

# Student **Handbook**



Washburn Rural  
Middle School  
2023-2024



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# WASHBURN RURAL MIDDLE SCHOOL STUDENT HANDBOOK

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**Charlie Chesmore**

Assistant Principal

**Brandon Dial**

Assistant Principal

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Topeka, KS 66619-9649

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## **MISSION STATEMENT**

Washburn Rural Middle School will provide a safe environment where all students:

- will learn independently
- will work cooperatively
- will prepare for positive interaction in a diverse society.

## **BELIEF STATEMENT**

We believe that forming a partnership will foster positive social and emotional growth so all students, with the help of the teaming process and the inclusion model, become life-long learners.

We believe our mission will be accomplished through:

- the involvement and encouragement of the parent/guardian.
- a variety of teaching strategies facilitated by teachers and staff to meet students' individual needs.
- a diverse and elective curriculum that encourages the development of well-rounded individuals.
- a clear focus of expected student outcomes.
- the responsibility of the student to reach his/her individual potential.
- the support and expertise of the community.
- an open and ongoing communication process among educational partners.

## **WELCOME**

Dear Students and Parents,

Welcome to Washburn Rural Middle School! We are excited to have you here as a part of our school community. The purpose of this handbook is to assist students and parents to better understand the culture, procedures and policies of Washburn Rural Middle School. We believe that our school mission, vision, curriculum and culture of teaming are aligned with our goals designed to best meet the needs of our students.

It is our goal to provide a student-centered curriculum that ensures opportunities for all students while also providing them with a rigorous educational experience. Additionally, we seek to provide resources and opportunities to help guide them through the middle years and ultimately help them develop into well rounded individuals. As you will see below, we offer a variety of exploratory courses for students, as well as team-sponsored activities.

We hope that this handbook is of assistance to you as you navigate the middle years here at Washburn Rural Middle School. Most of all, welcome to WRMS. It's always a great day to be a Falcon!

Sincerely,

Dr. Charlie Stoltenberg  
Principal

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## **USD437 AUBURN WASHBURN INFORMATION**

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## **USD437 MISSION STATEMENT**

*Inspiring, challenging, and preparing every child, every day.*

Auburn-Washburn strives to deliver exemplary, world-class education for all students, instilling in them the academic knowledge, skills for success, and character required to be happy, responsible, and productive citizens.

## **STATEMENT OF NON-DISCRIMINATION**

The Auburn-Washburn School District, USD #437, does not discriminate against any applicant, employee or student in the admission or access to educational programs, activities, or employment on the basis of race, color religion, creed, national origin, marital status, veteran status, gender, age, or the presence of a non-job related medical condition or disability. The Superintendent or designee, 5928 SW 53<sup>rd</sup>, Topeka, KS (1-785-339-4000) has been designed to coordinate compliance with nondiscrimination requirements.

## **VISION STATEMENT**

Auburn-Washburn schools provide a safe, enjoyable, and challenging school environment where students have the opportunity to achieve their maximum individual education potential. All students receive a balanced education where traditional academics are taught, creativity and innovation are cultivated, and skills for success are developed; preparing them to assume roles as responsible citizens in a global community, the workplace, and in life.

## **USD 437 CORE VALUES**

We believe learning is a lifelong process. The following values will help realize our vision:

1. We believe in the value and uniqueness of each student:
  - Each student has different needs.
  - Each student should have the opportunity, and be encouraged, to reach their potential.
  - Each student is entitled to a safe, current and well-maintained school environment.
2. We believe that excellence in education is a multifaceted process:
  - Excellence requires building meaningful relationships with all stakeholders and especially with students.
  - Excellence requires the commitment and judicious stewardship of community resources.
  - Excellence prepares students to become happy, responsible and productive citizens; to successfully live and work in a complex, ever-changing world.
  - Excellence is a combination of academic performance and skills for success.
  - Excellence must be a dynamic and engaging process in order to meet changing needs.
  - Excellence requires rigorous assessment and feedback of both students and staff.
  - Excellence requires focus on the future.
  - Excellence depends upon effective resource management.
  - Excellence, both academic and skills for success, should be recognized and celebrated.
3. We believe that respect and responsibility are essential components of an excellent education:
  - Everyone deserves to be treated with dignity and respect.
  - Effective communication enhances trust and cooperation.

- Each student is responsible for their own actions.
- Responsibility for public education rests jointly with students, parents, teachers, and community.

### **SCHOOL SAFETY HOTLINE**

To anonymously report any threats or impending violent activities call (toll free):  
1-877-626-8203

### **DESIGNATED DIRECTORY INFORMATION**

The USD 437 Board of Education and administration have determined that the following data will be designated directory information:

1. Student's name, address, telephone number, date of birth, and parent's name.
2. Student's participation in officially recognized school activities and sports.
3. The weight, height and grade of members of athletic teams.
4. The dates of attendance.
5. Scholarships and awards received.
6. The most recent previous school district attended by the student.
7. Photograph, audio recording, or video recording of student at school or school sponsored activity.
8. Student's school email address as provided by USD 437.

This information is considered public information which may be released by the school district without parent's prior consent. Patrons have until September 1st of each year, to inform the school district that directory information about their student should not be released without parent's prior consent.

### **ENROLLMENT**

RESIDENCY POLICY with respect to students attending WRMS: (Board Policy JBC – Enrollment)

#### ***RESIDENT STUDENT***

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. Children who are "homeless" as defined by Kansas law and who are located in the district will be admitted as resident students. For purposes of this policy, "parent" means the natural parents, adoptive parents, step-parents and foster parents. For purposes of this policy, "person acting as a parent" means a guardian or conservator, a person liable by law to care for or support the child, a person who has actual care and control of the child and provides a major portion of support or a person who has actual care and control of the child with written consent of a person who has legal custody of the child.

#### ***NON-RESIDENT STUDENTS***

Non-resident Students Non-resident students are those who do not meet the definition of a resident student.

***Currently Enrolled Non-Resident Students***

Currently enrolled K-12 non-resident students may be re-admitted through an annual application process and only to the extent that resources and space are available and a student is considered "in good standing" as previously reflected by his/her attendance, conduct, academic history, and with no substantial outstanding fees. The written request shall state if the student is coming from outside of the district or desiring to attend an elementary school outside their residence boundary.

***Admitting Non-Resident Students***

Non-resident students may be admitted according to the following:

- A. Staff members' children may attend any school in the district if enrolled prior to September 20 of the current school year, if they are employed by the district in a position that qualifies for benefits only to the extent that resources and space are available, and a student is considered "in good standing" as previously reflected by his/her attendance, conduct, academic history, and with no substantial outstanding fees. A written request must be submitted to the superintendent by current employees on or before May 1 of the previous school year. New staff must make their request immediately upon being hired (prior to September 20 of the current school year). Currently enrolled K-12 non-resident students, including staff members' children, may be re-admitted through an annual application process and only to the extent that resources and space are available and a student is considered "in good standing" as reflected by his/her attendance, conduct, academic history, and with no substantial outstanding fees. The written request shall state if the student is coming from outside of district or desiring to attend an elementary school outside their residence boundary.
- B.
  - 1. Anyone residing outside the district with their new legal residence being constructed or purchased within the district and occupancy is planned within sixty (60) school days after the student has enrolled and attending prior to September 20 of the current school year may attend district schools subject to approval by the superintendent. If occupancy has not occurred within the allotted time the student shall not be allowed to continue attending a district school. An extension of time may be granted at the discretion of the superintendent.
  - 2. Individuals who are residing in temporary housing, but desire their permanent new residence to be in the Auburn-Washburn School District, may seek permission to enroll their children in Unified District 437 from the superintendent. If permanent housing is not found inside the boundaries of the district within a reasonable period, the student(s) shall be required to transfer to their district of residence at an appropriate time.
- C. A student who has a school residence in the district continuously between July 1 and December 30, of the preceding school year, and who was enrolled in the district on the immediate preceding September 20 and who is presently residing outside the district because that student's parents sold their residence in the district and are in the process of constructing a new residence within the district and plan the construction of the new residence within the district may attend school for 90 school days during the construction of the new residence. Residency requirements shall be reviewed by the superintendent at the end of said 90 school days.

- D. Students whose families move to a residence outside the district during the school year may remain in the USD 437 district, if they so desire, until the end of the school year in which they move. Parents shall be required to furnish transportation to the school or to the nearest bus route transporting students to their child's attendance center.
- E. Non-resident students may apply to attend a school in the district. If resources and space are available, the student is considered "in good standing" as documented in the non-resident student application by his/her attendance, conduct, academic history, and with no substantial outstanding fees, and is selected for and completes an interview, then consideration for attendance will be given to the non-resident student. A non-resident student application must be completed in full and submitted to the superintendent on or before August 1 for an interview to be scheduled prior to the first day of school. If approved, the non-resident student must be enrolled prior to September 20. Decisions made on non-resident students that apply to attend a school in the district are final.

### ***Enrollment Restriction***

Unless approved in advance by the board, no student, regardless of residency, who has been suspended or expelled from another school district will be admitted to the district until the period of such suspension or expulsion has expired.

### ***Enrollment Procedures***

The superintendent shall establish orderly procedures for enrolling all students, including pre enrollment, changes in enrollment, normal enrollment times and communication to parents and to the public.

## **SCHOOL FEES INFORMATION**

### ***WITHDRAWAL POLICY***

Students who withdraw from school, for whatever reason, must checkout through the registrar. Parents/guardians must notify the school to approve a student's request to withdraw. A withdrawal form must be filled out and signed by all teachers to whom the student is assigned.

### ***TEXTBOOK, INSTRUCTIONAL MATERIALS, AND TECHNOLOGY FEE***

Fees are due at the time of enrollment. Following is the payment and refund schedule for students who enroll late or withdraw early from the district:

	Charge	Refund
1 <sup>st</sup> 9 weeks	100%	75%
2 <sup>nd</sup> 9 weeks	75%	50%
3 <sup>rd</sup> 9 weeks	50%	25%
4 <sup>th</sup> 9 weeks	25%	0%

**ENROLLMENT, COURSE, AND MISCELLANEOUS FEES**

Enrollment, course, and miscellaneous fees are due upon notification. Course fees are not prorated. A list of secondary course fees is available on the school website.

**INSTRUMENT RENTAL**

Students enrolled in instrumental music may rent school owned music instruments, if available, with permission of the music teacher.

**LIBRARY MATERIALS/TEXTBOOKS**

When students check out library materials or textbooks, it is the responsibility of the student to return them in the same condition as they received them. Library materials or textbooks not returned or returned damaged may result in the student being assessed a charge for the lost or damaged item. A unique identification number is recorded for each item. It is the responsibility of the student to check in the item that bears the exact same identification number that was checked out to them.

**UNRETURNED OR DAMAGED PROPERTY**

Any school property not returned or returned damaged may result in the replacement or repair cost of the item being charged.

**OUTSTANDING FEES**

A notice of outstanding fees will be communicated to families each semester. This notice will be in addition to any other notices parents have received during the school year. If these debts to the school are not taken care of by the parent or student, the school may turn these over to a collection agency/attorney.

**RETURNED CHECKS**

Checks returned for any reason are sent directly to the district business office. If the returned check is not resolved by the deadline specified in the notification letter, the returned check may be forwarded to a collection agency/attorney for collection. The collection agency/attorney will add a service fee to the amount of the check. The total amount of the check and service fee may be electronically debited from your checking account by the collection agency/attorney.

**OTHER FEES**

Students may be responsible for fees and admission costs associated with some field trips. Students will be notified in advance in these circumstances. These fees must be paid in advance and cannot be billed for payment at a later date.

## **ACADEMIC PROGRAM**

### ***COUNSELORS***

Two counselors are available to assist students in making their school experiences valuable and rewarding. If a student needs help with a problem, either school-related or personal, he/she is encouraged to talk to one of our counselors about it. Our counselors provide services which include both individual and small group sessions as well as being involved in testing, enrollment, scheduling and orientation of new students. They can assist students to understand themselves and relationships with friends, family and teachers. Additionally, there is a Social Worker and a school psychologist.

### ***7TH GRADE CURRICULUM***

#### ***Required Classes (\*Core Team)***

- \*Language Arts (year)
- \*Reading Plus (year)
- \*Math (year)
- \*General Science I (year)
- \*Social Studies (year)
- Physical Education/Music Elective (semester each)
- Exploratory Block (Each course is 4 ½ weeks in length)
  - Family and Consumer Sciences (Cooking & Life Skills)
  - Spanish/Culture
  - Explorations in Technology I
  - Explorations in Technology II
  - Writing Art 7
- Electives
  - Chorus
  - Band
  - Orchestra
  - Music Exploration

### ***8TH GRADE CURRICULUM***

#### ***Required Courses (\*Core Team)***

- \*Language Arts (year)
- \*Math (year)
- \*General Science II
- \*American History (year)
- \*Skills for Adolescence (year)
- Physical Education (semester)

#### ***Electives***

- Explorations in Technology (semester)
- Family & Consumer Science (semester)
- Visual Arts 2D (semester)
- Visual Arts 3D (semester)
- Chorus (semester/year)
- Spanish (semester)

- French (semester)
- Music Exploration 8 (Guitar) (semester)
- Newspaper (semester)
- Yearbook (year)
- Orchestra (year)
- Band (year)
- Advanced Reading, Writing and Research (semester)
- Business Essentials (semester)

### ***CLASS SCHEDULE***

School begins at 7:50 a.m. and dismisses at 2:50 p.m.

1st Hour	7:50-8:36
2nd Hour	8:40-9:26
3rd Hour	9:30-10:16
4th Hour	10:20-11:06

	<i>7th Grade</i>	<i>8th Grade</i>
5th Hour	11:10-12:30	11:10-11:56
6th Hour	12:34-1:20	12:00-1:20

7th Hour	1:24-2:10
Advisory	2:14-2:50

Advisory period is used for independent reading, test make up, student assistance, planner checks and assemblies.

### ***ACADEMIC INTEGRITY POLICY***

#### ***Philosophy***

We believe that authentic learning is beneficial for the student and our society as a whole. It is important, then, for our students to be responsible for doing their own work and to carry themselves in the academic environment with honesty and integrity.

#### ***Definitions***

- Academic Integrity: respecting and upholding the school's academic rules and submitting work that reflects a student's own efforts
- Cheating: attempting to use prohibited materials, information, or study aids in any academic exercise
- Plagiarism: the act of using another person's work without clearly acknowledging your debt to the original source. This includes the borrowing of words, ideas, images, tables, charts, etc., from books, articles, web pages, interviews, television shows, films, songs, or any other medium
- Collusion: unauthorized collaboration with another person in preparing academic assignments



If there are suspected issues with academic integrity, the teacher will conference with the student and contact parents to discuss concerns. A plan will be made for the student to work with the teacher on the assignment in question. The student will be asked to redo the assignment or complete a similar assignment, and the teacher may provide full or partial credit for the assignment. Repeated offenses may result in an escalation in consequences.

### **GRADES AND GRADING SYSTEM**

In Grades 7 - 8, the following guidelines will be used:

- Grade of 'A' - Average of 90% and above on assessments of specified course outcomes.
- Grade of 'B' - Average of 80% - 89% on assessments of specified course outcomes.
- Grade of 'C' - Average of 70% - 79% on assessments of specified course outcomes.
- Grade of 'I' - Incomplete: Assessments not completed.
- Grade of 'N' - Student did not meet specified course outcomes.
- Courses that are designated as pass/fail will follow a 70% or above as a pass and 69% or lower as a fail.

Additional time may be granted at the end of each grading period to complete major assessments. Additional time may be no more than ten working days and granted in exceptional circumstances agreed upon by the teacher, administrator, parent, and student. At the end of ten working days, an appropriate grade of 'A', 'B', 'C', or 'N' will be assigned.

### **HONOR ROLL AND AWARDS**

Honor Rolls will be determined at the end of each quarter according to the following criteria:

"A" Honor Roll:	4.0
High Honor Roll:	3.50 - 3.99
Honor Roll:	3.00-3.499

### **HOMEWORK**

Study at home is a necessary part of each student's educational program and can increase student learning and achievement. Each student should be expected to spend some additional study time in addition to scheduled class instructional time. In most classes, supervised study time, with the teacher monitoring the assignments, will also be provided. If your student will be absent from school two or more days, please call the school office (339-4300) to make arrangements to receive both class and homework assignments.

### **MID-TERM REPORTS**

At the end of four weeks in each nine-week period, progress reports will be distributed to the parents/guardians of all students. Infinite Campus mid-term reports will reflect the students' grade in all classes at the time of the report. Parents are urged to communicate with teachers and counselors regarding their student's academic progress. Grades can be accessed through the Parent Portal in Infinite Campus at any time.

## **PARENT/TEACHER CONFERENCES**

Parent/teacher conferences are held with parents twice per year. Teams will notify parents concerning the exact times for individual conferences.

## **ATTENDANCE**

A student's attendance record is a very important part of his/her permanent record. Students with regular attendance generally will be more successful in their academic studies. Students are expected to be present and punctual for all classes throughout the year.

When a student is absent, it is the responsibility of the parent/guardian to call the office at 339-4300 on the day of the absence. The call should be made before 9:00 a.m. The office is open at 7:30 a.m. for calls. Absences not reported to the attendance office within 48 hours from the date of absence will be recorded as unexcused. The Washburn Rural Middle School office hours are 7:30 a.m.-4:00 p.m.

Any student who checks into school after 7:50 a.m. must first report to the office and receive an admit slip. Any student who is counted absent for the first hour will be presumed absent for the entire school day if they do not report to the office for an admit slip. A phone call from a parent is required if a student is going to be late to class.

It is the responsibility of the student to initiate the make-up work immediately upon return to each class. The classroom teacher will determine the make-up work. Homework will be gathered through the office, only at the request from the parent when a student is absent two (2) consecutive days. When a student is absent, they are given two (2) days to complete missing assignments. Teachers will have the discretion of extending the due date. If the absence is expected, it is the responsibility of the student to request their homework prior to missing the class.

The school will determine whether the absence is excused or unexcused. Kansas State Law allows USD #437 to accept only the following as valid reasons for excusing an absence:

1. Illness (long term illness verified by written notification from doctor)
2. Appointments for medical treatment (a verification form from the appointment should accompany the student upon return to school)
3. A family crisis
4. Extended absences of the student when expressly requested by the parent or guardian, and approved by Administrator
5. School approved activities

State regulations state that if a student is absent four (4) or more periods, this will count as a whole day.

There will be no differentiation between excused and unexcused absences when computing total absences in any class.

The attendance secretary/social worker will notify parents/guardians when the student has received 75% and exceeded 100% of the allowed absences. Notification will be made as follows:

- 75% equals 8 absences (Parent Courtesy Letter and/or phone call by Social Worker)
- 100% equals 10 absences (Attendance Notification mailed to parent)

### ***LEAVING SCHOOL DURING THE SCHOOL DAY***

Students are not permitted to leave school during the day unless they have signed out through the school office. The following procedures should be used by students who need to check out for doctor or dentist appointments, etc.

1. Have your parent call the school office or bring a note from your parent to the office staff. Come to the office and sign out.
2. Students who are ill must see the school nurse before checking out through the office. If student does not comply then the absence will be unexcused.
3. Once you arrive at school, do not leave without parental permission and before signing out with the office.
4. When you return to school during the school day, you must sign back in with the office before returning to class.

### ***SEVERE WEATHER - SCHOOL CLOSINGS***

The decision to close school is made by the superintendent. School closings will be announced through Infinite Campus. Notifications can also be found through local media outlets. During inclement weather a recorded message containing school closing information can be accessed by calling 339-4000.

It will always be the right and privilege of parents to call for children at the school during severe weather, extreme heat, or any other good reason when the pupil's health and safety may be questioned.

### ***TARDINESS***

Students are responsible for arriving at school on time and to each class on time, unless the tardiness is due to a bus problem or an excused absence. Parents will be notified when a student is tardy (unexcused) to school or to any class two times during a quarter. A third tardy will result in a 30 minute detention. Chronic tardiness may result in the initiation of a behavior management action plan with appropriate consequences. This will apply to tardies on a quarterly basis.

Any student who arrives at school after 7:50 a.m. is required to obtain an admit-to-class slip from the office. If the parent/guardian knows that the student will be late, the parent/guardian should notify the school office by phone or written note.

### ***TRUANCY***

Truancy is defined as any three consecutive unexcused absences, any five unexcused absences in a semester or seven unexcused absences in a school year, whichever comes first. Students who are absent for a significant part of any school day shall be considered

truant. Prior to reporting to either Department of Children and Families (if the student is under 13) or the county or district attorney (if the student is over 13), a letter shall be sent to the student's parent(s) or guardian notifying them that the student's failure to attend school without a valid excuse shall result in the student being reported truant. If a medical note is required it must be turned into the attendance secretary within 72 hours after the student has returned to school, otherwise the absence(s) will remain unexcused.

## **BUS/TRANSPORTATION**

### ***TRANSPORTATION GUIDELINES***

All students are responsible to Washburn Rural Middle School for behavior while riding on the bus. A student who has a need to ride a bus other than her/his own must bring a note stating the reason for any change. The note must be signed by a parent or guardian and brought to the school office before school. (Notes will be stamped.) The student should present the stamped note to the driver of the bus he/she is temporarily riding. If a student misses the bus at the middle school, students may not walk to the high school. They need to talk with an adult on bus duty or go to the office for help.

### ***BUS SCHEDULE***

Buses will begin unloading in the morning at 7:30 a.m. Students may enter the Commons upon arrival at school. However, students will not enter other areas of the building until 7:45 a.m., unless requested by a teacher. Following school dismissal at 2:50 p.m., the buses will leave WRMS at 2:58 p.m.

### ***AUBURN-WASHBURN SCHOOL BUS ASSERTIVE DISCIPLINE PLAN***

#### ***Rules:***

1. Follow directions of the driver the first time they are given.
2. Be courteous and respectful of other persons and property.
3. Use appropriate language and tone when speaking.
4. Eating, drinking, tobacco products and possession of dangerous objects will not be allowed on any bus.
5. Stay seated and keep all parts of your body and personal belongings inside the bus and out of the aisle.
6. Be on time when meeting the bus.

#### ***Consequences:***

1. 1<sup>st</sup> Warning: Driver verbally warns the student.
2. 2<sup>nd</sup> Warning: Student is given an assigned seat and has a conference with the driver after other students exit.
3. 1<sup>st</sup> Notice: Conduct notice is given to the student and Principal. It must be signed by the parent and returned to the driver before the student can return to the bus.
4. 2<sup>nd</sup> Notice: Conduct notice is given to the student and Principal. It must be signed by the parent and returned to the driver before the student can return to the bus. Letter to parent from Transportation Supervisor warning suspension is the next step.

5. 3<sup>rd</sup> Notice: A conduct notice is given to the student by the driver and a copy is given to the school administrator. The Transportation Department will confirm with the school that the student has received the 3<sup>rd</sup> notice. The school administrator may suspend the student's bus riding privileges with the length of suspension to be determined by the offense. Parents and the Transportation Department will be notified by the school administrator of the dates of the suspension

Severe Clause: Same as 3rd Incident.

## **COMPUTER USE GUIDELINES**

### ***CELL PHONE AND ELECTRONIC DEVICE USE***

- Students may possess or use personal electronic devices (cell phones, tablets, smart watches, etc.) on school campus provided that the student's present or past use does/did not disrupt the educational program or school activity and are not used for illegal or unethical activities such as cheating on assignments or tests, or bullying or accessing pornographic or other inappropriate materials/content.
- Articles such as video games, other electronic devices, etc., are not to be brought to school. Additionally absolutely no cell phone/cameras are allowed in the locker rooms and restrooms. Electronic reading devices may be brought for reading purposes only.
- Electronic devices must be kept in lockers during class time or at any other time as directed by a school district employee, except when otherwise permitted, for educational purposes by the teacher or team, administration, or in school policy. Use of cell phones and other personal electronic devices at lunch may be used at the discretion of the building principals.
- No texting or using cell phones during class time. Students should use the `office phone. A student may use their cell phone during passing time as long as it is done at their locker.
- If parents need to contact students throughout the school day, they should contact the office or contact their student's team of teachers.
- Violations of this policy shall be subject to progressive discipline. If a student's use of an electronic device causes a disruption as determined by a staff member, the student will be directed to turn off the device. The device may be confiscated, discipline consequences assigned and the device returned to the student at the end of the class period, school day or activity. A student's privilege to carry such devices may be revoked by administration, for subsequent offenses. Other consequences outlined in the school discipline policy may be applied when appropriate for any misuse of said electronics.

No student shall use an electronic device with camera, video or voice recording functions in a way or under circumstances which infringe upon the privacy rights of other members of the school community. Students may be held personally liable for the dissemination of electronic materials that infringe upon other individuals' privacy rights.

### **USD437 STUDENT ACCEPTABLE USE POLICY**

Every student who attends a school in the Auburn-Washburn School District is expected to use technology to conduct research, complete curricular objectives, and communicate with others in the educational world. Electronic information use and research skills are fundamental to preparation of citizens and future employees during this Age of Information.

Access to technology resources enables students to explore thousands of libraries, databases, and electronic resources while exchanging messages with people throughout the world. The Auburn-Washburn School District believes that the benefits to students from the access of electronic information resources and opportunities for collaboration are mandatory in the 21st century.

Access to district technology services include but are not limited to:

1. Internet access
2. Wireless and wired computer access
3. Interactive Distance Learning opportunities
4. E-mail
5. WIKIs and Blogs
6. Electronic blackboards
7. Required local and State testing
8. Computer based instructional programs and curriculum

As a technology user in the Auburn-Washburn School District you should be aware:

1. The District wide-area network is used by staff and students to communicate with others in a manner that is consistent in an educational environment. Student communications using networked resources will be considered publications and be governed by Board Policy regarding Student Publications.
2. Communication using district technology resources should not be considered private. Network supervision and maintenance may require review and inspection of directories or messages. Students are responsible for good behavior when using district technology resources, just as they are in a classroom or a school hallway. Communications on the network are often public in nature. Board Policy that dictates general school rules for behavior and communications applies when using district technology resources.
3. Any user identified as a security risk or having a history of problems with other computer systems may be denied access.
4. Unsupervised student Use of any faculty computer in the classroom is prohibited. No user may disclose, use, or disseminate unauthorized personal identification information regarding minors.
5. Use of district technology resources must be in support of educational goals. The district reserves the right to prioritize use and access to the system.
6. Only software (computer programs) legally licensed and owned by the Auburn-Washburn School District may be installed on computers in the school district. This includes lab computers, faculty computers, and office computers.

The district technology department will provide a list of educational programs approved for use on all district computers.

7. As mandated by the federal law enacted by Congress to address concerns about access to offensive content over the Internet on school and library computers, the Children's Internet Protection Act (CIPA) was passed. All Internet access provided by the Auburn-Washburn School District is filtered to protect the students and staff in the district from viewing objectionable materials easily. However, the Internet is designed in such a manner that all materials contained within it are accessible using various search and retrieval tools. Inappropriate materials could be encountered during students' research required to achieve valid instructional objectives. Families should be aware that some material accessible over the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. In addition, it is possible to purchase certain goods and services over the Internet which could result in unwanted financial obligations for which a student's parent or guardian would be liable. If such inappropriate material is inadvertently encountered, it shall be disengaged from immediately. Students and teachers will be instructed in the necessary procedures of evaluation of information and resources as part of their ongoing education for life in modern society.
8. Students in the Auburn-Washburn School District may bring wireless devices to school for educational use only. Students using their personal computer on the district wireless network will not have access to any district technology resources such as printers and personal files. Internet access will be available for educational use, but filtered at its most restrictive level.
9. The Auburn-Washburn School District makes no warranties of any kind, neither expressed nor implied, for the technology resources it is providing. The District will not be responsible for any damages users suffer, including--but not limited to--loss of data resulting from delays or interruptions in service. The District will not be responsible for the accuracy, nature, or quality of information stored on District storage devices, hard drives, or servers; nor for the accuracy, nature, or quality of information gathered through District-provided Internet access. The District will not be responsible for personal property used to access District computers or networks or for District-provided Internet access. The District will not be responsible for unauthorized financial obligations resulting from District-provided access to the Internet.
10. This policy and all its provisions are subordinate to Board of Education Policy, local, state, and federal statutes.

All district technology users are responsible for maintaining an environment that is free of malicious, inappropriate or illegal acts, and is conducive to learning. Use of Auburn-Washburn School District technology resources implies the user inherently agrees to abide by this policy. Failing to abide by this policy may result in removal of privileges to access all technology resources, as well as other disciplinary or legal action.

Access to district technology resources may be revoked for abusive or inappropriate conduct. Such conduct would include, but is not limited to:

1. Sending or displaying offensive messages or pictures
2. Using obscene language
3. The placing of unlawful information on or through the computer system
4. Harassing, insulting or attacking others
5. Damaging computers, computer systems or computer networks
6. Violating copyright laws
7. Unauthorized installation of software
8. Using another's password
9. Unauthorized access including "hacking" and other unlawful activities by minors online
10. Trespassing in another's folder, work or files
11. Deletion, examination, copying, or modification of files and/or data belonging to other users without their prior consent
12. Intentionally wasting limited resources
13. Using the network for commercial purposes
14. Attempt to alter or disrupt the District's technology services from a remote location
15. Downloading music, videos, and other copyrighted material for personal use
16. Using school networks to enter billable areas or purchase or attempt to purchase products/services
17. Share confidential information or students or employees

Be advised that loss of computer network privileges may make it very difficult or impossible to satisfy the educational program requirements of some classes. Some examples are:

1. Business or Technology classes
2. Computer Programming classes
3. Classes requiring use of district or Internet databases for research
4. Classes requiring district software to create papers, brochures, etc.
5. Computer based instructional programs
6. Required Local and State testing

### ***STUDENT OPT-OUT POLICY***

Parents or guardians may obtain a form to request to opt a student out from using technology resources while at school. The form may be obtained from any school office. After meeting with the principal to review aspects of the child's educational program that will be affected as a result of the child not having access to instructional and assessment technology, the parent may sign the form and return it to the school office. The signed form will be kept on file in the school office.

The building principal shall receive a copy of the signed form so the named student shall be excluded from all access to computer technology. All appropriate staff shall be notified and alternate instructional methods will be implemented where possible.

Opt-out requests shall be required annually and are valid only for the school year in which they are submitted.

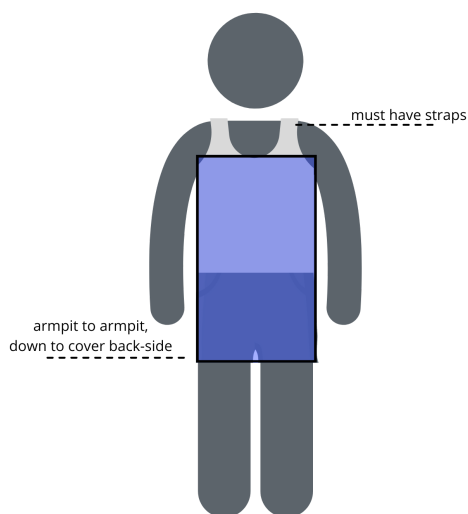


## **DRESS CODE**

The general atmosphere of a school must be individually and collectively conducive to learning. If a student's attire becomes a disruptive factor in the educational process, a staff member will ask the student to make the necessary changes. This policy is intended to provide guidance for students, staff, and parents.

1. Clothing must cover all undergarments. No underwear or undergarments may be visible at any time. Clothing may not be see through.
2. Clothing must cover the chest, back, torso, stomach, and lower extremities from armpit to armpit and down to cover the back-side. Tops must have straps.
3. Costumes and parts of costumes (such as ears and tails) must not be worn unless part of a school-approved event.
4. Face paint is not permitted. Makeup resembling face paint or a costume is not permitted.
5. Outdoor clothing or accessories such as head gear, capes, blankets, hoodies (the hood), and sunglasses must not be worn during the school day.
6. No potentially hazardous accessories such as dog collars, dog leashes, spike jewelry, chains, or any other studded accessories are allowed.
7. Clothing or body adornments with offensive, sexually suggestive, vulgar, profane, ethnically derogatory messages, pictures, or symbols, illegal substances, drug paraphernalia, tobacco, alcohol, or depictions or symbols of violence must not be worn.

The final decision on whether dress code is appropriate will be made by administration.



## **DISCIPLINE**

### ***STUDENT GROWTH AND DEVELOPMENT/BEHAVIOR MANAGEMENT PLAN***

Student growth and development is a cooperative effort among students, parents/guardians and the school. We believe that all students, staff members and parents should be treated with dignity and respect. We, the staff, will strive to provide an environment and educational activities which promote growth and self-discipline in each student.

Although consequences may be provided for inappropriate behavior, in each case, we will take the necessary steps to assist students to solve problems through the use of counseling, conferences and the involvement of counselors, psychologists and/or outside agencies as appropriate. Each team will develop a student management plan which reinforces positive behavior.

Students who violate the disciplinary policies of Washburn Rural Middle School to the extent that exclusion or suspension from regular classes is warranted, may be placed on short-term suspension in the in-school suspension (ISS) room, located in the office area. Students will receive credit for all course work which is completed while assigned to ISS.

Misbehavior may result in out-of-school suspension or expulsion. Students who are suspended or expelled from school are not permitted on any school district property nor may they participate in any school-sponsored activity during the time of the suspension. All school work assigned during the suspension will be completed for credit. Out-of-school suspensions for fighting will likely increase in length each time for students involved in multiple altercations.

The expectation is that most behavior management problems, which relate to the growth, development and self-discipline of our middle level students, will be handled within the team environment. The following steps will be taken by teachers or teams in reference to students whose behavior continues to be detrimental to the teaching/learning process.

1. Student/Teacher discussion
2. Formal Student/Teacher conference
3. Telephone conference with the Parent/Guardian
4. Formal conference with Student, Team members, and Parent/Guardian, if possible. The appropriate Assistant Principal will be notified of the conference and may attend. At this conference, previous interventions will be reviewed and a formal behavior management action plan will be developed. The appropriate Assistant Principal will be provided a copy of the plan.
5. Referral to the appropriate Assistant Principal if the action plan is not successful in modifying the Student's behavior.

In steps 1-4 above, appropriate interventions will be utilized to reinforce positive behavior. Teams/teachers must utilize educationally appropriate consequences for inappropriate behavior. However, teams are requested to also use positive reinforcement to increase the

effectiveness of the teaching/learning process and to promote growth, development and self-discipline, which is, of course, our ultimate goal.

### **DISCIPLINE MATRIX**

<b>LEVEL 1</b>	<b>LEVEL 2</b>	<b>LEVEL 3</b>	<b>LEVEL 4</b>	<b>LEVEL 5</b>
0 Discipline Point	1 Discipline Points	3 Discipline Points	5 Discipline Points	15 Discipline Points
<ul style="list-style-type: none"> <li>• Cafeteria violation</li> <li>• Clothing violation</li> <li>• Inappropriate display of affection</li> <li>• Electronic device</li> <li>• Food/drink violation</li> <li>• Hall violation</li> <li>• Skipping teacher-assigned detention</li> </ul>	<ul style="list-style-type: none"> <li>• Class disturbance/ disruption</li> <li>• Profanity</li> <li>• Minor damage to school property</li> <li>• Forging/altering or miss-use of a pass</li> <li>• Leaving class without permission/ Skipping Class</li> <li>• Refusing a reasonable request related to inappropriate conduct</li> </ul>	<ul style="list-style-type: none"> <li>• Computer network violation</li> <li>• Verbal Aggression with student</li> <li>• Physical Contact</li> <li>• Disrespect to staff (could be Level 4 also)</li> <li>• Disrespect to student (could be Level 4 also)</li> <li>• Endangering the safety/welfare of others/self (could be Level 4 or 5 also)</li> <li>• Intimidation, harassment, threats, &amp;/or incitement (could be Level 4 also)</li> </ul>	<ul style="list-style-type: none"> <li>• Alcohol (possession or use) (1st offense)</li> <li>• Tobacco (possession or use)</li> <li>• Dangerous material(s)/ instrument(s) (possession or use)</li> <li>• Gross disrespect to staff</li> <li>• Gross disrespect to student</li> <li>• Drug paraphernalia (possession)</li> <li>• Endangering safety/welfare of others or self (could be Level 5 also)</li> <li>• Physical altercation/ assault (1st offense)</li> <li>• Fire alarm pull &amp;/or 911 call</li> <li>• Intimidation, harassment, threats, incitement, &amp;/or bullying</li> <li>• Sexual misconduct</li> <li>• Leaving campus without permission</li> <li>• Theft &amp;/or possession of stolen item(s)</li> <li>• Gang-related activity</li> <li>• Vandalism &amp;/or</li> </ul>	<ul style="list-style-type: none"> <li>• Alcohol (2nd offense)</li> <li>• Battery &amp;/or assault of staff member</li> <li>• Controlled substances (possession or use)</li> <li>• Drugs (possession or use)</li> <li>• Explosives (possession or use)</li> <li>• Physical altercation/ assault (2nd offense or serious 1st offense)</li> <li>• Setting a fire</li> <li>• Weapons (possession or use)</li> <li>• Sexual misconduct (2nd offense)</li> <li>• Intimidation, harassment, threats, incitement, &amp;/or bullying (2nd Level 4 offense)</li> <li>• Endangering safety/welfare of others or self</li> </ul>

			damage to school property*  • Violation Note: Level 4 violations & points stay w/the student the entire school year.	
• Lunch Detention(s)	• Lunch Detention(s) • Single Hour(s) ISS • Single ISS	• Single ISS • Multiple ISS • Single OSS	• Multiple OSS (1-5 Days)	• 5-10 Day OSS • Long-Term Suspension • Expulsion Recommended

An accumulation of 15 discipline points may result in a recommendation for a long-term suspension/expulsion hearing.

### ***INTERROGATION POLICY***

It is in the best interest of the school system and its children to restrict police interrogation of students at school.

1. Officers initiating interrogation of children at school should be designated juvenile officers with proper credentials.
2. Officers should make every attempt to contact the child at home prior to requesting permission to interrogate a child at school.
3. The principal should make every attempt to inform the parents of the request of the officers to interrogate the child.
4. No child will be interrogated unless the matter is extraordinary in nature and causes the interrogation to be done immediately and on the school premises.
5. Any interrogation will be held only in the presence of the principal or designated school representative.

School officials have the right to search the student's person and property on school premises, using a standard of reasonableness. See Search of Students and Property Section.

## **DRUG-FREE SCHOOLS: DISCIPLINE**

### ***I. CONTROLLED SUBSTANCES POLICY***

#### ***A. Drugs at School or School Activities***

The Auburn-Washburn School District is committed to the education of every student in drug/abuse awareness and zero substance abuse. The Auburn-Washburn School District will enforce the following policy.

1. The possession, use, consumption, distribution or sale of drugs and/or simulated drugs, or intent to distribute or sell drugs and/or simulated drugs, (controlled substances as per State statute) on public

school property or at public school activities is strictly prohibited. The possession of drug paraphernalia is also included.

2. In the event any student violates the controlled substances section of the regulation, such student will be suspended from school immediately for a short term and will be:
  - a) recommended for an extended term suspension for school and all related school activities for possession, use or consumption of drugs, or
  - b) recommended for expulsion from school and all related activities for distribution and/or sale of drugs, or intent to distribute or sell drugs.
3. Any student who comes onto school property or attends public school activities, having used or consumed substances as defined in paragraph 1 above, will be suspended from school immediately for a short term and will be recommended for an extended term suspension from school and all related school activities.
4. Any punishment, suspension, or expulsion may be deferred by the appropriate Administrative Hearing Officer or Board of Education or their Designee. The student involved, after the appropriate hearings, as set for the by Kansas Statutes and found to be placed either on suspension or expulsion may at the option of the appropriate Administrative Hearing Officer or Board of Education be offered an opportunity for probation for a set period of time. The balance of the punishment, suspension or expulsion shall remain deferred so long as the student meets the conditions of the probation agreement. If a student agrees to a probationary period a written agreement shall be signed by the student and the student's parent(s) or guardian(s) outlining the appropriate conditions of said probation and the duration thereof. Any probationary student accused of being in violation of the conditions of probation shall be afforded a limited hearing to the appropriate Administrative Hearing Officer or the Board of Education who agreed to the probationary conditions. Conditions of probation may include, but not limited to, drug counseling, of student's choice, expenses to be covered by the student; random drug testing, expenses to be covered by the student; restriction for school activities and other conditions that the appropriate Hearing Agency or Board of Education agree would aid and assist the student and continue to provide a drug free school environment.

- B. ***Tobacco at School or School Activities:*** As per State statute, it is illegal for any person under the age of 18 to possess and/or use any tobacco products. It is a class B person misdemeanor punishable by a minimum fine of \$200.00 for any person, directly or indirectly, to (A) sell, give or furnish any cigarettes, vaping materials or tobacco products to any person under 18 years of age; or (B) buy any cigarettes or tobacco products for any person 18 years of age. Acts classified as cigarette or tobacco infractions (possession or use for

persons under the age of 18) and amendments thereto shall be classified as ordinances prohibiting such acts. The fine for an ordinance cigarette or Tobacco infraction (possession or use) shall be imposed by the court.

## **II. ALCOHOL/CEREAL MALT BEVERAGE POLICY**

A. The Auburn-Washburn School District is committed to the education of every student in alcohol abuse awareness. The Auburn-Washburn School District will enforce the following policy:

1. The possession, use, consumption or sale of alcoholic liquor (per State Statute) or cereal malt beverages (per State statute) on public school property or at public school activities is strictly prohibited and any such possession, use, consumption, or sale shall result in immediate suspension from school according to 1a and 1b below. Any student who comes onto public school property or attends public school activities, having used alcoholic liquor or cereal malt beverages as defined herein, shall be suspended from school immediately according to 1a and 1b listed below.
  - a) 1st violation - 5 day suspension from school and all school related activities.
  - b) 2nd violation - 5 day suspension from school and all school related activities and will be recommended for extended term suspension or expulsion.
2. Any student in violation of the alcohol/cereal malt beverage policy may be suspended from all student extra-curricular performances, competitions or social functions for 30 school days on the first violation of said policy, with said counselor's recommendation, thereby being allowed an opportunity for a probationary period for the balance of said suspension. A student may use a counselor of their choice or may use the service provided free from a local human services agency designated by the School District and said expenses and costs are to be covered by parents and/or guardians of the student. Subsequent violation of the agreed probationary period will result in the balance of the suspension being enforced.

Students who are suspended or expelled under the terms of this policy shall be afforded the due process rights contained in board policies (See JDD). Nothing in this policy is intended to diminish the ability of the district to take other disciplinary action against the student in accordance with other policies regarding student discipline. In the event a student agrees to enter into and complete a drug education or rehabilitation program, the cost of such program will be borne by the student and his or her parents. A list of available programs along with the names and addresses of contact persons for the program is on file with the board clerk. Parents or students should contact the directors of the programs to determine the cost and length of the program.

A copy of this policy shall be provided annually to all students and the parents of all students. Parents of all students shall be notified that compliance with this policy is mandatory.

### **III. WEAPONS OR DESTRUCTIVE DEVICES**

The Auburn Washburn School district will not tolerate any possession or use of any weapon, facsimile of a weapon and/or dangerous materials on school property at any time or at school activities.

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. This shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon.

1. Definition of weapons and/or destructive devices means:
  - a. any item being used as a weapon or destructive device
  - b. any facsimile of a weapon
  - c. any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive
  - d. the frame or receiver of any weapon described in the preceding example
  - e. any firearm muffler or firearm silencer
  - f. 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
  - g. 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; 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
  - h. any bludgeon, sand club, metal knuckles or throwing star
  - i. 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
  - j. any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun.
2. A facsimile weapon includes, but is not limited to pellet guns, regardless of how the pellet or projectile is expelled, starter pistols, air rifles and pistols and any other object which is designed to replicate any weapon or firearm, regardless of the presence of any color coding which may be placed on the replica by the manufacturer or another to indicate the weapon is a facsimile."
3. Air Force JROTC instructors, cadets and others associated with approved military JROTC programs will follow military guidelines for storage and security of replica weapons/sabers and air rifles. The term air rifle includes any weapon acquired for

use in the unit's Civilian Marksmanship Program. The propellant used is compressed air or compressed carbon dioxide.

4. Penalties for Possession: Possession of a firearm or other weapon or facsimile of a weapon listed under the "Weapons and Destructive Devices" heading above or any infraction of military guidelines 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. Possession of a weapon of a type other than described under the "Weapons and Destructive Devices" heading above or a facsimile of a weapon may result in disciplinary action up to and including suspension or expulsion. Expulsion hearings for possession of a weapon shall be conducted by the superintendent or the superintendent's designee. Students violating this policy shall be referred to the appropriate law enforcement agencies and if a juvenile to DCF or the Commissioner of Juvenile Justice.

See Auburn Washburn Board of Education policy: JCDBB Weapons.

**IV. OTHER BEHAVIOR WHICH MAY RESULT IN IN-SCHOOL OR OUT-OF-SCHOOL SUSPENSION INCLUDE, BUT ARE NOT LIMITED TO THE FOLLOWING:**

- A. **Fighting:** Fighting or threatening another student with physical harm is not permitted. If you have a disagreement with another student which you cannot seem to settle, please talk with one of your team teachers, a counselor or an administrator.
- B. **Vandalism:** We have a beautiful school. Let's all use and treat the building and equipment with respect and care.
- C. **Theft:** Please respect the possessions of others. Clothing, books, lunch tickets, money, etc., if found at school, must be brought to the office. POSSESSION, USING, SMOKING OR CHEWING TOBACCO PRODUCTS is not permitted.
- D. **Insubordination to teachers, including substitute teachers:** Disrespect to others is not tolerated at WRMS. Learning good manners and proper courtesy are important to your growth and development.
- E. **Severe obscene or vulgar language:** Swearing and/or vulgar language is prohibited.
- F. **Possession and/or use of stink/smoke "bombs", fireworks, matches, lighters, or other such items** is prohibited.
- G. **Truancy:** See [Attendance](#) section for definition of truancy.

**SEARCH OF STUDENTS AND PROPERTY**

The student shall be told why the search is being conducted. The student shall be requested to empty items such as, but not limited to, pockets, purses, shoulder bags, book bags and briefcases. The principal shall attempt to call the student's parent(s) and may call law enforcement. Items which the principal believes may be connected with illegal activity shall remain in the custody of the principal unless the items are turned over to law enforcement officials. If the student refuses to cooperate, the principal may take disciplinary action and/or seek assistance from law enforcement.



If law enforcement assistance is present, further search of the student shall be with cooperation and assistance of law enforcement officials. The principal shall remain with the student and be present during any search of the student made by law enforcement officials on school property. The principal shall receive and file a receipt for items turned over to law enforcement officials.

### **SECURITY CAMERAS**

Washburn Rural Middle School is monitored by closed circuit television cameras. Tapes of the monitoring could be used for disciplinary action and/or criminal prosecution.

## **GENERAL, SEXUAL, AND RACIAL HARASSMENT/BULLYING/DISCRIMINATION**

### ***SEXUAL HARASSMENT***

The board of education is committed to providing a positive and productive working and learning environment, free from discrimination on the basis of sex, including 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, certificated and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

Sexual harassment is unlawful discrimination on the basis of sex under Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. All forms of sexual harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events. Sexual harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

It shall be a violation of this policy for any student, employee or third party (visitor, vendor, etc.) to sexually harass any student, employee, or other individual associated with the school. It shall further be a violation for any employee to discourage a student or another employee from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy. Violation of this policy by any employee shall result in disciplinary action, up to and including termination.

Sexual harassment shall include, but not be limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academics; (2) submission to or rejection of such conduct by an individual is used as the basis for school decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work or school performance or creating an intimidating, hostile or offensive school environment.

Sexual harassment may result from verbal or physical conduct or written or graphic material. 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 an employee's job status or status of a student.

The district encourages all victims of sexual harassment and persons with knowledge of such harassment to report the harassment immediately. Complaints of sexual harassment will be promptly investigated and resolved.

Employees or students who believe they have been subjected to sexual harassment should discuss the problem with their immediate supervisor or, for students, with a trusted adult. If an employee's immediate supervisor is the alleged harasser, the employee should discuss the problem with the building principal or the district compliance coordinator. Employees or students who do not believe the matter is appropriately resolved through this meeting may file a formal complaint under the district's discrimination complaint procedure in policy KN.

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes sexual harassment under the definition outlined above. Unacceptable conduct may or may not constitute sexual harassment, depending on the nature of the conduct and its severity, pervasiveness and persistence. Behaviors which are unacceptable but do not constitute harassment may also result in employee or student discipline.

If discrimination or harassment has occurred, the district will take prompt, remedial action to prevent its reoccurrence.

Any employee who witnesses an act of sexual harassment or receives a complaint of harassment from another employee or a student shall report the complaint to the building principal. Employees who fail to report complaints or incidents of sexual harassment to appropriate school officials may face disciplinary action. School administrators who fail to investigate and take appropriate corrective action in response to complaints of sexual harassment may also face disciplinary action.

Initiation of a complaint of sexual harassment in good faith will not adversely affect the job security or status of an employee, nor will it affect his or her compensation. Any act of retaliation or discrimination against any person who has filed a complaint or testified, assisted, or participated in an investigation, proceeding, or hearing involving sexual harassment complaint is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to and including termination of employment.

To the extent possible, confidentiality will be maintained throughout the investigation of a complaint. The desire for confidentiality must be balanced with the district's obligation to conduct a thorough investigation, to take appropriate corrective action or to provide due process to the accused.

False or malicious complaints of sexual harassment may result in corrective or disciplinary action against the complainant.

A summary of this policy and related materials shall be posted in each district facility. The policy shall also be published in student, parent and employee handbooks as directed by the district compliance coordinator. Notification of the policy shall be included in the school newsletter or published in the local newspaper annually.

### ***RACIAL AND DISABILITY HARASSMENT***

The board of education is committed to providing a positive and productive working and learning environment, free from discrimination, including harassment, on the basis of race, color, or national origin, or disability. Racial and disability harassment will not be tolerated in the school district. Racial or disability 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.

Racial harassment is unlawful discrimination on the basis of race, color or national origin under Titles VI and VII Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. Disability harassment is unlawful discrimination on the basis of disability under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. All forms of racial and disability harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events. Racial or disability harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

It shall be a violation of this policy for any student, employee or third party (visitor, vendor, etc.) to racially harass or harass on the basis of disability any student, employee, or other individual associated with the school. It shall further be a violation for any employee to discourage a student or another employee from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy. Violations of this policy by any employee shall result in disciplinary action, up to and including termination.

Harassment prohibited by this policy includes racially or disability motivated conduct which:

1. Affords an employee or student different treatment, solely on the basis of race, color or national origin, or disability in a manner which interferes with or limits the ability of the employee or student to participate in or benefit from the services, activities or programs of the school;
2. Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of creating a hostile school environment;
3. Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of interfering with an individual's school performance or opportunities.

Racial or disability harassment may result from verbal or physical conduct or written or graphic material.

The district encourages all victims of racial or disability harassment and persons with knowledge of such harassment to report the harassment immediately. Complaints of racial or disability harassment will be promptly investigated and resolved.

Employees or students who believe they have been subjected to racial or disability harassment should discuss the problem with their immediate supervisor or, for students, a trusted adult. If an employee's immediate supervisor is the alleged harasser, the employee should discuss the problem with the building principal or the district compliance coordinator. Employees or students who do not believe the matter is appropriately resolved through this meeting may file a formal complaint under the district's discrimination complaint procedure in policy KN.

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes racial or disability harassment under the definition outlined above. Unacceptable conduct may or may not constitute racial or disability harassment, depending on the nature of the conduct and its severity, pervasiveness and persistence. Behaviors which are unacceptable but do not constitute harassment may also result in employee or student discipline.

If discrimination or harassment has occurred, the district will take prompt, remedial action to prevent its reoccurrence.

Any employee who witnesses an act of racial or disability harassment or receives a complaint of harassment from another employee or a student shall report the complaint to the building principal. Employees who fail to report complaints or incidents of racial or disability harassment to appropriate school officials may face disciplinary action. School administrators who fail to investigate and take appropriate corrective action in response to complaints of racial or disability harassment may also face disciplinary action, up to and including termination.

Initiation of a complaint of racial or disability harassment in good faith will not adversely affect the job security or status of an employee, nor will it affect his or her compensation. Any act of retaliation or discrimination against any person who has filed a complaint or testified, assisted, or participated in any investigation, proceeding, or hearing involving a racial or disability harassment complaint is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to and including termination from employment.

To the extent possible, confidentiality will be maintained throughout the investigation of a complaint. The desire for confidentiality must be balanced with the district's obligation to conduct a thorough investigation, to take appropriate corrective action or to provide due process to the accused.

False or malicious complaints of racial or disability harassment may result in corrective or disciplinary action against the complainant.

A summary of this policy and related materials shall be posted in each district facility. The policy shall also be published in student, parent and employee handbooks as directed by the district compliance coordinator. Notification of the policy shall be included in the school newsletter or published in the local newspaper annually.

### **EMERGENCY SAFETY INTERVENTION**

The board of education is committed to limiting the use of Emergency Safety Intervention ("ESI"), such as seclusion and restraint, with all students. Seclusion and restraint shall be used only when a student's conduct necessitates the use of an emergency safety intervention as defined below. The board of education encourages all employees to utilize other behavioral management tools, including prevention techniques, de-escalation techniques, and positive behavioral intervention strategies.

This policy shall be made available on the district website with links to the policy available on any individual school pages. In addition, this policy shall be included in at least one of the following: each school's code of conduct, school safety plan, or student handbook. Notice of the online availability of this policy shall be provided to parents during enrollment each year.

### **DEFINITIONS**

"Campus police officer" means a school security officer designated by the board of education of any school district pursuant per State statute.

“Chemical Restraint” means the use of medication to control a student’s violent physical behavior or restrict a student’s freedom of movement.

“Emergency Safety Intervention” is the use of seclusion or physical restraint, but does not include physical escort or the use of time-out.

“Incident” means each occurrence of the use of an emergency safety intervention.

“Law enforcement officer” and “police officer” mean a full-time or part-time salaried officer or employee of the state, a county, or a city, whose duties include the prevention or detection of crime and the enforcement of criminal or traffic law of this state or any Kansas municipality. This term includes a campus police officer.

“Legitimate law enforcement purpose” means a goal within the lawful authority of an officer that is to be achieved through methods or conduct condoned by the officer’s appointing authority.

“Mechanical Restraint” means any device or object used to limit a student’s movement.

“Parent” means: (1) a natural parent; (2) an adoptive parent; (3) a person acting as a parent per State statute; (4) a legal guardian; (5) an education advocate for a student with an exceptionality; (6) a foster parent, unless the student is a child with an exceptionality; or (7) a student who has reached the age of majority or is an emancipated minor.

“Physical Escort” means the temporary touching or holding the hand, wrist, arm, shoulder, or back of a student who is acting out for the purpose of inducing the student to walk to a safe location.

“Physical Restraint” means bodily force used to substantially limit a student’s movement, except that consensual, solicited, or unintentional contact and contact to provide comfort, assistance, or instruction shall not be deemed to be physical restraint.

“School resource officer” means a law enforcement officer or police officer employed by a local law enforcement agency who is assigned to a district through an agreement between the local law enforcement agency and the district.

“School security officer” means a person who is employed by a board of education of any school district for the purpose of aiding and supplementing state and local law enforcement agencies in which the school district is located, but is not a law enforcement officer or police officer.

“Seclusion” means placement of a student in a location where all of the following conditions are met: (1) the student is placed in an enclosed area by school personnel; (2) the student is purposefully isolated from adults and peers; and (3) the student is prevented from leaving, or reasonably believes that he or she will be prevented from leaving the enclosed area.

“Time-out” means a behavioral intervention in which a student is temporarily removed from a learning activity without being secluded.

### ***PROHIBITED TYPES OF RESTRAINT***

All staff members are prohibited from engaging in the following actions with all students:

- Using face-down (prone) physical restraint;
- Using face-up (supine) physical restraint;
- Using physical restraint that obstructs the student’s airway;
- Using physical restraint that impacts a student’s primary mode of communication;
- Using chemical restraint, except as prescribed treatments for a student’s medical or psychiatric condition by a person appropriately licensed to issue such treatments; and
- Use of mechanical restraint, except:
  - Protective or stabilizing devices required by law or used in accordance with an order from a person appropriately licensed to issue the order for the device;
  - Any device used by a certified law enforcement officer to carry out law enforcement duties; or
  - Seatbelts and other safety equipment when used to secure students during transportation.

### ***USE OF EMERGENCY SAFETY INTERVENTIONS***

ESI shall be used only when a student presents a reasonable and immediate danger of physical harm to such student or others with the present ability to effect such physical harm. Less restrictive alternatives to ESI, such as positive behavior interventions support, shall be deemed inappropriate or ineffective under the circumstances by the school employee witnessing the student’s behavior prior to the use of any ESI. The use of ESI shall cease as soon as the immediate danger of physical harm ceases to exist. Violent action that is destructive of property may necessitate the use of an ESI. Use of an ESI for purposes of discipline, punishment, or for the convenience of a school employee shall not meet the standard of immediate danger of physical harm.

### ***ESI RESTRICTIONS***

A student shall not be subjected to ESI if the student is known to have a medical condition that could put the student in mental or physical danger as a result of ESI. The existence of such a medical condition must be indicated in a written statement from the student’s licensed health care provider, a copy of which has been provided to the school and placed in the student’s file.

Such written statements shall include an explanation of the student’s diagnosis, a list of any reasons why ESI would put the student in mental or physical danger, and any suggested alternatives to ESI. Notwithstanding the provisions of this subsection, a student may be subjected to ESI, if not subjecting the student to ESI would result in significant physical harm to the student or others.

**USE OF SECLUSION**

When a student is placed in 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 proportional and similar characteristics as other rooms where students frequent. Such a room shall be free of any condition that could be a danger to the student, well-ventilated, and sufficiently lighted.

**TRAINING**

All staff members shall be trained regarding the use of positive behavioral intervention strategies, de-escalation techniques, and prevention techniques. Such training shall be consistent with nationally recognized training programs on ESI. The intensity of the training provided will depend upon the employee's position. Administrators, licensed staff members, and other staff deemed most likely to need to restrain a student will be provided more intense training than staff who do not work directly with students in the classroom. District and building administration shall make the determination of the intensity of training required by each position.

Each school building shall maintain written or electronic documentation regarding the training that was provided and a list of participants, which shall be made available for inspection by the state board of education upon request.

**NOTIFICATION AND DOCUMENTATION**

The principal or designee shall notify the parent the same day as an incident. The same-day notification requirement of this subsection shall be deemed satisfied if the school attempts at least two methods of contacting the parent. A parent may designate a preferred method of contact to receive the same-day notification. Also, a parent may agree, in writing, to receive only one same-day notification from the school for multiple incidents occurring on the same day.

Documentation of the ESI used shall be completed and provided to the student's parents no later than the school day following the day of the incident. Such written documentation shall include: (A) The events leading up to the incident; (B) student behaviors that necessitated the ESI; (C) steps taken to transition the student back into the educational setting; (D) the date and time the incident occurred, the type of ESI used, the duration of the ESI, and the school personnel who used or supervised the ESI; (E) space or an additional form for parents to provide feedback or comments to the school regarding the incident; (F) a statement that invites and strongly encourages parents to schedule a meeting to discuss the incident and how to prevent future incidents; and (G) email and phone information for the parent to contact the school to schedule the ESI meeting. Schools may group incidents together when documenting the items in subparagraphs (A), (B) and (C) if the triggering issue necessitating the ESIs is the same.

The parent shall be provided the following information after the first and each subsequent incident during each school year: (1) a copy of this policy which indicates when ESI can be used; (2) a flyer on the parent's rights; (3) information on the parent's right to file a complaint through the local dispute resolution process (which is set forth in this policy) and the complaint process of the state board of education; and (4) information that will assist the parent in navigating the complaint process, including contact information for Families Together and the Disability Rights Center of Kansas. Upon the first occurrence of an incident of ESI, the foregoing information shall be provided in printed form or, upon the parent's written request, by email. Upon the occurrence of a second or subsequent incident, the parent shall be provided with a full and direct website address containing such information.

#### ***LAW ENFORCEMENT, SCHOOL RESOURCE, AND CAMPUS SECURITY OFFICERS***

Campus police officers and school resource officers shall be exempt from the requirements of this policy when engaged in an activity that has a legitimate law enforcement purpose. School security officers shall not be exempt from the requirements of this policy.

If a school is aware that a law enforcement officer or school resource officer has used seclusion, physical restraint, or mechanical restraint on a student, the school shall notify the parent the same day using the parent's preferred method of contact. A school shall not be required to provide written documentation to a parent, as set forth above, regarding law enforcement use of an emergency safety intervention, or report to the state department of education any law enforcement use of an emergency safety intervention. For purposes of this subsection, mechanical restraint includes, but is not limited to, the use of handcuffs.

#### ***DOCUMENTATION OF ESI INCIDENTS***

Except as specified above with regard to law enforcement or school resource officer use of emergency safety interventions, each building shall maintain documentation any time ESI is used with a student. Such documentation must include all of the following:

- Date and time of the ESI,
- Type of ESI,
- Length of time the ESI was used,
- School personnel who participated in or supervised the ESI,
- Whether the student had an individualized education program at the time of the incident,
- Whether the student had a section 504 plan at the time of the incident, and whether the student had a behavior intervention plan at the time of the incident.

All such documentation shall be provided to the building principal, who shall be responsible for providing copies of such documentation to the superintendent or the superintendent's designee on at least a biannual basis. At least once per school year, each building principal or designee shall review the documentation of ESI incidents with



appropriate staff members to consider the appropriateness of the use of ESI in those instances.

#### ***REPORTING DATA***

District administration shall report ESI data to the state department of education as required.

#### ***PARENT RIGHT TO MEETING ON ESI USE***

After each incident, a parent may request a meeting with the school to discuss and debrief the incident. A parent may request such meeting verbally, in writing, or by electronic means. A school shall hold a meeting requested under this subsection within 10 school days of the parent's request. The focus of any such meeting shall be to discuss proactive ways to prevent the need for emergency safety interventions and to reduce incidents in the future.

For a student with an IEP or a Section 504 plan, such student's IEP team or Section 504 plan team shall discuss the incident and consider the need to conduct a functional behavioral assessment, develop a behavior intervention plan, or amend the behavior intervention plan if already in existence.

For a student with a section 504 plan, such student's section 504 plan team shall discuss and consider the need for a special education evaluation. For students who have an individualized education program and are placed in a private school by a parent, a meeting called under this subsection shall include the parent and the private school, who shall consider whether the parent should request an individualized education program team meeting. If the parent requests an individualized education program team meeting, the private school shall help facilitate such meeting.

For a student without an IEP or Section 504 plan, the school staff and the parent shall discuss the incident and consider the appropriateness of a referral for a special education evaluation, the need for a functional behavioral assessment, or the need for a behavior intervention plan. Any such meeting shall include the student's parent, a school administrator for the school the student attends, one of the student's teachers, a school employee involved in the incident, and any other school employees designated by the school administrator as appropriate for such meeting.

The student who is the subject of such meetings shall be invited to attend the meeting at the discretion of the parent. 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. Nothing in this section shall be construed to prohibit the development and implementation of a functional behavior assessment or a behavior intervention plan for any student if such student would benefit from such measures.

### **LOCAL DISPUTE RESOLUTION PROCESS**

If a parent believes that an emergency safety intervention has been used on the parent's child in violation of state law or board policy, the parent may file a complaint as specified below.

The board of education encourages parents to attempt to resolve issues relating to the use of ESI informally with the building principal and/or the superintendent before filing a formal complaint with the board. Once an informal complaint is received, the administrator handling such complaint shall investigate such matter, as deemed appropriate by the administrator. In the event that the complaint is resolved informally, the administrator must provide a written report of the informal resolution to the superintendent and the parents and retain a copy of the report at the school. The superintendent will share the informal resolution with the board of education and provide a copy to the state department of education.

If the issues are not resolved informally with the building principal and/or the superintendent, the parents may submit a formal written complaint to the board of education by providing a copy of the complaint to the clerk of the board and the superintendent within thirty (30) days after the parent is informed of the incident.

Upon receipt of a formal written complaint, the board president shall assign an investigator to review the complaint and report findings to the board as a whole. Such investigator may be a board member, a school administrator selected by the board, or a board attorney. Such investigator shall be informed of the obligation to maintain confidentiality of student records and shall report the findings of fact and recommended corrective action, if any, to the board in executive session.

Any such investigation must be completed within thirty (30) days of receipt of the formal written complaint by the board clerk and superintendent. On or before the 30th day after receipt of the written complaint, the board shall

adopt written findings of fact and, if necessary, appropriate corrective action. A copy of the written findings of fact and any corrective action adopted by the board shall only be provided to the parents, the school, and the state department of education and shall be mailed to the parents and the state department within 30 days of the board's receipt of the formal complaint.

If desired, a parent may file a complaint under the state board of education administrative review process within thirty (30) days from the date a final decision is issued pursuant to the local dispute resolution process.

### **LIBRARY MEDIA CENTER**

The Library Media Center at WRMS provides students the opportunity to expand and enhance their education through a wide variety of books which may be checked out using our computerized circulation system. The Library Media Center staff strives to provide the

resources which will enable students to complete assigned class work and allow them to pursue special interests.

Students are allowed to check out a maximum of five items at one time. Books are checked out for a period of two weeks. Magazines and reference works are checked out to students on an hourly or overnight basis.

Students will not be allowed to check out new materials if they have items which have been overdue for one month or more or they have two overdue items at any given time. Overdue fines are not assessed, but a replacement fee will be charged for lost or damaged materials.

Students are required to respect the rights of others using the Library Media Center. They are asked to remember that appropriate behavior and voice levels are expected in the Library Media Center at all times.

### **LUNCH PROGRAM/CAFETERIAL GUIDELINES**

The lunch period at Washburn Rural Middle School is thirty minutes in length and is a "closed period." Therefore, students do remain at school for lunch. Students may choose among two different entrees (main courses), salad bar, or additional choices. For those who wish to bring their lunches, milk or juice may be purchased. All students will eat their sack lunches or our school lunches in the cafeteria.

We encourage parents that want to eat lunch with their child to eat school lunch. Parents are highly discouraged from bringing fast food to school for their child, and we will have them eat in a different location if this occurs. Food brought for many children (pizza, etc.) for birthdays is not allowed.

Lunch may be paid for in the office each morning between 7:35 and 7:50 a.m. Students should take care of this purchase upon arriving at school.

### **CAFETERIA RULES**

1. The staff is in charge and their directions are to be followed at all times.
2. Everyone is to be treated with respect and courtesy in order to create a safe and pleasant environment.
3. All cafeteria procedures are to be followed at all times.

### **CAFETERIA PROCEDURES**

1. Students must select a seat and remain there for the complete lunch period (except once to clean up tray and trash).
2. When finished eating, students must return trays and trash to the tray window and then return immediately to their original seats.
3. Chairs may not be moved or rearranged. Students must face the table with legs and feet under chairs and not on seats.
4. Quiet conversation is encouraged at tables. Talking or yelling between tables is not allowed.

5. Students are responsible for any spills which they create.
6. The Administration may choose to assign students seats during lunch.

### ***SNACKS***

Teacher discretion will be used to determine if snacks are permitted in the classroom. All snacks should be a single serving size. If permitted by the teacher, snacks should be consumed in the classroom only, not in the hallways.

All food consumed in the cafeteria must be eaten in the cafeteria and not taken anywhere else throughout the building unless given explicit permission by a teacher.

### ***SNACK MACHINES***

Snack machines may be used by students before and after school. Food items are to be eaten in the Commons, NOT taken into the pods, classrooms or gymnasium.

### **STUDENT LIFE**

#### ***ATHLETICS***

School for students desiring to participate. By participating, students can keep themselves physically strong and mentally alert. They can also learn to cooperate in team play, which is very essential for later life.

Competitive sports offered at WRMS are: volleyball, football, basketball, wrestling, tennis, and track. Intramural programs in basketball and tennis are also available.

It is the policy of Washburn Rural Middle School that students who make the school's interscholastic team may not miss a practice or a game due to their participation in a practice or a game involving a team outside of school. Consequences will be left up to the individual coach. Also, any player involved on a Washburn Rural Middle School athletic team cannot participate on an outside team of the same sport during the school's season of competition. (Kansas State High School Activity Association rule 22, consequences will be determined by the K.S.H.S.A.A.)

#### ***Athletic Eligibility***

In order to participate in interscholastic athletics, individuals must:

1. Have a current physical form (signed by a physician, no earlier than May 1, and the parent/guardian) on file in the school office. In addition the student must have on file a "Permit to Participate in Activities" form (signed by the parent/guardian).
2. Receive passing grades in five subjects of unit weight the previous quarter.
3. Conduct themselves as good citizens at school and at athletic contests.
4. Athletes who are not in good standing with the school will not be allowed to participate in our athletic program.

Please review the KSHSAA Eligibility Check List (on back of physical form) for additional requirements.

Washburn Rural Middle School uses the Kansas State High School Activities Eligibility Guidelines for attendance at all extra-curricular activities. This means if you are not passing 5 classes you cannot attend sports contests, dances, plays, or any other after school or evening extra-curricular activities. This does not include music performances if it is part of your class.

### ***Eligibility for Athletics and Activities Due to Illness***

Any student that is ill for more than three hours on the date of a school activity or athletic event will not be able to attend or participate in the activity or event. No exceptions to this rule will be allowed without permission of a middle school administrator. Permission for this will be extremely rare.

### ***Sportsmanship***

1. Sportsmanship is good citizenship in action! All actions are to be for, not against; positive, not negative or disrespectful!
2. Be courteous and helpful to all - (participants, coaches, officials, staff and fans).
3. Know the rules. Abide by and respect the official's decisions.
4. Win with character and lose with dignity.
5. Display appreciation for good performance, regardless of the team.
6. Exercise self-control and reflect positively upon yourself, team and school.
7. Permit only positive sportsmanlike behavior to reflect on the school or its activities.

### ***Student Spectators' Procedures***

1. Ticket sales will begin twenty-five minutes prior to the start of the game(s). Students will be admitted to the gym at this time.
2. Washburn Rural Middle School students should sit on the south end of the bleachers.
3. After the game begins, students should not move to another location in the gym. Students should choose their seat and remain there. If seat changes are necessary, students must do this at half-time or between games.
4. No pushing, shoving, hitting, running or throwing of objects is allowed.
5. Spectators are to remain off the playing floor at all times.
6. Stamping (stomping) will be allowed only if the official cheerleaders are leading a cheer which requires this.
7. No yelling or waving, etc., during opponents' free throws.
8. When official cheerleaders are cheering, cheers should be led by them. Please support them by cheering with them.
9. All students should be in the gym while the contest is underway.
10. Athletes participating in the first game may remain in the hallway to finish drinks.
11. Students wanting to use the bathroom should do so at half-time or between games.
12. All trash should be placed in the trash container.

### ***SOCIAL ACTIVITIES***

The following guidelines will be followed concerning social activities at Washburn Rural Middle School:

1. Only students who are enrolled full-time at Washburn Rural Middle School and attend full-time may go to these activities.
2. Seventh and Eighth-grade parties or dances will be no more than two hours in length.

### ***STUDENT RIDES AFTER SCHOOL EVENTS***

Students are responsible for making prior arrangements with parents concerning rides after school events. Sponsors and coaches are required to provide supervision until all students have left. Students who are consistently late being picked up may lose the privilege of participation.

### ***ASSEMBLIES***

Assemblies held during school hours are a part of the school program. All students will remain in attendance until the regular dismissal time.

Students are to enter the gym in a quiet and orderly fashion and sit in their assigned seats. They are to remain seated and quiet during presentations. When the speaker comes to the microphone, students are to cease all talking.

### **EMERGENCY DRILLS**

Every school must conduct emergency preparedness drills, including crisis drills that cover intruder responses and lockdown procedures as mandated by the state of Kansas. Schools must conduct fire drills, tornado drills and a series of crisis drills.

#### ***FIRE DRILLS***

The fire drill warning will be the sounding of the fire alarm. Students and staff should exit the building in a quick but orderly manner once it has been announced to do so from the office. Teachers will account for all students once they have moved to a safe distance away from the building. Administration will notify all when it is safe to return to the building. All fire exits shall be posted in each classroom and other areas.

#### ***TORNADO DRILLS***

The tornado drill/warning will be over the loudspeaker. The designated shelter areas for tornadoes shall be posted in all classrooms and other areas. When the severe weather signal sounds, all students and staff shall move quickly and quietly to their designated areas. Students are to assume a sitting position with their back toward the wall, heads down, knees up and hands/arms covering their heads. If a tornado hits without adequate warning, teachers will move students as far from doorways and windows as possible, and get them as low as possible. Students are not to leave the shelter areas until the all clear signal is given. Teachers should account for all students after the conclusion of the drill.

## ***SECURE CAMPUS***

If there is an external threat in the vicinity of the school area, administration will announce that the school is following our Secure Campus protocol. All exterior doors will be locked, including the main entry. All students and staff should remain inside the building, and those outside should return inside in a quick, but orderly manner. All activities within the building should continue without change. Once the threat has been omitted, an “all clear” announcement will be made by office staff to resume all normal activities, including outside.

## ***LOCKDOWN***

If there is an imminent threat on the school premises or within the school building, administration will announce that the school is in “lockdown” mode and will follow set procedures. Our school follows the “Run, Hide, Fight” system created by the city of Houston and Homeland Security and approved by the Federal Bureau of Investigation. Teachers and staff will enact any of the three options depending on the circumstances presented.

## ***EVACUATIONS***

The school also has procedures in place for evacuation purposes, including, but not limited to fire, gas, chemicals, explosions, or hazardous materials. Alternate locations have been identified, including off-site destinations. Procedures and locations will be utilized as needed depending on the emergency.

## **HEALTH SERVICES**

### ***NURSE***

Our health room is located in the office area and our nurse is available to students for health concerns and emergencies. Students should obtain a pass from their teacher before coming to see the nurse, except in an emergency. All students should see the nurse before contacting their parents or going home due to illness. During the school year, our nurse conducts screening for hearing, vision defects, and spinal (scoliosis) screenings as required by law or upon request of the parent or teacher.

### ***IMMUNIZATIONS***

All students MUST have proof (from a physician or health department) on file of the required immunizations before enrolling for the school year. The school nurse can provide further information and any exceptions to this policy.

### ***ILLNESS***

Students should not come to school if they have been ill (vomiting, diarrhea, etc.) or have had a fever within the last 24 hours. When at school students will be expected to participate in all areas, including physical education, unless we receive a written request from a physician. Please have the physician communicate with the school nurse if the inability to participate will be lengthy.

## ***MEDICATIONS AT SCHOOL***

When possible, medications should have the dosage intervals adjusted so that the routine time for taking the medicine will come outside school hours. If it is not possible, the following procedures must be followed for medications to be given to middle school students:

1. A note signed by the parent asking that the school give the medication and indicating the time and dosage to be given must be received by the office before the medication can be dispensed.
2. The medication must be in the original current prescription labeled bottle.
3. Written permission from the physician or dentist must accompany the parent note and bottle. The prescription label is considered physician or dentist permission. On samples or over-the-counter medications, the same information as would be on the prescription label (name of the medication, dosage, and frequency) must be noted and signed by the physician or dentist if it is to be administered by the school. Note: It is the responsibility of the student to report to the health office when the dosage is due.
4. Middle school students may self-administer over-the-counter medication if deemed responsible by their parents. The OTC medication must be in the original container and it may not be shared with other students. If abuse is suspected, the parents will be notified and this privilege suspended.
5. Students using inhalers for asthma management must have physician authorization for independent administration on file in the health office. Forms will be available at registration and at the health office throughout the year.
6. Students are not allowed to distribute prescription or over-the-counter medications. Doing so is a violation of our Controlled Substance policy. See disciplinary action section.

## **LOCKERS**

Lockers will be assigned to students during enrollment. Students are responsible for keeping a clean and orderly locker. Backpacks, books, purses, and other personal items are to be stored there. Any personal items that are not school-related should be placed in lockers and should stay in the locker throughout the entire school day.

Each locker has a built-in combination lock. It is students' responsibility to maintain privacy by not letting other students know their combinations.

Students may decorate the inside of their lockers with pictures of friends and/or family. Pictures or pages from any publication are not allowed. Students may use masking tape or magnets to hang pictures. Please do not use adhesives that will pull off the paint.

Lockers are the property of the school and the administration reserves the right to open and inspect lockers without notice.



## **SCHOOL VISITORS**

We request that school visitors report to the office upon entering the building. We do not encourage student visitors. Exceptions might be a visitor from a foreign country or one whose visit may possibly enhance our educational program.

## **SOLICITATION POLICY**

There shall be no soliciting at Washburn Rural Middle School. No group or individual will be allowed to sell any item in the school building at any time without the permission of the principal.

## **STUDENT ACCIDENT INSURANCE**

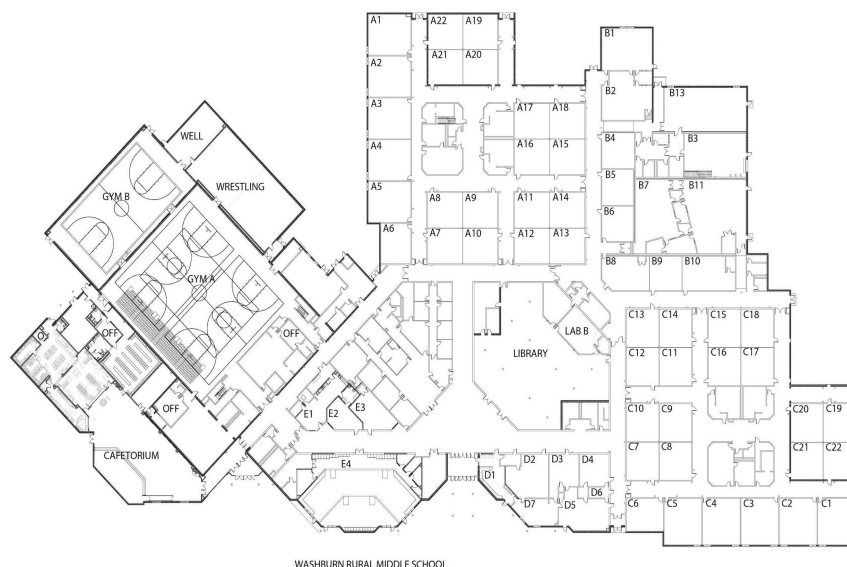
If a student is injured during the school day or while participating in a school activity, the District has catastrophic accident insurance to cover expenses exceeding \$25,000. The coverage is supplemental to any insurance you may have on your student and pays only after the student's personal insurance coverage has responded. The District insurance is catastrophic only. In the event you do not have any insurance coverage, you will need to provide a signed letter stating that when you submit the claim form.

The Business Office only sends out insurance claim forms upon request from the parents of the student, not for every student accident report. Please be aware that all claims must be reported by you to the insurance company within 60 days of the accident.

If you have questions about the insurance coverage or the procedures for filing claims, please call the Business Office at 339-4000.

## **TELEPHONE**

Students may use the office telephone only for emergencies. Before using the office telephone, students must have a signed pass from their teacher. Students are discouraged from receiving phone calls during school hours unless there is an emergency situation. Please make arrangements for any social needs before coming to school.



WASHBURN RURAL MIDDLE SCHOOL