long as they sufficiently cover the body. No abbreviated clothing (halter tops, midriff tops, tube tops, low necklines, mini-skirts, or short-shorts). A student should be able to raise his/her arms and have no stomach showing when standing or sitting.
5. Sport jerseys may be worn if a shirt with sleeves is worn underneath them.
6. Pants, shorts, jeans, etc. must be worn so that the waistband is at the waist. Sagging is not allowed. Flannel pajama or lounge pants will not be permitted.
7. Clothing and personal possessions with objectionable wording, sexually permissive wording/pictures, satanic symbolism, gang related symbolism, inappropriate pictures, or that which advertises alcohol, tobacco, or drugs are not acceptable. Further, clothing that is tight, flimsy, torn or ripped to the point of immodesty, or clothing that depicts violence or vulgarity of any kind may not be worn.
8. Students are not to wear hats, hoods, stocking caps, headgear, sweatbands, bandannas and sunglasses inside the school building during regular school hours.
9. Coats, backpacks, athletic bags, sling bags, book bags, and purses are to remain in lockers and are not to be taken to the classroom during the day.

We want students to feel comfortable and we do our best to regulate the temperature. However, we expect that any coat/overcoat/jacket intended for outdoor wear be left in the locker until the end of the school day. We recommend layering clothing with sweaters or sweatshirts to accommodate changes in building temperature.

Administrative discretion will be the final determination of dress code violations. In certain areas of curricular and extracurricular activities more specific dress standards may be established and maintained. In each instance, students will be required to correct the dress code violation or spend the remainder of the school day in the ISS room.

### **Eligibility for Athletics/Activities**

See Activities Handbook

### **Electronic Devices/Cell Phones**

While on school property or while attending school-sponsored or school-related activities, or on school buses or vehicles provided by the district, students shall not use electronic devices in a manner that poses a threat to academic integrity, disrupts the learning environment or violates the privacy of others. This includes but is not limited to cell phones and/or other electronic devices. Students in possession of these devices shall observe district and building policies.

Students shall not send, share, display, view or possess pictures, text messages, emails or other material depicting sexually explicit conduct, nudity, vulgar, threatening, or violent material. This includes creating/taking pictures of themselves or others. This prohibition does not apply to curricular material that has been approved by district staff for its educational value.

All personal electronic devices must be kept powered off and in the locker from 7:50- 2:42 unless: a) use of the device is provided in a student's Individualized Education Program (IEP); or b) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

Using a cell phone, Ipads, laptops, video recording device, or other electronic device in any manner that disrupts the education environment or violates the rights of others, including using the device to take unwanted photographs, cheat, or otherwise violate student conduct rules is prohibited. Please note: If these devices are not used in the appropriate manner described above, they may be confiscated and kept in the office for retrieval by a parent or guardian.

## **Emergency Drills**

All schools conduct emergency drills at various times throughout the school year. Students shall be informed of emergency drill procedures at the beginning of each school year. Every student and adult must participate and follow directions closely. The drills are designed to prevent injury and save lives and therefore must be treated seriously.

## **Evacuation/Relocation**

Atchison Public Schools may decide to initiate emergency evacuation procedures at any one of its buildings to ensure the safety and security of students and staff. Subsequent to an evacuation, the relocation of students might be undertaken if it is determined that they will not be able to re-enter their school within a reasonable amount of time or circumstances dictate that it is unsafe for them to remain on campus. The relocation site will be determined on a case-by-case basis in relation to the facts and circumstances of the specific incident. Regular bus riders might be transported home depending upon the circumstances of the event, while other students might be relocated to a safe place for reunification with their parents/guardians.

Decisions regarding evacuation/relocation are always based upon what is the safest resolution for students and staff. The paramount concern during an evacuation and relocation is to maintain the safety of our students and account for their presence. All information regarding such an evacuation/relocation will be made available to parents/guardians via USD 409 Alerts. Other means of communication may also be used. These notifications may include specific instructions regarding where and when to reunite with students.

## **Emergency Safety Interventions**

Emergency Safety Interventions (ESI) means those intervention techniques that are used as a last resort by staff to address situations in which any student is in immediate danger of harming self or others. Violent action that is destructive of property may also necessitate the use of an ESI. Emergency Safety Interventions may include use of seclusion or physical restraint. USD 409 staff attempt to avoid use of ESI by communicating with the student, utilizing verbal de-escalation techniques, removing other students, redirecting behavior and assessing cooperativeness.

The board of education is committed to limiting the use of Emergency Safety Interventions ("ESI"), such as seclusion and restraint, with all students. Seclusion and restraint shall be used only when a student's conduct necessitates the use of an emergency safety intervention as defined below. The board of education encourages all employees to utilize other behavioral management tools, including prevention techniques, de-escalation techniques, and positive behavioral intervention strategies.

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

### Definitions (See K.A.R. 91-42-1)

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

"Seclusion" requires all three of the following conditions to be met: (1) the student is placed in an enclosed area by school personnel; (2) the student is purposefully isolated from adults and peers;

and (3) the student is prevented from leaving, or reasonably believes that the student will be prevented from leaving, the enclosed area.

“Chemical Restraint” means the use of medication to control a student’s violent physical behavior or restrict a student’s freedom of movement.

“Mechanical Restraint” means any device or object used to limit a student’s movement.

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

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

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

#### Prohibited Types of Restraint

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

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

#### Training

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

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

#### Notification and Documentation

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

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

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

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

#### Reporting Data

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

#### Local Dispute Resolution Process



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

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

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

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

#### **Policy GAAF**

### **Guest Teachers**

We are fortunate to have guest teachers as substitutes when our regular teachers are absent. A guest teacher deserves the highest courtesy and cooperation from students at all times

### **Hallway Conduct**

All teachers and staff have the authority to correct any student they see misbehaving. Walk to the right of the hall – do not run—inside the building. Use a conversational tone in the halls. Avoid blocking halls and doorways. Pick up papers in the hall and use the trashcans when throwing things away. For student safety, no horseplay or physical contact. Students may lose the privilege passing to next class with their peers if appropriate behaviors are not displayed.

### **Hallway Passes**

Any time students are in the hall during class time, they must have a signed pass or planner.

### **Health Information**

A student will be sent home when their temperature is 100 degrees or higher. Other potentially contagious symptoms may require that students go home and include: Red eyes with thick yellow/green or white discharge, undiagnosed rash, vomiting, diarrhea, and/or severe cough. Parents should not allow their student to return to school until the child has had a temperature below 100 degrees for 24 hours without the use of medication.

### **IPad Mini 2 Expectations/Policies/Procedures**

All 7<sup>th</sup> and 8<sup>th</sup> grade students at Atchison Middle School will be issued an iPad Mini 2. These devices will come with a charging device as well a case. The case should be kept on the device at all times. If the iPad Mini 2 or other items that are issued with it are destroyed by means beyond normal wear and tear, students will be responsible for the cost of replacement. Students will be allowed to take the devices home after lessons covering basic use of, care, and digital citizenship have been covered. Should an iPad be missing a police report should be filed with the proper authorities and school administration should be notified as well.

The student iPad Mini 2, case, and charger that have been issued to the students are property of Atchison Public Schools, USD409. The use of any district technology must be used in accordance to

the USD 409 Technology/Network Acceptable Use Policy. All students in every grade level are required to have a signed copy of this document on file. The purpose is to facilitate creative problem solving, information fluency, critical thinking skills, and collaboration that we see in today's world while maintaining a safe educational environment.

The use of any district technology is a privilege and not a right. Students may receive consequences due to the inappropriate use technology in accordance with the District Technology/Network Acceptable Use Policy, classroom/teacher expectations or rules, and any applicable laws. Failure to use the device in an appropriate manner will result in the following consequences. The administration has the authority to set levels of consequences for specific violations depending on the severity, intent, and/or frequency of the infractions.

**Step 1: Conference**

A formal conference is held between the student and one or more school officials. During the conference, the student must agree to correct his/her behavior. Parents will be contacted and copy of the referral will be mailed home.

**Step 2: Loss of Privileges**

Students may be required to turn in iPads to the library or designated area in classrooms every day for a period of time as determined by offense and school officials' discretion. Parents will be contacted and copy of the referral will be mailed home. Depending on the severity, intent, and/or frequency of the infractions, students' use or access privileges may be cancelled. If an infraction violates civil or criminal law, law enforcement will be contacted.

Behavior	Definition
Inappropriate Use of Technology	Any event where a student abuses technology in any fashion. For example, but not limited to: taking pictures of students prior to consent, listening to music or watching videos when asked not to, inappropriately using email or other messaging systems, viewing or sending lewd material
VPN apps or other apps that bypass the school filter	Students use an app or software that bypasses the schools filtering system
Having all materials including iPad ready for class	Students need to have all necessary materials for class, including having their iPad that is charged enough to complete class tasks, activities, assignments, quizzes, and tests.
Damage or lost iPad	Student has damaged their iPad in any fashion beyond the normal wear and tear or has lost their iPad

**Library**

The library is open from 7:35am until 3:25pm. If the teacher does not accompany the student, a pass signed by the teacher is required for the library. Any materials checked out must be returned on time and in the condition as they were when checked out. There are computers available for classroom assignments and projects. The library abides by the district Internet Usage Policy.

**Lockers**

The locker assigned to a student is school property. A student may occupy only the locker to which s/he is assigned.

- Periodic inspections will be made to see that lockers are kept neat and orderly.
- All personal items and books, when not in use, should be kept in the student's locker.
- Students are not to tamper with another locker or give out their combination to anyone else.
- No outside lock shall be placed on a locker.

- Each student should keep his/her locker area clean by picking up papers, etc. from the floor.
- Lockers are to be kept locked at all times. Keep all locker combinations confidential – do not tell other students the combination.

All lockers are private property of the school and subject to search by administration at any time.

### **Non-Permitted Items**

Rollerblades, Heelies or other shoes containing wheels, laser pointers, permanent markers, rubberbands, or any other device that can foreseeably cause a disruption to the learning environment are not to be brought to school. Repeated violations will result in the items being turned over to the parent/guardian.

### **Our School-wide Rules**

The following expectations serve as guidelines for helping our students act politely and with manners at AMS.

#### **THE BRAVES WAY!**

Dress for success

Be polite, walk to the right

Level yourself

Don't take matters into your own hands

Follow the rules the first time given

Get organized!

### **Personal Property**

Students are encouraged to use good judgment when carrying personal items to school. Please do not bring items of great value to school. If you do so, you bring them at your own risk. If necessary, the safe in the office is available for securing your property.

### **Promotion and Retention**

Students may be promoted when they have demonstrated mastery of the board-approved learning objectives. The final decision to promote or retain a student shall rest with the principal after receiving all information from parents/guardians, teachers, and other appropriate school personnel.

For participation in promotion ceremonies:

- 1) All fees must be paid 1 week prior to ceremonies
- 2) All academic requirements must be met

### **Public Display of Affection**

The school is not the place for students to openly display their affection for each other. Close physical contact will not be allowed. The parents of students who do not follow this rule will be contacted and disciplinary action will be taken.

### **Racial or Disability Harassment**

The board of education is committed to providing a positive and productive learning and working environment, free from discrimination, including harassment, on the basis of race, color, national origin, or disability. Discrimination or harassment on the basis of race, color or national origin ("racial harassment") or on the basis of disability ("disability harassment") shall not be tolerated in the school district. Racial or disability harassment of employees or students of the district by board members, administrators, certificated and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

## **Recognition and Awards**

### **Rave About a Brave**

Students at AMS are recognized on a regular basis for academic excellence and demonstration of positive behavior through our Rave About a Brave program. The following are the criteria in becoming a quarterly member: zero unexcused absences, zero office referrals, GPA of 3.0 or higher. All categories are checked at the end of the quarter.

Students who achieve the above criteria and a GPA of 3.5-4.0 will be eligible to attend the Rave About A Brave trip for that quarter.

Students who achieve the above criteria and a GPA of 3.0-3.49 will be eligible for a school based or local reward.

Promoting, encouraging, and recognizing **Excellence in Academics, Attitude, and Actions** is the program's goal.

### **Triple A Award Winners**

Each month, teachers will recommend four students from each grade to be a recipient of the Triple A Award. Students at AMS who display positive characteristics in their Academics, Attitudes, and Actions will be submitted to receive this award.

### **Count on More Student of the Month**

Each month, winners of the Triple A Award will be entered into a drawing to be selected as the Brave of the Month. This is a partnership with UMB Bank of Atchison and will include a luncheon, a gift bag, and a yard sign to identify the home of the student of the month.

### **'On a Roll' Honor Roll**

This honor roll is published each quarter, beginning at the end of the first semester, for students who have set a personal best GPA for the school year.

### **Honor Roll**

This honor roll is published each quarter and includes those students who earn academic grades marked "All A's" and "All A's and B's".

### **Recognition from Teachers**

Many of the teams and teachers have rewards for assignment completion, responsible behavior, AR Reading goals, etc. These include bulletin boards and announcement recognition, team parties, special activities, and positive calls/notes to parents.

### **School Closing for Inclement Weather or Emergencies**

If it becomes necessary to close school because of inclement weather, or for any other reason, the following media outlets are notified:

#### **Radio**

KAIR radio 93.7 FM/1470 AM (Atchison)  
KNZA radio 104 FM (Hiawatha)  
WIBW 94.5 FM (Topeka)

#### **Television**

WIBW Channel 13 (Topeka)  
KQ-2 Channel 2 (St. Joseph)  
KCTV-5 Channel 5 (Kansas City)  
KMBC-9 Channel 9 (Kansas City)

In these instances, the School Messenger system will also be utilized. A text message will be sent out to inform all patrons enrolled in this program, of the canceling of school or postponement of activities.

## **School Property**

Students are responsible for the proper care of all books, iPad Mini 2 (case and charger included), supplies, furniture, and equipment supplied by the school. Students who disfigure school property or cause other damage to school property or equipment will be subject to disciplinary actions, be required to pay for the damage done, or replace the item. All damages to books, school property, or equipment must be paid before the student can receive his/her final report card.

## **School Spirit**

We hope that you will take pride in your school. We encourage you to act in a manner that shows you are proud to be a member of Atchison Middle School and that you will speak of the school as "my school" and "our school." Student conduct in public advertises a school. You should let your attitude toward school be such that it will reflect positively at all times. Always let your conduct, attitude, and achievement reflect respect and responsibility so that it can honestly be said that AMS is one of the best middle schools in the state. Show Braves Pride

### **Braves Fight Song**

We are the mighty Braves  
And we'll fight for the green and white  
Our team is number one, so  
Fight! Fight! Fight! Fight! Fight!  
No foes will we ever fear  
For we know victory's near  
Onward to victory  
With Atchison Middle School!  
Go Braves!

## **Searches of a Student**

The principal or his/her designee may conduct searches of students or their personal possessions when there is reasonable suspicion that a student is in possession of an object that can jeopardize the health, welfare, or safety of themselves, other students, or staff. School lockers are the property of Atchison Public Schools and there is no expectation of privacy by the user of the school lockers.

At the request of the administration, law enforcement officers 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 students and/or district employees.

## **Sexual Harassment**

Sexual harassment will not be tolerated in the school district. Sexual harassment at school is any unwelcome verbal, nonverbal, or physical sexual behavior that makes a student feel uncomfortable or unsafe. Any student who believes they have been subjected to sexual harassment should file a written report and discuss the problem, with his/her administrator. Regardless of the means selected to resolving the problem, the initiation of a complaint of sexual harassment will not cause any reflection on the complaint nor will it affect his/her student status. Once the student's principal has received a written complaint, s/he shall inform the District Title IX and ADA Coordinator and an investigation of the charges shall be conducted. If a finding of the act determines sexual harassment did occur, appropriate action shall be taken. Strict confidentiality shall be maintained throughout the complain procedure.

## **Student Parking**

Parking is limited at AMS. The sixth street parking lot is reserved for school employees. Any student driving to school utilizing a Farm Permit or a Restricted License will not be allowed to park on school property.

## **Suspension Procedures**

### **In School Suspension**

ISS involves the placement of a student in a controlled environment within the school. Students placed in ISS will receive full credit for any work completed while there.

### **Short Term Suspension**

Violations of the rules may result in a short-term suspension of 1 to 10 days. When out of school suspended, students are reinstated through a required parent conference with an administrator at the conclusion of the suspension. During the time of their suspension, students are not permitted to be on school grounds.

### **Long Term Suspension**

Kansas Law KSA72-8901, as amended and Board of Education Policy 6-8 provide for a long-term suspension and expulsion. A long-term suspension or expulsion may be given only after a formal hearing conducted by a hearing officer included in a panel with two other certified members of USD 409. A long-term suspension or expulsion may be appealed to the Board of Education. Steps toward a formal hearing are as follows: **One:** an accumulation of suspensions, absences or office referrals will place the student on probation with specific conditions for improvement. If these conditions are not met within a specified period, then, **Two:** a formal hearing will be requested for the consideration of a long-term suspension or expulsion. Certain behaviors can result in an immediate formal hearing being held. **Two examples are: possession and use of a dangerous weapon.**

### **Tardies to School and/or Class**

A student is considered tardy to class when they enter the classroom after the bell has rung and they do not have a pass excusing the tardy. Missing the bus or oversleeping is not an excused tardy. Students are allowed 4 tardies per quarter to use in case of emergencies. Tardy records are cleared at the start of each quarter.

The 5<sup>th</sup> tardy = 1 lunch detention in the office.

The 6<sup>th</sup> tardy = 3 lunch detentions in the office.

7<sup>th</sup> tardy = 5 lunch detentions in the office.

8<sup>th</sup> tardy = 30 minute After School Detention.

9<sup>th</sup> tardy = 1 hour After School Detention.

10<sup>th</sup> tardy = 2 hours After School Detention. Conference with parent and student to determine a new course of action.

### **Telephone**

Telephones are located in all classrooms and other areas of the building. Students must have permission from AMS staff before using the telephone. Students should be polite and courteous when asking to use and when using the telephone. Students who are rude and/or disruptive will be denied telephone privileges. While we want to provide students the use of telephones for emergency and/or unforeseen circumstances, too many students make a habit of wanting to use the office telephones every day. The school telephones are business telephones. We encourage students and parents to make their plans before students leave for school in the morning. After the dismissal bell, students will be allowed to use the office telephones until 3pm each day.

### **Weapons Policy**

Please be advised that USD 409 has a weapons policy adopted by the Board of Education that states: "A student shall not possess, handle or transmit any object that can reasonably be considered a weapon at school, on school property or at a school-sponsored event. This shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon." In accordance with this policy AMS takes a "zero tolerance" stand on the issue of weapons. Action will be taken and consequences could result in long-term suspension or expulsion. Please pay attention to what your child brings to school. Guns, knives, and throwing stars are examples of violations of this policy.