

Student Handbook



Principal's Welcome

Welcome to Seaman Middle School, a place you will call home for the next two years! At Seaman Middle School we focus on what is best for students and their futures. A cornerstone of our school is positive and intentional relationships with students and families. It is our top priority to ensure our students are happy, safe, and healthy. Our school is an integral piece of the Seaman School District; we couldn't be more grateful and honored to walk these halls each day. Middle School is a time where students explore and engage with the world around them. We are very proud of the opportunities our students will experience--the sky's the limit at SMS!

Please use this handbook as a guiding tool to find all of the important information about the building and its operations. Within the handbook you can locate information about extra-curricular activities, school and board policy, and other meaningful information to help you feel informed and connected with our school.

I simply cannot conceal my excitement for the coming year, the opportunities that are ahead, and the lessons we will learn together to make our world a better place. Good luck Vikes, we are here for you!

Your Principal,
Kyle Johnson

Superintendent and Board of Education

Superintendent of Schools

Mr. Brad Willson
901 NW Lyman Road
Topeka, KS 66608

USD #345 Board of Education Members

James Adams
Frank Henderson Jr.
Donna McGinty

Michelle Caudill
Christy Weiler

Chris Travis
Kyle McNorton

Seaman Middle School Staff

Building Principal: Kyle Johnson
Assistant Principal: Chad Uhler

Refer to the [SMS Staff Directory](#) on the district website for a list of current SMS staff.

Mission and Vision

Mission Statement: Seaman Middle School empowers students with opportunities and experiences for futures they have yet to imagine.

Vision Statement: Seaman Middle School strives to empower students to acquire, demonstrate, and value knowledge and skills that allow them to succeed within the global community while fostering relationships that reinforce the core values of respect, effort, and responsibility.



Multi-Tiered System of Supports

Seaman Middle School uses a Multi-Tiered System of Supports (MTSS) framework, which is designed to proactively teach positive academic, behavioral, and social-emotional skills. Schoolwide assessments are administered to determine individualized areas of student need. Academic, behavioral, and social-emotional expectations are taught using a core curriculum, intervention period, behavior matrix, and social-emotional program. SMS will continue to be data-driven and provide extra support for students as needed in various areas within the MTSS framework.

Respect

Effort

Responsibility

Behavior Expectations



Seaman Expectations



	Classroom	Hallway	Cafeteria	Bathroom	Technology	Bus	Arrival & Dismissal
Respect	<ul style="list-style-type: none"> Listen when others are talking Treat all school property with care Follow classroom procedures Exercise self-control by keeping your hands and feet to yourself 	<ul style="list-style-type: none"> Keep your hands and feet to yourself Be aware of your surroundings Keep hallways open for traffic Walk on the right side of the stairway 	<ul style="list-style-type: none"> Use appropriate manners Stay seated unless you have permission or until you are dismissed 	<ul style="list-style-type: none"> Respect others' privacy 	<ul style="list-style-type: none"> Follow AUA guidelines Only use your assigned computer Follow teacher instructions when using computers Keep your logins and passwords private 	<ul style="list-style-type: none"> Be kind and respectful to the bus driver Follow transportation procedures Respect peers on the bus Use appropriate language 	<ul style="list-style-type: none"> Stand in the designated waiting area Use respectful language Be mindful of your volume
Effort	<ul style="list-style-type: none"> Complete work to the best of your ability with your best effort Come prepared to class Actively participate in class Use coping skills when you are frustrated or overwhelmed 	<ul style="list-style-type: none"> Keep locker and locker area clean and free of trash Be on time to class Keep traffic moving 	<ul style="list-style-type: none"> Be kind to others Invite others to join you at the lunch table Use your inside voice 	<ul style="list-style-type: none"> Keep bathroom clean Flush, wash, and be on your way 	<ul style="list-style-type: none"> Keep computers clean Keep your computer charged and in its case Bring your computer every day Practice good digital citizenship 	<ul style="list-style-type: none"> Keep your bus clean Be kind to your fellow bus riders 	<ul style="list-style-type: none"> Have your materials ready to be successful for the day when you arrive Have your materials packed in your backpack before you are dismissed at the end of the day
Responsibility	<ul style="list-style-type: none"> Complete and turn in finished work on time Make up work when absent Use time wisely Respond appropriately to peers and adults Phones need to stay off and in your locker during the day 	<ul style="list-style-type: none"> Keep locker combinations private Use hall passes to leave the classroom 	<ul style="list-style-type: none"> Pick up after yourself Wait patiently for your teacher and return to class on time 	<ul style="list-style-type: none"> Use water fountains and bathrooms during passing period 	<ul style="list-style-type: none"> Report any technology misuse or problems Visit school appropriate websites and apps Music, games, and videos need to be school appropriate Schoolology and Gmail are for school use only Phones need to stay off and in your locker during the day 	<ul style="list-style-type: none"> Follow SMS policies when riding home with a friend Be safe 	<ul style="list-style-type: none"> Be mindful of the time Walk directly to your destination

All In This Together

Sometimes we are placed in situations where we need to help others or keep others safe from harm. Take responsibility and do the right thing by keeping someone from hurting themselves or others. Below you will find some situations that may confront you, some strategies for dealing with these situations, and people who can help you. Always adhere to the code of: “If you see something, say something.”

If Someone You Know.....

- threatens suicide or has deliberately injured themselves
- threatens to hurt another
- has been abused at home (physical, sexual, verbal or neglect)
- is being bullied
- has a weapon at school (firearm, knife, etc.)
- has an illegal substance at school
- tells you they are pregnant
- talks about running away from home
- may have an eating disorder

You Can Help.....

- stay calm and listen if they want to talk
- let them talk about their feelings
- be accepting--do not judge
- Take threats seriously

- do not swear secrecy--tell someone

Get Help. You Can't Do It Alone. Contact One of the Following.....

- family, friend or relative who is an adult
- school counselor, teacher, or clergyman
- family doctor
- law enforcement--sheriff-368-2200 or 911 if emergency
- mental health services
- hospital emergency
- school emergency hotline 1-877-626-8203

If a student receives any of the above information that concerns them at school you should report it to a counselor, teacher, or an administrator. You will remain anonymous. Remember, we are all in this together.

Building Procedures



Bell Schedule

Viking Time	7:50-8:16
First Hour	8:20-9:06
Second Hour	9:10-9:56
Third Hour	10:00-10:46
Fourth Hour	10:50-11:36
Fifth Hour	11:40-12:56
Lunch	11:40-12:56
Sixth Hour	1:00-1:46
Seventh Hour	1:50-2:36
Advisory	2:40-3:00

Daily Routines

Arrival/Dismissal: School starts at 7:50 AM. Doors are unlocked at 7:35 AM, but there is no organized supervision prior to that time. Students who ride buses must come directly into the school after unloading. All students may proceed to their lockers at 7:35 AM to prepare for the first period. The only exception to this policy is students under a staff member's supervision. All students should report promptly to their first-hour class and remain in a room until the 7:50 AM bell rings. Students are not allowed to leave the school premises after arriving on the grounds in the morning without permission. Students must be signed out at the office when leaving the building. Students are dismissed at 3:00 PM. Students are not allowed to stay in the building after school unless they are involved in an activity sponsored or supervised by a faculty member.

Lockers: Each student is assigned a locker and a combination. These are to be used only by the person to whom they are assigned. Lock combinations are not to be given to others. Unauthorized use or damage to lockers as a result of kicking or hitting could result in the loss of locker privileges and/or a financial assessment. A \$1.00 fee may be charged for the reassignment or replacement of a lock or lockers due to reasons other than mechanical failure. Lockers are the property of the school and are to be used only for the storage of school books and supplies, coats, and sack lunches. The school and students have joint control of lockers and the school retains the right to inspect lockers. Decorating the outside of lockers is prohibited unless magnets are used and must be approved by the administration. Decorations inside of lockers must be attached with magnets. Writing or pictures promoting alcoholic beverages, illegal drugs, suggestive or obscene language, or violent acts are prohibited.

Passes: Students should never be out of an assigned class and in the corridors without having generated an e-hallpass that has been approved by the appropriate school personnel. Students in the hall without having an e-hallpass will receive lunch detention and points.

Lunch: The lunch hour is a closed period and students are to remain in the student commons area. Students are only permitted to visit their lockers with lunchroom supervisor approval.

Students will have an individual lunch accounts. Cash or checks must be taken to the office and placed in the collection box. Students may present checks to the cashier during the lunch period. Checks must have the student's name and ID number on them. No cash will be accepted by the cashier during lunch. Once a student drops below a positive balance, that student will not be allowed to eat.

Dismissal during the school day: When a student leaves during the school day for an appointment, parents should call or send a note to indicate what time a student should be dismissed from class. A call slip will be sent to the student indicating the dismissal time. Parents must enter the building, provide identification, and sign students out. Students may sign themselves back in upon return from an appointment.

Contacting SMS: Parents can contact SMS by phone at 286-8400. The SMS fax number is 286-8403. Additional information about SMS can be found at sms.seamanschools.org.

Transportation: Students may not drive automobiles, motorcycles, bicycles, mopeds, etc. to school. The Board of Education policy states that all students will be given the privilege of riding the school bus. Students must ride their assigned bus at all times but can be granted permission to ride another bus on a one-day basis with a signed note from parents and office approval. State laws and regulations state that pupils transported in a school bus are under the authority of the driver and are to obey his/her instructions. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for refusing transportation to any pupil. A detailed transportation handbook will be distributed to all students at the beginning of the school year. Questions about transportation should be directed to Ronna Blocker, Transportation Director at 286- 8440.

JB Attendance Policy

Tardy Definition: A student may be counted tardy if he/ she is not in his/her assigned classroom ready-to-learn when the tardy bell rings unless he/she has a written excuse from a staff member. Students are not counted tardy if their school bus arrives late, if they have a medical appointment, if a parent calls to explain an acceptable reason for being late to the first hour, or if they have a pass from a staff member. Oversleeping and personal transportation problems are not considered excused tardies. However, we will allow one tardy per year to be excused for these reasons.

Parental Notification: Parents should telephone the school anytime a student is absent. In the event that a student is absent without notification, an attempt will be made to contact parents. Students will be considered unexcused until the school has communication with parents. Acceptable reasons for excused absences are:

- Personal illness and medical appointments
- Serious illness or death of a family member
- Emergencies calling for the student's services or presence at home
- Family obligations
- Religious obligations
- Participation in a district-approved or school-sponsored activity

Any absences from school, other than for illness, are discouraged.

TARDIES TO INDIVIDUAL CLASS
(per semester):

3 tardies - attendance contract +
lunch detention

4 tardies - review attendance
contract + lunch detention

5 tardies - after school detention,
parent and student attendance
contract review with teacher

Medical appointments should be taken care of outside of school time. Vacations and extended holidays disrupt the delivery of instruction to students. As a result, making up work is difficult for students and staff.

School administrators will make the final determination as to whether an absence or tardy will be considered to be excused or not. Oversleeping and personal transportation problems are not considered to be excused absences or tardies. It is the responsibility of the student to ask for make-up work following an absence.

Students must attend a minimum of 4 classes during the school day in order to participate in activities that day. Special situations may be presented to the administration for review.

JBE Eight Absences: Once a student has accumulated eight absences per semester, any additional absences will be considered unexcused and handled as unexcused absences, including vacations or trips. Exceptions to this policy are absences, which can be verified by a physician or clergyman, and other situations that the administration has determined to be emergencies. Note: this policy does NOT automatically excuse a student for his/her first eight absences from school, as the administration has the final determination as to whether any absence will be excused.

Extra-Curricular Activities: A student must attend four classes in order to participate in extracurricular activities that day or evening. Exceptions will require administrative approval.

Greenbush Virtual Academy Policy: Students wishing to attend virtually who are in good academic and attendance standing can enroll in USD 345 and register to complete all courses through Greenbush Virtual Academy (GVA). Enrollment shall be full-time and not part-time. Coursework will correspond with on-site grade-level credit requirements. GVA is a program that provides delivery of virtual curriculum primarily through asynchronous recorded modules. Additionally, synchronous support will be available at specified times for each student on a weekly basis. Virtual learning does rely on families to guide and direct their child(ren) through the curriculum with Greenbush's support. Students will not attend a full daily schedule of live, teacher-led virtual instruction.

Make-up Work: If students are absent for two or more days parents should notify the office to have assignments sent home. Schoology can be accessed for make-up work for absences shorter than two days. It is the student's responsibility to obtain make-up assignments from teachers following an excused or unexcused absence.

IDAB Counseling Services

The Seaman Middle School Counseling program provides a comprehensive curriculum to support students academic, social-emotional, and career needs. Our school community's goal is to work together to educate all students in an atmosphere of respect, effort, and responsibility.

Direct Student Services

- School Counseling Core Curriculum
- Instruction – direct instruction, team teaching, developing learning activities
- Group activities – planned activities outside the classroom promoting academic, career or social/emotional development

Individual Student Planning

- Appraisal – assist students in evaluating interests abilities, skills and achievement
- Advisement – assist students in goal setting based on academic, career and social/emotional data

Responsive Services

- Counseling – individual or small group settings school counselors provide planned, short-term and goal focused counseling. School counselors do not provide therapy or long-term counseling in schools; however, school counselors are prepared to recognize and respond to student mental health needs and to assist students and families seeking resources.
- Crisis Response – provide support and assistance to students and families as they navigate crisis and emergency situations

Indirect Student Services

- Consultation – share strategies supporting student achievement with parents, teachers, other educators and community organizations
- Collaboration – work with other educators, parents and the community to support student achievement
- Referrals – support for students and families to school or community resources for additional assistance and information

Behavior Management

Philosophy: The behavior management plan of Seaman Middle School is founded on the concept of progressive discipline and restorative practices. Student behaviors will be specifically taught and positively reinforced by SMS staff. This preventative measure is aimed at clarifying what is expected of students at SMS. When students do not adhere to the expectations disciplinary action may occur as deemed necessary by the administration.



JCDA Detention and Suspension Policies

Detention Policy

Lunch detention will be during lunch - (25 min.), and after-school detention will be from 3:30-4:30 - (60 min), on Wednesday.

- Detention will be served on the assigned date.
- Students not attending, or arriving late to assigned lunch detention will serve a 60-minute detention and receive 1 point.
- Students not attending, or arriving late to an assigned 60-minute detention will receive half a day of ISS, and 1 point.
- Absences from assigned detention due to illness will not relieve students from fulfilling the required time.
- Transportation is the responsibility of the student's family.
- For after-school detention, students will report to the office until they are escorted to the ISS room in the main office.
- Students will not be excused from any assigned detention to participate in extracurricular activities.
- Students are expected to bring materials to read or work on during detention.

In-School Suspension

ISS is an alternative to removing students from the school setting because of behavioral problems or violation of certain school rules. Under the ISS Program, students are provided the opportunity to continue their school work. At the same time, they lose their privileges to socialize with the student body.

- Students will stay in the same room all day and eat their lunch there.
- Students will not talk.
- Computers are to be used for academic purposes only.

- Absence from ISS due to illness or other emergency reasons will not relieve the students from fulfilling their required time.
- Guidelines will be posted and students will follow these rules or face possible OSS.

Out-of-School Suspension

- Administrators may suspend any student from school for cause, subject to review by the Board of Education.
- Students who receive OSS will have the opportunity to complete their assignments for full credit.
- Students who are suspended/expelled may not attend school activities (on or off campus).
- Students who are suspended or expelled are not permitted on school property at any time during the suspended period.

JDD Suspension or Expulsion of Students

The authority to suspend for a "Short Term" and to propose an "Extended Term" suspension and/or expulsion is delegated to the Superintendent, Central Office administrators, building principal, or assistant principal by the Board of Education in accordance with the applicable statutes of the State of Kansas. The provisions of this section apply to all students enrolled in USD #345. A "Short Term" period suspension means to remove the student from school for a period not to exceed ten (10) school days. An "Extended Term" suspension means to remove the student from school for a period in excess of ten (10) school days, and not to extend beyond the last day of the following semester. An "Expulsion" means to remove the student from school for up to one school year (not to exceed 186 days). Students who are expelled or long-term suspended for narcotics, alcohol, or other drugs will have this information relayed to law enforcement authorities.

Rules and Regulations Pertaining to Suspension and/or Expulsion - Legal authority for suspension and expulsion is found in K.S.A. 72-8901 through 79-8906; these statutes shall control in case of a possible conflict between such statutes and these policies. The Board of Education of USD #345 may suspend or expel or by regulation authorize any certified employees to suspend or expel, any student 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 impinges upon or invades the rights of others,
- C. conduct which substantially disrupts, impedes or interferes with the operation of any public school, or,
- D. of an order of a teacher, peace officer, school security officer or other school authority, when such disobedience can be reasonably 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.

Conduct which constitutes a felony, charged or not, shall be cause for suspension or expulsion of up to one school year (not to exceed 186 days).

Rules and Regulations Established Within Schools - The administrator and the staff at each school shall make the rules and regulations necessary for implementing this policy and for maintaining good discipline. Any rules or regulations made within a specific school must not be in conflict with the policies as set forth by the Board of Education.

Discipline Point System

Secondary schools in the Seaman District use a discipline point system. If a student violates school rules they will be subject to consequences such as receiving detention, in-school suspension, out-of-school suspension, or expulsion. However, violations can also carry a point value.

- A student who accumulates 24 points may be recommended for long-term suspension (11 to 90 school days) from school, with the potential loss of class credit.
- When a student accumulates over 18 points and does not receive any more points for the next calendar month, 2 points will be taken off their point total. In these cases, however, a student's total points will not fall below 18.
- Students returning from a long-term suspension, within the same school year, will return with the same number of points in which they left.
- Students who transfer to another school district and return to SMS later in the school year will re-enter Seaman

with the same number of points with which they left.

- Once a student accumulates 12 disciplinary points, parents will be notified of the situation in writing.
- Any student who is provided support through an IEP will have a meeting scheduled once they have accumulated 12 points.

School administration has the right to make decisions that have mitigating and aggravating factors, which impact the final decision of the consequence, including the information presented below.

**This is not a complete list, it is impossible to list every infraction that could possibly occur.

Disciplinary Point Values And Behaviors

Incident Type	Point Value	Consequence Continuum
Alcohol	12	See the Drug and Alcohol Response Program
Assault on Staff	24	OSS pending an expulsion hearing
Battery on Staff	24	OSS pending an expulsion hearing
Bus Infraction	0-5	Detention/ISS 1-3 Days/Per USD #345 transportation policies potential loss of transportation privilege.
Bullying	2-24	Restorative/Detention/ISS 1-3 Days/OSS 1-5 Days/Per USD #345 Bullying Procedures Handbook
Lunchroom Disrespect/Food Throwing/Violation	1-8	Detention/ISS 1-3 Days
Loitering in the Restroom	1-10	Restorative/Detention/ISS 1-3 Days/OSS 1-5 Days
Cellphone	0-2 (for each)	Detention/ISS 1 Day

Cheating/Plagiarism	1-2	Partial or Complete Loss of Credit
Computer Violation	1-10	Detention/ISS 1-3 Days/OSS 1-5 Days
Dress Code	1	Restorative/Detention/ISS 1-3 Days/OSS 1-5 Days
Narcotics and Illegal Drug Violations	24	OSS pending an expulsion hearing
Horseplay (playful physical contact)	0-4	Restorative/Detention
Inciting a Fight	4-12	OSS 1-3 Days
Fighting: Shoving	5-10	ISS 1-3 Days/OSS 1- 3 Days
Fighting: Punching/Slapping	12	OSS 1-5 Days
Fireworks/Explosives	24	OSS pending an expulsion hearing
Harassment (ethnic/racial, LGBTQ+, sexual, etc.)	2-12	Restorative/Detention/ISS 1-3 Days/OSS 1-5 Days
Threats	4-12	Restorative/Detention/ISS 1-3 Days/OSS 1-10 Days/OSS pending an expulsion hearing
Sexting/Online Sexual Harassment	8-24	Restorative/Detention/ISS 1-3 Days/OSS 1-5 Days
Inappropriate Behavior	1-12	Restorative/Detention/ISS 1-3 Days/OSS 1-5 Days
Lethal/Deadly Weapon	24	OSS pending an expulsion hearing
Pocket Knife	12	OSS 2-5 Days, Confiscate
Eloping/Cutting Class/Outside of Building	2-5	Detention/ISS 1-3 Days
Hallway Violation	1-2	Detention
Personal Disrespect to Staff	2-10	Restorative/Detention/ISS 1-3 Days
Profanity/Obscenity	1-12	Restorative/Detention/ISS 1-5 Days/OSS 1-5 Days

Public Display Affection	1-5	Restorative/Detention/ISS 1-3 Days
Refusal to Comply with a Reasonable Request	1-5	Restorative/Detention/ISS 1-3 Days
Theft	2-8	OSS 3-5 Days
Possession Tobacco, Vape Pens, CBD Products, E-Cigarettes, Lighters, Chargers, Paraphernalia, etc.	5-12	See the Drug and Alcohol Response Program
Use/Distribution Tobacco, Vape Pens, CBD Products, E-Cigarettes, Lighters, Chargers, Paraphernalia, etc.	8-20	See the Drug and Alcohol Response Program
Vandalism	2-12	Restorative/Detention/ISS 1-3 Days/OSS 1-5 Days

School safety is the responsibility of all members of the school community. Therefore, bystanders of a fight, students who take photos/videos, or students who encourage a fight are considered participants and may face school consequences.

Seaman USD 345 Drug & Alcohol Response Program

The following policy addresses possession of or individuals under the influence of tobacco, e-cigarettes, vaping devices, narcotics, alcohol, illegal drugs, and prescription abuse on district grounds or at district activities.

USD 345 district facilities are drug, alcohol, and tobacco free zones. Students will not possess, use, be under the influence of, sell/intend to sell an illegal substance or paraphernalia in the school building, on school grounds, or at any USD 345 school activities. Consequences for these violations can be found on the second page of this policy.

Violations

Seaman High School and Seaman Middle School will follow the Kansas Highway Patrol Drug Recognition Policy procedures when they feel that a student is actively under the influence of an illegal drug. High School administrators, nurses, and security personnel receive training to administer these programs. Information may be relayed to law enforcement authorities. Seaman High School and Seaman Middle School will comply with The Shawnee County Sheriff's Office regarding the detaining of juveniles who are intoxicated, possessing cereal malt beverage or alcoholic liquor, or possessing controlled substances.

Seaman High School and Seaman Middle School reserve the right to randomly use a breathalyzer for students participating in school activities including, but not limited to, school dances.

Prevention and Resiliency Services (PARS)

Prevention and Resiliency Services provides drug and alcohol evaluations and education for youth and adults referred by schools, courts, therapists, community agencies, and families to assist and empower them to make a healthy change. Students found in violation of the Seaman High/Middle School Drug and Alcohol Policy may be referred to PARS to receive assessment and services. PARS will provide a written summary of the assessment, recommendations, and progress to school officials.

Partnering With the Shawnee County Sheriff's Department

To assist in maintaining a safe learning environment, the school may utilize the Shawnee County Sheriff K-9 Unit, or other certified K-9 Units, throughout the course of the school year to conduct unannounced sweeps of the school building, property inside of the school building, and vehicles in school parking lots. The use of K-9 sweeps is a less intrusive way of attempting to reduce the presence of tobacco, e-cigarettes, vaping devices, narcotics, alcohol, and other illegal drugs, for the protection of all students, staff, and visitors who may enter the school zone. This includes, but is not limited to, school lockers, parking lots, backpacks, and locker rooms.

Exceptions:

Use of a drug authorized by a medical prescription from a registered physician shall not be considered a violation of this rule so long as a student's use is in accordance with label directions. Students who take prescription drugs at school must check in with the nurse's office, where all medication will be kept.

Possession of Tobacco and Tobacco/Vaping Paraphernalia

Consequence	Offense #1	Offense #2	Offense #3
Continuum	2 Days OSS	3 Days OSS	5 Days OSS
School Issued Points	5	8	12
Law Enforcement	Reported to SRO for ticketing	Reported to SRO for ticketing	Reported to SRO for ticketing

Consumption/Distribution of Alcohol and/or Tobacco/Vaping Products

Consequence		Offense #1	Offense #2	Offense #3	Self Reporting (1x option)
<p>Each offense includes confiscation of paraphernalia, a referral to the PARS program, and being reported to the SRO for ticketing. The student/family will be responsible for costs associated with the recommendations from PARS, and an assessment from PARS must be received by administration on or before 21 days from the infraction. Failure to do so will result in a 21 calendar day suspension from parking on school grounds and KSHSAA and USD 345 activities and events.</p>					
Out of School Suspension	Smoking Vaping Chewing Tobacco	3 Days OSS	4 Days OSS	5 days OSS	<p>A student or parent/guardian may self-report alcohol/drug usage anytime prior to being contacted for questioning about alcohol/drug usage by a school official.</p>
	Alcohol	Minimum 3 days OSS	Minimum 3 days OSS	5 days OSS	
School Issued Points	Smoking Vaping Chewing Tobacco	8 points	12 points	20 points	<p>The student may avoid some consequences by self-reporting.</p> <p>A subsequent violation will count as a second offense.</p>
	Alcohol	Minimum 12 points	Minimum 12 points	Minimum 12 points	

<p style="text-align: center;">KSHSAA & USD 345 Activities & Events</p> <p>*This policy is not applicable for graded co-curricular events or competitions.</p>	<p>The student will follow the PARS recommendations in order to remain eligible for KSHSAA and USD 345 activities and events.*</p> <p>Students will not be allowed to participate in competition until they have supplied proof of the initial test for PARS.</p> <p style="text-align: center;">—</p> <p>Coaches/sponsors may add additional consequences.</p>	<p>90 calendar day suspension from participation or spectating beginning the day of the offense.</p>	<p>180 calendar day suspension from participation or spectating beginning the day of the offense.</p>	
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Narcotics, Over the Counter Medication Abuse, and Other Illegal Drugs

<p>Drug Violations</p>	<p>Drug violations, including possession, intention to sell, or the transmission of drugs, and being under the influence will result in 24 points and a short-term suspension with a recommendation for long-term suspension or expulsion. A ban from all KSHSAA and USD 345 activities and events will occur for the duration of the suspension or expulsion.</p>
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Articles Not Permitted At School

Bags and backpacks must remain in the student's locker between 7:50 AM and 3:00 PM except when taking clothes to and from physical education. Items such as video games, laser pointers, excessive money or expensive jewelry, cologne, toys, animals, chains, weapons, and any other items that the administration feels do not contribute to a positive learning

environment must be left at home. In addition, students cannot trade or sell items at school without permission. The school will not be responsible for the loss or theft of personal items. Articles needed for class or athletic participation may be brought to school at the request or with the permission of the teacher.

Electronic Devices: We recommend that electronic devices not be brought to school. The school is not responsible for the loss or theft of a personal device. Cell phones may be brought into the building but must remain in the student's locker. Cell phones must be turned off while in the building and are not to be used for any reason. The school reserves the right to confiscate personal items. One exception to the policies above is that students may listen to personal music devices before or after school in the commons or when waiting outside for a ride.

Pop, Juice, Chewing Gum, Candy, Food: Students will be allowed to purchase drinks in the commons before and after school. Students will also be allowed to have unopened containers in their lockers for the purpose of drinking during lunch. Drinks from restaurants (ex. Sonic, McDonald's, etc.) may not be taken to classrooms, hallways, or lockers. Individual teachers may from time-to-time allow students to purchase and bring drinks to their classes as a reward. Students may chew gum in school, but teachers reserve the right to restrict usage in their classrooms. Likewise, the administration reserves the right to restrict drinks, gum, candy, and other food individually, or collectively, if this privilege is not handled responsibly. Parties will not be held during classes unless permission is granted by the administration.

JCDA Student Conduct

Harassment: Sexual harassment will not be tolerated in the school district. Sexual harassment of employees or students of the district by board members, administrators, certificated and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited. It shall be a violation of this policy for any employee to sexually harass a student, for a student to sexually harass another student, or for any employee to discourage a student from filing a complaint or to fail to investigate or refer for investigation, any complaint lodged under the

provisions of this policy. Sexual harassment is unwelcome sexual advances, requests for sexual favors, and other inappropriate oral, written, or physical conduct of a sexual nature when made by a member of the school staff to a student or when made by any student to another student when: (1) submission to such conduct is made, explicitly or implicitly, a term or condition of the individual's education; (2) submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual or (3) such conduct has the purpose or effect of interfering with an individual's academic or professional performance or creating an intimidating, hostile or offensive academic environment. Sexual harassment may include, but is not limited to: verbal harassment or abuse; pressure for sexual activity; repeated remarks to a person, with sexual or demeaning implications; unwelcome touching; or suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning a student's grades, participation in extra-curricular activities, etc. When acts of sexual harassment or other violations of this policy are substantiated, appropriate action will be taken against the individual.

The school district is committed to providing a school environment that is free of all forms of harassment, including racial/ ethnic harassment. Harassment includes verbal abuse, physical threats, and visual displays. Harassment of or by any district student will not be tolerated. Violations of this policy will result in disciplinary action. Any individual who reports harassment, including racial and/or ethnic group, gender, LGBTQ+ will not be retaliated against for making such a report. Complaints will be handled as quickly, confidentially, and fairly as possible. Harassment is conduct that has the effect of creating, in a reasonable person, an intimidating, hostile, or offensive educational or work environment and may take the following forms:

- **Comments:** Demeaning comments directed at an individual or an individual's racial and/or ethnic group, gender, LGBTQ+, including, but not limited to slurs, jokes, insults, and name-calling.
- **Online Sexual Harassment:** Students who solicit, possess, or disseminate sexually suggestive or inappropriate electronic messages and images (via electronic device) during the school day or school sponsored activity will be investigated by administration. District and local law enforcement will be notified as an offense of this nature could constitute possession and/or distribution of child pornography or violate other state statutes. This may also be

considered a crime of electronic solicitation.

- **Written Material:** Written material which directly degrades an individual or an individual's race and/or ethnicity, gender, LGBTQ+, including, but not limited to graffiti, notes, epithets, computer bulletin entries, etc.
- **Visual Displays:** Displays (including racial or ethnic, gender, LGBTQ+ materials) which create a hostile, intimidating and/or demeaning school environment including but not limited to pictures, posters, cartoons, and/or written material.
- **Defacing or Damaging Personal Property and/ or School Property:** Any incident involving the defacing and/or damaging of property belonging to an individual or the school that intimidates or harasses an individual (including racial or ethnic, gender, LGBTQ+ intimidation and harassment) shall be dealt with as a hostile and/or demeaning act.

Fighting: In order to encourage students to settle conflicts in a more responsible manner, any Seaman Middle School student who is a willing participant in a fight on, or adjacent to, USD #345 property will be subject to immediate consequences, such as out-of-school suspension. If students cannot work their problems out on their own, the counselor, the administration, and teachers are here to help.

Staff Respect: Students are expected to give respectful attention and appropriate responses to the requests and directives of all teachers, administrators, security officers, custodians, secretaries, or other staff members. Students are required to give their names to staff members upon request.

Displays of Affection: Friendship between students is encouraged, but students are not to hold hands or engage in other displays of affection while at school or at school functions.

Theft: Each case will be investigated on an individual basis. The School Resource Officer and School Police Officer will be notified.

Inappropriate Behavior: Students are expected to exhibit behavior that is conducive to a learning environment and are consistent with the behaviors outlined in the Seaman Middle School Behavior Matrix. Behaviors inconsistent with these

expectations may result in consequences.

Threats: Threats against an individual (such as threats due to racial and/or ethnic identity, gender, LGBTQ+) including, but not limited to physical attacks will be investigated. Threats made by students toward other students, faculty, staff, or administration will not be tolerated. All threats (including "veiled" or implied threats) will be taken seriously and violators will be subject to suspension or expulsion, depending upon the severity of the threat. Students must not make threats in jest, as they will be investigated as actual threats and disciplinary action could be taken.

Assault and/or Battery: As defined by state statute, students violating will be referred to law enforcement.

Vandalism: Students who deliberately damage, deface, or destroy school property will be subject to disciplinary action and possible restitution.

Weapons: Students shall not 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 includes any item being used as a weapon or destructive device, or any facsimile of a weapon. Pocket knives are included as a weapon, but may or may not be considered weapons warranting expulsion at the discretion of the building administration. Possession of a firearm or other weapon (based on "Weapon-Free School Act" definition) will result in expulsion from school for a period of one calendar year. The superintendent may recommend that this expulsion be modified on a case-by-case basis.

Security Cameras: Seaman Middle School and USD #345 school buses employ the use of security cameras whenever necessary to determine involvement in reported incidents.

JDDC Bullying

In keeping with Kansas Statute KSA 72-8256, bullying will not be tolerated.

Bullying means: Any intentional gesture or any intentional written, verbal, electronic or physical act or threat that is

sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for a student or staff member that a reasonable person, under the circumstances, knows or should know will have the effect of:

- Harming a student or staff member, whether physically or mentally
- Damaging a student or staff member's property
- Placing a student or staff member in reasonable fear of harm to themselves
- Placing a student or staff member in reasonable fear of damage to their property

Cyberbullying: Cyberbullying is intimidation, harassment or bullying behavior conducted using electronic devices. Devices used but are not limited to include cell phones, computers, and tablets.

- Text messaging
- E-mail
- Instant messaging
- Internet-based social networking websites
- Blogs
- Digital photography

Prevention of Cyberbullying: There are prevention techniques that you can use to avoid being bullied online. These techniques can also help protect you from online predators:

- You should never give out private information such as passwords, pins, name, address, phone number, school name, or family and friends' names. Bullies and other harmful people on the Internet can use the information. Do not even reveal your password to your friends. They might reveal it or use it against you in a fight.
- Do not exchange pictures or give out email addresses to people you meet on the Internet. Ask permission from parents when it is necessary to give such information.
- Do not send a message when you are angry it is hard to undo things that are said in anger. Never open, read, or

- respond to messages from cyberbullies.
- Do not erase the messages. They may be needed to take action.
 - When something does not seem right, it probably is not. Get out of the site, chat room, etc.
 - Realize that online conversations are not private, others can copy, print, and share what you say or any pictures you send.
 - If you are being bullied, tell a trusted adult and keep telling them until they take action. If you are threatened with harm, call the police.

Consequences of Cyberbullying: Students who participate in cyber-bullying may face disciplinary consequences at school. Even though the actual infractions may occur away from school, the effects of what has been done may have a direct impact at school. Depending upon the severity of the action, the follow consequences could take place:

- Notification of parents/guardians
- Detention or In school suspension
- Out-of-school suspensions

The above list is not all-inclusive, nor is it intended to be. It is impossible to list every infraction that may occur; however, any misconduct on the part of a student may result in suspension. School administration has the right to make decisions that have mitigating and aggravating factors, which impact the final decision of the consequence, including the information presented below.

JCDB Dress Code

Seaman School Board Policy:

- Neatness, decency, and good taste are guidelines of the district dress code. Students must dress in a manner that is not obscene; offensive; or substantially or materially disruptive to the learning environment. Apparel that is sexually suggestive; promotes violence, illegal activities, drugs, alcohol, and/or tobacco; or is determined to be gang related is prohibited.

- Student apparel and grooming must also meet requirements of any courses which are part of the approved curriculum in which they are enrolled.
- Traditional tribal regalia or objects of cultural significance shall not be prohibited at a public event.
- Upon entering the building, sunglasses and headwear (including hats, beanies, and bandanas) shall be removed. An exception to this rule may be granted as an accommodation. Such accommodations may be requested through the building principal.
- Health standards require that shoes are to be worn at all times.
- Clothing that promotes disruptive and demoralizing values, which are inconsistent with and counterproductive to education and/or containing symbols and words that are patently contrary to the school's educational mission may not be worn.
- Symbols representing hate groups, such as Confederate flags and swastikas, will not be allowed.
- Because of the safety hazards involved in some class activities (i.e. shop, field trips, etc.) students must dress according to the conditions as the instructor requires.
- Appearance and dress of any student involved in school sponsored extracurricular activities, must be in accordance with the sponsor's requirements, subject to administrative approval.

CHAPTER 4

Student Evaluation

Academic progress can be monitored through individual student and parent



PowerSchool and Schoology accounts.

Academic Dishonesty

Academic Integrity: respecting and upholding the school's academic rules and submitting work that reflects a student's own efforts.

Cheating: attempting to use prohibited materials, information, or study aids in any academic exercise (e.g. Googling an answer or asking a friend for an answer).

Plagiarism: stealing or passing off the ideas or words of another as one's own without crediting the source.

Collusion: unauthorized collaboration with another person in preparing academic assignments.

HONOR ROLL DESIGNATIONS

Gold Honor Roll: 4.0 GPA

Blue Honor Roll: 3.50 - 3.99 GPA

Red Honor Roll: 3.00 - 3.49 GPA

Honor Roll

Honor Roll: All students are eligible for the SMS honor roll based on semester grades.

Failure of Math & English: Students who fail 7th or 8th grade English and/or Math will be recommended for an approved summer school program.

JFB Promotion

Eighth grade students must pass 8 semester credits during their eighth grade year in order to participate in Promotion exercises.

Extra-Curricular Activities

The athletic programs in the Seaman school district have a long tradition of pride and success. Participants are known to display hustle and determination at all times, show respect for coaches, and display good sportsmanship both on and off the playing field. Students at Seaman Middle School may participate in a variety of extracurricular activities, including several sports and fine arts offerings. Any activity listed under “Sports” on the following page requires that participants have a current physical (dated May 1 or later of the current academic year), Assumption-of-Risk, KSHSAA Concussion form and Consent to Treat form on-file in the SMS office before participation begins. Forms are available in the SMS front office, or online at www.seamanschools.org/sms under the “Athletics” link.



Athletics & Activities

- Archery Club
- Band
- Choir
- FBLA
- FCCLA
- Orchestra
- National History Day
- Robotics
- Scholar's Bowl
- Junior Honors Society
- Spirit Club
- Student Council
- Theatre
- Yearbook
- Basketball
- Bowling
- Cheerleading
- Cross Country
- Dance
- Football
- Golf
- Tennis
- Track
- Volleyball
- Wrestling
- Future Cities

JDDA Substance Abuse Policy

USD 345 Policy: All public schools in Shawnee County are committed to the education of every student in drug/alcohol abuse awareness and pledge to work cooperatively to achieve zero tolerance of substance abuse in the county. The Seaman School District will actively enforce the policy. If a student is suspended for a drug/alcohol substance abuse offense a consultation is required before returning to school. If the consultation is refused, the family/child will be reported to SRS.

A student shall not possess, sell, use transmit or be under the influence of any narcotic drug, hallucinogenic drug, simulated drug, amphetamine, barbiturate, marijuana, alcoholic beverage or intoxicant, or any other controlled substance, nor be in possession of any drug paraphernalia of any kind:

1. on school grounds during and immediately before or after school hours,
2. on school grounds at any other time when the school is being used by school personnel or by a school group, or,
3. off the school grounds at a school activity function or event.

Use of a drug authorized by a medical prescription from a registered physician shall not be considered a violation of this rule. All medications including non-prescription drugs brought to school must be given to the school nurse.

Violation of any provision of this behavior code shall result in suspension and/or expulsion. Furthermore, Seaman Middle School will comply with the following statement from THE SHAWNEE COUNTY SHERIFF'S OFFICE regarding the DETAINING OF JUVENILES WHO ARE INTOXICATED, POSSESSING CEREAL MALT BEVERAGE OR ALCOHOLIC LIQUOR, OR POSSESSING CONTROLLED

SUBSTANCES. This procedure is as follows. An officer who detains a juvenile for any of the above incidents shall not release the juvenile to their own recognizance. Rather, the officer shall detain the juvenile and complete a J.D.R. and Standard Offense Report, if necessary, and then release the juvenile to a responsible adult and file the reports with the District Attorney's office for determination. If no responsible adult can be located to take custody of the juvenile, the juvenile shall be taken to the Shawnee County Youth Center.

Seaman USD 345

Random Drug and Nicotine Testing Program

USD 345 district facilities are drug, alcohol, and tobacco-free zones. Seaman students in grades 7-12, who participate in KSHSAA-sponsored activities or obtain an SHS parking pass, will be subject to random drug testing. Additionally, students and their families may agree to opt-in their student to the Random Drug and Nicotine Testing Program at any time, regardless of activity participation or parking status.

The goal of the Random Drug and Nicotine Testing Program is to help guide students to refrain from the use of nicotine and illegal drugs.

Drug Testing Procedure:

- 1) The Testing Facility randomly selects students to be tested from the eligible pool of students for testing throughout the school year.
- 2) The Principal or designee will clip a sample of hair from the student and place it in an envelope. The student will witness the sealing of the envelope, confirm their identification number, and verify accuracy by initialing the envelope.
- 3) The collected samples will be sent to the testing facility for analysis.
- 4) Parents/guardians will be contacted by the Principal or designee by phone and given the results of each test within two to three weeks of the hair sample submission.
- 5) Positive test results will result in a meeting with the student, parent/guardian, and the Principal or designee and require students to be tested two additional times in 90-100 day increments. Additional follow-up testing may be required per Administrative discretion.
- 6) A negative follow-up test result requires no further action, and the student's name will be returned to the random drawing pool.

Test results will be available only to the student, parents/guardians, and to school officials who have a legitimate educational interest in the student. Once a student has been tested and the results have been returned, their number is placed in the general pool for further random testing. Therefore, it is possible that a student may be tested more than once during the school year and several times during their years at SMS and SHS. If parents/guardians question the validity of the test results, they may request a second test be conducted on the same hair specimen at their expense. The Testing Facility uses a liquefying method for processing hair samples. To help ensure valid test results, students will designate any prescription medications and/or any supplements on the envelope that will be sent to the lab. Any student who refuses to submit to a drug test after being randomly selected will be deemed a positive result and will follow the disciplinary actions outlined on the back of this page.

Exceptions:

Use of a drug authorized by a medical prescription from a registered physician shall not be considered a violation of this rule so long as a student’s use is in accordance with label directions. Students who take prescription drugs at school must check in with the nurse’s office, where all medication will be kept.

Prevention and Resiliency Services (PARS)

Prevention and Resiliency Services provides drug and alcohol evaluations and education for youth and adults referred by schools, courts, therapists, community agencies, and families to assist and empower them to make a healthy change. Students found in violation of the Seaman High School Drug and Alcohol Policy may be referred to PARS to receive assessment and services. PARS will provide confirmation of completed assessment and recommendations to school officials.

<p>Each positive test result includes a referral to the PARS program and the completion of two follow-up drug tests that will be scheduled in 90-100 day increments. The results of an assessment from PARS must be received by administration on or before 21 days from the date that the student and guardian(s) are notified of the positive drug test in order for the first positive test’s suspension to be lifted after 7 days.</p> <p>Additional follow-up testing may be required per Administrative discretion.</p> <p>A positive follow up test will result in the student being moved to the next offense column and restarting the processes for that offense. Note that test results are cumulative over a student’s 7-12 school years.</p>				
Consequence	Self Reporting (1x Option)	Positive Result #1	Positive Result #2	Positive Result #3
Parking	A student or parent/guardian may self-report alcohol/drug usage anytime prior to being contacted for	21 days suspension from parking privileges or until notification that the PARS assessment is complete is received by an administrator	90 calendar day suspension from parking privileges in SHS parking lots	180 calendar day suspension from parking privileges in the SHS parking lots
KSHSAA/ USD 345 Activities & Events *This policy is not applicable for graded co-curricular events or competitions.	questioning about alcohol/drug usage by a school official. The student may avoid some consequences by self-reporting. A subsequent violation will count	21 calendar day suspension from participation or spectating beginning the day of notification of positive test After 7 days’ suspension from activities and events,	90 calendar day suspension from participation or spectating beginning the day of the notification of positive test	180 calendar day suspension from participation or spectating beginning the day of the notification of positive test

	as a second offense.	students may participate with verification of completed PARS assessment as long as the student follows the PARS recommendations*. — Coaches/sponsors may add additional consequences.		
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CHAPTER 6

Technology Policies

USD 345 is committed to making advanced technology and increased access to learning opportunities available to all students. The goal of the district in providing access to students is to promote educational excellence in schools by facilitating resource sharing, innovations, and communications.



Acceptable Technology Use

Board Policy: USD 345 is committed to making advanced technology and increased access to learning opportunities available to all students. The goal of the district in providing access to students is to promote educational excellence in schools by facilitating resource sharing, innovations, and communications. The use of computers, tablets, networks, email, the Internet, or other online services shall be in support of education and research consistent with the district's educational objectives.

Administrative Implemental Procedures:

1. **Student Responsibilities:** Regardless of any “technology protection measure” implemented by the District as may be required by the Children’s Internet Protection Act, students are responsible for good behavior on computers, networks, the Internet, or other online services just as they are in a classroom or a school hallway. General school rules for behavior and communications apply. Network storage areas will be treated like school lockers. Network administrators, teachers, and other appropriate district staff may review student files and student communications from time to time to prevent misuse and to ensure students are using the system responsibly and in compliance with laws and district policies. Communications on the network are often public in nature; students should not expect that files stored on district servers will be private.

2. **Permission:** Students shall not be allowed to utilize electronic communications prior to accepting the terms of the Student Acceptable Use Agreement. To remain eligible as users, students' use must be consistent with the educational objectives of the district. Access is a privilege, not a right, and inappropriate use will result in, among other disciplinary measures, the cancellation of those privileges. Students will display school-appropriate conduct when using the computer equipment or network and shall maintain an environment conducive to learning.

3. **Violations:** Administrators, teachers, and other appropriate district employees will decide what is inappropriate use.

Violating this policy may result in:

- a. Restriction or loss of network/technology access; and/or
 - b. Disciplinary or legal action including, but not limited to, suspension or expulsion from school and/or criminal prosecution under appropriate local, state, and federal laws; and
 - c. Assessment of the cost of damages to hardware/software.
4. Inappropriate Use: The following uses of school-provided computers, networks, the Internet, or other online services are not permitted on the part of USD 345 students:
- a. Accessing, uploading, downloading, or distributing pornographic, obscene, or sexually explicit material.
 - b. Transmitting obscene, abusive, sexually explicit, or threatening language
 - c. Violating any local, state, or federal statute
 - d. Accessing another individual's materials, information, or files without permission.
 - e. Violating copyright or otherwise using the intellectual property of another individual or organization without permission
 - f. Using others' login credentials (username/password)
 - g. Vandalizing, defined as any unauthorized access and/or malicious attempt to damage computer hardware/software or networks or destroying the data of another user, including creating, uploading, or intentionally introducing viruses.
 - h. Intentionally wasting limited resources

- i. Using the network for commercial purposes
 - j. Harassing, insulting, or attacking others
 - k. Using, disclosing, or disseminating personal information online such as full name, home address, phone number, etc., except with approval by certified or administrative district staff
 - l. Using e-mail lists from the district's Internet site, network, or servers to create mailing lists
 - m. Gaining unauthorized access to resources or entities
 - n. Invading the privacy of individuals
 - o. Improperly altering the set up of computers as determined by the network administrator
 - p. Failing to follow a district policy while using computers or failing to follow any other policies or guidelines established by district administration, teachers, or other appropriate district staff
 - q. Seeking to gain or gaining unauthorized access to information resources or other computing devices for non-school purposes
5. Security Risk: Any student identified as a security risk or having a history of problems with other computer systems may be denied access.
6. Disclaimer: The district makes no warranties of any kind, whether express or implied, for the access it is providing. The district will not be responsible for any damages suffered. This includes loss of data resulting from delays, non-deliveries, misdeliveries, or service interruptions caused by its own negligence or user errors or omissions. Use of any information obtained via the Internet is at the user's risk. The district denies any responsibility for the accuracy or quality of information, or for any commercial transactions conducted through its system.

7. Statements of Personal Belief: Any statement of personal belief found on computers, tablets, networks, email, the Internet, other online services, or other telecommunication system is implicitly understood to be representative of the author's individual point of view, and not that of USD 345, its employees, or the participating school. No representations to the contrary shall be published without written approval from the district. Principals or district administrators may review all content in any Internet or online accounts paid for, in whole or in part, by the district or any school, without notice of any kind.

8. Accepted and Signed AUA: Prior to use of school computers or networks, (e.g. the Internet or other online services), each student shall electronically accept and sign this Acceptable Use Agreement (AUA) during the annual online enrollment process. If a student is under the age of 18, a parent/guardian shall also sign the contract(s). The AUA must be electronically accepted and signed each school year. BOE Policy applies to all students regardless of whether they have submitted a signed AUA. If a student has not accepted and signed the AUA as required above, access to computer services and accounts is prohibited.

District Policies



District Policies

Statement of Non- Discrimination: Students, their parents, guardians, and the employees of Unified School District #345 are hereby notified that this school district complies with Title IX of the Education Amendments of 1973, Section 504 of the Rehabilitation Act of 1973, and Title VI of the Civil Rights Act of 1964. Board of Education policy prohibits discrimination on the basis of sex, handicap, age, race, creed, color or national origin in district programs and activities.

Any person having inquiries concerning Unified School District 345's compliance with the policies is directed to contact the following designees who coordinate the district's efforts to comply. Title IX - Dr. Steve Noble, 575-8600; Rehabilitation Act of 1973, The Americans With Disabilities Act of 1990, and Title VI – Mrs. Dedra Raines, 575-8670. Offices of both coordinators are located at 901 West Lyman Road, Topeka Kansas 66608.

Information of Asbestos: The Environmental Protection Agency required schools to look for asbestos building materials during 1988. Seaman USD 345 conducted such an inspection and completed an Asbestos Management Plan. Although most schools in our district have asbestos building material, it does not pose a health problem at this time. The district has taken the necessary steps and precautions to ensure safety. The management plan for each building contains detailed information regarding inspections, re-inspections, results of inspections, location(s) of asbestos building materials, and other management procedures that ensure the maintenance of any asbestos in a harmless state. More detail is available in both the school offices and the district central office.

The public may view the asbestos plan documents and/or visit with the Director of Buildings and Grounds, the Seaman USD 345 Designated Asbestos Person.

Notice for a Drug Free Workplace: The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in Seaman USD #345. Violators will be prosecuted.

Family Rights and Privacy Act: Under the Family Rights and Privacy Act, certain Federal regulations have been enacted to protect the confidentiality of students' school records. These regulations permit school officials, at their discretion, to make the following directory information available: student's name, address, telephone number, picture, parent or guardian, date and place of birth, major field of study, participation in and eligibility for officially recognized activities and sports, weight and height of members of athletic teams, grade placement, dates of attendance, awards and degrees received, and most recent school or educational agency attended.

If you do not wish any or all of the above information released, your request in writing must be received by your school principal within ten (10) days of this notice. In compliance with the family Educational Rights and Privacy Act, parents or legal guardians of students are granted the right to review the educational records of their students. Except for items of directory information as defined in schools' parent newsletters this fall, all student records are handled in a confidential manner by our school personnel. School records are not released to unauthorized persons. Protection of the confidentiality of student records has always been of paramount importance to USD #345 administrative personnel.

Upon receipt of a written request to the building principal, records requested by parents will be provided for their review as soon as possible. Record content will be explained or interpreted by school personnel if so desired. Parents or guardians are also granted the right to a hearing with school personnel if they wish to challenge the content of their children's educational records. In the event your child changes schools, or in any other legitimate request for transfer of student records, you will be notified of such request.

Complete federal and administrative guidelines regarding the Family Educational Rights and Privacy Act are on file in the principal's office of each school and are available if needed for further information.

Medication Policy: The Superintendent shall be responsible, in conjunction with the school nurse (RN), for developing rules and regulations governing the administration of medication, prescription and nonprescription, including emergency

protocols.

Supervision of Medications: Some students may need prescription and nonprescription medication to participate in their education program. These students shall receive medication as an accompaniment to their educational program.

When medication is necessary in order for the student to attend school, district personnel shall carry out the supervision of medications given in strict compliance with the rules and regulations of the School Board and the Kansas Nurse Practice Act. Medication shall be administered when the student's parent or guardian (hereafter "parent"), provides a signed and dated written statement requesting medication administration at school, and the medication is in the original labeled container, either as dispensed or in the manufacturer's container, with the name of the child, name of the medication, the time of day which it is to be administered, the dosage and the duration.

The school nurse shall process all medication requests by the parent and may delegate medication administration to another staff member, only if the initial dose has already been administered by the parent or healthcare provider, (except for emergency only medication). Medications may not be delegated if administered by injection (except in emergency situations such as anaphylaxis or diabetes management) or through any tube inserted into the body, except through an established feeding tube inserted directly into the abdomen.

Medication maintained in the school setting by district personnel, including medication requiring refrigeration, shall be kept in a locked storage unit. Out-of-date or unused medication shall be returned to the parent or destroyed.

Prescription Medications: Under certain conditions, prescribed medication may be given at school by the school RN or delegated person. The dosage intervals on many medications can be adjusted so that times for taking the dosages come outside school hours. If at all possible, medication should be taken prior to coming to school or after leaving school under parental supervision. A healthcare provider licensed to prescribe or dispense medication must send a written order to the school nurse. A current pharmacy label on the prescription container clearly stating the name of the authorized prescriber, student's name, the name of the medication, dosage, time(s) & route to be administered may also serve as a written order. The parent must submit a completed Seaman Request and Permission for Medications at School form to the school nurse.

Included on this form is a release of information allowing the school nurse to discuss medication issues with the health care provider who prescribed the medication.

In accordance with state law, injectable epinephrine is stocked at student buildings for use by school health professionals and trained personnel who reasonably believe a student or staff member with unknown history is displaying signs and symptoms of a severe allergic reaction (anaphylaxis). Use of the injectable epinephrine requires an immediate call to 911 and notification of parents.

Non-Prescription (Over-the-Counter) Medications (Pre-Kg through Grade 8): Non-prescription medications may be administered to students for specific, time-limited minor illness or for intermittent conditions if authorized by the parent. The parent must complete a Seaman Request and Permission for Medications at School form releasing the school district and personnel from any responsibility for adverse reactions to the medication, and acknowledging that the school bears no responsibility for ensuring the medication is administered.

Non-prescription medication must be provided by the parent in its original container and authorized for the dosage recommended on the package label for children unless a medical provider licensed to prescribe or dispense medications provides a written order allowing the medication to be administered at school. Herbal, experimental/research based medications and essential oils, will only be administered with signed, written permission of the parent and written instructions by the licensed health care provider.

Over-the-counter medication will be kept locked in the health room and dispensed by the RN or delegated person. When a health condition requiring this medication has been alleviated, the medication will be sent home.

The school district will not be held liable for any action resulting from self-administration of non-prescription medication. School administration will have final authority to revoke individual student's medication privileges for misuse of this policy.

Self-Administered Medication: The medical need for self-managed administration of medication must be evaluated on

an individual basis by the school nurse (i.e. asthma inhalers, epinephrine, insulin). The self-administration of medication for the treatment of anaphylactic reactions or asthma is allowed for students in grades K – 12. To be eligible, a student shall meet all requirements of this policy. Parents/guardians shall submit a written statement from the student’s healthcare provider specifying the name and purpose of medication, prescribed dosage, conditions under which the medication is to be self-administered and verification that the student has been instructed in self-administration, etc. (“Seaman USD #345 Permission to Self-Administer Medication form”). An annual renewal is required.

Other non-prescription, over-the-counter medications may be self-administered by students grades 9 through 12, with parent written request provided on the “Seaman High School Request and Authorization To Allow Non-Prescription Medication At School/Field Trip/Extra-Curricular Events” form, which must be on file in the health room (See Non-Prescription Medication Section Above).

Students who self-administer must store their medications in a secured area (i.e. locker, back-pack). Controlled substances (i.e. methamphetamines, narcotics, antidepressants, psychotic medications, etc) may not be self-administered.

School personnel cannot provide documentation and supervision of self-administered medications. It is strongly recommended that a duplicate supply of medication be kept in the health office as a backup when the student’s supply is unavailable.

The carrying of permissible medication by a student is a privilege. Students and parents need to be aware that it is a Seaman USD #345 Student Code of Conduct violation to distribute or attempt to sell prescribed or non-prescription medications.

The school district, and its employees and agents, which authorize the self-administration of medications in compliance with the provisions of this policy, shall not be liable in any action for any injury resulting from the self-administration of medication. The school district shall provide written notification to the parent of a student that the school and its employees and agents are not liable for any injury resulting from the self-administration of medication. The parent of the student shall sign a statement acknowledging that the school incurs no liability for any injury resulting from the

self-administration of medication and agreeing to indemnify and hold the school, and its employees and agents, harmless against any claims relating to the self-administration of such medication. KSA 72-8252

Disposal of Unused Medications: If a student's medication changes during the school year, the remaining medication shall be given to the parent 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. Medication may be sent home with the student with written parent/guardian permission. Any medication not claimed shall be discarded as recommended by the local health officer and appropriate

OSHA guidelines, on the school nurse's last working day of the school year.

Confidentiality: Medication information shall be confidential information, and shall be available to school personnel with parent authorization.

Emergency Safety Interventions-ESI

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

Seaman's Emergency Safety Intervention (ESI) policy and resources are available on the district's website at:

<https://www.seamanschools.org/common/pages/DisplayFile.aspx?itemId=24595919>

For more information regarding ESI, please contact the Seaman Special Services Director, 901 NW Lyman Road, Topeka, KS 66608, 785-575-8670.

Pleasant Hill Learning Campus
Handbook Appendix
2023-2024

Mission Statement: “Learning for life while developing productive and positive Citizens.”

STATEMENT OF PURPOSE

The purpose of the PHLC Program is to provide an alternative education for students in Grades 7th-12th who are in need of a learning environment unique from what is provided by other schools in the Seaman District.

PHLC HOURS OF OPERATION:

- 8:10 am - 2:45 pm
 - Doors open at 8:00 am (students are not allowed in the building before 8:00 am).
 - Students are dismissed at 2:45 pm (buses start to run at 2:45).

PHLC BELIEFS AND COMMITMENTS:

We believe that PHLC is a safe and welcoming place.

We commit to:

- Nurturing a supportive and family-like environment.
- Being present and committed to growing our students' social and emotional well-being.

We believe that PHLC provides students with a relevant and rigorous educational program.

We commit to:

- Ensuring that every student understands their graduation requirements and has the resources needed to graduate.
- Providing relevant and engaging learning opportunities to help students meet their vocational and post-secondary goals.

We believe that students and staff are treated with dignity and respect.

We commit to:

- Holding ourselves and others responsible for our actions and words.
- Treating others the way we want to be treated.

We believe that all students can be successful, informed, and responsible citizens.

We commit to:

- Seeking out opportunities for students to gain skills that will be relevant for their futures.
- Providing students with opportunities to volunteer and be positive contributors to their community

We believe that all students can set and achieve meaningful goals for their life and work.

We commit to:

- Providing opportunities for students to explore different career paths.
- Facilitating goal-setting with students.
- Outlining and supporting skills and timelines for reaching goals.

We believe that all students and staff can work together to establish nurturing and positive relationships.

We commit to:

- Looking at situations from the lens of creating win-win outcomes for all stakeholders and teaching students to do the same.
- Recognizing the strengths in others and accepting them for who they are.

SCANNING AND SECURITY PROCEDURES

Upon arrival at school, each student will be asked to remove shoes, hoodies/ coats, and empty all pockets. They will give staff members all personal possessions brought to school. *Students will be scanned with a metal detector.* Students will be expected to comply with check-in procedures. MULTIPLE LAYERS OF CLOTHING MUST ALL BE CHECKED.

Personal possessions will be inspected and kept for the student in a locked room and returned at the end of the school day. Students may have access to these checked items at appropriate times during the day. Student personal electronic devices (cellphones, non-USD345 iPods/computers, personal headphones, etc) will be checked into the student's basket. Possessions that are not allowable will be held until a parent or guardian retrieves the items from school. In some cases, property may not be returned.

Students can bring a sweater or light jacket into the classroom. No winter coats, **blankets**, or heavy jackets will be allowed in the classroom.

GRADUATION REQUIREMENTS

PHLC is an extension of Seaman High School, therefore PHLC follows the same graduation requirements and grading scale as Seaman High School.

MONITORING STUDENT PROGRESS

Parents are encouraged to call or email the staff about their students' academic and/or behavioral progress on a regular basis. PHLC will provide parents with access to Powerschool and Edgenuity to monitor student progress.

CURRICULUM INFORMATION

Edgenuity is the online computerized academic curriculum used for most classes at PHLC. Students will be expected to work on these classes using a school computer each day.

PHLC also has several in-person classes offered each year.

PHLC In-Person Courses 2022-2023

FA= Fall, SP= Spring

~~Mind and Body Fitness-Tammy Fairbank-FA, SP~~
~~Teen Issues-Tammy Fairbank-FA~~
~~Human Development-Tammy Fairbank-SP~~
~~Foundational Math-FA, SP~~
~~Foundational Reading-Reading Strategies, FA, SP~~
~~Current Events-Bruce Owens-FA, SP~~
~~Nutrition and Fitness-Bruce Owens-FA, SP~~
~~Entrepreneurship (2 courses-1MS and 1HS)-Robert Wall-FA~~
~~General Science Elective (2 courses-1MS and 1HS)-Robert Wall-SP~~
~~World History-Brenda Stapleton-FA, SP~~
~~US History-Brenda Stapleton-FA, SP~~
~~Government I-Brenda Stapleton-FA~~
~~Middle School US and Kansas History-Brenda Stapleton-FA, SP~~
~~Psychology-Brenda Stapleton-FA~~
~~Art-Brenda Stapleton-FA, SP~~
~~Civil and Criminal Rights-Brenda Stapleton-SP~~

LEAVING DURING THE SCHOOL DAY

A written request from the parent/guardian for a student to leave campus during the school day will be honored when the note is presented to staff BEFORE missing a class or leaving campus. **You must report to the office and sign out before leaving campus.** Failure to comply with established procedures will result in an unexcused absence and appropriate disciplinary action.

TARDIES

A student arriving at school after 8:10 am (without notice) will be considered tardy. 3rd tardy = lunch detention and parent contact, 4th tardy =-2 lunch detentions, 5th tardy and beyond = 2 lunch detentions, parent meeting for attendance contract review and support plan.

PARTICIPATING IN EXTRACURRICULAR ACTIVITIES

Voluntarily Attending Students - Students attending PHLC by choice, who wish to attend any Seaman High School extracurricular activities, must meet the same expectations as students attending Seaman High School. Students who need evidence of being in good standing to participate must obtain written documentation from the PHLC Assistant Principal to show SHS staff/administration as proof.

SUSPENDED STUDENTS - Students attending PHLC due to long term suspension or expulsion ARE NOT eligible to participate in or attend athletics, activities, dances, prom, or any other similar kinds of activities at Seaman High School or Seaman Middle School.

TRANSPORTATION

All students of PHLC will be eligible to use district transportation. Times will be determined by the Transportation Director. Students and families will be notified before the student starts school. Students who ride the bus must adhere to the [USD 345 Transportation Department Handbook](#) policies.

Students who drive to PHLC are entered into the district random drug testing policy just as students at Seaman High School must do. Students who drive to school must be able to provide a valid driver's license and proof of insurance upon request. Students driving to school must park in the area designated for students. Students must have parental permission in order to ride to or from school together. Safe and careful driving must occur while arriving and leaving PHLC. *Failure to follow these guidelines will result in the student losing their driving privileges at PHLC and possibly being issued a ticket.*

Parking Lot Regulations and Search of Vehicles

By entering the parking lot area of PHLC the person in charge of any vehicle consents to search of the entire vehicle and its contents by school officials or police officers upon reasonable suspicion of violation of school policy or law.

Driving to school is a privilege extended to sophomores, juniors, and seniors. Freshmen are not allowed to drive on school property. Students can lose the privilege of driving to school due to failure to abide by the following regulations:

- Students must park only in the southwest parking lot away from staff and school vehicles.
- The speed limit is 10 mph.
- Students will observe safe driving practices.
- Students will exit the parking lot immediately and carefully after school via designated exits.
- Violations result in consequences up to fines and loss of parking privileges.

BREAKFAST/LUNCH

PHLC has a closed lunch policy. **Food **may not be** brought in from local restaurants or delivered to students on school premises during the regular school day.* Students are not allowed to leave the school grounds. Students may bring their lunch or buy a school lunch through Seaman Food Service for the current cost of a secondary meal in the Seaman District. It is recommended that money be put in a student's account for the week on Monday mornings. Students are responsible for their own clean up, and are to remain in designated areas during breakfast and lunch times.

**Visitors and parents are not allowed on campus or allowed to bring in outside food during lunchtime without administrative approval. Breakfast will not be served to any student who arrives past 8:30 am unless previously arranged. All food brought into PHLC must be sealed and screened by building security.*

TRANSITIONS TO AND FROM PHLC

Students who are transitioning between Pleasant Hill Learning Campus and Seaman Middle School or Seaman High School will work with the administrators at Pleasant Hill Learning Campus and their transitioning school to determine what supports will be needed for their successful transition. Students must be in good standing at Pleasant Hill Learning Campus to be considered for transition to Seaman Middle School or Seaman High School.

STUDENT CONDUCT

The essential ingredient in the operation of a school is self-discipline. Students who attend PHLC are expected to conduct themselves in a manner, which will not interfere with the rights of others and are expected to be responsible for their own behavior. The [Building Behavior Matrix](#) will serve as a guide for student conduct. **Students at PHLC are governed by the Seaman Board of Education Policies and the policies and expectations set forth in the Seaman High School and Seaman Middle School Handbooks.**

~~Progressive discipline will be implemented with proactive interventions implemented prior to disciplinary measures. Interventions include the use of cool down and isolated studies. To promote self-advocacy skills, students are encouraged to self initiate these interventions whenever it is felt necessary.~~

~~**Isolated Studies** – Isolated Studies are designed to provide students an opportunity to continue their school work in a quiet, separate location. Students are encouraged to advocate for themselves by requesting isolated studies if necessary to stay on task as space and staff are available. Teachers may also request that students transition to isolated studies when it appears the student would benefit from having a quiet, separate location in which to work.~~

~~**Cool Down** – A wellness room is provided to help students self regulate. Students are taught to use the wellness room appropriately and will be taught self regulation strategies.~~

At Pleasant Hill, it is our goal to provide a continuum to respond to behavior that will allow restorative practices to take place and will allow students to stay in school and learning as much as possible. Responses to behavior are below:

1. Wellness Opportunities:

If a student is escalating, staff will give students the opportunity to take a break. Every effort will be given to make this break a positive opportunity for the student.

The wellness room is an example of a wellness opportunity. It is an area where a student may go to gain composure or work in isolation. Use of the wellness room may be student or teacher selected. The wellness room must be monitored by a staff member when in use. Other break opportunities may be developed based on the individual needs and preferences of the students.

2. Office In-School Suspension Rooms

If students are demonstrating office-managed behavior or behavior that is disruptive in the classroom and redirections are not deterring the behavior, students will be referred to the office. The administrator may determine that ISS is an appropriate placement for that student at that time. In ISS students will be asked to complete a restorative practices think sheet and make/execute a plan for returning to class.

3. Restorative Room

The Restorative Room provides an environment where a student may work for a short or long-term period when it is determined that this environment will offer a supportive environment that will improve learning, improve school safety by preventing future harm, and/or offer an alternative to suspension/ expulsion.

When a student is assigned to the restorative room for an extended time, their team which includes teachers/ staff, administration, the student, and parents meet to determine the plan for the student while in the restorative room and their criteria that must be met for return to the classroom setting.

Restorative Practices will be used to support students and problem solve behavior situations whenever possible. Restorative practices are a social science that studies how to build social capital and achieve social discipline through participatory learning and decision making. Wachtel, T. (2016). *Defining restorative*. International Institute for Restorative Practices.

<https://www.iirp.edu/restorative-practices/defining-restorative/>

The use of restorative practices helps to:

- reduce crime, violence and bullying
- improve human behavior
- strengthen civil society
- provide effective leadership
- restore relationships
- repair harm

More information about restorative practices:

[Topeka Center for Peace and Justice](#)

[International Institute for Restorative Practices](#)

