

WELLINGTON MIDDLE SCHOOL

605 NORTH "A" • WELLINGTON, KS 67152

TELEPHONE: 620-326-4320

2016-2017 SCHOOL AGENDA

PRINCIPAL – JAMIE YBARRA

VICE PRINCIPAL – BRIAN AUFDENGARTEN

- *Teach the Individual*
- *Care for all*
- *Share responsibility with home and community to develop lifelong learners*

WHEREVER YOU GO, YOU REPRESENT

YOURSELF, YOUR FAMILY,

YOUR COMMUNITY,

AND YOUR SCHOOL.

REMEMBER WHO YOU ARE!

This Handbook is your hall pass.

This handbook is an official publication, and you are responsible for the information contained within.

This handbook has been presented to and accepted by the Board of Education of U.S.D. 353

This agenda belongs to:

Name _____

Address _____

City/Town _____ Zip code _____

Phone _____

SCHOOL SAFETY HOTLINE: 1-877-626-8203

Kansas Highway Patrol has implemented a statewide hotline available 24 hours a day, 365 days a year to report impending school violence. This information is shared with local law enforcement and school officials. Help keep your school safe! Report any information that might threaten the safety of school or students.

USD 353 2016-2017 Calendar

August 2016

23 - First Day of School

September 2016

2- No School

5 - No School/Labor Day

26 - No School /Teacher In-Service

October 2016

18 - Parent /Teacher Conference

20 - Parent/Teacher Conference

21 - No School/Conference Release Day

24 - No School/Teacher In-Service

November 2016

23 - Thanksgiving Break

24 - Thanksgiving Break

25 - Thanksgiving Break

28 - No School/Teacher In-Service

December 2016

21-23 - Christmas Break

26-30 - Christmas Break

January 2017

2-3 – Christmas Break Continued

4 – Teacher In-Service/Work Day

5 - School resumes for students

16 - No School Martin Luther King day

February 2017

20 – No School/Teacher In-Service

March 2017

14 – Parent/Teacher Conference

16 – Parent/Teacher Conference

17 – No School / Conference Release Day

20-24 - Spring Break

27 – School Resumes

April 2017

14 - Good Friday/No School

17 - Easter Break

May 2017

23 - Last Day of School
for students

24 - Teacher In-Service

WELLINGTON MIDDLE SCHOOL EXPECTATIONS

Our students can expect this from school:

1. Adults who model what they expect from the students
2. Unprejudiced treatment
3. A safe welcoming environment that offers consistency and structure
4. Challenging and interesting courses
5. Competency in all subjects
6. Interventions before failure becomes a habit at school
7. Interested, qualified, and prepared teachers
8. To always be treated with dignity, kindness, and respect

Our parents can expect this from school:

1. To receive clear and timely communication from school.
2. To always be treated with dignity, respect, and honesty.
3. To be treated as a partner in their students education. We are in this together.
4. To be informed from day one about school rules, consequences, and procedures.

Eight habits of highly responsible students:

1. They set goals.
2. They plan their time.
3. They study everyday.
4. They take notes in class.
5. They have the tools they need.
6. They keep their commitments.
7. They get ready ahead of time.
8. They take an active role in their education.

Wellington Middle School expects this from our students:

1. Come to school everyday on time and be prepared for class.
2. Behave respectfully with peers and adults.
3. Obey school rules and help keep it safe.
4. Respect school property. It belongs to all of us.
5. Complete and turn in all assignments neatly and on time.
6. Ask questions and seek help.
7. Become involved with Wellington Middle School.
8. Try to understand the importance of an education for success in the future.
9. Respect private property of neighboring businesses or residences. No trespassing.

Wellington Middle School expects from our parents:

1. To say at home that you support the school's mission, program and rules.
2. To discuss at home the importance of getting a good education for success.
3. To talk everyday about school at home. What did you do today? Etc.
4. To contact the students academic team, counselor, or administrator when a question arises.
5. Insist on reading. Make magazines, newspapers, and books available.
6. Provide time and a quiet place for homework.

ATTENDANCE

Excused Absences

The Middle School principal or his designee will determine whether your absence is excused or unexcused. The school's daily attendance report will indicate what absences are excused or unexcused. You will be excused for these reasons:

- (1) Personal illness/injury (may need doctor verification)
- (2) Personal/family matters that cannot be addressed outside school time
- (3) Participation in school activities

ASK YOUR PARENT/GUARDIAN TO CALL THE SCHOOL EVERY DAY YOU ARE ABSENT. It is the responsibility of your parent/guardian to provide the school with verification of the reason why you were absent from school on a specific date. If we don't have notification within 48 hours, the absence will be unexcused.

Upon your return to school, go to the office. If you submit a written excuse signed by your parent/guardian stating the cause and the dates of your absence, an admit to class will then be given to you.

Unexcused Absences

If you did not bring an excuse signed by your parent/guardian and your parent/guardian did not call the office, you will be given an unexcused admit and you are to bring a note with-in the two days to get it excused. If a phone call or written excuse is not received with-in the two days, the absence will remain unexcused and you are subject to penalties.

If you are absent and the office can verify that your absence does not meet the requirement for an excused absence for which the parental permission slip was written, the absence will be ruled unexcused.

If you miss any class because of illness and then work in the evening, you will have your absence classified as unexcused.

Excessive Absences

A student who misses five class periods and/or five days in a semester will have their future absences classified as unexcused. Exception to this policy is a student who presents a medical note from a doctor and/or a student who participates in an attendance hearing. An attendance hearing is composed of the student, parent(s) or guardian, the student's teacher(s), a counselor, and an administrator. Kansas State 72-1111 (Compulsory School Attendance) requires that the school report a student to the County Attorney when he or she has three consecutive days or five days of unexcused absences in any semester or seven days in any school year.

Anticipated Absences

If you know you are going to be absent, you must **arrange in advance** in the office by bringing a written excuse from your parent/guardian prior to the absence and receive a special excuse form, a day ahead when possible. Students are to bring a parent request to the office before school to get a special excuse. The student is to show the Special Excuse to the teacher in whose class they will be excused, and leave at the time specified.

A special excuse is not needed for school related activities.

Intercom:

Its use is intended for urgent or emergency situations or special announcements. Its use should be with the least disruption to classes. **Parents should contact the school early enough that its use is not required for a scheduled absence.**

Special Excuse Absences

Before leaving the building, you must secure a special excuse from the office. If you leave without permission, you will be considered unexcused.

If you are sick, check into the office where arrangements will be made for you to see the nurse or to be sent home. Your parent/guardian must be contacted before you will be allowed to leave the building.

If you have a doctor or dentist appointment, you will need a note or telephone call from your parent/guardian to leave for an appointment.

When you return to school, go to the office to get an admit before you go to class.

Make-up Work

Make-up work policies apply to all absences. A student has two school days for each day to make-up missing assignments caused from absenteeism. When absent due to a scheduled or approved absence, the student is encouraged to have assignments completed upon return. Parents are encouraged to call the school to get assignments early in the day for absent students - if they miss more than one day. Students are reminded that it is their responsibility to keep up their school work when absent from school.

Special Reminders for Absences and Attendance

- Students who *arrive to school after 8:00 must report to the office*
- Students are not allowed to leave the building until they have checked out through the office.
- All Attendance will be kept on the computer. Parents can keep track thru Infinite Campus accounts.
- **Students are responsible for reporting to the office before 8:00 to verify their attendance if they were absent the day before. (Even if your parent has called)**

WMS TARDY POLICY

Tardies (You are tardy if you are not in your class/seat when the tardy bell rings.)

1st tardy – Verbal warning to student

2nd tardy – Parental Contact

3rd-5th tardy – Lunch Detention

6th & 7th tardy – 1 hour Detention

8th & 9th tardy – 3 Hour Saturday School

10th tardy – ISS

Excessive tardies will result in additional consequences. Tardies will accumulate on a semester basis. The administration reserves the right to alter consequences based on individual circumstances. Parents can check on tardies by logging onto Infinite Campus.

SCHOOL AND WEATHER

It is the policy of U.S.D. 353 that, during inclement weather, an attempt will be made to hold school. When you or your parent/guardian feel that school may be dismissed because of snow storms or other bad weather, you should tune your radio or TV to any of the following stations:

KLEY/KWME	1130 AM/93.5 FM
KFH	1330 AM/98 FM
KFDI	1070 AM/101.3 FM
KSNW	Channel 3

The radio and TV stations will be notified by 7:00 A.M. to alert you.

TEXT CASTER

For the most current information on all school activities please sign up for text caster, a free

service provided by First National Bank. To sign up please go to www.USD353.com and click on Parent Resources.

LOCKERS

A locker will be assigned to you as you enroll. Each locker has a built-in combination. The combination is YOUR business.

The Supreme Court has ruled that students attending public schools do not have the expectation of privacy. This means that a person, locker, or vehicle on school property can be searched at any time. Students suspected of bringing contraband, weapon, drugs, or other banned items or for other security or safety reasons, may be searched at any time. All illegal items will be turned over to the proper authorities.

BE SAFE! DON'T SHARE YOUR COMBINATION WITH OTHERS. You should keep your locker clean and neatly arranged at all times. You will be held responsible for any damage to the locker. No stickers, glue, markings allowed.

YOU SHOULD SCHEDULE YOUR LOCKER VISITS SO THAT YOU AVOID TARDIES.

TELEPHONE USE

1. You will not be called from classes to accept telephone calls unless there is an emergency situation that requires IMMEDIATE ATTENTION.
2. When you receive a non-emergency call, information will be taken so that you may return the call between classes or after school.
3. One telephone in the Middle School office is available to students for school business. The other school telephones are not for student use.
4. **When you use the office phone, complete your call as quickly as possible, leave a message if possible. There is a sign in sheet to designate who student calls and why. This is in case there is a return call the secretaries can find out why the student called.**
5. If you are late to class because of a non-emergency call, you will receive a tardy.
6. You are not allowed out of class to make personal calls.

Intercom

The Intercom is restricted for emergency use only. This will help eliminate classroom interruption.

HALL PASSES - AGENDA BOOK

1. Except for emergencies, which the classroom teacher has the authority to determine, you will **not** be allowed to leave the classroom for insignificant reasons, such as:
**to get a drink - to use the restroom - to use the telephone - to go to your locker
to make appointments with the counselor - to get change**
2. If you have completed your work in one class and wish to go to another teacher's class to work on an assignment, you will not be permitted to do so unless you first have your agenda signed by the receiving teacher which states that he/she is willing to accept you.
3. When you are issued a hall pass, you are to go only to the destination stated on the hall pass, and you should do this by the most direct route and in the most expeditious manner.
4. If you have been issued a hall pass, you must return to class before the end of the hour.
5. The acquisition of a hall pass is a privilege and not a right. If you cannot or will not accept the responsibility that goes with the acquisition of a hall pass, it might become necessary for the school to deny hall passes to you.
6. Your signed agenda may serve as your hall pass.
7. Failure to have an agenda will result in disciplinary action.

LUNCH PROCEDURES

The Middle School has a closed lunch period. Eating with your peers is a privilege that is guided by courtesy, cleanliness, and appropriate manners.

Students can pay into the lunch accounts any morning from 7:30 to 8:00 am in the cafeteria. Food service reserves the right to deny service to anyone with a negative account balance.

Everyone needs to use proper etiquette and table manners at the cafeteria for everyone's safety. When finished eating, clean your area and take your tray, utensils, and trash to the disposal window; **then return to your seat until dismissed**. All food is to be eaten in the cafeteria, including "brown bag" lunches. Violations of the cafeteria rules will have consequences, including the loss of the privilege to eat at the cafeteria.

1. Do not eat lunch in any area other than the cafeteria. You may bring a sack lunch, which you will eat in the cafeteria at the same time as your class eats. Bring your lunch to your class during the hour in which you are to eat.
2. You are to follow lunch procedures when walking to/from lunch. Any misconduct reported by supervisors will result in a consequence.
3. There is to be no running, throwing objects, using vulgarity, etc walking to/from lunch, or in the lunch room.
4. Please consider others while in line. You should not push, shove, or cut in line.
5. You are expected to use good manners while you are eating in the cafeteria. If you spill anything, please notify the cafeteria hostess.
6. After finishing your meal, clean your table, take your tray, dishes, and refuse to the disposal window, and place all wastepaper in the waste container.
7. Any form of misbehavior on the way to or from the cafeteria, or while in the cafeteria, may cause you to lose your privilege to eat lunch in the cafeteria.
8. Treat the cafeteria staff with respect.
9. Say please and thank you.
10. If you choose to disregard these expectations, alternate plans will be made by the administration.

MIDDLE SCHOOL LIBRARY POLICIES

Time is short-ask for help right away. To get respect, give it! - This includes respect for materials, staff, and other students. The library is an open classroom. We know the temptation is great to stop and visit with friends, but we are a class in session. Please respect people's right to work undisturbed.

- **Library passes:** A teacher-signed agenda is your pass. Please sign in at the desk and have your agenda signed by library staff when you leave for any reason.
- Candy, food and drinks ARE NOT permitted in the library at any time! We will throw away anything brought in.

Rules for Materials Usage:

- **Books** - check out is for two weeks without fines. You are responsible for any materials checked out in your name.
- **Lost material barcodes** cost \$2 to reprint.
- **Magazine** check out is for 2 school days. After 3 P.M. of the second school day, it is overdue. Fines will be charged 25 cents a day, up to replacement cost of the magazine.
- **Fines** carry over from one year to the next. Fines are not excused at the end of school year. No check out permitted until all fines are paid.

DAILY BULLETINS

The student bulletin will be e-mailed to each teacher. These bulletins will be posted on Infinite Campus. The office will read these bulletins to students over the intercom; so please listen carefully. The daily bulletin will be posted on the Wellington Middle School Website.

If you wish to make an announcement, you are to write it and give it to the school secretary on the morning of the day it is to be printed. Clubs' or organizations' announcements require the sponsor's signature. Be sure to print the dates, times, and locations of the meetings on all announcements.

STUDENT FEE'S

All fees owed by students will be paid at the secretary's office. Final report cards will be held until a student's school indebtedness is paid in full.

PICKING UP PUPILS FROM SCHOOL

Parent/Guardian needs to sign out a student in the office if leaving during the school day.

POP, CANDY, FOOD & GUM

Parties: No class time will be used for parties of any type without prior consent from the administration.

Rewards: Any edibles must be consumed in the class in which they are received.

Pop Machines: The pop machines will be off limits to students during the school day unless administrative approval is given.

Gum is prohibited at Wellington Middle School.

LOST AND FOUND

If you find articles in the building or on the school grounds, you should turn them in to the office. If you lose something, check in the office. You may claim lost articles by providing proper identification of those articles.

VISITORS

Your parent/guardian are welcome to visit the school at any time. They must stop by the office, sign in, and receive a visitor sticker.

YOU ARE NOT PERMITTED TO BRING GUESTS TO ATTEND CLASSES WITH YOU.

EMERGENCY PREPAREDNESS

Information is posted in each room for **TORNADO DRILLS AND FIRE DRILLS**. Always listen to your teacher.

FIRE DRILLS will be conducted monthly. Information is posted in each room.

Health Services

***Any Decisions or actions taken by USD 353 Board of Education or changes in Kansas Statutes or Laws after the printing of this information will override what is written here.**

The School Nurse provides a variety of health related services to USD 353 students. Health records, including immunizations and physicals, as required by Kansas State Law are maintained for each student throughout their school career. Vision and hearing screenings are provided every 2 years and dental screenings are offered yearly for our students. If you do not want your student to have these screenings, you must send a written refusal to the school nurse. Specific immunizations are required per grade for each student to follow Kansas Statute. First Aid/ emergency treatment will be handled by the school nurse, if present, or designated personnel. Students will be cared for in

the nurse's office and return to class if appropriate and able. General guidelines for dismissal for illness include: temperature of 100.0F or above, vomiting, identification of potential communicable disease, etc and for injury include: loss of consciousness, possible fractures, possible need for stitches, or an injury that prevents them from participating in school. The parent/guardian may choose to take their student home for an illness/injury. Building/District attendance policy will apply any time a student is dismissed as ill or injured. In the event of a serious accident, the school will attempt to contact the parent/guardian. In the event that they are unable to be contacted, or cannot make it to the school quickly and immediate medical care is needed 911 will be called to facilitate transport to the hospital. The parent/guardian has the right to decline EMS transport upon their arrival to the school.

Medication Administration

Per USD 353 Board of Education policy JGFGB & JGFGBA (Administration and Self-Administration of Medication) the following steps must be followed:

1. A written order from a Health Care Provider (Physician, ARNP, PA, or Dentist/Orthodontist) with written parent/guardian consent must be provided each year.
2. The student must receive at least one dose of the medication (except the epinephrine auto-injector) prior to receiving it at school.
3. Medication must be provided in its original container (the pharmacy will usually provide a 2nd labeled container if you request it).
4. If the student needs their medication during a school sponsored event such as a field trip or athletic event, arrangements will be made for the student to receive his/her medication by a supervising adult.
5. Appropriate staff will be notified that the student has a prescribed medication in the nurse's office or carries one with them.
6. All medication will be kept in and administered from the nurse's office except Self-administered medication (see below)
7. Parents/guardians are to be aware that the school district and its officers, employees, and agents aren't liable for damage, injury or death relating to the administration/self-administration of medication and will sign a statement to that effect.

Self-Administered Medications: (Insulin, epi-pen, inhalers)

Medication in this section will be defined as a medication prescribed for treatment of anaphylaxis (severe allergic reaction), asthma, or diabetes. In addition to the above requirements, the following must be met:

1. The health care provider must sign that the student has the skill level necessary to administer the medication as prescribed and to use any device necessary for that administration.
2. If a student abuses this policy by sharing medication with another student or other identified misuse their right to self administration of medication as defined here will be revoked and disciplinary action could be taken.

Physical Exam

Per K.S.A. 72-5214 Kindergarten students and any student, up to the age of nine, who was not previously enrolled in a Kansas school shall present a health assessment/physical prior to their admission/attendance. The physical must have been completed within the 12 months prior to their attendance.

Head Lice

Parents will be notified if their child has nits or live lice. Those with live lice will be sent home for treatment before they can return to school. The student must report to the office to have their hair checked to insure all live lice have been removed. Information regarding method of spread, removal and treatment of head lice is available from the nurse's office. School wide checks are no longer recommended, students may be referred to the nurse for a check if scratching or visible lice are present.

Automated External Defibrillators (AED's)

AED's are available at each school and may only be used by staff, students, or patrons that are trained and certified in their use be American Red Cross or American Heart Association. If the AED is used notify the school nurse so supplies and equipment can be checked and replaced. WHS has an AED on the wall between the Main and Auxiliary Gym and one located on the wall between the entrance doors to the library. WMS has an AED located on the wall outside their gym. Each of the elementary schools has an AED in a cabinet located in their commons or office hallway. There are mobile AED units available for checkout, through the nurse, during extracurricular activities. Tampering with or vandalism of the AED or it's cabinet will be dealt with as a disciplinary matter through the Principal's office. Replacement/repair costs for the AED or cabinet will be the responsibility of the student &/or student's parent/guardian.

Immunization Requirements

K.A.R. 28-1-20 defines immunizations required for any individual who attends school or early childhood programs operated by a school. There are specific intervals between immunizations and variations on doses depending on dates. Any questions, contact the school nurse, health department or online at:

http://www.kdheks.gov/immunize/download/KCI_Form.pdf

Kindergarten-Grade 6

VACCINE	REQUIREMENT
Dtap/DT (diphtheria, tetanus, pertussis)	5 doses
IPV (polio)	4 doses (1 dose must be after 4 th birthday)
MMR (measles, mumps, rubella)	2 doses
Varicella (chicken pox)	2 doses (or signed doctor's note if had illness)
Hepatitis B	3 doses

Grade 7-12

VACCINE	REQUIREMENT
Tdap	1 dose (regardless of last DtaP or Td (dose)
IPV (polio)	4 doses (one dose must be after 4 th birthday)
MMR (measles, mumps, rubella)	2 doses
Varicella (chicken pox)	2 doses (or signed doctor's note if had illness)
Hepatitis B	3 doses

Immunization exemptions:

Medical: An annual written statement or medical exemption form, signed by a physician, stating the reason for the exemption and the vaccine that the student is exempt from must be turned in to the nurse's office.

Religious: A written statement from the parent/guardian that the student is adherent of a religious denomination whose religious teachings are opposed to the required immunizations.

**Non-compliance with the provisions of KSA 72-5209 & K.A.R. 28-1-20 as amended, may result in the student being excluded from school until compliance with the law has occurred. The school nurse or her designee will notify the parent/guardian of needed immunizations.

ACADEMICS

Honor rolls for students.

- 1. Superintendent's: all grades must be an "A"
- 2. Principal's: GPA 3.60 to 3.99 with no D's or F's.
- 3. Scholastic GPA 3.00 to 3.59 with no D's or F's.
- 4. **Hall of Fame** all "A's" for three years.
(based upon semester grades)

Grading scale: 100 - 90 = A 89 - 80 = B 79 - 70 = C 69 - 60 = D 59 - 0 = F

If a student is failing a core class the administration has the option of removing the student from their elective classes until satisfactory progress is made in the core class.

Promotion and retention

Students will be graded on a semester basis with credit given at the end of the semester. Sixth, seventh and eighth grade students shall be promoted or retained on the basis of achievement. The principal shall determine what alternatives will be most beneficial to the student who is failing.

Progress Reports and Grade Cards

Progress reports will be sent out at the end of the 4th week of the quarter

Grade cards will be distributed at the end of the 9 weeks.

COUNSELOR'S CORNER

The counseling office is responsible for student enrollment, demographic information, class schedules, and maintaining student records. Our counselor, works to help students solve personal problems as well as problems that relate to educational planning and progress. The primary responsibility of the counselor is for the welfare of the individual student. Parents should feel free to call the counseling office for personal appointments regarding any problem their child may be experiencing. When the home and school work together, the student's progress is greatly enhanced.

PARENT/GUARDIAN-TEACHER CONFERENCES

Your parent/guardian is urged to see teachers about any matters concerning your educational progress. Teachers have a planning period during which a conference may be held, or they may be visited after school from 3:10 to 3:35 p.m. Your parent/guardian may telephone the office at 326-4320 to schedule appointments.

WITHDRAWAL PROCEDURES

If you must withdraw from Wellington Middle School, you must obtain a withdrawal form from the counselor. You must have this withdrawal form signed by each teacher with whom you have a class, the librarian, and the principal. You should then take the form to the main office to pay any fines or receive a refund. You are then officially removed from the enrollment list.

Your records will not be sent to another school, or other person until you have cleared all of your personal obligations.

BICYCLES and SKATEBOARDS

Bikes are **not** to be ridden on school property. Middle School students must park their bikes in the bike rack. Skateboards are not allowed to be ridden on any USD 353 property.

BUILDING HOURS

Students are not to be in the building before school unless a school official has granted them permission. Students are to leave the building at the end of the school day unless supervised by a school official. During inclement weather students are to wait in the designated areas for each grade level until dismissed by administration.

DANCES

- Open to current Middle School students only. Dances sponsored by the WRC.
- No person will be admitted after the dance starts.
- Students will not be allowed to use the telephone, arrangements shall be made prior to the dance.
- Students may not leave the dance until the designated time. Parents may personally pick up their child from the dance at anytime.

ELEVATOR

- The elevator may be used by students who need it due to some physical incapacity which impairs them from using the stairs.
- Students using the elevator must have a special pass issued from the office.
- No more than four students may use the elevator at the same time. (Helpers must walk.)
- Disciplinary action will be taken for those who do not follow the guidelines.

FUND RAISERS

All fund raising activities must be approved by the administration and BOE.

POSTER AND SIGN RULES

ALL POSTERS AND SIGNS MUST HAVE ADMINISTRATIVE APPROVAL **PRIOR** TO BEING PLACED ON MIDDLE SCHOOL PROPERTY

UNNECESSARY ITEMS

Inappropriate items at school include: electronic devices such as *paggers*, *radios*, *stereos*, *walkman's*, *CD players*, *jam boxes*, *video games*, *objectionable/obscene reading material* or *photographs*, *laser pointers*, *toys*, *etc.*

Any item that does not pertain to school will be confiscated by school personnel and parents may be required to come to the school office and pick up said item.

PAGERS AND CELLULAR PHONES

Cell phone policy-students are not to use their cell phones during school hours (8:00 – 3:10).

Students should keep phones in lockers during school hours. 1st offense Confiscated 2nd offense Parent Pick-up 3rd offense ISS. Further infractions will result in additional consequences. Students who refuse to surrender their phones to school authorities or remove the battery from the phone will be disciplined for defiance of authority.

COMPUTERS USE POLICY

Kansas State Statutes 21-3755

Computer crime, computer password disclosure; computer trespass.

1. Willfully & without authorization gaining or attempting to gain access to and /or damaging, modifying, altering, destroying, copying, disclosing or taking possessions 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, service or any other thing of value by means of false or fraudulent pretense or representation.
3. Willfully exceeding the limits of authorization and/or damaging, altering, destroying, copying, disclosing taking possession of a computer, computer system, computer network or any other property.

Compliance with Copy laws

The District intends to adhere to all copyright laws as applied to computer software. The District also intends to comply with the license agreements and/or policy statements contained in the software packages used in the District. Therefore, all software used on District computers shall be purchased by the District, properly licensed and registered with the publisher, and installed by Computer Services Department personnel.

Use of Unauthorized Software/Unauthorized Copying of Software

1. Students shall not be permitted to load any non-District owned software onto District computers without the express written permission of the District Technology Director or designee.
2. Students shall not be permitted to copy any software without the express written permission of the District Technology Director or designee.

Unauthorized Access/Sharing Passwords

1. Students shall not tamper with, attempt to gain or gain access to computer data or the operating system to which the student has no security authorization (such as, but not limited to student files, teacher files, confidential information, student record data.)
2. Students shall not share or disclose any passwords and shall be held responsible for all physical and monetary damages as a result of any misuse associated with the user account. Students will be held accountable for all computer activity performed under their security authorization.

Unauthorized Use of District Computers or Software

Students shall not use District computers or software for any non-district purpose except with the express written consent of the District Technology Director or designee.

Internet Acceptable Use Policy (AUP)

Internet access should be used for educational purposes. Teacher-directed classroom activities, individual study projects, and planned self-discovery activities will receive priority.

ACCESS IS A PRIVILEGE, NOT A RIGHT'

Use the rules of etiquette when communicating on the Internet. Students should immediately notify a teacher, if by accident, they encounter materials that violate appropriate use.

Objectionable Behavior

Users will not:

- * Purposefully send or receive and/or view obscene or pornographic material or material that facilitates illegal activities.

- * Use chat rooms without prior approval of the Technology Director.
- * Harass, insult, or attack others.
- * Intentionally waste limited resources, supplies.
- * Use the Internet for commercial or political purposes.
- * Knowingly spread computer viruses.
- * Join a listserv.

Violation of Policy

Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Any student who abuses the USD353 Computer Security Policy shall be subject to disciplinary action, including, but not limited to, suspension from or denial of access to all District Computers and suspension or expulsion from school. Minimum punishment shall be removal of network access for five days. Students who utilize computer data (i.e, other student's work product or a teacher's test) without authorization to gain an improper academic advantage may also be subject to discipline under the Board's policies on cheating. Additionally, if student conduct constitutes a violation of copyrights laws or Kansas Statue 21-3755, the student may be subject to prosecution under such laws. Any student who intentionally damages or destroys District hardware and/or software, either directly or indirectly shall be responsible for all costs associated with repair and/or replacement of parts and services.

PERSONAL APPEARANCE (DRESS CODE)

All students are encouraged to dress appropriately for the situation. Neatness, decency and good taste are emphasized as guidelines for the understanding and interpretation of this dress code.

Dress code interpretation will be at the discretion of school administration.

Guidelines for **unacceptable** fashion include:

- Going barefoot; inappropriate/unsafe footwear
- Clothing that contains symbols, pictures, messages or logo's that promote alcohol, drugs, sex, profanity, derogatory statements, racial or sexist slurs, or gang affiliation (this includes sagging pants)
- Shirts, blouses or dresses revealing upper chest or waist
- Hats

Long or bulky coats may not be worn during school hours without staff approval. Store them in your locker upon arrival to school; jackets and windbreakers are acceptable attire.

The administrator, teacher, coaches and sponsors will determine what constitutes inappropriate dress. Any item deemed disruptive to the operation of the school will result in disciplinary action.

Students who do not conform to the dress code will not be allowed to participate in the school day until they meet the specified requirements. Students who are inappropriately dressed will be given these options:

1. Change or remove the article(s) in question.
2. Call a parent to bring appropriate clothing.
3. Change into school provided shirt.
4. Be placed in ISS/ or Time-Out Lab.

DRUG FREE POLICY

United School District 353 and Wellington Middle School is committed to a Drug Free Policy. You or your guest may be subject to drug or alcohol testing at any school activity.

All students have the right to attend school in an environment free of alcohol and other drugs. A student is forbidden to:

1. Use, or have in possession, tobacco products.
2. Use, consume or have in possession, a beverage containing alcohol.
3. Use or consume any type of mood altering chemical.
4. Use or consume, have in possession, buy, sell or give away any illicit or controlled substance defined by law as a drug.
5. Be in possession of paraphernalia determined to be drug related.

If any staff member observes a student in violation of the substance abuse policy they will immediately notify the administration. The administration will act on specific and conclusive evidence brought by staff members, administrators, or law enforcement official. USD 353 will cooperate with outside agencies in their work with students and/or families.

Students found in violation of this policy will be subject to disciplinary action as described up to and including expulsion and referral for prosecution.

As a condition of continued enrollment in the district, students shall abide by the terms of this policy. Students shall not unlawfully manufacture, distribute, dispense, possess or use illicit drugs, controlled substances or alcoholic beverages on school District property, or at any school activity.

1. While in school buildings.
2. While on school grounds.
3. While at school-sponsored events.
4. While being transported to or from school or school-sponsored events.
5. In any other situation where such students are subject to the authority of the school. Any student violating the terms of this policy may be reported to law enforcement officials when appropriate.

APPROPRIATE ACTIONS

- ALL students are to enter the building each morning through the front doors.
- Walk, do not run, in the hallways.
- Do not skip stairs or run on the stairs.
- Keep hands, feet, books, etc. to yourself.
- Be quiet in the hallways. Walk to the right.
- Don't abuse your lockers.
- Use proper language at all times.
- Follow **any** staff member's direction when given.
- Carry your AGENDA in plain sight at all times.

(Teachers will monitor halls, restrooms and stairwells during passing periods.)

GENERAL GUIDELINES FOR BEHAVIOR

All students are expected to show respect for each other, all personnel and for school property. Failure to act properly at school and at school activities will result in disciplinary action. Certain steps in the discipline action plan may be bypassed by the administration.

WELLINGTON MIDDLE SCHOOL CONDUCT SYSTEM

1. All students are required to carry a Conduct Card and present it to the faculty member upon request.

2. Failure to present the Conduct Card will result in the student being assessed 1 conduct point and a 1 hour detention.
3. A lost Conduct Card will result in the following:
 - One Conduct Card lost – Replacement with the same color Conduct Card – 3 conduct points and a 1 hour detention
 - Two or more Conduct Cards lost – Automatic movement to the next color Conduct Card and a three hour detention.

[If a Conduct Card should become damaged or washed, pieces of the Conduct Card must be produced to administration for the penalty to be waived.]

DISCIPLINE PLAN

- **Green Card:**
When the student gets three signatures they will serve a one hour detention. If the student fills the card, the student will serve 3 hours of Saturday school.
- **Yellow Card:**
If the student fills the yellow card, they will serve a 3 hour Saturday school and 3 days of In-School suspension
- **Red Card:**
If the student fills the red card, they will serve a 3 day out of school suspension. Repeated violations after the red card is full could result in Out of School Suspension or Expulsion.

Saturday School

Saturday school will be held from 7:30 – 10:30 am each Saturday during the school year except for when school is not in session on the Friday before the Saturday or the Monday after the Saturday. The following infractions will require a student to attend Saturday school.

1. Any 3 hour detention
2. 5 signatures on any card
3. If a student has more than 2 missing assignments in the same class in a week or they have more than 5 totals for all classes in one week.
4. After the student's first ISS (second assignment to ISS results in ISS and Saturday school).
5. When a student receives their 5th one hour detention it automatically turns into Saturday school.
6. Any student needing extra assistance on homework (this is an option for those needing help – not required).
7. Any student failing 2 or more core classes will be required to attend Saturday school until their grades have been brought up to a passing grade.

Having the Saturday school in place will allow for the Friday detentions after school to not take place. Friday after school detentions will be rolled over to Saturday. All detentions will be served Monday through Thursday and the Saturday as described above.

If you do not attend an assigned Saturday school, it will result in 3 days of either ISS or OSS which will be determined by administration.

HOMEWORK HELP GUIDELINES FOR THE STAFF

All teachers (including sponsors and coaches) will remain available for students until 3:40. If a student fails to turn in an assignment, they will be required to report to the teacher's room for 30 minutes. The teacher will contact homework help and they will contact the parent/guardian.

When possible, The Student will contact the Parent during Encore.

USD 353 ANTI-HAZING, BULLYING AND HARASSMENT POLICY

1. **Purpose and Philosophy:** Student hazing, harassment, bullying and victimization activities that are abusive and illegal behaviors that harm victims and negatively impact the school environment by creating an atmosphere of fear, distrust, and mean-spiritedness. USD 353 is committed to providing a safe and orderly environment for all students that promotes respect, civility and dignity, so this policy's purpose is create and preserve an educational environment free from such activities.
2. **Policy:** USD 353 strictly prohibits students from engaging individually or collectively in any form of hazing, harassment, or bullying/victimization of any related initiation activity on school property, in conjunction with any school activity or involving any person associated with the school, regardless of where the incident occurs. Any student who participates in such activity, or conspires to engage in the same will face immediate disciplinary action: up to and including suspension, expulsion, exclusion, and loss of participation in extra- curricular activities. In addition students who participate in hazing, harassment, or bullying/victimization may be referred to law enforcement authorities and may face subsequent prosecution.
3. **Definitions**
 - 3.1 "Hazing, harassment, bullying/victimization" means any action taken or situation created that causes or is reasonably likely to cause, harassment, bodily danger or physical harm, serious mental or emotional harm. Extreme embarrassment or ridicule, or personal degradation or loss of dignity to any person associated with the school.
 - 3.1.1 "Consent" is no defense to such activities i.e., the implied or expressed consent of a person to participate shall not be a defense to discipline under this policy.
 - 3.2 "Related initiation activity" means any method or initiation or pre-initiation into a student organization, club or team, or any past-time or amusement engaged in with respect to such organization, club or team, that causes or is likely to cause, bodily danger or physical harm, serious mental or emotional harm, extreme embarrassment or ridicule, or personal degradation or loss of dignity to any person associated with the school.
 - 3.2.1 The terms "hazing" and "related initiation activity" do not include customary athletic events, intramural activities, or similar student contests or competitions.
 - 3.3 "Conspire to engage in the same" means to plan, encourage, or fail to report both listed and related initiation activities prohibited by the policy.
4. **Prohibited Conduct:** Activities that may be construed as hazing, harassment, bullying/victimization include, but are not limited to:
 - 4.1 Any act that involves physical brutality or physical aggression that causes or is reasonably likely to cause bodily danger or physical harm to an individual (including activities commonly known as the "choking game")
 - 4.2 Any act that involves forced consumption of food, alcohol, drugs, or other substance, or any other forced activity that could adversely affect the physical health or safety of an individual.
 - 4.3 Any activity that would subject an individual to extreme mental stress, embarrassment, or emotional harm, or any other forced activity that could adversely affect the mental

health or dignity of the individual.

5. Examples of Hazing, Harassment, and Bullying/Victimization: Many different types of activities can be considered hazing, harassment, bullying/victimization. Although not intended as an exhaustive list, the following examples are provided to inform students, parents, educators about specific misconduct that may be considered hazing, harassment, bullying/victimization:
- 5.1 Any activity that might reasonable bring physical harm to an individual, such as slapping, pushing, shoving, bumping, beating, paddling, taping or other wise restraining students against their will, forced calisthenics done individually or as a group.
 - 5.2 Activities that unreasonable interfere with a students academic efforts by causing exhaustion, prolonged loss of sleep, or loss of reasonable study time.
 - 5.3 Morally degrading or humiliating games, pranks, stunts, practical jokes, or any other verbal, written or electronic activities that make a student the object of amusement, ridicule, or intimidation.
 - 5.4 Forcing, coercing, or permitting student to eat or drink alcohol or consume illicit or controlled substances
 - 5.5 Forcing, coercing, or permitting student to eat or drink foreign or unusual substances or foods.
 - 5.6 Throwing or applying whipped cream, shaving cream, toothpaste, paint, honey, eggs, or any other substances on an individual's body
 - 5.7 Requiring personal servitude.
 - 5.8 Harassment, including but not limited to, pushing, cursing, shouting or yelling. (See BOE policy)
 - 5.9 Requiring students to wear uncomfortable, ridiculous, or embarrassing clothing or underclothing.
 - 5.10 Requiring students to participate in acts of vandalism, theft, assault, sexual acts, or other criminal activities.
 - 5.11 Causing indecent exposure or any other gross and lewd behavior involving nudity.
 - 5.12 Subjecting an individual to cruel or unusual psychological conditions for any reason.
 - 5.13 Compelling an individual to participate in any activity which is illegal, perverse, publicly indecent, contrary to the individual's genuine moral or religious beliefs, or contrary to the rules, policies and regulations of USD 353.
 - 5.14 **Racial references:** the use of racial slurs, names, or terms that may be offensive to other individuals. This includes joking and "horseplay" type references, as well (For an explanation of inappropriate words or behaviors contact the Program Director.)

6. Reporting

- 6.1 School personnel and students who become aware of any actions that could be hazing, harassment, bullying/victimization or related initiation activity shall report such incident immediately to the building principal so that prompt and appropriate action can be taken

This policy will be included in the student hand book at Wellington Middle School and the USD 353 Board of Education policy handbook

ATHLETICS/EXTRA CURRICULAR

The ability to participate in extra curricular activities is a privilege that may be revoked by the coach, sponsor, or administration.

The use or possession of tobacco, illegal drugs, or alcoholic beverages by a student places that student in violation of Kansas State High School Activities Association rules and Wellington Senior High School and Wellington Middle School athletic/activity policies.

A violation is confirmed by an admission of the student or parent of the student, or personal

observation by a member of the faculty, administration, coach, coaches' aid, or law enforcement official. Reliability and validity will be determined by a committee composed of the coach or sponsor, the principal, the assistant principal, and the activities director.

This policy will be in affect starting with calendar week number seven (official start of the fall sport season) and end with calendar week number forty-seven (official end of the spring sport season) as determined by the Kansas State School Activities Association. Any activity/athletic event scheduled between the end of the spring sport season and the start of Fall Sport season will be subject to this policy for the duration of that event. i. e. sport camps, cheerleader camps, summer band, trainer camps and etc.)

This policy encompasses Rules Fourteen, Article Two of the KSHSAA Handbook "A student who is under penalty of suspension or whose character or conduct brings discredit to the school or the student, as determined by the principal, is not in good standing and is ineligible for a period of time as specified by the principal."

The first confirmed violation of this policy will result in loss of eligibility for the next interscholastic event.

The second confirmed violation of this policy will result in the loss of eligibility for the remainder of the season.

This policy applies to all Kansas State High School Activities Association Activities.

ACTIVITIES ELIGIBILITY

- Students shall be enrolled in and attending a minimum of seven subjects of unit weight during the present semester.
- Students who are removed from school-sponsored activities will only be allowed to return to school-sponsored activities with administrative approval.
- Students must pass 7 of 9 semester classes. At least 4 must be core (Math, English, Science, Social Studies) During 2nd semester of 8th grade students must pass 7 of 9 classes to be eligible at the high school level.
- Students assigned to in-school suspension (ISS) the day of the event will not be allowed to participate.
- Students assigned to detention the day of the event are responsible for attending their detention before being allowed to participate.
- Activity sponsors and coaches can implement rules and procedures above the minimum KSHSAA and school standards, subject to administrative approval. This might include more stringent academic or dress code requirements for student activities/athletics.

ATHLETIC ADMISSION

Middle School ticket prices are \$3.00 for adults and \$2.00 for students. Middle School tickets will be sold to students, senior citizens, adults, & families for the entire year before school starts. These tickets will allow for students, adults, or entire families to attend games and activities at substantial savings. The Middle School year long ticket does not allow for attendance at any high school events.

Good sportsmanship is the essence of what we are about in interscholastic activities.

John E. (Jack) Roberts

RULE 52

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

PHILOSOPHY - Activities are an important aspect of the total education process in the American

schools. They provide an arena for participants to grow, to excel, to understand and to value the concepts of SPORTSMANSHIP, to build school pride, and to increase student/community involvement; this ultimately translates into improved academic performance. Activities are also an opportunity for the community to demonstrate its support for the participants and the school, and to model the concepts of SPORTSMANSHIP for our youth as respected representatives of society.
Sportsmanship is good citizenship in action!

**All ACTIONS are to be FOR, NOT AGAINST;
POSITIVE, NOT NEGATIVE or DISRESPECTFUL!**

Section 1 - General Regulations (apply to grades 7-12)

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

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

Art. 2: Enforcement Procedure:

- a. It is encouraged and recommended by the Kansas State High School Activities Association that local boards of education adopt these regulations and reinforce them as indicated herein.
- b. The Executive Board of the Kansas State High School Activities Association shall be responsible for the interpretation of these regulations, including "desirable and unacceptable behavior" and shall publish them in the Association's Citizenship/Sportsmanship Manual.

RULE 52 INTERPRETATIONS

The following interpretations and policies were adopted by the KSHSAA Executive Board on November 17, 1988, in regard to new Citizenship/Sportsmanship Rule 52. These are meant to clarify and assist member schools in their enforcement of this regulation. **Desirable and unacceptable behavior illustration are "examples" and are not to be considered all inclusive.**

RULE 52 VIOLATIONS

Violations of the Code of Ethics, KSHSAA Rules and Regulations or Citizenship/Sportsmanship Rule 52 by member schools and/or individuals shall be subject to consideration by the KSHSAA.

Action may result in the form of a reprimand, probation, or suspension of the school and/or individual depending upon the degree of the violation.

If a member school is not willing to impose disciplinary measures acceptable to the KSHSAA, a hearing (informal or formal) will be held, and restrictions imposed by the KSHSAA.

School/coaches are encouraged to use the NCR Report Form to call attention to the KSHSAA any unusual situations, positive or negative, immediately following the contest.

If a problem is severe then the KSHSAA should be notified by telephone so the situation can be followed up right away.