

# Wellsville Middle School Handbook



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## LEGAL PAGE

### DRUG FREE SCHOOLS AND COMMUNITIES ACT

The unlawful possession, use, or distribution of illicit drugs and alcohol by students or school employees on school premises or part of any school activity is prohibited. This policy is in accordance with the 1989 amendments to the Drug Free Schools and Communities Act, P.L. 102-226.

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

The Wellsville School District reserves the right to administer an "impairment assessment" to students who show signs of being under the influence during the school day or at a school event.

At the request of administration, law enforcement officers may use trained dogs on school premises to identify property which may contain illegal or illicit materials and determine whether materials are present which may threaten the general health, welfare and safety of students.

### FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

Under the Family Educational Rights and Privacy Act (FERPA), the parents of students enrolled in any educational institution are given certain rights concerning the school records of their children.

The following parental rights are accorded under this act:

- Parents have access to their child's records upon request. This request should be directed to the custodian of the school records in question. Access must be granted to the parent within 45 days after receipt of the request by said custodian.
- The parents right of access shall include:
  - A. The right to be provided a list of the types of educational records which are maintained by the institution and are directly related to their child.
  - B. The right to inspect and review the content of those records.
  - C. The right to obtain copies of those records.
  - D. The right to a response from the district to reasonable requests for explanations and interpretations of those records.
  - E. The right to an opportunity for a hearing to challenge the content of those records.
- When a child reaches the age of 18, all rights formerly accorded to the parent concerning a child's records become the right of the student. Parents at that time no longer have access to their child's educational records.

### MISSION STATEMENT

Prepare students to become productive, ethical, and responsible citizens.

NONDISCRIMINATION STATEMENT

U.S.D #289 Wellsville, Kansas, does not discriminate on the basis of race, color, national origin, handicap, or age in admission or access to, or treatment or employment in, its programs or activities. Any questions regarding the Board's compliance with Title VI, Title IX, or Section 504 including information about the existence and location of and usable by disabled person may be directed to the U.S.D #289 Human Rights Officer Jerry Henn, who can be reached at (785) 883-2388, 602 Walnut Street, Wellsville, Kansas 66092, or to the Assistant Secretary for Civil Rights, U.S. Department of Education.

SECTION 504

No otherwise qualified individual with disabilities in the United States...shall, solely by reason of her/his disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance under any program or activity conducted by any Executive agency.

## **WELLSVILLE MIDDLE SCHOOL POLICY**

### **BUILDING HOURS (7:20 am TO 3:15 pm)**

- Students must be working with a faculty member to come earlier or stay later.
- Students will be asked to leave if the sponsor is not present.
- Violations will result in detention or other disciplinary action.
- Students arriving at school before the admission bell are to wait in designated areas.
- Students should arrive no earlier than 7:20 a.m., unless prior arrangement is made with a staff member.
- When the 7:50 am bell rings students are to be in class.
- No student is to leave school during the day while classes are in session unless the student has checked out through the office and has a legitimate excuse.
- All students not assigned to remain in the building are to clear the campus by 3:15pm.
- When parents pick up a student who is ill or going to an appointment must come to the office and sign the student check sheet.
- Parents are encouraged to arrange appointments to limit absences from school.

### **ADMITTANCE POLICY FOR SCHOOL ACTIVITIES, DANCES, AND PARTIES**

Only Wellsville 6th through 8th grade students are to attend middle school social events.

The principal reserves the right to deny admission.

- Once you are inside the building, you will not be allowed to leave and return to the dance.
- There will be at least two supervisors on duty for dances.
- All school policies and rules apply to students participating in or attending school sponsored activities whether the activity is during the regular school day or is an extra-curricular activity (dances, field trips, athletic events, etc.)
- Students must attend one half of the school day during the day of the activity to be allowed to attend a school function.

### **ATTENDANCE--U.S.D. #289 STUDENT ATTENDANCE POLICY**

#### **LEGAL BASIS FOR ATTENDANCE**

Regular attendance is required of all pupils enrolled in elementary and secondary schools under Kansas compulsory attendance statute (K.S.A. 72-1111). It is a parental responsibility under Kansas statute (72-1111) to require regular school attendance "of any child who has reached the age of seven years and is under the age of 18 years", unless the child is exempted by statute.

Only full time students may attend Wellsville Middle School.

## OFFICE/PARENT CONTACT

- A student who is more than 15 minutes late will be considered absent.
- The middle school office will expect a parent/guardian to call 785-883-4350 before 8:30 am if their child is not going to be in attendance.
- If we do not hear from the parent or guardian, the office will attempt to contact the parent/guardian by phone.
- If no parent/guardian contact has been made by the time the student returns to school, the student will need to submit a note or the parent/guardian will need to call the office stating the reason and the date(s) of the absence.
- These will be used to determine if the absence is excused or unexcused.
- All absences without written or verbal parental/guardian notification will be unexcused.
- Parents are encouraged to keep up to date phone and email addresses in our office.

## TRUANCY

Students who are truant and meet any of the following conditions will be reported to the appropriate authorities in Franklin County as required by state statute.

- Child is inexcusably absent three consecutive days
- Child is inexcusably absent five cumulative days within a semester
- Child is inexcusably absent seven cumulative days within a school year.

## CATEGORIES OF ABSENCES

Any student entering the building late must report to the office and sign in. All absences are classified into four categories.

### *EXEMPT*

All Wellsville Middle School events in which a student participates are exempt.

### *EXCUSED*

The state of Kansas delegates to the Board of Education the responsibility of determining reasons for excusable absences. Absences that are classified as excused do not count against the maximum number of absences allowed by the attendance policy. The following are reasons for excusable absences:

- Personal illness verified by a physician's or dentist's note with the exact dates of absence specified.
- Serious illness or death of a family member or close friend.
- Religious observance of the student's own faith.
- Court appointment with appearance verified.
- Emergency situations requiring immediate action.
- It is the responsibility of the student to clear absences with the office within 24 hours of their return to school.
- Failure to clear absences will result in the absence being unexcused. **A parental phone call or note is always required.**

### *UNEXCUSED*

Unexcused absences are classified as meeting one of the following conditions:

- The student leaves during school hours without permission.
- The student does not attend class.
- The student is not where they or the parent state they are.
- Oversleeping
- The student fails to comply with building attendance procedures.
- This includes situations in which a parent/guardian fails to notify the attendance office within 24 hours of the student's return to school.
- Students who are absent unexcused will be assessed disciplinary points, in-school suspension, or a combination of the two.
- Students who are absent are not allowed to attend after school activities.
- The above list is not inclusive for unexcused absences.

### TARDY POLICY

Students at Wellsville Middle School will be counted tardy if they are not in class according to classroom procedure when the final bell rings. A student who is 15 minutes late is counted as absent unexcused, but is still subject to disciplinary consequences concerning tardiness. A student is allowed five tardies per quarter with each succeeding tardy resulting in a detention or a discipline point. Students who are late more than nine times in one quarter will be issued an in-school suspension. Students who arrive to school late without a valid excuse are also subject to additional disciplinary consequences at the discretion of the principal.

Any student entering the building late must report to the office and sign in.

**Excessive tardies = 6 tardies**

### DRESS CODE

THE FOLLOWING APPLIES TO ATTENDANCE AT SCHOOL AND SCHOOL SPONSORED ACTIVITIES:

- The Board of Education approved dress code prohibits the following:
- Clothing with lettering, patches, or drawings that are offensive to others.
- Shirts advertising alcohol, tobacco, drugs, and double meanings.
- Clothing that leaves the midriff exposed, and see-through mesh shirts.
- Clothing that is designed to be worn primarily as undergarments if used as an outer garment.
- Gang related apparel.
- Hats, caps, stocking caps, do-rags, sagging pants, trench coats, and sunglasses
- No excessively short skirts or shorts. **The administration reserves the right to withdraw the privilege to wear shorts from students who receive three documented warnings that violate the policy pertaining to the wearing of shorts.** Shorts must be as long as a student's fingertips, with shoulders down, arms at their sides. Shorts not at least to the fingertips will be deemed inappropriate, and students will be asked to change their clothing.
- Excessively torn or ripped clothing.

- Clothing that causes a disruption or that the administration deems to be inappropriate.
- Hoodies worn on head.
- Spaghetti straps (or similar sleeveless shirts) that do not cover the bra or bra strap.
- Excessively tight clothing such as shirts, leggings, tights, running/yoga style pants may be worn under an outer garment or with a shirt that reaches the fingertips.  
Undergarments should not be evident or visible under the clothing.

The general atmosphere of the school must be conducive to learning. If the clothing is deemed inappropriate the student will be asked to change his/her appearance and make up any time lost in the process. For chronic offenders (three violations or more), the principal reserves the right to impose discipline points, or other disciplinary action

### BULLYING

Bullying is defined as (a) any intentional gesture of any intentional written, verbal, or physical act or threat that is sufficiently severe, persistent, or pervasive that creates an intimidating, threatening or abusive educational environment for a student or staff member that a reasonable person, under the circumstances, knows or should know will have the effect of: (i) harming a student or staff member, whether physically or mentally; (ii) damaging a student's or staff member's property; (iii) placing a student or staff member in reasonable fear of harm to the student or staff member; or (iv) placing a student or staff member in reasonable fear of damage to the student's or staff member's property; (b) use of district-owned technologies for acts defined in (a) (i-iv) above; (c) acts of sexual harassment, acts of racial/ethnic intolerance, hate-based acts toward groups or individuals with identified or alleged traits or characteristics at which the behavior is directed, or any other harmful or threatening acts directed at students or staff members' or (d) any form of intimidation or harassment prohibited by the Board in policies concerning bullying adopted pursuant to this section or subsection (e) of K.S.A. 72-8205, and amendments thereto.

**Cyberbullying** is bullying through the use of technology or any electronic devices, such as telephones, cell phones, computers, and the Internet. It includes, but is not limited to, e-mail, instant messages, text messages, blogs, mobile phones, pagers, online games and websites. For more information about bullying prevention and procedures, contact your child's building principal.

**Parents and students:** The Kansas School Safety Hotline — 877-626-8203 — is available 24 hours a day, 7 days a week, to give students, parents and community members the opportunity to anonymously report any bullying, or rumors or threats of school violence.

### **Acts of bullying or retaliation, which include cyber bullying, are prohibited:**

- on school grounds and property immediately adjacent to school grounds, at a school-sponsored or school-related activity, function, or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned,



- leased, or used by a school district or school; or through the use of technology or an electronic device owned, leased, or used by a school district or school, and
- at a location, activity, function, or program that is not school-related through the use of technology or an electronic device that is not owned, leased, or used by a school district or school, if the acts create a hostile environment at school for the target or witnesses, infringe on their rights at school, or materially and substantially disrupt the education process or the orderly operation of a school.

**Bullying: Prevention and Procedures at Wellsville Schools**

***Let's work together to make our schools a positive, safe place for ALL students It takes all of us working together to respond to bullying.***

**Here's what parents can do:**

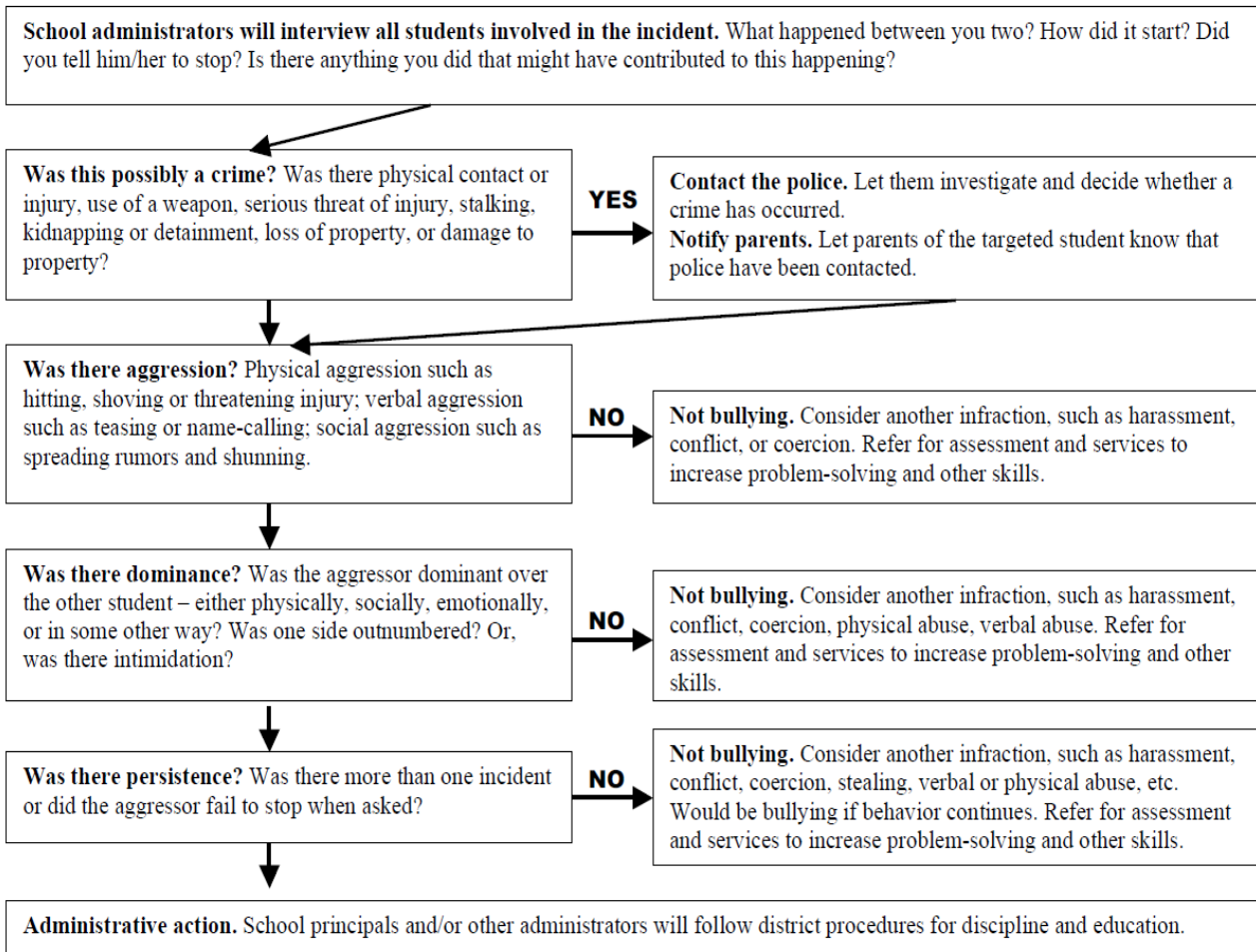
- If you suspect your child is bullying, appropriate consequences are important. Monitor their behavior and seek additional services to help your child build appropriate self-awareness and social skills. We can help.
- If your child is being bullied, prompt reporting is critical. You also can consider seeking additional services to help your child build useful skills and feel empowered. We can help.
- If your child witnesses bullying, talk about the power of standing up for others, rather than just being a bystander. Stress the importance of reporting bullying to a trusted adult.

**Here's what students can do:**

- If you are bullying, that's not okay. Students who bully will receive consequences and be monitored. You can learn better skills so that your needs are met and you can be a true leader.
- If you feel you're being bullied, tell the bully to stop and then walk away from the situation. Let an adult know right away – it's not okay to suffer in silence. We want to listen and help you build confidence and learn skills that can make you feel more in control at school.
- If you witness bullying, tell the bully that what they're doing is not cool. Stand up for others – be an up-stander, not a bystander. Report what you see to an adult. We'll all work together to make a difference.

**Here's what we'll do at school:**

- Any school staff member will respond immediately when witnessing aggression or bullying. They'll let the aggressor know it's unacceptable and refer the aggressor for discipline and services.
- A staff member will respond immediately to the student being bullied, referring that student for services to help build skills and reduce feelings of isolation.
- As part of the monitoring and follow-up process, a staff member will ask witnesses to report if bullying occurs again.
- School administrators will follow this flow chart(see below) when a bullying incident is reported



For more information about bullying prevention and procedures, contact your child's building principal.

### SEXUAL HARASSMENT

Sexual harassment will 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 this policy for any employee to sexually harass a student, for a student to sexually harass another student, or for any employee to discourage a student from filing a complaint or to fail to investigate or refer for investigation any complaint lodged under the provisions of this policy.

Sexual harassment is unwelcome sexual advances, requests for sexual favors, and other inappropriate oral, written, or physical conduct of a sexual nature when made by a member of the school staff to a student or when made by any student to another student. Sexual harassment may include, but is not limited to: verbal harassment or abuse, pressure for sexual

activity; repeated remarks to a person with sexual or demeaning implication, unwelcome touching, or suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning a student's grades, participation in extra-curricular activities, etc. When acts of sexual harassment or other violations of this policy are substantiated, appropriate action will be taken against the individual.

Any student who believes that he or she has been subjected to sexual harassment should discuss the alleged harassment with the principal or guidance counselor. 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 will not reflect upon the individual's status nor will it affect grades, future employment, or assignments.

## TECHNOLOGY

- Technology policies apply to use of the district network and the internet.

### *Care of equipment*

- You are financially responsible for any equipment and/or property checked out to you by the Wellsville Schools.

### *Internet etiquette*

- Do not use abusive or vulgar language in "E-mail" messages, access illegal or sexually explicit material, or tie up "the district network" by downloading large files or sending huge "mailings".
- Do not give out your passwords and do not try to "break" the passwords of other users. All communications and information accessible via the network should be assumed to be private property and subject to copyright laws. Do not delete, modify, or tamper with another person's files or documents without permission. All programs, files, and documents accessible at the Wellsville Schools should be considered copyright protected. Do not copy any programs, files, or documents without permission.
- *Appropriate educational activities*
- I pad, other electronic reading devices, or tablets are allowed in the classroom for educational purposes with teacher permission.

### *Ownership and presumption of privacy*

- The district network is owned by U.S.D. #289, which has sole control over the use of said network. Users of the district network have no presumption of privacy. U.S.D. #289 reserves the right to monitor all aspects of the district network to assure compliance with the stated technology policies set forth in the document.

### *Student use of e-mail*

- Students are only allowed to use e-mail accounts during the school day for educational, class related purposes. Students who want to check their e-mail accounts must do so before or after school. Instant messaging is only permissible with teacher permission. Students are prohibited from engaging in social networking during school hours. This

includes programs such as my space, facebook, personal blogs, zanga, and other similar websites.

#### *Consequences of Violation of Technology Policies*

- All of the policies and handbook procedures for acceptable use of the district network and the internet are intended to make technology more useful and enjoyable for students and teachers. The policies and procedures are also intended to minimize the burden of administering the network and servicing equipment so that more time can be spent enhancing services.
- Use of the district network and its access to the resources of the internet is a privilege, not a right. Violations of the policies and procedures of the Wellsville Schools and U.S.D. #289 concerning the use of the district network will result in disciplinary action.
- Three levels of punishment may be enforced by the administration. While the levels may be implemented in order, nothing prevents the administration from selecting any level depending on the facts and the severity of the violation.

#### *Level 1: Warning:*

- The student would lose computer privileges of the district network and internet access until a parent conference is held. Any additional loss of privileges as determined by the administration will be discussed in this conference. In the case of vandalism or destruction of property the student and/or parent or guardian shall be required to pay damages before the student will regain privileges to the district network and/or internet access.

#### *Level 2: Pattern of abuse, repeated abuse, or flagrant violations:*

- A student who engages in serious or persistent misbehavior by violating previously communicated written standards of conduct may lose any computer privileges to the district network and/or internet access for the remainder of the semester, or school year, or remaining school years, and recommended for suspension.

#### *Level 3: Suspendable/Expellable offense:*

- A student could be suspended/expelled from school if he/she engages in conduct on the district network and/or internet that violates U.S.D. #289 board policies and guidelines or contains the elements of the offense of criminal mischief, as defined by state and federal law.

### DETENTIONS

- Detentions may be assigned by any staff member for disciplinary reasons or to make up time for tardiness/absences.
- Parents are to be notified of the reason for the detention and the time it is to be served.
- Detentions may be served before school, after school, and at lunch.
- Upon being notified of a detention, the student will have up to 24 hours to serve a before or after school detention. Lunch detentions may be served the same day.
- Since detention is an extension of the school day, all school rules apply.

### DISCIPLINE POLICY

The purpose of the discipline policy is to illustrate proper behavior expected of students in our school building. The intent of the faculty was to be very specific in an effort to help assure that all students are administered similar disciplinary procedures for similar infractions of the rules. The students who attend Wellsville Middle School have the right to come to school each day and obtain a quality education in a learning environment which is free from disruption, harassment, intimidation, extortion, threats, violence, fear and conflict. In order for our students to grow and develop to their fullest potential and for maximum education to take place, a safe and orderly learning environment must exist within the public schools of U.S.D. 289.

#### DISCIPLINARY POINT SYSTEM PROCEDURES

- Penalties will be assigned by the teacher or administrator as appropriate.
- Parents will be notified each time a student is assigned points for misbehavior.
- When a student has accumulated 4 points, the student will receive ISS, the parent will be notified and a parent conference will be suggested to determine what strategies will be implemented to resolve the behavior.
- A student who has reached 8 points will receive OSS for behavioral actions and can be ISS for non behavioral actions.
- A student who has reached 12 points will receive expulsion or long term suspension hearing.
- After returning from a suspension, the student will return to zero points.
- The hearing committee will determine how many points the student will be allowed upon their return to school.

#### *DISCIPLINE POLICY POINT SYSTEM*

*The examples in each category are not intended to be a complete list.*

##### CATEGORY I (0-2 POINT)

- Disruptive behavior in classroom
- Dress code violations
- Excessive tardies = 6 tardies
- Failure to participate in required activities
- Inappropriate behavior
- Inappropriate language or gesture
- In-school suspension room violations
- Leaving class without permission
- Possession of skateboard on school property
- Throwing snowballs on school property
- Leaving school grounds without permission and/or signing out
- Misuse of school property
- Unacceptable behavior at a school event (home or away)
- Public display of affection
- Lunchroom misbehavior
- School bus misbehavior

- Report from substitute teacher of student who misbehaved
- Possession of cell phone or electronic devices without teacher permission
- Selective attendance-skipping class
- Threats, obscenity, profanity, or gestures
- Throwing of dangerous object
- Harassment/intimidation
- Computer usage violations
- Unexcused absence

CATEGORY II (2-4 POINTS)

- Cheating on tests/turning in another student's work for credit
- Plagiarism
- Copying homework or allowing homework to be copied
- False note or form
- Fraudulent use or removal of a school form
- Fighting/physical force with anger
- Spotters for students violating school policies
- Vandalism
- Failure to follow a teacher directive
- Bullying

CATEGORY III (3-6 POINTS)

- Extortion
- Flagrant misbehavior
- Open defiance
- Prejudicial behavior
- Sexual harassment
- Threats, obscenity, profanity, gestures to a staff member

CATEGORY IV (4-12 POINTS)

- Arson
- Battery or aggravated battery
- Illegal substances
- Under the influence of or in possession of alcohol or tobacco products.(e-cigs/vapor pens are considered a tobacco product)
- Physical force against any employee
- Terroristic threat
- Theft/possession of stolen property
- Weapons
- Possession or use of tobacco products(e-cigs/vapor pens are considered a tobacco product)

**PENALTIES**

**4 points = ISS**

**8 points = OSS - for behavioral actions (can be ISS for non behavioral actions)**

## **12 points = expulsion**

### IN-SCHOOL SUSPENSION

All rules and policies apply to all students that are in the ISS room, whether they are taking a test, assigned for all or part of class period or assigned an in-school suspension.

- Students will not have or consume food or drink. Students assigned ISS for the entire lunch period will be required to eat their meal in the ISS room.
- Students assigned ISS are to bring all of the books and materials needed to do their class work. Students are not to sleep or lay their heads on their desk.
- Students are to be working on class assignments or reading class materials.

The penalties for violating ISS rules are as follows:

A first offense during any one ISS period (regardless of how many days) will result in the student being assigned one additional day of in-school-suspension.

A second offense during any one ISS period will result in an out-of-school-suspension for the remainder of the ISS time plus one full day of out-of-school-suspension.

### SUSPENSION AND EXPULSION:

The Board of Education may suspend or expel or may authorize any certified employee to suspend or expel any student guilty of acts of behavior which interfere with the maintenance of a good learning environment or which are antagonistic to the welfare of other pupils and specific acts of behavior applicable to students in respect to school activities or on school property which acts are deemed to be grounds for appropriate disciplinary action. Such acts of behavior include but are not limited to the following:

- Willful violation of any written regulation for student conduct adopted or approved by the Board of Education.
- Conduct which substantially disrupts, impedes or interferes with the operation of any public school.
- Conduct which substantially impinges upon or invades the rights of others.
- Conduct which has resulted in conviction of the pupil or student of any offense specified in Chapter 21 of the Kansas Statutes Annotated or any criminal statute of the United States.
- Disobedience of an order of a teacher, or other school authority when such disobedience can reasonably be anticipated to result in disorder, disruption or interference with the operation of any public school or substantial and material impingement upon or invasion of the rights of others.
- Possession, consumption, sale, or being under the influence of alcoholic beverages, illegal drugs or narcotics while present on school property or while attending school sponsored events.
- Threats of violence and/or physical harm to persons or property.
- Use of vile, vulgar, obscene or profane language.
- Damaging school property or property of others.
- Possession and/or use of tobacco products by students on school property and at school sponsored activities is prohibited. Students who violate this policy may be subject to suspension or other disciplinary action.

- Discharge of fireworks.
- Possession of weapons.
- Repeated violation of school rules.
- Extortion.
- Willful disobedience or defiance.
- Fighting.
- Intimidation.
- Habitual unauthorized absences or tardies.
- Unruly conduct that disrupts school.
- Vandalism.
- Unserved detentions.
- Stealing.
- Reckless driving on and/or adjacent to school grounds.

A student may be suspended or expelled, for reasons set forth in Kansas Law (K.S.A. 72-8901 to 72-8908), by the following certified personnel: superintendent, principal, assistant principal. Any suspension or expulsion shall be according to the procedures as set forth in Kansas law.

#### *Short-term suspension*

Except in an emergency, a short-term suspension (not exceeding ten school days) must be preceded by oral or written notice of the charges to the student and an informal hearing. If a hearing is not held prior to the suspension, an informal hearing shall be provided no later than 72 hours after imposition of a short-term suspension. Written notice of any short-term suspension, including the reason for the suspension shall be given to the student and the student's parent or guardian within 24 hours after the suspension has been imposed.

At the informal hearing, the student shall be notified of the following:

The right to be present at the hearing, to be informed of the charges, to be informed of the basis for the accusation and to make statements in defense of or in mitigation of the charges or accusations.

Students under suspension will be allowed to make up their work. All work must be completed and turned in the day the student is allowed to return to school.. During the time of suspension or expulsion, students are ineligible to attend or participate in extra-curricular activities.

#### *Long-term Suspension or Expulsion*

Before a student is subject to long-term suspension (not to exceed 90 school days) or expulsion (not to exceed 186 school days), a hearing shall be conducted by a hearing officer who has authority to suspend or expel. The superintendent of schools shall serve as the hearing officer.

The person conducting the hearing shall explain that the purpose of the administrative hearing is to review the charges and incidents upon which the proposed long-term suspension or expulsion is based, and to provide an opportunity for the student, the



student's parent or guardian, counsel and witnesses to present information pertinent to the case.

Formal hearings shall be conducted according to procedures outlined in current Kansas law. The student and parent or guardian shall be given written notice of the time, date, and place of the hearing. The notice shall include copies of the suspension/expulsion law and appropriate board policies. The hearing will be conducted by a certified employee or committee of certified employees. At the conclusion of the hearing a written report and the findings required by law shall be prepared by the person or committee conducting the hearing. Records of the hearing shall be available to students and parents or guardians according to Kansas law.

Failure of the student and the student's parent/guardian to attend the hearing shall result in a waiver of the student's opportunity for the hearing.

### *Student Rights During the Hearing*

The student shall have the right:

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

Students who are suspended for more than ten days or expelled from school may appeal to the board within ten days of receiving written notice of the hearing results.

### *Hearing Committee*

Upon the recommendation of an administrator, a hearing committee of certified personnel shall be convened by the superintendent to consider the merits of a case presented by the recommending administrator to impose long-term suspension or expulsion upon any pupil. Such committee shall be composed of three certified employees of the school district, and chaired by a district administrator, other than those who may present evidence against the pupil. All rights of due process, as provided by state statute, shall be preserved.

### *Long Term Out-of School Suspension Policy*

Students receiving long-term suspensions may remain enrolled in school, but will be counted as absent unexcused. Students under suspension will be allowed to make up the work, but will not receive credit for the work assigned from the time the suspension is imposed. The assignments counted as no credit will be averaged in with the student's grade at the time of suspension so an average grade can be determined at the end of the grading period.

During the time of suspension or expulsion, students are ineligible to attend or participate in extra-curricular activities.

## GRADING PRACTICES

At present the grades A, B, C, D, and F are used.

A - (100-90)

B - (89-80)

C - (79-70)

D - (69-60)

F - (59-0)

## SEMESTER HONOR ROLL

HIGH HONOR ROLL: 4.00 grade point average

HONOR ROLL: 3.40-3.99 grade point average

## REPORT CARDS

In an effort to conserve resources and more importantly give parents access to their students' grades at any time, Wellsville Middle School will be encouraging parents and students to use PowerSchool to access grades. We will not be printing progress reports during the school year. If parents or students would like to check their progress in any class they simply need to log on to any computer with Internet access and sign into their account. The account will give detailed information for each class the student is enrolled in. If you have not created a PowerSchool account, please contact the office and request a copy of the PowerSchool Parent Letter. This letter details step by step instructions on how to setup your account. It will provide you with a temporary login and password. You may set up one account for multiple students. You can access PowerSchool through the Wellsville District Website at [www.wellsville-usd289.org](http://www.wellsville-usd289.org) and select PowerSchool Public from the quick links on the right hand side of the page.

## MAKE-UP WORK

If a student knows he/she will be absent for a certain hour or day, he/she must talk to teachers prior to the day of absence and be ready to participate on return to school. (vacations, trips, etc.)

- **If you miss school because of a school sponsored activity all work must be completed as if you were present.**

If a student must have a continuing doctor or dental appointment, he/she should attempt to stagger times, so that all absences do not occur during the same class hour each week.

Beginning from the date the student returns to school after an excused absence, he/she is allowed the same number of days missed as the length of time to make up work missed. (longer time could be allowed). It is the responsibility of the student to contact the teacher and make the necessary arrangements. After the allotted time the late work policy will be followed.

### LATE WORK

Students will be allowed:

1-3 days from the date of assignment will receive 50% credit

3+ days from the date of assignment will receive 0% credit.

### MIDDLE SCHOOL PROMOTION

Students who do not pass core classes with a 60% or better for the entire year may be retained or required to repeat those courses.

### LEAVING CLASS

- Students are not to be out of class without teacher permission.
- Students will not be called out of class for phone calls unless it is an emergency.
- A message will be taken and delivered to the student.

### LEAVING SCHOOL

- If a student must leave before the school day is over a note or phone call from the parent or guardian is required.
- All students are to report to the office to check out and sign the sign-out sheet indicating date, time, and reason for leaving.
- Students are to leave only for illness or appointments that can't be made after school, but not to run errands, go home to pick up something they forgot, etc.
- Once the student leaves the building with or without permission, the school assumes no responsibility or liability for the welfare of the student.
- Students leaving without administrative approval will be counted as unexcused so make up time will be required.

### LOCKERS

- The school is not responsible for theft from a student's locker. Students are encouraged to lock their lockers.
- Students are to have all lockers cleaned at the end of the last day of classes and are responsible for the condition of their locker.
- Students will be required to pay for any locker damage or vandalism.
- The administration reserves the right to inspect student lockers at any time without prior notice if there exists reasonable evidence to suspect that articles stored in the locker may have been stolen or are prohibited by school board policy and/or national, state or local laws.
- If reasonable cause exists the administration also reserves the right to inspect backpacks, purses, and other possessions in the locker.
- It is encouraged that students not leave perishable items in their lockers overnight.
- Glass bottles are not allowed in the locker.
- Plastic bottles with a lid will be permitted in student lockers.
- No sunflower seeds are allowed.

### CLASSROOM

- Glass bottles are not allowed in the classroom.
- With teacher permission, water bottles with lids are permitted. No other beverage allowed.
- No backpacks are allowed in the classroom. Small purses are permitted.
- No blankets are allowed in the classroom.
- No food items without teacher permission.
- No sunflower seeds are allowed.

### LUNCH PERIOD

- The lunch period will be twenty-five minutes in length.
- Lunch period is closed, which means that students are to eat their lunch at school and are not to leave the building.
- Students are not allowed to order lunch to be delivered from a restaurant, fast food establishment, etc.
- Students cannot charge their breakfast and/or lunch at any time.
- Ala-carte items, which are sold every day are on a cash only basis.
- No school aged visitors are allowed at lunch unless accompanied by a parent/guardian. Visitors must also have administrative approval.

### MEDICINE

- In certain circumstances when medication is necessary in order that the student remain in school, the school may cooperate with parents in the supervision of medication that the student will use.
- However, the medical person authorized to prescribe medication or the parent if it is a non-prescription medication must send a written order to the building administrator who may supervise 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.
- 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.

### PLAGIARISM AND ACADEMIC DISHONESTY

Academic dishonesty is not acceptable. Cheating, defined as copying another student's work and claiming it is your own and plagiarism, defined as the use of another person's

original ideas or writing without giving credit to the true author, are both prohibited practices. Materials taken from electronic sources are covered by this policy. A student who engages in any form of academic dishonesty will be subject to the loss of credit for the work in question, as well as other disciplinary measures. .

### SCHEDULE CHANGES

Students are allowed to select their courses in accordance with the school district graduation requirements and the recommendations of the counselor, after reviewing the student's aptitude and future vocational choice. Parents should discuss choices with the students at the time of selection. Once a student is placed in a course, it is expected that he/she will remain with that course for the duration of the semester or the year. However, at the beginning of the school year, students with good reason will be allowed to change classes within 2 school days of the starting of school. After the 2nd day, no changes will be allowed until end of 1st semester. Should the teacher or counselor find that the student was misplaced, a change may be in order. If a student is having difficulty in a course, he/she should have a conference with the teacher during his/her unscheduled time, and if the problem is not resolved there, the student should make an appointment to see the counselor. If it is necessary to drop a student from a class due to discipline problems, the student will receive a semester failure in that class. At no time will a student be removed from class for poor discipline if the district discipline policy procedure has not been followed.

A student is not considered changed from a class until all teachers involved and the parents have signed the program change slip and it has been returned to the guidance office. Until such time as the approved change is on file in the guidance office and all parties notified of the change, the student is expected to attend the assigned course. Failure to do so will result in disciplinary action being taken.

### SCHOOL CANCELLATION

- If possible, a decision on school closing will be made by 10:00 pm the night before.
- However, there will be times when such announcements will have to be made at 6:00 am.
- The following radio and television stations will be notified when school is called off or dismissed early: KOFO (1220), KCTV (5), KMBC (9), and The Lawrence Journal World
- Power Announcement may be used to notify parents of school cancellation and early dismissal. Parents must notify school of changes in phone number and email addresses.
- On days that it is determined that USD #289 shall not have school, or shall dismiss school due to bad weather, there shall be no school sponsored activities.
- The exception to this policy shall be that if it is later determined by a building administrator that the expected severe weather or road conditions do not materialize, school activities can be held as scheduled.

### ELECTRONIC DEVICES (including cell phones)

- Electronic devices are allowed in the building, but with the following restrictions.

- Electronic devices are prohibited in, restrooms, and locker rooms.
- Electronic devices may be used in the classroom only with teacher approval
- Electronic devices can be used before or after school, during passing periods, and during lunch periods. **(no photos are to be taken)**
- Any Electronic device taken from a student by school personnel will result in the following consequences.
- **First Offense:** The device will be turned into the office and the student may pick it up at the end of the day after a conference with the principal.
- **Second Offense:** The student will be assigned 1 disciplinary point and the device will need to be picked up by a parent.
- **Third Offense:** The student will be assigned 2 disciplinary points and the device will be held in the office until it is picked up by a parent. The student will be required to bring their electronic devices to the office and pick them up at the end of the day for the remainder of the school year.
- Any cell phone or electronic device confiscated by school officials will be held by the principal until it is picked up by a parent or legal guardian.

### TELEPHONE

Students are to use the office telephone unless an emergency or sickness exists. If a student needs to make a long distance call, they can use their own phone within the office. Student phone use is limited to before school, lunch period, or after school. If a student is ill, the office will make the long distance call to contact a parent or guardian. Students will not be called out of class for phone calls except in case of an emergency.

### VIDEO SURVEILLANCE

Surveillance equipment is used throughout the school. The administration reserves the right to use these cameras when necessary to gather information concerning student conduct.

### VISITORS

All visitors must first report to the office. If the visitor needs to talk to a student, the office will make the decision as to the necessity and if so will call the student to the office. Non-school individuals are not allowed to loiter on school grounds. All visitors will be expected to obey school rules. Any outside visitor must have office permission before visiting a student.

### WEAPONS

A student shall not possess, handle or transmit any object that can reasonably be considered a weapon at school, on school property, or at a school-sponsored event.

As used in this policy, the term “weapon” and/or destructive device shall include, but shall not be limited to:

- 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 weapon described in the preceding example.
- Any firearm muffler or firearm 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 1/4 ounce, mine, or similar device.
- Any weapon which will 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.
- No knives of any kind are allowed in school.
- Any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun.

Possession of a firearm or other weapon shall result in expulsion from school for a period of one year (186 school days), except that the superintendent may recommend that this expulsion requirement be modified on a case-by-case basis.

It is illegal for any person, other than a law enforcement officer, to possess a firearm in or on school property, school grounds, or any district building or structure used for student instruction, or attendance or extracurricular activities of pupils, or at any regularly scheduled school sponsored activity or event. This prohibition includes concealed weapons even if the person has a legal permit.

*Note:*

Small pocket knives are not considered dangerous weapons, but are still not permitted to be carried on school grounds and will be confiscated by school administration. If this occurs as a second offense, the consequences will be more severe.

## **ACTIVITIES**

### GENERAL RULES

- No middle school student will be allowed to participate in any athletic activity or practice until he/she has on file in the office a completed physical examination form, a concussion form, and a signed parental consent form.
- If a student chooses to participate in an activity or belong to an organization, he/she should be available to fully meet the responsibilities of any and all obligations of that particular activity or organization. In case a student has a conflict in participating in two or more activities that occur at the same time, a decision will be made by the sponsors as to what if any action will be taken because of the student's inability to resolve the conflict.
- Wellsville Middle School is a member of the Kansas State High School Activities Association. The rules and regulations of the KSHSAA govern each student who represents his/her school in any interschool activity.
- Any coach or sponsor of any sport or activity listed herein shall have the immediate right to discipline or temporarily suspend any student from participation in any sport or activity in which the coach or sponsor is responsible.
- A student involved in an activity offered at our school is recognized as an official representative of the school and the community. His/her conduct and sportsmanship on

and off the school premises should display the highest possible standards. A student who participates in activities and who commits an act that brings discredit to his/herself and the school, may be subject to disciplinary action regarding activities participation.

- There will be no school sponsored activities or practices scheduled on Sundays without permission of the Activities Director and/or Principal.
- A student must attend at least one half of the school day on the day of the event to participate or practice with the team/activity. One half of the school day is three and one half hours of total time or 11:20 a.m.
- Students are ineligible to attend practice or participate in activities during the time of suspension.
- A student who is under the penalty of suspension or whose character or conduct brings discredit to the school or to the student is not in good standing. If a student is not in good standing, he/she will not be eligible to participate in activities or organizations.
- Students who are participating in or attending extra-curricular activities such as field trips, game trips, music or athletics, etc. are under the supervision and jurisdiction of the sponsor in charge and are obligated to adhere to the rules of our school and the activity involved.

#### ELIGIBILITY

Wellsville Middle School students who have two or more failing grades (cumulative) will be placed on a one-week probationary list for ineligibility. If the student is still failing two classes on Thursday following their probationary week, they will be deemed ineligible for the following week.

The procedure for determining eligibility is as follows:

- The eligibility procedure will begin on the first Thursday after the first ten days of classes each semester.
- The principal will run a report of students failing classes and e-mail the list to the staff on Thursday of each week.
- Teachers are to e-mail any deletions from the list to the administration by noon on Friday of each week.
- The administration will review the list and determine which students are on one-week probation and which students are ineligible for the following week.
- Students who are on the list two consecutive weeks are ineligible and will not be allowed to participate in athletic competitions during the following week.
- A student will remain ineligible on a weekly basis (Monday-Saturday) until they are no longer failing two or more classes.
- This policy applies to all extra-curricular activities (participation or attending/spectating), both athletic and non-athletic, including class trips, field trips, academic contests, etc.
- If a student misses a contest or performance that would negatively affect their grade, an alternate assignment may be assigned.

#### SPORTSMANSHIP (RULE 52):

The effective American secondary school must support both an academic program and an activities program. We believe that these programs must do more than merely coexist-they must



be integrated and support each other in "different" arenas. The concept of "sportsmanship" must be taught, modeled, expected and reinforced in the classroom and in all competitive activities. Therefore, all Kansas State High School Activities Association members stand together in support of the following sportsmanship policy.

*PHILOSOPHY--*

Activities are an important aspect of the total education process in the American schools. They provide an arena for participants to grow, to excel, to understand and to value the concepts of SPORTSMANSHIP and teamwork. They are an opportunity for coaches and school staff to teach and model SPORTSMANSHIP, to build school pride, and to increase student/community involvement; this ultimately translates into improved academic performance. Activities are also an opportunity for the community to demonstrate its support for the participants and the school, and to model the concepts of SPORTSMANSHIP for our youth as respected representatives of society.

**SPORTSMANSHIP IS GOOD CITIZENSHIP IN ACTION!  
ALL ACTIONS are to be FOR, NOT AGAINST;  
POSITIVE, NOT NEGATIVE or DISRESPECTFUL!**

*Article 1: SPORTSMANSHIP is a general way of thinking and behaving.*

The following sportsmanship policy items are listed below for clarification:

- Be courteous to all (participants, coaches, officials, staff and fans)
- Know the rules, abide by and respect the official's decisions
- Win with character and lose with dignity
- Display appreciation for good performance regardless of the team
- Exercise self-control and reflect positively upon yourself, team and school
- Permit only positive sportsmanship behavior to reflect on your school or its activities.

**SUBSTANCE ABUSE POLICY/STUDENT IN GOOD STANDING**

Participation in and attendance at extra-curricular activities at Wellsville Middle School is a privilege. This privilege is available for students as long as school and Kansas State High School Activity Association guidelines are followed by participants. Failure to adhere to the

following substance abuse policy or failure to remain a student in good standing will result in suspension of the privilege of taking part in and attending activities at Wellsville Middle School. The term “offense” indicates use, possession, disbursement, or being under the influence of alcohol, tobacco/e-cigs/vapor pens, or any illegal drugs, in or out of school at any time after the offender is first enrolled as a student at WMS. A student who is charged with a crime or arrested by law enforcement officers may not be considered in good standing and may be subject to the same consequences as a student who violates the substance abuse policy. Students who commit offenses that are illegal by law may be subject to more severe consequences than an action that violates the policy but is not illegal. An offense must be verifiable via student admission, police reports, documents from a court of law, direct observation by school personnel, or other evidence which is found to be reliable. Any offenses of the policy are cumulative over the course of their three years in middle school and activities suspensions may carry over from one season to the next and/or from one school year to the next

#### *First Offense*

- Three weeks suspension from attendance and participation in all school activities. This includes field trips, performances, contest and school dances including prom. During these 3 weeks the suspended student may participate in club meetings, practices, and class time activities associated with the activities of which they are members.
- Conference with athlete, administrator, coach, and parents before reinstatement.
- Completion of drug and alcohol education activities administered by Wellsville USD 289 administration.
- Coaches/sponsors may require fulfillment of additional responsibilities before reinstatement.

#### *Second Offense*

- Six weeks suspension from attendance and participation in all school activities. This includes field trips, performances, contest and school dances including prom. During these 3 weeks the suspended student may participate in club meetings, practices, and class time activities associated with the activities of which they are members. Conference with athlete, administrator, coach, and parents before reinstatement.
- Completion of drug and alcohol education activities administered by USD 289 administration.
- Coaches/sponsors may require fulfillment of additional responsibilities before reinstatement.

#### *Third Offense*

- Eighteen weeks suspension from attendance and participation in all school activities. This includes field trips, performances, contest and school dances including prom. During these 3 weeks the suspended student may participate in club meetings, practices, and class time activities associated with the activities of which they are members.
- Conference with athlete, administrator, coach, and parents before reinstatement.
- Professional alcohol, or other drug assessment, or tobacco treatment program at the expense of the family will be required before reinstatement.
- Coaches/sponsors may require fulfillment of additional responsibilities before reinstatement.

- Any additional violations to the Substance Abuse Policy will be treated as a third violation.

Violations of the Wellsville School District #289 Drug and Alcohol Policy by band and music students may cause the student to miss a graded performance. In this instance, the student may receive an alternate assignment per performance missed on an appropriate music topic as decided upon by the instructor. The grade will be recorded in place of the performance grade.

#### STUDENT INSURANCE

U.S.D.#289 will not provide student accident insurance during the current school year. However, Wellsville Middle School's membership in the KSHSAA requires the purchase of a catastrophic insurance policy to cover athletes participating in interscholastic athletic activities. This coverage is only for incidents where medical costs are in excess of \$25,000.00