

Student Services

Guidance and Counseling

Developmental school counseling focuses on prevention through developing needed age – appropriate knowledge and skills regarding personal social, emotional, academic, and career domains through classroom guidance, small group counseling, and individual counseling. Parents and students are encouraged to utilize these services by contracting the school counselor’s office.

Student Records

The district collects and maintains only that data about individuals which is necessary in order for the schools to accomplish their primary goals. No information other than that used for personal identification and factual data of a cumulative nature will be collected, maintained, or disseminated without informed consent of the individual and/or the parent or guardian of students.

Directory Information

Certain information is routinely released at various times during the school year. This information is classified as directory information. The following categories are listed as directory information: student’s name, address, telephone number, picture, parent or guardian, date and place of birth; weight, height, participation in and eligibility for officially recognized activities and sports; dates of attendance or grade placement; honors and awards received; and the most recent educational agency or school attended by the student. IF you choose not have any of this information released, you will need to contact the school administration (623-2470.)

Library

A modern, well-equipped library is available for your use. The library is open from 8:15 a.m. – 3:15 p.m. each day of the school week. We hope the library will be used by all of our students.

Library Manners

- Do use the library for study, viewing, listening, and reading. Respect the needs of others for quiet in the library. It is not a place to talk with friends.
- Do treat library materials carefully in order not to tear pages, break bindings, or make marks on materials. Push chairs in place when leaving the library and put waste paper in the baskets.
- Do wait your turn courteously at the circulation desk and politely request service. Return materials on time.
- Do not expect the library to notify you
- Do ask for help when you cannot find what you want. However, do not expect the librarian to do your work for you.
- Know the Library Policies and Regulations.
NO ID CARD – NO CHECKOUT

USD 489 Health Services

The district employs registered nurses to serve the schools for health related needs and health education. Parents should report any special health condition involving their child to the school nurse. If necessary, the school nurse, with the input of

the parents and the health care provider, will develop a special health care plan addressing the specific needs of the student.

Illness / Injury: Students who become ill or injured at school should promptly notify their teacher and report to our Health Office. Students will require parental permission, or the permission of another parent-authorized adult, to be excused from school for a health-related reason. This permission must precede the student leaving the school building. Every effort will be made to contact a parent or guardian in case of serious illness or accident.

Medication Procedure: It is recommended that every possible means be taken to give students medication at home. If it becomes necessary for a student to take any form of medication at school, these steps must be followed.

1. A parent or guardian must complete and sign a Medication Request Form available in the school office or on the school web site
2. The Medication must be in the original, completely labeled container.
3. All medication will be kept in the Health Office. Any exceptions to this must be prior approved.

Immunizations and Health Assessments: Kansas law and USD 489 policy requires all students to meet immunization requirements and to have these records on file at school. **Students not meeting these requirements will be excluded from school.**

Contagious Diseases: Students exhibiting symptoms of a contagious disease or illness will not be allowed in school. A student must be fever-free (oral temperature under 100 degrees), without the benefit of fever-reducing medication, for 24 hours before returning to school. A student with fever, vomiting, severe sore throat, undiagnosed rash or skin eruptions, severe cough or cold symptoms, or red eyes with discharge should remain home.

Screenings: Hearing and vision screening will be conducted as required by Kansas state law and by parental request.

Personal Safety

Some courses, by their nature, require special safety precautions. Students are expected to demonstrate knowledge of and follow safety regulations as required by the instructor.

Anorexia Nervosa and Bulimia

These weight-related disorders have become an increasingly dangerous problem for some students. To help assure the safety of all students (especially those involved in school activities), USD 489 and the Hays Medical Center have formed a partnership to help students with anorexia or bulimia. The following procedures will apply.

- Any student suspected of unusual weight loss will be contacted by school officials; parents will be notified of the concern.
- Students involved in school-sponsored activities and who are suspected of unusual weight loss may be suspended from that activity.

•If suspension from an activity occurs, it will be necessary to complete a physical examination (above and beyond the physical required by the KSHSAA) with medical documentation stating that the student's health is not at risk. When this documentation is produced, the suspension will cease.

•If the tending physician feels that there is a substantial weight-loss problem and involvement in activities could be detrimental to the student's health, the suspension will continue until further medical documentation indicates that the student's health is no longer in jeopardy.

Meal Program

Breakfast and lunch are served in the school cafeteria. All students remain at school during the lunch period. Meals are paid for in the office. There are forms in the office should a family desire to obtain free/reduced meals. Prices are set yearly.

Students should bring additional money two or three days before their account balance reaches \$0.00

NO LUNCH CARD – NO EXTRAS

Lunchroom Procedures

- Students go to the cafeteria and return to class in a group and under the supervision of the 5th hour teacher. The teacher accompanies the group to the assigned serving line.
- A schedule will be provided indicating the time schedule and seating areas in the cafeteria.
- Students enter the cafeteria through the south hall, get their plates, and go to the assigned area. A carton of milk should be picked up at this time. Return carton with plates when meal is completed.
- Good manners are expected at all times.
- At the direction of the supervisor, students assemble at the north end of the cafeteria near the exit door and return to class under the supervision of the 5th hour teacher.
- Students may bring sack lunches to eat in the cafeteria with the 5th hour class. Milk and water are available in the cafeteria. Milk is per carton and can be charged off of a meal ticket.
- Vending machines cannot be used during cafeteria serving times.

Fees

USD 489 charges a \$15.00 workbook and material fee, which is not refundable. Students who enroll during the 4th nine-week period are not required to pay the enrollment fee. Other fees may be assessed depending on electives.

Insufficient Payment

If a check is returned because of insufficient funds, the writer of the check will be notified in writing that they have 10 days to make payment in the form of cash, cashier check, or money order. If payment is not received during this 10-day extension the school district reserves the right to turn the claim over to the Ellis County Attorney.

Books

Textbooks will be supplied at no fee to the student. Each student is responsible for the proper care of books and school materials. A fee will be charged at the end of the

year for books that are severely damaged by the student during the school year.

Student Responsibilities

Identification Cards

Picture Identification cards will be given to every student at the beginning of each school year or upon enrollment throughout the year. The first card will be given to each student. Should the card get lost or damaged, the student will be responsible for replacement. **THE COST FOR REPLACEMENT WILL BE \$5.00**

The identification card is to be with the student AT ALL TIMES when in school. The card also will be used as the student's lunch card as well as their library card. *(Kennedy holds the right to restrict the student from taking extra cookies, milk, or meal if he/she does not have their card at lunchtime. Kennedy also restricts the student from checking out a library book if they do not have their card.)*

Attendance

Regular and punctual attendance is expected and required of all students at KMS. The in-class instruction missed when you are absent is almost impossible to make up. We need to have you in the classroom each and every day.

If you are absent from school, your parents need to call the office by 9 a.m. and state the reason for the absence. If you must leave the building during the day your parent/guardian will need to physically sign you out in the office. (Parents/guardian will need to come to the office to get student, they will no longer be able to meet you outside of the building.) We are now required to follow this procedure for the safety of your child. Upon return the student will be required to sign-in the office but the parent will not be required to accompany them.

The building principal or his designated representatives shall be responsible for determining if an absence is excused or unexcused.

Time missed for truant absences will be made up after school. The student will stay from 3:15 – 4:00 p.m., one afternoon for each class period missed.

Truancy is defined by KSA 72-113 as lawful and inexcusable absence from school for three consecutive days, or five days or more within a single semester, or seven days in a school year. An unexcused absence is defined as absence from school for any significant part of the school day in which a student is not in attendance and the school had not been notified by a parent/guardian. [Board of Education Policy 3.131] "Significant part of the school day" is defined by USD 489 as one period or more. The school will adhere to the requirements of KSA 72-113 informing parents and the county attorney of nonattendance.

Students not living with parents or guardians may be required to provide documentation to excuse their absence. Requested documentation may include but is not limited to: a program of the event attended, or verification from doctors, lawyers, and / or court officers.

All work missed while students are absent must be made up. This is the student's responsibility. Books and worksheets can be picked up in the office after 3 p.m. **Parents should request the student's books when they call in the absence that morning.**

Returning to School

Returning to school following any absence, you are to report to the office to pick up any worksheets or books that may still be there.

Tardies

Students are tardy if they are not in their assigned seats at the beginning of each class. Students who are tardy to school for the first class must report to the office for an admit slip. All other tardies will be handled by the classroom teachers. The time lost for unexcused tardies will be made up after school as assigned by the teacher or by the principal. If tardiness becomes excessive, parents will be called to the school for a conference.

The warning bell will be rung at 8:25 a.m. and the tardy bell will be rung at 8:30 a.m.

Student Conduct and Discipline

No student may interfere with the rights and privileges of others. Every student will follow rules and regulations governing student behavior which have been established by the faculty and administration of Kennedy Middle School, and the school board of USD 489. Behavior rules for all Kennedy classrooms are:

- Follow directions of the teacher immediately
- Follow all the rules in the Kennedy Student Handbook
- Keep your body and objects to yourself and treat everyone with respect and thoughtfulness

All homework issues and minor classroom disruptions will be handled by the classroom teacher. Major discipline and student issues will be referred to the Administration where an office referral may be issued.

Classroom detention: Students may be detained after school at their parent's discretion for inappropriate behavior or for extra help. Arrangements with parents will be made.

In School Suspension

Credit will be given for completed work while a student is in In-School Suspension. Students may be assigned to an alternative setting.

This room is established for placement of a student who persists in violating the rules of good conduct and behavior. In this room, the student is isolated from other students and must spend the entire time of placement engaged in the completion of work assigned by his/her teachers.

When assigned to In-School Suspension, students may be required to do more than their daily class assignments due to missing films, class discussion, etc.

Out-of-School Suspension

Students who are suspended out of school are allowed to make up class work. Out-of-School Suspension will be treated as an absence.

Unacceptable behaviors on school property that may result in in/out-of-school suspension are: fighting, carrying weapons, harassment of other students, habitual disruption of school, constant disrespect of authority, possession of alcohol or drugs, and any other items listed under the KSA 72-8901-72-8906 Suspension and Expulsion Law.

Students are not permitted to attend any school activity or practice on the day(s) they are assigned to In-School or Out-of-School Suspension

Long-Term Suspension or Expulsion or Expulsion from School

Arrangements for a formal hearing will be made within ten days of the suspension to determine the most appropriate disposition of the individual case. This action will be reserved for such situations as continued violation(s) of any published code whereby alternative interventions are deemed ineffective; possession of any item intended for use as a weapon; false fire alarm; or bomb threat.

Smoking/Tobacco

Smoking or the carrying of tobacco-related products is not permitted at school. The violator's parents will be notified of each occurrence. Offenses will result in, in/out-of-school suspension. For purposes of enforcing this smoking/tobacco use policy, and student possessing a lit or unlit cigarette, or holding a package of cigarettes/snuff, will be considered using tobacco.

Drugs/Alcohol

Refer to USD 489 Board of Education Policy on Substance Abuse (copies of handbook are in the Kennedy office.)

Drug Dog Search

May 21, 2007

At the request of the Superintendent or Acting Superintendent of Schools, Law Enforcement Officers may use trained dogs on school premises to identify property which may contain illegal or illicit materials and to determine whether materials are present which may threaten the general health, welfare, and safety of students and/or district employees. Trained dogs may be used for general searches or for specific locations.

Personal Conduct

Fighting, profanity, lewd and obscene terms, defacing property, and abuse or misuse of privileges are all a part of disrespect and are not permitted. Our basic philosophy is that any variations in personal conduct that disrupt or interfere with normal class procedures have no place in the school. The school's time-honored purpose is to promote educational, social, and emotional growth of the individual and must be respected by all and preserved by the school and its officials.

Snowballing

Snowballing is a dangerous and inconsiderate act and is prohibited on the premises and areas adjacent to Kennedy Middle School.

Gum, Candy, and Seeds

Due to cleaning problems and classroom disruption, gum, candy, and seeds are not allowed in our school during regular school hours, unless given during class by a teacher.

Weapons Policy

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

Violation of policy with regard to possession/use of explosives, firearms, or other weapons as defined in current law shall result in expulsion from school for a period not to exceed one calendar year. For more information, refer to USD 489 Board of Education policy 3.317.

Interrogation and Investigation

Building administrators and others designated by the superintendent may conduct investigations and question students about infractions of school rules or the student conduct code.

If there is reason to believe a violation of criminal law has been committed, the principal shall notify the appropriate law enforcement agency and may request further investigation of the alleged violation.

COORDINATION WITH LAW ENFORCEMENT

RESOURCE OFFICER: OFFICER JEFF RIDGEWAY

School administrations may meet periodically with local law enforcement officials to discuss the district's policies and rules regarding law enforcement contacts with the district.

INITIATED BY SCHOOL ADMINISTRATORS AND CONDUCTED BY LAW ENFORCEMENT OFFICERS

When law enforcement officers conduct an investigation and/or question a student(s) during school hours, the building principal shall make reasonable attempts to contact parents, guardian or representative of the student(s) prior to questioning. To the extent possible, reasonable requests of the parents, guardian or representative shall be observed. Notification or attempted notification of parents, guardian, or representative shall be documented by the administrator involved. If a student's parents, guardian, or representative is not present during questioning of a student, the principal shall be present.

INITIATED BY LAW ENFORCEMENT

The administration shall cooperate with law enforcement officers who are conducting investigations of suspected child abuse. Law enforcement officers shall not be permitted to conduct investigations during school hours except in demonstrated emergency situations. If a demonstrated emergency is found, the principal shall require identification of law enforcement officials and reasons for the interrogation of investigation of a student. If the principal is not satisfied with either the identification or the reason, the request shall not be granted. The principal shall attempt to notify the superintendent and the officer's supervisors of the reasons for the refusal.

VIOLATIONS OF CRIMINAL LAW

Information on criminal conduct shall be turned over to law enforcement officials.

TAKING STUDENTS INTO CUSTODY

Students shall not be voluntarily released by school officials to law enforcement authorities unless the student has been

placed under arrest or taken into custody by law enforcement or SRS. Reasonable effort shall be made to notify the student's parents, guardian or representative when students are removed from school for any reason by law enforcement authorities.

INTERROGATIONS AND INVESTIGATIONS

Notification efforts shall be documented. Parents shall not be notified by school officials when their child is taken into custody by SRS/or law enforcement as a result of allegations of abuse or neglect.

When a student has been taken into custody or arrested on school premises without prior notification to the building principal, the school staff present shall ask the law enforcement officer to notify the principal of the circumstances as quickly as possible.

DISTURBANCE OF SCHOOL ENVIRONMENT

Law enforcement officers may be requested to assist in controlling disturbances at school and if necessary to take students or other persons into custody.

[USD 489 Board of Education policy 3.380]

Nondiscrimination

Discrimination against any individual on the basis of race, color, national origin, sex, age, disability, handicap, or religion in the admission or access to, or treatment or employment in the district's programs and activities is prohibited. The Superintendent has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973. The provisions of these laws, and the rights they provide, are available from the compliance coordinator.

Bullying Policy

Students will remain aware of bullying behaviors and will refrain from such behaviors. Students are committed to healthy, respectful relationships with others. Bullying involves repetitive, reoccurring, hurtful peer abuse where there is an implied imbalance of power physically, emotionally, or socially.

Sexual Harassment

What is sexual harassment? Sexual harassment includes (but is not limited to) unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. It could be student-to-student, staff-to-student, student-to-staff, or staff-to-staff. Sexual harassment could be perceived as intimidating, hostile or offensive. It could also be directed toward someone because of his or her gender.

Examples of sexual harassment include but not limited to:

- sexually oriented verbal "kidding";
- sexually suggestive remarks, gestures, or jokes;
- remarks of a sexual nature about one's appearance;
- defaming the reputation of an individual by implying sexual involvement through verbal rumors or written notes or graffiti;
- displaying offensive sexual illustrations;
- pressuring or requesting sexual activity; and
- pulling at clothing in a sexual way

Sexual harassment will not be tolerated in USD 489. Regardless of whether they are reported or not, sexual harassment problems have negative consequences in the workplace and classroom and can seriously affect the safety, health, and self esteem of the individual. The USD 489 Board of Education's policies concerning sexual harassment are on file in the offices of the principals and counselors.

Any student who believes he or she has been subjected to sexual harassment should discuss the alleged harassment with the principal, guidance counselor, or another certified staff member. Complaints of sexual harassment will be promptly investigated and resolved. Every effort will be made to preserve confidentiality for both the accuser and the accused, to the extent the investigative process allows.

School Collection of Money

Collection of Money at school will be held to a minimum. Whenever it is necessary for children to bring money to school, parents will get a letter explaining the collection.

Dress Code

This dress code is intended to promote appearance that refrains from interference with the intended function of the school or school activity or creates potential health and safety hazards. Neatness and cleanliness of personal hygiene is encouraged at all times.

For reasons of health and safety, shoes must be worn. Except in those situations where approved by a school-sponsored group or activity in advance of an activity, hats should not be worn during school hours.

Items of apparel that are considered distracting, unsafe, offensive, revealing, or suggestive (direct or indirect reference to alcohol, drugs, sex, profanity, gang affiliation, Satanism, tobacco, etc), should not be worn. Students dressed inappropriately may be asked to secure the proper attire before returning to class.

Coaches and sponsors of extracurricular activities may individually set additional guidelines to serve the best interested of their organizations.

"Appropriateness of dress appearance" will be determined by and enforced by the administration on an individual basis.

TATOOS & PIERCINGS OTHER THAN IN THE EARS WILL BE COVERED.

Assemblies and Special Programs (Refer to Board Policies for special instructions) Programs, assemblies, athletic events, etc., held during school hours are considered part of the school program. All students will remain in attendance for each of these special activities. We expect our students to remain seated and quiet during performance in our school, being discourteous to our guests will completely destroy the image we are trying to maintain. The opposing teams deserve to be treated with respect. We hope to win but we must also learn to lose with honor.

Parents are cordially invited to attend all athletic events and special assemblies.

Bicycle and Visitor Parking

Bicycle racks are available at the northwest corner of the parking lot. Please put bicycles in the rack. Locks for bicycles are recommended.

Visitors should, whenever possible, park next to the building in order that our PE students will be able to use the parking lot for activities.

NO SKATES OR SKATEBOARD ARE ALLOWED

Building Traffic Regulations

If all students follow these simple rules, problems in the hallways will be kept to a minimum.

- *Walk*; do not run in the halls or on the stairs.
- Always keep to the right.
- Never push or shove in our school
- You may visit, but do not shout or yell
- Keep traffic moving. *Walk*.

Acceptable Use Agreement USD 489

USD 489 offers a comprehensive system of technological equipment. Users may have access to internal and external resources in order to retrieve and process information exchange.

USD 489 assumes responsibility for the management of the structure, hardware, and software that allow users access to information technologies for educational purposes. District equipment includes (but is not limited to) computers, drives, printers, scanners, networks, video, and audio recorders, cameras, photocopiers, telephone, modems, and other related technological resources. Software includes (but is not limited to) computer software, print and non-print resources.

Networks include (but are not limited to) all voice, video, and data systems, including the district's internal network and the Internet.

The purpose of these technology systems is to facilitate communications in support of education and research that is consistent with educational objectives and the outcomes for USD 489. The school district reserves the right to monitor all use of technology systems. The district may, at its discretion, review any and all technology systems accessed by users. Such monitoring may be conducted without notice.

Acting as agents of USD 489, the administration will determine whether or not specific use of the technology systems is appropriate and/or consistent with acceptable use. The decision is final. The use of district technology systems is a privilege and may be revoked at any time. USD 489 is not responsible for any actions taken by the users that not support the purpose and outcomes of USD 489.

Prohibited User Activity may include but is not limited to:

- Using, possessing, or distributing media containing applications or data inconsistent with educational objectives.
- Using the technology systems for personal or private business, for product advertisement or for incurring financial commitments over the internal or external network.
- Using the technology systems to disrupt the activity of others, to harass or discriminate against other, to gain unauthorized access to computer systems or programs, or to initiate any type of virus in any computer system or program.
- Using profanity, obscenity, discriminatory language, vulgarities and other inappropriate language, graphics or sound.
- Using the system to obtain or disseminate pornographic and/or sexually suggestive content.

- Revealing any personal, confidential, or private information about another individual such as home address, phone number, etc.
- Representing oneself as someone other than who you are.
- Using someone else's account number or password or allowing someone else to use your account number or password.
- Trespassing in folders not authorized to users.
- Damaging equipment or intentionally wasting resources.
- Removing hardware and/or software from the premises without prior authorization.
- Violating any federal or state copyright or unfair trade law.
- Violating and federal, state, local, common law, or criminal law.
- Conducting any activity that exposes the district to litigation or expenses.
- Violating any laws that might suggest libel or slander.
- Personally benefiting from the sale of "User-Developed Subject Matter" created while under the supervision or employment of USD 489.

Lockers

Seventh and Eighth grade students will have lockers assigned by their homeroom teachers. If you have a problem with your locker, contact your homeroom teacher. **Adhesive stickers will not be tolerated in lockers.**

The normal flow of traffic from class to class just about fills the hallways. To eliminate extra traffic, students should carry books for the morning session (the first three hours) with them until the start of fourth. Then carry books for the afternoon sessions (the last four classes) so you will not have to return to your locker after each session.

You will find that you have a lot more time to visit and relax between classes by following this procedure.

Telephone

Students will not be called to the telephone except in cases of emergency. The office staff will accept messages and deliver them to students. In emergency cases, a telephone for student use is provided in the main office, but students must have permission from the office to use it. Cell phones are prohibited during school hours and upon arrival to school until 3:15 p.m.

Personal Property

Each student should assume the responsibility of taking care of his or her own possessions. The school district does not carry insurance on students' personal property items and is not responsible for lost, stolen, or damaged property.

School personnel reserve the right to search student's lockers and any personnel property brought onto USD 489 Property.

The following suggestions are made to help prevent losses and to aid in the recovery of lost items.

- Place your name in or on all of your books, purses, billfolds, calculators, wearing apparel, etc., so that such articles may be identified and returned when found.
- Do not bring unnecessary items to school
- Do not carry purses or other possessions that are unnecessary around from class to class. The more items you carry, the easier it will be to lose or misplace one.

- Take care of your books and other possessions. Do not leave them in classrooms, in locker rooms, or in the hallways.
 - **Bring no more money to school than is necessary.** If you must bring a large sum of money, you may check it in the office.
 - Students in physical education should lock all possessions in their lockers during class.
 - If you lose something, check daily at the office. If a valuable item is lost, report it to the office or to a teacher immediately. Take found items to the office.
 - Games on graphing calculators are prohibited as well as any other game devices during school hours.
- KENNEDY MIDDLE SCHOOL IS NOT RESPONSIBLE FOR LOST OR STOLEN PROPERTY.**

Property Damage

Students who destroy or vandalize school property will be required to pay for losses or damages. Willful destruction may result in disciplinary action. Accidental damage should be reported to the office immediately.

Theme for Character Education 2007-2008

Watch your **thoughts**, they become **words**.
 Watch your **words**, they become **actions**.
 Watch your **actions**, they become **habits**.
 Watch your **habits**, they become **your character**.
 Watch **your character**, it becomes **your destiny**.

At Kennedy Middle School we will be focusing on "A **Word of the Month**" in an effort to continue to foster an atmosphere of the **Golden Rule: Treat others as you want to be treated.**

2007-2008 Character Education Words

September – *Attentiveness*
 October – *Sportsmanship*
 November – *Citizenship*
 December – *Generosity*
 January – *Tolerance*
 February – *Integrity*
 March – *Perseverance*
 April – *Kindness*
 May – *Self-reliance*

STUDENT ACTIVITIES

Athletics

Eighth grade boys interested in athletics may participate in football, basketball, wrestling, and track. We offer volleyball, basketball, and track for 8th grade girls. Seventh grade boys may participate in wrestling and track, and 7th grade girls may participate in track. Athletes are expected to keep up with class work. Students who do not get assignments turned in may be excluded from practices/events until the necessary work has been completed. Our coaches and teachers collaborate on a regular basis so that all are aware of how the athlete is doing in the classroom.

We offer intramural activities for 6th and 7th grade boys and girls not involved in interschool sports. Intramurals for 7th and 7th grade include basketball, volleyball, dodge ball, softball, etc.

Eligibility

In order to participate in athletics, cheerleading, or the dance team, students must comply with the eligibility requirements of the Kansas State High School Activities Association.

These include:

- A KSHSAA physical form signed by a physician, student, and parent indicating the student is physically fit to participate. This physical shall not be taken earlier than May 1.
- An 8th grade student who reaches 15 on or before September 1 is ineligible for competition at the 8th grade level.
- Students must have passing grades in five subjects the previous semester. Students in activities must also turn in a signed Emergency Card and the Drug and Alcohol Policy form.

Insurance Coverage

USD 489 does not provide insurance to cover injuries involving students. The district does, however, provide a \$10,000 deductible catastrophic insurance policy, which becomes effective when a parent's responsibility reaches \$10,000 for students who participate in any Kansas State High School Activities Association (KSHSAA) sanctioned activity. The district also purchases a rider that lowers the parent's deductible to \$3,500 for students involved in athletic activities sanctioned by the KSHSAA. Questions regarding optional insurance for all district students should be directed to the building principal.

Student Council

The Student Council is the student-governing body at Kennedy Middle School. Officers and representatives will be elected early in the year. Students who are willing to work to make the school better are requested to petition for offices and membership in the Student Council. Students must maintain a C average in order to be a Student Council Representative.

Regular meetings will be held during activity period.

Peer Helpers

Peer Helpers is a group of about forty students who are selected by their peers to be natural helpers built into our environment. These students increase their knowledge and skills of listening, communication, helping, adolescent issues, and friendship skills. It is our belief that during adolescence teens tend to turn to their friends first, by providing additional training each year to a segment of students, they can learn how to positively help and care for one another. Those students work closely with Ms. Hohmann in promoting a positive, safe, welcoming learning environment for all students. They, also, build leadership skills through such projects as Jump Start, orientation of new students, kindness activities, working with elementary schools and students, and many other projects.

Desktop Publishing

Profiles is Kennedy Middle School's annual yearbook. It is produced by students from the yearbook class. Copies of the yearbook can be purchased at the beginning of school when

other fees are paid or during the yearbook sale in the spring. Desktop Publishing students produce the student newspaper, *Golden Shamrock*.

Fun Nights

Several school fun nights will be held this year. These fun nights are sponsored by the school. Each student is encouraged to attend and take part in the activities.

Fire and Tornado Drills

Fire drills are of the utmost importance. Buildings may come ablaze in a very short period of time, and fires in large buildings such as this are often related to an accumulation of gases. This means that prompt and orderly evacuation is vital to the safety of students. Teachers are requested to discuss with students the importance of fire drills and the following procedures:

- **When the alarm sounds, students should leave the room as quickly as possible.**
- **Do not run or push. Think of other people.**
- **The last one leaving the room should close the door.**
- **You are to move beyond the east side of the building or to the extreme west part of the parking lot depending on which exit is used.**
- **When the signal is given, return right away and in an orderly manner to your classroom.**
- **We will have nine fire drills a year.**

Tornado watch indicates that conditions are such that tornados may occur in a given area. A *tornado warning* indicates that a tornado has been sighted in the immediate area. Classrooms will be notified either by a member of the office staff or by an air horn signal. Teachers should remain with their classes and proceed as follows:

- **Open classroom windows**
- **Proceed to the assigned shelter areas in a quiet and orderly manner.**
- **All third-floor rooms will use the hallways in the newer part of the building.**
- **All second-and first-floor rooms will use the hallways in the newer part of the building**
- **All people in the industrial technology area and Little Theater will stay in those places.**
- **Office staff and custodians will maintain a watch until it is necessary to go to the shelters.**
- **We will have four tornado drills a year.**



Crisis Plan/Emergency Procedures

The Crisis Plan is a guide to students and staff for effective prevention or response to emergency situations that might arise. These include natural disasters, accidents, and acts of violence, death/suicide, and classroom. School wide drills are held periodically to maintain familiarity with emergency procedures and readiness for response to a crisis.

School Bus Safety

Follow These Rules on the Bus

1. Observe same conduct as in the classroom.
2. Be courteous, use no profane language.
3. Do not eat or drink on the bus.
4. Keep the bus clean.
5. Cooperate with the driver.
6. Do not smoke.
7. Do not be destructive.
8. Stay in your seat.
9. Keep hand, hands, and feet inside the bus.
10. Bus driver is authorized to assign seats.

Getting On and Off the Bus

1. While waiting to get on the bus, stand away from the bus, where the driver can see you. Don't walk up to the bus until the driver opens the door for you.
2. After you get off the bus, turn toward the front of the bus and take ten giant steps. Look back at the driver- be sure he or she sees you. Wait for the driver to give you a signal, and then walk in front of the bus and cross the street.
3. If you have to cross the street, always walk in front of the bus, where the driver can see you, and might back up and run over you.
4. Do not run and play on the sidewalk or in the street while waiting for the bus. Wait quietly on the sidewalk or, if there is no sidewalk, back away from the street.
5. If you drip something and it falls under his bus, tell the driver. **DO NOT REACH UNDER THE BUS.**
6. Get on and off the bus quietly. Never push or shove at the door, and always use the handrail.

USD 489 Board Policy 3.721 CONDUCT ON SCHOOL BUSES:

Transportation privileges will be lost for a period extending to a maximum of the remainder of the school year for a pupil who either persistently violates the rules or commits a major "violation"

Crisis Building Codes

Code Yellow: Lock outside doors. Keep Students in the building. No one enters or leaves the building without permission from the office.

Code Red: Lock Down. Keep students in classrooms and lock all inside and outside doors. Keep away from windows. Those in hallways should go to the first available classroom.

Code Green: Evacuate to your designated area. Wait for further instructions.

Code Blue: All available personnel report to the office.

Proofreading Skills

- A.** Did you identify paper with proper heading?
- B.** Did you answer the question(s) and all the parts?
Example: *Does your teacher want you to list, organize sequentially, restate the question to focus your answer, etc, as requested?*
- C.** Did you use writing techniques appropriate to your subject area?
Example: Organization, word choice, sentence fluency, conventional, content, punctuation.

Common Vocabulary/Language for Computational Activities		
Addition sum total increase more than add simplify	Simplify means to make simpler reduce fractions to lowest term combine terms find the answer	Equation operation
Division quotient divide simplify	Subtraction difference decrease less than Minus simplify	Multiplication product times double twice simplify
Mean average		
Regrouping borrowing carrying	Simple Fractions improper fractions common fractions mixed numbers improper fractions	

SCHOOL IMPROVEMENT

Kennedy Middle School will be addressing Math and Reading goals for the 2003 – 2008 school improvement cycles. Strategies implemented to improve student performance include Thinking Maps and a school-wide problem solving model.

Goals:

- All students will improve problem solving skills in all areas of the curriculum.
- All students will read and understand a variety of texts and demonstrate knowledge in all areas of the curriculum.

Thinking Maps

Dr. David Hyerle's Thinking Maps will be implemented as a school-wide intervention to address both problem solving and reading comprehension. Thinking Maps were created as an instructional method that would unite teachers and carryover throughout all types of lessons. Hyerle created a "common visual language" by developing eight organizers to help students arrange various types of information in a systematic way. Using the Thinking Maps school-wide allows the students to see the organizers being used in a variety of situations, which according to Hyerle, allows students to learn "more effectively and efficiently"

Thinking Maps (2004)
Retrieved November 21, 2004 from
<http://www.thinkingmaps.com/hthinkmap.php3>

Please visit the link below for more information:
<http://www.thinkingmaps.com/hthinkmap.php3>

Problem Solving

A purpose for developing a problem solving method at Kennedy Middle School is that currently a school-wide model does not exist. The National Council of Teachers of Mathematics (NCTM) and cognitive scientist, George Polya are the foundations of research supporting the implementation of a problem solving method. "Polya explained in How to Solve It that to solve problems requires the study of methods and rules of discovery and invention."

(www.gap.dcs.stand.ac.uk/history/Mathematics/Polya.html)
Retrieved November 21, 2004 from
<http://www.gap.dcs.stand.ac.uk/history/Mathematics/Polys.html>

IDEAL

Identify the problem

Define the problem

Explore strategies

Act on ideas

Look Back