

# Wetmore Academic Center Student Handbook



**“Home of the Cardinals”**

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# WETMORE ACADEMIC CENTER STUDENT HANDBOOK

## 2022 – 2023

### MISSION STATEMENT

Our mission at the Wetmore Academic Center is to expect and assist all students to develop the skills necessary to make positive contributions to society.

### SCHOOL WIDE EXPECTATIONS

Be Safe – Be Respectful – Be Responsible

### CRISIS HOTLINE

When necessary, students are encouraged to use the Kansas Safe Schools Hotline: 1-877-626-8203. This hotline is a toll free number available 24 hours per day, 365 days per year to give students, parents, and community members the opportunity to report any impending school violence. As you are aware, students usually have knowledge of potential school violence before it occurs. This hotline would give students the opportunity to anonymously report any potential violence.

### NON-DISCRIMINATION STATEMENT

The Prairie Hills USD NO.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: Todd Evans, 1619 South Old Highway 75, Sabetha, Kansas (785) 284-2175.

### USDA NON-DISCRIMINATION STATEMENT

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) Mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW Washington, D.C. 20250-9410;
- (2) Fax: (202) 690-7442; or
- (3) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

### THE PURPOSE OF EDUCATION

#### Individual Growth

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

## **PHILOSOPHY**

Realizing that individuals live in a complex society, the Board of Education is hopeful that each student, in addition to the more academic preparations provided by the public schools, will have the opportunity for basic training in desirable moral and ethical values. This is in preparation for assuming a useful role in society. It is understood that all students will not learn all things equally well, but all should have an equal opportunity in the pursuit of educational acquisition. The board accepts the premise that the student is the center of the school curriculum and that the instructional program should be tailored to fit a child-centered program of education. The Board of Education views the educational process as a comprehensive program, which must be undertaken in cooperation with other institutions of our society. It seeks to establish and maintain strong ties with parents and community programs.

## **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/daughter can anchor his/her life for the challenging years ahead. The mold of character and personality is fashioned in the home, supplemented and extended in the school.

## **ORGANIZATION**

There are three attendance centers in Prairie Hills USD NO. 113; Wetmore, Sabetha, and Axtell. Wetmore accommodates students in Pre-Kindergarten through 12th grade for the Wetmore-Goff area.

## **SCHOOL COLORS**

Red and White

## **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:

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

## **GENERAL INFORMATION**

### **ADMISSION**

#### **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.

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.

All resident students shall be admitted to attend school in the district unless they have been expelled.

A resident student is any child who has attained the age of eligibility for school attendance and lives with a parent or a person acting as a parent who is a resident of the district.

All students enrolling in the district for the first time shall provide required proof of identity. Students enrolling in kindergarten or first grade shall provide a certified copy of their birth certificate or other documentation that the board determines to be satisfactory. Students enrolling in grades 2-12 shall provide a certified transcript or similar pupil records. The enrollment documentation shall include a student's permanent record card with a student's legal name as it appears on the birth certificate, or as changed by a court order and the name, address, telephone number of the lawful custodian. The records shall also provide the identity of the student as evidenced by a birth certificate, copy of a court order placing the student in the custody of Kansas Social and Rehabilitation Services, a certified transcript of the student, a baptismal certificate or other documentation the board considers satisfactory.

## **ENROLLMENT**

The enrollment documentation shall include a student's permanent record card with a student's legal name as it appears on the birth certificate, or as changed by a court order and the name, address, and telephone number of the lawful custodian. The records shall also provide the identity of the student as evidenced by a certified birth certificate, copy of a court order placing the student in the custody of Kansas Social and Rehabilitation Services, a certified transcript of the student, a baptismal certificate or other documentation the board considers satisfactory. If proper proof of identity is not provided within 30 days of enrolling, the superintendent shall notify local law enforcement officials as required by law and shall not notify any person claiming custody of the child. In order to obtain an estimate of the number of students who are expected to be enrolled in school during the following year, a pre-enrollment period will be scheduled during the spring months of each year. A registration date for resident students who have been enrolled during the previous year will be scheduled by the superintendent in August of each year.

### **New Resident Students**

New resident students are urged to contact the superintendent's office as soon as possible after establishing residence in the school district.

### **Identification of Students**

All students enrolling in the district for the first time shall provide required proof of identity. Students enrolling in kindergarten or first grade shall provide a certified copy of their birth certificate or other documentation that the board determines to be satisfactory. Students enrolling in grades 2-12 shall provide a certified transcript or similar pupil records.

### **Non-Resident Students**

Non-resident students are those who do not meet the definition of a resident student. Non-resident students may be admitted only to the extent that staff, facilities, equipment and supplies are available.

A non-resident student who has been suspended or expelled from another district will not be admitted to the district unless approved by the board of education.

Since the schools of the district are maintained for the primary benefit of the residents of the district, non-resident students will be admitted only to the extent that staff, facilities, equipment and supplies are available. In no event will a student be admitted who is under suspension or expulsion from the schools of another school district, or who has voluntarily withdrawn from the schools of another school district due to poor academic performance, except with the prior approval of the board of education.

Any non-resident student who desires to be admitted to the schools of the district will make application to the superintendent, who shall report such application to the board of education at the next meeting following the receipt of the application, together with his/her recommendation thereon. The decision of the board on any such application shall be final.

## **HEALTH ADMISSION REQUIREMENTS**

**Student Health History:** To be completed by parent/guardian at enrollment. Return form prior to the first day of school with your child's most current health information.

**Certified Birth Certificate 72-53,106.:** "Proof of identity" means (A) in the case of a child enrolling in kindergarten or first grade, a certified copy of the birth certificate of the child or, as an alternative, for a child who is in the custody of the secretary of social and rehabilitation services, a certified copy of the court order placing the child in the custody of the secretary and, in the case of a child enrolling in any of the grades two through 12, a certified transcript or other similar pupil records or data; or (B) any documentary evidence which a school board deems to be satisfactory proof of identity.

A copy of the student's certified birth certificate must be provided to school prior to the first day of school. If you do not have this state-issued birth certificate, you may order one from the Office of Vital Statistics in the state in which your student was born. The Kansas office may be reached at 1-877-305-8315 or online at [www.kdheks.gov/vital](http://www.kdheks.gov/vital)

**Immunizations K.S.A. 72-6262.** Health tests and inoculations; certification of completion required, alternatives; duties of school boards. Proof of required immunizations must be provided to the school prior to the student attending the first day of school. Generally, the student will need immunizations prior to entering Preschool, Kindergarten, first grade and seventh grade.

- (a) In each school year, every pupil enrolling or enrolled in any school for the first time in this state, and each child enrolled for the first time in a preschool or day care program operated by a school, and such other pupils as may be designated by the secretary, prior to admission to and attendance at school, shall present to the appropriate school board certification from a physician or local health department that the pupil has received such tests and inoculations as are deemed necessary by the secretary by such means as are approved by the secretary. Pupils who have not completed the required inoculations may enroll or remain enrolled while completing the required inoculations if a physician or local health department certifies that the pupil has received the most recent appropriate inoculations in all required series. Failure to timely complete all required series shall be deemed non-compliance. (b) As an alternative to the certification required under subsection (a), a pupil shall present: (1) An annual written statement signed by a licensed physician stating the physical condition of the child to be such that the tests or inoculations would seriously endanger the life or health of the child, or (2) 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 tests or inoculations.

**School Entry Physical 72-5214.:** Subject to the provisions of subsection (d) and subsection (g), on and after July 1, 1994, every pupil up to the age of nine years who has not previously enrolled in any school in this state, prior to admission to and attendance in school, shall present to the appropriate school board the results of a health assessment, pursuant to subsection (g), which assessment shall have been conducted within 12 months of school entry by a nurse who has completed the department of health and environment training and certification, by a physician or by a person acting under the direction of a physician. Information contained in the health assessment shall be confidential and shall not be disclosed or made public beyond that necessary under this section except that: (1) Information contained in the health assessment may be disclosed to school board personnel but only to the extent necessary to administer this section and protect the health of the pupil; (2) if a medical emergency exists, the information contained in the health assessment may be disclosed to medical personnel to the extent necessary to protect the health of the pupil; (3) if the parent or guardian of a pupil under 18 years of age consents to the disclosure of the information contained in the health assessment or, if the pupil is 18 years of age or older, if the pupil consents to the disclosure of the information; and (4) if no person can be identified in the information to be disclosed and the disclosure is for statistical purposes.

## **MEDICATION GUIDELINES FOR PRAIRIE HILLS USD 113**

### **Pre-K through 12<sup>th</sup> grade**

**Prescription Meds:** All prescription medications must be kept in the nurse's office or school office. **The "Permission for Medication" form must be signed by the prescribing physician and the parent.** Medications prescribed 3 times per day should be given at home before school, after school and before bedtime. Medications ordered 4 times per day may need to be given at school. If at any time the physician discontinues a medication that is being administered at school, the school will need an order signed by the physician stating that it has been discontinued.

- Prescription Meds:**
- \* Will only be accepted in the original pharmacy bottle with student's name, medication name, dose, physician name, and directions for administration.
  - \* Medications are to be delivered to the school by an adult, not a minor child.
- Inhalers:**
- \* Must be in the original box with the pharmacy label or the pharmacy label must be attached to the inhaler itself.
  - \* Rescue inhalers for emergency use may be carried by the student (3<sup>rd</sup> grade and up with proper demonstration of administration) with approval and a signed "Permission for Medication" form.

### **Pre-K through 8<sup>th</sup> Grade**

**Over-the-Counter (OTC) Meds:** All OTC medications must be kept in the nurse's office and not in the classroom, book-bag, or lockers. OTC medications administered at school require a "Permission for Medication" form signed by the parent/guardian. You will receive a phone call if medication is needed and written permission is not on file. If your student requires OTC medication on a frequent basis, you may be asked to provide a small supply in the original container for school use.

**High School:**

**Over-the-Counter Meds:** OTC meds such as Tylenol, Ibuprofen, Motrin, Advil, Midol, TUMS, etc. may be carried by the high school student IF they have a signed “Permission for Medication” form in the office. **Under no circumstance is the student allowed to share or give another student any medications.** Failing to follow this guideline may result in disciplinary action by the school.

**TO SCHOOL OR NOT TO SCHOOL: GUIDELINES FOR KEEPING SICK CHILDREN HOME FROM SCHOOL**

**FEVER** – Keep children home if they have a fever or 99.8 or greater. They need to be fever-free for 24 hours without the use of fever reducing medications such as Tylenol or Ibuprofen, before returning to school.

**DIARRHEA/VOMITTING** – Keep children home until they are symptom free for 24 hours.

**CONJUNCTIVITIS (PINK EYE)** – Students will be sent home if pink eye is suspected, due to close contact with other students cannot be avoided. Students may return to school after being medicated for 24 hours with a note stating medication has been prescribed. Or with a note from physician stating student does not have pink eye. Students are presumed contagious until symptoms have resolved.

**INFLUENZA (K.A.R.) 28-1-6** – **Requires persons with influenza stay home, not attend work, school or other activities for 7 days following onset of the first symptom of influenza.** Students must also be kept home until fever free without fever reducing medications for 24 hours. If students cannot contain their sneezing, coughing, or nasal drainage, please consider keeping them home until they are feeling better.

**COLDS/UPPER RESPIRATORY INFECTIONS** – Please consider keeping your child at home if he/she is uncomfortable from cold/respiratory symptoms such as coughing, runny nose, or sore throat.

**STREP THROAT** – Students will be sent home if strep throat is suspected. They may return once on antibiotics for 24 hours with a note stating antibiotics have been prescribed. Or with a note from the physician stating they do not have strep throat.

**RASHES** – Many common infectious diseases with rashes are most contagious in the early stages. A child with a suspicious rash should be kept home until your doctor or healthcare provider has seen the child and releases him/her to return to school. Please keep all rashes covered while the student is in school.

**HEAD LICE** – If **LIVE** lice are found, student will be sent home. Student will need to be treated for head lice, proof that they were treated (box of NIX, RID, Elimate or comparable anti-parasitic drug treatment) will need to be provided to the school, and students will then be permitted to return to school. If lice eggs are found, school nurse or school staff will notify parents, but student will not be sent home. School nurse will assess student weekly until all eggs and no live lice are found. Oil, mayonnaise, petroleum jelly and other home remedies have not been proven to be effective treatments. These are not **“anti-parasitic drug treatments”** and therefore **DO NOT** meet the state treatment requirements.

**BED BUGS** – Students will **NOT** be excluded from school. A letter will be sent home to parents/guardians with findings and recommendations. Please notify the appropriate school, if you know you have a case of bed bugs at your residence. Please see district website, click on USD 113 Policies and select the Health Policies for more information.

<http://www.usd113.org/vnews/display.v/SEC/District%7CUSD%20113%20Policies>

**FLEA BITES** – Students will **NOT** be excluded from school for having flea bites. Please note however, that the itching may cause issues for your student to concentrate and participate in regular activities. Please consider some kind of anti-itch cream for your student’s comfort.

**FEES**

**Fees for the school year are:**

**Textbook Fees**

Preschool Supplies	\$25.00
K-5 <sup>th</sup> Grade	\$25.00

Grades 6-12	\$30.00
<b>Instructional Fees</b>	\$20.00
<b>IPad Technology Fee Grades 6-12</b>	\$40.00
<b>Class/Building Fees</b>	
Locker Fee	\$1.00
Activity Pass Card Fee for Grades 6-12 (optional)	\$15.00
Band/Music Instrument Rental	\$30.00
<b>PreSchool Snack</b>	\$1.05 per day
<b>Kindergarten Snacks/Milk Annual Fee</b>	\$75.00
<b>Activity Participation Fee (MS/HS)</b>	\$40.00
(KSHSAA sponsored activities not associated with a grade, excluding cheerleading)	
<b>Summer Weights Fee for Grades 6-12</b>	\$20.00
<b>Athletic Gate (per OTL and TVL policy)</b>	
Middle School Activities (student / adult)	\$3.00 / \$4.00
High School Activities (student / adult)	\$4.00 / \$6.00
<b>Yearbook</b>	\$45.00
<b>Photocopies (public-per side)</b>	\$0.20
<b>Driver's Education</b>	\$125.00
<b>Summer School (Secondary only @ SHS)</b>	\$100.00/\$50.00 F-R

**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 pay to have the book replaced. 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.

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.

**SCHOOL BREAKFAST PRICES:**

Grades PreK-5	\$1.70
Reduced	\$.30
Grades 6-12	\$1.90
Adults	\$2.25
Extra Milk	\$.45

**SCHOOL LUNCH PRICES:**

Grades K-5	\$2.95
Reduced	\$.40
Grades 6-12	\$3.15
Adults	\$3.95
Extra Milk	\$.45

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.



## **PURCHASING MEALS/ACCOUNT CHARGES**

- 1) Total charges to each student and adult account will be limited to the cost of 5 lunches. Charges will only be allowed for full Main Menu meals. The charging of A La Carte items will not be allowed under any circumstances. A reminder is given to the student when their account is \$5.90 at the elementary level and \$6.30 at the middle and high school level. A notice will be sent to the parents/guardian when the account reaches \$0.00.
- 2) In order to conduct the end of the school year account closing, four weeks prior to the end of the school year parents and/or students will be notified that no charges of any kind will be allowed during the last two weeks of school.

**NOTE – Students in grades K-12 will never be allowed to be without some kind of food. An alternative food source will be given to these students if this form of action is required. (i.e. PB&J, Cheese Sandwich, Fruit & milk)**

## **LOANING, EXCHANGING, BORROWING OR MISUSED MEAL TICKETS**

- 1) **In order to protect the confidentiality of all students, exchanging and/or borrowing meal tickets is prohibited by federal guidelines.**
- 2) To prevent the possible reuse or misuse of meal tickets it is the responsibility of the secretary to ensure that all tickets are clearly identified when issued and used. It is also the responsibility of the secretary to ensure that only the individual that has been issued the ticket actually used the ticket.

## **REFUNDS**

- 1) Refunds are only to be given if a student is leaving the school district or at the end of the school year.
- 2) Refunds of \$5.00 or more will be given only if a parent/guardian requests it. If a refund is not given at the end of the school year, it will be kept in the student's account for the following school year.
- 3) Any food service refund must be verified with the signature of the person receiving the refund when the refund is given directly to that individual.
- 4) Refunds will only be given to the student when the refund is under \$20.00. Refunds of more than \$20.00 will be collected by a parent or guardian directly from the school or by a district written check.

Please feel free to call your child's school if you have questions regarding the amount of payment.

## **EE-R USD NO.113 FOOD SERVICE PROCEDURES**

These policies have been approved by the Prairie Hills Board of Education with the approval of the Kansas State Board of Education – Nutrition Services and are intended to be used as a uniform set of policies to be followed throughout the entire district. These policies are established to cover all meal accounts regardless of the category: free, reduced, or paid. Parents and students will be notified in writing of the district's policy at enrollment time.

## **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:

- To see the principal
- To get an excuse for an absence and obtain a pass to class
- To obtain a pass to leave the building
- To report, turn in or pick up lost articles
- To transact other special business

Students will not be excused from classes or activities to make phone calls. Messages for students will be taken in the office and delivered to the student before or after classes. **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.**

## **USD NO.113 BOE POLICY JS-R – 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.

## **CHILD ABUSE**

Any employee of the school district who has reasonable cause to know or suspect that a child has been subjected to abuse or neglect or who has observed the child being subjected to abuse or neglect or who has observed the child being subjected to circumstances or

conditions which would reasonable result in abuse or neglect will immediately report or cause a report to be made to the district court or to the local Social Rehabilitation Services (SRS) office.

School employees will not contact the child's family or any other persons to determine the cause of the suspected abuse or neglect. It is not the responsibility of school employees to prove that the child has been abused or neglected.

### **PERSONAL PROPERTY**

The district is not responsible for students' personal property and does not provide insurance on students' personal property. If a student's personal property is broken, damaged or stolen repair or replacement is the student's responsibility. Please inquire in the principal's office about lost articles or bring found articles to the office. Report losses immediately.

### **COMPLAINTS AND GRIEVANCES**

Any student or parent/guardian may file a complaint with the Principal concerning a school employee, school policy or regulation if the policy of regulation has specific implications upon the student or dependent of application of the policy or regulation. Said complaint must be in writing, filed within twenty (20) calendar days following the application of policy or regulation and must be specific to the basis of the complaint. The Principal shall investigate the complaint and inform the student or parent/guardian of the resolution within (10) days of the complaint filed. Any complaint not filed within the (20) day period shall be deemed to have been waived.

Complaints or grievances concerning a board policy or regulation may be filed at any time with the clerk of the board. Complaints or grievances concerning a particular principal's policy or regulation shall be filed with that principal for consideration about change.

### **Complaints to the Board of Education**

Individuals or groups often confront a single board member with issues which usually should be handled by the administration of the school. In carrying out the policy for handling complaints, the board will observe the following procedures:

- 1) Neither the board as a whole nor any individual member of the board will entertain or consider communications or complaints from teachers, parents or patrons until they have first been referred to the principal and/or superintendent.
- 2) Only those cases where satisfactory adjustment cannot be made by the principal or superintendent shall communications and complaints be referred to the board. After hearing evidence submitted by the superintendent and principal in such event, the board will, if it seems advisable, grant a hearing to the parties interested. Such hearings will be held during a regular or special session of the board.

### **DEPOSITING ORGANIZATIONAL FUNDS**

All money collected by organizations is to be turned into the office for deposit to the organization's account. The sponsor, class, or organization's treasurer is to be given a receipt of all money credited to the class or organization. Money should be deposited with the high school accountant.

### **PURCHASES BY ORGANIZATIONS**

No student or teacher is to purchase any supplies without first filling out a Purchase Order and presenting it to the Principal's office for approval. Students or teachers making purchases without the proper authority will be liable for payment of said purchases. After securing the Principal's approval, the Purchase Order is presented to the local merchant from whom the purchase is to be made. An itemized sales ticket must be secured from the merchant. This sales ticket is to be turned in to the office immediately. When the sponsor is not available to approve organizational purchases, the Principal may act in the sponsor's behalf.

### **DIRECTORY INFORMATION**

For purposes of FERPA, USD #113 has designated certain information contained in educational records as directory information, which may be disclosed for any purpose without your consent.

This information can be disclosed without consent because it is the type of information that would not generally be considered harmful or an invasion of privacy if disclosed. The following information is considered directory information: name, address, telephone number, electronic mail address, date and place of birth, participation in officially recognized activities and sports, weight and height of team members of athletic teams, dates of attendance, degrees, honors and awards received, the most recent previous school attended by the student, class designation or grade level, enrollment status, (e.g. undergraduate or graduate, full-time or part-time, major field of study and photographs).

You have a right to refuse to permit the designation of any or all of the above information as directory information. If you refuse, you must file written notification to this effect with USD#113 at the attendance principal's office on or before the students first day of school. If refusal is not filed, USD #113 assumes there is no objection to the release of the directory information designated.

## **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**. It is the responsibility of the student to protect himself/herself from theft by taking proper precautions.

## **FIRE DRILLS**

As required by **K.S.A. 31-133**, fire drills will be held. Periodically, at some time 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 and proceed orderly to a reasonable and safe distance outdoors and 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**, two (2) drills per school term will be held in all public, private and educational institutions, except junior colleges, colleges and universities. At Wetmore Schools one (1) drill will be held in the fall (Sept.-Oct.) and one (1) drills 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 the 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/her.

## **STUDENT RECORDS**

Permanent, cumulative records are kept for each student. Various types of standardized tests are given throughout a student's school years and scores from these tests are included in these as in permanent records.

Records maintained shall include, but not be limited to, the following: activity funds, student records, and personnel records. All student personnel records are to be treated as confidential and primarily for local school use or as otherwise stipulated. Where such records or data include information on more than one student, the parents of any student shall be entitled to receive, or be informed of, that part of such record of data as pertains to their child. Each school shall establish appropriate procedures for the granting of a request by parents for access to their child's school records within a reasonable period of time, but in no case more than 45 days after the request has been made.

Parent shall have an opportunity for a hearing to challenge the content of their child's school records to ensure that the records are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of students, to provide an opportunity for the correction or deletion of any such inaccurate, misleading, or otherwise inappropriate data contained therein, and to insert into such records a written explanation of the parents respecting the content of such records.

## **STUDENT DELIVERIES**

The office staff will store gifts delivered to the school for students until the end of the day. An effort will be made for student notification of the delivery. Students may obtain delivered items at the end of the school day.

## **ASSIGNMENT TO SCHOOL/CLASSES**

Any student desiring to attend a school outside the attendance area in which the student resides may do so only with the prior written permission of the superintendent.

Assignment to a particular grade level or particular classes shall be determined by the building principal based on the educational abilities of the student. If the parents disagree, the principal's decision may be appealed to the superintendent. If the parents are still dissatisfied with the assignment, they may appeal in writing to the board.

## **SPECIAL STUDENTS**

Students who have attained the age of 16 years may apply to the Principal to be recognized as a "special student." Circumstances revolving around a student being classified as a special student must be approved by the parent/guardian and the Superintendent. The student then may attend classes of his/her choice at Wetmore, Sabetha, or Axtell High Schools so long as the credits earned are accumulating toward the high school diploma. The student may still participate at prom but 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 and/or is no longer considered a Student in Good Standing. **Special Student status may begin October 1st and January 1st only.**

### **PART TIME ENROLLMENT**

Part-time students may enroll with the board's/administration's permission if they complete all paperwork in a timely fashion and are in attendance no later than a date determined by the board/administration. Part-time students may be admitted only to the extent that staff, facilities, equipment and supplies are available.

### **FOREIGN EXCHANGE STUDENTS**

The school district may cooperate with students who are interested in entering the foreign student exchange programs. The school district also may participate as a host school under approved programs as designated by KSHSAA.

USD 113 Wetmore Schools will not accept foreign exchange students unless they are affiliated with a student exchange program recognized by the National Association of Secondary School Principals in their current "Advisory List of International Travel and Exchange Programs."

Foreign exchange students may receive a "Certificate of Attendance" for faithful attendance and successful completion of a course of study assigned by the attendance center administrator. Foreign exchange students may receive a high school diploma upon recommendation of the high school principal, following a review of the student's transcript to assure compliance to all Kansas requirements for high school graduation, and by Board of Education action on each student's request.

### **LOCKERS**

Locker assignments are made when students enroll in August. These are to be kept clean and orderly at all times with absolutely no markings, transfers, decals, and/or favorite "cut-outs" pasted/glued outside of your locker. The school and student have joint locker control. There is to be no expectation of privacy by students, lockers are school property – searches/inspections may occur at any time by school personnel.

If you have reason to believe that your locker is not secure enough, **please turn in to the office, money and other personal valuables. Do not leave valuables in your locker; when in doubt, turn money and personal valuables in to the office.**

### **RELEASE OF STUDENT DURING SCHOOL/LEAVE THE SCHOOL BUILDING/PREMISES**

Students shall not be released during the school day except upon a written or verbal request from the student's parent or person acting as a parent. Before releasing a student during the school day, the building principal shall verify the identity of the person seeking release of the student. If the principal is not satisfied with the identification provided by the person seeking release of a student, the student's release may be refused. Students shall not be allowed to run personal errands for school employees off school premises during the school day.

Students will not be permitted to leave the school premises any time during the normal day except for school-sponsored activities. Before leaving the building, the office must receive in advance either a note or phone call from the student's lawful guardian stating the student's reason for leaving. If it is necessary for a student to leave during the school hours, a permit must first be secured from the school office and the student must check out in the office before leaving the building. He/She must check back in the office when returning to school. Failure to do so will result in an unexcused absence for the remainder of the day.

Students, as a general rule, will not be allowed to leave school premises for schoolwork, books, projects, etc., which were left at home. Students leaving the school without permission will be subject to disciplinary action (see Infractions of the Student Code of Conduct). Students who do not report to class, but are still on the premises, will be subject to the same consequences as those who are away without leave.

**Students must sign out in the office before leaving school premises during the school day.**

### **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. When provided, students will wear a safety belt.

### **RULES GOVERNING SCHOOL PUPIL TRANSPORTATION IN KANSAS**

#### **Pupils and Parents**

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 abide by 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.

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:

- 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.
- The driver may assign a seat to each student. Each student must be provided a seat.
- 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.
- 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.
- Outside of ordinary conversation, classroom conduct is to be observed.
- 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.
- Pupils must not at any time extend arms or head out of bus windows.
- Pupils must not try to get on or off the bus or move about within the bus while it is in motion.
- 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.
- 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.
- 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. (i.e. non-safe conditions such as heavy snow or floods.)
- When a safety belt is provided, students will wear one at all times in the vehicle.

### SCHOOL TRIPS - TRANSPORTATION

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, all students 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 Superintendent or Principal may set aside the above rule when he/she feels that it is in the best interest of students concerned.
- When an administrator is not available, the sponsoring staff member may set aside the above when the parent or guardian makes a written request, to **pick up** the son/daughter.
- In cases of extreme necessity, a parent/guardian may address a formal letter to the Superintendent or Principal well in advance (48 hours) of the trip requesting that the student be released to a well-identified adult. No release will be made until a written reply from the Superintendent or Principal has been filed and copies given to the sponsor.
- 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

At any time throughout the school year (with the exception of the first two (2) and last two (2) weeks of **EACH** semester) a parent/guardian wishes to visit their son/daughter's class, they are welcomed to do so. In order to ensure that the parent/guardian is able to see a class at a time when tests or other special events are not in progress, they are asked to contact the building Principal in advance of their visit. Parent/guardian visitation is limited to 1/2 day.

**TO ENSURE SAFETY AND SECURITY, PARENT/GUARDIAN IS REQUIRED TO STOP BY THE OFFICE BEFORE GOING TO THE CLASSROOM. IF A PARENT/GUARDIAN IS IN THE SCHOOL BUILDING DURING THE SCHOOL LUNCH TIME, THEY ARE WELCOMED TO PARTICIPATE IN THE SCHOOL LUNCH.**

## **VISITORS**

Upon approval by administration, students may have visitors attend classes with them. Visitors must not cause a disruption to the educational process, must not be “dating” any WAC student, and must be enrolled in a high school. Visitors must be on an officially scheduled break or vacation from their current school. Visitors will eat lunch in the office.

**Visitors are limited to 1/2 day and must be approved by the office at least one day in advance. To ensure safety and security, all visitors must check in at the office.**

## **USD NO.113 BOE POLICY ING/ING-R – ANIMALS IN THE SCHOOL**

Persons bringing animals into the school must receive prior permission from the supervising teacher and the building principal. Under no circumstances are animals to be transported on school busses. 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. This policy also lists responsibilities of teachers regarding animals and students coming into contact with animals in school.

## **LIBRARY POLICIES**

- 1) Library hours are posted.
- 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) 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.

## **STUDENTS DRIVING/RIDING IN PERSONAL VEHICLES**

Whenever possible, USD NO.113 will provide transportation to and from school events and practices. There are times, however, when the school is not able to provide transportation. There are also times when students will be allowed to drive their own vehicles to school events with the permission of their parents and the supervising U.S.D. NO.113 personnel. Students must have approval from administration and complete the required form when this is permitted.

## **STUDENT PRIVACY RIGHTS**

District employees may have ongoing opportunities to access confidential information or records that are only available to the public on a limited review basis. Much of the information processed by district employees is confidential, and law governs its release; for example, driver record and vehicle registration information, confidential student records, criminal history background check information, information obtained pursuant to Social and Rehabilitation Services (SRS) intervention, social security number information, and professional misconduct back-ground checks.

Employees are prohibited from divulging information contained in records and files of the district, except to other authorized employees who may need such information in connection with their duties and to authorized persons or agencies only in accordance with law, district policies, and administrative rules.

If an employee is approached to provide information inappropriately, the employee must refuse to release the requested information unless authorized by his/her supervisor or otherwise required to release the information under law or court order. In all cases, the employee's immediate supervisor shall be informed, immediately, of any requests.

Any employee who inappropriately releases information, or uses confidential information obtained in the course of his/her employment with the district for personal reasons or private gain, will be disciplined in accordance with Board policies, collective bargaining agreements, and district procedures. Disciplinary action may include severe penalties, up to, and including, discharge.

## **ATTENDANCE**

### **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.

## **ATTENDANCE REGULATIONS**

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

Daily attendance records shall be maintained for each student in the schools. The primary responsibility for recording attendance shall be assigned to each teacher in the high schools, the junior high school, and to the classroom teacher in the elementary schools, under supervision of the building principal, and using forms prescribed by the superintendent of schools. The superintendent of schools shall include an attendance report as a section of the annual report to the board of education and may report attendance problems to the board at other times as he/she deems it may be necessary to do so.

The student is expected to be punctual and regular in attendance. Any one regularly scheduled class period shall be considered a "significant part of a day" and count toward the total allowable absences. The PARENT and STUDENT are charged with the duty of keeping the student's attendance regular. The school must be contacted by the parent/guardian prior to or the morning of the student's absence. The school office can be contacted through a phone call, email, and/or a signed note from the parent/guardian **STATING THE REASON** for 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/her teachers with respect to making up the school work lost during the absence. TWO CLASS DAYS ARE ALLOWED FOR FIRST DAY ABSENT. IF THERE ARE CONSECUTIVE DAYS ABSENT, AN ADDITIONAL DAY WILL BE ALLOWED FOR EACH SUBSEQUENT DAY ABSENT.** Parents, Police, SRS, and/or the County Attorney may be contacted in the event truancy is suspected.

Subject to the following conditions, illness, medical or dental appointments, court-related appearances, illness in the immediate family, funeral attendance, religious observances, planned school activities or family trips will be considered a valid excuse for absence from school. For the first five (5) absences per semester, a signed statement from a parent, guardian or physician requesting that the student be excused for such an absence (with the reason listed above stated by the parent) that will constitute a valid excuse for such absences. If a parent, guardian or physician does not provide a signed statement, the absence shall be "unexcused." All absences in excess of five (5) 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 satisfactorily explain the absence. An accumulation of unexcused absences for either three (3) consecutive school days or five (5) school days in any semester or seven (7) school days in any school year, whichever of the foregoing occurs first, will result in notification of parents and a report to Kansas Social and Rehabilitation Services or the county attorney as required by law. The following absences may be classified as "**noncredit**" by the principal:

- 1) Absences for the first five days for which students have not provided a signed statement (with a valid excuse) from a parent, guardian
- 2) Absences per semester that exceed five unexcused absences.

Absences will be determined using combined half days or whole days. A "significant part of a school day" will be an absence longer than half the scheduled school day. Half days will be added to determine the accumulated absences.

- Students wishing to attend "away" sporting events will not be considered "excused" if they depart from school prior to the team's departure. In order to leave prior to the team, it must be established that this is part of a family vacation.
- Students who are to participate in a school sponsored activity are expected to be in attendance at school a minimum of the last half of the day of the activity.
- **Students who are determined to be "skipping" school or participate in an organized "skip day" will be required to make up the time they are absent. Students who have "skipped" more than 3 days in a semester are subject to Long-Term Suspension.**
- Wetmore School personnel will attempt to call a parent or guardian in the event a student is absent and notification has not occurred.

Students, who are 18 years of age, and not subject to compulsory attendance laws, will follow the same guidelines as minor students. In place of referral to the County Attorney, when absences exceed 5 "unexcused" per semester, the student will be subject to short term suspension, long term suspension, or expulsion based upon the determination by the principal of the extremity of the offense(s).

## **UNEXCUSED ABSENCE**

Students who are absent from school for any instance in which a note is not received from the parent or guardian within two days after any form of absence(s) will be considered “Unexcused absences.” **Students will be given one school day per day missed to make up work missed by their unexcused absence.**

Students with unexcused absences are subject to the Infractions of Student Code of Conduct and make up the time. Time missed from school because of “unexcused absences” will be made up according to a schedule determined by the administration. If time is not made up by a student within five school days of being notified by the administrator, that student will be considered a “student not in good standing” until said time has been made up in full. The student is subject to all school policy restrictions placed on a “student not in good standing.”

## **TRUANCY**

The building principal or assistant principal shall report students who are inexcusably absent from school to the appropriate authority.

**Truancy is defined as any three consecutive unexcused absences, any five unexcused absences in a semester or seven unexcused absences in a school year, whichever comes first. School year means the period from July 1 to June 30. Students who are absent without excuse for a significant part of any school day shall be considered truant.**

Prior to reporting to either S.R.S. (if the student is under 13) or the county or district attorney (if the student is over 13), a letter shall be sent to the student’s parent(s) or guardian notifying them that the student’s failure to attend school without a valid excuse shall result in the student being reported truant.

The superintendent of schools shall include in his/her annual report any information relative to truancy that he/she feels should be called to the attention of the board and to the community. The superintendent shall attempt to enlist the support and cooperation of the juvenile court in dealing with the school problems created by truancy. The superintendent is authorized to report truancies to the juvenile court.

## **Definition of Significant Part of the School Day**

Significant part of the school day is defined as not attending one-half of the school day.

## **Involvement of Law Enforcement**

Law enforcement officers may return truant children to the school where the child is enrolled, to the child’s parent or guardian, or to another location designated by the board to address truancy issues.

## **Reporting to Parents**

If a truant child is returned to school by a law enforcement official, the principal shall notify the parent or guardian.

The building principal shall report students who are inexcusably absent from school to the appropriate authority (students 13 and under shall be reported to the local office of Social Rehabilitation Services and students over 13 shall be reported to the county or district attorney.)

## **TARDIES**

A student is tardy when he/she is not present at the beginning of a period. Classroom teachers will have the responsibility of monitoring their students’ tardies and record the tardy in the attendance program, PowerSchool, and Behavior Tracker. If a student is tardy at the beginning of the school day, he/she must secure a tardy slip from the office. The principal or secretary will declare the tardy as excused or unexcused. If a student is detained by a teacher, and consequently late to his/her next class, he/she should secure a pass from that teacher and no record of his/her tardiness will be made. Students who are late because district busses are behind do not need an excuse from the office providing they do not take advantage of the situation.

If the student is very tardy, this will be considered an unexcused absence. Parents may provide a parental excuse for tardies at the start of the school day with administrative approval (**THIS WILL COUNT AS ONE OF THE THREE EXCUSED TARDIES**). When a student arrives late to class, the teacher will inform the student that he/she has been turned in as tardy and will notify the office by recording the tardy in PowerSchool

After a student has been tardy three (3) times to a class/school, that student will be subject to the Infractions Student Code of Conduct. Unexcused tardies that are considered excessive (10 or more per semester total) may result in In-School suspension, Out-of-School suspension, or Long-Term suspension.



## **STUDENT'S RESPONSIBILITY FOR MAKE-UP**

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 school 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 classes/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 are absent from school due to illness will be allowed two class days for the first day absent to make up the work. If there are consecutive days absent, an additional day will be allowed for each subsequent day absent on account of the illness. 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 not completed.

## **WITHDRAWAL FROM SCHOOL**

It is required for any student who plans to withdraw from school to report his/her intentions to the office. It is important that the student's record may be marked to that effect and all properties belonging to the school be checked in. Plans can also be made to send transcripts. Students who are "dropping out" must comply with state law regarding compulsory attendance. Students 16 or 17 years of age may be exempted from compulsory attendance regulations if the parent(s) or person acting as parent attend(s) the counseling session required by law and signs the appropriate consent and waiver form, if the student earns a GED, or if the student is exempted from compulsory attendance requirements pursuant to a court order.

The school district's employees will make every effort to encourage students to continue their education until completion of their high school program. In the event a student does drop out of school, the principal and school counselor will make the attempt to determine whether the student will return to regular classes and to follow up on each case history in the eventuality the student fails to re-enroll in school.

The principal and counselor, and other employees working with drop-out students will present to the board of education, at an appropriate time, a report analyzing such case histories, with recommendations, if any, for improvement of the educational program to reduce further drop-outs.

## **PROMOTION AND RETENTION**

The general policy of the district is to encourage and assist each child to progress in a continuous growth pattern of academic achievement in harmony with his normal intellectual, social and emotional development. The best interest of the child will be the guiding philosophy for determining acceleration, promotion or retention. In arriving at a decision for either the promotion or retention of a pupil, the combined views of the teacher, principal, guidance counselor and the parents will be taken into consideration.

## **TRANSFERRING CREDIT**

In the junior high and in the senior high school, full faith and credit shall be given to units earned in other accredited schools, unless the principal determines there is valid reason for not doing so.

### **Transfers from Non-Accredited Schools**

The principal will place students transferring from non-accredited schools. The principal will make initial placement after consultation with parents or guardians and guidance personnel. Final placement shall be made by the principal based on the student's documented past educational experiences and performance on tests administered to determine grade level placement.

## **CURRICULUM/GRADUATION REQUIREMENTS**

The following are the USD NO.113 graduation requirements:

**4 credits of Language Arts – English 1, English 2, English 3, and one (1) additional credit (4<sup>th</sup> credit options: English 4, Speech [.5credit only])**

**3 credits of Mathematics – Any three (3) unique credits (Algebra 1, Algebra 2, Geometry, Trigonometry/College Algebra)**

**3 credits of Science – Physical Science, Biology 1, and one (1) additional credit (3<sup>rd</sup> credit options: Chemistry 1, Physics (Edgenuity only), Anatomy/Physiology (Edgenuity only))**

**3 credits of Social Science – World History, American History, and American Government**

**1 credit of Consumer & Personal Finance**

**1 credit of Fine Arts – Band, Concert Choir, Drama (.5 credit only)**

**1 credit of Physical Education 1**

**9 credits of Electives**

**Total: 25 credits**

Students (including foreign exchange students) transferring into Wetmore High School will follow the graduation requirements of U.S.D. NO.113. Student transcripts will be reviewed on a case-by-case basis.

**SCHEDULING CLASSES/CHANGES TO SCHEDULES**

Students will accomplish this by going through the appropriate drop/add procedures. **All Semester 1 schedule changes should be completed by the end of the fourth (4) school day of the semester; all Semester 2 schedule changes should be completed during the designated four (4) days at the close of Semester 1.** Students wishing to change classes should meet with the counselor to determine appropriate placement. Paperwork may then be obtained. Permission for the change must be granted by the teacher of the new class to be taken, a parent/guardian and the administration.

**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 9.....0 credits
- Grade 10 .....5 credits
- Grade 11 .....10 credits
- Grade 12 .....17 credits

**Students will not be allowed to change grade level during the school year.**

In order to participate in graduation exercises, students must have completed all graduation requirements. If a student is having difficulty meeting requirements for graduation, the Principal, Counselor, student and parents/guardians 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 his/her class.

**UNIT OF CREDIT**

One credit is granted for satisfactory completion of any approved subject for thirty-eight (38) weeks (two semesters). One-half unit is granted for satisfactory completion of a course taught for nineteen (19) weeks (one semester).

**GRADING SYSTEM**

Grades are computed on a cumulative grading system throughout each semester of high school. The nine (9) week grade is a mid-term progress report and will continue to accumulate from the first nine (9) weeks of the semester to the end of the semester. Grades start new at the beginning of each semester. The following chart illustrates the grading system in place at WHS:

Letter Grade	Percent	GPA Points
A+	97-100	4.0000
A	93-96	
A-	90-92	
B+	87-89	3.0000
B	83-86	
B-	80-82	
C+	77-79	2.0000
C	73-76	
C-	70-72	
D+	67-69	1.0000
D	63-66	
D-	60-62	
F	0-59	0.0000

**NOTE:** If Driver’s Education is taken prior to high school entry (summer following 8<sup>th</sup> grade), a P/F grade is awarded but no high school credit is earned. If Driver’s Education is taken after high school entry, a P/F grade and high school credit are awarded.

**NOTE:** Teacher Aide and Professional Learning Experience courses are Pass/Fail.

**INCOMPLETE GRADES**

Extenuating circumstances may result in a grade being marked as incomplete as deemed necessary by the teacher and administration. If an incomplete grade needs to be issued, the administration, teacher, student, and parent/guardian will determine an academic plan to resolve the issue.

## **HONOR ROLL**

Grades are reported to parents' regularly through PowerSchool and progress reports, and officially, at semester with the distribution of report cards. All credit-bearing courses assigning letter grades will be used in computing honor rolls. Three (3) honor rolls will be computed:

- High Honor Roll (recognizes students who earn a 4.0000 for the semester)
- Principal's Honor Roll (recognizes students who earn a 3.5000-3.9999 for the semester)
- Honorable Mention Honor Roll (recognizes students who earn a 3.0000-3.4999 for the semester).

A full schedule of approved classes through WAC must be carried to be eligible for the Honor Roll. Students who achieve Honor Roll status will be recognized with an academic letter. Seniors recognized as receiving the President's Award for Educational Excellence will have a minimum of 25 composite on the ACT (latest test date: February of Senior year) and a 3.5000 or above cumulative GPA.

## **CLASS RANK/VALEDICTORIAN AND SALUTATORIAN**

Class rank is a measure of how a student's performance/grades compare to other students in his/her class. **Valedictorian(s) and Salutatorian(s)** will be selected annually from the graduating seniors. Valedictorian is the name given to the student(s) who academically complete the high school years with the highest cumulative grade point average. Salutatorian is the name given to the student(s) with the second highest cumulative grade point average. Selection will be based on the completion of eight (8) complete semesters of high school. If ties exist, all students who are tied will be co-valedictorians or co-salutatorians.

## **GRADUATION**

Students are eligible for graduation upon the completion of the USD NO.113 graduation requirements (twenty-five [25] credits). Students are required to attend at least eight semesters of school before graduation unless, due to emergency or unusual circumstances, the requirement is waived. The permission to waive the eight-semester requirement must be secured from the superintendent and the principal of the school. In order to participate in graduation exercises, students must have completed all graduation requirements as approved by the Board of Education and the administration and be in good standing. Students will be given specific instructions regarding the graduation ceremony prior to graduation. A dress code will be required. Participation in the graduation ceremony is considered a privilege and may be revoked for disciplinary purposes; including, but not limited to failure to abide by graduation guidelines such as dress code, conduct, etc. Cords worn at graduation will be determined by the Principal.

## **EARLY GRADUATION**

Students who have met the graduation requirements at the end of seven (7) semesters of coursework may apply for "early graduation." Students may still participate at prom and are encouraged to participate in commencement exercises if they qualify for "early graduation." Students who graduate early will not be eligible for Valedictorian/Salutatorian honors.

## **SCHOOL COUNSELOR**

School counselors are a vital member to the educational team as they assist in the academic, career and social/emotional development of students. These three (3) domains are addressed through the implementation of a comprehensive school counseling program. To contact your child's school counselor:

Dana Michael (Pre-K-8 School Counselor)

[michaeld@usd113.org](mailto:michaeld@usd113.org)

785.284.2151 (SMS); 785.284.3448 (SES); 785.866.2860 (WAC)

Hours at WES/WMS: AM on Mondays

Briana Evans (9-12 School Counselor)

[evansb@usd113.org](mailto:evansb@usd113.org)

785.284.2155 (SHS); 785.866.2860 (WAC)

Hours at WHS: Thursdays (subject to change)

## **SUMMER SCHOOL ELIGIBILITY**

- A. Students must have attended a USD NO.113 High School during both semesters of the previous school year.
- B. Students who have not passed one semester of a required course.
- C. Students must have the appropriate fee paid (non-refundable) and paperwork on file at Wetmore High School by the established deadline.

## **Summer School Guidelines**

- 1) Credit needs will be evaluated and students will be assigned to summer school courses accordingly.
- 2) A letter grade of an F will result and be recorded on a student's transcript if a course is not completed or if a formal withdrawal process is not followed.
- 3) Students need to read, complete, and submit the Technology Acceptable Use form.
- 4) Students need to read, complete, and submit the Summer School contract.

5) **ALL ITEMS ADDRESSED ON THE TECHNOLOGY ACCEPTABLE USE FORM AND SUMMER SCHOOL CONTRACT WILL BE STRICTLY ADHERED TO.**

**TEACHER AIDE**

Students wishing to be a “Teacher Aide” must meet the following requirements:

- 1) Be classified as a Junior or Senior.
- 2) Not be, nor have been, in violation of Compulsory Attendance Laws.
- 3) Have a cumulative GPA of 3.0.
- 4) Complete all appropriate paperwork.
- 5) Grade assigned is Pass/Fail.
- 6) Students are not allowed to aide for an immediate family member.

**EXPECTATIONS**

**WAC POSITIVE BEHAVIOR EXPECTATIONS**

- Be Safe
- Be Respectful
- Be Responsible

**ARRIVAL PROCEDURE**

School hours are from 8:00 a.m. to 3:25 a.m. Students are not to arrive to school early unless they have an appointment with a teacher. The doors of the school will be opened at 7:30 a.m. Students are to remain in the new gym. No students are to be unsupervised in the building at any time. Budget your time accordingly and arrive at school on time.

**LUNCH/BREAKFAST PROCEDURES**

Serving for breakfast will end at the 7:55 bell. 2<sup>nd</sup> chance breakfast will be offered to students in grades 5-12 at the end of 1<sup>st</sup> period. Breakfast and Lunch are to be eaten in the cafeteria area. The lunch hour is closed, and students are not allowed to leave the building, to eat lunch elsewhere, or to have food (other than a traditional sack lunch) brought in to them. Lunch cards are provided through the office. However, a student may obtain a meal by purchasing a single lunch. Students should walk in an orderly manner to the lunchroom. Since lunch period is a time for relaxation, everyone should keep his/her voice down. Places in the lunch line or lunchroom cannot be reserved for a student by other students. If a student does not like the lunches, he/she should bring his own sack lunch.

Students should return trays in an appropriate manner. Garbage should be placed in the receptacles available. After completing lunch, students should attend to other matters such as getting a drink, stretching, and then return to their chairs and the tables to be seated or other designated areas. Loitering in the restroom, halls, or stairs after lunch will not be permitted. Students should not return to their classroom and are not allowed in classrooms until the bell rings. Students should return as a group in a quiet, orderly manner. Students are not allowed in the gym after eating lunch except on special occasions. Since monetary change is always available in the office, students and faculty should have correct change to purchase extra milk or single lunches. The school is under no obligation to make change for students in the lunch line or to allow students to eat if they do not have a lunch ticket or proper change to purchase a single meal.

Students who abuse lunchroom rules will subject to disciplinary action. Students are not allowed to overcharge in excess of the amount equal to 5 lunches. Students are allowed to leave only with special permission obtained from the administration.

**HEALTHY SNACKS & DRINK MACHINES**

These machines may be used throughout the day according to the Kansas School Wellness Policy. If this is determined to be the cause of excessive tardies, the privilege may be revoked. Water is allowed in approved containers only.

**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. **Students, who consistently ignore or violate parking procedures, may be denied the privilege of driving and/or parking on the school grounds.**

Students who drive recklessly or carelessly on the school grounds may lose driving and parking privileges on the school grounds. Vehicles should not be left overnight on the school parking lot. This provides an opportunity for vandalism and those who choose to

leave their vehicles overnight must assume the responsibility for vandalism if it should occur. No student will be allowed to go to the parking lot during school hours unless he/she has gained proper permission through the office. **It is expected that students driving will observe the safety of pedestrians and remember that pedestrians have the right of way.**

Violation of the above rules or other rules will result in the loss of parking privileges and cause the individuals to come under school disciplinary action as well as be subject to local law enforcement officers.

### **PARKING LOT PROCEDURE**

A parking lot is available for your use to the west of the shop. All students will park in this parking lot. Vehicles are not to be parked in the spaces that are marked reserved and should be parked in a manner that does not block or impede the flow of traffic.

### **ALCOHOL/DRUG/TOBACCO/CONTROLLED SUBSTANCES POLICY**

Students are prohibited from possessing, using, and selling any mood-altering chemicals in school, on school property, or at any school-related activity whether at home or away. Possession of actual or look alike alcohol, tobacco, e-cigarettes, vape, juul, or any nicotine delivery systems, drugs (Including but not limited to: Alcoholic beverages, Marijuana, hashish, or any similar cannabis derivative, Methamphetamines, Steroids, or paraphernalia) will be subject to disciplinary action. Drug dogs may be used in the building or on school grounds. This is an effort to deter the presence of drugs on school property.

1. Trained dog searches of school property, to include lockers, locker rooms, hallways, and parking lots shall be conducted randomly at the request of administration without notice and without student consent.
2. The trainer and dog will be permitted to come into the school building accompanied by a school administrator, normally while students are in classrooms.
3. The trained dog will not search students or student book bags unless school administration has independently determined that there is reasonable cause to do so.
4. If the trained dog alerts on a locker or vehicle, the student will be called out of class to witness the search, if possible, and the student's parent notified immediately after the search is concluded, regardless of whether or not contraband is found.
5. In the event the search after an alert reveals contraband in the locker or vehicle, law enforcement officers will take custody of the contraband, the student's parent notified, and the student removed to the building principal's office for further processing.

Alcoholic beverages, tobacco products including e-cigarettes, vape, juul or any nicotine delivery systems, and controlled substances are **PROHIBITED BY LAW** on school property and at school functions. Students who are in violation of this policy will be subject to disciplinary action, up to and including suspension and expulsion.

### **ASSESSMENTS**

Students are expected to do as well as possible on classroom assessments as well as tests administered through the testing program of the school. In addition to other standardized tests, students will be required to take Kansas State Assessments. Students who are classified as at "at-risk" on any building or state assessment may be required to take additional content courses. The intent of this additional course work is preventive. It may be possible for students to work to achieve a high enough level to opt out of the course at semester.

### **BACKPACKS/BAGS**

Students are allowed to have backpacks as they enter and exit the building and are allowed in classrooms. This privilege may be revoked if at any time a backpack is used in a way that causes a disruption to the educational process or is used in a manner that is not congruent with acceptable school policy. Individual teachers will use their own discretion to make classroom decisions regarding all backpacks/bags. Backpacks/bags are not recognized by the school as personal possessions, but are defined as an item used to transport, or store, school owned materials. There is to be no expectation of privacy by students, searches/inspections may occur at any time by school personnel.

### **HALLWAY**

Any student, who is out in the hall for any reason whatsoever, must carry with him/ her properly authorized pass for being in the hall. Those who ignore this policy will be subject to disciplinary action.

### **ELECTRONIC DEVICES**

**Any non-school issued or personal electronic device (i.e. cell phones, headphones, air pods, iPods, etc.) use by students during school is prohibited.** Electronic devices may be used before school, during passing periods, and during lunch. If a student brings an electronic device to school, that device must remain in their locker or book bag and not to be seen or heard except before school, during passing periods, and during lunch. Electronic devices are not permitted in locker rooms, bathrooms, or other places where the potential for exploitation exists.

**Electronic devices are only permitted in the classroom at the discretion of the teacher, on a “special occasion” basis, not as a general rule. Student use of the electronic device is permissible only as specifically instructed by the teacher.**

Consequences for electronic devices violations are subject to the Infractions Student Code of Conduct:

- 1) First offense – they are taken away for the remainder of the day and returned to the student after school, student is issued a detention
- 2) Second offense – they are taken away, parents are contacted, parents pick up item after school, student is issued double time
- 3) Third offense or subsequent offense(s) – they are taken away and returned to the parent. Students are subject to 1-3 days ISS. Repeated offenses after the third offense shall warrant conferences with parents to resolve problem.

Students, who become habitual offenders, as determined by the Principal, will be subject to suspension. In the event of extenuating circumstances, such as a family medical emergency, students may request of the principal, the right to carry a phone during the school day.

### **UNIFIED SCHOOL DISTRICT NO.113 – USE OF SCHOOL TECHNOLOGY**

Students wishing to use school technology will provide the school with a signed consent form (student & parent) stating an understanding of appropriate use. Students choosing not to follow the guidelines provided will be subject to disciplinary action.

#### **Internet Safety Policy**

Compliant with the Children’s Internet Protection Act, U.S.D. NO.113 has an Internet filter. The purpose of this software is to block or filter access to visual depictions that are (A) Obscene, (B) Pornographic, or (C) Harmful to minors. The district will be monitoring the online activities of minors. Students who attempt to access a site and are denied access with a message from “iBoss” are to contact their teacher immediately to explain the situation. Students not complying will be subject to disciplinary action. If students and/or parents are aware of inappropriate sites, they are to contact the high school principal with this information.

#### **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.

Students shall have no expectation of privacy when using district e-mail or computer systems. E-mail messages shall be used only for approved educational purposes supervised by a teacher. 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 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.

### **UNIFIED SCHOOL DISTRICT NO.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 NO.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 NO.113 – PRAIRIE HILLS****'Netiquette' on the Internet**

All users of the Unified School District NO.113 - 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.

**UNIFIED SCHOOL DISTRICT NO.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 was 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.**

## **SOCIAL NETWORKS**

Student use of any social network website (i.e. Facebook, Snapchat, Twitter, etc.) is prohibited during school (8:00 a.m.-3:25 p.m.), either through the school computer system or an external internet provider. The use of the school computer system to access any social network website is prohibited at ALL TIMES.

## **APPROPRIATE USE OF EQUIPMENT AND SUPPLIES**

Use of equipment and supplies is for the performance of official and approved assignments only. Use of district equipment or supplies for personal projects is prohibited without prior permission of the teacher. Students shall handle all school equipment and supplies carefully. Students shall be responsible for any damage they cause to school equipment or supplies.

## **ACADEMIC DISHONESTY**

Academic dishonesty is not acceptable. Cheating, defined as copying another student's work and claiming it is your own and plagiarism, defined as the use of another person's original ideas or writing without giving credit to the true author, are both prohibited practices. Materials taken from electronic sources are covered by this policy.

The teacher's testimony will be adequate proof to subject a student to the consequences of cheating. A student who engages in any form of academic dishonesty will be subject to the loss of credit for the work in question, as well other disciplinary measures.

## **CLASSROOM CONDUCT**

Classes are intended as educational opportunities. Behaviors that distract from the activities of the teacher are not acceptable. Cooperation will result in greater enjoyment and learning.

## **EXPECTATION OF PRIVACY**

There will be no expectation of privacy for student lockers, backpacks, nor for vehicles parked on school property.

## **EXCESSIVE PUBLIC DISPLAY OF AFFECTION**

Intimate contact and other public displays of affection (hugging, embraces and/or kissing) are inappropriate for a workplace and disrupt the educational environment. Holding hands at the side is permissible. Students are to refrain from public displays of affection on school grounds including the school building, parking lot, and athletic/extra-curricular events. Repeated violations will be considered defiance and students will be subject to disciplinary action.

## **SCHOOL SOCIAL EVENTS**

All school dances and other social events shall be held on school premises, using school facilities. **The date for holding the function MUST be cleared through the Sponsor and then through the Principal before entered on the school calendar a minimum of two (2) weeks before the school function. Exceptions that may be made MUST be made from the Principal's office. All activities/events shall be supervised by the Sponsor(s).**

Students may bring approved guests to dances. Guests must be at least a freshman and may not be over the age of 20 unless prior approval from the Principal is received due to special circumstances. Students must submit a completed guest form to the office on Thursday prior to the scheduled dance. Identification will be required of all guests attending the dance. The student signing up the out of school guest is responsible for the behavior of the guest. The guest must be accompanied by the Wetmore student. Each high school student may invite only one (1) guest. Upon arrival, students and guests must remain at the function. Students will not be permitted to leave the function (building doors) and return. When one leaves, he/she loses the privilege to re-enter.



Only students categorized as in “Good Standing” will be allowed to participate (this includes, but is not limited to Prom, Homecoming, Queen of Courts, etc.). Because of the rush of activities leading up to the end of school, NO class or organizational activity/function will be permitted after a predetermined date set by the building Principal.

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 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. (See Alcohol, Drug, Tobacco, Controlled Substances Policy)

### **STUDENT DISCIPLINE**

The penalty for improper conduct may vary from minor reprimand to the most severe penalty of being expelled from school. Students attending school related events outside of the regular school day will be subject to the same disciplinary action as the regular school day. Students may be suspended from participating in extra-curricular activities. Student officers should be an example for other students to follow. A detention period may be assigned before or after the regular school day. Students are expected to attend when this has been assigned. One-day notices may be observed for bus riders or some other instances. Law enforcement may be contacted for conduct that is in violation of the law.

### **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:

- 1) 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.
- 2) Arrival at school and to class on time.
- 3) Daily school and class attendance.
- 4) Appropriate use and care of the buildings and facilities of the school.
- 5) Cooperation with the school staff as they attempt to meet the varied educational needs of all students.
- 6) Adherence to acceptable standards of courtesy, decency, and morality, and compliance with provisions of civil law.

### **STUDENT DRESS CODE**

#### **Personal Appearance**

The basic responsibility for the student’s appearance remains with the student and parents. Dress for both boys' and girls' is expected to be clean, neat, and conform to standards of appropriateness. Any clothing that is revealing, suggestive, or distracts from the learning environment is inappropriate. The school board delegates the building principals and administrators the authority to correct a situation which may be interfering with the learning process. Students identified wearing inappropriate clothing, will be required to change to appropriate dress. Discipline procedures may be incorporated if the students fail to comply with the request to change to appropriate clothing as per building discipline policies.

USD 113 Wetmore Public School does not permit dress which:

- Implies gang membership or affiliation
- Presents a physical safety hazard to self, students, staff, and other employees
- Displays vulgarity or implied vulgarity, implied racial comments that are inappropriate, sexual connotations, or inappropriate gender references
- Advertises, promotes, etc. alcohol, drugs, tobacco, controlled substances
- Harassment (bullying, racial, sexual) of others

Examples of inappropriate dress at school may include, but are not limited to:

- Shirts: Shirts will cover shoulders, torso, and stomach when sitting or standing. Students may not wear see through shirts, shirts with cut off or torn sleeves, halter tops, tube tops, low-cut shirts (shirts/dresses should not expose cleavage), shirts with spaghetti or narrow straps, shirts with large, gaping arm holes, shirts which expose any part of the midsection, shirts

promoting alcohol, tobacco, drugs, controlled substances, or sexually suggestive messages, racer back shirts and shirts which have wording that indicates violence, profanity or double entendre.

- Straps on blouses and shirts need to be a dollar bill wide or the student should wear a shirt under the top (layered look)
- Pants: Saggy pants that expose boxers or briefs cannot be worn. Pants, jeans, and shorts with excessive holes or holes which expose undergarments are not allowed. Low-cut jeans which are below the waistline and expose the mid-section cannot be worn.
- Shorts, Skirts, and Dresses: The length is expected to be in good taste (mid-thigh length is recommended). Students may not wear cut-offs, biker shorts, or any other tight shorts.
- Accessories: No sunglasses, hats, caps, head bands or any other type of head covering will be worn inside the school building during school hours, unless otherwise approved by administration. Special permission may be given to wear accessories for special events or activities.
- Wallet chains, collars or bracelets with spikes, and thick chains around the neck or other parts of the body are not allowed for safety reasons.
- Undergarments and pajamas: Pajamas or boxer shorts worn as outerwear are not allowed unless otherwise approved by administration. Undergarments (bra straps, underwear, etc.) should not be visible at any time.
- Shoes must be worn at all times.

If there is a dress code violation, the student will be asked to change to an appropriate look. This request will include turning a shirt inside out, changing to a T-shirt, wearing a jacket over a shirt, changing to a pair of appropriate shorts, removing a hat, chain or collar, etc. If the student in question fails to comply with the request, they are subject to the Infractions of Student Code of Conduct.

The administration and/or his/her designee are authorized to interpret these rules and regulations and to make such adjustments and/or revisions as he/she deems appropriate when special circumstances arise. Any special circumstances that arise during the school year may call for adjustments in the dress code. If any student(s) would like a special consideration on dress, please check with the administration at least two days in advance. Because of the subjective nature of this area, students are encouraged to use conservative judgment with their clothing. The administration or his/her designee will be responsible for determination of acceptable and unacceptable dress.

Students participating in graduation exercises will be required to abide by the guidelines for dress issued by the school or will not be allowed participation in graduation exercises.

#### **INAPPROPRIATE LANGUAGE/GESTURES**

Inappropriate language and/or gestures, has no place in or around an educational institution, or during a school sponsored activity. The teacher or sponsor in charge of the activity will discipline students in violation of this policy. Continued usage will result in suspension.

#### **FIGHTING AND PHYSICAL AGGRESSION**

Fighting or physical aggression is considered to be a type of conduct, which substantially disrupts, impedes or interferes with the operation of school and impinges upon or invades the rights of others. This type of behavior will not be tolerated. Students caught in violation of this policy will be subject to suspension and/or expulsion.

Neither self-defense nor action undertaken on the reasonable belief that it was necessary to protect some other person is to be considered an intentional act under this policy.

#### **GAMBLING**

Gambling in any form is prohibited in or around an educational institution.

#### **WEAPONS**

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

This policy does not apply to normal school supplies like pencils or compasses, but does apply to any firearm, any explosive including firecrackers, any knife other than a small penknife, and other dangerous objects of no reasonable use to the pupil at school.

Possession of a firearm shall result in expulsion from school for a period of one year (186 school days), except that the Superintendent may recommend that this expulsion requirement be modified on a case-by case basis under the provisions of JDC (Probation). As used in this policy, the term "firearm" means any weapon (including a starter gun) which is designed to or may readily be converted to

expel a projectile by the action of an explosive, the frame or receiver on any such weapon, or any firearm muffler or silencer, or any destructive devices, or any facsimile of such a device.

## **VANDALISM**

### **Damage or destruction of school property**

A student shall not intentionally cause or attempt to cause substantial damage to valuable school property or steal or attempt to steal school property of substantial value. Repeated damage or theft involving school property of small value also shall be a basis for long-term suspension or expulsion from school.

### **Damage or destruction of private property**

A student shall not intentionally cause or attempt to cause substantial damage to valuable private property or steal or attempt to steal valuable private property either on the school grounds or during a school activity, function, or event off school grounds. Repeated damage or theft involving private property of small value also shall be a basis for long-term suspension or expulsion from school.

## **HARASSMENT**

### **RACIAL HARASSMENT**

Wetmore Academic Center is committed to providing a positive and productive learning and working environment, free from discrimination on the basis of race, color, or national origin. Racial harassment of individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

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

Racial Harassment is racially motivated conduct which:

- 1) Affords a student different treatment, solely on the basis of race, color, or national origin, in a manner which interferes with or limits the ability of the student to participate in or benefit from the services, activities or programs of the school, is sufficiently severe, pervasive, or persistent so as to have the purpose or effect of creating a hostile academic environment;
- 2) or is sufficiently severe, pervasive or persistent so as to have the purpose or effect of interfering with a student's academic performance or ability to participate in or benefit from the services, activities, or programs of the school.

Racial harassment may result from verbal or physical conduct or written or graphic material. Wetmore Academic Center encourages all victims of racial harassment and persons with knowledge of such harassment to report the harassment immediately. WAC will promptly investigate all complaints of racial harassment and take prompt corrective action to end the harassment.

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

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes racial harassment under the definition outlined previously. Unacceptable conduct may or may not constitute racial harassment, depending on the nature of the conduct and its severity, pervasiveness, and persistence. Behaviors which are unacceptable but do not constitute harassment may provide grounds for discipline under the code of student conduct.

When a complaint contains evidence of criminal activity or child abuse, the building coordinator or district coordinator shall report such conduct to the appropriate law enforcement, or SRS authorities. To the extent possible, confidentiality will be maintained throughout the investigation of a complaint.

The desire for confidentiality must be balanced with Wetmore Academic Center's obligation to conduct a thorough investigation, to take appropriate corrective action or to provide due process to the accused.

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

### **SEXUAL HARASSMENT**

Wetmore Academic Center is committed to providing a positive and productive learning and working environment, free from discrimination on the basis of sex, including sexual harassment. Sexual harassment of individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds. It shall be a violation of this policy for any student, employee or

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

Sexual harassment includes: unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written or physical conduct of a sexual nature when made by a member of the school staff to a student, when made by a student to a staff member, or when made by a student to another student when:

- 1) submission to such conduct is made, explicitly or implicitly, a term or condition of the individual's education;
- 2) submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual; or
- 3) such conduct has the purpose or effect of interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive environment.

Sexual harassment may result from verbal or physical conduct or written or graphic material. Sexual harassment may include, but is not limited to:

- 1) verbal harassment or abuse;
- 2) pressure for sexual activity;
- 3) repeated remarks to a person, with sexual or demeaning implication;
- 4) unwelcome touching; or suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning a student's grades, participation in extra-curricular activities, etc.

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

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

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes sexual harassment under the definition outlined previously. Unacceptable conduct may or may not constitute sexual harassment, depending on the nature of the conduct and its severity, pervasiveness, and persistence. Behaviors which are unacceptable but do not constitute harassment may provide grounds for discipline under the code of student conduct.

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

To the extent possible, confidentiality will be maintained throughout the investigation of a complaint. The desire for confidentiality must be balanced with Wetmore Academic Center's obligation to conduct a thorough investigation, to take appropriate corrective action or to provide due process to the accused.

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

## **HAZING**

Incidents involving initiations, hazing, intimidations, and/or related activities which are likely to cause bodily danger, physical harm, personal degradation or disgrace resulting in physical or mental harm, or which affect the attendance of another student, are prohibited and will result in disciplinary action. Hazing will not be a part of any school function, organization, or activity.

## **BULLYING**

U.S.D. NO.113 Board of Education prohibits bullying in any form on school property, in a school vehicle, or at a school-sponsored activity or event. The administration shall propose, and the board shall review and approve a plan to address bullying on school property, in a school vehicle, or at a school-sponsored activity or event. The plan shall include provisions for the training and education of staff members, students, and appropriate community involvement as approved by the board. **Students who have bullied**

**others in violation of this policy may be subject to disciplinary action, up to and including suspension and expulsion.** If appropriate, students who violate the bullying prohibition shall be reported to local law enforcement. "Bullying" means:

**(A) 72-6147. Bullying, school district policies.** (a) As used in this section:

(1) "Bullying" means: (A) Any intentional gesture or any intentional written, verbal, electronic or physical act or threat either **by any student, staff member or parent towards a student or by any student, staff member or parent towards a staff member** that is that such gesture, act or threat creates an intimidating, threatening or abusive educational environment that a reasonable person, under the circumstances, knows or should know will have the effect of . . .

**(B)** 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:

- 1) Harming a student or staff member, whether physically or mentally;
- 2) Damaging a student's or staff member's property;
- 3) Placing a student or staff member in reasonable fear or harm to the student or staff member; or
- 4) Placing a student or staff member in reasonable fear of damage to the student's or staff member's property; or

**(C)** "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.

**(D)** 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.

**(E)** Activities that occur off-campus but cause a substantial disruption in school will be subject to school discipline.

## **DISCIPLINE MEASURES**

### **DETENTION**

The detention period begins five (5) minutes after dismissal time or thirty (30) minutes prior to the beginning of the school day, and will be at least 30 minutes in duration. Students may be required to stay during this time for either disciplinary or academic reasons. This period will also be used to make up time that is lost due to unexcused absences from school.

### **SUSPENSION/EXPLUSION**

The use of probation is authorized when the achievement of discipline will be better served. Any punishment, suspension or expulsion may be set aside by the person having authority to impose same, and the student involved may be placed on probation for a fixed period of time. Said punishment, suspension or expulsion shall remain suspended so long as the conditions of probation are met by the student.

Any punishment, suspension or expulsion may be set aside by the person having authority to impose same, and the student involved may be placed on probation for a fixed period of time. Said punishment, suspension or expulsion shall remain suspended so long as the conditions of probation are met by the student. Any student placed on probation shall be given a written list of the terms and conditions of his/her probation and the student shall sign a statement to the effect that he/she has had said terms and conditions fully explained to him/her, that he/she understands them and that he/she is willing to abide by them and that if he/she fails to do so, the punishment originally imposed may be reinstated at the discretion of the person granting such probation.

### **Suspension and Expulsion Procedures**

Except as limited by Section 504 or IDEA, a student may be suspended or expelled, for reasons set forth in Kansas law. Any student who is suspended for a period of more than 10 days or expelled shall receive a copy of the current suspension and expulsion law and this policy. Suspension/expulsion hearings shall be conducted by the superintendent/designee or other certificated employee, or committee of certificated employees of the school in which the pupil is enrolled, or by any hearing officer appointed by the board.

### **Reasons for Suspension or Expulsion**

Students may be suspended or expelled for one or more of the following reasons:

- willful violation of any published, adopted student conduct regulation; conduct which substantially disrupts, impedes, or interferes with school operation;
- conduct which endangers the safety or substantially impinges on or invades the rights of others;
- conduct which constitutes the commission of a felony; conduct which constitutes commission of a misdemeanor;
- disobedience of an order of a school authority if the disobedience results in disorder, disruption or interference with school operation; and
- possession of a weapon at school, on school property or at a school-sponsored event.

### **Short-term Suspension Procedures**

Except in an emergency, a short-term suspension (not to exceed 10 school days) must be preceded by oral or written notice of the charges to the student and an informal hearing. If a hearing is not held prior to the suspension, an informal hearing shall be provided no later than 72 hours after imposition of a short-term suspension.

Written notice of any short-term suspension shall be delivered to the student's parent or guardian within 24 hours after the suspension has been imposed. Short-term suspension hearings may be conducted by any person designated in policy as having the authority to suspend.

At the informal suspension hearing, the student shall have the right to be present and notified of: (1) the charges; and (2) the basis for the accusation. The student shall have the right to make statements in his/her defense after receiving notice of the charges.

### **Long-Term Suspension or Expulsion**

Before a student is subject to long-term suspension (not to exceed 90 school days) or expulsion (not to exceed 186 school days), a hearing shall be conducted by a hearing officer who has authority to suspend or expel. The superintendent/principal shall designate a hearing officer authorized by the board. Formal hearings shall be conducted according to procedures outlined in current Kansas law and:

- 1) The student and parents or guardians shall be given written notice of the time, date and place of the hearing.
- 2) The notice shall include copies of the suspension/expulsion law, and appropriate board policies, regulations and handbooks.
- 3) The hearing may be conducted by a certified employee or committee of certified employees authorized by the board, the chief administrative officer, or other certified employee of the district in which the student is enrolled, or by an officer appointed by the board of education.
- 4) Expulsion hearings for weapons violations shall be conducted in compliance with Kansas law by persons appointed by the board.
- 5) Findings required by law shall be prepared by the person or committee conducting the hearing.
- 6) A record of the hearing shall be available to students and parents or guardians according to Kansas law.
- 7) Written notice of the result of the hearing shall be given to the pupil and to parents and guardians within 24 hours after determination of such result.

### **Rules Which Apply in all Cases When a Student May be Suspended or Expelled**

- 1) Refusal or failure of the student and/or the student's parents to attend the hearing shall result in a waiver of the student's opportunity for the hearing.
- 2) A student suspended for more than 10 school days or expelled from school shall be provided with information concerning services or programs offered by public and private agencies which provide services to improve the student's attitude and behavior.
- 3) A student who has been suspended or expelled shall be notified of the day the student can return to school.
- 4) If the suspension or expulsion is not related to a weapons violation, the principal may establish appropriate requirements relating to the student's future behavior at school and may place the student on probation.
- 5) If the expulsion is related to a weapons violation the superintendent may establish appropriate requirements relating to the student's future behavior at school and may place the student on probation if the student is allowed to return.
- 6) The days a student is suspended or expelled are not subject to the compulsory attendance law.
- 7) During the time a student is suspended or expelled from school, the student may not:
  - Be on school property or in any school building without the permission of the principal.
  - Attend any school activity as a spectator, participant or observer.

A student over the age of 18 or the parents or guardian of a student who is suspended for more than 10 days or expelled from school may appeal to the board within 10 calendar days of receiving written notice of the hearing results.

When a suspension is imposed during the school day, the student shall not be removed from school until a parent has been notified. If a parent cannot be notified during regular school hours, the student shall remain at school until the regular dismissal time.

### **Student Rights during a Long-Term Suspension/Expulsion Hearing**

The student shall have the right:

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

### **Appeal to the Board**

The following conditions shall apply if a student who is age 18 or older or the student's parent or guardian files a written appeal of a suspension or expulsion:

- 1) Written notice of the appeal shall be filed with the clerk within 10 calendar days of the hearing.
- 2) The board shall schedule an appeal with the board or a hearing officer appointed by the board within 20 calendar days.
- 3) The student and the student's parent shall be notified in writing of the time and place of the appeal at least 5 calendar days before the hearing.
- 4) The hearing shall be conducted as a formal hearing using the same rules noted earlier for expulsion hearings.
- 5) The board of education shall record the hearing.

The board of education shall render a final decision no later than the next regularly scheduled board meeting after the conclusion of the appeal hearing.

### **STUDENTS AND PARENTS ARE REMINDED THAT THE STATE LAW PROVIDES FOR EXPULSION OF STUDENTS FROM SCHOOL. The following is quoted from Article 89, Section 72-8901, Kansas Statutes.**

Grounds for suspension or expulsion: who may suspend or expel, or by regulation authorize any certified employees 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;
- (B) Conduct which substantially disrupts, impedes or interferes with the operation of any public school;
- (C) Conduct which endangers the safety of others or which substantially impinges upon or invades the rights of others at school, on school property, or at a school supervised activity;
- (D) Conduct which, if the pupil is an adult, constitutes the commission of a felony or, if the pupil is a juvenile, would constitute the commission of a felony if committed by an adult;
- (E) Conduct at school, on school property, or at a school supervised activity which, if the pupil is an adult, constitutes the commission of a misdemeanor or, if the pupil is a juvenile, would constitute the commission of a misdemeanor if committed by an adult; or
- (F) 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.

Students who are considered to be "excessive" in violation of attendance or tardy policies may face long-term suspension or expulsion. (This is a guideline. The administration may take into consideration situational factors for each offense.) The excessive compilation of discipline code violations of the may be used to determine a long-term suspension or expulsion.

### **PROBATIONARY STATUS**

Any punishment, suspension or expulsion, may be deferred by the principal (add other positions as appropriate). The student involved may be placed on probation for a set period of time. See "Suspension/Expulsion."

The punishment, suspension or expulsion shall remain deferred so long as the student meets the conditions of the probation. If a student is placed on probation, written notification shall be sent to the student's parent or guardian.

A student placed on probation shall be given a written list of the terms and conditions of the probation. The student shall sign a statement that: the terms and conditions have been explained, the student understands the conditions, the student agrees to abide by the conditions and failure to abide by the conditions may be reason to reinstate the original punishment.

The superintendent shall handle any probation arrangements resulting from violations of the weapons policy. See "Weapons."

### **JCAB-R INTERROGATIONS AND SEARCHES**

The interrogation of students on school premises by law enforcement officials and persons other than school personnel shall be conducted in a manner designed to produce the least possible disruption of the school program. Whenever possible, such interrogations shall be conducted before or after school hours and off of school property. Whenever a student is questioned on school property during school hours, every effort will be made to advise the student's parents or guardian prior to such interrogation.

Any person other than a school employee who desires to interrogate any student during school hours on school premises shall report to the building principal where the student is attending school and state the purpose of the interrogation.

If the person seeking to interrogate the student has a warrant for the student's arrest, the principal shall forthwith turn the student over to such person who will remove the student from the building for interrogation. The parents or guardian shall be notified immediately of the student's arrest.

If such person seeking to interrogate a student does not have a warrant for the student's arrest, then the principal shall use his/her discretion as to whether the student to be questioned should be taken out of the class or activity in which he/she is involved for the purpose of being interrogated. Before permitting such interrogation, the principal shall attempt to notify the student's parents or guardian and afford them the opportunity to be present at such interrogation. The principal shall sit in on all interrogations of students conducted in the building or on school premises. Whenever possible, a principal should deny the request to interrogate a student during school hours on school property or during a school function.

### **Searches**

Any person other than the building principal who wishes to search a student's locker, book bag, or vehicle shall report to the building principal before proceeding with the search, and in no event shall such person be permitted to search the student's locker, book bag, or vehicle without the principal's consent unless such person has a valid search warrant authorizing him to make such search.

### **Search of the Person**

When it has been determined by the building principal that there is a reasonable cause to believe that a student is in possession of an object which can jeopardize the health, welfare or safety of other students, that student shall be ordered to report to the building principal's office.

### **REPORTING CRIMES TO LAW ENFORCEMENT**

Whenever a student engages in conduct which constitutes the commission of any misdemeanor or felony, at school, on school property, or at a school-supervised activity and/or has been found:

- 1) In possession of a weapon,
- 2) In possession of controlled substance or illegal drug; or;
- 3) To have engaged in behavior at school, which resulted in, or was substantially likely to have resulted in, serious bodily injury to others, the (principal/superintendent) shall report such act to the appropriate law enforcement agency if any of the behaviors noted above occur.

## **ACTIVITIES PROGRAM (ORGANIZATIONS AND SPORTS INCLUDING DRUG & ALCOHOL POLICIES)**

### **PHILOSOPHY:**

Extra-curricular activities shall be an essential part of the curriculum within the 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 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.

### **STUDENT IN GOOD STANDING**

Participation in school activities/social events/attendance is permitted only if a student is in good standing.

### **GOOD STANDING MEANS:**

- You complete student academic responsibilities
- You adhere to the Wetmore Academic Center Code of Student Conduct.
- You are not suspended from school.
- You are not placed on notice by the Principal.

### **EXPECTATIONS FOR BEHAVIOR AT ATHLETIC CONTESTS:**

1. Be courteous to all—participants, coaches, officials, staff, and fans.
2. Know the rules, abide by and respect the official's decisions.
3. Win with character and lose with dignity.
4. Exercise self-control that reflects positively upon you, team, and school.
5. Permit only positive sportsmanlike behavior to reflect on your school or its activities.
6. Sit in the section reserved for students or sit with your parents.



7. Stay in the stadium or high school building during activities. If the Principal or designated staff member determines that any student is not being seated or watching the event, is creating a distraction at the event, or is creating a disruption of the event, that student may be asked to leave. Based upon the severity of the disruption, the Principal shall have the option of refusing admission at future events. Any student, which the Principal determines has left the event without good reason, can be refused re-admittance.
8. Students are not allowed to bring in beverages from outside the building.

### **CO-CURRICULAR ACTIVITIES**

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

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

### **PHYSICAL EXAM REPORT REQUIRED FOR ATHLETICS AND PHYSICAL EDUCATION**

All students (boys and girls) in physical education and/or out for sports should have a physical exam on file in the school office before the first organized practice. A physical exam form is available from the office at your request. This applies to all Middle School students as well.

## **ATHLETIC/ACTIVITY ELIGIBILITY RULES**

### **YOU ARE ELIGIBLE IF:**

1. You are a bona fide undergraduate **student in good standing**.
2. Your conduct and standard of sportsmanship are satisfactory and do not bring discredit to yourself or the school.
3. You are not 19 years of age (16, 15, 14, for junior high/middle school students) on or before September 1 of the school year in which you compete.
4. You have met the following semester requirements: A student shall not have more than eight semesters of possible eligibility in grade seven and two semesters in grade eight. A student shall not have more than eight semesters of possible eligibility in grades nine through twelve, regardless of whether the ninth grade is included in junior high or in senior high. **NOTE:** If a student does not participate or is ineligible due to transfer, scholarship, etc., the semester(s) during the period shall be counted toward the total number of semesters possible.
5. You passed five new subjects (those not previously passed) of unit weight in your last semester of attendance. (If you are a first semester junior or senior high school student, you must have passed five new subjects [those not previously passed] of unit weight in your last semester of attendance.) As indicated by the Kansas State High School Activities Association, grades will be used to determine eligibility as posted on Wetmore School's student management program at 8:00 a.m., the first day of school of the following semester, for second semester of the academic year.
6. You are enrolled and attending five new subjects (those not previously passed) of unit weight and are considered a full-time student by the principal.
7. You have not been in more than four seasons in one sport in a four-year high school, three seasons in a three-year high school or two seasons in a two-year high school.
8. You do not engage in outside athletic competition in the same sport while you are a member of a school squad. Consult your coach or principal before you participate individually or on a team in any game, training session, or tryout conducted by an outside organization.
9. You have passed an adequate physical examination by a practicing physician and have the written consent of your parents or legal guardians. (The completed form must be in the hands of your principal prior to your first practice.)
10. You are regularly enrolled and in attendance no later than Monday of the fourth week of the semester in which you participate.
11. You are a transfer student and have met the requirements of the Transfer Rule as explained on your Physical Examination form. Contact the principal concerning this regulation.
12. You are not a member of any fraternity or other organization prohibited by law or by the rules of the KSHSAA.
13. You have not competed under a false name.
14. You have not competed for money or merchandise or intrinsic value, and have observed all other provisions of the Amateur and Awards Rules.
15. You have complied with the Undue Influence Rule, which states: "The enrollment in a school, the transfer from one school to another, or the failure to transfer from one school to another because of undue influence by anyone connected, directly or indirectly (including alumni associations, booster groups and similar organizations) with a member school, shall cause the student to forfeit eligibility for a period not to exceed 365 days. Such conduct shall also jeopardize the school's standing in the Association and shall result in such other actions as the Executive Board deems appropriate."

16. You have not violated the Anti-Tryout and Private Instruction Rule, which states: "Students are eligible if they have not participated in training sessions or tryouts held by colleges or other outside agencies or organizations in the same sport while a member of a school athletic team."
17. You have completed all requirements as set forth by USD #113 and Wetmore School, i.e. participation fee.
18. With the exception of cheerleaders involved in fall sports, you are only involved in one sport at a time.

**ELIGIBILITY POLICY - ATTENDANCE**

**Middle School and High School**

Students MUST attend class one-half (1/2) of the regular school day in order to be eligible for extra-curricular activities. One-half (1/2) of a regular school day is 11:30 a.m. Students are not allowed to leave school due to illness and return for practices and/or games, this includes class attendance. A Physician's appointment card and/or office visit written on office stationery will be considered as an exception. In the event that any extenuating circumstances (i.e. funerals, illness in family, emergency, etc.) arise, the Principal or his/her designee will be responsible for determination of student eligibility.

**GENERAL TRAINING AND PARTICIPATION RULES FOR ALL ACTIVITIES**

The purpose of the following policy is to maintain compliance with the previously stated KSHSAA Rules 1 and 2. This policy governs all extra-curricular activities that are provided at Unified School District No.113. This includes athletics, organizations, and any group that has performances, competitions, and activities outside of school time.

**LEVEL 1:** Students shall refrain from the possession/use of alcohol/drugs and tobacco products while a member of an extra-curricular activity. (Member – Any student, who has attended a meeting, performed in an activity or practice, signed-up, or as determined by the KSHSAA seasons, including statisticians and managers.) Any member of a school sponsored activity that is determined to be using or cited for possession/use of alcohol/drugs or tobacco products will be subject to first level (first violation) suspensions of each activity as determined by the administration. The student will then be notified and the suspension (10 school days) will begin with the first regular school day after the violation has been determined that is expected to directly affect the student. The student may also be required to complete an acceptable course in alcohol/drug and tobacco abuse.

Determination of the student violation will be based on "substantial information" and investigation by the activities director and/or administration. "Substantial information" will include witnessing specific behavior, or evidence of such behavior, by a teacher/coach, activities director or administrator, reporting by that individual's parents, self-admission by a student, citation issued by a law enforcement officer or signing of a diversionary agreement with any law enforcement agency. Students are encouraged to avoid any situation that involves consumption of drugs/alcohol/tobacco by minors. Students are encouraged to continue to practice with the group or team during their suspension from performance or competition. Participation will be at the discretion of the coach or sponsor.

**LEVEL 2:** A second (2) violation will result in dismissal of all extra-curricular activities for the remainder of the school season. The student may be eligible for the next sport season or activity, provided he/she seeks and receives counseling, and completes an acceptable program/course in alcohol/drug and tobacco abuse as deemed appropriate by the administration, coach, and parent/guardian. Eligibility will be reinstated with written proof of attendance and successfully completing the recommendations from the counseling program/course

**LEVEL 3:** A third (3) violation 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 assume 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.

## ORGANIZATIONS

All fundraising conducted by organizations must have approval of the sponsor AND administration well in advance of the planned activity.

**BAND/CHOIR:** The band consists of concert band. The concert band and choir entertain at pep rallies, sports events, gives various public concerts and performs at several music festivals throughout the year. Membership in the concert band and choir is made up of anyone of middle school and high school age who has taken lessons on an instrument and/or voice lessons and has the required ability. Students who choose to be members of the band and choir do so with the understanding that time outside of the classroom is required.

**KAYS:** The KAYS are designed to provide training in youth leadership that will develop the essential and basic elements of good citizenship for each high school girl or boy. Through this organization the students learn to work and play together in harmony. It is the purpose of the KAYS to help students realize potentialities and responsibility as citizens in a democracy, the satisfaction that comes from participation in wholesome social recreation, and the joy of broadening and deepening their interests through service to their school, their community, and their world. Membership is available to all students.

**SADD:** Students Against Destructive Decisions (SADD)'s mission is to empower young people to successfully confront the risks and pressures that challenge them throughout their daily lives. SADD fosters a sense of belonging and promotes resiliency, leadership, and advocacy skills so that young people make positive life decisions that will carry them throughout life. Membership is available to all high school students. Membership drive is held at beginning of school year. All members must sign a pledge, promising to uphold the values of SADD and abstain from using illegal substances including alcohol and drugs.

**WETMORE HONOR SOCIETY:** Membership in the Wetmore Honor society is based on scholarship, service, leadership, and character. Some of the purposes of the organization are to stimulate high scholarship, constructive leadership, purposeful service, and worthy character. Students must have at least a 3.5 average to be considered. Students who meet the eligibility criteria of a minimum 3.5 G.P.A. will receive notification and an invitation to apply for membership in the Wetmore Honor Society. G.P.A. will be calculated using semester grades only. Quarterly grades in progress will not be used.

To be eligible for WHS membership, candidates must be a member of the sophomore, junior, or senior class with a minimum cumulative GPA of 3.5. Candidates shall then be evaluated on the basis of service, leadership, and character.

Each member is required to maintain the minimum standards required for membership throughout his/her tenure in WHS. Above all, each member must maintain the minimum 3.5 cumulative grade point average (GPA). If an individual does not, he/she has one semester, specifically the semester immediately following the semester that the cumulative GPA dropped below 3.5, to restore it.

**STUDENT COUNCIL:** The purpose of this organization is to create a better feeling of cooperation between the students of the school and the faculty, to develop the ideas of self-government, and to give the students an opportunity to express their opinions in matters relating to the general welfare of the school. The membership of the Student Council consists of the president, vice-president, secretary, treasurer, representatives from all classes, and a representative from KAYS and SADD. All members shall have had and maintain through their tenure, at least a "C" semester average. Term of office is for one school calendar year.

<b>Be Safe</b>	<ul style="list-style-type: none"> <li>*Stay in your personal space</li> <li>*Walk</li> <li>*Use materials/equipment appropriately</li> </ul>	<ul style="list-style-type: none"> <li>*Walk</li> <li>*Close locker doors</li> <li>*Stay to the right on the stairs</li> </ul>	<ul style="list-style-type: none"> <li>*Stay in your personal space</li> <li>*Walk to clear your tray</li> </ul>	<ul style="list-style-type: none"> <li>*Follow safety rules</li> <li>*Stay within playground boundaries</li> <li>*Use equipment appropriately</li> </ul>	<ul style="list-style-type: none"> <li>*Stay in your seat and face forward</li> <li>*Keep hands, feet, and belongings to yourself</li> <li>*Keep aisle clear</li> <li>*Get on and off the bus carefully</li> </ul>
<b>Be Respectful</b>	<ul style="list-style-type: none"> <li>*Work cooperatively</li> <li>*Listen carefully while others speak</li> <li>*Be considerate and show kindness to others</li> <li>*Be respectful of others right to learn</li> </ul>	<ul style="list-style-type: none"> <li>*Stay in your personal space</li> <li>*Soft voice</li> <li>*Use good manners</li> </ul>	<ul style="list-style-type: none"> <li>*Use good manners</li> <li>*Raise your hand if you need an adults help</li> <li>*Wait patiently and quietly in line</li> </ul>	<ul style="list-style-type: none"> <li>*Use kind language</li> <li>*Take turns</li> <li>*Be a good sport</li> <li>*Follow game rules</li> </ul>	<ul style="list-style-type: none"> <li>*Use kind language</li> <li>*Listen to the bus driver</li> <li>*Use good manners</li> </ul>
<b>Be Responsible</b>	<ul style="list-style-type: none"> <li>*Clean up after yourself</li> <li>*Follow directions and classroom routines</li> <li>*Be a problem solver</li> <li>*Be engaged in learning</li> <li>*Turn in completed quality work</li> </ul>	<ul style="list-style-type: none"> <li>*Go directly to where you need to be</li> <li>*Follow directions</li> <li>*Pick up trash</li> </ul>	<ul style="list-style-type: none"> <li>*Make room for all your friends at the table</li> <li>*Stay in your personal space</li> </ul>	<ul style="list-style-type: none"> <li>*Be a problem solver</li> <li>*Pick up and return equipment</li> <li>*Line up when the signal is given</li> </ul>	<ul style="list-style-type: none"> <li>*Be a problem solver</li> <li>*Be ready on time</li> <li>*Leave no trace</li> </ul>

<b>INFRACTIONS OF STUDENT CODE OF CONDUCT</b>	<b>WARNING</b>	<b>DETENTION</b>	<b>DOUBLE DETENTION TIME</b>	<b>1-3 DAYS ISS</b>	<b>3-5 DAYS ISS</b>	<b>OSS</b>	<b>LTS</b>	<b>EXPULSION</b>
EXCESSIVE/OFFENSIVE/INAPPROPRIATE EMOTIONAL DISPLAY	1	2	3					
ELECTRONIC DEVICE		1	2	3+				
UNEXCUSED TARDIES	3	4-6	7-9	10+				
UNSAFE ACTS THAT	<b>To Be Determined by Administration</b>							
CHEATING, ACADEMIC MISCONDUCT, PLAGIARISM			1	2	3			
OBSCENE, PROFANE OR INAPPROPRIATE LANGUAGE/GESTURES		1	2	3				
UNEXCUSED ABSENCE	<b>Make up time</b>							
DRESS CODE	<b>To Be Determined by Administration</b>							
INSUBORDINATION			1	2	3			
FORGERY			1	2	3			
MISSED DETENTION			1	2	3			
LEAVING WITHOUT				1	2	3		
DISRESPECT, INTIMIDATION, THREATS TO STUDENTS/STAFF HARASSMENT BULLYING				1	2	3		
FIGHTING/PHYSICAL				1	2	3		
THEFT/STEALING					1	2	3	
VANDALISM					1	2	3	
POSSESSION, USE, UNDER INFLUENCE OR DISTRIBUTION OF TOBACCO, ALCOHOL OR CONTROLLED SUBSTANCE						1	2	3
FIREWORKS, BOMBS, FIRE ALARM OR FALSE ALARMS							1	2
WEAPONS, POSSESSION								1
OTHER ACTS DEEMED INAPPROPRIATE BY ADMINISTRATION	<b>To Be Determined by Administration</b>							