

McPherson Middle School
700 East Elizabeth
McPherson, KS 67460
(620) 241-9450



Student Handbook
2019-2020

Brandon Simmelink
Principal

Inge Esping
Assistant Principal/Activities Director

McPherson Unified School District 418, McPherson, Kansas, does not discriminate on the basis of race, color, religion, national origin, sex, age, or handicap in admission or access to or treatment of employment in its programs and activities. Questions regarding the above should be directed to Mr. Gordon Mohn, Superintendent, 514 North Main, McPherson, Kansas, 620-241-9400.

Mission Statement

The purpose of schools in McPherson USD 418 is to prepare students to be successful in life, which includes citizenship ready, college ready, and career ready skills. To this end, students should be skilled in effective writing, communication, study skills, technical/critical reading, problem solving, critical thinking, working with others, and cooperation.

McPherson Middle School Vision Statement

Students will be future ready through balanced, personal learning

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Phone Numbers and People to Know

McPherson Middle School	241-9450
Guidance	241-9470
Fax Number.....	241-9456
Principal	Brandon Simmelink
Assistant Principal/Activities Director.....	Inge Esping
Guidance/CCR	Kimberly Krase
Guidance/CCR	Jeff Allmon
Guidance/CCR.....	JoRae Myers
School Secretary.....	TBD
School Bookkeeper.....	Debbie Busse
School Secretary.....	Amanda Frisbie
Guidance Secretary.....	Kathy Walline
Librarian.....	Caley Cole-Robinson

Building Goals

To provide a respect for education and what it has to offer, the goals of McPherson Middle School will be to provide students with:

- A balanced curriculum which includes: language arts, math, physical education, science, social sciences, technical education, and the fine arts.
- Skills for success in goal setting, organization, critical/logical thinking, and decision making.
- Opportunities to develop self-esteem, self-reliance, and self-discipline.
- Social skills that will help them interact effectively, cooperatively, and respectfully.
- A variety of experiences which explore many areas and develop individual talents and interests.
- A realization of their responsibility as contributing members of the large community.

Kansas School Safety Hotline

The Kansas Legislature established a statewide school safety hotline that will be staffed by the Kansas Highway Patrol. The purpose of the hotline is to give students an opportunity to report "impending school violence." The toll-free Kansas School Safety Hotline number is 1-877-626-8203.

Student Information

The McPherson USD 418 Board of Education designates the following student information categories as directory information to become public records (*i.e. honor rolls, team rosters, student directory, yearbooks*).

1. Name, address and telephone number;
2. Parent(s) or guardian;
3. Date and place of birth;
4. Participation in officially recognized school activities and sports;
5. Dates of attendance or grade placement;
6. The most recent educational agency or institution attended by the student;
7. Honors and awards received;
8. Student publications and yearbook information;
9. Height and weight

Parents who do not want to have any of this information released should give written notice to the principal by the Tuesday following Labor Day.

Arrival/Dismissal

School classes begin at 8:10 a.m. Sixth grade students should enter the main building at 8:05 a.m. through the auditorium doors. Seventh grade students should enter the main building by the north middle entrance and eighth grade students should enter the building by the north gym entrance. Students needing help from a teacher or wishing to use the library will be admitted after 7:50 a.m. through the north middle entrance. A signed early entrance pass will be required and students must remain in that teacher's classroom or the library until 8:05 a.m. Upon arrival during inclement weather, seventh and eighth grade students are to enter the building by the north gym entrance and go to the gym balcony. Sixth grade students are to enter the building through the auditorium doors and sit in the auditorium. Following dismissal by staff members at 8:05 a.m. from either a classroom, the library, the auditorium, or the balcony, students may go to their lockers.

Students should leave the school premises by 3:25 p.m. unless they are participating in a school-sponsored activity. Once students leave the building they may not come back into the building. Students will not be kept past 4:15 p.m. for individual help or for discipline reasons unless prior arrangements have been made

Attendance Regulations

Students are counted absent when not present at school for any reason. The following regulations pertain to absences:

1. Parents are required to notify the school of a student's absence.
2. If parents have not called by 9 a.m., school personnel will attempt to contact the parents at home or at work.
3. In order to meet the attendance requirements, students must be in attendance in a class or a school approved activity a minimum of 156 times per school year.
4. Students accumulating twelve (12) absences in the same class during the year will be contacted by a school administrator. A letter and copy of the attendance policy will be sent to the parents informing them of the twelve absences.
5. Parents will be notified again when students accumulate eighteen (18) absences in the same class during the year. A conference with the parents will be required. The County Attorney or DCF may be contacted.
6. Twenty-four (24) absences in the same class during the year may result in loss of credit for each class affected. Parents will be notified. The County Attorney or DCF may be contacted.

Absence:

When a student is unable to attend school, parents or guardians should call the school between 7:00 and 8:30 a.m. Parents should give the student's name, grade, and reason for the absence. If a parent forgets to call, the school will call the home or the parent's place of business to confirm the reason for the student's absence. Students needing to be excused during the school day should pick up approved early dismissal slips in the office prior to the beginning of class. Notification by a parent or guardian indicating the reason and dismissal time is required. Students are not allowed to leave the school premises during school hours for any reason without the knowledge and consent of school personnel. Permission to leave the school grounds will only be granted upon written or verbal request from the student's parent or guardian. For the safety of the students, parents should report to the office before taking any student from school early.

Excused/Unexcused Absences:

The definition of "excused absence" includes the following:

- Personal illness;
- Health-related treatment, examination, or recuperation;
- Serious illness or death of a member of the family;
- Obligatory religious observances;
- Participation in a district-approved or school sponsored activity or course;
- Absences prearranged by parents and approved by the principal; and
- Students of active duty military personnel may have additional excused absences at the discretion of the principal for visitations relative to leave or deployment.

All absences which do not fit into one of the above categories would be considered an unexcused absence. A student serving a period of suspension or expulsion from the district shall not be considered inexcusably absent.

Make-Up Work:

It is the student's responsibility to obtain make-up assignments from teachers following an excused or unexcused absence.

Tardies:

Prompt arrival at school is expected of all students. Late arrival disrupts class and causes loss of instruction time. Any student not in the classroom when the tardy bell rings will be considered tardy.

Procedures:

1. All tardies to class will be dealt with by the classroom teacher. Excessive tardies are detrimental to academic success and are discouraged.
2. Two tardies in any one class in a quarter will result in a student serving a 30-minute detention after school.
3. Three tardies in any one class in a quarter will result in a student being referred to the office.

Bullying

USD 418 ANTI-BULLYING GUIDELINES

Current Policy: Bullying by Students, Staff & Parents

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

Staff members who bully others in violation of this policy may be subject to disciplinary action, up to and including suspension and/or termination. If appropriate, staff members who violate the bullying prohibition shall be reported to local law enforcement. (Approved 3/10/14)

What is Bullying?

According to Kansas statute 72-8256 bullying is defined as:

- (1) Intentional, negative actions intended to harm another person (i.e., aggression)
- (2) Severe, persistent or pervasive acts

Experts also suggest that bullying involves an existing power differential between those who bully and those who are victimized.

Administration and/or staff will consider an act of bullying in violation of district policy if it has any affect on the school day. Administration will act upon any acts of bullying that occur on school grounds, at any school-sponsored activity or event (on or off campus), on school-associated transportation, or through school-owned technology.

To view Kansas statute 72-8256, please click [here](#).

Forms of bullying behavior:

- (1) Physical bullying – Hitting, pushing, tackling, tripping, poking, tugging, or tearing at clothes.
- (2) Verbal bullying – Calling of names, making verbal threats of physical acts (whether or not they are carried out)
- (3) Attacks on property – Writing on lockers, taking objects to keep or display publically, destruction of property
- (4) Social or relational bullying – Ostracism, social exclusion, gossip/”trash talking”/rumor spreading, nonverbal gestures such as eye rolling, directed laughter, mimicking
- (5) Cyberbullying – Bullying by use of any electronic communication device through means including, but not limited to, e-mail, instant messaging, text messages, blogs, mobile phones, pagers, online games and websites (i.e., circulating electronic images or videos, insulting text messages, harassment through online games, harassment through social media).

Reporting & Investigating Bullying

Students, families, and staff should report incidents of bullying to the Guidance office or Principal’s office. Students may first report a bullying incident to a teacher who will then either report the incident to one of these offices or help the student report the incident.

Staff will use the reporting form to aid in tracking incidences of bullying. These forms will be kept in the principal’s office.

A staff member from the Principal’s office or Guidance office has responsibility to investigate reported incidences of bullying. Upon completion of the investigation, administration will take action regarding the reported bullying incident. However, they are not at liberty to share the outcome or disciplinary action with the affected party.

The Kansas State Department of Education, in partnership with Kansas Children’s Service League has provided a 24-hour hotline as an additional resource. You can reach the hotline by calling 1-800-332-6378 or emailing 1800children@kscl.org.

Disciplinary Procedures

Each building will follow its current disciplinary progression (i.e. MTSS Behavior structure, increase in severity of discipline, recording in PowerSchool, use of positive behavior supports)

Curriculum Resources

- (1) 8 Keys of Excellence
- (2) Second Step
- (3) Second Step Bullying Module
- (4) Steps to Respect

Bullying Awareness

- (1) Directors and Coordinators will train new staff in recognizing bullying, understanding participant roles, understanding who is at risk for bullying, where bullying takes place, consequences of bullying for both the bully and victim, and how to react to bullying.
- (2) Directors and Coordinators will provide a staff refresher program every 3-5 years.
- (3) Principals and/or Counselors will review the policy and plan yearly with staff.
- (4) Principals and Directors will include the policy and plan in staff and student handbooks.
- (5) The district will post the policy and plan on the district website.




Community Service

All students who attend McPherson Middle School are required to complete 15 hours of community service prior to 8th Grade Recognition. MMS suggests students complete a minimum of 5 hours per school year to stay on track for completion of the 15 total hours. Students are required to log these hours into X2Vol and have them verified by an adult and/or staff member.

Discipline Explanations and Student Management

Behavior: We believe that each person has choices and is responsible for the consequences of those choices.

McPherson Middle School BARK Discipline Matrix

	Be Prepared	Act Responsibly	Respect others	Keep safe
 In the classroom	*Be in the classroom, when the bell rings *Have required supplies * S.L.A.N.T.	*Completes assignments on time *Write assignments into agenda *Participates in class activities	*Respect school property *Listen politely and speak with good purpose *Follow adult request quickly and without complaint	*Keep body and objects to self. *Know the emergency procedures and take practices seriously
 On Campus/ Restrooms	*Follow dress code *Be in assigned location only *Obtain a written pass	*Accept consequences without complaint *Silence and put away all electronic devices during school hours unless approved	*Use quiet voice *Speak with good purpose *Apologize when violating personal space	*Use proper stairway directions *Walk to the right in the hallway
 In the cafeteria/ recess	*Bring lunch or money to the cafeteria *Be in assigned location only	*Use good table manners *Follow lunch room rules *Follow adult requests quickly and without complaint	*Maintain position in line *Say "Thank-you" to those who serve *During transitions, allow learning to continue in classrooms	*Walk with purpose to and from the cafeteria *Keep area clean *Follow designated route to recess

At McPherson Middle School, student citizenship grades are based on students following of the BARK Discipline Matrix. Every student will start off the school year at Meets Expectation. Their individual following of the BARK Discipline Matrix will determine whether they move on the Citizenship Rubric.

Citizenship Rubric

Exceeds Expectation

Meets Expectation

Below Expectations

Likewise, detentions and office referrals are based on students not following the BARK Discipline Matrix.

Code of Conduct: All students are expected to conduct themselves as ladies and gentlemen at all times. Good discipline is essential to the operation of an effective educational system. Although discipline is not offered as a subject, it underlies the entire educational structure. It is the training that develops self-control, character, orderliness, and efficiency in an individual. It is the key to good conduct and proper consideration of other people.

Self-discipline is the most efficient way of obtaining the proper atmosphere toward rules, regulations, and responsibilities.

A fundamental belief at MMS is that teachers have the right to teach and students have the right to learn. Any student who infringes on these fundamental rights will be subject to appropriate corrective action.

Conferences: Student management problems and concerns may be addressed through conferences with teachers, parents, counselors, and/or administrators. The student may then be given the opportunity to correct his/her behavior and continue his/her education.

Inappropriate Behavior: In an effort to promote and ensure a safe, effective educational operation, the following will not be allowed at MMS. This list is not intended to be all-inclusive:

- Harassment,
- Hazing/Initiations,
- Throwing snowballs,
- Possession or shooting of fireworks,
- Possession of knives/pocket knives,
- Disruption of the learning environment,
- Sitting on tables or desks,
- Running in halls,
- Eating or drinking in any areas other than the activity center without administrative approval,
- Offensive language,
- Sexual misconduct.
- As a general guide, a display of affection between the students is limited to hand holding only. Kissing and intimate embracing are inappropriate.

Detentions will be issued for misbehavior, unexcused absences, or missed assigned teacher study time.

1. Detentions will be served in the room of the teacher who assigned the detention. The teacher will determine the time the detentions will be served.
2. Students who do not fulfill their detention requirement will receive either two detentions or a detention twice as long as the original detention.
3. If the student misses the doubled detention (s) the student will be referred to the office.

In-School Suspension: For disciplinary purposes, students may be assigned to ISS. In addition to behaviors listed or implied to be eligible for out of school in suspension or expulsion, an administrator may assign a student to ISS for other violations of the code of conduct or repeated unexcused absences from school. Failure to meet work or conduct expectations while assigned to ISS, will result in an immediate out- of-school suspension for open defiance.

Law Enforcement Reporting: McPherson USD 418 and MMS are required under the provisions of the Kansas School Safety and Security Act to report to local law enforcement an act committed at school, on school property, or at a school supervised activity which constitutes the commission of a felony or misdemeanor or which involves the possession, use or disposal of explosives, firearms or other weapons.

Suspension and Expulsion: In accordance with K.S.A. 72-8901-8906, the board of education authorizes the principals, assistant principals, and the assistant superintendent to suspend or expel any pupil or student guilty of any of the following:

1. Willful violation of any published regulation for student conduct adopted or approved by the board of education.
2. Conduct which substantially disrupts, impedes or interferes with the operation of any public school.
3. Conduct which endangers the safety of others or which substantially impinges upon or invades the rights of others at school, on school property, or at any school supervised activity.
4. Conduct which, if the student is an adult, constitutes the commission of a misdemeanor or felony or, if the student is a juvenile, would constitute the commission of a misdemeanor or felony if the student were an adult.

5. Disobedience of an order of a teacher, peace officer, school security officer, or other school authority, when such disobedience can reasonably be anticipated to result in disorder, disruption, or interference with the operation of any public school, or substantial and material impingement upon or invasion of the rights of others.
6. An expulsion may be for a term not exceeding 186 school days. If a suspension or expulsion is for a term exceeding the number of school days remaining in the school year, any remaining part of the term of the suspension or expulsion may be applied to the succeeding school year.
7. Possession of a weapon at school, on school property or at a school sponsored event.

Short Term Out-of-School Suspension (OSS): If a student earns a short term OSS the following regulations apply:

1. The student must not be in a school building, at any school-sponsored activity (home or away), or on the property of McPherson USD #418 while suspended from school.
2. When a student returns to school after a period of suspension or for a hearing, the student should first report to the principal's office.
3. An OSS will be classified as an excused absence.

The student's parent/guardian will be provided notice of the disciplinary assignment. The OSS period will be no longer than ten school days and a parental conference may be required prior to the student's readmission to school.

Discipline Plan:

Office Referral Progressions for minor violations. **The Administration reserves the right to use the discipline plan as a guide on office referrals.**

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|---------------------------|--|
| 1 st Referral: | Administrative Conference and out-of-class suspension for the remainder of the period and/or the next day. Report sent to the home and teacher contacts the student's parents. |
| 2 nd Referral: | Three day out of class suspension for that class. Report sent home and parental contact by the administrator. |
| 3 rd Referral: | One day in-school suspension* and parental contact by the administrator. |
| 4 th Referral: | Three day in-school suspension* with parental contact by the administrator. |
| 5 th Referral: | One-day out-of-school suspension with parental contact by the administrator. |
| 6 th Referral: | Three-day out-of-school suspension with parental contact by the administrator. |
| 7 th Referral: | Five-day out-of-school suspension with a formal conference between parents and building administration. |
| 8 th Referral: | Five-day out-of-school suspension with a hearing to consider long-term suspension or expulsion |

Major Violations

- | | |
|---------------------------|---|
| 1 st Referral: | One to Three day out-of-school suspension depending on the violation. |
| 2 nd Referral: | Three to Five day out-of-school suspension and possible hearing. If circumstances warrant, a referral to the police will be made. |
| 3 rd Referral: | Five-day out-of-school suspension and a mandatory hearing for long-term suspension or expulsion. If circumstances warrant, a referral to the police will be made. |

*In-school suspension time is 8:05 a.m.- 3:30 p.m. While either in school or out of school suspended, students will not attend any school functions held during or after the school day.

Electronic Device Violations

- | | |
|--------------------------|---|
| 1 st Offense: | Administrative Conference/ Warning/ Student may pick up device after school in the office |
| 2 nd Offense: | Parent Contact / Parent must pick up device from the office |
| 3 rd Offense: | Parent Contact / Detention / Parent must pick up device from the office |

Academic Dishonesty Violations

- | | |
|--------------------------|--|
| 1 st Offense: | Office referral. Parent contact is made and no credit is given for the assignment. |
| 2 nd Offense: | Office referral. Parent conference and no credit is given for the assignment. |
| 3 rd Offense: | Office referral. No credit is given for the assignment. A formal suspension hearing may be held. |

Dress Code

We believe that the manner in which a student dresses affects his/her behavior and that appropriate school dress is the responsibility of every student and parent. Students are discouraged from dressing in a manner that may be distracting to the point of upsetting the normal school operation.

1. Spaghetti strapped shirts, and lace shirts/blouses may not be worn unless they are worn over or under another shirt (not another tank top and/or spaghetti shirt).

2. Clothing advertising weapons, alcohol, tobacco or other illegal products will not be permitted. Clothing with disruptive or suggestive words or designs will not be allowed.
3. Shorts, skirts, and dresses should adequately cover the buttocks and upper thighs.
4. Halter tops, mesh shirts, and shirts/blouses that do not adequately cover the torso and show exposed midribs and/or cleavage may not be worn.
5. Clothing should cover underwear garments so that the underwear garment is not visible.
6. Students are required to wear footwear for health reasons.
7. Hats, bandanas, and hoods are not to be worn in the building, unless approved by the administration.
8. Pants and shorts must be worn fastened at the natural waistline.
9. Coats may not be worn in the classroom.
10. Chains attached to billfolds and/or clothing are not allowed in school.

Drugs, Alcohol, and Tobacco

Student consumption and/or possession of any alcoholic beverage, any form of tobacco, including electronic cigarettes, or other controlled substance in or near the school premises, or at any school-sponsored activity is prohibited. Use of these substances by students is illegal and is generally believed to pose significant health risks for children. Should school personnel have knowledge of violations of this policy, law enforcement personnel will be notified.

Violators of school policies in this area will be suspended. When necessary and appropriate, school personnel may provide suggestions for community or area resources that specialize in individual or family assistance in these matters. Participation in such programs would allow consideration of less suspension time.

Policy for Urine Drug Testing of McPherson USD 418 Students Involved in KSHSAA Sponsored Activities Grades 7-12

OVERVIEW

The USD 418 Board of Education, in an effort to protect the health and safety of its students involved in KSHSAA sponsored extracurricular activities from illegal drug and alcohol use and abuse or injuries resulting from the use of illegal drugs and alcohol adopts this policy for drug testing of students participating in KSHSAA sponsored extracurricular activities. The procedure for random and possible initial drug testing of middle school and high school students participating in KSHSAA sponsored extracurricular activities as defined in this policy is accomplished in conjunction with an independent drug-testing vendor selected by the USD 418 Board of Education. To facilitate random testing, the designated official will provide the vendor with a list of eligible students and in turn the vendor will randomly select up to ten percent (10%) of the eligible high school and up to five percent (5%) of the eligible middle school students for random drug testing at each testing period. The number of students selected for each test will be determined by the designated official. In the event the USD 418 Board of Education requires initial drug testing, each student electing to participate in any extracurricular activity will be required to submit to a urine drug test at the beginning of each school year or if a student is new to the district, within 30 days of enrollment in USD 418. The vendor will send qualified collectors to the school to oversee the collection of all specimens as outlined in this policy and procedure. The vendor will provide Medical Review Officer (MRO) services for interpretation and verification of results. Results are reported to the building principal or designated official by the MRO. Specimens are collected as split specimens.

The random drug testing program is academically non-punitive. This policy is designed to create a safe, drug free, environment for students and assist them in getting help when needed. However, to the extent a violation of this policy would also constitute a violation of the District's policy for Illegal and Controlled Substances (JCDAB), the sanctions of Policy JCDAB will also apply, as will the policies concerning substance abuse in the McPherson Middle and High School handbooks.

Participation in KSHSAA sponsored school extracurricular activities is a privilege. Accordingly, students in extracurricular activities carry a responsibility to themselves, their fellow students, their parents, and their school to set the highest possible examples of conduct, which includes avoiding the use or possession of illegal drugs and alcohol.

DEFINITIONS

Vendor – The medical office or company selected by the Board of Education to carry out the policy and procedure.

Designated Official – The individual hired by the school or district to oversee the drug testing program of the school or district.

KSHSAA – Kansas State High School Activities Association

KSHSAA Sponsored Extracurricular Activities – School-sponsored activities including:

- a. Grades 7-12 competitive athletic teams, including, but not limited to: boys/girls cross country, football, boys/girls soccer, boys/girls tennis, boys/girls basketball, boys/girls golf, wrestling, baseball, volleyball, softball, boys/girls track & field, boys/girls

swimming, boys/girls bowling, and other athletics as specified by the Board of Education.

b. Grades 7-12 noncompetitive extracurricular activities including, but not limited to, cheerleading, Hi-Steppers/dance squads, debate, forensics, band, orchestra, vocal music, National Honor Society, Student Council, KAY, scholar's bowl, and other activities as specified by the Board of Education.

An information list of KSHSAA sponsored extracurricular activities will be prepared by the building principal and may be modified as determined by the building principal.

Medical Review Officer (MRO) – A licensed physician trained and certified in the process and interpretation of drug testing results.

Illicit Substance – A drug classified by the Drug Enforcement Administration (DEA) as being available only by prescription from a physician or classified as being controlled and having no therapeutic use.

Banned Substance – A substance defined by School policy as being banned from use by students.

Student Participant – A USD 418 student participating on a KSHSAA sanctioned athletic team, or any other KSHSAA sponsored extracurricular activity as defined by this policy.

SAMSHA – The Substance Abuse and Mental Health Services Administration is a governmental agency that certifies toxicology laboratories that perform drug testing following strict guidelines and constant quality assurance programs.

GC/MS – Gas Chromatography/Mass Spectroscopy; a scientific process to identify specific chemical compounds. A molecular fingerprint is obtained that identifies a chemical compound with 100% accuracy.

Quantitative Levels – The measurement levels of specific chemicals in the urine reported usually in nanograms per milliliter (ng/ml).

Chain-of-Custody Form – A preprinted form provided by the testing laboratory that records all contact with the provided specimen. The form is initiated by the collector and donor then follows with the specimen until the results are certified by the testing scientist and forwarded to the MRO for final certification.

Adulterant/Adulteration – Any attempt to alter the outcome of a urine drug test by adding a substance to the sample, attempting to switch the sample, or otherwise interfere with the detection of illicit or banned substances in the urine, or purposefully overhydrating oneself in an attempt to dilute the urine to decrease possible detection of illicit or banned substances

PROCEDURES FOR STUDENTS

a. Informed Consent for Testing

At the beginning of each school year, students and parent/guardian/custodian will complete and sign the Informed Consent Agreement (Exhibit A) and Release of Information Form for Medical Review Officer (Exhibit C). No student may participate in any extra-curricular activity, as defined by this policy, until this form is properly executed and on file with the school. If a student wishes to participate at any point during the school year, these forms must be filed prior to beginning the KSHSAA sponsored activity, or by October 1st, which ever comes first. Transfer students wanting to participate must complete forms upon arrival if wanting to participate in KSHSAA activities that school year.

b. Urine Drug Testing Frequency

All students wishing to participate in KSHSAA sponsored extracurricular activities as defined by this policy may be subject to urine testing for illegal or banned substances as specified in Paragraph 9 below. Up to ten percent (10%) of eligible students in grades 9-12, and up to five percent (5%) of eligible student in grades 7-8 will be randomly tested on up to a bi-weekly basis anytime during the school year. Any student who refuses to submit to urine drug testing will not be allowed to participate in extracurricular activities as defined by this policy. The refusal to submit to a urine drug test will be considered the same as a positive drug test result.

c. Sample Collection

Samples will be collected as outlined under *Vendor Requirements*, Paragraph 6 below.

Any eligible student randomly selected for urine drug testing who is not in school on the day of testing will be tested at the next available testing time. Students not able to provide an adequate urine specimen at the testing time will be unable to participate in KSHSAA sponsored extracurricular activities and the failure will be considered the same as a positive drug test result. Arrangements may be made for special collections at a vendor collection site with prior approval of the building principal or designated official.

d. Tests for Alcohol

Students attending extracurricular activities as may be randomly required to submit to an alcohol breath analyzer test to determine the presence of alcohol.

CONFIDENTIALITY RESULTS

All drug test results are considered confidential information and will be handled accordingly.

VENDOR REQUIREMENTS

At a minimum, the vendor must be able to provide the following services:

a. Random Selection of Eligible Students

Once provided a list of eligible students, the vendor must select the required number of students in a random and confidential manner. Up to biweekly, the vendor will arrange with the designated official a day and time to do the collection of specimens. The schedule will not follow any recognizable pattern. The selected student names will be given to the designated official, who will arrange for these students to report to the collection area.

b. Collection of Urine Specimens

The vendor will oversee the collection of urine specimens as outlined in the **Procedure for Random Urine Drug Testing of McPherson USD 418 Students Involved in KSHSAA Sponsored Activities Grades 7-12**. Chain of Custody forms will be provided by the vendor that meets the criteria of this policy and that of the testing laboratory. Students will be given as much privacy as possible in the obtaining of the specimen.

c. Testing of Urine Specimens

The vendor will have all specimens tested for the specified illicit or banned substances by a qualified laboratory certified by the **Substance Abuse and Mental Health Services Administration (SAMSHA)** following the guidelines of the **Department of Health and Human Services (HHS)**. The testing laboratory should have greater than 10 years experience in toxicology testing and chain-of-custody procedures. All specimens must be initially tested using a highly accurate immuno-assay technique, with all presumptive positive results then confirmed by a **Gas Chromatography/Mass Spectroscopy (GC/MS)** confirmatory test (understanding that no current GC/MS test is available for LSD).

The testing laboratory must be able to test for the following drug classes, substances or their metabolites in collected urine specimens. The building principal may specify specific classes or substances to be tested and advise the vendor prior to random testing.

Alcohol, Amphetamines, Anabolic Steroids, Barbiturates, Benzodiazepines, Cocaine, Metabolites, LSD, Marijuana, Metabolites, Methadone, MDMA (Ecstasy), Nicotine, Opiates, Phencyclidine, Propoxyphene

d. Medical Review Officer (MRO) Services

The vendor will provide MRO services by a licensed physician who is certified by the **Medical Review Officer Certification Council (MROCC)** or the **American Association of Medical Review Officers** as having proven by examination to have had the appropriate medical training to interpret and evaluate drug test results and thus qualified for certification as a Medical Review Officer. Additionally, the MRO must demonstrate a willingness to abide by the **Procedure for Random Urine Drug Testing of McPherson USD 418 Students Involved in KSHSAA Sponsored Activities Grades 7-12** as to the evaluation of positive drug tests and reporting findings in a timely and confidential manner.

e. Reporting of Random Urine Test Results by Vendor

The MRO will certify all urine drug screens as negative or positive and report positive findings in a confidential manner to the parent and then the building principal by a secure e-mail system.

f. Statistical Reporting and Confidentiality of Urine Drug Test Results

The vendor, testing laboratory, or MRO may not release any statistics on the rate of positive drug tests to any person, organization, news publication or media without expressed written consent of the McPherson USD 418 Superintendent of Schools. However, the vendor will provide the building principal with an annual report showing the number of tests performed, rate of positive and negative tests, and what substances were found in the positive urine specimens.

PROCEDURES IN THE EVENT OF A POSITIVE RESULT

a. Whenever a student's test result indicates the presence of illegal drugs or banned substances or adulteration, the following will occur after the MRO notifies the parent:

(1) The building principal, within 24 hours, will notify the parent/guardian/custodian first, then the student and designated official of any positive results. A written notification from the building principal, by form letter, will be sent to the parent/guardian/custodian by certified mail. The building principal may keep all test results for a period up to two years or 30 days after the student graduates, whichever is shorter.

(2) The student will be notified and be required to submit to five periodical urine tests throughout the next 12-month period at their own expense to retain activity participation eligibility.

(3) If the parent/guardian/custodian or student wishes to contest the results, the vendor will arrange for the split portion of the specimen to be submitted to another laboratory approved by the Board of Education for testing. This is done at parent/guardian/custodian or student expense. Such a request must be made to the building principal in writing within five working days from first notification of positive test results.

(4) The MRO may use quantitative results to determine if positive results on repeat testing indicate recent use of illicit or banned substances or the natural decline of levels of the illicit or banned substance from the body. If the MRO feels the quantitative levels determined to be above the established cutoffs do not reflect current use but natural decay, then a negative result may be reported.

b. First Positive Result

A positive result from the MRO or an altered sample will constitute a first positive. The student participant will be ineligible for next 20% of scheduled competitions/performances or remainder of season (whichever is shorter) in each KSHSAA activity they are currently involved in. The specific coach or sponsors individual team/group policy may supersede the requirements of this policy based on prior behavior, but cannot be less than the provisions of this paragraph. Additionally, student participants who have a first positive result will be required to submit to five follow-up drug tests during the next twelve (12) month period and will be required to participate in a chemical assessment program to determine the extent of their drug/alcohol use. The student will be required to follow the recommendations of the chemical assessment.

The cost of the follow up drug tests, chemical assessment and follow-up plan will be the responsibility of the student or student's parents or guardian if under age 18.

c. Second Positive Result

A second positive result by MRO ruling or adulteration will result in the student participant being declared ineligible from all KSHSAA sponsored extracurricular activities as defined in this policy in which he/she is currently participating and denied participation in future KSHSAA sponsored extracurricular activities for a period of 18 school weeks (weeks during summer would not apply, so these 18 weeks can carry over into the next school year). In addition, the student must complete a comprehensive substance abuse program recommended by a certified substance abuse professional. The student will continue or repeat the five necessary follow-up drug screens. The cost of the substance abuse program and follow up drug tests will be the responsibility of the student or student's parent or guardian if under age 18.

d. Third Positive Result

A third positive result will result in the student participant being barred from participation in any KSHSAA sponsored extracurricular activities as defined in this policy for a minimum of one calendar year. In addition, the student must participate in a chemical assessment program and successfully complete a substance abuse program recommended by a certified substance abuse professional at the expense of he student or student's parents or guardian. (The substance abuse program can-not be the same program attended because of the Second Positive Result). At the end of the one calendar year and successful completion of the substance abuse program, the student must complete another drug screen at the student's expense, with negative results. Upon return to participation in KSHSAA sponsored extracurricular activities, the student will continue or repeat the five necessary follow-up drug screens at their own expense. The period of exclusion from extracurricular activities may continue into the following school year.

e. Additional Positive Result after 3rd Positive

If a student participant would have additional positive results by MRO ruling or adulteration that student would be barred from participation in KSHSSA sponsored extracurricular activities for an additional one calendar year for each positive result.

NON-PUNITIVE NATURE OF POLICY

No student will be penalized academically for testing positive for illegal drugs or banned substances. The results of drug tests pursuant to this policy will not be documented in any student's academic records. Information regarding the results of drug tests will not be disclosed to criminal or juvenile authorities, including the school SRO, unless required to do so by a court order, by a valid and binding subpoena or other legal process. In the event of service of any such court order, subpoena or legal process, the student and the student's custodial parent, legal guardian, or custodian will be notified at least 72 hours before response is made by the McPherson USD 418 Board of Education, if such notice is allowed by law. However, to the extent a violation of this policy would also constitute a violation of the District's policy for Illegal and Controlled Substances (JCDAB), the sanctions of Policy JCDAB will also apply.

ILLICIT OR BANNED SUBSTANCES

For the purpose of this policy, the following drug classes, substances or their metabolites that can be tested for are considered illicit or banned for McPherson Unified School District 418 Students:

Alcohol, Amphetamines, Anabolic Steroids, Barbiturates, Benzodiazepines, Cocaine, Metabolites, LSD, Marijuana, Metabolites, Methadone, MDMA (Ecstasy), Nicotine, Opiates, Phencyclidine, Propoxyphene

REMOVAL OF TEST RECORDS

- a. The school district shall remove all records of urine testing and the results thereof from its records within 30 days after the graduation of any student from the USD 418 high school.
- b. The school district shall remove from its records all records of any testing and results thereof within 36 months after the withdrawal of any student from the USD 418 school system.

**MHS/MMS Substance Abuse Policy
Students Involved in KSHSAA Activities
Grades 7-12**

Certain standards of social behavior are expected of all students in USD 418. However, since students participating in interschool activities sponsored by the Kansas State High School Activities Association voluntarily make a commitment to become team members and because they are more visible representatives of our school and community, they are expected to meet higher standards of conduct and discipline. McPherson High School and McPherson Middle School endorse a substance abuse prevention policy, which includes random drug testing as outlined in USD 418 BOE Policy, that will aid students in abstaining from the possession and/or use of unauthorized drugs, steroids, alcoholic beverages, or any form of tobacco, intervene early when student use is detected, and take corrective action.

A violation of the policy is defined as possession and/or use of unauthorized drugs, steroids, alcoholic beverages, or any form of tobacco. A USD #418 staff member, police report, positive result from random drug test as defined by USD 418 BOE Policy and/or parent or student self-referral will verify violations. A violation shall result in the participant being suspended from the respective team/group as outlined below. A hearing with the participant, their parents, the coach, and Activities Director or Principal is required. When applicable, the person witnessing the violation would also be present.

1st Violation Consequences:

The student participant will be ineligible for 20% of scheduled competitions/performances or remainder of season (which ever is shorter) in each KSHSAA activity they are currently involved in. The specific coach or sponsor's individual team/group policy may supersede the requirements of this policy based on prior behavior, but cannot be less than the provisions of this paragraph.

Additionally, student participants who have a first violation will be required to submit to five follow-up drug tests, as outlined in USD 418 BOE Policy, during the next twelve (12) month period and will be required to participate in a chemical assessment program to determine the extent of their drug/alcohol use and follow any recommendations made during the assessment. The cost of the follow-up drug tests and chemical assessment will be the responsibility of the student or student's parents or guardian if under age 18.

2nd Violation Consequences:

The student participant being declared ineligible from all KSHSAA sponsored extracurricular activities in which he/she is currently participating and denied participation in future KSHSAA sponsored extracurricular activities for a period of 18 school weeks (weeks during the summer would not apply, so these 18 weeks can carry over into the next school year).

In addition, the student must complete a comprehensive substance abuse program recommended by a certified substance abuse professional and follow any recommendations made. The student will continue or repeat the five necessary follow-up drug screens, as outlined in USD 418 BOE Policy. The cost of the substance abuse program and follow-up drug tests will be the responsibility of the student or student's parent or guardian if under age 18.

3rd Violation Consequences:

The student participant will be barred from participation in any KSHSAA sponsored extracurricular activities for a minimum of one calendar year.

In addition, the student must participate in a chemical assessment program and successfully complete a substance abuse program recommended by a certified substance abuse professional, and follow any recommendations, at the expense of the student or student's parents or guardian. The substance abuse program cannot be the same program attended as a result of the 2nd violation. At the end of the one calendar year and successful completion of the substance abuse program, the student must complete another drug screen at the student's expense, with negative results. Upon return to participation in KSHSAA sponsored extracurricular activities, the student will continue or repeat the five necessary follow-up drug screens, as outlined in USD 418 BOE Policy, at their own expense. The period of exclusion from extracurricular activities may continue into the following school year.

Additional Violations after 3rd Consequence:

The student participant would be barred from participation in KSHSAA sponsored extracurricular activities for an additional one calendar year for each positive result.

MMS Eligibility Requirements

Students involved in activities offered at McPherson Middle School are recognized as official representatives of the school. Their conduct and sportsmanship on and off the school premises should display the highest possible standards. Below are the eligibility requirements for Kansas State High School Activities Association (KSHSAA):

1. An annual physical examination form or an optional physical exam with parental consent shall be completed and filed with the school prior to the first practice in which the student participates. Students only involved in non-athletic activities, such as band, orchestra, vocal, etc. do not need to have a physical examination form on file.
2. Students shall have passed five new subjects of unit weight the previous semester of attendance. ~~MMS students participating in extracurricular activities may not be failing any class.~~
3. Students shall be enrolled in and attending at least five subjects of unit weight.
4. Students shall be a bona fide member of the school and in good standing.
 - a. Shall not be under penalty of suspension; character or conduct must not bring discredit to the school or the student.
 - b. Shall not be using any form of tobacco, illegal drugs, or alcoholic beverages, etc. at school events.
 - c. Shall not be using an assumed name while competing.
5. Students shall be regularly enrolled and in attendance not later than Monday of the fourth week of the semester in which they are participating;
6. Students shall not have more than two (2) semesters of possible eligibility in grade seven and two (2) semesters in grade eight.
7. Students who reach the age of 14 by the 7th grade, or 15 by the 8th grade, after September 1, shall be eligible for the remainder of that school year.
8. Transfer students shall be eligible if their parents have made a bona fide move to a new permanent residence in the vicinity of the new school to which the student transfers.
9. Students shall not have competed for money or merchandise, and shall have observed all other provisions of the Amateur and Awards Rules.
10. Students shall not engage in outside athletic competition in the same sport while a member of a school squad.
11. Students shall not be a member of a fraternity or other organization prohibited by law or by the rules of KSHSAA.
12. Students shall not participate in training sessions or tryouts held by colleges or other outside agencies in a sport while a member of a school athletic team in an identical sport.

The scholarship requirement will be waived for the first semester of the 7th grade year and the first semester of the 9th grade year. In addition to KSHSAA requirements, Coaches, Directors, and Sponsors may have additional academic and behavioral requirements for participation.

MMS Activities Fee

Students participating in all KSHSAA sponsored activities will pay an activity fee of \$50 per year. Students eligible for reduced lunches will pay \$35, and students eligible for free lunches will not have to pay the activity fee.

Emergency Safety Interventions (Board Policy GAAF)

Emergency Safety Interventions (Board Policy GAAF)

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,

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

Any such investigation must be completed within thirty (30) days of receipt of the formal written complaint by the board clerk and superintendent. On or before the 30th day after receipt of the written complaint, the board shall adopt 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.

Equipment

Personal electronic devices, including cell phones, Airpods or like device, may be used before or after school or during lunch. These devices should be put away during the school day. Other use of mp3 players, cell-phones, cameras, electronic games, and other items of this nature are not permitted. Not only do they disturb classes, but they are often lost or stolen. **The student brings such items to school at their own risk and the administration will not spend time investigating the loss or theft of this type of equipment.** If such items are utilized between 8:10am and 3:10pm they will be confiscated by a staff member and turned into the office. Please refer to the electronic device violation scale on page nine for additional information. Backpacks may be used in the classroom or kept in assigned lockers. Only one backpack is allowed to be carried from class to class. All other bags, backpacks, purses, etc. must be kept in assigned lockers.

Fireworks

Students bringing fireworks onto the school premises will be suspended. Students igniting fireworks on school grounds or in school buildings will be suspended and/or referred to the police.

Grading Scale and Progress Reports

All teachers are expected to consistently document student performance results in order to evaluate progress and assign both achievement and citizenship marks at the end of each nine weeks grading period. The following grading scale will be used:

- A.....90 - 100
- B.....80 - 89
- C.....70 - 79
- D.....60 - 69
- F.....59 - below
- IP....In-Progress

Grievance Policy

Any student may file a complaint with the principal against any school employee or any school rule and regulation. Said complaint must be in writing and must be filed within 20 days following the act or event about which the complaint arose. Said complaint must be specific and in reasonable detail as to the who, what, where and when of the complaint. Any complaint not filed within said 20-day period shall be deemed to have been waived. Complaints or grievances concerning a board rule or regulation may be filed at any time and shall be filed with the clerk of the board. Complaints or grievances concerning a

particular principal's rule or regulation shall be filed with that principal.

Hall Passes

A hall pass is required to leave classrooms during class time and will be given only in emergencies. ~~The agenda books may be used as the hall passes.~~ Class breaks are for drinks and restroom needs.

Honor Roll

Two honor rolls are computed for each grade level at the end of each grading period. They are:

- "A" Honor Roll - grade point average 3.50-4.0, no grade below a "B"
- "B" Honor Roll - grade point average 3.00-3.49, no grade below a "C"

Human Sexuality

McPherson board of education policies provide parents a provision to request that their child be excused from instructional topics which (a) involve human sexuality and AIDs, or (b) topics that are objectionable on religious grounds. Parents who believe either situation applies for their child should contact the school principal for detailed information about the procedures.

Immunizations

Kansas law requires that students entering a Kansas school must present current evidence of immunization. Students who have not completed the required inoculations may enroll or remain enrolled while completing the required inoculations. Students may also enroll if the pupil is transferring into this district and are awaiting transfer of records or have a written medical or religious exemption. All students ages eight and under must also provide documentation that they have had an appropriate health assessment prior to entering preschool, kindergarten or before enrolling in a Kansas school for the first time.

Insurance

Parents/Guardians are responsible for providing insurance for their student(s). Student accident insurance is available through a private company, and the information can be obtained through the school.

Internet Use

The district requires legal, ethical, and appropriate use of the network/internet. Transmission of any material in violation of any United States or state regulations is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene materials, or material protected by trade secret. Use of the network for commercial activities, product advertisement, religious proselytizing, or political lobbying is prohibited. Access to McPherson USD 418 network/internet is a privilege, not a right. Inappropriate use may result in cancellation of those privileges. Please refer to the USD 418 Acceptable Use Policy for additional information.

Library

The library may be open 15 minutes before and after school for students needing to use library materials. Students may check out two books for three weeks at a time. A ten-cent fine will be charged for each school day the book is overdue. Special permission is required when checking out more than two books at one time. Students will be checked out a Chrome Book at the beginning of each school year. They are responsible for keeping up with it, bringing it to school, proper care, and returning it at the end of the school year. Should a student need to borrow one due to forgetting it, losing it, or damaging it, they will be allowed 3 free daily rentals. After this, they will be charged \$2.00 per day for a loaner unit. There is a \$250.00 replacement fee for any lost or severely damaged Chrome Book. If the Chrome Book is not returned by the end of the school year or replacement fee paid, the Chrome Book may be reported as stolen.

Lockers

1. Students will be assigned a locker for school supplies and personal belongings. Students not using assigned lockers may be subject to disciplinary action.
2. Each individual locker is equipped with a built-in lock. The student will be provided the combination for his/her locker. Students should not share locker combinations with anyone. The physical education teacher will assign a locker in the gym locker rooms. Combinations for these lockers will be provided.

Lockers are the property of McPherson USD 418 and may be checked periodically by school personnel. Students have no expectation of privacy in their assigned locker. Students are expected not to deface lockers in any fashion, either by writing, bending, or removing parts, or attaching stickers inside or out. Students who deliberately deface or damage lockers will be required to pay for all damages. Lockers will be cleaned by students and checked by school personnel.

Lost and Found

Students should:

1. Place their names in all books, billfolds, wearing apparel, etc.
2. Take care of all books and possessions. Books that are lost or damaged beyond normal wear must be paid for by the students.
3. Place valuable possessions in locked lockers during physical education.
4. Report lost and found items to the office where an attempt will be made to locate the item and/or owner.

Neither McPherson USD 418 nor McPherson Middle School are responsible for lost or stolen item.

Lunchroom

McPherson Middle School has a 30-minute closed lunch period. Well-balanced meals are available to students each day. The ala carte variety is available to students at posted prices. Students are responsible for their own meal code number that will draw from the student's meal account. Deposits into student accounts must be made before school in the kitchen. You may also put money on student's account through www.myschoolbucks.com. Checks should be made payable to McPherson Middle School. **Students are allowed to go negative \$10.00 on their meal accounts before their account is closed.** Individual meals may be purchased each day for cash. Students may bring sack lunches. Milk is available to be purchased. Sack lunches should be placed in lockers until the meal period.

Make-up Work

Parents may request make up work when students are absent for more than one day. These requests should be made by calling the school office or emailing the teachers directly. Assignments should be picked up between 3:30 and 4:00 p.m. Following a regular excused absence or suspension (OCS, ISS, OSS) a student is entitled to full academic make-up privileges with no penalties. For short absences, the student will be given two make-up days for each day absent. Make-up time for longer absences will be determined in a reasonable manner so the student will not be unnecessarily penalized. Teachers will give needed assistance in make-up efforts.

Medicine

When medication is necessary for a student to remain in school, a written order from the family physician must accompany all medication or treatment to be administered by school personnel. All medications are to be brought to the counseling office before 8:15 a.m. First aid will be administered in the office and parents will be notified immediately in the case of serious injury or illness.

Mastery

Students who do not master 8th grade English/Language Arts, Math, Science, and/or American History in the 2019-2020 school year will have the option of attending Saturday School or summer school. Upon successful completion of all required units, the student will pass and have full-time freshman status. If mastery is not completed within the school year, the student may be required to retake the entire class for the 2019-2020 school year at the Middle School.

Physical Education

Clothing for participation in physical education or similar school activities will be red shorts and plain white or gray T-shirts (no V Necks). The clothing shall be of proper fit to afford modesty and to permit the student free action in carrying out P.E. activities. Slip-on shoes are not acceptable. The class instructor shall determine whether the clothing meets the requirements. Names should be placed on all gym wear.

Racial Harassment

McPherson USD 418 policy states: "Discrimination or harassment on the basis of race, color or national origin shall not be tolerated in the school district. Racial harassment of employees or students of the district by board members, administrators, certified and support personnel, student, vendors, and any others having business or other contact with the school district is strictly prohibited." Any student who believes he/she has been subjected to racial discrimination or harassment should discuss the problem with his/her principal or another certified staff member. Initiation of a racial discrimination/harassment complaint will not cause any adverse reflection on the student.

Report Cards and Progress Reports

Progress reports will be available online at the conclusion of each quarter and semester. Fall conferences will be held during the week of **October 21, 2019** and parents will receive their students' first nine weeks report cards at that time. Spring conferences will be held during the week of **March 9, 2020**. The second semester report cards will be available **June 1, 2020**.

School Schedule

Doors open.....	8:05 a.m.
School begins ...	8:10 a.m.
1 st Hour	8:10 a.m. – 8:55 a.m.
2 nd Hour	8:59 a.m. – 9:44 a.m.
3 rd Hour.....	9:48 a.m. – 10:33 a.m.
4 th Hour.....	10:37 a.m. – 11:22 a.m.
5 th Hour.....	11:26 a.m. – 12:43 p.m.
1 st Lunch	11:22 a.m.-11:52 a.m.
2 nd Lunch	11:46 a.m.-12:16 p.m.
3 rd Lunch	12:13 p.m.-12:43 p.m.
6 th Hour.....	12:47 p.m. – 1:32 p.m.
7 th Hour.....	1:36 p.m. – 2:21 p.m.
8 th Hour.....	2:25 p.m. – 3:10 p.m.
Tutorial.....	3:15 p.m. – 4:15 p.m.

School Newsletter - “The Bullpup Express”

A school newsletter containing items of interest to students and parents will be distributed on the district website or by mail once a month. The newsletter will feature a daily calendar of coming events and articles about the middle school program. It will also include monthly calendars, and timely information for both students and parents. Additional newsletters are available in the office. Please check this site <http://www.mcpherson.com/418/>.

Sexual Harassment

McPherson USD 418 board policy states, “The board of education is committed to providing a positive and productive working and learning environment, free from discrimination on the basis of sex, including sexual harassment. Sexual harassment will not be tolerated in the school district. Sexual 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.

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

Sexual harassment may result from verbal or physical conduct or written or graphic material. Sexual harassment may include, but is not limited to: verbal harassment or abuse; pressure for sexual activity; repeated remarks to a person, with sexual or demeaning implication; unwelcome touching; or suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning an employee's job status.”

Skateboards, Bikes, Scooters, and Inline Skates

Bicycles are to be placed and locked in the racks on the north side of the building upon arrival at school. Students are **NOT** to ride bicycles on the sidewalks. Skateboards, scooters, and in-line skates are not allowed.

Stairs

Students will go up the east stairs and come down the west stairs at all times.

Student Government

MMS has an active and effective student council. The purpose of the council is to promote leadership and to provide first-hand experience for students in the methods and procedures of committees in government. In addition, the student council sponsors special activities as well as service projects for the entire student body. Student council elections are held in September. A representative is elected to serve on the general council. A school-wide election is held in May to select a president, vice president and secretary. All members of the student body are encouraged to participate in the activities of student government. Students must meet or exceed standards in citizenship to serve on the student council.

Student Supplies

Students are responsible for the following supplies:

- Backpack
- College rule notebook paper (Loose Leaf Preferred)
- 4 college rule spiral notebooks (English/Language Arts, Math, Science, Social Studies)
- 6 different colored pocket folders (3-hole punched, one for each class)
- 2 - 3" by 3" post-it notes
- 3 highlighter markers-different colors
- Fabric or plastic pencil bag
- Package of #2 pencils
- Box of 12 Colored Pencils
- 1 Hand held pencil sharpener
- Package of black ballpoint pens
- Package of red ballpoint pens
- Eraser
- 2 large boxes Kleenex tissues
- Red shorts and plain white t-shirt (PE class)
- Headphones or ear buds (Tech Lab)
- 9x6 Sketchbook and 2 #2 HB pencils (Art class)
- Algebra 1 Students need a Scientific Calculator (TI-30XA)
- Additional supplies may be required by individual teachers on the first day of school.

Telephone Use

A phone for student use is located in the gymnasium corridor. With teacher permission, the counseling office phone may be used for emergencies such as sickness or teacher initiated study times. Office secretaries will handle incoming calls for students, but students will not be called from classes to take calls unless it is an emergency.

Tutorial

Tutorial is offered afterschool every Monday-Thursday from 3:15-4:15pm in the library. The adults working in tutorial are available to help all students in any subject they may need assistance. Any student who falls behind, has missing assignments, or low grades may be assigned a Mandatory Tutorial by a teacher, counselor, or administrator. Any student who does not attend a Mandatory Tutorial will be assigned a detention.

Unpaid Meal Charges

The McPherson School district wants children to be nourished and prepared to learn. However, the district must also be financially responsible to the patrons. Federal policy guidance memo SP-46-2016 requires the district to inform families of the delinquent and bad debt policies for unpaid meal charges. McPherson Schools will implement the following charge policy beginning July 1, 2019.

Students whose balance reaches a \$0.00 amount, will not be allowed to purchase a la carte items. At the end of the month, each student with a negative account will have it reconciled to a zero balance by debiting their student fee account. Principal/Food

Service staff member will be notified when the student reaches a negative balance and may contact the family to evaluate if there are other challenges facing the family. Alternate meals will not be served. Automatic low balance phone calls and email alerts will be sent on Monday when the student account has a + \$3 balance. Delinquent reminders will be sent Monday, Wednesday and Friday automatically when the student's account is negative. Paper reminders will not be sent home. Lunch accounts should be in a positive balance on the last day of school.

Visitors

Students are not permitted to have friends visit classes **or at lunch time**; however, parents and grandparents are welcome to visit McPherson Middle School. Guests should report to the office to obtain a visitor pass before proceeding to a classroom.