

HMS Staff and Student Handbook Changes for 2020-21

Staff Handbook

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- Daily Schedule – see below
- BOE members – made changes to include Jennifer Bain and Jerome Crawford
- Administration Office Staff – made changes due to internal movement

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- Administration Office Staff – Ms. Wendy Pickett-Reeves
- Counseling Office Staff – Mrs. Susan Bohanan

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- Faculty Meetings – Faculty meetings involving the total faculty will be held on an **as needed** basis. It is the expectation of the administration that all staff members **not on duty or involved in an IEP/504 meeting** be in attendance during these meetings.
- Emergency Drills

Critical Incident Drills:

Standard Response Protocol

➤ **Student Safety**

- **A critical ingredient in the safe school recipe is the classroom response to an incident at school. Weather events, fire, accidents, intruders and other threats to student safety are scenarios that are planned and trained for by students, teachers, staff and administration.**

➤ **SRP**

- **Our school is expanding the safety program to include the Standard Response Protocol (SRP). The SRP is based on these four actions. Lockout, Lockdown, Evacuate and Shelter. In the event of an emergency, the action and appropriate directions will be called on the PA.**

➤ **Lockout** – “Secure the Perimeter”

➤ **Lockdown** – “Locks, Lights, Out of Sight”

➤ **Evacuate** – “To the Announced Location”

➤ **Shelter** – “For a Hazard Using Safety Strategy”

➤ **Hold!** – In your classroom, Clear the halls.

- **All drills will be preceded by an announcement of such drill no earlier than five minutes prior to the drill. In the event an announcement is not made, this is an indication to the staff and students that the opportunity at hand is real. If not, then an announcement after the fact will be made informing building occupants that the alarm sounding is a drill.**

Fire Drills:

- All personnel and students will participate in all fire drills.
- Drills will be held at regular intervals during the school year.

- Fire drills will be preceded by an announcement of such drill no earlier than five minutes prior to the drill. In the event an announcement is not made, this is an indication to the staff and students that the opportunity at hand is real. If not, then an announcement after the fact will be made informing building occupants that the alarm sounding is a drill.

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- Flag Salute – added “The Pledge of Allegiance is read over the intercom at the beginning of first hour daily. You can not mandate that an individual participates in this activity.

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- Guided Study Period
- This period will be during 8th hour of the day and separated into two 24-minute blocks of time. One 24-minute block will be dedicated to Guided Study, which is a time for students to complete homework. The other 24-minute block will be called Hawk Time and be used to complete the many different district mandated initiatives currently in place. Both periods will be held sacred to the intent in which they have been established. All assemblies will be held during this period, so instructional time is not lost.

Student Handbook

All 2019-20 dates changed to 2020-21

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- Administration
- Office Secretarial Staff
- Counseling Office Staff

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- BOE Members

Pages 4 - 5

- Absences
 - Replaced KSA 72-1113 with KSA 72-3121, and all other references to the old statute
 - Changed SRS to DCF
 - Deleted – “A maximum of five (5) days will be allowed for any extended absence.”
- Absences and Excuses
 - **Procedures:**
 - 1. On the day of an absence, a parent should contact the school office.
 - 2. If a parent does not contact the office, the student should report immediately to the office when returning to school with absence verification.
 - **Excused Absences:**
 - 1. Personal illness, family illness, weddings and/or funerals of family, doctor and/or dental appointments, court proceedings, religious observances, and school activities.
 - 2. Other absences that are deemed necessary by the parents and approved by the administration.
 - 3. Two (2) school days are given to make up work for each day of excused absence. Students may be required to make up tests scheduled in advance upon their return to school.
 - **Unexcused Absences:**
 - 1. Examples of unexcused absences are oversleeping, hair appointments, missing the bus, car trouble, running errands, personal business, job interviews, and staying home to work on homework.
 - 2. Leaving school without permission and/or skipping school.
 - 3. No make-up work will be allowed for unexcused absences.
 - 4. Any student who is absent for a significant portion of a school day without a valid excuse for three consecutive days, five (5) days in a semester, or

seven (7) days in a school year are considered truant and will be reported to the district or county attorney.

- **Significant Part of a School Day**
- An absence of **four** or more hours in any school day shall be considered an absence for a significant part of the school day.

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- **Announcements**
 - Announcements are read daily at the beginning of **second hour**.
- **Arrival and Departure**
 - Students are to arrive at school no earlier than 7:00 a.m. and report to **their assigned gymnasium; Grade 6 – Gym 1, Grade 7 – Gym 2, and Grade 8 – Gym 3. Students may report to the cafeteria to participate in the breakfast program at approximately 7:10 a.m. Students are to remain in either of these locations until 7:25 a.m. when they will be allowed to enter the hallways and prepare for their first hour class.** Students are to be out of the building by 3:00 p.m. each day. Exceptions to these times are athletic practices, other extracurricular activity practice, detentions or tutoring.

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Critical Incident Drills:

- **Hold!** – In your classroom, Clear the halls.
- All drills will be preceded by an announcement of such drill no earlier than five minutes prior to the drill. In the event an announcement is not made, this is an indication to the staff and students that the opportunity at hand is real. If not, then an announcement after the fact will be made informing building occupants that the alarm sounding is a drill.

Fire Drills:

- Fire drills will be preceded by an announcement of such drill no earlier than five minutes prior to the drill. In the event an announcement is not made, this is an indication to the staff and students that the opportunity at hand is real. If not, then an announcement after the fact will be made informing building occupants that the alarm sounding is a drill.

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Guided Study

This period will be during 8th hour of the day and separated into two 24-minute blocks of time. One 24-minute block will be dedicated to Guided Study, which is a time for students to complete homework. The other 24-minute block will be called Hawk Time and be used to complete the many different district mandated initiatives currently in place. Both periods will be held sacred to the intent in which they have been established. All assemblies will be held during this period, so instructional time is not lost.

HMS Bell Schedule

Report/Duty Time – 7:05 – 7:35 a.m. & 2:50 – 3:05 p.m.

1st hour	7:35 a.m.	8:21 a.m.	46 minutes	
Passing Period	8:21 a.m.	8:24 a.m.	3 minutes	
2nd hour	8:24 a.m.	9:19 a.m.	55 minutes	Second Chance Breakfast
Passing Period	9:19 a.m.	9:22 a.m.	3 minutes	
3rd hour	9:22 a.m.	10:08 a.m.	46 minutes	
Passing Period	10:08 a.m.	10:11 a.m.	3 minutes	
4th hour	10:11 a.m.	10:57 a.m.	46 minutes	
Passing Period	10:57 a.m.	11:00 a.m.	3 minutes	
5th hour	11:00 a.m.	12:21 p.m.	81 minutes	
	11:00 a.m.	11:25 a.m.	25 minutes	Lunch A-Grade 6
	11:25 a.m.	11:28 a.m.	3 minutes	Transition
	11:28 a.m.	11:53 a.m.	25 minutes	Lunch B-Grade 7
	11:53 a.m.	11:56 a.m.	3 minutes	Transition
	11:56 a.m.	12:21 p.m.	25 minutes	Lunch C-Grade 8
Passing Period	12:21 p.m.	12:24 p.m.	3 minutes	
6th hour	12:24 p.m.	1:10 p.m.	46 minutes	
Passing Period	1:10 p.m.	1:13 p.m.	3 minutes	
7th hour	1:13 p.m.	1:59 p.m.	46 minutes	
Passing Period	1:59 p.m.	2:02 p.m.	3 minutes	
8th hour	2:02 p.m.	2:50 p.m.	48 minutes	
	2:02 p.m.	2:26 p.m.	24 minutes	Hawk Time
	2:26 p.m.	2:50 p.m.	24 minutes	Guided Study

Homework

Students are responsible for completing and returning homework assignments on time. Allowing students to NOT turn in assigned homework is not an acceptable practice at HMS. Zeros are not acceptable. However, late work will receive a penalty as deemed appropriate by the classroom teacher and approved by the building principal. As a general building rule, the only homework a child may have is work that is not completed in the classroom. There may be an occasional exception to this guideline and must be approved by an administrator.

Lunch

Lunch Funds - Money may be placed on the student ID card before school from 7:10 – 7:35 a.m.

Parent – Teacher Conferences

Conferences will be conducted on the same dates with similar schedules for the elementary and middle schools, with the high school being slightly different. Please refer to the district's school

calendar for scheduled fall and spring conferences. HMS utilizes a free computerized program, called www.PTCFast.com for scheduling purposes. A link to this program will be placed on the school website one week in advance to the scheduled conference time.

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Personal Property

Students should not bring personal items such as; laser pointers, wallet chains, digital cameras, skateboards, or electronic games to school unless they have been requested by a teacher and are a useful part of their class work. This list is not meant to be all inclusive and additional items of concern will be dealt with on an individual basis by the principal. **Students can be in possession of a cell phone at HMS. Cell phone use during the school day is restricted to the classroom rules of the individual teachers. As a rule, cell phones are to be turned off and in the student's locker from 7:35 to 2:50.** Students who are in violation of the above policy will receive consequences ranging from being asked to put items in their locker to parents being required to pick items up. **The district is not responsible for loss or damage to any personal property even if personal property is lost, stolen, or damaged on school grounds. Use of electronic devices including those with cameras, text messaging, etc. at school or school activities that violate privacy laws, result in sexual or racial harassment, or classroom cheating may result in suspension and/or expulsion for school.**

Second Chance Breakfast Program

HMS was identified by KSDE as a school that could benefit from the second chance breakfast program. This program allows any child an additional chance to eat breakfast everyday school is in session. This initiative takes place during passing period from 1st to 2nd hour, and the first nine minutes of 2nd hour. Therefore, second hour is nine minutes longer than any other instructional hour. Children report to the cafeteria to purchase the second chance breakfast food, then take that food to the classroom for consumption. Any child on Free/Reduced meal status, can only use that one time for the meal being purchased. If used during regular breakfast time, the child can still participate in the second chance breakfast opportunity but must pay full price. If Free/Reduced status is not used during first breakfast, then it may be used during the second chance opportunity.

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Student Tardies

- (See Detention Procedures Pg. 6)

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Suspension and Expulsion: KSA 72-6114

Grounds for suspension or expulsion; who may suspend or expel. The board of education of any school district may suspend or expel, or by regulation authorize any certificated employee or committee of certificated employees to suspend or expel, any pupil guilty of any of the following:

(a) Willful violation of any published regulation for student conduct adopted or approved by the board of education;

(b) conduct which substantially disrupts, impedes or interferes with the operation of any public school;

(c) conduct which endangers the safety of others or which substantially impinges upon or invades the rights of others at school, on school property, or at a school supervised activity;

(d) conduct which, if the pupil is an adult, constitutes the commission of a felony or, if the pupil is a juvenile, would constitute the commission of a felony if committed by an adult;

(e) conduct at school, on school property, or at a school supervised activity which, if the pupil is an adult, constitutes the commission of a misdemeanor or, if the pupil is a juvenile, would constitute the commission of a misdemeanor if committed by an adult; or

(f) disobedience of an order of a teacher, peace officer, school security officer or other school authority when such disobedience can reasonably be anticipated to result in disorder, disruption or interference with the operation of any public school or substantial and material impingement upon or invasion of the rights of others.

History: L. 1970, ch. 300, § 1; L. 1994, ch. 307, § 1; May 12.

Source or Prior Law:

72-8901.

Suspension and Expulsion: Kansas Law 72-8901 (summary)

The Board of Education of any school district may suspend, expel, or by regulation authorize any certified employee or committee of certified employees to suspend or expel, any pupil or student guilty of any of the following:

- Willful violation of any published, adopted student conduct regulation;
- Conduct, which substantially disrupts, impedes, or interferes with school operation;
- Conduct which endangers the safety or substantially impinges upon or invades the right of others;
- Conduct which constitutes the commission of a felony;
- Conduct which constitutes the commission of a misdemeanor; or
- Disobedience of an order of a school authority if the disobedience could reasonably be anticipated to result in disorder, disruption, or interference with school operation or substantial and material impingement upon or invasion of the rights of others.

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Athletics/Activities

Competitive athletics are available to all seventh and eighth grade boys and girls. Boys may participate in cross-country, football, basketball, wrestling, tennis, and track. Girls' sports include cross-country, volleyball, tennis, basketball, **wrestling** and track. **Cheerleading is available to**

students during football, both basketball and wrestling seasons. Girls may also participate in cheerleading during football, boys' basketball and girls' basketball.

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Transfer (Rule 18)

- **TRANSFER PURPOSE**—The purpose of the Transfer Rule is to protect students from being displaced by those who change schools for interscholastic activity reasons. It is devised to eliminate “school shopping” after a student has initially chosen the school of his/her choice. This avoids transfers when the motivation is for activity purposes and prohibits recruitment. Students transferring who do not meet the criteria, , , would otherwise be taking the place of a student in interscholastic competition who has met those requirements. **NOTE:** In addition to the transfer rule, the student must meet all other rules and regulations, such as Age, Scholarship, Bona Fide Student in Good Standing, etc.