



Student Handbook 2011-2012

*Vici Jennings, Principal
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USD 320 – WAMEGO

Board of Education Members and District Administration

Mark Bettencourt	456-8726	Richie Chrest	456-2763
Kenneth Hitch	456-8998	Mike Malin	456-6941
Amy Schwein	456-8014	Richard Weixelman	456-2725
Philip Wethington	456-6723		

Superintendent: [Denise O'Dea](#)

Curriculum Director: [Mary Kay Siebert](#)

Special Education Cooperative Director: [Mike Bilderback](#)

Mission Statement

Wamego USD 320, a progressive and committed school district, in a cooperative effort with families and community, will educate students to be responsible, problem solving citizens who produce quality work in their individual pursuit of excellence by offering relevant, academically challenging, and diverse learning experiences.

District Belief Statement

We believe

- The family is the primary influence on a child's development.
- A community has a significant supporting role in the growth and development of its members.
- All people are responsible and accountable for their own actions.
- Society is enhanced by the development of its members.
- Change is necessary for growth.
- Excellence is achievable and worth pursuing.
- All people have a capacity to learn.
- Higher expectations promote higher results.
- Learning is a lifelong process.
- Each individual is valuable.

District Objectives

All students will

- Engage in productive behavior while in school.
- Produce quality work.
- Be self-motivated and goal oriented.
- Master curriculum or their individual achievement programs.

Nondiscrimination

Discrimination against any student on the basis of race, color, national origin (racial harassment) sex, disability, or religion in the admission or access to, or treatment in the district's programs and activities is prohibited. [Mr. Doug Conwell, 510 E. Hwy 24, Wamego, Ks. 66547, 785-456-7643](#), has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990. Any student who believes he or she has been discriminated against may file a complaint with the building principal or the compliance coordinator.

Racial harassment is unlawful discrimination on the basis of race, color or national origin under Titles VI and VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. All forms of racial harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events. Racial harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds. It shall be a violation of this policy for any student, employee or third party (visitor, vendor, etc.) to racially harass any student, employee or other individual associated with the school. It shall further be a violation 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.

Refer to JGECA, 2, 3, 4, on file at the school for further information.

Any student complaint of discrimination shall be resolved under the district's discrimination complaint procedure.

Wamego Middle School Professional Learning Communities

In keeping with the strategic planning of USD 320, the faculty of Wamego Middle School has established a foundation for continued school improvement and focusing our efforts on learning, collaboration and results. Faculty members are members of at least two communities: general faculty, subject area teams, and grade level teams. Faculty meetings are now focused on the process of determining what students need to know, what we'll do if students are struggling, and what we'll do if students are succeeding.

Wamego Middle School Mission Statement (Why do we exist?)

Through collaboration with colleagues and community, WMS ensures a high quality, challenging education which maintains high expectations for all.

Wamego Middle School Vision (What must our school become to accomplish our purpose?)

We will challenge students to achieve academic success with a rigorous and engaging curriculum while in a safe, healthy environment.

Wamego Middle School Commitments (How must we behave to create the school that will achieve our vision?)

We will employ research-based best instructional practices.

- We will create effective and complete lesson plans and curriculum maps based on state and district identified standards.
- We will differentiate.
- We will integrate content areas.
- We will utilize relevant and interesting materials.
- We will use available local/state/national data to make informed decisions that will guide our planning and instruction.

We will establish and pursue goals that support student success.

- We will establish school-wide goals for academic success.
- We will establish and pursue goals for the work of faculty and staff.
- We will set goals that identify and address academic success with individual students, and keep them informed of their progress.
- We will establish and pursue individual personal/social student goals as necessary.
- Professional Development?

We will hold students accountable for learning.

- We will expect high quality work.
- We will provide time for practice and re-teaching.
- We will be available to all students who need extra time.
- We will challenge any student who may already grasp academic concepts.

We will utilize all resources and interventions available.

- We will use appropriate resources to identify and serve students' needs.
- We will seek and apply professional development to serve students' needs.
- We will support the intervention programs established in the school.

We will build cooperative relationships.

- We will work together and be open to positive change.
- We will establish and maintain open lines of communication with all those involved with a student, inside and outside of school.
- We will take advantage of personal moments to develop relationships with individual students.

We will identify and address students' social and emotional needs.

- We will promote an understanding for individuality and diversity.
- We will promote healthy and safe peer relationships.
- We will promote the character education programs established in the school.
- We will provide student interventions while promoting life skills development.

We will establish and consistently maintain school and classroom expectations.

WELCOME TO WAMEGO MIDDLE SCHOOL

Site Council

The site council meets on the fourth Monday of each month, except for December, June and July.

Please contact the middle school office if you would like information about serving on Site Council or would like an agenda.

Contact Information (Including staff extensions)

School address 1701 Kaw Valley Rd. Wamego KS 66547
 School Office 785-456-7682
 School FAX 785-456-2944 School Web Site www.usd320.com

Grade 6 Homework Hotline 785-458-7806

Grade 7 Homework Hotline 785-458-7807

Grade 8 Homework Hotline 785-458-7808

Staff Extensions

4410	Anderson, Melissa	4106	Martin, Jennifer
4050	Birch, Brittany/Nordberg, Kelley (Library)	4000	Markey, Kay (Office)
4104	Bowser, Brad	4001	Mussetter, Kellie (Attendance)
4406	Callahan, Cheryl	4409	Neel, Shane
4301	Chandler, Curtis	4102	Partridge, Sue
4003	Coleman, Shawn (Athletic Director)	4304	Petermann, Michael
4302	Cook, Tami	4405	Powers, John
4080	Custodians	4035	Richmond, Chris
4207	Diederich, Brenda	4041	Schmidt, John
4036	Gartner, Susan	4303	Sprenkle, Suzanne
4306	Gier, Marcia	4404	Stewart, Jenny
4004	Grieves, Kelli (Counselor)	4307	Stratton, Marc
4306	Hardenburger, Travis	4103	Tanner, Jill
4402	Herzog, Phyllis	4305	Topliff, Adam
4040	Hodges, Linda	4403	Topper, Callie
4002	Ira, Cathe (Nurse)	4102	Wark, Michelle
4408	Jardine, Anne	4030	Wildin, Joshua
4010	Jennings, Vici (Principal)	4407	Wilson, Tom
4020	Lunch Clerk	4105	Zahn, Marty

Introduction to Handbook

It is understood that the school principals, or their designees, shall have the discretion to modify the provisions contained in the student handbook in a manner that they deem to be appropriate to the circumstances to which they are applying said provisions. Neither principals nor their designee have the authority to change or modify those provisions stated in the student handbook that are established by state or federal laws or regulations.

SCHOOL BUSINESS

Admission Requirements (Policy JBC)

All resident students shall be admitted to attend school in the district unless they have been expelled.

A resident student is any child who has attained the age of eligibility for school attendance and lives with a parent or a person acting as a parent who is a resident of the district.

Non-resident students are those who do not meet the definition of a resident are those who do not meet the definition of a resident student. Out of district students may enroll in USD 320 at the same time that other students enroll for the coming year, but are not officially added to the school roster until formal approval is established. A copy of the procedure page shall be given to the parent/guardian as part of the enrollment process.

All students enrolling in the district for the first time shall provide required proof of identity, which the board determines to be satisfactory. Students enrolling in grades 2-12 shall provide a certified transcript or similar pupil records.

The enrollment documentation shall include a student's permanent record card with a student's legal name as it appears on the birth certificate, or as changed by a court order and the name, address, telephone number of the lawful custodian. The records shall also provide the identity of the student as evidenced by a birth certificate, copy of a court order placing the student in the custody of Kansas Social and Rehabilitation Services, a certified transcript of the student, a baptismal certificate or other documentation the board considers satisfactory.

Student Information Form

Each year during enrollment, parents and students must fill out a pupil information form including the following information:

- name(s), phone number(s), e-mail address(es) and address(es) of the student's parent(s)/guardian(s);
- name of individual(s) to contact in case of emergency;
- name of student's physician;
- description of any medical conditions of which the staff needs to be aware.

This information is kept on file and made part of the student's record.

Please notify the school secretary within seven days if any of the following change:

- phone numbers for home or parents' work
- mailing or street address
- emergency contact
- e-mail address

Student Fees (Policy JS)

Building principals shall be authorized to collect fees approved by the Board of Education or to seek restitution for any school property lost, damaged or destroyed by a student. A fee schedule shall be distributed at enrollment to all parents.

Transfers from Non-Accredited Schools (Policy JBC)

The principal will place students transferring from non-accredited schools initially after consultation with parents or guardians and guidance personnel. Final placement shall be made by the principal based on the student's documented past educational experiences and performance on tests administered to determine grade level placement.

In the middle school and in the senior high school, full faith and credit shall be given to units earned in other accredited schools, unless the principal determines there is valid reason for not doing so.

Request for Student Records

- A student moving to a new school outside the district will have his/her records forwarded upon request of records from the receiving school.
- All student records shall be treated as confidential and primarily for local school use unless otherwise stipulated.

Under the provisions of the Family Educational Rights and Privacy Act (FERPA) parents of students and eligible students (those who are 18 or older) are afforded various rights with regard to education records, which are kept and maintained by the school. In accordance with FERPA, you are required to be notified of those rights, which include:

- The right to review and inspect all of your educational records, except those which are specifically exempted.
- The right to prevent disclosure of personally identifiable information contained in your educational records to other persons with certain limited exceptions. Disclosure of information from your educational records to other persons will occur only if
 - we have your prior written consent for disclosure;
 - the information is considered directory information and you have not objected to the release of such information; and
 - law permits disclosure without consent.
- The right to request that your educational records be amended, if you believe the records are misleading, inaccurate, or otherwise in violation of your rights. This right includes the right to request a hearing at which you may present evidence to show why the record should be changed if your request for an amendment to your records is denied in the first instance.
- The right to file a complaint with the Family Policy and Regulations Office at the U.S. Department of Education if you believe USD 320 has failed to comply with FERPA's requirements. The address of this office is 400 Maryland Ave. SW, MES, Room 4074, Washington, D.C. 20202
- The right to obtain a copy of USD 320 policies for complying with FERPA. A copy may be obtained from the Clerk of the Board, USD 320, 510 E. Hwy 24, Wamego, KS. 66547, 785-456-7643.

Directory Information (Policy JRB)

For purposes of FERPA, USD 320 has designated certain information contained in educational records as directory information, which may be disclosed for any purpose without your consent.

Directory information categories include the following: the student's name, address, telephone number (unless designated as an unlisted number), picture, parent or guardian, date and place of birth; major field of study; weight, height, participation in and eligibility for officially recognized activities and sports; dates of attendance or grade placement; honors and awards received; and the most recent educational agency or school attended by the student.

You have a right to refuse to permit the designation of any or all of the above information as directory information. If you refuse, you must file written notification to this effect with USD 320 addressed to the

Clerk of the Board, USD 320, 10 E. Hwy 24, Wamego, Ks. 66547 on or before September 1, 2007. If refusal is not filed, USD 320 assumes there is no objection to the release of the directory information designated.

THE SCHOOL DAY

***** School starts at 8:05 and dismisses at 3:15. *****

The middle school building will be open at 7:45 a.m. Students arriving earlier are to wait outside if weather permits. In case of inclement weather, it is permissible to wait in the Commons. The foyer off of room A3 is reserved for elementary students who ride the shuttle bus.

All school rules are in effect at all school events unless waived by sponsors or principal. All school staff has the responsibility and authority to enforce school rules with all students.

Before/After School

- Students may not enter the building until 7:45, unless they are scheduled to meet with a teacher.
- In instances of inclement weather, students may enter the building. Sixth grade will wait in the area just outside the cafeteria. Seventh and eighth graders will wait in the commons near the benches.
- Students are free to meet with friends or teachers or use the library.
- Once students arrive at school they are not to leave the grounds without permission.
- The sixth grade wing is off-limits to seventh and eighth graders unless they are meeting with a teacher.
- Students are expected to stay off private property while on the way to or from school.
- Students waiting for p.m. buses will be waiting at the lunch tables or in the library, not outside.

Breakfast and Lunch

Staff supervisors are responsible for responding to inappropriate behavior, enforcing rules and consequences.

- Students may choose between the regular hot lunch, the salad bar (except when the birthday dinner or other meal as designated is served) or bring their own lunch.
- Sack lunches and meals delivered to school are not to contain soda pop or energy drinks.
- The maximum seating for a breakfast or lunch table is eight.
- Students are responsible for cleaning their spot at the table and the floor underneath their chair and properly disposing of the tray, utensils and uneaten food.
- Students are expected to converse in a "normal" indoor voice.
- All meals will be eaten in the cafeteria unless arrangements are made with a teacher.
- Students are to remain in the assigned areas after lunch unless arrangements have been made with a teacher. The classroom areas of the building are off limits during this time.
- Applications for free or reduced lunch fees can be picked up at the school office. Free or reduced meals shall be provided for students who qualify under state and federal rules and regulations.
- Parents will be notified if their child's account falls below \$5.00 so arrangements can be made before the account dips below zero.

EZSchoolPay.com

You can check your child's school meal account from home or work. Just visit www.EZSchoolPay.com. USD 320 offers this internet service to help parents better manage their child's school meal account. In addition to checking their child's school meal balance online, parents may use their VISA or Master Card to enter a payment to their child's Meal Tracker food service account. If you have questions, please contact the Food Service Office at 456-2214, Ext. 5020.

Breakfast and Lunch Accounts

- School Cashiers will notify students when their account reaches \$5.00 level.
- Our school cashier will notify parents via a phone call or e-mail when the negative balance reaches \$5.00.
- If an account reaches a negative balance of \$25.00, a formal letter is sent from the school administrator or USD 320 Food Service Director to the parents.
- If no payment is made by the time the account reaches a negative balance of \$50.00, the student will be offered a basic meal of PB&J, fruit, and milk for the ala carte price of \$1.80. This amount is charged to the student's account. At that time, the account will also be turned over to collections by the District Office. The cashiers will send all student account information to Debbie Klein, District Office secretary.

Dress Code (Policy JCDB)

Neatness, decency and good taste are emphasized as guidelines for the dress code. The principal shall make the final determination regarding the appropriateness of a student's appearance. Students who are inappropriately dressed will be required to change their clothing.

- Clothing should be appropriate and in good taste for school. Gang related clothing (including, but not limited to sagging pants that cause one's underwear to show, long chains, and bandanas) is not appropriate. Neither is clothing that has liquor or tobacco advertising, drugs, drug symbols, drug paraphernalia, obscene/profane language or graphics.
- Any type of sleeveless garments must have a 1-inch shoulder strap over both shoulders unless a sleeved shirt is worn under or over the garment. No undergarments should be visible. This includes tank tops, dresses and spaghetti strap shirts and sweater tops. The mid-section/torso, back and hips must be covered. Low cut tops that reveal cleavage are not acceptable in the school setting.
- Shorts and skirts may be no shorter than mid-thigh length. (This includes slits, cuts, or openings on shorts or skirts.)
- Hats are not to be worn once inside the building, during school OR evening activities.
- Students may be asked to return hooded sweatshirts to their lockers.
- Students who wear inappropriate clothing will be required to change to P.E. clothes, turn a shirt inside out, or make a phone call to obtain proper clothing.

Lockers

- Lockers in the district schools shall be under the supervision of the building principal and assigned to the student to store necessary school materials and clothing.
- The combinations and/or keys to all lockers shall be kept in the office and stored in a place designed to guard against unauthorized access or use.
- The principal may search any locker at any time without notice to the student to whom the locker is assigned if there is reason to believe the locker contains matter prohibited by law or school regulation.
- Students shall not place locks, other than those issued by the school, on any locker.
- Students should not give their locker combinations to friends.
- PE and hall lockers should be locked at ALL times.

Book bags are to be kept in lockers during the school day and not taken to classrooms.

Textbooks

Textbooks that are checked out to students become their responsibility. Any lost or damage done to school textbooks will result in a fine assessed in accordance with the damage done and/or the cost of a new book. A limited supply of science textbooks and literature books are available for checkout through the library on a short-term basis. There is a five-cent per day fine for not returning these books on time.

Computer Use (Policy IIBG)

Use of or access to district computers and computer software is limited to district employees and students. Use of computers is for the performance of official and approved assignments only. Use of district computer equipment or software for personal student projects is prohibited without prior permission of the teacher or building principal.

Students shall have no expectation of privacy when using district e-mail or computer systems. E-mail messages shall be used for approved educational purposes. Students must use appropriate language in all messages. Students are expected to use the system following guidelines approved by teachers or the administration.

Any e-mail or computer application or information in district computers or computer systems is subject to monitoring by the staff and/or administration. The school retains the right to duplicate any information created by students in a computer system or on any individual computer. Students who violate these rules or any other classroom rules relating to computer use are subject to disciplinary action up to and including suspension from school.

Acceptable Use (Policy IIBH)

The use of instructional technology, including information retrieval systems, at school is a privilege, not a right. Inappropriate use of technology privileges by any person will result in disciplinary action by school officials, which may include privilege revocation and/or legal action. A student's activities while using district technology must be in support of education and consistent with the curriculum outcomes of the Wamego school system. Each student and parent is required to sign the Acceptable Use Policy to ensure that they have been given the rules that govern the use of district technology. For information regarding the use of district technology and the consequences for the misuse of district technology, please see policy IIBH in the district policy manual.

Electronics and Cell Phones

Many students do bring electronic devices to school that are unnecessary or disruptive. These items include, but are not limited to, MP3 players, video games, and head sets. If these items are at school, they need to be stored in a locked locker, beginning when a student arrives and throughout the school day.

Students must discontinue the use of electronic communication devices including, but not limited to, pagers, beepers, or cellular phones at 7:45 a.m., but may use them after 3:15. All devices are to be turned off while in the building. Students should leave these items in locked lockers.

- First offense: Detention and device will be taken to the office.
- Every offense thereafter: Parent will have to come to school to retrieve the device and a detention.

Personal Property

Each student should assume the responsibility of taking care of his own possessions. The district is not responsible for students' personal property and does not provide insurance on students' personal property. If a student's personal property is broken, damaged or stolen, repair or replacement is the student's responsibility. For your sake,

- Carry only what you need to classes. The more you carry, the easier it is to lose or forget something.
- Bring no more money to school than is necessary; we recommend no more than \$10.00.
- Lock your hall and gym lockers.

Gum, Candy, Food and Drinks

- Gum, candy, sunflower seeds, soda pop, and energy drinks are not allowed in school, including in sack lunches or meals brought in.
- All food and drinks must be consumed in the school cafeteria.

- Open containers of food or drinks may not be present in the hallways or lockers, except for water bottles with a screwed on cap. Bottles are to be clear.

Sign In/Sign Out (leaving during the school day)

- Students must sign out in the office before leaving school premises during the school day.
- Students must sign in when arriving at school after 8:05.
- Students who leave during the day must sign back in upon their return.

Students shall not be released during the school day except upon written or verbal request from the student's parent or person acting as a parent. Before releasing a student during the school day, the building principal shall verify the identity of the person seeking release of the student. If the principal is not satisfied with the identification provided by the person seeking release of a student, the student's release may be refused.

Telephone

- Please supply the office with a correct phone number and e-mail address. If you change numbers for some reason, inform the office ASAP.
- If your phone number is unlisted, make it available to the school office and stipulate that it is unlisted. No one other than appropriate school staff will be given access to the number.
- Please supply the office with a second number in the case of an emergency.
- Students will be called to the phone from classes **ONLY IN CASES OF EMERGENCY**. Messages will be delivered to students at the end of the day, unless it is necessary they receive them before.

Support Services

- The school counselor is available to consult with parents, students, and staff. Academic as well as social concerns can be addressed. Students and parents may set appointments to meet or the counselor can initiate this.
- The school social worker is available to assist students with specific needs also. She serves as a liaison between home and school, counsels individual students, and works with groups of students.
- The school psychologist conducts academic evaluations and makes recommendations as how best to meet individual student's needs.
- Paraprofessionals work in many classrooms in cooperation with the teacher. Their responsibilities include working with all students with academic work and monitoring appropriate behavior. They also might be responsible for checking on students with late work and reading.

School Insurance

The district does not provide student insurance coverage. Information about parental purchase of student insurance will be provided.

Visitors (Policy KM)

- The board encourages its patrons and parents to visit the district facilities.
- Patron visits shall be scheduled with the teacher and the building principal. Unless as part of a school program or as permitted by the building principal, there shall be no visitors permitted in the cafeteria or commons areas during the school lunch periods.
- Notices shall be posted in school buildings to require visitors to check in at the office before proceeding to contact any other person in the building or on the grounds, and wear a visitor's badge.
- Any person who visits a building and/or grounds of the district will be under the jurisdiction of the building principal who shall be responsible for developing rules and regulations governing the presence of visitors in the buildings. The use of any form of tobacco, smoking, chewing, etc., by any person shall be prohibited on all school property.
- The principal has the authority to request aide from any law enforcement agency if any visitor to the district's buildings or grounds refuses to leave or creates a disturbance. Violation of this rule may

lead to removal from the building or grounds and denial of further access to the building or grounds. Violators of this board policy and its rules may be subject to the state trespass law.

- Students are not allowed to bring visitors to school.

Weather Related Closures and Emergencies

When the superintendent believes severe weather or other circumstances threaten the safety of students, parents and students shall be notified of school closings or cancellations by announcements made over the following radio/TV station(s):

Television	Radio
WIBW - 13	KMAN-1350 am
KTKA - 49	KQLA-103.5
KSNT- 27	KHCA-Angel 95
Wamego Cable 3	WIBW-94

The School Messenger parent notification system will also be activated as soon as the district is alerted there is a problem that affects the student population.

All school activities are canceled or postponed when school is canceled due to inclement weather.

If an emergency occurs, the district will keep all students under school jurisdiction and supervision. Staff will remain on duty with the students during the emergency period. Parents are encouraged not to call the school so we can keep our phone lines clear for emergency communication. Parents are also encouraged to not pick up their children until the emergency situation has subsided.

Crisis Plan

USD 320 has a crisis plan developed for emergency situations and a crisis team available in the event of such an emergency. Copies of the plan are available for review by contacting the school office.

Emergency Plans

- Fire drills are conducted monthly. The individual teacher or para assigned to a handicapped student will be responsible for taking the child out of the building in case of a fire or fire drill.
- Tornado drills are conducted three times a year. The individual teacher or para assigned to a handicapped student will be responsible for taking the child to the appropriate place in case of a tornado or tornado drill.

Wellness Committee

In the fall of 2005, USD 320 established a "Health and Wellness Committee" to help create a school wellness policy based on Public Law 108-265. This committee continues to meet to work toward several established goals.

We encourage parents to support the school wellness policy by serving as examples of healthy living. We ask that parents work toward providing healthy treats at classroom celebrations, in packing lunches for school or school activities, and model "balance" in eating habits for students.

Wellness Policy

USD 320 Wamego is committed to providing school environments that promote and protect children's health, well-being and ability to learn by supporting healthy eating and physical activity. Therefore, it is the policy of USD 320 Wamego that:

- Wellness guidelines will be implemented as specified in the Kansas State Department of Education's Wellness Policy Report for each school level.

- Students, parents, teachers, food service professionals and other interested community members will be engaged in developing, implementing, monitoring and reviewing district-wide nutrition and physical activity policies.
- All students in grades K-12 will have opportunities, support and encouragement to be physically active on a regular basis.
- Foods and beverages sold or served at school will meet the nutrition recommendations of the *U.S. Dietary Guidelines for Americans*.
- Qualified child nutrition professionals will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students.
- Students will be provided with adequate time to eat in settings that are clean, safe and pleasant.
- To the maximum extent practicable, all schools in our district will participate in available federal school nutrition programs.

Distribution of Materials (Policy KI)

Materials unrelated to the school's curriculum may not be distributed without prior consent of the principal.

Balloons and Deliveries

- Latex balloons are not allowed in the building at any time.
- Deliveries will not be accepted for individual students on Valentine's Day.
- Deliveries for individual students are discouraged. If we do receive deliveries, the students are notified to pick up the gift at the office at the end of the day.

Student Publications (Policy JHCA)

School-sponsored student publications shall be under the supervision of the building principal or designated faculty representative. Non-school sponsored publications may not be distributed without prior permission.

No student shall distribute any publication which

- Is obscene according to current legal definitions;
- Is libelous according to current legal definitions; or
- Creates a material or substantial interference with normal school activity or appropriate discipline in the operation of the school.

Volunteer Code of Conduct

Volunteers are expected to:

1. Keep all information regarding any student is to remain confidential.
2. Follow the general directions of the teacher.
3. Refrain from the use alcohol or tobacco, or other drugs in any form while working in the school setting or on field trips.
4. Refrain from using inappropriate language.
5. Expected to follow the dress code of the school.
6. Bring all disciplinary issues to the attention of the supervising teacher, who will administer the consequences.
7. Will not bring children with them to the school setting or on field trips.

ATTENDANCE

Kansas law requires students to attend school until the age of 18. Sixteen and seventeen-year-olds may be exempt from the compulsory attendance requirement if certain conditions are met. Students age 16 or 17 who are not exempt shall be reported as truant. (Policy JBD)

The district's definition of an excused absence is illness, death in the family, doctor and dentist appointment, work at home for parents only when a justifiable hardship can be shown, or absence for any school related activity. Absences for any other reason shall be considered unexcused.

Since a student's attendance at school is essential to academic success, written notice will be sent to the parents after the sixth (6th) absence. The building principal has the authority to evaluate and grant or deny approval for absences that are special circumstances and do not fall within situations listed above. Parents are to contact the building principal in advance of planned absences that are considered special circumstances to request approval for the absence. Consideration will be made based on prior attendance, current and prior grade history, and the student's current status in school (good standing). Such a proposal for absence due to special circumstances must be made five school days prior to the planned absence.

Once the number of absences from class reaches ten (10), future absences will be considered unexcused unless there is verification from a physician or the school nurse. At this point parents need to communicate directly with the principal to discuss the situation. The principal has been designated to determine the acceptability and validity of excuses presented by the parent(s), guardian(s) or student.

Excessive absences will be considered when dismissing students to attend school functions during the school day.

In order for students to be recognized for having perfect attendance, they cannot miss more than $\frac{1}{2}$ of a class period.

Absences: Not pre-planned

- If a student is ill, or for some other reason will not be at school on a given day, the school office should be **notified before 9:00 a.m. the day of the illness (456-7682)**. Please call each day unless you know your child will be gone for a particular number of days. Messages can be left on the office voicemail. You may send an email to Mrs. Jennings or Mrs. Markey, or send a message fax (456-2944). **If we do not receive a phone call, our automated School Messenger system will make calls beginning at 9:10 a.m. attempting to clarify the status and safety of the student.**
- If it is not possible to call the school, the student will need a note upon his/her return to school.

Absences: Planned

- **If a student knows he/she will be absent from school ahead of time his/her parent/guardian must notify the office by telephone or by note before the absence.** Assignments given prior to an absence are due on the assigned date. Students who miss class due to a school activity are expected to submit their work on the due date in order to receive full credit.

Make-up work (Policy IHEA)

- It is the student's responsibility to obtain make-up assignments from teachers following an excused or unexcused absence.
- A parent/guardian **must** request assignments before 10:00 a.m. in order to guarantee having the assignments available in the office by 3:15 p.m. Homework will be available outside the office after 4:00.
- For unplanned absences under normal circumstances, students will receive two days for the first day absent, plus one day for every additional missed day, to complete and hand in assignments. If there are problems because of unusual circumstances, consult with the teachers involved.
- For planned absences students need to contact their teachers and have their work completed before their absence or make arrangements with the teacher.

Unexcused Absences/Truancy (Policy JBE)

- If an absence is determined to be "truant" (absent without parent permission), the student will make up the missed time after school and will complete all missed assignments.
- The building principal shall report students who are inexcusably absent from school to the appropriate authority. (Students 13 and under shall be reported to the local office of Social Rehabilitation Services and students over 13 shall be reported to the county or district attorney.)
- Truancy is defined as any three consecutive unexcused absences, any five unexcused absences in a semester or seven unexcused absences in a school year, whichever comes first. Students who are absent for a significant part of any school day shall be considered truant. A significant part of the day is being absent for three hours during any part of the day.
- If a truant child is returned to school by a law enforcement official, the principal shall notify the parent or guardian.

Tardies

We want the time our students spend at school to be productive. In order for that to happen, students must be in class and prepared to work. There is a four-minute passing period between each class.

- When the tardy bell rings, classroom teachers will shut their doors. Tardy students will not be admitted to class.
- Teachers will walk the halls, sweep all tardy students to class and report the tardies to the office.
- On the occasion of the fourth tardy, students will be assigned a detention to be served that evening or the very next. The students WILL NOT be negotiating when the detention will be served or choosing with whom it will be served.
- Detentions will be served in the library or an assigned classroom with an adult monitor.
- When students have accumulated four more tardies, they are again assigned a detention.
- On the occasion of the ninth tardy, students will be referred to the grade level team for development of an intervention plan.
- The process will start over at the beginning of a new term.

There are occasions where a student will be legitimately late for the start of school. Parents will be able to excuse their child for up to three tardies to school. After the third excused tardy, a detention will be assigned. Parents can also initiate a meeting with the principal if there is reason to dispute this course of action.

ACADEMIC INFORMATION

Grading (Policy JF)

Periodic reports on each student's mastery of the approved learning objectives shall be issued to the parents.

A+ = 100	B+ = 87-89	C+ = 77-79	D+ = 67-69
A = 94-99	B = 84-86	C = 74-76	D = 64-66
A- = 90-93	B- = 80-83	C- = 70-73	D- = 60-63
			F = 59 or below

Grade Reporting

- Parents who can will receive online reports of their child's grades each week beginning with the third week of each quarter. Parents will be notified weekly by email/mail (their choice) if their child has a D or an F in any class beginning with the third week of each quarter.
- Report cards shall be issued to each student at the end of each specific grading period (each semester) for each subject taken. Reasons for deficiencies and/or failures shall be given. Report cards will be mailed when conferences are not held.

- Student progress reports are mailed at mid-term to those families who do not have Internet access. Students who are failing a class will be required to attend LIFE Skills class until passing with a C or better.
- Parents and students are encouraged to request a conference with teachers at any time convenient to all parties. Unless involved in a meeting or coaching, teachers are available before and after school. In addition each teacher is available one class period during the day. Grade-level teams meet daily if a parent wants to meet with several teachers at once.

Class Changes

All schedule changes will go through the counselor's office with the approval of the principal and parental approval. No changes will be made after the third day of the quarter.

Homework (Policy IHB)

Students are expected to complete homework assignments on time. Homework shall be assigned as needed to reinforce lessons introduced in the classroom. Students who have received an out-of-school suspension have the opportunity to complete class work. The work will be sent with the student when leaving school, and is expected completed upon his/her return.

Late Work

Teachers want to educate the whole child, teaching lifelong skills as well as academic content. WMS teachers support a late work policy that is well-defined and aimed at supporting and/or teaching appropriate behaviors of pride and care in each student's work, as well as timeliness.

The policy to be followed by each teacher:

- Work handed in when it is DUE, will be considered for 100% credit.
- If an assignment is not turned in when due, the student will call his/her parents that day. He/she will tell his/her parent that if the assignment is not turned in the next day, he/she will be required to attend LIFE Skill class until the work is completed.
- The assignment turned in by the end of the LIFE Skill cycle will be considered for 70% credit.
- Students will remain in LIFE Skill class as long as missing work exists.
- Even if the student says he/she has already called his/her parents that day, he/she must call again.

Eligibility

The Kansas State High School Activities Association has a minimum regulation which requires students to pass at least five (5) subjects of unit weight each semester to remain eligible for athletics or other KSHSAA sponsored events that occur the following semester.

Wamego Middle School eligibility policy supports the belief that a public education is a right and participation in extracurricular activities is a privilege. The expectation is that all students achieve to a minimum level as designated by a D in all courses.

An extracurricular activity is defined as an activity occurring outside the normal school day and not related to a particular academic area.

Eligibility Status

The first two weeks of each quarter shall be a period where students are accumulating grades to demonstrate their knowledge and effort toward learning district curricular objectives.

If a student is failing any one (1) class, has two (2) D's, or any combination of D's and F's after the first two weeks of the semester, he/she is placed on academic probation. There are two eligibility phases: academic probation and ineligible. The coaches, sponsors, and teachers will check the ineligibility list and inform students who are ineligible. Parents will be notified, on a weekly basis, if their student is making a D or F in any class and what the student's status is for academic probation. Ineligibility runs Monday-Saturday the

week following notification. In all cases, attendance in LIFE Skill class is required until the grade is brought to a passing level (C).

If a student is failing more than one class on a weekly basis and is placed on academic probation, core content courses shall take precedence over elective courses during the LIFE Skill class.

Eligibility Phases

Academic Probation: Students with one F, two D's, or one F and one D. During Academic Probation a student is allowed to practice and participate in extracurricular events. In the situation when there is an event occurring away from the community, the student will be allowed to attend the event.

- The student may attend practice sessions only after completing the daily requirement for LIFE Skill class.

Ineligible: Students with one F, two D's, or one F and one D for two consecutive weeks. Phase 2 students will attend LIFE Skill class with the appropriate teacher. There is no time limit on the LIFE Skill class attendance.

- A student is allowed to practice but not participate in extracurricular events. This prohibition begins the Monday following the grade report and runs through Saturday of that same week.
- Students will be allowed to resume participation in extracurricular activities when all grades are brought to a passing grade level (no more than one D).

Eligibility will run the length of the semester, from the second week to semester's end.

LIFE Skill Class

LIFE Skill class is not just for making up work. It is a time for pre-teaching, reviewing, preparing, and studying.

Teachers will begin assigning LIFE Skills attendance for students receiving D's and F's on the second Thursday of each semester. Parents will be notified by mail/email if their student is ineligible.

- Each Thursday, an eligibility list will be created, based on the grades in Power School.
- Students missing assignments or with a D or F in any class will be assigned to LIFE class every WHITE DAY of the following week.
- Students may also be assigned to LIFE class if any teacher needs time to work with a student due to academic need. (In other words, students with extensive absences could be assigned.)
- Students who are passing classes with a C or better AND have all their work turned in, will attend a LIFE Explore class.

Academic Dishonesty

Academic dishonesty, as in cheating or plagiarism, is not acceptable. A student who engages in any form of academic dishonesty will lose credit for the work in question and make a phone call home to parent(s), as well as other disciplinary measures.

- Cheating includes copying another student's work; such as homework, class work, or test answers, as one's own.
- Plagiarism is the use of another person's original ideas or writing without giving credit to the true author.

Academic Recognition

Honor Roll

- Students must have an A in all subjects.

Honorable Mention

- Students must have no grade lower than a B- in all subjects.

Promotion Requirements (Policy JFB)

Students who fail a class for a semester, or do not score at grade level or a satisfactory level on district assessments may be required to do one or more of the following:

- Make up the work to the satisfaction of the teacher
- Repeat the class for the following year
- Repeat the entire grade
- Enroll in an additional math and/or reading course.

Assessments

The district educational testing program shall consist of multiple assessments. These assessments shall include, as a minimum, individual teacher subject matter tests, district group achievement tests, and any state required tests.

Students will take the following tests in addition to the normal curriculum tests taken in each class:

- **The District Math Competency Test** is given to all sixth graders in advanced math and all seventh graders at the end of the school year. Eighth graders will have the opportunity to pass this test in December and May of their eighth grade year. Students who do not score at 80% or above are required to retake this test in high school. It is required in order to graduate from high school.
- **Measure of Academic Progress Tests in Reading and Mathematics** is taken by all students in September.
- **Kansas Assessment in Math** is given to all sixth-eighth grade students in February-April. It takes three class periods.
- **Kansas Assessment in Reading** is given to all sixth-eighth graders in February-April. The test takes three language arts class periods.
- **Kansas Assessment in Science** is given to all seventh graders in March-April. The test takes two science class periods.
- **Kansas Assessment in Social Studies** is given to all sixth and eighth graders in March-April. The test takes two social studies class periods.
- **Kansas Assessment in Writing** is taken by all eighth grade students every other year. It may not be taken in 2010. This is a sample of their writing, which is evaluated and sent to the Department of Education. This test takes four language arts class periods. Individual results are available at the beginning of the following school year.
- **Local Writing and Convention Tests** will be conducted for the purpose of determining instructional direction, student needs, and possible interventions.
- **Reading and math screenings** will be conducted to determine a student's need for additional reading or mathematics instruction.

It is expected that all students will do their very best on all of their tests so that an accurate measurement of their achievement can be attained.

It is the policy of the district that students must demonstrate their mastery of curricular requirements for their respective grade or subject level. Students who demonstrate the successful mastery of the curriculum will be promoted to the next grade level. Students who do not demonstrate successful mastery shall be referred to an intervention committee for a discussion of and recommendation for the proper placement for the student for the following academic year. (Policy JFB)

STUDENT CONDUCT AND DISCIPLINE PROCEDURES

All students are expected to behave in a manner that promotes their own development, does not hinder their ability or that of their fellow students to learn, or keep the teacher from teaching. (Policy JCDA)

The discipline measures listed in this section may be applied on a case-by-case basis depending on the severity of the behavior code violation. The administration reserves the right to apply other consequences as appropriate.

Violation of any provision of the behavior code may result in disciplinary action up to and including suspension and/or expulsion.

The district shall cooperate with law enforcement in security matters and shall, as required by law, report criminal acts committed at school, on school property or at school-sponsored activities.

The behavior policies for Wamego Middle School are divided into five levels:

- Personal Management - Behaviors which affect only the individual student (like gum chewing, dress code violations, not prepared for class, computer violation).
- Interpersonal Relationships - Behaviors which affect interactions between individual students and individual(s), whether student or adult (like disrespect, public display of affection, inappropriate touching, harassment).
- Productive Classroom Environment - Behaviors that occur in the classroom setting and interfere with the learning of others (like non-compliance, disruption of class, inappropriate language, cheating).
- Orderly School Environment - Behaviors that occur outside the classroom setting that are not intended to cause personal harm to another individual, are not illegal, but do negatively affect an orderly environment (like disrespect, non-compliance, harassment, more serious computer violations).
- Issues for Law Enforcement - Behaviors that are intended to cause another individual physical/emotional harm and/or are illegal (like vandalism, assault, stealing, fighting, possessing/using/dispensing drugs/alcohol/tobacco, weapons).

Consequences will vary, depending on the circumstances, from conferencing with the student and/or parent to detention, in-school suspension, out-of-school suspension, or possible expulsion. Parents will be notified of disciplinary actions.

Procedure for discipline referral

Staff members will fill out a discipline referral sheet that contains information about the incident. He/She will determine the offense, disciplinary action (conferencing/detention), and date to be served. Students are asked to sign the discipline referral. Refusal to sign will NOT release the student from an obligation to fulfill disciplinary consequences. If a student is sent to the office, the completed discipline sheet will accompany that student, and the principal will determine the appropriate course of action, dependent upon the circumstances.

Bullying

A student is being bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more students. This action would include hitting, kicking, shoving, spitting, taunting, teasing, racial slurs, verbal sexual harassment, threatening comments, and obscene gestures. This would also include getting another person to assault someone, spreading rumors, and deliberately excluding someone from a group or activity. (Rubric on Page 29-30)

A student or staff member reports bullying:

- The counselor interviews target and bully and records initial information. Students fill out a reflection sheet, the required phone calls are made and the counselor records the incident in PowerSchool.
- If, in the counselor's opinion OR the incident has involved a physical assault or illegal action, the principal will investigate further and determine consequences.
- The rubric is followed and additional consequences are given for additional acts of bullying.

After School Detention

- After-school detention will be held from 3:15-3:45 Monday-Thursday in the office or a classroom.
- Students will be given the option of serving detention the same day or the following day so that the student can arrange transportation.
- Students will work on school work during detention. Other diversions will not be allowed.
- Detention may be spent by doing school services or while receiving academic help.
- If a student fails to show for detention, the detention will double.

Corporal Punishment (Policy JDA)

Corporal punishment shall not be used in the district. `

Suspension and Expulsion Procedures (Policy JDD-R)

A student may be suspended or expelled, for reasons set forth by Kansas law, by the following certified personnel: superintendent, principal, assistant principal.

A suspension may be for a short term not exceeding ten school days, or for an extended term not exceeding 90 school days. An expulsion may be for a term not exceeding 186 school days.

Any student who is suspended or expelled shall receive a copy of the current suspension and expulsion law and this policy. Expulsion hearings for weapons possession shall be conducted by the superintendent/designee. Expulsion hearings shall be conducted by the superintendent or other certificated employee or committee of certificated employees of the school in which the pupil is enrolled or a hearing officer appointed by the board, or another person appointed by the board.

The principal of any school may establish appropriate requirements relating to the student's future behavior at school, opportunities for making up missed work because of suspension and/or placing the student on probation as conditions for readmission to school. The primary responsibility for arrangements to make up work missed during the suspension period lies with the student, but teachers shall determine what constitutes a reasonable time period for completing the work.

Short-term Suspension (Not exceeding 10 school days)

A short-term suspension must be preceded by oral or written notice of the charges to the student and an informal hearing. If a hearing is not held prior to the suspension, an informal hearing shall be provided no later than 72 hours after imposition of a short-term suspension. Written notice of any short-term suspension shall be delivered to the student's parent or guardian within 24 hours after the suspension has been imposed. Short-term suspension hearings may be conducted by any person designated in policy as having the authority to suspend.

At the informal suspension hearing, the student shall be

- notified of the right to be present;
- informed of the charges;
- informed of the basis for the accusation; and
- allowed to make statements in his/her defense.

Long-term Suspension (Not to exceed 90 days) or Expulsion (Not to exceed 186 days)

Before a student is subject to long-term suspension or expulsion, a hearing shall be conducted by a hearing officer who has authority to suspend or expel. The superintendent/principal shall designate a hearing officer. Formal hearings shall be conducted according to procedures outlined in current Kansas law and:

- The student and parents or guardians shall be given written notice of time, date and place of the hearing.
- The notice shall include copies of the suspension/expulsion law, and appropriate board policies, regulations and handbooks.
- The hearing may be conducted by either a certified employee or committee of certified employees, the chief administrative officer, or an officer appointed by the board.
- Expulsion hearing for weapons violations shall be conducted in compliance with Kansas law by persons appointed by the board.
- Findings required by law shall be prepared by the person or committee conducting the hearings.
- Records of the hearing shall be available to students and parents or guardians according to Kansas law.
- Written notice of the result of the hearing shall be given to the pupil and to parents or guardians within 24 hours after determination of such result.

At a long-term suspension/expulsion hearing, the student shall have the right to

- counsel of his/her choice;
- have a parent or guardian present;
- confront and cross-examine witnesses who appear in person at the hearing;
- present his or her own witnesses;
- testify in his or her own behalf and to give reasons for his or her conduct;
- an orderly hearing; and
- a fair and impartial decision based on substantial evidence.

During the time a student is suspended or expelled from school, the student may not

- Be on school property or in any school building without the permission of the principal.
- Attend any school activity as a spectator, participant or observer.

Appeal to the Board

The following conditions shall apply if a student who is age 18 or older or the student's parents or guardian files a written appeal of a suspension or expulsion:

- Written notice of the appeal shall be filed with the clerk within 10 calendar days of the hearing.
- The board shall schedule an appeal with the board or a hearing officer appointed by the board within 20 calendar days.
- The student and the student's parent shall be notified in writing of the time and place of the appeal at least 5 calendar days before the hearing.
- The hearing shall be conducted as a formal hearing using the same rules noted earlier for expulsion hearings.
- The board shall record the hearing.
- The board shall render a final decision no later than the next regularly scheduled board meeting after the conclusion of the appeal hearing.

Probation (JDC-R)

The principal may defer any punishment, suspension or expulsion. The student involved may be placed on probation for a set period of time.

The punishment, suspension or expulsion shall remain deferred so long as the student meets the conditions of the probation. If a student is placed on probation, written notification shall be sent to the student's parent or guardian.

A student placed on probation shall be given a written list of the terms and conditions of the probation. The student shall sign a statement that the terms and conditions have been explained, the student understands the conditions, the student agrees to abide by the conditions, and failure to abide by the conditions may be reason to reinstate the original punishment.

The superintendent shall handle any probation arrangements resulting from violations of the weapons policy.

Investigations/Searches-Property/Students (Policies JLAB-L and JCAC-R)

Principals are authorized to search students' clothing and belongings if there is reasonable suspicion that district policies, rules or directives are being violated.

Building administrator and others designated by the superintendent may conduct investigations and question students about infractions of school rules or the student conduct code. If there is reason to believe a violation of a criminal law has been committed, the principal shall notify the appropriate law enforcement agency and may request further investigation of the alleged violation.

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

Reporting Crimes to Law Enforcement (Policies JDD and EBC)

Whenever a student engages in conduct which constitutes the commission of any misdemeanor or felony, at school, on school property, or at a school supervised activity and/or has been found:

In possession of a weapon at school; or

In possession of a controlled substance or illegal drug; or

To have engaged in behavior at school, on school property, or at a school activity which resulted in, or was substantially likely to have resulted in, serious bodily injury to others.

Drug Free Schools (Policy JDDA-R)

The unlawful possession, use, sale or distribution of illicit drugs and alcohol by students on school premises or as a part of any school activity is prohibited. This policy is required by the 1989 amendments to the Drug Free Schools and Communities Act, P.L. 102-226, 103 St.

As a condition of continued enrollment in the district, students shall abide by the terms of this policy. Students shall not unlawfully manufacture, sell, distribute, dispense, possess or use illicit drugs, controlled substances or alcoholic beverages on school district property, or at any school activity. Any student violating the terms of this policy will be reported to the appropriate law enforcement officials.

A list of available programs along with names and addresses of contact persons for the program is on file with the board clerk. Parents or students should contact the directors of the programs to determine the cost and length of the program. Compliance with this policy is mandatory.

Use of Tobacco (Policy GAOC)

Possession and/or use of any tobacco product by students are prohibited in any attendance center, in any school-owned vehicle, at school-sponsored events or on the school grounds. Smoking by adults is permissible only during non-school hours and only in the designated area located in the north parking area.

Sexual Harassment (Policy JGEC)

- Sexual harassment shall not be tolerated in the school district. Sexual harassment of employees or students of the district by board members, administrators, certified, 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 district 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 district 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:
 - submission to such conduct is made, explicitly or implicitly, a term or condition of the individual's education;
 - submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual; or
 - 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 implication;
- unwelcome touching; or suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning a student's grades or participation in extracurricular activities.

Specific examples of sexual harassment include:

- making sexual comments or jokes;
- looking or gesturing in a sexual manner;
- brushing against;
- flashing or mooning;
- spreading sexual rumors about an individual;
- pulling clothing in a sexual manner;
- showing or giving sexual pictures, messages or notes;
- blocking passage in a sexual way;
- writing sexual messages or graffiti on walls, locker rooms, etc;
- forcing a kiss on someone;
- calling someone gay or lesbian;
- forcing someone to do something sexual other than kissing;
- spying while someone is showering or dressing.

When acts of sexual harassment or other violations of district policy are substantiated, appropriate action shall be taken against the individual.

Any student who believes he or she has been subjected to sexual harassment should discuss the alleged harassment with the principal, guidance counselor, or another certified staff member. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a complaint under the district's discrimination complaint procedure.

The filing of a complaint or otherwise reporting sexual harassment shall not reflect upon the individual status or grades. Confidentiality shall be maintained throughout the complaint procedure.

Weapons/Possession of a Firearm (Policy JCDBB)

A student shall not knowingly possess, handle or transmit any object that can reasonably be considered a weapon at school, on school property or at a school-sponsored event. This shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon.

Possession of a firearm or other weapon shall result in expulsion from school for a period of one calendar year, except the superintendent may recommend this expulsion requirement be modified on a case-by-case basis (see JDC). The superintendent shall conduct expulsion hearings or other certificated employees or committee of certificated employees of the school in which the pupil is enrolled or a hearing officer appointed by the board, or the Commissioner of Juvenile Justice.

Student's violation of this policy shall be referred to the appropriate law enforcement agency (s) and, if a juvenile, to SRS.

Concealed Carry Law (Weapons) (Policy KGD)

It shall be illegal for any person, other than a law enforcement officer, to possess a weapon including a firearm in or on any school property, school grounds, or any district building or structure for student instruction, or attendance of extracurricular activities of pupils, or at any regularly scheduled school sponsored activity or event.

Definition of Weapons and Destructive Devices

As used in this policy, the term "weapon" and/or destructive device means:

- any item being used as a weapon or destructive device;
- any facsimile of a weapon;
- any weapon which will, or is designed to, or may readily be converted, to expel a projectile by the action of an explosive;
- the frame or receiver of any such weapon described in the preceding example;
- any firearm muffler or silencer;
- any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or other device similar to any of these devices.
- Any weapon which will, or which may be readily converted to expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than $\frac{1}{2}$ inch in diameter; or any combination of parts either designed or intended for use in converting any device into a destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled;
- any bludgeon, sand club, metal knuckles or throwing star;
- any knife, commonly referred to as a switchblade, which has a blade that opens automatically by hand pressure applied to a button, spring or other device in the handle of the knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward or centrifugal thrust or movement; and
- any electronic device designed to discharge immobilizing levels of electricity; commonly know as a stun gun.

Possession of any knife, not defined as a weapon, will result in confiscation of the knife, which parents will have to pick up from the office. Repeated incidents will be treated as non-compliance and consequences will result.

Vandalism (Policy EBCA)

- The board shall seek restitution according to law for loss and damage sustained by the district.
- When a juvenile is involved in vandalism to district property, the principal shall contact the parents and explain their legal responsibility. The parents shall be notified in writing of the dollar amount of loss or damage.

- Juveniles or their parents shall make restitution payments to the business office, and accounts shall be kept. Persons of legal age shall be held responsible for their own payments. If necessary, provisions may be made for installment payments. Accounts not paid in full within the specified time may be processed for legal action.

ATHLETICS AND ACTIVITIES

Extracurricular Activities

Wamego Middle School offers the following opportunities for Kansas State High School Activities Association sponsored events, and interscholastic athletic competition for seventh and eighth graders.

Cross Country
Basketball

Football
Wrestling
Student Council (grades 6-8)

Volleyball
Track

Sports Physical

- Students involved in sports cannot participate in any type of practice until their physical examination form has been submitted to the office, completely filled out and signed by the student, student's parent/guardian and the examining doctor.
- Cost of the examination is the parent/guardian's responsibility.
- Forms may be obtained from the middle school office.

Other academically related activities that may occur during home base may include, but are not limited to:

Chess Club
Robotics
Student Council

Science Club (7-8 grades)
Science Olympiad
Teen Leaders

Geography Bee
History Day
Spelling Bee

See the eligibility section of the handbook for academic requirements.

TO PARTICIPATE IN AN EXTRACURRICULAR ACTIVITY, A STUDENT MUST BE IN SCHOOL FOR 3.5 HOURS PRIOR TO THE EVENT. (Unforeseen circumstances could allow the principal and athletic director to make exceptions.)

Social Functions

- In order to attend an evening social event, the student must be in school the day of the event.
- A school social function will stop at a predetermined time, usually no later than 10:00 p.m. Students who leave more than 15 minutes before the end of the event must call their parents unless the parents have picked them up.
- No dances/parties will be sponsored on nights preceding a school day.
- Dances shall be limited to Wamego Middle School seventh and eighth grade students.
- Members of the sponsoring organization and parents who are serving as chaperones shall share the responsibility of overseeing the social functions.
- All rules for school are in effect for school activities, including dress code, unless otherwise notified. Students who are sent home for behavior reasons will not be allowed to attend the next social activity.
- Extracurricular activity rules of eligibility will be followed for all school dances/parties. Students must have all detentions served in order to attend the social functions.

Fund Raising (Policy JK)

Solicitations by students or school personnel during school hours and on school property shall be done only when they are related to school sponsored activities. All student sales projects shall require the

principal's prior approval. WMS conducts a school-wide magazine sales promotion that begins on October 4, 2007 and runs most of the month of October. Money raised from this promotion is divided among the various school clubs and organizations. In addition the following groups conduct fundraisers:

- Eighth grade band sells for one week in January to raise money for their Worlds of Fun trip.
- The vocal music students sell flower bulbs and chocolate during first semester to raise money for future trips.

Students are not required to participate in fundraising activities. Students who do participate are not to sell to area businesses.

Field Trip Attendance

In order for a student to attend a class/field trip, the following conditions must be met for the 15 days prior to the trip:

- The student shall not have earned any in-school suspension or out-of-school suspension.
- The student shall have satisfied all detentions and disciplinary consequences.

The student must be eligible in all classes.

It is the teacher/team's responsibility to restate these conditions on any permission slip for a class/field trip.

HEALTH AND SAFETY

Our school nurse is an employee of the Pottawatomie County Health Department coordinated health services. The school nurse has the overall responsibility to organize and manage the health services program for the building. The school nurse and staff have the responsibility of deciding when a child is too ill to be in school. No child will be allowed to leave school until the parent/guardian or emergency contact person has been notified.

An ill child should not be sent to school. A student with symptoms will be sent home if their temperature is 99.6 or above. As a general rule, a student should be fever free or under medical treatment 24 hours before returning to school.

Accidents, Reporting of (Policy JGFG-R)

Students should report any injury incurred at school or a school-sponsored activity to the principal or appropriate sponsor.

When appropriate, a parent shall be notified of a student injury as soon as possible to determine appropriate action. If the student needs medical attention and the parents cannot be reached, the principal shall seek emergency medical treatment.

Communicable Diseases (Policy JGBCC-R)

Any student noted by a physician or the school nurse as having a communicable disease may be required to withdraw from school for the duration of the illness. The student will be readmitted to regular classes upon termination of the illness, as authorized by the student's physician or as authorized by a health assessment team.

The board reserves the right to require a written statement from the student's physician indicating the student is free from all symptoms of the disease.

First Aid (Policy JGFGA)

If a student has an accident that requires medical treatment, no action shall be taken by an employee except the following:

- Send for medical help,

- Make the student as comfortable as possible while waiting for competent medical assistance to arrive, and
- Notify the principal.

If an employee present is qualified to administer first aid, aid may be given. Qualified employees, for this purpose, are the school nurse or those employees who have successfully completed an approved Red Cross first aid program.

Head Lice

Kansas State Law, KAR 28-1-6, effective May 16, 2007, requires students who are infested with head lice (pediculosis) be expelled from school until they have been treated with head lice shampoo. School personnel will check the student before returning to school.

Should the school nurse determine a student has live head lice or nits, she will

- call parents to pick up their student and explain the procedures for treatment and re-entry into school.
- checks the student upon returning from exclusion following treatment.
- ask that all nits be removed or that a second pediculocide shampoo treatment be done 7-10 days later.
- rescreen the student for head lice for four consecutive weeks to make sure they have not been reinfested.

Inoculations (Policy JGBL)

All students enrolling in any district school shall provide the building principal with proof of immunization of certain diseases or furnish documents to satisfy statutory requirements. Booster shots required by the Secretary of the Department of Health and Environment are also required.

A copy of this policy and the applicable state law shall be distributed to students, prospective students or their parents on or before May 15 of each school year. The superintendent shall issue a news release each August explaining the required inoculations and booster shots. Parents may delegate in writing their authority to consent to immunizations. If the parent is not reasonably available, and the authority to consent has not been denied as provided in law, individuals other than the parent may consent to the immunizations are provided in current law.

Students who fail to provide the documentation required by law may be excluded from school by the superintendent until statutory requirements are satisfied. Notice of exclusion shall be given to the parents/guardians as prescribed by law. Students who are not immunized against a particular disease(s) may be excluded from school during any outbreak.

Each principal shall forward evidence of compliance with the inoculation law to other schools or school districts when requested by the school or by the student's parents/guardians.

Medications, Administering (Policy JGFGB-R)

The supervision of oral and injectable medications shall be in strict compliance with the rules and regulations of the board as carried out by district personnel as carried out by district personnel. Diagnosis and treatment of illness and the prescribing of drugs and medicines are the responsibility of the public schools and are not to be practiced by any school personnel, including school nurses, unless authorized.

In certain circumstances when medication is necessary in order that the student remains in school, the school may cooperate with parents in the supervision of medication the student will use. However, the medical person authorized to prescribe medication (including non-prescription medication) must send a written order to the building administrator who may designate a supervisor for the administration of the medication or treatment. The parents must submit a written request to the building administrator requesting the school's cooperation in such supervision and releasing the school district and personnel from liability. (See JGFGBA)

School personnel shall not be required to be custodians of any medication, except as required by a written order of a licensed medical person or in the case of nonprescription medication when requested in writing by the parents.

The medication shall be examined by the school employee administering the medication to determine if it appears to be in the original container, to be properly labeled and to be properly authorized by the written order of licensed medical person. Two containers, one for home and one for school should be requested from the pharmacist. Only oral medications should be administered except in emergency situations.

Any changes in type of drugs, dosage and/or time of administration should be accompanied by new physician and parent permission signatures and a newly labeled pharmacy container.

All medication maintained in the school setting should be kept in a locked container. This includes medication requiring refrigeration.

Medications should be inventoried every semester. Out-of-date stock should be returned to parents or destroyed.

Over-the-counter medications should not be maintained on any school premises, including athletic areas, unless written permission from a medical person to administer is obtained.

The building administrator may choose to discontinue the administration of medication provided that the parents or medical person are notified in advance of the date of such discontinuance with the reasons for the discontinuance.

After medication is administered, students should be observed for possible reactions to the medication. This observation may occur at the site of administration or in the classroom a part of the normal routine.

This policy shall be shared with all local physicians and dentists where practicable. Forms should also be made available to the health care providers in the community.

An individual record should be kept of each medication administered. The record should include student identification, date prescribed, name of medication, time and date(s) administered, signature of personal administering and section for comments.

In the administration of medication, the school employee shall not be deemed to have assumed any legal responsibility other than acting as a duly authorized employee of the school district.

Human Sexuality and AIDS (Policy IKCA)

- Human sexuality and AIDS curriculum is available for inspection from the building principal.
- A parent or guardian may use the district opt-out provision to remove the student from some portion or all human sexuality and AIDS classes included in the district's required curriculum.
- To receive information on the opt-out provisions contact the principal's office.

Asbestos Notification

In accordance with EPA regulations, this school has been inspected for materials that contain asbestos and an asbestos management plan has been developed and adopted.

This plan is on file in the school office. The plan complies with the AHERA mandated requirements for asbestos materials in school. Any individual who would like to review the plan may do so by visiting the school office and requesting to see the plan.

The district periodically applies pesticides inside buildings. Information regarding the application of pesticides is available from the building principal or school superintendent.

BUS REGULATIONS AND RULES

Bus Regulations (Policy JGG-Q)

Bus transportation shall be provided to and from school for those students who qualify. The district may provide transportation for all school activities. Transportation will be denied to students who are detained after school for disciplinary reasons.

Students who use school-provided transportation shall be under the jurisdiction of the vehicle driver while in the vehicle. Students shall be subject to the district's student behavior code and other regulations.

A bus driver shall not knowingly discharge riders at places other than the regularly scheduled bus stops unless the parent and the principal give prior authorization. No student may ride on a school bus as a guest of another student unless previous arrangements have been made by written authorization from parents and the principal and seating is available.

The parent should communicate in writing any change in after-school bus transportation or the parent is to call the school office. This information will be given to the bus driver at the end of the day. If a student misses the afternoon bus because of a lack of parental communication or students do not follow the appropriate dismissal procedures, it will be the parent's responsibility to make transportation arrangements. The school will make every reasonable effort to notify the parent of the situation.

The shuttle bus is available to all students whose parents sign up for the service. All bus rules apply to those students who use the shuttle service.

Bus Rules

- Students must be on time at the designated pick up location.
- Students are to conduct themselves in a safe and orderly manner in accordance with school rules, while waiting for the bus.
- Students are not to carry anything on to the bus that will impede foot traffic in the aisle. All feet and legs are to be kept out of the aisles.
- Food, drinks, balloons, weapons and animals are not allowed on the school bus.
- Students are not to get out of their seat while the bus is in motion.
- Students will place all trash in the trash container as they exit the bus. **HELP KEEP THE BUS CLEAN.**
- Students are not to extend their arms or heads out of the bus window.
- When leaving the bus, students are to follow the directions of the driver. If students cross the road, cross in front of the bus after making sure the highway is clear of traffic.
- Students who ride the bus to an event must ride the bus back to school, unless parents/guardian have contacted the school and sent a note. **Students may ride back with only their parents/guardian.**

The transportation director administers consequences for misbehavior on the buses that transport students to and from school. Behaviors that will result in an immediate suspension from the bus for 5 days (or more depending on previous behavior reports) includes fighting, obscene or vulgar behavior or language, throwing objects inside the bus or out the windows, use or possession of tobacco or drugs, vandalism, possession of weapons (knives, guns, sharp objects), refusal to obey the driver.

Other actions will result in:

- First Offense: Warning will be given, parents will be notified and the transportation director will meet with the student.
- Second Report: 5-day suspension from the bus.
- Third report: 15-days off the bus.
- Fourth report: 45-days off the bus.
- Fifth report: suspension from the bus for the rest of the year.

Incidents involving initiations, hazing, intimidation, and/or related activities which are likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm, or which affect the attendance of another student, are prohibited.

COMPLAINTS

Complaints (Policy KN)

USD 320 asks that complaints be handled first at the level where the problem occurs. In those cases where a problem occurs in the classroom, students and parents should consult first with the classroom teacher. In most cases the teacher is best suited to address the issue.

If a parent or student feels that the situation has not been resolved satisfactorily, the parent or student should consult with the principal. If necessary, the principal shall arrange a conference to try to resolve the concern.

If a parent or student is still not satisfied with the resolution of the complaint then they should consult with the superintendent of schools. If after working with the superintendent of schools, the parent or student is still not satisfied with the resolution of the complaint, then they have the right ask to address the Board of Education. There is an established procedure in place for parents or students to use to request a meeting with the Board of Education. The Board of Education reserves the right to determine if they will hear the complaint.

Board members may receive complaints directly from parents or citizens of the community. In handling a complaint, the board will not consider, as individuals or as a board, any complaint until it is referred to the superintendent first. The superintendent will ensure that the appropriate process for resolving complaints, in the preceding paragraphs, is utilized.

Wamego Middle School

Bullying Progression Rubric

Bully Behavior Code	Behavior	First Incident	Second Incident/ Retaliation	Third Incident/ Retaliation (Identified as Bullying)	Ongoing / Retaliation
A	Used mean names, insulting remarks, or teasing in a hurtful way	Document Incident Reflective Sheet Counseling Conference Student phone home	Document Incident Placed on bully continuum Reflective Sheet Counseling Conference Student phone home	Conference with victim and bully Reflective sheet Parents notified Detention assigned	Administration/ Parent conference Develop individual student improvement plan
B	Socially excluded on purpose, ignored other student to be hurtful	Document Incident Reflective Sheet Counseling Conference Student phone home	Document Incident Placed on bully continuum Reflective Sheet Counseling Conference Student phone home	Conference with victim and bully Reflective sheet Parents notified Detention assigned	Administration/ Parent conference Develop individual student improvement plan
C	Unwanted physical contact	Document Incident Reflective Sheet Counseling Conference Student phone home **PLEI	Document Incident Placed on bully continuum Reflective Sheet Counseling Conference Student phone home **PLEI	Conference with victim and bully Reflective sheet Parents notified 1-2 Days of OSS. **PLEI	Administration/ Parent conference Develop individual student improvement plan Possible 2-3 days OSS **PLEI
D	Spread rumors, gossip, or told lies to make others dislike specific student.	Document Incident Reflective Sheet Counseling Conference Student phone home	Document Incident Placed on bully continuum Reflective Sheet Counseling Conference Student phone home	Conference with victim and bully Reflective sheet Parents notified 1-2 Days of ISS.	Administration/ Parent conference Develop individual student improvement plan
E	Items taken or damaged to be hurtful to another student.	Document Incident Reflective Sheet Counseling Conference Student phone home	Document Incident Placed on bully continuum Reflective Sheet Counseling Conference Student phone home	Conference with victim and bully Reflective sheet Parents notified 1-2 Days of OSS.	Administration/ Parent conference Develop individual student improvement plan
F	Forced another student to do something they did not want to do. (threats, coercion, blackmail)	Document Incident Reflective Sheet Counseling Conference Student phone home **PLEI	Document Incident Placed on bully continuum Reflective Sheet Counseling Conference Student phone home **PLEI	Conference with victim and bully Reflective sheet Parents notified 1-2 Day victim s of ISS **PLEI	Administration/ Parent conference Develop individual student improvement plan **PLEI
G	Deliberate rude and personal comments about another student , referring to race, color, gender, socio-economic status, religion or body type	Document Incident Reflective Sheet Counseling Conference Student phone home	Document Incident Placed on bully continuum Reflective Sheet Counseling Conference Student phone home	Conference with victim and bully Reflective sheet Parents notified 1-2 Days of ISS.	Administration/ Parent conference Develop individual student improvement plan
H	Made inappropriate comments or gestures having sexual connotation	Document Incident Reflective Sheet Counseling Conference Student phone home	Document Incident Placed on bully continuum Reflective Sheet Counseling Conference Student phone home	Conference with victim & bully Reflective sheet Administrator contacts parents Not less than 3-5 days of ISS Law enforcement may be contacted	Administration/ Parent conference Develop individual student improvement plan Further incidents will result 5 days OSS or less
I	Threatened another person as a form of control or manipulation	Document Incident Reflective Sheet Counseling Conference Student phone home	Document Incident Placed on bully continuum Reflective Sheet Counseling Conference Student phone home	Principal contacts parents Law enforcement called Consequence not less than 5 days OSS	District policy followed Result may be long-term suspension or expulsion

*Depending on the nature of the incident, these steps may be adjusted by the administrator in charge,

**PLEI- Possible Law Enforcement Involved