

Washburn Rural Middle School



Student Handbook
2016 - 2017

WASHBURN RURAL MIDDLE SCHOOL

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FALCONS

STUDENT SCHOOL HANDBOOK

PERSONNEL
WRMS ADMINISTRATION

MARK KOEPEL
PRINCIPAL

CHARLIE CHESSMORE
ASSISTANT PRINCIPAL

MICHAEL STICE
ASSISTANT PRINCIPAL

5620 SW 61st Street
Topeka, KS 66619-9649
785/339-4300
FAX 785/339-4325

Middle School 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.

Middle School 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.

NAME _____
ADDRESS _____
CITY _____ ZIP CODE _____
PHONE _____
PARENT WORK NUMBER _____

AUBURN-WASHBURN UNIFIED SCHOOL DISTRICT #437
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WASHBURN RURAL MIDDLE SCHOOL
5620 SW 61st Street, Topeka, KS. 66619-2005
785/339-4300 Fax 785/339-4325

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DIRECTOR OF OPERATIONS
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SUPERVISOR OF TRANSPORTATION
Michael Lopez
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SUPERVISOR OF FOOD SERVICE
Stan Vallis
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BOARD OF EDUCATION

Dr. Terry Carney, Member	6431 SW Bayshore Dr.; Auburn	66402	478-1082
Trisha Brooke-Fruendt, Member	6818 SW Leelling Road	66619	438-0833
Jim Gartner, Member	928 SW Woodbridge Ct	66606	271-6360
Darren Haddock, Member	3709 SW Kings Forest Rd	66610	478-1235
David Hines, Member	1824 SW Stutley	66615	478-2299
Amanda Kiefer, Member	3310 SW Alameda Dr	66610	845-7010
Tom Bruno, Member	3965 SW King Arthur's Road	66610	478-1052
Denise Taylor, Clerk	1030 NW 52 nd Terr.	66618	273-4087

**Board President and Vice-President are determined in July*

WELCOME

Dear Students and Parents,

Welcome to Washburn Rural Middle School! The purpose of this Parent/Student Handbook is to assist students and parents to better understand the philosophy, procedures and policies of Washburn Rural Middle School. Our school has a mission, strategic goals, curriculum and organizational structure which we believe is essential for an effective middle school. We have high expectations for our students. However, we also strive to provide an atmosphere which empowers them to meet these expectations through the use of exploratory and affective courses and activities, as well as the utilization of teaming for the core curriculum.

We believe that Washburn Rural Middle School provides an atmosphere and programs which respond to the needs and characteristics of students during the “middle years.” Young people going through the rapid growth and extensive maturation which occurs in early adolescence need an educational program which is distinctively different from either the elementary or the secondary model. No other age level is of more importance, because the determinants of one’s behavior as an adult; self-concept, learning interests and skills, as well as values, may undergo significant transformation during this period. The academic needs of middle school students are greatly affected by their physical, social and emotional needs which we address directly through our school programs.

Washburn Rural Middle School provides a student-centered curriculum which ensures opportunities for all students to be successful. Through the teaming concept in the core curricular areas of math, science, social studies, English and communications, students are provided a strong foundation, as well as integrated and interdisciplinary programs in academic subjects.

Students have the opportunities to participate in a broad range of exploratory and affective activities through team-sponsored events and courses in foreign languages (German and Spanish), life skills, art, technology, media, music, physical education and SFA (Skills for Adolescence).

Mark Koepsel

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 53rd, Topeka, KS (1-785-339-4000) has been designed to coordinate compliance with nondiscrimination requirements.

VISION STATEMENT

The Auburn-Washburn School District will provide all children a safe, enjoyable, and challenging school environment where they have the opportunity to achieve their maximum individual education potential. All students will receive a balanced education where traditional scholastics are taught, creativity and innovation are cultivated, and life skills are learned; preparing them to assume roles as responsible citizens in a global community.

USD 437 CORE VALUES

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

We believe in the value and uniqueness of each STUDENT.

- * Each Student –
 - has different needs
 - should have the opportunity and be encouraged to reach his/her potential
 - is entitled to a safe and secure school environment

We believe that EXCELLENCE in education is a multifaceted process.

- * Excellence –
 - requires the commitment and judicious stewardship of community resources
 - prepares students to become productive members of a global society; to live and work in a complex, ever changing world
 - should be grounded in fundamental skills
 - is a dynamic process in order to meet changing needs
 - requires rigorous assessment and feedback to both students and faculty
 - requires focus on the future
 - depends upon effectively managed financial and physical resources
 - academic excellence and good citizenship should be recognized and rewarded

We believe that RESPECT and RESPONSIBILITY are essential components of an excellent education.

- * Students, parents, faculty and staff all deserve to be treated with dignity and respect
- * Communication enhances trust and cooperation
- * Each student is responsible for his/her own actions
- * Responsibility for public education rests jointly with students, parents, teachers and community

MISSION STATEMENT

The Mission of the Auburn-Washburn School District is to deliver an exemplary, world-class education for all students, instilling in them the knowledge, skills, and character required to be responsible and productive citizens.

INSPIRING AND CHALLENGING EVERY CHILD, EVERY DAY

WASHBURN MIDDLE SCHOOL CERTIFIED STAFF
(Alphabetical Listing)
2016-2017 School Year

Melinda Armstrong	Art	Justin Kathman	Special Education
Brian Bell	Media Specialist	Donita McLeland	Orchestra
Christin Barkemeyer	Language Arts	Marlene McDaniel	Collaborative
Russ Barnell	Tech	Bill McFarland	Social Studies
Mary Barnes	Math	Dasan McDonald	Math
Alice Bertels	Gifted Facilitator	Lara McDonald	Language Arts
Nathan Brown	Collaborative	Kelli McWilliams	Psychologist
Charlie Chessmore	Asst. Principal	Tim Nedeau	Social Studies
Courtney Chilcote	Math	Kyle Nelson	Language Arts
Amy Campbell	Science	Monica Quast	Collaborative
Steve Chooncharoen	PE	Tyler Riddell	Social Studies
Westin Cook	Music	Kelsey Rhinehart	Language Arts
Jolie Darby	Language Live	Mark Robinett	Science
Amanda Davis	Yearbook/Newspaper	Di Roney	Science
Christi Evans	SFA	Deenen Schoenfeldt	Language Arts
Mali Farwell	Reading +	Tina Shindler	Special Education
Michelle Babcock	French	Jack Smith	Band
Jeff Garland	PE	Brian Soderberg	VPL Math Lab
Kirsten Hansen	Math	Michelle Soderberg	Nurse
Jennifer Habig	Speech	Paige Spade	Math
Amber Hundley	SFA	Kathy Speagle	Read +/Lang Arts
Rachael Harshbarger	FACS	Doug Stanley	Science
Adam Heinritz	Soc Studies	Randi Stones	Reading +
Winston Heilman	Social Studies	Michael Stice	Assistant Principal
Dee Hobelman	FACS	Kortney Stubbs	Language Arts
Susan Holmes	Counselor	Hilary Stucky	Special Education
Stacey Hoffman	Lang Arts/Soc Stud	Kristin Taylor	Collaborative
Kerry Johnson	Social Studies	Jason Tremblay	Social Studies
Cindy Jones	Math	Stephanie Vopat	SFA
Brenda Kelley	ELL	Janeen Walters	Science
Courtney Applehanz	Collaborative	Jennifer Wilcox	Math
Mark Koepsel	Principal	Anette Wiles	Language Arts
Donna Kready	Counselor	Clarissa Weibe	Vocal Music
Jenny Leonard	Language Arts	Cynthia Wilson	Science
Shari Lewis	SFA	Alex Willis	Explo in Tech
Jamie Lindstrom	P.E.	Rebecca Witt	Spanish
Brandon Macha	Science	Andrew Weese	Special Education

WASHBURN RURAL MIDDLE SCHOOL CLASSIFIED STAFF
2016-2017 School Year

Office Staff

McDowell, Kay
Vierling, Brittany

Registrar
Attendance Sec

Carmen Moore

Athletics Sec

Davis, Terry

Bookkeeper *

Nurse's Office

Glaze, Brenda

Health Clerk

SRO

Schiefelbein, Rebecca

ISS/Copy/Teacher Aide

Welborn, Elizabeth

Library

Clear, JoAnn
Muckenthaler, Jamie

Library Clerk
Library Clerk

Food Service Manager

Trudi Kennedy

Custodians

Lavin, Fred*

Flippin, Richard

Johnson, Linda

Thome, Trisha

Brooks, David

Wright, Gary

Munro, Tim

Night

Days
Nights

Night
Nights

Days

Para Educators

Crowel, Stephen
Gainey, Michael
Lewis, Laura
Meador, Kim
Case, Justin
Philpot, Laura
Lamb, Dorothy
Cowen, Joshua
Roberts, John

Roth, Mary
Hurley, Amanda

Kidder, Deborah
Hayes, Brian

Martinek, Cindy

Lovich, Sherry
Roth, Jennifer
Phillips, Tammy
Strother, Casey
Miller, Rachel
Wells, Monica

Accompanist
Wiens, Marla

* Denotes Dept Head

ENROLLMENT

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

RESIDENT STUDENTS

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 are those who do not meet the definition of a resident student. Non-resident students may be admitted only to the extent that resources and space are available. A non-resident student who has been suspended or expelled from another district will not be admitted to the district unless approved by the board.

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

A. A student living outside the district, but being a resident through the completion of their sophomore year may continue to attend Washburn Rural High School, upon recommendation of the principal and at the discretion of the superintendent. Out-of-district students are subject to change in policy at a later date.

B. Staff members' children may attend any school in the district if enrolled prior to September 20 of the current school year. A written request must be submitted to the Superintendent of Schools 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). 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.

C-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.

C-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 of Schools. 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.

D. 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.

E. 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. (See Rule A for high school exception.)

SCHOOL FEES INFORMATION

TEXTBOOK RENTAL FEES

All textbook fees are due at the time of enrollment. If a parent or guardian is unable to pay fees in full at the time of enrollment they will need to make arrangements with the bookkeeper to have all payments completed no later than the date designated. Any missed payment voids the payment plan and the total amount is due immediately. Following is the payment and refund schedule for students who enroll late or withdrawal early from the district:

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

LIBRARY MATERIALS

When students check out library materials, it is the responsibility of the student to return them in the same condition as they received them. Library materials not returned or returned damaged will result in the student being assessed a charge for the lost or damaged materials.

UNRETURNED OR DAMAGED PROPERTY AND TEXTBOOKS

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

OUTSTANDING FEES

A notice of outstanding fees will be mailed to your home at the end of the school year. This notice is 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 will turn these over to a collection agency or attorney.

RETURNED CHECKS

Checks returned for any reason are sent directly to attorney/collection. Collection/attorney does 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 collection/attorney.

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. The 8th Grade counselor is Mrs. Holmes and the 7th Grade counselor is Ms. Kready. Additionally there is a Social Worker, Mrs. Beason and Mrs. McWilliams is the school psychologist.

WRMS 7TH GRADE CURRICULUM

Required Classes

- *Language Arts (year)
- *Math (year) [***Core Team**]
- *General Science I (year)
- *World History-Our Changing World (year)
- *Reading Plus (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
- French/German
- Explorations in Technology I
- Explorations in Technology II
- Writing Art 7

Electives

- Chorus
- Band
- Orchestra
- Music Exploration

WRMS 8TH GRADE CURRICULUM

Required Courses

- *Language Arts (year)
- *Math (year) [***Core Team**]
- *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)
 German (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
4 th Hour		10:20-11:06
	<u>7th Grade</u>	<u>8th Grade</u>
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
8th Hour (EO)		2:14-2:50

EO is the expanded opportunity period used for guided reading, test make up, student assistance, planner checks and assemblies.

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.

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

HOMWORK

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 son or daughter 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 mailed or sent home with students to the parents/guardians of all students who are failing, about to fail, or not meeting the teacher's expectations. Infinite Campus mid-term reports will reflect the students' grade in all classes at the time of the report. Teams have the option of sending progress reports home with students on a more frequent basis. Parents are urged to communicate with teachers and counselors regarding their sons or daughters academic progress.

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

ATTENDANCE INFORMATION

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.

If the absence is excused, daily work can be made up. 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 for every one (1) day of class missed to complete missing assignments. 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 for your teacher. 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 over WIBW radio and TV, KSNT-TV, KTKA-TV. 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. Students who fail to return the signed notification by the assigned date will receive one hour of ISS. A third tardy will result in the Team assigning a detention. Chronic tardiness may result in the initiation of a behavior management action plan with appropriate consequences. This will apply to tardies on a semester 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 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 SCHEDULES

Busses will begin unloading in the morning at 7:35 a.m. Students may enter the Commons upon arrival at school. However, students will not enter other areas of the building until 7:42 a.m., unless requested by a teacher. Following school dismissal at 2:50 p.m., the busses 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:

1st Warning: Driver verbally warns the student.

2nd Warning: Student is given an assigned seat and has conference with the driver after other students exit.

1st Notice: Conduct notice is given to the student and Principal. It must be signed by parent and returned to the driver before the student can return to the bus.

2nd Notice: Conduct notice is given to the student and Principal. It must be signed by 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.

3rd 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 3rd 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

COMPUTER LABS

We are very fortunate to have three computer labs. The following guidelines have been established for use of these labs and other computers:

1. Students must use the equipment, software and supplies in a responsible manner. Instructions are posted in each lab.
2. Manuals, discs and materials stored in the lab must remain in the lab.
3. During school hours, the computers are reserved for classroom work only. Students who are working in the lab must be accompanied by a teacher.
4. Students may sign up in the Media Center to schedule computer use before or after school. Written approval from a teacher must accompany the request.
5. No food or drink is allowed in the lab.
6. No student shall:
 - a. Log on or attempt to log on as another student
 - b. Access, attempt to access, edit, or attempt to edit another student's files.
 - c. Drop or attempt to drop to DOS in any manner.
 - d. Handle, unplug, or attempt to unplug any of the cabling connections.
 - e. Damage another person's diskette.
 - f. Bring a discs to school without the permission of the teacher and use or attempt to use a diskette that has not been approved by the teacher of school for use on the Network.
 - g. Display or send offensive messages or pictures.
 - h. Harass, insult, or attack others via the Network.
 - I. Download information from the Network that violates existing school policies against, drugs, alcohol, obscenity, violence, and/or weapons.

INTERNET & E-MAIL RULES

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply.

Within reason, freedom of speech and access to information will be honored. During school, teachers of younger students will guide them toward appropriate materials. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, radio and other potentially offensive media.

The network provides for students to conduct research and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Parent permission is required. Access is a privilege not a right. Access entails responsibility.

Individual users of the district computer networks are responsible for their behavior and communications over those networks. It is presumed that users will comply with district standards. Beyond the clarification of such standards, the district is not responsible for restricting, monitoring or controlling the communications of individuals utilizing the network.

Network storage areas will be treated like school lockers. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stores on district servers will always be private.

USD 437 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 student 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:

- Sending or displaying offensive messages or pictures
- Using obscene language
- The placing of unlawful information on or through the computer system
- Harassing, insulting or attacking others

- Damaging computers, computer systems or computer networks
- Violating copyright laws
- Unauthorized installation of software
- Using another's password
- Unauthorized access including "hacking" and other unlawful activities by minors online
- Trespassing in another's folder, work or files
- Deletion, examination, copying, or modification of files and/or data belonging to other users without their prior consent
- Intentionally wasting limited resources
- Using the network for commercial purposes
- Attempt to alter or disrupt the Districts technology services from a remote location.
- Downloading music, videos, and other copyrighted material for personal use
- Using school networks to enter billable areas or purchase or attempt to purchase products/services
- Share confidential information on 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:

- Business or Technology classes
- Computer Programming classes
- Classes requiring use of district or Internet databases for research
- Classes requiring district software to create papers, brochures, etc
- Computer based instructional programs
- 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.

DISCIPLINE

DRESS CODE AND PERSONAL APPEARANCE

In selecting appropriate school clothes, students should consider cleanliness, comfort, neatness, and good grooming. Clothing that is too revealing or clothing with designs, pictures or print which refers to drugs,

alcohol, tobacco, sex, or vulgarity are prohibited. Students are **not** permitted to wear hats or bandanas in the building.

Seasonal dress, shorts are allowed during the hot weather season, but must be of an appropriate length at least a 5 inch inseam). Biking tights and similar tights may be worn in combination with shorts or skirts. Jeans, slacks or shorts with holes and/or a ragged appearance are not allowed. It does not matter whether the jeans, slacks or shorts were manufactured with cuts, holes, or ragged appearance, they are not appropriate school attire. "Sagging" of pants, shorts, etc., is NOT allowed. Halters, Midriffs, Tank Tops, and Spaghetti Straps may be worn only with a T-Shirt underneath. Students are not permitted to wear jewelry or clothing with sharp or pointed appendages which could physically injure others. The wearing of linked metal chains (non-jewelry) is prohibited. Any gang related attire or symbols is not permitted. Clothing that distracts from the educational process, including pajamas, will be considered inappropriate.

When this policy is violated, students will make arrangements for a change of clothing before they may attend class (on the first offense). Further violations may result in stricter consequences. The principal or his/her designee shall make the final decision on appropriateness of individual student dress.

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.

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.

SEVERE BEHAVIOR

Severe misbehavior will be dealt with by the administration according to the following procedures. Accumulated behavior problems may be a cause for moving to a higher step on the disciplinary ladder. Any unacceptable behavior which is not listed will be dealt with on an individual basis.

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.

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, or intent to distribute or sell drugs, (controlled substances as defined by the Uniform Controlled Substance Act, K.S.A. 65-4101 et seq.) 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 born by the student; random drug testing, expenses to be born 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 K.S.A. 79-3321, 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 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) per K.S.A. 79-3321 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 (K.S.A. 79-3322).

II. ALCOHOL/CEREAL MALT BEVERAGE POLICY

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 (as defined and K.S.A. 41-102) or cereal malt beverages (as defined by K.S.A. 41-2701) 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 expense and costs are to be born 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 ; d) 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 ; f) 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 ½ 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; g) any bludgeon, sand club, metal knuckles or throwing star; h) 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; i) 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 t h e superintendent or the superintendent's designee. Students violating

this policy shall be referred to the appropriate law enforcement agency(ies) 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.
- D. **POSSESSION, USING, SMOKING OR CHEWING TOBACCO PRODUCTS** is not permitted.
- E. **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.
- F. **SEVERE OBSCENE OR VULGAR LANGUAGE**: Swearing and/or vulgar language is prohibited.
- G. **POSSESSION AND/OR USE OF STINK/SMOKE "BOMBS", FIREWORKS, MATCHES, LIGHTERS OR OTHER SUCH ITEMS** is prohibited.
- H. **TRUANCY** see pg. 13 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.

OTHER UNACCEPTABLE BEHAVIORS

- A. Articles such as video games, other electronic devices, water guns, etc., are not to be brought to school. **Additionally absolutely no cell phone/cameras are allowed in the locker rooms and restrooms.** If cell phones are at school, they should be turned off and secured in the student's hall locker. Electronic reading devices may be brought for reading purposes only.
- B. No texting in school.
- C. Do not throw snowballs on school property.
- D. Do not "horseplay" at school. This includes shoving, hitting, or kicking another student. "Horseplay" sometimes leads to injuries or to one or both students becoming angry which can cause fighting.
- E. Please walk at all times in the hallways. Do not run!
- F. Please use a conversational tone of voice in the hallways. Do not shout or yell.
- G. Please place all trash in the appropriate containers. Let's all help to keep our building neat and clean.
- H. Electronic Devices must be put in lockers before EO and not removed until the end of school. WRMS is not responsible for lost or stolen devices.

- I. Public Displays of Affection- Students are expected to conduct themselves in a respectful non intimate manner on school property.

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

The Board of Education and Washburn Rural Middle School is committed to providing a positive and productive working and learning environment, free from discrimination. Harassment/bullying may address race, religion, sex, national origin, physical attributes or disabilities, scholastic aptitude, sexual orientation, or age. Harassment/bullying 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. The Associate Superintendent, 5928 SW 53rd, Topeka, KS (1-785 339-4000) has been designated to coordinate compliance with nondiscrimination requirements.

All forms of harassment/bullying will not be tolerated and are prohibited at school, on school property, and at all school-sponsored activities, programs or events. Harassment/bullying against individuals associated with the school is prohibited, whether or not the harassment/bullying occurs on school grounds.

It shall be a violation of this policy for any student, employee or third party (visitor, vendor, etc.) to harass/bully any student, employee, or other individual associated with the school. It shall further be a violation for any employee to discourage a student from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provision of this policy.

General harassment/bullying may be any hostile or offensive act or expression by a person or group against a person or group. This may include, but not be limited to, the following:

- verbal, physical, or written intimidation or abuse
- derogatory name calling
- insults
- practical jokes which may result in awkwardness or embarrassment
- unwelcome remarks or innuendoes
- taunting or ridicule of any individual
- derogatory or offensive pictures, drawings, and materials
- use of derisive slang terms concerning another individual
- bullying in any form, **including electronic means**, on **or while using** school property, in a school vehicle or at a school sponsored activity or event

SEXUAL HARASSMENT

The board of education is committed to providing a positive and productive learning and working environment, free from discrimination on the basis of sex, including sexual harassment. Sexual harassment shall 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 from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy.

Sexual harassment is unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written or physical conduct of a sexual nature when made by a member of the school staff to a student or when made by any student to another student when: (1) submission to such conduct is made, explicitly or implicitly, a term or condition of the individual's education; (2) submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual; or (3) such conduct has the purpose or effect of interfering with an individual's academic or professional performance or creating an intimidating, hostile or offensive academic environment.

Sexual harassment may 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 a student's grades, participation in extra-curricular activities, etc.

The district encourages all victims of sexual harassment and persons with knowledge of such harassment to report the harassment immediately. The district will promptly investigate all complaints of sexual harassment and take prompt corrective action to end the harassment.

Any student who believes that he or she has been subjected to sexual harassment should discuss the alleged harassment with the building principal, another administrator, the guidance counselor, or another certified staff member. Any school employee who receives a complaint of sexual harassment from a student shall inform the student of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. If the building principal is the alleged harasser, the complaint shall be reported to the district compliance coordinator. The building principal or district compliance coordinator shall discuss the complaint with the student to determine if it can be resolved. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a formal complaint under the district's discrimination complaint procedure.

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 student 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 provide grounds for discipline under the code of student conduct.

An employee who witnesses an act of sexual harassment shall report the incident 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.

When a complaint contains evidence of criminal activity or child abuse, the building coordinator or district coordinator shall report such conduct to the appropriate law enforcement or DCF authorities.

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.

The filing of a complaint or otherwise reporting sexual harassment shall not reflect upon the individual's status or grades. Any act of retaliation against any person who has filed a complaint or testified, assisted, or participated in an investigation of a sexual harassment complaint is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to and including expulsion for a student or termination of employment for an employee.

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 learning and working environment, free from discrimination, including harassment, on the basis of race, color, national origin, or disability. Discrimination or harassment on the basis of race, color or national origin ("racial harassment") or on the basis of disability ("disability harassment") shall not be tolerated in the school district. Racial or disability harassment of employees or students of the district by board members, administrators, certificated and support personnel, student, 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 of the 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 or 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 any student, employee or other individual associated with the school. It shall further be a violation for any employee to discourage a student from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy.

Prohibited conduct under this policy includes racially or disability – motivated conduct which:

1. Affords a student different treatment, solely on the basis of race, color, national origin, or disability in a manner which interferes with or limits the ability of the 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 academic environment; or

3. Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of interfering with a student's academic performance or ability to participate in or benefit from the services, activities or programs of the school.

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

The district encourages all victims of racial or disability harassment and persons with knowledge of such harassment to report the harassment immediately. The district will promptly investigate all complaints of racial or disability harassment and take prompt corrective action to end the harassment.

Any student who believes he or she has been subject to racial or disability harassment or has witnessed an act of alleged racial or disability harassment, should discuss the alleged harassment with the building principal, another administrator, the guidance counselor, or another certified staff member. Any school employee who receives a complaint of racial or disability harassment from a student shall inform the student of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. If the building principal is the alleged harasser, the complaint shall be reported to the district compliance coordinator. The building principal shall discuss the complaint with the student to determine if it can be resolved. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a formal complaint under the district's discrimination complaint procedure.

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 student 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 provide grounds for discipline under the code of student conduct. The discipline of a student for violation of any provision of the code of student conduct may be enhanced if the conduct is racially or disability motivated.

An employee who witnesses an act of racial or disability harassment shall report the incident 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.

When a complaint contains evidence of criminal activity or child abuse, the compliance coordinator shall report such conduct to the appropriate law enforcement or DCF authorities.

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.

The filing of a complaint or otherwise reporting racial or disability harassment shall not reflect upon the student's status or grades. Any act of retaliation against any person who has filed a complaint or testified, assisted, or participated in an investigation of a racial or disability harassment complaint is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to and including expulsion for a student or termination of employment for an employee.

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.

REPORTING HARASSMENT/BULLYING

The district and Washburn Rural Middle School encourages all victims of general, sexual or racial harassment/bullying and persons with knowledge of such harassment/bullying to report the harassment/bullying immediately. The district will promptly investigate all complaints of harassment/bullying and take prompt corrective action to end the harassment.

Any student, who believes he or she has been subject to general, sexual, or racial harassment/bullying or has witnessed an act of alleged general, sexual, or racial harassment, shall discuss the alleged harassment with the building principal, another administrator, guidance counselor or another certified staff member. Any school employee who receives a complaint of harassment /bullying from a student shall inform the student of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. If the building principal is the alleged harasser, the complaint will be reported to the district compliance coordinator. The building principal shall discuss the complaint with the student to determine if it can be resolved. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a formal complaint under the district's discrimination complaint procedure.

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes harassment/bullying under the definitions outlined above. Unacceptable student conduct may or may not constitute harassment/bullying, depending on the nature of the conduct and its severity, pervasiveness and persistence. Behaviors, which are unacceptable but do not constitute harassment, may provide grounds for discipline under the code of student conduct. The discipline of a student for violation of any provision of the code of student conduct may be enhanced if the conduct is generally, sexually or racially motivated.

An employee who witnesses an act of general, sexual or racial harassment shall report the incident to the building principal. Employees who fail to report complaints or incidents of general, sexual or racial harassment to appropriate school officials may face disciplinary action. School administrators who fail to investigate and take appropriate corrective action in response to complaints or harassment may also face disciplinary action.

When a complaint contains evidence of criminal activity or child abuse, the compliance coordinator shall report such conduct to the appropriate law enforcement or DCF authorities. 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 a process to the accused.

The filing of a complaint or otherwise reporting of harassment shall not reflect upon a student's status or grades. Any act of retaliation against any person who has filed a complaint or testified, assisted or participated in an investigation of a general, sexual or racial harassment complaint is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to and including expulsion for a student or termination of employment for an employee. False or malicious complaints of general, sexual or racial harassment may result in corrective or disciplinary action against the complainant.

Emergency Safety Interventions (ESI)

The emergency safety interventions (ESI) law set forth standards for the use of restraint and seclusion to ensure that all Kansas students and staff have a safe learning environment. The standards found in the ESI statutes and regulations are required to be followed in all Kansas public school districts and accredited private schools.

An ESI is the use of seclusion or physical restraint. The use of ESIs shall cease as soon as the immediate danger of physical harm and violent action ceases to exist.

The use of an ESI should never be taken lightly and always be the last step taken to ensure safety. Before using an ESI, a school employee witnessing the student's behavior must have determined that less restrictive alternatives to ESI, such as positive behavior interventions support, were inappropriate or ineffective under the circumstances. *Before using physical restraint, a school employee should be trained in Therapeutic Crisis Prevention (CPI).*

ESIs 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. Violent action that is destructive of property may necessitate the use of an ESI. ESIs may not be used for purposes of discipline, punishment, or for the convenience of a school employee.

Physical restraint means bodily force used to substantially limit a student's movement. Physical restraint is NOT:

- Consensual, solicited or unintentional contact and contact to provide comfort, assistance or instruction;
- physical escort;
- prescribed treatments for a student's medical or psychiatric condition by a person appropriately licensed to issue these treatments;
- protective or stabilizing devices either ordered by an appropriately licensed professional or required by law;
- any device used by a law enforcement officer in carrying out law enforcement duties; and
- seatbelts and any other safety equipment when used to secure students during transportation.

**Physical restraint may never be an option for children who have a medical condition that could put the child in mental or physical danger as a result of the use of physical restraint. The medical condition must be in a written statement from the student's licensed health care provider, and a copy of given to the school and placed in the student's file.*

Prohibited types of restraints:

- Prone, or face-down, physical restraint;
- supine, or face-up, physical restraint;
- any physical restraint that obstructs the airway of a student;
- any physical restraint that impacts a student's primary mode of communication;
- chemical restraint ("chemical restraint" means the use of medication to control a student's violent physical behavior or restrict a student's freedom of movement); and

- mechanical restraint (“mechanical restraint” means any device or object used to limit a student’s movement).

Seclusion means placement of a student in a location where:

- The student is placed in an enclosed area by school personnel;
- the student is purposefully isolated from adults and peers; and
- the student is prevented from leaving, or the student reasonably believes that such student will be prevented from leaving, the enclosed area.

*A student may not be secluded if the student is known to have a medical condition that could put the student in mental or physical danger as a result of seclusion. The medical condition must be in a written statement from the student’s licensed health care provider, and a copy of given to the school and placed in the student’s file.

When a student is placed in seclusion, a school employee shall be able to see and hear the student at all times.

If a seclusion room has a locking door it must be designed to ensure that the lock automatically disengages when the school employee viewing the student walks away from the seclusion room, or in cases of emergency, such as fire or severe weather.

A seclusion room must be a safe place. The room must have good ventilation and lighting, and be free of any condition that could be a danger to the student. The room must also be similar to other rooms where students frequent.

Seclusion is not time-out, which is a behavioral intervention in which a student is temporarily removed from a learning activity without being confined.

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. Computers are available during school hours for students completing school assignments.

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

LUNCH PROGRAM

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 Cafetorium.

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 as soon as he/she arrives at school.

CAFETORIUM RULES AND PROCEDURES

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 Cafetorium procedures are to be followed at all times.

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, a student must return her/his tray and trash to the tray window and then return immediately to his/her original seat.
3. Chairs may not be moved or rearranged. Face the table with legs and feet under chairs and not on seats.
4. Quiet conversation is encouraged at your table. 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.

STUDENT LIFE

ATHLETICS

A well-rounded sports program for inter-scholastic competition is available at Washburn Rural Middle 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. 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 bleacher.
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, please 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. Athletes participating in the first game may remain in the hallway to finish drinks.
10. Students wanting to use the bathroom or phone should do so at half-time or between games.
11. All trash should be placed in the trash container.

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.

FIRE DRILLS

The State laws of Kansas require that all schools hold monthly fire drills during the school year and that all students know the proper exits and procedures to be used.

It is important that we follow the following procedures during fire drills or during an actual fire:

1. The fire drill warning shall be the sounding of the fire alarm.
2. The aim of fire drills is a rapid and orderly departure from the building. Fire exits shall be posted in each WRMS classroom and other areas.
3. At the sounding of the fire drill warning, all work must cease instantly. Students shall move in an orderly manner as directed by the teacher.
4. Students near any windows will be immediately asked to close them.
5. Teachers will go to the classroom door first, remain there until the last student has left the room and then follow the students. Teachers are responsible for seeing that students move quickly and in an orderly fashion.
6. Fire drills will conclude with the movement of students out and away from the building, not less than 300 feet. Students will remain with their assigned teacher. (Teachers shall take class lists when evacuating the building.)
7. At the close of the fire drill, students will be notified when to return to the building. Students are to return to class in an orderly manner.

HEALTH SERVICES

Nurse:

Our health room is located in the office area and our nurse is available to students for health concerns and emergencies. A student should obtain a pass from his/her 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 this school year. The school nurse can provide further information and any exceptions to this policy.

Illness:

Please do not send your child to school if he/she has been ill (vomiting, diarrhea, etc.) or has 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 your child's 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 his/her 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 pg. 8-9 for disciplinary action).

LOCKERS

Lockers will be assigned to you during enrollment. You will be responsible to your team of teachers for keeping a clean and orderly locker. All of your books and personal items are to be stored there. Each locker has a built-in combination lock. It is your responsibility to maintain privacy by not letting other students know your combination.

You may decorate inside your locker with pictures of friends or family. Pictures or pages from any publication are not allowed. You may use masking tape to hang pictures. Please do not use Scotch tape.

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

SCHOOL VISITORS

Parents and guardians of our students are encouraged and cordially invited to visit our school at any time. You are welcome to attend class, eat lunch or just stop in to visit.

We do 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.

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.

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 grade parties or dances will start at 3:00 p.m. and will be no more than two hours in length.
3. Eighth grade parties or dances will be no more than two hours in length.

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 student accident insurance to cover some expenses. 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 has certain limits and pays the "usual and customary" charges, so it may pay 100% of the bills. 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.

STUDENT PLANNERS

Each student will be issued a student planner at the beginning of the school year. All students are required to USE the planner, and teachers will be checking the planner at regular intervals.

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.

TELEPHONE

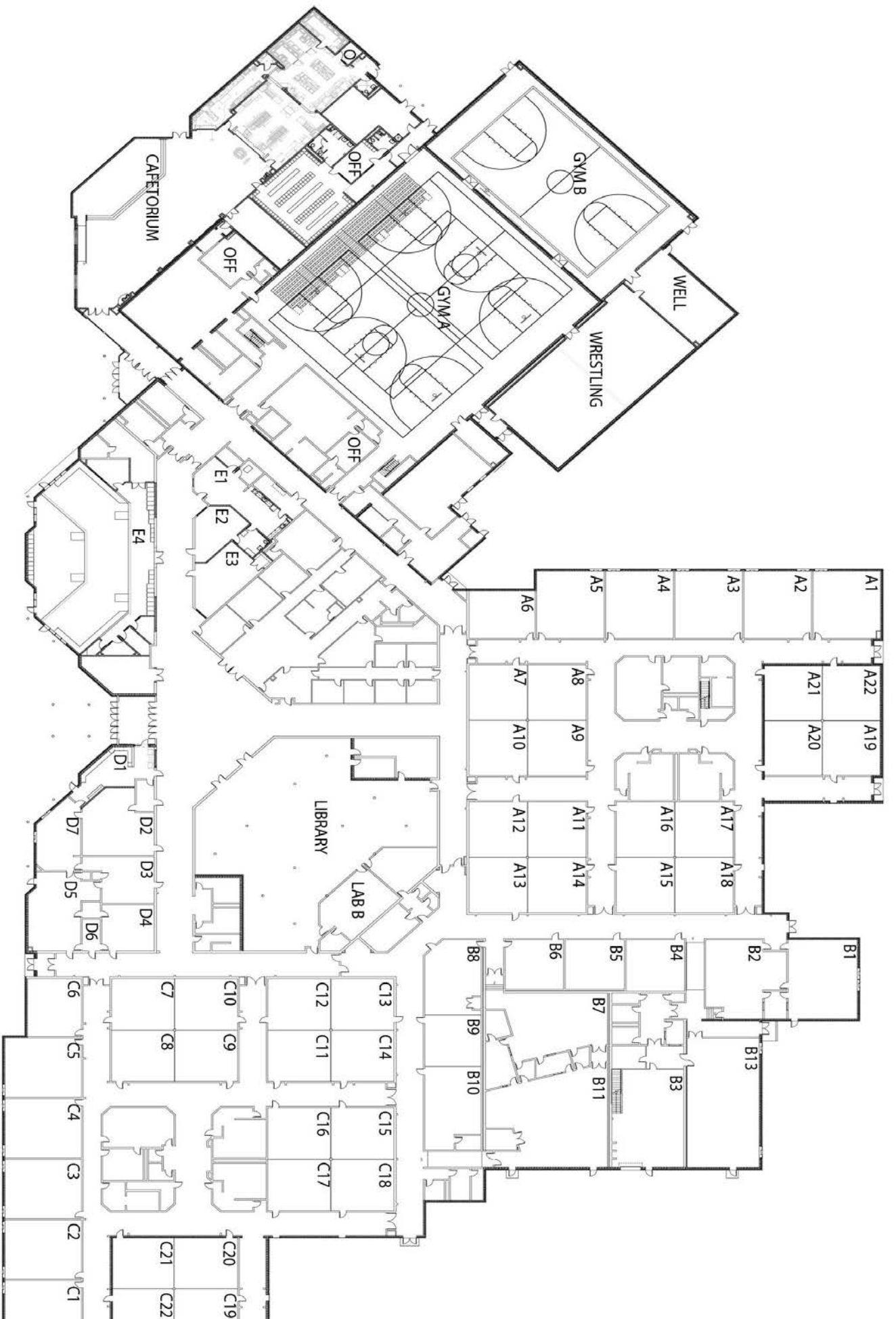
Students may use the office telephone only for emergencies. Before using the office telephone, students must have a signed pass from their teacher. Students are discouraged from receiving phone calls during school hours unless there is an emergency situation. Please make arrangements for any social needs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

TORNADO DRILLS

The State laws of Kansas require that all schools hold three tornado drills during the school year (fall, winter and spring) and that all students know the procedures to be used and the designated areas. It is important that we use the following procedures during a tornado drill or an actual tornado.

1. The tornado warning shall be the sounding of the "severe weather alarm".
2. Designated shelter areas for tornadoes shall be posted in WRMS classrooms and other areas.
3. When the severe weather signal sounds, all students and staff shall move quickly and quietly to their designated areas.
4. Teachers will lead their students to the designated areas and remain with their classes during the drill or alert. (Teachers shall take class lists to the designated shelter areas.)
5. Students and staff are to assume a sitting position, with their backs toward the wall, heads down, knees up and hands/arms covering their heads.
6. 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.
7. Students are not to leave the shelter areas until the all clear signal is given.

2016-2017 CALENDAR



WASHBURN RURAL MIDDLE SCHOOL

SCHOOL SAFETY HOTLINE

**To anonymously report any threats or impending
violent activities call (toll free):**

1-877-626-8203