

WEST MIDDLE SCHOOL

Established 1960

Myron Melton, Principal
Jeff Harkin, Assistant Principal

2700 Harvard Road
Lawrence, KS 66049-2629

Phone 785-832-5500

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<http://wjhs.usd497.org>

<i>Office Hours</i>	<i>7:30 am – 4:00 pm</i>
<i>Teacher Hours</i>	<i>7:45 am – 3:45pm</i>
<i>Student Hours</i>	<i>7:55 am – 3:20 pm (1:40 Weds)</i>

This agenda belongs to: _____



"West Warhawks Always Respect differences and Honesty, model a positive Attitude, Work with best effort, and show Kindness to Self and others."

West Middle School, Lawrence, KS

Cover created a fellow Warhawk.

MY CLASS SCHEDULE – 1ST QUARTER

Monday, Tuesday and Friday – A/B Days

PERIOD	CLASS	TEACHER	ROOM
	Advisory		
	Guided Studies A B		
	Physical Education A B		

Wednesday/Thursday - Odd/Even Days

PERIOD	CLASS	TEACHER	ROOM
	Advisory (only Thursday – odd & even)		

MY CLASS SCHEDULE – 2ND QUARTER

Monday, Tuesday and Friday – A/B Days

PERIOD	CLASS	TEACHER	ROOM
	Advisory		
	Guided Studies A B		
	Physical Education A B		

Wednesday/Thursday - Odd/Even Days

PERIOD	CLASS	TEACHER	ROOM
	Advisory (only Thursday – odd & even)		

MY CLASS SCHEDULE – 3RD QUARTER

Monday, Tuesday and Friday – A/B Days

PERIOD	CLASS	TEACHER	ROOM
	Advisory		
	Guided Studies A B		
	Physical Education A B		

Wednesday/Thursday - Odd/Even Days

PERIOD	CLASS	TEACHER	ROOM
	Advisory (only Thursday – odd & even)		

MY CLASS SCHEDULE – 4TH QUARTER

Monday, Tuesday and Friday – A/B Days

PERIOD	CLASS	TEACHER	ROOM
	Advisory		
	Guided Studies A B		
	Physical Education A B		

Wednesday/Thursday - Odd/Even Days

PERIOD	CLASS	TEACHER	ROOM
	Advisory (only Thursday – odd & even)		

WEST MIDDLE SCHOOL 2011-2012

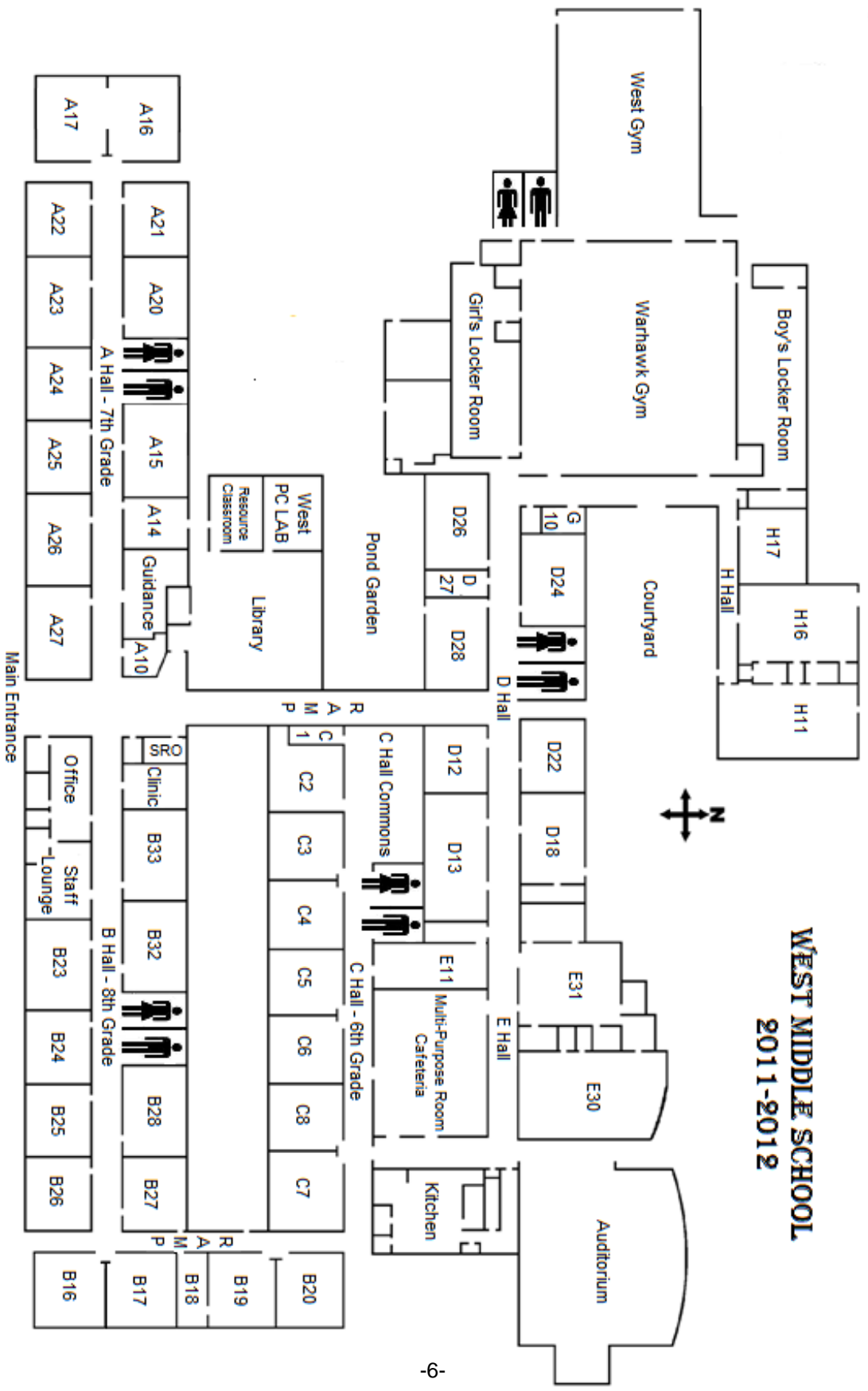


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WARHAWK STAFF

(As of June 8, 2011)

Administrators & School Support

Melton, Myron	Principal
Harkin, Jeff	Assistant Principal
Keslar, Cheryl	Attendance & Finance Secretary
Taylor, Patti	Athletic & Discipline Secretary
Ortiz, James	Head Custodian
Lockwood, Bev	Café Manager

Guidance & Student Support

Dunlop, Barbara	Registrar
Fike, Tiffany	Counselor
Gress, Cindy	Nurse
Heffernan, Andrea	Speech Pathologist
Kline, Betty	Library Media Specialist
Ohse, Julie	Social Worker
Schmidt, Carla	Counselor
Scott, Laurie	Resource Officer
Wessels, Ginny	Psychologist

6th Grade Integrated Core Team A

Brucker, Debra	Math
Karasek, Dan	Language Arts
Hegeman, Tom	Language Arts
Holaves, Stephanie	Science

6th Grade Integrated Core Team B

Corcoran, Paul	Math
Gillman, Mike	Language Arts
Merz, Connie	Science
Nieder, Kristyn	Language Arts

7th Grade Integrated Core Team A

Burnett, Deena	Language Arts
Dieker, Angie	Science
Kirk, Michlle	Language Arts
Lamborn, Lori	Math

7th Grade Integrated Core Team B

Crenshaw, Lucinda	Science
Prather, Kevin	Language Arts
Smith, Twila	Language Arts
Yates, Amy	Math

8th Grade Integrated Core Team

Branson, Kathy	Math
Fergus, Fred	Social Studies
Hile, Ken	Language Arts & Social Studies
Hoey, Aline	Science
Wheeler, Sunny	Math & Science
Neely, Deborah	Language Arts

Required & Elective Courses

Cordova, Max	Physical Education
Frantz, Stan	Computer Applications
Frost, Amanda	Consumer Science
Greenwood, Lisa	Communications
Hardy, Meghan	Band 6
Hurt, Jodie	Art
Jaroscak, David	Technology
Miller, Julie	Physical Education
McCauley, Craig	Music
Morgenroth, Paul	Band 7-8
Rice, Nicole	World Languages
Williams, Elaine	Orchestra 7-8
TBA	Orchestra 6

Special Student Services & Support

Beery, Aly	Interrelated Resource
Cottrell, Patricia	Interrelated Resource
Hock, Susan	Interrelated Resource
Parkinson, Mary	Interrelated Resource
Rice, Nicole	English as a Second Language
Scarffe, Jane	Interrelated Resource
Scott, Saro	Math Specialist
Skolaut, Lisa	Interrelated Resource
Welch, Kate	Gifted Education
Wilcken, Wendie	Interrelated Resource

MISSION STATEMENT

West Middle School is dedicated to providing a stimulating, safe and developmentally appropriate environment where all students may build self-reliance, enhance academic skills and strengthen a sense of responsibility to self and to community as foundations for their future success.

The following belief statements reinforce the mission of West Middle School:

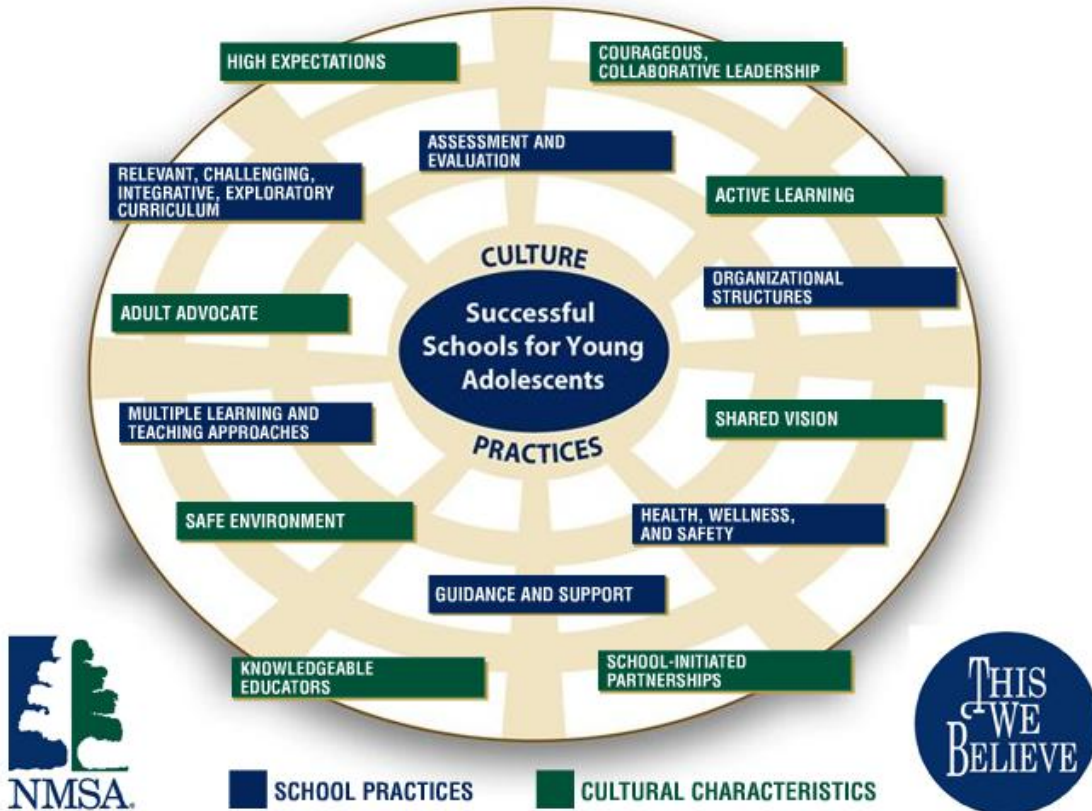
- I. We believe that a safe, orderly and productive environment is crucial to the attainment of any goal.
- II. We believe in maintaining high educational standards and providing the support and resources necessary for students to meet/exceed our expectations.
- III. We believe in the ideal of mutual respect throughout the entire school populace.
- IV. We believe in the achievement of understanding and acceptance of individual differences among students and staff.
- V. We believe in the premise that for our educational goals to succeed, students, family, teachers and others in the community must cooperatively work together and accept their full share of responsibility.

THIS WE BELIEVE: KEYS TO EDUCATING YOUNG ADOLESCENTS (NMSA 2010)

<http://www.nmsa.org/portals/0/htm/about/twb/TWBchart.htm>

SUCCESSFUL MIDDLE SCHOOLS FOR YOUNG ADOLESCENTS

NMSA has identified 14 school practices and cultural characteristics that, when consistently integrated and fully implemented, create successful schools for young adolescents.



DISTRICT ADVISORY THEMES

- August & September – Responsibility to Self and Others
- October – Trustworthiness
- November – Citizenship
- December – Caring & Service
- January – Goal Setting & Decision Making
- February – Respect
- March – Leadership
- April – Responsibility
- May – Integrity

GENERAL INFORMATION

DELIVERIES & MESSAGES TO STUDENTS

- Parents/guardians bringing necessary school items to be delivered to their child are asked to write their child's name on the items and drop it off in the office.
- Students may pick up the item after receiving notice from the office.
- The office will not accept flower arrangements, balloons or other personalized deliveries for students.
- Only messages of extreme importance will be delivered to students.
- Students will be called to the telephone only in cases of emergency.

SCHOOL COLORS / MASCOT

Columbia Blue and White / Warhawk

SCHOOL SONG

Onward Warhawks, answer the call – Scoring, winning, we are the best of all.
Onward, Warhawks, mighty and strong. Best is West, West is best.
'Hawks are better than the rest. Onward to Victory.

TRANSPORTATION

- Bicycles, mopeds and scooters are parked in the racks on the north side of the building.
- Student drivers may not park on school property.

USE OF PROTECTIVE HELMETS

- City of Lawrence Ordinance No. 7738, section 17.706 states:
 - No person fifteen years of age or younger shall ride a bicycle, wear, ride or use any roller skates, inline skates, roller blades, skateboards, or scooter, as these things are commonly defined, within the city limits without properly wearing an approved skate or bicycle helmet securely fastened by chin or neck strap.
 - An approved skate or bicycle helmet is headgear which meets or exceeds the impact standard for protective helmets set by the U.S. Consumer Products Safety Commission Safety Standard for Bicycle Helmets.
- City of Lawrence Ordinance No. 7738, section 17.707 states:
There shall be no fine or jail sentence for violation of Section 17-706. In lieu of a fine, any person fifteen years of age or younger found violating section 17-706 shall be eligible to receive a coupon from a Lawrence law enforcement officer or a Lawrence/Douglas County Fire Medical Department staff person; such coupon shall be valid for one free bicycle helmet redeemable at a designated Lawrence Douglas County Fire and Medical facility as supplies of helmets are available.

VIOLENCE HOTLINE

- Students are encouraged to report violent acts, threats, and other serious situations to:
 - Safe Schools Hotline: 1-877-626-8203
 - Lawrence Law Enforcement Crime Stoppers: 843-TIPS (8477)

VISITORS

- All visitors must check in at the office immediately upon arrival.
- All visitors must wear a visitors badge / sticker.
- School aged visitors are not allowed during the school day.

ATTENDANCE

ACTIVITY ABSENCES

- Attending school athletic events, music events or field trips are considered excused absences.
- These absences are not considered in truancy cases.

ADVANCE ABSENCES

Before an absence for an extended period of time, pick up a "Parental Request for Absence" form from the main office and let the teachers know as soon as possible.

ASSIGNMENTS WHEN ABSENT

- Students will be given reasonable opportunities to complete assignments missed due to excused absences, unexcused absences or suspensions.
- The time allowed for make-up work will be determined by the length and nature of the absence.
- When absent, students should:
 - Talk to the teachers *before* or *after* class the day you return to school.
 - Check teachers' websites.
 - Call the main office by 8:30am on the *third day* of absence to request assignments for pick up by 3:30pm.

ATTENDING SPECIAL EVENTS

- These may include special community events and other school district athletic contests, musical performances and theater productions.
- Students will be excused to attend these events if they *secure written parental permission and have it on file in the office BEFORE the start of the school day.*
- A parent/guardian may pick up their child in the office without a written note.
- *Permission to leave school will not be granted on the basis of a telephone call.*
 - An exception to this policy is the Lawrence Invitational Track meet.
 - *Students will not be excused from classes to attend this track meet unless a parent personally picks the student up in the office.*

LEAVING EARLY

- Bring a note written by parent/guardian stating the time and reason for leaving early.
- When leaving during a class, show the note to the teacher & bring it to the office to sign out.
- If the departure time is between classes, report to the office with the note to sign out.

STUDENT HOURS

- The building opens regularly to students at 7:55am.
- Students participating in the breakfast program may enter the auditorium doors at 7:30am and remain in the cafeteria until 7:55am.

- During cold or inclement weather, students will have the privilege of sitting in the gym at 7:45am.
 - Go directly to the Warhawk gym to read or talk quietly.
 - Disruptiveness will result in the loss of this privilege.
- After 3:10pm, students may be detained to work or for counseling purposes until 3:45pm.
- No student is to remain at school after 3:20pm (1:40 on Wednesdays) unless they are in a supervised activity.
- A bell at 3:20pm (1:40 on Wednesdays) reminds students to leave the building.
- Students involved in supervised activities leave the building immediately after the activity is over.
- Students who must wait for transportation home later than 3:20pm are expected to participate in a supervised activity.

UNEXCUSED ABSENCES

- When absent from school without good reason and without parental/guardian approval.
- It is the responsibility of the student to have their parent/guardian call or provide written verification of each absence before the start of the next school day.
 - Not doing so will result in the absence being considered unexcused.
- All cases of truancy will be unexcused.
- Skipping/leaving school without permission constitutes truancy which will also result in an Office Referral.
 - Consequences will be assigned according to the Behavior Intervention Plan (BIP).
- One unexcused class period equals one full day of an unexcused absence.
- A student is truant when he/she receives:
 - Three unexcused absences in a row
 - Five unexcused absences in a semester
 - Seven unexcused absences in a school year

STUDENT SERVICES

CAFETERIA

- The Warhawk café serves breakfast and lunch.
- For breakfast (7:30-7:55am) students must enter through the north doors near the auditorium.
- Food and beverage does not leave the cafeteria.
- Food and beverage will not be consumed between classes or during the school day.
- Proper etiquette, neatness and behavior are the responsibility of every student in the cafeteria.
 - All trash and food items will be disposed of in the proper receptacles.
 - Trays and utensils will be returned to the kitchen for washing.
 - Failure to do so will result in restricted cafeteria privileges.
- Students will not go to their lockers during lunch breaks unless given permission.

HEALTH CLINIC

- A registered nurse will be in the building during some part of each school day.
- When the RN is not in the building, a health office assistance will be available.
- The nurse's schedule will be posted during the school year.
- No medication can be given by the nurse or any other member of the staff without written parent permission.
- All over the counter medications should be sent to school in the original container with directions for administration and written parental permission.

STUDENT ID CARDS

- Each student will use their Student ID card to purchase meals.
- The meal card allows payment in advance for meals and a la carte purchases instead of paying cash on a daily basis. It serves as a DEBIT card, not as a credit card.
 - If a student has a negative balance on their account they must pay cash.
 - Negative balances will not be permitted.
- Cards should not be damaged or destroyed and should not be used by other students.
- If students lose/forget their ID card, a new one can be ordered in the guidance office before 10:30am.
 - Replacement cards are \$5.00 each and may be purchased in the guidance office.
- Payments to meal accounts are made directly to the cafeteria cashier between 7:00am & 1:30pm.
- Payments made before 10:00am allow the student to use the meal card at lunch that same day.

LIBRARY / HARGADINE MEDIA CENTER

- The library is open 7:55am to 4:00pm (1:30 Wednesday) for reading, research and study.
- Books and materials are checked out with student name and identification number for two weeks.
- Borrowed materials must be returned after two weeks.
- A pass from a teacher is required during the school day.
- Students must sign in and out at the circulation desk.
- The library website (<http://books.usd497.org>) is accessible from your home computer for research.

LOCKERS

- Lockers assigned to students are the property of the school district.
- Students have no expectation of privacy in any school locker.
- Do not share the locker combination or locker with another student.
- Do not bring items of value to school.
- Do not abuse your locker.
- Only school approved activity locker signs are allowed on the exterior (no birthday signs, etc.).
- Large bags, winter gear, coats, skateboards, electronic devices, toys, games, balls, athletic equipment and other personal property should remain in the locker throughout the school day.

LOST AND FOUND

- "If you like it, lock it up!" -- Students must assume responsibility for their possessions.
- Lost and found items are located in the main office.
- Found items should be brought to the office as soon as possible.
- Place your name on all school books and personal property for easy identification in case of loss.
- Do not bring unnecessary items and/or large sums of money to school.

REPORT CARDS

- Student progress may be monitored 24/7.
 - Find the Skyward link at the West homepage under the Academics Tab (<http://wjhs.usd497.org>).
 - A Parent or Student User Name and Password are needed in order to log-in.
 - Contact the West Middle School Guidance office for more information (330-1911).
- Questions concerning academic progress should be communicated to the student's teachers.

SPORTS

- West Middle School currently provides sports teams in the following:
 - For eighth grade students: Boys & Girls Basketball, Cheerleading, Football and Volleyball
 - For seventh and eighth grade students: Girls & Boys Tennis, Track and Wrestling

- Coaches will conduct informational meetings before the individual sport season begins.
- Dates & times are provided in newsletters, the West website, in the office & are announced at school.
- *Before* a student may participate in tryouts or practice, the following must be complete & on file in the West main office. (More information will be provided at the coaches' preseason meeting & forms may be picked up in the main office and on the West website):
 - Athletic/Academic Policy Agreement, Athletic Physical Exam Form, Code of Conduct, Athletic Insurance Compliance, Participation Fee & Tryout Participation Agreement Form (when required).
- Students **must** attend ½ of the school day in order to participate or attend an activity that day. Exceptions are allowed for a funeral or an approved school activity.
- Students riding to a school sponsored activity on a bus or van must return in the same vehicle, unless prior written permission has been provided by a parent or guardian in a timely manner.
- **No student may ride with anyone other than their parent/guardian to attend an away game/activity.**
- Students assigned to ISS may not participate in the next scheduled game/activity.
 - Second offense: two game/activity suspension
 - Third offense: membership on team/activity is terminated
- Students assigned OSS may not participate in the next scheduled game/activity.
 - Second offense: membership on team/activity is terminated

EXPECTATIONS & DISCIPLINE

ACTIVITIES AND SPORTS

- Follow appropriate behavior for a Warhawk at home and away events or activities.
- Report to designated areas on time and remain with the teacher or sponsors for duration of event.
- Once a student leaves an activity or event they will not be allowed back into the area.
- Event supervisors have authority to request students leave an event and school property if warranted.
- Refreshments are to stay in the designated areas and trash placed in appropriate containers.
- Be supportive in a manner respectful of everyone involved in the activity.

ALCOHOL, DRUG AND TOBACCO FREE SCHOOLS

Prohibited Activities

- Using, possessing, manufacturing, selling, distributing, dispensing, or being under the influence of any controlled substance, alcoholic beverage, intoxicant of any kind, tobacco/nicotine product of any kind, or drug paraphernalia.
- The improper use/abuse, possession, manufacturing, selling, distributing or dispensing of any prescription or nonprescription drug or any materials (facsimiles) that give the appearance of alcohol, tobacco, or other controlled or illegal substances.

Expectations for School Sponsored Activities

- All school-sponsored functions, including those held at sites other than the school, shall be drug and alcohol free. Possession, distribution, or sale of drugs, drug paraphernalia, inhalants, alcohol, tobacco or any materials (facsimiles) that give the appearance of alcohol, tobacco, or other controlled substances or illegal substances is not permitted.
- Students, regardless of age, are to arrive free of these substances. Those who disregard these expectations will be excluded from the event and will be subject to disciplinary actions that may include one or more of the following:
 - parent notification
 - police involvement
 - suspension or expulsion
 - exclusion from future extracurricular activities

Secondary or Elementary Students Under the Influence of Illegal Drugs or Alcohol

- First Offense: Three day suspension may be shortened to one day with a drug/alcohol assessment. If the assessment is not completed in the specified timeframe, the two days of suspension will be reinstated.
- Second Offense: Five day suspension may be shortened to three days with a drug/alcohol assessment. If the assessment was scheduled and not completed after the first offense, this option will not be available for the second offense.
 - If the screening is scheduled and not completed, the two days of suspension will be reinstated.
- Third Offense: Ten day suspension and the student will be referred for a long term suspension/expulsion hearing.

Possession of Illegal Drugs or Alcohol by a Secondary Student

- First Offense:
 - Alcohol – Five day suspension
 - Illegal Drugs – Five day suspension and required drug screening; or ten day suspension and the student will be referred for a long term suspension/expulsion hearing.
- Second Offense: Ten day suspension and the student will be referred for a long term suspension/expulsion hearing.

Possession of Illegal Drugs or Alcohol by an Elementary Student

- First Offense:
 - Alcohol – Five day suspension which may be reduced based on age and intent of the student
 - Illegal Drugs – Five day suspension and required drug screening; or ten day suspension and the student will be referred for a long term suspension/expulsion hearing.
- Second Offense: Ten day suspension and the student will be referred for a long term suspension/expulsion hearing.

Manufacturing, Selling, Distributing, or Dispensing by Secondary or Elementary Student

First Offense: Ten day suspension and the student will be referred for a long term suspension/expulsion hearing.

Tobacco Use

City of Lawrence Ordinance No. 7782 concerning smoking in public places became effective July 1, 2004. Smoking by students and/or the possession and use of any tobacco product is prohibited on school property or at school-sponsored events. For tobacco-related offenses, the student will be subject to one of the following sanctions:

- First offense: Suspension and/or completion of the district's tobacco cessation program.
- Second offense: Suspension and completion of the district's tobacco cessation program.
- Subsequent offenses: Sanctions shall be at the discretion of the superintendent.

CELL PHONES AND ELECTRONIC DEVICES

- The use of cell phones and electronic devices during the school day is prohibited.
- They must be out of sight throughout the school day.
- When a staff person confiscates an electronic device it may be picked up in the office after school.
 - 1st offense: the student may pick up the device and will receive a warning.
 - 2nd & 3rd offenses: the student may pick up the device and an office detention (30/80 minutes) will be assigned.
 - 4th & succeeding offenses: the parent/guardian will be required to pick up the device and one day of ISS will be assigned.
- If a student refuses to turn in an electronic device when requested by a staff member, it will be considered an act of insubordination and an ORF will be written.

- Do not loan electronic devices to anyone.
 - Once a device is confiscated, the owner of the device and the person using it will both be assigned consequences.

CODE OF CONDUCT

	CLASSROOM	HALLWAY	CAFETERIA	ASSEMBLIES
READY	<ul style="list-style-type: none"> •Arrive on time & be ready to work every day. •Be prepared with assignments & materials. •Take an active, positive role in classroom activities. 	<ul style="list-style-type: none"> •Move to class promptly by the most direct route. •Use locker at scheduled times. 	<ul style="list-style-type: none"> •Bring lunch card, money, and/or sack lunch. •Get all utensils before sitting down. 	<ul style="list-style-type: none"> •Sit in designated area. •Move to the gym or auditorium by the most direct route.
RESPONSIBLE	<ul style="list-style-type: none"> •Know & follow classroom rules. •Clean up your area at the end of class. •Have homework & assignments completed. 	<ul style="list-style-type: none"> •Know & follow school rules. •Accept consequences without arguing. •Use appropriate "indoor" voice. •Walk at all times. •Stay to the right when walking in the hallway. 	<ul style="list-style-type: none"> •Enter & exit through the proper doors. •Choose a place to sit & remain there until finished eating. •Food & drink are only eaten in the cafeteria. •Accept consequences without arguing. •Listen for your teacher's name to be called to return to class. •Use appropriate "indoor" voice. 	<ul style="list-style-type: none"> •Applaud politely when appropriate & refrain from calling out names or applauding for individual students. •Move to the side to allow students to enter and exit the bleachers.
RESPECTFUL	<ul style="list-style-type: none"> •Follow & respond appropriately to adult directions. •Use appropriate language & tone w/ teachers & others. •Respect others' personal space & property; keep your hands to yourself. •Use appropriate nonverbal communication to show you are on task. 	<ul style="list-style-type: none"> •Follow & respond appropriately to adult directions. •Keep hands to yourself. •Avoid distracting other classrooms. 	<ul style="list-style-type: none"> •Keep your hands & feet to yourself. •Keep area clean & throw all trash away. •Return trays to wash area. 	<ul style="list-style-type: none"> •Keep your hands & feet to yourself. •Enter quietly & remain quiet during the presentation.

COMPUTERS AND INTERNET ACCESS

- Each student will be assigned an account on the district network, which can be used on computers in classrooms, computer labs, and the library.
- District procedures for computer use can be found in detail at: <http://lpsnet.usd497.org/conferences/boardpolicymanual/IIBG> .
- Students shall have no expectation of privacy when using district computer systems.
- Because of high demand for these resources, school liability, and student safety issues, school computers may only be used for academic purposes.
- There are two levels of consequences for inappropriate use:
 - Level 1:** Games, e-mail, and non-assignment related internet activity.
 - First occurrence: Loss of computer access for the day.
 - Second occurrence: Loss of computer access for four weeks.
 - Third occurrence: Administrative referral and loss of access.
 - Level 2:** Visiting internet sites that are inappropriate, viewing/creating inappropriate materials or hacking activities.
 - First occurrence: Loss of computer access for 4 weeks and possible suspension.
 - Second occurrence: Loss of computer access for 9 weeks and possible suspension.
 - Third occurrence: Loss of computer access for remainder of year and probable suspension.

DRESS CODE

- Student dress should be neat, clean, appropriate and safe for our learning environment.
- Sagging pants are prohibited.
- Very short or tight shorts and skirts or other tight garments, halters, see-through garments and tops that reveal mid-sections will not be worn to school.
- Low cut shirts/tops exposing too much skin or serving as a distraction.
- Shoes must be worn. Students may not go barefoot or wear slippers due to safety and health issues.
- Hoods, hats or other like headwear must be taken off *before* entering the building and remain in locker throughout the school day.
- Clothing with obscene language or symbols/depictions of drugs, tobacco, alcohol or related items, or symbols/depictions that are perceived as offensive, antagonistic or intimidating are prohibited.
- Wallet chains or other types of objects that can be used as a weapon are expressly prohibited.
- Students may not wear clothing that is associated with gangs.
- Heavy coats & winter gear will not be worn to class & will be kept in lockers during the school day.
- Gloves of any kind will not be worn during the school day.
- Sunglasses will not be worn on any part of the person during the school day.

CONSEQUENCES FOR DRESS CODE VIOLATIONS

- An administrator will make the final decision as to whether a dress code violation has occurred.
- If a violation has occurred, a DIF (Dress Infraction Form) will be completed and consequences will be assigned.
- The student will be asked to correct the item.
- Parents will be contacted and given the opportunity to bring different clothing to the student or West gear will be provided.
- Additional consequences for each infraction *may* include:
 - First: Warning
 - Second: 30-minute office detention
 - Third: 80-minute office detention
 - Fourth +: ORF and minimum one day of ISS

OUTSIDE FOOD

- Federal regulations prohibit private business enterprises from soliciting, selling or delivering food or drink items on school property in competition with the non-profit food service program.
- This includes parents bringing in private labeled food items from outside vendors during meal times.
- No open drinks of any kind are to be brought into the building.
 - This includes but is not limited to coffee, soft drinks, juice, energy drinks, water, etc.
- Food and beverage will not be consumed between classes or during the school day.

PLAGIARISM & ACADEMIC MISCONDUCT

Plagiarism is “the unauthorized use or close imitation of the language and thoughts of another author and the representation of them as one’s own original work”(http://dictionary.reference.com/browse/plagiarism).

- Plagiarism is academic misconduct and is considered a serious offense.
 - First offense: MIF completed, student receives a “zero” on the assignment
 - Second and succeeding offenses: ORF completed and consequences at Level III of BIP, student receives a “zero” on the assignment

BEHAVIOR INTERVENTION PLAN (BIP)

At West Middle School, we expect all Warhawks to be respectful, responsible, and ready to learn at all times. We strongly believe that all students benefit from being honest, committed and fair. We foster and promote these characteristics in our classrooms, activities and advisory program. Together, staff and students displaying these characteristics is what makes West Best.

In order to help students be successful with their behavior choices we have implemented a Behavior Intervention Plan (BIP). The BIP not only involves teaching expected behaviors and supporting students in making appropriate choices but also includes a plan of response when poor choices are made.

The BIP emphasizes the following points:

- Students will be taught our Code of Conduct, expectations about appropriate behavior, and specifics of our Behavior Intervention Plan (BIP) at the beginning of the school year.
- There is a school-wide tardy policy.
- Parents will be contacted when students receive a referral.
- The referral will be mailed home or given to the parents for each infraction.
- A conference will be held with each office referral involving a few or all of the following: student, parent, teacher, and/or administrator.
- Consequences will be assigned considering the specific behavior, the degree to which this behavior was demonstrated and the total number of office referrals.
- Consequences will increase in severity with the type of behavior and with each office referral.
- Consequences are cumulative throughout the school year.
- BIP serves as a guide in dealing with inappropriate behaviors. Each infraction will be considered on a case by case basis. The consequences assigned are at the discretion of the administrator.
- Certain offenses may result in Out of School Suspension (OSS) immediately, thus superseding some stated consequences. Example behaviors *may* include bullying, physical violence, profanity, open defiance, theft, and removal from In School Suspension (ISS).
- A Bullying Prevention Program is on file at the district office in accordance with state law and is addressed within the BIP system.

MINOR INFRACTION FORM (MIF)

- This form will be completed by the classroom teacher when a “Teacher Managed” behavior occurs.
- The MIF is filled out and one copy is mailed home, one copy is filed by the teacher and parent/guardian is contacted by phone or email.
- Each student is only allowed a maximum of two MIFs per class.
- On the third classroom infraction, the student will be sent to the office.

OFFICE REFERRAL FORM (ORF)

- This form is completed by a staff member when a student has:
 - Demonstrated a third classroom behavior infraction.
 - Demonstrated a behavior that falls under Level II, III, or IV of the “Office Managed” infractions.

LEVEL I INFRACTIONS – TEACHER MANAGED

- At the point that other classroom interventions have not been successful, or the type and degree of behavior is more severe, the teacher may write an office referral.
- A student can be “written up” with a Minor Infraction Form (MIF) for a maximum of two classroom behavior infractions, per class (does not include tardies to class).
- On the third referral, an Office Referral Form (ORF) is completed and the student is sent to the office.
- Level I infractions *may* include: public displays of affection, food/drink violations, hall behavior; profanity, class disturbance, dishonesty, disrespect to staff/student, preparedness, refusal to work, vandalism, computer violations, etc.
- Consequences for each infraction may include:
 - FIRST: 20 minute teacher detention, MIF mailed home & phone call/email home
 - SECOND: 30 minute teacher detention, MIF mailed home & phone call/email home
 - THIRD: Office Referral (ORF)

LEVEL II INFRACTIONS – OFFICE MANAGED

- Level II infractions *may* include: hall or cafeteria behavior, endangering the safety/welfare of others, intimidation/harassment, threats, refusal to give name, skipping teacher assigned detentions, tardies, skipping office detentions, chronic minor infractions, etc.
- Consequences for each infraction may include:
 - FIRST: Conference with administration, 30 minute detention, phone call home & ORF mailed
 - SECOND: Conference with administration, 80 minute detention, phone call home & ORF mailed
 - THIRD: Conference with administration, one day ISS, phone call home, ORF mailed

LEVEL III INFRACTIONS – OFFICE MANAGED

- Level III infractions *may* include: bullying, dress code violations, forgery, fighting, fire alarm pull, truancy, theft and/or possession of stolen item, vandalism, chronic minor infractions, profanity, dishonesty, gambling, inappropriate sexual behavior, endangering the safety/welfare of others, intimidation/harassment/threats, insubordination, open defiance, disrespect to staff, gang related activity/clothing, excessive tardies, etc.
- Consequences for each infraction may include:
 - FIRST: Conference with administration, one day ISS, phone call home, ORF mailed home
 - SECOND: Conference with administration, two days ISS, phone call home, ORF mailed home
 - THIRD-FIFTH: Conference with administration and parent/guardian, three days ISS
 - SIXTH: Conference with administration and parent/guardian, one-five days of OSS or SAP
 - SEVENTH: Conference with administration and parent/guardian, six-ten days of OSS or SAP

- Certain offenses may result in OSS immediately, thus superseding the above process—among these are bullying, physical violence, profanity and open defiance.
- An administrative decision will be made on three or more days of ISS dependent on the type of infraction(s) for repeated infractions.

LEVEL IV INFRACTIONS – OFFICE MANAGED

- Level IV infractions are the most serious behavior infractions and may include: battery/assault of staff or student, explosives, weapons, arson, theft, extensive vandalism to school property, etc.
- Consequences *may* include:
 - Conference with administration and parent/guardian
 - Immediate suspension pending hearing for long-term suspension or expulsion

TARDY POLICY

- Ten or more excused tardies in a semester will require a Student/Parent/Administrator conference.
- An unexcused tardy results without a valid pass and when under 10 minutes in length.
- Tardies are cumulative throughout the year, for yearlong classes, Advisory and first period on Wednesdays.
 - Tardies will not start over at semester.
- Tardies from lunch count as a regular classroom tardy.
- Advisory and first period Wednesday tardy consequences are managed by the office:
 - First: Warning
 - Second-Fourth: ORF, 30 minute office detention, home contacted
 - Fifth: ORF, 80 minute office detention, home contacted
 - Sixth+: ORF, one day ISS, home contacted (supplemental policy for excessive violations)
- All other class tardy consequences:
 - First: Warning
 - Second: 20 minute teacher detention, home contacted
 - Third: 30 minute teacher detention, home contacted
 - Fourth: ORF, 30 minute office detention, home contacted
 - Fifth: ORF, 80 minute office detention, home contacted
 - Sixth+: ORF, 1 day ISS, home contacted

DETENTION

- The student remains after school at the request of a teacher or the office.
- Teachers can assign their own detentions as they see fit.
- Office detentions take place on Monday, Tuesday, and Thursday from 3:15-3:45pm.
- Missing an office detention will result in a student serving a Wednesday detention from 1:40-3:00pm.
- Detentions take priority over other after school activities.

OFFICE DETENTION RULES

- No talking without permission.
- No gum chewing, headphones, or other paraphernalia.
- Students are to keep busy at all times doing homework or class related work.
- Failure to abide by these rules will result in an additional detention or ISS.

IN SCHOOL SUSPENSION (ISS)

- The student is removed from the regular classroom and is placed in an alternative learning environment.

- All assignments will be completed in this room prior to completion of the intervention period.
- Any student not complying with the expectations in ISS will be assigned an Out-of-School suspension (OSS) for the duration of the original ISS intervention period.

IN SCHOOL SUSPENSION (ISS) RULES

- Full day ISS begins at 8:08am and concludes at 3:10pm.
- Students will work quietly to complete individual work sent by the classroom teachers.
- Students may not attend school activities the day they are assigned ISS.
- Students will eat in the ISS room and take scheduled restroom breaks.
- Students who are members of a school athletic team or activity group assigned to ISS may not participate in the next scheduled game/activity for extra-curricular activities.
 - Second offense: two game/activity suspension.
 - Third offense: membership on team/activity is terminated.

IN SCHOOL SUSPENSION (ISS) LUNCH

- Excessive tardies to Advisory class and/or first period Wednesday classes.
- Inappropriate behavior during lunch.

OUT OF SCHOOL SUSPENSION (OSS)

Every attempt will be made to keep students in school. However, for more serious behavior infractions and/or chronic referrals/inappropriate choices, the student will be removed from the school learning environment for a set period of time. Long term suspension may be recommended and pursued for chronically disruptive/insubordinate students. During an OSS, students are not allowed on any school district property or at any school district activities. For more information please refer to Board of Education policy (www.usd497.org).

- Reasons for OSS *may* include but are not limited to:
 - Repeated infractions which resulted in ISS
 - Behavior which presents a danger to others
 - The educational process being disrupted or safety compromised
 - Infractions of Board of Education policy

SUSPENSION ALTERNATIVE PROGRAM (SAP)

If a student is assigned OSS for a period of 3-10 days, the district provides a Suspension Alternative Program. This is a voluntary alternative to OSS. Parents/Guardians must provide transportation and lunch for their son/daughter to and from the learning site.

BOARD OF EDUCATION POLICY

USD#497 BOARD OF EDUCATION MEMBERS

Mark Bradford	843-8656	mbradfor@usd497.org	Term Ends: 06.30.2013
Bob Byers	842-8345	bbyers@usd497.org	Term Ends: 06.30.2013
Rick Ingram	864-9819	ringram@usd497.org	Term Ends: 06.30.2015
Shannon Kimball	840-7722	skimball@usd497.org	Term Ends: 06.30.2015
Randy Masten	760-5196	rmasten@usd497.org	Term Ends: 06.30.2015
Keith Diaz Moore	856-1402	kdmoore@usd497.org	Term Ends: 06.30.2015
Vanessa Sanburn	856-1233	vsanburn@usd497.org	Term Ends: 06.30.2013

The Lawrence Board of Education welcomes public input. Contact information for board members is frequently published in the *Lawrence Journal-World*. The Board invites public comment about items not included on its agenda at the beginning of each regular board meeting. There is opportunity for public comment regarding a specific agenda item after the Board discusses the item. Patrons are asked to complete an Audience Participation Form, distributed during board meetings, to assist the Board in keeping an official record of individuals making public comment during its meetings. These forms also assist board members and staff in responding to questions and issues that may arise during public comment. Written comments also may be submitted.

USD#497 FOOD SERVICE DEPARTMENT INFORMATION (REV. 4-25-2011)

The Food Services Department uses a computerized meal cashier program. Record keeping of money paid & meals eaten by your child are recorded in a computerized database in the school kitchen. Students are able to enter their student ID number or have an ID card that is scanned as each student purchases a meal or an item from the cafeteria.

The lunch accounting system is a debit system, which means that you deposit money into an account & as the student eats, the meal charge is deducted from the account balance. It is expected that all balances will be kept positive. **The food services department cannot extend credit to families for purchase of meals or ala carte items. If your account is negative, no purchases are allowed, you must send cash to purchase a meal or send a sack lunch.**

We are NOT responsible for any cash sent to school with children. Please pay by check or money order with reference to your student name, ID number & school. PLEASE NOTE - We cannot be responsible for post dated checks. You may also make payments online via the district website (see below). Your first payment for meals needs to be made prior to the first day that meals are served so that there is money in your student's account. Please DO NOT combine lunch money payment with other school type payments (i.e. enrollment fees/fines/cash/etc.) Meal payment envelopes are available in the cafeteria & most school offices.

FREE & REDUCED LUNCHES

Families in need **must** fill out an application for free/reduced meal benefits every new school year. Only 1 application per family is required. New applications for 2011-2012 will be available to download from the school district website mid July. Printed applications will be available at the school district Welcome Center in mid July & also be included in school handbooks & back to school newsletters. You can also obtain an application at individual school buildings when they reopen for the school year.

The food services department has 10 days to process applications from the time they are received in the food services office. Until you receive letter notification of your approval, please deposit money to your child's account to cover charges for any meals eaten.

A LA CARTE PURCHASES

The elementary meal includes a choice of main dish, milk & one time through the Food Choice Bar with a large variety of fruits & vegetables. Secondary meal includes a main dish, milk & 3 side dishes. Items purchased in addition to lunch/breakfast meal are considered a la carte purchases. No a la carte charges will be allowed if the student account reaches a zero balance. All students are considered to have permission to make a la carte purchases unless a parent/guardian completes Form FS146, blocking or limiting purchases & returns it to the school cashier.

ONLINE CREDIT CARD PAYMENTS

Parents/guardians are able to make payments for school lunches with a credit card & are able to check the balance of their student lunch accounts online at MyNutrikids.com. Go to the district website at www.usd497.org, link to Food Services, then to MyNutrikids.com.

NEW USER'S ONLY...If you have never used this system before, be aware that you will need each child's 8 digit student ID# to set up an account with MyNutrikids.com.

LOW BALANCE REMINDERS

Automated phone calls are made twice weekly to parents via the School Messenger program. You can expect a phone reminder when a student account balance falls to \$5.00 or less. Due to program constraints, these calls are made for each individual student account, so you may receive more than one. Many of the elementary kitchens also send paper low balance statements home on a weekly basis. At the secondary level, your student **may** receive a verbal notice from the cashier when the account gets low.

Many parents have found the service provided by MyNutriKids.com very helpful. You can register at this site & then look at student purchase histories or set-up an email notification of low balances if you wish. This service is available to all parents even if they do not want to use the online payment program.

END OF YEAR BALANCES

At the end of the school year, no refunds will be made on the account unless you are leaving the district. The balance in your account is forwarded to the next school year even if your child is attending a different school. If you have a student graduating, any balance remaining is transferred to a younger sibling(s). If this is your last child graduating from the district, you may request a reimbursement form from the cashier for a refund check from the district.

RETURNED CHECKS

Lunch payment checks that are returned due to insufficient funds go directly to CCM Debt Collections in Wichita, KS. You may receive correspondence from CCM & be responsible for payment of the face value of the check & the associated \$30.00 fee. **CCM can also represent the check to your bank for payment of the face amount & fee a number of times.** The check amount will be deducted from your student's account and not credited back until we receive notification from CCM that the debt has been satisfied. This can sometimes be a lengthy process. You may call CCM at 1-888-423-8974 to pay by credit card & hasten the resolution. You will **also** have to maintain a positive balance in your child's lunch account in order for them to eat school lunches.

OUTSIDE FOOD

Federal regulations prohibit private business enterprises from soliciting, selling, or delivering food or drink items on school property in competition with the non-profit food service program. This includes parents bringing in of private labeled food items from outside vendors during meal service times. If you **must** bring in lunch from a fast food restaurant, **please** make arrangements to eat somewhere other than the school cafeteria.

QUESTIONS?

You may call the Food Service Office, 832-5000, for assistance during the hours of 7:30am- 4:30pm. After 4:30pm you may leave a voice message & your call will be returned the next business day.

USD #497 NONDISCRIMINATION STATEMENT

Lawrence Public Schools are committed to maintaining a learning environment free from discrimination, insult, intimidation, or harassment for any reason. Discrimination, including acts of harassment, against any individual on

the basis of race, color, religion, sex, age, national origin or disability is prohibited by federal and state law and district policy. Discrimination, including acts of harassment, against any individual on the basis of sexual orientation, gender identity, socioeconomic status or physical characteristics is prohibited by district policy thereby making the district complaint procedure available to persons who believe they have experienced such discrimination. Any incident of discrimination, including acts of harassment, shall be promptly reported for investigation and corrective action by the principal or district compliance coordinator.

The district is an equal opportunity employer. Persons desiring additional information about this policy or assistance to accommodate individual needs under Title VI, Title IX, Americans with Disabilities Act, or Section 504 should contact the Superintendent of Schools, 110 McDonald Drive, Lawrence, KS 66044, (785) 832 – 5000.

USD #497 NOTICE OF ACCESSIBILITY

Lawrence Public Schools provide services and programs to people with disabilities in the most integrated setting possible. Pursuant to the Americans with Disabilities Act, Title II, the Director of Special Operations, Safety and Transportation has been appointed as the ADA Coordinator. Please call for information on accessibility, ADA compliance procedures or accommodation requests.

In order to facilitate participation, accommodations will be made on an individual basis. If you would like to attend a Board of Education meeting or other public event of the District and require an accommodation for people with disabilities, please contact the ADA Coordinator at the Lawrence Public Schools, 110 McDonald Drive, Lawrence, KS 66044, (785) 832-5000 or through the Kansas Relay Center, 1-800-766-3777, at least 48 hours in advance. The ADA Coordinator may refer issues regarding accessibility and accommodations for students to the student services department. ADA issues regarding employment may be referred to the human resources department by the ADA Coordinator.

USD #497 FEDERAL REGULATIONS FOR COLLECTING RACE AND ETHNICITY DATA

In the last few decades, the demographics of our society have changed significantly. As a result, the federal government issued new race and ethnicity reporting categories which allow students and staff to describe who they are in a more accurate manner. This information is also used for funding and evaluation purposes, as well as civil rights compliance. Racial and ethnic data also aids in evaluating placement and program needs. The U.S. Census first utilized these new categories in 2000. Health agencies have completed adoption in their data collections. The Federal Equal Opportunities Commission (EEOC) began collecting data using these categories in 2007.

Starting with the 2009-2010 school year, all schools in Kansas will report student data to the Kansas State Department of Education (KSDE) using the new categories. Enrollment forms for USD 497 have been revised to reflect the two-part question regarding race and ethnicity, and implementation has begun for all 2009 enrollees. The federal government recognizes the fact that members of Hispanic populations can be of different races. Marking a person's ethnicity and race are two parts of one question. Federal regulations do not permit districts to leave the space blank. If the question is not answered completely, or if one chooses not to provide such information, an employee from the district is required to provide the missing information on the enrollee's behalf based on observation.

Individual student records are protected by the Federal Education Records and Privacy Act (FERPA). The new race and ethnicity categories have no effect on FERPA's protection of student records. FERPA does not designate race and ethnicity as directory information, and race and ethnicity have the same protection as any other non-directory information in a student's education record. This information will not be reported to any federal agency in a way that would identify you or your child. No one will check immigration status from the information you give here, nor will your student be discriminated against in any way. However, the total number of students in each category of each school is reported to ensure schools are receiving the proper educational programs and services they need.

USD #497 FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT
ANNUAL NOTICE (RELEASE OF STUDENT DIRECTORY INFORMATION TO THE PUBLIC AND/OR MILITARY RECRUITERS)

The Family Educational Rights and Privacy Act (FERPA) affords parents* certain rights with respect to their student's education records. These rights are:

- (1) The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents* should submit to the school principal a written request that identifies the record(s) they wish to inspect. The school will make arrangements for access and notify the parent* of the time and place where the records may be inspected.
- (2) The right to request the amendment of the student's education records that the parent* believes are inaccurate. Parents* may ask the school to amend a record that they believe is inaccurate. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested by the parents,* the school will notify the parents* of the decision and advise them of their right to a hearing regarding the request for amendment.
- (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

For purposes of FERPA, USD 497 has designated certain information as "directory information," which may be disclosed for any purpose without prior consent. The primary purpose of this designation is for district use of the information in school publications, such as newsletters, drama playbills, recognition listings, graduation programs, sports team rosters and yearbooks. USD 497 considers the following "directory information:" student name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of teams, dates of attendance, honors received, the most recent previous school attended, class designation and photographs.

In addition, two federal laws: Section 9528 of ESEA (20 U.S.C. 7908), as amended by the *No Child Left Behind Act of 2001* (P.L. 107-110), and 10 U.S.C. 503, as amended by section 544, the *National Defense Authorization Act for Fiscal Year 2002* (P.L. 107-107), require educational agencies to provide military recruiters, upon request, students' names, addresses and telephone listings.

Parents* wishing to withdraw consent for release of directory information must complete a Non-Disclosure of Student Directory Information form available upon request at any school, the district office and www.usd497.org. USD 497 assumes there is no objection to the release of directory information if this signed form is not returned to the school by August 18, 2010 (or upon enrollment during the school year).

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by USD 497 to comply with these requirements. The name and address of the office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20202-5901.

*parents, legal guardians and students age 18 or older

2011 - 2012 SECONDARY HANDBOOK BOARD POLICY REFERENCE INFORMATION

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Some policies referenced herein are abbreviated in content or reflect administrative practice which aligns with Board approved procedures. Policies may be accessed in their entirety through the links and URLs included with each policy reference. The complete Board Policy Manual is accessible online through the district's web site (www.usd497.org). To obtain copies of individual board policies, contact the Clerk of the Board or the secretary at any attendance center. Secondary school handbooks are accessible online via the "Schools" tab on the district's web site. To obtain a printed copy of a school handbook, contact the secretary at that school's attendance center.

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ABSENCES AND EXCUSES – JBD

Regular and prompt attendance is essential to the academic success of students. Parents/guardians are to contact the school no later than 30 minutes after classes begin if the student will be absent or tardy. If a student arrives at school late, he/she should report to the office first.

When a student is absent from school, an attempt shall be made to contact the parent to determine the reason for the absence. Student absences for elementary and secondary school students are considered excusable when they result from the following:

- Illness verified by parent contact, either oral or written;
- Dental or medical appointments verified by parent contact either oral or written or appointment card;
- Severe affliction in the family;
- Exposure to infectious or contagious diseases;
- Observances of religious holidays;
- Extremely inclement weather; or
- Other reasonable and justified parental requests made either orally or in written form.

The principal shall determine the acceptability and validity of excuses presented by the parent or student. Absences due to students being released to attend school athletic events, school music events, and/or school field trips are considered as an excused absence.

Principals may enlist the help of school nurses, counselors and/or school social workers to investigate the reasons for excessive absences. In instances where evidence so indicates, a letter will be sent to the child's parents requesting a note from the appropriate professional office to justify future absences.

It is the student's responsibility to obtain make-up assignments from teachers following an excused or unexcused absence.

BREATH ALCOHOL TESTING – JCABBC

All District secondary schools are equipped with breath alcohol testing equipment. During the normal school day or at school-sponsored events (excluding dances and prom), school administrators may determine possible student alcohol consumption by facts which give rise to reasonable suspicion of such use, including the observation of one or more of the following indicators: slurred speech; unsteady gait; impaired motor control; flushed face; smell of intoxicating liquor on breath, clothing or person; vomiting; or unruly conduct. If the administrator has reason to believe that a student has consumed alcohol, based on one or more of the above indicators, or other reasonable indicators, the administrator shall require the student to submit to passive breathalyzer testing. If a student tests positive on the passive test as a result of reasonable suspicion, an active or deep-breath test will be administered. If either additional test is positive, disciplinary action may be taken as indicated by Board of Education Policy JDDA that is reflected in both administrative regulations and the student handbook.

SPECIAL PROCEDURES AT HIGH SCHOOL DANCES AND PROM

All school students upon entering the school building or premises where any school-sponsored dance, including the school Prom, is held will be required to take an initial passive alcohol breath test by use of a portable breath alcohol tester. This test will be administered by trained District personnel designated by the Superintendent.

PROCEDURES AT JUNIOR HIGH SCHOOL DANCES

If school personnel observe behaviors indicating a student may have consumed alcohol designated school personnel may administer the passive breathalyzer test. If a student tests positive on the passive test as a result of reasonable suspicion, an active or deep-breath test will be administered.

COMPUTER USE – IIBG

Computer systems are for educational & professional use. Internet services are provided for educational purposes. The term "educational purposes" includes use of the system for classroom activities and research. Students shall have no expectation of privacy when using district e-mail or computer systems. All information created or accessed

by students may be subject to monitoring without notice by district administrators and/or school staff when appropriate. The district retains the right to duplicate any information created by students in a computer system or on any hard drive.

When using the system, students are expected to follow the guidelines approved by teachers and/or the administration. Students shall be informed annually of the district's acceptable use policy. Students must use appropriate language in all messages. The district retains the right to impose on any student disciplinary measures that may include expulsion.

CURRICULUM ENHANCEMENT PROGRAMS – IDAA

The district shall provide resources which may include Board-approved partnerships with business or service organizations and/or educational institutions to improve, support and/or expand the quality of curricular offerings.

DETENTION – JDB

Detention periods for each class will be established by the teacher and posted in each classroom.

DISCRIMINATION & HARASSMENT – JGEC

The Lawrence Public School district is committed to providing a positive and productive learning and working environment, free from discrimination and harassment.

Discrimination is conduct which affords a student different treatment, solely on the basis of race, color, national origin, religion, disability, sex, sexual orientation or gender identity 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. Discrimination as above described against any student in the admission or access to, or treatment in the district's programs and activities is prohibited. Any student or employee who engages in discriminatory conduct as above described shall be subject to disciplinary action, up to and including termination from employment or expulsion from school.

The Superintendent of Schools (110 McDonald Dr, Lawrence, KS 66044, 785-832-5000) has been designated District Compliance Coordinator to coordinate compliance with non-discrimination requirements contained in Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and The Americans with Disabilities Act of 1990 and the Kansas Act Against Discrimination.

Harassment is conduct which solely on the basis of race, color, national origin, religion, disability, sex, sexual orientation or gender identity:

- affords a student different treatment 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; or
- subjects a student to treatment which is sufficiently severe, pervasive or persistent so as to have the purpose or effect of creating a hostile environment or of interfering with a student's performance or ability to participate in or benefit from the services, activities or programs of the school.

Harassment can be a result of verbal or physical conduct or written material. All forms of harassment are prohibited at district facilities; on district premises; and on nondistrict property if at any district sponsored, district approved or district related activity, program or event when the student is under the supervision of the district.

Any student who believes he or she has been subject to discrimination or harassment, or who has witnessed an act of alleged discrimination or harassment, should report the alleged behavior to the District Compliance Coordinator.

Any school employee who receives a complaint of discrimination or harassment from a student shall inform the school Principal and the District Compliance Coordinator and direct the student to report the complaint to the District Compliance Coordinator or the principal shall provide the appropriate form. The District Compliance Coordinator or his/her designee will promptly investigate all complaints of discrimination and harassment and take prompt corrective action to end the discrimination or harassment.

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes discrimination or harassment under the definition outlined above. Unacceptable student conduct may or may not constitute discrimination or harassment depending on the nature of the conduct and its severity,

pervasiveness and persistence. Behaviors that are unacceptable but do not constitute discrimination or harassment may be grounds for discipline under the Policy JGECA and any code of student conduct. False or malicious complaints of discrimination or harassment may result in corrective or disciplinary action against the complainant.

DRESS CODE – JCDB

Student clothing that has the potential to cause a disturbance in the educational program of a school shall not be allowed.

DRUG FREE SCHOOLS – JDDA

The unlawful manufacturing, sale, distribution, dispensing, possession or use of alcoholic beverages, illegal drugs, or controlled substances by students on school premises or at any school activity is prohibited. Further, presence on school premises or at any school activity by students who have consumed alcoholic beverages or illegal drugs at any other place and which are detected while on school premises or at any school activity is prohibited use. Any student violating the terms of this policy shall be reported to the appropriate law enforcement officials and shall be subject to one or more of the sanctions set forth in board policy.

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

EMERGENCY DRILLS – EBBC

Principals shall be responsible for scheduling and conducting emergency drills as required by law and for ensuring students are instructed in the procedures to follow during the emergency drill and in an actual emergency.

Emergency drills will be held at different times during the day throughout the school year. When the alarm sounds, students should proceed in an organized manner to the nearest exit as quickly as possible using designated evacuation routes.

FIELD TRIPS – IFCB

Advance requests for field trips including transportation and other resource needs shall be submitted by the teacher to the principal. Requests should include the nature of the trip, the curriculum connection, departure time, expected return time, name of sponsor(s) and mode of travel. Parents shall be notified in writing in advance of a field trip. A district field trip consent form signed by a parent must be on file for each student for local trips. A permission form signed by a parent is required for each out of town trip.

Non-sanctioned student trips organized by employees acting as independent contractors/agents involving students on a volunteer, self-supporting basis are not considered a part of the curriculum and do not receive Board approval. Total responsibility for privately planned student trips or tours rests with the individual(s) and agency sponsoring them. The district assumes no legal or financial responsibility or liability for non-sanctioned student trips.

GRADING SYSTEM – IHA

The Lawrence school district uses two different systems to determine grade point averages. The primary system, which is used to determine class rank, top ten percent, and Valedictorian, is a non-weighted, four-point formula where for every class A=4.0, B=3.0, C=2.0, D=1.0, and F=0. A second system, which students may use on college or scholarship applications, uses weighted grades for all AP (advanced placement) classes where A=4.5, B=3.5, C=2.5, D=1.0, and F=0. All other non-AP classes are figured on the traditional 4-point system.

GRADUATION EXERCISES – JFC

Students who have completed graduation requirements may be allowed to participate in graduation exercises. Graduation exercises shall be under the control and direction of the principal.

GRADUATION REQUIREMENTS – IHF

Graduation requirements are detailed in the *High School Course Descriptions* handbook which is available in building guidance offices.

HAZING AND BULLYING – JGECA

The Lawrence Public School district is committed to maintaining an environment free from hazing and bullying as defined in district policy. 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 and students and shall include appropriate community involvement as approved by the board.

Hazing is any act that recklessly or intentionally endangers the mental health, physical health or safety of a student for the purpose of initiation or as a condition or precondition of attaining membership in, or affiliation with, any district-sponsored activity or grade level attainment. This includes, but is not limited to:

- forced consumption of any drink, alcoholic beverage, drug or controlled substance,
- forced exposure to the elements,
- forced prolonged exclusion from social contact,
- forced sleep deprivation,
- assignment of pranks or other activities intended to degrade or humiliate.

Bullying means any act that recklessly or intentionally endangers the mental health, physical health or safety of a student or employee or that substantially interferes with a student's educational benefits, with a student's or employee's opportunities or performance, that takes place on or immediately adjacent to district grounds, at any district-sponsored activity, on district-provided transportation or at any district bus stop, and that has the effect of:

- physically harming a student or damaging a student's property;
- threatening or knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property or causing substantial inconvenience;
- taunting, teasing or intimidation that is so severe, persistent or pervasive that it creates an intimidating or threatening educational environment or it substantially disrupts the orderly operations of the district.

Cyberbullying means threats or harassment over Internet through web pages, email, instant messaging, text messaging, or by other electronic means. Bullying shall include cyberbullying initiated on school premises which threatens or endangers the safety of students, employees, or third parties, or school property, or which substantially disrupts the educational program of the district. Bullying shall also include cyberbullying initiated off school premises which threatens or endangers the safety of students, employees, or third parties, or school property, and which substantially disrupts the educational program of the district.

Hazing or bullying of students is prohibited by district policy. Bullying of employees is prohibited by district policy. Any student, district employee, or third party who engages in prohibited conduct as above described shall be subject to disciplinary action, which may include, but not be limited to, termination from employment, or expulsion from school, or exclusion from all district property and programs and from doing business with the district.

The district encourages all victims of prohibited conduct and persons with knowledge of prohibited conduct as above described to report the hazing or bullying immediately to the building principal or to the District Compliance Coordinator. The district will investigate all complaints of such prohibited conduct and take corrective action to end the conduct. False or malicious complaints of prohibited conduct, or a series of totally unfounded complaints, may result in corrective or disciplinary action against the complainant

HEALTH ASSESSMENTS & PHYSICALS – JGC

The parents of each student up to the age of nine shall submit evidence that the student has undergone a physical examination during the calendar year prior to entering a district preschool or kindergarten or before enrolling in any school for the first time. Should parents fail to comply within ninety days after admission to school, the principal shall send a letter to the parents stating that the student may not attend school until the requirement has been met.

All students engaged in activities covered by relevant KSHSAA rules shall provide the building principal with proof of a sports Pre-Participation (PPE) form. The physical examination reflected on the form must be completed after May 1st, preceding the school year for which it is applicable.

IMMUNIZATIONS – JGCB

The students or parents of students enrolling in any district school or district program shall provide the principal with proof of immunization for specified diseases or furnish documents to satisfy statutory requirements. Proof of booster shots as mandated by the Secretary of the Department of Health and Environment is also required.

MAKE-UP OPPORTUNITIES – IHEA

Students will be given reasonable opportunities to complete assignments missed due to excused or unexcused absences or suspensions. The time allowed for make-up work will be determined by the length and nature of the absence.

OTHER DANGEROUS OBJECTS – JCDBBC

Possession at school, on school property or at a school supervised activity of:

- any object not meeting the definition of a weapon in JCDBB but that is used in a threatening manner;
- any object that is a facsimile of a weapon or;
- any object that is inherently dangerous except when such object is provided by the school and used in an approved, supervised instructional or extracurricular activity may result in such penalties as are allowed by district policy. This may include suspension or expulsion.

PROGRAMS FOR STUDENTS WITH EXCEPTIONAL NEEDS – IDAC

In accordance with statutory requirements, the district shall provide programs to meet exceptional needs. Annual notice will be provided to parents regarding the availability of special education programs and services.

PROHIBITED ACTIVITY – JHCAA

Activities that threaten the safety or well being of persons or property on district property or at school activities, or which disrupt the school environment are prohibited. Disciplinary action will also be taken against any student wearing, carrying, or displaying gang clothing and paraphernalia, or exhibiting behavior or gestures which symbolize gang membership, or causing and/or participating in gang-related activities on district property or at school activities.

RELEASE OF A STUDENT DURING THE SCHOOL DAY – JBH

A principal shall not release a student during the school day without a written or verbal request from the student's parent. Before releasing a student during the school day, the principal shall be responsible for verifying the identity of the person seeking release of the student. A student may be released to law enforcement authorities if the student has been placed under arrest or taken into custody by law enforcement or Social Rehabilitative Services.

RELEASE OF STUDENT RECORDS – JRB

Student records will only be released in accordance with the provisions of the Family Educational Rights and Privacy Act (FERPA) and School Board Policy JRB. If parents prefer to keep directory information (e.g., address, telephone number) from being printed or released, they must notify the school in writing in accordance with deadlines published in the Annual Notice which is included in the parent newsletter sent at the beginning of school, published in the newspaper, and available at all school offices.

SCHOOL CLOSING ANNOUNCEMENTS: REFERENCED IN POLICY EBBB – EVACUATIONS AND EMERGENCIES

Tune into area radio and television stations for frequent school closing announcements. Announcements are usually made before 6:00 am. The district tries to avoid unexpected early dismissals; however, on occasion, early dismissal is unavoidable. Parents should make prior arrangements for supervision of their children. It is important for schools to be able to reach parents and designated childcare providers during daytime hours. Please make sure schools have accurate telephone numbers and emergency contact information. If weather conditions worsen and schools remain open, parents may choose to pick up their children early after informing school staff.

SCHOOL FOOD SERVICE PROGRAMS – JGH

Free or reduced price meals shall be provided for students who qualify under state and federal rules and regulations. The eligibility forms and the rules governing this program shall be provided by the administration to students or their parents.

SCHOOL SITE COUNCILS – IB

A site council shall be established in each school in the district and shall establish meeting schedules convenient for its membership. The role of the site council is twofold: to act in an advisory capacity and to be an advocate for the school. Each council shall be responsible for providing advice and counsel to the school in developing, implementing, and evaluating performance goals and objectives and providing continuing support for the students and staff of the school. In addition, the site council is responsible for recommending methods which may be employed at the school site to meet these goals and objectives. Site councils may discuss and make recommendations to the Board regarding the district budget and administrative and management functions.

The membership of each school site council shall include, at a minimum, the principal, and representatives of: teachers and other school personnel, parents of pupils attending the school, the business community, and the community. Inasmuch as possible, the membership of the site council should be representative of the demographics of the school.

SEARCHES OF PROPERTY – JCAB

Principals are authorized to search property if there is reasonable suspicion that district policies, rules or directives are being violated. All searches by the principal shall be carried out in the presence of another adult witness. Any person other than the principal conducting a search of a student's locker or property shall do so only with the consent of and in the presence of the principal, unless circumstances require immediate action in order to preserve the security and safety of staff and students.

District property, including lockers, is under supervision of the principal. Students shall have no expectation of privacy when utilizing district property, including lockers. Lockers shall be subject to random searches without prior notice or reasonable suspicion. The combinations and/or keys to all locker locks shall be in the possession of the principal and stored in a place designed to guard against unauthorized access or use. The principal may search any locker at any time without notice. Students shall not place locks, other than those approved by the school, on any locker.

SEARCHES OF PROPERTY BY LAW ENFORCEMENT

If a law enforcement officer desiring to search a student's locker or property has a search warrant, the principal shall permit the search, which shall be made in the presence of the principal. Prohibited items found during the search shall remain in the custody of either the principal or the law enforcement officer. If any items are turned over to law enforcement officials the principal shall receive and retain a receipt for the items.

SEARCHES OF STUDENTS – JCABB

Principals are authorized to search students if there is reasonable suspicion that district policies, rules or directives are being violated. All searches shall be carried out in the presence of another adult and the adult conducting the search shall be of the same gender as the student. The student shall be told why a search is being conducted. The student may be requested to empty items such as, but not limited to, pockets, purses, shoulder bags, book bags and briefcases.

The principal shall attempt to call the student's parent and may call law enforcement. Items which the principal believes may be connected with illegal activity shall remain in the custody of the principal unless the items are turned over to law enforcement officials. If the student refuses to cooperate, the principal may take disciplinary action and/or seek assistance from law enforcement.

The principal shall remain with the student and be present during any search of the student made by law enforcement officials on school property. The principal shall receive and retain a receipt for items turned over to law enforcement officials. If the principal believes a student is in possession of an object, which can jeopardize the health, welfare, or safety of the student or others, the student shall be removed to a safe location. This determination may be based on any information received by the principal or any member of the faculty or staff.

STUDENT ACTIVITIES – JH

The principal shall be responsible for approving all student activities. Students who participate in activities shall meet eligibility requirements.

STUDENT CONDUCT – JCDA

Each building will develop its own code of conduct and will annually review and distribute the code of conduct to parents and students through student handbooks.

STUDENT INTRADISTRICT TRANSFER OR BUILDING REASSIGNMENT – JBCA

Students shall attend schools according to the boundaries set by the Board. A student shall enroll in the school designated to serve the attendance area in which the parent or legal guardian holds legal residence, and, in which the student resides.

At the elementary and junior high levels, parents may request a transfer to an alternate school in special circumstances. Such requests can be made for three reasons: (1) relocation during the school year, (2) school preference, or (3) documented legal, health, or emergency situations.

At the high school level, parents may request a building reassignment to an alternate school in special circumstances. Such requests can be made for two reasons: (1) relocations during the school year, (2) documented legal, health, or emergency situations. At the high school level, building reassignments are not permitted for school preference.

The superintendent may reassign a student at any level to ensure an environment that is beneficial to that particular student and/or all students.

STUDENT RECORDS – JR

Under the Family Educational Rights and Privacy Act (FERPA), parents have the right to examine their child's cumulative records. Parents are welcome to make an appointment with the principal to examine their child's records.

STUDENT SUPPORT PROGRAMS – IDAB

In addition to the general educational program approved by the Board, the district also provides student support services. Students needing assistance should check with their teacher, counselor, or a building administrator.

STUDENT VEHICLES – JGFF

The district recommends that junior high school students do not drive a motor vehicle to school. All students who do drive must register their vehicle with their school's main office. Parking permits are required at both high schools. Each secondary school has its own set of regulations with regard to student driving and parking rules, and permit fees and fines. Please consult your secondary school student planner to ensure you are in compliance. All district traffic rules and regulations, both written and posted, must be adhered to by student drivers on district property. Failure to observe district rules may result in disciplinary action.

SUPERVISION OF MEDICATIONS – JGFG

A *Permission for Medication* form must be signed by a parent in order for a student to take medication at school. The school reserves the right to limit parent-authorized medications to be given for a total of ten doses and to require health care provider orders for its continued use. Please contact the school nurse for specific instructions and forms.

SUSPENSION & EXPULSION PROCEDURES – JDD

A student may be suspended or expelled, for reasons set forth in Kansas law, by the following certified personnel: superintendent, principal or assistant principal. Any student who is suspended or expelled shall receive a copy of the current suspension and expulsion law and this policy. Expulsion hearings shall be conducted by the superintendent or other certified employee, or committee of certified employees of the school in which the student is enrolled, or a hearing officer appointed by the Board. The superintendent shall conduct expulsion hearings for weapons possession. A short term suspension cannot be appealed.

Students identified under Section 504 of the Rehabilitation Act of 1973 or special education students with an Individual Education Plan (IEP) under the terms of Individuals with a Disability Education Act (IDEA) may be subject to other regulations when long-term suspension or expulsion is considered.

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

- Willful violation of any published, adopted student conduct rule;
- 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 could be considered a commission of a misdemeanor or a felony;
- 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.

TOBACCO USE – JCDA

Smoking by students and/or the possession and use of any tobacco/nicotine product is prohibited on school property or at school-sponsored events. For tobacco-related offenses, the student shall be subject to disciplinary action up to and including suspension. Smoking cessation information shall be available in the school nurse's office.

TRANSPORTATION – JGG

Transportation shall be provided to and from school for those students for whom transportation is required by state law. The district may provide transportation for students for whom transportation is not required by state law. Such students may be charged a fee in an amount no greater than the difference between the cost to the district and any reimbursements. The fee may be less and shall be established annually by the Board. The Board will comply with all federal and state statutory or regulatory provisions for waiver of fees for students who qualify for either the federal free or reduced lunch program. The district may provide transportation for school activities. Transportation may be denied to students who are detained after school for disciplinary reasons.

Students who use school-provided transportation shall be under the jurisdiction of the vehicle driver while in the vehicle. Students shall be subject to the district's student behavior code and other rules developed by the superintendent.

Bus drivers shall report violations of the rules to the principal who may discipline students. The principal may suspend or revoke the transportation privilege of a student who violates any rule or regulation.

When the district provides transportation to a school-sponsored activity, participating students are prohibited from driving personal automobiles to and from that activity.

TRUANCY – JBE

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 occurs first. Students who are absent without excuse for one or more class period(s) at the secondary level shall have that time counted as unexcused. The school year means the period from July 1 to June 30. A letter shall be sent to the student's parent notifying him/her that the student's failure to attend school without a valid excuse shall result in the student being reported to the appropriate authority. This letter shall be sent before reporting the truancy to either Social and Rehabilitative Services, if the student is under 13, or the county attorney, if the student is over 13.

In some circumstances, students 16 or 17 years of age may be exempted from compulsory attendance regulations; however, before considering a waiver, the student will be reported to SRS for consideration as a child in need of care.

VANDALISM – EBCA

Students who destroy or vandalize school property will be required to pay for losses or damages. If students willfully destroy or damage school property, suspension or possible expulsion may result. Anyone who vandalizes school facilities or property will be reported to law enforcement officials.

VISITORS TO THE SCHOOLS – KM

The Board encourages its patrons and parents to visit the district facilities. Visits to district schools must be scheduled in advance and require approval from the building principal. Visitors are required to check in at the office and obtain a visitor's pass immediately upon entering the building. Any person who visits a building and/or grounds of the district shall be under the jurisdiction of the building principal. Visitors must be accompanied by a district staff member at all times. The principal has the authority to request aid from any law enforcement agency if any visitor to the district's buildings or grounds refuses to leave or creates a disturbance. Violation of this rule may lead to removal from the building or grounds and denial of further access to the building or grounds. Violators of this board policy and its rules may be subject to the state trespass law.

School-age visitors who are guests of a district student are not allowed to attend classes. Student guests, when accompanied by an adult, may visit the school for a tour; however, advance approval from the building principal is required.

WEAPONS – JCDBB

A student shall not possess a weapon at school, on school property or at a school supervised event. A weapon is defined as any object which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any object described in the preceding example; any firearm muffler or firearm silencer; any explosive, incendiary or poison gas (e.g., bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than 1/4 ounce, mine or similar device); any object which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than 1/2 inch in diameter; any combination of parts either designed or intended for use in converting any device into a destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled; any bludgeon, sand club, metal knuckles or throwing star; any knife, commonly referred to as a switchblade, which has a blade that opens automatically by hand pressure applied to a button, spring or other device in the handle of the knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward or centrifugal thrust or movement; or any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun.

Possession of a weapon shall result in expulsion from school for a period of not less than one calendar year, except that the superintendent may recommend this expulsion requirement be modified on a case-by-case basis.

A student determined to be in possession of a weapon at school, on school property or at a school supervised activity shall be reported to the appropriate law enforcement agency(ies), and if a juvenile, to the Secretary of SRS or the Commissioner of Juvenile Justice.

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