

**PAOLA MIDDLE  
SCHOOL**

**STUDENT HANDBOOK  
2023-2024**

405 N. HOSPITAL DRIVE  
PAOLA, KANSAS  
66071  
(913) 294-8030  
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[www.usd368.org](http://www.usd368.org)

Name: \_\_\_\_\_

Grade: \_\_\_\_\_

Paola Middle School will focus on the following for all students:

# PANTHER

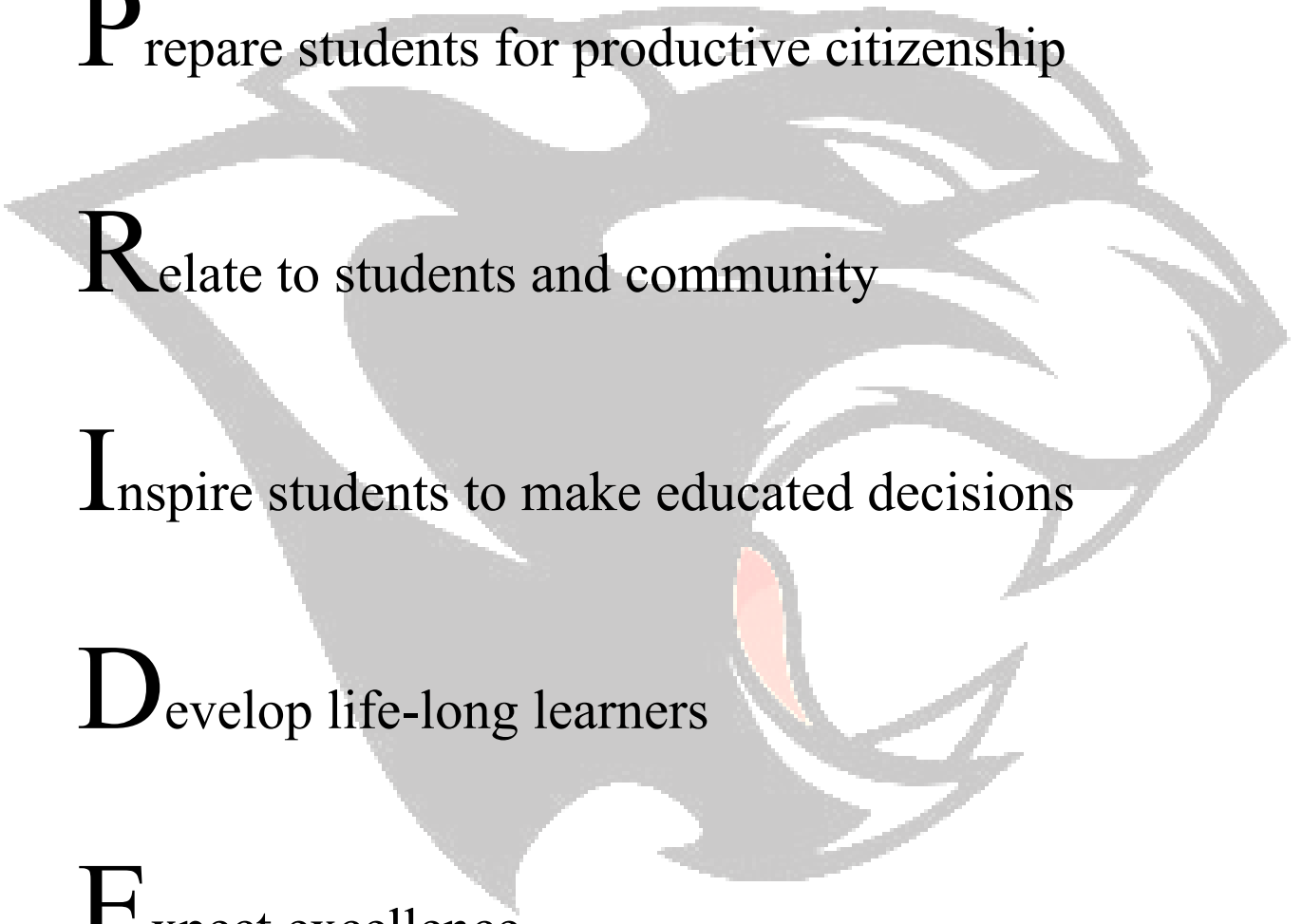
**P**repare students for productive citizenship

**R**elate to students and community

**I**nspire students to make educated decisions

**D**evelop life-long learners

**E**xpect excellence



Welcome to Paola Middle School! Educating every student is our #1 priority. We expect every staff member and every student to be treated with respect and dignity. This handbook will assist you in understanding school policies and in effectively planning and organizing your school day. The handbook is not all-inclusive. **The school administration retains the right to issue penalties for acts of discipline not specifically stated and to alter any penalties as necessary.** The administration also reserves the right to amend any provision in this handbook when it is deemed to be in the best interest of the educational process.

Non-discrimination statement: The USD #368 of Paola, Kansas, does not discriminate on the basis of race, color, national origin, sex, age, or handicap in admission or access to or treatment, or employment in its programs and activities. If you have any questions regarding the above, please contact the principal at 294- 8030.

**ATTENDANCE** - Regular attendance is an integral part of PMS's curriculum. The Board of Education, administrators, and teachers strongly support regular attendance. There is a direct correlation between habits of students today and their work habits in the future. Students' grades are directly related to attendance, for excessive absences usually result in poor grades. Therefore, students are encouraged to develop and maintain regular attendance habits.

An **excused** absence is one that has been classified as such by the building administration. An absence will be classified excused if the student and the parent/legal guardian have followed the building attendance procedure. **Parents should call the school the morning of their child's absence(s).** Absences shall be excused for the following reasons:

1. Personal illness. The school administration may, with due notice to the student or parent/legal guardian; require verification from a physician that an absence is due to reasons of health.
2. Serious illness or death of a family member.
3. Obligatory religious observances of the student's own faith. Administrators and teachers shall avoid scheduling tests, project deadlines, and whenever possible, extra-curricular activities on religious holidays to ensure that students are not penalized for these absences from school.
4. Participation in a Kansas State High School Activities Association activity, a district-approved function, or school sponsored activity.
5. Family emergency situation requiring immediate attention.
6. Absence excused by parent and approved by the principal.

Students under eighteen years of age must comply with the Kansas School Compulsory Attendance Law, (K.S.A. 72-113). School officials are required to report to the county attorney all cases of children who are not attending school as required by law. A child who has reached the age of seven years and is under the age of eighteen years, who is required by law to attend school and is enrolled in school and is either inexcusably absent therefrom on **either three consecutive school days or five or more school days in any semester or seven days during the school year, shall be considered to be not attending school and shall be reported as**

**required by law.**

The principal reserves the right to report to the appropriate agency any student whose attendance falls below 90%, regardless of whether it is excused or unexcused.

An unexcused absence is one that has been classified as such by the building administration. A student is inexcusably absent if (a) such absence is not excusable under 7 reasons listed above, (b) he/she leaves school during school hours without permission, (c) he/she does not attend class, (d) he/she does not attend a required conference or detention period, or (e) he/she fails to comply with building attendance procedures.

Students will be subject to possible in-school suspension and/or a parent meeting when absences are unexcused.

**A student should attend school at least four class periods during the day in order to participate in athletics, dances, or other school activities. This rule is specific for students who are absent due to illness or are unexcused.**

**ACTIVITIES** – All sixth, seventh, and eighth grade students are eligible for membership in Kansas Association for Youth (KAYS). Each 6/7/8<sup>th</sup> grade homeroom may select a representative for Student Council. Students from all three grades may participate in Instrumental Music. Seventh and eighth grade students may try out for Newspaper, Yearbook, Dance Team, and Cheerleader.

**ATHLETICS** - Seventh and eighth grade students may try out for athletic teams. Sports for boys include cross country, football, wrestling, basketball, and track. Sports for girls include cross country, volleyball, basketball, track and wrestling.

**Frontier League** – Paola Middle School is a member of the Frontier League. The league provides us with a schedule of individual opponents for athletic events, league tournaments, and a league track meet. The Frontier League also sponsors choir and instrumental festivals.

**Eligibility** – We are members of the Kansas State High School Activities Association, which requires us to maintain a plan whereby students must maintain academic standards in order to be eligible. KSHSAA guidelines will be followed for eligibility. The Paola Middle School requirements for eligibility are as follows:

1. Enrollment - The student shall be enrolled in and attending a minimum of five subjects of unit weight (or its equivalency) during the present semester.
2. The student must be in good standing. Students who have been suspended out of school may not participate in or attend any extracurricular activities during any part of the day or days they are suspended.
3. Scholarship—The student shall have passed at least five new subjects (those not previously passed) of unit weight, or its equivalency, the previous quarter or the last quarter of attendance. (See Rule 14-1-1, Bona Fide Student and Rule 15-1-3, Enrollment/Attendance.) EXCEPTION: The scholarship requirement would be waived for the first quarter of the 7th grade year. The student would be immediately eligible as long as all other eligibility requirements are met.

- Participation in interscholastic athletic events.
- Performance in music contests where students are ranked or rated to achievement standards. Note: Students who are academically ineligible can still be in band and/or choir and participate in concerts and league music festivals.
- Cheerleader performances.
- Dance Team performances.
- Scholars' Bowl participation. A Scholars' Bowl is defined as an academic contest in which subject matter of at least three of the five academic disciplines required by the State Board of Education for High School graduation are used for competition.
- Student Council – attending meetings and being active officers and/or members.

**Attendance at Home Activities** - Students attending athletic events will abide by the following guidelines:

1. Students will remain seated in the student section during games unless seated with their parents.
2. Students will not play outside of the stadium or gym area. No throwing of balls or other objects will be allowed.
3. Students who leave the stadium or gym must pay to re-enter.
4. Students may go to the concession stands only at halftime or between games.
5. No food or drinks are allowed in the gym.
6. Students will not stand at the rail during football games for safety and traffic flow reasons.
7. Leave the school grounds immediately following a game. After football games, students should wait for rides at the entrance gate by the ticket booth.
8. After basketball games, students should wait for rides at the east entrance door of PMS.
9. On game day, students will clear the building immediately at the end of the school day. Students will be readmitted to the building at game time.
10. Cheer for your team. Be positive! Do not cheer against or be abusive to the officials or the opposing team or fans. Any student whose behavior is considered to be inappropriate may be removed for the remainder of the game and possibly for future games, as well.

**BEHAVIOR** - It is the basic right of each student at PMS to learn, without interference by the behavior of another student. It is important that students understand that acceptable standards of behavior will be expected at all times. Consequences will be administered any time an individual's actions interfere with the basic right of teachers to teach or other students to learn. Consequences for inappropriate behaviors include detention, time out, Friday Night School, in-school suspension, out-of-school suspension, long-term suspension, and expulsion.

Detention time is to be served before or after school as assigned by the teacher or administration. Students and parents will be given 24 hours' notice prior to detentions being served so that transportation may be arranged. In-school suspension requires the student to report to school as usual, but the student is required to spend the time assigned in a supervised setting, apart from other students, working on homework assignments. Out of school suspension

may be from one day to one semester (long term suspension). Students are expected to make up all assigned work. Students are not to attend school functions during the term of a suspension. Expulsion excludes a student from school for the remainder of the school year. An expulsion may last no longer than 186 school days.

Students may be suspended or expelled for any of the following reasons:

1. Use of or possession of tobacco in any form
2. Use of or possession of alcohol, drugs/paraphernalia, or use of any substance that when taken has the same effects of alcohol and/or drugs.
3. Fighting
4. Use of profanity
5. Vandalism of public or private property
6. Creating false emergencies (i.e. fire alarms, bomb threats, calling 911, etc...)
7. Flagrant disrespect of teachers
8. Illegal acts
9. Leaving school without permission
10. General harassment of students or personnel
11. Possession or use of fireworks on campus
12. Possession or use of a weapon on campus

**BULLYING/HARRASSMENT** – Paola Middle School is committed to providing a safe and positive learning environment. With this in mind we understand the seriousness of bullying and harassment. We define bullying/harassment as creating an imbalance of power aimed to hurt or cause harm over a person/group that is repeated over time. This also would include the use of social media. We base this on the perspective of the individual who is subjected to the behavior, not the intent of the delivering party. Sexual Harassment is the unwanted comment, touch or conversation received by an individual.

**How to Report Bullying/Harassment:** Students should report suspected incidents of bullying/harassment to either the Counseling Dept. or Administration. Students can also report these incidents to staff members who will contact Counseling/Administration with the detailed information received from the reporting party.

**How to File a Complaint:** Students can file a complaint in person when they contact any of the individuals in the “How to Report...” section. School Administration recommends that the complaint be in writing.

If a student is in violation of any of the previously described actions it may result in disciplinary consequences. These are listed as follows:

- 1<sup>st</sup> Offense: warning, peer mediation
- 2<sup>nd</sup> Offense: after school detention
- 3<sup>rd</sup> Offense: in school suspension (1-3 days)

- 4<sup>th</sup> Offense: out of school suspension (1-3 days)

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

Emphasis is placed on prevention through the use of guest speakers, hallway posters, and student-led initiatives.

**CAFETERIA** - PMS has a closed lunch period. This means that students are not allowed to leave the school premises during their lunch period. Food from outside establishments is discouraged during the lunch period. Soda pop is not allowed in the cafeteria during the serving of either breakfast or lunch. Breakfast and lunch are served in the cafeteria area every day. Information on free or reduced lunches is given to all students at the beginning of the school year. Free or reduced prices apply to both breakfast and lunch programs for those who qualify. Students may bring their own lunches, if desired. Milk may be purchased in the cafeteria. Students are expected to pick up and deposit their own trash in appropriate receptacles.

**CELLULAR PHONES** - Use of electronic devices in classrooms is not needed as each student has a school issued Chromebook. If students choose to bring their electronic device we request that the device be turned off during the school day and kept in their school issued locker or backpack. Use of any electronic device to record audio, take pictures or record video in areas where there is an expectation of privacy is strictly prohibited and subject to disciplinary action. Use of any electronic device to record audio, take pictures or record video of any student misconduct, or to promote misconduct, is strictly prohibited unless the material is immediately brought to the attention of a staff member.

**CONDUCT AT ASSEMBLIES** - Teachers will accompany and supervise their classes during school assemblies. Students will leave all equipment and personal items in the classroom. Students will enter the assembly area in a quiet and respectful manner. They will remain seated during the assembly and will be respectful to the speaker or performers. Any student whose conduct is inappropriate will be removed from the assembly and future assembly privileges may be lost.

**COUNSELORS** - Each student is assigned a counselor. The counselor's job is to assist students with any problems related to school, whether it is in the areas of academics or social adjustments.

**DAILY ANNOUNCEMENTS** - Daily announcements of information pertaining to student and school activities are made in the morning and afternoon. This information is announced over the P.A. system. It is the student's responsibility to listen and comply with messages in these announcements.

**DISTRICT HANDBOOK** - The Paola USD 368 District Handbook is available on the district's website at [www.usd368.org](http://www.usd368.org), or a print copy upon request from the building and district office.

**DRESS CODE** - Cleanliness, good grooming and appropriate dress are necessary to reduce distractions, promote health, and provide a productive learning environment. Extremes in dress and personal appearance, attire that tends to cause distraction, pose health problems, or conflict with the school's intent to sustain a community that is positive, anti-oppressive, equitable and inclusive will not be allowed at school or school events. As a general rule, all styles of clothing which may call undue attention to the wearer are not appropriate at school. These examples establish limits on what is permissible.

1. Dress should not symbolize, suggest, display or reference: tobacco, cannabis, alcohol, drugs or related paraphernalia, promotion or incitement of violence or any illegal conduct of criminal activities.
2. Dress should not promote, nor, could be construed as or include content that is discriminatory, or that could be reasonably construed as defamatory, threatening, harassing or promoting bias, prejudice or hate.
3. Dress should not interfere with the safe operation of the school, limit or restrict the rights of others, or create a reasonably foreseeable risk of such interference or invasion of rights.
4. Dress shall not promote offensive, lewd, vulgar or obscene images or language, including profanity, hate and pornography.
5. No costumes, masks or other dress wear, including hats and hoods, that obscures identity of the student may be worn unless approved for a school sponsored activity.
6. Tops should cover the body between the belly button and the shoulders.
7. Bottoms should not expose the buttocks or the groin.
8. Underwear may not be worn as outerwear or exposed to view.
9. All students must wear shoes.
10. Any type of chain that is attached to any part of the person or clothing and hanging on the person will not be allowed at school.
11. Dress shall not disrupt the learning environment, or have a reasonable likelihood to disrupt teaching and learning.

**EMERGENCY SCHOOL CLOSING** - Paola USD #368 will utilize the following plan when severe or inclement weather occurs. The superintendent will make an official announcement if school will be closed. The radio and TV stations will be alerted by 6:00 a.m. However, a school closing announcement may be made the previous evening by 10:00 p.m. WDAF, KY102 and KOFO are typically notified. The district text caster messenger system will also be utilized.

**FIRE AND TORNADO DRILLS** - Fire and tornado drills will be held throughout the school year. Teachers will explain drill procedures to all classes at the beginning of the school year.

**FOSTER CARE AND HOMELESS** - Our District Coordinator is Tamara Thomasson, Assistant Superintendent of Schools. He may be reached at (913) 294-8000, for any questions.



**FRIDAY NIGHT SCHOOL** - Students who meet certain criteria will serve a Friday Night School from 3:05-5:05 pm. A student could be required to serve a Friday Night School for negative behavior, failing grades, and tardies subject to the approval of the administration. If a student is required to attend due to failing grades, credit will be given for the work that is completed during that time. Failure to serve Friday Night School will result in ISS the following Monday and attendance at the next Friday Night School.

**GRADES** - PMS has adopted the following grading scale for its students:

100 – 90% = **A** outstanding work

89 – 80% = **B** above average work

79 – 70% = **C** average work

69 - 60% = **D** below average work

0 - 59% = **F** no credit

**I** - work is not complete

Students and Parents are encouraged to utilize Infinite Campus to keep up-to-date concerning grades. Grade cards and progress reports will only be mailed to parents/guardians who do not have internet access and/or request that a paper copy be sent home.

School Board policy states that teachers **must inform** parents when a child is in danger of receiving an “F” for a quarter grade.

At the end of the school year, it may be necessary to determine whether or not a student will go on to the next grade level. A student’s grades, test scores and attendance, as well as, teacher recommendations, parent concerns and social issues will be considered. The student may be placed in the next grade or be retained. The PMS Principal makes the final decision. The student and his/her parents have the right to due process and may appeal the decision to the Superintendent of Schools.

Academic honors may be earned at PMS. The Panther Honor Roll is earned with a 3.0 grade point average with no more than two “C’s” and no grade lower than a “C”. The Principal’s Honor Roll is earned by maintaining a 3.65 grade point average with no grade below a “B”. The Superintendent’s Honor Roll is earned by maintaining a 4.0 grade point average. All three Honor Rolls are computed on a 4.0 scale at the end of each nine-week grading period.

**HALL CONDUCT** - Students are to pass quietly through the halls. Running, pushing, and shoving are prohibited. Sitting in the hallways before school is also prohibited for fire safety reasons. Students are asked to refrain from forming large groups in the halls because this hinders other students from passing. Hand holding, hugging, and kissing will not be permitted.

**LATE WORK POLICY** - Students must turn all work in on time to receive full credit. However, the teacher will accept homework two school days past the due date with a penalty of losing one full letter grade on the assignment. Homework not turned in after the two-day limit will receive a grade of zero. Teachers may, in consultation with the student and parent or counselor, extend a deadline on an assignment, given special circumstances or particular needs of a student.

**LEAVING CLASS OR THE BUILDING** - When it is necessary for a student to leave the classroom, a pass or the planner **MUST** be used. Students who need to leave the building during the day should bring a note written and signed by a parent/guardian that indicates the reason and time for the absence. The secretary will issue a pass to the student for the appropriate time. The student should then come to the office and, with their parent, check out of the building. Upon returning, the student should check back in to the building and will be issued a pass to return to class.

**LOCKERS** - Seventh and eighth grade students are assigned lockers for storage of textbooks and student materials. These lockers are for the personal use of each student and are not to be shared with or tampered with by others. At no time should a student leave money or other valuables in his/her locker. Lockers are the property of the school district and may be opened and contents inspected at any time with reasonable cause. Writing on lockers is vandalism and will be treated as such. All lockers are to be cleaned prior to leaving school at the end of the year. The physical education teacher will assign a locker for gym clothes. Do not give your combination to others.

**MAKE-UP WORK** - Students who are absent from school for any reason will be given the opportunity to make up the work missed. Make-up work will not include any extra or additional work as a penalty for the student's absence. Students are expected to ask their teachers for make-up assignments. However, in the case of extended absences a parent may request assignments and pick them up in the office. Assignments can also be viewed on the school website. Normally, students will have two days for every day missed to complete all required work. Students who complete make-up work on time will receive the grade earned for such work without penalty. Students who do not complete the make-up work on time may receive a failing grade. Students who have been suspended from school must have all work completed upon return from suspension to receive full credit.

**MEDIA CENTER** - The Media Center is available for student use. Students may check out 3 books at a time from the media center. If a student returns a book in damaged condition or loses a book, he/she will need to replace the book and will only be charged the lowest price of the same book.

**MEDICATION** - If it is necessary for a student to take any form of medication at school, a signed note from a parent/guardian must be presented to the office. All medications must be in the **original bottle** and will be kept in, and dispensed through, the office. **THE SCHOOL DOES NOT PROVIDE ANY MEDICATION FOR STUDENTS.**

**METAL DETECTORS** – The principal or other designated school employee may conduct a metal detector check of any student’s person and/or personal effects. If the student refuses to submit to the metal detector check, the principal may take disciplinary action and/or seek assistance from law enforcement.

**NON-RESIDENT STUDENTS** - The superintendent's office makes all decisions regarding students who are not residents of the Paola school district and their attendance at PMS.

**NURSE** - A student who is physically injured while attending school should immediately report the injury to a teacher or to the office staff. If the injury is of a serious nature, a member of the office staff will inform the parents by phone and first aid will be administered. The school nurse is available for emergency situations. The school does not carry an insurance policy covering students. A policy option is made available at enrollment. If a student is injured at school, the school is not responsible for any medical bills that occur.

**PARENT CONFERENCES** - Parents are welcome and encouraged to come to school and to talk with teachers. Whenever parents/guardians have a question regarding their student’s progress, it is suggested that they first contact the appropriate teacher. Appointments with individual teachers may be scheduled through the grade level teachers. Fall and spring conferences will be held on dates determined by the school calendar.

**RECORDS** - Student records are private records that only the parents/guardians and school personnel are allowed to view.

**SCHEDULING OF CLASSES** - Student schedules are completed before enrolling in the next school year. **Changes to elective classes will only be considered during the 1<sup>st</sup> full week of any semester. School administration must approve the change.**

**STUDENT EMERGENCY PROCEDURE** - If a parent wishes to remove a student from school because of an emergency, the parents must contact the school office and explain the reason they want the student excused from school. The student will sign out through the office prior to leaving the campus. Only the school administration can grant a request for emergency leave. State law requires that the school may not release a student unless approved by a parent or legal guardian.

**STUDENT RECOGNITION FOR 8<sup>TH</sup> GRADE YEAR** - At the end of the school year 8<sup>th</sup> grade students may have the opportunity to be recognized for their achievements. This recognition will occur on the last school day of their 8<sup>th</sup> grade year.

**SUBSTANCE ABUSE POLICY** - It is a violation of school policy for a student to violate the laws of the state of Kansas with regard to controlled substances, including, but not limited to, drugs, alcohol and tobacco. The manufacture, possession, use or distribution of a controlled substance, including, but not limited to, drugs, alcohol and tobacco, is prohibited in any of the district buildings, on district property or during a school activity or event not on the district property. District personnel who suspect that a student may be violating this policy shall promptly notify the appropriate school principal of such an allegation. In turn, the principal will immediately notify the proper law enforcement agency and the student's parents. The student suspected of violating this policy will be immediately removed from class or the activity or event in question and be notified of the allegations. Proper due process procedures will be followed that may lead to the suspension or expulsion of the student in the event the hearing officer is satisfied that the student violated this policy. Student athletes in season who are in violation of the Substance Abuse Policy will sit a minimum of 1 contest.

**Trained dogs may be used to search in compliance with Board of Education Policies ICAB, JCABB, JCAC, JDDA. Searches may include student lockers and vehicles parked on USD368 property.**

The district will maintain a drug awareness program for grades K-12. All students will be provided with materials and information regarding assistance programs within the school district and the community. The district will work closely with various agencies to provide the proper support base for any students in need of such programs. All counselors and teachers within the district are encouraged to acquire detection skills to assist students in need of substance abuse counseling and assistance.

**TARDIES** - Students are expected to be in the classroom, in their seats, and ready for class at the sound of the tardy bell. Students who receive two unexcused tardies in the same quarter in a class will be given an after-school detention. Your classroom teacher will notify your parents to set up a time to serve that detention. Upon receiving a fourth unexcused tardy in a class in the same quarter may require the student to serve Friday Night School. This includes being tardy to school. Excessive tardies to school, regardless if excused or not may result in the student having detention after school the same day they are tardy.

**TELEPHONES** - Students should not use the office telephone except in cases of emergency. To limit class disruptions, the administration requests that telephone calls to students be reserved for emergency situations only.

**TEXTBOOKS** - Textbooks are rented to students for use during the school year. Students who lose or damage textbooks will be charged replacement costs. Therefore, it is important to return any textbooks that are found, and to check for lost books in the school office.

**TRANSPORTATION** - Students who are brought to school by parents/guardians should be dropped off and picked up on the **WEST** side of the building. Parents/guardians may choose to have their students ride the bus. Kansas Central School Bus may be contacted for this service at 294-9610. Students are expected to behave on the bus in a manner that supports the safe transportation of all students. Consequences for the infraction, depending on the severity of the incident, will be assigned. Consequences will include a warning, lunch detention, suspension from the bus, or removal from the bus for the semester. Students may not drive to school without a parent/guardian.

**VISITORS** - Parents and patrons of PMS are encouraged and invited to visit the school and to become acquainted with its programs. Tours of the building and grounds may be arranged with the principal. Under **NO** circumstances will students from other schools be allowed to visit PMS while on a holiday in our area. While parents are welcome to the school, any classroom visit must be arranged in advance with the child's teacher(s) and approved by administration. All visitors must report to the office to sign in. Visitor's permits will be restricted and will be granted by the administration to those people who are on official business in the building. People requesting to relay messages to students, teachers, or other employees will stop in the office to make appropriate arrangements. Unauthorized visitors will be asked to leave the school grounds. Those who do not comply will be reported to the authorities.

**WITHDRAWAL OF STUDENTS** - Parents/guardians should notify the school 2 days in advance of a student's impending withdrawal, if possible. The student will receive a withdrawal form and instructions from the counselor's office. All obligations owed the school, such as books and fines, must be taken care of before the transfer will be made official.

Kansas regulations require that school districts develop and implement written policies to govern the use of emergency safety interventions in all schools and that the district's policies should be provided to parents once a year. Below you will find USD 368's ESI Policy.

## **USD 368 Emergency Safety Intervention Policy**

### **GAAF Emergency Safety Interventions (See JRB, JQ, JQA, and KN)**

The board of education is committed to limiting the use of Emergency Safety Interventions (ESI), such as seclusion and restraint, with all students. The board of education encourages all employees to utilize other behavioral management tools, including prevention techniques, de-escalation techniques, and positive behavioral intervention strategies.

This policy shall be made available on the district website with links to the policy available on any individual school pages. In addition, this policy shall be included in at least one of the following: each school's code of conduct, school safety plan, or student handbook.

#### Definitions (See K.A.R. 91-42-1)

“Emergency Safety Intervention” is the use of seclusion or physical restraint when a student presents an immediate danger to self or others. Violent action that is destructive of property may necessitate the use of an emergency safety intervention.

“Seclusion” requires all three of the following conditions to be met: (1) the student is placed in an enclosed area by school personnel; (2) the student is purposefully isolated from adults and peers; and (3) the student is prevented from leaving the enclosed area.

“Chemical Restraint” means the use of medication to control a student’s violent physical behavior or restrict a student’s freedom of movement.

“Mechanical Restraint” means any device or object used to limit a student’s movement.

“Physical Restraint” means bodily force used to substantially limit a student’s movement.

“Physical Escort” means the temporary touching or holding the hand, wrist, arm, shoulder, or back of a student who is acting out for the purpose of inducing the student to walk to a safe location.

“Time-out” means a behavioral intervention in which a student is temporarily removed from a learning activity without being confined.

#### Prohibited Types of Restraint

All staff members are prohibited from engaging in the following actions with all students:

- Using face-down (prone) physical restraint;
- Using face-up (supine) physical restraint;
- Using physical restraint that obstructs the student’s airway;
- Using physical restraint that impacts a student’s primary mode of communication;
- Using chemical restraint, except as prescribed by a licensed healthcare professional for treatment of a medical or psychiatric condition; and
- Use of mechanical restraint, except;
  - o Protective or stabilizing devices required by law or used in accordance with an order from a licensed healthcare professional;
  - o Any device used by law enforcement officers to carry out law enforcement duties; or
  - o Seatbelts and other safety equipment used to secure students during transportation.

#### Training

All staff members shall be trained regarding the use of positive behavioral intervention strategies, de-escalation techniques, and prevention techniques. Such training shall be consistent with nationally recognized training programs on the use of emergency safety interventions. The intensity of the training provided will depend upon the employee’s position. Administrators, licensed staff members, and other staff deemed most likely to need to restrain a student will be provided more intense

training than classified staff who do not work directly with students in the classroom. District and building administration shall make the determination of the intensity of training required by each position.

Each school building shall maintain documentation regarding the training that was provided and a list of participants.

### Documentation

The principal or designee shall provide written notification to the student's parents any time that ESI is used with a student. Such notification must be provided within two (2) school days.

In addition, each building shall maintain documentation any time ESI is used with a student. Such documentation must include all of the following:

- o Date and time of the intervention,
- o Type of intervention,
- o Length of time the intervention was used, and
- o School personnel who participated in or supervised the intervention.

All such documentation shall be provided to the building principal, who shall be responsible for providing copies of such documentation to the superintendent on at least a biannual basis.

At least once per school year, each building principal or designee shall review the documentation of ESI incidents with appropriate staff members to consider the appropriateness of the use of ESI in those instances.

### Reporting Data

District administration shall report ESI data to the state department of education as required.

### Local Dispute Resolution Process

The board of education encourages parents to attempt to resolve issues relating to the use of ESI informally with the building principal and/or superintendent before filing a formal complaint with the board. In the event that the complaint is resolved informally, the administrator must provide a written report of the informal resolution to the superintendent and the parents and retain a copy of the report at the school. The superintendent will share the informal resolution with the board of education and provide a copy to the state department of education.

If the issues are not resolved informally with the building principal and/or the superintendent, the parents may submit a formal written complaint to the board of education by providing a copy of the complaint to the clerk of the board and the superintendent.

Upon receipt of a formal written complaint, the board president shall assign an investigator to review the complaint and report findings to the board as a whole. Such investigator may be a board member, a school administrator selected by the board, or a board attorney. Such investigator shall be informed of the obligation to maintain confidentiality of student records and shall report the findings and recommended action to the board in executive session.

Any such investigation must be completed within thirty (30) days of receipt of the formal written complaint by the board clerk and superintendent. On or before the 30<sup>th</sup> day after receipt of the written complaint, the board shall adopt a report containing written findings of fact and, if necessary, appropriate corrective action. A copy of the report adopted by the board shall be provided to the parents, the school, and the state board of education.

Approved: KASB Recommendation – 6/13

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## **Student Acceptable Technology Use Policy (K-12)**

Paola USD 368 is pleased to offer all students access to district technology. Technology will encompass all media that enhances the educational program for students. Access to technology enables students to become better prepared for their future.

Access to resources around the world makes materials available that may not be considered of educational value. Paola USD 368 realizes it is impossible to control all materials that a student user may discover either accidentally or deliberately. The benefits to students far outweigh the possibility that users may find material that is not consistent with educational goals of Paola USD 368.

Students must have no expectations of privacy when using district technology. All information, browser logs, Web pages, and e-mail created by students shall be considered district property, and shall be subject to unannounced monitoring by district administrators. The district retains the right to discipline any student, up to and including expulsion, for violations of this policy.

This Policy is to ensure that the use of district technology is consistent with the district's stated mission, goals, and objectives. These terms are provided so students are aware of their responsibilities. Access is a privilege provided to the students of Paola USD 368-not a right. Violation of these terms will result in specified consequences.

Student users are:

- Expected to act in a responsible, ethical, legal, and polite manner while using district technology.
- Reminded that school policies against sexual harassment and other forms of discriminatory harassment apply equally to communication on school computer systems.
- Not permitted to transmit, receive, submit, or publish any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, offensive, or illegal material.
- Not permitted to use any computer resource for commercial purposes, product advertising, political lobbying, or political campaigning.
- Not permitted to tamper physically or electronically with any district technology.
- Expected to know and respect all copyright and intellectual property laws that protect the rights of software owners, artists, and authors.
- Not to use another user's password. Logging on as anyone other than you, and/or accessing another user's folders, is not permitted.
- Expected to understand that any computer application, information, Internet browser logs, or e-mail messages in district computer systems are subject to monitoring by the administration. The district retains the right to duplicate any information in the system or on any hard drive.
- Not permitted to install or download any software programs on any computer system.
- To understand using any information obtained via the Internet is at the student user's risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- Will not access the Internet without an approved educational purpose and adult supervision.

Violation of the District's Acceptable Use Policy could result in the loss of technology access, as well as other disciplinary or legal actions. Student users are subject to all local, state, and federal laws.



## **NOTICE OF NONDISCRIMINATION**

### Civil Rights Comprehensive Notification of Paola USD 368

In compliance with the Executive Order 11246; Title II of the Education Amendments of 1976; Title VI of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972; Section 504 of the Rehabilitation Act of 1973; and all other Federal, State, School rules, laws, regulations, and policies, the Paola Unified School District 368 shall not discriminate on the basis of disability, race, color, national origin, sex, or age in admission to or employment in its education programs or activities and provides equal access to the Boy Scouts.

It is the intent of Paola USD 368, Paola, KS to comply with both the letter and spirit of the law in making sure certain discrimination does not exist in its policies, regulations, and operations. Grievance procedures for Title IX and Section 504 have been established for students, their parents and employees who feel discrimination has been shown by the local education agency.

Specific complaints of alleged discrimination under Title IX (sex) and Section 504 (disability) should be referred to:

TITLE IX COORDINATOR: Matt Meek, Superintendent of Schools, 1115 E. 303<sup>rd</sup> St., Paola, KS, 66071; Telephone 913-294-8000

SECTION 504: Matt Meek, Superintendent of Schools, 1115 E. 303<sup>rd</sup> St., Paola, KS, 66071; Telephone 913-294-8000

Title VI, Title IX, and Section 504 complaints can also be filed with the U.S. Department of Education, Office for Civil Rights, One Petticoat Lane, 1010 Walnut St., Suite 320, Kansas City, MO, 64106; Telephone 816-268-0550; Fax: 816-268-0599; TTY: 877-521-2172; Email: [OCR.KansasCity@ed.gov](mailto:OCR.KansasCity@ed.gov).

Matt Meek, Superintendent, USD 368

**USD 368 PAOLA SCHOOL DISTRICT**  
**FOOD SERVICE PAYMENTS AND BALANCES**

Payment and Balances: To allow for convenience of checking meal balances and making payments, the following procedures can be used:

The Infinite Campus food service software will allow you to:

- View balances via the Infinite Campus Portal or Infinite Campus mobile applications. Directions and login information can be obtained from your child's school office staff.
- Access RevTrak through the Enrollment/Supplies link or from the district website under the Food Service link. Also, you may go to <http://usd368.revtrak.net>.
  - Enroll your child and pay meal fees using a RevTrak login and password that you create.
  - Payments will be posted to student's account immediately.
  - VISA and MasterCard are accepted.
  - Transaction fees of \$1.50 are charged per transaction.

Meals Charging Policy: Students will be allowed to charge up to but not exceed \$10.00 for Paid status and \$5.00 for Reduced status at any one time. Ala carte purchases will not be allowed once a student has a negative balance.

Please feel free to contact Bill Rosich, Food Service Director at (913) 294-8005 for questions related to

# Immunization Requirements for the 2023 - 2024 School Year

K.A.R. 28-1-20 defines immunizations required for any individual who attends school or a childcare program operated by a school. Below are the requirements for the indicated school year. Please carefully review the requirements. The usual number of doses required are listed; however there are exceptional circumstances that could alter the number of doses a child needs. If you have questions about your child's immunization status, contact your child's primary care provider or local health department.

**Proof of receiving the required immunizations must be provided to the school prior to the student attending the first day of school.**



## Early Childhood Program Operated by a School Ages 4 Years and Under

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

## KDG - Grade 6

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

## Grade 7

Vaccine	Requirement
Tdap (tetanus, diphtheria, pertussis)	1 dose~
IPV (polio)	4 doses***
MMR (measles, mumps, rubella)	2 doses
Varicella (chickenpox)	2 doses*
Hepatitis A	2 doses
Hepatitis B	3 doses
Meningococcal (MenACWY)	1 dose

## Grades 8-9

Vaccine	Requirement
Tdap (tetanus, diphtheria, pertussis)	1 dose~
IPV (polio)	4 doses***
MMR (measles, mumps, rubella)	2 doses
Varicella (chickenpox)	2 doses*
Hepatitis A <b>NEW FOR GRADES 8 &amp; 9</b>	2 doses
Hepatitis B	3 doses
Meningococcal (MenACWY)	1 dose

## Grade 10

Vaccine	Requirement
Tdap (tetanus, diphtheria, pertussis)	1 dose~
IPV (polio)	4 doses***
MMR (measles, mumps, rubella)	2 doses
Varicella (chickenpox)	2 doses*
Hepatitis B	3 doses
Meningococcal (MenACWY)	1 dose

## Grades 11-12

Vaccine	Requirement
Tdap (tetanus, diphtheria, pertussis)	1 dose~
IPV (polio)	4 doses***
MMR (measles, mumps, rubella)	2 doses
Varicella (chickenpox)	2 doses*
Hepatitis B	3 doses
Meningococcal (MenACWY)	1-2 doses <i>See below</i>

*Students entering 11th and 12th grade having received no previous dose of MenACWY: One dose is required for school entry and this completes the series. Those having received one previous dose of MenACWY, and it has been at least 8 weeks since the first dose: A second dose is required and this completes the series.*

## Notes

- \* Varicella (chickenpox) vaccine is not required if child has had disease **and** disease is documented by physician signature. Without a physician signature, vaccine is still required even if you believe your child has had chickenpox disease.
- \*\* Total doses needed depend on vaccine type and child's age when doses were administered.
- \*\*\* Three doses are acceptable if the 3rd dose was given after 4 years of age and there are at least 6 months between the second and third doses.
- ~ All students in grades 7-12 must have one dose of Tdap regardless of the interval since the last dose of DTaP or Td.

## Additional ACIP RECOMMENDED Vaccines Not Required for School Entry

**Influenza (Flu):** Annual vaccine recommended for everyone 6 months of age and older.

**HPV (Human Papillomavirus) Vaccine:**  
2 doses recommended at age 11 years *See below:*  
2 doses needed if series started at 11-14 years  
3 doses needed if series started at 15 years or older

*Provided by the Jefferson County Health Department*

## **Illness**

Your child should be kept home if he/she: (1) has a temperature over 100 degrees Fahrenheit, (2) is vomiting, (3) has a severe cough, cold or sore throat or (4) has a skin rash of questionable nature. If your child has any of these systems, they will be sent home. Keeping your child home when they are ill prevents the spread of germs to other students. Any child with a fever should be kept home 24 hours after their temperature drops to normal (98.6) without the use of fever reducing medication such as Tylenol or Motrin.

## **Communicable Diseases**

Students with the following communicable diseases will be excluded from school using these guidelines.

**Chicken Pox:** Students may return six days after onset of rash or until lesions are fully encrusted, whichever comes first.

**Influenza (Flu):** State recommends influenza cases in a school setting be isolated at home for seven days following the onset of symptoms, not the date of diagnosis.

**Pink Eye:** If a student has Pink Eye (bacterial conjunctivitis) there is reddening of the eye and large amounts of drainage that cause the eye to crust over. These students should remain out of school until having had 24 hours of antibiotic eye drops.

**Ring Worm:** This is a fungus infection and can affect the scalp, body, feet and nails. The student may return to school after treatment has started, but should not participate in athletic activities involving skin-to-skin contact until the skin lesions are completely healed.

**Scabies:** Scabies is caused by a mite that burrows under the skin causing a rash and itching. The student may return after treatment has started. Treatment of child should include treatment of clothing and bedding.

**Impetigo:** This is a skin infection caused by the staphylococcal bacteria, the same one that causes boils, carbuncles, abscesses, and infected cuts. The student may return to school if receiving treatment. Open wounds should be covered with a clean dressing.

**MRSA (Methicillin Resistant Staphylococcus Aureus):** In the community, most MRSA infections are skin infections that are caused by staphylococcal bacteria that are resistant to certain antibiotics. It appears as pustules or boils which often are red, swollen, painful or have pus or other drainage. The student may return to school if receiving treatment but the site needs to be covered by a dressing.

**Head Lice:** A child who has been found to have live head lice will be sent home. Appropriate treatment must be carried out and proof of treatment must be provided to the school upon return.

**Questions about other communicable diseases should be directed to your child's school nurse.**

## Screenings

**Hearing:** All children have their hearing screened at kindergarten, first, and second and every three years after that through high school (i.e., 5<sup>th</sup>, 8<sup>th</sup>, and 11<sup>th</sup>). Any parent or teacher may request that any student be screened at any time. If a child fails the first screen, a second is done. If a child needs further evaluation, a form will be sent home that parents can take to the student's primary care provider for further evaluation.

**Vision:** All students have their vision screened in kindergarten, first, and second and every other year through high school (i.e., 4<sup>th</sup>, 6<sup>th</sup>, 8<sup>th</sup>, 10<sup>th</sup>, and 12<sup>th</sup>). Any parent or teacher may request that a student be screened at any time. If the vision screening indicates further evaluation is needed, a form will be sent home which can be taken to the student's primary care provider or eye doctor.

**Dental Health:** Students are encouraged to see their dentist on a yearly basis for preventative care. Dental support will be available to students.

## Medication Policy

When a student requires medication(s), the school works cooperatively with the parents and physician to ensure that the student receives the correct medication and amount at the proper time. Only FDA approved prescriptions and over the counter medications are allowed to be administered by school personnel. Over the counter medication will be given per package label dosing instructions unless prescribed by a physician. **Medications for students should be given at home whenever possible.** Even medications requiring doses three times a day can generally be administered while the student is at home (prior to school, after school and at bedtime).

In the event that a medication needs to be given to the student while at school, the school nurse will require the following in order to so:

### Prescription Medications:

1. Needs to be brought to school by the parent in the currently labeled prescription bottle with the following information: the child's name, the name of the medication, the amount of medication to be given, and the time that it should be given. **Note: Most pharmacies will provide you with an additional prescription bottle for medicine that needs to be given at school.**
2. Needs to be accompanied by a Medication Form (can be obtained from the school nurse and/or office personnel or online at [www.usd368.org](http://www.usd368.org).) that has been completed by the Prescribing Health Care Provider and the parent/guardian. The Prescribing Health Care Provider's orders may also be faxed to the school nurse.

3. A Primary Health Care Providers' order for medication(s) needs to be reviewed and updated at the beginning of each school year and all changes in amount of medicine to be given will require a new written order from the Prescribing Health Care Provider. Again, the medication order may be faxed directly to the school nurse.

**Non-Prescription (Over the Counter) Medications:**

1. Must be brought to school in the original labeled container, clearly showing the amount to be given by age, the ingredients and the expiration date.
2. Must be accompanied by a Medication Form with the parent/guardian's signature or a parent/guardian signed note with the child's name, the name of the medication, the amount of medication to be given and the day and time to be given.

**All medications will be maintained in the health room and given out by the school nurse and/or designated school staff. Certain medications (i.e. insulin injection) may require the student to keep the medication with them.**

At the secondary level (Paola High School and Paola Middle School) a student may retain possession of their inhaler, EpiPen and insulin injection. This must be discussed with the school nurse and approved in writing by the parent/guardian and the physician prescribing the medication and documented by completion of Medication Form.