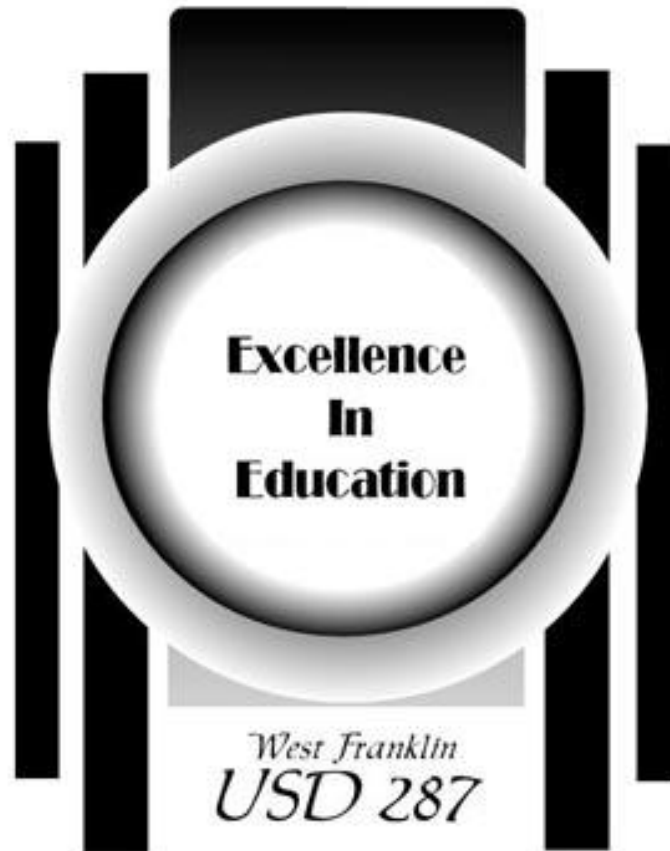


# WEST FRANKLIN U.S.D. #287

## DISTRICT HANDBOOK *AND* ACTIVITY CALENDAR

### 2011 – 2012 SCHOOL YEAR

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## **WEST FRANKLIN U.S.D. #287**

This handbook has been developed as a guideline for students, parents and staff. It is not intended to cover every circumstance that may arise. Administrators are responsible for the enforcement of the rules of the handbook. However, it is recognized that administrative discretion will be used on a case by case basis.

### **PHILOSOPHY OF EDUCATION**

Unified School District #287 is organized to provide a comprehensive elementary, middle and secondary education, which will meet the needs of every child.

The school district will strive to instill in each student: a positive self-image, self-discipline, self-respect for others and others' property, a sense of patriotism and a respect for authority.

The school district will provide a curriculum that enables individuals to think creatively, critically, and constructively, and to recognize and solve problems logically.

The school district will provide the best personnel and facilities within its means to meet the needs of all students.

The school district will emphasize that each student's family has a major role in training and educating their children. The district acknowledges that it cannot replace the family but does commit itself to assist each family in the maturing and educating processes that will enable each child to function as effective and responsible citizens.

### **WEST FRANKLIN U.S.D. #287 DISTRICT MISSION STATEMENT**

**We believe all students can learn. Our responsibility is to ensure students acquire knowledge, skill, and capability to function effectively as lifelong learners and responsible citizens.**

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## EXIT OUTCOMES

### Students will.....

1. demonstrate academic competency that will allow attainment of skills necessary for success in higher education and/or employability;
2. demonstrate work ethics which will enable them to acquire and maintain gainful employment;
3. utilize technology to access information as needed to increase knowledge;
4. demonstrate effective reading, writing, speaking, and listening skills in order to understand and be understood in both social and learning environments;
5. use decision-making skills and accept responsibility for their actions as contributing members of a family, community, state, nation, and world;
6. demonstrate respect for self and others, recognizing individual and cultural differences;
7. respect property;
8. possess the ability to access information and think creatively and critically to analyze, synthesize, solve problems, and communicate effectively in the adult world;
9. display effective organizational and time management skills;
10. exhibit qualities and behaviors befitting a sportsman, by taking defeat without complaint, victory without gloating, and by treating all competitors with fairness, generosity, and courtesy;
11. be able to work together cooperatively to accomplish a task.

To reach these outcomes requires the entire community contributing to each child's education.

## WEST FRANKLIN U.S.D. #287 STATEMENT OF NON-DISCRIMINATION

The West Franklin Unified School District #287, 510 E. Franklin St., Pomona, Kansas 66076 does not discriminate on the basis of race, color, religion, national origin, sex, age or disability in admission or access to, or treatment or employment in its programs and activities. If you have any questions regarding the above, please contact:

Dotson Bradbury, Superintendent, 510 E. Franklin St., Pomona, Kansas 66076, (785) 566-3396 (Title IX Coordinator & Section 504 Coordinator) *or to:*

Equal Employment Opportunity Commission  
400 State Ave., 9<sup>th</sup> Floor  
Kansas City, KS 66101  
(913) 551-5655

Or

Kansas Human Rights Commission  
900 SW Jackson, 8<sup>th</sup> Floor  
Topeka, KS 66603  
(785) 296-3206

Or

United States Department of Education  
Office of Civil Rights  
10220 North Executive Hills Boulevard, 8<sup>th</sup> Floor  
Kansas City, MO 64153-1367  
(816) 880-4247

## **FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)**

The purpose of this Act is to ensure access by parents to their child's educational records. However, whenever a student has attained the age of 18 years of age, the rights accorded to the parents then become the rights of the student. At this time parents need to get permission from their child in order to view any educational records.

As part of FERPA, each year the district notifies the public regarding the release of certain types of student information (without parental consent). This type of information is known as "directory information" and includes the following:

- Student's name
- Address
- Phone listing
- Date and place of birth
- Major field of study
- Participation in officially recognized activities & sports
- Weight and height as a member of an athletic team
- Dates of attendance
- Degrees and awards received
- Most recent previous school attended

Parents do have the right to deny release of this information. If you desire to deny release, please notify your student's principal immediately.

## **PARENT AND STUDENT RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

Under the provisions of the Family Educational Rights and Privacy Act (FERPA), parents of students and eligible students (those who are 18 or older) are afforded various rights with regard to educational records that are kept and maintained by West Franklin USD#287. In accordance with FERPA, you are required to be notified of those rights which include:

- (1) The right to review and inspect all of your educational records, except those which are specifically exempt. Records will be available for your review within 45 days of the day the district receives your request for access.
- (2) The right to prevent disclosure of personally identifiable information contained in your educational records to other persons, with certain limited exceptions. Disclosure of information from your education records to other persons will occur only if:

we have your prior written consent for disclosure,

- a. the information is considered "directory information" and you have not objected to the release of such information; or
- b. disclosure without your prior consent is permitted by law.

- The district may disclose, without your consent, personally identifiable information to school officials with legitimate educational interest. 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); the school board (in executive session); 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 or duties.

- The district will disclose a student's education records to officials of another school district in which the student seeks or intends to enroll without your consent and without further notice that the records have been requested or forwarded.

- (3) The right to request that your educational records be amended if you believe the records are misleading, inaccurate, or otherwise in violation of your rights. This right includes the right to request a hearing at which you may present evidence to show why the record should be changed if your request for an amendment to your records is denied in the first instance.
- (4) The right to file a complaint with the Family Policy and Regulations Office at the US Department of Education if you believe that West Franklin USD #287 has failed to comply with FERPA's requirements. The address of this office is 400 Maryland Avenue SW, Room 4074, Washington, DC 20202-4605.
- (5) The right to obtain a copy of West Franklin USD #287 board policies

for complying with FERPA. A copy may be obtained from: Mr. Dotson Bradbury, Superintendent, 510 E. Franklin, Pomona, KS 66076.

**DIRECTORY INFORMATION:** For purposes of FERPA, West Franklin USD #287 has designated certain information contained in education records as directory information. This information may be disclosed for any purpose without your consent. This information can be disclosed without consent because it is the type of information that would not generally be considered harmful or an invasion of privacy if disclosed. The following information is considered directory information: name, address, telephone number, electronic mail address, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees, honors and awards received, the most recent previous school attended by the student, class designation or grade level, enrollment status (e.g., undergraduate or graduate, full-time or part-time), major field of study and photographs.

You have a right to refuse to permit the designation of any or all of the above information as directory information. If you refuse, you must file written notification to this effect with West Franklin USD #287 at 510 E. Franklin, Pomona, KS 66076, on or before September 1st of each year. If a refusal is not filed, West Franklin USD #287 assumes you have no objection to the release of the directory information designated.

**RECRUITING INFORMATION:** Military recruiters and institutions of higher education are entitled under federal law to a list of names, address, and telephone numbers of high school students unless you object to the release of this information. If you notify your principal in writing at any time that you do not wish your child's name, address, and telephone number released without your written consent, we will honor that request.

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

### **BOARD OF EDUCATION**

Members of the USD #287 Board of Education are: *Curt Altic, Thayne Bush, Sherry Harris, Stacy Hower, Tim Matthias, Lisa Reece, and Stacia Spencer.*

### **SCHOOL DISTRICT DIRECTORIES**

Appanoose Elementary (785)566-3386  
600 Shawnee Rd., Pomona 66076 (877)750-8057 (toll free)  
(785) 566-3750 (fax)

West Franklin Middle School (785)566-3512  
331 E. "D" St., Pomona 66076 (877)750-8052 (toll free)  
(785) 566-3634 (fax)

West Franklin High School (785)566-3392  
511 E. Franklin, Pomona 66076 (877)750-8051(toll free)  
(785) 566-8454 (fax)

West Franklin Learning Center (785)746-5766  
Mailing address: PO Box 409, Williamsburg 66095  
1966 California Rd, Pomona 66076

Williamsburg Elementary (785)746-5777  
140 N. Louisa, PO Box 407, Williamsburg 66095 (866)829-8111 (toll free)  
(785) 746-5250 (fax)

West Franklin District Office (785)566-3396  
510 E. Franklin, Pomona 66076 (785)566-8325 (fax)

### **ASBESTOS ABATEMENT**

In 1986, Congress passed the Asbestos hazard Emergency Response Act (AHERA). That law requires all schools, kindergarten through twelfth grade, to be inspected for asbestos-containing building materials. In the past, asbestos was used extensively in building materials because of its insulating and fire retarding capabilities. Virtually any building built before the late 1970's contain at least some asbestos in pipe insulation and structural fireproofing. We also have buildings that contain asbestos materials. The primary concern arises when these materials begin to deteriorate or become damaged.

U.S.D. #287 contracted with Hall-Kimbrell Environmental Services to bring our schools into compliance with the AHERA regulations. Hall-Kimbrell is the nation's largest and most experienced environmental engineering and analytical testing firm specializing in asbestos. The objectives of our contract with the consulting firm were to:

1. Sample, analyze and quantify asbestos-containing materials in our schools.
2. Determine any potential for exposure of building occupants to asbestos fibers.

3. Provide recommendations for corrective actions.
4. Establish priority levels for abatement activities.
5. Provide estimates for removal and replacement of asbestos-containing materials.

Our schools were inspected in accordance with the regulations by the EPA-accredited Hall-Kimbrell inspector. Samples of suspect materials were taken and analyzed at the firm's EPA-Accredited laboratory. Based upon those findings, a Management Plan was written which outlines our intent in controlling and abating any asbestos-containing materials.

The Management Plan has been submitted to the Governor's office, as required by the law. A copy of the Management Plan is on file for your review in the district administrative office at 510 East Franklin and individual building Management Plans can be found in each school's administrative office. The Management Plan includes an Operation and Maintenance Program developed for our schools. This program is the primary foundation by which we will control exposure to any asbestos-containing materials through a systematic schedule of monitoring, employee training, record keeping, and periodic re-inspections. Our maintenance and custodial personnel have received special training to qualify them to conduct their routine activities around asbestos, to handle accidental releases of asbestos fibers if the materials become damaged and to monitor the condition of the materials.

Hall-Kimbrell made recommendations for a phased schedule of removing asbestos-containing materials. Over the years, this removal is expected to cost approximately \$285,151. The schedule was determined by the exposure potentials, taking into consideration such factors as location, accessibility, condition, friability (easily crumbled) and the asbestos content of the materials. Concentration of asbestos fibers in building are generally lower (10,000 times) than those levels reported in asbestos industry workplaces which have been linked to disease among workers. Evidence suggests that the mere presence of asbestos in a building does not necessarily pose a hazard. Research indicates that unless asbestos is disturbed, allowing fibers to become entrained into the air, the potential health consequences appear to be negligible. However, our concern is to control the potential for asbestos to be disturbed in our schools, releasing fibers into the air. Therefore, if the material is in a state that requires its removal or containment that will be done. If the material is in controllable form, it will be systematically controlled until the phased plan calls for its abatement.

The Appanoose school buildings as of July 1990 were deemed to be free of all known friable and non-friable asbestos-containing materials.

The West Franklin Middle School at the conclusion of August 1988-89 abatement project was reported to be free of exposed friable asbestos and is currently under

the Operations and Maintenance Program as outlined in the District's Management Plan.

The West Franklin High School Buildings were deemed free of exposed friable asbestos at the conclusion of the August 1988-89 abatement project. The buildings are currently under the Operations and Maintenance Program as outlined in the Districts Management Plan.

The West Franklin North High School building was constructed at the period in time where the ACM hazard was known and thus built to asbestos free specifications. The inspection report by Hall-Kimbrell Environmental Services during our initial asbestos inspection verified this fact to be true and was incorporated as such in the Management Plan.

The Williamsburg School building was found free of friable asbestos and is currently under the Operations and Maintenance Program as outlined in the Districts Management Plan.

Supplemental Asbestos Inspections and Management Plans were requested from and results provided by Southeast Kansas Education Service (Kansas Accreditation: #KUVII6388000-24R). The Inspection covered wallboard and joint compound used in building construction throughout the district. Samples were taken in compliance with 40 CFR Part 763 Subpart E. Results were negative or less than 1% and thus none of the materials tested are considered asbestos. These test results are on file.

Please remember, copies of the Management Plan as submitted to the State of Kansas are on file for your review at either the district administrative office or school's administrative office.

#### **ACADEMIC DISHONESTY (Plagiarism)**

Academic dishonesty is not acceptable. Cheating, defined as copying another's work and claiming it is your own and plagiarism, defined as the use of another person's original ideas or writing without giving credit to the true author, are both prohibited practices. Materials taken from electronic sources are covered by this policy. A student who engages in any form of academic dishonesty will be subject to the loss of credit for the work in question, as well other disciplinary measures.

## **ACCIDENTS**

Accidents which involve injury to a person or damage to property should be reported immediately to the office or to a teacher.

## **ACTIVITY TRIPS**

In transportation of students to athletic contests other school activities, the following rules are to be observed:

1. All students and/or team members travel under the supervision of the teacher, coach, and/or the bus driver.
2. When students travel on the bus to an activity, they are under the direct supervision of the teacher, sponsor, coach, and/or bus driver. If a student rides to an event on the bus they must return on the bus, unless personal contact is made (by the parent wanting to take the student home) with the principal, coach, or sponsor. If a student wishes to ride home with another parent, their parent must contact the coach or sponsor before the trip.
3. All other District policies.

## **ACTS OF BEHAVIOR CONSIDERED UNACCEPTABLE**

Acts of behavior which interfere with the maintenance of good learning environments or which are antagonistic to the welfare of other people will be considered unacceptable. The specific acts of behavior, but not all inclusive, applicable to pupils or students in respect to school activities or on school property which are deemed to be grounds for discipline including suspension/expulsion are:

Being under the influence of, or having the presence of drugs in a student's system is regarded as possession.

Breaking of school rules repeatedly

Bullying

Excessive unauthorized absences

Extortion

Failure to comply with reasonable request (willful disobedience)

Fighting

Harassment

Intimidation

Insubordination

Obscenity

Open defiance

Plagiarism/Cheating/Academic Dishonesty

Possession or use of weapons

Possession, use, consumption or sale of narcotics or drugs, or drug paraphernalia, to include alcohol and tobacco

Profanity

Stealing

Tardiness, excessive

Temper tantrums

Threats (by word or deed)

Unruly conduct

Vandalism

## **ACTS TOWARDS TEACHERS AND STAFF**

Students are expected to show a proper amount of respect toward ALL teachers and staff members. Substitute teachers are considered staff members as are all secretaries, paraprofessionals, custodians, cooks, bus drivers, etc.

## **ASSESSMENT PROGRAM**

The West Franklin district uses several types of assessments with our students. These required tests are a result of the No Child Left Behind (NCLB) law and KS QPA/NCA accreditation requirements. Students in grades 2-11 take the MAP (Measures of Academic Skills). These tests are computerized and adaptive. The assessment itself is unique in that it adapts to the student's ability, accurately measuring what a child knows and needs to learn. In addition, MAP will measure academic growth over time, independent of grade level or age.

The State of Kansas requires an assessment in each of the core subjects. Grades 3-8 and one high school grade level will be tested in reading and math every year. Beginning in the spring of 2007, grades 5 and 8 will take a KS Writing assessment in alternate years, but a high school grade level will test yearly. KS Social studies assessments will be administered to grades 6 and 8 in alternate years beginning in the spring of 2008, with a high school grade being tested every year. KS Science assessments will be administered yearly in grades 4, 7 and a grade in high school beginning in the spring of 2008. Scores are reported on a percent correct in five proficiency levels: Academic Warning, Approaches Standards, Meets Standards, Exceeds Standards, Exemplary.

The results of all tests are used to help us evaluate student achievement, but are also used to document our relative strengths and weaknesses as a school so we can continually make changes for improvement.

## **ATHLETIC PASS**

A District Athletic Pass is available in the office. The pass will admit the holder to any home West Franklin District athletic event, except tournaments. An individual pass costs \$20.00. A family pass for \$50.00 will admit family

members. Dependents must be living with their parents and be under 18 years of age to be eligible for a family pass. Seniors (age 60 and above) may secure a free senior pass at the district office.

## **ATTENDANCE POLICY**

### **West Franklin School District #287**

A student's absence from the classroom learning experience disrupts the continuity of the student's instructional progress. The benefits of classroom instruction include class discussion, teacher presentations, and student participation. Many of the benefits are lost during extended absences and cannot be entirely regained even by extra after-school instruction. Students who miss school frequently usually become marginal students who may become high school drop outs. Thus, compulsory school attendance is necessary and the school district requires regular attendance in compliance with state law.

1. In case of student absence, a parent should call the school office by 9:00 a.m. on the day of the absence. If the office has not received a call by that time, school officials may call to determine the reason for the absence. If the parent can not call, a note must be sent by the parent the day the student returns to school.
2. The principal is responsible for determining whether an absence/tardy is excused or unexcused.
3. The following absences may be excused by the principal: illness, doctor appointments, family emergencies, business that cannot be taken care of outside the school day, or religious reasons. The principal reserves the right to request a doctor's note for illness. Absences will not be excused for shopping trips, babysitting, hair appointments, working part-time jobs or general absences for personal business which could be taken care of outside the school day.
4. If a student is absent for two or more hours but less than four hours, it will be counted as a half day absence. All absences four or more hours will be considered a full day absence.
5. The State of Kansas expects schools to have an attendance rate above 90%. By Kansas Statute 72-111, all children between the ages of 7 and 18 are required to attend school on a regular basis. Five unexcused absences a semester, three unexcused absences in a row or seven unexcused absences in a year will lead to referral to the appropriate authorities (KSA 72-113).

6. Students may be required to make up time missed for any unexcused absence. Credit for missed work during suspension will be granted for all work if received by the time the class starts on the day of return to school. In cases of unexcused absences, the parents may be notified and be asked to meet with the principal. Any unexcused absence may also lead to suspension. When an absence is excused, a student will have two days for each day of absence to make up the work missed. In no case will a student have more than two weeks to make up work.
7. Students are responsible for all missed academic assignments.
8. Students should understand that attendance in school is a requirement for attendance at or participation in any extra-curricular activity. In order for a student to be eligible to attend or participate in a school activity after school, the student must be in attendance at school. Any exception to this rule must be approved prior to the absence by the principal. It is the primary responsibility of the student and the coach or sponsor to see that this policy is enforced. This policy does not apply to absences caused by a school sponsored activity.

## **BULLYING POLICY**

The USD #287 Board of Education prohibits bullying in any form on school property, in a school vehicle (school bus, school van, other school vehicle and private vehicle used to transport students or staff members to and from school or any school-sponsored activity or event) or at a school-sponsored activity or event.

**Bullying** is any intentional gesture or any intentional written, verbal, or physical act or threat that is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for a student or staff member that a reasonable person, under the circumstances, knows or should know will have the effect of:

- Harming a student or staff member, whether physically or mentally
- Damaging a student's or staff member's property
- Placing a student or staff member in reasonable fear of harm to the student or staff member
- Placing a student or staff member in reasonable fear of damage to the student's or staff member's property
- Or any other form of intimidation or harassment prohibited by any policy of USD #287

Any individual(s) who have bullied others in violation of this policy may be subject to disciplinary action, up to and including suspension and expulsion. If

appropriate, students who violate the bullying prohibition shall be reported to local law enforcement.

A copy of this policy shall be included in the USD #287 District Handbooks. Violations of this policy shall be reported by staff, students or parents to building administrators. Bullying data will be collected and reported in the same manner as all other student conduct violations.

### **BUS TRANSPORTATION**

Transportation by bus is provided for all students who live within USD #287, who request it at enrollment and who live outside the city limits. The following procedures apply to students while on a school bus.

1. The driver is in charge of both pupils and bus and will assign seats. Students must obey the driver immediately.
2. Students must be at their designated bus stop on time.
3. Keep the bus clean; do not throw trash on the floor or out of windows.
4. Students are to remain seated at all times unless boarding or departing the bus.
5. Keep head and arms inside bus at all times.
6. Any damage to the bus must be reported to the driver.
7. When leaving the bus, students must observe the directions of the driver.
8. No profanity or vulgar language will be tolerated.
9. Pets and animals are not allowed to ride on the school bus.
10. Unnecessary conversation with the bus driver is prohibited. The same rules and regulations practiced and followed in the classroom will be maintained on the bus.
11. Beverages are not permitted on the bus except by permission on activity trips.
12. Bus transportation is a privilege, not a right. Protect this privilege.
13. If students will not be riding the bus on a given day, the parents are asked to notify their bus drivers whenever possible.
14. A note must be provided to the office in order for students to deviate from their usual pick-up or drop-off location.
15. Any student riding a bus other than their regular bus must have a note for the school office and bus driver.
16. Guests on busses will be permitted only with permission from principal and written notice from both parents or guardians.

### **BUS TRANSPORTATION ASSERTIVE DISCIPLINE PLAN**

#### **RULES:**

1. Follow Directions.
2. Sit in Seat Correctly.
3. Keep Hands and Feet to Self.
4. No Disrespectful Language or Behavior.
5. No Eating, Drinking, Gum, or Tobacco.

#### **CONSEQUENCES:**

- Warning and student conference with driver (written notice).
- Driver reassigns seat, informs the building principal and a bus conduct (written report—first notice), principal contacts parent.
- Conference with the principal, parent, student, and driver (report written—second notice). Conference will be scheduled by the principal.
- One day suspension from bus (written report—third notice).
- Three day suspension from bus (written report—fourth notice).
- Five day suspension from bus (written report—fifth notice).
- Seven day suspension for bus (written report – sixth notice).
- Bus privileges revoked (written report—sixth notice).
- Severity Clause - Principals have the authority to skip steps.
- Principals have the authority to reinstate a student on a previous step.

Any student who violates the above rules will be subject to losing his/her privilege of riding the bus.

### **“DON’T LOSE YOUR RIDING PRIVILEGE”**

### **CAREER AND TECHNICAL EDUCATION PROGRAMS**

The Kansas State Board of Education has in recent years been encouraging career and technical education programs in the public schools to reorganize and improve their curriculums. The purpose of the reorganizations is to better prepare graduates to directly enter the work force or continue their education in a related vocational field.

Programs offered at West Franklin High School that have met the criteria to merit full career and technical education accreditation from the State Board of Education include the following:

Accounting I	Crop and Soil/Horticulture
Advanced Graphic Design	Environmental & Natural Resources
Advanced Web Publishing and Design	Family Living
Agriculture Mechanics	Graphic Design

Agriculture Business  
Agriculture Communications  
Animal Science  
Cabinetmaking I & II  
Child Care Careers OJT/JHT  
Computerized Accounting II  
Computer Applications (IHT)  
Computer Technology

Multimedia Presentation  
Nutrition & Wellness  
Occupational Child Care  
Plant and Soil Science  
Residential Carpentry  
Resource Management  
Technology Lab IV  
Web Publishing and Design

Students are encouraged to consider enrolling in the above listed educational programming. The teachers involved with the approved programs have spent considerable time and effort to update their programs and meet the approval criteria. Their programs can offer prospective students excellent preparation and training for vocational opportunities and/or furthering their education.

### **CELL PHONE**

To insure minimal disruption to the learning environment, West Franklin USD #287 has established the following administrative policies and procedures regarding cell phones:

Students are prohibited from using cell phones or having them “On” during the school day. This includes lunch periods and passing periods, as well as “behind-the-wheel” driver education classes. “Using” refers to, not only the making and/or receiving of calls, text messaging and photography, but also using the cell phone for any other purpose.

Cell phones may be used on school busses for text messaging or game playing only. Any use which causes a disruption may result in disciplinary action. Students are not permitted to wear their cell phones clipped to a belt or otherwise display them in plain sight during the school day. Students may, however, carry cell phones in a backpack, purse, or inside a pocket of slacks, jeans, jacket, etc. Students participating in extracurricular activities and athletics must contact their coach or sponsor for his/her rules involving cell phone use after school hours or on after-school bus trips. Coaches and sponsors will set their rules and consequences involving the use and /or misuse of these devices.

Students and parents are notified that West Franklin USD #287 is not responsible for the loss, theft, damage, or vandalism to student cell phones, as well as other student property. Students and parents are strongly encouraged to insure that, if students have cell phones in their possession, they should not leave them unattended or unsecured. They are a popular theft item.

Using a cell phone in an unauthorized manner or in violation of the above policy, will result in confiscation of the phone. Phones will be released to parents only.

Continued violations may result in After School Detention, In or Out of School Suspension. The administration reserves the right to modify the consequences, as appropriate.

### **CHEERLEADING**

Each school may develop a procedure to select cheerleaders. Cheerleaders are subject to the same rules as athletes. The assigned sponsor has authority and is delegated the responsibility to establish guidelines governing cheerleading, in collaboration with administration.

### **CHILD ABUSE/ NEGLECT**

By statute any school employee that has reason to suspect that a child has been abused is required to report to county SRS office. Patrons that observe or suspect abuse are encouraged to notify SRS also.

### **CLASS DUES AND FUNDRAISING**

Each High School class may vote dues upon themselves not to exceed \$42.00 for the total of four years. A student is eligible to participate in all activities of his/her class unless he/she fails to pay dues or help with class projects. Each organization or class may conduct one money-making project per year if approved by the principal. Extra projects take prior principal approval. In general, community oriented fund-raising projects will be promoted over professional fund-raising. Money-making projects may not overlap. \*Class dues will not be refunded upon withdrawal from school.

Concession rights for all home football and basketball games will be determined by the administrator. If the senior class assumes this responsibility a student may not go on the senior trip if he/she does not work a minimum number of times at concessions and pay his/her dues by a certain date- both decided at the first class meeting of the year.

The Junior Class may conduct a magazine sales campaign during September. The money from this campaign will be used to pay for the Junior-Senior Prom. Juniors not selling the minimum number of magazines as set by the class during the first meeting may not attend the Prom unless they pay a standard fine.

### **COACHING PHILOSOPHY, WEST FRANKLIN USD #287**

West Franklin USD #287 provides a variety of extracurricular activities for middle and high school students. These activities include athletics. Students are encouraged to become involved in these opportunities. USD #287 believes that athletics build character in student athletes. Some of these characteristics are: sportsmanship, leadership, discipline, dedication, respect, and the importance of

team work. At the middle school or high school levels, junior varsity experience is provided to develop skills and character with participation emphasized. The goal at the varsity level is to be competitive and to provide varsity teams the greatest chance of success with participation of all team members a secondary goal. The coaching staff will determine which individual players, regardless of grade level, will enhance the opportunity of success. Consideration will be given to practice, attendance, work effort, attitude, skill level, academic eligibility, and those characteristics that edify our philosophy. Coaches will provide expectations of participants prior to the first practice with the presumption that every athlete will meet such expectations.

### **COMPUTER USE**

All students, staff and parents must sign an agreement concerning acceptable use of computers and networks before a student will be permitted to use school computers. (See Technology Policy).

### **CONTESTS AND CONFERENCES**

When students are involved in state or national level contests or conferences, they are expected to represent themselves, the organization, the school, and the community with pride. Expectations for appearance, behavior, and effort are to be excellent.

### **CRISIS MANAGEMENT PLAN**

Each school has a crisis management plan to direct the staff on procedures to follow in the event of a crisis. In the event of a crisis, a predetermined and trained team of personnel will be in charge of the situation. Please recognize and respect the massive responsibility of the team during a crisis.

Because of advance planning and training, the school has confidence in our ability to maintain a safe and orderly environment during a crisis. However during a crisis we recognize that parents are very anxious to know of their child's well being, Parents also may want to remove their child from the school to protect their well being. Should a crisis occur, all children must be accounted for at all times. Therefore, if the parent wishes to remove the child from the crisis, the child must be checked out from the school office.

Following a crisis, some or all students may need counseling to help deal with grief. The crisis team will determine such needs. However, parents need to realize grief needs to be dealt with at home also, and therefore some of the responsibility for counseling will rest with the family through other agencies.

### **DETENTIONS**

School staff is authorized to use detentions as a form of discipline. Each school may establish procedures for assigning detention. If a detention is given to a student, the student must be provided at least 24 hours to serve the detention so that appropriate transportation can be provided by the parents. Students receiving detention assignments should understand that such an assignment takes priority over any activity, practice or game.

### **DISTRICT IN-SCHOOL SUSPENSION**

The District In-School Suspension room is located on the West Franklin Campus. It is at the discretion of each building's principal if students are assigned to serve in-school suspension at this location.

### **DRESS CODE**

Appropriate student dress and appearance help set the tone for a positive school climate. Dressing cleanly and nicely shows pride in yourself, family, and in your school. A neat and clean person is more likely to be attentive in class. We expect students to use good judgment in their personal appearance and follow these criteria:

1. Shoes or sandals must be worn.
2. Sun glasses are not to be worn in the class room during the academic day unless prescribed by a doctor.
3. Hats, sweatbands, head bandannas, or any other head coverings are NOT to be worn in school buildings during the academic day.
4. T-shirts, accessories, or other attire displaying sexually suggestive connotations or vulgar language, symbols or slogans, or anything pertaining to alcohol, tobacco, or drugs are not to be worn.
5. Halter tops, half T-shirts, or other tops not sufficiently covering the body to insure modesty (including mesh or net shirts which can be seen through), may not be worn.
6. Sleeveless shirts (not undershirts) properly covering the body may be worn.
7. Hemmed shorts, (not cut-offs) of moderate length, may be worn.
8. Biking, Spandex and similar shorts may be worn if worn under hemmed shorts.
9. Sweats worn to PE may not then be worn to other classes until they have been washed.
10. Gang related clothing may not be worn.
11. Underwear shall not be visible.
12. Tattoos, real or temporary, that symbolize drugs, alcohol, obscenities, gang activity or membership may not be displayed.

13. No facial piercings that take away from the learning environment.
14. No sagging of pants below the belt line.
15. Anything that distracts or takes away from the learning environment and safety of students is not permitted.
16. The principal or other assigned personnel have the right to determine whether or not the dress code has been violated.

### **DRIVERS TRAINING**

Driver's education will be offered as a summer program. Students must meet the state age requirements to participate and will be assessed a fee for participation in the program. The fee will be determined annually by the superintendent and will be computed by estimating the cost of the program, subtracting state aid and dividing by the number of enrolled students. The fee will be determined by the board.

Out of district students currently enrolled in USD 287 may be accepted in the program.

### **DRUG AND ALCOHOL POLICY - West Franklin USD 287**

Use, Under the Influence, Possession, Transportation, Sale, Manufacture, and Distribution of Illegal Drugs, Drug Paraphernalia, Chemicals, Pre-Cursor Chemicals, Cereal Malt Beverages, Alcohol.

A student shall not possess, be under the influence, use, or transport cereal malt beverages, alcohol, controlled substances (unless following medication guidelines) or illegal drugs in school, on school owned property or during any school sponsored activity or organized trip.

A student shall not possess, use or transport drug paraphernalia, chemicals or pre-cursor chemicals, in school, on school owned property or during any school sponsored activity or organized trip. Any student who does will be dealt with in the following manner. (School administration reserves the right to skip step 1 depending on the seriousness of the offense.)

1. **First Offense** - short term suspension, proper authorities will be contacted if there is a violation of Kansas Statutes, and parents must attend a formal conference with the principal to reinstate the student.
2. **Second Offense** - long term suspension up to expulsion from school, proper authorities will be contacted if there is a violation of Kansas Statutes, and parents must attend a formal conference with the principal to reinstate the student.

Any student shall not dispense, distribute, sell, furnish or manufacture cereal malt beverages, alcohol, illegal drugs, controlled substances, drug paraphernalia,

chemicals, or pre-cursor chemicals, in school, on school owned property or during any school sponsored activity or organized trip. Any students who do will be dealt with in the following manner:

\* Suspension up to expulsion from school, proper authorities will be contacted if there is a violation of Kansas Statutes, and parents must attend a formal conference with the principal to reinstate the student.

### **DUAL CREDIT ENROLLMENT**

College credit may be earned through Neosho County Community College at West Franklin High School when instructors meet standards set by the Board of Regents for dual credit college classes.

### **EARLY GRADUATION**

Students who complete all state and local graduation requirements may request permission to graduate early. An application for early graduation must be submitted to the building principal by March 15<sup>th</sup> of their junior year. Students must have attended WFHS two (2) semesters prior to the request. Students and parents shall meet with the guidance counselor to develop a graduation plan. The graduation plan and a written statement outlining reasons for the request and a letter of support from the student's parents should be forwarded to the principal for his/her approval. The decision of the principal is final unless appealed to the Board of Education. Please contact the high school counselor for more specific information regarding early graduation.

### **ELECTRONIC DEVICES**

Due to security problems and the distractions involved, students are not to bring radios, televisions, pagers, video and music players, laser lights, gaming devices or other electronic devices to school unless given permission by a supervising staff member.

### **ELIGIBILITY SUMMARY OF KANSAS STATE HIGH SCHOOL ACTIVITIES ASSOCIATION (KSHSAA) ELIGIBILITY REQUIREMENT**

Schools may have rules that are more strict than those listed below. Contact the principal or coach on any matter of eligibility. In order to be eligible for participation in interscholastic activities, a student must be certified by the school principal as meeting all eligibility standards. The complete regulations are published in the official KSHSAA Handbook which is distributed annually and is available at your school principal's office.

## YOU ARE ELIGIBLE IF:

1. You are a bona fide undergraduate student in good standing.
2. Your conduct and standard of sportsmanship are satisfactory and do not bring discredit to yourself or school.
3. You are not nineteen years of age (sixteen, fifteen, or fourteen for junior high students) on or before September 1 of the school year in which you compete.
4. You have not completed eight semesters of competition and /or attendance nor more than four seasons in one activity in a four-year school, six semesters and three seasons in a three-year school, four semesters and two seasons in a two-year school.
5. You passed five subjects of unit weight your last semester of attendance. (If you are a first semester high school student, you must have passed five subjects of unit weight in your last semester of junior high attendance).
6. You are attending and enrolled in five subjects of unit weight.
7. The last two semesters of possible eligibility are consecutive.
8. You do not engage in outside athletic competition in the same sport while you are a member of a school squad. Consult **your** coach or principal before you participate individually or on a team in any game, training session, or tryout conducted by an outside organization.
9. You have passed an adequate physical examination by a practicing physician and have the written consent of your parents or legal guardian. (The completed form must be in the hands of your principal prior to your first practice.)
10. You are regularly enrolled and in attendance not later than Monday of the fourth week of the semester in which you participate.
11. You are a transfer student and have met the requirements of the Transfer Rule. Contact the principal concerning this regulation.
12. You are not a member of any fraternity or other organization prohibited by law or by the rules of the KSHAA.
13. You have not competed under a false name.

14. You have not competed for money or merchandise of intrinsic value, and have observed all other provisions of the Amateur and Awards Rules.

This is a brief summary of important eligibility requirements. Consult your coach and principal on any questionable items. Read Amateur Rules carefully.

### **ADDITIONAL ELIGIBILITY GUIDELINES**

Eligibility will be determined by the principal in accordance with KSHSAA guidelines; additionally, each teacher will take part in compiling a list to give to the principal that will record any students who are failing a class (F List).

Step 1: The first time a student is on the F List they will be placed on warning.

Step 2: If the student is on the F List for the second week in a row, even if it is in a different class from the first week, they will be ineligible to practice and participate.

The student will remain on step 2 until they have raised all grades to a passing level. Once a student removes themselves from the F List they will begin at Step 1 if they earn another failing grade. The F List will be compiled starting with each third Monday of each quarter and continue every Monday until the end of the quarter.

### **ENROLLMENT**

To enroll in school for the first time in the state of Kansas, students will need an immunization certificate, a certified copy of birth certificate, and a physical before they can attend school. These certificates should also be brought to Kindergarten Round-Up; however, it is not absolutely necessary to have them until the beginning of school. When enrolling for the first time, please bring record of attendance from previous schools (see Board Policy JGC-R).

### **EXCLUSION FROM SCHOOL FOR NON-IMMUNIZED STUDENTS**

Non-immunized students, including those with a religious, medical, or other statutory exemption, shall be excluded from attending school during an outbreak of a vaccine-preventable disease in their attendance building. This will be determined on a case-by-case basis by a licensed employee. Recommendations from a licensed physician and/or local health department official shall determine the duration of exclusion from school. Vaccine-preventable diseases may include but are not limited to the

following diseases: diphtheria, tetanus, pertussis, poliomyelitis, measles, mumps, rubella and varicella (chicken pox).

### **FIGHTING**

Physical violence is an unacceptable method of settling personal disputes. Not only is it immature, it is also disruptive and dangerous. Individuals who are involved in fighting will be suspended. Students involved in actions that cause physical harm to another person or destruction of property will be appropriately disciplined.

### **FIRE DRILLS**

The State of Kansas requires each school to have a fire drill at least once a month. All persons in the school are to exit during a fire drill. Appropriate fire exits will be posted in a conspicuous place in each room throughout the school buildings.

### **GANG ACTIVITY**

Gang activities which initiate, advocate, promote, or threaten the safety or well-being of persons or property on school grounds or which disrupt the school environment are prohibited. The use of hand signals, graffiti, or the presence of any apparel, jewelry, accessory, or manner of grooming which, by virtue of its color, arrangement, trademark, symbol, or any other attribute which indicates or implies membership or affiliation which such a group is prohibited.

Incidents involving initiations, hazing, intimidation, and/or related activities of such group affiliations are prohibited.

Any activity which calls attention to the student as affiliated with a gang and/or promotes gang activity will result in the student being warned if the principal deems the action has not been disruptive to the school process or has not harmed any individual. Repeat violations of the policy will result in an out-of-school suspension and/or expulsion.

Any activity which is associated to any form of gang activity and is deemed by the principal to be disruptive to the school process or has harmed any individual will result in an out-of-school suspension and/or expulsion for any and all students involved in or promoting such activity and law enforcement authorities will be notified. Repeat violations will result in the principal recommending long term expulsion.

Excerpts from Unified School District 287 Policies JHCAA & JHCAA-R

### **HEAD LICE**

Students may not attend school if infected with head lice. If a student is determined to be infected with head lice, they will be asked to go home and shampoo with Quell or another recommended shampoo. Students may return to school when they are nit free. This is usually accomplished in two days or no longer than three days. In order to be readmitted, the student's parent must accompany the student to the school office where a check will be made by the principal or their designee. The principal or their designee will make the determination if the student is nit free and can be readmitted to school. Any students who are absent more than three days will be reviewed and could be counted as truant or as having an unexcused absence.

### **HONOR ROLLS**

Each school will provide the criteria for determining students to be placed on honor rolls.

### **IMMUNIZATIONS**

All students enrolling in any district school shall provide the building principal with proof of immunization of certain diseases or furnish documents to satisfy statutory requirements. Booster shots required by the Secretary of the Department of Health and Environment are also governed by this policy. Parents/Guardians are notified on or before May 15 when student immunizations are delinquent.

*The KCI form must indicate that the student has completed the required immunizations and the form must note the month, day and year that vaccines were given. Or, the student must have documentation of a legal alternative. The legal alternatives that are documents be signature on the KCI must be one of the following:*

- *Annual written statement signed by a licensed physician (Medical Doctor/D.D. or Doctor of Osteopathy/D.O.) stating the physical condition of the child to be such that the tests or inoculations would seriously endanger the life or health of the child. Medical exemption shall be validated annually by physician completion of KCI Form B and attachment to the KCI. KCI Form B – Medical Exemption is located at [http://www.kdheks.gov/immunize/imm\\_manual\\_pdf/KCI\\_formB.pdf](http://www.kdheks.gov/immunize/imm_manual_pdf/KCI_formB.pdf)*
- *Written statement signed by one parent or guardian that the child is an adherent of a religious denomination whose religious teachings are opposed to such tests or inoculations.*
- *At least one dose of each required vaccine has been given immediately preceding enrollment. Parents must verify that the student is in the*

*progress of obtaining basic required levels and is awaiting the next available dose.*

*NOTE: During suspected vaccine-preventable disease outbreaks, any student who claims any of the exemptions will be subject to automatic exclusion from school.*

Students who fail to provide the documentation required by law may be excluded from school by the superintendent until statutory requirements are satisfied. Notice of exclusion shall be given to the parents/guardians as prescribed by law. Each principal shall forward evidence of compliance with health tests and the immunization law to other schools or school districts when requested by the school or by the student's parents/guardians. USD 287 BOARD POLICY JGCB

### **KINDERGARTEN SNACKS**

A nutritional snack will be provided to kindergarten students. This snack will cost \$12.00 per semester or \$24.00 per year (this does not include milk). If a student desires milk an afternoon milk ticket may be purchased.

### **LEAVING SCHOOL GROUNDS**

Students may not leave the school grounds for lunch unless directly picked up in the office by and returned to school by parents or guardians. Permission must be secured from the principal before a student leaves the school grounds for lunch. Students leaving school after morning arrival must be checked out in the office by parents or guardians before leaving school grounds.

### **LOCKERS**

School lockers are the property of USD #287 and there is no expectation of privacy by the user of the school lockers.

### **LUNCHES, BREAKFAST AND AFTERNOON MILK**

All schools in the district will have closed lunch hours.

Lunch prices are as follows: Elementary \$2.20, Middle School \$2.30, High School \$2.30, Reduced .40, and Adult is \$3.20. Extra milk is .35. We also serve breakfast. Price for breakfast is: Elementary \$1.30, Middle School \$1.35, High School \$1.35 and Adult \$1.80. Reduced breakfast is .30.

Afternoon milk tickets are priced as follows: \$30.00 per semester or \$60.00 for the year paid at enrollment. Afternoon milk cannot be purchased on a daily, weekly or monthly basis. No adjustments will be made for student absence.

(Children on free/reduced status must pay for afternoon milk per state requirements)

### **LUNCHES CHARGED—DISTRICT-WIDE POLICY**

Students are allowed to charge no more than two meals, unless previous arrangements have been made between the legal guardian and the secretary. When a student reaches the two meal limit, no hot lunch will be served until the student's account is cleared. Until the student's account is cleared the parents or legal guardians will need to provide his or her child with a sack lunch from home.

### **LUNCHES CHARGED – USD 287 & THREE LAKES STAFF**

All West Franklin USD 287 staff, including Three Lakes Coop employees, are allowed to charge no more than two meals. When the two meal limit is reached, no hot lunch will be served until the staff member's account is cleared.

### **MAKE-UP WORK**

Students are responsible for contacting teachers and arranging make-up work. When an absence is excused, a student will have two days for each day of absence to make up work missed. In no case will a student have more than two weeks to make up work. Credit for missed work during suspension will be granted for all work if received by the time school starts on the day of return to classes.

### **MEDICATION ADMINISTRATION**

To ensure the safety of students at school and under the supervision of school personnel, the guidelines listed below will be used when administering medication (s) to students at school or school activities.

The guidelines are as follows:

1. Written permission from the student's parent/guardian and doctor should accompany all prescription medication. The permission form will identify the student, date permission given, identify the medication, dosage, time of day to be given, anticipated number of days to be taken and parent/guardian signature. A form for permission will be available in the school office.
2. All medications must be in a properly labeled container including the name of the student, name of the medication, dosage, and when the child is to take the medication.
3. All medications will be given to the school secretary for safekeeping. MEDICATIONS NEEDING REFRIGERATION NEED TO BE LABELED ACCORDINGLY.

4. Eligible students requiring inhalers may keep them in their possession and are encouraged to be responsible, taking care not to leave them where other students might attempt to use them. Teachers must be aware of all students having inhalers, and as for all other medications, inhalers must have the proper permission forms at school. Any student using his/her inhaler must immediately report to the office to sign medication log.
5. Medications that are taken on “as needed” basis, such as: hay fever, cold, cough medications, etc., need to have the parent permission forms signed only once a school year. Only those doses that might be needed during one school day will be kept in the office. When used, the container will be returned to the parent for a refill. This will also apply to students with bee-sting or allergic reaction kits at school.
6. Any changes in type of drugs, dosage and /or time of administration should be accompanied by a new permission slip signed by the student’s doctor or the medication will not be given.
7. Only oral medications will be administered except in emergency situations.
8. An individual record will be kept of each medication administered. The record should include student identification, date prescribed, name of medication, time and date(s) administered, signature of person administering and section for comments.
9. “Over-the-counter” and non-prescription medications should not be maintained on any school premises, including athletic areas, unless written parent permission has been provided to the administrator.
10. Failure to follow the stated medication administration policy will result in disciplinary action including verbal reprimand up to expulsion. The proper authorities will be contacted if there is a violation of Kansas Statutes.

#### **OUT OF ATTENDANCE CENTER STUDENTS**

The Superintendent shall assign students to the appropriate building. Any student desiring to attend a school outside the attendance area in which the student resides may do so only with the prior written permission of the Superintendent.

#### **OUT OF DISTRICT STUDENTS**

Students that reside outside the boundaries of West Franklin USD 287 and want to attend school in West Franklin USD 287 must complete a written application. Applications will be dated upon receipt. Each applicant must be completed in full to be considered. Non-resident students will be admitted only to the extent that staff, facilities, equipment, and supplies are available. These factors will be considered in determining if a non-resident student will be accepted. Additionally, consideration will be given to academic achievement; to behavioral concerns; to attendance and tardiness of the student; transportation issues; if a parent/guardian is a staff member of West Franklin USD 287; and, if the student has attended West Franklin Schools previously.

Non-resident students will be considered for enrollment on a first applied basis. West Franklin USD 287 reserves the right to assign each student to a West Franklin School.

Tuition of \$1,150 per year will be established for each non-resident student. The Board may choose to waive tuition for non-resident students at the August Board Meeting held on the second Monday night. Tuition may be billed to the parents at the discretion of the Superintendent of West Franklin USD 287 anytime during the school year following the August Board Meeting. If billed, the tuition must be paid within thirty days of being billed or the student will be dropped from enrollment.

#### **PARTIES, DANCES, EVENING EVENTS**

Events may vary from year to year. In no case may outside guests attend without previously registering and obtaining permission from the principal. In all cases the students will not leave the building once they have entered and expect to return. In other words, once you leave the building, the party is over.

#### **PE CLASSES**

All students that are enrolled in a physical education class will need a pair of gym shoes to be used only for PE classes. These shoes are to be left at school for the duration of the year. Middle school students are required to dress out in the approved school attire.

#### **PUBLIC DISPLAY OF AFFECTION**

Kissing, hugging, and other intimate displays of affection are considered inappropriate as school acceptable behavior.

## **RACIAL HARASSMENT**

The board of education is committed to providing a positive and productive learning and working environment, free from discrimination, including harassment, on the basis of race, color or national origin. Discrimination or harassment on the basis of race, color or national origin (“racial harassment”) shall not be tolerated in the school district. Racial harassment of employees or students of the district by board members, administrators, certificated and support personnel, student, vendors, and any others having business or other contact with the school district is strictly prohibited.

Racial harassment is unlawful discrimination on the basis of race, color or national origin under Titles VI and VII of the Civil Rights Act of 1964, and the Kansas Acts against Discrimination. All forms of racial harassment are prohibited at school, on school property, and at all school sponsored activities, programs or events. Racial harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

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

Racial Harassment is racially motivated conduct which:

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

Racial harassment may result from verbal or physical conduct or written graphic material.

The district encourages all victims of racial harassment and persons with knowledge of such harassment to report the harassment immediately. The district will promptly investigate all complaints of racial harassment and take prompt corrective action to end the harassment.

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

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes racial harassment under the definition outlined above. Unacceptable student conduct may or may not constitute racial harassment, depending on the nature of the conduct and its severity, pervasiveness and persistence. Behaviors which are unacceptable but do not constitute harassment may provide grounds for discipline under the code of student conduct. The discipline of a student for violation of any provision of the code of student conduct may be enhanced if the conduct is racially motivated. An employee who witnesses an act of racial harassment shall report the incident to the building principal. Employees who fail to report complaints or incidents of racial harassment to appropriate school officials may face disciplinary action. School administrators who fail to investigate and take appropriate corrective action in response to complaints of racial harassment may also face disciplinary action.

When a complaint contains evidence of criminal activity or child abuse, the compliance coordinator shall report such conduct to the appropriate law enforcement or SRS authorities. To the extent possible confidentiality will be maintained throughout the investigation of a complaint. The desire for confidentiality must be balanced with the district’s obligation to conduct a thorough investigation, to take appropriate corrective action or to provide due process to the accused.

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

False or malicious complaints of racial harassment may result in corrective or disciplinary action against the complainant.

This policy shall be published in the student handbook. Notification will be included annually in the school district newsletter.

Revised 11/10/2003 by Board of Education

### **REPORT CARDS AND GRADING**

Student progress is reported to parents each nine weeks. A semester grade is an average of two nine weeks. Grade cards are normally issued within one week of the end of each nine weeks.

For grades second through five, a report card is used that indicates the percentage of correct work for a subject. For grades kindergarten through five each subject has critical objectives listed on the report card. The critical objectives are those curricular objectives necessary for a student to master to expect success for the future. Critical objectives that have been taught are also marked on the report card so parents can tell specifically what has been mastered and which objectives are yet to be mastered.

At the high and middle school levels letter grades are provided for each class.

Progress reports are issued at mid-nine weeks to report unsatisfactory progress or to call special attention to problems or achievements.

### **REQUIREMENTS FOR GRADUATION**

The Board of Education recognizes the opportunity for education normally only exists once, and that the West Franklin Schools offer quality educational opportunities. As every student is expected to progress and improve oneself in the educational process, it is deemed that it is in the best interest of students to require eight semesters of full time attendance for high school graduation, which may include participation in a work study program through a student's Individual Education Plan (IEP) or participation in the West Franklin Internship Program and/or attendance at an accredited post secondary school when approved dual credit classes are not available at school. **Seniors ineligible for graduation will not be permitted to participate in commencement exercises or senior trip. Eighth graders ineligible for graduation will not be permitted to participate in commencement exercises.**

The only exception to the rule would be an extreme hardship situation. In this case, a student and parents must first file a written request with the principal stating the reasons. The principal would then review the request and present it to

the Board of Education for consideration. Pregnancy is not considered a hardship.

Students and parents would be required to appear at a Board Meeting and present their case. The decision of the Board would be final.

### **Graduation Requirements – Beginning with the Class of 2015**

A total of 28 units is required for all students graduating.

- A. Four (4) units of credit in Language Arts, Freshman, Sophomore, and Junior English are required.
  - 1) A student failing both semesters of an English course must repeat that course before enrolling in the next level. A student failing one semester of an English course may enroll in the next level with principal approval. However, the student must still repeat the semester of English he/she failed.
- B. Three (3) units of credit in Mathematics.
- C. Three (3) units of credit in Science.
- D. One-half (1/2) unit of credit in Health and one and one-half ( 1 ½ ) units in Physical Education.
- E. Three (3) units of credit in Social Science, which shall include American History and American Government.
- F. Two (2) units of technology.
- G. One (1) unit of fine arts, which may include art, music, band, creative writing or cabinetmaking
- H. One-half (1/2) unit of personal finance
- I. Electives to be taken to meet the total requirements for graduation.

Requirements for promotion to high school, eighth grade students not maintaining an overall average of 65% in all core subjects combined for all four quarters will

be retained. Successful completion of summer school may be used to raise the average for promotion to high school.

### **SCHOOL DISMISSAL DUE TO WEATHER**

When school is dismissed due to inclement weather, the following policies apply:

- \* Snow/Ice Dismissal - school activities or practices may not be held on days when school is dismissed for snow or ice.

Any deviation from the above policy must be approved by the Superintendent of Schools.

### **SCHOOL INSURANCE**

The school does not carry insurance to cover accidents or injuries of students, staff, or visitors. The school policy protects the school district from loss, but not an injured person. In the past, each parent has been encouraged to purchase school insurance which covers school related injuries. This insurance was made available during enrollment and was very reasonably priced.

Unfortunately, beginning with the 2010-2011 school year, this insurance will no longer be available, due to lack of participation.

If you or your child is injured at school, the full financial responsibility for the injury rests with the parent. Do not expect or request the school to cover medical expenses or other damages.

### **SCHOOL MASCOTS AND COLORS**

<b><u>School</u></b>	<b><u>Mascot</u></b>	<b><u>Colors</u></b>
West Franklin Middle School	Falcon	Blue, Silver, Black & White
West Franklin High School	Falcon	Blue, Silver, Black & White

### **SEARCHES**

Searches of students or their personal possessions may be conducted by the principal or his/her designee when there is reasonable suspicion that a student is in possession of an object that can jeopardize the health, welfare or safety of themselves, other students or staff. School lockers are the property of USD 287 and there is no expectation of privacy by the user of the school lockers.

### **USE OF TRAINED DOGS TO SEARCH**

At the request of the administration, law enforcement officers or licensed private agencies may use trained dogs on school premises to identify student property which may contain illegal or illicit materials and to determine whether materials are present which may threaten the general health, welfare and safety of students and/or district employees.

### **SENIOR TRIP AND GRADUATION**

Senior trip and commencement exercises are held in recognition of students who have met all the requirements necessary for graduation. These activities are privileges for achievements over a period of several years. Keeping this in mind, students not meeting all requirements for graduation will not have earned the privilege of participating in these activities. Seniors ineligible for graduation may not participate in the Senior Trip.

### **SEXUAL HARASSMENT**

Unified School District 287 Policy JGEC states:

The board of education is committed to providing a positive and productive learning and working environment, free from discrimination on the basis of sex, including sexual harassment. Sexual harassment shall not be tolerated in the school district. Sexual harassment of employees or students of the district by board members, administrators, certificated and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

Sexual harassment is unlawful discrimination on the basis of sex under Title IX of the Education Amendments of 1972. Title VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. All forms of sexual harassment are prohibited at school, on school property, and at all school sponsored activities, programs or events. Sexual harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

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

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

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

not constitute harassment may provide grounds for discipline under the code of student conduct.

An employee who witnesses an act of sexual harassment shall report the incident to the building principal. Employees who fail to report complaints or incidents of sexual harassment to appropriate school officials may face disciplinary action. School administrators who fail to investigate and take appropriate corrective action in response to complaints of sexual harassment may also face disciplinary action.

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

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

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

False or malicious complaints of sexual harassment may result in corrective or disciplinary action against the complainant.

Notification of this policy shall be published in the student handbook and personnel manual.

Approved 11-8-99 by the Board of Education

### **SPECIAL SERVICES**

West Franklin is a participating member of the Three Lakes Educational Cooperative. This provides specialized personnel to meet special needs of children.

Personnel for each school includes teacher(s), psychologist, speech pathologist, occupational therapist, physical therapist, paraprofessionals and additional staff as needed to meet the special needs of each child.

Sexual harassment may result from verbal or physical conduct or written or graphic material. Sexual harassment may include, but is not limited to: verbal harassment or abuse; pressure for sexual activity; repeated remarks to a person, with sexual or demeaning implication; unwelcome touching; or suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning a student's grades, participation in extra-curricular activities, etc.

The district encourages all victims of sexual harassment and person with knowledge of such harassment to report the harassment immediately. The district will promptly investigate all complaints of sexual harassment and take prompt corrective action to end the harassment.

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

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

Title 1 services are provided for grade school students who qualify for extra help in communications and/or math.

Skills Labs are provided in each grade school to provide an early intervention for any child experiencing difficulties mastering a critical objective in any subject.

Counselors/social worker are provided in each school to assist students with enrollment, career choices, class choices, personal problems, and for instructional purposes.

## **SPORTS**

Students in middle school and high school shall only participate in one sport per season.

## **SPORTSMANSHIP**

The most visible evaluation of a school by outsiders occurs during athletic events. Our school and our community are judged by others at each contest.

Sportsmanship is a quality that is expected of all students, whether participating or not, and of all persons attending an athletic event.

As a member of KSHSAA, we follow Rule 52:

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

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

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

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

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

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

Art. 2: Enforcement Procedure:

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

Rule 52 Interpretations

The following interpretations and policies were adopted by the KSHSAA Executive Board on November 17, 1988, in regard to Citizenship/Sportsmanship Rule 52. These are meant to clarify and assist member schools in their enforcement of this regulation.

Desirable and unacceptable behavior illustrations are “examples” and are not to be considered all inclusive.

In regard to 52-1-1a – Be courteous to all (participants, coaches, officials, staff and fans):

- ◆ Desirable Behavior-Cheerleaders’ “Welcome/Good Luck” yells to opposing fans/cheerleaders, combined yells by both cheerleader squads to the entire crowd, opposing coaches and players shaking hands before/after game: applause during introduction of players, coaches and officials; players shaking hand of opponent fouling out while both sets of fans recognize player’s performance with applause; all showing concern for injured player; respectfully addressing officials during competition and thanking them for their performance, regardless of agreement with all calls, and host school extending hospitality to visiting players, coaches, cheerleaders and fans.

- ◆ Unacceptable Behavior – Fans reading newspapers, turning their backs, making disrespectful actions, etc. with introduction of opponents; yelling, waving, etc., during opponent’s free throws; derogatory/disrespectful yells, chants, songs, gestures, including “goodbye,” “air ball,” “you, you, you,” “What’s the score?” “warm up the bus,” and other such expressions. KSHSAA

RULE 52

Administrators and teachers are directed to remove any student or adult from an athletic contest when poor sportsmanship is displayed. If any person is removed for poor sportsmanship twice in a school year, that person is not permitted to attend any athletic event for the remainder of the school year. The code of conduct is in support of KSHSAA rule 52.

**STUDENT FEES**

**Book Rental**

Charges 100% (beginning to 90 days)	\$50.00
50% (90 days to 180 days)	\$25.00

If a family is approved for free lunch and they are unable to pay the required textbook rental fees, they may make application to the board of education to have the fees waived. Applications are available from the principal.

Refunds 50% (beginning to 90 days)	\$25.00
0% (90 days to 180 days)	No refund

Students are responsible for all books rented to them. Charges will be made for lost, stolen, or damaged books.

Technology Fee	\$15.00
(To be used for the acquisition of technology such as computers, printers, servers, DVD etc.)	

**STUDENTS NOT IN GOOD STANDING**

Students will not be able to attend or participate in any West Franklin activity if they are declared not to be in good standing. Infractions which may lead to a student being declared “not in good standing” include, but are not limited to: absences, excused or unexcused, exceeding ten in a semester; repeated disciplinary action, and excessive tardies. Students being declared “not in good standing” may appeal their status to the superintendent of schools stating the reasons for re-instatement in writing.

**SUSPENSION AND EXPULSION** *(Board Policy JDD & JDD-R)*

Students are subject to suspension (in school, out of school) and /or expulsion according to state law and board of education policy if they are guilty of any of the following:

1. Willful violation of any published regulation for student conduct adopted and approved by the board of education.
2. Conduct which substantially disrupts, impedes or interferes with the operation of any public school.
3. Conduct which substantially impinges upon or invades the rights of others.
4. Conduct which has resulted in the conviction of the student of any offense specified in the Kansas Statutes or any Criminal Statute of the United States.
5. Disobedience of an order of a teacher, or school authority, when such disobedience can reasonably be anticipated to result in disorder, disruption, or interference with the operation of any Public School or substantial and material impingement upon or invasion of the rights of others.
6. Credit for missed work during suspension will be granted for all work if received by the time school starts on the day of return to classes.

Students who are suspended or expelled shall not **participate in** or **attend** any extra-curricular school activity.

**TELEPHONE**

The school phone is a business phone. Please do not use the phone unless it is absolutely necessary and you have the permission of the office secretary or Principal. All personal long distance calls must be made collect. Students will not be called to the phone during a class period, except for extreme emergencies.

**TOBACCO USE, POSSESSION AND DISTRIBUTION**

Using, possessing or distributing any form of tobacco (including smokeless tobacco) on school owned property or at any school sponsored activity or organized trip is strictly prohibited. Violation of this policy constitutes a violation of Kansas State Statutes for minors under the age of 18. Violation of this policy will be dealt with in the following manner:

1. **First Offense** - one day suspension, proper authorities contacted.
2. **Second Offense** - three day suspension, proper authorities contacted.

3. **Third Offense** - five day suspension, parents must attend a formal conference with the principal to reinstate the student, proper authorities contacted.
4. **Subsequent Offenses** - may result in long term suspension up to expulsion from school, proper authorities contacted.

### **USE OF TOBACCO PRODUCTS BY ADULTS ON/IN USD 287 PROPERTY**

No student, staff member, or school visitor is permitted to smoke, inhale, dip or chew tobacco at any time during the school day or school sponsored activity, in any building, facility, or vehicle owned by USD 287.

Adults, who are not students of any K-12 public school, who wish to smoke or use any kind of tobacco products, must do so in the parking lots, beyond the bus lanes of any school building or facility of USD 287. Adults who wish to smoke at any USD 287 baseball/softball complex, where a school team is playing or practicing, must do so in the parking lot of that facility. No longer will smoking be permitted adjacent to entrances of school buildings.

Individuals violating this policy will be reminded of the policy and asked to comply. Persons who will not comply will be asked to leave school grounds or face trespassing charges and reported to the school resource officer or the Franklin Sheriff's Department.

### **TORNADO DRILLS**

Each school will hold at least three tornado drills annually. Instructions for tornadoes are to be posted conspicuously in each room and throughout each school.

### **VALEDICTORIAN, SALUTATORIAN, AND CLASS RANK**

It is the endeavor of West Franklin USD 287 to provide an education to every student that maximizes the individual's achievement. Honors, scholarships, and other awards are frequently bestowed upon students based upon grades and credits for high school classes.

It shall be the policy of this district to select a valedictorian and salutarian for each high school graduating class. To be eligible to be considered for either valedictorian or salutarian, students will have to complete a core of academic offerings. To be so considered students will complete English 9, 10, 11, 12, and one year of foreign language. Additionally students will complete at least eight of the following classes: Algebra 1; Geometry; Algebra 2;

Advanced Math; Calculus; Physical Science; Biology; Biology 2; Chemistry; Physics; and one additional year of foreign language. Grade Point Average will be determined by an A(+ or -) equals 4; B (+ or -) equals 3; C (+ or -) equals 2; and a D (+ or -) equals 1. After each semester, grade point averages may be computed. Upon high school completion the grade point average of all graduates will be determined. If a tie exists for valedictorian, there will be shared valedictorians and no salutarian. If a tie exists for salutarian, there will be shared salutarians. A student not successfully completing the above listed minimum requirements may not rank higher than third or higher than any valedictorian or salutarian. Otherwise students will be numerically ranked in the same order as their grade point average for class rank.

### **VEHICLE USAGE**

A student who drives to school will remain out of the vehicle until he/she leaves to go home at the end of the school day. Students must have permission from the office to get in their vehicles during the school day. Safe driving rules must be observed as we have many students who walk to and from school. No student is to park in such a way that would block the free flow of traffic or the sidewalk. Vehicles should only be used on proper drives or in designated parking areas. Students not in high school are not allowed to drive to school even if they possess a valid driver's license.

### **VISITORS**

Parent visitation to school is encouraged with advance permission from the office. All other visitors are discouraged during the school day unless approval has been given by the principal. In general, student-aged visitors will not be approved for visitation since this distracts from the classroom purpose. Any non-student must report to the office if they are on school grounds during the normal school day. The lone exception to this provision is that non-students may pick up students at the end-of-the-day if they wait in their vehicle and the meeting has been pre-arranged. Students may not have visitors during noon hour on school grounds.

### **WEAPONS POLICY**

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

### Weapons and Destructive Devices

As used in this policy, the term “weapon” and/or destructive device shall include, but shall not be limited to:

- any item being used as a weapon or destructive device;
- any facsimile of a weapon;
- any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;
- the frame or receiver of any weapon described in the proceeding example;
- any firearm muffler or firearm silencer;
- any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than ¼ ounce, mine or similar device;
- Any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than ½ inch in diameter;
- any combination of parts either designed or intended for use in converting any device into a destructive device described in the two immediately proceeding 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 that 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;
- any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun.

### Penalties for Possession

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

Other weapons or facsimile of weapons not included in the list may result in suspension up to expulsion of a student.

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

### Reporting Criminal Possession of a Firearm by a Student

It is a crime for any person to possess a firearm at school or on school property. A student who possesses a firearm shall be reported to law enforcement for criminal prosecution. (See Board Policy KGD)

### WITHDRAWAL FROM SCHOOL

Students who are planning to withdraw from school must do so through the guidance counselor or principal. Withdrawal from school takes parental authorization and must be formally completed well in advance of the student’s final day in school.

### UNIFIED SCHOOL DISTRICT 287 POLICY: IIBG TECHNOLOGY POLICY

#### **User Expectations for Computers, Networks, and Internet.**

Use of the computers for programs, software, e-mail, and to **access telecommunications resources is a privilege, not a right.** Violations of the policies and procedures of West Franklin USD 287 schools concerning use of computers and networks will result in disciplinary action. While the levels may be implemented in order, nothing prevents the administration from selecting any step depending on the facts and the severity of the violation or to grant technology access to students based on educational needs of the student.

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

A student who continues to engage in serious or persistent misbehavior by violating the district’s communicated written standards of conduct may be removed from any computer/Internet privileges for the remainder of the school year or remaining school years. If a student engages in illegal conduct on the Internet as defined by state or federal law he/she may be recommended for suspension or expulsion from school. Any student expelled for misuse of technology will also lose computer privileges for the remainder of the school year or school years.

- 1. Users will respect the privacy of other individual’s login name, password, and data.**

Examples of Violations:

- Accessing a user ID or network directory other than your own.
- Changing the system setup in the Mac/Windows/DOS environment.

Guidelines:

- 1st - Loss of computer and/or lab privileges for one week.
- 2nd - Loss of computer and/or lab privileges for three weeks.
- 3rd - Loss of computer and/or lab privileges for six weeks.
- 4th - Loss of computer and/or lab privileges for nine weeks.
- 5th - Loss of computer and/or lab privileges for twelve weeks.

**2. Users will access and create information appropriate for the educational environment.**

Examples of Violations:

- Creating obscene files, folders or directories.
- Creating explicit files within software programs.
- Accessing educationally inappropriate areas within public networks.
- Downloading files w/o instructor consent.

Guidelines:

- 1st - Loss of computer and/or lab privileges for one week.
- 2nd - Loss of computer and/or lab privileges for three weeks.
- 3rd - Loss of computer and/or lab privileges for six weeks.
- 4th - Loss of computer and/or lab privileges for nine weeks.
- 5th - Loss of computer and/or lab privileges for twelve weeks.

**3. Users will respect software developer's copyright on software, CD-ROMs and manuals.**

Examples of Violations:

- Copying of copyrighted programs on software, CD-ROMs, Internet, or manuals.
- Copying of any material that has been copyrighted without written permission of the owner/company.

Guidelines:

- 1st. Confiscation/Elimination of materials.
- 2nd. Confiscation/Elimination of materials and loss of computer and /or lab privilege for the rest of the semester.
- 3rd. Loss of computer and/or lab privileges for the rest of the year.

**4. Users will use hardware and peripherals for their intended purposes.**

Examples of Violations:

- Destruction, theft and/or vandalism of computer hardware and furniture.
- Downloading any .exe files
- Destruction, theft and/or vandalism of computer hardware and furniture.
- Use or abuse of computer hardware beyond intended purposes.

Guidelines:

- Pay for damage and/or replacement costs and enforcement of school policy on vandalism

**5. All of the policies and handbook procedures for acceptable use of computers and network are intended to make the computers and networks more useful to students and teachers. They are also intended to minimize the burden of administering the networks, so more time can be spend enhancing services.**

**'ETIQUETTE' ON THE INTERNET**

All users of the West Franklin USD 287 public school's computers and networks are expected to abide by the generally accepted rules of network etiquette (netiquette.) Informal rules of behavior have evolved for the use of and communication on the Internet and other on-line services. These rules of behavior include, but are not limited to, the following:

1. Be polite. Do not write or send abusive messages to others.
2. Use appropriate language. Do not swear, use vulgarities or any inappropriate language.
3. Do not reveal your personal address or phone numbers or that of other students or colleagues.
4. Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to mail. Messages relating to or in support of illegal activities may be reported to the authorities.

5. All communications and information accessible via the network should be assumed to be private property which is subject to copyright laws.
6. Do not place unlawful information on any network system.
7. Keep paragraphs and messages short and to the point. Focus on one subject per message.
8. Do not use the network in such a way that would disrupt the use of the network by other users (e.g., downloading very large files during prime time; sending mass e-mail messages)

**ELECTRONIC MAIL (E-MAIL)**

Students shall have no expectations of privacy when using district e-mail or computer systems. E-mail messages shall be used only for approved educational purposes. Students must use appropriate language in all messages. Students are expected to use the system following guidelines approved by teachers or the administration.

Any e-mail or computer application or information in district computers or computer systems is subject to monitoring by the staff and/or administration. The school retains the right to duplicate any information created by students in a computer system or on any individual computer. Students who violate these rules, or any other classroom rules relating to computer use are subject to disciplinary action, up to and including suspension from school.

**21-3775. Computer crime; criminal computer access.**

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

- (4) “Computer program” means a series of instructions or statements in a form acceptable to a computer which permits the functioning of a computer system in a manner designed to provide appropriate products from such computer system.
- (5) “Computer software” means computer programs, procedures and associated documentation concerned with the operation of a computer system.
- (6) “Computer system” means a set of related computer equipment or devices and computer software which may be connected or unconnected.
- (7) “Financial instrument” means any check, draft, money order, certificate of deposit, letter of credit, bill of exchange, credit card, debit card or marketable security.
- (8) “Property” includes, but is not limited to, financial instruments, information, electronically produced or stored data, supporting documentation and computer software in either machine or human readable form.
- (9) “Services” includes, but is not limited to, computer time, data processing and storage functions and other uses of a computer, computer system or computer network to perform useful work.
- (10) “Supporting documentation” includes, but is not limited to, all documentation used in the construction, classification, implementation, use or modification of computer software, computer programs or data.

(b) Computer crime is:

- (1) Intentionally and without authorization gaining or attempting to gain access to and damaging, modifying, altering, destroying, copying, disclosing or taking possession of a computer, computer system, computer network or any other property;
- (2) Using a computer, computer system, computer network or any other property for the purpose of devising or executing a scheme or artifice with the intent to defraud or for the purpose of obtaining money, property, services or any other thing of value by means of false or fraudulent pretense or representation; or

- (3) Intentionally exceeding the limits of authorization and damaging, modifying, altering, destroying, copying, disclosing or taking possession of a computer, computer system, computer network or any other property.
- (c)
  - (1) Computer crime which causes a loss of the value of less than \$500 is a class (A) non-person misdemeanor.
  - (2) Computer crime which causes a loss of the value of at least \$500 but less than \$25,000 is a severity level 9, non-person felony.
  - (3) Computer crime which causes a loss of the value of \$25,000 or more is a severity level 7, non-person felony.
- (d) In any prosecution for computer crime, it is a defense that the property or services were appropriated openly and avowedly under a claim of title made in good faith.
- (e) Criminal computer access is intentionally, fraudulently and without authorization gaining or attempting to gain access to any other computer, computer system, computer network or to any computer software, program, documentation, data or property contained in any computer, computer system or computer network. Criminal computer access is a class A nonperson misdemeanor.
- (f) This section shall be part of and supplemental to the Kansas criminal code.

Please read the following carefully before signing. This is a legally binding document.

**ACCEPTABLE USE OF COMPUTERS AND NETWORKS:  
PARENTS' AGREEMENT**

I agree my child will abide by the district guidelines and conditions for the use of the facilities of West Franklin USD 287 public schools and access to the Internet. I further understand any violation of the district guidelines is unethical and may constitute a criminal offense. Should my child commit any violation, his/her access privileges will be revoked. School disciplinary action and/or appropriate legal action shall/may be taken.

In order to make sure that all members of the West Franklin USD 287 community understand and agree to these rules of conduct, USD 287 requires you as a parent/guardian to sign the following statement:

The district makes no guarantee that the functions or the services provided by or through the district system will be error-free or without defect. I agree not to hold West Franklin USD #287 public schools, nor any of its employees, nor any of the institutions or networks providing access to networks responsible for any damage suffered, including but not limited to, loss of data or interruptions of service; nor for the accuracy or quality of the information obtained through or stored on the system; nor for financial obligations arising through the unauthorized use of the system. I agree to be financially responsible for any harm to the system as a result of intentional misuse.

As a parent or guardian of this student, I have read the terms and conditions for West Franklin USD 287 public schools' facilities use and Internet access. I understand that this free access is designed for educational purposes. However, I also recognize that it is impossible to restrict access to all controversial materials and I will not hold West Franklin USD 287 public schools responsible for materials acquired or sent via the network.

Student's  
Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Parent's  
Signature: \_\_\_\_\_

This form will be retained on file by authorized faculty designee for duration of applicable computer/network/Internet use.

Please read the following carefully before signing. This is a legally binding document.

**ACCEPTABLE USE OF COMPUTERS AND NETWORKS:  
STUDENT'S AGREEMENT**

In order to make sure that all members of the West Franklin USD 287 community understand and agree to these rules of conduct, USD 287 requires you as a student to sign the following statement:

I understand and will abide by the district guidelines and conditions for the use of the facilities of West Franklin USD 287 public schools and access to the Internet. I further understand any violation of the district guidelines is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges will be revoked. School disciplinary action and/or appropriate legal action shall/may\* be taken.

I have received and read a copy of the district guidelines on computer use and the conditions of use for computer networks.

\*The school may choose one or the other, but be conscious of the fact that 'shall' means all students must be disciplined if they violate any of the rules.

Date: \_\_\_\_\_

Student's  
Name: \_\_\_\_\_

Student's  
Signature: \_\_\_\_\_

Parent's  
Signature: \_\_\_\_\_

This form will be retained on file by authorized faculty designee for duration of applicable computer/network/Internet use.  
(This form can be useful if the school allows students to check out laptop computers to use at home.)

Please read the following carefully before signing. This is a legally binding document.

**CONSENT TO USE PORTABLE COMPUTER**

I, \_\_\_\_\_, the parent or guardian of \_\_\_\_\_ consent to and/or authorize the following:

- 1) I grant permission for my child \_\_\_\_\_ to check out a laptop computer to bring home as needed for academic use.
- 2) I assume responsibility for any damage to, and responsibility for, the repair and or replacement of the computer while it is in my child’s custody.
- 3) I assume responsibility for any unauthorized use of the computer while it is in my child’s custody and will supervise its use to see that the computer is used only for academic purposes as assigned by school staff.
- 4) I will assume responsibility to pay for any damage, repair and or replacement any damage done to district software which may result from my child’s use of the laptop computer.
- 5) I will assume responsibility to pay for any damage, repair and or replacement for any damage done to district software which may result from a virus introduced as a result of my child’s use of the laptop computer.
- 6) I will not allow my child to use the district’s laptop computer to add, remove or copy any programs, software or information in a manner which may violate the copyright laws.
- 7) I have reviewed the attached Kansas law. <sup>a</sup>

\_\_\_\_\_ Date: \_\_\_\_\_  
Parent or Legal Guardian

\_\_\_\_\_ Date: \_\_\_\_\_  
Parent or Legal Guardian

<sup>a</sup>(include a copy of K.S.A. 21-3755a which deals with computer crimes.)

Please read the following carefully before signing. This is a legally binding document.

**PARENT CONSENT FOR USE OF STUDENT PICTURES, NAMES, ORIGINAL ARTWORK ON WEBSITES. POSTING OF STUDENT WORK WITH STUDENTS NAME ON BULLETIN BOARDS IN THE CLASSROOM AND ALLOW STUDENTS TO EXCHANGE ASSIGNMENTS AND EDIT OR CORRECT EACH OTHER’S WORK.**

Our district and schools have websites on the internet. A component of the site may include pictures of students and faculty members. However, no student’s picture will be placed on a website without written consent from the student’s parent or guardian.

The district believes the posting of student work and the exchange of some student assignments between students in a school class, under the supervision of the student’s teacher, serves to benefit the students educationally.

Please read the **two** options below and check the **one** you approve.

\_\_\_\_\_ I give my consent for my child’s picture to be used on a district or school website and for my child’s picture or name to be published in the **school yearbook** and with a local media (newsletter, honor roll, newspaper etc) and for my child to participate in class activities where there may be an exchange of student work under the direct supervision of the student’s teacher.

\_\_\_\_\_ I do not give permission for the above.

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

Parent/Guardian’s Signature \_\_\_\_\_ Date \_\_\_\_\_

This form will be retained on file with student records.

**WEST FRANKLIN U.S.D. # 287**  
**GRIEVANCE PROCEDURES**  
**For ALL Education Agency Students**

This is to certify that MR. DOTSON BRADBURY, SUPERINTENDENT, is the duly designated Authorized Representative for: WEST FRANKLIN U.S.D. # 287 for the following Grievance Procedures.

**GRIEVANCE PROCEDURES**

A. The board of education has adopted the following resolution relating to Grievance Procedures:

1. The Local Education Agency recognizes the right of students to express their grievances and to seek a solution concerning disagreements arising from differences of interpretation of policy which might arise between the LEA and its students pertaining to equal rights and access to program, classes, facilities, or equipment.

2. The procedures for processing grievances shall be as follows:

A. Should a grievant or the representative feel, after oral discussion with the principal, that the grievance's rights under LEA Policy have been violated, they may originate a grievance. The grievant and/or the representative shall, within 15 days of the date the grievance occurred, present the facts, in writing, to the proper principal. The decision of such official shall be made, in writing, to the grievant within ten (10) working days.

B. Should the grievant decide that the reply of the principal is unsatisfactory, the grievant shall, within ten (10) working days, submit an appeal to the superintendent. The decision of the superintendent shall be made, in writing, to the grievant or the representative within ten (10) days.

C. Should the grievant decide that the reply of the superintendent is unsatisfactory, the matter may be

appealed, within ten (10) working days, to a Grievance Committee which shall be appointed by the superintendent. The grievance committee will consist of three members that represent a cross section of the community.

1) The Grievance Committee shall meet within a period of ten (10) working days after appointment and set the matter for hearing and shall render its decision as promptly as possible. A decision of the Grievance Committee may be reached upon the concurrence of any two (2) of the three members.

2) The Grievance Committee shall keep a complete record of any hearing before it, including any exhibits or papers submitted to it in connection with the hearing and a complete transcript of any testimony taken. Upon rendering its decision, the complete record shall be filed in the office of the superintendent and shall be available to the grievant; the grievant's representative or the LEA's representative.

D. In the event the decision of the Grievance Committee is unsatisfactory to either the grievant or the superintendent, either way, within ten (10) days after receipt of the decision of the Grievance Committee, file a written notice of appeal to the local board of education.

E. Upon receipt of the notice of appeal, the President of the local board shall cause the transcript of the hearing before the Grievance Committee to be filed with the local board of education who shall review such record. The decision of the local board of education, upon such review, shall be final.

F. If the decision is deemed unsatisfactory by the complainant(s), a complaint of the alleged discrimination may be filed with the:

Kansas Commission on Civil Rights  
Landon State Office Building, 8th Floor  
900 Jackson, Suite 851 South  
Topeka, Kansas 66612-1258

Department of Health, Education and Welfare  
Office for Civil Rights  
10220 N. Executive Hills Blvd.  
Kansas City, Missouri 64153

Equal Employment Opportunity  
911 Walnut, 10th Floor  
Kansas City, Missouri 64106