



## WEST FRANKLIN MIDDLE SCHOOL STUDENT HANDBOOK

Home of the Falcons

2007 - 2008

331 East D Street Pomona, Kansas 66076

Phone: 566-3512 Fax: 566-3634

Webpage: <http://www.usd287.org/wfms>

**Mr. Dotson Bradbury**  
Superintendent

**Mr. Rick Smith**  
Principal

### KANSAS SCHOOL SAFETY HOTLINE

1-877-626-8203

### SCHOOL HOURS

School hours are from 8:10am until 3:20pm each day. Students should NOT arrive earlier than 7:40 am or remain on the campus later than 3:30 pm unless they are participating in a supervised school activity. School doors will not open until 7:40am each school day. Supervision will not be provided for students who arrive before 7:40 am or remain later than 3:30 pm. These procedures are designed for the safety and well-being of the student.

#### BELL SCHEDULE

8:10am – 8:35am	Advisor Base
8:38am – 9:23am	2nd Hour
9:26am – 10:11am	3rd Hour
10:14am – 10:59am	4th Hour
11:02am – 12:20pm	5th Hour
12:23pm – 1:08pm	6th Hour
1:11pm – 1:56pm	7th Hour
1:59pm – 2:44pm	8th Hour
2:47pm – 3:20pm	9th Hour

### ACADEMIC LOAD

The minimum load in middle school shall consist of nine (9) classes per day. Exceptions may only be made by the principal. To drop a subject, a student must complete a drop request form which may be obtained from the office.

### ALCOHOL AND DRUG POLICY

Student use, possession, distribution, sale, or being under the influence of alcohol, illegal drugs, controlled substances, “look-alike” drugs, steroids, or possessing drug paraphernalia on any school premise or at any school function (home or away) is strictly prohibited. Minimum penalty for violation of this policy will be suspension from school; however, violation of this policy could result in permanent expulsion from school. Law enforcement officials may be contacted upon initial investigation and verification of the violation.

### ATTENDANCE POLICY

The greatest contributor to student success is good attendance. The compulsory attendance law of the State of Kansas requires children who have not reached the age of 18 to attend school regularly. Illness of the student or some other urgent necessity should be the only legitimate excuse for absence. A note from a physician will be required when a medical reason is given for an absence. Excessive absences are defined as more than 4 absences in a 9 week period and may be reported to court services.

## **CHANGE IN STUDENT INFORMATION**

Please notify the school office of a change of address, home or office telephone number, email address or emergency information throughout the academic school year.

## **DISCIPLINE**

Each staff member at West Franklin Middle School accepts responsibility for the maintenance of discipline and for the promotion of a program for the development of wholesome human relations. A student's behavior should conform to acceptable standards of conduct. The staff requests parental support in helping maintain appropriate conduct in the school. Student's behavior should reflect self-respect and consideration for the rights, feelings, and property of others. A copy of the West Franklin Middle School discipline plan is provided to each family during enrollment. Each student will also receive a copy during the first week of school.

## **DRESS CODE**

The school administration and teachers will encourage all students to dress in a fashion that reflects good taste and a style appropriate for a school day. Students will be prevented from attending school if their attire includes the following:

1. Clothing displaying vulgar writing or symbols, imply gang membership or affiliation or----
2. Clothing that is excessively revealing such as short mini-skirts, tank tops, loose fitting and low cut tops, mesh shirts unless a t-shirt is worn underneath or shirts which show the midriff.
3. Clothing with alcohol, tobacco, or controlled substance advertisements or references.
4. Hats, caps, or sunglasses will not be worn in the building.
5. Any other apparel which the principal determines to be unacceptable in light of community standards.

## **EARLY DISMISSAL**

A parent or guardian should report to the office to sign a student out for an early dismissal.

## **FUND RAISING**

Fund raising projects must be approved by the building principal and may not exceed one project per school year for each organization. Students or parents are not allowed to sell any merchandise at school without the permission of the principal. Students are not allowed to barter or trade personal items at school.

## **GRADE SLIPS**

Grade slips are a means of communicating academic success. Grade slips are sent home on the second day of each school week, usually Tuesday, for a parent signature. Parents and students may also access grades by going to the school website and clicking on the "Power Grade" icon. Student log in and password information is available from the office.

## **GRADING AND PROMOTION**

In order that academic achievement may be recorded and made available for reference, the following system will be used: **A** (90-100), **B** (80-89), **C** (70-79), **D** 60-69 and **F** (59 and lower). Grade cards will be issued to students at the completion of each quarter. WFMS will not have a semester grade average. We will allow each quarter grade to stand on its own merit to show progress or lack of progress. Student promotion will be determined by grade level as outlined in the District Calendar and Handbook.

## **HALL PASSES**

Students are issued hall passes whenever the student is permitted to leave a class other than during the regular passing period. Passes are located in student planners. Students out of class without a duly authorized pass are subject to school discipline.

## **HEALTH REQUIREMENTS**

Immunizations: “No Shots, No School.” All students entering for the first time are required to have proof of immunizations and a current physical as prescribed by Kansas law.

## **HYGIENE**

Students are expected to arrive at school with clean bodies and clean clothing. Students may not attend school if infected with head lice. If a student is infected, they will be sent home and asked to shampoo with a “lice ridding” shampoo. Students may return to school when they are nit free. Any student who is absent more than a day for a head lice problem will be considered truant and authorities notified.

## **INCLEMENT WEATHER**

When severe weather creates hazardous conditions, the regular school schedule may be suspended to ensure students’ safety. It is the parent’s/guardian’s responsibility to monitor news reports via television and radio stations. Announcements are normally broadcasted between 6:15 am and 6:45 am. The following stations will announce school closures: KOFO Radio 1220AM, WIBW TV – Channel 13, KSN TV – Channel 27, KMBC TV – Channel 9 and FOX4 TV – Channel 4. Every effort will be made to contact a parent should it become necessary to dismiss students early during the school day due to inclement weather.

## **LOCKER USE**

Every student must use the locker assigned. Only school locks may be used. Any lock not provided by the school will be removed. Lockers should be kept clean and neatly arranged at all times. Students are not to share lockers or their combinations without prior approval from the office. WFMS is not responsible for losses.

## **MAKE-UP WORK**

It is the responsibility of the student to get assignments from their teachers when they are absent. Students have two days for every day of absence to make up work. If a student knows before hand they are going to be gone they should request their assignments in advance.

## **MASCOT**

The official mascot for West Franklin Middle School is the FALCONS. School colors are royal blue, silver, white and black.

## **MEDICATION**

West Franklin’s school staff are prohibited from providing or administering any medication, including aspirin, to any student.

Students needing medications are to take these medications at home if possible. Medication that is prescribed three (3) times a day can be given before the student comes to school, after school, and again at bedtime. However, if medication must be given at school, it must be personally delivered by the parent and accompanied by a written authorization from a parent/guardian and physician. All medication must be in its original container and must include name of the medication and instructions for its administration (time and dosage).

**OFFICE INFORMATION**

The WFMS office is open on all regular school days from 7:45am to 3:45pm. Students who have business in the office should be courteous.

**POSSESSION OF UNNECESSARY ARTICLES**

Radios, walkmans, Ipods, MP3 players, cameras, large amounts of cash, electronic game devices, beepers, cell phones, wrist watches with distracting alarms, skateboards, or other items which are considered suggestive or interrupt learning are not appropriate for school. Unnecessary articles will be taken from students and turned into the office for safekeeping. Certain items may have to be claimed by a parent for return to the owner. No student shall have at school either on his or her person, in their locker or any other place at school – matches, lighter, cigarettes, alcohol, drugs, pocket knives or items which could be used as a weapon.

**PROCEDURE FOR REPORTING EXCUSED ABSENCES**

Each absence is considered unexcused until a phone call is received from a parent or guardian, which explains the absence. Parents may call the school office between 7:45am and 3:45pm daily at 566-3512. Truancy is assumed if the parent does not call the office within 48 hours.

**PROCEDURES FOR STUDENT ENROLLMENT**

**Basic requirements for student enrollment:**

- 1. Copy of birth certificate
- 2. Copy of social security card
- 3. Immunization records
- 4. Current physical form if coming from another state
- 5. Copy of records request for transfer students (request should show enrollment date and parent/guardian signature if possible).

A student folder will be established and maintained on every student.

**PUBLIC DISPLAY OF AFFECTION**

Hand holding or inappropriate physical touch will be deemed disruptive to the school environment and will be disciplined appropriately.

**SCHOOL BREAKFAST AND LUNCH**

Breakfast and lunch for middle school students will be served in the high school commons area. Parents are encouraged to purchase meals in advance. Students will be required to call home after they owe more than \$5.00 for meals and will be required to bring a sack lunch from home.

	Breakfast	Lunch
Student (6-8)	\$1.00	\$1.90
Adult	\$1.45	\$2.70

WFMS participates in the federal free and reduced lunch program. Applications are available at enrollment.

**SPECIAL SERVICES**

WFMS is a member of the Three Lakes Educational Cooperative. The following services are provided by the Coop: interrelated instructors, paraprofessionals, school psychologist, speech clinician, occupational therapist, and transition services.

## **STUDENT EXPECTATIONS**

Students are responsible for their behavior! We believe all students can learn to behave appropriately at school and in the classroom. Each teacher will establish and maintain a positive environment within their classroom. In addition, teachers will be teaching positive and productive behavior skills. Please contact your child's teachers regarding specific classroom procedures.

Students are expected to:

- Be prompt;
- Respect authority;
- Respect the rights of others;
- Respect property;
- Display appropriate social skills;
- Display appropriate attitudes; and
- Follow the directions of staff members

## **TARDINESS**

Being on time to class is very important. Any student late to school should first report to the office and receive a pass to be admitted to class. Excessive, unexcused tardies to first hour will be reported to court services. A tardy after first hour will be handled by the classroom teacher. A student is tardy if not in the classroom and at the location designated by the teacher when the tardy bell rings.

## **TELEPHONE USAGE**

Students are permitted to use the telephone on an emergency basis. Arrangements for after school activities should be made prior to the school day. Parents needing to leave messages for their children should call the school office before 3:00pm. Student messages received after 3:00pm can not be delivered.

## **TRANSPORTATION**

Students who ride buses will unload on the west side of the gymnasium. Students are expected to immediately leave the bus zone and report to the high school commons area if they are eating breakfast, to the middle school commons area if they are not eating breakfast.

Students are expected to be ready when the school bus arrives. Students are expected to: obey all directions from the driver; remain seated while the bus is moving; keep aisles clear; keep arms and other objects inside the bus, refrain from eating or drinking on the bus. A detailed explanation of bus policies can be found in the District Calendar and Handbook.

Middle school students are not allowed to drive a personal vehicle to school.

## **VISITORS**

Parents are welcome to visit school at any time. We suggest that an appointment be made to schedule visits. Student visitors are not permitted at WFMS. All visitors must report to the office immediately upon entering the building. Visitors will need to sign in and wear a visitor badge.

## W.F.M.S. ACTIVITIES PROGRAMS

All students are invited to participate in our activity program. Practice schedules will be arranged immediately after school. No student will be cut from a squad except for disciplinary action. School rules and discipline are in effect at all school activities.

### LEAGUE ASSOCIATION

West Franklin Middle School is a member of the Flint Hills Junior High League and the Kansas State High School Activities Association. A student who participates in any interschool contest must conform to the eligibility requirements of these associations.

### ACTIVITIES OFFERED

<b>GIRLS</b>	<b>Grades</b>	<b>Season</b>
Volleyball	7,8	Fall
Basketball	7,8	Winter
Track	6,7,8	Spring
KAYS	7,8	Year Round
Student Council	6,7,8	Year Round
Choir	6,7,8	Year Round
Band	6,7,8	Year Round

  

<b>BOYS</b>	<b>Grades</b>	<b>Season</b>
Football	7,8	Fall
Basketball	7,8	Winter
Track	6,7,8	Spring
KAYS	7,8	Year Round
Student Council	6,7,8	Year Round
Choir	6,7,8	Year Round
Band	6,7,8	Year Round

### ELIGIBILITY

Students are required to meet academic expectations if they desire to participate in extra curricular activities. A student must not have any grade below 60% and the average of core subjects (math, science, social studies, language arts, problem solving and reading) must be at least 70%. A student is on probation for one week if his/her grades are below the stated requirements. If grades continue to be below academic standards after two weeks, the student is ineligible for competition but may continue to practice. If grades continue to be below expectations after three weeks, the student is ineligible for practice and competition until grades meet or exceed academic standards. This policy covers all students in athletics and activities and is in addition to KSHSAA regulation.