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## SECTION I--INTRODUCTION

## **MISSION STATEMENT**

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

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

USD #289 will follow all provisions of the Family Educational Rights and Privacy Act (FERPA). A detailed explanation of FERPA provisions are listed on page 17.

## **NONDISCRIMINATION STATEMENT**

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

## **SECTION 504**

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

## **SCHOOL SONG**

Our strong bonds will ne'er be broken, it can never die.  
Far surpassing wealth unspoken, seals our friendship ties.  
Lift the chorus ever onward, crimson and the blue.  
Hail to thee our Alma Mater, hail to Wellsville School.

## **INACTIVE ACTIVITY FUNDS**

The board will assume control of all inactive activity funds and disburse those funds to other activity accounts or expend the funds as directed by the board.

## **SCHOOL GOALS**

- A. Learn how to be a good citizen by understanding and practicing democratic ideas and ideals.
- B. Acquire a general education and develop skills in:
  - a. Reading
  - b. Writing
  - c. Math
  - d. Speaking
  - e. Listening
  - f. Managing of money, property and resources
  - g. Health and physical education
  - h. Safety
  - i. Understanding and appreciation of the fine arts
  - j. Technology

C. Acquire information needed to make job selections and become aware of skills needed to enter a specific field of work.

D. Develop good character and self-respect by developing pride in work and a feeling of self-worth.

E. Learn how to examine and use information to understand the changes that are taking place in the world now and how they might influence the future.

F. Respect people whose cultures, languages and heritages are different from their own.

### **ADMISSION PRICES TO ACTIVITIES**

A family athletic pass for regular season home events is \$75.00.

School productions and varsity athletic events:

Students K-12	\$3.00
Adults	\$5.00

Dances:

Singles	\$3.00
Couples	\$5.00

Musicals/Plays:

Students K-12	\$3.00
Adults	\$5.00

### **CLASS SPONSORS**

<b>9<sup>th</sup> Grade</b>	<b>10<sup>th</sup> Grade</b>	<b>11<sup>th</sup> Grade</b>	<b>12<sup>th</sup> Grade</b>
Dominguez	Evans	Chambers	Messer
Stendebach	Hunsacher	Villaca	Sayler
Chaney	Math	Berg	Allen
Batchelder	Long	McCarty	Viets
	Ag	Face	Leintz

## **SECTION II--WELLSVILLE HIGH SCHOOL POLICY**

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

- Only Wellsville 9th through 12th grade students are to attend high school social events. Outside dates will be allowed at homecoming, winter sports coronation, and the prom dance if signed up ahead of the event and approved by the principal.  
Outside dates will not be permitted if they are:

- a. 21 years of age or older
- b. on long-term suspension or expulsion
- c. a high school dropout
- d. a middle school student

The principal reserves the right to deny admission to outside dates.

- Once you are inside the building, you will not be allowed to leave and return to the dance.
- There will be at least three supervisors on duty for activities.
- All school policies and rules apply to students participating in or attending school sponsored activities whether the activity is during the regular school day or is an extra-curricular activity (dances, field trips, athletic events, etc.)
- Students must attend one half of the school day during the day of the activity to be allowed to attend a school function.
- The administration reserves the right to administer random breathalyzer tests to students upon admission to school events. Students who test positive will be excluded from school events and their parents will be called to transport the student home. Students who test positive are in violation of the Drug Free Schools and Communities Act and will be dealt with according to handbook policy.

Student must be in good standing (not under suspension or expulsion.)

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

Wellsville High School does accept part-time students . However, in order to participate in extra curricular activities, part-time students must be enrolled in 5 courses in USD 289 and meet all other KSHSAA eligibility requirements.

## LEGAL BASIS FOR ATTENDANCE

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

## OFFICE/PARENT CONTACT

A student who is more than 15 minutes late will be considered absent. The high school office will expect a parent/guardian to call 785-883-2057 before 8:30 am if their child is not going to be in attendance. If we do not hear from the parent or guardian, the office will attempt to contact the parent/guardian by phone.

If no parent/guardian contact has been made by the time the student returns to school, the student will need to submit a note or the parent/guardian will need to call the office stating the reason and the date(s) of the absence. These will be used to determine if the absence is excused or unexcused. All absences without written or verbal parental/guardian notification will be unexcused. Three consecutive days or five or more days of unexcused absences in any semester will result in the child being truant and subject to K.S.A. 72-1113.

## TRUANCY

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

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

## ATTENDANCE POLICY

The U.S. Department of Education defines Chronic Absenteeism as a student that misses more than 10% of the school year. Chronic absenteeism is not the same as truancy. Truancy only counts unexcused absences, whereas chronic absenteeism counts all days missed. In order to not be considered chronically absent, students must attend at least 90% of all class periods in each academic semester. In practical terms this translates to missing no more than 8 school days per semester. Classes for school activities do not count toward these days.

When a student accumulates five absences in a class during a semester, the parents/legal guardians will be informed by letter.

Once a student reaches 9 absences in a semester (counting excused absences as well) the parents/legal guardians will be notified by letter of loss of credit due to violation of the attendance policy. The student may receive credit for the class if they choose to make up the missed class periods back to the allowed limit of 8. Arrangements to make up the missed class time may be made with the high school administration with all time to be made up before the end of the semester. In order for students to participate in activities/dances/field trips, they must be actively making up any missed time. Exceptions for extreme medical, health, or hardship situations may be made by the high school administration.

## CATEGORIES OF ABSENCES

All absences are classified into three categories.

### 1. EXEMPT

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

### 2. EXCUSED

The state of Kansas delegates to the Board of Education the responsibility of determining reasons for excusable absences. The following are reasons for excusable absences:

- Personal illness verified by a physicians or dentist's note with the exact dates of absence specified.
- Serious illness or death of a family member or close friend.
- Religious observance of the student's own faith.
- Court appointment with appearance verified.
- Emergency situations requiring immediate action.

It is the responsibility of the student to clear absences with the office within 24 hours of their return to school. Failure to clear absences will result in the absence being unexcused. A parental phone call or note is always required.

### 3. UNEXCUSED

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

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

A student whose absences are unexcused will receive no credit.

### **BOARD OF REGENTS RECOMMENDED**

Kansas Board of Regents college:

English-4 units                      Natural Sciences- 3 units  
Mathematics -3 units (Algebra I and above)  
Social Sciences-3 units              Electives-3 units of approved courses

### **BUILDING HOURS (7:00 am TO 3:15 pm)**

Students must be working with a faculty member to come earlier or stay later. Students will be asked to leave if the sponsor is not present. Violations will result in detention or other disciplinary action.

### **BULLETINS**

A daily bulletin will be distributed in order to keep students informed of up to date information. Teachers are to read the bulletin aloud and post it where students have access to it. Students are held responsible for bulletin information. Only school information and announcements will be published.

## **BULLYING**

Wellsville USD 289 is committed to providing a safe, positive, and productive educational environment for all of its students. Our school encourages the promotion of positive interpersonal relationships between members of the school community. Aggressive behavior toward a student or staff member, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse. The school will not tolerate any comments, threats, or actions, which cause or threaten to cause bodily harm or personal degradation. This applies to all activities in the district, including school activities on or off school property or while traveling on school transportation.

Bullying is defined as any intentional gesture or any written, verbal, or physical act or threat that is sufficiently severe, persistent, or pervasive that creates an intimidating, threatening or abusive educational environment for a student or staff member.

- **Conduct Which Is Not Bullying**

For the purpose of this policy, bullying does not mean mere teasing, put-downs, “talking trash,” trading of insults, or similar interactions among friends, nor does it include expression of ideas or beliefs as long as such expression is not lewd, profane, or does not interfere with students ability to learn, the instructional program, or the operations of the school.

- **Bullying Determination**

The determination whether a particular conduct constitutes bullying requires reasonable consideration of the circumstances, which include the frequency of the behavior at issue, the location in which the behavior occurs, the ages and maturity of the students involved, the activity or context in which the conduct occurs, and the nature and severity of the conduct.

- **Reporting Of Bullying**

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. All complaints about aggressive behavior that may violate this policy shall be promptly investigated. Reports shall be made to any faculty member or the principal. All reports will be investigated by the principal.

- **Cyber Bullying**

Cyber bullying is defined as the use of e-mails, cell phones, pagers, text messages, instant messaging, defamatory websites, defamatory on-line personal polling websites, and chat rooms to intimidate or to cause harm to a student or staff member. Both on campus and off campus cyber bullying that causes a substantial and material disruption of the school environment is prohibited.

- **Implementation Activities**

Faculty meeting

- Review Senate bill 68

- Review threats/intimidation policies

- Review Wellsville High School policy

Freshman mentoring program

- Mentors review Wellsville High School policy with freshmen mentees

Class meetings

- Administration review of Wellsville High School policy with students

## **CELL PHONES**

Cell phones are allowed in the building, but with the following restrictions:

- Cell phones are prohibited in restrooms, and locker rooms.
- Cell phones and other electronic learning devices are allowed in the classroom for educational purposes with teacher permission.
- Cell phones can be used before or after school, during passing periods, and during lunch.
- Any cell phone taken from a student by school personnel will result in the following consequences.

First offense: The student will be assigned two disciplinary points.

Second offense: The student will be assigned two disciplinary points and one hour of before or after school detention time.

Third and additional offenses: The student will be assigned two disciplinary points and one day of ISS.

### **COLLEGE VISITATIONS**

Juniors are allowed one college visit per year and seniors are allowed two visits. Students must have a note signed on the letterhead of the visiting institution for it to be counted as a school related absence. Visits must be taken before May 1. Exceptions to this can be made by the administration if deemed necessary.

### **COPYRIGHT MATERIALS**

Student Privacy Rights:

Identifiable student images shall not be posted on district or school web sites without prior written permission from the student and, if under 18, the student's parent or guardian. The mailing address, telephone number or other personally identifiable information about any student shall not be posted on district or school web sites. All applicable requirements of the Family Educational Rights and Privacy Act (FERPA) shall be followed.

Copyrighted Material Posted On Web Sites:

Original materials will not be posted on district or school web sites without prior written permission of the student who created the work. Webmaster/Principal, etc. shall be in charge of monitoring permission to post copyrighted materials.

Software Copyright:

Software acquired by staff using district or school web sites, and installed on district computers, must comply with copyright laws. Proof of purchase must be filed in the district office.

Downloading Copyrighted Materials:

Students and staff shall not download copyrighted materials without prior, written permission being obtained from the author or creator of the material in question. See ECH for "fair use exceptions" which may allow for limited use of copyrighted materials.

### **DETENTIONS**

Detentions may be assigned by any staff member for disciplinary reasons or to make up time for tardiness/absences. Parents are to be notified in writing stating the reason for the detention and the time it is to be served. Detentions will be held before or after school as determined by the person assigning the detention. Upon being notified of a detention, the student will have up to 24 hours to serve it. Since detention is an extension of the school day, all school rules apply.

### **DISCIPLINE POLICY**



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

#### DISCIPLINE POLICY POINT SYSTEM

##### CATEGORY I (0-1 POINT)

- Disruptive behavior in classroom
- Dress code violations
- Excessive tardies
- Failure to participate in required activities
- Inappropriate behavior
- Inappropriate language or gesture
- In-school suspension room violations
- Leaving class without permission
- Parking violations
- Possession of skateboard on school property
- Throwing snowballs on school property

##### CATEGORY II (0-2 POINTS)

- Leaving school grounds without permission and/or signing out
- Misuse of school property
- Unacceptable behavior at a school event (home or away)
- Public display of affection
- Lunchroom misbehavior
- School bus misbehavior
- Driving to vo-tech or NCCC without permission from the school
- Report from substitute teacher of student who misbehaved
- Possession of cell phone or electronic devices without teacher permission
- Selective attendance-skipping class
- Threats, obscenity, profanity, or gestures
- Throwing of dangerous object
- Harassment/intimidation
- Computer usage violations
- Unexcused absence

##### CATEGORY III (2-4 POINTS)

- Cheating on tests/turning in another student's work for credit
- Plagiarism
- Copying homework or allowing homework to be copied
- Driving violations
- False note or form/fraudulent use or removal of a school form

Fighting/physical force with anger  
Possession or use of tobacco products  
Spotters for students violating school policies  
Vandalism  
Failure to follow a teacher directive  
Bullying

**CATEGORY IV (3-6 POINTS)**

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

**CATEGORY V (4-12 POINTS)**

Arson  
Battery or aggravated battery  
Illegal substances  
Under the influence of or in possession of alcohol  
Physical force against any employee  
Terroristic threat  
Theft/possession of stolen property  
Weapons - deadly

**DISCIPLINARY POINT SYSTEM PROCEDURES**

Penalties will be assigned by the teacher or administrator as appropriate. Parents will be notified by email each time a student is assigned points for misbehavior. When a student has accumulated 6 points, the parent will be notified and a parent conference will be suggested to determine what strategies will be implemented to resolve the behavior. A student who has reached 12 points will be subject to expulsion or a long term suspension hearing. After returning from a suspension, the student will return to zero points. The hearing committee will determine how many points the student will be allowed upon their return to school.

**DRESS CODE**

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

The Board of Education approved dress code prohibits the following:

- Clothing with lettering, patches, or drawings that are offensive to others.
- Shirts advertising alcohol, tobacco, drugs, and double meanings.
- Clothing that leaves the midriff exposed, see-through mesh shirts or cut off shirts.
- Clothing that is designed to be worn primarily as undergarments if used as an outer garment.
- Gang related apparel.
- Hats, caps, stocking caps, do-rags, sagging pants, trench coats, and sunglasses
- Biker shorts, PE clothes or excessively short shorts.

- Excessively torn or ripped clothing.
- Pajamas.
- Clothing that causes a disruption or that the administration deems to be inappropriate.
- Hoodies worn on head.
- No blankets.

Students will wear shoes or sandals at school and at school functions.

The general atmosphere of the school must be conducive to learning. If the clothing is deemed inappropriate the student will be asked to change his/her appearance and make up any time lost in the process. A second offense will result in the assignment of detention time and/or disciplinary points.

Students who are participating in or attending extra-curricular activities such as field trips, game trips, music or athletics, etc. are under the supervision and jurisdiction of the sponsor in charge and are obligated to adhere to the rules of our school and the activity involved. Remember, you participate by choice.

### **DRIVERS EDUCATION**

Students are eligible to take drivers education if they are 14 years of age by May 31 and if they have successfully completed eighth grade.

### **DRIVING PRIVILEGES**

Students are to park in the lot north of the high school gymnasium. This lot is under 24 hour a day seven days a week video surveillance. Seniors may park in the east stalls of the front lot during designated weeks.

All other parking spaces on school grounds are designated and are restricted from student parking. Students who park in non-designated areas, park improperly (i.e. backwards, using 2 spaces), drive imprudently (i.e. wrong way, reckless, etc.) and who park in areas reserved for staff and visitors will be subject to disciplinary action including losing the right to park on school property.

General Information:

- Students are not to park cars in the middle school lot.
- Students are not to be in their car or in the parking lot without permission during the school day.

All vehicles driven by students to school must be registered and a parking permit displayed on the rear driver's side window. Stickers must be properly affixed to the window.

### **DRUG FREE SCHOOLS AND COMMUNITIES ACT**

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

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

The Wellsville School District reserves the right to administer an “impairment assessment” to students who show signs of being under the influence during the school day or at a school event. At the request of administration, law enforcement officers may use trained dogs on school premises to identify property which may contain illegal or illicit materials and determine whether materials are present which may threaten the general health, welfare and safety of students.

### **DUAL CREDIT COURSES AT NEOSHO COMMUNITY COLLEGE**

Juniors and Seniors may attend NCCC if they are on course to graduate. They are able to take up to 15 hours per semester at NCCC for dual credit. Students that take 6 hours of classes per semester will be back by 3<sup>rd</sup> hour. Students that take 12 hours to 15 hours will return for the start of 5<sup>th</sup> hour classes. These classes run Monday through Thursday. On Friday students can attend campus for free tutoring.. Interested students should make arrangements with the counselor. In order for a Wellsville High School student to attend NCCC the following general requirements must be fulfilled.

- Compliance with the attendance and tardy regulations of both NCCC and USD 289 is required in order for credit to be awarded. Passing grades must be maintained in order to receive credit.
- The student must agree to abide by all rules and regulations of USD 289 and NCCC. Repeated infractions of academic, disciplinary or behavioral requirements will result in suspension from the program and/or denial of earned credits.
- Students shall utilize USD 289 transportation to NCCC.
- The student must present prior permission in writing from their parent/guardian and must request and receive permission in writing from the building administrator to utilize other means of transportation to and/or from the Wellsville High School attendance center and NCCC or other vo-tech offerings. USD 289 and/or NCCC are not responsible for students who furnish their own transportation.
- Students who miss NCCC classes for any reason are responsible for contacting both NCCC and Wellsville High School by no later than 8:30 a.m.
- NCCC students are subject to all Wellsville High School attendance procedures concerning number of absences.
- Students will attend NCCC whenever it is in session.
- Students that drop an NCCC class will receive an F on their High School Transcript for the class.

### **EMERGENCY PROCEDURES**

#### **TORNADO DRILL**

- Rooms 102, 103, 104, 105, 106, 107, 116 and 117  
ARE TO STAY SEATED IN THEIR CLASSROOMS
- \* Rooms 118, 122, 122A, 123, 124, 125, &126 report to 117
- \* Rooms 110 & 111 report to 106
- \* Rooms 112 & 113 report to 104
- \* Rooms 100, 101, 114 & 115 report to 116
- \* Rooms 119 & 121 report to 103

\* PE/Strength Training classes report to Room 102  
DO NOT LEAVE DESIGNATED AREA UNTIL INSTRUCTED TO DO SO BY THE OFFICE!

#### FIRE DRILL

- \* Rooms 110, 111, 112, 113, 114 & 115 - Use Northwest exit
- \* Room 117 - Use Northeast exit from commons
- \* Room 116 - Use door that exits outside
- \* Rooms 100, 101, 102, 103 & 126 - Use front doors
- \* Rooms 104, 105, 106, 107, Mac Lab & Library - Use Southwest exit.
- \* Rooms 119, 121 & varsity dressing rooms - Exit through your doors
- \* Room 118 - Use front doors by superintendent's office
- \* Room 122, 122A, 123, 125, & 126 - Use middle school doors west of rooms

#### **EMERGENCY SAFETY INTERVENTION:**

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

#### **Definitions:**

- “Campus police officer” means a school security officer designated by the board of education of any school district pursuant to K.S.A. 72–8222, and amendments thereto.
  - “Chemical Restraint” means the use of medication to control a student’s violent physical behavior or restrict a student’s freedom of movement.
  - “Emergency Safety Intervention” is the use of seclusion or physical restraint, but does not include physical escort or the use of timeout.
  - “Incident” means each occurrence of the use of an emergency safety intervention.
  - “Law enforcement officer” and “police officer” mean a fulltime or part time salaried officer or employee of the state, a county, or a city, whose duties include the prevention or detection of crime and the enforcement of GAAF Emergency Safety Interventions GAAF2 criminal or traffic law of this state or any Kansas municipality. This term includes a campus police officer.
  - “Legitimate law enforcement purpose” means a goal within the lawful authority of an officer that is to be achieved through methods or conduct condoned by the officer’s appointing authority.
  - “Mechanical Restraint” means any device or object used to limit a student’s movement.
- “Parent” means: (1) a natural parent; (2) an adoptive parent; (3) a person acting as a parent as defined in K.S.A. 721046(d) (2), and amendments thereto; (4) a legal guardian; (5) an education advocate for a student with an exceptionality; (6) a foster parent, unless

the student is a child with an exceptionality; or (7) a student who has reached the age of majority or is an emancipated minor.

- “Physical Escort” means the temporary touching or holding the hand, wrist, arm, shoulder, or back of a student who is acting out for the purpose of inducing the student to walk to a safe location.
- “Physical Restraint” means bodily force used to substantially limit a student’s movement, except that consensual, solicited, or unintentional contact and contact to provide comfort, assistance, or instruction shall not be deemed to be physical restraint.
- “School resource officer” means a law enforcement officer or police officer employed by a local law enforcement agency who is assigned to a district through an agreement between the local law enforcement agency and the district.
- “School security officer” means a person who is employed by a board of education of any school district for the purpose of aiding and supplementing

### **Prohibited Types of Restraint**

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

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

### **Use of Emergency Safety Interventions**

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

### **ESI Restrictions**

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

### **Use of Seclusion**

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

All seclusion rooms equipped with a locking door shall be designed to ensure that the lock automatically disengages when the school employee viewing the student walks away from the seclusion room, or in case of emergency, such as fire or severe weather.

A seclusion room shall be a safe place with proportional and similar characteristics as other rooms where students frequent. Such room shall be free of any condition that could be a danger to the student, well ventilated, and sufficiently lighted.

### **Training**

All staff members shall be trained regarding the use of positive behavioral intervention strategies, de-escalation techniques, and prevention techniques. Such training shall be consistent with nationally recognized training programs on ESI. The intensity of the training provided will depend upon the employee's position. Administrators, licensed staff members, and other staff deemed most likely to need students in the classroom. District and building administration shall make the determination of the intensity of training required by each position. Each school building shall maintain written or electronic documentation regarding the training that was provided and a list of participants, which shall be made available for inspection by the state board of education upon request.

### **Notification and Documentation**

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

Documentation of the ESI used shall be completed and provided to the student's parents no later than the school day following the day of the incident. Such written documentation shall include:

- (A) The events leading up to the incident
- (B) student behaviors that necessitated the ESI;
- (C) steps taken to transition the student back into the educational setting;
- (D) the date and time the incident occurred, the type of ESI used, the duration of the ESI, and the school personnel who used or supervised the ESI;
- (E) space or an additional form for parents to provide feedback or comments to the school regarding the incident;
- (F) a statement that invites and strongly encourages

The parent shall be provided the following information after the first and each subsequent incident during each school year:

- (1) a copy of this policy which indicates when ESI can be used;
- (2) a flyer on the parent's rights;
- (3) information on the parent's right to file a complaint through the local dispute resolution process (which is set forth in this policy) and the complaint process of the state board of education; and

(4) information that will assist the parent in navigating the complaint process, including contact information for Families Together and the Disability Rights Center of Kansas. Upon the first occurrence of an incident of ESI, the foregoing information shall be provided in printed form or, upon the parent's written request, by email. Upon the occurrence of a second or subsequent incident, the parent shall be provided with a full and direct website address containing such information.

#### **Law Enforcement, School Resource, and Campus Security Officers**

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

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

#### **Documentation of ESI Incidents**

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

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

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

#### **Reporting Data**

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

#### **Parents Right to Meeting on ESI USE**

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

For a student with an IEP or a Section 504 plan, such student's IEP team or Section 504 plan team shall discuss the incident and consider the need to conduct a functional behavioral assessment,



develop a behavior intervention plan, or amend the behavior intervention plan if already in existence.

For a student with a section 504 plan, such student's section 504 plan team shall discuss and consider the need for a special education evaluation.

For students who have an individualized education program and are placed in a private school by a parent, a meeting called under this subsection shall include the parent and the private school, who shall consider whether the parent should request an individualized education program team meeting. If the parent requests an individualized education program team meeting, the private school shall help facilitate such a meeting.

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

The student who is the subject of such meetings shall be invited to attend the meeting at the discretion of the parent. The time for calling such a meeting may be extended beyond the 10day limit if the parent of the student is unable to attend within that time period. Nothing in this section shall be construed to prohibit the development and implementation of a functional behavior assessment or a behavior intervention plan for any student if such student would benefit from such measures.

#### **Local Dispute Resolution Process**

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

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

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

Upon receipt of a formal written complaint, the board president shall assign an investigator to review the complaint and report findings to the board as a whole. Such investigator may be a board member, a school administrator selected by the board, or a board attorney. Such investigator shall be

informed of the obligation to maintain confidentiality of student records and shall report the findings of fact and recommended corrective action, if any, to the board

#### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

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

The following parental rights are accorded under this act:

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

### **FIELD TRIPS**

Students must be in attendance the entire morning of an afternoon field trip to be eligible to participate. Students failing a class that is being held on the day of the field trip also may not be allowed to attend. Exceptions concerning unusual circumstances can be made by the principal.

### **FOREIGN EXCHANGE STUDENT POLICY**

Foreign exchange students hosted by families in USD 289 will be admitted to Wellsville High School. Exchange students have all the rights and privileges of other students and are expected to conform to the same rules and standards of conduct.

Exchange students will be placed at the appropriate grade level and will enroll in American History, American Government, and English IV, if possible. Other classes will be assigned based on the student's goals and interests and on availability of classes.

Exchange students will receive grades in all classes. If the student enters Wellsville High School in what would be their last year of high school in their native country and complete their classes with passing grades, including American History and American Government, they will be awarded a diploma. In cases where the student is not in the final year of high school, is not in attendance the entire school year, or earns failing grades, no diploma will be awarded.

### **FUND RAISING PROJECTS**

Fund raising projects by classes or clubs will be limited to two projects per year and must be approved by the principal. Prizes established for selling incentives are allowed with prior approval of the administration.

### **GENERAL CONDUCT**

Each teacher and all other school employees deserve respect and consideration. As teachers, we realize the importance of treating students with the same respect we expect from them. The school will not condone actions that show lack of respect for its employees.

## **GRADING PRACTICES**

At present the grades A, B, C, D, and F are used. There is no standard percentile used throughout the school in determining grades. All teachers are to inform students of their grading scale at the beginning of each course. The symbols I, P, Cr, NC, and N also may be used on grade cards and are explained below.

I-Incomplete. This letter indicates that the work has not been turned in for valid reason and the teacher allows the student to make up the assignment within a given time. After such allowed time, incomplete will be recorded as an "F" on the transcript. Maximum of three days unless due to illness or special circumstances.

P-Pass. All course requirements were completed satisfactorily.

Cr-Credit is given for satisfactory work.

NC-No credit is given and no grade is issued.

N-Grade is recorded at 59%.

## **GRADUATION CEREMONY PARTICIPATION:**

Students who do not meet district requirements for graduation will not be allowed to participate in commencement ceremonies. Also, students may not be allowed to participate in commencement ceremonies if this is part of disciplinary action being administered due to the student's behavior.

## **HOMECOMING AND WINTER SPORTS**

Student Council is in charge of fall Homecoming activities and STUCO are in charge of winter sports coronation.

Requirements are as follows:

- There will be three king and three queen candidates.
- Candidates must be in good standing in both the school and the community.
- Candidates and the final king and queen winners will be chosen by an all school vote.

## **HONOR ROLL**

HIGH HONOR ROLL: 4.00 grade point average

HONOR ROLL: 3.40-3.99 grade point ave.

- Students must be enrolled in five or more classes in which grades are assigned.
- Students must not have any incomplete or failing grades.
- Student assistants are graded on a pass/fail basis and will not be calculated for the honor roll.

## **IN-SCHOOL SUSPENSION**

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

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

The penalties for violating ISS rules are as follows:

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

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

### **LEAVING CLASS**

Students are not to be out of class without teacher permission. No student should ever be permitted to leave class without a pass in their possession. Students out of class without a pass will be assigned detention time or disciplinary points. Students will not be called out of class for phone calls unless it is an emergency. A message will be taken and delivered to the student.

### **LEAVING SCHOOL**

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

### **LOCKERS**

The school is not responsible for theft from a student's locker. Students are encouraged to lock their lockers, but must use school padlocks. The student is responsible for turning in their school issued padlock at the end of the year. Any student failing to turn in a padlock will be charged with a \$5 replacement fee.

Students are to have all lockers cleaned at the end of the last day of classes and are responsible for the condition of their locker. Students will be required to pay for any locker damage or vandalism.

The administration reserves the right to inspect student lockers at any time without prior notice if there exists reasonable evidence to suspect that articles stored in the locker may have been stolen or are prohibited by school board policy and/or national, state or local laws. If reasonable cause exists the administration also reserves the right to inspect backpacks, purses, and other possessions in the locker.

### **LUNCH PERIOD**

The lunch period will be twenty-five minutes in length. Lunch period is closed, which means that students are to eat their lunch at school and are not to leave the building.

Students are not allowed to order lunch to be delivered from a restaurant, fast food establishment, etc.

Students are not allowed to be in the parking lot during lunch. Students will eat by class with seniors going first. Failure to follow rules at lunch may result in loss of line privileges.

Students cannot charge their breakfast and/or lunch at any time. Ala-carte items, which are sold every day are on a cash only basis.

### **MAKE-UP WORK**

If a student knows ahead of time that they will be absent it is their responsibility to get the assignments completed and turned in before they leave.

Beginning from the date a student returns to school after an excused absence, he/she is allowed the same number of days as days missed to make up work (longer time may be allowed due to unusual circumstances). If it appears that a student is taking advantage of this policy, the teacher may use his/her own judgment concerning the appropriate course of action. It is the responsibility of the student to contact the teacher and make the necessary arrangements. After the allotted number of days to make up work has passed, the incomplete grade will be recorded as an "F" on the transcript.

Missed tests will have to be taken in the time allowed for make-up work. Work not made up will result in a zero.

### **MATH CREDIT**

Students taking Algebra in 8th grade could choose to have that course added to their high school transcript upon the completion of three math credits during their high school tenure. Any math credits taken in middle school and added to the high school transcript would not include a letter grade or be calculated into the high school GPA. \*Additional math credits could be considered for addition to the transcript based on the students Individual Education Plan.

### **MEDICINE**

Diagnosis and treatment of illness and the prescribing of drugs and medicines are not the responsibility of the public schools, and are not to be practiced by any school personnel, including school nurses, unless authorized.

In certain circumstances when medication is necessary in order that the student remain in school, the school may cooperate with parents in the supervision of medication that the student will use. However, the medical person authorized to prescribe medication or the parent if it is a non-prescription medication must send a written order to the building administrator who may supervise the administration of the medication or treatment. The parents must submit a written request to the building administrator requesting the school's cooperation in such supervision and releasing the school district and personnel from liability. In the administration of medication, the school employee shall not be deemed to have assumed any legal responsibility other than acting as a duly authorized employee of the school district.

### **ONLINE CLASSES**

Allen County offers Career and Technical Education (CTE) courses online that WHS students are allowed to enroll in. Thanks to Senate Bill 155 the state of Kansas pays tuition costs for high school students taking these classes. Certificates that can be earned through these classes are: Livestock Management, Business Management, Computer and Network Support Technician, Law Enforcement, Early Childhood Education, Healthcare Specialist, Pharmacy Technician, Adult Care Home Administration and Medical Office Assistant.

### **PEER GRADING OF ASSIGNMENTS**

Peer grading shall be allowed when the teacher believes it will be a valuable learning experience for the class. During a peer grading activity, the teacher shall use the activity to help students review class concepts or objectives. If peer grading is allowed, students shall not be asked to publicly reveal either their own grade or the grade of another student.

## **PEP ASSEMBLIES**

When students are dismissed to go to the pep assembly, they are to go directly to the gym and sit on the west side. Failure to attend an assembly will be treated as a skipped class.

## **PLAGIARISM AND ACADEMIC DISHONESTY**

Academic dishonesty is not acceptable. Cheating, defined as copying another student's work and claiming it is your own and plagiarism, defined as the use of another person's original ideas or writing without giving credit to the true author, are both prohibited practices. Materials taken from electronic sources are covered by this policy. A student who engages in any form of academic dishonesty will be subject to the loss of credit for the work in question, as well as other disciplinary measures. .

## **PROM**

Attendance Guidelines

- Only Wellsville High School students who are classified as juniors or seniors at the beginning of the second semester are eligible to attend.
- Students must be in good standing concerning discipline and attendance. (Students who are absent unexcused on the Friday preceding Prom are not eligible to attend).
- Proper dress is required for admittance to Prom.

## **PROMOTION FROM MIDDLE SCHOOL**

Eighth grade promotion requirements are as follows:

- Attain a minimum of six credits (eight possible) in the core classes of English, math, science, and social studies and maintain a 60% in each course for the year.
- Attain a minimum of three credits in elective classes.

The middle school principal will make the final decision on students graduating from eighth grade and being promoted to high school.

## **REQUIRED COURSES/CREDITS**

If a student, after taking and failing a course at Wellsville, elects to take the course at another educational institution, prior approval of the course for credit must be obtained from the administration or counselor at Wellsville High School.

In order to graduate from Wellsville High School, students must receive the following number of credits and complete the required classes listed below:

### **Requirements 25 hours**

- Language Arts 4 credits  
English I   English II   English III   English IV
- Mathematics 3 credits  
Applied Math   Pre Algebra   Algebra I  
Geometry   Algebra II   Algebra III/Trig  
Pre Calculus
- Science 3 credits  
Biology I   Earth/Space Science   Chemistry
- Social Science 3 credits

World History	US History	US Government
-Physical Education 1 credit		
-Fine Arts Elective		
Art	Music	Spanish
-Speech ½ credit		
-Personal Finance 1 credit		

**SCHEDULE CHANGES**

Students are allowed to select their courses in accordance with the school district graduation requirements and the recommendations of the counselor. Once a student is placed in a course, it is expected that he/she will remain with that course for the duration of the semester. Students are not allowed to drop courses after the fifth day of classes each semester. If it is necessary to drop a student from a class due to discipline problems, the student will receive a quarter or semester failure in that class.

**SENIORS: PART-TIME SCHEDULES**

The following guidelines pertain to any senior who wishes to take a part-time schedule:

- Part-time schedules can only be taken second semester, senior year and must include all classes required for graduation.
- Part-time students must take classes which meet consecutive hours.
- Part-time students cannot be in the building unless they are attending class. Part-time students must have their own transportation and must leave the building when their last class is dismissed.
- Part-time seniors will not receive a textbook/fee refund if they choose to take a part-time schedule.
- To be eligible for KSHSAA activities the student must be enrolled and attending five new classes. These activities include all sports, cheerleading, dance, forensics, music festivals and contests, or scholar bowl.
- Part-time students will have the opportunity to participate in Commencement, providing they are in good standing.
- Once a student has enrolled in a class and begins attending, he/she is not allowed to drop the class in the middle of the semester.

**SCHOOL CANCELLATION**

If possible, a decision on school closing will be made by 10:00 pm the night before. However, there will be times when such announcements will have to be made at 6:00 am.

The following radio and television stations will be notified when school is called off or dismissed early: WIBW (580), KOFO (1220), KLWN (1320), KMBZ (980), KCMO (5), KMBC (9), WDAF (4), and WIBW (13).

On days that it is determined that USD #289 shall not have school, or shall dismiss school due to bad weather, there shall be no school sponsored activities. The exception to this policy shall be that if it is later determined by a building administrator that the expected severe weather or road conditions do not materialize, school activities can be held as scheduled.

**SEXUAL HARASSMENT**

Sexual harassment will not be tolerated in the school district. Sexual harassment of employees or students of the district by board members, administrators, certified and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

It shall be a violation of this policy for any employee to sexually harass a student, for a student to sexually harass another student, or for any employee to discourage a student from filing a complaint or to fail to investigate or refer for investigation any complaint lodged under the provisions of this policy.

Sexual harassment is unwelcome sexual advances, requests for sexual favors, and other inappropriate oral, written, or physical conduct of a sexual nature when made by a member of the school staff to a student or when made by any student to another student. Sexual harassment may include, but is not limited to: verbal harassment or abuse, pressure for sexual activity; repeated remarks to a person with sexual or demeaning implication, unwelcome touching, or suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning a student's grades, participation in extra-curricular activities, etc.

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

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

The filing of a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status nor will it affect grades, future employment, or assignments.

### **SOLICITATION**

Solicitation by outside agencies will not be permitted during school hours or at school sponsored activities.

### **STUDENT ASSISTANTS**

Student assistants will be selected or enrolled on the basis of that student's ability to handle the duties and responsibilities required for the position assigned. Student assistants must be juniors or seniors who are students in good standing. The counselor and principal will make the decision on students who are eligible to be students assistants. Student assistants who are not in good standing or who have attendance and discipline issues may be removed by the administration and placed in a class. Students who have been removed from a student assistant position will forfeit the opportunity to be a student assistant in future years. Students may enroll in only one student assistant class per year. Credit will be assigned on a pass/fail basis.

### **STUDENT CLASSIFICATION:**

Freshman	0-5.75 units
Sophomore	6-11.75 units
Junior	12-17.75 units
Senior	18 or more units



## **STUDENT INSURANCE**

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

## **SUSPENSION AND EXPULSION:**

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

- A. Willful violation of any written regulation for student conduct adopted or approved by the Board of Education.
- B. Conduct which substantially disrupts, impedes or interferes with the operation of any public school.
- C. Conduct which substantially impinges upon or invades the rights of others.
- D. Conduct which has resulted in conviction of the pupil or student of any offense specified in Chapter 21 of the Kansas Statutes Annotated or any criminal statute of the United States.
- E. Disobedience of an order of a teacher, or other school authority when such disobedience can reasonably be anticipated to result in disorder, disruption or interference with the operation of any public school or substantial and material impingement upon or invasion of the rights of others.
- F. Possession, consumption, sale, or being under the influence of alcoholic beverages, illegal drugs or narcotics while present on school property or while attending school sponsored events.
- G. Threats of violence and/or physical harm to persons or property.
- H. Use of vile, vulgar, obscene or profane language.
- I. Damaging school property or property of others.
- J. Possession and/or use of tobacco products by students on school property and at school sponsored activities is prohibited. Students who violate this policy may be subject to suspension or other disciplinary action.
- K. Discharge of fireworks.
- L. Possession of weapons.
- M. Repeated violation of school rules.
- N. Extortion.
- O. Willful disobedience or defiance.
- P. Fighting.
- Q. Intimidation.
- R. Habitual unauthorized absences or tardies.
- S. Unruly conduct that disrupts school.
- T. Vandalism.
- U. Unserved detentions.
- V. Stealing.
- W. Reckless driving on and/or adjacent to school grounds.

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

#### Short-term suspension

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

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

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

Students under suspension will be allowed to make up the work, but will not receive credit for the work assigned from the time the suspension is imposed.

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

#### Long-term Suspension or Expulsion

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

The person conducting the hearing shall explain that the purpose of the administrative hearing is to review the charges and incidents upon which the proposed long-term suspension or expulsion is based, and to provide an opportunity for the student, the student's parent or guardian, counsel and witnesses to present information pertinent to the case.

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

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

#### Student Rights During the Hearing

The student shall have the right:

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

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

#### Hearing Committee

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

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

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

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

### **TARDY POLICY**

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

### **TECHNOLOGY**

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

- Care of equipment

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

- Internet etiquette

Do not use abusive or vulgar language in "E-mail" messages, access illegal or sexually explicit material, or tie up "the district network" by downloading large files or sending huge "mailings".

Do not give out your passwords and do not try to "break" the passwords of other users. All communications and information accessible via the network should be assumed to be private

property and subject to copyright laws. Do not delete, modify, or tamper with another person's

files or documents without permission. All programs, files, and documents accessible at the

Wellsville Schools should be considered copyright protected. Do not copy any programs, files, or documents without permission.

- Appropriate educational activities

I pad, other electronic reading devices, or tablets are allowed in the classroom for educational purposes with teacher permission.

- Ownership and presumption of privacy

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

- Student use of e-mail

Students are only allowed to use e-mail accounts during the school day for educational, class related purposes. Students who want to check their e-mail accounts must do so before or after school. Instant messaging is only permissible with teacher permission. Students are prohibited from engaging in social networking during school hours. This includes programs such as my space, facebook, personal blogs, zanga, and other similar websites.

#### Consequences of Violation of Technology Policies

All of the policies and handbook procedures for acceptable use of the district network and the internet are intended to make technology more useful and enjoyable for students and teachers. The policies and procedures are also intended to minimize the burden of administering the network and servicing equipment so that more time can be spent enhancing services.

Use of the district network and its access to the resources of the internet is a privilege, not a right. Violations of the policies and procedures of the Wellsville Schools and U.S.D. #289 concerning the use of the district network will result in disciplinary action.

Three levels of punishment may be enforced by the administration. While the levels may be implemented in order, nothing prevents the administration from selecting any level depending on the facts and the severity of the violation.

#### Level 1: Warning:

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

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

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

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

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

### **TELEPHONE**

If a student is ill, the office will make the long distance call to contact a parent or guardian. Students will not be called out of class for phone calls except in case of an emergency.

### **TEXTBOOK RENTAL & FEES**

The Instructional Fee for grades 9-12 is \$70.00. The renter must pay for lost or damaged books, based on the condition of the book when checked out. If the book is found, the money will be returned. All students will be assessed a \$25.00 technology fee. Physical Education students will

be assigned a combination lock. If the lock is not returned at the end of the school year, in good condition, the student will be charged \$5.00.

Students enrolled in the following classes will pay fees which will apply toward materials used for projects:

Art	\$25.00 Per Semester
General Shop, Woods, and Metals	\$25.00 Per Semester
Band (Instr. Rental)	\$50.00 Per Year
FACS	\$25.00 Per Semester

Students in general shop, woods, and metals must pay the semester fee which will cover sets of materials for projects needed in each class. If students want to do additional projects, they must pay for materials in advance.

Students are responsible for furnishing needed materials in the advanced shop classes.

Textbook and Technology fees will be waived for all students who qualify for free meals prior to September 20. Students who pay fees and later qualify for free meals after September 20 will not be reimbursed for fees already paid. Students who qualify for free meals are still required to pay other fees. Students who are considered homeless as defined by the state or are in a foster care program will have all fees waived.

### **TRANSFERS FROM NON-ACCREDITED SCHOOLS**

Transfer students from non-accredited schools or home school students enrolling at Wellsville High School will be placed in the appropriate class based on number of credits approved from their previous school curriculum. Determination of credits will be made by the principal and the counselor. Grades from non-accredited schools and/or home school grades will not be figured into a student's grade point average for valedictorian and salutatorian consideration.

### **VALEDICTORIAN-SALUTATORIAN/HONOR GRADUATES**

To qualify for valedictorian or salutatorian, a student must complete eight semesters of high school credit and be enrolled at Wellsville High School for the entire final four semesters unless prior Principal approval. Also, the student must have completed the Kansas Regents Qualified Admissions Curriculum. If two or more students are tied for first place, they will be recognized as valedictorians and no salutatorian will be recognized. Any graduate with a cumulative grade point average of 3.5, who is in the top 10% of the class, and who has completed the Regents Qualified Admissions Curriculum will be designated as an honors graduate.

### **VIDEO SURVEILLANCE**

Video surveillance cameras are in place in the student parking lot, the north and south high school hallways, and the lunchroom/commons area. The administration reserves the right to use these cameras when necessary to gather information concerning student conduct.

### **VISITORS**

All visitors must first report to the office. If the visitor needs to talk to a student, the office will make the decision as to the necessity and if so will call the student to the office. Non-school

individuals are not allowed to loiter on school grounds. Visitations by boy/girlfriends are discouraged. Student visitors to school may be allowed during lunch with administrative approval. All visitors will be expected to obey school rules. Students will not be allowed to bring their children to school during school hours.

### **VOCATIONAL CLASSES**

Vocational Class Offerings: Industrial Engineering Technology, Power Plant Technology, HVAC, Construction Technology, Welding, Automotive Technology, and CNA. Juniors and Seniors may attend vocational programs if they are on course to graduate. Interested students should make arrangements with the counselor.

In order for a Wellsville High School student to attend a vocational technical school the following general requirements must be fulfilled.

- Compliance with the attendance and tardy regulations of both the vocational-technical school and USD 289 is required in order for credit to be awarded. Passing grades must be maintained in order to receive credit.
- The student must agree to abide by all rules and regulations of USD 289 and the vocational-technical school. Repeated infractions of academic, disciplinary or behavioral requirements will result in suspension from the program and/or denial of earned credits.
- Students shall utilize USD 289 transportation to the vocational-technical school.
- The student must present prior permission in writing from their parent/guardian and must request and receive permission in writing from the building administrator to utilize other means of transportation to and/or from the Wellsville High School attendance center and the vocational-technical school training site. USD 289 and/or the vocational-technical are not responsible for students who furnish their own transportation.
- Students who miss vo-tech classes for any reason are responsible for contacting both the vo-tech and Wellsville High School by no later than 8:30 a.m.
- Vo-tech students are subject to all Wellsville High School attendance procedures concerning number of absences.
- Students will attend vo-tech whenever it is in session.

The only exception is when Wellsville High School is closed due to incimate weather.

### **WEAPONS**

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

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

- Any item being used as a weapon or destructive device.
- Any facsimile of a weapon.
- Any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive.
- The frame or receiver of any weapon described in the preceding example.
- Any firearm muffler or firearm silencer.
- Any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than 1/4 ounce, mine, or similar device.

- Any weapon which will expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than 1/2 inch in diameter.
- 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.
- Any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun.

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

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

Note: Small pocket knives are not considered dangerous weapons, but are still not permitted to be carried on school grounds. Pocket knives will be confiscated by the school resource officer or the administration and returned to the student at the end of the day. If this occurs as a second offense, the consequences will be more severe.

## **SECTION III--ACTIVITIES**

### **GENERAL RULES**

- In order to participate in interschool activities (student organizations,) the student must have passed at least five subjects during the previous semester. The student must be enrolled in and attending a minimum of five units the current semester.
- No high school student will be allowed to participate in any athletic activity or practice until he/she has on file in the office a completed physical examination form, a concussion form, and a signed parental consent form.
- If a student chooses to participate in an activity or belong to an organization, he/she should be available to fully meet the responsibilities of any and all obligations of that particular activity or organization. In case a student has a conflict in participating in two or more activities that occur at the same time, a decision will be made by the sponsors as to what if any action will be taken because of the student's inability to resolve the conflict.
- Wellsville High School is a member of the Kansas State High School Activities Association. The rules and regulations of the KSHSAA govern each student who represents his/her school in any interschool activity.
- Any coach or sponsor of any sport or activity listed herein shall have the immediate right to discipline or temporarily suspend any student from participation in any sport or activity in which the coach or sponsor is responsible.
- A student involved in an activity offered at our school is recognized as an official representative of the school and the community. His/her conduct and sportsmanship on and off the school premises should display the highest possible standards. A student who participates in activities and who commits an act that brings discredit to his/herself and the school, may be subject to disciplinary action regarding activities participation.

- There will be no school sponsored activities or practices scheduled on Sundays without permission of the Activities Director and/or Principal.
- A student must attend at least one half of the school day on the day of the event to participate or practice with the team/activity. One half of the school day is three and one half hours of total time or 11:20 a.m.
- Students are ineligible to attend practice or participate in activities during the time of suspension.
- A student who is under the penalty of suspension or whose character or conduct brings discredit to the school or to the student is not in good standing. If a student is not in good standing, he/she will not be eligible to participate in activities or organizations.

### **ELIGIBILITY**

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

The procedure for determining eligibility is as follows:

- The eligibility procedure will begin on the first Thursday after the first ten days of classes each semester.
- The Activities Director will run a report of students failing classes and e-mail the list to the staff on Thursday of each week.
- The Activities Director will review the list and determine which students are on one-week probation and which students are ineligible for the following week.
- Students who are on the list two consecutive weeks are ineligible and will not be allowed to participate in athletic competitions during the following week. A student will remain ineligible on a weekly basis (Monday-Saturday) until they are no longer failing two or more classes.

This policy applies to all extra-curricular activities, both athletic and non-athletic, including class trips, field trips, academic contests, etc. If a student misses a contest or performance that would negatively affect their grade, a research paper may be assigned as an alternate assignment.

### **GENERAL SPORTS REQUIREMENTS**

- Attendance is required at all practice and games unless excused by the coach. If a student cannot attend a practice or meet/game, he/she will be expected to inform the coach prior to the activity. Failure to do so will result in an unexcused absence. Illness and family emergencies are reasons that may be accepted as excuses for missing a practice or meet/game. A student may be dropped from a team for an unexcused absence and may lose their opportunity to letter.
- Use of tobacco, alcohol, and drugs is prohibited.
- Students will dress and act in a manner that does not draw unusual attention to themselves.
- Hair will be worn in a way that in the opinion of the coach does not detract from the athletes' performance.
- The student is responsible for all school owned equipment that is checked out to him.
- Coaches will place lettering requirements in the coach and sponsor handbook and will provide participants a written copy prior to the first competition. The coach reserves the right to make the final decision as to whom is awarded a letter.



## **SPORTSMANSHIP (RULE 52):**

The effective American secondary school must support both an academic program and an activities program. We believe that these programs must do more than merely coexist—they must be integrated and support each other in "different" arenas. The concept of "sportsmanship" must be taught, modeled, expected and reinforced in the classroom and in all competitive activities. Therefore, all Kansas State High School Activities Association members stand together in support of the following sportsmanship policy.

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

**SPORTSMANSHIP IS GOOD CITIZENSHIP IN ACTION!**

**ALL ACTIONS** are to be **FOR, NOT AGAINST;**

**POSITIVE, NOT NEGATIVE** or **DISRESPECTFUL!**

Article 1: **SPORTSMANSHIP** is a general way of thinking and behaving. The following sportsmanship policy items are listed below for clarification:

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

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

Participation in and attendance at extra-curricular activities at Wellsville High School is a privilege. This privilege is available for students as long as school and Kansas State High School Activity Association guidelines are followed by participants. Failure to adhere to the following substance abuse policy or failure to remain a student in good standing will result in suspension of the privilege of taking part in and attending activities at Wellsville High School.

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

First Offense

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

**Second Offense**

A. Six weeks suspension from attendance and participation in all school activities. This includes field trips, performances, contest and school dances including prom. During these 3 weeks the suspended student may participate in club meetings, practices, and class time activities associated with the activities of which they are members.

- B. Conference with athlete, administrator, coach, and parents before reinstatement.
- C. Completion of drug and alcohol education activities administered by Wellsville High School administration.
- D. Coaches/sponsors may require fulfillment of additional responsibilities before reinstatement.

**Third Offense**

A. Eighteen weeks suspension from attendance and participation in all school activities. This includes field trips, performances, contest and school dances including prom. During these 3 weeks the suspended student may participate in club meetings, practices, and class time activities associated with the activities of which they are members.

- B. Conference with athlete, administrator, coach, and parents before reinstatement.
- C. Professional alcohol, or other drug assessment, or tobacco treatment program at the expense of the family will be required before reinstatement.
- D. Coaches/sponsors may require fulfillment of additional responsibilities before reinstatement.

E. Any additional violations to the Substance Abuse Policy will be treated as a third violation. Violations of the Wellsville School District #289 Drug and Alcohol Policy by band and music students may cause the student to miss a graded performance. In this instance, the student will have the opportunity to write one research paper per performance missed on an appropriate music topic as decided upon by the instructor. The grade will be recorded in place of the performance grade.

**SECTION IV--CLUBS AND ORGANIZATIONS**

**CHEERLEADERS/DANCE TEAM**

Cheerleaders/Dance team must meet and maintain KSHSAA eligibility requirements to remain eligible.

Cheerleaders/Dance team are required to attend all scheduled practices (to be set by the sponsor). Failure to learn cheers or routines, failure to wear uniform on event day, missed practices, unexcused absences, or an uncooperative attitude may result in suspension or expulsion from the squad at the sponsor's discretion, subject to approval of the Activities Director.

If more than 12 students sign up for Dance Team, the sponsor/administration may require try-outs.

## **FORENSICS**

- Each student will attend and compete in at least five forensics festivals. This may involve Saturdays.
- Letters will be awarded on the basis of rounds of competition successfully completed.
- All students will conduct themselves with dignity and decorum while attending any forensic activity.

## **DRAMA CLUB**

Drama Club is for students interested in learning more about and participating in the performing arts.

## **FUTURE BUSINESS LEADERS OF AMERICA**

FBLA is for students interested in developing leadership skills and for students wishing to participate in school and community service related activities. Besides these opportunities, there are also a variety of social activities in which members can participate. Members do not have to be enrolled in a business course, although it is helpful. Each member must pay their membership dues by October 15 and attend a majority of membership meetings. With many activities from which to choose from, members must actively participate in at least five activities to compete at the state leadership conference, as well as participate in the district conference. Students are expected to conduct themselves by school guidelines and in an appropriate business-like manner during all FBLA projects and trips.

## **KAYS**

Members will be expected to pay their dues, attend all scheduled meetings and participate in the planned activities. Board members will be expected to do the above along with attending all board meetings. They will also be expected to carry out their designated responsibilities and be leaders who help instill enthusiasm into the organization.

## **NATIONAL HONOR SOCIETY**

Eligibility for membership is open to students in the tenth, eleventh, and twelfth grades. During the school year, it will be announced that applications for membership are open. It is the student's responsibility to make application for membership. Students who are interested in applying for membership will have to complete a form listing activities in which they have participated.

After a student applies for membership, a faculty selection committee reviews the applications. Membership in the National Honor Society is based upon excellence in four areas: scholarship, leadership, service and character. Each category is independently judged by the selection committee.

Students applying for membership shall have a minimum scholarship average of a B. If a student meets the scholarship requirement his/her eligibility will then be considered on his/her service, leadership and character.

Service: Based upon the student's contributions to school, classmates, and community. Also the student's attitude toward service is considered.

Leadership: Based upon the number of offices a student has held in school or community organizations. How active has the student been in school and community organizations?

Character: The selection committee will consider the positive aspects of character, such as honesty, responsibility, fairness, courtesy, tolerance, and cooperation. Students who have been arrested and found guilty of civil offenses or who have a chronic record of breaking school regulations will not be selected for membership.

If a student applies for membership, it does not automatically mean that he/she will be accepted. The faculty committee has the final recommendation in selecting a student for membership.

The National Honor Society requires that each member maintain the standards of scholarship, service, leadership, and character that were used as a basis for his/her selection. The advisor, faculty committee, and the principal have the responsibility for dismissing a member who fails to maintain National Honor Society standards. Usually one written warning will be given a member who is in violation of standards. For flagrant violations, the member does not necessarily have to be warned. A member is allowed only one warning during his/her membership. Once a member has been dismissed, he/she is never again eligible for membership and his/her membership card and emblem should be returned.