

# SCOTT CITY MIDDLE SCHOOL

STUDENT HANDBOOK 2016-2017

## MORNING SCHEDULE

7:30am .....Students may enter the building  
7:45am .....Students report to classrooms  
7:50 am .....**Tardy Bell** Students must be seated in classroom  
7:50-8:44am .....1<sup>st</sup> Hour  
8:47-9:31am .....2<sup>nd</sup> Hour  
9:34-10:18am .....3<sup>rd</sup> Hour  
10:21-11:05am .....4<sup>th</sup> Hour  
11:08-12:55pm .....5<sup>th</sup> Hour

## LUNCH SCHEDULE

11:25 – 11:55 am .....5<sup>th</sup> Grade Lunch  
11:55 – 12:25 pm .....Lunch Group 1  
12:25 – 12:55 pm .....Lunch Group 2

## AFTERNOON SCHEDULE

12:58-1:42 pm .....6<sup>th</sup> Hour  
1:45-2:29 pm .....7<sup>th</sup> Hour  
2:32-3:16 pm .....8<sup>th</sup> Hour

This School Agenda Belongs To:

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

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

# Table of Contents

## **Welcome.....2**

Mission Statement  
Nondiscrimination Statement  
SCMS Handbook Access  
Change of Contact Information

## **School Closing.....2**

## **Attendance.....3-4**

## **Daily Procedural Items.....4-6**

ID Cards  
Cafeteria Expectations  
Chewing Gum  
Hall Passes  
Backpacks  
Hallway & Athletic Lockers  
Dress Code  
Headphones/Earbuds  
Cell Phones  
Visitors  
Leaving & Returning During the School Day  
Lost & Found  
Students Driving to School  
Fire, Tornado, & Crisis Drills  
School Dances

## **Grading & Eligibility.....7-8**

Grading Scale  
Cheating & Plagiarism  
Academic & Eligibility Guidelines  
KSHSAA Activities  
Retention  
8th Grade Promotion  
Student Extracurricular Eligibility

## **USD #466 Policies & Services.....8-9**

Accident Insurance  
High Plains Educational Cooperative  
Food Service Policy  
Sexual Harassment  
Drug & Alcohol Policy  
Family Night  
Kansas School Safety Hotline  
Emergency Evacuations

## **Health Services.....10-11**

Illness during School  
Exclusion of Students with Communicable Diseases  
Immunizations  
Administering Medication at School  
Disposing Of Unused Medications

## **Disciplinary Action.....12-14**

Student Offenses & Disciplinary Action  
Bullying

## **iPad Use Policy.....15-16**

Purpose of Student iPads  
iPad Parent Responsibilities  
General Care Of Your iPad  
Daily iPad Expectations  
WIFI For iPads  
Managing the iPad  
iPad Actions Requiring Disciplinary  
Consequence  
iPad Costs

## **Staff Directory.....17**

### **Dear Students & Parents:**

On behalf of the entire faculty & staff we welcome you to Scott City Middle School. This handbook contains valuable information that will help both the students & parents become familiar with the policies, procedures & activities at SCMS.

We believe in a fair & consistent code of discipline & good classroom management. Our goal is a positive environment where courtesy & kindness, from both students & staff, prevail. We encourage all students to be active & participate in school activities. We will treat all students with courtesy & respect. When problems arise, we will work positively to find solutions. We will hold students accountable. We believe each student has the final responsibility for the consequences of his/her behavior; however, parents may be asked to help us enforce the necessity of better behavior.

# **WELCOME**

## **SCMS MISSION STATEMENT**

Scott City Middle School will provide a high quality education & a productive, positive learning environment for all students.

## **NONDISCRIMINATION STATEMENT**

Applicants for admission & employment, students, parents, employees, sources of referral of applicants for admission & employment & all union or professional organizations holding negotiated agreements with the district/institution are hereby notified that this district/institution does not discriminate on the basis of race, religion, color, homeless, national origin, sex, age or disability in admission or access to, or treatment or employment in its programs & activities.

## **SCMS HANDBOOK ACCESS**

Changes or additions to this handbook may be made at the discretion of the principal. Updates will be made throughout the school year & will be noted in the online version located on the USD #466 website. Students who are issued an iPad, will be expected to be familiar with the electronic version of the handbook. Students in 5<sup>th</sup> Grade will still have access to the hard copy of the handbook, located in their agenda books.

## **CHANGE OF CONTACT INFORMATION**

At any time during the school year when an address or telephone number changes, the school office should be informed. There are several mailings each year and/or if it becomes necessary to call parents for emergencies, correct information simplifies the process.

## ***SCHOOL CLOSINGS***

The superintendent will determine when it is necessary to cancel school because of inclement weather or other discretionary reasons. Announcements regarding school closings will be announced with a phone call and/or text from the school & on local news channels. As much notice as possible will be given; however on days of inclement weather, these announcements will normally be given 6:30-7:30 a.m., on the day schools in the district close.

## ***ATTENDANCE***

The following attendance policy is based on the premise that regular school attendance is necessary for the student to have a successful educational experience. The school system & parents must work together in accepting a mutual commitment to educate each child. This commitment can best be achieved through communication between the school & the home which assures that the child will be in school on a regular basis so that he/she can be afforded the opportunity to learn.

## **EXCUSED ABSENCES**

If a student is absent, a parent/guardian must contact the school office. Each student will be allowed 15% of total days per year of excused absence for the following reasons:

- Personal illness (A physician's notification is required if illness causes excessive absences.)
- Funerals
- Prearranged medical and/or dental appointments
- Prearranged absences –

Students may receive 5 days excused absences per year if advance parental permission is received by the principal. If a parent makes prior arrangements with the building principal before the absence occurs, the parent & student will complete a form, developed by the principal, entitled "Request for Prearranged Absence". The form will contain the student's name, grade, date of student's absence & reason for absence, list of classes in an area that will identify assignments given by the teacher designated with teacher's signature as well as location for date, parent's, student's, & principal's signatures.

The approval of this absence will be discussed with the parents by the building principal if the student is in jeopardy of failing, advising the parent as to the necessity of school attendance. If the parent still requests the absence, the principal will release the student indicating approval of the absence. Work for all classes must be turned in to all teachers, unless a teacher specifies otherwise, before the student leaves to receive credit. Previous assignments are due the day stated by the teacher.

## **TARDINESS**

Being on time to school & class is extremely important in being a successful student. If a student will be late coming to school, parents must call the office or send a note with the student. Tardy students must report first to the main office when entering school.

1. You are tardy if you are not in your seat in the classroom when the bell rings.
2. You are tardy if you are up to 15 minutes late: if you are more than 15 minutes late, it may be an unexcused absence.
3. You will be allowed two tardies per semester.
4. Upon the third tardy in a semester, & subsequent tardies thereafter, you will be assigned 15 minutes in after school study period for each offense or lunch detention in the office.

## **TRUANCY**

SCMS school officials will notify the proper authorities if a child that is required by law to attend school is enrolled and is inexcusably absent therefrom on either three consecutive school days, for five school days in any semester, or seven school days in any school year. School officials will also report truancy if a child's absence is excessively excused as an illness with no doctor's notification to the school stating medical issues that initiated the absences. Prior to making any report, written notice of multiple absences will be given to the parent/guardian of the child. SCMS school administration is also required to report any child that is required by law to be attending a public or nonpublic school who is not enrolled, but resides within our school district.

## ***DAILY PROCEDURAL ITEMS***

### **IDENTIFICATION CARDS:**

- All students will receive their first FREE ID card, plastic carrier & lanyard on the first day of school.
- Students in grades 6-8 will be required to wear their ID cards on a lanyard at all times from 7:45 a.m.-3:16 p.m. Students should have their ID cards **visible** at all times.
- One warning will be given to a student not wearing their ID. Detention time of 15 minute allotments will be made up before school and/or after school for subsequent times that students are not wearing their IDs.
- ID cards will be used for identification, scanned when eating lunch, to check out library books, & to be admitted free to all middle school home sports events. Admission price will be charged without ID card being presented to be admitted into sports events.
- Defacing (cutting, coloring on, placing stickers on, etc.) of ID cards is prohibited. Students will be charged for a new ID if they are in violation.
- The fees for replacements are:
  - \$5.00 to replace an ID card
  - \$1.00 for a replacement lanyard
  - \$1.00 for a replacement plastic carrier

### **CAFETERIA EXPECTATIONS & LUNCH PERIOD:**

All students are required to eat lunch in the middle school cafeteria. They can bring their own lunch or eat the school lunch in the cafeteria. No outside fast-food is allowed, unless it is brought from home at the beginning of the day. Parents may take their child out for lunch providing a parent comes in to sign them out in the office. If a student does leave the school grounds without obtaining permission he/she will receive an automatic one day in-school suspension. **Students who leave the school for lunch will not be excused if they return late. Whether it is their fault or their parent's fault; it will still be an unexcused tardy.**

Student behavior in the cafeteria should be based on courtesy & cleanliness. This means leaving the area in the condition you would like to live in. Student IDs must be worn to purchase a meal. Any student who does not have their ID must get a "red" card from the office & will be at the end of the lunch line. Only one warning "red" card is given. Every subsequent time a student is without their ID, they will serve 15 minutes detention time after school.

Students are to remain in the cafeteria until they have finished eating. At no time should food be taken outside of the cafeteria. Students are not to go into areas where classes are being held during their lunch period.

### **CHEWING GUM:**

Chewing gum is not allowed at SCMS at any time for any reason. Students caught chewing gum will be subject to disciplinary action.

### HALL PASSES:

Each teacher will determine whether a student's reason for wanting to leave class is valid. If a student abuses the privilege of going to lockers, the restroom, etc., they will lose this privilege. Any student with specific medical concerns will have a written plan to account for their special needs.

### BACKPACKS/BOOK BAGS:

Students are not to carry a bag of any sort into classrooms. They are given sufficient time to stop at their lockers to pick up needed class supplies during passing period in between classes. Backpacks lying on the floor in a classroom are a safety hazard.

### HALLWAY & ATHLETIC LOCKERS:

- Each student at SCMS is assigned a student locker for textbooks, coat, & one bag which will reasonably fit inside that locker.
- Students participating in school athletics can also be assigned an athletic locker for use during that sport season to store their uniform, practice jersey, sport bag, & gear.
- All lockers have combination locks & should be kept closed & locked at all times. Students should not share their combination or they cannot expect their property to be safe.
- Any student entering another student's locker will be subject to disciplinary action.
- Each student is responsible for keeping his/her assigned locker clean on the inside & outside. Scotch tape & masking tape are not to be used in the locker. Intentional damages caused by misuse, marking, jamming the lock, tape, etc. will result in fees being charged to the student responsible for that locker.
- Any locker malfunction should be reported to the office.
- All personal items should be marked with your name.
- **Do not leave money or other valuables in your lockers.** These items may be checked in at the office for safe keeping until needed.
- Close doors gently & quietly. Excessive slamming of the door & abuse to lockers results in damage.
- Search of Student Lockers & Desks:  
Lockers & desks are school property. **Students shall have no expectation of privacy in any school locker or any school desk.** School authorities will periodically open & inspect lockers for inappropriate items such as drugs, alcohol, tobacco, & food or drinks which are not allowed in the lockers. All searches by school authorities shall be carried out in the presence of another adult witness. Any authority who wishes to search a student's locker shall report to the building principal before proceeding. The building principal shall ask for a receipt for any items taken from a student's locker by law enforcement officers.

### SCMS DRESS CODE:

It is expected that students will use mature judgment in their dress by wearing neat, clean clothes that do not detract from the educational setting of school. The principal is the final authority on the appropriateness of student dress. Some items of dress that are not considered appropriate include, but are not limited to, the following examples:

1. Hats may not be worn in the building.
  2. Tops will not expose a bare midriff, cleavage, or under garments.
  3. Pants cannot be worn that have large/excessive holes, or that are too loose (NO sagging & bagging).
  4. Tights or tight fitting pants must be accompanied by a top long enough to cover one's bottom.
  5. No pajamas.
  6. No clothing or jewelry that advertises or promotes alcoholic beverages, drugs, tobacco, profanity, weapons, or persons/slogans associated with said items. This includes slogans that promote double meanings.
  7. Shorts, skirts or dresses may not be worn if deemed inappropriately short.
  8. No dew rags or bandanas.
  9. No pocket chains or excessively long belts.
  10. No excessive marking or writing on any part of one's body.
  11. Coats & jackets are not allowed to be worn in classrooms; with the exception of cold days, & at the discretion of the classroom teacher.
  12. Other items deemed inappropriate by the principal.
- Students found wearing inappropriate clothing will be sent to change into their PE uniforms. Further disciplinary action will be taken for repeat offenses. If you are in doubt as to the appropriateness of a particular article of clothing, then check with the principal **PRIOR** to wearing it. Apparel or accessories taken will be held by the principal until a parent or guardian claims it.

### **CELL PHONES:**

Student cell phones are only to be in use before school, during lunch, or after school. Students may take their cell phone to class if it has been requested by their classroom teacher for use as an educational tool during an activity. The school is not responsible for lost or stolen phones. Any student using his/her phone at an inappropriate time or in an inappropriate manner will have their phone turned into the school office. A parent/guardian must pick up the phone before or after school.

### **HEADPHONES/ EAR BUDS:**

Students are not permitted to wear headphones or earbuds during passing periods. This inhibits their ability to be courteous to others they meet in the hallways and hear announcements or other necessary information.

### **VISITORS:**

Visitors, including parents, are required to report to the office upon entering the building. Visitors are not permitted in any area outside of the office without signing in, wearing identification, & being granted permission by office personnel to visit other areas of the school. Students are not allowed to have guests attend classes with them, unless granted permission by the principal prior to the guest arriving. This is to ensure a safe environment for students during the school day.

### **LEAVING & RETURNING DURING THE SCHOOL DAY**

Before a student leaves the school property a parent/guardian must sign the student out in the office. Every student must also obtain an ADMIT SLIP from the office before returning to class.

### **LOST & FOUND**

Whenever a student loses a personal item, it should be reported to the office. When students find an article not belonging to them, it should be turned in to a teacher or to the office. A lost-and-found box is located in the nurse's office & should be checked periodically by students.

### **STUDENTS DRIVING TO SCHOOL**

Any student attending Scott City Middle School who has reached the age of fourteen (14) & has received a restricted driving license, may drive a vehicle to school. Students may only park in the fourth row of the east parking lot. Students who drive to school, shall not leave the school grounds in their vehicle during school hours, without written permission from a parent or guardian & approval of the building principal. Any violations or careless driving will result in the loss of the privilege to drive to school, & the local law enforcement authorities may be contacted.

### **FIRE, TORNADO, & CRISIS DRILLS**

The following rules will be followed during fire & tornado drills:

1. Check the instructions in each classroom (they are posted) indicating how to leave the building in case of a fire & how to move to the closest tornado shelter.
2. Walk. No talking! Move quickly to the designated safe area.

There will be a written plan that will include specific arrangements for mobility impaired & other individuals who may need assistance from staff members to safely exit the building or move to shelter. Fire drills will be conducted monthly. Tornado drills will be conducted once during each of the following months: September, April and May. Other crisis or intruder drills deemed necessary by administration will be conducted as needed throughout the school.

### **SCHOOL DANCES:**

School-sponsored dances or parties are coordinated through Student Council & are intended for the entertainment & social development of SCMS students. If a dress code is advertised prior to the school dance, students will be expected to follow it. School dances at SCMS are intended only for students whom currently attend SCMS & are in good standing; academic eligibility applies. Guests are not permitted.

## **GRADING & ELIGIBILITY**

### **GRADING SCALE:**

The evaluation of student achievement is one of the important functions of the teacher. The accepted marking system is as follows:

- |             |                   |
|-------------|-------------------|
| A – 90-100% | D – 60-69%        |
| B – 80-89%  | F – Failing 0-59% |
| C – 70-79%  | I – Incomplete    |

An incomplete is given only in those cases where illness, emergency, or by prearrangement, the student has not been able to complete his/her assignments. An incomplete on the report card becomes an “F” four weeks from the date it is issued. Make-up work is the responsibility of the student.

### **CHEATING & PLAGIARISM:**

Cheating nor plagiarism will not be tolerated. The teacher who witnesses or encounters the incident will collect the student’s paper, mark a zero for the work, & notify the parent & office immediately as to the action taken.

The following constitutes cheating and/or plagiarism:

- Copying from another student’s work/assignment/project, or a cheat sheet.
- Allowing your homework/assignment/project to be copied.
- Another student doing your assignment.
- Copying from any printed publication or Internet site

### **ACADEMIC & ELIGIBILITY GUIDELINES:**

1. Each teacher will update their grade book by Monday morning at 9:00 am. A list of these students will be given to each teacher & coach that Monday afternoon.
2. Eligibility reports will be run at 10:00 a.m. on the first full day of a school week.
3. The office will notify the student of being placed on the F list & a “yellow sheet” will be send home for a parent’s signature.
  - Failure to return the signed “yellow sheet” will result in 15 minutes in After School Study Period for everyday the sheet is not returned.
  - If a “yellow sheet” is never returned, a student/parent/teacher/principal conference may be called.
4. Any student with an “F” in any course will report to the Enrichment & Intervention room during their SSR time.
  - **Week 1 of Ineligibility:** The student will still be able to practice & compete.
  - **Week 2 of Ineligibility:** The student she will not be able to compete, but can still practice if they are ineligible in the same subject area. This includes all extra-curricular activities.
  - **Week 3 of Ineligibility** If the student is back on the list a third week for the same subject area, he/she will not be able to compete or practice until the grade returns to passing. This includes all extra-curricular activities.
5. If a student needs additional time to work or is not efficiently using their SSR time on a failing subject area, the After School Study Period (ASSP) will be assigned.
  - ASSP sessions are available to all students Monday-Thursday, 3:16 -4:16 p.m.
  - Failure to attend assigned ASSP time will result in ½ day in-school suspension plus the ASSP session time.
  - Under some circumstances alternate times may be arranged if deemed necessary by the teacher & principal.
6. Student progress will be reviewed by the principal & teacher. Parental & student conferences may be held to implement other directions for learning.

### **STUDENT EXTRACURRICULAR ELIGIBILITY:**

The education of each student at Scott City Middle School is the primary goal of the faculty & staff of USD#466. To participate in any extracurricular activity, the student **must be present the entire day of school on which the activity falls** unless excused by the principal.

- A student must be present for ½ a school day to participate in practice that day, unless approved by the principal.

### **KSHSAA ACTIVITIES:**

All students participating in KSHSAA sanctioned activities shall meet the following requirement for eligibility in interschool activities:

- The student shall have passed at least five new subjects (those not previously passed), the previous semester or the last semester of attendance.

### **RETENTION:**

A student who fails three of his/her seven subjects will be considered for retention. Retention will also be considered if a student fails two of his/her major academic courses (Math, English, Social Studies, & Science). An eighth grade student must pass five (5) credit hours, in which four of those must be the major academic courses & one credit hour can be non-elective to be eligible to participate in the eighth grade promotion exercise & move to the high school.

### **8TH GRADE PROMOTION:**

Every 8th grade student needs to have the 8th grade checklist completed, all fees & bills paid for the current year & all previous years in order to participate in 8th grade promotion. Students must be passing all core subjects for the year. Promotion practice will be held in the gym on the morning of promotion. Eighth grade students will be dismissed following promotion rehearsal.

## ***USD #466 POLICIES & SERVICES***

### **FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT POLICY (FERPA):**

Under FERPA, parents of students are afforded various rights with regard to educational records which are kept & maintained by USD #466. These rights include:

- The right to inspect & review all educational records, except those which are specifically exempt. Records will be available within 45 days of the day the district receives the request for access.
- The right to prevent disclosure of personally identifiable information contained in your educational records to other persons within certain limitations. Disclosure of information from your educational records to other persons will occur only if:
  1. The district has your written consent for disclosure;
  2. The information is considered “directory information” & you have not objected to the release of such information with the exception of the release of personally identifiable information to school officials with a legitimate educational interest, or to other school districts where the student intends to enroll.
- The following information is considered “Directory Information”: name, address, telephone number, date & place of birth, participation in officially recognized activities & sports, height & weight of athletic team members, dates of attendance, degrees & awards, the most recent previous school attended, class designation, major field of study & photographs, including videotape images & recordings.
  - The right to request that your educational records be amended if you believe the records are misleading, inaccurate, or otherwise in violation of your rights. You may request a hearing at which you may present evidence to show why the record should be changed if your original request is denied.
  - The right to file a complaint with the Federal FERPA office, if you believe USD #466 failed to employ with FERPA’s requirements.
  - The right to obtain a copy of USD #466 policies for FERPA.

### **ACCIDENT INSURANCE:**

The school district does not provide accident insurance coverage, however the district does offer to its patron’s low cost accident insurance as a supplement to the family’s regular coverage. This insurance is strictly voluntary & may or may not be purchased by parents. Information on the accident insurance is provided at enrollment time.

### **HIGH PLAINS EDUCATIONAL COOPERATIVE:**

The USD #466 Board of Education recognizes individual differences among students, some requiring specialized programs to meet their needs. Services for students with special needs are provided to augment the instruction provided by regular teaching staff. These special services are provided by employees of High Plains Educational Cooperative, & are paid through a contractual agreement between High Plains Educational Cooperative & USD #466. The Board of Education expects full cooperation between the regular teaching staff of USD #466 & the employees of High Plains Educational Cooperative. Teamwork between regular education staff & HPEC staff is essential for students to make appropriate educational progress. All staff, regular & special education, will be held accountable for their responsibilities under IDEA legislation. The USD #466 Board Of Education pledges support to both regular education staff & HPEC staff in providing appropriate learning experiences for all students.

### **FOOD SERVICE POLICY:**

The maximum number of meal charges shall be ten (10) meals. Once the limit of 10 is reached, the student must bring their own lunch or provide cash to purchase their daily meal. No substitute meals will be provided. It shall be the responsibility of the Food Service Division to communicate directly with the families concerning the bills that need to be paid & the collection of the same. Students designated as free will continue to be served. Reduced-lunch students will be responsible for the daily reduced amount once the limit of 10 meals has been reached. Students & respective families are responsible for all past & current bills.



**SEXUAL HARASSMENT:**

District employees shall not sexually harass, or permit sexual harassment of a student by another employee, student, non-employee or non-student. Neither shall a student sexually harass another student or students. Violation of this policy shall result in disciplinary action including termination of an employee, or disciplinary action against the student(s) involved. Supervisors who fail to follow this policy or who fail to investigate complaints shall be in violation of this policy. If the principal is the object of a harassment complaint, the student may bypass the principal & report directly to the superintendent. Complaints against the superintendent shall be heard by the board.

Definitions: Sexual harassment may include, but not be limited to:

1. Sexually oriented communication, including sexually oriented verbal “kidding” or harassment or abuse;
2. Subtle pressure or requests for sexual activity;
3. Persistent unwelcome attempts to change a professional relationship into a personal, social-sexual relationship;
4. Creating a hostile school environment, including the use of innuendoes or overt or implied threats;
5. Unnecessary touching of an individual, e.g., patting, pinching, hugging, repeated brushing against another person’s body;
6. Requesting or demanding sexual favors accompanied by an implied or overt promise of preferential treatment with regard to a student’s grade or status in any activity; or
7. Sexual assault or battery as defined by current law.

Any student who believes he or she has been subjected to sexual harassment should discuss the problem with his/her principal, or another certified staff member. Initiation of a sexual harassment complaint will not cause any adverse reflection to the student. The initiation of a student’s complaint shall not adversely affect the job security or status of any employee or student until a finding of fact determines that improper conduct occurred. Strict confidentiality shall be maintained throughout the complaint procedure.

**DRUG & ALCOHOL POLICY:**

Each student was given a copy of the Board Of Education’s Drug & Alcohol Policy during enrollment. Parents are encouraged to go over the policy in detail with their child. If at any time you need a new copy of that policy, you may request one at the school office.

**FAMILY NIGHT:**

No school activity is to take place on Wednesday night or on Sunday without written permission of the superintendent. These times are set aside for family activities. If the superintendent permits any exceptions to this policy, notice shall be given to the Board of Education at the next regular or special meeting.

**KANSAS SCHOOL SAFETY HOTLINE:**

There is a Kansas School Safety Hotline, **877-626-8203**, to report any information that might threaten the safety of the school or students. This is a state wide hotline available 24 hours a day, 365 days a year.

**EMERGENCY EVACUATIONS:**

In the event of a catastrophic event that would require the middle school building to evacuate. Please contact the school office, if possible, at (620) 872-7640 or the district office at (620)872- 7600 for instructions as to the location you may pick up your child.

## **HEALTH SERVICES**

Your school is fortunate to have the services of a registered school nurse. The school nurse services several schools in the district; therefore she is in each school on a limited basis. The nurse works in close cooperation with the teachers, school secretary, & the health care providers in Scott City. Parents are urged to confer with the school nurse on any matter pertaining to the health of their children.

The school should be informed if a child has any health problems; where a parent can be reached in case of an emergency; & the name of their health care provider. If your child becomes ill or injured while at school, every effort will be made to care for him/her, & notify the parent or person to be contacted in case of an emergency. Please be sure to indicate who is to be contacted in case of emergency or illness, & where they can be reached. If parent or guardian cannot be contacted in an extreme emergency, your child will be taken to Scott County Hospital, or an ambulance will be called, if warranted. First aid treatment will be administered to the child as needed & to the best of our ability in case of injury.

If your child is handicapped in any way; has a definite health problem; or allergy to foods or materials, please be sure the teacher, principal & school nurse are informed so that any unusual circumstances may be properly handled. A school meal modification form must be signed by a doctor & returned to the school nurse or food services if your child has an allergy to any foods. This form is available at enrollment, on the USD#466 website or from the school nurse.

### **ILLNESS DURING SCHOOL**

If a student becomes ill during school hours, they will be assessed through the office. The school nurse and/or secretary will determine if they can remain at school or they need to go home. The school nurse or secretary will contact either a parent or an emergency contact to make arrangements for the student to be picked up, if necessary.

### **EXCLUSION OF STUDENTS WITH COMMUNICABLE DISEASES**

**Chickenpox**-excluded from school until all lesions have formed scabs or crusts (usually 5 days after rash onset).

**Pink eye**-excluded from school until 24 hr. after treatment has been initiated.

**Measles**-excluded from school for at least 4 days after the onset of rash.

**Mono (mononucleosis)**: exclusion time varies in each individual case. Guidance will be given by the diagnosing medical professional.

**Mumps**-excluded from school for 9 days after the onset of parotitis (inflammation of parotid glands in neck).

**Whooping cough (pertussis)**-excluded from school until they have received 5 days of appropriate antibiotic treatment.

**Ringworm**-excluded from school until treatment is started & affected area is covered.

**Scabies**-excluded from school until appropriate treatment has begun.

**Shingles**-routine exclusion from school is not indicated, however if lesions cannot be covered, students should be excluded until lesions are dried & crusted.

**Staph infections & Impetigo**-excluded from school until treatment is initiated by a medical professional. Open wounds must be covered.

**Strep infections**-excluded from school until student has received treatment for at least 24 hours & the student is afebrile.

**Lice- Pediculosis (head lice)**. Each student infested with lice shall be excluded from the school, until treatment with an antiparasitic drug is initiated. Nits must be combed out thoroughly. Student dismissal for nits will be based on the School Nurses discretion.

If a student is sent home from school with a fever, the student shall be excluded until he/she has been fever free without the use of fever reducing medication for 24 hours.

If a student is sent home from school with diarrhea and/or vomiting, the student shall be excluded until he/she has been diarrhea or vomit free for 24 hours.

When a student visits a doctor, please bring a doctor's note excusing him or her from school or releasing the student back to school/athletics.

### **IMMUNIZATIONS**

Students attending school in U.S.D. 466 are required to be immunized according to current state immunization requirements. K.A.R. 28-1-20 requires that each child entering school present to the school authorities immunization certification from a licensed health service provider that the child has received or is in the process of receiving immunization according to Kansas State Law. These immunizations include age appropriate vaccinations against poliomyelitis, measles, mumps, rubella, diphtheria, pertussis, tetanus, hepatitis B, haemophilus influenza type b (Hib), hepatitis A, & varicella.

*NOTE: The parents & guardians of exempt students should be informed their students will be excluded from school in the event an outbreak of vaccine preventable disease occurs.*

## **ADMINISTERING MEDICINE AT SCHOOL**

All schools in USD#466 follow strict policy guidelines, developed by the school board that regulates the taking of medicine in school by students.

### **SUPERVISION OF MEDICATIONS:**

Under normal circumstances medication may not be brought to school by students for their own usage or that of others. Such medicines will be removed from the student & retained for return to the student or the parents as deemed appropriate. Any disciplinary action will be left to the discretion of the principal.

If under exceptional circumstances a student is required to take medication during school hours, only the school nurse, the principal, or the school nurse designee will administer the medication in compliance with the following regulations:

**Written permission from a licensed health care provider must be provided with regard to all prescription medications & all special health care procedures to be administered.** The health care provider's permission form should include the following information:

- a. Date
- b. Medication and/or treatment to be given
- c. Dosage to be administered
- d. Time of day to be given. (For example, if medication is to be given three (3) times a day, medication should be given at home before school, after school & at bedtime, unless the health care provider's medication order states at noon, before lunch or after lunch.)

**Written permission from the parent/guardian must accompany ALL medication** this form must be updated at the beginning of each school year. This form is available at enrollment, on the district website or from the school nurse.

The medication must be brought to school in the original container, appropriately labeled by the pharmacy or health care provider.

The parent may wish to request two containers from the pharmacist.

Any changes in type of drugs, dosage, and/or time of administration must be accompanied by a new Permission Form.

All medication maintained in the school setting will be kept in a secured area.

The medical need for the self-managed administration of all medications must be evaluated individually by the health care provider & the school nurse (i.e., asthma inhalers, epinephrine, insulin, over the counter medication). Permission for Self Administration Form must be on file in the nurse's office with directions for such exceptions from the licensed health care provider, as well as written permission from the parent.

### **DISPOSING OF UNUSED MEDICATIONS**

If a student's medication changes during the school year, the remaining medication will be given to the parent or guardian at the time of the delivery of new medication. Medication remaining at the end of the school year shall be taken home by the parent or guardian. Medication may be sent home with the student, with parent permission. Any medication not claimed will be discarded on the school nurse's last working day of the school year.

# ***DISCIPLINARY ACTION***

## **STUDENT OFFENSES & DISCIPLINARY ACTION:**

This is not an all-inclusive list of behaviors or consequences, but outlines possible scenarios requiring disciplinary action. For ease of use by administration & for clarity's sake, these offenses are classified & the respective disciplinary action to be taken is provided. The principal has the authority to use discretion & common sense in enforcing discipline & is authorized to apply a higher level of consequence to serious violation of inappropriate behavior, even if it is a student's first offense.

### **LEVEL 1 OFFENSES:**

1. Excessive tardiness
2. Classroom disruptions
3. Failure to follow directions/refusal to complete assigned work
4. Violating cafeteria rules
5. Violating hall rules/abusing passing privileges
6. Use of profane language
7. Violation of dress code
8. Educational nuisance (Example: cell phone, etc.)
9. Academic dishonesty
10. Throwing snowballs
11. Violation of bus conduct rules
12. Inappropriate displays of affection
13. ID Card infractions
14. iPad use infractions

### **LEVEL 1 DISCIPLINARY OPTIONS:**

#### First Offense:

- Parent/Guardian Conference
- Student/Teacher/Principal Conference
- Before School/After School Detention/ Lunch Detention
- Short Term Suspension
- Restricted Attendance/Participation at School Activities
- Strict Behavior Warning

#### Second Offense:

- Parent/Guardian Conference
- After School Detention
- In-School Suspension
- Short Term Suspension
- Restricted Attendance/Participation at School Activities
- Strict Behavior Probation

#### Third Offense:

- Parent/Guardian Conference
- After School Detention
- In-School Suspension
- Short Term Suspension
- Long Term Suspension

### **LEVEL 2 OFFENSES**

1. **VERBAL ABUSE OR THREATS TOWARD OTHERS:** Any act of disrespect directed at a teacher, staff member, student or other person in school, including profane or insulting remarks, gestures, or a statement that offends or is intended to offend such persons or the intentional, unlawful threat or intimidation by work or act to do violence to the person or property of others or the doing of any act which creates a well-founded fear within another person.
2. **INCITING TO FIGHT:** The intentional promotion by a student to engage another in physical conflict, continuous harassment or to engage and/or promote other students to engage in physical conflict or the willful engagement of two or more students in physical combat.
3. **BATTERY:** Physical contact with another person when done in a rude, insulting and/or angry manner.
4. **CONSTANT REFUSAL TO FOLLOW DIRECTIONS/PARTICIPATE IN ASSIGNED WORK:** The constant refusal to participate in regularly assigned classroom activities.
5. **VANDALISM:** The willful or malicious destruction or defacement of any property.
6. **STEALING, GAMBLING, EXTORTION:** The unlawful taking or disposition of property of another with intent to deprive the person of the property.
7. **CONTRIBUTING TO A DISRUPTIVE SITUATION:** The intentional promotion or advocacy of student misconduct by a student
8. **STUDENT SEXUAL HARASSMENT OF OTHERS:** Including but not limited to verbal, physical or visual behaviors that are unwanted, unnecessary & offensive.
9. **DEFIANCE OF AUTHORITY:** The refusal to comply with a reasonable request from any school representative, lying to any school representative, or disobeying any general rule of student conduct.
10. **INCENDIARY DEVICES:** The possession or discharge of any combustible or explosive substance or devices is forbidden (including fireworks).
11. **POSSESSION OR EXHIBITION OF OBSCENE LITERATURE OR MATERIAL.**
12. **VIOLATION OF ACCEPTABLE USE POLICY FOR DISTRICT TECHNOLOGY DEVICES:** Behaviors which violate the acceptable use policy that all students must abide by.

13. **LEAVING THE SCHOOL WITHOUT PERMISSION/SKIPPING CLASS:** Leaving school grounds after arrival at school without obtaining permission from the office.

14. **TOBACCO POSSESSION AND/OR USE.**

15. **HARASSMENT:** Including, but not limited to derogatory comments, jokes, slurs or remarks or questions of a harassing or intimidating nature.

16. **EXCESSIVE UNEXCUSED ABSENCES.**

### **LEVEL 2 DISCIPLINARY OPTIONS**

First offense

- Before School/After School Detention/ Lunch Detention
- Parent/Guardian Conference
- In-School Suspension
- Short Term Suspension
- Long Term Suspension
- Payment of Restitution
- Restricted Attendance at School Activities
- Loss of Athletic/Activity/Participation Privilege
- Restriction/Loss of Access to Computer System
- Strict Behavior Probation/Warning

Second Offense

- Parent/Guardian Conference

- In-School Suspension
- Short Term Suspension
- Long Term Suspension
- Expulsion
- Restricted Attendance at School Activities
- Loss of Athletic/Activity Participation Privilege
- Restriction/Loss of Access to Computer System
- Strict Behavior Probation/Warning

Third Offense

- Forfeiture of Access to Computer System
- Short Term Suspension
- Long Term Suspension
- Expulsion

### **LEVEL 3 OFFENSES**

1. **FALSE FIRE ALARM:** Intentionally activating the fire alarms or other warning devices.

2. **AGGRAVATED ABUSE:** An intentional, willful threat or attempt to do bodily harm to another person in school; blatant, degrading verbal abuse of others; unwanted, intentional touching of or application of force to another person when done in a rude, insolent or angry manner or the intentional touching of or application of force to another person which is the result of conduct committed in violation of other Class 2 or 3 offenses in the Code of Student Conduct.

3. **POSSESSION AND/OR USE OF A WEAPON OTHER THAN A FIREARM:** Possession and/or use of weapons, explosives, or other dangerous articles if such articles may be used as weapons or are designed to hurt someone or put someone in fear.

4. **GANG RELATED VIOLENCE:** Organized gang related violence which includes but is not limited to threats, confrontations, intimidation, fighting and/or possession of weapons, when such can be attributed to organized groups or gangs.

5. **CAUSING SERIOUS PHYSICAL HARM:** Intentional effort resulting in serious physical harm to another person at school.

6. **POSSESSION, PURCHASE AND/OR USE OF ALCOHOL, DRUGS OR ANY OTHER TOXIC SUBSTANCE.**

7. **ARSON:** The willful & malicious burning of a building or its contents and/or the personal property of others.

8. **THREAT TOWARDS STUDENT, STAFF, OR SCHOOL PROPERTY:** Intentional comments or written work threatening the safety of students, staff, and/or school property.

### **LEVEL 3 DISCIPLINARY OPTIONS:**

First offense

- Short Tem Suspension
- Long Term Suspension
- Expulsion

### **LEVEL 4 OFFENSES:**

1. **POSSESSION AND/OR USE OF A FIREARM:** Possession and/or use of a firearm or gun of any kind that can be used to injure someone or place someone in fear or apprehension of bodily harm.

2. **INTENT TO SELL/DISTRIBUTE DRUGS:** Possession of a controlled substance with the intent to sell or distribute.

### **LEVEL 4 DISCIPLINARY OPTIONS:**

First offense

- Expulsion

### ***DETENTION:***

• Detention will be an after school work/study period for those students who do not wish to follow the guidelines set by the faculty & administration of SCMS. This will be a 15, 30, 45 & 60 minute periods between 3:16- 4:16 p.m.

- Students given lunch detention will spend their lunch period in the office.

**SUSPENSION & EXPULSION OF STUDENTS:**

A student may be suspended or expelled, for reasons set forth by Kansas law, by the following certified personnel: superintendent, principal, assistant principal, or dean of students. Any student who is suspended for more than ten (10) days or expelled shall receive a copy of the current suspension & expulsion law & this policy. Suspension/expulsion hearings shall be conducted by the superintendent/designee or other certificated employees or committee of certificated employees of the school in which the pupil is enrolled, or a hearing officer appointed by the board. Expulsion hearings for weapons possession shall be conducted by the superintendent or designee.

Handicapped students identified under section 504 of the Rehabilitation Act of 1973 or special education students with an IEP may be subject to other regulations when long-term suspension or expulsion is considered.

**BULLYING:**

What Bullying is...	What Bullying is Not...
<b>REPEATED</b> aggressive behavior that might include the following:	Not liking someone
Intention to cause harm (physical or emotional)	Accidentally bumping into someone
An attempt by one or more individuals to gain power over another	A single act of telling a joke about someone
Physical: Hitting, kicking, pushing, destroying property	Expression of unpleasant thoughts or feelings regarding others
Verbal/Written: Threatening name-calling, teasing, taunting	Arguments or disagreements
Social/Emotional: Terrorizing, spreading rumors, intimidating, humiliating, blackmailing, isolating	Being excluded from a game or group (unless being done regularly & with the intention to hurt the feelings of another)
Cyber-bullying: Using technology to bully others verbally, emotionally, and/or socially	One isolated act of harassment, aggressive behavior, intimidation or meanness.

\*These behaviors are not appropriate & may merit disciplinary action.

The Board of Education prohibits bullying in any form including cyber-bullying on school property, in a school vehicle or at a school-sponsored activity or event. Students who have bullied others may be subject to disciplinary action, up to & including suspension & expulsion, or involvement of law enforcement.

# ***IPAD USE POLICY***

## **PURPOSE OF STUDENT IPADS:**

Scott City Middle School emphasizes that iPads issued to students are intended as an educational tool that will enhance the instructional model & allow students to benefit from a technology-rich education. Teachers will be designing instruction that uses the iPad as the basic platform for learning, & all 6<sup>th</sup>- 8<sup>th</sup> grade students will need one in order to be successful & involved in their classes.

## **IPAD PARENT RESPONSIBILITIES:**

It is the parents' responsibility to inform their children about values & the standards of Internet use at home. iPads will have filtering while on the school's network. USD#466 may also restrict legally purchased content that is loaded onto a student's iPad.

## **GENERAL CARE OF YOUR IPAD:**

- A cover that protects all corners of the iPad & protects the back of the iPad is required at all times.
- A screen protector is required on the iPad at all times.
- Use only a clean, soft cloth to clean the screen. Do not use any type of cleanser.
- Cords & cables must be inserted carefully into the iPad to prevent damage.
- iPads need to remain free of any drawing, writing, stickers or labels.
- iPad screens are especially sensitive to damage. Do not drop them, bump them, or place excessive pressure against the screen.
  - Do not stack other objects on top of the iPad.
  - Do not eat or drink while using your iPad.
  - Do not allow the iPad to become wet.
  - Do not store the iPad in areas where they will be subject to extreme heat or cold (in a vehicle).
- Even the most expensive iPad cases will not ensure that damage will not occur if the iPad is dropped or excessive pressure is placed against the screen.
- Report any damage or malfunctions immediately to a teacher or the office.

## **DAILY IPAD EXPECTATIONS:**

- Take iPad to every class, unless otherwise instructed by your teacher.
- iPad must have an 85% charge to last the entire school day.
- No social media during school hours.
- The use of iPads will not be permitted during passing periods or lunchtime.
- A student's name or picture must be used for the lock screen.
- Required apps, either those loaded by the school or installed at the request of your teacher are accessible & ready for use.
- Students are responsible for completing coursework daily. Not having one's iPad for any reason (other than approved repair issues) is not acceptable & will result in mandatory time spent before or after school to make up missed assignments.
  - For those approved repair issues, a loaner iPad may be checked out of the office.

## **WIFI FOR IPADS:**

- A connection "USD#466" will be provided & securely connected when you are at school.
- WiFi may be available on busses traveling to out of town activities. If the bus is WiFi equipped your iPad will automatically connect to a signal that has "USD#466" in the name.
- You may connect your iPad to your own WiFi at home.
- Do not connect to WiFi signals for which you do not have authorization.

### **MANAGING THE IPAD:**

- Each iPad will have certain apps & settings that are preloaded. These must not be altered in any way.
  - If you remove “profiles” found in the general settings of the iPad, your iPad will no longer have the ability to connect to the internet at the school. The apps & their data that are provided by the school district will be lost.
- **Do not perform any of the reset functions** in general settings. Your iPad will lose the ability to connect to the internet, & all data & apps will be lost.
  - Removal of profiles and/or performing any reset functions will result in disciplinary action and/or fines.
- Use iCloud for backup of primary image of iPad in case your iPad has become damaged or is not functioning properly.
  - Students should save work to a cloud type environment & regularly backup data. Data will NOT be backed up in the event an iPad has to be re-imaged or restored to factory settings.
  - It is the student’s responsibility to ensure that work is not lost due to mechanical failure or accidental deletion.
  - iPad malfunctions are NOT an acceptable excuse for not submitting work.
- It is recommended by the school district that you do not attach any credit card information to your iTunes account & use only iTunes gift cards to purchase apps that are not paid for & installed by the school district.
  - The iTunes account that you will be using for the iPad is yours to keep. All apps that you purchase with that iTunes account will remain with that account. Most apps that are purchased by the school district will remain property of the school district & will be removed at the appropriate time.
  - When the school sends out apps to the iPads you will be required to enter in your iTunes account password for the app to install.
- In the event that storage space becomes an issue & is running low, student music, photos & apps will need to be deleted in order to make room for higher priority educational apps & data.
- User accounts are considered property of the school district. Network administrators may search school devices & monitor accounts at any time to maintain system integrity & to ensure that users are using the system responsibly. **Users have no expectation of privacy with regards to anything stored on school devices.**

### **IPAD ACTIONS REQUIRING DISCIPLINARY CONSEQUENCES:**

- Intentional damage to your iPad or another student’s iPad.
  - Removal of profiles or unauthorized reset of settings.
  - Accessing another individual’s device, account, materials, information, or files.
  - Inappropriate data or use of iPad.
  - Losing your iPad, leaving it unattended, or leaving it at home.
  - Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
  - Inappropriately utilizing photos, video, and/or audio recordings of any person, or recording, photographing, or video recording others without teacher permission & the legal consent of all those who are being recorded.
- Detentions, loss of Internet access, in-school suspension, out-of-school suspension, possible expulsion, legal action, and/or financial obligations may be deemed appropriate consequences by district administration.

### **IPAD COSTS:**

- Students will be assessed a \$75 annual technology fee which includes the cost of insurance. The fee must be paid prior to picking up the iPad before the school year starts.
- The insurance policy covers one iPad per student per school year for any costs outside the manufacturer’s warranty. Each claim deductible for a damaged iPad will increase by \$50 for each subsequent break within a school year. It is at the school’s discretion on what type of repairs or replacements are needed.
- Power adapter, cover, or any school-owned accessories are not covered by insurance. These items require a full replacement cost with the exact same item.
- Students are responsible for purchasing & maintaining an iPad case that meets the guidelines written in the general care section. The school has covers available for purchase with a cost of \$30.
- Students are responsible for purchasing & maintaining a set of headphones/earbuds to use with their iPad.

**iPad policy is subject to change as district administration deems it necessary.**



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