

Mulvane Public Schools Family Handbook 2024-2025

OUR VISION:

In partnership with our families and community, the vision for Mulvane Public Schools is to prepare today's learners for tomorrow's opportunities.



Mulvane School District
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In partnership with our families and community, the vision for Mulvane Public Schools is to prepare today's learners for tomorrow's opportunities.

Our CORE VALUES:

*Community, Families, & Individuals
Safety and Wellness
Lifelong Student Achievement & Success
Respectful & Collaborative Relationships
Dedicated & Passionate Staff*

Welcome to Our School District

Parents/Guardians of all USD #263 Students,

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

Sincerely,

USD #263 Administration

Board of Education

Mr. Jeff Ellis
Mr. Steven Fry
Ms. Stacy Gear
Mr. Chris Heersche
Mr. Fred Heersche
Ms. Destiny Myers
Ms. Crystal Smith

Administration

Asst Director of Special EducationCasey Lucas
Asst Superintendent of Educational Services.....Trista Cuthbertson
Director of FinanceCarolyn Young
Director of Food ServiceRichard Hampton
Director of OperationsBrad Canfield
Director of Special EducationTrista Cuthbertson
Director of Special Services and CommunicationGlenda Cowell
Director of TechnologyJosh Nearhood
Director of Transportation Brad Canfield
Principal of Mulvane Grade SchoolErica Mize
Principal of Mulvane High SchoolJeromy Swearingen
Principal of Mulvane Middle SchoolColin Cathey
Principal of Munson Primary SchoolRenee Sweetwood
SuperintendentDr. Jay Ensley

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Academic Grade Reports Skyward Family Access is available for daily access to your child's grades, attendance, and more. Please visit the district website, www.usd263.com, and click on the Skyward Family Access quick link. You are able to obtain needed login information by calling the district (316-777-1102 ext 5216). After you login with this password, click on the Account Info icon and change your password to something of your choice. If you are unable to access the internet, please contact your child's teacher to request a printed copy of progress reports.

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

- Copying, attempting to copy, or giving answers to another student during an examination
- Failing to credit the product of someone else's creativity and work
- Copying or permitting another student to copy or obtain credit for one's work
- Using A.I. (Artificial Intelligence) on coursework without explicit prior permission from the teacher.
- Any other action intended to obtain credit for work not one's own

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

Attendance We believe regular attendance is essential for academic success. Any student who accumulates 3 consecutive unexcused absences or 5 unexcused absences in a semester or 7 unexcused absences in a school year will be identified as truant. If the student is under the age of 18, he/she will be referred to the Compulsory Attendance Law ([K.S.A. 72-3120](#)). For the purposes of counting days toward being "truant" as per state law, 1-3 hours missed will be counted as a half day. Anything missed over 3 hours will be counted as a whole day. **Students with excessive absences, (7 or more) may be required to provide professional documentation for the absences to be excused.**

Procedure for Notifying School when Absent Please notify the school of your student's absence as soon as possible. If we have not been notified, you will receive notification on the day of the absence. This is to ensure the safety of our students. Please remember that simply notifying the school of a student's absence does not guarantee that the absence is excused. **The school administrator determines if an absence is excused or unexcused. For an absence to be considered "excused" and/or "exempt" (if the student exceeds 7 days), documentation or notification must be made to the office within 48 hours.**

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

- * illness/health appointments (Dr. Note/School Nurse)
- * funeral
- * religious observances
- * court appearances
- * college visits
- * special requests as approved by building administration
- *military-related absences (family deployment departure/return, recognition, etc)

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

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

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

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

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

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

Bullying/Harassment Policy The Board of Education prohibits bullying in any form on or while utilizing school property, in a school vehicle, or at a school-sponsored activity or event. The administration shall propose, and the board shall review and approve a plan to address bullying on school property, in a school vehicle, or at a school-sponsored activity or event. School vehicle means any school bus, school van, other school vehicles and private vehicles used to transport students or staff members to and from school or any school-sponsored activity.

Bullying means: any intentional gesture or any intentional written, verbal, electronic, or physical act or threat that is sufficiently severe, persistent, or pervasive that creates an intimidating, threatening or abusive educational environment for a student or staff member that a reasonable person, under the circumstances, knows, or should know will have the effect of: harming a student or staff member, whether physically or mentally; damaging a student's or staff member's property; placing a student or staff member in reasonable fear of harm to the student or staff member; placing a student or staff member in reasonable fear of damage to the student's or staff member's property; or cyber bullying (bullying by use of any electronic communication device through means including, but not but not limited to, email, instant messaging, text messages, blogs, mobile phones, pagers, online games and websites.) Any form of intimidation or harassment is prohibited by the Board of Education of USD 263 with respect to policies concerning bullying adopted pursuant to this section of subsection (e) of [2017 supp K.S.A. 72-1138](#) and amendments thereto.

The plan shall include provisions for the training and education of staff members and students and shall include appropriate community involvement as approved by the board. Students who have bullied others in violation of this policy may be subject to disciplinary action, up to and including suspension and expulsion. If appropriate, students who engage in bullying activities may be reported to local law enforcement. Students who engage in harassment should know that such behavior can result in discipline or actions which may include restrictions on the offender's activities and learning environment, suspension or expulsion. Any incidents of bullying may be reported to any teacher, counselor, or administrator and complaints of bullying will be handled pursuant to procedures set forth in the district's racial and sexual harassment policies. The principal is designated as the complaint manager, who will investigate, file the appropriate written report when necessary, and take any necessary action. The district bullying implementation plan may be found on the district website: www.usd263.com under Board Policies. (See [GAEE, JDDC.](#))

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

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

Crisis Plan: Per Board of Education (BOE) policies, the district's crisis and safety plans are on file in each building and with the clerk.

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

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

Emergency Safety Intervention The Board of Education of USD #263 and its employees are committed to limiting the use of Emergency Safety Interventions (ESI), such as seclusion and restraint, with all students. Mulvane Public School employees are encouraged to utilize other behavior management tools, including prevention techniques, de-escalation techniques, and positive behavior intervention strategies. USD #263 policies and procedures conform to the definitions and requirements of the Kansas Emergency Safety Interventions Law-Kansas Statutes Annotated; including that seclusion and physical restraint shall be used only when student conduct meets the definition of necessitating an emergency safety intervention. Kansas State Board of Education Law, regulations, and policy on ESI can be located on district website: www.usd263.com (Click on Front Page tab and when Front Page tab opens click on Emergency Safety Intervention Resources tab located on far right of Front Page tab.) USD #263 ESI policies may also be found on the aforementioned district website within the "Policy" section.

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

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

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

Payment on account:

Cash or check: You may send cash or checks with your student to be placed on their meal account. Grades PreK-5 students turn the payments into the classroom teacher and those payments are sent to the school office to be placed on each child's account. Middle and high

school students have a payment dropbox where they are responsible for turning that money in for placement on their meal account. Students will fill out the provided envelope, seal the envelope, and place it in the dropbox. The payments will be picked up at approximately 9:00 a.m. daily and posted to the student's meal account.

Credit card: Credit card payments are accepted online only; the schools are not able to accept credit cards onsite. There is a link to the parent portal at www.usd263.com and the parent portal app is available for Apple and Android devices. Money placed on an account using using the parent portal will show up on the student's account as soon as the payment is made. Once an account is set up on the portal, you will be able to set up auto payments, check balances, make transfers, and other features.

Lunchroom procedures:

All Buildings: Mulvane schools use student lunch cards or PIN#'s for purchasing all food and beverage products in the lunchroom (cash is not accepted in the lunch room except for single carton milk purchases at grades PreK-5). The lunch card has a picture ID and PIN number for the student's protection. Students are not to share their lunch card with friends or siblings. Funds are to be placed on each student's account using any of the procedures listed above.

Grades PreK-5: Grades PreK-5 are offered choices of food items but must take a reimbursable meal (explained below). Students that bring a sack lunch may purchase Ala Carte milk without being required to take a reimbursable meal. No extras or Ala Carte items are offered in grades PreK-5.

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

Account balances:

Checking account balances: The parent portal and phone app, may be used to check your student's account balances and view purchase activity. Even if you do not use the website to place money on your student's account, it is still accessible by setting up an account.

Negative balance notification:

All Students: When a student's account has a negative balance, an email notice will be sent to the responsible parent/guardian. The notices are auto generated and we are unable to remove you from this auto generated system. Keeping a current email on file will help in making sure that you receive these notifications. The parent portal allows you to set up notices for specific balances for yourself. This allows time to place money in the student's account following the established procedures at each building.

Charge Policy:

All Grades: Students will be allowed to charge up to \$20. Charging a meal should be the exception and not the rule. Our desire is that all students maintain a positive balance in their account at all times. Once a student has reached the maximum charge amount of \$20 they will be offered an alternate meal. The student's account will be charged \$1.50 for the alternate meal. The alternate meal is provided so that no student goes hungry and is not offered as a regular purchase item.

Account balances upon leaving the district:

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

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

Free & Reduced Meal Benefits:

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

USDA Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity. Program information may be made available in languages other than English.

Persons with disabilities who require alternative means of communication to obtain program information (e.g. Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, or by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

(1) Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW

Washington, D.C. 20250-9410;

(2) Fax: (833) 256-1665 or (202) 690-7442; or

(3) Email: program.intake@usda.gov

This institution is an equal opportunity provider.

Meal Lunch Service: We are an “Offer” program

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

- **Meat/meat alternate:** chicken nuggets, burgers, pizza, hot dogs, tacos and yogurt or cheese sticks.
- **Grain/bread:** rolls, biscuits crackers, pizza, burgers, tortilla chips & cookies.
- **Fruit:** bananas, apples, oranges, applesauce, peaches, pears and choices of 100% juice
- **Vegetables:** carrots, grape tomatoes, salad mix, green beans, corn, broccoli. A salad bar is offered at each building and is included with each student meal purchase.
- **Milk:** We currently offer 1% white milk and skim flavored milk choices are chocolate and strawberry.

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

For example, if the menu is:

- Hamburger on a bun, this choice counts as 2 components (**meat & bread**)
- 1 cup of Tossed salad (**vegetable**)
- ½ cup of peaches (**fruit**)
- 1 Cup of Milk (**milk**)

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

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

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

Meal Breakfast Service: We are an “Offer” program

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

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

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

For example, if the menu is:

Hot breakfast choice:

Biscuit with sausage, this choice counts as 2 items (**2 grain bread**)
 ½ cup of applesauce (**fruit**)
 ½ cup of 100% orange juice (**fruit**)
 1 Cup of Milk (**milk**)

Cold breakfast choice:

Cereal, (**1 grain bread**)
 Muffin, (**1 grain bread**)
 ½ cup of applesauce (**fruit**)
 ½ cup of 100% orange juice (**fruit**)
 1 Cup of Milk (**milk**)

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

Biscuit with sausage	Biscuit with sausage	Cereal	Cereal
Milk	Applesauce (full ½ cup taken)	Juice (full ½ cup taken)	Muffin
	Milk	Milk	Applesauce (full ½ cup taken)

The above meal would not be acceptable without a choice of ½ cup fruit even though it has 3 items; bread (x2) & milk. The student would be asked to return to the line to select a ½ cup choice of fruit.	The above meal would be acceptable as it has 4 items: bread (x2) fruit & milk.	The above meal would be acceptable as it has 3 items; grain, fruit & milk.	The above meal would be acceptable as it has 3 items; grain (x2) & fruit.
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Other combinations could be chosen. You must select three different items. Check the menu daily so you will know which items in the school meal you want to eat. Through your careful selection of only those foods you wish to eat, you will be helping to conserve food and money – two valuable resources.

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

Health Policies

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

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

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

Measles	7 days after rash appears.
Chickenpox	6 days after first eruption.
Mumps	9 days after start of illness or until swelling is gone.
Rubella	5 days after rash appears.
Pinkeye	24 hours after treatment and no eye discharge.
Strep Throat	24 hours after starting antibiotics
Impetigo	Until under medical treatment.
Head Lice	Until proper treatment with Lice shampoo, and the presence of all live bugs removed from hair.
COVID-19	24 hours fever-free without the use of fever-reducing medications and improvement of symptoms.

Illness at School Parents should be reasonably sure each morning that their children are in good health before sending them to school. If they become ill at school or if an accident or concern arises, every attempt will be made to contact the parent as the situation warrants. The student will wait in the health room while parents/emergency contacts are being located. For the health and

safety of other students in the building, parents or the emergency contact must pick the student up within 45 minutes. If parents cannot be reached, services of a doctor will be secured if the situation seems to be serious. A member of the school staff may transport a child home in a school vehicle if there is no other transportation available. Students left without arrangements will be considered a *child in need of care*, requiring us to contact the Mulvane Police Department.

Immunizations [K.A.R. 28-1-20](#) defines immunizations required for any individual who attends school or a childcare program operated by a school. Each student enrolled in Mulvane Public Schools must file documentation of his or her immunization status. This is done by providing a copy of immunization records or filing a Kansas Certificate of Immunization (KCI) form signed by a physician or local Health Department official. All students entering Mulvane Public Schools must have completed the full series of required immunizations and a health assessment form in order to enroll in school.

The required series consists of:

- 5 DPT (diphtheria, pertussis, tetanus) The Tdap booster is required at 11 years of age if more than 2 yrs since previous dose. All students in the 7th-12th grades are required to have 1 dose of Tdap regardless of the interval since the last dose of Td (tetanus/diphtheria). This is to improve pertussis (whooping cough) immunity due to increasing outbreaks.
- 4 OPV (oral polio)-The last dose of the OPV inoculations must have been received after the fourth birthday.
- 2 MMR (measles, mumps, rubella); state mandate requires student to have a total of two.
- A tetanus booster is required ten years after the last DPT.
- 2 varicella (chicken pox) or proof of prior varicella disease is provided. (1 prior to preschool and 2nd prior to Kindergarten)
- Hepatitis B series vaccination.
- 3 Hib (Haemophilus influenzae type b) required for children less than 5 yrs of age in early childhood programs.
- 4 PCV7 (Pneumococcal conjugate) required for children less than 5 yrs of age in early childhood programs.
- 2 Hepatitis A The state requires children to have a total of 2 doses.
- Meningococcal-Serogroup A,C,W,Y (MenACWY): Two doses required. Doses should be given at entry to 7th grade (11-12 years) and 11th grade (16-18 years). For children 16-18 years, with no previous MenACWY, only one dose is required.

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

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

Medications All FDA approved medication, prescription or non-prescription (over-the-counter) will be administered when accompanied by written permission from a parent or legal guardian in advance of administering the medication. The school shall administer medication using very strict guidelines according to the following outline:

1. All prescription medication shall be in the original container and will be given as directed by the physician on the pharmacy label.
2. Non-prescription (over-the counter) medication will be administered under the following guidelines when provided by parents in the original container: Name of student, Name of medication, Age appropriate dosage, Times to be administered, Written permission of parent, or legal guardian

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

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

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

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

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

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

- A. The child was provided appropriate instruction in regular education settings that was delivered by qualified personnel;
- B. The child's academic achievement was repeatedly assessed at reasonable intervals which reflected formal assessment of child's progress during instruction;

- C. The assessment results were provided to the child's parents;
- D. The assessment results indicate an evaluation is appropriate.

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

Safe and Drug-Free Schools & Communities Act Maintaining drug-free schools is important in establishing a safe and appropriate learning environment for the district's students. The unlawful possession, use, sale, or distribution of illicit drugs and alcohol or being under the influence of illicit drugs and/or alcohol by students and school employees on school premises or as a part of any school activity is prohibited. This policy is required by the 1989 amendments to the Drug Free Schools and Communities Act, P.L. 102-226, 103 St. 1928.

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

For further explanation of the requirements of the Safe and Drug-Free Schools and Communities Act and the Drug-Free Schools and Communities Act and Policies, please refer to the Board Policy Book for policies JDDA, GAOB, LDD on the district website: <http://www.usd263.com> under Federal Laws and Regulations.

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

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

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

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

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

Kansas State Department of Education using the aforementioned reporting categories since the 2009-2010 school year.

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

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

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

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

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

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

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

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

House Bill 2768 amends KSA 72-6114-72-6119: The board of education of any school district may suspend or expel, or by regulation authorize any certified employee or committee of certificated employees to suspend or expel, any pupil student guilty of any of the following:

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

- d) Conduct which, if the student is an adult, constitutes the commission of a felony or, if the pupil were a juvenile, would constitute the commission of a felony if committed by an adult;
- e) Conduct at school, on school property, or at a school sponsored activity which, if the pupil is an adult, constitutes the commission of a misdemeanor or, if the pupil is a juvenile, would constitute the commission of a misdemeanor if committed by an adult;
- f) Disobedience of an order of a teacher, peace officer, school security officer or other school activity, when such disobedience can reasonably be anticipated to result in disorder, disruption or interference with the operation of any public school or substantial and material impingement upon or invasion of the rights of others.

[72-6115. Duration of suspension or expulsion; notice; hearings, opportunity afforded, waiver, time, who may conduct.](#)

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

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

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

(d) No suspension for an extended term and no expulsion shall be imposed upon a pupil until an opportunity for a formal hearing thereon is afforded the pupil. A written notice of any proposal to suspend for an extended term or to expel from school, and the charges upon which the proposal is based shall be given to the pupil proposed to be suspended or expelled from school, and to the pupil's parent or guardian. Any notice of a proposal to suspend for an extended term or to expel from school shall state the time, date and place that the pupil will be afforded an opportunity for a formal hearing, and that failure of the pupil and the pupil's parent or guardian to attend the hearing will result in a waiver of the pupil's opportunity for the hearing. The hearing shall be held not later than 10 days after the date of the notice. The notice shall be accompanied by a copy of this act and the regulations of the board of education adopted under K.S.A. [2017 Supp. 72-6116](#), and amendments thereto.

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

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

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

Suspensions & Expulsions/Driver's License In accordance with Kansas statute [72-6136](#), law enforcement officials will notify the State Department of Motor Vehicles to suspend driving privileges and revoke the pupil's Kansas driver's license for one year for the following: possession of a weapon at school, upon school property or at a school-supervised activity; found in possession of an illegal drug or controlled substance at school, upon school property or at a school-supervised activity which resulted in, or was substantially likely to have resulted in, serious bodily injury to others.

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

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

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

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

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

Visitors/Volunteers/Parents All visitors must check in at the office and receive principal approval before visiting with a member of the staff or a district student and /or observing a staff member or student. Visitors granted such approval will wear a visitor's badge while in the building. Only students regularly enrolled in Mulvane Schools will be allowed to attend classes. For a complete explanation of district's procedures, expectations, and observations for visitors, volunteers, parents, and university employees and/or students, please visit the district's website: www.usd263.com and click the District tab and proceed to the Information tab labeled

Parent/Visitor Guidelines. USD 263 administration reserves the right to modify the aforementioned procedures.

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

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

RACIAL/DISABILITY HARASSMENT

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

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

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

RACIAL/DISABILITY HARASSMENT cont

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

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

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

SEXUAL HARASSMENT

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

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

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

SEXUAL HARASSMENT continued

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

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

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

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

NOTICE OF NONDISCRIMINATION

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

A complete explanation of Non-Discrimination compliance can be found on our website. www.usd263.com under Federal Laws and Regulations.

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

COMPLAINT PROCEDURES

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

Equal Employment Opportunity

400 State Ave, Ste 905

Kansas City, KS 66101

Department of Health and Human Services

Office for Civil Rights

1010 Walnut Street, Ste 320

Kansas City, Missouri 64106

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

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

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

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

Kansas Commission of Civil Rights

Landon State Office Building, 8th Floor

900 SW Jackson, Suite 851 South

Topeka, Kansas 66612-1258



**MUNSON PRIMARY SCHOOL
FAMILY HANDBOOK
2024-2025
APPENDIX**

**W.D. Munson Primary School
1007 Westview Drive**

2024-2025 School Year

Dear Munson Families,

We are excited to have your students learning with us this school year! Please note that all of the items listed in the USD263 Family Handbook, as well as the items listed in the Munson Handbook, apply to our Munson students. We encourage families to be familiar with both handbooks. You will find added in this appendix are a few items that are specific to Munson students.

Please feel free to contact me with any questions or concerns!
rsweetwood@usd263.org (316)777-0151

Renee Sweetwood
Principal, Munson Primary School

Munson Primary School

Family Handbook Appendix

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BUILDING PROCEDURES

Absences/Tardies/Early Check Out

Absences: Anytime your student will be absent for any reason, please contact the secretaries at 777-0151. Your student will be counted tardy after 8:00 M, T, Th, F, and 9:00 W. Any student signing in after 8:00 will need to be signed in by a parent or authorized adult.

Early Check Out: Students dismissing early must be checked out through the office by a parent/guardian or authorized person listed as an emergency contact for that student. A signature will be required from anyone checking students out. All children will be dismissed from the office area (i.e., the person signing the child out will be asked to wait in the office until the child arrives). Photo identification may be requested at the time of checkout.

Tardiness/Early Sign-out Tardiness: is defined as a student not being in the classroom when the class is scheduled to begin. If a student arrives more than 5 minutes late to class, they will be considered absent rather than tardy. Parents must follow the same process to excuse a tardy as they do to excuse an absence.

Truancy: See USD 263 Family Handbook pages 5, 6. Families will be notified of excessive absence through a series of three letters. Office staff will reach out after the second letter and after the third, Once the threshold of absences has been reached a truancy report will be filed.

Excused absences are those that have doctor's notes, have been sent home by the nurse or excused by the principal. (See pages 5 & 6 in the USD 263 Family Handbook)

Behavior: Munson Primary K.I.D.S

We are Munson Primary K.I.D.S.

We are Kind. We Listen. We Follow Directions. We are Safe.

Our staff uses a variety of strategies to teach, model, and encourage positive behavior and positive behavior choices. If a student struggles to consistently meet behavior expectations, the child's teacher will reach out to the parent/guardian. If the student's misbehavior continues, the student will complete a Behavior Note Home for the parent/guardian to sign and return. All significant misbehavior including, but not limited to, threats, harassment, and bullying, will be addressed in accordance with the USD 263 Family Handbook. See the USD 263 Family Handbook for information regarding suspensions, or expulsions.

Cold Weather Recess

We will be outdoors for recess if the temperature, including wind chill, is at least 15-20 degrees with no falling precipitation.

Dress Code

The Board of Education and USD 263 regulations are designed to contribute to a good learning environment by creating an atmosphere of safety, dignity and self-respect. Dress and appearance must not present health or safety problems or cause disruption.

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

Emergency Contact Information

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

Immunizations

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

DTaP/DT (diphtheria, tetanus, pertussis)	4 doses
IPV (polio)	3 doses
MMR (measles, mumps, rubella)	1 dose
Varicella (chickenpox)	1 dose*
Hepatitis A	2 doses
Hepatitis B	3 doses
Hib (haemophilus influenzae type B)	3 doses
Prevnar (pneumococcal conjugate)	4 doses

Kindergarten – Grade 2

DTaP/DT (diphtheria, tetanus, pertussis)	5 doses
IPV (polio)	4 doses
MMR (measles, mumps, rubella)	2 doses
Varicella (chickenpox)	2 doses*
Hepatitis B	3 doses
Hepatitis A	2 doses

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

Lunch Visitors

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

Parties

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

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

Pets

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

Personal Belongings

Toys, Electronic Equipment, Cell Phones, Smart Watches These devices are highly encouraged to be left at home. If a student brings a cell phone, smart watch or toy to school it is at the liability of the parents. Cell phones are to be powered off and kept in backpacks during school hours. Students are not to text or call from their cell phones or smart watches during school hours. They are disruptive to the learning environment. Munson Primary School is not responsible for lost or stolen items, nor will administration or staff time be used to search for the above stolen or lost items. Any items utilized on school property during school hours will be taken and kept by the administrator until a parent is able to pick them up.

Parent Teacher Organization (PTO)

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

Please see the parent information tab on the district website for more information regarding meeting locations, dates and times.

Request for Teachers

Requests for teachers must be submitted by May 1st for the following school year to the building principal. Please email the building principal to receive further instructions.

Site Council

Site Council is a committee of parents, community members and staff working together to collaborate on school matters, such as learning, programs, school improvement, and accreditation. Site Council meets approximately four times per year, typically the second Monday of the month from 6:00-7:00 P.M. at the District Office. Contact the building principal if you are interested in serving on the Site Council.

Visitors Policy

All visitors should report to the school office upon arrival for check-in and identification. All doors in the building will be secured or monitored at all times. For additional information on visitor policies, see USD 263 Family Handbook.

PRIMARY CLASSROOM PROCEDURES

School Hours: Kindergarten, First Grade, Second Grade

	Doors Open	Breakfast	School Starts	School Ends
M, T, Th, F	7:35 AM	7:30-8:00 AM	7:50 AM	3:05 PM
Wednesday	8:35 AM	8:30-9:00 AM	8:50 AM	3:05 PM

Arrival and Dismissal: Kindergarten, First Grade, Second Grade

Students may enter the school through the south entry doors. To ensure student safety, children are asked to stay with parents/authorized adults while in the parking lot. Parents may not leave their child unattended or alone anywhere in the building or on school property. Parents are asked to remain with their child until staff is available to supervise students. Students can be dropped off as early as 7:35 AM. Parents will enter Wildcat Blvd. via First Street and stay in the car lane as you allow students to exit the vehicle along the school sidewalk. Students may either go to the cafeteria for breakfast or to their child's classroom. The bell rings at 7:50 AM for the start of the school day.

Students will be dismissed and escorted by a teacher or authorized staff member at dismissal time from the building. We ask for parent assistance during this time to help make sure students are kept safe. Students will not be allowed to leave school grounds unaccompanied. Dismissal is 3:05. When picking up students, parents will enter Wildcat Blvd. from First Street. You will stay in the line and a caller will give your last name to staff waiting with students in the front of the building and send them to a designated number. The caller will let you know your number when calling your students last name as well. You will stay in the car line and pull up to the number assigned to receive your child. Car tags will be available at the open house. Please place your car tag on the passenger side window, or windshield on the passenger side so that it is visible to our caller.

Students must be picked up within 30 minutes of dismissal time from the building and grounds. If after 30 minutes the student has not been picked up, the Mulvane Police Department will be notified. Students may not leave school without an authorized adult or authorized babysitter. Munson students may not ride bikes or walk home from school without an authorized adult or authorized babysitter.

PRESCHOOL CLASSROOM PROCEDURES

Preschool Classrooms

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

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

School Hours: Preschool

- Morning Preschool: 7:45-10:55 AM
- Afternoon Preschool: 11:55-3:05 PM
- All preschool students have the option of participating in school breakfast and/or lunch. Morning preschool students may come for breakfast in the cafeteria from 7:35-8:00 A.M. Morning preschoolers who would like to eat school lunch, after preschool dismissal, must be accompanied and assisted by his/her parent/guardian. The student's parent/guardian is responsible for letting the office know before 9 A.M. that their morning preschool child will be eating lunch at school. The parent is responsible for prompt pick-up of their child at 11:00 A.M. and assisting their child with lunch in the cafeteria.
- Afternoon preschoolers may come for lunch in the cafeteria from 11:30-11:50 A.M. Parents/guardians must wait in the 600 office hallway with their preschool child until a school staff member comes to take afternoon preschoolers to the cafeteria for lunch.
- No Preschool on Wednesday

Arrival and Dismissal: Preschool

Morning preschoolers report to school and meet their teachers at the preschool doors off of Westview. There will be parking for parents off of Plaza Ln, or you may park in our main lot to bring your child to the preschool entrance. AM students can be dropped off beginning at 7:40 AM. AM session is from 7:45-10:55. Parents will pick up their child at the same location. Any child not picked up five minutes after dismissal will be brought to wait at the office. PM session will be 11:55-3:05. Students may start arriving at 11:50. Pick up and drop off is the same as the morning session.

Students dismissing early must be checked out through the office by a parent, guardian or authorized person listed as an emergency contact for that student. A signature will be required from anyone checking students out. All children will be dismissed from the office area (i.e., a person signing the child out will be asked to wait in the office until the child arrives). Photo identification may be requested at the time of checkout.

EARLY CHILDHOOD PROGRAMS

Child Find Clinics

Mulvane USD 263 provides monthly Child Find Clinics for the community at Munson Primary School. The clinic provides a free comprehensive assessment to children ages 3 to 5 years old in the areas of language, concepts, motor, behavior, hearing and vision.

To schedule a Child Find appointment, please call 777-0151, ext. 1124. Child Find Clinic dates are found on the district website.

Parents As Teachers (PAT)

The PAT program is available to any parent or guardian, including foster and adoptive parents, who has a child under the age of kindergarten entry and lives within our school district. PAT is a free, year-round program that provides family visits centered around supporting parents in their important role as their child's first teacher. In addition to regular home/school visits, parent-child playgroups/group meetings, screenings, and

resource networking are provided to all program families. If you would like more information please contact the school office.

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Family Handbook

2024-2025

411 SE Louis Drive

Mulvane, Kansas 67110

Erica Mize, Principal

Dear Mulvane Grade School Families,

It is my pleasure to welcome you to Mulvane Grade School for the 2024-25 school year. We strive to provide a safe, conducive learning environment for every student. In order to do that it is essential to create an environment of mutual respect. We want our school to be a place where each student feels welcomed and safe and where students, staff, and families form a partnership to set each student up for success during our school day.

This handbook is only an introduction to our campus. I encourage all parents and students to become actively involved in our campus and classrooms.

I am looking forward to working with each of you and celebrating students this school year.

Respectfully,
Erica Mize, Principal

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Attendance We believe regular attendance is essential for academic success. Any student who accumulates 3 consecutive unexcused absences or 5 unexcused absences in a semester or 7 unexcused absences in a school year will be identified as truant. If the student is under the age of 18, he/she will be referred to the Compulsory Attendance Law ([K.S.A. 72-3120](#)). For the purposes of counting days toward being “truant” as per state law, 1-3 hours missed will be counted as a half day. Anything missed over 3 hours will be counted as a whole day. **Students with excessive absences, (7 or more) may be required to provide professional documentation for the absences to be excused.**

Procedure for Notifying School when Absent Please notify the main office of your student’s absence as soon as possible. If we have not been notified, you will receive notification on the day of the absence. This is to ensure the safety of our students. Please remember that simply notifying the school of a student’s absence does not guarantee that the absence is excused. **The school administrator determines if an absence is excused or unexcused. For an absence to be considered “excused” and/or “exempt” (if the student exceeds 7 days), documentation or notification must be made to the office within 48 hours.**

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

- illness/health appointments (Dr. Note/School Nurse)
- funeral
- religious observances
- court appearances
- college visits
- special requests as approved by building administration
- military-related absences family deployment departure/return, recognition, etc.)

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

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

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

Bicycles Bicycles must be parked in racks furnished by the school. Please mark bicycles in some way so that they may be identified if they are lost or stolen. No riding of

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

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

Bullying/Harassment Policy

Bullying means: any intentional gesture or any intentional written, verbal, electronic, or physical act or threat that is sufficiently severe, persistent, or pervasive that creates an intimidating, threatening or abusive educational environment for a student or staff member that a reasonable person, under the circumstances, knows, or should know will have the effect of: harming a student or staff member, whether physically or mentally; damaging a student's or staff member's property; placing a student or staff member in reasonable fear of harm to the student or staff member; placing a student or staff member in reasonable fear of damage to the student's or staff member's property; or cyber bullying (bullying by use of any electronic communication device through means including, but not but not limited to, email, instant messaging, text messages, blogs, mobile phones, pagers, online games and websites.) Any form of intimidation or harassment is prohibited by the Board of Education of USD 263 with respect to policies concerning bullying adopted pursuant to this section of subsection (e) of [2017 supp K.S.A. 72-1138](#) and amendments thereto.

The plan shall include provisions for the training and education of staff members and students and shall include appropriate community involvement as approved by the board. Students who have bullied others in violation of this policy may be subject to disciplinary action, up to and including suspension and expulsion. If appropriate, students who engage in bullying activities may be reported to local law enforcement. Students who engage in harassment should know that such behavior can result in discipline or actions which may include restrictions on the offender's activities and learning environment, suspension or expulsion. Any incidents of bullying may be reported to any teacher, counselor, or administrator and complaints of bullying will be handled pursuant to procedures set forth in the district's racial and sexual harassment policies. The principal is designated as the complaint manager, who will investigate, file the appropriate written report when necessary, and take any necessary action. The district bullying implementation plan may be found on the district website: www.usd263.com under Board Policies. (See [GAAE](#), [JDDC](#).)

Capturing Kids' Hearts All staff at Mulvane Grade School are trained in the Capturing Kids' Hearts philosophy. Capturing Kids' Hearts promotes building meaningful, productive relationships between students and staff. Each classroom will have a social contract, peace corner, and school-wide common language and visual cues to promote a

self-managing classroom. Approximately every other week classroom teachers will choose a Wildcat Leader based on the Capturing Kids' Heart's character trait of the month.

We the staff and students at Mulvane Grade School will follow our social contract.

You can read more about Capturing Kids' Hearts at <https://iheartckh.com/>.

Class Dojo Classroom teachers and staff use the app Class Dojo to communicate with families. Please download the app and teachers will send you an invite to their classroom. If for some reason you have not received the invite, please contact your classroom teacher.

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

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

The counselor acts as a consultant for assessments (FastBridge, Kansas Assessment Performance, KELPA, DLM, etc.) and interprets the tests and other information to the students, parents and teachers. Students are expected to cooperate and engage in all assessments.

Dismissal Families will complete a dismissal form at an open house to be kept on file. If there will be changes on how your child will be getting home, please call the main office to communicate the change to teachers.

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

The district reserves the right at all times to regulate the dress and/or grooming of any student that is deemed to be a distraction to the learning process, and/or creates a health or safety hazard.

A student shares with his/her parents the right to dress according to personal preference, except where such dress is dangerous to the student's health and safety or to the health, safety and sense of well-being of others, or is indecent, distracting, or disruptive to the extent that it interferes with the learning environment or teaching process. Clothing must be worn in the manner for which it was designed. The school administration has the final determination as to whether a specific clothing item is acceptable to wear at school.

If a student's choice of clothing is determined to be in violation of the dress code, they will be required to change attire before returning to classes. Failure to comply and/or refusal to cooperate with the personal appearance rules will result in consequences that will include lunch detention and/or loss of privilege, and may also include ISS or OSS depending on the circumstances.

Students shall be responsible for adhering to the following general guidelines in regard to student dress and appearance at school and at all school activities:

All students are NOT allowed to wear:

- Clothing that shows an inappropriate amount of bare skin, that exposes chest, excessive bare mid-section or buttocks such as, fishnet shirts, sheer tops, halters, strapless tops, short-shorts, mini-skirts, strapless garments
- Sagging clothing (undergarments should not be showing)
- Garments with inappropriate, violent, abusive, crude/profane/obscene language, references to alcohol, weapons, drugs or tobacco products or sexual insinuations.
- Clothing designed as undergarments worn as outer garments
- House slippers, shoes with skates and shoes with cleat type soles shall not be worn in the building.

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

Food & Drink Students will be permitted to bring a sealable/refillable water bottle to school. Students will not be allowed to consume soda, coffee, and energy drinks upon entering school. Students will be asked to dispose of any drinks that are not in a sealable container and are not water as they enter the building. Students who demonstrate irresponsible behavior with their water bottle may lose privileges (this includes bringing non-permitted beverages).

Students should only bring food from home for their lunch period or for designated classroom events.

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

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

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

5 DPT

4 Oral Polio

2 MMR (Measles, Mumps, Rubella)

3 Hepatitis B

2 Hepatitis A

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

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

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

Lost and Found Lost articles are kept on a rack in the main hallway. All unclaimed articles will be donated to a charitable organization at the end of each quarter.

Lunch Visitors Students may leave for lunch with a parent/guardian. Please sign your child in and out in our office. You are welcome to join us any time to eat lunch with

your child. Our students sit at their class's lunch table. Please sign in at our office, then you are welcome to join your child for lunch in our Wildcat Cafe.

Medications All FDA approved medication, prescription or non-prescription (over-the-counter) will be administered when accompanied by written permission from a parent or legal guardian in advance of administering the medication. The school shall administer medication using very strict guidelines according to the following outline:

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

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

All general education services provided and strategies used to meet the needs of a child will be of the highest research standards available for the area. Services and strategies implemented will address both academic and behavioral needs of all children. There will

be a continuum of services and strategies used throughout the building allowing for different levels of intensity, explicitness, and customization of supports for each child as needed.

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

- A. The child was provided appropriate instruction in regular education settings that was delivered by qualified personnel;
- B. The child's academic achievement was repeatedly assessed at reasonable intervals which reflected formal assessment of child's progress during instruction;
- C. The assessment results were provided to the child's parents;
- D. The assessment results indicate an evaluation is appropriate.

At Mulvane Grade School students receive explicit core instruction and intervention during our WINN (What I Need Now) time. We have a WINN time for Math and English Language Arts.

Math instructional core is 60 minutes and Math WINN is 30 minutes during the school day. English Language Arts core time is 90 minutes and English Language Arts WINN is 30 minutes with an additional 20 minutes for Reading and Conferencing time during the school day.

Parties Our room parents are responsible for organizing games and refreshments for the fall, winter and Valentine parties. Times for these parties will be communicated by the classroom teacher. All other parties such as birthdays, teacher recognition, etc., should be scheduled with the classroom teacher.

Requests for Teachers If you have concerns regarding class placement, please share with the principal, in writing, the teacher qualities you have found helpful to your child's educational progress. Considerations must be educational and submitted to the principal by May 1 for the next school year. There are a lot of factors that we take into consideration when building class lists. Although family requests are appreciated, they may not always be able to be accommodated.

School Health Students who are running a fever should remain home for 24 hours fever free without the aid of medication before returning to school. Please contact Kendra Kanaga, RN at 777-1981 or kkanaga@usd263.org

School Hours

M, T, Th, F School Begins 8:05 a.m.

Wednesday School Begins 9:05 a.m.

School Ends 3:20 p.m.

School doors will open at 7:50 a.m. Students will enter the building through the exterior entrance #1, #2, #3.

Breakfast-If your student is eating breakfast at school, they may enter the building at 7:40 to eat.

Arrival and dismissal time is a busy time at our school. To ensure that every student has a safe experience during these busy times, please adhere to the following:

Arrival

- Students who are eating breakfast may enter the building through the main doors at 7:40am.
- Students who are not eating breakfast may enter the building through doors 1, 2, or 3 at 7:50am.
- Plan to drop your student(s) off at 7:50am if they're not eating breakfast. Morning supervision begins at 7:50am.
- Students are expected to be in their classroom before the 8:05am bell.
- If you would like to walk your students to the front door of the school you may park your vehicle in the large parking lot, at the front of the school.
- Use the crosswalks in front of Door#3 or Door #1 to cross the street to get to the main building. Students are watching adults and modeling their behavior. Thank you for setting a good example of using the crosswalks.

Dismissal

- The dismissal bell rings at 3:20pm.
 - Wildcat Way (5th Grade)-Exits out exterior door #1
 - Pride Parkway (3rd Grade)-Exits out exterior door #2
 - Adventure Avenue (4th Grade)-Exits out exterior door #3
- Classroom teachers will walk students outside to meet up with their responsible adult. Students will let their teacher know when they have located their adult. Teachers will ensure that they see a responsible adult before allowing student to leave.



Updated 5-23-2024

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

Student Sign-out Procedures Please come to the office to check out your child through the office to leave the building at any time between the 8:05 and 3:20 bells. The Mulvane Police Department will be called if any student leaves the school grounds without being signed out through the office during the school day.

Temperature/Weather Guidelines The opportunity for fresh air and outdoor play or exercise is an important part of a child's school day. Moderate to strenuous activity along with physical training increases lung capacity, endurance, and cardiovascular fitness. Students benefit from outdoor activity and the opportunity to break free from the structure of the classroom. While opportunities for outdoor activity are strongly encouraged for all students, there may be times when it is necessary to suspend outdoor activity due to weather conditions.

The following guidelines are for the health and safety of our students.

COLD WEATHER GUIDELINES On school days when there is excessive cold weather, the following procedure should be used for determining whether students can participate in outdoor activities, including but not limited to recess, physical education and outdoor field trips.

- The wind chill factor should be taken into account in determining whether outdoor activities are appropriate.
- The recommended temperature to allow students to be outside for recess, physical education, or outdoor field trips is 40 degrees Fahrenheit or above, including the wind chill factor.
- If campus staff determine a student does not have sufficient warm clothing for outdoor activities, the student should be excused from the activity.
- Any request from a parent that their child be excluded from outdoor activity due to weather conditions will be honored.
- Students should be encouraged to drink water whenever engaging in any physical activity.
- Current local temperature, including wind chill. can be obtained from one of these websites:

www.weather.com

www.weatherbug.com

HOT WEATHER GUIDELINES On school days when there is excessive hot weather, the following procedure should be used for determining whether students can participate in outdoor activities, including but not limited to recess, physical education and outdoor field trips.

- The heat index should be factored in when determining whether outdoor activities are appropriate. As the heat index increases so do health risks.
- Students should not have outdoor recess or physical education classes when the temperature or heat index is greater than 100 degrees Fahrenheit.
- On days when the temperature is 85 degrees or greater, the campus administrator or designee will determine whether outdoor activities will take place based on the heat index. Use precaution, especially if the heat index is high. Limit recess to no more than 15 minutes.
- Students must have access to water before, during and after the outside activity. Access to drinking water will never be used as a punishment or motivator.
- Any request from a parent that their child be excluded from outdoor activity due to weather conditions or high pollen counts will be honored.
- Current local temperature, including wind chill, can be obtained from one of these websites:

www.weather.com

www.weatherbug.com

Understand the Weather

Wind-Chill

- 30° is *chilly* and generally uncomfortable
- 15° to 30° is *cold*
- 0° to 15° is *very cold*
- -20° to 0° is *bitter cold* with significant risk of *frostbite*
- -20° to -60° is *extreme cold* and *frostbite* is likely
- -60° is *frigid* and exposed *skin will freeze* in 1 minute


Heat Index

- 80° or below is considered *comfortable*
- 90° beginning to feel *uncomfortable*
- 100° *uncomfortable* and may be *hazardous*
- 110° considered *dangerous*

All temperatures are in degrees Fahrenheit

Child Care Weather Watch

Wind-Chill Factor Chart (in Fahrenheit)										
		Wind Speed in mph								
		Calm	5	10	15	20	25	30	35	40
Air Temperature	40	40	36	34	32	30	29	28	28	27
	30	30	25	21	19	17	16	15	14	13
	20	20	13	9	6	4	3	1	0	-1
	10	10	1	-4	-7	-9	-11	-12	-14	-15
	0	0	-11	-16	-19	-22	-24	-26	-27	-29
	-10	-10	-22	-28	-32	-35	-37	-39	-41	-43

 Comfortable for out door play

 Caution

 Danger

Heat Index Chart (in Fahrenheit %)														
		Relative Humidity (Percent)												
		40	45	50	55	60	65	70	75	80	85	90	95	100
Air Temperature (F)	80	80	80	81	81	82	82	83	84	84	85	86	86	87
	84	83	84	85	86	88	89	90	92	94	96	98	100	103
	90	91	93	95	97	100	103	105	109	113	117	122	127	132
	94	97	100	103	106	110	114	119	124	129	135			
	100	109	114	118	124	129	130							
	104	119	124	131	137									

OUTDOOR AIR QUALITY INDEX (OZONE ALERT DAYS) On school days when the air quality is predicted to be poor (level orange or red), the following procedure should be used for determining whether students can participate in outdoor activities, including but not limited to recess, physical education and outdoor field trips.

Level Yellow Alert Days indicate that the air quality is moderate. A very small number of people may experience a problem. On these days the following is recommended:

- Reschedule high energy outdoor activities for the morning and avoid times when air quality is poorest (late afternoon)
- Spend less time in high-energy activity
- Reduce the intensity of the activity

Level Orange Alert Days indicates that the air quality is unhealthy for sensitive groups. The general public is not likely to be affected but people with lung disease, older adults and children have a greater risk of problems. Students diagnosed with asthma or other respiratory conditions should be monitored closely. Students with severe asthma or respiratory conditions should be excused from all outdoor activities.

Level Red Alert Days indicates that the air quality is unhealthy for everyone. Outdoor activity in the morning is allowable as long as all students are monitored closely. Students with respiratory problems such as asthma, other respiratory conditions, or underlying health problems should be excused from outdoor activities. Late afternoon and evening activities are discouraged for all students.

Level Purple or Maroon Alert Days indicates that air quality is very unhealthy or hazardous. All recess and physical education activities should take place in an air

conditioned setting until outdoor air quality improves. Any request from a parent that their child be excluded from outdoor activity due to air quality conditions will be honored.

The Air Quality Index (AQI) provides local information on local air quality. Information on the AQI can be accessed at: <http://weather.weatherbug.com/air-quality.html> or sign up to receive email alerts at <http://www.enviroflash.info/signup.cfm>.

THUNDERSTORMS On school days when lightning and thunderstorms are approaching the following precautions will be used for all outdoor activities, including but not limited to recess, physical education and outdoor field trips.

- It does not need to be raining for lightning to strike. Lightning may strike as far away as 10 miles from the storm center. If lightning is seen or thunder is heard, all students and staff will go inside or seek shelter immediately.
- Outdoor activities may resume after the storm has passed and no lightning has been seen nor thunder heard for at least 30 minutes.

Think Sheets The purpose of a think sheet is to guide students to problem solving incidents at school. The think sheet is structured using questions that are part of the Capturing Kids Heart philosophy:

1. What were you doing?
2. What were you supposed to be doing?
3. What are you going to do about it?
4. What is going to happen if you break your Social Contract again?
5. What Social Contract behavior do you need to improve?

Staff may use this as an option to process with students. Think sheets may be sent home for parent signature.

Time-Sensitive Communication During the school day, if there's any pertinent information that needs to reach your child before 3:20 p.m. it should be communicated through the main office.

Toys, Electronic Equipment, Cell Phones, Smart Watches These devices are highly encouraged to be left at home. If a student brings a cell phone, smart watch or toy to school it is at the liability of the parents. Cell phones are to be powered off and kept in backpacks during school hours. Students are not to text or call from their cell phones or smart watches during school hours. They are disruptive to the learning environment. Mulvane Grade School is not responsible for lost or stolen items, nor will administration or staff time be used to search for the above stolen or lost items. Any items utilized on school property during school hours will be taken and kept by the administrator until a parent is able to pick them up.

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

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

Bus Violation Guidelines

- 1st Violation: Principal, counselor, or transportation director will talk with the student and parents will be notified. This will be considered a violation warning.
- 2nd Violation: The student will receive an administrative consequence. Parents will be notified.
- 3rd Violation: The student may be suspended from the bus for 1 week or until a satisfactory agreement is reached between the student, parents, principal, and transportation director.
- 4th Violation: The student may be removed from the bus for the remainder of the semester.

Serious Violation Guidelines

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

Wildcat Notebooks Each student will have a Wildcat Notebook that identifies their learning goal in math, reading, and work habits. Students will meet with teachers to reflect and monitor progress weekly. Students will bring Wildcat Notebooks home once a month and need to be returned the following day.

**2024-2025 MMS Family
Handbook Appendix**

WELCOME: The following Code of Conduct is essential to the progress of all students at MMS. We believe it will provide parents and students with guidelines necessary to promote a positive learning environment.

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

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

GENERAL INFORMATION

Agendas: Each student will be provided with one agenda at the beginning of the school year and will be required to be carried to each class daily. Additional/Replacement agendas must be purchased from the office for \$10.

Academic Grade Reports/Reporting Pupil Progress: Parents have access to check their student's grades daily through the district's grade/attendance system, Skyward. Any questions or additional information can be directed to the office.

Families wishing for a paper copy of any quarterly/semester grade card can make the request through the office and will be made available for pick-up or sent home with the student.

When a student receives an "incomplete" on his/her report card, the grade will change to an "F" if progress is not made to correct it.

Academic Honesty: (Please refer to the "District" pages of the Family Handbook.)

Appointments: Students are expected to be in school between **7:55 am** and **3:10 pm** unless an excuse is shown or they are on a school activity. A parent/guardian **MUST** sign-out a student in the office when exiting school during the school day (BOE policy*). When returning while school is in session, a student must sign in at the office. Students will not be permitted to leave the building once they have arrived without proper authorization. Parents are encouraged to schedule appointments during late start Wednesday's, and after school.

Arrival/Departure Time: Breakfast will be available starting at 7:30 AM (8:30 on Wednesdays) in the commons. In order to help keep students safe, students not eating breakfast should not arrive at school before 7:40am (8:40 am on Wednesday). Students will not be permitted into the academic hallways prior to 7:45am (8:45 on Wednesdays). Students arriving prior to the doors opening should wait at the following locations:

- 6th Grade: Main Entrance
- 7th/8th Grade: North Entrance

Bus students are asked not to leave the school premises after getting off the bus, or before boarding the bus in the evening.

Unless being supervised by a teacher, all students should be off school grounds by 3:20.

A.I. & Classroom Work: Generative artificial intelligence (AI) platforms create content based on user-provided prompts. It is important to acknowledge and provide guidelines for appropriate use of AI tools and resources within a middle school setting.

We encourage the responsible use of Generative AI for students and teachers as education and the workforce increasingly embrace generative technology. Generative AI relies on existing examples and data to create outputs. While it can be a powerful tool the output can contain bias, errors, potential copyright issues, and other concerns. It is important for students and teachers to understand and critically evaluate the output provided by this technology while maintaining academic honesty.

AI tools may be used in the classroom when explicitly authorized by the teacher. Teachers may integrate AI technology into lesson plans when it aligns with educational objectives and is deemed appropriate. Students are expected to adhere to guidelines provided by the teacher. Students are expected to demonstrate honesty, responsibility and respect intellectual property rights in all academic endeavors. Generative AI should not be a substitute for independent thinking, critical analysis and genuine effort in learning.

AI use outside the scope of the assignment, or for purposes not provided by the teacher constitutes academic dishonesty. Prohibited actions include, but are not limited to, using AI to generate answers or complete assignments without genuine effort, employing AI to cheat on quizzes, tests or exams, copying AI content without proper citation, sharing AI generated content with peers for

unauthorized collaboration or assistance. See **Academic Dishonesty** for consequences for misuse of AI in the classroom.

Athletics/Activities: Competitive sports and activities will be part of the 7th and 8th grade school program only. 6th graders do not compete per Patriot League By-laws. Practice for 7th and 8th grade sports will be before or after regular school hours. Students who take part in inter-school activities must have a physical examination and documents signed through Final Forms before participating, and must have passed 5 classes the previous quarter. Participants must be doing satisfactory work in all classes and be a student “in good standing” **at all times**.

In-Season Eligibility: A weekly grade check will be made on each Wednesday morning. Any student with more than two D’s, one F, or any combination of the two will have one week probation to improve their grade. On the second week the student will not be eligible to compete until they are able meet the eligibility criteria. Student’s failing a class for 2 consecutive weeks may not miss that class to compete in any extra-curricular or co-curricular activities/competitions.

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

Attendance: (Please refer to the “District” pages of the Family Handbook.) For MMS: parents are requested to notify the office by 9:00am if a student is absent; otherwise the school will check with the parents. Absences must be accompanied by parent call/note. Any absence without parent notification within 48 hours of the student’s return to school will be classified “unexcused.”

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

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

A student who has been absent is entitled to credit for make-up work, if it is completed within the prescribed time limit. An appropriate period will be

allowed for each day of absence plus one to complete make-up work. (Example: If a student is absent two days they would then be given an additional two days. Teachers can make exceptions to this when needed). Students are held responsible for learning what the make- up work is and for getting it in on time.

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

Book Rental: (Please refer to the “District” pages of the Family Handbook.)

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

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

Cell phones: Students may not at any time have their cell phone in the classroom, unless it is requested by the teacher and parent permission has been given. All other days, students must “power-off” their phone and leave it in their hall locker. Students are not to text and/or call from their cell phones during school hours. If they aren't feeling well the nurse will call, if necessary. Students are also welcome to use the phone in the office to make calls during school hours. If a student has their phone on their person during school hours: 1st offense: phone taken away (stored in the office) and returned to students at the end of the day . 2nd offense, 3rd offense and so on: phone will be taken to the office, parents will be notified.

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

1. Students may belong to as many clubs or activities as desired, so long as they are doing satisfactory class work.
2. Extra-curricular participants are to maintain a GPA of 2.0 or above and have no more than 1 F or 2 D's, in order to be eligible to participate. Appropriate citizenship is essential for participation.
3. Any officer of any activity, organization or class who has an unexcused absence from school may be removed from office and a new officer be elected. Good conduct is essential.
4. Any officer or member who is absent from school without permission or receives a suspension regardless of length may be removed from the activity or organization if the administration deems it necessary.

5. A student may be president of only one activity or organization. Students may hold a minor office in one other organization. Two minor offices may be held by a student.
6. Each class or organization will be allowed only one-night party per year.

Counselor: The counselor serves to help the student to solve problems concerning educational planning and progress and problems of a personal-social nature. The counselor also helps to organize and maintain an adequate record system. The counselor acts as a consultant for the testing program and interprets the tests and other information to the students, parents and teachers. The primary responsibility of the counselor is for the welfare of the individual student. Students are expected to cooperate in all testing programs. Parents should always feel free to call the counselor's office for personal appointments regarding any problem their child may be having at home or at school. When the home and school work together, the pupil is greatly benefited.

Computer Usage/Internet/Network: Parent and Student will sign a Chromebook Agreement at the beginning of the school year. (Please refer to the "District" pages of the Family Handbook and the Chromebook Guide on the district website.)

Crisis Plan: (Please refer to the "District" pages of the Family Handbook.)

Custody Documents: (Please refer to the "District" pages of the Family Handbook.)

Detention: Lunch or after-school detention may be assigned to students as a consequence and/or recovery/restoration for various academic or behavioral issues/concerns. The school staff will work with the student in the process of notifying their parents of the time they are to be detained. If the detention is after school then students riding the bus will arrange transportation for the following day. Failure to serve the required time may result in additional detention assigned up to and including In-School Suspension.

Dismissal from Class: Students sent out of class are to report to the office immediately.

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

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

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

The district reserves the right at all times to regulate the dress and/or grooming of any student that is deemed to be a distraction to the learning process, and/or creates a health or safety hazard.

A student shares with his/her parents the right to dress according to personal preference, except where such dress is dangerous to the student's health and safety or to the health, safety and sense of well-being of others, or is indecent, distracting, or disruptive to the extent that it interferes with the learning or teaching process (this includes failure to maintain good hygiene practices). The following specific rules are intended to assist in making decisions concerning the appropriateness of choices of clothing and personal appearance upon arrival to school property and during the school/instructional day. Clothing must be worn in the manner for which it was designed. **The school administration always has the final determination as to whether a specific clothing item is acceptable to wear at school.**

If a student's choice of clothing is determined to be in violation of the dress code, they will be required to change attire before returning to classes. Failure to comply and/or refusal to cooperate with the personal appearance rules will result in consequences that will include lunch detention and/or loss of privilege, and may also include ISS or OSS depending on the circumstances.

Students shall be responsible for adhering to the following general guidelines in regard to student dress and appearance at school and at all school activities:

All students are NOT allowed to wear:

- Clothing that shows an inappropriate amount of bare skin, that exposes chest, excessive bare mid-section or buttocks such as, fishnet shirts, sheer tops, halters, strapless tops (except for dances), short-shorts, mini-skirts, strapless garments
- Sagging clothing (undergarments should not be showing)
- Garments with inappropriate, violent, abusive, crude/profane/obscene language, references to alcohol, weapons, drugs or tobacco products or sexual insinuations.

- Chains longer than 6 inches
- Clothing designed as undergarments worn as outer garments
- Sunglasses, hats, bandanas, hoods, and/or caps are not allowed to be worn in the school building.
- House slippers, shoes with skates and shoes with cleat type soles shall not be worn in the building.

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

Electronic Devices (Smart Watches/Earbuds/Headphones): Smart devices, such as watches, may be worn in the classroom unless they are a distraction to the learning environment. Students may be asked to place their smart devices in their locker if it becomes a distraction. If continued use or distraction occurs students may be required to keep these devices in their locker while at school.

Earbuds and headphones are permitted when used in class for the purpose of learning and should only be connected to a school issued device. Earbuds and headphones are subject to the electronic device policy.

Field Trips/Extra Activities: During the academic school year students will be offered the opportunity to participate in extra school activities such as field trips, reward parties, assemblies, school dances, sporting events, etc. These scheduled events are in addition to the regular curriculum and are an important part of the middle school experience. It is important for students to meet the same expectations of extra-curricular activities in order to participate in these events: A student should be in “good standing” and not appear on the ineligibility list (that is: the student should maintain good attendance, have satisfactory grades, maintain good conduct, and has not served an “In School” or “Out of School” suspension)

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

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

FOOD/DRINK/LUNCH: Students will be permitted to bring a sealable/refillable water bottle, it will be left to the individual teacher's discretion if the water bottle will be permitted into the classroom. Students will not be allowed to consume soda, coffee, and energy drinks upon entering school this includes students who bring a home/sack lunch. Students will be asked to dispose of any drinks that are not in a sealable container as they enter the building. Students who demonstrate irresponsible behavior with their water bottle may lose privileges (this includes bringing non-permitted beverages).

Student should only bring food from home for their lunch period or for designated classroom events. Lockers should be cleared of all food and beverage containers every night.

After eating, students are expected to return trays, dinnerware, and paper goods to the designated area. Disposable items should be placed in the proper receptacle and tables wiped down prior to leaving the commons. Unconsumed food from school breakfast and lunches will not be permitted to leave the cafeteria/commons area. **Please leave your table area as clean as you would like to find it!**

Foul Language: The use of inappropriate communication verbal or written is subject to disciplinary action. This includes but is not limited to foul, sexually charged, suggestive language or other comments and topics that are inappropriate for a school setting.

Gang Related Issues: No student on or about school property or at any school activity shall wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge, symbol, or other thing that is evidence of membership or affiliation in a gang. Anything, which in the opinion of the administration, is associated with gangs and/or drugs and/or becomes disruptive to the educational process may be banned. Any student in possession of anything affiliated with any gang shall be subject to disciplinary action. Consequences can include anything from discipline referral up to a possible expulsion hearing.

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

Health Services/Immunization Policy: The USD 263 Board of Education will implement and enforce the provisions of the Kansas School Immunization Statute (KSA 72-4209). The statute defines immunizations required for any individual who attends school or a childcare program operated by a school.

Proof of receiving the following immunizations must be provided to the school prior to attending the first day of school. (BOE Policy*)

6th grade Vaccine: Requirement: DTaP/DT (diphtheria, tetanus, pertussis) 5 doses IPV (polio) 4 doses MMR (measles, mumps, rubella 2 doses Varicella (chickenpox) 2 doses** Hepatitis B 3 doses

7th grade Vaccine: Requirement: Tdap 1 dose*** IPV (polio) 4 doses MMR (measles, mumps, rubella 2 doses Varicella (chickenpox) 2 doses* Hepatitis B 3 doses Meningococcal vaccine is now required for all 7th graders.

8th grade Vaccine: Requirement: Tdap 1 dose*** IPV (polio) 4 doses MMR (measles, mumps, rubella 2 doses Varicella (chickenpox) 2 doses** Hepatitis B 3 doses

* Varicella (chickenpox) vaccine is not required if a child has had chickenpox disease and disease is documented by a physician signature. Without a physician signature, vaccine is required even if you believe your child has had chickenpox disease. ***All 7th – 12th grades are required to have one dose of Tdap regardless of the interval since the last dose of Td (tetanus/diphtheria). This is to improve pertussis (whooping cough) immunity due to increasing outbreaks.

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

The classroom teachers plan their lessons so that part of the class period is reserved for supervised study of the next day's assignment. If the students are unable to complete their assignments at this time, it will be necessary for them to take the work home. Many courses in the middle school are so designed that projects and assignments are started several days or even weeks before the date due for completion, with definite purposes in mind. Therefore, in such assignments a student should not wait until the last day before it is due to work on those assignments. Students may stay after school to work if arrangements are made with the teacher.

Honor Roll:-Honor rolls will be computed each quarter with recognition given for the following achievements:

Principal's Honor Roll 4.00

Wildcat Honor Roll 3.99 – 3.50

Honorable Mention 3.49 – 3.00

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

Inclement Weather/School Cancellation: (Please refer to the "District" pages of the Family Handbook.)

Lockers: Each student is assigned a hall locker for books and coats, and a dressing room locker for physical education. Lockers are the property of the school and may be searched when deemed necessary. Students are expected to keep all personal belongings in their lockers that are not essential to the learning environment this includes backpacks/purses. Students are responsible to keep their locker neat and clean. Lockers should be locked at all times.

MMS and/or USD 263 are not responsible for lost or stolen property. Hall locks will be issued from the office. If a student loses the lock there is a \$5.00 replacement fee. Missing locks will be considered as lost locks unless otherwise determined by the office. Students must have permission to change lockers or use a lock that isn't issued by the school.

Late Work policy: The policy for late work as well as after school academic support will be defined by each grade level team at the beginning of each school year and communicated to staff, students and parents by teachers and posted on MMS web page.

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

Lunch Program: (Please refer to the "District" pages of the Family Handbook.) MMS has a "Closed" lunch. It is compulsory that students eat at school. All students will go to the lunch room with their group, regardless whether they eat school lunch, bring their lunch, or do not eat.

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

Medical Services: Students needing to take medication during school hours must have a form signed by their parent stating the name of medication and when to be taken. These forms can be obtained from the office. Medication must be labeled with the student's name and name of medication, and is to be kept in the office for distribution. It is the responsibility of the parents to make such arrangements that the ill or injured pupil will be picked up by the parents or by the person the parents designate. No student shall be permitted to transport ill or injured students home. School health rooms are to care for those pupils who become ill or injured at school and the school can offer only TEMPORARY care and first aid. No child will be taken or sent home by the school nurse, secretary, or school administrator until parents or another designated responsible person is contacted at home or at work. Proper authorities will be contacted when medical emergencies arise.

MTSS: (Please refer to the "District" pages of the Family Handbook.)

Parking: 1. Bicycles - All bicycles are to be parked in the rack provided. Students must walk with bike while on campus. 2. Skateboards and scooters may be parked in the holder provided in the main foyer. 3. Cars - School personnel are encouraged to use the lot provided west of the school. If a student has a legal driver's license they are to park in the designated area. THIS MUST BE PREAPPROVED THROUGH THE PRINCIPAL. A student must be in good standing to be able to drive to school and park on school property.

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

Grade Advancement: Students will be advanced by grade on the basis of academic progress and administrative judgment as per BOE policy.

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

Safety Drills: (Please refer to the “District” pages of the Family Handbook.)

Searches: Searches of lockers and students shall be conducted in accordance with the rules established by the board. No law enforcement officer may search any locker without a search warrant unless he has the consent of the building principal and is accompanied by the principal. In order to protect the health, safety or welfare of students under school jurisdiction, building principals are authorized to search students. No strip searches shall be conducted by school authorities. All searches shall be carried out in the presence of an adult witness. Upon reasonable suspicion and at the request of the administration, as a deterrent, law enforcement officers or licensed private agencies may use trained dogs on school premises to identify student property which may contain illegal or illicit materials and to determine whether materials are present which may threaten the general health, welfare, and safety of student and/or district employees.

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

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

MMS Student Fee: A \$20.00 student fee will be charged to all MMS students to cover costs of agendas, field trips, classroom & school-wide activities, student wellness programs, student IDs, & operational costs. After the fee is paid, the student will be issued a 2024-2025 photo school I.D. which will allow admission to home activities & athletic sports during the year. *This excludes school dances, & special events A photo school I.D. will be required for admission.

STUDENT DISCIPLINE POLICIES

It is the philosophy of the Administration and the Board of Education of District 263 that students should conduct themselves in such a way so as to be a credit to the school and community. In order for the students to be aware of what is considered acceptable conduct, this Student Conduct code has been established in conjunction with the following quoted legislation:

KSA 72-8901 - 72-8905: "Be it enacted by the legislature of the State of Kansas": Section 1. The Board of Education of any school district may suspend or expel, or by regulation authorize any certificated employee or committee of certificated employees to suspend or expel, any pupil or student guilty of any of the following:

- A. Willful violation of any published regulation for student conduct adopted or approved by the Board of Education, or
- B. Conduct which substantially disrupts, impedes or interferes with the operation of any public school, or
- C. Conduct which substantially impinges upon or invades the rights of others, or
- D. Conduct which has resulted in conviction of the pupil or student of any offense specified in chapter 21 of the Kansas Statutes Annotated or any criminal statute of the United States, or
- E. Disobedience of an order of a teacher, peace officer, 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.

The following disciplinary procedures are available when school policies have been violated but are not necessarily used entirely in the following sequence. Note that selected violations of the student conduct code mean the student is choosing to have preset consequences enforced. Though there is a need for some administrative discretion, these and other disciplinary consequences are to be enforced uniformly and fairly for all. Other preset consequences could be added as necessary and a policy of progressive consequences will be enforced for those with multiple violations. All violations are subject to suspensions of one to ten days depending on their severity. These procedures are based on a belief that students can and must control their behavior while allowing for some possible mistakes in the learning process. (See Discipline Matrix on page 68)

CONSEQUENCES OVERVIEW

DETENTION, Office Assigned: Office detention can be served in the office:

- Before school beginning promptly at 7:00 am - 7:45 am (Wednesdays from 7:00 am – 8:40 am)
- After school beginning promptly at 3:10 pm - 4:00 pm
- Students must comply with the following rules or they will be asked to leave:
 - Be signed in at the office and seated in the assigned area on time
 - Have work/materials with them
 - Comply with the office staff's first direction without argument.
- Opportunity may be given for earning double time for students who wish to perform some **community service** tasks on a voluntary basis within the school.
- Failure to meet the deadline may result in ISS or OSS time during the following week(s) until the hours have been served.
- Office detention obligations do not disappear if not completed before the end of a school year. Such obligations are carried over until the student completes all assigned discipline

OUT OF CLASS SUSPENSIONS: The student will be assigned in the ISS room only during the class period in which the behavior violation occurred.

IN-SCHOOL SUSPENSION: The student will be assigned to the In-school Suspension Room (ISS). Cell phones are not allowed in the ISS room. Should the use of ISS prove an ineffective consequence, administrators may deem it necessary to use out-of-school suspension.

SHORT-TERM SUSPENSION FROM SCHOOL: This suspension will be a one to ten-day suspension from school to afford the student, parents and school the time needed to give careful study to the behavior problem.

EXTENDED SUSPENSION OR EXPULSION FROM SCHOOL: This suspension will be for up to 10 school days or pending expulsion hearing, with a formal hearing scheduled not later than the last day of the suspension, to determine whether the suspension will be extended or expulsion from school will be made.

Authorities may be contacted when action violates local, state, or federal law.

DISCIPLINE POINT SYSTEM

- CLASS A: 45 points
- CLASS B: 25 points
- CLASS C: 10 points
- CLASS D: 5 points

CLASS E: (non-classified) 0-5 points

Offenses will be classified and discipline administered according to the nature of the offense. Accumulated points will be used in consideration of expulsions. The school may request an expulsion hearing when a student's points accumulate to 45.

DESCRIPTIONS OF VIOLATIONS

CLASS A: Extended Suspension or Expulsion from School, 45 points

This suspension will be for up to 10 school days or pending expulsion hearing, with a possible expulsion or extended suspension. Upon notification of suspension (and pending expulsion), the student may be instructed to leave the campus immediately, may be escorted off campus if necessary, or may be escorted to a locker/classroom to get personal belongings. If a parent cannot be reached, the student will be placed in ISS for the remainder of the day and will not be allowed to return pending an expulsion hearing.

Action Causing Student, Teacher, Or Staff Physical Injury: Any action that results in an injury requiring medical treatment.

Aggravated Battery and Assault: Threatening or striking another individual with a weapon.

Aggressive Physical Contact Directed at Faculty or Staff: Any action in which contact is made with a school employee in an intentional manner so as to cause harm or intimidate.

Extortion: To obtain services, property, or money by threatening someone.

Fire Code Violations: To include but are not limited to false alarms, setting a fire, possession/use of explosive devices, possession or use of fireworks, or any other violation of fire code.

Possession of Weapon: Having in one's possession any item whose primary purpose is to cause harm, i.e. guns, knives, martial arts weapons, etc.

Rape Or Attempted Rape: Nonconsensual sexual activity, attempt of nonconsensual sexual activity, or any type of sexual activity in which one of the participants is under the age of 16.

Selling/Distributing Illegal/Controlled Substances: Selling or distributing any controlled substance, i.e. drugs, intoxicants, etc.

Threats: To make serious threats against a person, a person's family or property.

Theft or Vandalism: Taking of property in excess of \$500 or willful destruction of property which causes in excess of \$500 in damages. The

student will be expected to make restitution as part of the penalty for such action.

CLASS B: Short-term Suspension from School, 25 points

This suspension will be a one to ten-day suspension to afford the student, parents, and school the time needed to give careful study to the behavior problem. A parent will be expected to attend a conference prior to the student's return to school.

Bullying/Harassment: Bullying and harassment are often interchangeable terms. However, harassment could be intentional or unintentional; whereas bullying is willful and intentional. If appropriate, students who violate the bullying/harassment policy will be reported to local law enforcement.

Bullying: Bullying is a conscious, willful and deliberate hostile activity intended to harm, induce fear through the threat of further aggression, and create terror. It can occur when a person or group of people, upset, or create a risk to another person's health and safety; either psychologically or physically to induce fear about property, reputation, or social acceptance. It involves an imbalance of power, intent to harm, and threat of further aggression.

Harassment: Harassment shall be considered the use of words or deeds to cause another student or group of students to feel uncomfortable.

Three categories of harassment are defined:

- A. General: Treatment of others, either in word or deed, that causes, or may be considered to cause, discomfort, embarrassment, or fear. Activities related to imitation or hazing are considered a form of harassment.
- B. Racial
 - a. Treatment of a student differently on the basis of race, color, or national origin in the context of an educational program or activity without a legitimate, nondiscriminatory reason so as to interfere with or limit the ability of the student to participate in or benefit from the services, activities or privileges by the recipient.
 - b. Harassing conduct (e.g., physical, verbal, or graphic) that is sufficiently severe, pervasive, or persistent so as to interfere with or limit the ability of an individual to participate in or benefit from the services, activities or privileges provided by a recipient.
 - c. Treatment that effectively causes, encourages, accepts, tolerates or fails to correct a racially hostile environment.

C. Sexual: Sexual harassment is defined as “behavior expressed in words, pictures or actions that is offensive to a person, involving issues of sexuality, that is not welcomed and may be embarrassing or uncomfortable for the victim to experience that is one-sided, is about power, and a violation of board policy and federal law.”

Incidents of bullying/harassment shall have the following minimum consequences:

1st offense: warning, mediation, education

2nd offense: 1-day in-school suspension (class D)

3rd offense: 3-day out-of-school suspension (class B)

4th offense: 5-day out-of-school suspension with an informal discipline hearing scheduled with recommendation for long-term suspension/expulsion (class A)

Egregious offenses may warrant the administrator to assign a harsher consequence than the minimum prescribed above.

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

Reckless Endangerment: Conduct that might place an individual or group of individuals in danger of being injured. Violations include, but are not limited to: possession of an instrument of endangerment; making telephone or cellular calls or originating electronic pages or emails during a crisis situation or crisis drill; placing of false emergency calls.

Sexual Activity: Intimate contact with self or others.

Show Of Disrespect By Word/Act/Symbol: Show of disrespect includes inappropriate use of language, hazing, or harassment directed toward any one person or group of individuals or any gesture that is deemed to be of an inappropriate nature directed towards any one person or group of individuals. Behavior includes, but is not limited to, poor sportsmanship, depantsing self or others, displaying bandanas or flags representing hate groups, gang affiliation, or symbols of other such groups.

Substance Use or Possession: The possession, use, or influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, stimulant, depressant, marijuana, alcoholic beverage, cereal malt beverage, or intoxicant of any type or paraphernalia associated with use of such substance. Use of a drug authorized by a medical prescription from a registered physician shall not be considered a violation of this rule, as long as the student has followed proper procedures by registering the medication with the health room. *(See the drug/alcohol/tobacco and health room policies for more information.)*

Tobacco: Possession and/or use of any tobacco, e-cig product, vape, or nicotine delivery device by students is prohibited in any attendance center, in a school-owned vehicle, at school-sponsored events or on the school grounds. Students observed using or in possession of such products will be subject to disciplinary action up to and including the following as assigned by administration. A report will be filed with appropriate civil authorities. Vaping cartridges and pods may be tested for illegal drugs. If the contents test positive for an illegal product other than tobacco, the alcohol and drug policy will be enforced.

1st Offense is a 3-Day OSS (Out of School Suspension) with the option of completing a tobacco and vape education class, that upon successful completion would modify and reduce the days of OSS to 1-2 day/s OSS, depending upon completion of the program. If the student chooses not to complete the program, the full 3 Day OSS will be implemented.

2nd Offense: 5-Day OSS and an intervention meeting with support services.

3rd or More Offenses in a school year: up to 10-days OSS with a possible expulsion hearing.

Theft/Vandalism: (Up to \$500) The unlawful taking and carrying away the property of another individual. Stealing and/or willfully destroying or defacing school property. USD #263 will expect restitution for district property.

CLASS C: In-school suspension or short-term suspension. 10 points

Repeated Academic Dishonesty: Documented student behaviors involving plagiarism, cheating, passing off the work of others as their own.

Defiance/Disrespect Of Staff: Student behavior so exaggerated that its intent or result leads to disruption and disorder in the learning environment.

Disruption Of School Or School Facilities: Action that results in the disruption of the normal school day or the normal operation of school facilities. Violations include, but are not limited to: using electronic equipment that detracts from the learning environment; dispersing chemicals with the intent to disrupt.

Confrontation: Verbal conflicts that are disruptive will not be permitted at school, on school grounds, on school buses, or at school-sponsored activities. Drawing a crowd will be considered disruptive.

CLASS D: Detention, out-of-class suspension, ISS, or short-term suspension. 5 Points

Failure to Comply with a Reasonable Request of a Faculty or Staff

Person: Failure to abide by a reasonable request made by any faculty or staff member in the classroom, or school grounds, or at a school-related activity.

Failure to Serve Assigned Detention: Students are required to serve detention as assigned by faculty, staff and administration.

Inappropriate Use of Computer & Internet: Inappropriate use of these technologies will result in the cancellation of computer access or other disciplinary action by school officials.

Inappropriate Communication: Use of inappropriate verbal and/or nonverbal communication on school grounds. Inappropriate communications include profanity, sexual innuendos, any display of illegal or illicit substances.

Truancy/Unexcused Absence: The student is absent without authorization from scheduled classroom placement. The student has an unexcused absence in accordance with attendance procedures.

Theft (under \$25): Theft is the unlawful taking and carrying away the property of another individual. USD #263 will expect restitution for district property.

Vandalism/Defacing of Property (less than \$25): Destruction of school property or property of others with replacement or repair cost of \$25 or less. The student will be expected to make restitution.

CLASS E: OTHER BEHAVIOR VIOLATIONS: Detention, ISS or Short-Term Suspension

Excessive Tardies: Students who accumulate five or more total tardies shall be considered excessively tardy by administration.

Food and Drink Violations:

Inappropriate Assembly Behavior: Disruptive & Inappropriate assembly behavior shall include but not be limited to booing, hissing, throwing items, and loud talking while performance is being given. Such behavior will not be allowed.

Inappropriate Display of Affection: Acts of affection towards another student.

Inappropriate Dress: All clothing and adornments must be in good taste so as not to interfere with the learning process. Inappropriate clothing would be considered those items that are revealing, contain profanity or sexual connotations, or promote alcohol, drugs, tobacco, or violence. Kansas State Law requires shoes to be worn. Hats are not to be worn in the buildings.

Rowdy Behavior: Rowdy behavior shall include but not be limited to shoving, playing tag, throwing balls, and running in the hallways.

Inappropriate Use of Technology: Internet searches, emails, use of the device must be in accordance with district policies and the teacher's classroom expectations.

Weather-Related Offenses: The student will refrain from throwing snowballs/ice, throwing other individuals into the snow/ice, shoving other individuals into water puddles/mud, or splashing others.

Student/Records Data for School Use: (Directory Information): (Please refer to the "district" pages of the Family Handbook.) For MMS: Please add Participation in Athletics/Activities

Student Enrollment/Transfers: (Please refer to the "district" pages of the Family Handbook.)

Student in Good standing: Will be ultimately determined by school administration, but as a general rule students must meet the following criteria:

1. Maintain a GPA of 2.0 or above and have no more than 1 F or 2 D's, in order to be eligible to participate. Appropriate citizenship is essential for participation.
2. No Major Discipline Suspension.
3. Attendance Rate of 90% or better.

Suspensions: When a student will not conform to reasonable standards of discipline or wherein their presence threatens the general welfare of other

students, school administrators may suspend a student for a period not to exceed ten days. While on suspension the student may not be on USD 263 property without administration's permission at any time this includes extra-curricular activities. The student is required to make up all missed work. **The work will be given full credit if it is given to the teacher upon re-admittance. It is fully the student's responsibility to take care of this.** If a parent was not available prior to the suspension, the student must bring a parent/guardian prior to returning to classes. Following suspension, if the student still does not conform to reasonable standards of discipline, if misconduct or disobedience goes against the best interest of the other students of the school, the principal may again suspend the student. Any further action could result in action taken through the superintendent of schools' office.

Tardies to Class: Promptness to class is very important. A student is expected to be in their seat when the room bell sounds. Tardies to class will be addressed through office discipline including detention at lunch or after school. After a student's 5th tardy a conference will be held with an administrator and disciplinary action begins after the 10th tardy and beyond.

Tardies to School: When a student arrives after school is in session the student will be counted tardy. If a student arrives more than 5 minutes late to class, or misses more than 5 minutes in any class, they will be considered absent rather than tardy. A tardy can be "excused" if accompanied by a parental note or telephone call; otherwise the tardy will be "unexcused." Partial absences cannot be excused unless the student has followed the appropriate procedures and checked in/out. Excessive tardiness or excessive early sign-outs will be addressed to determine if there is a pattern of non-attendance.

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

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

Threats: (Please refer to the "district" pages of the Family Handbook.)

Transportation: (Please refer to the "District" pages of the Family Handbook.)
MMS Activity/Field Trips: All students who ride the bus on certain trips must return on the bus unless the parent/guardian (only) bring them home. In such case, the sponsor must be notified and "signed-out" in person by the

parent/guardian on site. For a complete explanation of expectations, rules, and consequences, please visit the district web site: www.usd263.com

Truancy: (Please refer to the “District” pages of the Family Handbook.)

Unnecessary items: Items that are not essential to the learning and academic setting should be left at home. Examples are: Laser pens, toys, and personal stereos/speakers, etc. Items brought to class may be confiscated for the day. Repeated offenses may require a parent/guardian to retrieve from school.

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

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

Weapons Policy: (Please refer to the “District” pages of the Family Handbook.)

Withdrawal from School: (Please refer to the “District” pages of the Family Handbook.)

*All BOE Policies can be found on the district website: www.usd263.com

MMS & MHS Office Discipline Referrals Overview &

Continuum of Consequences

Category of Offense	Examples of Behavior	Consequence	Points
A	Action Causing Medical Treatment Aggravated Battery or Assault Aggressive Physical Contact Toward Staff Extortion of Services, Property or Money Fire Code Violations Possession of a Weapon Rape or Attempted Rape Selling or Distributing Illegal Substances Threats Theft/Vandalism (>\$500, restitution expected)	Extended Suspension (5-10 days) Expulsion from School	45
B	Drug/Alcohol/Tobacco Violations Fighting/Aggressive Physical Contact Bullying/Harassment* Reckless Endangerment Sexual Activity Show of Disrespect by Word or Deed Theft/Vandalism (<\$500, restitution expected)	Short-term Suspension (1-10 days) Parent Conference prior to return *See definitions for more info.	25
C	Academic Dishonesty Defiance or Disrespect of Faculty/Staff Disruption of School or School Facilities Verbal Confrontation	Short-Term Suspension In-School Suspension Out of School Suspension Education/Conference Mediation	10
D	Failure to Comply w/ Reasonable Request Failure to Serve Detention Inappropriate Communication Inappropriate Use of Technology Truancy/Unexcused Absence Theft/Vandalism/Defacement (<\$25, restitution expected)	Detention In-School Suspension Short-term Suspension Out-of-Class suspension Community Service Education/Conference Mediation Loss of Privilege	5
E	Excessive Tardies Food/Drink Violations Inappropriate Assembly Behavior Inappropriate Display of Affection Inappropriate Dress Rowdy Behavior	1-hour Detention In-School Suspension Short-term Suspension Education/Conference Community Service Loss of privilege	0-5

Mulvane High School
"Home of the Wildcats"

1900 N. Rock Road
Mulvane, KS 67110
Phone: (316) 777-1183



MHS Family Handbook
2024-2025

* The USD 263 Family Handbook can be accessed from the district website www.usd263.com.

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PRINCIPAL'S WELCOME

On behalf of the faculty, administration, and USD 263 Board of Education, welcome to Mulvane High School for the 2024-2025 school year.

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

I encourage each of you to strive for success academically and to become involved in activities and clubs at MHS. Earning success academically will pave your path to the future and provide you with 21st Century skills needed in society. By being involved you will meet new friends, have fun, and help build on the great traditions of being a Mulvane Wildcat.

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

*Respectfully Yours,
Mr. Jeromy Swearingen*

Mulvane High School

Mission Statement

Mulvane Public Schools will empower all students with academic, life, and social skills.

Vision

In partnership with our families and community, the vision for Mulvane Public Schools is to prepare today's learners for tomorrow's opportunities.

Core Values

- Community, Families, & Individuals
 - Safety and Wellness
- Lifelong Student Achievement & Success
- Respectful & Collaborative Relationships
 - Dedicated & Passionate Staff

School-wide Expectations

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

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

MHS School-Wide Expectation #1: Safety

Care for Yourself	Care for Others			Care For MHS
<i>What does It Look Like?</i>				
Classroom	Hallways	Commons	Events	Parking lot
*Use materials and furniture appropriately	*Students move carefully at a walking pace	*Push-in Chairs when Finished	*Create a Safe Atmosphere	*Enter and Exit the Parking Lot Appropriately
*Keep Hands to Yourself	*Use hallway time efficiently and appropriately	*Use tables and chairs appropriately	*Keep Aisles and Exits Clear	*Practice Safe-Cautious Driving
	*Keep Hands to Yourself			*Wear your seatbelt

MHS School-Wide Expectation #2: Respect

Respect Yourself	Respect Others			Respect our School
<i>What does It Look Like?</i>				
Classroom	Hallways	Commons	Events	Parking lot
*Follow classroom rules	*Be courteous and use manners	*Wait for your turn	*Maintain Good Sportsmanship - Rule 52	*Use Appropriate Language
*Use positive supportive language at an appropriate volume	*Use positive, supportive language at an appropriate volume	*Use positive supportive language at an appropriate volume	*Respect Personal Space of Others	*Demonstrate Patience
*Focus on the teacher/speaker	*Treat property with care and respect	*Be Patient - Courteous	*Promote School Spirit	
*Respect for others' feelings and thoughts			*Respect Performers during Assemblies and Productions	

MHS School-Wide Expectation #3: Responsibility

Be Prepared for School	Make Positive Choices		Follow Rules and Expectations	
<i>What does It Look Like?</i>				
Classroom	Hallways	Commons	Events	Parking lot
*Be prepared - arrive with necessary materials	*Keep hallways clean	*Keep area Clean	*Follow Posted Rules	*Keep Parking Lot Clean
*Arrive on Time	*Keep lockers locked	*Throw your trash away	*Clean-up after yourself	*Yield to Pedestrians
*Participate and remain attentive	*Maintain personal space	*Pay for all items	*Arrive on time	*Honor senior, visitor and handicapped spots
*Keep area clean		*Food and drinks stay in the commons	*Bring Appropriate Items Only	
*Use classroom time wisely		*Remain in commons for lunch until dismissed		

GENERAL INFORMATION

BOARD OF EDUCATION

Mr. Steve Fry
Mrs. Stacy Gear
Mr. Jeff Ellis
Mr. Chris Heersche
Mr. Fred Heersche
Mrs. Destiny Myers
Mrs. Crystal Smith

ADMINISTRATION

Dr. Jay Ensley	Superintendent of Schools
Mr. Jeromy Swearingen	Principal
Mrs. Chantel Johnson	Assistant Principal
Mr. Dave Fennewald	District Athletic Director/Assistant Principal

MULVANE HIGH SCHOOL FACULTY

<u>Name</u>	<u>Position</u>	<u>Room #</u>
Kendra Banzet	Agriculture	504
Dana Bartel	Science	301
Jesse Bernal	Bus. Ed/Journalism	513
Maureen Berry	Vocal Music	607
Teresa Brown	Counselor	101C
Thomas Brumbelow	Special Services	505
Marla Clifton	Language Arts	405
Caylene Crouse	Special Services	401
David Dieker	Industrial Technology	508/515
Melanie Emond	Language Arts	407
Randy Fox	Soc. Science/Athletic Trng	304/704
Kristina Ganow	Special Services	206
Beverly Hall	Psychologist	310
Kyle Headrick	Business/Computer Science	501
Michael Jeffery	Mathematics	202
Laura Jelinek	Mathematics	205
Lana Kaylor	Art	605
Travis Keller	Instrumental Music	609
Jesse Kollmeyer	PE/Health	Gym/706
Crystal Logan	Language Arts	403
Jennifer Long	Social Science	307
Shelly Milledge	Mathematics	200
Shelby Miller	Language Arts	404
Jason Mitchell	Theater Arts	600
Marie Moore	Science	302
Coree Mueller	Counselor	101D
Daniel Myears	Str&Cond/Weights	708
Jesse Myers	Math/Social Science	201
Steve Nelson	Social Science	305
Hayley O'Donnell	Family/Consumer Science	507/509/511
Michael Packard	Business	503
Krysti Paul	Special Services	400
Rose Payne	Mathematics	203
Kelli Pennington	Special Services	411
Nicole Peschel	PE/Special Services	Gym/706
Kistin Petersen	Special Services	204
Benjamin Rees	Industrial Technology	510
Sean Ritterhouse	Science	207
Chris Roderick	Science	209

MULVANE HIGH SCHOOL FACULTY (continued)

<u>Name</u>	<u>Position</u>	<u>Room #</u>
Victoria Roderick	Language Arts	409
Kari Schwanke	Psych/Soc Sc./Virtual	306
Teresa Sula	Special Services	406
Teresa Treat	Art	603
Lori Warren	Librarian	Library
Hannah Wheeler	Social Worker	308
Jason Whisler	Industrial Technology	506
Camille Woods	Spanish/French	402
Denise Woods	Science	303

MULVANE HIGH SCHOOL SUPPORT STAFF

Haley Barnes	Financial Secretary
Tracy Barr	Paraprofessional
Officer Bohannon	School Resource Officer
Jamie Bowker	Paraprofessional
Laura Canfield	School Nurse
Jennifer Cervantes	Paraprofessional
Teresa Coppola	Paraprofessional
Shannon Ellis	Athletic Secretary
Kylie Ferrer	Speech Pathologist
Christy Gutzmer	Registrar
Dena Hamm	Paraprofessional
Rikki Headgepath	Health Room Aide
Cristy Jenkins	Food Service Supervisor
April Kenemer	Paraprofessional
Kallie Kimble	Paraprofessional
Laurie Little	Attendance Secretary
Talitha Maltbie	Paraprofessional
Kasey McDowell	Tech Specialist
Brenda Perry	Paraprofessional
Amy Rounds	Paraprofessional
Monika Simonis	Paraprofessional
Brittany Smith	Paraprofessional
Melissa Smith	Paraprofessional
Micki Urton	Paraprofessional
Kyle Wood	Head Custodian

MULVANE HIGH SCHOOL SITE COUNCIL

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

2024-2025 MHS STUDENT COUNCIL / CLASS OFFICERS

<u>President</u>	<u>Vice President</u>	<u>Secretary</u>	<u>Treasurer</u>
Fisher Dye	Camdyn Maltbie	Kylie Schwanke	Anna Leeds

Class Officers

Seniors

President	Zach Jensen
Vice President	Olivia Ellis
Secretary	Alaina Beckwith
Treasurer	Kylee Hackett
StuCo. Reps	Izzy Bennett & James Inkelaar

Juniors

President	Qin Wilt
Vice-President	Chloe Rees
Secretary	Johnathan Wilson
Treasurer	Hunter Heckart
StuCo. Reps	Reed Hackleman & Makannah Allen

Sophomores

President	Chloe Davis
Vice President	Ainsley Wood
Secretary	Braylon Barnes
Treasurer	Kyle Caruthers
StuCo. Reps	Carlee Cole & Shelby Light

Freshmen

President	Mekenzie Wyant
Vice President	Gloria Westoff
Secretary	Keileigh Burke
Treasurer	Bryson Canfield
StuCo. Reps	Brittani Peschel & Fenton Smith

STUDENT HANDBOOK

TO PARENTS/GUARDIANS/STUDENTS:

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

BELL SCHEDULE & ADVISORY

Regular Week Day: M/T/TH/F		Wednesday Late Start Day	
1st Hour	7:45-8:33	1st Hour	8:45-9:30
2nd Hour	8:38-9:26	2nd Hour	9:35-10:18
3rd Hour	9:31-10:19	3rd Hour	10:23-11:06
4th Hour	10:24-11:12	4th Hour	11:11-11:54
5th Hour	11:17-12:42	5th Hour	11:59-1:24
Lunch	A Lunch: 11:21-11:42 B Lunch: 11:42-12:12 C Lunch: 12:12-12:42	Lunch	A Lunch: 11:54-12:24 B Lunch: 12:24-12:54 C Lunch: 12:54-1:24
6th Hour	12:47-1:35	6th Hour	1:29-2:12
7th Hour	1:40-2:28	7th Hour	2:17-3:00
Advisory	2:33-3:00	No Advisory	

During Advisory, students will meet with their advisory, travel to work with other teachers, attend club meetings, and participate in school-wide assemblies.

POLICIES AND PROCEDURES

ACTIVITIES ELIGIBILITY REQUIREMENTS:

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

1. Students must be checked into school before 11:30 a.m. and remain until the end of school day in order to be eligible to participate unless prior arrangements have been made with the principal or athletic director.
2. Students must pass an adequate physical examination given by a licensed medical professional (MD, DC, PA, APRN) and have the written consent of their parents or legal guardian to participate.
3. Students cannot be 19 years of age on or before September 1st of the school year in which they compete. A waiver of this policy may be requested.
4. Students cannot engage in outside competition in the same sport during a season in which they represent their school.
5. Students cannot participate in training sessions or tryouts held by colleges or other outside agencies or organizations in a sport they are participating in during the same season.
6. Students must be enrolled in Mulvane High School no later than Monday of the 4th week of the semester in which they participate.
7. Students cannot compete under a false name or for money or merchandise of intrinsic value, and must have observed all other provisions of the Amateur Rule.
8. Students cannot be a member of any fraternity or other organization prohibited by law or by the rules of the KSHSAA and still be eligible to participate.
9. Students must be enrolled in at least 5 subjects of unit weight and have no more than one failing grade. Students shall have passed at least five new subjects (those not previously passed) of unit weight or its equivalency, the previous semester or the last semester of attendance.
10. Grade eligibility will be determined on Monday, and if a student does not meet grade requirements, he/she will have the remainder of the week to meet grade requirements. If, on the following Monday, minimum grade requirements are not met, the student becomes ineligible to participate until grades are raised. Eligibility will be determined on a week-by-week basis.

KSHSAA Rule 14-2

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

KSHSAA Rule 52

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

SPORTSMANSHIP

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

MULVANE HIGH SCHOOL STUDENT FEE

A \$25.00 student fee will be charged to all MHS students to cover costs for handbooks, fieldtrips, classroom & school-wide activities, student wellness programs, student I.D.'s, & operational costs. After the fee is paid, the student will be issued a 2024-2025 photo school I.D. which will allow admission to home events* (Grades 9-12) & participation in MHS activities & athletic sports during the year.

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

A 2024-2025 photo school I.D. will be required for admission.

\$5.00 will be charged for lost I.D.'s.

MULVANE HIGH SCHOOL

ALMA MATER

*Across the fields of waving grain
There stands our high school called Mulvane.
Alma Mater will shine bright
And always be our guiding light.
Through the halls our laughter rings:
Above the wars what peace it brings.
God protect our precious claim
And always watch o'er dear Mulvane.
G.C. Daniels – Class of 1955*

MULVANE HIGH SCHOOL ACTIVITIES

Band/Jazz Band.....	Travis Keller
Cat Tracks/Yearbook/KCAT	Jesse Bernal
Cheerleaders.....	Shelly Milledge
Color Guard.....	Sophia Loibl
Debate/Forensics.....	Jason Mitchell
Drumline.....	Travis Keller
Esprit de Corps/Vocal Music.....	Maureen Berry
FCCLA.....	Hayley O'Donnell
FBLA.....	Kyle Headrick
FFA	Kendra Banzet
KAY.....	Laura Jelinek & Camille Woods
KCAT/Broadcast Journalism.....	Jesse Bernal
Klassy Kats.....	Megan Bryant
National Honor Society.....	Shelly Milledge & Camille Woods
Rowdie Crowd.....	Nicole Peschel
SADD & After Prom.....	Marie Moore
Scholars Bowl	Laura Jelinek
Student Council.....	Denise Woods
Speech/Theater.....	Jason Mitchell

MULVANE HIGH SCHOOL ATHLETICS

FALL SPORTS:

Football	Daniel Myears
Volleyball	Jennifer Long
Cross County	Chris Roderick
Girls Golf	Jesse Kollmeyer
Boys Soccer	Jesse Myers

WINTER SPORTS:

Wrestling	Jesse Myers
Boys Basketball	Thomas Brumbelow
Girls Basketball	Nicole Peschel
Bowling	Crystal Logan

SPRING SPORTS:

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

ANNOUNCEMENTS

Teachers and/or students are to read the daily announcements aloud during 1st period each day. Other announcements will be made as needed, usually during advisory period over the intercom system. Students who have messages will be called to the office during passing periods to retrieve their messages.

ASSEMBLIES

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

ATTENDANCE

Attendance Procedures and Guidelines:

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

1. If a student arrives more than 5 minutes late to a class, or misses more than 5 minutes in any class, they will be considered absent rather than tardy. Partial absences cannot be excused unless the student has followed the appropriate procedures and has checked in/out.
2. It is the student's and parent's responsibility for school attendance. Parents/guardians (or students, if of legal age and have an emancipation document on file) should call the school any day the student will not be in attendance, verifying the reason for the absence. Any absence without parent notification within 48 hours of the student's return to school will be classified unexcused.
3. In Accordance with Kansas Compulsory Attendance Law (K.S.A. 72-1113), any student under eighteen years of age who has three consecutive days of unexcused absences during any semester or five total days of unexcused absences or seven unexcused absences in a school year, is considered in violation of state law. Such students will be reported to the juvenile authorities in the county in which the student resides and to the superintendent of schools. Cumulative absences (excused or unexcused) may require professional documentation after the seventh absence in order to be excused.
4. It is the student's responsibility to obtain makeup assignments from teachers following an excused absence. The students will be allowed the number of days absent plus one to make up work missed. Long term assignments assigned prior to the absence are not subject to additional days to complete.
5. Types of Absences:

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

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

- Other reasons when approved by the building administration

*****Students who accumulate 7 or more absences in one or more classes could be required to attend an attendance hearing with the school administration and will be required to provide professional documentation for further absences to be excused and provide documentation for the reasons for the excessive absences. (After a student accumulates 5 or more absences in any class, parents will be notified for information purposes in writing.) This is in accordance with K.S.A. 72-1113.**

*****Students must attend a minimum of 80% of the semester’s hours of seat time per class to maintain credit in the course.**

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

- Leaving School Without Permission: Students who leave school without permission or checking-out through the office will be assigned 1 day of ISS. Repeated violations will result in progressive consequences that may lead to an expulsion hearing.
- Students who are 18 years old and who do not live with a parent/guardian must provide a notarized statement verifying that they do not live at home and are no longer listed as a dependent on their parent’s income taxes. Students who are 18 but who do not live at home must provide a notarized affidavit signed by a parent/guardian which authorizes a change of residence and indicates that the student still resides in the Mulvane school district.
- In accordance with Kansas Compulsory Attendance Law (K.S.A. 72-1113), any student under eighteen years of age who has three consecutive days of unexcused absences during any semester or five total days of unexcused absences or seven unexcused absences in a school year is considered in violation of state law. Such students will be reported to the juvenile authorities in the county in which the student resides and to the superintendent of schools. Cumulative absences (excused or unexcused) may require professional documentation after the seventh absence in order to be excused.

BACKPACKS/BAGS/PURSES

Students may bring back packs, bags, and purses to school. It is recommended that students keep them in their lockers.

BULLYING

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

CELL PHONES & ELECTRONIC DEVICES

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

MHS realizes that cell phones are valuable communication tools for students and parents; however, phones and personal electronic devices often impede student learning, disrupt the school day, and pose potential legal issues for students. Students may use cell phones and personal electronic devices (MP3 players, iPod, earbuds, headphones, electronic tablets, etc.) during their lunch period, in the hall, and in accordance with the classroom teacher and his/her classroom rules and expectations. Cell phones should never be used in a way that detracts from learning.

If at any time a staff member finds a student's device to be a classroom or school disruption, the staff member may ask the student to give the device to the adult which will be turned into the office. The student may pick up the device in the office after 3 pm or upon check-out of that day. If a student chooses not to comply with the request of the staff member, the student will have consequences, including suspension, in accordance with student discipline policies. If a student repeatedly uses a device in a way that detracts from learning, additional consequences will apply.

Students may not take and/or upload photos, images, audio, or video of any student or staff member at any time without the person's permission. Use of cell phones or electronic devices that violate privacy laws, result in any type of harassment, classroom cheating, or any school disruption may result in suspension and/or expulsion from school.

CLOSED CAMPUS

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

COUNSELING CENTER

The following services are available throughout the day:

Academic Help - Academic assistance is available through the counselors.

Personal Help - Students may seek counseling from either counselor.

Post-secondary Career/Education Planning

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

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

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

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

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

DANCES

School dances are scheduled through the administration. To be eligible to attend a dance, students must be in good standing (passing 5 classes, 0 unserved detentions, less than 40 discipline points). The Snowflake Soiree and prom are the only dances open to outside dates. Outside dates must be currently enrolled in high school or high school graduates under 21 years of age. Prom dates may only be currently enrolled juniors or seniors. All outside dates must be pre-approved by MHS administration and the administration from the school the outside date attends and are required to

supply a current school picture ID or driver's license. All MHS rules and policies apply to dances. Students who leave the building/dance area will not be allowed to return to the dance. All attendees to all dances are subject to breath analysis (see the breath analysis policy for more details).

DETENTIONS, TEACHER ASSIGNED

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

DRESS AND APPEARANCE

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

- Clothing/jewelry which bears slogans, graphics, pictures, symbols, or words which demean race, religion, creed, sex, national origin, intellectual ability, or handicapped condition.
- Clothing/jewelry which exhibits nudity, makes sexual references, or displays offensive phrases.
- Clothing/jewelry/tattoos or other markings which carries gang or hate-related messages.
- Clothing/jewelry which bears alcohol, tobacco or controlled substance advertisements or messages.
- Headgear (hats, caps, hoods, bandanas, etc.) and/or sunglasses will not be worn in the building.
- Chains not viewed by teachers/administrators as "jewelry" will not be worn in the building.
- Clothing which shows an inappropriate amount of bare skin or does not cover undergarments. (Midriffs, cropped tops, halters, spaghetti straps, etc. will not be worn in the building.) As a general rule, shirts should cover the shoulders.
- Skorts, skirts, or dresses which are shorter than mid-thigh will not be worn in the building.
- Shorts that are spandex, nylon, cheer-type shorts such as Softees, or stretch-type (tight fitting)
- Pants/shorts which have hanging chains or straps
- Pants or shorts that are oversized, not fitting at the waist, sagging at or below the knees or showing undergarments
- Heavy coats, trench coats, or coats hanging mid-thigh or longer
- Blankets are not to be carried or used during the school day or in classrooms.
- Any other apparel or alteration of appearance determined by staff members to be inappropriate by virtue of creating a safety concern or classroom disruption.

Students in violation of dress regulations will be asked to change. Appropriate replacement will be provided to exchange for the day. Second time offenders will be subject to disciplinary action ranging from office detention to out of school suspension

DRUG FREE SCHOOLS & COMMUNITIES ACT & POLICIES

The unlawful possession, use, sale, or distribution or being under the influence of illicit drugs and/or alcohol by students on school premises or as a part of any school activity is prohibited. This policy is required by the 1989 amendments to the Drug Free Schools and Communities Act, P.L. 102-226, 103 St. 1928.

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

1. Any student who is selling, trafficking or distributing drugs, drug paraphernalia, and/or other substances (as described above) at school, on school property, or at a school supervised activity shall receive the following action: Law Enforcement and parents will be contacted immediately upon verification of the violation. An automatic 10-day suspension will be imposed pending an expulsion hearing. For the expulsion hearing, USD 263 administration may recommend an expulsion for up to 186 school days.
2. Any student who is under the influence of, in possession of, or uses alcoholic beverages, drugs (except as medically prescribed), drug paraphernalia and/or other substances (as described above) at school, on school property, or at a supervised activity will receive one of the following actions:

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

The student will also be prohibited from participating in extracurricular activities, as defined in the handbook, for a period of 30 calendar days. Students will be allowed to practice/rehearse after 15 days. For the purpose of this policy, school sponsored events include but are not limited to: competitive and non-competitive extracurricular activities such as any high school sanctioned or sponsored extracurricular activities involving competition, comparison or judging of the individuals or groups with other individuals, fine arts performances and exhibition and school hosted or sponsored social activities to include both home and away events and events held on or away from school property.

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

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

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

Students who are suspended or expelled under the terms of this policy shall be afforded the due process rights contained in board policies. Nothing in this policy is intended to diminish the ability of the district to take other disciplinary action against the student in accordance with other policies governing student discipline.

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

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

Tobacco: Possession and/or use of any tobacco, e-cig product, vape, or nicotine delivery device by students is prohibited in any attendance center, in a school-owned vehicle, at school sponsored events or on the school grounds. Students observed using or in possession of such products will be subject to disciplinary action up to and including the following as assigned by administration (including suspension from extracurricular activities as stated above): **1st Offense** is a 3-Day OSS (Out of School Suspension) with the option of completing a tobacco and vape education class, that upon successful completion would modify and reduce the days of OSS to 1-2 day/s OSS, depending upon completion of the program. If the student chooses not to complete the program, the full 3 Day OSS will be implemented. **2nd Offense:** 5-Day OSS and an intervention meeting with support services. **3rd or More Offenses** in a school year: up to 10-days OSS with a possible expulsion hearing. *For all offenses:* A report will be filed with appropriate civil authorities. Vaping cartridges and pods may be tested for illegal drugs. If the contents test positive for an illegal product other than tobacco, the alcohol and drug policy will be enforced.

Breathalyzer Procedures

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

1. Students and guests of students attending dances, prom, or after prom activities will be subject to breath alcohol testing; in accordance with a predetermined process specified by administrators. The testing will be conducted by properly trained administrators/or staff with calibrated equipment.
2. Before admission to a school dance/prom, or after prom, students and guests of students will be asked to submit to an alcohol breath analyzer to determine the presence of alcohol. If the test is negative, the student will be admitted to the dance.
3. If this test is positive, indicating the presence of alcohol, the student will be escorted to a screening area and asked to wait for 20 minutes before a second test is administered.
 - Any residual alcohol occurring from the use of mouthwash, medications, breath mints, or oral care strips will be dissipated within a maximum of 20 minutes.
 - The date, time, and location of the test will be recorded, and the student will be asked to initial the document.
4. If the second test registers a positive response, indicating consumption of alcohol, the school will first notify parents as well as notifying local law enforcement. The student will remain with an administrator until arrangements can be made to safely remove the student from school premises by parents or local law enforcement.

5. If a student tests positive for alcohol use, the student will be subject to consequences as defined by the Drug and Alcohol Policy (including suspension from extracurricular activities as stated above).
6. Any student refusing breath alcohol testing will be subject to the same consequences as a student testing positive.
7. If school personnel observe behaviors indicating a student may have consumed alcohol *after* passing initial screening at a dance, they may administer another test as described above. If the student tests positive, procedures and sanctions listed previously will apply.
8. The student(s) may be subject to legal consequences as determined by local law enforcement officers.

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

FIGHTING

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

FINALS POLICY

To prepare students to be college and career ready, finals for all classes will be given at the end of each semester. In the event of an illness or an emergency, rescheduling finals will be at the discretion of the administration.

FOREIGN EXCHANGE STUDENTS

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

1. A maximum of 3 foreign exchange students may be enrolled at Mulvane Senior High School at one time. Admission to the other buildings under a Foreign Exchange program must be recommended by the Superintendent of Schools and approved by the Board of Education.
2. The placing of foreign exchange students shall be on a first come first enrolled basis, with no more than 1 student per individual foreign country at one time. If application is made by 2 students from the same foreign country, and the other vacancies are filled, then the first student applying will be given preference in enrollment. If the other vacancies are not filled by Aug. 1, then the second student from the same country would be considered for enrollment. See the district website www.usd263.com for a complete explanation.

GANGS/GANG-RELATED OR GROUPS PROMOTING HATE/DISCRIMINATION

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

GRADING PROCEDURES

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

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

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

MULVANE HIGH SCHOOL COURSE STATEMENT

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

MHS Graduation Requirements (Class of 2025, 2026, & 2027)

English	4 Credits
English 1	1 credit
English 2	1 credit
English 3	1 credit
English 4 or English Comp 1 & 2 (college courses)	1 credit
Math	3 Credits
(Choose any 3 math courses)	
Science	3 Credits
Biology	1 credit
Elective Science	1 credit
Elective Science	1 credit
Social Science	3 Credits
World Studies	1 credit
American Studies	1 credit
US Civics/Topics	1 credit
Physical Education	1 Credit
PE Concepts	1 credit
Career & Technical Education (CTE)	1 Credit

Fine Arts (See appropriate courses)

1 Credit

Electives

8 Credits (2025)

6 credits (2026 and 2027)

Advisory

4 years (class of 2026+)

(0.25 credit per semester, Pass/Fail. 2nd semester senior advisory exemptions may apply)

TOTAL CREDITS Required for Graduation: 24

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

CLASSIFICATION MINIMUMS

Sophomore...6.00 credits and 2 semesters completed

Junior.....11.00 credits and 4 semesters completed (12.00 for class of 2026+)

Senior.....17.00 credits and 6 semesters completed (18.00 for class of 2026+)

MHS Graduation Requirements (Class of 2028+)

English/Communications

- 4.0 credits ELA-English 1, English 2, English 3, English 4 or Comp 1 & 2
- 0.5 credit Communications-Intro to Speech, College Public Speaking, Debate, or Competitive Speech and Drama

Society & Humanities

- 3.0 credits History and Government-World Studies, American Studies, US Civics, and US Topics
- 1.0 credit Fine Arts-see appropriate courses

STEM

- 3.0 credits Mathematics-any three math courses
- 3.0 credits Science-Biology and two other Elective Sciences
- 1.0 credit Advanced CTE Elective-Technical and Application level courses

Employability and Life Skills

- 1.0 credit Physical Education and Health-PE Concepts
- 0.5 credit Financial Literacy
- 5.0 credits Electives

Advisory

- 4 years-0.25 credit per semester, Pass/Fail. Second semester Advisory exemptions may apply.

Postsecondary Assets

Per new state policy, beginning with the class of 2028, students must also earn two or more postsecondary assets aligned with their Individual Plan of Study.

<p><i>Career & Real-World Examples</i></p> <ul style="list-style-type: none"> • Youth Apprenticeships • 40 or more Community Service hours • Client-centered Projects • Workplace learning experience directly related to a student IPS • Industry-Recognized Certifications • Seal of Biliteracy • CTE Scholar 	<p><i>Academic Examples</i></p> <ul style="list-style-type: none"> • ACT Composite Score of 21 or higher • WorKeys Level Silver or higher • 9+ College hours • State Assessment scores of 3 or 4 for Math, ELA, Science • ASVAB per requirements of military branch selected
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<ul style="list-style-type: none"> ● Eagle Scout or Gold Scout ● 4-H Kansas Key Award ● Two or more high school athletics/activities ● JROTC ● 90% attendance in high school ● Senior Exit Interview/Senior Projects 	<ul style="list-style-type: none"> ● SAT score of 1200 or higher ● Completing Board of Regents Curriculum ● International Baccalaureate Exam (4+) ● Advanced Placement Exam (3+)
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GRADUATION REQUIREMENTS

1. Students will be able to graduate from Mulvane High School upon the successful completion of eight semesters of school at grades 9, 10, 11, and 12, if the requirements listed above have been met during grades 9-12.
2. Any exceptions to these requirements would be considered on an individual basis only, and would have to be recommended by the high school Principal and approved by the Superintendent. Questionable situations could be taken to the Board of Education by the Superintendent for consideration and review.
3. All fees and obligations must be taken care of by the Thursday prior to graduation in order for seniors to participate in graduation ceremonies.

**Mulvane High School
Valedictorian & Salutatorian**

The honor of valedictorian and/or salutatorian reflects a student's choice to enroll in academically rigorous courses and earn high marks in courses that are challenging and preparatory for university level academics and requires 8 semesters of attendance in grades 9-12. The valedictorian for MHS will be the student with the highest cumulative weighted GPA during grades 9-12. In the event that multiple students earn highest cumulative weighted GPA's for their graduating class that are identical, the honor will be shared. When only one student earns the title of valedictorian, the salutatorian for MHS will be awarded to the student earning the second highest cumulative weighted GPA.

HALLWAYS

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

HAZING & INITIATIONS

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

HEALTH ROOM REGULATIONS

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

MEDICATION:

All FDA approved medication, prescription or non-prescription (over-the-counter) will be administered when accompanied by written permission from a parent or legal guardian in advance of administering the medication. The school shall administer medication using very strict guidelines according to the following outline:

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

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

SCHOOL NURSE:

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

HONOR ROLL

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

Principal's Honor Roll	4.00 +
Wildcat Honor Roll	3.99 – 3.50
Honorable Mention	3.49 – 3.00

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

INTERROGATIONS & INVESTIGATIONS

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

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

LEAVING THE BUILDING

If at any time during the school day it is necessary for students to leave the building because of illness or other reason, students must first sign out through the office. The office will not release students without first contacting parent/guardians/emergency persons. **Students who leave the building without permission and signing out through the office will result in detention/ISS. Repeated violations will result in progressive consequences that may lead to an expulsion hearing.**

LOCKERS / PARKING LOT SEARCHES

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

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

LOST & FOUND

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

LUNCH CARD ACCOUNT PROCEDURE

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

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

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

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

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

Weather permitting; students may go into the courtyard during lunch. Students may not go out of the building or into the parking lot without specific permission from an administrator and signing out in the office.

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

Students may not have businesses or friends deliver food to them at school. Bringing fast food into MHS could violate the federal guidelines established for school lunch programs. Only parents/guardians may bring in food for their child.

MACHINES (VENDING)

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

MEDIA CENTER/LIBRARY

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

OFFICE ASSIGNED DETENTIONS

Office detention can be served:

- Before school beginning promptly at 7:00 am - 7:40 am (Wednesdays from 7:00 am – 8:40 am)
- During assigned lunch periods
- After school beginning promptly at 3:05 pm - 4:00 pm

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

- Be signed in at the office and seated in the assigned area on time
- Have work/materials with them
- Phone must be turned in to office staff
- Comply with the office staff's first direction without argument.

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

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

PARKING POLICIES / PARKING PERMITS

The west lot is for student parking. All students will be issued a parking permit at the beginning of the school term which must be placed visibly in the vehicle at all times. If lost, there is a \$5 replacement cost. Vehicles that have not been registered with the office and do not have a parking permit could result in the vehicle being towed at the owner's expense. No students may park in areas designated for faculty, for handicapped (without a visible sticker), for visitor parking, or for

busses. Students whose vehicles are improperly parked or repeatedly do not have a parking permit are subject to disciplinary action. Students are not to be in the parking area while school is in session unless special permission has been granted.

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

PERSONAL PROPERTY

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

PROFANITY

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

PUBLIC DISPLAY OF AFFECTION

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

REFERRALS

CLASSROOM DISCIPLINE:

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

OFFICE DISCIPLINE:

Administrators may assign detentions or other consequences to students who are in violation of school rules/policies outside of the classroom. Such infractions as parking violations, defiance, failure to comply with a reasonable request, inappropriate language, etc., may result in office detention, ISS or OSS. A continuum of consequences developed for behavior improvement for the building is shown on pages 96-97.

TARDY POLICY

Repeated tardies to school/class are disruptive and detract from the learning process.

There is a five-minute period between classes. Students are tardy if they are not in the classroom when the bell rings. Tardies will be cumulative for each semester.

Tardies 1 & 2	Warning, No penalty
Tardy 3	15- minute detention served with the teacher. *If this is not served within the time assigned by the teacher, one hour of after school office detention will be assigned.
Tardy 4+	Student will be assigned 1 or more hours of office detention. Additional consequences may be assigned for excessive tardies, beyond the 4 th tardy.

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

TELEPHONE MESSAGES

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

Office Discipline Referrals Overview & Consequences Continuum

Offense Category	Examples of Behavior	Consequence	Points
A	Action Causing Medical Treatment Aggravated Battery or Assault Aggressive Physical Contact Toward Staff Extortion of Services, Property, Money Fire Code Violations Possession of a Weapon Rape or Attempted Rape Selling/Distributing Illegal Substances Threats Theft/Vandalism (>\$500, restitution)	Extended Suspension (5-10 days) Expulsion	45
B	Drug/Alcohol/Tobacco Violations Fighting/Aggressive Physical Contact Bullying/Harassment* Reckless Endangerment Sexual Activity Show of Disrespect by Word or Deed Theft/Vandalism (<\$500, restitution expected)	Short-term Suspension (1-10 days) Parent Conference prior to return *See definitions	25
C	Academic Dishonesty Defiance or Disrespect of Faculty/Staff Disruption of School or School Facilities Verbal Confrontation	Short-Term Suspension, In-School Suspension, Out of School Suspension, Education Conference Mediation	10
D	Failure to Comply w/ Reasonable Request Failure to Serve Detention Inappropriate Communication Inappropriate Use of Technology Truancy/Unexcused Absence Theft/Vandalism/Defacement (<\$25, restitution expected)	Detention, In-School Suspension, Short-term Suspension, Out-of-Class suspension, Community Service,, Education,	5

		Conference, Mediation, Loss of Privilege	
E	Excessive Tardies Food/Drink Violations Inappropriate Assembly Behavior Inappropriate Display of Affection Inappropriate Dress Rowdy Behavior	Detention, In-School Suspension, Short-term Suspension, Education, Conference, Community Service, Loss of privilege	0-5

When students are suspended, in or out of school, they do not participate in activities on the days of their suspension. Authorities may be contacted when action violates local, state, or federal law.

STUDENT DISCIPLINE POLICIES

It is the philosophy of the Administration and the Board of Education of District 263 that students should conduct themselves in such a way so as to be a credit to the school and community. In order for the students to be aware of what is considered acceptable conduct, this Student Conduct code has been established in conjunction with the following quoted legislation:

KSA 72-6114: “Be it enacted by the legislature of the State of Kansas”:

Section 1. The Board of Education of any school district may suspend or expel, or by regulation authorize any certificated employee or committee of certificated employees to suspend or expel, any pupil or student guilty of any of the following:

- A. Willful violation of any published regulation for student conduct adopted or approved by the Board of Education;
- B. Conduct which substantially disrupts, impedes or interferes with the operation of any public school;
- C. Conduct which endangers the safety of others or which substantially impinges upon or invades the rights of others at school, on school property, or at a school supervised activity, or
- D. Conduct which, if the pupil is an adult, constitutes the commission of a felony or, if the pupil is a juvenile, would constitute the commission of a felony if committed by an adult, or
- E. Conduct at school, on school property, or at a school supervised activity which, if the pupil is an adult, constitutes the commission of a misdemeanor or, if the pupil is a juvenile, would constitute the commission of a misdemeanor if committed by an adult, or
- F. 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.

The following disciplinary procedures are available when school policies have been violated but are not necessarily used entirely in the following sequence. Note that selected violations of the student conduct code means the student is choosing to have preset consequences enforced. Though there is a need for some administrative discretion, these and other disciplinary consequences are to be enforced uniformly and fairly for all. Other preset consequences could be added as necessary and a policy of progressive consequences will be enforced for those with multiple violations. All violations are subject to suspensions of one to ten days depending on their severity. These procedures are based on a belief that students can and must control their behavior while allowing for some possible mistakes in the learning process.

CONSEQUENCES OVERVIEW

DETENTION, Office Assigned: Office detention can be served in the office:

- Before school beginning promptly at 7:00 am - 7:40 am (Wednesdays from 7:00 am – 8:40 am)
- During assigned lunch periods
- After school beginning promptly at 3:05 pm - 4:00 pm
- Students must comply with the following rules or they will be asked to leave:
 - Be signed in at the office and seated in the assigned area on time
 - Have work/materials with them
 - Phone must be turned in to office staff
 - Comply with the office staff’s first direction without argument.
- Opportunity may be given for earning double time for students who wish to perform some community service tasks on a voluntary basis within the school.
- Failure to meet the deadline may result in ISS or OSS time during the following week(s) until the hours have been served.
- Office detention obligations do not disappear if not completed before the end of a school year. Such obligations are carried over until the student completes them. It is particularly important for seniors to keep current with these and other obligations, as students with obligations do not participate in the graduation ceremonies.
- Students who have office detention obligations of 4 or more hours or who have missed one or more office detention deadline will not be eligible to participate in extra-curricular activities/events (including Prom) until the obligations are cleared.

OUT OF CLASS SUSPENSIONS: The student will be assigned in the ISS room only during the class period in which the behavior violation occurred.

IN-SCHOOL SUSPENSION: The student will be assigned to in the In-school Suspension Room (ISS). Cell phones are not allowed in the ISS room. Should the use of ISS prove an ineffective consequence, administrators may deem it necessary to use out-of-school suspension.

SHORT-TERM SUSPENSION FROM SCHOOL: This suspension will be a one to ten-day suspension from school to afford the student, parents and school the time needed to give careful study to the behavior problem.

EXTENDED SUSPENSION OR EXPULSION FROM SCHOOL: This suspension will be for up to 10 school days or pending expulsion hearing, with a formal hearing scheduled not later than the last day of the suspension, to determine whether the suspension will be extended or expulsion from school will be made.

Authorities may be contacted when action violates local, state, or federal law.

DISCIPLINE POINT SYSTEM

CLASS A	45 points
CLASS B	25 points
CLASS C	10 points
CLASS D	5 points
CLASS E	(non-classified) 0-5 points

Offenses will be classified and discipline administered according to the nature of the offense. Accumulated points will be used in consideration of expulsions. The school may request an expulsion hearing when a student’s points accumulate to 45.

DESCRIPTIONS OF VIOLATIONS

CLASS A: Extended Suspension or Expulsion from School, 45 points

This suspension will be for up to 10 school days or pending expulsion hearing, with a possible expulsion or extended suspension. Upon notification of suspension (and pending expulsion), the student may be instructed to leave the campus immediately, may be escorted off campus if necessary, or may be escorted to a locker/classroom to get personal belongings. If a parent cannot be reached, the student will be placed in ISS for the remainder of the day and will not be allowed to return pending an expulsion hearing.

Action Causing Student, Teacher, Or Staff Physical Injury: Any action that results in an injury requiring medical treatment.

Aggravated Battery and Assault: Threatening or striking another individual with a weapon.

Aggressive Physical Contact Directed at Faculty or Staff: Any action in which contact is made with a school employee in an intentional manner so as to cause harm or intimidate.

Extortion: To obtain services, property, or money by threatening someone.

Fire Code Violations: To include but are not limited to false alarms, setting a fire, possession/use of explosive devices, possession or use of fireworks, or any other violation of fire code.

Possession of Weapon: Having in one's possession any item whose primary purpose is to cause harm, i.e. guns, knives, martial arts weapons, etc.

Rape Or Attempted Rape: Nonconsensual sexual activity, attempt of nonconsensual sexual activity, or any type of sexual activity in which one of the participants is under the age of 16.

Selling/Distributing Illegal/Controlled Substances: Selling or distributing any controlled substance, i.e. drugs, intoxicants, etc.

Threats: To make serious threats against a person, a person's family or property.

Theft or Vandalism: Taking of property in excess of \$500 or willful destruction of property which causes in excess of \$500 in damages. The student will be expected to make restitution as part of the penalty for such action.

CLASS B: Short-term Suspension from School, 25 points

This suspension will be a one to ten-day suspension to afford the student, parents, and school the time needed to give careful study to the behavior problem. A parent will be expected to attend a conference prior to the student's return to school.

Bullying/Harassment: Bullying and harassment are often interchangeable terms. However, harassment could be intentional or unintentional; whereas bullying is willful and intentional. If appropriate, students who violate the bullying/harassment policy will be reported to local law enforcement.

Bullying: Bullying is a conscious, willful and deliberate hostile activity intended to harm, induce fear through the threat of further aggression, and create terror. It can occur when a person or group of people, upset, or create a risk to another person's health and safety; either psychologically or physically to induce fear about property, reputation, or social acceptance. It involves an imbalance of power, intent to harm, and threat of further aggression.

Harassment: Harassment shall be considered the use of words or deeds to cause another student or group of students to feel uncomfortable. Three categories of harassment are defined:

A. General: Treatment of others, either in word or deed, that causes, or may be considered to cause, discomfort, embarrassment, or fear. Activities related to imitation or hazing are considered a form of harassment.

B. Racial

1. Treatment of a student differently on the basis of race, color, or national origin in the context of an educational program or activity without a legitimate, nondiscriminatory reason so as to interfere with or limit the ability of the student to participate in or benefit from the services, activities or privileges by the recipient.

2. Harassing conduct (e.g., physical, verbal, or graphic) that is sufficiently severe, pervasive, or persistent so as to interfere with or limit the ability of an individual to participate in or benefit from the services, activities or privileges provided by a recipient.

3. Treatment that effectively causes, encourages, accepts, tolerates or fails to correct a racially hostile environment.

C. Sexual: Sexual harassment is defined as "behavior expressed in words, pictures or actions that is offensive to a person, involving issues of sexuality, that is not welcomed and may be embarrassing or uncomfortable for the victim to experience that is one-sided, is about power, and a violation of board policy and federal law."

Incidents of bullying/harassment shall have the following minimum consequences:

1st offense: warning, mediation, education

2nd offense: 1-day in-school suspension (class D)

3rd offense: 3-day out-of-school suspension (class B)

4th offense: 5-day out-of-school suspension with an informal discipline hearing scheduled with recommendation for long-term suspension/expulsion (class A)

Egregious offenses may warrant the administrator to assign a harsher consequence than the minimum prescribed above.

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

Reckless Endangerment: Conduct that might place an individual or group of individuals in danger of being injured. Violations include, but are not limited to: possession of an instrument of endangerment; making telephone or cellular calls or originating electronic pages or emails during a crisis situation or crisis drill; placing of false emergency calls.

Sexual Activity: Intimate contact with self or others.

Show Of Disrespect By Word/Act/Symbol: Show of disrespect includes inappropriate use of language, hazing, or harassment directed toward any one person or group of individuals or any gesture that is deemed to be of an inappropriate nature directed towards any one person or group of individuals. Behavior includes, but is not limited to, poor sportsmanship, departing self or others, displaying bandanas or flags representing hate groups, gang affiliation, or symbols of other such groups.

Substance Use or Possession: The possession, use, or influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, stimulant, depressant, marijuana, alcoholic beverage, cereal malt beverage, or intoxicant of any type or paraphernalia associated with use of such substance. Use of a drug authorized by a medical prescription from a registered physician shall not be considered a violation of this rule, as long as the student has followed proper procedures by registering the medication with the health room. (*See the drug/alcohol/tobacco and health room policies for more information.*)

Tobacco: Possession and/or use of any tobacco, e-cig product, vape, or nicotine delivery device by students is prohibited in any attendance center, in a school-owned vehicle, at school-sponsored events or on the school grounds. Students observed using or in possession of such products will be subject to disciplinary action up to and including the following as assigned by administration. A report will be filed with appropriate civil authorities. Vaping cartridges and pods may be tested for illegal drugs. If the contents test positive for an illegal product other than tobacco, the alcohol and drug policy will be enforced.

1st Offense is a 3-Day OSS (Out of School Suspension) with the option of completing a tobacco and vape education class, that upon successful completion would modify and reduce the days of OSS to 1-2 day/s OSS, depending upon completion of the program. If the student chooses not to complete the program, the full 3 Day OSS will be implemented.

2nd Offense: 5-Day OSS and an intervention meeting with support services.

3rd or More Offenses in a school year: up to 10-days OSS with a possible expulsion hearing.

Theft/Vandalism: (Up to \$500) The unlawful taking and carrying away the property of another individual. Stealing and/or willfully destroying or defacing school property. USD #263 will expect restitution for district property.

CLASS C: In-school suspension or short-term suspension. 10 points

Academic Dishonesty: Documented student behaviors involving plagiarism, cheating, passing off the work of others as their own.

Defiance/Disrespect Of Staff: Student behavior so exaggerated that its intent or result leads to disruption and disorder in the learning environment.

Disruption Of School Or School Facilities: Action that results in the disruption of the normal school day or the normal operation of school facilities. Violations include, but are not limited to: using electronic equipment that detracts from the learning environment; dispersing chemicals with the intent to disrupt.

Confrontation: Verbal conflicts that are disruptive will not be permitted at school, on school grounds, on school buses, or at school-sponsored activities. Drawing a crowd will be considered disruptive.

CLASS D: Detention, out-of-class suspension, ISS, or short-term suspension. 5 Points

Failure to Comply with a Reasonable Request of a Faculty or Staff Person: Failure to abide by a reasonable request made by any faculty or staff member in the classroom, or school grounds, or at a school-related activity.

Failure to Serve Assigned Detention: Students are required to serve detention as assigned by faculty, staff and administration.

Inappropriate Use of Computer & Internet: Inappropriate use of these technologies will result in the cancellation of computer access or other disciplinary action by school officials.

Inappropriate Communication: Use of inappropriate verbal and/or nonverbal communication on

school grounds. Inappropriate communications include profanity, sexual innuendos, any display of illegal or illicit substances.

Truancy/Unexcused Absence: The student is absent without authorization from scheduled classroom placement. The student has an unexcused absence in accordance with attendance procedures.

Theft (under \$25): Theft is the unlawful taking and carrying away the property of another individual. USD #263 will expect restitution for district property.

Vandalism/Defacing of Property (less than \$25): Destruction of school property or property of others with replacement or repair cost of \$25 or less. The student will be expected to make restitution.

CLASS E: OTHER BEHAVIOR VIOLATIONS: Detention, ISS or Short-Term Suspension

Excessive Tardies: Students who accumulate four or more total tardies shall be considered excessively tardy by administration.

Food and Drink Violations: Food and drink in the classroom is discouraged; however, it will be allowed at teacher's discretion.

Inappropriate Assembly Behavior: Disruptive & Inappropriate assembly behavior shall include but not be limited to booing, hissing, throwing items, and loud talking while performance is being given. Such behavior will not be allowed.

Inappropriate Display of Affection: Acts of affection beyond those normally accepted in most public settings.

Inappropriate Dress: All clothing and adornments must be in good taste so as not to interfere with the learning process. Inappropriate clothing would be considered those items that are revealing, contain profanity or sexual connotations, or promote alcohol, drugs, tobacco, or violence. Kansas State Law requires shoes to be worn. Hats are not to be worn in the buildings.

Rowdy Behavior: Rowdy behavior shall include but not be limited to shoving, playing tag, throwing balls, and running in the hallways.

Inappropriate Use of Technology: Internet searches, emails, use of the device must be in accordance with district policies and the teacher's classroom expectations.

Weather-Related Offenses: The student will refrain from throwing snowballs/ice, throwing other individuals into the snow/ice, shoving other individuals into water puddles/mud, or splashing others.