

Atchison Middle School



2022-2023 Student Handbook

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

This handbook is meant to be an abbreviated version of USD 409 policies, rules, and regulations. Should a discrepancy between board policy and any language in this personnel handbook arise, district policy supersedes this handbook.

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.

Atchison Public Schools, USD 409, does not discriminate on the basis of race, color, national origin, sex, sexual orientation, gender identity, gender expression, disability, religion or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: USD 409 District Coordinator of Section 504, ADA, Title VI, Title VII and Title IX, Nichole Honeywell, 626 Commercial, Atchison, KS 66002, 913-367- 4364.

Approved by BOE: 6-13-2022

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 this 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 this school year at Atchison Middle School!

*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!*

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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 **GPA = Total Points**

B 80-89% 3 points **# of Classes**

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 2:45 pm. 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 7:20 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 6th – 8th 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.

6th – 8th 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

The following sports are available for 7th and 8th grade students: volleyball, football, cross-country, basketball, wrestling, track, cheerleading and soccer.

Behavior at Athletic/Extracurricular 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 2:45pm. 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 voicemail 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 DCF 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 (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 (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. Parents/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.

Alternate Bus Routes

In the event of poor road conditions, buses may follow designated alternate routes. Alternate routes are subject to change based on weather and road conditions. Parents will be informed as needed of designated alternate routes based on weather and road conditions (possible examples: snow, mud, road closures).

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.
3. Students should always remain in the Commons during lunch.
4. Food and drinks may not be taken from the Commons area unless given permission by a faculty member.
5. 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. 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 may be 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.
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Drugs Possession or Use	Possession or use of any drug on school grounds or at a school sponsored activity.
Drugs Intent to Sell or Distribute	Possession of any drug or illegal substance or imitation within intent to sell or distribute 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, including vapes.
Explosive Device/ Weapon	Student is in possession of objects (guns, knives, real or look alike) readily capable of causing bodily harm.
Ammunition	Possession of live ammunition (bullets, cartridges, shells)
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
Skippping 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 pass word/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.
Ammunition	Possession of discharged ammunition (bullets, cartridges, shells, casings)

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	Repeated violation of dress code guidelines.
Tardy to Class	Student is late to class or start of school day 5 or more times per quarter.
Cell Phone Use	Repeated use of personal electronics such as cell phones during class time.

Consequence: Student/parent conference and/or 30 min – 2 hours After School Detention. Tardy to Class (See Tardy Policy, pg. 25)

The above is a guide/grid for administrative action. Administrators have the authority to move to a higher, or lower category and have 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 (can be less depending on the severity of the 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

Appropriate student dress and appearance helps set the tone for a positive school climate. Dressing cleanly and nicely shows pride in yourself, family, and in your school. Students are to use good judgment in their personal appearance. The district's dress and appearance rules will serve as guidelines for students and parent determination of what is appropriate school dress and appearance. Students and parents should follow these guidelines:

- Clothing and personal possessions with objectionable wording, sexually permissive wording/pictures, inappropriate pictures/innuendos, or that which advertises alcohol, tobacco, drugs, or controlled substances, or are deemed unsafe are not acceptable. Further, clothing that depicts violence or vulgarity of any kind may not be worn.
- Appropriate headwear (ballcaps, beanies, hoods and head scarves) can be worn, as long as it is not a disruption to the learning process or student safety (announcements, alarms/etc.) Sunglasses need to remain off inside the school building during regular school hours
- Pants, shorts, jeans, etc. should be worn so that the waistband is at the waists. Undergarments should not be visible.

- Students' bodies must be sufficiently covered, including midriffs.
- Bare or socked feet are not allowed at school for safety and public health reasons.
- No blankets or slippers.
- Earbuds/headphones should not be on during classroom instruction.

In these instances, the school will assume its delegated authority to protect the physical health, safety, and well-being of the students and to preserve its intended purpose as an educational institution. The principal shall make the final determination regarding the appropriateness of a student's appearance. Students who are inappropriately dressed will be required to change their clothing.

Students representing the district in an elective or extracurricular activity, before, during, or after the school day, will be expected to adhere to the district dress and appearance policies as well as the requirements set forth by the coaches and sponsors of the activity.

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 during the school day 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. Students may also receive consequences for misuse.

Emergency Information

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.

ALICE – Alert, Lockdown, Inform, Counter, Evacuate

ALICE teaches individuals to participate in their own survival while leading others to safety. While no one can guarantee success in this type of situation, this new set of skills will greatly increase the odds of survival should anyone face this form of disaster. In a stressful situation, to make it easy to remember, ALICE is broken up into five strategies: Alert, Lockdown, Inform, Counter, and Evacuate. The ALICE acronym is not meant to be a linear strategy and does not have to be applied in the order of the acronym.

Secure Campus

All students and teachers should remain in their classrooms. Normal activities should continue. If anyone is not in their classroom, they should make their way to the appropriate classroom as soon as possible.

Evacuation

All students and teachers should leave the building in a quiet, orderly manner as quickly as possible. Students and teachers should go to their designated location and remain there until an all clear or further instructions are given.

Lockdown

All students and teachers should remain in the classrooms. The door should be locked, windows covered, blinds shut and lights turned off. If anyone is not in their classroom, they should make their way to the nearest safe location as soon as possible. This may be the nearest classroom or another location.

Enhanced Lockdown with Barricade

All students and teachers should remain in the classrooms. The door should be locked, windows covered, blinds shut and lights turned off. Furniture or other items should be placed to block the door to limit entry by an intruder. If anyone is not in their classroom, they should make their way to the nearest safe location as soon as possible. This may be the nearest classroom or another location.

Enhanced Lockdown with Barricade and Counter

All students and teachers should remain in the classrooms. The door should be locked, windows covered, blinds shut and lights turned off. Furniture or other items should be placed to block the door to limit entry by an intruder. Teachers and students should determine methods to counter the intruder, if appropriate. If anyone is not in their classroom, they should make their way to the nearest safe location as soon as possible. This may be the nearest classroom or another location.

Active Shooter - Decision

Each teacher must consider the information and make the best decision for their students. As age appropriate or situation dictates, students may need to make the best decision for themselves. This could be to Lockdown, Lockdown with Barricade, Evacuate, or Counter. There is no right or wrong answer. The decision is based on the information available, location of the teacher/students, age of students, and number of students.

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

Board Policy GAAP

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. Notice of the online availability of this policy shall be provided to parents during enrollment each year.

Definitions

“Campus police officer” means a school security officer designated by the board of education of any school district pursuant to K.S.A. 72-6146, and amendments thereto.

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

“Emergency Safety Intervention” is the use of seclusion or physical restraint, but does not include physical escort or the use of time-out.

“Incident” means each occurrence of the use of an emergency safety intervention.

“Law enforcement officer” and “police officer” mean a full-time or part-time salaried officer or employee of the state, a county, or a city, whose duties include the prevention or detection of crime and the enforcement of criminal or traffic law of this state or any Kansas municipality. This term includes a campus police officer.

“Legitimate law enforcement purpose” means a goal within the lawful authority of an officer that is to be achieved through methods or conduct condoned by the officer’s appointing authority.

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

“Parent” means: (1) a natural parent; (2) an adoptive parent; (3) a person acting as a parent as defined in K.S.A. 72-3122(d)(2), and amendments thereto; (4) a legal guardian; (5) an education advocate for a student with an exceptionality; or (6) a foster parent, unless the student is a child with an exceptionality; or (7) a student who has reached the age of majority or is an emancipated minor.

“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.

“Physical Restraint” means bodily force used to substantially limit a student’s movement except that consensual, solicited or unintentional contact and contact to provide comfort, assistance or instruction shall not be deemed to be physical restraint.

“School resource officer” means a law enforcement officer or police officer employed by a local law enforcement agency who is assigned to a district through an agreement between the local law enforcement agency and the district.

“School security officer” means a person who is employed by a board of education of any school district for the purpose of aiding and supplementing state and local law enforcement agencies in which the school district is located, but is not a law enforcement officer or police officer.

“Seclusion” means placement of a student in a location where all of the following conditions are 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 he or she will be prevented from leaving, the enclosed area.

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

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 treatments for a student’s medical or psychiatric condition by a person appropriately licensed to issue such treatments; and • Use of mechanical restraint, except:
 - Protective or stabilizing devices required by law or used in accordance with an order from a person appropriately licensed to issue the order for the device;
 - Any device used by a certified law enforcement officer to carry out law enforcement duties; or
 - Seatbelts and other safety equipment when used to secure students during transportation.

Use of Emergency Safety Interventions

ESI shall be used only when a student presents a reasonable and immediate danger of physical harm to such student or others with the present ability to effect such physical harm. Less restrictive alternatives to ESI, such as positive behavior interventions support, shall be deemed inappropriate or ineffective under the circumstances by the school employee witnessing the student’s behavior prior to the use of any ESI. The use of ESI shall cease as soon as the immediate danger of physical harm ceases to exist. Violent action that is destructive of property may necessitate the use of an ESI. Use of an ESI for purposes of discipline, punishment or the convenience of a school employee shall not meet the standard of immediate danger or physical harm.

ESI Restrictions

A student shall not be subjected to ESI if the student is known to have a medical condition that could put the student in mental or physical danger as a result of ESI. The existence of such medical conditions must be indicated in a written statement from the student’s licensed health care provider, a copy of which has been provided to the school and placed in the student’s file.

Such a written statement shall include an explanation of the student’s diagnosis, a list of any reasons why ESI would put the student in mental or physical danger, and any suggested alternatives to ESI. Notwithstanding the provisions of this subsection, a student may be subjected to ESI, if not subjecting the student to ESI would result in significant harm to the student or others.

Use of Seclusion

When a student is placed in seclusion, a school employee shall be able to see and hear the student at all times.

All seclusion rooms equipped with a locking door shall be designed to ensure that the lock automatically disengages when the school employee viewing the student walks away from the seclusion room, or in case of emergency, such as fire or severe weather.

A seclusion room shall be a safe place with proportional and similar characteristics as other rooms where students frequent. Such room shall be free of any condition that could be a danger to the student, well-ventilated, and sufficiently lighted.

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 ESI. 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 written or electronic documentation regarding the training that was provided and a list of participants, which shall be made available for inspection by the state board of education upon request.

Notification and Documentation

The principal or designee shall notify the parent the same day as an incident. The same-day notification requirement of this subsection shall be deemed satisfied if the school attempts at least two methods of contacting the parent. A parent may designate a preferred method of contact to receive the same-day notification. Also, a parent may agree, in writing, to receive only one same-day notification from the school for multiple incidents occurring on the same day.

Documentation of the ESI used shall be completed and provided to the student's parents no later than the school day following the day of the incident. Such written documentation shall include: (A) The events leading up to the incident; (B) student behaviors that necessitated the ESI; (C) steps taken to transition the student back into the educational setting; (d) the date and time the incident occurred, the type of ESI used, the duration of the ESI, and the school personnel who used or supervised the ESI; (E) space or an additional form for parents to provide feedback or comments to the school regarding the incident; (F) a statement that invites and strongly encourages parents to schedule a meeting to discuss the incident and how to prevent future incidents; and (G) email and phone information for the parent to contact the school to schedule the ESI meeting. Schools may group incidents together when documenting the items in subparagraphs (A), (B), and (C) if the triggering issue necessitating the ESIs is the same.

The parent shall be provided the following information after the first and each subsequent incident during each school year: (1) a copy of this policy which indicates when ESI can be used; (2) a flyer on the parent's rights; (3) information on the parent's right to file a complaint through the local dispute resolution process (which is set forth in this policy) and the complaint process of the state board of education; and (4) information that will assist the parent in navigating the complaint process, including contact information for Families Together and the Disability Rights Center of Kansas. Upon the first occurrence of an incident of ESI, the foregoing information shall be provided in printed form or, upon the parent's written request, by email. Upon the occurrence of a second or subsequent incident the parent shall be provided with a full and direct website address containing such information.

Law Enforcement, School Resource, and Campus Security Officers

Campus police officers and school resource officers shall be exempt from the requirements of this policy when engaged in an activity that has a legitimate law enforcement purpose. School security officers shall not be exempt ~~from~~ from the requirements of this policy.

If a school is aware that a law enforcement officer or school resource officer has used seclusion, physical restraint, or mechanical restraint on a student, the school shall notify the parent the same day using the parent's preferred method of contact. A school shall not be required to provide written documentation to a parent, as set forth above, regarding law enforcement use of an emergency safety intervention, or report to the state department of education any law enforcement use of an emergency safety intervention. For purposes of this subsection, mechanical restraint includes, but is not limited to, the use of handcuffs.

Documentation of ESI Incidents

Except as specified above with regard to law enforcement or school resource officer use of emergency safety interventions, 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 ESI,
- Type of ESI,
- Length of time the ESI was used,
- School personnel who participated in or supervised the ESI,
- Whether the student had an individualized education program at the time of the incident,
- Whether the student had a section 504 plan at the time of the incident, and
- Whether the student had a behavior intervention plan at the time of the incident.

All such documentation shall be provided to the building principal, who shall be responsible for providing copies of such documentation to the superintendent or the superintendent's designee 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.

Parent Right to Meeting on ESI Use

For a student with a section 504 plan, such student's section 504 plan team shall discuss and consider the need for a special education evaluation. For students who have an individualized education program and are placed in a private school by a parent, a meeting called under this subsection shall include the parent and the private school, who shall consider whether the parent should request an individualized education program team meeting. If the parent requests an individualized education program team meeting, the private school shall help facilitate such a meeting.

For a student without an IPE or Section 504 plan the school staff and the parent shall meet within ten (10) calendar days following the third incident to discuss the incident and consider the appropriateness of a referral for a special education evaluation, the need for a functional behavioral assessment, or the need for a behavior intervention plan. Any such meeting shall include the student's parent, a school administrator for the school the student attends, one of the student's teachers, a school employee involved in the incident, and any other school employees designated by the school administrator as appropriate for such a meeting.

The student who is the subject of such meetings shall be invited to attend the meeting at the discretion of the parent. The time for calling such a meeting may be extended beyond the 10-day limit if the parent of the student is unable to attend within that time period. Nothing in this section shall be construed to prohibit the development and implementation of a functional behavior assessment or a behavior intervention plan for any student if such student would benefit from such measures.

Local Dispute Resolution Process

If a parent believes that an emergency safety intervention has been used on the parent's child in violation of state law or board policy, the parent may file a complaint as specified below.

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. Once an informal complaint is received, the administrator handling such complaint shall investigate such matters, as deemed appropriate by the administrator. 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 within thirty (30) calendar days after the parent is informed of the incident.

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 an 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 of fact and recommended corrective action, if any, to the board in executive session.

Any such investigation must be completed within thirty (30) calendar 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 and shall be mailed to the parents and the state department within 30 days of the board's receipt of the formal complaint.

If desired, a parent may file a complaint under the state board of education administrative review process within thirty (30) calendar days from the date a final decision is issued pursuant to the local dispute resolution process.

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 of passing to the 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 hall pass.

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.

Head Lice (Pediculosis)

Despite growing amounts of supporting research and increasing attempts among health professionals to educate the general public, head lice continue to be perceived as a serious disease. Instead, they should be considered a nuisance. Further, many believe head lice are easily spread in the school setting; whereas, research points to spread occurring most often in the home setting or where sharing of beds occurs such as camp/dormitories. Research suggests that head lice are rarely spread at school. In 2007, Kansas Department of Health and Environment, based upon recommendations from the Centers for Disease Control and Prevention (CDC), the

American Academy of Pediatrics, and the National Association of School Nurses removed the requirement for students to be “free of nits” prior to returning to school (most commonly referred to as a “no nit” policy). Additionally, experts began recommending that students not be sent home from school early when found to have head lice, that more emphasis be placed on proper treatment, that families be encouraged to treat students that same evening returning to school the next school day (resulting in no school loss due to head lice), and that other measures (classroom checks, clothing, vacuuming, fomite spread) be modified to align with the updated knowledge about how head lice are spread.

Head Lice are most frequently spread by direct head-to-head contact. Thus, those most at risk of acquiring head lice include individuals living in the same house, individuals who spend time together playing outside of school and at sleepovers, blended

families that spend occasional time under the same roof, etc. as the individual with head lice. In addition to allowing the child to remain at school, this information about the methodology of spread also called for the ceasing of routine classroom checks.

- A louse that separates from the head rarely survives longer than 48 hours without its only source of food, human blood. Schools and homes are to refrain from using pesticide sprays as they can be harmful, especially to children. Washing the most recently worn clothes, bedding, and towels is still indicated. Vacuuming of the rooms most frequently utilized and disinfecting combs and brushes is sufficient.
- Resistance to over-the-counter (OTC) products is increasing. Based on local incidence of resistance, families may be encouraged to seek healthcare provider input for prescription products. No matter the product, it is important to follow the instructions exactly, repeating the treatment if the product recommends a follow-up treatment.
- Classroom notices of a case of head lice should be abandoned as they often violate confidentiality, lead to embarrassment and potential bullying of a student, as well as leading parents to unnecessarily treat children. Over treating individuals who do not have head lice may eventually lead to more resistance in the community, not to mention the potential side effects that can result from treatment (e.g. skin irritation).
- School nurses serve as a primary source of accurate information and can assist families with evidence-based management of head lice.

Atchison Public Schools follows the CDC head lice Information for Schools.

Follow up for Return to School

The student can return to school after receiving treatment. They are to be free of live lice, but the presence of nits will not prevent them from being allowed back in class. If live lice are found, or the student has not been treated, the student is to be sent home for appropriate treatment. If a parent is unable to pick up a student, the nurse and principal can decide upon an alternative plan which may include the student being able to attend class.

Steps to follow:

- A. Examine the student's head based upon the pre-agreed upon time to determine effectiveness of treatment (adjusting time as required for emergent situations that might be occurring at school).
 - Ideally, the recheck will occur prior to the student attending class or soon after the school day begins.
- B. The nurse and principal may decide on an alternate plan of care for ongoing cases. Consult with the Coordinator of Health Services is encouraged.
- C. If live lice are seen, instruct the family to check with healthcare provider for another recommended treatment product. Refer to CDC guidelines for suggested prescription products (e.g. Natroba™, Sklice®, Ulesfia™).
 - a. The student will generally NOT be allowed to stay at school.
- D. If families opt for non-medicinal treatment ("natural" TX or nit picking), and the treatment is not effective after two applications/uses, the nurse will recommend prescription products.
- E. In no live lice are seen, direct the conversation to the status of any remaining nits and the need for retreatment in 7 to 10 days depending on the product used.

iPad Expectations/Policies/Procedures

All students at Atchison Middle School will be issued an iPad. 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 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.

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, 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 with 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 (see Appendix), classroom/teacher expectations or rules, and any applicable laws. Failure to use the device in an appropriate manner may result in 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-Depending on the severity, intent, and/or frequency of the infractions, students' use or access privileges may be cancelled.

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. 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 3:02pm. 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, rubber bands, 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.

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

Students at AMS are recognized on a regular basis for academic excellence and demonstration of positive behavior through our 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 Rising Phoenix 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 student 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.

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, meeting goals (academic or behavioral), 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 Television

KAIR radio 93.7 FM/1470 AM (Atchison) WIBW Channel 13 (Topeka)

KNZA radio 104 FM (Hiawatha) KQ-2 Channel 2 (St. Joseph)

WIBW 94.5 FM (Topeka) 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 (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 Pride

Fight Song

We are the mighty Phoenix
And we'll fight for the gold and red
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 Phoenix!

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. Searches may include the use of a metal-detecting wand at the discretion of the administration.

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 complaint 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 5 tardies per quarter to use in case of emergencies. Tardy records are cleared at the start of each quarter.

Tardy	Consequence
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6 through 10	1 lunch detention each
11 through 15	2 lunch detentions each
16+	Administrator discretion

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.

Tobacco Use

BOE Policy JCDA

The use, possession, or promotion of any tobacco product by any student is prohibited at all times in any district facility; in school vehicles; at school-sponsored activities, programs, or events; and on school owned or operated property.

Student violations will result in disciplinary actions as outlined by board policy and/or student hand books. Disciplinary actions may include parent/guardian notification, participation in a tobacco and electronic nicotine delivery systems education program, referral to a cessation program, and/or community service. Student violations may be reported to law enforcement if use or possession is deemed to be illegal.

The following definitions apply to this policy:

“Tobacco product” means any product that is made from or derived from tobacco, or that contains nicotine, that is intended for human consumption or is likely to be consumed, whether smoked, heat ed, chewed, absorbed, dissolved, inhaled or ingested by any other means, including, but not limited to: Electronic Nicotine Delivery System (ENDS), cigarettes, cigars, pipe tobacco, chewing tobacco, snuff, or snus. Tobacco product also means any component or accessory used in the consumption of a tobacco product, such as filters, rolling papers, pipes, charging devices, cartridges and any substance used in ENDS, whether or not they contain nicotine. This definition does not include FDA approved Nicotine Replacement Therapies including transdermal nicotine patches, nicotine gum, and nicotine lozenges.

“Electronic Nicotine Delivery System (ENDS)” means any device that delivers a vaporized solution (including nicotine, THC or any other substance) by means of cartridges or other chemical delivery systems. Such definition shall include, but may not be limited to, any electronic cigarette, vape pen, hookah pen, cigar, cigarillo, pipe, or personal vaporizer. ENDS are not FDA-approved Nicotine Replacement Therapy devices.

“Promotion” includes, but is not limited to, product advertising via branded gear, bags, clothing, any personal articles, signs, structures, vehicles, flyers, or any other materials. *Student violations will result in disciplinary actions as outlined by the school district. Disciplinary actions may include parent/guardian notification, participation in a tobacco & electronic nicotine delivery systems education program, referral to a cessation program, and/or community service. Student violations may be reported to law enforcement if use or possession is deemed to be illegal.*

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.

Appendix

Technology/Network Acceptable Use Policy

Technology is essential to facilitate the creative problem solving, information fluency, critical thinking skills, and collaboration that we see in today's world. While we want our students to be active contributors in our connected world, we also want them to be safe, legal and responsible.

Responsible Citizenship

Being a digital citizen at Atchison Public Schools, we use information and technology in safe, legal and responsible ways. It is important that we educate our students on what this means before we start using technology. The conversation must continue throughout our work. We embrace the following conditions or facets of being a digital citizen.

- Respect yourself. I will select online names that are appropriate. I will consider the information and images that I post online.
- Protect yourself. I will not publish my personal details, contact details or a schedule of my activities.
- Respect others. I will not use technologies to bully or tease other people.
- Protect others. I will protect others by reporting abuse and not forwarding inappropriate materials or communications.
- Respect intellectual property. I will suitably cite any and all use of websites, books, media, etc.
- Protect intellectual property. I will request to use the software and media that others produce.

MANAGING YOUR DIGITAL FOOTPRINT

The following guidelines/requirements apply to students while on school property, while attending school-sponsored or school-related activities, or on school buses or vehicles provided by the district. Students in possession of electronic or digital devices shall observe district and building policies. Parents and students should consult their school handbook for further details.

Some examples of appropriate use include but are not limited to the following:

Personal Safety

Do not send any messages that include personal information such as: home address, personal phone numbers and/or last name for yourself or any other person.

Password Protection

School passwords are provided for each user's personal use only and are, therefore, confidential. Never share your password, steal or use another person's password. If you suspect that someone has discovered your password, you should immediately notify a teacher or administrator who in turn will notify the district's Technology Department. As passwords are easily hacked, when establishing a password one should keep in mind that strong passwords consist of a combination of upper and lowercase letters, numbers and symbols.

Privacy

Email is no more private than a postcard. Students and staff need to know that files stored on school computers are not private. Network and Internet access is provided as a tool for educational purposes only. Atchison Public Schools has the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the school network, e-mail accounts, hardware, and Internet access, including transmitted and received information. All information files are the property of Atchison Public Schools and no user shall have any expectation of privacy regarding such files, accounts, or devices.

Online Etiquette

Follow the guidelines of accepted behaviors within the school handbook. Whether at home or in school, use appropriate language and graphics. Sexting, swearing, vulgarities, suggestive, obscene, belligerent, harassing,

threatening or abusive language of any kind is not acceptable. Do not use school online access or devices to make distribute, or redistribute jokes, stories, to bully, or pass along obscene material or material which is based on slurs or stereotypes relating to race, gender, nationality, religion or sexual orientation. Inappropriate content will be deleted.

Plagiarism/Copyright/Licensing

Plagiarism is the act of using someone else's words or ideas as your own. Students are required to give proper credit to all Internet sources used in academic assignments, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music and text. Plagiarism of Internet resources will be treated in the same manner as any other incidences of plagiarism, as stated in the school handbook.

Proxies and Hotspots

The use of anonymous proxies or other methods to get around content filtering is strictly prohibited and is a direct violation of this agreement.

Accessing/Posting Inappropriate Material

Accessing, submitting, posting, publishing, forwarding, downloading, scanning or displaying materials (including photos and videos of self, other students and staff) that are defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing and/or illegal is a violation of this agreement.

Camera and Video Use

Unapproved camera and video use is a violation of this agreement. Students are not to take pictures or videos of staff or students without permission. Any student use of cameras in Atchison Public Schools should be part of a class or club activity.

Violating Copyrights

Copying or downloading copyrighted materials without the owner's permission is a violation of this agreement.

Malicious Use/Vandalism

Any malicious use, disruption or harm to the school's technology, networks and internet services, including but not limited to hacking activities and creation/uploading of computer viruses is a violation of this agreement.

Classroom Expectations

Failure to follow teacher direction in regards to the use of the devices/tools/websites during class is a violation of this agreement.

**Atchison Public Schools
K-12 iPad Procedures and Protection Plan**

Atchison Public Schools will provide an iPad to your student and teach them to use it in a productive and creative way.

1. Students and Guardians must read and agree to the terms of the Acceptable Use Policy (AUP) during enrollment. The AUP is available in each student handbook for reference.
2. Students will be issued an iPad to be used for approximately 4 years. The case must remain on the iPad and no stickers are allowed inside or outside the case.
3. One charger will be issued with the iPad at time of deployment. If additional chargers are needed due to loss, they can be purchased.
4. Students must bring the iPad to school with a full charge if taken home in the evenings.
5. Students must immediately report any damage or malfunction to the teacher or the building librarian.
6. The iPad must be turned in when a student withdraws or at the end of the school year. Failure to return the equipment will result in a charge of the full replacement cost and/or a police report for theft will be filed.
7. Students will pay the annual iPad protection fee of \$20 each year before the student will be issued an iPad.
8. If a device is damaged, a replacement device will not be issued until payment is made.

In case of damage to the iPad, the following fee structure will be applied.

*First instance of damage: \$20

*Second instance of damage: \$75

*Third instance of damage will be based on the full repair cost of the device.

Malfunctioning devices may qualify as warranty repair as determined by repair facility.

If the iPad is lost, the student/family will be responsible for full replacement cost including case replacement.