

**RIVERTON MIDDLE SCHOOL**

**“HOME OF THE RAMS”**

**Zach Martin, Principal**

**Shannon Thomas, Guidance Counselor**

**Todd Berry, Superintendent**

**7144 SE 70th St.  
PO Box 260  
Riverton, KS 66770  
Phone 620.848.3355  
Fax 620.848.3288**

**This agenda belongs to:**

Name \_\_\_\_\_ Student # \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_  
Phone \_\_\_\_\_ Advisor \_\_\_\_\_

**PERSONAL MISSION STATEMENT:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**“A School Expecting Excellence and Achieving It”**

# RMS STUDENT HANDBOOK 2021-22

## BELL SCHEDULE LUNCH SCHEDULE & SCHEDULE OF CLASSES

Period	Time	Class	Teacher
1	8:00 - 8:46		
2	8:50 - 9:36		
3	9:40 -10:26		
4	10:30 -11:16		
Lunch	11:20-11:50		
5	11:54-12:40		
6	12:44-1:30		
7	1:34-2:20		
8	2:24-3:10		

### Wednesday – Collaboration Day

Period	Time	
Teacher Collaboration Period	7:50-8:45	Collaborative Time (55 min.)
1	8:50-9:30	40 min.
2	9:34-10:14	40 min.
3	10:18-10:58	40 min.
4	11:02-11:42	40 min.
Lunch	11:46-12:14	28min.
5	12:18-12:58	40 min.
6	1:02-1:42	40 min.
7	1:46-2:26	40 min.
8	2:30-3:10	40 min.



Not Prepared: <input type="checkbox"/>				

**2<sup>nd</sup> Quarter Level III Consequence = Level 4 Saturday School, 8:00-12:00, on (                    )**

1 Date ____ / ____ / ____ Staff _____ Reason # _____	2 Date ____ / ____ / ____ Staff _____ Reason # _____	3 Date ____ / ____ / ____ Staff _____ Reason # _____	4 Date ____ / ____ / ____ Staff _____ Reason # _____	5 Date ____ / ____ / ____ Staff _____ Reason # _____
Not Prepared: <input type="checkbox"/>				

**RMS STUDENT CONDUCT SHEET:**

**Student** \_\_\_\_\_

*STRIKES MAY BE ISSUED FOR THESE INFRACTIONS:*

- |                                   |                         |  |
|-----------------------------------|-------------------------|--|
| 1. Late to school (Admin only)    | 6. Unexcused absence    | 11. Other minor infractions                |
| 2. Tardy to class                 | 7. Hallway infraction   | 12. Failure to produce planner             |
| 3. Disruptive behavior            | 8. Dress code violation | 13. 5 <sup>th</sup> Not prepared for class |
| 4. Inappropriate comment/gesture  | 9. Lunchtime infraction | 14. Communication device violation         |
| 5. Before/after school infraction | 10. Teasing/Harassment  | 15. Inappropriate behavior                 |

**3<sup>rd</sup> Quarter Level I Consequence = Level 1 Saturday School, 8:00-9:00 AM, on (                    )**

1 Date ____ / ____ / ____ Staff _____ Reason # _____	2 Date ____ / ____ / ____ Staff _____ Reason # _____	3 Date ____ / ____ / ____ Staff _____ Reason # _____	4 Date ____ / ____ / ____ Staff _____ Reason # _____	5 Date ____ / ____ / ____ Staff _____ Reason # _____
Not Prepared: <input type="checkbox"/>				

**3<sup>rd</sup> Quarter Level II Consequence = Level 2 Saturday School, 8:00-10:00 AM, on (                    )**

1 Date ____ / ____ / ____ Staff _____ Reason # _____	2 Date ____ / ____ / ____ Staff _____ Reason # _____	3 Date ____ / ____ / ____ Staff _____ Reason # _____	4 Date ____ / ____ / ____ Staff _____ Reason # _____	5 Date ____ / ____ / ____ Staff _____ Reason # _____
Not Prepared: <input type="checkbox"/>				

**3<sup>rd</sup> Quarter Level III Consequence = Level 4 Saturday School, 8:00-12:00, on (                    )**

1 Date ____ / ____ / ____ Staff _____ Reason # _____	2 Date ____ / ____ / ____ Staff _____ Reason # _____	3 Date ____ / ____ / ____ Staff _____ Reason # _____	4 Date ____ / ____ / ____ Staff _____ Reason # _____	5 Date ____ / ____ / ____ Staff _____ Reason # _____
Not Prepared: <input type="checkbox"/>				

**RMS STUDENT CONDUCT SHEET:**

**Student** \_\_\_\_\_

*STRIKES MAY BE ISSUED FOR THESE INFRACTIONS:*

- |                                |                       |                                |
|--------------------------------|-----------------------|--------------------------------|
| 1. Late to school (Admin only) | 6. Unexcused absence  | 11. Other minor infractions    |
| 2. Tardy to class              | 7. Hallway infraction | 12. Failure to produce planner |



## **ADMINISTRATION**

Zach Martin (M.S. Principal) Office-620-848-3355

FAX- 620-848-3288

PO Box 260

## **FACULTY**

Adam Babcock	7 <sup>th</sup> and 8 <sup>th</sup> Social Studies
Noey De Leon	Vocal Music
Delaina Brown	Library Media Specialist
Lindsey Chambers	Band
Kyle Dannelley	District Technology Assistant
Sophia DeSilva	7 <sup>th</sup> and 8 <sup>th</sup> English Language Arts
Blake Areheart	Strength and Conditioning
Teresa Falling	District Technology Director
Randy French	Art
Kevin Nelson	Special Education – Inclusion
Amelia Markley	Orchestra/Music
Shannon Keeter	8 <sup>th</sup> Technology
Jacque Jenkins	Library Media Aide
Ashlyn Krei	6 <sup>th</sup> and 7 <sup>th</sup> English Language Arts
Todd Lee	7 <sup>th</sup> -8 <sup>th</sup> Math
Kelli Pant	Physical Education/Health
Alexis Heard	6 <sup>th</sup> -7 <sup>th</sup> Math
Ken Rhuems	6 <sup>th</sup> -7 <sup>th</sup> Technology, 8 <sup>th</sup> Intro to Woods
Macey Williams	6 <sup>th</sup> and 7 <sup>th</sup> Science
Taylor Compton	7 <sup>th</sup> and 8 <sup>th</sup> Science
Shannon Thomas	6-8 Counseling
Danny Weaver	6 <sup>th</sup> Social Studies/ Physical Education
Dylan Weaver	6 <sup>th</sup> Computer Applications/8 <sup>th</sup> Business Essentials

## **SUPPORT STAFF**

Michelle Ferguson (Secretary), Judy Price (Supt. Secretary), Susie Nowlin (Board Clerk)

## **WELCOME BY PRINCIPAL**

Welcome to the 2022-23 school year. This handbook is intended to provide our students and parents with valuable information about our school. We continually evaluate our programs and modify them to provide the middle school students of Riverton the best education possible. Effective school/parental communication is a very important component in any effective school. We ask for your cooperation in helping us provide a quality education. With all of us working together, I believe your child will have a successful and exciting school year!

-Zach Martin

## **RIVERTON MIDDLE SCHOOL: School Improvement Plan Goals**

The 2022-23 school year will be year one in our school improvement cycle. During this time, the district will be conducting a needs assessment by collecting feedback from students, parents, staff, and community members. Based on these results, the district will work to develop goals that will drive the school improvement process over the next five year cycle.

## **RIVERTON MIDDLE SCHOOL: Exit Outcomes**

Upon completion of eighth grade, a student will:

- 1) Possess a strong general education
- 2) Be able to live cooperatively while demonstrating individuality and creativity
- 3) Own a sense of self-discipline, responsibility, and self-worth
- 4) Have developed and will maintain sound physical and mental health

## **THE SCHOOL DAY AT R.M.S. (school supervision hours: 7:30-3:10)**

The school day begins at 7:50 a.m. If you arrive earlier than that, you will need to **report to the cafeteria. Students should not be in the middle school hallway or any other part of the building. Once on school property, students are not allowed to leave for any reason** (i.e. walk to the local stores). You will be dismissed from this area at 7:45 am and will have fifteen minutes before the tardy bell at 8:00am. This is a good time to unload your backpack. **Remember that backpacks, book bags, gym bags, large bags of any kind must be kept in your locker; they are not allowed in classrooms.** Our school day ends at 3:10 and **unless you are involved in an extracurricular activity after school, you should vacate the building as soon after the 3:10 bell as possible. Persistent issues with failure to vacate school property after school hours will result in student consequences.**

## **RIVERTON MIDDLE SCHOOL** **ATTENDANCE POLICY**

Regular attendance is vital for a successful school experience. Punctual and regular attendance is necessary in a well-ordered school, both for proper training for the student and to avoid disruption of classroom procedures. Therefore, cooperation between school and home is vital for student success. Please read the policy carefully and contact the principal if you have any questions.

**Absences will be classified into four (4) categories. They are:**

**Type 1: EXCEPTIONAL:** death in immediate family, funeral attendance, visit to counselor's office, assigned to the in-school suspension room, other situations deemed as an emergency by the principal.

**Type 2: MEDICAL:** visit to doctor, dentist, or other medical personnel verified by a note on the doctor's stationary submitted to the office within two (2) school days of the absence; also counted in this category is dismissal from school by our school nurse.

**Type 3: PARENT VERIFIED:** absence verified by a note or phone call from the parents within two (2) school days of the absence.

Per Kansas State Law school attendance is mandatory. Excessive parent excuses for student absences will be considered as Type 4, unexcused absences.

**Type 4: UNEXCUSED:** absence with no communication from the parents within two (2) school days of the absence; also includes skipping school, cutting class, etc.

**\*\* Please remember that the school district has the full authority to make decisions regarding the excused / unexcused status of absences. Parents are responsible for verifying all student absences.**

### **ABSENCES MUST BE VERIFIED within 48 hours:**

- ⇒ **Phone call** from a parent on the morning of the absence (preferred) or
- ⇒ **Note** from a parent when student returns to school

### **NOTES ON ATTENDANCE**

(1) Please call the middle school office (848-3355) if your child is going to be absent that day. It is the responsibility of the student and his/her family to verify an absence. The student will be expected to bring a note within two school days if phone contact is not made with the office. If the absence is not verified within 48 hours, the absence will be classified as UNEXCUSED.

(2) Personal illness of the student will be classified as Type 3 unless a note on doctor's stationary is presented to the office within two school days.

(3) Students returning from an absence should report to the office for verification of absence. If the absence is verified, the absence type will be recorded in student planner in order for the student to obtain missed assignments. If the absence is not verified, it will be recorded as a Type 4, Unexcused in the student planner. Student will be unable to complete assignments missed during time of Unexcused absence.

(4) Students should never leave the building during school hours without first checking out through the office. Students needing to leave during the day should bring a note to the office stating the time and reason or have their parents phone the office beforehand.

### **ARRIVING TO SCHOOL LATE / LEAVING SCHOOL EARLY**

- ⇒ Students who arrive to school anytime after 8:00 must report in at the office regardless of when they finally arrive at school. Always check in if you are late!
- ⇒ Students arriving to class more than 10 minutes late and/or leaving more than 10 minutes early will be determined by the administration as excused or unexcused.
- ⇒ Students who need to leave school early must bring a note from home. They will give the note to the office secretary who will write the dismissal time in the student's planner. Always check out through the office before you leave! **Parent/guardian must sign you out prior to leaving the building.**

### **EMPLOYEE AUTHORITY**

In helping maintain proper order, any school employee has full authority over all students in the building or on the grounds. This includes all school employees: administration, faculty, bus drivers, maintenance, food service, etc.

## **TRUANCY**

A student is considered to be truant if (1) he/she is under 16 years of age and is not enrolled in a public or private school or (2) he/she is inexcusably absent for either three consecutive days, a total of five or more days in the semester, or seven days in a year (if a student misses 4 periods or more in a day the student is considered absent for the entire day).

## **EXCESSIVE ABSENTEEISM**

Students who miss more than fourteen (14) days of school (Type 3 or 4) will be expected to meet with school personnel for an attendance hearing.

The procedures for monitoring attendance and implementing necessary interventions to reduce absenteeism are listed below.

- (1) The principal will monitor attendance totals for each student at the end of each month.
- (2) The principal will send out attendance letters at each of the following stages:
  - 1st letter of concern when student reaches 10 absences in a class.
  - 2nd letter of concern when student reaches 12 absences in a class.
  - 3rd letter notifying parents their student has exceeded the 14-day limit.
- (3) The principal will contact the parents to set up an attendance hearing in the event 14-day absence limit is reached.
- (4) The hearing gives the parents and student an opportunity to explain any extenuating circumstances, they feel should be taken into consideration. The hearing will conclude with a ruling by the committee stating the strategies to be implemented in order to satisfy course requirements.
- (5) The student and family have the right to appeal the decision of the committee to the superintendent of schools. To appeal, parents must address their written appeal to the superintendent within 5 school days of the attendance hearing.
- (6) Refusal/inability to comply with recommended strategies to satisfy course requirements will result in the loss of credit for the affected courses. Depending on the recommendation of the principal, this could result in retention.

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Please remember the, goal of our attendance policy is to provide structure that will promote excellent attendance rates for all students. Regular daily attendance is vital to the learning process. It is understood that some absences are unavoidable. However, we are setting a goal of 95%-100% attendance for each of our students. We can make a difference if we all pull together. Hope you have a great school year!

## **DISMISSAL OF SCHOOL BECAUSE OF WEATHER**

Please do not call the school for information on whether school is open or not. Local TV and radio stations will start announcing the decision around 6:00 am. These include: KKOW-AM, KMOQ-FM, WMBH-AM, KOAM-TV, and KSYN-TV. In addition, School Reach messages will be sent by phone to all student households regarding the cancellation of school for weather or other unforeseen circumstances.

In the event that school is dismissed, any days to be made up will be added on to the end of the school year.

In the event weather becomes a problem during the school day you will be notified by the School Reach message system.

## **TECHNOLOGY**

All students of USD #404 will be required to sign a technology agreement form at the beginning of each school year. Students will also need to have the form signed by a parent. There will be a \$50 laptop fee due at enrollment. Any student who violates the technology agreement will be subject to loss of technology privileges for a period of time as deemed appropriate by the administration. Students will be responsible for paying a \$100 deductible for damages that result due to an accident. Students may be responsible for the full repair or replacement cost for damages due to horseplay and/or negligence. Students will also be responsible for the full replacement cost should they lose their machine.

Students will be expected to adhere to the school's Acceptable Use Policy with regards to their laptops. The following consequences will take effect should a student fail to adhere to this policy:

- 1<sup>st</sup> Offense: The student will receive a strike
- 2<sup>nd</sup> Offense: The student will receive a strike and lose their computer for 3 days
- 3<sup>rd</sup> Offense: The student will be assigned a Saturday School and lose their computer for 5 days
- 4<sup>th</sup> Offense: The student will be assigned a Saturday School and lose their computer for the remainder of the quarter
- Subsequent offenses may result in the loss of this privilege for the remainder of the school year

**NOTE:** The administration reserves the right to deviate from the proceeding policy when necessary, depending on the circumstances, severity, and/or frequency of the offenses.

## **STUDENT DRUG TESTING**

Participation in extracurricular and co-curricular activities requires that a student submit their name to a random selection pool for drug testing. Ten students are randomly selected each month for an on-site urine sample. An off-site laboratory performs testing and the results of the drug testing are received within a week. Parents are notified of the testing of their child with the results attached. The drug testing policy will be provided to each student and parent at enrollment time each year.



## **RIVERTON MIDDLE SCHOOL DISCIPLINE POLICY**

A consistent and fair discipline policy is necessary to facilitate learning. One of our goals in the middle school is to train students to act responsibly and display appropriate behavior at all times.

### **DISCIPLINARY METHODS UTILIZED IN THE MIDDLE SCHOOL**

**LUNCH DETENTION:** Student will wait in MS office until other students have been served. They will be sent to pick up their tray and return to the MS office to eat their lunch. They will remain in the MS office the entire lunch period and return to class when the lunch period is over.

<b>SATURDAY SCHOOL:</b>	<b>Level 1</b>	<b>8:00 – 9:00 AM</b>
	<b>Level 2</b>	<b>8:00 – 10:00 AM</b>
	<b>Level 3</b>	<b>8:00 – 11:00 AM</b>
	<b>Level 4</b>	<b>8:00 – 12:00 AM</b>

Saturday School is assigned by the principal and supervised by a certified teacher; students are to be dropped off and picked up at the nearest entrance of the teacher's classroom supervising the Saturday assigned. The doors are locked at exactly 8:00 school time, please do not be late. Failure to attend Saturday school will amplify consequences.

<b>1<sup>st</sup> Offense Skipping/Failing to Attend Level 1 SS</b>	<b>1 Additional Level 2 SS</b>
<b>1<sup>st</sup> Offense Skipping/Failing to Attend Level 2 SS</b>	<b>1 Additional Level 3 SS</b>
<b>1<sup>st</sup> Offense Skipping/Failing to Attend Level 3 SS</b>	<b>1 Additional Level 4 SS</b>
<b>1<sup>st</sup> Offense Skipping/Failing to Attend Level 4 SS</b>	<b>1 Additional Level 4 SS</b>
<b>2<sup>nd</sup> Offense Skipping/Failing to Attend Level 1,2,3,4 Saturday School Will Result in OSS</b>	

**IN-SCHOOL SUSPENSION (ISS):** May be assigned for entire day or selected hours. Student is isolated from student body while serving ISS; assigned and supervised by the principal; student earns credit on homework assignments given by classroom teachers. Failure to comply with directions in ISS will result in further disciplinary action.

**OUT-OF-SCHOOL SUSPENSION (OSS):** Disciplinary measures used for more severe offenses; assigned by principal; student not allowed on school property or at school events during suspension; informal due process required; homework may be completed for full credit but must be turned in by no later than the date of return after the assigned suspension.

**LONG-TERM SUSPENSION:** Suspension of up to 90 school days; formal due process is required.

**EXPULSION:** Student expelled from school for up to 186 school days; formal due process is required.

### **COMMUNICATION OF DISCIPLINARY INCIDENTS**

- All disciplinary referrals contain three copies: (1) Office (2) Student (3) Parents. Students will receive a pink copy at the time of the referral and parents will receive a disciplinary report in the mail.
- Serious issues will result in a disciplinary report and a contact to the parent.
- Parents will be notified at least one day in advance of a Saturday School assignment.
- We ask that parents contact Mr. Martin, in advance, if a problem arises that will keep your child from fulfilling their disciplinary appointment.
- Please call anytime you have a question. Always remember that for your child to be successful at school, the student, parents, and school must work together!

### **DEMERIT SYSTEM**

A point or demerit system is in effect in our middle school. This system discourages habitual disruption of the learning environment by setting a limit on student misbehavior. When a student reaches fifteen (15) demerits for the year, a warning letter will be sent to the parents. If a student reaches twenty-five (25) demerits for the year, the principal will recommend long-term suspension. We feel that 25 demerits is a very liberal amount and that any student reaching that point total is a deterrent to other students' learning. Demerits are awarded based on the severity of the incident and on the consequence assigned. **A student who reaches a minimum 15 demerits for the school year may be deemed as "Not in Good Standing" based on the Kansas High School Activities Association regulations (Rule 14-Sect 1) and may be ineligible to participate in extra-curricular activities.**

### **FIELD TRIPS**

Attending field trips is considered a privilege. This includes all year-end field trips. **Students who have been involved in multiple discipline issues and/or suspensions, or accumulated 18 or more demerits will not be allowed to go on field trips. Students who have created a major disturbance on a field trip will not be allowed to attend any other trips during their middle school years. Student discipline records are reviewed each spring to determine eligibility.**

## **CLASSIFICATIONS OF STUDENT BEHAVIORS**

### **CLASS A BEHAVIORS – MINOR INFRACTIONS**

**CONDUCT LEVELS & CONSEQUENCES:** Some examples of minor infractions include, but are not limited to: excessive talking, horseplay, tardies, dress code violations, etc. When a student commits a minor infraction, the teacher will assign a “strike.” The staff member records the strike on an electronic google document. The teacher will jot down the date, teacher’s last name, infraction number, and a very brief explanation of the infraction (i.e. #3 – Excessive Talking). Not prepared for class marks (missing or incomplete assignments, forgotten textbooks, etc) are kept separately on the sheet. Five (5) marks for not being prepared for class will result in one strike on the conduct sheet. **Two strikes in one class period results in an immediate referral to the principal’s office.**

#### **Dress Code Guidelines**

The administration and faculty have full authority to determine the appropriateness of student clothing. Anything that distracts students from their normal learning environment will be determined as inappropriate. Some guideline to follow:

- Skirts and shorts must be mid-thigh
- No clothing that show off the midriff (if hands are raised above the head, the bare midriff should not be exposed)
- No spaghetti straps, tank tops, tube tops, halter tops, or plunging neck lines
- No hats, sock caps, dew rags, sunglasses inside the building
- Hoods should not be worn inside the building
- No shirts promoting alcohol, drugs, sex or anything else inappropriate
- No chains or gloves
- No body piercings except for the ears
- No visible tattoos, body art, or body paint
- No jackets or coats deemed inappropriate by teacher or administrator
- No hair paint or dye deemed by administration to be inappropriate or disruptive
- No flannel pajama pants
- No shoes with wheels

The student conduct infractions are based on a 9-week period. Once a student receives 5 strikes, the teacher issuing the fifth strike sends the student to the principal. The principal assigns the appropriate consequence for the level completed. As the student accumulates minor infractions, the consequences become more stringent. **The penalties are as follows: Level 1 (5 Strikes) = 8:00-9:00 Saturday School, Level 2 (10 Strikes) = 8:00-10:00 Saturday School, Level 3 (15 Strikes) = 8:00-12:00 Saturday School. More than 15 strikes in a 9-week period may result in ISS and/or OSS.**

### **CLASS B BEHAVIORS:**

**Defiance or Disrespect Toward Any School Official or School Personnel:** Behavior, be it verbal, written, or symbolic, which is considered to be defiant or disrespectful will not be tolerated. Severe cases of disrespect towards a school official may result in immediate suspension. Any physical aggression will be grounds for expulsion. **Students who are referred to the office by a substitute will result in a Saturday School.**

**Cheating:** Cheating on tests or class work/assignments. In addition to a Class B consequence, the student will be “zapped” and be required to re-do the assignment for 70% of the graded value.

**Skipping Class:** Missing or leaving class without permission.

**Stealing, Graffiti, or Vandalism:** Taking items from, destruction or damage or tampering with the property, defacing of property of students, teachers, classrooms, or other school property. In addition to a Class B consequence, reimbursement may be required and law enforcement may be notified if warranted. Severe offenses may result in expulsion.

**Skipping/Leaving School Grounds Without Permission:** Parents are required to check students out through the office before students are allowed to leave the building or grounds during school hours

**CLASS B CONSEQUENCES:**

- **1<sup>ST</sup> OFFENSE:** Saturday School
- **2<sup>nd</sup> OFFENSE:** Saturday School
- **3<sup>rd</sup> OFFENSE:** 1 – 10 Days ISS
- **4<sup>th</sup> OFFENSE:** 1 – 10 Days OSS

**CLASS C BEHAVIORS:**

**Tobacco:** Use or possession of any tobacco product on school property or at a school activity. Smoking by students and/or the possession or use of any other tobacco product or electronic/vapor/juul cigarette is prohibited in any district facility, in school vehicles, at school-sponsored activities, programs, or events, and on school property. **Administrators may report students who are in violation of this policy to the appropriate law enforcement agency.**

**Threatening, Harassing, and/or Hazing Another Student/School Employee:** The intentional, unlawful treat or intimidation, whether it be written or by word or act, to do violence to the person or property of a student or school employee or the doing of any act which created a well-founded fear within the student or school employee.

**Bullying:**

The USD #404 Bullying Policy is included in its entirety in **Section JDDC** in the **USD #404 Board Policy Manual** located in the Central Office and School Administrator Office. RMS consistently adheres to this policy. The administration attends to and investigates each complaint of bullying or harassment and follows the procedures as set forth by the Bullying Policy.

**Sexual Harassment:**

The USD #404 Sexual Harassment Policy is included in its entirety in **Section JGEC** in the **USD #404 Board Policy Manual**. RMS consistently adheres to that policy. The principal attends to and investigates every complaint of sexual harassment or inappropriate action. Consequences are administered when accusations are proven. A complete copy of the policy is available at the district central office, in the RMS teacher workroom, and the RMS principal's office.

Sexual Harassment may include, but not be limited to: **Verbal**, such as derogatory comments, jokes, slurs, or remarks/questions of a sexual nature. **Physical**, such as unnecessary, unwanted, or offensive touching. **Visual**, such as derogatory or offensive posters, cards, cartoons, graffiti, drawings, gestures, looks.

**CLASS C CONSEQUENCES:**

- **1<sup>ST</sup> OFFENSE:** 1 – 10 Days ISS
- **2<sup>nd</sup> OFFENSE:** 1 – 10 Days OSS
- **SUBSEQUENT:** 1 – 1 Days OSS

**CLASS D BEHAVIORS:**

**Fighting:** Any mutual combat, on school property or at any school activity (home or away) in which both parties have contributed to the conflict by either verbal or physical action will result in disciplinary action. Individual circumstances may be taken into consideration.

**Weapons: ZERO TOLERANCE POLICY.** Any weapon, object, substance, or material that could cause bodily harm or any facsimile or replica of a deadly weapon are prohibited on school property and may be prosecuted as a felony offense. Federal law REQUIRES a 1-year expulsion.

**Alcohol, Drugs, Controlled Substances:** Students found to be in possession of, using, providing/selling, or under the influence of drugs, alcohol, and/or controlled substances on school property or at a school activity (home or away). In addition to a Class D consequence, law enforcement may be notified.

**CLASS D CONSEQUENCES:**

- **1<sup>ST</sup> OFFENSE:** 1 – 10 Days OSS
- **SUBSEQUENT:** 1 – 10 Days OSS

**SEVERITY CLAUSE:** THE ADMINISTRATOR RESERVES THE RIGHT TO DEVIATE FROM THE PRECEDING POLICIES WHEN NECESSARY, DEPENDING ON THE CIRCUMSTANCES, SEVERITY, AND/OR FREQUENCY OF THE OFFENSE.

**NUISSANCE ITEMS**

No CD players, game boys, ipods, or any other electronic equipment or accessories are to be brought to school without explicit permission by the administration.

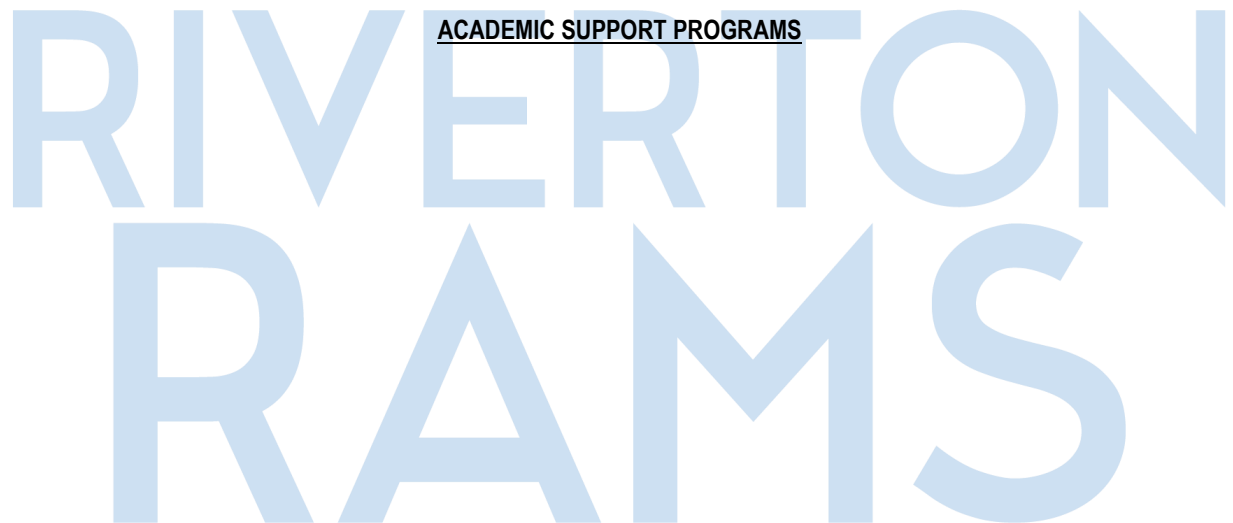
**COMMUNICATION DEVICES**

Students are permitted to have communication devices on school property, during school hours, 7:30-3:10. Please be aware that several restrictions apply. The communication devices must remain off and out of sight before entering the school for the school day. **The devices must be kept in a locked school locker at all times during regular school hours. Any student electing to possess a communication device in their clothing and/or bags during regular school hours will be subject to the stated consequences.** **Exception:** students may use communication devices in the school office once permission is granted from school office staff. Failure to adhere to the above guidelines will result in the following:

- 1<sup>st</sup> violation: communication device confiscated and strike assigned to student conduct sheet with device to be retrieved by parent/guardian
- 2<sup>nd</sup> violation: communication device confiscated, retrieved by parent/guardian, and student assigned Saturday School
- 3<sup>rd</sup> violation and subsequent violation(s): communication device confiscated, retrieved by parent/guardian, and student suspension issued.

**Taking pictures by means of a camera phone or other cellular devices is prohibited at all times during school hours. This is to include, but not limited to, locker rooms, rest rooms, and other locations one can expect privacy. Failure to adhere to this policy will result in the confiscation of the device, retrieval by parent/guardian, and student suspension issued.**

There will be **no expectation of privacy if communication device is confiscated**. The administration has the right to check information, texts, and other messages housed within the communication device.



### **ZAP (Zeroes Aren't Permitted)**

The goal of the ZAP program is to decrease the number of missing assignments for our students. ZAP stands for "Zeros Aren't Permitted". When a student fails to submit an assignment according to teacher's directions and expectations on the date it is due, the student will be "ZAP'd" and will be required to notify parents. Students will be given the opportunity to complete the assignment and return it to the respective teacher the next day for 70% of the graded credit.

It will be the student's responsibility to turn the assignment in to the teacher the next day. Should the student fail to do this, **they will be expected to stay after school that day** to complete the assignment. The student will then receive 50% of the graded credit. Should the student fail to stay after school that day, they will receive a zero on their assignment and be assigned a Saturday school.

After a student's third ZAP for the year, they will lose the opportunity of the 24 hour grace period and be **required to stay the day they are ZAP'd moving forward.** A conference with parents may also be requested.

NOTE: in order to better prepare 8<sup>th</sup> graders for high school, there will be no ZAP program during their second semester. They will be expected to follow their teachers' late policy and/or receive a zero on their assignment.

**Multiple ZAPs within a quarter will warrant referral to counselor or principal. Parents will be contacted for parent conference. The completion of missing assignments takes precedence over any after school activities. Let it be noted that ZAP is not a disciplinary issue. No disciplinary demerits are awarded for ZAPs. Disciplinary issues will occur in the event students skip, refuse to attend, or repeatedly express reasons for being unable to attend the after school ZAP time.**

### **REACH (Re-teach, Extended time, Achieve, Challenge, Help for all)**

REACH is an academic support program that is available to ALL students on Tuesdays and Thursdays. We believe ALL students can learn, but not all students don't learn at the same rate. Therefore, REACH time is available for students needing extra help on homework in the areas of math and reading. Students can sign up to attend REACH, or they can be assigned by their math or reading teachers.

### **RAM Time:**

As a way to reward those students who "do the right thing", students may earn a weekly reward time during TA. To earn this reward time, students must meet the following stipulations each week:

- No grade below a "C"
- No strikes for the week
- No ZAPs for the week

Students who fail to meet this criteria will be required to report to a designated classroom during the reward time.

## **RIVERTON MIDDLE SCHOOL BUS POLICY**

School bus transportation is a privilege that cannot be abused by demands for luxury services or individual convenience. A safe and efficient school bus program calls for teamwork by pupils, parents, bus drivers, teachers, and principals. Without teamwork a school system must risk what it cannot afford to risk - injury and/or death.

### **GETTING ON AND OFF THE BUS**

1. To help maintain morning schedules, all pupils must be ready and waiting when the bus arrives.
2. Riders must wait until the bus comes to a complete stop before attempting to board.
3. Crowding and pushing are dangerous and must be avoided when getting on or off the bus.

### **RIDING THE BUS**

1. Loud talking and laughing or unnecessary confusion can divert the driver's attention and may result in a serious accident. Riders must talk quietly at all times while riding the bus. Riders should not talk at all while the bus is at intersections or railroad crossings.
2. Riders must never tamper with the bus or any of its equipment.
3. Any damage done by pupils riding the school bus, such as a cut cushion, broken window, etc. will have to be paid for by the pupil and his family.
4. Riders must always keep their arms inside the bus when the windows are open.
5. Books, packages, coats, and all other objects must be kept out of the aisles.
6. Eating or drinking is not permitted on the bus during regular morning and evening routes unless warranted by medical situations.
7. The driver shall be responsible for the orderly conduct of the pupils. While on the bus, the pupils are under the authority of and directly responsible to the bus driver.

8. The driver shall have the authority to assign a seat to each passenger.
9. The student at no time will be allowed to show any disrespect to the driver.
10. Extracurricular trips: If time is scheduled for a food stop, no food or drinks should be brought onto the bus. Some extracurricular trips will necessitate allowing drinks on the bus. The sponsor should assure that the students take care of the trash. No glass containers. Sponsors who do not comply with this rule should be reported by Mr. Hibbard to their building principal to rectify the problem.

### **CONSEQUENCES FOR BUS MISBEHAVIOR**

The bus drivers are urged to give verbal warnings and instructions to bus riders who are failing to follow the rules. However, when the child ignores the warning of the drivers, the following procedures will be applied. School officials reserve the right to deviate from these guidelines due to the severity of the situation. Depending on the particular situation, the student may also be disciplined according to the middle school discipline policy (example: if inappropriate language or fighting was involved).

1st level: Verbal warning by driver to parents.

2nd level: Written warning by the director.

3rd level: Student's riding privileges denied by the driver for 1-5 days.

4th level: Referral to the principal (consequence range: off the bus from 1 day up to the remainder of the year)

Bus Conduct Referral consists of three copies. The pink copy is filed in the transportation department. The parent receives the white and yellow copies. The parent is to sign both copies, keep the yellow copy, and return the white copy to the bus driver. The white copy is filed in the middle school office.

Please remember that the goal of our bus policy is to safely transport students to and from school. Riding the school bus is a student privilege; it is not a guaranteed student right. Driving a school bus is a stressful job with a lot of responsibility and liability attached to it. Our transportation staff does a great job. We hope that all of our students will be respectful and willing to follow the directions of our drivers. If a student cannot do this, their privilege of riding the bus will be at risk of being denied. You, the parent, will be notified if there is a problem. In most situations, each student will be given two warnings before disciplinary action is taken. Of course, the severity of the situation will dictate the disposition of the problem. Working together, I believe the parent and school can persuade every child to abide by the rules we deem necessary for the safe transportation of students.

### **LOCKERS**

Lockers are provided to each student. These lockers are the property of U.S.D. 404; they are not the property of the student. The school retains the right to inspect the contents of our lockers at any time to discourage illegal or improper usage of our lockers. **We encourage each student to bring a lock and use it at all times to protect their contents. All large bags of any kind must be kept in lockers; they will not be allowed in classrooms.**

### **PROGRESS REPORTS**

During the fifth week of each quarter, all students with a D or F in any core subjects will receive a progress report. This report will be mailed and will reveal how the student is progressing in each of their academic core classes. If you need clarification or further information concerning this report, please call our office to set up a time to visit with the teacher(s). **Remember if you have internet access you may set up a parent account through Infinite Campus (student information data system). This will allow viewing of all attendance, behavior, and a academic records for your child. It also provides easy email access to each teacher. Call our office for instructions for how to proceed for parental IC accounts.**

### **REPORT CARDS**

Report cards are distributed at the end of each quarter. If you would like to visit with a teacher concerning the report card, please call our office to set up a conference. Regular academic progress may be monitored on the Parent Portal of Infinite Campus (student data system).

### **PARENT / TEACHER CONFERENCES**

Communicating with your child's teachers is encouraged and is important for particular concerns that may arise. Parent/teacher conferences are scheduled for the fall and spring. Please refer to the School Calendar or school website for verification of these annual dates. At any time during the school year, please feel free to contact the office to help arrange a conference.

### **EXEMPTION DAY / FINAL EXAM PROCEDURE** (Academic/Attendance Positive Reward Incentive)

Final exams will be given at the end of each quarter. However, a student may earn the opportunity to be exempt for quarter finals based on academic performance, attendance, and discipline provided the student falls within one of the categories below in at least 3 out of the 4 core classes:

1. 0-2 Type 3 Absences and maintain an "A"
2. 0-1 Type 3 Absences and maintain a "B"
3. 0 Type 3 Absences and maintain a "C"

Additionally, the student may NOT earn exempt status if they fit in one of the categories below:

- ⇒ -Have a 'D' or 'F' for the quarter
- ⇒ -Have 3 or more disciplinary demerits from the quarter

- ⇒ -Have 3 or more ZAP's in the quarter
- ⇒ -Student has a ½ day or more of unverified absences

**Absence on Finals /Exempt Day will be made up on a Saturday School Finals Day (date set at the end of each quarter)**

**COUNSELING SERVICES**

The guidance counselor has an “Open Door” policy. Students may meet with the counselor with questions or concerns about educational goals, classroom or coursework concerns, or any personal issues (school or home). Stop by between classes or visit with teacher permission.

**TESTING PROGRAM**

- ◆ Kansas Assessments: required by the state of Kansas. Grade levels and subjects to be tested are: 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> Reading, Math, Science, and Social Studies.
- ◆ Performance-Based Assessments

**ENROLLMENT PROCEDURE**

**Spring Pre-Enrollment:** The counselor and the principal will meet with each student during the months of April or May to enroll him or her for the following school year. Students will receive a copy of their schedule at enrollment time in August.

**Fall Pre-Enrollment:**

6<sup>th</sup> Grade Orientation/Enrollment and 7<sup>th</sup> and 8<sup>th</sup> grade enrollment will be in August of each year. The exact dates and times will be announced in the local newspapers, on the school website, and sent to you either electronically or by US mail.

Parents may enroll electronically or by mail by simply returning the completed forms and checks for lunch and textbook fees

At enrollment, students/parents should:

- ◆ Turn in completed **enrollment data sheet** (please fill out completely),  
**Signed Technology User Form,**  
**Signed Student Drug Testing Policy**  
**Signed Media Publishing Permission Form**  
**Signed and completed Physical Form (if participating in extracurricular activities)**
- ◆ Pay lunch clerk or submit application for free/reduced lunches
- ◆ Pay textbook fee (current fee will be determined in July board meeting)
- ◆ Check and finalize their class schedules with the counselor

Changing Classes: Deadline for changing class schedules is the 3rd day of school each year.

**TEXTBOOK FEES**

Students are required to pay **\$25.00** for textbook fees at the time of enrollment. The student must pay for damaged or lost textbooks. All middle school students will enroll in technology class. A fee is charged to help recover the cost of the consumable materials used in the class. Eligible families may receive a waiver of their textbook fees by applying through the food services director.

**CAFETERIA INFORMATION (no chairs are to be moved from tables)**

A student breakfast is available in the lunchroom between 7:30am and 7:50am. Students riding the buses who want to eat breakfast must go directly to the lunchroom when getting off the buses in the morning.

A hot lunch is available for middle school students. A free and/or reduced rate program is available for eligible students based on family income. Application forms for these federal programs are available in the principal's office and in the food service department.

**SCHOOL NURSE – Angela Price**

If you must take medication of any kind while you are at school, that medication must be left in the Nurse's Office. The Nurse will dispense the medication at the appropriate times. Please remember to go to her office at the correct time so that she does not have to interrupt the whole class to dispense your medication. If you are feeling ill, the Nurse will examine you and determine if you should be dismissed. Sick students who do not meet the symptoms for dismissal will return to class or see the principal about calling parents about receiving permission to go home.

**If the nurse determines that a student is too ill or injured to remain at school parents must still sign students out through the middle school office, NOT THE NURSE'S OFFICE.**

**IMMUNIZATIONS:** State of Kansas requirements for school attendance (90 days to complete). Students new to district must provide immunization records prior to enrollment.

- Tdap 1 dose required for grades 7-12 regardless of interval of last Td
- Varicella (Chicken Pox) 2 doses required for Grades K-10, 1 dose required Grades 11-12
- Hepatitis B 3 doses required PLUS:
  - a) 4 week minimum interval between dose 1 & 2
  - b) 8 week minimum interval between dose 2 & 3

- c) 16 week minimum interval between dose 1 & 3
- d) Dose 3 must be given after 24 weeks of age

If these conditions are not met, a **4<sup>th</sup> dose of Hepatitis B is required**

### **TELEPHONE CALLS**

Students will not be called to the phone during school hours except in emergency situations. The office will deliver telephone messages to students. The office will keep a log of all students making calls from the office telephone.

### **FIRE, STORM, AND TORNADO ALERT INSTRUCTIONS**

There will be fire and storm drills to prepare students to save their lives should a disaster occur. The faculty has been in-serviced in this area and should have a crisis plan posted in their rooms. Teachers will make their classes aware of the exit to be used in case of fire. The music room is designated as our tornado/storm shelter. It was specially designed for this purpose. Students should walk as quickly as possible but stay orderly and calm.

### **EIGHTH GRADE RECOGNITION CELEBRATION**

Eighth grade students will celebrate the conclusion of their middle school experience with a day-time celebration ceremony scheduled for 10:00 a.m.

### **K.S.H.S.A.A. ELIGIBILITY**

To be eligible for extracurricular activities such as athletics, band, vocal music, cheerleading, students must:  
 (1) Be enrolled in at least 5 units or classes and (2) Passed at least 5 units or classes the previous quarter.

### **ATHLETIC PROGRAMS**

Participation: All 7th and 8th grade boys and girls are eligible and urged to try out for interscholastic athletics. We are a member of the CCC Junior League. We compete interscholastically with the other 7 members of the league. The schedule of sports' seasons is:

- 1st Quarter: Girls Volleyball (7th & 8th); Boys Football (7<sup>th</sup> & 8th)
- 2nd & 3<sup>rd</sup> Quarter: Girls & Boys Basketball (7th & 8th)
- 4th Quarter: Girls and Boys Track (7th & 8th)

All participants will furnish their own shoes. An athletic locker will be assigned to each athlete to store his or her clothing. A lock may be purchased from the school or from an outside establishment. Athletes are encouraged to keep their lockers locked at all times and are discouraged from giving their combinations to other students.

**A physical examination is required before a student may participate in an athletic practice or contests.** Athletes assigned Out of School Suspension are not eligible for athletic participation until they are readmitted to the regular school environment.

### **EXTRACURRICULAR STAFF ASSIGNMENTS**

Girls Volleyball	Kylee Lipasek, Sophia DeSilva, Jessica Tabor
Cheerleading	Alicia Mallatt and Ashlyn Krei
Band	Lindsey Chambers
Choir	Noey DeLeon
Orchestra	Amelia Markley
Boys Football	Todd Lee, Dylan Weaver, Will Mallatt
Girls Basketball	Macey Williams, Madison Flynn
Boys Basketball	Steve Wells, Todd Lee
Track	Kelli Pant, Will Mallatt, Alicia Mallatt

### ⇒ **DRIVING PRIVILEGE REQUIREMENTS: (MS students with valid restricted driver's license)**

- MS students will park in designated area on south parking lot
- Parent must complete school driving permit, sign, and keep on file in MS office
- Proof of insurance must be provided to MS office
- Copy of student license must be provided to MS office
- **Any violation of the Kansas State Driving Regulation will result in loss of driving privileges on school property and notification to law enforcement office.**



# DRESS CODE

ACCEPTABLE

UNACCEPTABLE

• An uninterrupted line of clothing covering the body from top of the shoulders to mid-thigh. Midriffs are to be covered at all times.

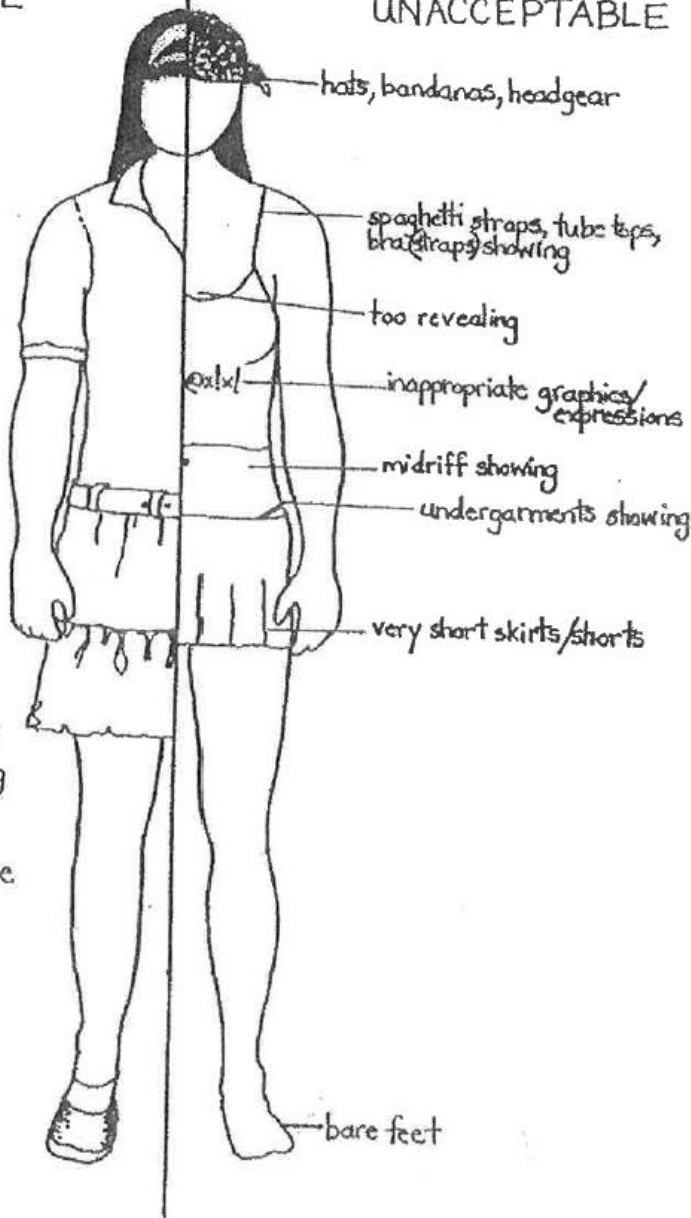
• Appropriate necklines and clothing that completely covers all underwear garments.

Inappropriate jewelry including large metal chains is unacceptable.

Any apparel that promotes the use of alcohol, drugs, profanity, degradation of an individual or group, gang colours or method of dressing is unacceptable.

Appropriate footwear must be worn for health reasons.

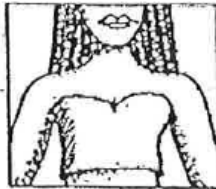
Headgear is not to be worn in the school.



**DRESS CODE:** The administration and faculty have full authority to determine the appropriateness of student clothing. Anything that distracts students from their normal learning environment will be determined as inappropriate.

**Some guidelines to follow:**

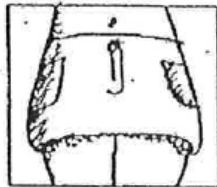
- > **skirts and shorts must be no shorter than 5 inches above the top of the kneecap**
- > **all shorts must be hemmed or rolled (no ragged cut-offs)**
- > **no clothing that shows off the midriff** (if hands are raised above the head bare midriff should not be exposed)
- > **no spaghetti straps, tank tops, tube tops, halter tops, or plunging necklines**
- > **no hats, sock caps, dew rags, hair curlers, sunglasses, etc. inside the building**
- > **no cut-off sleeve-less shirts**
- > **no shirts promoting alcohol, drugs, sex or anything else inappropriate**
- > **no chains, or gloves**
- > **no body piercings except for the ears**
- > **no visible tattoos, body art, or body paint**
- > **no jackets or coats if deemed inappropriate by teacher or administrator**
- > **no hair paint, or hair dye that varies from the natural hair colors**
- > **no flannel pajama pants**
- > **no shoes with wheels**



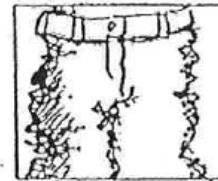
Halter-tops, tube tops,  
Off the shoulder tops,  
Or low cut tops of any kind



White sleeveless  
undershirts



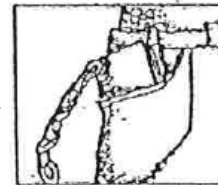
Extremely short  
Shorts, skirts, or dresses



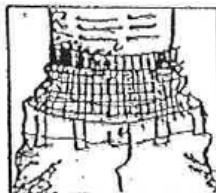
Pants that sag



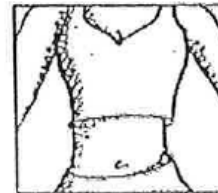
Bandannas, hairnets, or  
Insignias on clothing which  
Are crude, vulgar, profane,  
Sexually suggestive, or which  
Advocate racial or ethnic  
Prejudice or use of  
alcohol or drugs



Chains, jewelry  
and other  
clothing with  
points or  
spikes



Exposed Boxer Shorts



Bare Midriffs

SEK Interlocal #637 Notification of Rights  
Under FERPA for Elementary and Secondary Institutions

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records.

- (1) The right to inspect and review the student's education records within 45 days of the day the district receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- (2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask Alpha school district to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member including health or medical staff and law enforcement unit personnel; a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. (Optional) Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (Note: FERPA requires a school district to make reasonable attempt to notify the student of the records request.)
- (4) The right to file a complaint with the US Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy  
Compliance Office  
US Department of Education  
600 Independence Avenue  
SW Washington, DC 20202-4805

## **SECTION 504 REHABILITATION ACT OF 1973**

Section 504 is part of an Act that prohibits discrimination against persons with a disability in any program receiving Federal financial assistance. The Act defines a person with a disability as anyone who:

- Has a mental physical impairment, which substantially limits one or more major life activities (major life activities include activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working);
- Has a record of such impairment;
- Is regarded as having such impairment

In order to fulfill its obligation under Section 504, USD 404 recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability will knowingly be permitted in any of the programs and practices in the school district.

The Riverton School District has specific responsibilities under the ACT, which include the responsibility to identify, evaluate, and if the child is determined to be eligible under Section 504, to afford access to appropriate educational services.

If the parent or guardian disagrees with the determination made by the professional staff of the school district, he/she has the right to a hearing with an impartial hearing officer.

The Family Educational Rights and Privacy Act (FERPA) also specify rights related to educational records. This Act gives the parent or guardian the right to: 1) inspect and review the child's educational records; 2) make copies of those records; 3) receive a list of all individual's having access to those records; 4) ask for an explanation of any item in the records; 5) ask for an amendment to any report on the grounds that it is inaccurate, misleading, or violates the child's rights; and 6) a hearing on the issue if the school refuses to make the amendment.

In addition to the rights of pupil's; employees, parents, patrons, and other members of the community also have rights under the law. In general, everyone has a right to not be denied access to programs and services solely for reason of being handicapped. The district has appointed a 504 Coordinator who is available to answer questions and provide information.

**Riverton School District USD 404 does not discriminate in its programs or activities on the basis of sex, race, color, national origin, religion, handicap/disability, or age. Any question regarding the District's compliance with Section 504 of the Rehabilitation Act of 1973 may be directed to Todd Berry, USD 404 Section 504 Coordinator. You may reach Mr. Berry at 620-848-3386.**

### **Child Find, Under Section 504**

USD 404 School District has an affirmative duty to conduct "Child Find" under Section 504 Rehabilitation Act of 1973. We as the school district cannot wait for a student with possible disabilities to request an evaluation and services under 504. We must be on the lookout to identify and locate potentially eligible students.

**Just as Child Find is required under IDEA, the same holds true for Section 504. Efforts to identify students with possible disabilities are all of our responsibilities. Child Find efforts should be coordinated with the IDEA Child Study Team, the Section 504 Team, and with other building-based early intervention teams to assure children with possible disabilities are identified.**