

2019 – 2020

**ACCREDITED BY THE NORTH CENTRAL ASSOCIATION
ACCREDITED BY STATE OF KANSAS QUALITY PERFORMANCE ACCREDITATION**

UNIFIED SCHOOL DIST. NO. 366

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Title IX The Board of Education, U.S.D. #366 Woodson County, does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in its programs and activities. If you have any questions regarding the above, please contact:

Dr. Steve Pegram, U.S.D. #366, Box 160, Yates Center, KS 66783 (620) 625-8802 or
Eric Busteed, 802 S. State, Yates Center, KS 66783 (620) 625-8860.

WOODSON USD #366 IS AN EQUAL EMPLOYMENT/EDUCATIONAL OPPORTUNITY AGENCY

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STUDENT WELCOME

Welcome to Yates Center Elementary/Middle School! WE want to welcome each and every one of you to a new school year here at USD #366. Our goal at Yates Center Elementary/Middle School is to develop young people into productive adults. To accomplish this goal, we have developed new programs to help our students. Have a great school year and take advantage of all the new opportunities offered to you at YCE/MS! Let's take a look at our staff.

SUPERINTENDENT:

Dr. Steve Pegram

PRINCIPAL:

Mr. Eric Busted

SECRETARY:

Mrs. Toni O'Hare

Mrs. Terra Pettit

COUNSELOR:

Mrs. Carol Stuber

TITLE I:

Mrs. Becky Spencer

Mrs. Stephanie Wendland

SCHOOL NURSE:

Ms. Mary Covey, R.N.

Mrs. Chandi DeWitt - Nurse Asst.

ELEMENTARY FACULTY:

Ms. Janet Brilke - Pre-Kindergarten 4-Year-Old Teacher

Mrs. Diana Plegge - Kindergarten Teacher

Mrs. LaJean Shaffer - Kindergarten Teacher

Mrs. Abbie Collins - First Grade Teacher

Mrs. Patty Dick - First Grade Teacher

Mrs. Samantha Bishop - Second Grade Teacher

Mrs. Pat Nickell - Second Grade Teacher

Ms. Megan Smith - Third Grade Teacher

Ms. Chari Dyer - Third Grade Teacher

Mrs. Amber Tisdale - Fourth Grade Teacher

Ms. Chessa Chrisman - Fourth Grade Teacher

Ms. Kebra Panko - Fifth Grade Teacher

Ms. Ambrea Hendrickson - Fifth Grade Teacher

Mrs. Carrie Cummings – Library Aide

Mr. Kari King - Physical Education Teacher

MIDDLE SCHOOL FACULTY:

Mr. Jake Ard - Band Teacher
Mr. Kevin Barnes - Computer Teacher
Ms. Hannah Robinson – Reading/Language Arts Teacher
Mrs. Jennifer Rausch - Math/Algebra Teacher
Mr. Kyle McGee - Agriculture Teacher
Mr. Rex McVey - Science Teacher
Mrs. Kayla Taylor - Family and Consumer Science Teacher
Mrs. Linda Evans - Vocal Music Teacher
Mr. Keith Edmonds - Social Studies Teacher
Mrs. Valerie McGee – Library Aide

ALC Mrs. Karen Faulkner

ANW COOP EMPLOYEES:

Mrs. Haley Bishop
Mrs. Gina Audiss
Ms. Alizabeth Berry
Mrs. Jeanie Dempsay
Mrs. Cindy McDonald
Mrs. Ashley Garrett
Mrs. Looray Harper
Ms. Lexie Cantrell
Mrs. Katie Schields
Mrs. Savannah Moyer
Ms. Tamra Hockman
Ms. Nacole Olson
Mr. Dallas Scothorn
Mrs. Debra Tynon
Mrs. Shelia Lampe

CUSTODIAL STAFF:

Ms. Lisa Swart
Ms. Shannon Ashlock
Mr. Chris Cavender – Lead Custodian

CAFETERIA STAFF:

Mrs. Shelley Davis
Mrs. Marla Newman
Mrs. Kristi Tidd

PARAPROFESSIONAL STAFF:

Mrs. Charlon Barney
Mrs. Cecilia Benteman
Mrs. LaTanya Jacobs
Mrs. Ronica Hoag

SCHOOL PSYCHOLOGIST:

Mrs. Rebecca Cunningham

SCHOOL THERAPIST:

Ms. Sara Henderson-Hodges

This is all summarized in the U.S.D. #366 Mission Statement below:

U.S.D. #366 Mission Statement

Woodson School District 366 is an educational institution that serves learners of all ages as we continually strive to:

- Provide a safe, orderly, and caring learning environment where students demonstrate improvement,
- Provide educational opportunities, resources, and instruction that will develop our students academically, socially, and technically for success in an ever-changing global society,
- Create cooperative partnerships with learners, parents, community members, educational institutions, and our schools to promote mutual support for academic excellence.
- Demonstrate and encourage problem solving, cooperation, responsible citizenship, open mindedness, positive thinking, and lifelong learning,
- Encourage students to accept responsibility for their education and maximize their potential through relevant educational programs.
- “The faculty, staff, administration, and community will work to make quality learning an attainable goal and to make lifelong learning an important part of each student's life.”

Adopted July 2017 (Aligns with the High School)

ACCREDITATION

Yates Center Elementary/Middle School is a fully accredited public school that participates in the KESA Accreditation System. Our school is continually evaluating and planning our educational programs in an effort to improve your educational experience.

SCHOOL MISSION STATEMENT

It is the mission of Yates Center Elementary/Middle School to provide students with academic, social and technical skills necessary to succeed in society. *(Adopted July 2017)*

TITLE IX

Woodson Unified School District 366 does not discriminate on the basis of race, color, sex, age, or disability in admission or access to, or treatment or employment in its programs and activities. If you have any questions regarding the above, please contact:

Dr. Steve Pregram, Superintendent
101 West Butler, P.O. Box 160
Yates Center, Kansas 66783
620-625-8802 or 1-800-776-5378

CIVIL RIGHTS POLICY STATEMENT

In compliance with the Executive Order 11246, Title II of the Education Amendments of 1976, Title VI of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972, Title IX Regulation Implementing Education Amendments of 1974, Section 504 of the Rehabilitation Act of 1973, and all other federal, state, school rules laws, regulations and policies, the Woodson USD #366 shall not discriminate on the basis of sex, race, color, national origin, or handicap in the educational programs or activities which it operates.

It is the intent of Woodson USD #366 to comply with both the letter and spirit of the law in making certain discrimination does not exist in its policies, regulations and operations. Grievance procedures, for Title IX and Section 504, have been established for students, their parents, and employees who feel the school has showed discrimination. Specific complaints of alleged discrimination under Title IX (sex) and Section 504 (Handicap) should be referred to: Superintendent of Schools Woodson USD #366 Yates Center, Kansas, Title IX and section 504 coordinator.

Title IX complaints can also be filed with the Office for Civil rights by writing to: Regional Office for Civil Rights, 324 East 11th Street, Kansas City, Mo. 64106.

CONFIDENTIALITY OF PUPIL RECORDS

Woodson USD #366 considers all pupil records to be confidential. Appropriate procedures and safeguards are established and followed to govern access to pupil records and the release of pupil records. Such procedures and safeguards are consistent with the Privacy Act.

Records will be sent at the written request of a parent or guardian. Known parent shall have the right to view student achievement records unless a court order specifically denies it.

Upon request, the District discloses education records, without consent, to officials of another school district in which a student seeks or intends to enroll. (Revised June 8, 1998)

ACCEPTABLE USE POLICY (INTERNET)

Yates Center Elementary/Middle School is pleased to offer limited Internet access to our students. In order for students to take advantage of the vast resources of the Internet, parents and students must first read and sign the Woodson USD 366 Acceptable Use Policy contract. After the policy is on file and district requirements for training are met, the student will be allowed to access the Internet. Woodson USD 366 Board of Education approved this policy October 12, 1997.

Because the service accessed through the Internet is connected to other computer systems throughout the world, students (and the parents/guardians of students under 18 years or age) need to specifically understand that Woodson USD 366 does not have control of the content of information residing on remote computers. Students and parents/guardians of students under 18 years of age are advised that some systems may contain defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, offensive, or illegal materials and Woodson USD 366 will not permit usage of such materials in the school environment. Parents of minors having access through the district should be aware of the existence of such materials.

In addition, Woodson USD 366 takes no responsibility for any information or materials that are transferred through the Internet. Students will follow the guidelines listed on the contract. Any

inappropriate activity will result in loss of privileges as well as enforcement of school discipline procedures.

The most important prerequisite for someone to be eligible for use is that he or she take full responsibility for his or her own actions. Woodson USD 366 will not be liable for the actions of anyone connecting to the Internet. All users shall assume full liability, legal, financial, or otherwise, for their actions.

For further information and a copy of the Acceptable Use Policy contact, please contact the Media Specialist, Woodson USD 366, at Yates Center Elementary/Middle School, Yates Center, KS 66783. Students and/or parents may pick up a copy of the Acceptable Use Policy Contract in the Media Center at Yates Center Elementary/Middle School.

Students and parents should read the Acceptable Use Policy (AUP) carefully before signing the document. The parents and/or guardian must sign the Acceptable Use Policy Contract before the student will be allowed use of the Internet at Yates Center Elementary/Middle School, Woodson USD 366, Yates Center, KS. Disciplinary action could occur if students violate the Acceptable Use Policy Contract.

ACTIVITY GUIDELINES

Yates Center Elementary/Middle School is very proud of the positive relations maintained with other schools based on healthy competition, cooperation, and mutual respect. **Students who attend activities may not leave and then return to any home or away school activity.** Students will not be allowed to sit in the commons area or wander around the halls in the main school building during game time.

ALTERNATIVE LEARNING CENTER

Any student who appears to require a high degree of supervision and structure in order to be encouraged to improve his/her functions in school will be assigned to the Alternative Learning Center (ALC) under direct supervision of a supervisor for the purpose of completing regular classroom assignments. The atmosphere within the ALC will be purposely austere, and students will have to successfully complete the days assigned before being allowed back into the regular classroom. Students assigned to ALC will be required to report at 8:00 a.m. and will be dismissed at 3:15 p.m. Students assigned to ALC will be allowed approximately 30 minutes for lunch under the continuous supervision of the ALC supervisor. Students will not be allowed to participate in extra curricular or co-curricular activities while assigned to ALC. Any student dismissed from ALC will be suspended from school for the remainder of the day and be required to finish his/her assigned ALC time when he/she returns to school. Days spent in the ALC will not count as absences. The student's work will be counted for credit. Parents/Guardians will be notified by phone or in writing concerning ALC.

Note: The student will not be allowed a choice of selecting ALC or Out of School Suspension; this assignment will be made by the administration.

IMMUNIZATIONS

No student shall be allowed to enroll or attend any classes at the beginning of each school year unless they are in compliance with KSA 72-5209 pertaining to immunizations. Please check with the school nurse if you have further questions.

ADMISSION HEALTH ASSESSMENT

In compliance with KSA 72-5214, every pupil up to the age of nine years who has not previously enrolled in any school in this state, prior to admission to and attendance in school, shall present to the school the results of a health assessment. A physician or health care provider approved to perform health assessments shall have conducted the assessment within 12 months of school entry.

As an alternative to the health assessment, a pupil shall present:

1. A written statement signed by one parent or guardian that the child is an adherent of a religious denomination whose religious teachings are opposed to such assessments,
- or
2. A written statement signed by one parent or guardian that such assessment will be scheduled and completed within 90 days after admission to school.

At the end of the 90-day period, if the pupil has not received the health assessment, he/she will be excluded from school until the pupil has complied with the health assessment requirements.

The parent/guardian shall receive written notice indicating the reason for the exclusion and the pupil will continue to be excluded until the health assessment has been received.

If a pupil transfers from one school to another, upon request of the parent or guardian of the pupil, USD #366 will forward the pupil's transcript and the certification or statement showing evidence of compliance with the requirements to the school to which the pupil transfers.

COUNSELOR SERVICES

The Yates Center Elementary School counselor is Carol Stuber. Mrs. Stuber is willing to be of service to you on concerns you might have about school or your son's/daughter's progress. Her responsibility is to help students and parents work through problems, which will affect school performance. Please feel free to contact Mrs. Stuber with your concerns.

LIBRARY

Students are strongly encouraged to utilize the many resources available within our libraries. In order to ensure that all students have access to the library resources only three (3) books will be issued at a time to individual students. Students may lose the privilege of checking out three (3) books at a time if they do not return them in a timely manner, damage them in some way, or lose them. Overdue books must be returned, and lost books must be paid for before additional books will be issued. Library obligations that are not resolved at the end of each nine weeks are subject to disciplinary action. (Adopted June 14, 2004)

LIBRARY SERVICES

The Middle School library is open to all 6th, 7th & 8th grade students. All regular collection books are checked out for between 2 to 3 weeks and may be renewed as needed. All books are due on Monday. Reference material and magazines are checked out overnight. Students are responsible for all the material they borrow from the library. If a book is lost or damaged beyond repair the student is required to pay a replacement fee. Students are required to return overdue books or pay for lost material by the end of each quarter. Failure to take care of library obligations will result in the loss of their privileges. Internet is available on the computers in the library and any student requesting to use it must have a signed AUP on file and an Internet Research Form signed by their teacher. Any student coming to the library must have their planner with the pass section filled out and signed by their teacher.

CARE OF SCHOOL PROPERTY

Your parents and other taxpayers have provided your textbooks, equipment, furniture, and the building itself. You have a responsibility both to your parents and to yourselves to take care of school property, just as though it were your own. The community judges our students by the appearance of our school. Let's make them proud of both.

ANNOUNCEMENTS

Announcements will be read on a daily basis. Any announcement to be included must be in the office before 7:45 AM. Please email office staff any announcement additions. Note: All announcements must be generated by an instructor and dated. The public address system will be used for public bulletins that cannot be announced any other way. Classes will be interrupted for these only when necessary.

ASSEMBLY CONDUCT

At all times, the student's behavior should be refined and courteous. Students are assigned to a specific section and must be seated there. The principal must excuse students who cannot attend or remain for the entire assembly. Please follow these general guidelines:

1. Enter quickly, quietly and be seated in your assigned section. Note: Textbooks and other material should be left in the classroom.
2. Give your undivided attention to the presenters.
3. Unnecessary applause, whistling or other noise will not be allowed.

(Adopted July 2017)

ATTENDANCE

We are pleased to have you attend Woodson School District 366. Our very talented and dedicated staff is committed to helping all students achieve success in their educational endeavors. Research indicates that regular school attendance is a vital and necessary factor in students' educational achievement. By attending regularly, you will be taking the first step towards success in education as well as developing important lifelong skills and habits. Our district has provided facilities, equipment, materials, and instructors to ensure that all students are provided great educational opportunities.

The basic responsibility for regular attendance falls upon you and your parent/guardian(s). We consider any absences as a significant loss in instructional time and opportunities. Excused absences typically include but are not necessarily limited to personal illness, death in the immediate family, doctor or dental appointments that cannot be scheduled outside of the school day, participation in school-sponsored academic or extracurricular functions, educational activities when arranged in advance with the administration, and emergencies verified as such by the administration. It is imperative that you schedule events and appointments outside the academic school day whenever possible to prevent loss of educational opportunities.

Students are allowed six (6) days of excused absences per semester with a parent/guardian(s) note or telephone contact. After the sixth (6th) absence, students must have a doctor's note in order for the absence to be excused. Any absence after the sixth without a doctor's note is unexcused and disciplinary action will be assigned for that day or class period. Your parents may request a conference with the building principal when emergency or extenuating circumstances are present. Such circumstances will be handled on an individual basis and the building principal will make the final determination concerning all excused or unexcused absences.

Students with unexcused absences for either three consecutive days, five or more days in any semester, or seven days in a school year shall be considered truant as defined by K.S.A. 72-1113, section C. Truant students will be reported to proper agencies/authorities as required by law.

Students enrolled in dual-credit classes are governed by the attendance policy of Allen County College. Students should check with instructors concerning attendance for college courses.

In the rare event that you must be absent from school for any reason your parent/guardian must notify the building office via telephone by 9:00 am in order to document the reason for your absence. The building office will attempt to contact the parent/guardian via telephone in order to verify that they are aware of your absence.

In order to participate in a school activity, the student must attend four (4) hours of the school day. Extenuating circumstances will be handled administratively. The parent/guardian should notify the building administrator in case of these situations.

Students are responsible to request make-up work from instructors and complete all class assignments, tests, and/or homework in advance when possible or immediately upon their return to school. Students will have one day for each day's absence to make-up the assignments, tests, and homework missed.

Absence due to school related activity

Students involved in any school-related activity will not be counted absent from class when it is necessary for the student to leave during school time to participate. However, the student is responsible for all class assignments, tests, and homework for each class missed. The class assignments, tests, or homework must be taken care of the next day the class meets. (Example: if a test is scheduled for Tuesday and the student misses class on Tuesday for a school-sponsored activity, the student must be ready to take the test on Wednesday.) **It is the responsibility of the student to keep up with all class assignments!**

BELL SCHEDULE – Elementary School – 8:00 a.m. – 3:15 p.m. (Elem. Lunch 11:00 a.m. – 11:30 am 30 min.)

Middle School:

1 st Period	8:00 a.m. – 8:44 a.m.	43 minutes
2 nd Period	8:47 a.m. –9:31 a.m.	43 minutes
3 rd Period	9:34 a.m.–10:18 a.m.	43 minutes
4 th Period	10:21 a.m.–11:05 a.m.	43 minutes
5 th Period	11:08 a.m. –11:52 p.m.	43 minutes
M.S. Lunch	11:52 a.m. – 12:22 p.m.	31 minutes
MTSS	12:26 p.m. – 12:54 p.m.	39 minutes
6 th Period	12:57 p.m. –1:41 p.m.	43 minutes
7 th Period	1:44 p.m. – 2:28 p.m.	43 minutes
8 th Period	2:31 p.m. – 3:15 p.m.	43 minutes

Note: Students are to be in the commons area or the old gym in the morning before school begins. **Students will not be allowed into the main building until the bell rings without permission from an administrator, a teacher, the school nurse, or the ALC coordinator.** (Failure to comply may result in disciplinary action.)

BULLYING

Bullying in any form on school property, in a school vehicle, or at a school-sponsored activity or event is strictly prohibited. Students who engage in bullying will be subject to disciplinary action, up to and including suspension and expulsion. If appropriate, students who violate the bullying prohibition shall be reported to local law enforcement.

Bullying is defined as activities or events repeated and purposely attempting to control or intimidate another person by one or more individuals with verbal, written, or physical acts. These acts or threats are severe, persistent or pervasive and create an intimidating, threatening or abusive environment for students or staff.

CAFETERIA BEHAVIOR

Behavior in the cafeteria should be based on courtesy and cleanliness. Students are not to be in areas other than the commons, old gym, or in front of the school during the lunch period. If you need to get books, pencils, papers, coats, etc. for your next class, wait until the bell rings.

1. Enter and leave the cafeteria at a walk.
2. Form and keep a single line.
3. Be seated and remain seated at your table until finished eating.
4. Leave the cafeteria only when trays have been put up and your eating area is clean.
5. Refrain from pushing, jostling, loud talking, yelling, screaming, etc. during lunch period.
6. Students are not to throw any objects, no matter how small.
7. Leave the table clean and suitable for use by other students.
8. Second trips through the lunch line will only be allowed with the permission of food service personnel.
9. The teachers will take lunch counts at the beginning of first hour.
10. You must have three (3) full servings from the five food groups. *(Adopted July 2017)*

CAFETERIA (Lunches)

Students may bring their own lunches if desired. Any student bringing his or her lunch must eat it in the cafeteria area. Credit on lunches will only be extended for two lunches. School lunch program sheets with free and reduced lunch forms attached will be provided for every student. Adopted July 2017

LUNCHES

Students are expected to pass to lunch in an orderly manner, no running. All students, including those who bring their lunch will eat in the cafeteria. Food is not to be taken from the cafeteria, and every effort should be made to keep these areas clean. As we have a closed lunch period, visitors are not to be invited to school at this time. *(Adopted July 2017)*

CLUBS AND ORGANIZATIONS

STUDENT COUNCIL OBJECTIVES:

1. To develop attitudes of good citizenship
2. To provide a forum for student expression
3. To provide orderly direction of school activities
4. To promote the general welfare of the school

STUDENT COUNCIL MEMBERSHIP: The middle school student council shall consist of two (2) representatives from each homeroom of the 6th, 7th, and 8th grades to serve one quarter. New representatives will be selected each quarter. Any student of Yates Center Middle School, who maintains a "C" average, is eligible for election as representative to the student council.

KAY CLUB: Kansas Association for Youth (KAY) Club is a character building, leadership-training program directed by the Kansas State High School Activities Association. (KSHSAA) It is a nationally acclaimed organization, which provides students an opportunity to learn to assume their citizenship responsibilities and to enrich their personalities through well-organized programs and projects.

KAY CLUB MEMBERSHIP: All 6, 7, 8 grade students are eligible to belong to this service organization. Dues are \$3.00 per year. Students are required to attend meetings and participate in club activities.

DROPPING CLASS/SCHEDULE CHANGE

Students cannot drop a class or change a schedule after the beginning of a semester, unless approved by the counselor, principal, teacher(s), and parent(s). Only changes, which will benefit the student's educational experience, will be considered. *(Adopted July 2017)*

DISCIPLINE PHILOSOPHY

The philosophy of student discipline at USD #366 is one that employs a structured, **systematic** approach designed to support learning. Classroom management, student motivation, and **positive** reinforcement to generate an atmosphere where student rules are viewed as guidelines for academic success.

Inappropriate behavior by students at school, school-related events/activities, and on school provided transportation will be identified as either Minor or Major Infractions that will carry varying levels of disciplinary action.

Minor Infractions

Examples of minor infractions of student behavior include but are not limited to the following:

- Away from assigned area
- Cafeteria disruption
- Dishonesty
- Disruptive behavior
- Disrespectful behavior
- Dress code violation
- Electronic device violation
- Excessive talking
- Failure to attend detention
- Public display of affection
- Tardies (in excess of three)

Major Infractions

Major infractions are acts of unacceptable behavior that may result in Alternative Learning Center placement, suspension, removal from school provided transportation, or expulsion upon the first offense, depending upon the severity of the infraction, or which may result in suspension for repeated infractions.

Examples of major infractions of student behavior include but are not limited to the following:

- Alcohol, drug or tobacco related offense
- Bullying/ Fighting
- Assault of staff
- Failure to comply
- Forgery
- Intimidation/threats (staff or other students)
- Open defiance of authority
- Profanity/obscenity
- Plagiarism/cheating
- Theft
- Fireworks
- Vandalism/destruction of property
- Weapon related offense

A copy of the discipline matrix is available as an appendix to this handbook.

The administration reserves the right to apply other consequences as appropriate. The local law enforcement may be contacted depending upon the severity of the infraction. Telephone and/or letter will notify a parent/guardian if his/her student has committed a major infraction. A parent/guardian conference may be required before a student is allowed to return to school. Adopted July 2017

DETENTION

After School Detention (ASD) will be served after school from 3:15 p.m. to 4:00 p.m. During Lunch Detention (DLD) will be served during lunch in the ALC room. Students can be assigned one or more detentions, depending on the infraction. **All students who have to serve detentions are responsible for their own way home.** Students will have 24 hours from the date issued to make an assigned detention. *(Adopted July 2017 to align with the high school)*

DRESS CODE

Dress and grooming must adhere to generally accepted local standards and should not be offensive to others or disrupt/distract from the instructional aspect of the school. All of the following are deemed inappropriate:

- Bare feet.
- See-through clothing.
- Clothing displaying suggestive or vulgar language, symbols or slogans, or anything pertaining to alcohol, tobacco, or drugs.
- Clothing advertising the use of substances illegal to minors or promoting establishments that sell alcohol.
- Clothing that is determined to be excessively tight and offensive.
- Shorts or skirts shorter than fingertip length with the arms and hands fully extended downward.
- Shorts or pants that fall below your hips.
- Swimming suits or cut offs.
- Clothing showing the chest, midriff, stomach, back or underclothing. No tube-tops, strapless blouses, racer back tops or shoulder straps less than 2 inches in width. **NOTE:** Shirts or blouses must cover the midriff with your arms extended upward toward the sky.
- Hats, bandannas and sunglasses are not to be worn in the school buildings.
- Gang related clothing is not to be worn at any time.

Students violating the dress code are subject to disciplinary action.

DRUG FREE SCHOOLS AND COMMUNITIES ACT

Maintaining drug free schools is important in establishing an appropriate learning environment for the district's students. The unlawful possession, use, or distribution of illicit drugs, tobacco and alcohol by students on school premises or as part of any school activity is prohibited. This policy is required by the 1989 amendments to the Drug Free Schools and Communities Act, P.L. 102-226,103 St. 1928.

As a condition of continued enrollment in the district, students shall abide by the terms of this policy. 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 following sanctions:

1. **FIRST OFFENSE:** A first time violator shall be subject to the following sanctions:
 - a. A punishment up to and including short-term suspension.
 - b. Suspension from all student activities for a period of not less than 10 school days.

2. **SECOND OFFENSE:** A second time violator shall be subject to the following sanctions:
 - a. A punishment up to and including short-term suspension.
 - b. Suspension from all student activities for a period of not less than 30 school days from the confirmation of the violation.

3. **THIRD AND SUBSEQUENT OFFENSES:** A student, who violates the terms of this policy for the third time, and any subsequent violations, shall be subject to the following sanctions:
 - a. A punishment up to and/or including short-term suspension, long-term suspension and or expulsion.
 - b. Suspension from participation in and attendance at all school activities for 60 school days from the confirmation of the violation.

Students who are suspended or expelled under the terms of this policy will be afforded the due process rights contained in board policies and Kansas statutes, KSA 72-8901, et seq. Nothing in this policy is intended to diminish the ability of the district to take other disciplinary action against the student in accordance with other policies governing student discipline.

Any student who is selling or trafficking drugs, drug paraphernalia, and/or other controlled substances at school, on school property, or at a school supervised activity, shall receive a mandatory expulsion from Yates Center Public Schools for one (1) school year or (182) school days.

The superintendent, or designee, shall provide written notice to the local law enforcement agency of the expulsion or suspension of a student for possession, use of, sale or distribution of alcoholic beverages, illicit drugs or controlled substances at school, upon school property or at a school supervised activity. Such notice shall include the student's name, address, and date of birth, driver's license number, if available, and the reasons for the expulsion or suspension.

Illegal Substance Use Policy for Students Involved in Extra-Curricular Activities:

The Woodson County School District opposes the use of drugs, alcohol, tobacco and other illegal substances by our students because it is:

1. Clearly prohibited by law
2. Potentially lethal to drive while under the influence of alcohol or drugs
3. Detrimental to academic and extra-curricular performance
4. A cause for disruptive, violent behavior that can create an unsafe environment for our students;
and
5. The potential cause for a connection by our students with criminal subculture characterized by violence and imprisonment.

Consequently, this policy establishes penalties for student possession, sale and or use of the previously mentioned controlled substances. This policy is not designed to invalidate or supersede any of the present policies of the school district or replace policies dealing with violations on school district

property. Violations of the substance abuse policy shall be considered confirmed when information is gathered from law enforcement agencies, eyewitness accounts from district employees and student confessions. Implementation of this policy will require the support not only of teachers and administrators, but also of parents and other members of the Yates Center Community.

The following penalties will be incurred for any student during the course of a school year (continuation of consequences may extend into the following year if needed):

1st Offense - After confirmation of the first violation, the student shall be ineligible to participate in any extra-curricular activity for 10 school days from the confirmation of the violation.

2nd Offense - After confirmation of the second violation, the student shall be ineligible to participate in any extra-curricular activities for 30 school days.

3rd Offense - After confirmation of the third violation, the student shall be ineligible to participate in any extra-curricular activities for 60 school days.

A participant may practice with the team during a suspension and may sit on the bench in street clothes during a contest. They may not dress for any contest during the suspension. Any student who holds either an elected or appointed position such as team captain or organization president may be required to relinquish his or her position upon the confirmation of the violation.

TOBACCO

The use, possession or distribution of any form of tobacco (including smokeless tobacco) on school owned property or at any school sponsored activity or organized trip is strictly prohibited. Violation of this policy constitutes a violation of Kansas State Statutes for minors under the age of 18.

ELECTRONIC DEVICES

All electronic devices must be turned off or disabled and properly stored during class time. Devices may be used before and after school and during lunch period. Staff members will confiscate electronic devices seen or heard during class time or passing period.

- The 1st and 2nd offense will result in the electronic device being confiscated by a staff member. The student may pick up the confiscated electronic device in the office at the end of the school day.
- The 3rd offense and every offense thereafter will result in the electronic device being confiscated by a staff member. The parent/guardian will be required to pick up the confiscated electronic device at the end of the school day or during regular school hours thereafter.

Failure to comply or repeated violations of this policy will result in further disciplinary action.

Headphones are not allowed unless they are being used for educational purposes in the classroom.

Students may only use educational electronic devices in academic areas as approved by the instructor.

Note: Woodson School District 366 will not be responsible for damages, loss, theft, etc... of student's personal electronic devices.

EXTRA CURRICULAR

Extra-Curricular Activities Eligibility Policy

The KSHSAA and Yates Center USD 366 will determine students' eligibility. These rules are designed to protect students' interests. Specific policies are established by coaching staff or sponsors for each activity. When a student elects to participate in an extra-curricular activity he/she also agrees to abide by these rules or face dismissal from the squad.

The eligibility rules established by the Kansas State High School Activities Association will apply to all middle school extra-curricular activities. The KSHSAA rules are as follows:

You are eligible if you...

1. Are a bona-fide undergraduate in good standing.
2. Are not 15 years of age on or before August 1st (Consult your coach or principal regarding exceptions to this rule.)
3. Have not yet completed 4 semesters of 7th and 8th grade school attendance (This includes your total attendance beginning with the seventh grade.)
4. Have not yet completed 4 semesters of competition or more than 3 seasons in one sport (This includes grades six through eighth.)
5. Are passing five subjects of unit weight.
6. Passed in five subjects of unit weight your last semester in attendance (The last two semesters of possible eligibility must be consecutive.)
7. Do not engage in outside competition in which you represent your middle/high school (Consult your coach or principal before you participate in any game, training session or tryout conducted by an outside organization.)
8. Have passed an adequate physical examination given by a physician and have written permission of a parent/guardian.
9. Have met the requirements of the transfer rule.
10. Have not competed under a false name or for money or merchandise of intrinsic value and have observed all other provisions of the amateur rule
11. Are in regular attendance and your conduct and standard of sportsmanship is satisfactory.

In addition to the KSHSAA standards each student in grades 6 – 8 will be required to pass all classes on a weekly basis in order to remain eligible to participate in extra-curricular activities.

EXTRA-CURRICULAR ACTIVITIES ELIGIBILITY POLICY

- Grades will be checked weekly after the third full week of each semester. Q2 and Q4 grades will be used in each semester after a one-week grace period of that Quarter to establish new grades.
- Grade checks will be performed using PowerSchool at 9:00 a.m. each Monday morning or the following day if school is not in session. **Note: Instructors must update grades by 8:15 a.m. each Monday morning.**
- Students **with one F or two Ds** after a weekly grade check will be ineligible to participate in any extra-curricular activities for a period of one week.
- Eligibility or ineligibility shall begin on the day (typically Monday) of the weekly grade check and run through Sunday.
- Students who are deemed ineligible under this policy will be allowed to continue to practice, but will not be allowed to miss school to travel with the team or activity.

The Extra-Curricular Activities Weekly Eligibility Policy shall include the following activities:

- All KSHSAA regulated activities
- Any activities outside of the academic setting as determined by the administration.

In order to participate in a school activity, the student must attend four (4) hours of the school day. Extenuating circumstances will be handled administratively. The parent/guardian should notify the building administrator in case of these situations.

The school reserves the right to prohibit participation at any time deemed necessary.

NOTE: An activity is defined as any school event or practice that takes place beyond the normal school day.

EXTRA-CURRICULAR TRANSPORTATION

All students participating/involved in any type of school activity are to ride to/from the activity in school transportation unless cleared by the principal/sponsor to ride with their parent/guardian. Students are not to drive their own cars or ride with other students.

FAMILY NIGHT

Wednesday is family night in the Yates Center community. Therefore, no school activities are scheduled for Wednesday evening. (Unless absolutely necessary.) *(Adopted July 2017)*

GENERAL CLASSROOM EXPECTATIONS

- Students are to be on time to class or have a pass explaining their tardiness. Unexcused tardiness is not permitted. Students are considered tardy when they are not in their seats prepared for class when the tardy bell rings.
- Always be polite. Extend courtesy to those around you. Use words like please and thank you. - Try never to embarrass anyone.
- If you need to ask a question, raise your hand, and wait until you are recognized by the teacher. Then ask fully and completely.
- Homework is due on the day for which it was assigned. Late work will be penalized if there is no acceptable reason why it is late.
- The bell does not dismiss the class – the teacher does. It is expected that you will take pride in your school. Before leaving class, each student is responsible for clearing the area around his/her desk.
- Whenever there is a guest in the room, whether a teacher or student, the guest is to be treated with respect.
- If you need to go to the lavatory or see the nurse, go to the teacher's desk and ask quietly.

Obscene, profane, or vulgar language, hitting, mocking, destroying property, cheating, and/or bad manners will not be tolerated at any time. *(Adopted July 2017)*

GRADING SYSTEM

Grading System: Grade cards will be given to the students to take home after each nine-week period. Grades used are A, B, C, D, and F.

A	=	Superior
B	=	Above Average
C	=	Average
D	=	Below Average
F	=	Failure
INC	=	Incomplete

The grade of incomplete is given at the end of any marking term during which the student has not submitted all required work. Such a grade will become an “F” if the work is not made up within 10 school days at the closure of the term. Special arrangements may be made with the teacher on special occasions.

Progress Reports: Reports of substandard work are mailed home during the fifth week of each nine weeks. Additional reports may be sent at the teachers’ discretion. A general progress report may be sent by the principal each week. **Parents may also view their students’ grade, attendance, and school assignments on Power School.** Call the high school office for details about Power School.

HALL CONDUCT

Students are to pass quietly through the halls, always keeping to the right. Proper conduct in the halls is expected of every student. Running, pushing, and shoving are prohibited. Students are asked to refrain from forming large groups in the hallways, which hinder other students from passing.

HANDS OFF POLICY

The “Hands-Off” policy for students will be enforced at Yates Center Elementary/Middle School. “Hands-Off” includes any display of affection that goes beyond handholding in school or on school grounds. Teachers will warn students and report those warnings to the office. The second warning will result in disciplinary action. *(Adopted July 2017)*

HONOR ROLL

Principal’s Honor Roll- Straight A’s in all subjects

A Honor Roll- 3.50 – 3.99 Grade Point Average in all classes (NO GRADE BELOW A C)

B Honor Roll- 3.00 – 3.49 Grade Point Average in all classes (NO GRADE BELOW A C)

LOCKERS

Each student is provided a locker for storage of textbooks and student materials. These lockers are for the personal use of the student and are not to be tampered with by any other students. At no time should a student leave money in his or her locker. Combination locks may be checked out in the office, but must be turned in at the end of the school year. Students may also provide their own lock on their

lockers if they provide the office with an extra key or combination. Students are not to store any food or drinks in their lockers or above their lockers. Students' lockers need to be cleaned out before leaving at the end of the school year. The school lockers are the property of Woodson USD 366 and are subject to reasonable searches by school officials at any time, which could include the use of dogs for drug searches.

MEDICATIONS

If it becomes necessary for a student to take any form of medication at school, written permission from the parent and physician/dentist must accompany the medication. This includes over-the-counter medication such as Tylenol, Ibuprofen, allergy/cold medicine, etc. Medication will be kept in and dispensed through the nursing office. The student may keep medication, such as asthma inhalers, with permission from the parent, school nurse, and physician.

MESSAGES

Messages for students will be taken through the elementary office. Students will be informed of these messages by the office staff. *(Adopted July 2017)*

PERSONAL PROPERTY

The district is not responsible for students' personal property and does not provide insurance on students' personal property. If a student's personal property is broken, damaged or stolen repair or replacement is the student's responsibility.

SCHOOL CLOSING – Inclement Weather

This information on the subject of school closing, due to inclement weather or other conditions, is intended to provide all students with relevant information in this regard. The decision to close is made by 6:30 a.m. The following stations will broadcast the school-closing announcement:

Pittsburg KOAM – Channel 7
Topeka WIBW – Channel 13
Topeka WIBW – 580 AM
Wichita KAKE – Channel 10
Wichita KFDI – 1070 AM
Joplin KODE – Channel 12
New Strawn KSNP – 97.7 FM
Topeka KSN TV

In addition, an attempt will be made to contact households via the SchoolReach System.

SCHOOL SEARCHES

Principals are authorized to search student's property if there are reasonable grounds for suspicion that the District's policies, rules or regulations are being or have been violated. In addition, all students' lockers shall be subject to random searches without prior notice or reason of suspicion. Any searches conducted by the principal shall be carried out in the presence of one adult witness.

All students' lockers in the district schools shall be under the supervision of the principal. Students shall not have an expectation of privacy in any school locker. Combinations and/or keys to student lockers shall be in the possession of the principal and stored in a place designed to guard against unauthorized access or use. The principal may search any locker at any time without notice to the student, and students shall not place personal locks other than those personal locks approved by the school on any locker.

No other person shall be permitted to search a student's locker or property without the principal's consent unless that person has a valid search warrant issued by a court or competent jurisdiction authorized in a search. If a law enforcement officer desiring to search a student's locker or property has a search warrant, the search shall be conducted in the presence of the principal.

Any items found during said search shall remain in the custody of either the principal or the law enforcement officer. If any items are turned over to the law enforcement officer, the principal shall receive a receipt for said items. Principals are authorized to search students if there are reasonable grounds to believe that District policies, rules or regulations have been violated. Strip searches shall not be authorized and any and all searches by the principal shall be carried out in the presence of one adult witness.

Students shall be told why a search is being conducted and the student be requested to empty property, which may include, but not necessarily be limited to pockets, purses, shoulder bags, book bags, and brief cases. The principal shall make an attempt to contact the student's parents or legal guardian and may call any law enforcement officer if necessary. Items which the principal believes may be connected with an illegal activity shall remain in the custody of the principal unless items are turned over to law enforcement officials.

If a student refuses to cooperate in a search, the principal may take a disciplinary action as appropriate or seek assistance from a law enforcement officer. If law enforcement assistance is present, then any search of the student shall be with the cooperation and the assistance of law enforcement officials. The principal shall remain with the student and be present during any search of the student made by law enforcement officials on school property. The principal shall receive and file a receipt for items of property turned over to the law enforcement officer. If the principal believes a student is in possession of property, which may jeopardize the health, welfare, or safety of the student, other students or faculty, then the student may be removed to a safe location. This determination may be made based upon any information received by the principal or any member of the faculty or administrative staff.

A written report of any search shall be made by the principal and submitted to the Superintendent of Schools. The Superintendent shall keep a copy of all written reports on file. Whenever the Principal is mentioned under this rule, it shall be construed as to include the Superintendent or a designated representative.

SEXUAL HARRASSMENT POLICY

Sexual harassment will not be tolerated in the school district. Sexual harassment of employees or students of the district by board members, administrators, certificate and support personnel,

students, vendors, and any other having business or other contact with the school district is strictly prohibited. *Adopted August 9, 1993 (Board of Education Policy)*

There is no single definition of sexual harassment. However, there is agreement that it is “unwanted and unwelcome sexual behavior”. Applied to schools, sexual harassment is unwanted or unwelcome sexual behavior, which interferes with one’s right to an education or participation in school activities. Sexual harassment is not limited to males harassing females. It can occur by females harassing males, students harassing teachers, etc

Sexual harassment can come in many forms: Non-verbal - making suggestive gestures with body parts and prohibiting a person to pass or smacking lips and making kissing sounds. Verbal – spreading sexual rumors and making catcalls or telling jokes or stories that are offensive. Physical – brushing up against a person or touching oneself inappropriately. Whatever the case, every student has the right to come to school without any person making repeated and unwanted sexual comments, looks, suggestions, or physical contact that is found objectionable. The administration will take whatever action is necessary to ensure that every student will be free from sexual harassment while at the school.

STUDENT INJURY OR ILLNESS

Students who become injured or ill in class should be sent to the nurse’s office by the teacher. Office personnel will contact the school nurse if necessary, or arrange to send the student home.

Students should report all injuries in the classroom or laboratory setting to the teacher at the time of the injury. The teacher will send the student to the nurse’s office or seek help to come to the classroom or laboratory.

STUDENT TRANSPORTATION

Students living more than two and one-half miles from school will be furnished with free bus service to and from school. Front door service to all is impossible; however, service will be routed to mailbox or nearest county-maintained roads. The bus routes shall be planned to accommodate the most pupils, while driving the fewest number of miles. Students are subject to all school discipline policies while riding the bus. Students who do not conduct themselves appropriately may be denied transportation.

On activity trips students will be brought back to the middle/elementary school and parents are expected to pick them up. The Board does not provide bus service to homes after activity trips.

STUDENT TRANSPORTATION -- Activities

All students riding in a school vehicle to attend a school- sponsored activity must return in a school-sponsored vehicle. Students must ride in school-sponsored vehicles to be eligible to represent Yates Center Elementary/Middle School as a member of a team, squad, or group. Spectator attendance does not require school-sponsored transportation. Any exception to this transportation policy must meet one of the following conditions:

- (a) The parent or legal guardian of a student must be at the activity and personally take responsibility for the student from the sponsor. **(Sign out the student)**

- (b) The parent or legal guardian of a student comes to the school at least one day in advance of a specific activity and personally gives the office a note that allows the student to be turned over to the responsibility of another adult, after the activity. The adult must be out of high school, over the age of 18, and personally take responsibility for the student in the presence of the sponsor. Notes and telephone calls will not be acceptable. The parent/legal guardian must come to the school to sign the form releasing the student to ride home with another adult.
- (c) In extreme emergencies, the principal has the authority to release the student without the one-day notice and signing of the release.

A teacher must be present at all activities, and have a schedule confirmed in the office.

SNOWBALLING
NO SNOWBALLING IS PERMITTED AT ANY TIME

SPECIAL SERVICES

Yates Center schools are members of the ANW Special Education Cooperative, which provides services for children with special needs. Whenever possible, students get special help while remaining in the regular classroom. Students may be placed in a special classroom all or part of the day.

Ordinarily, parents and teachers refer students for services. Evaluations are made by the school psychologist and other professionals. The results are discussed with parents and staff before a student is placed in a program.

SCHOOL PARTIES

Class parties are held for Halloween, Christmas and Valentine's Day. Room parents are in charge and the parties begin at 2:30 p.m. Arrangements for classroom birthday parties are to be made in advance with the classroom teacher. In order to make sure all of our students are eating healthy foods while here at school, we ask that any treats sent in for class parties/celebrations be pre-packaged with the food ingredient labels on them. This will ensure we do not give any foods to students with medical issues or allergies that are not to have them. The last thing we want to have happen is have a student to have a life-threatening allergic reaction to a food item.

TARDINESS

Students are expected to be in the classroom, in their seats and ready for class, at the sound of the tardy bell. Tardiness will not be an acceptable form of student behavior by Yates Center Middle School students. A student being tardy 20 minutes or more will be counted absent. All students tardy for first hour are to report to the office for an "admit" to class. Penalties for tardies: See discipline guide

A student is not excused for oversleeping or poor management of time, prior to school starting. Tardies will accumulate whether excused or unexcused.

TELEPHONE USE

Students will be allowed to use the office telephone with staff permission. In the event a student receives a telephone call, he or she will only be called from class if it is an emergency. Normally, telephone calls for students will be handled between classes, during lunchtime, or before and after school.

TRUANCY

Truancy is defined as any three consecutive unexcused absences, any five unexcused absences in a semester or seven unexcused absences in a year. Truant students will be turned into the county or district attorney.

VISITOR PERMITS

Visitors' permits will be restricted and granted by the administration only to members of approved groups and to those with official business with the counselor or main office. Persons requesting to relay messages to students, teachers, or other employees shall stop in the office to make proper arrangements. Those who do not comply with the regulation will be considered unauthorized individuals and will be asked to leave the school grounds. Those who continue the practice will be reported to the authorities and charged with trespassing, as loitering on school property is a violation of state law governing public schools. This restriction does not apply to parents of students attending Yates Center Elementary/Middle School, as parents are encouraged and invited to visit the school to become acquainted with the programs. If parents will contact the office, a guide will be provided and the proper arrangements made. We require all visitors to wear a visitor's badge.

WEAPONS

A student shall not knowingly possess, handle, or transmit any object that can reasonably be considered a weapon at school, on the school property, or at a school sponsored event. This shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon.

Weapons and destructive devices as used in this policy shall include, but not 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 concerted to expel a projectile by the action of an explosion
- The frame or receiver or 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 ¼ ounce, mine or similar device.

- Any weapon which will or which may be readily converted to expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than ½ inch in diameter.
- Any combination of parts either designed or intended for use in converting any device into a destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled.
- Any bludgeon, sand club, metal knuckles or throwing star.
- Any knife, commonly referred to as a switchblade, which has a blade that opens automatically by hand pressure applied to a button, spring or other device, 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.

RETAINING OF STUDENTS

A student may be a candidate for retention should he/she have poor classroom performance. Parents, teacher, counselor and principal will confer regarding a student's retention. The decision to retain a student should be made with the following criteria in mind:

- The child's current level of achievement
- The child's ability to deal effectively with the content of the next grade
- The child's age
- The child's social and emotional makeup
- The child's physical growth in comparison with others of his or her age
- The student's attendance record
- The teacher's evaluation of the quality and quantity of the student's work throughout the year
- The child's effort put forth
- Remediation made available to the student

(Revised June 8, 1998)

SUSPECTED CHILD ABUSE/NEGLECT REPORTING PROCEDURES AS REQUIRED BY KSA 38-1522A:

Teachers, school administrators and other employees of a school in which the child is attending are to report to SRS any knowledge of abuse and/or neglect. The report may be made orally and shall be followed by a written report if requested. Willful and knowing failure to make a report (abuse/neglect) could result in a class B misdemeanor charge.

INVESTIGATION AND INTERROGATIONS ON SCHOOL PREMISE WITH SRS AND LAW ENFORCEMENT OFFICIALS

The school, in compliance with Senate Bill 669, will cooperate with SRS and law enforcement officials in matters of investigations and in a manner, which protects and guarantees the rights of students and parents. (Board policy Article VII Section 30)

STUDENT TESTING

Students will participate in all achievement and performance assessments as deemed necessary.

ABSENCE DUE TO SCHOOL RELATED ACTIVITY

Students involved in any school related activity will not be counted absent from class when it is necessary for the student to leave during school time to participate. However, the student is responsible for all class assignments, tests, and homework for each class missed.

EARLY DISMISSAL

Students wishing to leave the school grounds after arriving upon the school grounds before school and before 3:15 p.m. must have a signed note or a phone call from their parent. The note is to be brought to the school office BEFORE school or lunch break to receive permission, if allowable. Pupils are expected to be regular and prompt in attending all classes. If you must miss school, it is requested that a parent call the school office between 8:30 and 9:00 a.m. on the first day of absence. Subsequent consecutive absences need not be reported. Middle School students, when returning to school, must report to the office to pick up an Admit-to-Class, which in turn must be presented to each classroom teacher. If a parent has not called the office and informed the principal of student's absence then a note will be mandatory before student comes back to school. Each year the school has requests for students to be dismissed for various reasons. Although we realize the merit of the requests, we ask that each person making them please evaluate each request and see if what is desired can be done outside of school hours.

RELEASING STUDENTS DURING THE SCHOOL DAY

1. All visitors to the school buildings or district facilities during school hours should first report to the principal's office where they shall identify
 - a. themselves
 - b. the nature of their visit
2. Students should be released only to a parent with whom they reside, to their legal guardian, or a lawful custodian, or to a parent with right of access to the child.
3. The parent, guardian, or custodian should be identified on the student's enrollment or registration form.
4. Provisions can be made for the release of the student to another person if the principal has
 - a. reasonable assurance the release is authorized by the legal custodian and
 - b. such authorization is confirmed by the principal
5. If the student is removed from school by an unauthorized person, the principal should contact the student's legal custodian and the appropriate law enforcement agency.

SCHOOL INSURANCE

Woodson U.S.D. No. 366 Board of Education requires all students who are participating in any school activity (band, pep club, sports, field trips, etc.) to have accident insurance. It will be the responsibility of the parent to furnish the student's insurance.

SCHOOL LUNCH PROGRAM

The school lunch program is a participating unit with the National School Lunch Program, which participates in the federal commodity use and milk program. Meals are planned to supply the daily requirements of a Type "A" lunch. Pupils may eat the cafeteria meal or bring their own sack lunch. Milk may be purchased for \$.35 cents per milk. Students are not to bring pop to school when they bring their lunch. ALL pupils will go to the cafeteria at their assigned lunch period.

LOST AND FOUND

A lost and found box will be kept in the gym. Any items not claimed promptly will be given to a charitable organization. If you lose something at school, please check in the office. A considerable amount of serviceable clothing is collected each school year.

PHYSICAL EDUCATION CLOTHING

Gym clothes are required for 6th and 7th grade gym classes. Have clothing clean and ready to wear for each gym class. Participation in gym each class day is necessary to determine grade. Gym clothing for each gym class is considered the same as proper textbooks for math, language arts, etc. Parents are asked to communicate to the gym instructor of special concerns of illness, which would require non-participation for a particular gym class day. Prolonged illness or excessive illness will require a doctor's verification of the illness. The school district recommends all 6th, 7th and 8th grade students have a physical for physical education.

GYM LOCKERS

Gym lockers are only to be used for gym clothes and athletic equipment. **DO NOT REVEAL YOUR LOCKER COMBINATION.** There will be no gym lock fee but if lock is lost you will be responsible for replacing it. Students using athletic or P.E. lockers are informed that money or valuables should not be left in lockers while in P.E. class, athletic practice or games. You are encouraged to place items with the P.E. instructor or coaches.

PEP ASSEMBLIES

The pep assemblies at Yates Center are scheduled to show our team we are 100 percent behind them. The following items are a tradition in our pep assemblies:

1. Go to assigned grade area
2. Give full cooperation to the cheerleaders
3. Give 100 percent effort on all yells and cheers
4. All students stand

SCHOOL DANCES

Dances may be sponsored by school organizations during the school year. These are for Yates Center Middle School students only.

GUIDELINES FOR ELEMENTARY STUDENTS KINDERGARTEN ADMISSION REQUIREMENTS

The kindergarten or pre-school attendance shall be optional with parents. Any child who will attain the age of five on or before August 31st of any school year shall be eligible to enter such kindergarten. (Revised date as of May 1994)

PLAYGROUND REGULATIONS

1. Play in assigned areas for each grade level.
2. Go up steps of slide - NO PUSHING!
3. Don't stand up in swings.
4. Play in reasonable sized groups.
5. Don't peek in windows.

PARKING LOTS

Students are asked to stay away from automobiles in the school parking lots. Students around cars could be falsely accused of scratching paint, broken aerials, etc.

HALL REGULATIONS

1. Walk, don't run!
2. Don't try to pass others.
3. Don't talk while passing in the halls.
4. Keep to the right while going to the bus.
5. Keep your hands and feet to yourself.

WOODSON U.S.D. 366 MEDIA SELECTION POLICY ELEMENTARY SCHOOL LIBRARY YATES CENTER, KS

I. PHILOSOPHY

Woodson U.S.D. 366 supports the position that a library media center contributes to the intellectual, cultural, and ethical development of students, as they become productive citizens in an ever-changing democracy. Our philosophy succinctly agrees with the American Library Association's "Library Bill of Rights". 8/9/93

II. OBJECTIVE

Instructional materials are selected by the Woodson School District to aid in the implementation, enrichment and support of the educational program for all students. In keeping with the district's educational goals, these materials provide information for a wide range of abilities, and reflect numerous and diversified points of view. In addition, these materials must serve both the breadth of the curriculum and the needs and interests of individual students.

A major objective of the district's media centers is to provide the students with a wide range of educational materials on all levels of difficulty with diversity of appeal, allowing for the presentation of many different points of view. Because financial and other practical limitations prevent the purchasing

of all materials, it is necessary to apply certain professionally accepted criteria in the selection of each item. 8/9/93

III. DEFINITION OF SELECTION

Selection includes the evaluation of new materials for purchase, the determination of the use of gift materials, and the removal of materials from the collection. 8/9/93

IV. RESPONSIBILITY FOR SELECTION

The Woodson U.S.D. 366 Board of Education delegates to the Superintendent of Schools the authority and responsibility for selection of all print and non-print materials. Professionally trained and certified personnel shall discharge this obligation consistent with the Board's adopted selection criteria and procedure. The selection of all media for the media center(s) shall be the delegated responsibility of the library media specialist who shall work with staff members to interpret curriculum and student needs. Adopted 8/9/93

ATHLETIC PROGRAMS / EXTRA CURRICULAR ACTIVITIES

The following sports are offered to interested students: 7th and 8th grade for cheerleading and football; 6th, 7th, and 8th grade for boys and girls cross country, volleyball, basketball, and track.

Note: 6th Grade students are allowed to participate on an "as needed" basis.

Athletic practice will be held at 3:15 p.m. daily on the days there is not a game. Boys and girls who participate in the athletic program must have a physical exam, consent from their parents, and must show evidence of a family insurance policy before reporting to practice. District #366 schools are members of the Kansas State Activities Association. The rules and regulations of this organization shall be the guide for pupil participation in all school activities.

In order to attend or participate in a school activity, the student must attend for four (4) hours of the school day. Extenuating circumstances will be handled administratively. The parent/guardian should notify the administrator in case of these situations.

PARTICIPATING IN CHEERLEADING AND VOLLEYBALL

1. Needs to be requested by parent and student in writing.
2. Cheerleading practice will be after volleyball for students. One night per week, to be determined by coaches of both sports, cheerleading will be allowed to practice right after school for 45 min. This way the student can practice both on that day.
3. Student assumes the responsibility to move from volleyball to cheerleading as quickly as possible so that all can participate.
4. The principal reserves the right to settle any problems that arise because of this opportunity for kids.

ZEROS AREN'T PERMITTED

Z.A.P. Program. Our district believes in the importance of what we teach and work very hard to ensure that our curriculum meets or exceeds the Kansas Curriculum Standards in order to prepare our students for success. Our students, in turn, must do their part and be held accountable for completing

assignments in a timely manner in order to meet our curricular standards and achieve academic success.

The Z.A.P. Program is intended to provide assistance and an incentive to our students to complete assignments in a timely manner, which will result in greater academic success and lifelong work skills.

Step 1: The instructor informs the student that a minimum good faith effort of 70% correct completion was not made on an assignment and assigns tutorial assistance for the next school day. A referral is immediately sent to the Z.A.P. Program Coordinator to alert them of the situation and begin implementation of step two. The teacher then makes contact with the parent / guardian via phone or email to inform them that a Z.A.P. referral has been made for that student.

Note: Tutorial assistance will be assigned for the next school day either during lunch, before-school or after-school so all referrals must be received no later than 2:30 pm.

Step 2: The teacher then informs the Z.A.P. Coordinator of the referral for the tutorial assistance.

Step 3: A. The student correctly completes 70% of the work on the day of the assigned tutorial assistance and turns it in directly to the instructor. Goal achieved—minimum of 65% credit attained and no tutorial assistance required.

B. The student attends the assigned tutorial assistance and correctly completes a minimum of 70% of the assignment. The Z.A.P. Coordinator receives the completed assignment before the student leaves tutorial assistance and places it in the instructor's office mailbox. Goal achieved—minimum of 70% credit attained.

C. The student skips tutorial assistance or does not correctly complete a minimum of 70% of the assignment during tutorial assistance will be placed into the Alternative Learning Center (In-school suspension) for one day in order to complete the minimum of 70% correct completion of the assignment and serve as a reminder that failure to comply with a reasonable request is unacceptable. Goal achieved—minimum of 70% credit attained.

NOTE: If one day of Alternative Learning Center (In-school suspension) placement is not enough time to complete the minimum of 70% correct completion of the assignment the student will remain until completion.

Step 4: Students that are assigned three or more days to the Alternative Learning Center (In-school suspension) in one semester due to ZAP's will be referred to the Student Intervention Team. (SIT)

Z.A.P. Program Definitions and Explanations:

Good Faith Effort—Assignments must be 70% or more correctly completed.

Before-School Tutorial—30 minutes before-school tutorial assigned to complete work while supervised by an instructor or para-professional.

After-School Tutorial—45 minutes after-school tutorial assigned to complete work while supervised by an instructor or para-professional.

ACCELERATION OF 8TH GRADE MATH STUDENTS INTO HIGH SCHOOL ALGEBRA I

Woodson USD #366 provides the opportunity for qualifying 8th grade students to take Algebra I with the high school. The qualifying standards are listed below:

- Overall Grade Point Average (GPA) as a 7th Grader: 3.700 or higher.
- Overall Math GPA as a 7th Grader: 4.000
- MAP %tile spring of 7th Grade year: 88th % or higher.

Keeping the qualifying standards listed above in mind, ***we believe the 8th graders who are taking Algebra I should perform at an "A" level, certainly not below a "B" level.*** If an 8th grader begins to find out they are not performing at a very high level, we will counsel the student to return to the regular 8th grade class in the middle school before the end of the first semester.

Some things to keep in mind:

- The 8th grade Algebra I credit **WILL COUNT toward Kansas Scholars**, but **DOES NOT COUNT toward Qualified Admissions** regarding possible enrollment into a state college (KU, K-State, Wichita State, etc.). With this in mind, we encourage each of these students to plan to enroll in no less than three full years of math instruction as a high school student. (See the handouts provided by Miss Rau.)
- The 8th grade Algebra I **grade WILL be included in the student's Yates Center High School cumulative grade point average**. The grade will be placed onto their high school transcript in the same way the grade for driver's education is placed, as a 9th grade class.

Parents of qualifying students will be notified and asked to meet with the counselors prior to the end of the students' 7th grade year where the decision to enroll in the high school Algebra I course will be confirmed.

APPENDIX:

Discipline Guide YCES/YCMS 2018-2019

Behavior	1st Offense	2nd Offense	3rd Offense	4th Offense	5th Offense
Minor Infractions					
Away from assigned area	1 DLD	2 DLD	3 DLD	1 Day ALC	2 Days ALC
Cafeteria Disruption	1 DLD	2 DLD	3 DLD	1 Day ALC	2 Days ALC
Failure to attend DLD/ALC	1 DLD/ALC	2 DLD/ALC	3 DLD/ALC	4 DLD/ALC	5 DLD/ALC
Disruptive Behavior	2 DLD	4 DLD	1 Day ALC	2 Days ALC	3 Days ALC
Disrespectful Behaviors	2 DLD	4 DLD	1 Day ALC	2 Days ALC	3 Days ALC
Dishonesty	2 DLD	4 DLD	1 Day ALC	2 Days ALC	3 Days ALC
Dress Code Violation	2 DLD	4 DLD	1 Day ALC	2 Days ALC	3 Days ALC
Excessive Talking	2 DLD	4 DLD	1 Day ALC	2 Days ALC	3 Days ALC
Public Display of Affection	2 DLD	4 DLD	1 Day ALC	2 Days ALC	3 Days ALC
Skipping Class	2 DLD	4 DLD	1 Day ALC	2 Days ALC	3 Days ALC
Tardies (4 th Tardy)	2 DLD	4 DLD	1 Day ALC	2 Days ALC	3 Days ALC
Major Infractions					
Failure to Comply	1 Day ALC	2 Days ALC	1 Day OSS	2 Days OSS	3 Days OSS
Fighting	3 Days ISS	3 Days ISS	3 Days OSS	5 Days OSS	LT Sus/Expulsion
Intimidation/Threats	2 Day ISS	3 Days ISS	4 Days ISS	3 Days OSS	LT Sus/Expulsion
Defiance of authority	1 Day ALC	2 Days ALC	1 Day OSS	2 Days OSS	3 Days OSS
Fireworks	3 Days ISS	3 Days ISS	3 Days OSS	5 Days OSS	LT Sus/Expulsion
Vandalism/ Destruction of property	3 Days ISS	5 Days ISS	3 Days OSS	5 Days OSS	LT Sus/Expulsion
Theft	2 Day ALC	3 Days ALC	1 Day OSS	2 Days OSS	3 Days OSS
Plagiarism/cheating	1 Day ALC	2 Days ALC	1 Day OSS	2 Days OSS	3 Days OSS
Profanity/obscenity	1 Day ALC	2 Days ALC	1 Day OSS	2 Days OSS	3 Days OSS
Smoking, E-Cig, or Tobacco related offense	3 Days ISS	5 Days ISS	3 Days OSS	5 Days OSS	LT Sus/Expulsion
Forgery	1 Day ALC	2 Days ALC	1 Day OSS	2 Days OSS	3 Days OSS
Assault of staff / Potential Law Enforcement Involved	3-5 Days ISS	3 Days OSS	5 Days OSS	Long Term Suspension/Expulsion	
DLD = During Lunch Detention					
Weapons	See Policy in Handbook				
Substance Abuse	See Policy in Handbook				
Truancy	See Policy in Handbook				