

# **Wabaunsee USD 329**

## **Wabaunsee Junior High School**

### **2023-2024 STUDENT HANDBOOK**

**"A Commitment to Excellence"**

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# **STUDENT HANDBOOK**

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**SCHOOL CALENDAR**

See USD 329 Website

**PERSONNEL**

**Wabaunsee Jr. High**

See USD 329 Website

## **MISSION STATEMENT**

The mission of Wabaunsee Junior High School is to ensure an equitable teaching and learning environment, which sets optimum expectations and enables all students to reach their maximum potential. Through a joint community-wide commitment, facilitated by committed educators, our students will be encouraged to become responsible citizens who are literate, positive thinking and self-motivated.

## **POLICIES AND PROCEDURES**

This handbook is for your information. We ask that each parent and student read this handbook. In order to run the school in an orderly, efficient, and legal fashion, some policies and guidelines are necessary.

If you do not understand a policy or procedure or your child is having a problem, please call the school and we will help you. If you have some ideas or suggestions of ways of improving the school, please come in and visit about them; this is your school. The most effective way to deal with issues or concerns is to use the suggested chain of command: 1<sup>st</sup> teacher; 2<sup>nd</sup> principal; 3<sup>rd</sup> superintendent, and then the board of education. Please remember that these policies and guidelines are subject to change throughout the year.

Addendums to the handbook after approval by the Board of Education shall be enforced as part of the student handbook. Copies of these special guidelines shall be distributed to all students involved in these special activities.

With everyone's cooperation, consideration, and positive attitudes during the year, you should have a pleasant and rewarding educational experience.

Wabaunsee USD 329 does not discriminate on the basis of sex, race color, national origin, handicap, or age in admission to, access to, or treatment or employment in its programs or activities. Any questions regarding the district's compliance with Title VI, Title IX, ADA including information about the existence and location of services, activities, and facilities that are accessible to and usable by the disabled, or Section 504 may be directed to the Title IX Coordinator, the Superintendent of Schools, who can be reached at (785) 765-3394, Box 157, Alma, Kansas 66401, or to the Assistant Secretary for Civil Rights, U.S. Department of Education

## **HARASSMENT**

The board of education is committed to providing a positive and productive working and learning environment, free from discrimination on the basis of sex or race. Sexual and racial harassment will not be tolerated in the school district. Sexual or racial 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.

A complaint procedure has been established in the district, governed by board policy KN. If a complaint cannot be resolved via an informal manner through the building principal, the complainant should follow the formal procedure outlined in board policy KN. A copy of the policy can be obtained from the Wabaunsee USD 329 District Office, 910 Ohio, Alma, KS 66401.

## **ORGANIZATIONAL STRUCTURE**

Wabaunsee Jr. High School is a 6<sup>th</sup>-8<sup>th</sup> educational facility, which is departmentalized to provide positive transitional experiences from the elementary to the high school. Students will move from class to class and will be taught by numerous teachers. Activities are planned throughout the year to enhance positive growth in social, emotional, and physical well-being of students.

**SCHOOL HOURS**  
Junior High School  
7:50 am - 3:25 pm

*Parents of children not riding busses are encouraged not to allow them to arrive at school before 8:00 am*

**ARRIVAL AND DEPARTURE TIMES**

**Junior High—**

7:15 am Doors open-supervision in the cafeteria

7:50 am Breakfast served

7:55 am Dismissal from the cafeteria to gym

8:10 am Class begins/Tardy Bell

**Expectations for behavior before and after school in the cafeteria/library will be clarified and reviewed by the (1<sup>st</sup> Hour) teachers at the beginning of the school year.**

**ATTENDANCE**

It shall be the policy of the school to encourage regular attendance by all students. Regular attendance contributes not only to the probability of scholastic success, but also to the development of attitudes of consistent performance, which will carry over into adult life.

It is requested that parents call the school between **8:00 am and 8:45 am** notifying the office that their child will not be in school that day. In the event parents do not call the school, the office reserves the right to call the home to verify if the parents are aware of the absence and the probable day of return.

**Each student is allowed a total of 10 absences per Class Period, during the entire school year without written documentation. Once the student exceeds the 10 absences, written documentation is required for the absence to be excused. This requires a doctor's note to be given to the office.**

**ABSENTEE MAKE UP and CONSEQUENCES**

Excused Absences:

The student will be allowed to make up all schoolwork missed without penalty. Students will have the number of days absent plus one to have all their work made up and turned in.

For travel with family or school sponsored events, the student **should give** advance notice to the school and request academic assignments in advance and make every attempt to complete that work prior to the anticipated absence.

Unexcused Absence:

Students will not be allowed to make up missed schoolwork for credit.  
A zero grade will be averaged into their score.

\*\*\*\*\*

## **TARDIES**

Any student arriving at school after 8:10 will need to check in at the office.

### **Tardy Policy**

Students are expected to be in the classroom ready for class to begin when the bell rings. Students who arrive after the bell rings will be considered tardy unless s/he has a pass from another teacher or the office. Each class period the teacher will record unexcused tardy (T) using Skyward.

**A tardy warning** will be issued the first time a student has record of three or more tardies in a grading period. This warning will result in a discipline referral warning.

**A warning letter** will be sent after an additional two tardies (#4 & #5) have been accumulated beyond the initial warning. At this point the consequences will include a discipline referral & conference with the principal.

**A second warning letter** will be sent after an additional third tardy (#6) is accumulated beyond the initial warning. This stage will result in a discipline referral, conference with the principal, parent notification and one (1) hour detention after school, multiple days of silent lunch **or** other consequences suited to assisting the student with changing his/her behavior.

Teachers are in charge of regulating the tardy policy for their individual classrooms. Subsequent tardies will result in additional consequences. The tardy count will start over at the beginning of each nine-week grading period.

## **RELEASE OF A STUDENT DURING THE SCHOOL DAY**

In recognition of the responsibility of the school to parents for the health, welfare, and safety of students, the principal will not release a student during the school day. Students will be released to a lawful custodian whose identification is verified to the satisfaction of the principal or upon written or verbal request of a lawful custodian, which request shall be verified to the satisfaction of the principal. Parents will be expected to sign an Attendance Log when a student arrives late or is leaving early.

## **DRESS CODE**

One goal of students is to maintain a neat, clean, and well-groomed appearance. Clothing should be appropriate and in good taste for school. The principal shall make the final determination regarding the appropriateness of a student's appearance.

Any wearing apparel that is, or can be construed to be, obscene, objectionable, or disruptive should not be worn. This may include but is not limited to short shorts/skirts, extremely tight clothing, clothing that reveals the midriff or cleavage, and/or sheer/fishnet garments. Hair styles/colors, face paint and clothing accessories which have potential to be a distraction or cause disruption are also not permitted. Undergarments should not be visible and sleeveless shirts should not drop low enough to reveal sports bras and/or skin. Clothing with the slogans bearing suggestive, abusive, crude or profane language or promoting alcohol, tobacco or drugs is prohibited. Hats, sunglasses, or gloves will not be worn in the building unless required for protection or safety of the student. Students will be asked to change into appropriate clothing or remove items that are inappropriate. Parents will be notified for repeat offenses.

School attire should support a safe, orderly and comfortable learning environment for all while encouraging individuality and personal choice.

## **BULLYING**

A student is being bullied when he or she is exposed, **repeatedly and over time**, to negative actions on the part of one or more students. This action would include hitting, kicking, shoving, spitting, taunting, teasing, racial slurs, verbal sexual harassment, threatening comments and obscene gestures. This would also include getting another person to assault someone, spreading rumors, and deliberately excluding someone from a group or activity.

Parents will be notified with the first reported incident of bullying. The counselor and/or social worker and the principal will be involved in resolving the situation. Consequences of bullying actions will be dependent on the severity and frequency of the actions. Repeated incidents will receive an increasing amount of consequences.

### **BEHAVIOR CODE**

The principal is authorized and directed to develop such rules and regulations consistent with policies, rules and regulations of the board, which may be necessary to govern the conduct of the students under his/her supervision.

- A student shall not use violence, force, noise, coercion, threat, intimidation, fear, passive resistance or any other conduct intentionally to cause the substantial and material disruption or obstruction of any lawful mission, process or function of the school. Neither shall s/he urge other students to engage in such conduct.
- A student shall not intentionally cause or attempt to cause damage to school property or steal or attempt to steal school property, either on the school grounds or during a school activity, function, or event off school grounds.
- A student shall not intentionally cause or attempt to cause physical injury or behave verbally in such a way that could reasonably injure another person.
- A student shall not knowingly possess, handle or transmit any object that can reasonably be considered a weapon, firearm, or destructive device on the school grounds or at any school activity. Possession, handling or use of any such weapon shall result in suspension or expulsion from school for a period of one year (180 school days), as per Board policy.
- A student shall not knowingly possess, sell, use, transmit or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, any controlled substance, alcoholic beverage or intoxicant of any kind.
- Smoking and/or the possession of any tobacco product are prohibited in any attendance center, at school-sponsored events or on the school grounds.
- Violation of any provision of this behavior code may result in suspension and/or expulsion.
- Public Displays of Affection (PDA)-Students will refrain from public displays of affection at school or school sponsored events.

### **CONDUCT AND DISCIPLINE**

Self-discipline is a sign of maturing. It is achieved only through constant practice. To help strengthen the student's character and to develop self-discipline, students are requested and expected to observe the rules and regulations of the school and of common courtesy. Wabaunsee Jr. High School students are expected to take responsibility for their actions.

Students shall be expected to assume their share of responsibility in maintaining an atmosphere conducive to effective teaching-learning situations in all classes and activities in which they participate in the sponsorship of the school.

In order to guarantee all the students at Wabaunsee Junior High School have an excellent climate for learning, the staff will use the following guidelines for student conduct:

### **RULES FOR STUDENTS**

***Parents and students should familiarize themselves with classroom procedures and expectations which will be provided by each teacher for the student at the beginning of the school year.***

Classroom- The teacher is in complete charge and makes rules to be followed in the room.

#### Restrooms

1. Help keep them clean.
2. Use the trash cans for trash.
3. Do not sit on sinks.
4. Turn off water when finished.
5. Report any fixtures not working to the office, a teacher, or the custodian.

#### Halls/Area Between Building

1. Keep to the right.
2. No running or pushing.
3. Noise should be kept to a minimum.
4. Keep hands to yourself
5. Help keep hallways and walkways clean.

#### Library

1. Keep quiet.
2. Check out books properly and return them on time.
3. Help keep the books from damage and in proper arrangement.

Kitchen- No students allowed in the kitchen.

Music and Band Areas- The equipment and instruments are to be left alone. Any use of these materials must be approved by the music or band teacher.

#### Office

1. Students are permitted in office for business matters only.
2. Students are not to operate machines or take supplies out of office except with permission.
3. Ask permission to use the telephone.

Custodian's Room- No students allowed in the custodian's room.

#### Gym

1. Do not play on gym floor without proper shoes.
2. Respect the property of other students in locker room.
3. Use equipment properly.
4. Go to and from the gym quickly and in an orderly fashion.

#### Buildings

1. Do not enter building unless you have permission of teachers on duty.
2. No one is to stay in rooms unless teacher is present, or if teacher takes responsibility.

#### General Conduct

1. No throwing of anything but balls or Frisbees.
2. Do not interfere with others.
3. No punching, shoving, or name calling.
4. No ball throwing near building.
5. Enter building as quickly and quietly as possible.
6. No snowballs.
7. If a ball goes across the street, you must get permission from the teacher on duty to go after it.

#### Equipment

1. Everyone is responsible for whatever equipment they take outside. If you leave it lay, you may lose it.

### **CONSEQUENCES FOR BREAKING SCHOOL RULES**

Each teacher will follow his or her own classroom management plan that is posted in the classroom. A copy will be given to parents in written form.

If a student is sent to the office for disciplinary purposes, parents may be notified by a discipline referral form and/or a call. The principal always reserves the right to remove a student from a classroom and/or activity and apply the following consequences when he/she deems necessary.

### **CONSEQUENCES**

Minor Infractions-(offered as examples only and not intended as an all-inclusive list)-Running or disruptive in the hallway, swearing, obscene gestures, unexcused tardy, pushing, shoving, etc.

- Detention- (after school 3:30-4:30 or before school 7:30-8:15 (Transportation arrangements become the responsibility of the parents.)
- If detention is not served, in-school suspension may be applied during the next school day. 1/2 day in-school-suspension



- Community/school service
- Loss of special activity privileges (i.e. dances, class parties, movie times, etc.)
- Silent Lunch

Severe Infractions (offered as examples only and not intended as an all-inclusive list) Fighting, disrespectful to school staff, blatant defiance of authority, stealing, unacceptable showing of affection, destruction of property, lying, repeated or severe examples of minor infractions. Weapons violations will follow board policy.

- Multiple consequences from those listed under minor infractions
- All Day In-School Suspension
- Short-term Out of School Suspension - 1-5 days
- Long-term Out of School Suspension-greater than 5 days (pending hearing)
- Recommendation for expulsion from school (pending hearing)

### **LOCKERS**

Locks will be available for the hallway lockers. The school administrator, or designee, shall have the right of inspection or of access to all school lockers, etc., should probable cause exist for such inspection. Locker policies/procedures apply to hallway lockers and PE lockers.

### **PARENT-TEACHER CONFERENCES**

Communication is the key between school and home. Conferences are a valuable means of communication. Parents are encouraged to write down questions and concerns so that the short conference time can be fully utilized.

Parent/Teacher Conferences will be scheduled by each building. NOTE: Should you desire additional conferences, please contact the teacher for an appointment and it will be provided. Likewise, should we feel the need for additional conferences, we will contact you.

### **SUPERVISED STUDY HALL**

Upon recommendation from the teacher, a student may be placed in a supervised study hall during an elective, lunch, recess, or before or after school. Reasons for placement include, but are not limited to, behavior and poor study habits, missing work or unsatisfactory academic progress. Students are responsible for bringing study material with them. If students are consistently in such a study hall, parents will be notified.

### **MULTI-TIER SYSTEM OF SUPPORTS (MTSS)**

At Wabaunsee Junior High, we are committed to helping all children succeed. The State of Kansas has initiated the Multi-Tier System of Supports (MTSS). MTSS allows individual districts the flexibility to develop a plan to support and promote the academic and behavioral success of all children. It is a means of organizing and more effectively utilizing strategies and/or supports that we are already using. (i.e. study hall time, small group work, shortened assignments, work with a support staff member, etc.). MTSS may also mean exploring new programs or interventions to better assist students.

The MTSS process is flexible and designed by our staff to address the needs of individual students. This is not a special education service however, often general education teachers and special education teachers will work together to support a student who is struggling. Our MTSS process will have three tiers. Each tier provides differing levels of support.

In Tier I, all students receive high quality curriculum and instruction in the general education classroom. In Tier II, the school provides supplemental instructional support, usually in small groups, to students who need additional support to what they are receiving from the general curriculum. In Tier III, intense instructional support is provided to students with the greatest needs and progress is monitored frequently.

### **GRADES**

Grades can be found on Skyward at any time. Grade cards are mailed out at the end of the quarter to students who have a D or an F.

## **GRADING SYSTEM**

To help establish a correlation between percentage and grades, all faculty members will follow the following system:

A	100-90	Superior Achievement
B	89-80	Very Satisfactory, Definitely Above Average
C	79-70	Represents Competent, Average Achievement
D	69-60	Poor Achievement, But Is Passing on A Marginal Basis
F	59% and Below	Definitely Unsatisfactory and Failing
INC		Incomplete Work -A Grade Will Be Given When Work Is Completed According to Building Policy

## **HONOR ROLL**

The honor roll following each quarter for junior high students. Honor rolls will be published in the local paper and posted on the bulletin boards at the school. Any student who receives a grade letter “D” or “F” in any class is ineligible for making the honor roll list. The honor roll will include three categories as follows:

A Honor Roll	4.00 Average (All A's)
High Honor Roll	3.61-3.99 GPA
Honor Roll	3.00-3.60 GPA

At the end of the year, students who have been on the “A”, “High”, or “Honor” Honor Rolls will receive a special certificate.

## **ELIGIBILITY**

Students will be deemed ineligible if:

1. They have two or more D's after weekly grades have been submitted.
2. They have one F in any class after weekly grades have been submitted.

\*Students shall have a minimum of two assignments between weekly grade submissions.

\*Eligibility will start over after every nine-week grading period.

\*Eligibility affects students participating in KSHSAA sponsored events, during and after school activities including school dances.

## **7th - 8<sup>th</sup> GRADE CHEERLEADERS**

Each cheerleader is responsible for purchasing their own spandex, socks, and shoes. Athletic eligibility criteria described in the previous section apply to cheerleaders. Junior High cheerleaders will be allowed to cheer at all ball games. If the number of cheerleaders are down, for any reason in a given week, the decision to travel will be evaluated by the coach, the AD and the principal. In the event of scheduling conflicts, volleyball and basketball priorities will take precedence over cheerleading responsibilities.

## **FIELD TRIPS**

On occasion a class may take a field trip. Sometimes the trip is just for a short time and at other times the trip may last all day. Parents will be notified of an upcoming field trip. If you do not wish your child to go, please send a note to your child's teacher indicating such and why. A field trip is an extension of the classroom. All field trips will be approved by the building principal or the superintendent.

## **FIRE AND TORNADO DRILLS**

State law requires that we have four Fire Drills, three Crisis Drills, and two Tornado Drills per year. Students are to follow the teacher's directions. Students are to go to the designated area quietly and quickly.

Students will be held in their designated “Tornado” shelter during a Tornado Warning, until an “All Clear” is sounded and bus routes can be run safely, if the warning coincides with dismissal at the end of the day. Parents can pick up their children at school during a Tornado Warning (at their discretion) and (only after having signed them out in the office).

### **SCHOOL CELEBRATIONS**

Learning celebrations will be held each quarter at the Junior High. Criteria and expectations will be distributed to students at the beginning of the school year.

Birthday treats for the children are permissible but are not mandatory. Normally treats will be served at the end of the day. Arrangements should be made with the classroom teacher.

**Junior High** dances are open to 6<sup>th</sup> - 8<sup>th</sup> grade students and the rules are as follows:

1. Once students enter they are to remain inside until the dance is over. If parents wish their child to leave early, they need to come inside and tell sponsors when they pick them up.
2. The school will not provide transportation to and from the towns.
3. Eligibility and attendance expectations as listed under **Eligibility** apply to school dances.
4. No outside guests are allowed.

### **LUNCHROOM RULES**

When the student’s meal is completed, they are to clean their trays and eating area and then return to their seats. They should then wait quietly until the supervising teacher has completed his/her meal. The supervising teacher then may dismiss the students.

### **LUNCH & BREAKFAST POLICY**

The Wabaunsee USD 329 Food Service Plan is as follows:

After a family reaches a delinquent amount of -\$20.00 during the school year, the student would not be allowed to get a regular meal and would be allowed to have a peanut butter and jelly sandwich or another nutritious substitute (cheese and crackers or other options) made by the cooks. Students that pay cash will be allowed to purchase meals on a daily basis. When an account reaches -\$15.00 a note will be sent home to parents. Delinquent students will be notified each day after lunch by a confidential note from the office and a note will be sent to parents regarding their delinquent meal account. At an appropriate time after lunch the secretary will give these notes to the students. This would allow the possibility of delinquent accounts to be paid before the next day’s meals.

We have no problem helping those that need help; they simply need to fill out a federally funded free and reduced meal form. We further understand that we don’t want to punish a child for an adult’s choice. The district also benefits when qualified families fill out and qualify to receive federally funded free or reduced meals. These benefits include: additional state At-Risk funding for those who qualify for free meals and the ability to possibly qualify for grants based upon percentages of free lunch students.

Our school participates in the “Offer” lunch program. The “Offer” provision is a federal regulation designed to minimize food waste in the lunch program. Under the “Offer” program, all four (fruit, vegetable, grain, meat) food components and all five items on the menu must be offered to all students. The price per meal remains the same whether the student selects the minimum three different food items or all five.

Extra milk is also available for all students, and should be considered if your child brings a sack lunch.

Breakfast will be served at 7:50 am at the Junior High.

Checks should be made payable to Wabaunsee Jr. High School. (*The prices are subject to be changed by the Board*) Lunch and Breakfast fees are set by the Board of Education each July. Fee amounts will be available at enrollment time.

### **FREE OR REDUCED LUNCHES & BREAKFAST**

Free or reduced lunches & breakfast are provided for students who are qualified under district, state, and federal rules and regulations governing this program. The necessary forms, rules, and regulations governing this program will be provided to any student and his parents at enrollment time. A conscious effort will be made by

each school participating in the program to see that such qualified students are not singled out and discriminated against because they receive free or reduced lunches or breakfast.

### **LOST AND FOUND**

All articles found on the school premises should be turned into the office. Students should look for missing articles on the table in the commons. Parents can help by clearly labeling all items of personal property, including wearing apparel. This is important for even older students. Stolen or misplaced articles are more easily returned when properly labeled.

**Students should not bring money or valuables to school unless there is a reason for doing so!**

### **ELECTRONICS AND CELL PHONES**

It is advised that electronics and cell phones should not be brought to school. If these items are at school, they need to be turned off and stored in a locked hall locker throughout the day. During the school day, no student may use electronic communication devices including, but not limited to pagers, beepers, or cellular phones. After dismissal from the cafeteria, all devices are to be turned off while in the building the remainder of the day.

To prevent damage and minimize potential issues, while in the cafeteria before or after school, students should not share electronics or cell phones. In addition, audio devices must be muted or earphones must be used. Electronic devices or cell phones that cause disruption or are used inappropriately may be confiscated in which case a parent will be contacted.

Our goal is to support the growth and use of technology while maintaining a safe, productive school environment. Tablets, Kindles, Nooks, iPads or other electronic devices that offer access to electronic books may be used during the school day for the purpose of school related reading. Inappropriate use of these devices, or use which infringes on the district acceptable use policy, could result in the loss of the privilege or more restricted use. Personal devices are not to be shared or used by other students.

Students who choose not to follow this policy, will have items confiscated and receive a discipline referral. Additional offenses will result in more severe consequences.

### **CAMERA POLICY**

Students are prohibited from using cell phones or cameras to take pictures of tests, homework assignments, or in locker rooms and restrooms. Failure to abide by this policy will result in disciplinary consequences. Incidents which involve inappropriate pictures taken on school property (including school transportation) will be turned over to a law enforcement agency for investigation and possible prosecution.

### **TELEPHONE**

Parents should feel free to contact the school staff concerning any matter dealing with their children and the school. The office telephone is for conducting such school business.

**Only in case of serious need will students be allowed to use the telephone.** Many calls can be avoided if child and parent will discuss plans before leaving for school.

Should you desire to contact a teacher or your child by telephone, we would encourage you to leave a message or leave your name and number for callbacks at a convenient time. In this manner, classroom instruction will be least interrupted.

### **TRANSFER – WITHDRAWAL**

Parents of students who are transferring to another school should notify both the teacher and the school office. They should indicate a forwarding address and sign a release for transfer of records. All financial accounts must be paid before leaving. Refunds will be given on a prorated basis.

### **PHYSICAL EDUCATION**

All students will be required to go to physical education class. A statement from a parent or guardian is needed before a pupil is excused from physical education; however, prolonged absences require a doctor's excuse.

### **SCHOOL CLOSING**

When weather seems questionable, students, and parents should listen to **WIBW TV/Radio Station**. Notice will be called in before 7:30 a.m. if it is necessary to cancel school. Early emergency school closing may also be necessary for inclement weather or heat. WIBW should be monitored at these times for announcements on emergency school closings. In addition, our **USD329** notification system will be used to contact parents about school schedule changes. We will follow the directions given during enrollment or subsequent changes given by parents regarding early dismissal directions.

LATE Starting Announcements-If school starts late because of bad weather, students should not arrive until 15 minutes before the designated start time. (Example-Late start 10:00 am-Students arrive-9:45)

### **SCHOOL VISITS**

Parents are welcome to visit the school at any time. We encourage parents to visit. Please let the teacher know when you plan to visit. Also we ask that you check in the office upon your arrival for a visit.

### **SCHOOL PROPERTY**

All consumable and non-consumable textbooks required by the student will be furnished by the school district. The teachers will note the condition of the textbooks when they are issued. If a pupil destroys, damages, or loses a textbook, he/she will be required to pay for the replacement of the book. (This applies to library materials also). If a desk or any school property is destroyed or damaged by a student, he will be required to pay for the repair or replacement of the property.

### **CONCERNS IN THE CLASSROOM**

It is our goal here at Wabaunsee Junior High School to provide a classroom environment that every student can learn in. If you have a question or concern in your child's classroom, please contact the classroom teacher. You can reach the teachers at school during school hours. If after talking with the classroom teacher you are not satisfied with the outcome, you can contact the principal at school. By working together, we can make our school a success.

### **STUDENT INSURANCE**

The District does provide Extended Group Activity coverage for each student. This means the student is covered if injured during school time.

### **PEDICULOSIS (HEAD LICE)**

Per local BOE approval the Wabaunsee USD 329's policy regarding head lice is more stringent than Kansas Regulation 28-1-6 (10).

Students in Wabaunsee USD 329 infested with lice shall be excluded from school or childcare facilities until treated with an anti-parasitic drug and until all nits have been removed. Students with head lice will not be allowed to return to school until they have been checked and found to be nit free by the school nurse.

### **ILLNESS**

Parents/Guardians or emergency contact individuals will be contacted and the student sent home if they have an above normal temperature or are vomiting for any unknown or unexplainable reason. We do so in an attempt to protect other students and our staff from catching illnesses that would result in their subsequent inability to attend school.

Students who have been ill should be kept at home until at least 24 hours after the temperature has returned to normal and /or vomiting has stopped. Prematurely having a child return to school increases the likelihood of spreading bacterial or viral infections.

## STUDENT TRANSPORTATION

Bus transportation will be provided to and from school for those students who qualify. Students must observe the rules and regulations adopted by the Board governing student transportation.

### School Bus Regulations:

1. Students must be on time; the bus cannot wait for those who are tardy.
2. While waiting for the bus, students should never stand in the roadway. Students should wait for the bus off of the traveled portion of the road. Students are reminded to wait for the bus in an orderly manner.
3. Upon entering the bus, take your seat promptly, and do not save seats.
4. Students are never to extend their arms or head out of the bus windows.
5. Students are not to get on or off the bus or move about within the bus while it is in motion.
6. Students will not throw waste paper or other items on the floor or out the bus windows.
7. **Outside of ordinary conversation, classroom conduct is to be observed on the bus.** Any distraction to the school bus driver is always a safety hazard.
8. Always depart the bus in an orderly fashion.
9. Students are responsible for any damage done to the busses themselves.
10. When leaving the bus, students are to observe the directions of the driver. If you cross the road, do so in front of the bus after making sure the road is clear.
11. The driver is in charge of the students and the bus. Students must obey the driver promptly and cheerfully. Bus drivers shall report any violation of said rules to the appropriate administrator who shall take the necessary steps to discipline students according to board policy. As a disciplinary action for violation of board rules, a student may be refused school bus transportation but required to attend school.

## CONSEQUENCES FOR BREAKING TRANSPORTATION RULES USD 329 BUS POLICIES

Riding the school bus is considered a part of the school day for students who ride the school bus. Students are expected to follow the bus guidelines at all times, to include bus loading, unloading as well as riding on the bus to or from home and on field trips.

Drivers will visit with parents as soon as a concern over a student arises. Once a driver has contacted student's parents they will visit with the building principal of the student to discuss their concern with him or her about the student.

### BUS GUIDELINES ARE:

- Students will follow instructions of the driver
- Students will remain seated while the bus is moving
- Carry-on items are to remain safely secured
- Students are not to throw items out of the window of the bus
- Students are asked to not make excessive noise or yell
- Students are asked not to use profane or inappropriate language on bus to include bullying
- Not to engage in any activity that is not safe for the other passengers or that will distract or interfere with the bus driver carrying out his/her duties

Possible Consequences may include the following actions to be taken by the building principal:

- FIRST Incident Report- Warning
- SECOND Report- Suspension from bus for three school days
- THIRD Report- Suspension from bus for five school days
- FOURTH Report- Suspension from bus for 10 school days
- FIFTH Report- Subject to REMOVAL from bus for 20 days or longer

FIGHTING on the bus or at loading/unloading zones, threats/intimidation and other forms of bullying may result in:

- FIRST Offense- Suspension from bus for 10 School Days
  - Subsequent offenses will range from 20 school days to remainder of semester or school year
- Parents are responsible for providing transportation to and from school in the event that their child is removed from the bus.

### **MEDICATIONS**

The following guidelines and forms will be used when it is necessary for school officials to administer medication to students.

1. A written **PERMISSION FORM** from the parent shall accompany each prescription and over the counter medication to be administered.
2. The **PERMISSION FORM** shall be dated and shall identify the medication, dosage, time of day to be given, reason for medication, and number of days to be provided.
3. The **PERMISSION FORM** shall identify the student, date permission given, and parent signature.
4. **The original prescription container shall accompany all medication. Two containers, one for the home and one for school should be requested from the pharmacist.**
5. Only oral medication shall be administered except in emergency or unusual situations.
6. An individual record shall be kept on each medication administered.
7. Any change in type of drugs, dosage and/or time of administration shall be accompanied by a new parent permission form with proper signature and a newly labeled pharmacy container.

**SHOULD YOU HAVE ANY QUESTIONS, PLEASE CALL THE SCHOOL.**

**MEDICATION FORMS ARE AVAILABLE IN THE OFFICE AND AT ENROLLMENT**

**\*\*NOTE:** The medication is to be brought to school in the original container appropriately labeled by the pharmacy, or physician, stating the name of the medication, the dosage, and times to be administered.

### **MODEL NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY INSTITUTIONS**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. They are:

1. The right to inspect and review the student’s education records within 45 days of the day the District receives a request for access.
  - a. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading.
  - a. Parents or eligible students may ask *Wabaunsee USD 329 District* to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.
  - b. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent the FERPA authorizes disclosure without consent.
  - a. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
  - b. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

c. (Optional) Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (NOTE: FERPA requires a school district to make a reasonable attempt to notify the student of the records request unless it states in its annual notification that it intends to forward records on request.)

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
600 Independence Avenue, SW  
Washington, DC 20202-4605

**TITLE I  
HOME/SCHOOL COMPACT  
USD 329 ATTENDANCE CENTERS**

A CHILD'S SUCCESS DEPENDS UPON A STRONG COMMITTED PARTNERSHIP BETWEEN SCHOOL  
AND HOME.

**AS A PARENT/CAREGIVER, I WILL**

- ☐ \*GET MY CHILD TO SCHOOL DAILY UNLESS HE/SHE IS ILL.
- ☐ \*GET MY CHILD TO SCHOOL AND PICK MY CHILD UP ON TIME.
- ☐ \*PROVIDE CURRENT EMERGENCY PHONE NUMBERS IN CASE OF  
ACCIDENT/ILLNESS
- ☐ \*PROVIDE A QUIET PLACE FOR STUDY AT HOME.
- ☐ \*PROVIDE A QUIET TIME IN THE EVENING FOR STUDY AND READING.
- ☐ \*PROMOTE THE IMPORTANCE OF READING TO MY CHILD BY READING TO HIM/HER, LISTENING  
TO MY CHILD READ, AND PROVIDING READING MATERIALS.
- ☐ \*COMMUNICATE REGULARLY WITH MY CHILD'S TEACHER.
- ☐ \*PROVIDE MATERIALS NECESSARY FOR LEARNING.

**AS A SCHOOL, WE WILL**

- ☐ \*PROVIDE APPROPRIATE EDUCATIONAL ACTIVITIES FOR YOUR CHILD.
- ☐ \*PROVIDE A SAFE, CARING ENVIRONMENT FOR YOUR CHILD.
- ☐ \*PROVIDE MATERIALS APPROPRIATE FOR YOUR CHILD'S NEEDS.

**AS A STUDENT, I WILL**

- ☐ \*WORK TO THE BEST OF MY ABILITY.
- ☐ \*ATTEND SCHOOL REGULARLY.
- ☐ \*COME TO SCHOOL WITH THE MATERIALS NECESSARY FOR LEARNING.
- ☐ \*COMPLETE AND RETURN HOMEWORK ASSIGNMENTS.
- ☐ \*OBSERVE REGULAR STUDY TIME OUTSIDE OF SCHOOL.
- ☐ \*FOLLOW THE RULES OF APPROPRIATE STUDENT BEHAVIOR.



**Wabaunsee USD 329**  
**Technology Acceptable Use Policy**  
***USD 329 Board of Education Approved: 02/2009***

Technology access utilizing district resources is available to employees and students of USD 329 Schools as a privilege and not a right. USD 329 technology access and usage requires efficient, ethical, and legal utilization of district resources. USD 329 defines district technology resource usage to include access to and usage of televisions, video recorders/players, computers, peripherals (such as projectors, printers, scanners, cameras, USB drives, e-Instruction units, smart boards units, etc.), the Internet, e-mail system, voice mail systems, phone systems, and copiers. If a user violates any of these provisions, his or her account or access may be terminated or limited and future access could be denied.

**I. Board/District's Desired Outcomes**

1. District technology resources would be appropriately integrated into the learning environment as an educational resource and utilized by all district students and staff. This integration and usage would promote educational development, performance, achievement, productivity, and obtain positive educational results.
2. USD 329 Schools expects the utilization of their technology resources to promote effective and efficient communication, intellectual inquiry, comprehensive information gathering, presentation and awareness of global diversity that will enhance the districts teaching and learning goals and objectives.
3. The District is responsible to inform, educate, and provide all staff training on acceptable use of district technology resources. The district teaching staff is responsible to inform, educate, and provide all students training on acceptable use of district technology resources.
4. The district administrative team shall be responsible for establishing practices that enforce this policy at the district, building, and classroom levels.

**II. General Usage Guidelines for Technology Resources**

1. USD 329 Schools views access to district provided technology resources as a privilege and not a right. As such, inherent with this privilege, are responsibilities with which USD 329 Schools expects full and complete compliance. Breach of these responsibilities may result in loss of access privileges to these technology resources.
2. The user specifically agrees not to submit, publish, retrieve or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive or illegal material when using district technology resources.

**Proper Use of Equipment Guidelines:**

1. A district staff member will instruct and monitor acceptable use of all students' access to district technology resources.
2. It is the district teachers and staff's responsibility to monitor student usage of classroom/lab software programs and to follow district usage policies and copyright laws.
3. All Internet sites used in class must be pre-screened by the teacher before using the sites in a classroom or lab setting at the elementary building level.
4. Most Internet sites should be pre-screened by the teacher before using the sites in a classroom or lab setting at the Jr. High and High School levels. Additional student training at the Jr. High School level will occur so students learn to evaluate web site search results, web site data integrity, and appropriate research content.
5. Use should be consistent with the specific objectives of the curriculum or task.
6. All information stored on district technology resources (including E-Mail) can and may be reviewed and monitored by district administrative or technology support personnel.

**Copyright Policy/Guidelines**

1. The ethical and practical problems caused by software piracy shall be taught in all schools in the district.
2. District employees are obligated to adhere to the provisions of the law pertaining to the making of back-up copies of computer programs, or the copying of another's music, art, or company trademark.
3. Illegal copies of copyrighted programs cannot be made or used on district equipment and in district educational programs.

4. The Superintendent or Technology Director are designated as the only individuals who may sign lease and/or license agreements for software and programs for schools in the district.

### III. USD 329 District Definition of Acceptable and Unacceptable Use of District Technology-Internet Resources.

Acceptable Use	Unacceptable Use
Use of technology resources that promote educational teaching and learning objectives and results.	Use of technology resources for personal use/benefit, profit, commercial, political, religious, and illegal activity
Copying of materials within The Fair Use Guidelines or written approval from the source.	Copying of materials in violation of copyright laws.
Use of school management program/data by authorized staff members in the performance of their jobs.	Access or use of school management data or program by students or non- authorized or unapproved staff.
Proper citing of reference work ideas, and findings of information.	Plagiarizing without giving credit or citing original source or author.
Proper usage of district provided technology equipment, applications, programs, internet websites, and resources for educational use by district staff and students.	Attempting to degrade, disrupt or disable district technology resources or bypass or circumvent district acceptable use policies, security, or filtering programs.
Authorized downloading of productivity applications, educational programs, and data-voice files for use with assigned projects or technology related research activities. A district/building technology team member must authorize the downloading of any new program or application to Lab or commonly shared technology resources.	Unauthorized downloading of programs, applications, games, audio files and pictures onto district resources that do not promote school district educational or standardization goals or objectives including but not limited to games, applications, file sharing audio files, and pornographic/obscene/offensive jpeg or video files.
Discretionary use of district programs provided internet/e-mail/phones/voicemail programs to communicate with teaching colleagues within and outside USD 329, USD 329 students and direct family members.	Excessive or disruptive use of district provided internet/e-mail/phones/voicemail programs that limit or negatively impact the staff teaching or student learning process.
Staff users will only register or sign up for educational list serves or information referral sites that fully protect the distribution of personal information.	All users will not provide personal data or information regarding themselves, co-workers or students on any non-educational web site for any reason using district resources.

#### USD 329 Acceptable Use Policy 02/2009

I, (students name printed) \_\_\_\_\_, pledge to follow these rules while using all instructional technologies at school. I have or they have been read to me and I understand the consequences.

Student's signature: \_\_\_\_\_ Date: \_\_\_\_\_

I have read and understand the Acceptable Use Policy and I hereby give permission for my son/daughter to use the Internet and possible e-mail provided by Wabaunsee School District and understand that he/she is required to follow these guidelines. I further understand that there is a potential for my son/daughter to access information on the Internet that is inappropriate for

students and that every reasonable effort will be made on the part of the staff of Wabaunsee USD 329 to restrict access to such information, but that my son/daughter is ultimately responsible for restricting himself/herself from inappropriate information.  
Parent/Guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **INTERNET AND E-MAIL**

Students shall not have the expectation of privacy when using district e-mail or computer systems. E-mail messages shall be used only for approved educational purposes. Students must use appropriate language in all messages. Students are expected to use the system following guidelines approved by teachers or the administration.

Any e-mail or computer application or information in the district computers or computer systems is subject to monitoring by the staff and/or administration. The school retains the right to duplicate any information created by students in a computer system or on any individual computer. Students who violate these rules or any other classroom rules relating to computer use are subject to disciplinary action up to and including suspension from school. See also (**Acceptable Use Policy for USD 329 Information Retrieval Systems**)

### **BOARD POLICIES**

#### **JGC-R-Health Assessments and Physicals**

Principals shall work cooperatively with local, county and state health agencies to disseminate on or before May 15<sup>th</sup> of each year materials related to the availability of health assessments and inoculations.

Approved: March 1998

#### **JDDA Drug Free Schools (See GAOB, JGFGB, JGFGBA, and LDD)**

Maintaining drug free schools is important in establishing an appropriate learning environment for the district's students. Unless otherwise specified in this policy, the unlawful possession, use, sale, distribution, and/or being under the influence of illicit drugs, controlled substances, and/or alcohol by students at school, on or in school property, or at school sponsored activities or events is prohibited.

Possession, use, and/or being under the influence of a controlled substance by a student for the purposes of this policy shall only be permitted if such substance was:

1. Obtained directly from, or pursuant to a valid prescription or order, issued to such student from a person licensed by the state to dispense, prescribe, or administer controlled substances;
2. In the case of use or possession, approved and administered, if administered at all, in accordance with board policy JGFGB and/or board policy JGFGBA; and
3. Used, if at all, in accordance with label directions.

#### **Student Conduct**

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

Students shall not manufacture, sell, distribute, dispense, possess, use, and/or be under the influence of illicit drugs, controlled substances, or alcoholic beverages at school, on or in school district property, or at any school activity, program or event. Any student violating the terms of this policy will be reported to the appropriate law enforcement officials, and will be subject to any one or more of the following sanctions:

1. First Offense. A first-time violator will be subject to the following sanctions:
  - a. A punishment up to and including short-term suspension; or up to and including a long-term suspension; or expulsion.
  - b. Suspension from all student activities for a period of the term of the suspension or expulsion.
2. Second Offense. A student who violates the terms of this policy for the second time, and subsequent violations, shall be subject to the following sanctions:
  - a. A punishment up to and including expulsion from school for the remainder of the school year.
  - b. Suspension from participation and attendance at all school activities for the school year.
  - c. A student who is expelled or placed on a long-term suspension from school under the terms of this policy may be readmitted during the term of the expulsion or long-term suspension only if the student has completed a drug and alcohol education and rehabilitation program at an acceptable program.

The parent or guardian of any student suspended or expelled for a violation of this policy must meet with the principal before that student is readmitted.

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, K.S.A. 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. If a student agrees to enter and complete a drug education or rehabilitation program, the cost of such program will be borne by the student and his or her parents.

A list of area drug and alcohol counseling and rehabilitation programs, along with names and addresses of contact persons for the programs, is on file with the board clerk. Parents or students should contact the directors of the programs to determine the cost and length of the program.

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

Approved: March, 1998, March 2014

JCDBB Weapons (See JDD, EBC and KGD)

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

#### Weapons and Destructive Devices

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;
- (JCDBB Weapons Continued)
- 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 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 in the handle of the knife, or any 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.

#### Penalties for Possession

Possession of a firearm or other weapon shall result in expulsion from school for a period on one calendar year, except the superintendent may recommend this expulsion requirement be modified on a case-by-case basis (see JDC). Possession of a facsimile of a weapon may result in suspension or expulsion. Expulsion hearings for possession of a weapon shall be conducted by the superintendent or the superintendent’s designee.

Students violating this policy shall be reported as having a felony or misdemeanor and also referred to the appropriate law enforcement agency(ies) and if a juvenile to SRS or the Commissioner of Juvenile Justice.

Approved: August 13, 2001

## **WABAUNSEE JUNIOR HIGH ATHLETICS**

### **PHILOSOPHY**

The athletics program at Wabaunsee Junior High is a supplement to the total school program. Junior High sports are designed to meet the physical and social needs of the students by teaching basic athletic skills, good sportsmanship, and responsibility among students. At the junior high level, dual sport participation is not permitted. The only exception is cheerleading. Since cheerleading practice is held on a weekly/seasonal basis, cheerleaders may participate in other sports concurrent with cheer.

### **FORMS**

Any student athlete wishing to participate in a sport at WJH must have parent consent plus the following two items completed and on file BEFORE ANY PARTICIPATION in any sport:

1. Physical Examination Form (**prior to first practice**)
2. Parent/Student Handbook Form (**prior to first game**)
3. Athletic Code of Conduct (**Prior to first game**)

### **ELIGIBILITY**

Students will be deemed ineligible if:

1. They have two or more D's after weekly grades have been submitted.
2. They have one F in any class after weekly grades have been submitted.

\*Students shall have a minimum of two assignments between weekly grade submissions.

\*Eligibility will start over after every nine-week grading period.

\*Eligibility affects students participating in KSHSAA sponsored events, during and after school activities; including school dances.

### **EQUIPMENT**

Students are responsible for any uniforms and equipment they are issued. All uniforms and equipment must be turned in at the end of the season. An athlete must pay for any uniform or equipment that is not returned in the proper condition.

### **SCHOOL ATTENDANCE**

Student athletes are expected to attend all classes on game day. If a student athlete is ill or has an unexcused absence from class for **ANY PART** of the game day, he/she will not be allowed to participate on that date. An exception on the day of a game would be made for a doctor's appointment or funeral. Students who miss the entire day of school may not practice or play in a game on that day. The principal will make the final decision regarding participation.

### **TRANSPORTATION**

#### **Athletic Practice:**

Bus students will be provided transportation home from practice on the activities bus. **[Students are expected to be picked up within 15 minutes of the end of a practice or the bus arriving at its destination.]**

#### **Home Games:**

**No activity bus will run after home games.**

## **KSHSAA RECOMMENDED CONCUSSION & HEAD INJURY INFORMATION**

**This form must be signed by all student athletes and parent/guardians before the student participates in any athletic or spirit practice or contest each school year. These forms can be found on KSHSAA.org or from the school office.**

### **WABAUNSEE JUNIOR HIGH ATHLETIC CODE OF CONDUCT**

#### **Wabaunsee Junior High Student-Athletes:**

- Demonstrate exemplary behavior at all times—on the court, in their classrooms, hallways, cafeteria and on the bus.
- Demonstrate good sportsmanship and fair play in all competitive situations.
- Dress and act appropriately when representing their team, their school, and our community as a host to visiting teams or when traveling with the team to out-of-town games.
- Treat teammates, coaches, game officials, and spectators with respect and courtesy at all times.
- Place a high priority on academic achievement and understand that their ongoing athletic participation is dependent upon maintaining eligibility during their sport season.
- Understand that any disciplinary action at school directly impacts their good standing with the team and may result in additional team consequences being administered, at the discretion of the head coach.
- Attend all practices and games. When an absence is unavoidable, they communicate with the coach in an efficient manner.
- Take extreme care of school-issued equipment and return it promptly at the end of the season in good condition.
- Do not possess, use or sell alcohol, drugs, tobacco or other controlled substances.
- Avoid all illegal activities that would bring discredit to the student-athlete, team, or school (i.e., theft, harassment/ intimidation, fighting/battery, etc.)
- Know and understand that all people are different and have varied skills and abilities. They work to recognize the strengths of teammates and be an encourager to them in a way that builds up and develops the team into a more effective unit.
- Should strive to be positive leaders and role models at school.

**I understand that failure to abide by this Code of Conduct may impact participation in athletic events and/or practice.**