

MOUNDRIDGE MIDDLE SCHOOL STUDENT HANDBOOK 2018-2019

MMS FACULTY & STAFF		EXTRA-CURRICULAR Activities	
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If you need to contact our staff: (if you have questions or cannot reach someone, please contact the main office.)

By Phone: 620-345-5500 ext. 201 (Main Office)

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



USD #423 MISSION STATEMENT

The mission of Moundridge USD #423 is to empower all students to contribute successfully as members of the global society. Moundridge USD #423 will know the mission has been achieved when all high school graduates possess:

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. Cooperative and independent learning strategies.

MIDDLE SCHOOL MISSION STATEMENT

*The mission of Moundridge Middle School is to facilitate the development of self-motivated, responsible, respectful students who can demonstrate effective communication and problem solving strategies in an environment of high expectations and standards.
Education is a team effort of families, school, and community.*

MOUNDRIDGE MIDDLE SCHOOL VISION

At Moundridge Middle School, we are committed to high expectations, enthusiastically solving problems through cooperative and mutual respect.

Moundridge Middle/High School Bell Schedule 2018-2019

Moundridge Middle/High School Bell Schedule 2018-2019		Moundridge Middle School Early Release 2018-2019	
1st	8:00-8:51	1st	8:00-8:34
2nd	8:54-9:45	2nd	8:37-9:11
3rd	9:48-10:39	3rd	9:14-9:48
4th	10:42-11:33	4th	9:51-10:25
<i>4th grade lunch</i>	<i>11:00-11:25</i>	5th hour	10:28-11:02
<i>5th-6th grade lunch</i>	<i>11:33-11:58</i>	<i>5th-6th grade lunch</i>	<i>11:02-11:27</i>
5th (class first)	11:36-12:27	6th (class first)	11:05-11:39
<i>7th-8th lunch</i>	<i>12:27-12:52</i>	<i>7th-8th grade lunch</i>	11:39-12:04
5th (class second)	12:01-12:52	6th (class second)	11:30-12:04
6th	12:55-1:46	<i>4th grade lunch</i>	<i>12:00-12:25</i>
7th	1:49-2:40	7th hour	12:07-12:41
seminar	2:43-3:20	seminar	12:41-12:50

Arrival and Departure

The school day begins at 8:00 a.m., and ends at 3:20 p.m. Students should not arrive at the middle school before 7:30 a.m.

4th Graders: Students that are eating breakfast will go directly to the commons and get their breakfast tray. We will have dedicated tables just for 4th grade. Those that are not eating breakfast will go directly to the library where they will sit as directed by the supervisor until the bell rings at 7:55.

5th Graders: If eating breakfast they can get a tray and sit at the designated 5th grade tables in the commons. Those not eating breakfast will also sit at these designated tables.

6th-8th Graders: Students are allowed to go to their locker upon arrival but then are to report to the commons area until the bell rings.

4th-8th Graders: STUDENTS ARE NOT ALLOWED TO GO TO THE LIBRARY (except for the 4th graders) BEFORE THE BELL RINGS. Upon arrival at school, students are not permitted to leave except with written permission from a parent or guardian. Buses depart at 3:25 p.m. All students, unless involved in extracurricular activities or classroom duties should vacate the premises by 3:45 p.m.

Locker Usage

Each student in grades 6, 7, and 8 will be assigned a hallway locker to keep books, notebooks, personal belongings, etc. Each seventh and eighth grade student will be assigned a locker in the P. E. dressing room for the same purpose. Students must keep lockers closed at all times. Students should not leave money and/or valuables in the lockers. All lockers remain the property of Moundridge Middle School. Students who have particularly disorganized lockers may be required to stay after school to clean and organize lockers. Any student who has a locker that is not in working condition should report the locker number to the office so repairs can be arranged. Students who abuse the lockers will be assessed damages. 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 that have been approved by sponsor/coach or principal.

Loading/Unloading at Attendance Centers

Parents delivering or retrieving students from school should do so in front of the middle school. No double-parking in front of the school will be allowed in order to assist the flow of traffic. See map below:



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.
 - a. Technology being brought on the bus is at the discretion of the parent. USD 423 is not responsible for lost or stolen items.
 - b. Devices can not be used to take pictures of yourself or other students on the bus. Flash and loud disturbances will not be allowed.
 - c. Unnecessary conversation with the driver and loud, unruly conversations are prohibited.
 - d. 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.
 - a. 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.
 - b. 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.
 - c. Pupils must never stand in the roadway while waiting for the bus.
 - d. Pupils must not try to get on or off the bus or move about within the bus while it is in motion.
 - e. When leaving the bus pupils must observe directions of the driver.
 - f. Pupils must not throw waste paper, gum or other rubbish on the floor or out the windows of the bus.
 - g. Animals/insects caged or loose, other than trained service animals, as well as blown up balloons or other visual distractions, are not permitted on a bus.
 - h. Pupils must not, at any time, extend arms or the head out of the bus windows.
- During stormy weather when the buses cannot make their routes, school will be dismissed. If the buses do not run, this information will be announced through School Messenger. There may be occasions when the schools will be dismissed early because of weather conditions or other factors. This will also be announced through School Messenger.
- Students requesting to be picked up or let off at some place other than the normal loading or unloading point must present a written request from the parent to the building principal before this permission will be granted.

BICYCLES – SKATEBOARDS – ROLLER BLADES

Students riding bicycles to and from school must meet these expectations:

- Do not ride bicycles on the sidewalks in front of the middle school and high school – walk beside them.
- Students are to use the bike racks for storage of bikes. Use of a bike lock is an option some students may choose to use. The school district is not responsible for loss or damage to bicycles.
- Skateboards and rollerblades are not allowed. Riding them on crowded sidewalks is a hazard and there is no storage for them in the school building.
- No bikes, skateboards, or roller skates are allowed on the track surface behind the school.

TELEPHONE CALLS AND MESSAGES

The telephone at the middle school is a business phone. Students may use the phone to inform parents/guardians about having to stay after school for the Back-On-Track program. Messages can be delivered to students if absolutely necessary. Parents can help the school tremendously by making all necessary family arrangements before the student arrives at school (whenever possible). Even if your student has a phone at the school, it is encouraged that communication go through the office so that electronic devices can be reserved for an emergency. When calling the school office and no one answers, please leave a message on voicemail and someone will get back to you.

VISITORS AT THE MIDDLE SCHOOL

- All visitors should report to the office before going to a classroom.
- Parents are encouraged to visit the school when prior arrangements have been made with the classroom teacher or building principal. Parents are encouraged to make school visitations from October through April. The beginning and ending months of school should be avoided.
- Visitations should not be longer than one hour.
- Parents are welcome to come and eat lunch with their student, but please call by 9:00 a.m. to request a hot lunch. An adult lunch is \$4.00.

ACTIVITIES ATTENDANCE POLICY

K-6 grade students must be accompanied by a parent/guardian to any school district activity unless the student is a participant. Students are not to play or roughhouse inside the facility during the activity. **Students who do not attend school may not attend a district activity that evening. Exceptions must be approved by the Principal.**

ATTENDANCE POLICY

Attendance is very important to a successful learner's school experience. Even though a child makes up the work for an absence, it is very difficult to replace the actual experience of interacting with students and getting the benefit of class explanations and guided practice.

Students are considered absent from school if more than one (1) hour is missed. **The school principal will determine all absences to be either excused or unexcused.** Students will be required to make up work from an unexcused absence in Back-on-Track. If a student is chronically and excessively absent, the school will require a doctor's office statement verifying the illness.

Absences exceeding more than 10% of scheduled school time place the student at risk of failing. A student is considered truant if he/she has missed three (3) consecutive days (unexcused) or five (5) unexcused days during the semester or seven (7) days during the school year. State law and BOE policy on attendance will be mailed to any student's parents when a student accumulates five absences cumulative.

The middle school will make every attempt to work out a positive attendance plan for excessive absences but we are legally obligated to report truancy cases to the SRS or county attorney. It is the responsibility of parents and/or guardians to notify the school office when students are not in attendance. The middle school office should be notified any time before 9 a.m. on the day the student would be absent. The telephone call to the school not only helps the office with the attendance question, but it also helps the classroom teacher prepare for school work that has been missed. If the parent or guardian is unable to make a phone call, students should always bring a written note from home in regard to the absence. The note should be brought with them the day he/she returns to school. Students planning an extended absence need to notify the office as well as the classroom teachers. When the office receives no communication about the student's absence, then it must be considered an unexcused absence.

Tardies

Being prompt to class is an important habit to develop. When a student is tardy to class, a disruption is caused that often distracts the entire class. A tardy is counted for students arriving late in the morning. No excuses will be given for oversleeping or poor management of time prior to school starting. A student arriving late to school must report to the office to be admitted to class.

A student will be allowed five tardies to the first class of the day per semester. Tardies four through nine will result in a parent notification, and a 30-minute lunch detention will be issued. Upon the tenth tardy to school or to hourly classes, a parent conference will be required and a plan will be developed/implemented to address future tardies.

Students will also be allowed five tardies to classes other than a first hour class. On tardies one through five, the classroom teacher will try individual preventative measures. On tardies six through nine, the classroom teacher will complete a discipline report and notify the office of interventions used. Student will serve a 30-minute lunch detention. Upon the tenth tardy to school or to hourly classes, a parent conference will be required and a plan will be developed/implemented to address future tardies.

EARLY SCHOOL DEPARTURE

USD 423 uses School Messenger to notify parents of changes to the school schedule (please have your contact information updated in Power School):

- If weather conditions exist that warrant a change in the normal school schedule, radio and television stations will be notified as soon as a decision has been made.
- We suggest you have a family plan that you have discussed with your child for times when adverse weather is predicted and there is a possibility of closing school early.

If a student needs to leave school for other reasons:

- No student is to leave the school premises during school without prior arrangements from parents/guardian. Any student leaving without permission will be considered unexcused and the necessary disciplinary action completed.
- If parents need to pick up students during school, then it is requested that you come to the office to get the student. Students need to sign out at the office before leaving.

GRADING POLICY

Progress Reports

Communication is vital to the parent, child, and teacher. Proper reporting between the parent and teacher helps to achieve understanding and cooperative action. The middle school uses a combination of conferences, report cards, email, and telephone calls throughout the school term. Parents are also encouraged to log on to PowerSchool through the www.usd423.org website to check their student's grades, attendance and lunch account balance.

Students with an F (64% or below) should take the initiative to raise their grade. Any middle school student failing three out of the following four subjects will be considered for retention: language arts, mathematics, science, and social studies.

There will be two levels of recognition for the all-subject honor roll: High Honors 95%-100%, Principal's Honors 90%-94%.

Missed Assignments and Make-up Work

When requested, every attempt will be made to provide assignments when students are absent. It is appreciated if the following guidelines are followed:

- Parent/guardian should call the office as early as possible in the morning to allow adequate time to collect assignments.
- Brothers and sisters of the absent student may pick up the work, but it is requested that they pick it up from the office instead of going to the classroom
- If students know they will be absent several days in advance, they should be responsible for collecting their own assignments from teachers.

SCHOOL LUNCH PERIOD

The middle school operates a closed lunch session. This means all students are expected and required to remain at school during this time period. Students may eat the school-provided hot meal or students may bring a sack lunch from home.

Cost for meal prices are:

	Full Price	Reduced
Lunch	\$2.95	\$.40
Breakfast	\$1.85	\$.30

Information regarding sack lunches

Student lunches requiring refrigeration must have student name clearly marked on the lunch container. Deliver these lunches to the Middle School kitchen. The lunches will be refrigerated in the Middle School serving kitchen. Exceptions of this procedure will be made for students with medical conditions requiring refrigeration of medication, snack, etc. These items will be kept in the teacher's' lounge refrigerator. **The sending of soda pop in a sack lunch is prohibited.**

No students may leave the school during the lunch period without the expressed consent of the building principal or lead teacher. Student lunchroom expectations include:

- Adhere to the lunchroom expectations.
- Food is to be taken from the lunchroom only with teacher permission.
- Federal guidelines prohibit the trading of food.

- Stay in single-file lines. No saving seats. Use “12 inch” voices.
- Separate silverware when scraping trays. Stack trays neatly. If a student damages a tray or silverware, damages will be assessed.

Students will share in responsibilities of keeping an orderly lunchroom. If a student cannot meet the expectation in the lunchroom, the supervisor will have a conversation with the student. If the inappropriate behavior persists, the student will be asked to visit with an administrator. The administrator will determine the consequence.

The school will provide students with a printed lunch account summary. Students should plan ahead and be responsible to notify their parents when their account is low. It is not appropriate to waste class time for this purpose. **A family will be allowed five charges before they must bring their own lunch from home.**

SEMINAR FOR 6TH-8TH GRADERS

Time Goals and Objectives:

- To obtain extra help from MMS Staff on assignments.
- To take part in additional academic activities arranged by MMS Staff.
- To create an atmosphere of trust for students to have a safe environment to share thoughts and concerns.
- To build self-esteem for all students by fostering a sense of belonging, ownership, and meaningful participation in Study Skills activities and challenges.
- To establish and maintain a setting in which students learn valuable lessons and can have meaningful discussions about topics such as: *Bullying, Goal Setting, Sexual Harassment, Self-esteem, etc*

BACK ON TRACK AFTER SCHOOL PROGRAM

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 their 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 required to stay after school until 4 pm 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.

DISCIPLINE PHILOSOPHY

Disciplined students are essential for 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 following expectations:

- Be Safe**
- Be Respectful**
- Be Prepared and Responsible**

An important part of discipline is learning from inappropriate choices and actions. Student will be involved in resolving their conflicts and taking responsibility for their behavior.

Reporting Incidents of Misbehavior

Incidents of misbehavior can be reported to the principal by staff, substitutes, students, parents, or others. Referrals to the principal may include:

- Repeated incidents--classroom incidents that have been dealt with by the classroom teacher or the adult in charge and have been repeated despite previous action taken. (The student has not been able to solve the problem him/herself.)
- Direct referral--incidents that have been referred directly to the principal by a student or parent, or the principal has observed in a supervisory role.
- Severe disruption--any incident that interferes with a person's safety, could result in bodily harm to a person, could result in damage to property, or significantly interferes with the teaching/learning process.

Sexual Harassment

Moundridge Middle school students are protected from sexual harassment. Sexual harassment is defined as unwelcome or inappropriate sexual conduct against a student. The inappropriate conduct could be of an oral, written, or physical nature. Example of inappropriate conduct could include but are not limited to teasing, leering, passing on rumors, joke telling, or inappropriate touching. Any student who believes that he or she has been subjected to sexual harassment should discuss the alleged harassment with the principal, guidance counselor, or teacher.

Racial Harassment

Moundridge Middle school students are protected from racial harassment. Any student, who believes that he/she had been the victim of racial harassment by a student or employee of USD 423, should report the alleged acts immediately to the building principal or counselor.

Consequences

Consequences are determined by a variety of factors including, but not limited to: frequency, intent, severity, and a review of total circumstances surrounding the incident. Additional consequences may be issued with repeated referrals.

Consequences for inappropriate behavior may include: conference with student and/or parent, student resolutions or action plans as developed by the participants and approved by the principal, referral to the counselor, detention, replacement/repair costs, suspension from use of equipment (i.e. computers, etc.), school or community service options, in-school suspension, short or long-term out-of-school suspension, expulsion, and notification of authorities.

School must be a safe place for all students. Fighting, threats, or acts of violence, intimidation, and other types of harassment will not be tolerated. Knives, guns, weapons of any kind, and/or any object or substance that can be used to inflict bodily injury are not allowed. Infractions will follow BOE policy and may result in suspension or expulsion.

Detention

The student will serve a detention, either in a teacher's classroom or designated room for major violations of school expectations. Multiple detentions may be assigned for repeated violations or more serious offenses.

Suspensions:

In School Suspension (ISS) or Out of School Suspension (OSS), dependent on the severity and frequency, may be given for serious rules violations arising out of: **Fighting, Weapons, Drug/Alcohol/Tobacco, Sexual Harassment, Vandalism, Threats, Bullying, Malicious Injury, Attendance, Stealing, Refusal to serve detention, False fire alarm/misuse of 911 or other conduct that substantially and materially disrupts the educational environment.**

OSS and Expulsion: The student is removed from school for a period of time determined by school officials for a serious breach of regulation or a continued willful disobedience by a student.

The student is not allowed on school grounds for the suspension period.

The student and parents will be informed of the reason for the suspension. All suspensions and expulsion will follow BOE policy and Kansas Statutes.

Notification of Parents

Parents are notified of any behavior that results in a consequence from the principal through written report form, by telephone, email, personal visits, and/or conferences.

Parents of a student receiving an out-of-school suspension or possible expulsion will be contacted by telephone and in writing. A conference will be held if at all possible. The student and parents will be involved in a hearing process following BOE policy and procedures for an expulsion.

DRESS CODE

- ✓ All clothing must be worn in an appropriate and tasteful manner, and as originally intended by the designer.
- ✓ Shoulder straps must be at least 2 inches wide.
- ✓ Students are required to wear shoes at all times for health and safety reasons
- ✓ Shorts and skirts-- hem length should not be shorter than a student's fist length when their hands are hanging at their sides.
- ✓ Leggings or jeggings must be covered by a top that is at least fingertip length.

The following items are **NOT** to be worn at school:

- ∅ Bedroom shoes/slippers or pajamas; shower/spa shoes. Shoes with heels higher than 1.5 inches are not appropriate for the educational environment.
- ∅ Pants worn below the waist or showing clothing/underwear beneath the main outerwear. "Low rider" pants that reveal skin are not acceptable.
- ∅ Shirts that expose the stomach or are low cut in front, back, or sides; excessively tight or see-through shirts are not allowed.
- ∅ No spaghetti straps or strapless tops.
- ∅ Hats, hoods, and stocking caps are not to be worn in the building.

- ∅ Abusive, suggestive or profane language; symbols of illegal substances; or any other words, symbols or slogans that disrupt the learning environment may not be worn on clothing or as jewelry

The principal has the final judgment on the appropriateness of student appearance. Students could be asked to change clothes, wear an article of clothing over the garment, or call home for new clothes. Students are asked to leave coats and bags in their lockers except in emergency cases.

ELECTRONIC EQUIPMENT

The use of cell phones and electronic equipment such as iPods, MP3 players, Kindles, and the like are ***prohibited during the school day***. If a student fails to meet this expectation, the teacher will speak with the student, confiscate the item if necessary, and/or take it to the office. Consequences:

- 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).

INTERNET

Internet access is available to all students at Moundridge Middles School. With this access, students must understand that all school expectations apply to this and that they assume all responsibilities for their actions. The expectations include, but are limited to, good student conduct expectations and the Wide Area Network expectations. In addition, the use of chat rooms without permission is prohibited. The Internet is a valuable tool for our school, but the abuse of this tool could result in the loss of these privileges.

LIBRARY AND MATERIALS USAGE

Any student who destroys or loses library or classroom materials will be assessed a charge for replacement materials. If the student later finds the "lost" material, the fine may be refunded if the item is in good condition and has not already been replaced.

ACCEPTABLE USE POLICY (AUP) FOR THE DISTRICT NETWORK AND INTERNET

Reason 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 pages.

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 Network or the Internet Include, But Not Limited To:

- 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;
- 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.
- Sharing of files or downloading file-sharing programs.

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 less than 18 years of age. The software used by the district blocks websites 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 online 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 has 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:

Passwords

Passwords set for the network are confidential, and in order to maintain security, district users shall:

Use passwords that contain letters and numbers and are difficult to guess;

Type-in passwords at each login (do not set to an automatic login-mode)

Change passwords whenever password may have been compromised.

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.

EXTRACURRICULAR ACTIVITIES

The middle school provides inter-school competition at the seventh and eighth grade levels for boys and girls. Activities currently offered by the middle school include football, volleyball, basketball, track and quiz bowl. The students' participation in extracurricular activities plays an important part in the development of character, leadership, and responsibility. Parents and students are encouraged to visit with coaches and/or sponsors

to discuss the educational values of their student's experience. Sixth grade students participate in a track competition on a limited basis. Moundridge Middle School belongs to the HOA (Heart of America) league. Other schools included in the league are: Bennington, Berean Academy, Canton-Galva, Ell-Saline, Hutch Trinity, Inman, Marion, Remington, and Sedgwick.

Conduct Policy

Rules regarding the personal conduct and appearances of students representing Moundridge Middle 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.

Drug and 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 also on the team/activity members, the program, the school, and the community. Participation in MMS extracurricular 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 extracurricular regulations.

The following policy shall be in effect for the entire school year and all subsequent school years, to include the beginning of athletic practice in August and to end with track. It shall be in effect 24 hours a day and at any place in which the participant may be present.

- Any student involved in a 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.
- **A violation of this policy will result in a student not participating in the next two weeks' worth of extra-curricular activity/events that student was scheduled and/or planning to participate in.** The student will be required to receive a formal evaluation from a competent substance abuse counselor or attend classes established through the school. A list of recommended agencies and individuals will be furnished upon request. It should be noted that this is a minimum penalty and the 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 receives an evaluation or 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 extracurricular 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 the 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.

USD 423 Substance Abuse Testing Policy

USD 423 has now 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 2-3 times per school year or if there is reason for suspicion. Two students per screening will be picked at random by the company that performs the screens, "All In One Safety". For the middle school, extra-curricular activities that the random testing policy applies to our: athletic teams, band and quiz bowl. A positive test will have the same consequences as listed above and may affect the student's privilege of attending school activities.

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 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 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 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 extracurricular activity or any student whose 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 7th grade they will be placed in the middle school pool. Once they enter the 9th grade, they will be placed in the high school pool. Once a student is placed in the pool by a signed consent form, they will remain in that pool until they leave that school.

Procedure

Education- The sponsor/head coach of each extra-curricular activity covered by this policy shall require the attendance of all prospective participants at one or more substance abuse education session prior to the first practice or event in each covered activity. Parents and guardians of participants in extracurricular 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. The form will be signed and dated by both participants and custodial parents/guardians. **No student will participate in any extracurricular 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 USD 423 District Office. 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 USD 423 district office.

1. Students will be required to provide urine specimens, hair samples, or breath samples as follows:
 - a. The District shall determine the number of eligible students to be tested every other week.
 - 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. Generally, 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 borne 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 the student, 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 ineligible to participate in any extracurricular activity including practices, meetings, performances, or competition for 18 consecutive school weeks. After 18 weeks the student will again be subject to the USD 423 student substance abuse testing 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.

SPORTSMANSHIP AND PARTICIPATION

Eligibility Non-Attendance

For a student to participate in an interscholastic activity and/or practice, the student must have been in attendance at school for the full day unless arrangements have been made with the building administrator by 10:00 a.m. the day of the activity. Exceptions to this rule are a doctor's excused absence, a funeral, etc. Illness is not an exception to this rule.

Eligibility Participation

Seventh and eighth graders who participate in extracurricular activities must meet eligibility guidelines each week. Eligibility is reported by teachers every Friday and is effective for the following week. Guidelines for marking eligibility are as follows: Students who represent Moundridge Middle School in an extracurricular activity must meet eligibility requirements. Criteria for marking a student ineligible are below mastery performance on classroom work.

Students also will not be able to participate if they are in OSS on the day of an activity/sporting event. Before a student is declared ineligible for an event, there must be at least two (2) teachers marking ineligibility plus the approval of the principal, or if student is marked ineligible two weeks consecutively by the same teacher.

Eligibility 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 school student 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 School, the Heart of America League, and Kansas State High School Activities Association, and the National Federation of State High School Association.

HOA Artificial Noisemakers

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. With this in mind, parents may purchase a supplemental insurance policy at enrollment. This is not a primary coverage policy. The policy is designed to assist in covering some of the costs that your primary insurance might not fully cover. We encourage the parents to maintain a good insurance policy on their child if they are planning to participate in athletics. The school will have copies of the supplemental policy available for parents upon request. **USD 423 does not provide accident insurance for students.**

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.

Out-of-Town Activity Trips

Transportation will be provided for numerous out-of-town activities. Participants of school-sponsored activities will be required to ride school transportation to and from all scheduled activities (unless emergency situations arise), and will only be released to parents or legal guardians. Parents/guardians taking their student home from the activity must give written notice to the coach or sponsor of the trip before students will be released.

Personal Sports Equipment/Equipment Care

Students involved in sports will be responsible for the purchase of their personal gear. Students will also be responsible for washing and caring for their personal and practice gear.

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.

Release

Students are expected to ride to and from extracurricular activities with their coach/sponsor on school provided transportation. Students may be released to their parent/guardian after the activity but must be signed out with the coach/sponsor before taking the student. If the student needs to leave the activity with someone else other than a parent/guardian, written notice and a conversation with the coach/sponsor must occur 24 hours before the activity.

Sportsmanship Policy

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

- Be courteous to all.
- Know the rules, abide by, and respect the official's decision.
- Win with character and lose with dignity.
- Display appreciation for good performance regardless of the team.
- Exercise self-control and reflect positively upon yourself, team, and school.
- Permit only positive sportsmanlike behavior to reflect on your school or its activities.

EMERGENCY SAFETY INTERVENTIONS

Each district shall develop and implement written policies to govern the use of emergency safety interventions over all schools. At a minimum, written district policies shall conform to the definitions and requirements of these regulations, including that seclusion and physical restraint shall be used only when student conduct meets the definition of necessitating an emergency safety intervention. Parents shall be annually provided with the written policies on the use of emergency safety interventions. The written policies shall include the following:

1. Policies and procedures for the use of emergency safety interventions:
 - a. Policies and procedures shall prohibit the following:
 - i. The use of prone, or face-down, physical restraint; supine, or face-up, physical restraint; physical restraint that obstructs the airway of a student; or any physical restraint that impacts a student's primary mode of communication;
 - ii. the use of chemical restraint, except as prescribed treatments for a student's medical or psychiatric condition by a person appropriately licensed to issue these treatments; and
 - iii. the use of mechanical restraint, except those protective or stabilizing devices either ordered by a person appropriately licensed to issue the order for the device or required by law, any device used by a law enforcement officer in carrying out law enforcement duties, and seat belts and any other safety equipment when used to secure students during transportation;
 - b. written policies developed pursuant to this regulation shall be accessible on each school's web site and shall be included in each school's code of conduct, school safety plan, or student handbook, or any combination of these;

2. school personnel training consistent with nationally recognized training programs on the use of emergency safety interventions:
 - a. Training shall address prevention techniques, de-escalation techniques, and positive behavioral intervention strategies;
 - b. training shall be designed to meet the needs of personnel as appropriate to their duties and potential need for emergency safety interventions; and
 - c. schools and programs shall maintain written or electronic documentation on training provided and lists of participants in each training;
3. written parental notification whenever an emergency safety intervention is used. This notification shall be provided within two school days;
4. documentation of any incident of emergency safety intervention, which shall include the date and time of the intervention, the type of intervention, the length of time the intervention was used, and the school personnel who participated in or supervised the intervention;
5. procedures for the collection, maintenance, and periodic review of the use of emergency safety intervention at each school, which shall include the documentation described in paragraph(a)(4)
6. local dispute resolution processes. Each district shall develop policies that, at a minimum, shall include the following:
 - a. A complaint investigation procedure;
 - b. a procedure for parents to present written complaints to the local board of education to initiate complaint investigation by the local board of education; and
 - c. a procedure for parents, the school, and the Kansas state department of education to receive written findings of act and, if necessary, corrective action from the local board of education within 30 days of filing of a complaint by a parent.
 - d. Each district shall develop a system to collect and maintain documentation for each use of an emergency safety intervention, which shall include the information described in paragraph (a)(4).
7. Information maintained by the school shall be compiled and submitted, at least biannually, to the district superintendent or district designee.
8. Documentation of any school or district's use of emergency safety intervention shall be provided to the Kansas state department of education upon written request of the Kansas state department of education.
9. Each district shall report all incidents of emergency safety intervention to the Kansas state department of education by the date and in the form specified by the Kansas state department of education. An annual report shall be provided by the Kansas state department of education to the Kansas state board of education.91-42-2 (Authorized by and implementing Article 6, Section 2(a) of the Kansas Constitution)

CAMPUS SECURITY

The campus of Moundridge Middle School is equipped with surveillance cameras in and out of the building to help make for a more secure building and to monitor the interior and exterior of the buildings. For the safety of our students the middle school, doors will be locked all day with the exception of 7:30am-8:00am on school days and during extracurricular events. Visitors to the school must ring the bell and be vetted in through our secure door system.

DAMAGE TO SCHOOL PROPERTY

Any pupil who shall intentionally or accidentally destroy, damage, or deface any school property or building shall compensate for such and may be suspended from school.

GIFT DELIVERIES

Delivery of flowers, balloons, candy, gifts, etc. for students are not permitted at school.

SCHOOL SAFETY DRILLS

State law requires at least one fire drill per month and three tornado drills per year. Evacuation maps are posted in each room for fire drill procedures. Tornado drill location assignments are also posted in each room. Emergency light has been installed in all of the tornado shelter areas. Tornado refuge areas have been posted. 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.

The State of Kansas does not require any drills for evacuation or lockdown procedures. However, USD 423 has adopted the school safety model called ALICE. Students and staff practice scenarios twice a year to keep everyone informed about procedure and current practice.

ALICE[®]
TRAINING INSTITUTE

ALERT
Initial Alert may be a gunshot, PA announcement, etc...
Avoid code words.

LOCKDOWN
If Evacuation is not a safe option, barricade entry points.
Prepare to Evacuate or Counter if needed.

INFORM
Communicate real time information on shooter location.
Use clear and direct language using any communication means possible.

COUNTER
As a last resort, distract shooters ability to shoot accurately.
Move toward exits while making noise, throwing objects,
or adults swarm shooter.

EVACUATE
Run from danger when safe to do so using non-traditional exits if necessary. Rallying point should be predetermined.

AliceTraining.com

MEDICINE

When prescription or over-the-counter (OTC) medication(s) is necessary for a student to remain in school, a written order or "Permission to Medicate" form signed by the parent and the physician/provider must accompany all medication to be administered by school nurse or trained school personnel. The first dose of medication must be given at home to insure the student has no adverse reaction. All medications are to be brought to the office before 8:10 a.m. in their original prescription containers. At enrollment parents will be asked to okay a select limited stock of OTC medication. If permission is given and need for OTC medication is deemed necessary by school nurse or trained staff OTC medication will be administered up to 3 times within a month. If student exceeds allowed quantity, parents will be contacted and written orders from physician/provider will be obtained. First aid will be administered in the office and parents will be notified immediately in the case of serious injury or illness.

STUDENT IMMUNIZATION

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 ninety days after admission to school, tests and inoculations as are deemed necessary by the Secretary of the State Department of Health and Environment. These tests and inoculations shall be for:

- **Diphtheria, Tetanus, Pertussis (DTaP):** five doses required. Four doses acceptable if dose 4 given on or after the 4th birthday. A single dose of **Tdap** is required at Grades 7-10 if no previous history of Tdap vaccination regardless of interval since the last Td.
- http://www.cdc.gov/mmwr/preview/mmwrhtml/mm6001a4.htm?s_cid=mm6001a4_e%0d%0a
- **Poliomyelitis (IPV/OPV):** four doses required. Three doses acceptable. One dose required after age 4 regardless of the number of previous doses, with a 6 month minimum interval from the previous dose.
- **Measles, Mumps, Rubella:** two doses required.
- **Hepatitis B:** three doses required through grade 12.
- **Tdap**-required for grades 7-12.
- **Varicella(chickenpox)**-2 doses required for grades K-12. No doses are required when student has history of varicella disease documented by a licensed physician.
- **Haemophilus Influenza type b (Hib):** three doses required for children less than 5 years of age in early childhood programs. Total doses needed for series completion is dependent on the type of vaccine and the age of the child when doses given.
- **Pneumococcal conjugate (PCV7)** four doses required for children less than 5 years of age in early childhood programs. Total doses needed dependent on the age of the child when doses given.
- **Hepatitis A** two doses required for children less than 5 years of age. The first dose is given at 12 to 18 months of age, with a 6 month interval between the first and second dose.
- In addition to the immunizations required for school entry listed above, the 2012 ACIP recommendations also include the following for school children:

- ***Meningococcal (MCV): one dose recommended at 11 years with a booster dose at 16 years of age; not required for school entry.***
- ***Human Papillomavirus (HPV): three doses recommended for males and females at 11 years of age; not required for school entry.***
- ***Influenza: yearly vaccination recommended for all ages greater than 6 months of age; not required for school entry.***

As an alternative to such certification, a pupil shall present one of the following:

1. Certification from a licensed physician stating the physical condition of the child to be such that the tests of inoculations would seriously endanger life or health of such child;
2. A written statement signed by one parent or guardian that the child is an adherent to a religious denomination whose teachings are opposed to such tests or inoculation; or
3. A written statement signed by one parent or guardian that such tests or inoculations are in the process of being received and will be complete within ninety (90) days after admission to school. (Kansas Statute 72-5209 Environment Regulation 2801020).

NON-DISCRIMINATORY STATEMENT

The Moundridge Unified School District #423 does not discriminate based on race, color, national origin, sex, age, or handicap in admission or access to, or treatment in its programs and activities.

NOTICE OF NONDISCRIMINATION

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 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.

PARENTS of WILDCATS (POW)

POW is an acronym for Parents of Wildcats. The purpose of the POW organization is to promote a partnership between students, teachers, parents, and community. The POW organization strives to create effective communication, thereby enhancing education for children. POW is a valuable link because it provides another avenue for active participation. Although fundraising is not POW's primary goal, it allows the organization to make contributions impacting students at MMS.

Membership in POW automatically includes all parents and guardians who have children enrolled at MMS.

PROMOTION CERTIFICATES

Any eighth-grade student that has a bill that has not been paid at the end of the year will not receive a certificate during 8th grade promotion ceremonies. They will however, be able to participate in the ceremonies. Once the bill has been paid the certificate will be awarded.

SITE COUNCIL

The Middle School/High School Site Council is an advisory committee composed of parents and staff that meet to discuss future planning for the middle school. Parents will volunteer to sit on the committee when there is a new opening.

