

Introduction:

This handbook is designed especially for Lindsborg Middle School students and parents. Its aim is to provide you with important general information about your school and its policies. This handbook is not to be considered as an all inclusive school policy manual. There are many areas of policy that are not specifically covered but remain within the authority of the principal.

The success and happiness that your child will experience at school depends partly upon your understanding of what the school expects. The interest, support and cooperation that you, as parents, give the school will encourage your child towards a lifetime of learning.

If there is something that worries you or your child, if there is a misunderstanding, or if you need additional information, communicate with the school immediately. We are here for the students, and we encourage you to help us work continuously to improve the quality of education at Lindsborg Middle School.

Communication:

We encourage communication from parents. Please contact the classroom teacher first if you have concerns or questions. If you have additional concerns or questions, notify the building principal.

Agenda Books:

Lindsborg Middle School has purchased agenda books for each student in grades 5-6. It is our sincere hope that these books will be an educational aid for students and a positive communication link between home and school. Students will be issued one agenda at the beginning of the year at no cost. Students are expected to have their agenda with them throughout the day. If a student defaces or loses their agenda, they will be expected to purchase another one at a cost of \$6.00. Agendas are used as a long and short range planning device, as a student's hall pass, as admit slips and for communication between parent and teacher.

Program Objectives:

- To teach and reinforce time management.
- To track homework.
- To improve school-home communication.

Program Expectations:

- Students will carry the agenda to all classes except physical education, band, and orchestra.
- Students will use the agenda as a hallway pass.
- Students will pay \$6.00 to replace a lost agenda book.
- Teachers will monitor agenda use daily and will check them carefully one time per week.
- Teachers will, on a daily basis, note assignments and tests on the board and give students time to enter them in their agendas.
- Parents will be asked to support the Agenda program in the home by signing the agenda at least one time per week (in the parent comment section) and by using it for correspondence with school staff.

School Hours:

School hours are from 8:15 a.m. to 3:25 p.m. Students may enter the building at 8:05 a.m. when the first bell rings. Students are expected to leave the school premises promptly at the end of the school day unless participating in lessons, homework club or practices.

Emergency Closings:

If there is an emergency closing of a USD #400 school(s), an announcement will be made as soon as possible on:

Radio/TV

KABI 1560 AM
KSAJ Oldies 98.5 FM
KBLS Sunny 102.5 FM
KZBZ Breezy 104.9
KSKG/KINA -FM 99.9
KQNS - 95.0 - Salina
KINA & KSKG - FM 99.9
KBBE - FM 96.7
KNGL AM 1540
KHCD - 89.5 FM - Salina/Manhattan
KSAL - AM 1150
Channel 12 - KWCH
KY COUNTRY FM 94
Channel 10 - KAKE

If school is dismissed early because of inclement weather, the school office will assist students in notifying parents. The school may not be able to notify all parents so we ask that you tune in to the Radio/TV stations during severe weather. We appreciate your cooperation in these situations.

Irregular Dismissals:

Our school will send a note or newsletter home whenever the regular school hours are changed.

Middle School Staff and Administration Expect Students to:

- Follow all directions given by the teachers and participate in class with appropriate attitude and effort.
- Obey school rules and regulations.
- Respect the rights, feelings, and property of others.
- Be punctual and regular in their attendance
- Cooperate with the staff
- Display appropriate behavior
- Refrain from boy/girl relationships during school hours(holding hands, kissing, public displays of affection, etc.).
- Make a sincere effort to do their best work at all times

Classroom Attitude and Effort/Participation and Attendance:

Students are expected to attend class every day and to display appropriate attitude and effort in the classroom. In doing so, the individual student will have the greatest opportunity to learn. After attempts by the teacher to work with a student toward appropriate classroom participation and attendance, the continuation of inappropriate attitude

and effort will result in the following procedure being initiated:

STEP 1. The teacher and the student will have a conference to discuss classroom attendance, expectations and individual behavior necessary for continued participation in the classroom. Notification will be made to the parent, counselor and principal.

STEP 2. A conference involving the student, teacher, parent, counselor and principal will be held. The purpose will be to outline strategies to alleviate the problems which would allow the student to remain in the classroom.

STEP 3. If the above steps do not improve the individual student's attendance, attitude, effort and participation, or the strategies are not successful, the student may be required to make up instructional time after school, or during Summer Session, or may even be suspended or expelled.

Attendance Policy:

Our attendance policy is based on the philosophy that much of the learning that takes place is within the confines of the classroom in a sharing process and cannot be evaluated by tests or work alone. It is very important for students to attend all class sessions. All work missed due to absence must be made up. It is the responsibility of the student to obtain their work prior to a prearranged absence such as a trip or athletic event and return the work completed the day they return to class.

When a student is absent, we request that a parent call the school between 7:30- 9:00 a.m. on the day of the absence. Parents may also leave absence information on the school voice mail system. If we do not receive a call by 9:00 a.m., we will attempt to phone the parent at either home or work. We do this in an attempt to ensure the safety of all students. However, the responsibility and the liability for the student reaching school remains that of the parents. If we do not make connection on the phone, parents shall submit a written excuse to the school office when the student returns. Absences excused by parents shall not necessarily be excused by the principal. Students must check out with the office before leaving the school grounds and check into the office when arriving at school after classes have started.

Excused Absences

- Illness
 - Family emergency-Parental Request
 - Funerals
 - Prearranged absence for religious or educational activities and travel with parents, approved in advance by the principal. Approval may depend on student's current attendance record.
- Students are expected to obtain school work before they leave.

Unexcused Absences:

All absences not verified and excused by the parents and the principal must be made up at a time designated by the principal.

Tardies:

School begins at 8:15 a.m. every morning. Students are expected to be in their classrooms when the 8:15 a.m. tardy bell rings. If a student is not in the room by 8:15 a.m. they are tardy. Tardies excused by parents shall not necessarily be excused by the principal.

It is the desire of Lindsborg Middle School to teach students the importance of being to school on time. We need parental support and cooperation in this area. Please do all you can to make prior arrangements with the office if your child has an appointment that will cause them to be late for school.

1. When a student has received three (3) unexcused tardies, the student will be assigned one positive practice period.

2. On the sixth unexcused tardy, the student will begin serving one Positive Practice for each unexcused tardy up to seven.

3. The 8th unexcused tardy will result in the student serving a Saturday Session. A Saturday Session will be assigned for each additional tardy for the remainder of the semester. At the beginning of each semester, the student will start with zero tardies.

Typical Unexcused Absences:

Absent without parental permission or absences not excused within 48 hours:

Shopping
Hair Appointments
Missing the Bus
Oversleeping
Skip Day

The principal reserves the right with good cause, to declare any absence unexcused.

Homework Heading format

All assignments are expected to have a correct heading on them. The format is as follows:

John Doe (Student Name)
Mrs. Johnson (Teacher Name)
8th LA - 2nd Period (Class and Period)
8/21/05 (Date)
p. 182-183 (Assignment Name)

All assignments that are turned in on time and do not have a correct heading will be considered incomplete, and the student will lose 10 % from their total grade.

Late Work Policy

All work is expected to be turned in on the assigned due date. It is the student's responsibility to obtain missed assignments from the classroom teacher. Work that is turned in late will receive no more than 70% credit. Major

projects are due on the assigned date. If a student is absent on the date a major project is due the assignment becomes due upon the students return to school. Late work will be accepted until the end of the next weeks homework club for a maximum possible score of 70%, at the end of homework club on Thursday the student will receive 0% credit for the assignments not turned in.

Homework Club

The Lindsborg Middle School Staff believes all students can learn and wants to do all it can to promote academic success. Homework Club is provided for all students grades 5-8 every week. Its purpose is to help all students complete important academic assignments.

Homework Club Procedures:

Every week progress reports are sent home for any student receiving a D or F in any subject. Homework Club, which meets 3:25-4:15, Monday through Thursday each week, is available for all students and is highly recommended for students earning D's or F's in any subject .

On Friday students will receive an Academic Alert. It is the student's responsibility to see the necessary teachers before Monday's homework Club to obtain assignments, worksheets, instructions etc. Students are to report promptly to Homework Club and will not be admitted after 3:30.

When a student completes all work for a given subject, they are to turn the completed assignments in to that teacher and the teacher will sign the alert form. A student will be able to receive no more than 70% on late work completed during Homework Club.

Homework Club Consequences:

Students who attend homework club will be required to follow school policies regarding behavior at all times. If a student comes unprepared to work they will be asked to leave.

Eligibility for Grades 5 - 8:

Any student with two or more grades below C- on the Friday grade check is ineligible to participate in extra curricular activities during the following week. To regain their eligibility a student must raise all of their grades to C- or above. To do this the student must see his/her teachers and get the assignments for the classes in which they have grades below C-.

A student will be allowed to return to practice as soon as his/her teachers verify that the work is completed and the grades are raised to C- or better. However, the student will remain ineligible to participate in games/activities for the entire week regardless of completing work before the week is over.

School Authority:

It is the responsibility of every student to accept and obey the authority of all supervisory staff, teachers, and administrators and to stand corrected when called upon to

do so. The school's authority includes the regular school day and out-of-school behavior at school sponsored activities.

Discipline Policy:

Students are expected to:

1. Attend class
2. Come to class prepared and ready to learn
3. Complete all assigned academic tasks on time
4. Obey all requests by staff members
5. Show respect for other classes, students, adults, and school
6. Use appropriate language and gestures
7. Use good manners
8. Keep hands, feet, and other objects to themselves.

Positive Practice

Positive Practice will be used on most occasions for inappropriate behavior. It is the belief of Lindsborg Middle School Staff that students who continue to engage in disruptive behavior must be given an opportunity to learn new behaviors. Positive Practice provides such students with activities that aid them in dealing with their unacceptable behaviors in positive ways. During Positive Practice, students are required to fill out a self-assessment form, develop a plan of restitution, and practice appropriate behaviors that will be beneficial to them in the future. Each student is responsible for carrying out the restitution in a respectful and responsible manner.

1. Staff completes the LMS Discipline form, gives a copy to the student, keeps a copy for their records, and e-mails a copy to the principal, the secretary, and the positive practice teacher. Students must take the form home and get the required signature from their parent before returning it to school. A parent copy will then be mailed home.

2. Students will report to the Positive Practice room from 3:30 p.m. to 4:15 p.m. on the following day. Students will not be admitted after 3:35. Students showing up after 3:35 will be redirected to the office to:

- a. reschedule their positive practice and
- b. be assigned an additional Positive Practice
- c. In-School Suspension may be assigned when a student repeatedly does not attend Positive Practice.
- d. Inappropriate behavior while in Positive Practice will result in the student being removed from Positive Practice and referred to the Principal for alternative consequences.

3. Students will complete tasks which are designed to aid them in developing and practicing appropriate behaviors. Students failing to complete their assigned tasks may be assigned additional Positive Practice.

Saturday Session - Saturday Session is a supervised time on Saturday that students are required to attend. It may be assigned at the discretion of the Principal as a step between Positive Practice and In-School or Out of School Suspension. Failure to attend will result in more serious consequences being assigned.

Office Referral - Will be used in more serious cases of inappropriate behavior. If the student's behavior is serious enough to see an administrator, the following steps will be taken:

1. Staff contacts office.
2. Administrative conference. Student remains in the office for the rest of the period.
3. Positive Practice may be assigned. Report sent to parent or guardian. Other actions will be taken as needed.

Very Serious Offenses - - Principal contacts parent or guardian. May involve immediate in or out of school suspension.

Any student involved in one of the offenses listed below will be referred to the office immediately. This list includes but is not limited to the following infractions:

1. Defiant Behavior
2. Destruction of School Property
3. Fighting
4. Drugs, Alcohol or Tobacco
5. Weapons
6. Stealing
7. Threats of Violence
8. Academic Apathy

In-school Suspension-In some situations, a student may be placed in in-school suspension. Students will be expected to complete work assigned during in-school suspension. In order to receive credit, all work will be completed and turned in to the ISS supervisor by the end of the day. This type of suspension will be used when it is apparent that positive practice has not corrected a student's behavior, or when the severity of the misbehavior demands its use. In-school suspensions range from one to three days. Students who receive ISS twice for the same infraction will receive a more severe punishment for a third infraction of the same kind.

Out-of-School Suspension-For gross misconduct, those deliberate and severe actions that may hinder the function of school, and in cases where other types of correction have failed to bring about the desired behavior, a student may be suspended from school. A suspension may be short-term (up to 5 days) or long-term (exceeding 5 days). Students missing classes due to out-of -school suspension will be expected to complete work assigned during their absence. All make up work is due at the beginning of the day that a student returns to school. Otherwise, the student will not receive credit for the work. When a student is suspended, he/she may not be on school property or attend any school activities. Any violation of this will be considered a separate infraction of the rules and additional disciplinary action will be taken. Procedures for suspension are covered by Kansas statutes, copies of which are available to parents at the school office upon request.

Expulsion-If, after repeated violations, attempts to correct misbehavior fail, or in extremely serious situations, a student may be expelled from school. In these cases the student receives no credit for the year in which the expulsion occurs. Like a suspension, the student who is expelled cannot be at any school activity or on the school property. Failure to comply will result in the police being summoned and a complaint filed.

Harassment of Students:

Lindsborg Middle School is a place where students should

not be subjected to any form of intimidation or harassment from other students. Because we want our school to be a safe and secure environment, neither intimidation nor harassment will be tolerated.

Intimidation and harassment are defined as conduct which makes another student uncomfortable. Such inappropriate conduct includes notes, letters, looks, gestures, touching, pushing, shoving, teasing, jokes, and remarks which are either cruel or of a sexual nature. If a student is being harassed or intimidated the following steps are suggested:

1. Tell the person you don't like what they are doing and ask that the behavior stop.
2. If the behavior continues, report it to a teacher, the counselor, or an administrator.

Students who are harassing or intimidating others will be disciplined in the following way:

- 1st Offense: Meeting with the counselor or principal, Positive Practice may be assigned
- 2nd Offense: Parental Contact-After school, Positive Practice may be assigned
- 3rd Offense: Possible In-School Suspension
- 4th Offense: Possible Out of School Suspension

Should an incident between students be severe, the steps outlined could be bypassed and the disciplinary consequences would be appropriate for the offense.

Harassment of School Employees:

By order of the Board of Education any student who engages in or is part to acts of vandalism or harassment against the property or persons of school employees will be sought by police action, by attempts at direct observation, by questioning, or by any other legal means. If found guilty, any such student may be expelled from school and also subjected to legal actions if appropriate. Expulsion is the most severe step taken within school jurisdiction. Because of the importance of a school as a reference for employers and other institutions, a notice of expulsion becomes a potentially severe handicap.

Learning Goals:

Each student, to the best of his or her ability, will:

- acquire the basic academic skills;
- acquire basic life skills;
- develop the ability to think critically and creatively, independently and cooperatively;
- develop moral and ethical standards of personal character through the cooperative efforts of home, church, and school;
- demonstrate good physical and emotional well-being;
- develop an appreciation for aesthetic values as expressed through music, art, drama, and literature;
- develop the abilities, habits, and basic skills needed for lifelong learning and for contribution to the economic well-being of the community, state and nation;
- recognize the significance of the family for the individual and society;

- demonstrate good citizenship as a member of the local community, the state, the nation, and the world;
- demonstrate an awareness of a constantly changing world.

The Grading scale:

A	96-100	C	73-76
A-	90-95	C-	70-72
B+	87-89	D+	67-69
B	84-86	D	63-66
B-	80-83	D-	60-62
C+	77-79	F	0-59

CHEATING:

Any student caught cheating and/or plagiarizing their school work will receive a "0%" for that assignment. Further discipline will be determined by the administration.

Lunch Program:

Students pay in the office for their lunches. The office will credit the students lunch account for the amount paid and give the student a receipt. When a student's account reaches \$5.00 the school will begin sending reminders to bring money for lunches. It is the students responsibility to bring money before the account balance reaches zero. Students will not be allowed to participate in the lunch program if their account reaches the equivalent of a 5 meal price deficit. Students, who on occasion, might desire a second meal must notify their first period teacher as they are taking lunch count. Refunds for any balance in the student's account will be made at the end of the school year.

Meals & Milk:

A hot breakfast & lunch program will be maintained at school for those students who wish to participate. The option to eat hot lunch or bring a sack lunch on a daily basis is provided. Students are expected to use good behavior and good table manners while eating in the lunchroom.

Free and reduced meal prices are available to students whose parents qualify. Applications may be obtained from the school office.

General

When students are given notes or other material to take home to parents, the material is important. It the responsibility of the student to see that the materials are delivered to their parents.

Students will only be allowed to make class changes within the first ten days of class.

Candy, drinks, food and other related items should not be brought to school. Portable DVD players are not allowed at school or school activities. These items have no place in classes, in the building or after school. (Birthday parties and class parties, with teacher's permission, may provide an exemption to this rule.)

Telephone use

Students are discouraged from using the phone unless it is absolutely necessary. Students using the office phone during school hours must have a slip from their teacher. Plans for the day should be made with parents prior to coming to school. Students will not be called from class to the telephone except in case of emergency. Cell Phones may be brought to school but are to be turned off and not used between 8:15 and 3:25. The school is not responsible for lost or stolen phones.

Textbooks

When you are issued your books, you are to write your name and year in each one. Use an ink pen. If you lose or damage a textbook, you will be assessed a fee based on the replacement cost of the book. Do not mark in the books, turn down corners of the pages, or store rulers or thick stacks of papers inside of them.

Student Clothing

In recognition of the school as a place for teaching and learning, student dress should be conducive to establishing a positive learning environment. Students are discouraged from dressing in a manner that is distracting to the point of disrupting the normal school mission. Students should consider the weather as well as the types of learning activities they will participate in that day. Clothing that displays alcohol, tobacco, drugs, or inappropriate/ obscene words are not to be worn in school. Inappropriate clothing includes, but is not limited to: bra straps/underwear showing, gaping tank-top armholes, very short shorts, and sagging pants, torn or ripped clothing, and midriff showing. Students are not to wear hats, coats or sunglasses in the school building. Personal grooming, such as combing hair or applying make-up is to be done before or after school. Clothing guidelines also apply at school related activities and sporting events.

Lockers

Lockers are assigned as safe storage for student materials. Book bags, coats and hats are not allowed in the classroom and must be stored in lockers during the school day. Each student will be assigned a locker at the time books are issued. Students are expected to know their combination and to keep the locker well organized. Do not jam locker doors, or put stickers or tape in them. Decorations are allowed as long as they are appropriate and attached by magnets or sticky tac.

If you constantly have trouble getting your locker open, please report the problem to the office or one of your teachers. Additional lockers will be provided for the 7th and 8th grade students who take physical education or participate in extracurricular activities. These are located in the locker rooms. Keep lockers locked! The locker room floors and benches are to be cleared of all personal articles after each physical education class and each athletic practice. Locker rooms are to be used only by students who are in either P.E. or an after school sport.

Library

The purpose of the library is to make materials available for reading, study, or research.

Most books may be checked out for a period of two weeks and renewed as needed. Fines are not charged for overdue books, but if a student loses the book or damages it beyond repair, he or she is expected to pay the amount required to replace it. If a book shows signs of damage, the student will be expected to pay to have the damage repaired, or pay the replacement cost depending on the extent of the damage.

Lost and Found:

All articles found on the playground or in the school building should be turned in to the office. If you have missing articles, please check in the office. Unclaimed items will eventually be given to charity.

Pets

Pets are not allowed to be brought to school without the teacher's permission. Pets are at no time allowed on the school bus.

Health

Kansas immunization law requires all students attending Kansas schools to have been immunized against the following disease: mumps, measles, rubella, polio, diphtheria, tetanus, and pertussis. **Additional immunizations may be required by the State at anytime.** If enrolled students do not have proper immunizations on file, they could be excluded from school.

Illness

A student will be sent home when (s)he has a temperature of 100 degrees or higher, which may indicate the onset of an infectious disease or other illness that requires observation at home. If a child must be sent home due to illness or injury, a parent will be notified immediately. Students will not be released until arrangements have been made for the pupil's safety. It is important that parents keep emergency phone numbers updated. In case of extreme emergency, and the parent cannot be contacted, appropriate action will be taken. The school will not be responsible for emergency medical treatment or transportation costs.

Children should be fever free without taking any type of fever reducing medication for 24 hours before returning to school. Any student infected with a disease or illness should not return to school until well.

Medication policy:

Students are not allowed to have any medication with them at school, including aspirin, cough drops, etc. If a student must have medication administered during the school day, a written permission form is required. The medication form must be signed by a physician and parent or guardian. The medication must be delivered to the school by an adult in the original prescription container. This policy affects both prescription and over the counter drugs. We will not

administer any medication without the proper permission forms.

Safety:

Bicycle riders are expected to obey the same rules that apply to drivers of automobiles. 5th through 8th graders are to park their bicycles in front of the building near the main entrance. Bicycle riding will not be permitted on the school grounds. Never ride another person's bicycle without his/her permission. We suggest you lock your bike to the bike rack.

Students with roller blades or skateboards are not to skate on the sidewalks around the school building before or after school. Students are to take the skates off when arriving on school grounds. Roller blades are not to be worn in the building.

When coming and going from school, please use the crosswalks and avoid cutting across private yards. No student-driven motorized vehicles are allowed on the school grounds or parking lots. Snowballs are not to be thrown on the school ground. Students shall not cross the street and throw snowballs at other students who are still on the school ground.

Fire/Tornado Drills:

The school principal will conduct regular fire and tornado drills in order to assure the safety of the students and staff should an emergency arise. The evacuation routes to be followed in case of a fire or tornado are posted in each room. Follow the teacher's instructions and move to the designated area in a quiet and orderly manner.

Drug Free Schools Policy:

The unlawful possession, use, or distribution of illicit drugs and alcohol by students or 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. Complete details will be distributed at enrollment.

Gun Free School Policy:

A student shall not knowingly possess, handle or transmit any object that can reasonably be considered a weapon on the school grounds or off the school grounds at a school activity, function or event. This policy shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon.

Possession of a firearm shall result in expulsion from school for a period of one year (186 school days), except that the superintendent may recommend that this expulsion requirement be modified on a case-by-case basis under the provision of JDC (Probation). As used in this policy the term "firearm" means any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, or any firearm muffler or silencer; or any destructive device.

Bus Policy:

School buses are provided as a service for those students who need transportation to school. Riding on the school bus is a privilege not a right. Proper behavior on the school bus is necessary to maintain the privilege of riding the bus. Each bus rider receives expectations and guidelines for riding the bus at the beginning of the year.

Field Trips

Occasionally, field trips, either within the City of Lindsborg or out of town may be taken by classes to provide additional information concerning topics studied. Transportation for out-of-town trips will be furnished by the school. Permission, by means of a brief form signed by parents, will be required before a student will be allowed to go on these trips. Field trips will be supervised by regular faculty members. Only students in good standing will attend field trips.

Parties

7th and 8th graders are allowed to have three parent-sponsored parties or dances during the school year. These parties must be sponsored by a minimum of two sets of parents and a school employee. Parties are to be held only on nights not followed by a school day. Only 7th and 8th grade Lindsborg students are permitted to attend. Parties may be held between the hours of 7:00 and 9:30 p.m., but they are not to last longer than two hours. Requests to have the parties should be made at the office at least two weeks in advance to be certain the date chosen is clear and to allow time to notify the custodian who will be on duty. The names of the sponsors should be submitted at least two days in advance. Each set of sponsors will be sent a set of rules governing the parties. Copies of the rules may be secured at the office.

A school/parent sponsored fun night will be held for 5th and 6th grade students. Fifth and sixth grade students are limited to non-dance type parties. Requests for these parties should follow the same request procedures stated earlier in this policy.

Other student activities like skating, bowling, tennis parties may be added with the principal's permission. Student-planned surprise parties for either students or teachers are discouraged in most cases. Requests for such parties should be cleared with the office several days in advance.

Sports

Cheer leading - Boys and Girls - September through February
Football - Boys - September and October
Volleyball - Girls - September and October
Basketball - Boys & Girls - November, December, January and February
Wrestling - February and March
Tennis and Track - Boys and Girls - March, April and May

Physical Examination for Sports Participation:

Before being allowed to report for practice, students must submit a special physical examination report form completed and signed by their doctor and parents. Coaches and sponsors will not permit students to participate in practice or games until the forms have been properly completed and given to the coach.

Information on the beginning and ending times of Athletic practices will be sent home at the beginning of the season. All students are expected to leave the building promptly after practice.

Students participating in extracurricular activities will be required to maintain scholastic eligibility. Students failing to do so will be prohibited from participating in scheduled activities. The athletic handbook has a detailed explanation of the policy.

Insurance and Parental Permission Form:

The school does not provide insurance coverage for students who participate in athletics. Before students can participate in athletics, parents must sign a form stating they understand that the School District does not have insurance for students. Both the physical and insurance forms are available from the coaches or the office. National Federation Student Protection Insurance is available to all students through the following plans:

- School time Coverage Grades K-12 (Low or High Option)
- 24-Hour Coverage Grades K-12 (Low or High Option)
- Full-time Dental Plan

Please refer to the brochure you received at enrollment time for complete information. If you decide to take the insurance, please follow all the directions on the application.

Travel to School Sponsored Events:

Students will travel to school sponsored events by school transportation. All students will be under the supervision of school staff. Students shall return by the same means unless proper arrangements are made.

Returning from School Sponsored Activities-A student may ride home from a school sponsored activity with his/her parents provided: a written request was presented at the school office prior to the team's departure for the event and "face-to-face" contact is made with the head coach or designated coach at the time the student is picked up. Students dismissed to go home with parents are expected to ride with them.

Student Conduct at School Sponsored Events:

Each student will be considered a representative of Lindsborg Middle School and will be expected to conduct himself or herself in a manner which will be a credit to the team and to the school. Decisions by coaches, officials or sponsors will be respected at all times. At home or away, the attitude, appearance, sportsmanship and general behavior you display at athletic events, either as a participant or a spectator, will influence the impression

people form of you and your school. Always conduct yourself in a manner which will reflect favorably upon you, your home, your team and your school. Whether the winning or losing, good sportsmanship is of utmost importance.

Student Council (STUCO):

STUCO is the 5th-8th grade student council. Members work to represent and improve the Lindsborg Middle School setting for all students. In addition to the 8th grade president and the 7th grade vice-president, three fifth, three sixth, six seventh and six eighth grade students (elected yearly) make up the Student Council. STUCO activities include fund raisers, community service, social events (including 5th & 6th grade Fun Nights and 7th & 8th grade dances), and weekly meetings to address student issues.

Special Services:

The McPherson County Special Education Cooperative provides the following special education services for LMS students: audiological evaluation, physical therapy, gifted, behavioral, health, psychological, hearing and vision impaired, learning disabilities, mentally handicapped, speech/language, preschool and early intervention. Please contact your child's teacher or the principal if you feel that your child should be provided with any of these services.

Visiting School

Visitors are welcome and encouraged to visit our school. Visitors are requested to make arrangements with the office and the classroom teacher in advance of the visit. This will help protect educational programs from undue disturbance. If a student from another school would like to visit, we request that arrangements be made with the office in advance. Student visits will be limited to 1/2 day. We ask that all visitors check in at the office. If visitors plan to eat lunch at school they should call the office by 9:00 a.m. to be included in the lunch count.

Video Use Policy

At Lindsborg Middle School videos/movies are used only as part of the Middle School curriculum. In choosing and using videos/movies teachers use the following guidelines:

- Teachers may use educational videos/movies in connection with grade level curriculum as long as the videos/movies are legal copies.
- Videos/movies with a "G" rating may be shown following the above guideline without parent consent.
- In the event that a "PG" rated video/movie is to be shown principal approval and parent permission will be required before a student is allowed to view the video/movie.
- Videos/movies with a rating of "PG13" may be shown at the eighth grade level only and will also require principal approval and parent permission.
- Parent permission slips will be sent home two

weeks prior to the showing of a "PG" or PG13" video/movie.

- Should a parent decide they do not want their student to view the film an alternative assignment in the curriculum area will be given.
- No "R" rated Videos/movies will be shown at Lindsborg Middle School!

Technology Acceptable Use Policy

Policies and Guidelines Related to the Use of District Technology

Definition of Technology and the Internet:

Technology is any form of electronic equipment of media designed to support the productivity of the students, staff and patrons of USD 400, as well as enhancing the learning process. This equipment includes, but is not limited to : desktop computers, laptops, printers, networking equipment, the Internet, e-mail, other forms of telecommunications, telephones all forms of software and other peripherals.

Specifically, the Internet is an electronic communications network which provides vast, diverse and unique resources. Our goal in providing this service to teachers, staff, patrons and students is to promote educational excellence in USD 400 by facilitating resource sharing, innovation and communication.

Overview and Purpose:

All of the guidelines and procedures outlined in this document pertaining to the acceptable use of technology are intended to make that technology more useful to students, staff and patrons of USD 400. These guidelines are also intended to maximize the learning environment and process. Access to these technologies is a privilege, that comes with responsibility.

USD 400 views information gathered from various technological resources, including the Internet, in the same manner as reference materials identified by the schools. Specifically, the district supports resources that will enhance the learning environment with directed guidance and supervision from the faculty and staff. Exploration and manipulation of resources is encouraged. Filtering software is in place in USD 400; however, it is impossible to control all materials on a global network and an industrious user may discover inappropriate information that is not consistent with the educational mission, goals and policies of the school district.

Parents who do not wish their student to have individual access to the Internet should contact the school administrator.

Guidelines:

1) Acceptable Use:

Informal rules of behavior have evolved for the use of

technology and communication on the Internet and other on-line services. All users of Smoky Valley USD 400's computers and networks are expected to abide by the generally accepted rules of technology usage and etiquette. Collectively, they help to identify a level of acceptable use of the technology in USD 400. Rules for acceptable use are included below.

2) State Law and Local Policy:

Violations of the policies and procedures of Smoky Valley USD 400 and/or Kansas Law concerning the use of technology will result in disciplinary action.

3) Penalties:

Any user violating these provisions, state and /or local policies, applicable state and federal laws or posted classroom and district rules is subject to loss of technology privileges and any other district disciplinary options, including criminal prosecution. School and district administrators will make the final determination as to what constitutes unacceptable use and their decision is final.

Three levels of punishment may be enforced by the administration. While the levels may be implemented in order, nothing prevents the administration from selecting any step depending on the facts and the severity of the violation.

Level 1: Loss of privileges for one month and written notice of the offense and punishment sent home to the parent.

Level 2: A student who, after a Level 1 loss of privileges, continues to engage in serious or persistent misbehavior by violating the district's previously communicated written standards of conduct may be removed from any computer/Internet privileges for the remainder of the school year or remaining school years and recommended for suspension.

Level 3: a student could be expelled from school if he/she engages in conduct on the Internet that contains the elements of the offense of criminal mischief, as defined by state and federal law. Any student expelled for misuse of technology will also lose computer privileges for the remainder of the school year or school years.

Smoky Valley USD #400 Laptop Policy

The Apple iBook and carrying case that have been issued to each student are the property of the Smoky Valley Public Schools. This computer is on loan to the student and must be used in accordance with the following policies:

Laptop Computer Security Policy

During the school day, students must have laptops with them, or locked in their school lockers. Laptops must never be left unattended. Faculty will pick up and give unattended laptops to the Office.

Laptops must be kept in the backpack or sleeve issued with the iBook. They may not be kept in regular book bags or backpacks without being in their protective sleeve. Laptops are not to be carried unless they are secured in the protective sleeve or backpack provided by USD 400.

Coaches/Sponsors for individual activities may limit whether or not laptops are allowed on buses or to particular events.

It is recommended that when laptops go home with students for the evening they should be recharged overnight and be ready for use upon return to school.

Students are not to deface their iBook and carrying case in any way, for example, with stickers, whiteout, etc. If there are any questions, please check with an administrator.

Students are not to remove, deface or alter the USD 400 identifying stickers, labels, or barcodes in any way.

Laptop Acceptable Use Policy

USD 400's network facilities and/or laptops are to be used in a responsible, efficient, and ethical manner in accordance with the philosophy of Smoky Valley USD 400. Students must acknowledge their understanding of this policy as well as the following guidelines. Failure to adhere to these standards may result in suspension or revocation of the offender's laptop and/or network privileges.

The administration and /or their designee(s) have the right to inspect any computer, application, or peripheral device associated with any or all USD 400 computers. This includes but is not limited to email, documents, pictures, or other components associated with all USD 400 computers.

E-mail and all other forms of electronic communication are to be used in a responsible manner. Students may not use vulgar, derogatory, or obscene language. Students may not engage in personal attacks or harass others.

Students are not allowed to register or sign up for anything via Internet or e-mail unless it is approved by a teacher or administration. When signing up or registering via the Internet or e-mail, they are not to use their assigned USD #400 e-mail address.

Use of the computer for anything other than a teacher-directed or approved activity is prohibited during school hours.

The Internet is to be used for research and as a means of obtaining academically relevant information. Material obtained through research on the Internet and then used in academic work is to be properly documented.

- ~ Students may not access material that is obscene or that promotes illegal activity. If a student does accidentally access this type of information, he or she should immediately notify a teacher.
- ~ Internet and computer games are prohibited during school hours.
- ~ Installation of peer-to-peer file-sharing programs is strictly forbidden. (Ex. LimeWire) Using iTunes or similar programs to share music is also forbidden.
- ~ Copyright laws must be respected. If you have any questions about what constitutes a copyright violation, please contact an administrator, media specialist, or language arts department person.
- ~ If you have a specific need for additional software or you want to add personal software, you must fill out an application that can be picked up at the technology office.
- ~ Computers may not be used to make sound recordings without the written consent of all those who are being recorded. Sound must be turned off at all times, except when being used as a part of a class. Students may use their own headphones to listen to music, etc., if they have instructor permission.
- ~ The school has a limited amount of information that it can transfer at any one time. When downloading large files over the Internet or backing up files to the server, students should be hard-wired to the network.
- ~ Students are encouraged to back-up school related files regularly to the USD 400 student server. This space is reserved solely for educational purposes. Any item that is not educationally related will be deleted from the server. If you have any question as to whether your information should be placed on USD 400 servers, please contact the laptop coordinator, technology director, or the building administrator.
- ~ Deliberate attempts to degrade the USD 400 network or to disrupt system performance will result in disciplinary action.
- ~ School administrators reserve the right to remove student accounts on the network to prevent unauthorized activity.
- ~ Smoky Valley Public Schools reserves the right to define inappropriate use of technology.
- ~ Students must be enrolled in a minimum of four class periods in order to be eligible for the laptop program.

Laptop Costs

- ~ Before a student is issued a laptop, he or she

must have paid a **\$50 rental fee** for the current school year, and have signed the acceptable use policy.

- ~ Students are expected to pay for damages to their computer. If damages or loss of equipment occurs off school grounds, parent/guardian must check with personal insurance policy to determine coverage. That information must be shared with school officials prior to determining cost to student. However, a student will never pay more than \$100 per incident.
- ~ In addition, lost power adapters and batteries are the responsibility of the student/parent.
- ~ Each student is expected to return their laptop in good working condition.

Student Technology Use Agreement for Smoky Valley USD #400

I understand and will abide by the above policy and guidelines. I further understand that any violation is unethical and may result in the loss of my network and/or laptop privileges as well as other disciplinary action.

As the parent or guardian of this student, I have reviewed and discussed the USD 400 acceptable use / laptop agreement with my child. I understand that network access is designed for educational purposes. I recognize that, even though the school network has an Internet filter, it is impossible to entirely restrict access to controversial materials. I also understand that my child's photo and/or work (writing, drawings, etc.) may occasionally be published on the Internet and may be accessible on a World Wide Web server unless I specify otherwise.

I understand that use of school network services, including Internet access, is a privilege, not a right. After reading the Acceptable Use Policy and the Rules for Technology Use, I understand and will abide by the USD 400 Technology Use Guidelines. I also understand that my failure to comply with the above guidelines can result in loss of my network privileges as well as more serious disciplinary and/or legal action.

_____ Date __/__/__
Student Signature

_____ Print Name

_____ Date __/__/__
Parent Signature

_____ Print Name

Notice of Discrimination:

Applicants for admission and employment, student, parents of elementary and secondary school students, employees, sources of referral of applicants for admission and employment and all unions or professional organizations holding collective bargaining or professional agreements with Smoky Valley Public Schools No. 400 are hereby notified that this institution does not discriminate on the basis of race, color, national origin, sex, age or handicap in admission or access to, or treatment or employment in, its programs and activities. Smoky Valley Public Schools No. 400 has procedures regarding the referral, evaluation, and placement of individuals with disabilities who are eligible for services under federal law. Grievance and appeals procedures have been adopted by the Board of Education to provide for expeditious resolution of complaints regarding individual civil rights. Any person having inquiries concerning Smoky Valley Public School No.400 compliance with, or complaints under the regulations implementing Title VI, Title IX, Section 504 and the Americans with Disabilities Act is directed to contact: Mr. Glen Suppes, 126 S. Main, Lindsborg, Kansas 67456, who has been designated by Smoky Valley Public Schools No. 400 to coordinate the institution's efforts to comply with the above mentioned regulations. The coordinator may also be contacted for the existence and location of services, activities, and facilities that are accessible to the disabled.

Any person may also contact the Region 7 Office for Civil Rights, 10220 N. Executive Hills Blvd., 8th Floor, Kansas City, Mo. 64153-1367, (telephone (816) 891-8026) regarding the institution's compliance with regulations implementing Title IX, Title VI, Section 504 and the Americans with Disabilities Act.

Note: As a means of serving those with a disability, the district will provide an audio or large print version of official district publications. For additional information, contact the Kansas Relay Center 1 800 766-3777.

An Equal Employment/Educational Opportunity Agency Smoky Valley Public Schools No. 400 does not discriminate on the basis of sex, race, color, national origin, disability, or age, in admission or access to, or treatment or employment in, its programs or activities. Any questions regarding the Board's compliance with Title VI, Title IX, Section 504, or the Americans with Disabilities Act may be directed to the district Compliance Officer, who can be reached at 126 South Main- Lindsborg, Kansas or the office of Civil Rights of the Department of Education, telephone (816) 891-8026. The Compliance Officer can also be contacted for the existence and location of accessible services, activities, and facilities.

NOTIFICATION OF DISTRICT RESPONSIBILITY FOR A SECTION 504 ADA TITLE X

Grievance Procedure

It is the policy of Smoky Valley Public Schools not to discriminate on the basis of disability in educational programs, or activities as

required by section 504 of title V of the Rehabilitation Act of 1973, and the Americans With Disabilities Act of 1990, and on the basis of sex as required by the title IX of the 1972 education amendments. As a student or employee of Smoky Valley Public Schools you are protected against discrimination in the following areas:

As a student, you may not be discriminated against in the following areas:

- Admission, access to enrollment, Access to and use of school facilities, Counseling and guidance, Vocational education, Physical education, Competitive activities, Students rules, regulations, and benefits, Health services,
- School- sponsored extracurricular activities.

If you believe you have been discriminated against on the basis of disability or gender, you may make a claim that your rights have been denied. This claim or grievance may be filed with Mr. Glen Suppes.

You will be asked to write down the actions, policies or practices which you believe are discriminatory. You may obtain help from the ADA/504/Title IX coordinator Mr. Glen Suppes or anyone you believe is knowledgeable. Once you have filed your grievance you will be asked to meet with those persons who would be involved in correcting the policies, practices, or programs that you believe are discriminatory. If there is agreement that you were discriminated against, corrective action will be taken to restore your rights. If there is not agreement, you may appeal the grievance to a person with higher authority.

You may also file a complaint of illegal discrimination with the office for Civil Rights of the Department of Education, Washington, D.C., at the same time you file the grievance, during or after use of the grievance process, or without using the grievance process at all. If you file your complaint with the Office for Civil Rights, you must file it in writing no later than 180 days after the occurrence of the possible discrimination. In preparing your grievance you should give thought to the following:

The exact nature of the grievance - how you think you have been discriminated against, and any persons you believe may be responsible, the date, time and place of the grievance, the names of witnesses or persons who have knowledge about the grievance, any available written documentation or evidence that is relevant to the grievance, the actions that could be taken to correct the grievance.

If you wish to discuss your rights under the ADA/Section 504/Title IX, to obtain a copy of the full ADA/504/Title IX grievance procedures, or to obtain help in filing a grievance, contact Mr. Glen Suppes, ADA/504/Title IX coordinator 126 South Main, Lindsborg, Kansas (785) 227-2981 or your designated ADA/504/Title IX grievance representative.