



Student Handbook 2019-2020

PERSONAL **R**ESPONSIBILITY **I**N **D**AILY **E**FFORTS

**Travis Graber, Principal; Brian McIntosh, Assistant Principal/Athletic
Director;
Kay Markey, Office Manager**

PRIDE CHANT

Don't mess Don't mess
Don't mess with the best!

Don't fool, Don't fool, Don't Fool
with the cool We have PRIDE in
our school!

Live PRIDE, Live
PRIDE Live PRIDE
every day.

Show PRIDE, Show
PRIDE, Show PRIDE
every way.

P(clap) R (clap) IDE (clap)
That's the way we want to be!
Go Raiders, go go Raiders!

Written by Mrs. Callahan's seventh grade home base,
2014-2015

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Wamego Middle School Expectations

Personal Responsibility In Daily Efforts

Students All Settings

I will...

Respect others and property. Have a positive attitude. Use appropriate voice and words. Do the

right thing even when no one is looking. Leave it better than I found it.

Accept consequences for my actions.

Staff All Settings

I will...

Model professional behavior. Establish and teach clear expectations and consequences. Respect others and property. Have a positive attitude. Maintain high expectations for student academics and behavior. Be

a communicator with my students, parents, and colleagues.

USD 320 – WAMEGO

Board of Education Members and District Administration

Cory Meyer 456-2424 Bruce Coleman 458-5858 Ryan Hargitt 456-6768 Michelle Johnson 456-7158
Rob Pettay 456-7326 Ryan Hargitt 456-8014 Nicolette Zeigler 410-1121

Superintendent: [Mr. Tim Winter](#) Curriculum Director: [Dr. Mary Kaye Siebert](#)
Special Education Cooperative Director: [Mr. Chris Cezar](#)

District Mission Statement Wamego USD 320 school district's mission is to provide a challenging learning environment that encourages high expectations for academic success and personal growth for all students.

District Vision Statement Together, we will provide opportunities for every child to reach his or her potential in order to become more than he or she ever hoped to be. We will focus our efforts on ensuring that all students learn, building a collaborative culture and establishing a focus on results.

District Collective Commitments

- We are committed to each of the five goals as identified in the USD 320 Strategic Plan (2011-2016).
- We are committed to professional learning communities (PLCs) as the means of continuous school improvement.
- We are committed to continuous and demonstrable systemic improvement and believe this is the primary way an organization meets its mission and vision.
- We are committed to providing learning environments in our schools so that each child's educational needs are frequently assessed and action is taken based on that assessment.
- We are committed to regularly using data to guide change and improvement.
- We are committed to providing students with a rigorous and relevant curriculum needed for effective learning for all students.
- We are committed to supporting teachers in their endeavor to provide high quality instruction.
- We are committed to effective leadership whereby leaders listen carefully, anticipate future needs, and work to engage others in leadership initiatives to shape necessary changes.

District Goals USD 320

- Will provide a safe and supportive environment for our students in order to prepare them academically, socially, and emotionally for success in the work environment, college and university studies, and citizenship in the 21st century.
- Recognizes that the teacher is the most critical component in a child's learning; therefore, teachers will be supported in their endeavor to provide high quality instruction.
- Will provide the necessary technology and technology resources in the development of the 21st century learner.
- Recognizes the value in developing and maintaining reciprocal partnerships with our community.
- Recognizes the need for well-maintained school facilities, and a safe and supportive environment for students, staff, volunteers, and patrons.

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 establish and pursue goals that support student success.
- We will hold students accountable for learning.
- We will utilize all resources and interventions available.
- We will build cooperative relationships.
- We will identify and address students' social and emotional needs.
- We will establish and consistently maintain school and classroom expectations.

WELCOME TO WAMEGO MIDDLE SCHOOL

Parent Teacher Organization and Site Council The PTO meets monthly on the fourth Monday of the month at 5:15pm. Site Council meetings will be set after the beginning of school. Neither group meets December, March, June and July. Please contact the middle school office if you would like information about joining either group.

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

4020 Anderson, Brenda (Lunch Clerk) 4410 Koehn, Melanie 4104 Blanton, Heather 4409 Larson, Katie 4401 Cook, Tami 4000 Markey, Kay (Office Manager) 4302 Crow, TJ 4103 4080 Custodians 4005 McIntosh, Brian (Asst. Principal/AD) Dunn, Jordan (Counselor) 4307 McIntosh, Jaci (Enhanced Learning) 4207 Diederich, Brenda 4403 4304 Foster, Melanie 4001 Mussetter, Kellie (Attendance) 4036 Gartner, Susan 4407 Neel, Shane 4004 Grieves, Kelli (Counselor) 4035 Richmond, Chris 4306 Hardenburger, Travis 4105 Robinson, Adam 4408 Hazlett, Lotus 4050 Morris, Krista (Library) 4040 Miller, Kyrstie 4041 Schmidt, John 4030 Horton, Drew 4303 Siefkes, Brianna 4301 Hoyle, Kaitlin 4102 Shilling, Erin 4002 Ira, Cathe (Nurse) 4101 Vanderpool, Kaden 4408 Jardine, Anne 4203 Special Education Providers' office 4010 Graber, Travis (Principal) 4404 Stewart, Jenny 4206 Johnson, Jerry 4405 Tanner, Jill 4406 Johnson, Nick 4402 Thornton, Jeni 4402 Levendofsky, Scott 4305 Topliff, Adam 4106 Kitch, Scott 4204 Weber, Julie

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. District policies are noted where appropriate. The full text of these policies can be accessed at: http://www.usd320.com/About/BOE/Policies/documents/Complete_Policy_Manual.pdf.

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.

Refunds: Students enrolling in Wamego Schools will be required to pay the full textbook fees and other class fees if enrolling during the first semester of the school year. If the student is enrolling during the second semester, textbook and other class fees will be charged at 50%.

If the student withdraws from attending school at USD 320 after September 1, no fees associated with enrollment will be returned. If the student withdraws from classes prior to September 1 of the current school year, fees will be returned at 100%.

If a student withdraws from school, all unused monies paid for lunch and/or milk will be returned in full.

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, 2013. If refusal is not filed, USD 320 assumes there is no objection to the release of the directory information designated.

**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.**

THE SCHOOL DAY * School starts at 8:05 and dismisses at 3:15. *** PLC Wednesday school starts at 9:00 and dismisses at 3:15. *** PLC Wednesday**

WMS will participate in a late start on Wednesdays.

- Students may enter the building as early as 7:30.
- Students may not leave the building without a parent or guardian after arriving.
- Breakfast will be available at 7:45 until 8:50.
- Students will be engaged in some kind of academic or activity related work, including but not limited to quiet study rooms, tutoring, computer lab use, lessons, and project completion.
- Students will be supervised and directed by the building faculty and staff.

Before/After School

- The foyer off of room A3 is reserved for elementary students who ride the morning shuttle buses.
- The building will be open at 7:30.
- Our doors are locked during the school day. One must buzz in to gain admittance at our front door. One may be asked to show identification.
- Sixth graders will wait in the area just outside the cafeteria. Seventh and eighth graders will wait in the commons near the benches until 7:45.
- Students may meet with friends, teachers by appointment, or use the library after 7:45.
- 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 commons, 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 conversational voice (level 2) and stay at their tables.
- 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.
- Students may get two (2) ala carte items at the end of lunch if parents permit. If the student has a negative lunch balance, he/she may not have ala carte.

Food Service Policies Free or reduced priced meals shall be provided for students who qualify under state and federal rules and regulations. The eligibility forms, rules and regulations governing this program shall be provided by the administration to students or their parents. Application for Child Nutrition Program Benefits Packet is available online at <http://www.usd320.com/enrollment/WMS/forms.aspx>.

The school meal program for USD320 is designed to provide students with breakfasts and lunches that meet the nutritional needs of students at a reasonable price. All school meals meet the guidelines as mandated by the Healthy Hunger Free Kids Act.

- Breakfasts and lunches are available every full day of school. Students may choose skim chocolate, skim white or 1% white milk at every meal. Water is made available, free of charge, in every school in the lunchroom.
- Meals must be paid for in advance. Parents are responsible for maintaining a positive account balance. Payments may be made by sending a clearly labeled check to the school or with your student or with a credit card in the school office or online at www.myschoolbucks.com.
 - Each student has one meal account which is used for breakfast, lunch and ala carte (if permitted).
 - The Point of Sale software does not allow for family accounts, but money can be transferred from one student to another by contacting the Food Service office at 456-2214 x5020.
- Parents or other family members are welcome to eat with their student. The school must be notified by 8:30am the morning you are planning on eating with your student – no exceptions.
- All scratch food production takes place at the Wamego High School. The meals served at Wamego Middle School is transported in special hot carts prior to serving.
- Home Prepared Lunches are permitted. These lunches should be sent in containers that students can easily manage on their own. Lunches should meet the nutritional needs of the individual. Pop and energy drinks are NOT allowed.
- Microwaves are available at Wamego Middle School.
- Frequently asked questions are answered on the District website, Food Service page: <http://www.usd320.com/Programs/FoodService/documents/FoodServiceFAQ.pdf>

Information about MySchoolBucks You can monitor your student's school meal account by setting up a free account at www.myschoolbucks.com. You will need your student's state ID#, which can be supplied to you by the school office or the Food Service office. In addition to checking your student's meal balance online, parents may use their VISA or Mastercard to make an online payment.

Meal Accounts Meal policy and information can be located on the district website:

<http://www.usd320.com/Programs/FoodService/documents/Charging%20Policy.pdf> It is our policy to never deny a student a meal. We recognize that students who are hungry do not perform as well in the classroom. Parents are notified via email when student accounts reach a low balance of \$10.00. Parents are also notified via email when student accounts reach a negative amount. In addition, all Middle School and High School students are verbally told that they need to bring lunch money once they have a negative account. Parents will be notified via letter when student accounts drop below -\$25.00. If a student account reaches -\$50.00, the account will be turned over to the District Office for collection. Students at the Middle School and High School lose their ala carte privileges when they have a negative account. They can continue to use their account for a school meal, but not ala carte purchases. If you are having financial difficulty, please complete and submit a free/reduced meal application.

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, 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.) A fingertip measurement is considered an appropriate approximation for length.
- Hats are not to be worn once inside the building, during school OR evening activities.
- Students may be asked to return bulky coats and 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

- **Absolutely NO SCOTCH TAPE or DOUBLE SIDED TAPE may be used on the NEW 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 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 textbooks are available for checkout through the library on a short-term basis.

Acceptable Use (Policy IIBH)

Each student at Wamego Middle School will be loaned a district owned Apple MacBook Air Laptop, charger, and case to be used at school and at home for the completion of school assignments. This equipment is and shall remain the property of Wamego School District and is herewith lent to the student for the school year and should be used for approved purposes only. For guidelines regarding student and parent responsibilities regarding the MacBook Air Laptops, please reference the Student Acceptable Use Agreement, Laptop Loan Agreement Form, and the Technology Handbook which can be found on the USD 320 District Website at www.usd320.com/enrollment/.../Acknowledge&Consent.pdf (This will change when proper address is ready.)

Computer Use (Policy IIBG) Students shall have no expectation of privacy when using district e-mail or computers. E-mail messages shall be used for approved educational purposes. Students must use appropriate language in all messages.

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.

Electronics and Cell Phones Many students do bring electronic devices to school, though none are necessary with the inception of the one- to-one laptop availability. This will apply to, but not be exclusive of, the following personal electronic devices: cell phones, MP3 players, e-readers, tablets, notebooks, and laptops. **Electronics are to be off and stored in a locked locker, beginning at 8:05 until 3:15. Students who do not abide by the rules set forth will have the following consequences:**

- 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.
- The district's Acceptable Use Policy will be enforced for all devices, whether personal or school property.

Video Surveillance For the safety of all, our school is equipped with video cameras that monitor our halls, library, gymnasium, and all outdoor spaces 24 hours a day.

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.

Food and Drinks

- Sunflower seeds, soda pop, and energy drinks are not allowed in school, including in sack lunches or meals brought in.
- **All drink containers MUST be clear, have a screwed on lid, and contain only water. No straws or flip tops.**
- All open containers of food or drinks must be consumed and disposed of in the commons, and not stored in lockers. With our new carpet, we must be vigilant!!

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 will sign in every PLC Friday if arriving before 8:45.

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/Email

- **Please supply the office with a correct phone number and e-mail address. If you change numbers or addresses 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 counselors are 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.

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 effects 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. The principal, faculty, and staff are informed about procedures and responsibilities during an emergency. Procedures and responsibilities will be forwarded to parents as deemed appropriate by the superintendent and/or principal.

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.
- Emergency drills (active shooter, evacuation) will be conducted. The individual teacher and classroom paras will be responsible for following established procedures.

Wellness 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.

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.

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 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 Mr. Graber or Mrs. Mussetter, the attendance clerk. **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 absent without parent permission (truant), the student will make up the missed time in in-school suspension and will complete all missed assignments.
- Students who are inexcusably 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.
- As the approved Truancy Officer for the school, the building principal (or his/her designee) shall report students who are inexcusably absent to the proper authority.
(Students 13 and under shall be reported to the local office of DCF and students over 13 shall be reported to the county 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.
- 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 begin their classes.
- Teachers will walk the halls, sweep all tardy students to class and report the tardies to the office.
- Every fourth tardy, students will be assigned a detention to be served within the week received.

- Detentions will be served in the office or an assigned classroom with an adult monitor.
- The process will start over at the beginning of a new semester.

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 four tardies to school. After the fourth 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

PowerSchool Parent Access PowerSchool's Parent Access provides parents or guardians round-the-clock access to real-time information about their child's attendance and grades. It also provides a means for teachers to communicate with parents or guardians about class events and assignments and ways they can help their child at home. Parents or guardians can contact teachers via email; teachers' addresses are linked to the classes each teaches. Parents can also elect to receive periodic emails with attendance and grade updates, if that method is easier than going to the site. A mobile app is available for "smart" phones.

Getting Started All parents who already have username and password information from past school years will have no changes to make. Parents who are enrolling their students for the first time in the district will receive PowerSchool information when they enroll their children. For security reasons, we do not email this information or give out passwords or user names over the phone.

Grading (Policy JF) Periodic reports on each student's mastery of the approved learning objectives shall be issued to the parents.

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

F = 59 or below

Grade Reporting

- Teachers are asked to update gradebooks once a week, but not to exceed two school weeks in entering.
- Parents have constant access to their child's grades through Power School. Parents will be notified weekly by email/mail if their child has a D or an F in any class beginning with the third week of each semester.
- Report cards shall be issued to each student through email at the end of each semester for each subject taken. Reasons for deficiencies and/or failures shall be given.
- Student progress reports and grade cards are mailed to those families who do not have Internet access.
- 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 parent/guardian. No changes will be made after the third day of the semester.

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 classroom teacher will intervene.
- Students will be assigned to seminar as necessary to meet their needs.
- Late assignments may be turned in for up to 70% of the points earned if turned in by the teacher's deadline for late work. Please refer to individual teacher's classroom guidelines.

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 semester shall be a period where students are accumulating grades to demonstrate their knowledge and effort toward meeting district curricular objectives.

“Eligible” is defined as: Being in good standing academically and behaviorally. **“Ineligible”** is defined as: Having lost the opportunity to participate in activities a student is a member of. **It also includes the loss of opportunity to attend school dances and activities that would require them to miss a portion of the school day, such as field trips or traveling with a team or club to an activity or competition.**

- Each instructor will update grades a minimum of once a week. Students will have at least two weeks to establish grades before the first required grade report is run by the office. For the fall, the first eligibility report will be run by the office on **September 3, 2019**. For the spring semester, the first eligibility will be run by the office on **January 21, 2020**.
- Students with one F, are on academic probation. During Academic Probation a student is allowed to practice and participate in extracurricular events.
- Students with two F's are ineligible. Ineligibility will run for a minimum of one week. Students will remain ineligible until he or she no longer is failing two classes.
- Academic success is the responsibility of the student. Teachers are available to work with students before and after school and during the seminar.

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

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

Seminar Seminar (conducted during home base period) is not just for making up work. It is a time for pre-teaching,

reviewing, preparing, and studying. Teachers will begin assigning seminar attendance for students as soon as the need arises. Parents will be notified by the office by mail/email if their student is on academic probation or is ineligible.

- Each Thursday, an eligibility list will be created, based on the grades in Power School.
- Students with missing assignments, low grades, or needing additional academic assistance may be assigned to seminar by their grade level teaching team.

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.

Promotion Participation To be eligible to participate in the Promotion Activities, students must average a 60% between both semesters in all core classes. All fees must be paid the Monday before promotion. All detentions must be served before the day before promotion to be eligible to participate in the Promotion Activities that day.

Request for Early Promotion Students wanting to complete minimum middle school requirements early and forego their eighth grade year, will complete the following procedure:

- The student and parent(s) shall prepare a letter of intent, informing the principal of his/her desire to promote and the reasons for early promotion by November 14 of his/her seventh grade year.
- The student will submit a letter of support from a teacher.
- The student will submit a letter of support from the counselor.
- The student will complete comprehensive eighth grade examinations in Computer Applications, ELA, Math, Science, and Social Studies.
 - o All examinations will be based on course exit outcomes.
 - o The student will meet with each department representative to receive the course outcomes, instructional materials, and test dates.
 - o The student will complete comprehensive eighth grade examinations by April 30 of his/her seventh grade year.
 - o Students must be able to demonstrate superior ability in the subject area with a score of 85% or above on all eighth departmental examinations.

- Should all examinations receive an 85% grade and the student has a cumulative GPA of 3.75, the principal will forward all requirements to the Superintendent to be presented to the Board of Education.
 - The principal shall prepare and submit to the Board of Education a report that includes GPA, exam grades, and assessment scores.
- The Board of Education will consider and approve/deny the request for early promotion in their regularly scheduled May meeting.

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:

- **Measure of Academic Progress Tests in Reading and Mathematics** is taken by all students in September, and in December and May by students receiving additional math or reading interventions.
- **Kansas Assessments are taken February-April.**
 - **Kansas Assessment in Math** – All students participate.
 - **Kansas Assessment in English Language Arts** – All students participate.
 - **Kansas Assessment in Science** – Eighth graders participate.
 - **Kansas Assessment in Social Studies** – Sixth and eighth graders participate every other 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 and as needed throughout the year to gauge student progress.

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.

Behavior expectations for Wamego Middle School are divided into five levels:

*See District Code of Conduct

Procedure for discipline referral (Example on next page)

- 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.
- 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, either by classroom teacher or the administration.

Consequences defined

- Conference with Student – Simply a conversation, that is documented.
- Conference with Parent – Informing the parent of the assigned discipline, in person, by phone or email.
- Time in Office – The student has been sent out of class and did not return due to behavior.
- Detention (Lunch or After School)
 - After school detention is 3:15-3:45 Monday-Thursday in the office or with a classroom teacher.
 - Served within the week received.
 - Students will work on school work during detention.
 - If a student fails to show for detention, the detention may double.
- Loss of privilege/ineligible – Students may be banned from attending events, being on campus, using technology, or other privileges specific to the offense.
- In-School Suspension
 - Student will be managed in the office.
 - Teachers will bring class work for the student.
 - Lunch will be eaten in the ISS room. No social privileges for the duration of the ISS.
- Out-of-School Suspension – (Policy JDD, JDD-R)

- o Student will be dismissed to parent/guardian for a specified number of days.
- o Class work will be sent; there is no academic penalty.
- o During an OSS, a student may not be on school district grounds for any reason, without the express permission of administration, including attending school activities as a spectator or participant.

WMS Discipline Referral Form

Copy of Copy of DisciplineReferralForm ☆

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	A	B	C	D	E	F	G	H	I	J	K	L	M	N	
1	Wamego Middle School Discipline Referral														
5	Name				Date				Time						
8	Location		<input type="checkbox"/> Classroom	<input type="checkbox"/> Gym	<input type="checkbox"/> Bus loading zone	<input type="checkbox"/> Special event/trip									
10			<input type="checkbox"/> Library	<input type="checkbox"/> Restroom	<input type="checkbox"/> Parking lot										
12			<input type="checkbox"/> Cafeteria/Commons area	<input type="checkbox"/> Hallway/foyer	<input type="checkbox"/> On bus										
15	Problem Behaviors										(Mr. Graber only)				
16	Personal Management			Interpersonal Relationships			Productive Classroom Environment			Orderly School Environment			Law Enforcement		
18	Includes, but not limited to:			Includes, but not limited to:			Includes, but not limited to:			Includes, but not limited to:			Includes, but not limited to:		
20	<input type="checkbox"/> Dress code	<input type="checkbox"/> Disrespect	<input type="checkbox"/> Disrespect	<input type="checkbox"/> Disrespect	<input type="checkbox"/> Disrespect	<input type="checkbox"/> Vandalism									
22	<input type="checkbox"/> Not prepared for class	<input type="checkbox"/> Public display of affection	<input type="checkbox"/> Non-compliance	<input type="checkbox"/> Non-compliance	<input type="checkbox"/> Non-compliance	<input type="checkbox"/> Assault									
24	<input type="checkbox"/> Not engaged in learning	<input type="checkbox"/> Inappropriate touching	<input type="checkbox"/> Disruption of class/students	<input type="checkbox"/> Disruption	<input type="checkbox"/> Disruption	<input type="checkbox"/> Stealing									
26	<input type="checkbox"/> Refusal to participate	<input type="checkbox"/> Inappropriate language	<input type="checkbox"/> Inappropriate language	<input type="checkbox"/> Inappropriate language	<input type="checkbox"/> Inappropriate language	<input type="checkbox"/> Fighting									
28	<input type="checkbox"/> Inappropriate language	<input type="checkbox"/> Harassment	<input type="checkbox"/> Harassment	<input type="checkbox"/> Harassment	<input type="checkbox"/> Harassment	<input type="checkbox"/> Drugs (alcohol/tobacco)									
30	<input type="checkbox"/> Computer violation	<input type="checkbox"/> Bullying	<input type="checkbox"/> Plagiarism/cheating	<input type="checkbox"/> Stealing	<input type="checkbox"/> Stealing	<input type="checkbox"/> Weapons									
32		<input type="checkbox"/>	<input type="checkbox"/> Destroying equipment	<input type="checkbox"/> Computer violations	<input type="checkbox"/> Computer violations	<input type="checkbox"/> Illegal activities									

Sheet1 Sheet2 Sheet3

Student Hand....docx ^

Rude – Mean - Bullying Our students are sometimes exposed to inappropriate behaviors from their peers. We have come to use the following terms to help us define the problem, and adequately assist the students in dealing with these behaviors and growing in positive interpersonal skills.

- Rude – A student experiences an incident that is disrespectful, annoying, or inappropriate with no malicious intent.
- Mean – A student experiences an incident that is a one-time, intentional event.
- Bullying - A student is being bullied when he or she is exposed, repeatedly and over time, to intentional negative actions meant to cause physical or mental harm or reasonable fear by 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.
- Cyberbullying – A student is being bullied by use of any electronic communication device through means including, but not limited to, e-mail, instant messaging, text messages, blogs, mobile phones, online games and websites.

When a student or staff member reports bullying:

- The administration and/or counselor interviews students involved and records initial information.
- If, in the opinion of the administrator or counselor, the incident does not fit the definition of bullying, appropriate disciplinary actions will be taken and parents will be informed.
- If the incident is bullying, it will be handled according to the severity of the bullying. Parents will be notified.
- If the incident has involved a physical assault or illegal action, the administrator will investigate further and determine consequences and possible report to law enforcement.
- In all reports, information is documented.

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.

K-9 Searches

- Guidelines have been established for the use of a drug detection K-9 (canine) at WMS. The K-9 will be brought in only at the request of the school principal. The sheriff's department will not be involved in the "sniff search" other than acting as the assigned handler of the K-9. A dog's alert gives the school reasonable suspicion to search the area identified.
- The dog may sniff common areas such as hallways and classrooms when students are NOT in the area.

Other areas which may be searched, but not limited to, are student lockers, athletic lockers, vehicles, office areas, teacher work areas, storage areas, garages, school buses and any area deemed necessary by the school principal.

- If a K-9 alerts on a vehicle on school property, a law enforcement official will secure a search warrant to check the contents of the vehicle.
- If the dog indicates a student has drugs in his/her possession, the student, and only the student, will be questioned by the principal or his/her designated representative.
- Students found to have drugs in their possession, in their locker, or in their vehicle will be dealt with by the school administration.
- Only the principal will know when a K-9 search will be conducted.

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. Any student violating the terms of this policy will be reported to the appropriate law enforcement officials. Students who are suspended or expelled under the terms of this policy shall be afforded the due process right contained in board policies.

Use of Tobacco (Policy GAO) 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 or gestures 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.

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 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 known 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.

Emergency Safety Interventions (ESI) The Wamego USD 320 Board of Education has adopted a local board policy on the use of Emergency Safety Interventions (ESI) which is available online at www.usd320.com. The Emergency Safety Interventions (ESI) policies for all students will:

- Promote safety and prevent harm to students, school personnel, and visitors.
- Foster a climate of dignity and respect in the use of discipline and behavior management techniques.
- Provide school personnel with clear guidelines about the use of seclusion and restraint in response to emergency situations.
- Provide parents/guardians information about state guidelines and district policies related to the use of discipline, behavior management, behavior interventions, and responses to emergency situations.
- Promote the use of non-aversive behavioral interventions, including positive behavior support techniques.

Building principals are responsible for ensuring all school staff are trained annually in positive behavior intervention techniques, de-escalation strategies, ESI regulations and district ESI policy/procedures.

Standards for the use of ESI Emergency Safety Interventions (ESI) refers to the use of seclusion or physical restraint. District personnel may use seclusion and/or physical restraint only when less restrictive alternatives were determined by the school employee to be inappropriate or ineffective, and when a student's behavior presents an immediate physical danger to self or others. Violent actions that are destructive of property may necessitate the use of ESI. The use of ESI shall stop as soon as the immediate danger or physical harm ceases to exist.

Physical Restraint Physical restraint may be used when the student's behavior presents an immediate physical danger to self or others or is violently destructive of property, and other interventions, such as positive behavior supports, to prevent dangerous behaviors are inappropriate or ineffective under the circumstances. When physical restraint is used, the following principles apply:

- The use of physical restraint shall stop as soon as the immediate danger of physical harm ceases to exist.
- School personnel will use the safest method with the least amount of force, for the shortest amount of time possible during ESI.
- The student's status will be visually monitored continuously throughout the process to ensure the appropriateness of its use and safety of the child, other children, teachers, and other personnel.

The following physical restraint procedures are prohibited:

- Use of restraint for purposes of discipline, punishment, or for the convenience of a school employee is prohibited.
- The use of prone physical restraint, supine physical restraint, physical restraint that obstructs the airway of a student, or any physical restraint that affects a student's primary mode of communication is prohibited.
- The use of chemical restraint, except as prescribed treatments for the student's medical or psychiatric condition by a person appropriately licensed to issued such treatments, is prohibited.
- The use of mechanical restraint, except those protective or stabilizing devices either ordered by a person appropriately licensed to issue the order for the device or required by law, any device used by a law enforcement officer in carrying out law enforcement duties, and seatbelts or other safety equipment when used to secure students during transportation is prohibited.

Seclusion Seclusion may be used when the student's behavior presents an immediate physical danger to self or others or is violently destructive of property, and other interventions, such as positive behavior supports, to prevent dangerous behaviors are inappropriate or ineffective under the circumstances. When seclusion is used, the following principles apply:

- The use of seclusion shall stop as soon as the immediate danger of physical harm ceases to exist.
- A student shall not be subjected to seclusion if the student is known to have a medical condition that could put the student in mental or physical danger as a result of seclusion. The medical condition must be documented by the student's licensed health care provider, a copy of which has been provided to the school and placed in the student's health file.
- During seclusion a school employee shall be able to see and hear the student at all times. All seclusion rooms equipped with a locking door shall be designed to ensure that the lock automatically disengages when the school employee viewing the student walks away from the seclusion room, or in case of emergency, such as fire or severe weather.
- A seclusion room shall be a safe place with the proportional and similar characteristics as other rooms where students frequent. Such room shall be free of any condition that could be a danger to the student and shall be well-ventilated and sufficiently lighted.

Multiple ESI Incidences Upon the third ESI for a single student within a school year, a meeting will take place within 10 days that will include the IEP team, 504 team, or a general education team that includes the parents, teacher, staff member involved in the ESI, building administrator and any other district employee deemed appropriate by the school principal. In all cases, the student shall be invited to the meeting. The time for calling such a meeting may be extended beyond the 10-day limit if the parent of the student is unable to attend within that time-period. During the meeting, the team will discuss the incident(s), consider the need for a functional behavioral assessment, creation or changes to a behavior intervention plan, and if the student should be evaluated for services if the student has not been identified for a 504 plan or special educational services.

Nothing in this section shall prohibit the development and implementation of a functional behavior intervention plan for any student who has not had three ESI incidents in a school year. This process may be modified by the agreement of the IEP or 504 team.

Parent Rights & Notification

- Upon use of an ESI, the school must notify the parent the same day of the incident. If the parent cannot be contacted, the school must notify the emergency contact listed in the student record.
- Written documentation, which includes date and time of the intervention, the type of intervention, and the length of time the intervention was used, and the school personnel who participated in or supervised their intervention, shall be provided to the student's parents no later than the next school day.
- The first written ESI incident report shall be accompanied with a copy of the district ESI, parent's rights, local dispute resolution process, the complaint process of the state board of education (when available), and information that will assist the parent in navigating the complaint process, including contact information for Families Together and the Disability Rights Center of Kansas. For each subsequent incident, the parent notification form shall include a direct website address that contains all required ESI information.

Complaint Investigation Procedure

- The Board of Education has delegated to the Superintendent or his/her designee the authority to receive parental written complaints regarding the use of ESI.
- Upon receipt of a complaint, the Superintendent or his/her designee will investigate the complaint and develop a written report which will include findings of fact, conclusions relevant to the requirements of this policy or regulations of the KSDE and, if necessary, a corrective actions to remedy an instance of noncompliance. The Superintendent or his/her designee shall submit the report to the Board of Education in executive session. The Board may approve the report or require additional information before approving the report.
- The written report will be submitted to the parents, the school, the Board of Education, and the KSDE within 30 calendar days from the date the complaint is received in the Superintendent' s office. Once such a procedure has been developed, a parent may file a complaint under the state board of education complain process within thirty (30) days from the date a final decision is issued pursuant to the local dispute resolution process.

ATHLETICS AND ACTIVITIES

Wamego Middle School believes that sportsmanship is a very important part of a student's participation in school activities. We expect all our students to conduct themselves in a way that represents the school positively. Athletics and activities are community events, and we ask that all coaches, advisors, athletes, students, and spectators conduct themselves in a sportsmanlike manner. The Sportsmanship Code applies to participants, coaches and fans. Failure to comply with the sportsmanship code may result in removal from the event along with other disciplinary actions as deemed necessary by administration. **Sportsmanship is the cooperation of people as a unit showing common courtesy, patience, pride, and respect.**

Sportsmanship Code

- Be courteous to all visitors, opponents, fans, and cheerleaders.
- Display character in your every action. Learn to win with character and lose with dignity.
- Display appreciation for a good performance or play regardless of team.
- Gain an understanding and appreciation for the rules of the contest.
- Respect and abide by officials' decision.
- Exercise self-control at all times; never boo an official, coach, cheerleader or player.
- Use good judgement in making and displaying signs and posters at events. Signs and posters that are deemed inappropriate by school administration will be confiscated with further penalties possible.
- Your behavior influences others, whether you are aware of it or not.

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 Football Volleyball Basketball Wrestling Track Student Council (6-8)

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

Ambassadors RSVP (Raider Student Volunteer Program) Spelling Bee Student Council Geography Bee Science Olympiad We The People See the eligibility section of the handbook for academic requirements.

TO PARTICIPATE IN AN EXTRACURRICULAR ACTIVITY, A STUDENT MUST BE IN SCHOOL BY 10:00 A.M. ON THE DAY OF THE EVENT.

(Students with prearranged absences or unforeseen circumstances will be considered for exception by the principal and/or athletic director.)

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 9:00 p.m. Students who leave more than 15 minutes before the end of the event must call their parents unless the parents are picking 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 volunteers 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 of 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.

- Students are not required to participate in fund raising activities.
- Students who do participate are not to sell to area businesses.
- Students are not to go door-to-door.

Event/Field Trip Attendance In order for a student to attend a class/field event/trip, the following conditions must be met for the 10 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 cannot be listed on the ineligibility roster. It is the teacher/team's responsibility to restate these conditions on any permission slip for a class/field event/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 as 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 JGFGA-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 JGFGA)

- 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 parent 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) Wamego 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.

Notice of Nondiscrimination Wamego USD 320 does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies: Tim Winter, Superintendent, 504 Coordinator, and Title IX Coordinator 1008 8th Street Wamego KS 66547 785-456-7642 wintert@usd320.com

Section 504 Grievance Procedure It is the policy of Wamego USD 320 not to discriminate on the basis of disability. Wamego USD 320 has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) of the U.S. Department of Health and Human Services regulations implementing the Act. Section 504 prohibits discrimination on the basis of disability in any program or activity receiving Federal financial assistance. The Law and Regulations may be examined in the office of Tim Winter, 785-456-7642 Section 504 Coordinator who has been designated to coordinate the efforts of Wamego USD 320 to comply with Section 504. Any person who believes she or he has been subjected to discrimination on the basis of disability may file a grievance under this procedure. It is against the law for Wamego USD 320 to retaliate against anyone who files a grievance or cooperates in the investigation of a grievance. **Procedure:**

- Grievances must be submitted to the Section 504 Coordinator within 10 days of the date the person filing the grievance becomes aware of the alleged discriminatory action.
- A complaint must be in writing, containing the name and address of the person filing it. The complaint must state the problem or action alleged to be discriminatory and the remedy or relief sought.
- The Section 504 Coordinator (or her/his designee) shall conduct an investigation of the complaint. This investigation may be informal, but it must be thorough, affording all interested persons an opportunity to submit evidence relevant to the complaint. The Section 504 Coordinator will maintain the files and records of Wamego USD 320 relating to such grievances.
- The Section 504 Coordinator will issue a written decision on the grievance no later than 30 days after its filing.

- The person filing the grievance may appeal the decision of the Section 504 Coordinator by writing to the Board of Education within 15 days of receiving the Section 504 Coordinator’s decision. The Board of Education shall issue a written decision in response to the appeal no later than 30 days after its filing.
- The availability and use of this grievance procedure does not prevent a person from filing a complaint of discrimination on the basis of disability with the U. S. Department of Health and Human Services, Office for Civil Rights. Wamego USD 320 will make appropriate arrangements to ensure that disabled persons are provided other accommodations, if needed, to participate in this grievance process. Such arrangements may include, but are not limited to, providing interpreters for the deaf, providing taped cassettes of material for the blind, or assuring a barrier-free location for the proceedings. The Section 504 Coordinator will be responsible for such arrangements.

Random Drug Testing Policy Wamego USD 320

Mission:

- To provide a safe and drug free educational setting where all students can achieve to their full potential.

Purpose:

- To help students manage social pressures that may lead to the use of illegal drugs. Early identification of drug usage can help families address addiction and other issues that may result from drug use. USD 320 would like to partner with parents and work collaboratively in establishing a “Helping Policy” assisting students and parents in identifying the use of illegal substances.

Goal:

- To guide students in making good choices and refrain from using illegal drugs.

In order to provide a drug free environment and assist in the prevention of drug use, in wellness promotion, and in treatment of students who have engaged in drug use, Wamego students in grades 8-12 who participate in KSHSAA sponsored activities will be subject to random drug testing. Additionally, parents/guardians may agree to opt-in their student to the random testing pool at any time.

Random Drug Screening Process:

1. The testing facility will randomly select students to be tested from the eligible pool of students mentioned above for testing throughout the school year.
2. The principal, assistant principal, or a trained medical provider will clip a small sample of hair from the student and place it in an envelope. The student will witness the sealing of the envelope, confirm his/her identification number, and verify or “vouch for” accuracy by initialing the envelope.
3. The collected samples will be sent to a drug testing facility for analysis.
4. Parents/Guardians will be contacted by the principal or assistant principal and given the results of each test within two to three weeks of the submission of the hair sample. Contact by phone and/or mail will be made for negative test results. Contact by phone will be made for positive test results.

5. Students whose test has a positive result will meet with their parents/guardians and the principal or assistant principal.
6. Positive test results are cumulative for a two-year period starting with the most recent positive test, and only during a student's high school years.
7. Detailed test results will be available only to the student, the parents/guardians, and to school administration who have a legitimate need to know.
8. Eligibility impacts of testing will be communicated to appropriate coaches and sponsors as required.
9. Once a student has been tested and the results have been returned, his/her number is placed in the general pool for further random testing. Therefore, it is possible that a student may be tested more than once during the school year and several times during their time at Wamego Middle School or Wamego High School.
10. If parents/guardians question the validity of the test results they may request a second test be conducted on the same hair specimen at their own expense. It is important to note that any positive result has had two completely separate tests performed – an immunoassay screen and a mass spectrometry confirmation test. Additionally, environmental contamination is a non-issue because the facility utilizes the most extensive wash procedure in the industry. Numerous studies demonstrate the effectiveness of the wash procedure used.
11. The testing facility uses a liquefying method to process hair samples. Positive results for prescription medication will be made negative after verification of the prescription is received.
12. Any student request, after being selected for random sample, for a parent or guardian to be present during testing process will be honored. (provided test can be completed within 48 hours)
13. Any student who refuses to submit to a drug test after being randomly selected and is currently participating, has participated in, or plans to participate in any of the school activities offered, will have participation suspended until a test is taken.
14. In order for a student to be eligible for participation in a privileged activity (as defined by KSHSAA), the student must have a completed and signed opt-in form on file in the school office.
15. All transfer students who choose to participate in KSHSAA activities will be educated on the drug testing policy and be provided a minimum 90-day window from the date of transfer before being included in the random testing pool.

PROCEDURES IN THE EVENT OF A POSITIVE TEST RESULT: Whenever a student's test result indicates the presence of an illegal drug, the provision set forth will apply:

First Violation:

A first positive test will result in the following consequences:

- A (14) calendar day suspension from KSHSAA activities as a participant. The student will continue to practice with the team/organization but will not participate in competitions/activities outside of practice during the suspended time.
- The student will be encouraged to have an assessment with a certified addiction-counseling program. USD 320 will cover the cost of the first consultation meeting, if parents/guardians choose the program provided by USD 320.
- The student will complete three follow-up drug tests that will be scheduled in 90-100 day increments or upon return to school in the fall if the 90-100 time window is exhausted during summer break.

Second Violation (Two Positive Test Results):

A second positive test will result in the following consequences:

- A (45) calendar day suspension from KSHSAA activities as a participant. With administrative approval and the coaches/sponsors' consent, the student may practice with the team/organization but will not participate in competitions/activities outside of practice during this time.
- The student will complete three follow-up drug tests that will be scheduled in 90-100 day increments or upon return to school in the fall if the 90-100 time window is exhausted during summer break.

Third Violation (Three Positive Test Results):

A third positive test will result in the following consequences:

- A (180) calendar day ban as a participant from all KSHSAA activities. The student will not be permitted to participate in practices during the banned period.
- The ban may be reduced to ninety days if the student completes either a Certified Inpatient or Outpatient treatment program. The parent/guardian will be responsible for the cost of such program. Proof of successful completion is required.
- The student will complete three follow-up drug tests that will be scheduled in 90-100 day increments or upon return to school in the fall if the 90-100 time window is exhausted during summer break.

Self-Reporting of Drug Usage: A student or parent/guardian may self-report drug usage at any time prior to selection in the random pool. The student may avoid eligibility consequences of the first violation by self-reporting as specified below. Self-reporting may only be used prior to a first violation. A subsequent positive test result will count as a second positive test.

- In order to avoid the eligibility consequences when reporting prior to a first violation, students must complete an assessment from a certified addiction counselor, which may be of their choice, or they may utilize the contracted counseling addiction program provided by USD 320. USD 320 will cover the cost of the first consultation meeting if parents/guardians choose the program provided by USD 320.
- The student will complete three follow-up drug tests that will be scheduled in 90-100 day increments or upon return to school in the fall if the 90-100 time window is exhausted during summer break.