

WETMORE SCHOOL STUDENT HANDBOOK

MISSION STATEMENT

Our mission at the Wetmore Attendance Center is to provide an educational environment so that each student has the opportunity to maximize his/her individual learning capacity. This environment will then enable that student to become a coping, productive, contributing and self-disciplined member of society.

THE PURPOSE OF EDUCATION

Individual Growth

The Public school is to provide experiences that help an individual to live adequately and richly in his total environment. It should insure his maximum growth in the realization of his potentialities. This process of growth includes:

- the use of fundamental tools of learning, such as speaking, writing effectively, reading efficiently, counting, and calculating.
- the exercise of such practices as listening intelligently, observing skillfully, using initiative, and attacking problems courageously as they arise.
- the preservation of health.
- the desirable use of leisure.
- the cultivation of creative expression and appreciation
- the understanding and application of ethical principles, and
- the acquisition of a sound philosophy of life.

PARENT'S RESPONSIBILITY

The first and most important teacher is the parent; the first and most important school is the home. Through all the formative years of an individual the home is the primary source of personal growth. Each parent has a distinct obligation to impart or to have imparted firm moral convictions to which the young son(s) and/or daughter(s) can anchor his or her life for the turbulent years ahead. The mold of character and personality is fashioned in the home, supplemented and extended in the school.

ORGANIZATION

There are five attendance centers in Prairie Hills USD 113; Wetmore, Sabetha, Axtell, Bern, and Summerfield. Wetmore accommodates students in Kindergarten through 12th grade for the Wetmore-Goff area.

SCHOOL COLORS

Red and White

THE SCHOOL MASCOT

The Cardinal

SCHOOL SONG

(Tune: "On Wisconsin")

On you Cardinals! On you Cardinals! Fight on for your fame, Pass the ball right over, Cardinals
Touchdown sure this game, Rah! Rah! Rah! On you Cardinals! On you Cardinals! Fight on for your fame,
Fight Cardinals Fight! Fight! Fight! We'll win this game.

WETMORE SCHOOLS CREED

As a student of the Wetmore Schools I will endeavor:

1. To manifest a school spirit that will bring honor and respect to Wetmore Schools.
2. To be courteous, kind and thoughtful in and out of school, thus reflecting honor upon my parents, my school, my community and myself.
3. To keep my school property in such condition that it will be a pleasure to have others see them.
4. To conduct myself in the Hall, Class and Study Rooms in a manner becoming a lady or gentleman.

ADMISSION

Pupils will be admitted to Kindergarten Class and or First Grade if they meet the requirements as listed in K.S.A. 72-1107 and parents present evidence that the child is five (5) years of age on or before the 1st of September of that school year for Kindergarten and/or six (6) years of age on or before the 1st of September of that school year for entering 1st grade for the first time. After successfully completing Kindergarten class, students are automatically promoted to the 1st grade. Students are admitted to advance standing upon transferring from other schools and upon receipt of an official transcript and/or records from the previous school. The advanced standing is determined after evaluation of previous school's official records and transcript. When the official transcript and/or records are not available at the time of enrollment the student(s) will provisionally be admitted to advanced standing pending the receipt and evaluation of the official transcript.

FEES 2011-2012

Textbook fees for the 2011-2012 school year are:

Kindergarten through 5th grade	\$30.00
6th through 12th grade	\$35.00
Instructional Fee:	\$15.00
<i>To cover part of materials/technology costs, collection part of building budget.</i>	
PE Lock Rental, with course.....	\$1.00
Activity Card Fee, 6th-12th students	\$10.00
WMS PE Uniform	\$14.00
Art	\$2.50 (K-5)
Kindergarten Snacks, annual	\$44.50
District Music Instrument Rental.....	\$30.00
Band Uniform Cleaning Fee	\$10.00
Participation Fee	\$30.00

(KSHSAA sponsored activities not associated with a grade)
(excludes cheerleaders)

TEXTBOOK RENTAL

Textbooks will be furnished by USD No. 113 on a rental basis to each student. The books will be checked out the first day of school. The student in return is expected to care for his/her books and return them in good condition at the end of the school year. These will be inspected and checked in by each teacher. If found to be damaged beyond normal use, the student will be assessed a fine by the teacher and principal. If not returned, a fair replacement cost will be assessed the student.

SCHOOL LUNCH

School lunch is served in the lunch room. Students who bring their own lunch will eat their lunch in this room. **No** food is to be taken from the lunch room. USD No. 113 Policy requests that meal tickets be purchased for at least 10 meals and that these be purchased in the school office early in the school

day (a schedule will be arranged the first week of school to facilitate these purchases). A lunch count will be taken each day. If your child’s ticket is lost, stolen or mutilated the school has a record of the account number and can easily determine your child’s account balance by manually entering this number into the Accu-Scan machine. The old ticket number can be deleted or removed from the machine and your child will be assigned a new number and given a new ticket. The balance from the previous ticket will be transferred to the new ticket. **Since the tickets are expensive, if your child loses their ticket the school will charge a replacement fee of \$5.00 for the second replacement ticket.** Students must handle and take care of their tickets.

In view of our closed lunch period policy, all students will proceed orderly To the lunch room at a designated time and then return to regular class and/or study period after approximately 25 minutes with instructor and/or supervisor in charge at all times. After eating each individual is to CLEAN (placing leftovers in special receptacles) and stack his/her tray properly on the table provided for that purpose.

(5) (22)

SCHOOL LUNCH PRICES:

Grades 1-5.....	\$2.10
Grades 6-12.....	\$2.30
Adults.....	\$2.95

SCHOOL BREAKFAST PRICES:

Grades K-5.....	\$1.10
Grades 6-12.....	\$1.20
Adults.....	\$1.55

Again—All students eat in the lunch room whether or not one buys or brings a lunch. Personal driving and/or riding with someone other than a parent and/or legal guardian to and from school during the noon lunch period is **NOT PERMISSIBLE!!**

Good behavior, proper eating habits and good manners will be maintained in the lunchroom. Our cooks and kitchen help take pride in the meals they prepare and in turn our respect and consideration is a must.

THE SCHOOL OFFICE

The school offices are occupied by the office secretary and the principal. It goes without saying that this area is busy throughout the day and we wish to urge students to consider this when they come to the office. Some instances which the students will need to come to the office follow:

1. To see the principal
2. To get an excuse for an absence and obtain a pass to class
3. To obtain a pass to leave the building

4. To report, turn in or pick up lost articles
5. To transact other special business

Students are not to use the office telephone or any extension during school time *except in cases of emergency*. Permission to use the phone must be obtained from office personnel-school secretary or school principal!!!

IMMUNIZATION

72-5209. Certification of Immunization; alternatives

Any pupil entering school for the first time in this state shall, prior to admission, present to appropriate school authorities certification from a licensed physician that such pupil has received a test or tests for tuberculosis

and is free from a contagious form of this disease and such pupil has received or is in process of receiving immunization against poliomyelitis, diphtheria, measles, rubella, pertussis and tetanus, by such means of immunization as are approved by the secretary of health and environment, or in the way of an alternative to such requirements shall present:

- (a) Certification from a licensed physician stating the physical condition of the child to be such that the test and immunization would seriously endanger life or health of such child, or
- (b) 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 test and immunization, or
- (3) a written statement signed by one parent or guardian requesting that the local health department give the test and immunization because the parents or guardians lack the means to pay for such test and immunization.

MEDICINE IN THE SCHOOL

According to Kansas Laws, we are not allowed to give medication of any kind in school without written permission. This includes aspirin, Tylenol, cough drops, etc. Children who must have medicine will have to bring it in a medicine bottle with the prescription number, or the parent may come to school and personally give your child the medication. We appreciate your cooperation in this matter. If you have any questions please feel free to call Diane Schoening or Michelle Edelman, the school nurses.

AGE OF ENTRANCE TO SCHOOL

72-1107. Age of children attending school

Subject to such regulations as the governing body of any school district may prescribe:

- (a) Any child who will attain the age of six (6) years on or before the first day of September of any school year shall be eligible to attend the elementary grades in the school district of his residence.
- (b) In districts maintaining free kindergarten, any child who will attain the age of five (5) years on or before the first day of September of any school year shall be eligible to enter such kindergarten.

COMPULSORY SCHOOL ATTENDANCE

72-1111. Compulsory school attendance. Every parent, guardian, or other person in the state of Kansas, having control over or charge of any child who has reached the age of seven (7) years and is under the age of eighteen (18) years, shall require such child to attend continuously a public school or a private, denominational or parochial school taught by a competent instructor, each school year, for such a period as the public school of the district in which the child resides is in session.

(7) (20)

ATTENDANCE REGULATIONS

The student is expected to be punctual and regular in attendance. The PARENT is charged with the duty of keeping the student's attendance regular. The pupil must bring a signed note from the parent **STATING THE REASON** for absence upon returning to school. Upon returning to school after any absence the pupil must obtain a permit through the office to return to class. It is the **RESPONSIBILITY OF THE STUDENT** to obtain a student admit slip and to present it to the teacher. Teachers will admit no one without a permit.

The pupil, upon securing the permit, should show this admit-make-up slip to the teacher when entering class. The teacher will assign the make-up work and initial it upon the pupil's completion of the work. **TWO CLASS DAYS ARE ALLOWED FOR EACH DAY MISSED.** All permits are then returned to the office by the student. Parents, police, and/or the County Attorney may be contacted in the event truancy is suspected. With the approval of the administration, a signed statement by a parent or guardian requesting absence of a student from classes will constitute a valid excuse or such absences from school up to a maximum of five (5) absences per semester. All absences in excess of five per semester will be "unexcused" unless the student presents a physician's statement explaining the absence or a parent or guardian arranges a personal conference with the building principal to explain the absence. An accumulation of five (5) unexcused absences will be reported to Social and Rehabilitation Service or the County Attorney as required by the Kansas Child Care Code.

ABSENCES AND EXCUSES

Any one regularly scheduled class period shall be considered a "significant part of a day" and count as one of the total allowable absences. A student, to be readmitted to school after being absent, shall present a written note from a parent, guardian, or physician explaining the absence. If there are extenuating circumstances, in the judgment of the principal, a one day grace period may be allowed for the student to present the written note. In emergencies, a phone call from a parent or guardian may be accepted. **It is the responsibility of the student to obtain the necessary information from his teachers with respect to making up the school work lost during the absence.**

UNEXCUSED ABSENCE MAKE UP

Students will be assigned before school, after school, or Saturday detention for unexcused absences. Students will be allowed to receive full credit on any work missed after completing their detention. Any test that has been missed will be taken during the detention time at school. Make up time will be three (3) hours for each unexcused absence. If a student does not make up the time they will receive no credit for the day of the unexcused absence.

TARDIES

If a student is more than 5 minutes late to class, without a note, a detention will be assigned. If a student is detained by a teacher and consequently late to his/her next class, he/she should ask that teacher to issue him/her a pass in order to avoid a mark of tardiness in his/her next class. Students who are late because of the bus do not need an excuse from the office. The teacher in charge will list the tardy students on the attendance slip and indicate that the pupil was on a bus that arrived late. When a student receives a third unexcused tardy he/she will be issued a Detention.

STUDENT'S RESPONSIBILITY FOR MAKE-UP

This paragraph is directed toward work missed or to be made up by students. Students should plan in advance of their absence when they are aware that they will be missing school work. They should confer with each teacher relative to their absence and make up as much work as possible in advance of this realizing, of course, that it is impossible to make up all the work in advance — particularly in certain areas. The student should understand that this requires extra effort on the part of the teacher and that maximum cooperation at all times is absolutely necessary. Students who miss school from sickness will be allowed two days to make up the work for each day absent on account of the sickness. Where work is not completed by the end of the nine-weeks the student will receive an incomplete mark instead of a grade. The student should consult with the instructor to promptly complete the work so a permanent grade may be recorded. When a student makes no effort to make up work, he/she will be given a failing grade for the work that was never done.

UNIFIED SCHOOL DISTRICT #113 – Use of District Computers / Privacy Rights

Computer systems are for educational and professional use only. All information created by staff and students shall be considered district property and shall be subject to unannounced monitoring by district administrators. The district retains the right to discipline any student, up to and including expulsion and any employee, up to and including termination, for violations of this policy.

UNIFIED SCHOOL DISTRICT 113 – PRAIRIE HILLS

Consequences of Violation of Technology Policies

All of the policies and handbook procedures for acceptable use of computers and network are intended to make the computers and networks more useful to students and teachers. They are also intended to minimize the burden of administering the networks, so more time can be spent enhancing services. Use of the computers for programs, software, e-mail, and to access telecommunications resources is a privilege, not a right. Violations of the policies and procedures of USD # 113 concerning use of computers and networks will result in disciplinary action. Three levels of punishment may be enforced by the administration. While the levels may be implemented in order, **nothing prevents the administration from selecting any step depending on the facts and the severity of the violation.**

Examples of possible violations:

- *Deliberately accessing a pornographic site/material.*
- *Altering any system software or another's personal work, either locally or remotely.*
- *Using the network maliciously, as with hate mail, harassment, profanity, vulgar statements, or discriminatory remarks.*
- *Allowing anyone to use an account other than the account holder.*

Level I: Violation:

Student would lose computer privilege/Internet access until a parent conference is held. Any additional loss of privileges as determined by the administration will be discussed in this conference.

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

Student who, after Level 1 violation, continues to engage in serious or persistent misbehavior by violating the district's previously communicated written standards of conduct may be removed from any computer/Internet privileges for the remainder of the school year or remaining school years and recommended for suspension.

Level 3: Expellable offense:

Student could be expelled from school if he/she engages in conduct on the Internet that contains the elements of the offense of criminal mischief, as defined by state and federal law. Any student expelled for misuse of technology will also lose computer privileges for the remainder of the school year or school years.

UNIFIED SCHOOL DISTRICT #113 – PRAIRIE HILLS

'Netiquette' on the Internet

All users of the Unified School District 441 - Sabetha/Wetmore computers and networks are expected to abide by the generally accepted rules of network etiquette (netiquette). Informal rules of behavior have evolved for the use of and communication on the Internet and other on-line services. These rules of behavior include, but are not limited to, the following:

1. Be polite. Do not write or send abusive messages to others.
 2. Use appropriate language. Do not swear, use vulgarities or any inappropriate language.
 3. Do not reveal your personal address or phone numbers or that of other students or colleagues.
 4. Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to mail. Messages relating to or in support of illegal activities may be reported to the authorities.
 5. All communications and information accessible *via* the network should be assumed to be private property, which is subject to copyright laws.
 6. Do not place unlawful information on any network system.
 7. Keep paragraphs and messages short and to the point. Focus on one subject per message.
 8. Do not use the network in such a way that would disrupt the use of the network by other users (e.g., downloading very large files during the prime time; sending mass e-mail messages)
 9. Do not give your password or access codes to anyone else, as they are your responsibility.
- (11) (16)

UNIFIED SCHOOL DISTRICT # 113 - PRAIRIE HILLS

KANSAS LAW

K.S.A. 21-3755. Computer crime; criminal computer access

(a) As used in this section, the following words and phrases shall have the meanings respectively ascribed thereto:

- (1) "Access" means to approach, instruct, communicate with, store data in, retrieve data from, or otherwise make use of any resources of a computer, computer system or computer network.
- (2) "Computer" means an electronic device which performs work using programmed instruction and which has one or more of the capabilities of storage, logic, arithmetic or communication and includes all input, output, processing, storage, software or communication facilities which are connected or related to such a device in a system or network.
- (3) "Computer network" means the interconnection of communication lines, including microwave or other means of electronic communication, with a computer through remote terminals, or a complex consisting of two or more interconnected computers.

(4) "Computer program" means a series of instructions or statements in a form acceptable to a computer which permits the functioning of a computer system in a manner designed to provide appropriate products from such a computer system.

(5) "Computer software" means computer programs, procedures and associated documentation concerned with the operation of a computer system.

(6) "Computer system" means a set of related computer equipment or devices and computer software which may be connected or unconnected.

(7) "Financial instrument" means any check, draft, money order, certificate of deposit, letter of credit, bill of exchange, credit card, debit card or marketable security.

(8) "Property" includes, but is not limited to, financial instruments, information, electronically produced or stored data, supporting documentation and computer software in either machine or human readable form.

(9) "Services" includes, but is not limited to, computer time, data processing and storage functions and other uses of a computer, computer system or computer network to perform useful work.

(10) "Supporting documentation" includes, but is not limited to, all documentation used in the construction, classification, implementation, use or modification of computer software, computer programs or data.

(b) Computer crime is:

(1) Intentionally and without authorization gaining or attempting to gain access to and damaging, modifying, altering, destroying, copying, disclosing or taking possession of a computer, computer system, computer network or any other property;

(2) using a computer, computer system, computer network or any other property for the purpose of devising or executing a scheme or artifice with the intent to defraud or for the purpose of obtaining money, property, services or any other thing of value by means of false or fraudulent pretense or representation: or

(3) intentionally exceeding the limits of authorization and damaging, modifying, altering, destroying, copying, disclosing or taking possession of a computer, computer systems, computer network or any other property.

21-3755 p 2

(c) (1) Computer crime which causes a loss of value of less than \$500 is a class A nonperson misdemeanor.

(2) Computer crime which causes a loss of value of at least \$500 but less than \$25,000 is a severity level 9, nonperson felony.

(3) Computer crime which causes a loss of value of \$25,000 or more is a severity level 7, nonperson felony.

(d) In any prosecution for computer crime, it is a defense that the property of services were appropriated openly and avowedly under a claim of title made in good faith.

(e) Criminal computer access is intentionally, fraudulently and without authorization gaining or attempting to gain access to any computer, computer system, computer network or to any computer software, program, documentation, data or property contained in any computer, computer system or computer network. Criminal computer access is a class A nonperson misdemeanor.

(f) This section shall be part of and supplemental to the Kansas criminal code.

History: L. 1985, ch. 108, s 1; L. 1992, ch. 298, s 51; L. 1993, ch. 291, s 93; L. 1994, ch. 291, s 34; July 1.

GRADE POINT AVERAGES

As a student progresses in High School, grade point averages take on some importance. Applicants for scholarships must usually list his or her grade point average, colleges often want a student's grade point average; grade point averages are used to help determine candidates for National Honor Society,

and grade point averages are used to determine students who graduate with Honors. A student's grade point average is figured on all courses taken, beginning with 9th grade. An "A" equals 4; "B" equals 3; "C" equals 2; "D" equals 1; "F" equals 0. If you have taken 10 courses, for example a number would be assigned to each letter grade you received (only semester grades are used), the numbers would be added up and divided by 20. (We divide by 20 since we use semester grades; each course has two grades recorded.) The result would be your Grade Point Average (GPA).

HONOR ROLL

Grade cards are issued to the students at the end of each nine weeks as listed in the school calendar. All subject grades will be used in computing honor rolls. Three honor rolls will be computed. One will represent a 4.00 (all "A" grades) one will represent a 3.50 to 3.99 grade point average with no grade lower than a C-, the last one will be students with 3.00-3.49. A student must be enrolled in a minimum of six classes to be eligible for the Honor Roll.

**VALEDICTORIAN AND SALUTATORIAN
POLICY OF WETMORE HIGH SCHOOL**

It is the policy of Wetmore High School to rank students according to Grade Point Average (G.P.A.). Each high school student's G.P.A. is figured at the end of each semester. All course work completed from the summer before the freshman year till the end of the 3rd nine weeks of the senior year will be used. During the senior year the final G.P.A. will be figured off of the third nine weeks grades in order to determine Valedictorian and Salutatorian for Graduation. The student with the highest G.P.A. is declared Valedictorian. If a tie exists, all students with the same G.P.A. will be honored. The student with the 2nd highest G.P.A. will be the Salutatorian. If a tie exists, all students with that G.P.A. will be honored.

WETMORE HIGH SCHOOL GRADE LEVEL CLASSIFICATION

In August of each year, students will be classified as grade level 9-12 based on having earned the following minimum number of credits:

Grade 90 credits Grade 1111 credits
Grade 105 credits Grade 1218 credits

In order to participate in graduation exercises, students must have completed all graduation requirements (and 25 total credits, including all required courses). If a student is having difficulty meeting requirements for graduation, the principal, student and parents will develop a plan of action in

order to assist the student in meeting graduation requirements. Every reasonable effort will be made to help a student graduate with their class.

The principal will classify foreign exchange students. Those classified Grade 12 must pass all courses, including a prescribed curriculum, in order to participate in graduation exercises.

GUIDANCE

Guidance is the process in which an experienced and trained person assists a second person to understand him-self or her-self and to use wisely the education, vocational and personal potentialities which he or she has or can develop. While Guidance, properly understood, is carried on by all staff members in the school system, the counselor is responsible for certain specialized activities and tasks for which his training has prepared him. Guidance activities are planned to

encourage students to plan for their future and this in turn gives more meaning to their class work and other school activities.

Guidance activities conducted by the Counselor consist of an organized program of personal services which are for all students. Each student should feel welcome to avail himself or herself of the services offered. The school Counselor schedules interviews with all students during the year. Students are encouraged to schedule other interviews and conferences with the Counselor as desired. Self-appraisal, educational planning, vocational planning, personal problems, etc. are some of the areas which can be dealt with in conferences with the Counselor. Permanent, cumulative records are kept on each student. Various types of standardized tests are given throughout a student's school year and the scores from the tests are included in these permanent records. Our High School Counselor, Mrs. Toedman, is here on Thursday each week from 8:00 a.m. to 3:30 p.m. Our Elementary Counselor, Mrs. Sellens, is here on Wednesday morning each week.

SPECIAL STUDENTS

Students who have attained the age of 16 years may apply to the Principal's office to be recognized as a "special student". After considering the circumstances and after being approved by the parent or guardian and the Superintendent, the student may attend classes of his choice at Wetmore High School so long as the credits earned are accumulating toward the high school diploma. The student shall participate in NO student activities and will receive NO student privileges; however, during the hours that the student is in school the student shall abide by all student rules. Such status classification may be removed at any time that a student fails to cooperate with school officials. Special Student status may begin October 1st and January 1st only.

ORGANIZATIONAL FUNDS

All moneys to be collected by organizations are to be turned in to the office for deposit on respective accounts. The class or organization secretary/treasurer is given a receipt of all moneys credited to their class or organization. Money should be turned in to school secretary for proper crediting shortly after it is collected. All moneys collected must be receipted!!

ORGANIZATIONAL PURCHASES

A student or teacher purchasing supplies MUST first fill out a purchase order and then present it to the principal for approval. Students and/or staff members making purchases without the proper authority can be liable for payment of said purchase. Purchase orders must be on file in office before payment can be made.

LOCKERS

Locker assignments are made when students enroll in August. These are to be kept orderly at all times with absolutely no markings, transfers, decals, and/or favorite "cut-outs" pasted/glued outside of your locker. For security purposes combination locks may be checked out from the office at enrollment

time if you are in 6th through 12th grade. Cost of replacing the combination lock because of loss, misplacement and/or tampering which results in a malfunction of same will be the responsibility of the student(s) involved. If you have reason to believe that your locker is still NOT SECURE enough,

PLEASE TURN IN TO THE OFFICE, MONEY AND OTHER PERSONAL VALUABLES!! The option to use or not to use the padlocks is yours!! AGAIN, DO NOT LEAVE VALUABLES IN YOUR UNLOCKED LOCKER--when in doubt, TURN IN MONEY & PERSONAL VALUABLES

TO SCHOOL SECRETARY OR PRINCIPAL!! Lockers are school property and may be inspected at any time by school personnel.

PERMIT TO LEAVE THE BUILDING

Any student leaving the building after the beginning of the school day must obtain a permit slip from the office to leave the building. Upon receiving written note--signed by parent(s)--stating that the student's reason for wanting to leave and including the time/hour of the day, the secretary will fill out (in duplicate) the special permit for the student who will--in turn--be required to sign and list home phone number. Students who leave without permission will be required to attend Saturday school or serve detention.

PHYSICAL EXAM REPORT REQUIRED FOR ATHLETICS AND PHYSICAL EDUCATION

All students in physical education or out for sports (both boys and girls) should have their physical exam for 2011-12 and a copy of it should be on file in the school office before the first organized practice. A physical exam card is available from the office at your request. This also concerns all Jr. High students going out for sports.

CO-CURRICULAR ACTIVITIES

Wetmore High School is a member of the Twin Valley League that includes: Axtell, Bern, Baileyville, Centralia, Frankfort, Blue Valley, Onaga, Valley Heights, Clifton/Clyde, Hanover, Linn and Washington Schools. These schools participate in football, basketball, volleyball, track, band and vocal activities.

Wetmore Middle School is a member of the Oregon Trail League which includes Axtell, Bern, B & B Baileyville, Centralia, Frankfort, Onaga, Nemaha Valley, and St. Peter & Paul. These schools participate in football, basketball, volleyball, track, band, and vocal activities.

ELIGIBILITY POLICY

(Middle School & High School)

STUDENTS MUST BE IN CLASS BY 8:30 A.M. IN ORDER TO BE ELIGIBLE FOR EXTRA-CURRICULAR ACTIVITIES. DOCTOR'S OR DENTIST'S APPOINTMENT CARDS AND/OR OFFICE VISIT WRITTEN ON OFFICE STATIONERY WILL BE AN EXCEPTION TO THIS!! Any student not in school will not be allowed to practice or participate in any activity.

STUDENT ACCIDENT INSURANCE

For the 2011-2012 school year the Board of Education is providing school *accident* and *activity* coverage for all students in grades K through 12.

PARENTS OF STUDENTS HAVING A SCHOOL RELATED INJURY MUST FIRST FILE A CLAIM WITH THEIR FAMILY HEALTH & ACCIDENT INSURANCE CARRIER. WRITTEN STATEMENTS IN REFERENCE TO THAT CLAIM-NOTICE OF PART PAYMENT, DENIAL, OR DEDUCTIBILITY-SHOULD BE FORWARDED TO THE SCHOOL PRINCIPAL FOR FILING A CLAIM WITH OUR DISTRICT'S INSURANCE COMPANY

CODE OF STUDENT CONDUCT

Development of good discipline is one of the most important goals of education. Discipline is the development of self-control, character, and proper consideration for other people.

Understanding the purposes of discipline in school facilitates the formation of positive attitudes and assists the student in doing his part to make himself a better person and the school a better place. So that the Wetmore schools can maintain the best learning environment possible, the administration and faculty have expectations of the students.

These expectations are:

I. Appropriate school behavior: Classroom behavior that assures the right of every student to learn and the right of every teacher to teach. Appropriate out-of-classroom behavior demonstrates respect for the personal and property rights of other students, faculty, and staff.

II. Arrival at school and to class on time.

III. Daily school and class attendance.

IV. Appropriate use and care of the buildings and facilities of the school.

V. Cooperation with the school staff as they attempt to meet the varied educational needs of all students.

VI. Adherence to acceptable standards of courtesy, decency, and morality, and compliance with provisions of civil law.

DISCIPLINE POLICY - POINTS SYSTEM

Level One 1 Point / Referral

Detention time is with teacher or teacher designee.

Violations include: cafeteria, inappropriate display of affection, electronic device, hall violation, not prepared for class (3rd or more), profanity, 1st dress code violation, Unexcused tardy (3rd or more), 1st computer violation, providing false information, offensive or inappropriate touching, head down / sleeping, backtalk, breaking classroom rules.

Level Two 2 Points / Referral

Detention with teacher and / or administrator

Violations include: 1st phone violation, skipping teacher detention, class disturbance, altering planner / pass, hazardous driving, being in a restricted area, out of classroom or building without permission (on campus), 2nd dress code violation, Unexcused Absence

(see attendance policy), cheating on **test** or **major assignment** or **project.**, habitual violation of Level 1.

Level Three 3 Points / Referral

Administrator assigned detention or short term suspension.

Violations include: conflict with a student, refusing a reasonable request (could be level 4), 2nd phone violation, 2nd computer violation, 3rd dress code violation, leaving school grounds without permission, student misconduct, 2nd violation out of room or building without permission, Plagiarism, habitual violation at Level 2.

Level Four 4 Points / Referral

Short – Term Suspension from school for 1 – 10 days.

Disrespect to staff, refusing a reasonable request, Alcohol or Tobacco violation, 1st illegal substance violation, Drug paraphernalia, Fighting, 3rd phone violation, 3rd computer violation, Fire alarm pull, Theft / Vandalism, Intimidation, threats, harassment (could be level 5), Weapon violation (could be level 5)

Level Five 12 Points / Referral

Long Term Suspension or Expulsion from school

Intimidation, threats, or harassment, continued computer violations, Substance (possession or use multiple offenses), explosives or weapons (possession or use)

A student who accumulates 12 or more points during a semester may be recommended for a long-term suspension or expulsion.

For classroom disruption referrals, a student who accumulates 3 referrals during a semester may be recommended for removal from class with no passing grade being granted.

Students may be suspended from school for 1 – 10 days and conference may be held with the student, his/her parent/guardian upon reaching the following points.

4 – 9 Points - Detention and / or Short-Term Suspension (in school or out of school)

7-11 Points - Short Term Suspension

12+ Points – Short-Term Suspension and a request for a long-term suspension or expulsion hearing

After accumulating 4 pts., a student may earn points back after completing consequences and then going 5 consecutive school days without a violation. The principal will determine if the student may earn points back.

A student with 7 or more points is considered “not in good standing” and ineligible to participate in any extra-curricular activities.

With a written referral:

1. Each point earned will accumulate towards 12. If a student accumulates a total of 12 points per school year a hearing is recommended for long-term suspension or expulsion.
2. At the beginning of each school year the student will begin with zero points.
3. A plan for earning back points will be developed within a timely manner after a student has surpassed four points. Students will have the opportunity to earn back up to six points throughout the course of a school year. The Student Discipline Committee, comprised of the building principal and two teachers, will discuss and develop the plan which could include character development exercises, service activities within the school, community service, etc. A conference will be conducted between the administrator and student explaining the expectations of the plan, and a copy will be provided to the student and parent(s). A meeting with the administrator and/or Student Discipline Committee can be arranged at parent request.
4. After the student has completed the necessary plan/requirements for earning back points, the Student Discipline Committee will evaluate the number of the points that may be deducted from the student’s overall number of accumulated points based on the criteria outlined in the plan.
5. The Student Discipline Committee, at its discretion, can decide to “suspend” the reduction of points if the student’s behavior becomes a recurrent issue/concern.

USD No. 113 TRANSPORTATION

The school will operate a system of buses for the convenience of rural students. Students should consider it a privilege to be transported to and from school at district expense.

RULES GOVERNING SCHOOL PUPIL TRANSPORTATION IN KANSAS

Pupils and Parents

1. Pupils transported in a school bus shall be under authority of and be responsible directly to the driver of the bus. Continued disorderly conduct, or persistent refusal to submit to the authority of the driver shall be sufficient reason for refusing transportation to any pupil. The driver of any school bus

shall be held responsible for the order and conduct of the pupils transported.

2. Whenever a school bus stops at a point where traffic is not controlled by a human flagman or a clearly visible electrical or mechanical signal to discharge pupils who must cross the street or highway in order to reach their destination, such passengers must cross the street or highway in front of the

bus, except when, because of local laws regulating traffic passengers discharged from a bus cannot cross the street or highway in front of the bus but must cross behind the bus, they may do so. In either case, the bus shall not be removed from such point until all passengers have crossed the street or highway. In either case, the driver of the bus shall not permit the pupils to cross the street or highway until they may do so safely, and shall, if necessary, escort such passengers across the street or highway.

The following rules apply:

1. The driver is in charge of the pupils and the bus pupils must obey the driver promptly and cheerfully. It will be the driver's duty to see that the rules are enforced.
2. The driver may assign a seat to each student. Each student must be provided a seat.
3. Pupils must be on time. The bus cannot wait for those who are tardy. Pupils must walk on the far left side of the road facing traffic when going to a bus stop. All pupils must wait for the bus off of the traveled portion of the road. Students should wait in an orderly manner and never push a fellow student.
4. Unnecessary conversation with the driver is prohibited. Do not talk loud or distract the driver's attention. Remember your safety is in his/her hands.
5. Outside of ordinary conversation, classroom conduct is to be observed.
6. Pupils must not throw waste paper or other rubbish on the floor of the bus. Help keep your bus clean and sanitary at all times.
7. Pupils must not at any time extend arms or head out of bus windows.
8. Pupils must not try to get on or off the bus or move about within the bus while it is in motion.
9. When leaving the bus, pupils must observe directions of driver. If you cross the road, do so in front of the bus after making sure the road is clear.
10. Any damage to a bus is to be reported at once to the driver and the Principal's office. It's the driver's responsibility to report any student damaging the upholstery on the seat or any other part of the bus.
11. STUDENTS RIDING A BUS DURING A STORM SHOULD BE ADVISED TO LISTEN TO THE FALLS CITY, NEBR. RADIO KTNC (1230) WIBW RADIO (580), KNZA 104, OR WIBW TV (CHANNEL 13) FOR STORM WARNINGS AND NOT ATTEMPT TO REACH SCHOOL WHEN SO FOREWARNED. (As to non-safe conditions such as heavy snow or floods.)

SCHOOL TRIPS

It is the policy of our school district to designate and assign transportation for all students who participate in school activities away from home. When buses or other school vehicles are used, any

student who participates in the activity will ride an assigned bus or school vehicle and will return home on that bus or vehicle **unless** the parent **personally** requests to sponsor that he/she wishes to take his/her son/daughter home. If a bus or vehicle breaks down, substitute transportation will be provided and assigned. The following guidelines are to be observed closely:

—In **no case** shall a student be released to anyone except a parent or guardian

—In case of emergency the Supt. or principal may set aside the above rule when he/she feels that it is in the best interest of students concerned.

—The sponsoring staff member may set aside the above when the parent or guardian makes a written request to **pick up** the son/daughter.

—Educational field trips, pertaining to the subject matter being studied are encouraged. Such trips involving 50 or more miles-one-way from school must be cleared in writing through the Office of the Superintendent. All trips should be planned in advance with local trips cleared through the principal's

office. All pertinent information relative to the trip —destination, number of students, grade, sponsors, departure, date, route, time of arrival, back to school, etc., should be in writing for proper evaluation.

SCHOOL VISITATION

An open-door policy is in effect in all our schools. At any time throughout the school year (with the exception of the 1st two and last two weeks) you wish to visit your son's and/or daughter's class you are free to come and are encouraged to do so. In order to insure your being able to see the class at a time when tests or other special events are not in progress, you are asked to contact the instructor in advance of your visit, if at all possible.

PLEASE STOP BY THE OFFICE BEFORE GOING TO THE CLASSROOM. IF YOU ARE IN THE SCHOOL BUILDING DURING THE NOON HOUR, THE PRINCIPAL WILL EXTEND TO YOU AN INVITATION TO PARTICIPATE IN THE SCHOOL LUNCH.

Student guests are limited to 1/2 day and must be approved by the office at least one day in advance. Each student is limited to one guest per year.

(USD No. 113 Board of Education Policy JS-R in reference to Fines, Building principals shall make a reasonable effort to collect justifiable value of school property willfully or recklessly lost or damaged or destroyed by a student. If after a reasonable amount of time, such amount remains unpaid, the principal shall report the matter to the superintendent who shall consult with the school board's attorney and they shall jointly recommend a course of action to the Board.)

CELL PHONE POLICY

Cell phones must be turned off during the regular school day. On the first offense, the cell phone will be returned after a detention is served. Subsequent violations will result in a detention and the phone being held for the parent to retrieve.

BULLYING

U.S.D. 113 – Prairie Hills board of education prohibits bullying in any form on school property, in a school vehicle, or at a school-sponsored activity or event. Bullying occurs when there is an imbalance of power and the incidents of bullying are happening repeatedly. There is an elementary rubric and a

middle/high school rubric to address bullying situations. At all levels either a written or verbal apology is required. The student must complete a Think-About-It-Form. Students who have bullied others in violation of this policy will be subject to disciplinary action, up to and including suspension and expulsion. Copies of the rubrics are available at the school office and on the district website. If appropriate, students who violate the bullying prohibition shall be reported to local law enforcement.

“Bullying” means:

- (A) Any intentional gesture or any intentional written, verbal, electronic or physical act or threat that is sufficiently severe, persistent or pervasive that creates an intimidating, threatening or abusive educational environment for a student or staff member that a reasonable person, under the circumstances, knows or should know will have the effect of:
 - i. Harming a student or staff member, whether physically or mentally;
 - ii. Damaging a student’s or staff member’s property
 - iii. Placing a student or staff member in reasonable fear of harm to the student or staff member: or
 - iv. Placing a student or staff member in reasonable fear of damage to the student’s or staff member’s property; or
- (B) “Cyberbullying” means bullying by use of any electronic communication device through means including, but not limited to, e-mail, instant messaging, text messages, blogs, mobile phones, pagers, online games and websites.
- (C) Any form of intimidation or harassment prohibited by the board of education of the school district in policies concerning bullying adopted pursuant to this section or subsection (e) of K.S.A. 72-8205, and amendments thereto.

NO SEXUAL HARRASSMENT

Students shall not sexually harass another student or students. Violation of the policy shall result in disciplinary action against the student(s) involved.

ARTICLE 89—SUSPENSION AND EXPULSION OF PUPILS—GROUNDS

72-8901. Grounds for suspension or expulsion; who may suspend or expel. The board of education of any school district may suspend or expel, or by regulation authorize any certificated employee to suspend or expel, any pupil or student guilty of any of the following:

- (a) Willful violation of any published regulation for student conduct adopted or approved by the board of education, or
- (b) Conduct which substantially disrupts, impedes or interferes with the operation of any public school, or
- (c) Conduct which substantially impinges upon or invades the right of others, or
- (d) Conduct which has resulted in conviction of the pupil or student of any offense specified in chapter 21 of the Kansas statutes. Annotated or any criminal statutes of the United States, or
- (e) Disobedience of an order of a teacher, peace officer, school security officer or other school authority, when such disobedience can reasonably be anticipated to result in disorder, disruption or interference with the operation of any public school or substantial and material impingement upon or invasion of the rights of others.

STUDENT DRESS CODE **Grades 6th-12th**

It is an accepted fact that the students' action and their dress are interrelated. In an effort to create and maintain the proper atmosphere for learning, the following guidelines are presented:

- A. Dress for both boys' and girls' is expected to be clean, neat, and conform to standards of appropriateness.
- B. Clothing with alcoholic beverages, tobacco products advertisements, profanity, or sexually suggestive items are not to be worn.
- C. Shorts (no cut-offs) will be allowed. Biker shorts or any other tight shorts are not allowed. The length of the shorts, skirts and dresses should come down to the finger tips when arms are extended down. Shirts will cover shoulders, torso and stomach when sitting or standing.
- D. Hats and all other head coverings will be removed when entering the school building.

DRINKING AND SMOKING

Drinking alcoholic beverages and smoking is **PROHIBITED BY LAW** at school functions & on school property. Along with this chewing tobacco will **NOT** be allowed in/on such premises!! Students are not allowed to bring alcohol, cigarettes, or any tobacco products to school.

DRUG AND ALCOHOL ACTIVITIES POLICY

PHILOSOPHY:

Extra-curricular activities shall be an essential part of the curriculum within the secondary school. It will provide community exposure, outside exposure, and personal contact with other students. It will develop learning outcomes in the areas of discipline, knowledge of the activity skill, dedication, hard work, and a good positive attitude which will contribute to the development of better citizens.

OBJECTIVES:

1. To provide an opportunity for students to participate on teams in competition with other schools.
2. To assist in the development of higher levels of strength, endurance, and vitality.
3. To teach team work and sportsmanship.

4. To help develop skills that have carry over value of worthy use of leisure time.
5. To create an atmosphere of unity; to foster a school spirit growing out of the school's activities endeavor, a spirit which will make the education process more effective.

GENERAL TRAINING AND PARTICIPATION RULES FOR ALLACTIVITIES

1. Students shall refrain from the use of alcohol/drugs and tobacco products while a member of an extra-curricular activity. Any participant of a school sponsored activity that is determined to be using alcohol/drugs or tobacco products any time during the season in which he/she is participating will not be allowed to participate in any event for a period of ten school days (1st offense). Participation in practice will be at the discretion of the coach or sponsor. Determination of student violation will be based on substantial information and investigation by a teacher/coach, athletic director, or administrator. The signing of a diversionary agreement with any law enforcement agency will be considered as a conviction for the administration of this policy. The ten school day suspension will start the first regular day of school following the violation.
2. A second violation of the non-use of drug/alcohol and tobacco policy would result in dismissal from all activities for the remainder of the season. The student will be eligible for the next sport season, provided he/she completes an acceptable course in drug/alcohol and tobacco abuse.
3. The third offense will result in dismissal from all extra-curricular activities for the remainder of the school year.

PROCEDURAL GUIDELINES FOR ADMINISTRATION OF POLICY

The policy is not intended to usurp the authority of teacher/coaches, sponsors, and/or parents, but rather to serve as an umbrella under which activity guidelines may exist. Penalty will not be imposed when a relationship exists between extra-curricular participation and an academic grade (such as attending a concert for a grade for music class). Any competitions between schools will not be allowed.

ALCOHOL POLICY – SCHOOL DANCES

In an effort to maintain an alcohol-free environment at school dances, all students and guests of students in attendance will be required to take a breathalyzer test upon entry. Students will enter at one entrance point for the dance or activity so the breathalyzer test may be administered.

If the breathalyzer registers that a student has been drinking alcohol, a second test will be administered after a 10 minute interval. Students will not be allowed to leave by themselves after a positive test. If the student's test comes up positive again, the student will be questioned and his/her parents will be contacted to come pick up the student. Students who receive two positive test results will be subject to discipline up to and including suspension and expulsion. Any student or guest of a student, refusing to take the breathalyzer test will not be allowed to attend the dance.

STUDENT DRIVEN VEHICLES

All traffic regulations set forth by the state, county, and city will be observed. No student will be allowed to drive any vehicle at any time during the school hours without permission from the principal. No students will be allowed to ride with anyone other than parents

during the school day unless permission has been secured in advance from school authorities.
Loitering in
or next to any vehicle at any time is strictly prohibited!

PARKING LOT PROCEDURE

A parking lot is available for your use to the west and north of the shop. All students will park in this parking lot. The south and north side of the street is reserved for faculty and staff

ANIMALS IN THE SCHOOL

(School Board Policy ING)

Persons bringing animals into the school must receive prior permission from the supervising teacher and the building principal. Animals, including all vertebrates, invertebrates, and toxic plants such as poison ivy or sumac, may be brought into the classroom for education purposes. However, they must be appropriately housed, humanely cared for, and properly handled.

LOST AND FOUND

A lost and found service will be provided by the principal's office. If you find anything, turn it in to the office at once. If you lose anything, report it to the office. Important advice—BE CAREFUL, NOT CARELESS.

FIRE DRILLS

As required by K.S.A. 31-133 ten (10) fire drills will be held. Each month at sometime during school hours — a fire drill will be held. The regular fire siren alarm turned on will be the signal for teachers, students and all personnel of Wetmore Schools to evacuate quickly the classrooms and buildings in an

orderly manner. Students and staff in various buildings (including basement and 1st floor) will use the regular door exits while all school personnel on the 2nd floor will use the special stairway escape routes having fire door exits in the following rooms:

Social Studies Northwest room of 2nd floor

Mathematics Northeast room of 2nd floor

Home Economics Southeast room of 2nd floor

All school personnel are to leave the building(s) and to proceed orderly to a reasonable and safe distance outdoors and to remain there until an "all clear" signal (intermittent sound of fire alarm) is given.

TORNADO DRILLS

According to K.S.A. 1975 Supp. 31-133 (7) and revised, effective July 1, 1975, three (3) drills per school term will be held in all public, private and educational institutions, except junior colleges, colleges and universities. In our Wetmore Schools one drill will be held in the Fall (Sept.-Oct.) and two in the Spring (March-April). A special bell signal will sound. When this signal is given and HEARD all school personnel in K-12 — students, teachers, and non-certified staff members — are to proceed quickly in an ORDERLY manner to the GRAY SLAB in the basement of our old gymnasium. All personnel are to remain there for personal and direct instruction from the school principal or other member of the staff authorized to represent him.

ARRIVAL PROCEDURE

Students are not to come to school early unless they have an appointment with a teacher. The doors of the school will be opened at 7:30 a.m. Budget your time accordingly and arrive at school on time.

LIBRARY POLICIES

1. Library will be open from 7:45 a.m. to 3:30 p.m.
2. Reference books may be checked out for one hour and taken to other classrooms, but must be returned at the end of the hour. **REFERENCE BOOKS MAY NOT BE CHECKED OUT OVERNIGHT.**
3. You are encouraged to use the card catalogue at any time. If you cannot find what you need, ask for help.
4. Students are responsible for books or materials checked out in their name and must pay for lost or damaged items.
5. Teachers must check out to use all A.V. Material. This includes Projectors, Overheads, TV's, CD/Tape recorders, headsets, etc. Faculty members checking out audio visual material are responsible for those items until they are returned.

SCHOOL PARTIES

All parties, dances & other school events shall be held on the school premises utilizing school facilities. The date for holding the party should be **CLEARED** through the **SPONSOR** and then through the Principal before **ENTERING ON THE SCHOOL CALENDAR**. This must be done at least **TWO WEEKS BEFORE** the event. **ALL ACTIVITIES SHALL BE SUPERVISED BY THE SPONSOR(S)!!!**

At school functions—Homecoming, Queen of Courts, Kay's Snowball & Jr.-Sr. Prom provisions are made for the invitation of special guests after the approval by the school principal. (At Homecoming, Queen of Courts, Kay's Snowball & Jr.-Sr. Prom a guest **MUST HAVE COMPLETED THE EIGHTH**

GRADE TO BE APPROVED!!) Furthermore, these special guests must accompany the Wetmore student who extended the invitation in order to be admitted. Each high school student may invite only one guest. After arrival students and guests are to remain at the party/dance . . . leaving the party/dance

is **NOT PERMITTED**. When one leaves, he/she loses the privilege to re-enter. Because of the rush of activities leading to the end of school, deadline dates for class and organizational activities will be set by the building principal.

REVISED NON-DISCRIMINATION STATEMENT

The Prairie Hills USD 113, 1619 South Old Highway 75, Sabetha, Kansas 66534 does not discriminate on the basis of race, color, national origin, sex, age or handicap in admission or access to, or treatment of, employment in its program and activities. If you have questions regarding the above, please contact: Dennis Stones, 1619 South Old Highway 75, Sabetha, Kansas (785) 284-2175.

