

Moundridge Middle/High School



Student-Parent-School Handbook 2023-2024



*Moundridge Middle/High School is a safe place for all students
to cultivate their love for academics, arts, and activities!
A culture of positivity!!*

Stay connected: Social Media

Instagram - principalhecox

Facebook - Middle School Announcements: 4th and 5th grade

Facebook - Academics/Arts/Activities: positive shoutouts and happenings

Facebook - USD 423 Moundridge (will go live for concerts and student activities): calendar events

Twitter- @PrincipalHecox

If you need to contact our staff:

By Phone: 620-345-5500 ext. 201 (HS Office) 301 (MS Office)

By Email: last name + first initial @ usd423.org

MOUNDRIDGE UNIFIED SCHOOL DISTRICT MISSION STATEMENT

The mission of Moundridge USD #423 is to empower all students to contribute successfully as members of the global society. Moundridge Unified School District #423 will know the mission has been achieved when all high school graduates have accomplished the above goal statements. Students should have:

1. Respect towards self, others, the community and the environment.
2. Effective communication skills.
3. Abilities to set and meet high standards.
4. Abilities to apply problem solving processes in a variety of contexts.
5. Abilities to participate productively and responsibly in a rapidly changing society.
6. Cooperative and independent learning strategies.

MOUNDRIDGE MIDDLE/HIGH SCHOOL VISION STATEMENT

MMS/MHS students, through a high level of expectations, will achieve the communication, problem solving, and independent learning skills necessary to function in a rapidly changing society.

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Moundridge Middle/High School Staff

MHS FACULTY & STAFF		HS EXTRA-CURRICULAR Activities	
Chisham, Daniel Chisholm, Kelsi Conkling, Jack Daagas, Rick Dick, Daagya Dreier, Deb Duree, Keri Eichelberger, Lynn Hecox, Hilarie Holloway, Brian Huxman, Kayleigh Johnson, Deanna Kane, William Kane, Val Koehn, Brad Krehbiel, Melanie Lange, Bret Moddelmog, Courtney O'Connor, Tyler Plunkett, Kate Regier, Tia Robb, Adam Schmidt, Jessica Smith, Amanda Stos, Britney Thompson, Kristeen Vogts, Todd Winsor, Vania	Instrumental Music and Choir Art Social Science/Physical Education IMPACT aide Spanish/IMPACT Student Advocate Paraprofessional Extended Learning Opportunity Business/Yearbook High School Principal HS Digital Media Mathematics Speech Language Pathologist District Maintenance District Lunch Supervisor Industrial Arts Language Arts/German Social Science/Weight Lifting Interrelated Resource Weight Lifting/PE/Robotics Vocational Agriculture Social Worker Science, Mathematics Administrative Assistant Science Family & Consumer Science Guidance Counselor Speech/Debate and Forensics Language Arts	Bomgarner, Brooke Chisham, Daniel Conkling, Jack DenHartog, Kimbra Dick, Daagya Eichelberger, Lynn Holloway, Brian Huxman, Kaleigh Janzen, Taylor Kanitz, Dustan Lange, Bret Lintecum, Angie Moddelmog, Courtney O'Connor, Tyler Peavey, Sabrina Plunkett, Kate Preston, Jim Schmidt, Jessica Smith, Amanda Robb, Adam Stos, Britney Thompson, Kristeen Vogts, Todd ?	Head Volleyball Pep Band, Stage Band, Jazz Band, Cole Street Singers Assistant HS Baseball Asst. HS Girls Basketball Sophomore Class Head HS Softball / A.D. Head Track and Field Head HS Girls Basketball, FCA Asst. HS Girls Basketball Head HS Boys Basketball Asst. HS Football, Asst. HS Track Cheerleading Sponsor, Pep Club Asst. HS Boys Bball / Asst. HS Football Head HS Football / Robotics Asst. HS Volleyball FFA Head HS Baseball Junior Class Student Council Sponsor Scholar's Bowl FCCLA Senior Class Sponsor, NHS Debate, Forensics, NFL Freshman Class Sponsor

MMS FACULTY & STAFF		MS EXTRA-CURRICULAR Activities	
Adolf, Michelle Brunk, Karen Chisham, Daniel Chisholm, Kelsi Conkling, Jack Craig, Cara Duree, Keri Eichelberger, Lynn Eguia, Daisy Fast, Peyton Fitzgerald, Leah Frye, Kim Galle, Elaine Hecox, Hilarie Holloway, Brian Johnson, Deanna Kane, William Kane, Val Koehn, Ann Koehn, Brad Martans, Ryan O'Connor, Tyler Plunkett, Kate Ratzlaff, Elizabeth Regier, Tia Rimer, Aimee Robb, Jill Scheef, Andrew Stos, Britney Stucky, Katie Thompson, Kristeen Willis, Sarah Wilson, Synthia	Interrelated Paraprofessional Interrelated Paraprofessional Instrumental Music, 7-8 Vocal Art/MS Leadership Physical Education / Computers 4th grade Classroom Extended Learning Opportunity Business/Computers Interrelated Paraprofessional Science 4-6 Vocal Music Administrative Assistant Library Aide Middle School Principal MS Digital Media Speech Language Pathologist District Maintenance District Lunch Supervisor 4-8 Math Intervention Industrial Arts Mathematics Physical Education Vocational Agriculture Language Arts Social Worker Interrelated Resource 4-8 Reading Intervention Social Science Family & Consumer Science 5th grade Classroom Guidance Counselor 5th grade Classroom 4th grade Classroom	Burge, Rachel Chisholm, Kelsi Conkling, Jack Fast, Peyton Kanitz, Dustan Martans, Ryan Ratzlaff, Elizabeth Scheef, Andrew Stos, Britany	Assistant MS Girls Basketball Head MS Volleyball Head MS Basketball Asst. MS Boys Basketball Head MS Football Asst. MS Football / Quiz Bowl Asst. MS Volleyball Head MS Girls Bball, Head MS Track Assistant MS Track

2022-2023 CLASS SCHEDULE

2023-2024 Moundridge Middle-High School Schedule										
	1	2	3	4	5	6	7	8	Seminar/MS Reading	
	8:00 a.m. - 8:48 a.m.	8:51 a.m. - 9:39 a.m.	9:42 a.m. - 10:12 a.m.	10:15 a.m. - 11:03 a.m.	11:06 a.m. - 12:19 p.m.	12:22 - 1:10 p.m.	1:13 p.m. - 2:01 p.m.	2:04 p.m. - 2:52p.m.	2:55 p.m. - 3:20 p.m.	
Middle School Staff + Shared Staff	Chisham	Plan	7/8 Band and Choir	HS Band	HS Choir	5th Band	Lessons	6 Band	Lessons	
	Fitzjarrald	6 Music	4th Music	5 Music	Plan	Eat/MES	MES	MES	MES	
	Holloway	Digital Media Communications	MS Digital Media	7th and 8th Computers	Plan	Eat/MES	MES	MES	MES	
	O'Connor	Weights	Robotics	MS Character Strong	7th/8th PE	Plan	Weights	Weights	PE 1	
	Conkling	6th PE	4th PE	5th PE	Plan	PE I	World History	6th Computers	World History	
	Chisholm	Art	MS Leadership	MS Character Strong	Art	8th Art	7th Art	Plan	Art	
	Eichelberger	Personal Finance	CTE/Yearbook	AD	Accounting	Pre-Algebra	Personal Finance	PLAN	AD	
	Plunkett	Ag Mech I/II	Plan	HS IPS	Ag Leadership	8th Agriculture	7th Agriculture	Horticulture	Ag Mech I/II	
	Koehn	Carpentry I/II	Furniture and Cabinetry Making/ Remodeling and Building	Clean up time and return to school	HS Woods	8th Woods	7th Woods	Plan	CAD	
	Stos	Plan	Family Studies/Culinary Essentials	MS IPS	7th/8th FACS (rotating with PE)	Nutrition & Wellness/Lifetime Fitness	Human Growth and Development/ Culinary Essentials	6th FACS	6th Non-Band	
	Fast	7th Grade Science	6th Grade Science	MS IPS	PLAN	7th Grade Science	6th Grade Science	8th Grade Science	8th Grade Science	
	Martin	8th Grade Math	Plan	MS Study Skills	6th Math	6th Math	8th Grade Math	7th Math	7th Grade Math	
	Ratzlaff	8th Grade ELA	Plan	MS Character Strong	6th ELA	6th ELA	8th Grade ELA	7th ELA	7th Grade ELA	
	Scheef	7th Grade SS	6th Grade SS	MS Character Strong	PLAN	7th Grade SS	6th Grade SS	8th Grade SS	8th Grade SS	
	Reimer	Resource Room	Resource Room	Resource Room	Resource Room	Resource Room	Resource Room	Resource Room	Resource Room	
	Intervention	Intervention	Teaching as a Career	Koehn- MS Study Skills Robb-MS Character Strong	4th/5th Intervention	Plan	5th Intervention	6th RISE	6th Intervention	
High School Staff	Krehbiel	English I	ELA Lab	MS Character Strong	English I	English IV	Plan	English I	Comp I/II	HS Seminar
	Winsor	English II	English III	HS IPS	English II	Plan	English II	Honors English III	English III	HS Seminar
	Lange	American History	Government	HS Study Skills/Civic Eng.	7th/8th Weights and Agilities	Plan	Government	American History	Weights	HS Seminar
	Huxman	Geometry	Algebra I	HS Study Skills/Civic Eng.	Plan	Geometry	Algebra I	Algebra 1	Leadership	HS Seminar
	Robb	Plan	Chemistry	MS Character Strong	Chemistry	Algebra II	Algebra II	Honors Alg II	Pre-Calculus	HS Seminar
	Smith	Biology	Biology	HS IPS	A&P	Biology	Biology	Biology	Plan	HS Seminar
	Modd	Study Skills	Study Skills Middle School	HS Reading	Study Skills	Study Skills	Study Skills	Study Skills	Study Skills	HS Seminar
	Vogts	---	---	---	---	---	---	---	Debate/Forensics	---
	Dick**	Impact	Spanish I	ESOL	Impact	IMPACT	IMPACT	Plan	Spanish I	HS Seminar



What Runs the School...

BUILDING HOURS

Normal building hours are from 7:30 a.m. to 3:45 p.m. When students leave school in the evening it will be essential that they take with them the necessary books, supplies, materials, and equipment to do their homework and other assignments. Students should not expect teachers, secretaries, custodians or any other school personnel to return to the school after hours to open the building for them. Plan ahead!

***Doors open at 7:30am and all students without permission off campus by 3:45pm.**

Moundridge Middle/High School Bell Schedule 2023-24		Moundridge High/Middle School Early Release 2023-24	
1st	8:00-8:48	1st	8:00-8:35
2nd	8:51-9:39	2nd	8:38-9:13
3rd (SEL/IPS)	9:42-10:12	NO BREAK	NO BREAK
4th	10:15-11:03	3rd	9:16-9:52
1st lunch	11:03-11:28	4th	9:55-10:30
5th (class first)	11:06-11:54	5th hour	10:33-11:08
2nd lunch	11:54-12:19	1st lunch	11:08-11:33
5th (class second)	11:31-12:19	6th (class first)	11:11-11:46
6th	12:22-1:10	2nd lunch	11:46-12:11
7th	1:13-2:01	6th (class second)	11:36-12:11
8th	2:04-2:52	7th hour	12:14-12:50
seminar	2:55-3:20	NO SEMINAR	NO SEMINAR

VISITOR PERMITS

All visitors are asked to report to the HS office upon entering the building. Parents/guardians are always welcome. If a student wishes to bring a guest for any part of the school day, the student needs to contact the principal at least 24 hours in advance for permission.

STUDENT HANDBOOK INTERPRETATION

The student handbook has been prepared as a guide and is not meant to be all inclusive of all "school policy." Interpretation of items in the handbook and those things that are not in the handbook shall be the responsibility of the building principal. The policies in this handbook apply to MMS/MHS students during school hours and at home and away school sponsored activities.

IN THE EVENT THE RULES AND REGULATIONS SET FORTH IN THIS HANDBOOK CONFLICT IN ANY WAY WITH THE POLICIES SET FORTH BY THE USD 423 BOARD OF EDUCATION, THEN THE BOARD POLICIES SHALL GOVERN.

NON-DISCRIMINATORY STATEMENT

The Moundridge Unified School District #423 does not discriminate on the basis of race, color, ethnicity, national origin, sex (including sexual harassment and sexual violence), sexual orientation, religion, age, ancestry, or disability in admission, access to, or treatment in its programs and activities.

Applicants for admission and employment; students; parents of elementary, middle, and secondary school students; employees; source of referral of applicants for admission and employment; and all union of professional organizations holding collective bargaining or professional agreements with Moundridge Unified School District #423 are hereby notified that this institution does not discriminate on the basis of race, color, national origin, sex (including sexual harassment and sexual violence), sexual orientation, religion, age, ancestry or disability in admission, access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning Moundridge Unified School District #423 compliance with the regulations implementing Title VI, Title IX, or section 504 is directed to contact the Superintendent. The Superintendent has been designated by Moundridge Unified School District #423 to coordinate the institution's efforts to comply with the regulation implementing Title VI, Title IX, and section 504. Any person may also contact the Assistant Secretary for Civil Rights, U.S. Department of Education, regarding the institution's compliance with the regulations implementing Title VI, Title IX, or section 504.

ATTENDANCE

Absences exceeding more than 10% of scheduled school time place the student at risk of failing. **Chronic absenteeism** means missing too much school—for any reason—excused or unexcused. Experts and a growing number of states, including Kansas, define chronic absenteeism as missing 10% during a school year. This means for students in Moundridge, if more than 2 days are missed each month, the student will be considered chronically absent.

Regular school attendance is important for developing a positive teaching-learning atmosphere and for developing work habits that fit the working world's demands. Every student should be in attendance every day school is in session. To allow for exceptional circumstances, the following attendance policy will be followed.

A. Definitions:

Absence—a student arrives to class which has been in session more than 10 minutes.

Excused absence—an absence in which the reason is considered justifiable. Parents can call with "parent request" for their student, but the absences will count toward the 10% of excused absences for the semester.

Unexcused absence—an absence in which the reason is considered unjustifiable or unknown.

Doctor's excused absence—an absence that is verified by a note from a doctor.

Extracurricular activity—defined as athletic teams, cheerleading, dance team, forensics, debate (NFL), NHS, scholars bowl, musical/play, pep club, singers, play/musical, student council, pep band, FCA, FFA, and FCCLA. If academic grade is part of extracurricular activity, violation of policy will allow for alternate assignment to replace activity missed.

B. Excused Absences:

All absences will fit in one of these categories:

1. **Doctor's Excused Absences**—When a student visits a doctor for a medical/mental reason, the school needs a note from the doctor's office on office stationery stating that the student is excused from school and the dates the doctor excuses.
2. **Illness**—this includes both illness of a student and illness of another family member in which the student is needed to help care for them.
3. **Advanced Absences**—are those absences that are pre-arranged by parents/students with administration. Examples might include: family vacations, funerals, religious services, sport event, bad roads/weather, etc. Students will be expected to meet with teachers and gather work prior to missing these days.
4. **College visits**—will be considered a school activity. They must be arranged OR reported to the MHS Counseling staff in advance of the visit (these do not count toward the 10 days of excused absence).

PLAN AHEAD...Each student can have up to 10% days per semester of excused absences without consequence. After 10% days of excused absences each in a semester, all further absences are considered unexcused unless a parent/administration meeting is held to collaboratively discuss and create positive solutions for attendance. If a parent believes an unexcused absence is unjustified or wants permission to miss more than 10% days of school, an appeal may be made in the following order:

principal, then superintendent, then the board of education. Total number of all absences in a school year is recorded on the student transcript. All absences due to extra curricular events or college visits do not count toward a student's 10% days of excused absences per semester.

Students and parents are reminded that MMS/MHS does have an attendance policy related to participation in after school practices or activities. Students must be in school by 10:00 a.m. to be able to participate. The principal must approve any exceptions to this rule.

C. Format for Excusing Absence:

Parents/guardians are to call the school prior to 8:00 a.m. the day of the absence to report the reason for the absence. In cases of emergency, a note from the parent will be accepted until parent/guardian calls. If on the day of an absence the parent makes no contact by 8:00 am, the office will mark the absence as an unexcused absence until justified.

D. Unexcused Absence:

Any absence for any part of a day in which the school is not notified will be considered unexcused. No make-up work shall be permitted for any unexcused absence and a student may not participate in and/or attend extra-curricular activities after school hours on the day of an unexcused absence.

A student is considered truant if he/she has missed (unexcused) three (3) consecutive days (unexcused) or five (5) unexcused days during the semester. State law and BOE policy on attendance will be mailed to any student's parents when a student accumulates five absences cumulative.

Unexcused absences will have the following reminders:

1. **First unexcused absence:** Student will conference with counselor/building administrator and student will serve a 1-hour detention. Parents will be notified of unexcused absence, consequence and future consequences if behavior continues.
2. **Second unexcused absence:** Student will make up ALL time missed from school (minimum of 1 hour). Student will be advised on the next consequence and parent will be notified.
3. **Third unexcused absence:** Student will receive a 1 hour detention + plus time missed and will be ineligible to participate or attend extracurricular activities until time is served. A truancy warning letter will be sent to parents.
4. **Fourth unexcused absence:** Student will receive a 1 hour detention + plus time missed and will be ineligible to participate or attend extracurricular activities until time is served. Student will be placed on attendance probation, and truancy procedures will be followed including notification of county attorney.
5. **Fifth unexcused absence:** which will be a violation of attendance probation will result in a report to the superintendent with the recommendation that the student should be expelled for the remainder of the semester.

TARDY POLICY

Being prompt to school is not only an important habit to develop, it is also good manners. A student is tardy if he/she is not in class according to classroom procedure when the 8:00 a.m. class bell rings. Students more than 10 minutes tardy to a class will be considered absent. There will be no distinctions between unexcused and excused first class of the day tardies. A student will not be counted tardy if he/she has an admit slip signed by a school employee.

A student will be allowed five- first class of the day tardies per semester. When a student is tardy the fifth time in the semester, a letter will be sent to the parents which will contain a copy of the tardy policy.

More than five tardies in a semester will result in the following consequences:

- High School-Any 1st hour tardy will result in the student not earning seminar privileges for the day.
- On the sixth through ninth tardies, the student will receive a 30 minute reminder during lunch or after school and parent will be notified.
- On the 10th or any succeeding tardies, the student will serve a 1 hour during lunch or after school; parents will be notified.

Hours 2nd-8th tardies.

- Middle School-more than 2 in the week will keep a student out of seminar privilege on Thursday or Friday.
- High School-any tardy will result in keeping the student out of seminar privilege the next day.

*If these reminders are not enough to change behavior, a conversation between parent, student, and administration will happen to come up with a solution.

PERMISSION TO LEAVE SCHOOL

No student shall leave the premises during school hours without permission of the school office granted upon written or telephoned request of the parents or guardian, or for good cause known to the principal and honored with caution. Any student leaving school, or arriving late to school, must sign in/out at the office. Students who leave school without checking out through the office and receiving permission, will be assigned a 1 hour detention.

BETWEEN PERIODS

Three minutes should be ample time between periods. Be sure you have all necessary books, supplies and materials before going to class and silent reading.

HALL PASSES

Students should only be in the hallways and out of classrooms with permission from a school adult. Any student in the hallways should be able to say where they should be and where they are going. Middle School students will use their agenda as a pass in the hallways. A student without an agenda will be escorted back to class.

LOCKERS

All students will be assigned a locker. We ask your help in keeping the lockers in good shape. To help maintain the locker, no stickers will be applied to the inside of the lockers. If you wish to have pictures or other items on the inside of the locker use magnet clips or paste back clips. Inside of lockers will not be decorated with posters or other materials that advertise alcohol/tobacco or other offensive materials. Outside of lockers are to be decorated only with school activity materials which have been approved by sponsor/coach or principal. Moundridge Middle/High School does provide students with a lock if they so choose. Only school issued locks may be used by students. Students may check out a lock with the office. Students are also reminded not to leave money and/or other valuable items in their locker. Such items are best left at home.

Middle school students can not take book bags or purses into the classroom. Locker inspections may be conducted at any time. Lockers are the property of the school, issued for your use and can be searched at any time. **Food and drink are not to be kept in the locker for extended periods of time. Students could be asked to clean out their locker if they are not respecting the space. School lunches may be kept in cafeteria cooler and must be in a sack or bag. Be respectful to teacher discretion of food and drink in their personal classrooms. The building as a whole should be treated with respect and everyone is responsible for clearing up after themselves.**

DELIVERIES

Deliveries of flowers, balloons, candy, gifts, etc. are discouraged, please contact the school office for permission before delivering any items.

STUDENT HEALTH

For the safety and well-being of all of our students and staff, students should STAY HOME if sick. Any student running a fever or displaying other symptoms of illness such as vomiting, diarrhea, or severe cough will be sent home.

To best help your child, we need all medical condition information. Please keep us up-to-date on medicines, conditions, allergies, emergency contact information and any other important data we should know. In the event of a communicable disease outbreak, such as COVID 19, Moundridge USD 423 and our school nurses will work closely with the McPherson County Health Department and will follow the guidelines set forth by them and also the CDC.

MEDICATION AT SCHOOL

School personnel will not administer any prescribed medicines, aspirin, or other substances without the expressed written consent of the parents and doctor. Forms are available in the office to allow the school to administer medications.

It is recommended that the student be given the medicine for at least one dosage prior to the school administering the prescription. Parents may come to the school to administer medicine to their children.

In each school year, every pupil enrolled or enrolling in any school for the first time in the state of Kansas and prior to admission shall present the appropriate school official certification from physician or local health department that such a pupil has received, or is in the process of receiving tests, and inoculations as required by the State Department. All students must have updated immunizations or they will be excluded from school. Kindergarten students must have immunizations completed within 30 days of the first day of school. Possible alternatives to the state-mandated requirement are:

1. Certification from a licensed physician that receiving these immunizations would endanger the health of the child.
2. Written statement signed by parent or guardian that the child is an adherent of a religious denomination whose teachings are opposed to these immunizations.
3. Written statement signed by parent or guardian that such immunizations are in the process of being received within 90 days after admission to school. (Kansas Statute 72-5209)

STUDENT IMMUNIZATION

In each school year, every pupil enrolling or enrolled in any school for the first time in the State of Kansas, and prior to admission shall present to the appropriate school official certification from a physician or local health department that such pupil has received or is in the process of receiving and will have completed within 90 days after admission to school, tests and vaccinations as are deemed necessary by the Secretary of the State Department of Health and Environment. Please contact the school or local Health Clinic for more information. As an alternative to such certification a pupil shall present:

1. Certification from a licensed physician stating the physical condition of the child to be such that the tests or inoculations would seriously endanger the life or health of such child.
2. A written statement signed by parent/guardian the child is an adherent of a religious denomination whose religious teachings are opposed to such tests or inoculations.
3. A written statement signed by parent/guardian that such tests or inoculations are in the process of being received and will be completed within 90 days after admission to school. (Kansas Statute 725209 as amended. 1978 and Department of Health and Environment regulation 28120)
4. Failure to complete inoculations requirements will result in students not being allowed in school.

SCHOOL MEALS

Breakfast is available for all students at the middle/high school from 7:30-7:55am. The middle/high school has a closed lunch hour. Every student is encouraged to eat a school lunch or bring a sack lunch from home. The lunch serving line will start serving participants by 11:40 a.m. and ending by 1:00 p.m. on normal school days. If your child is absent and returns to school mid-day, please make appropriate lunch arrangements.

Guests are not allowed during the lunch period nor delivery of food for a large amount of students without prior administrative approval. During the lunch period students are to remain in the commons areas or make arrangements with the administration. Students who wish to be outside during the lunch period are expected to remain at the front of the building. The parking lot and street are considered off limits. After eating, middle school students will be taken outside or to the gym. High School students can make arrangements with administration if they want to leave the commons after eating.

A carton of milk is served with all meals. A carton of milk with a sack lunch or a second carton of milk is \$.50. If students cannot have milk due to an allergy or health reason, a note from a physician must be brought to the school office to be placed on file, and an alternate beverage will be provided.

Breakfast	MS \$1.95	HS \$2.00
Lunch	MS \$3.05	HS \$3.15

***Students will not be allowed to charge a meal with a -\$10.00 lunch balance. They will need a sack lunch until money is added to the account.**

Free or reduced price lunches are provided for those students unable to pay full price. Parents may make an application for this reduction with the district office. Parents are encouraged to pay for meals in advance preferably by the month or longer if you wish to do so using either a check turned in to the building office or using efunds at <https://payments.efundsforschools.com/v3/districts/56045/> District Office personnel evaluate the application and the request will be granted or denied in accordance with federal and state regulations. All requests are kept confidential by building and district administration.

Lunchroom Behavior

The lunch program is part of the overall educational experience at Moundridge Schools. Therefore, students are expected to:

1. Wait patiently in line for their servings during their regular time.
2. Stand respectfully in the line while waiting to be served.
3. Speak respectfully to the cooks and servers, and use please and thank you's :)
4. Use proper table manners.
5. Use a quiet voice while in the serving line and commons.
6. Return the tray and place it in the area in the proper way.
7. High Schoolers...treat the salad bar with respect and do not make an excessive mess.
8. Cannot return to "serving line" once you have sat down at the table unless returning for seconds.

TEXTBOOK RENTAL RULES/FEE REGULATIONS

Students in the Moundridge school system are not required to purchase textbooks. All students will be furnished with necessary textbooks, regardless of their enrollment. Rental fees are assessed to Moundridge Middle/High School students. Policy governing lost or destroyed books:

- **New books** purchased this year 100% cost
- **Second year books** 75% of cost
- **Third year books** 50% of cost
- **Fourth year books** 25% of cost
- ***lost/destroyed after the fourth year** 25%

All grades will use some consumable materials. The cost of these materials will be the responsibility of the student. Workbooks will be purchased by the school and sold to students at cost. Certain fees are necessary to pay for projects made by students enrolled in middle/high school courses. These courses would include Woodworking, FACS, Vocational Agriculture and other shop or art courses. Students enrolled in Chemistry, Vocational Agriculture, General Shop and Woodworking will be required to wear eye protective devices according to State Law (Senate Bill No. 152). These may be purchased from the school.

An activity fee of \$10.00 will be charged to each middle/high school student. This will admit students to all home varsity and non-varsity athletic contests. Students with religious convictions against attending athletic events will not be required to pay this fee.

All MMS students are assessed an annual fee of \$80.00. These fees offset the cost of textbooks, consumable supplies, and also includes the fees for the PE skating unit that is held each spring. Families may apply for free/reduced fees. USD 423 is going to a 1-1 technology model. There will be a yearly technology usage fee and rental agreement associated with this change:

\$15/student technology fee for grades K-5 (will not take home)

\$25/student technology fee for grades 6-8 (will be able to checkout by request)

\$50/student for grades 9-12 (will have their chromebooks available at school and home)

COMMUNICATION / ENTERTAINMENT DEVICES

Cell phones and other communication and entertainment devices can be distractions to the learning environment, they also reduce communication to the school office. Please call the school office if you need your student rather than contacting them directly while they are in class and learning.

MMS - The use of cell phones and electronic equipment such as iPods, MP3 players, Kindles, and the like are **prohibited during the school day**. Students are expected to leave these devices in their bag or locker unless they have specific permission by a building adult. If a student fails to meet this expectation, the adult will speak with the student, confiscate the item if necessary, and/or take it to the office. 8th graders may have their devices before school while in the library.

Reminders:

- 1st offense-the device will stay in the office for the remainder of the day.
- Future offenses-the device will stay in the office until parent contact is made and the device will be checked into the office for a week and kept in the vault (unless parents choose to keep device at home).

MHS - Students may only use their phones and entertainment devices before and after school, during lunch, and passing periods. Each teacher has the permission to make individual expectations for communication and entertainment devices in their classroom. Students are not to have their phone out during class time without teacher permission.

Reminders:

- 1st offense - will result in the phone being confiscated and kept in the office for the duration of the day.
- Future offenses - will result in losing access to the device for a week. It can be left in the office, their car, or at home.

Academic Expectations...

MEETING STUDENT ACADEMIC NEEDS

USD #423 will provide and promote classes which will foster students' unique abilities and needs. The needs of students will be carefully analyzed; their studies and credits will be arranged for within the graduation requirements. A student may enroll in college classes through a college or university at his/her own expense. Students may enter their college record on their high school transcript and receive dual credit. Such credit shall be counted as high school credit for purposes of calculating grade point averages and class rank.

VARIOUS GRADUATION AND ADMISSION REQUIREMENTS

In discussing your four-year plan, Moundridge has a seven period day. You must have 24 credits to graduate from Moundridge High School. Below are listed requirements for MHS, the Qualified Admissions for the Regents Colleges, the Kansas Scholars Curriculum, and the NCAA Division I and Division II requirements. Please make an appointment with the counselor for more details.

<p>Moundridge High School Graduation Requirements</p> <p>English – Four (4) Credits</p> <p>Social Science – Three (3) Credits</p> <p>Mathematics – Three (3) Credits</p> <p>Laboratory Science – Three (3) Credits</p> <p>Physical Ed- One (1) Credit</p> <p>Personal Finance (1) Credit</p> <p>Fine Arts – One (1) Credit</p> <p>Electives – Eight (8) Credits</p>	<p>Kansas Board of Regents QUALIFIED ADMISSIONS CURRICULUM</p> <p>Achieve ACT Score 21 or above OR Rank in Top One- Third of Class OR 2.0 GPA Average in Pre-college Curriculum:</p> <p>English – Four (4) Credits</p> <p>Social Science – Three (3) Credits</p> <p>Mathematics – Three (3) Credits from the following: Alg. I, Geom., Alg. II, & 22 on ACT Math OR Four (4) Credits: Alg. I, Geom., Alg. II, & Pre-Calculus. Courses completed while at MMS do not fulfill the requirements.</p> <p>Natural Science (1 must be Chemistry or Physics) – Three (3) Credits</p> <p>Three (3) approved electives from the following: English, Math, Natural Science, Social Science, Fine Arts, Computers, World Language, Personal Finance, Speech, Debate, Forensics, Career & Tech Education</p>
<p>Kansas Scholars Curriculum</p> <p>English – Four (4) Credits</p> <p>Social Science – Three (3) Credits</p> <p>Mathematics – Four (4) Credits (8th grade Algebra I is acceptable)</p> <p>World Language – Two (2) (Credits of same language)</p> <p>Science – Three (3) *Credits must be from Biology Chemistry Physics</p>	<p>NCAA Division I and II Curriculum</p> <p>Graduate from High School and GPA and ACT Scores that qualify and Earn 2.0 GPA following Core Curriculum</p> <p>Division I</p> <p>English – Four (4) Credits Social Science – Two (2) Credits Mathematics – Three (3) Credits Science – Two (2) English, Math or Science – One (1) Credit Additional Core – Four (4) Credits</p> <p>Division II</p> <p>English – Three (3) Credits Social Science – Two (2) Credits Math – Two (2) Credits Science – Two (2) Credits English/Math/Science – Three (3) Credits Additional Core – Four (4) Credits</p>

EARLY GRADUATION

A student may complete the requirements for graduation from grade twelve as early as the end of the seventh semester. In order to complete requirements for early graduation a student must meet these requirements:

1. Complete the regular graduation requirements.
2. Prior to the beginning of the semester of anticipated completion of graduation requirements, submit a formal written request to the Board of Education stating reason for early graduation. Parent or the legal guardian of the student must submit a letter for support of student's request.
3. Reasons for early graduation would include advanced education at an earlier date or undue hardship on a student by remaining at school, such as financial need for a job or marriage.
4. A conference with the student/parent/counselor shall be held prior to approval.
5. No diploma shall be issued until the regular graduation date. Students who take early graduation are permitted to participate in graduation exercises providing they notify the principal before the end of the seventh semester. They must participate in graduation practices and must conform to all rules and regulations set forth for other graduating seniors.
6. Students who graduated early are no longer considered a Moundridge High School student. They will not be eligible to participate as an MHS student in any extra-curricular activities, school activities and any other activities associated with the senior class, including prom. Student's rank in class will be determined by their seventh semester average.

GRADUATION DRESS CODE

Graduation is a special occasion. The dress for graduates will be dress clothes. Ladies will wear professional dress clothes and dress shoes. Men will wear professional attire including dress pants (no jeans including black jeans), shirt and tie, socks, and dress shoes. Graduates not dressed appropriately will not participate in the event. Should this requirement cause financial hardship for any potential graduate, please contact the school office and concern will be addressed.

CLASS LOAD/CLASSIFICATION

Seven units will be considered a normal load. Seniors attending the Vocational Technical Area Schools will be required to be in attendance at the Senior High School at least three periods. Only seniors (and juniors approved by principal) can be a teacher's aide. The teacher aide will be given a Pass (P) or Failure (F). The P or F will not be included in the GPA but will still receive a unit of credit. Students may only be a teacher aide 1 hour.

Limited Juniors and Approved Seniors will also be allowed in the community under an approved vocational OJT (on-the-job-training) program. This course will be given a grade. Students who wish to enroll in an OJT program must also be enrolled in a corresponding course in that program at MHS. Graded classes will be included in the GPA. Seniors may enroll in PLE, Work Study and/or teacher aide for a maximum of 3 hours. Any exceptions to any of the above must be approved by the principal.

Students are classified according to the number of credits completed. Soph 6, Juniors 12, Seniors 17.

HONOR ROLL/HONOR GRADUATES

Moundridge Middle/High School students who are enrolled in three or more credits per semester are eligible for the following honor rolls. Honor rolls are compiled for each semester. The honor roll will be determined on grade point average of the student's numeric grades. If you wish not to have your name published in the school and local papers, you must notify the office.

Honor roll standards are:

1. Superintendent's Honor Roll 4.00+
2. Principal's Honor Roll 3.5 and above GPA
3. Honor Roll 3.0 and above GPA
4. Students may not be on an honor roll with a D or F.

Honor Graduates: Seniors who achieve a cumulative Grade Point Average of 3.5 or better will be recognized as an honor graduate. Honor graduates must have 4 years of credits to be considered.

VALEDICTORIAN AND SALUTATORIAN AWARDS

Valedictorian and Salutatorian awards will be awarded to the top two numeric averages in the senior class based on a 4.0 scale. To be eligible for Valedictorian or Salutatorian awards student must attend Moundridge High School for his/her final two semesters. They must also have completed the Moundridge High School classes required for graduation.

*Graduating class of 2024 will use the top two numeric averages based on a GPA using our Honors course weighting.

GRADING SCALE and REPORTING OF GRADES

Grading Scale: Numeric 65 to 100.

90-100=A, 80-89=B, 70-79=C, 65-69=D and 64 or below = F.

Grade reporting for students 6-12 will be issued four times per year via powerschool. Parents are urged to attend both Fall and Spring parent teacher conferences. Spring Conferences are personally scheduled with our students and their parents to discuss their Personal Plans of Study and their future goals and direction.

A weighted class would be worth .5 on the grade scale for an honors or AP course. The scale stays a 4.0 scale.

Honors Algebra II (2020-21)

AB Calculus (2020-21)

Physics

Dual Credit English IV

Honors Spanish II (2020-21)

Honors Art IV (2020-21)

SEMINAR

Seminar is a time where students have the opportunity to read for enjoyment, receive additional help, work on class projects, make-up work/tests, work on assignments, and attend school organization meetings. There will be a school-wide positive reinforcement attached to seminar where students can earn the privilege to (in HS) leave during designated seminar days and (in MS) earn reward time during seminar based on various requirements. See attachments at the end of the handbook for privilege.

OPPORTUNITIES with IMPACT

Alternative High School Courses are those which need to be recovered or are not offered as part of the Moundridge High School curriculum or not taught by MHS staff. These courses fall into the following categories:

1. High school credit only
2. Dual high school and college credit
3. College Credit Classes
4. Academic support to students daily schedule

Upon discretion of the counselor and administration, students will use Odysseyware or Aleks program to recover courses that were not passed to keep students moving forward towards graduation.

Dual credit courses are those offered through an approved agreement between a post secondary institution and Moundridge High School. Students who satisfactorily complete these courses receive both high school and college credit. Students who choose to take dual credit courses are responsible for all costs of the course and will take full responsibility to complete these courses. Students/parents will be fully responsible for all expenses associated with participating in dual credit courses. Students will be assigned to the IMPACT classroom for these classes.

College credit courses are available to juniors and seniors who have time in their schedule to take a course towards any gen educ requirement. They have no bearing on the student's high school standing unless they are being taken for dual credit. **College courses are not weighted on the high school transcript.**

AFTER SCHOOL INTERVENTION PROGRAM/LUNCH BUNCH

At MMS, our primary goals are to prepare our students to be productive personally, socially and academically. MMS wants to support students in the process of being prepared and responsible (one of our school foundations). Students are expected to come to class with his/her homework finished prior to class. If a student fails to complete his/her work for a class, he/she will call his/her parent/guardian at some point during the school day to inform them that he/she will be encouraged to stay after school until 4 pm or during lunch to complete the assignment Monday through Thursday. During this time, students will be actively engaged in the completion of the assignment in addition to giving his/her best effort on the task.

INCOMPLETES

IP or in progress course requirements must be removed within one week after the first and third nine weeks grading period or the grade will be changed to "F" on school records. There will be no incompletes at the end of the semester or school year, unless an unforeseen situation exists. If course requirements are not met at that time the grade will be changed to "F" on school records. Students who accept IP grades will be ineligible for the Honor Roll for that grading period and also for extra-curricular activities until it is changed.

SUMMER COURSES

Students may take summer courses at their expense only if approved by the Principal.

All courses/content must be pre-approved to be considered.

Options that will be considered:

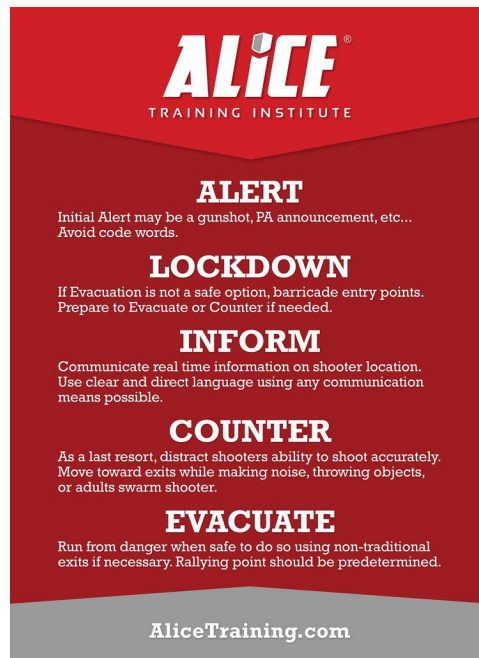
1. Student is making up a failed credit from a previous year.
2. Student is taking a dual credit college course..
3. Student is taking a course that will lead to them enrolling in the next level course the following year at MHS.

Basics that everyone needs to know...

SCHOOL SAFETY DRILLS

State law requires at least 4 fire drills and two tornado drills per year and 3 crisis drills each school year. Evacuation maps are posted in each room for fire drill procedures. Tornado drill location assignments are also posted in each room. FEMA shelters are located in the south HS locker rooms. The teacher or their designee will be responsible for assisting mobility-impaired students to a safe area. Assignments will be made at the first class meeting or on the day such a student enrolls.

USD 423 has adopted the school safety model called ALICE. Communication to parents and guardians will happen prior to practicing crisis drills to ensure safety and awareness that we are practicing a drill and not having an actual crisis.



PARENTAL ACCESS TO POWERSCHOOL

Parents have internet access to grades, attendance, and account balances through the PowerSchool.usd423.org/public website. Parents may contact the school office for information concerning login and passwords.

PURCHASE OF SUPPLIES

In certain middle/high school classes supplies used by the students for projects are to be paid for by the students. All personal supplies such as paper, pencils, ink, etc., are to be furnished by the students. Teachers must have the approval of the principal before requiring students to purchase special supplies or to make a payment for special purchases. Class supplies listed [here](#).

SCHEDULE CHANGES

Changes in a student's schedule will be made in the office. After the designated window of change, students will not be allowed to change classes unless approved by Administration. Changes will be made at semesters only unless approved by the administration.

COUNSELING SERVICE


We have a district Counselor and Social Worker and a High School Student Advocate. If students have an emergency and want to see either Mrs. Thompson, Mrs. Regier, or Mrs. Dick during class time they should ask their teacher. If it is not an emergency they should send an email. Services available through these offices include:

1. Personal Counseling Dealing with any personal matter of concern to the student.
2. Educational Counseling Regarding anything about a student's high school education and planning for education beyond high school. This includes not only college, but also vocational school and military service opportunities. Scholarship and financial aid for education are also included.
3. Vocational Counseling Includes placement of students in part-time jobs during school and advisement for students planning to go directly to work after graduation from high school.
4. Evaluation Group and individual tests are administered, scored and interpreted on a regular basis. Students participate in national programs such as ACT and National Merit Testing.
5. Library The counseling center has a library of vocational materials, college catalogues and scholarship information available to all students.
6. Parents the counselor is available by appointment for conferences. Parents are encouraged to call the school counselor if there are any problems to be discussed regarding a student or performance at school.

OUR STUDENT SUPPORT TEAM

Email your concerns, observations, or questions about students to: "student_support@usd423.org"

Monday	Tuesday	Wednesday	Thursday	Friday
<p><u>Mrs. Dick:</u></p> <ul style="list-style-type: none"> MHS support ALL day except 2nd, 7th and 8th hours <p><u>Mrs. Regier:</u></p> <ul style="list-style-type: none"> MES support in AM MMS/MHS support 1 PM <p><u>Mrs. Thompson:</u></p> <ul style="list-style-type: none"> MMS/MHS support ALL day 	<p><u>Mrs. Dick:</u></p> <ul style="list-style-type: none"> MHS support ALL day except 2nd, 7th and 8th hours <p><u>Mrs. Regier:</u></p> <ul style="list-style-type: none"> Not Available GE's 2nd and 3rd Tues PLC Collab 1st and 4th <p><u>Mrs. Thompson:</u></p> <ul style="list-style-type: none"> Not Available GE's 2nd and 3rd Tues PLC Collab 1st and 4th 	<p><u>Mrs. Dick:</u></p> <ul style="list-style-type: none"> MHS support ALL day except 4th, 7th, and 8th hours <p><u>Mrs. Regier:</u></p> <ul style="list-style-type: none"> MMS/MHS support in AM MES support in PM <p><u>Mrs. Thompson:</u></p> <ul style="list-style-type: none"> MMS/MHS support ALL day. 	<p><u>Mrs. Dick:</u></p> <ul style="list-style-type: none"> MHS support ALL day except 4th, 7th, and 8th hours <p><u>Mrs. Regier:</u></p> <ul style="list-style-type: none"> MES support in AM MMS/MHS support in PM <p><u>Mrs. Thompson:</u></p> <ul style="list-style-type: none"> MMS/MHS support ALL day 	<p><u>Mrs. Dick:</u></p> <ul style="list-style-type: none"> MHS support ALL day except 4th, 7th, and 8th hours <p><u>Ms. Regier:</u></p> <ul style="list-style-type: none"> MMS/MHS support ALL day <p><u>Mrs. Thompson:</u></p> <ul style="list-style-type: none"> MMS/MHS support in AM MES support in PM



Daagya Dick—dickd@usd423.org—MHS Student Advocate Coordinator (based in HS Library)

Tia Regier—regiert@usd423.org—District Social Worker (based in MS behind Varsity Gym)

Kristeen Thompson—thompsonk@usd423.org—District Counselor (based in HS office hall off Library)

Collaborative planning time is Tuesday 7th hour

STUDENT DRIVING

All students with driving privileges are expected to arrive at school on time and legally park their vehicles in a designated area. MHS Stuco students will identify spots in the parking lot for students who earn or purchase a spot. Students are not to drive their vehicles and/or visit their vehicles during the school day without permission from the principal. State of Kansas driving regulations are to be followed in the school parking lot. Violations of this policy may result in disciplinary action which may include revocation of campus driving and parking privileges for a term determined by the school and/or report filed with law enforcement.

STUDENT PARKING

1st Row on east - Seniors

1st Row on west - Teachers/Staff/Visitors

2nd Row facing school - Seniors

All remainder spots - Freshmen, Sophomores, and Juniors on a first come, first serve basis. Students are expected to park in appropriate parking spots only. Parking behind the school will be prohibited without special permission from the principal.

Student vehicles are subject to search by drug dogs. Student vehicles parked on campus can and will be searched to ensure a safe school environment if reasonable suspicion arises. Students should have NO expectation of privacy for the vehicle and its contents while parked on campus.

The Wildcat Way-Behavior and Expectations...

STUDENT CONDUCT

Students are expected to conduct themselves in a manner that will be a credit to themselves and their school. Consequences for inappropriate behavior in the classroom will be determined by the teacher, all behavior reported to the office will be dealt with by Administration. Student discipline will be at the discretion between school, teacher, and administration.

MMS/MHS BEHAVIOR FOUNDATIONS

Be Safe-Be Respectful-Be Prepared and Responsible

MMS/MHS students will:

1. **Follow instructions of those in authority.**
 - a. Make eye contact.
 - b. Give appropriate verbal response.
 - c. Carry out request.
2. **Respect people and property.**
 - a. Use appropriate language.
 - b. Address adults using proper titles.
 - c. Not make unkind, untrue, or unnecessary comments to or about others.
 - d. PDA beyond hand-holding is not acceptable.
 - e. Not disturb other's property.
 - f. No horseplay.
3. **Accept feedback gracefully.**
 - a. Make eye contact.
 - b. Give appropriate verbal responses.
 - c. Request time for further discussion if needed.
4. **Discuss issues of concern in an appropriate manner.**
 - a. Make eye contact.
 - b. Request an acceptable time for discussion.
 - c. Use respectful language and voice tone.
 - d. Provide input and a reason for it.
 - e. Listen to the response.
 - f. Accept the resolution of the concern
5. **Take ownership of actions.**
 - a. Make eye contact.
 - b. Request a moment of the person's time.
 - c. Apologize, naming incident and/or behavior, if appropriate
 - d. Express future plan for success.
 - e. Ask for acceptance of apology.
 - f. Thank the person for their time.

*School officials will report each incident and the persons involved in a misdemeanor or felony; possession of a weapon at school, on school property, or at a school activity; or possession, use, sale, or distribution of an illegal drug, or controlled substance at school, on school property, or at a school activity; or behavior in school, on school property, or a school activity, which results in, or is likely to result in, serious bodily injury to others, to law enforcement.

DISCIPLINE PHILOSOPHY

Good Discipline is essential to an effective learning environment. Students should conduct themselves in a manner conducive to providing optimal educational conditions for themselves and others. Students will be expected to meet the expectations of USD 423 faculty, staff and administration. An important part of discipline is learning from inappropriate choices and actions. Students will be involved in resolving their conflicts and taking responsibility for their behavior.

SCHOOL BUS EXPECTATIONS

The bus driver will notify parents of individual discipline problems on regular routes.

- The driver is in charge of the pupils and the bus. Pupils must obey the driver promptly. Each bus driver will give their expectations for their bus.
 - Technology being brought on the bus is at the discretion of the parent. USD 423 is not responsible for lost or stolen items.
 - Devices can not be used to take pictures of yourself or other students on the bus. Flash and loud disturbances will not be allowed.
 - Unnecessary conversation with the driver and loud, unruly conversations are prohibited.
 - Students are not to have glass, food, weapons, tobacco, or drugs on the bus unless the sponsor arranges this ahead of time.
- Classroom conduct is to be observed. Bus drivers are required to report disturbances to the principal and to parent.
 - In most cases, the driver will assign a seat to each student. Students in less desirable seats may move to a second seat for added comfort after the passenger load is lightened if permission is first obtained from the driver and if the bus is not in motion.
 - Pupils must be on time; the bus cannot wait for those who are tardy. Bus drivers are required to report all tardy students to the superintendent of schools. If tardiness persists, students may lose bus privileges.
 - Pupils must never stand in the roadway while waiting for the bus.
 - Pupils must not try to get on or off the bus or move about within the bus while it is in motion.
 - When leaving the bus pupils must observe directions of the driver.
 - Pupils must not throw waste paper, gum or other rubbish on the floor or out the windows of the bus.
 - Animals/insects caged or loose, as well as blown up balloons or other visual distractions are not permitted on a bus.
 - Pupils must not, at any time, extend arms or the head out of the bus windows.
- Bus riding is a privilege. Based on the severity of the offense the student could be removed from the bus from 1 to indefinite amount of days. All offenses will be called home to parents for a conference.

STUDENT DRESS/APPEARANCE

The purpose of the dress code is to emphasize neatness and decency appropriate for a school and education atmosphere. MHS uses dress code as a way for a student to learn the difference in clothing styles appropriate for different settings they find themselves in from the classroom, to musical performance, to forensics competition, to the athletic court. Dress Code is not always about “YOU”, it is about ensuring that all those around you are as comfortable with what you are wearing as you are. Students are encouraged to dress in a way that matches their inner personality while respecting any differing viewpoints that their peers might have.

The following are school and activity appearance expectations:

- No school dress code can seem to cover all situations. If a student by his/her behavior or appearance, interferes with the learning of others, or constitutes a threat to the safety or health of others, he/she will be asked to change their dress/attire.
 - A coach or activity sponsor has control over the appearance of the student while the student is participating in said coach's activity.
- No clothing or body adornments with guns or weapons, offensive, sexually suggestive, vulgar, profane, ethnically derogatory messages/pictures/symbols, illegal substances, drug paraphernalia, tobacco, or alcohol are allowed.
- No articles of jewelry, or articles of clothing, which are potentially hazardous, such as chains or studded bands, or have sharp points, etc. are allowed.
- No outdoor clothing including headgear, any type of hat, sunglasses, or gloves.
- All tops and shirts must have a full front and back, full sides and over the shoulder straps
 - no halter tops, tube tops, spaghetti strap tank tops, undershirts, or tanks that show either midriff or undergarment
- No clothing that shows flesh on the body in the area from the underarm to below the butt.
- No clothing that shows any undergarments or private body parts. If undergarments or privates are seen, then it is not enough clothing, so cover it up!
- No clothing that is deemed see-through (standing or bending over) will be allowed without a shirt that covers at least to where the halfway point would lie on pockets if they existed on the pants.

The final determination as to whether clothing is or is not acceptable will be made by the Principal. The basis for the judgment is if the clothing is deemed to be a distraction to your peers from the educational environment.

ACCEPTABLE USE POLICY (AUP) FOR DISTRICT NETWORK AND INTERNET

Reasons for policy:

Moundridge U.S.D. #423 provides computer network and Internet access for its students and employees. This service allows employees and students to communicate information, to learn new concepts, to do research, and to create and maintain databases and the school's web page. This Acceptable Use Policy is to set guidelines for accessing the computer network and/or the Internet provided by U.S.D. #423. Users of the district network and Internet access are responsible for their activity on the network.

Acceptable Uses of the Computer Network or the Internet:

The network account provided by USD #423 should be used only for educational opportunities, professional services and/or limited personal use. If user is uncertain about whether a particular use of the computer network or the Internet is appropriate he or she should consult a teacher or an administrator.

Unacceptable Uses of the Computer, its Network or the Internet Include, but are Not Limited to:

(Chromebook Agreement attached [here](#).)

- Installing, using, copying, storing, forwarding or distributing copyrighted software or other copyright protected or trademarked material;
- Uploading programs to the district system without appropriate authorization;
- Sharing of files or downloading file-sharing programs.
- Accessing, transmitting, or downloading computer viruses or other harmful files or programs or in any way degrading or disrupting the district computer network system performance;
- Using any district computer to pursue "hacking" internal or external to the district, or attempting to access information that is protected by privacy laws;
- Accessing, deleting, copying, modifying, or forging other users' email, files, or data;
- Damaging computer equipment, files, data, or the network;
- Using, accessing, transmitting, or downloading inappropriate material, messages, or images such as pornography, obscene depictions, and profanity;
- Accessing, transmitting, or downloading offensive, harassing, disparaging, threatening, or defamatory or false statements about others and/or materials;
- Using profane, abusive, or inappropriate language;
- Using a district account by anyone, but the authorized owner of the account;
- Disclosing one's account information to other users or allowing other users to use one's account;
- Taking any actions that affect the ability of other users to access their accounts;
- Accessing, transmitting, or downloading chain letters, mass mailings, get rich quick schemes, and pyramid schemes to individual mailboxes and/or mailing lists;
- Using the network for financial gain or any commercial or illegal activity;
- Using the network for political advertisement, political activity, or solicitation for religious purposes.

Internet Policy

In compliance with the Children's Internet Protection Act ("CIPA"), USD #423 has implemented filtering and/or blocking software to restrict access to Internet sites containing child pornography, obscene depictions, or other materials harmful to minors under 18 years of age. The software used by the district blocks web sites by name.

No software is foolproof, and there is still a risk an Internet user may be exposed to a site containing inappropriate materials. An account user who accidentally connects to such a site must immediately disconnect from the site and notify a teacher or administrator. If an account user sees another user accessing inappropriate sites, he or she should notify a teacher or administrator immediately.

In compliance with the Children's Internet Protection Act ("CIPA"), USD #423 has implemented a mechanism to monitor all on-line activities, including website browsing, and other forms of electronic communications. This mechanism may lead to discovery that a user has violated or may be violating the AUP and the law. USD #423 reserves the right to monitor users' online activities, and to access, review,

copy, store, or delete any electronic communications or files and disclose them to others as it deems necessary.

Account users shall not reveal on the Internet personal information about themselves or about other persons. Student information shall not be posted unless it is necessary to receive information for instructional purposes, and only if the student's parent or guardian has granted permission.

Privacy Policy

The Network Administrator and Principal have the authority to monitor all accounts, including email and other materials transmitted or received via the accounts for legitimate reasons such as, but not limited, to ensuring the integrity of the system, complying with investigation of wrongful acts, or recovering from a system failure. All such materials are the property of USD #423.

Account users do not have any right to or expectation of privacy regarding such materials.

Storage Capacity

To help use disk space efficiently, users should check their email frequently and delete unwanted messages and other files or data that take up excessive storage space.

Penalties for Improper Use

The use of an account is a privilege, not a right. Inappropriate use may result in suspending or revoking the user's account and other disciplinary action up to and including expulsion in the case of a student and termination of an employee. USD #423 will attempt to have any disciplinary action meet the specific concerns related to each violation. Some violations may result in criminal prosecutions.

Disclaimer

USD #423 makes no guarantees about the quality of services provided and is not responsible for any claims, losses, damages, costs, or other obligations arising from the unauthorized use of accounts. USD #423 is not responsible for the accuracy or quality of information obtained through an account.

Any statement, accessible on the computer network or the Internet, is understood to be the author's individual point of view and not that of USD #423. Account users are responsible for any losses sustained by USD #423 as a result of intentional misuse of the accounts.

CHEATING

Cheating is an act of fraud by which a student implies that mastery of concepts has occurred. This act includes the giving or receiving of unauthorized help in an academic exercise. Examples include, but are not limited to:

- Copying from another student's assignment paper, test paper, or project;
- Allowing another student to copy one's work in a test, project, or assignment situation;
- Using unauthorized materials/equipment during a test; for example, notes, textbook, formula lists, information on an electronic device, notes written on clothing or body, and symbolic representations;
- Resubmitting the same work that was produced for another assignment or course without the permission of the instructor;
- Doing a test, assignment, or project for someone else or permitting someone else to do the test, assignment or project for you.

Students who are involved in this form of fraud will undergo the consequence of the teacher who this act of fraud happened with.

PLAGIARISM

Plagiarism is a difficult concept to define. It includes a range of actions from failure to use proper citation to wholesale cheating. A student who plagiarizes may do so unintentionally or with malicious deliberation. In 'Helping Students Avoid Plagiarism' Stephan Wilhoit lists the following types of plagiarism:

- Buying a paper from a research service or term paper mill. (III)
- Turning in another student's work without that student's knowledge. (I, II or III)
- Turning in a paper a peer has written for the student. (III)
- Copying a paper from a source text without proper acknowledgement/citation. (II or III)
- Copying materials from a source text, supplying proper documentation, but leaving out quotation marks. (I or II)
- Paraphrasing materials from a source text without appropriate documentation. (I or II)
- New 2023-2024 this will include all documents created by an AI (artificial intelligence) source.

Levels of Plagiarism:

Level I: would involve the student's use of phrases or a few lines of text or a paragraph without proper citation. Most of the student's work is still his or her own.

Level II: plagiarism is more serious. It involves the student's use of multiple paragraphs of someone else's work, and/or the use of someone else's ideas without the proper attribution, and/or repeated paraphrasing without proper attribution. While some of the work is the student's own, it is clear that significant portions of the student's work are not his/her own.

Level III: most, if not all, of the work has been copied from another source or produced by someone other than the student.

Level IV: plagiarism occurs when the student has plagiarized, in any way for the second time.

Range of Consequences for Plagiarism: (consequences are upon the discretion of the teacher, but the following is recommended.)

Level I: A grade reduction on the assignment in question.

Level II: A grade of zero (0) for the assignment in question with no opportunity to make up that work in any way, including extra credit work.

Level III: If the severity of the situation merits it, the student shall be given a grade of F for the quarter of the course in which the plagiarism has occurred. An F may equal zero to 69 points and shall be determined by the principal, counselor, and teacher of the class.

Level IV: For any subsequent occurrence in any course the student shall immediately be dropped from the course and receive an F for the semester grade.

MEDIA CENTER POLICIES

The media center welcomes all students who need a place to research, study, or read during the school day, but students must have a pass from their teacher. Passes for the lunch hours are available from the media center staff for any student who needs to read or study during his/her lunch period.

Check-Out Procedure:

Books may be checked out through the circulation desk by the library staff. Books are checked out for three weeks and may be renewed if necessary. Periodicals (except for the current issues) are checked out for one week. Students may check out up to ten library materials at a time; exceptions will be made by the library staff if necessary for class projects.

Fines:

No fines will be charged for overdue materials, students with excessive amounts of overdue materials may have their circulation privileges revoked until materials are returned. Replacement cost of lost/damaged materials will be determined by the media specialist based on purchase price (including processing expense), depreciation, and the necessity of replacement. If lost materials are returned to the library within six months of payment and the materials have not been replaced, the replacement cost will be reimbursed based on the condition of the materials.

ON-LINE ETIQUETTE

- Be courteous and friendly. While you may disagree with a comment, do not attack the person.
- Place comments in context. Refer back to earlier entries when needed for detail, or repeat a little of the issue being referred to, so that the reader knows the context of your comments.
- Enter efficient and effective comments. Say what you need to say but don't say too much. If you want comments to your entry, say so, let the reader know what is expected in the way of further dialog.
- Refrain from inappropriate comments. Keep comments and discussions positive.
- Think before pressing "send" button. It is best not to respond in haste or in a moment of frustration.
- Manage time and schedule effectively in order to meet course requirements.
- Respect ethical standards. Academic honesty and integrity apply to on-line courses.

DAMAGE TO SCHOOL PROPERTY

Any pupil who shall intentionally or accidentally destroy or damage any school property, or shall deface by cutting or with writing or drawing pictures on any fence, furniture, building, or other school property is subject to discipline and shall immediately compensate the district for such damage. Refusal to compensate the district could lead to further disciplinary sanctions.

The campus of Moundridge Middle/High School is equipped with surveillance cameras to help make for a more secure building and monitor the interior and exterior of the buildings.

SKIPPING SCHOOL

Students who skip or cut school, with or without their parents' permission, may be placed on probation, may be required to make up time and/or receive other disciplinary action. **Senior skip days are not recognized by Moundridge High School.** Such an absence would be considered unexcused and treated accordingly.

DETENTION SESSIONS

Detentions are referred to as reminders and will be assigned by the principal or other adult in the building, based on referrals from the staff, or observed behaviors. Detention days and times will be determined by the principal. The procedure will be:

1. Students are required to study. No technological devices are allowed unless approved in advance.
2. No food, candy, pop, entertainment/electronic devices, etc. will be allowed.
3. Any lack of cooperation will result in removal from the session.
4. Students must provide their own transportation.
5. Failure to serve detention time by the assigned deadline will cause the student to be considered "not in good standing" and will cause them to be ineligible to participate in activities, attend activities, or go on field trips. Furthermore, time may be doubled or ISS may be assigned, or further consequence as determined by the administration.

*If reminders are not changing the undesirable behavior, a conference with the student and their parent will be had to create a better plan to help the students and their behavior or needs.

IN or OUT-OF-SCHOOL SUSPENSION

In-school detention will be used when detention reminders are not effective. They will be used for situations such as excessively poor grades, distracting behavior, apathy, tardies or other reasons that the student needs to be away from their peers or the classroom.

Out-of-school suspensions will be issued for offenses severe in nature, and for repeated violations of school regulations. Parents or guardians will be notified prior to a student being suspended out of school.

Students in Out-of-school suspensions will not be able to attend school activities, participate in school activities, and/or practice in school activities from the start of the suspension to the morning after the suspension ends. Coaches will be notified and determine participation due to In-School suspension.

Opportunities outside the classroom...

ACTIVITIES AND ORGANIZATIONS

The students' participation in extracurricular activities plays an important part in the development of character, leadership and responsibility. An attempt has been made to meet the needs of all our students with a variety of organizations that emphasize various areas of interest. All students are strongly encouraged to visit these organizations when they meet and find one or more that they can join

- Parents and students are encouraged to visit with coaches and/or sponsors to discuss specifics of their student's experience before involving the administration. The following is a listing of the classes, organizations and activities and the officers and sponsors at our high school level:

MHS Clubs and Classes Officers

Class of 2024		Class of 2025	
President Vice-President Secretary Treasurer Student Council Student Council Sponsor	Kristeen Thompson	President Vice-President Secretary Treasurer Student Council Student Council Sponsor	Jessica Schmidt
Class of 2026		Class of 2027	
President Vice-President Secretary Treasurer Student Council Student Council Sponsor	Daagya Dick	President Vice-President Secretary Treasurer Student Council Student Council Sponsor	
Student Council		NFL	
President Vice-President Secretary/Treasurer Sponsor	Amanda Smith	President Sponsor	Todd Vogts
FFA		FCCLA	
President Vice-President Secretary Treasurer Reporter Sentinel Student Council Rep Advisor	Kate Plunkett	President Vice-President Treasurer Secretary Student Council Rep Advisor	Britney Stos
NHS		Pep Club	
President Vice-President Student Council Rep Sponsor	Kristeen Thompson	President Vice-President Secretary Treasurer Student Council Rep Sponsor	Angie Lintecum
All clubs and students are subject to change due to remaining in good standing both academically and behaviorally.		FCA	
		President Vice-President Secretary Student Council Rep Sponsors	Kaleigh Huxman

EXTRA-CURRICULAR ACTIVITIES PHILOSOPHY

Moundridge USD 423 will offer activities and athletic programs that are highly competitive, environmentally safe, and educationally sound. We believe that interscholastic activities and athletics are an integral part of the total school educational experience. Our purpose is to aid in the development of our middle level and high school students by providing educational experiences not otherwise available in the classroom. We feel that activities provide valuable experiences for the development of life skills and promote pride in his/her school and community.

Our sponsors and/or coaches will provide quality instruction and model exemplary conduct. Our students will learn the virtues of responsibility, commitment, dedication, self-discipline, self-confidence, and respect for self and others. Students will maintain a healthy spirit of competition without jeopardizing sportsmanship, good citizenship, and fair play.

All eligible USD #423 students in good academic and disciplinary standing are entitled to an opportunity to participate in the district's activity and athletic programs. The control of and responsibility for all activity and athletic programs will rest entirely with the sponsors, coaches, and administrators of Moundridge Middle and Senior High School, the Heart of America League, and Kansas State High School Activities Association, and the National Federation of State High School Association.

SPORTSMANSHIP POLICY

As a representative of Moundridge Middle/High School, proper sportsmanship must be exhibited at all activities. The following guidelines apply:

1. Be courteous to all.
2. Know the rules, abide by and respect the official's decision.
3. Win with character and lose with dignity.
4. Display appreciation for good performance regardless of the team.
5. Exercise self-control and reflect positively upon yourself, team and school.
6. Permit only positive sportsmanlike behavior to reflect on your school or its activities.
7. Students unable to conform to positive sportsmanship expectations may be suspended from activity participation.

EXTRACURRICULAR CONDUCT POLICY

Rules regarding the personal conduct and appearances of students representing Moundridge Middle/High School in extracurricular activities will be set and enforced by instructors, sponsors, and coaches responsible for each organization. Students will be made aware of said rules at the start of each school year or season. Instructors, sponsors, and coaches will make and enforce rules in compliance with KSHSAA regulations and USD 423 policies. The guiding principle will be that a student's personal conduct and appearance not draw attention from the organization or team to the individual.

NON-ATTENDANCE AND ELIGIBILITY

For a student to participate in an interscholastic activity and/or practice, the student must have been in attendance at school by 10:00am unless arrangements have been made with the building administrator by 8:15 a.m. the day of the activity. Exceptions to this rule are a doctor's appointment, a funeral, etc. The administrator will make final determination. Students who do not attend school may not attend district activities that afternoon or evening. Exceptions must be cleared by the Principal.

ACADEMIC ELIGIBILITY REQUIREMENTS - Middle and High School FOR PARTICIPATION IN STUDENT ACTIVITIES

Students choosing to represent Moundridge Middle/High School by participating in any of the activities available must meet the minimum standard of academic preparation. This minimum standard consists of the following:

1. Must meet KSHSAA academic and good standing requirements. Pass 5 classes each semester.
2. May not have a failing grade in a specific class for 2 weeks consecutively. *See next heading for specific expectations on p. 21.
3. Maintain good citizenship as deemed by Administrations and Coaching Staff.

Eligibility is determined on a semester basis according to KSHSAA, and weekly according to Moundridge Middle/High School expectations.

Moundridge Middle/High Weekly Accountability System

Grades will be printed at 10:00 am on Tuesday morning. Teachers will need to have their grades updated no later than 10:00 am Tuesday morning. The eligibility list will be determined on Tuesday by the end of the day. The probation/ineligible accountability will start on Wednesday AM of each week through Tuesday PM the following week. All extra curricular activities will be held accountable to the eligibility list. Teachers may take students off the list that is generated if they deem it appropriate, but they may not be added. **Parents will be notified by email if their student is put on the eligibility list for the week.**

Football	Art	FCA
Volleyball	Band	FCCLA
Basketball	Chorus	FFA
Track	Debate	Musical
Baseball/Softball	Forensics	NHS
Cheer	Scholars Bowl	Prom Committee
	Class related field trips	Stuco
Probation-1st week is a warning <ul style="list-style-type: none">a student will be on probation for an activity when failing a class for 1 week or less consecutively.		
Ineligible-weekly consequence <ul style="list-style-type: none">a student will be determined ineligible for all activities for the week following the week they maintained a failing grade in the SAME class for more than one week consecutively. The student will also lose their privilege of bringing a phone to school. It will be left at home or in the office during the school day.		
Failing grade <ul style="list-style-type: none">a failing grade is a grade earned in a class that is below a 65%, F.		

To get on the list:

- Students must have a failing grade (under a 65%) in a class on Tuesday at 10 am when grades are run. One failing grade or multiple failing grades for one week put the student on the probation list. They may practice and participate like normal using their probation week to get their grades up.
- If the following week the student still has a failing grade for one of the same classes that had a failing grade the week before, the student become ineligible for participation. The student may practice with the team or activity, but may not participate in the activity.

To get off the list:

- The list is run every week on Tuesday at 10 am. If the student does not have a failing grade in the SAME class that they had the week before then they are allowed to play starting on Wednesday. They are still ineligible for participation Tuesday evening.

EXTRA-CURRICULAR DRUG/ALCOHOL POLICY

Involvement in Moundridge activities and athletics is an honor and a privilege. As a member of a school team, organization, or play/musical cast, a student's behavior at school, at school sponsored events both on and off campus, and in the community reflects not only on the student and the student's family but on the team/activity members, the program, the school and the community. Participation in MHS extra-curricular activities is a commitment by the participant to exercise good judgment in all affairs, to represent self, school, family, and community in the most positive manner at all times, and to encourage others, including team/activity members to share these ideals and to abide by extra-curricular regulations.

The following policy shall be in effect for the entire school year and all subsequent middle/high school years, to include the beginning of athletic practice in August and to end with state track. It shall be in effect 24 hours a day and at any place in which the participant may be present. Sponsors of school activities that are held during the summer will inform the participants of expectations and consequences relating to this policy.

Any student involved in a performing or competitive activity or athletic program shall not knowingly possess, use, transmit, or be under the influence of alcohol, tobacco, performance enhancing drugs, or controlled substances of any kind during the school year.

Any student involved in a performing or competitive activity or athletic program who finds himself/herself in the company of persons who illegally possess, use, transmit, or are under the influence of alcohol, tobacco, performance enhancing drugs, or controlled substances of any kind is expected to leave within a reasonable period of time. Failure to do so will result in discipline as if they were in violation of this policy.

USD #423 has adopted Random Substance Abuse Testing for students in grades 7-12. All students who take part in extracurricular activities as listed in the handbook will be subject to this testing. Let the following definitions and information serve to outline this policy.

Substance Abuse Testing- any scientifically substantiated method to test for the presence of an illegal substance or a performance-enhancing drug or the metabolites thereof in a person's urine, hair sample, or breath.

Voluntary Placement- the custodial parent or guardian may voluntarily place their child's name in the random testing pool regardless of participation in activities.

Illegal substances- means tobacco, alcohol, and any drug deemed illegal to sell, possess, use, distribute, or purchase by either federal or Kansas law. The term illegal substance shall also include but not limited to all scheduled drugs as defined by Kansas law, all prescription drugs obtained without proper authorization and all prescription drugs or over the counter drugs being used for an abusive purpose.

Positive- When referring to a substance abuse test administered under this policy means a toxicological test result which is considered to demonstrate the presence of an illegal substance or a performance enhancing drug or the metabolites thereof using the standards customarily established by those administering drug use tests.

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

A Third Party Administrator- (TPA) shall be a company selected by USD 423 to administer the Student Substance Abuse Testing Program.

Eligible Student- is any student participating in an extra-curricular activity and any student who name has voluntarily been placed in the random testing pool.

Random Testing Pool- There shall be two such pools. One for students in grades 7-8 and one for students in grades 9-12. Once a student enters the 9th grade they will be automatically placed in the middle/high school pool.

Procedure Education- The sponsor/head coach of each extra-curricular activity covered by this policy shall share this policy with all participants at their sports parent meeting. Parents and guardians of participants in extra-curricular activities shall be invited and encouraged to attend these sessions.

Notification of Policy- Each student participant in an extracurricular activity shall receive a copy of this policy. The sponsor/head coach of each activity shall be responsible for explaining the policy to all prospective participants. Parents/guardians of students whose names are voluntarily placed in the Random Testing Pool may obtain copies of this policy from the offices of Moundridge Middle and Moundridge High Schools.

Signed Consent- Each student participant shall be provided a copy of the USD 423 Student Random Substance Abuse Testing Consent Form. The form will indicate that both participants and parents/guardians have read and fully understand policy. The form will authorize the random testing of urine specimens, hair samples, or breath samples for the purpose of detecting illegal substances and performance-enhancing drugs. The form will be signed and dated by both participants and custodial parents/guardians. No student will participate in any extra-curricular event until the signed consent form is on file in the appropriate school office.

Random Testing- Two random testing pools will be established, one for grades 7-8 and one for grades 9-12. Both pools will be maintained by the Third Party Administrator (TPA) contracted by USD 423. A list of eligible students shall be supplied by USD 423 to the TPA. The percentage of eligible students to be tested during the school year shall be agreed upon by the district and the TPA on a yearly basis. All random selections will be made by the TPA.

1. Students will be required to provide urine, hair, breath, or saliva samples as follows:
 - a. The TPA shall determine the number of eligible students to be tested each month.
 - b. In addition, students whose names are in the random testing pool may be tested at any time based on reasonable suspicion.
2. Any substance abuse test required by USD 423 under the terms of this policy will be administered by or at the direction of the TPA chosen by the district using scientifically validated toxicological methods. For the most part tests will be performed on urine samples obtained as previously described. However, random tests will be performed on hair samples or breath samples, the number of which will be determined by a percentage agreed upon by the laboratory and the district. The TPA shall be required to have detailed written specifications to assure chain of custody of the specimens, proper laboratory control, and scientific testing.
3. All aspects of the substance abuse testing program, including the taking of specimen, will be conducted so as to safeguard the personal and privacy rights of students. If urine is to be tested, the test specimen shall be obtained in a manner designed to minimize intrusiveness. The monitor shall not observe the student while the specimen is being produced, but shall be present outside of the stall to listen for the normal sounds of urination in order to guard against the specimen being tampered with and to ensure the chain of custody. The monitor shall verify the normal warmth and appearance of the specimen. If at any time during the testing procedure the monitor has reason to believe or suspect that a student has tampered with the specimen, the monitor may stop the procedure and inform the principal who will then determine if a new specimen is to be obtained.
4. If the test for any student has a positive result, the TPA will contact the custodial parent or guardian and solicit any information on medication which would create a positive test result. A medical review officer will confirm the positive result and contact first the parent/guardian and then the principal. The principal will then schedule a conference with the parents/guardian, the student, and the activity sponsor/head coach. At the conference the principal will solicit an explanation of the positive test result.
5. USD 423 will rely on the evidence supplied by the TPA. The burden of proof to the contrary shall be born by the student.
6. The decision by the principal may be appealed in writing to the superintendent of schools within five working days. The superintendent shall render a written decision within five working days.
7. The decision of the superintendent may be appealed in writing within five working days to the Board of Education. The decision of the Board of Education may be appealed to the District Court as permitted by law.
8. Parents/guardians of students who test negative on the initial substance abuse test will be contacted by district personnel within five days of testing.

Failure to submit: If any student refuses to submit to a substance abuse test authorized under this policy, such student shall be subject to the same consequences of a positive test. Students in this category will be considered as having their first violation of the USD 423 Substance Abuse Policy.

Note: Behavior which constitutes a refusal to submit to testing shall include:

1. Refusing to provide specimen. This includes an insufficient volume of urine without a valid medical explanation.
2. Tampering with, adulterating, or substituting a specimen.
3. Failing to appear for testing within 5 minutes of being notified.
4. Once a test is underway, failing to remain at site until dismissed by the testing monitor.
5. Failing to permit a monitored collection when required.
6. Failing to take a second test when required.
7. Failing to undergo a medical examination when required.
8. Failing to cooperate with any part of the testing process.

A violation of this policy will result in a student not participating in the next **2 weeks worth of** extra-curricular activity/events that student was scheduled and/or planning to participate in. The student will be required to take part in a counseling/education session from a competent substance abuse counselor or attend classes established through the school. It should be noted that this is a minimum

penalty and the coach/sponsor has the option to impose a more severe penalty. At the beginning of each season/school year, coach/sponsor will inform the students of consequences relating to this policy. For an underclassman, an incomplete consequence will carry over to the next school year.

After the student attends the classes, the student and parent/guardian must meet with the coach/sponsor and/or administration to be reinstated on the team or in the activity. **A second offense in the school year will result in permanent suspension from all extra-curricular activities for the remainder of the school year.** Concerns about situations leading to student violations of this policy may be referred to law enforcement.

*Sources: If a source such as, but not limited to, law enforcement officials, faculty members, school administration, or general common knowledge through the school relates information about a student's violation of this policy, validity of the allegation will be screened by the principal, A.D., and the sponsor. If the information is substantiated, the student will be counseled and action taken as described above.

*Extracurricular activity is defined as athletic teams, cheerleading, dance team, forensics, debate(NFL), NHS, scholars' bowl, musical/play choir, band, singers, play/musical/concerts, student council, FFA, and FCCLA or other school sponsored event occurring during the assigned weeks of non-participation (ie.-dances, ball game attendance, etc.). Coaches/Sponsors of affected participants may have the discretion to determine whether or not that student attends the event as part of the team. Each program is expected to outline their procedure for suspended participants at the start of the season. If academic grade is part of extracurricular activity, violation of policy will allow for alternate assignment to replace activity missed.

PHYSICAL EXAMINATIONS

Coaches of athletic teams will not issue equipment or allow any student to participate in any sport until that student's parent physician certificate of permission has been filed with the building principal. Cheerleaders must also have a parent physician certificate of permission on file. The examination may not be taken earlier than May 1 nor later than the first practice session for the activity in which the student participates.

KSHSAA HANDBOOK

The KSHSAA Handbook contains General Rules, Individual Eligibility, Awards, Outside Competition, Season of Activities, and Sport Specific Rules. Please channel all rule interpretation questions through the athletic director.

HEART OF AMERICA LEAGUE

Moundridge Middle/High School is a member of the Heart Of America League composed of middle/high schools from Ell-Saline, Bennington, Berean Academy, Trinity, Inman, Moundridge, Marion, Remington-Whitewater, Sterling and Sedgwick. The league takes pride in the outstanding activity and scholastic accomplishments of the members in league, interleague and the state level. Activities sponsored by the HOA include art, football, basketball, volleyball, track, baseball, softball, debate, forensics, scholars bowl, speech, vocal music and instrumental music.

HOA ARTIFICIAL NOISE MAKERS POLICY

It shall be the policy of the HOA that all KSHSAA requirements concerning this subject shall be followed. Further, at all indoor athletic contests the use of megaphones, air horns, whistles or any other artificial noisemaker is prohibited.

INSURANCE

It is very important for student athletes to be covered by an insurance policy. **USD 423 does NOT provide accident/health insurance to students.** We encourage the parents and students to maintain a good insurance policy on their child if they are planning to participate in athletics.

OUT OF TOWN ACTIVITY TRIPS

Activity buses will be provided for numerous out of town activities. Students will be given instructions as to how they may ride these buses. Students who sign and then take their names off or do not show up for the trip will forfeit their right to future bus transportation. Participants of school-sponsored activities will be required to ride school transportation to all scheduled activities (unless emergency situations arise), and will only be released to parents or legal guardians.

MHS DANCE POLICY

Moundridge High School dances are open to Moundridge High School students in good academic and disciplinary standing and registered/administratively approved dates (no middle school students allowed). Moundridge High School students will register their dates prior to Wednesday at 3:30 p.m. the week of the scheduled dance. Administrative approval will be given upon registration or no later than Thursday. All dates must, must be no older than 19 and have prior approval. Out of school students/alumni will not be admitted at the door without prior approval.

All Moundridge School students and their dates will observe the published guidelines/policies of Moundridge High School. All school rules will be in effect. Moundridge High School students will be responsible for their dates. Once in, always in; once out, always out. Do not plan to return to the dance once you have left. The doors will be closed and locked after announced time. Students arriving after this time will not be admitted unless prior arrangements have been made with the sponsor. **Students attending MHS Dances will be subject to random breathalyzer tests as they enter. Positive tests will result in parent contact, and school disciplinary measures will be implemented.**

SUNDAY ACTIVITIES/WEDNESDAY NIGHT

Sunday activities attendance is always optional (i.e. FCCLA, Benefit Concert, etc). This will not result in loss of credit or grade reduction when proper notification is given by parent or guardian to the activity sponsor or the principal. Wednesday night is set-aside for church night. Unless a major scheduling conflict would arise, no school activity shall be scheduled on Wednesday night. All activities should terminate by 6:30 p.m.

SCHEDULING AND FINANCING OF ACTIVITIES

School organizations may plan class parties, organization parties, etc., under the supervision and the approval of their sponsor. Expenditures of funds for these activities are to be provided by the class or the organization and the expenditures are to be approved by the sponsors within guidelines developed by the school administration. School organizations may use school facilities for these parties so long as proper supervision is provided by adults approved by the class organization sponsors and the administration. Class or organization sponsors will attend these class functions as part of the normal duties. All school activities, meeting, parties, etc. must be approved by the sponsors and submitted to the building principal for approval on the school calendar. Failure to do so may result in cancellations of the activity. The finances of all classes and organizations will be handled through the office. No student or sponsor will be permitted to make purchases of any kind or otherwise commit funds without explicit authority from the office. Treasurers of all organizations shall keep accurate accounts of their activity funds. Purchase orders and payment vouchers must be submitted through the office for approval and payment. No payments will be made without proper authorization. Organizational dues and money-making ventures must be approved by the principal. Activities must be self-supporting, but are not businesses. Therefore, only such fundraising projects as are necessary to finance activities will be approved.

It shall be the policy of the middle/high school to collect monies in advance of the student's receiving the usage of goods and services. Items purchased through the school must be paid for before the student will receive them. Request for exception to this rule must be made in writing to the building principal.

Lettering for leadership and activities...

STUDENT COUNCIL

The student council serves as the student's governing body. The basic objectives of the student council are: to develop attitudes of, and give practice in, good citizenship; to assist in school management; to provide a forum for student expression; and to promote the general welfare of the school. Following is an excerpt of the student council constitution (amended 1989). The complete constitution is on file in the library.

ARTICLE IV Nomination and Elections

Section 1. The Principal and Student Council President shall establish the order and dates for organizational elections. The following order is suggested: Student Council, Seniors, Juniors, Sophomores, Freshmen, FCCLA, FFA, Pep Club, FCA, NFL, and NHS. All elections shall be completed by May 1.

Section 2. Student Council

- A. Any eligible student may run as a prospective candidate for Student Council President.
- B. Each candidate will be given a specific amount of time to carry out this campaign.
- C. The president/vice-president ticket receiving the most votes shall be the student council president and vice president for the following year.
- D. President and vice-president shall choose at least two nominees either from the Student Council or the Student Body as candidates for STUCO secretary to be voted on by the STUCO.

Section 3. May Prince and Queen. Selection process is listed in the STUCO handbook in the library.

Section 4. Homecoming Queens. Selection process for Homecoming Queens is listed in the STUCO handbook in the library.

NATIONAL HONOR SOCIETY

Membership in the National Honor Society (NHS) is a prestigious honor awarded to students who fulfill the following:

- Must be a sophomore, junior, or senior with a 3.5 GPA or better
- Must complete application packet which will include application, 2 letters of recommendation (one school related and one non school related.) one page essay.

If those criteria are met, the student may be inducted into the NHS at the end of his or her sophomore year if they provide all of the following:

LEADERSHIP:

- Students must participate in at least one school-based organization, but active membership in organizations not sponsored by the high school are also acceptable. Membership for one year counts as membership.

SERVICE:

- Have participated in multiple service projects or ongoing service activities during the previous three years. Examples of service projects might be youth group trips or local service activities of at least three hours duration. Examples of ongoing service activities might be volunteering on a regular basis (over at least a semester-long period of time) at the Humane Society, being a Candy Striper, Mini-medic, etc.

SCHOLARSHIP:

- Maintain a minimum 3.5 GPA.

CHARACTER:

- Demonstrate good character in all aspects of life.
- Maintain code of conduct as becoming to NHS member.

Beginning with the 2015-2016 school year, membership in the Moundridge chapter of the National Honor Society means active participation in regular service projects. Student members are expected to participate in at least three service activities throughout the year in order to maintain their membership-in-good-standing status. Activities may be organized by the Moundridge NHS chapter or by other local/school organizations.

Criteria by selection areas:

- scholarship
Students must have a cumulative GPA of 3.5 on a 4.0 scale, or equivalent standard of excellence.
- Service
This involves voluntary contributions made by a student to the school or community, done without compensation.
- Leadership
Student leaders are those who are resourceful, good problem solvers, and idea contributors. Leadership experiences can be drawn from school or community activities while working with or for others.
- Character
The student of good character is cooperative; demonstrates high standards of honesty and reliability; shows courtesy, concern, and respect for others; and generally maintains a clean disciplinary record.

AWARDS AND LETTERS

Scholarship Letter: must be an honor roll member at least 3 of the 4 grading periods. Semester honor rolls do not count toward a scholarship letter.

All Sports: Coaches' discretion used as to whether or not a student letters. This may occur in such cases as when a student makes a positive contribution to the team.

Football: must play in a minimum of one half of the total number of quarters in varsity competition and/or make a positive contribution to the team.

Volleyball: must play in one-half of the varsity league matches and/or make a positive contribution to the team.

Basketball: must play in a minimum of one half of the total number of quarters in competition and/or make a positive contribution to the team.

Baseball: Must play in one-half of varsity innings and/or make a positive contribution to the team.

Softball: Must play in one-half of varsity innings and/or make a positive contribution to the team.

Track: must earn points in the HOA Track Meet and/or earn points in half of the track meets and/or make a positive contribution to the team.

Cheerleader Squad: Student must satisfactorily meet the standards outlined in the Cheerleader Squad Guidelines and the

Pep Club: (Pep Club Constitution-Sponsor discretion is used as to whether or not a student can letter.) Earn a minimum of 110 points through the following activities:

- Participate in fundraising for the club—minimum amount set at the beginning of each academic year (20 pts)
- Attend monthly meetings during the school year (5 pts per mtg)
- Participate in committee work for Homecoming, May Fete and poster parties (2 pts per activity)
- Serve as Pep Club officer (5 pts)
- Organize, collect, package and distribute items for at least one "Class Week Celebration" during the year (5 pts)
- Participate/plan a pep rally/event (5 pts)
- Attend home athletic events (1 pt per event)

Art: must earn 50 points in one year. All points must be earned in a single year.

- Exhibiting: 4 points per artwork. 1st place= 10 points, 2nd Place = 8 points, 3rd Place = 6 points, Honorable Mention = 5 points.
- McPherson County Scholarship Booth: 15 points. 1st place scholarship = 20 points, 2nd place scholarship = 18 points, 3rd place scholarship = 16 points, alternate scholarship = 15 points.
- At the discretion of the instructor, points may be awarded for exceptional responsibility, participation, and service.

Debate: must participate in 4 tournaments and/or make a positive contribution to the debate team.

Drama: 20 points needed to letter (cumulative from year to year)

Points may be earned in either, or both, the Musical and/or the All-School Play on the following basis:

- 10 points for a major role per performance
- 5 points for a minor role per performance
- 10 points for a major backstage responsibility such as assistant committee chairmanship or other similar work per performance.
- At the discretion of the play director, additional points may be awarded a student for exceptionally faithful attendance and taking of responsibility at rehearsals and performance.
- By the same token, points may be subtracted for irregular attendance at rehearsals, missing of cues and entries if these are consistent behavior patterns.

Forensics: must participate in 4 tournaments and make a positive contribution to the forensics team.

FCCLA: Meet the following criteria:

- Points will be awarded to all FCCLA activities. Student must pay FCCLA dues. Members are asked to attend chapter meetings, participate in fundraisers, and attend activities planned throughout the year. Points will be given to all FCCLA activities and weighted according to amount of time involved. Points needed for lettering each year will be determined by the number of events scheduled for the year. Specific activities for lettering will be identified at the beginning of each school year.

FFA: Earn 45% of all points possible. Points earned through attending and/or placing in local, district and state events.

Instrumental Music: 10 points earn a letter

- Band 4 points
- Pep Band 2 points
- Ensemble 1 point for League, 1 point for State
- Solo 2 points for League, 2 points for State
- Accompanist 1/2 point for each League Solo, 1/2 point for each State Solo (2 points maximum)
- Stage Band 2 points
- Percussion Ensemble 3 points
- Special 1 point for District Band or Orchestra, 2 points for State Band or Orchestra 1 point for League Band
- Lessons 1/2 point per semester (1 point per year)

Vocal Music: 10 pts on Musical year

- Chorus 5 points
- Cole Street Singers 2 points
- Solo 2 points for League (Regional), 2 points for State
- Ensemble 1 point for League (Regional), 1 point for State
- One solo (or more) musical 2 points
- One ensemble (or more) musical 1 point
- All District/All State Choir 1 point each
- Vocal Private Lessons .5 point per sem; 1 point for the year
- Accompanist 1/4 point per number, solo or ensemble
- Credit for Music Performance Groups: The instrumental /vocal music director may petition the high school principal for 1/4 unit of credit per semester for groups meeting outside of regular class time at least five times every two weeks for a minimum of forty minutes per meeting.

Scholars Bowl: To earn a letter, meet the following conditions:

- Must attend at least FOUR meets during the course of the season, answering a minimum of 1 question at each meet.
- AT LEAST half of the attended meets must be VARSITY level competition.
- Participation on a Regional Tournament and/or State Tournament team does count as part of the 4 attended meets.
- Being a member of a team that qualifies for State Tournament competition automatically qualifies a team member to be a letter winner.

**MOUNDRIDGE MIDDLE/HIGH SCHOOL
STUDENT/PARENT/SCHOOL LEARNING AGREEMENT
2023-2024**

A child's success depends on a strong committed partnership between the school and home.

Parent/Guardian Agreement

I want my child to achieve. Therefore, I will encourage him/her by promising to do the following:

- See that he/she attends school regularly
- Provide a quiet time and place each evening for my child to study and read.
- Stay aware of what my child is learning and encourage my child to give their best effort.
- Support the school in its effort to maintain proper discipline.
- Have high expectations for my child as an individual.

Student Agreement

It is important that I work to the best of my ability. Therefore, I promise to do the following:

- Attend school regularly.
- Come to school each day prepared.
- Ask for help when needed.
- Respect and cooperate with other students and adults.
- Do my best on school work and in class.

Teacher/Principal Agreement

It is important that students achieve at a high level for themselves. Therefore, I promise to do the following:

- Provide necessary assistance.
- Provide information concerning student progress.
- Have high expectations for myself, students and other staff.
- Communicate and work with families to support students' learning.

By signing below you are agreeing to the shared partnership between student-parent/guardian-school to ensure success in the 2023-2024 school year.

Signature of Parent _____

Signature of Student _____

Signature of Principal Mrs. Hilarie Hecox _____

Seminar Privilege permission:

My student, _____, is in grade _____. I, _____, give permission for them to participate in Seminar Privilege if they have no more than 2 tardies, grades that are all at a 75% and higher, no behavior reports to the office, and has had no teacher request them.

Signature of Parent _____