



WINFIELD MIDDLE SCHOOL

STUDENT HANDBOOK



2024 - 2025

130 Viking Blvd Winfield, KS 67156
Phone: 620-221-5130 Fax: 620-221-5147



Winfield Middle School

2024-2025

130 VIKING BOULEVARD
WINFIELD, KS 67156
620-221-5130 (Phone)
620-221-5147 (Fax)

David Hammer, Principal
Craig Thompson, Assistant Principal

School hours:
8:00 am – 3:35 pm

USD 465 Mission Statement:
Developing responsible citizens for the future.

USD 465 Vision Statement:
USD 465 will be known for a student-centered approach
in creating dynamic and engaging citizens.

Staff Directory 2024-25

Board of Education

Laura Heger.....laura_heger@usd465.com
David Hofmeister.....david_hofmeister@usd465.com
Kinnie Ledford, President.....kinnie_ledford@usd465.com
Sarah Morton.....sarah_morton@usd465.com
Jalaine Richardson.....jalaine_richardson@usd465.com
Ed Trimmer.....ed_trimmer@usd465.com

District Office Staff

Tricia Reiser.....Superintendent Mark Littell.....Asst. Superintendent

WMS Staff Directory 2024-25

Archambeau, Christa.....Reading 6	Langenwalter, Mariah.....ELA 7-8
Badley, Deborah.....Reading 6	Lewis, Nancy.....Science 7-8
Bailey, Gail.....Admin Assist.	Mangold, Nathan.....Reading 7-8
Bennett, Taton.....Band	McCarthy, Crystal.....Drones/E-Sports
Blankenship, Moranda.....SPED	Monroe, Ashley.....Nurse
Buffum, Jay.....Social Studies 8	Muxlow, Lisa.....JAG
Clair, Shania.....Science 8	Noland, Lindsey.....Ag
Conover, Chris.....Spanish	Page, Shanna.....Library
Cunningham, Liam.....Reading 8	Price, Chance.....PE 6-7-8
Curran, Teresa.....ISS Supervisor	Reams, Christy.....IC
Dixon, Shelley.....Math 6	Ricketts, Teddi.....Band 6-7-8
Everett, Jennifer.....Math 7-8	Russell, Michelle.....Social Studies 7
Farid, Ismail.....Orchestra	Sisson, Mallyssa.....Reading 6
Groom, Kim.....Reading 7	Steiner, Marissa.....Reading 6
Grow, Janie.....ELA 7	Swink, Darrin.....Health 7-8
Hammer, David.....Principal	Taylor, Kimber.....ELA 7
Harper, MJ.....Vocal 7-8	Thompson, Craig.....Asst. Principal
Hartley, Paul.....Math 6	Trobaugh, Seth.....SPED
Hensley, Jennifer.....ID	Vargas, Aubrey.....PE 6-7-8
Hoffmeister, JaneAnn.....Counselor	White, Brian.....Social Studies 7-8
Holloway, Noah.....Science 7	Wicker, Sophie.....Math 7
Holloway, Shauna.....Computer 8	Williams, Dede.....Art
Homan, Allison.....Math 8	Williams, Justin.....Family Engagement
Hostetter, Toby.....Science 6	Yates, Tyce.....SPED
Hudson, Kollene.....SPED	Yoho,Emily.....Counselor
Langley, Julia.....Registrar	Zuerlein, Lisa.....Science



Table of Contents

Section 1: Academics

Academic Honesty/Plagiarism.....4
 Grading Policy
 Grading Scale
 Honor
 Roll.....5
 Incompletes
 Make-up Assignments
 Opportunity Period
 Renaissance Cards

Section 2: Enrollment

Proof of Address.....6
 Proof of Name and Age
 Immunization Requirements

Section 3: Activities/Athletics

Activities.....7
 Complaints and Concerns
 Eligibility
 Requirements for Participation
 Sports
 Sportsmanship.....8
 Transportation

Section 4: Attendance/Ttruancy Policy

Absences.....8
 Definitions
 Tardy Policy
 Releasing Students.....10

Section 5: Behavior

Bullying /Harassment
 Fighting
 Hall Passes
 Major Behaviors.....11
 Minor Behaviors
 Office Assigned Detention
 Procedure for Hallway/Campus Disruptions
 Possible Consequences for Misbehavior
 In School Suspension.....12
 Out of School Suspension
 Suspension and Expulsion
 Safe Schools Act
 School Wide Discipline Plan
 Search and Seizure
 Sexual Harassment
 Substance Abuse Policy
 Tardies During the Day.....13
 Tardies to School
 Terroristic Threats14

Tobacco Weapons

Section 6: General Information

I:1 Chromebook Policy and Procedures.....14
 Acceptable Use Policy.....18
 Arriving to School.....21
 Asbestos
 Backpacks
 Board Policy
 Bus Guidelines
 Cafeteria: Breakfast/Lunch Charges.....22
 Cafeteria Guidelines
 Cell Phones/Smartwatches/Electronic
 Devices-Violations
 Dress Code.....23
 Family Rights Act
 Fidget Items.....24
 Field Trip Policy
 Food and Drink
 ID Numbers
 Lockers
 Media Center
 Nuisance Items.....25
 Policy Statement
 Public Display of Affection
 Schedule Change Procedures
 School Cancellations.....26
 School Property
 Textbooks
 Visitations to School

Section 7: General Health Information

Chronic Health Conditions
 Prescription Medication Form (link)
 USD 465 Health Screenings
 USD 465 Medication Policy.....27
 USD465 Re Admittance Policy28
 Wellness Policy.....30

Section 8: Emergency Safety Interventions

Definitions
 Local Dispute Resolution Process.....31
 Notification and Documentation
 Prohibited Types of Restraints
 Reporting Data.....32
 Training

Section 9: OCR VOC/ED Guidelines

Title IX.....
 .Section 504
 Complaints of Title IX and Section 504



Winfie School
2024-2025

Section 1: ACADEMICS

Academic Honesty/Plagerism

Any student that is caught cheating on any school assignment will receive a failing grade for that assignment. The teacher will inform parents/guardian, counselor and administrator of anyone cheating. Further incidents of cheating during that academic school year will be an immediate office referral.

Grading Policy

- A student's quarterly grades are based on 60% of test scores and 40% on homework assignments.
- Work is due at the assigned time. Late work may be turned in within 3 days of the original due date. Opportunity Period may be assigned for students who have missing assignments.
- Teachers may allow extra credit in their classes.

Grading Scale

The district wide adopted grading scale is as follows:

100	-	90	=	A
89	-	80	=	B
79	-	70	=	C
69	-	60	=	D
59	&	below	=	F

The following weighted grading scale will be used for advanced classes for the purpose of computing grade point average and honor roll:

A – 5 points B – 4 points C – 3 points D – 2 points F – 1 point

Honor Roll

The Honor Roll recognizes students who excel academically. Requirements for the Principal’s Honor Roll include a grade point average of 3.4 or better and all semester grades must be a C or higher. Requirements for the Scholastic Honor Roll include a grade point average between 3.0 and 3.39 and all semester grades must be a C or higher. For the purpose of computing grade point average an A = 4 points, a B = 3 points, a C = 2 points, a D = 1 point, an F = 0 points. The Honor Roll is computed at the end of each semester.

Incompletes

Any student who receives an Incomplete at the end of the semester will have 5 school days to complete the requirements of the course. Situations that involve an extended illness, hospitalization or other unforeseen circumstances will be given special consideration.

Make-Up Work

Students are expected to make up any work missed due to an absence. Credit will be issued if a student is absent for any reason. Students will have 2 class periods for every period they are absent to complete the make-up work.

A student on out-of-school suspension should make up all missed work during the suspension time and will receive credit for work missed for the duration of the suspension. If the credit involves classroom participation the student will receive no credit. The student can also be given alternative work for make-up. Work is expected to be made up for the good of the learning process and continuity in the student's class work.

Opportunity Period

Any student having late work, missing work, or needs additional support can be assigned Opportunity Period. Opportunity Period is available after school from 3:40 pm – 4:30 pm. If a student is assigned Opportunity Period, an attempt to contact parents will happen that day, so the student can receive credit for the homework. If parent contact is not made or the student cannot stay that day, the student is expected to stay the next school day. Students may leave once work has been completed.

Renaissance Cards

Q: How do I earn a Renaissance card?

A: Renaissance membership is based off of GPA, absences (even excused absences), and behavior.

Depending on these things, you may become a member with either a white card, blue card, or gold card.

Membership Requirements:

White Card Members must:

- Have a 3.0 or higher GPA
- Have 3 or fewer excused absences (These do not include absences for school activities or doctor or principal excused absences, per PowerSchool records.)
- Have no office referrals

Blue Card Members must:

- Have a 3.5 or higher GPA
- Have 2 or fewer excused absences (These do not include absences for school activities or doctor or principal excused absences, per PowerSchool records.)
- Have no office referrals

Gold Card Members must:

- Have a 4.0 GPA
- Have 1 or fewer excused absences (These do not include absences for school activities or doctor or principal excused absences, per PowerSchool records.)
- Have no office referrals

Q: What if I do not meet all of the requirements to be at a certain card level? How do you decide which level I am given?

A: You must meet all the requirements to earn a level. For instance, if you have a 4.0 GPA (qualifies for the Gold Card) but you have three excused absences, you will not receive a Gold Card. You do, however, meet all the requirements for a White Card (3.0 GPA or HIGHER, 3 or fewer excused absences, and no office referrals).

Q: What are some things that might happen that would keep me from getting a membership card, even if my GPA would qualify?

A: Any student who has one of the following recorded will not be considered for a membership card at any level, regardless of GPA and excused absences:

- OSS (any time absent for out-of-school suspension)
- ISS (any time spent in in-school-suspension)
- Unexcused Absence (any day recorded as an unexcused absence)
- 4 Unexcused Tardies (According to the student handbook, every 4 unexcused tardies count as one unexcused absence. We only look at the first hour. Any tardies to the other classes have consequences on your conduct card and do not count for Renaissance.)

Q: What are the benefits and how are they different for each card level?

A: Each member receives punches at the bottom of the card to be used in different ways throughout the school. The options for what punches can be used for and listed on the back of each card. Every card contains a STAR punch which can be used for a free homework pass. Each level will also get to participate in different "Skip Days" during the quarter. Each member will also turn in their card at the end of the quarter to be entered into the drawings for **Lunchapalooza**.

White Card Members receive 3 punches (plus the free homework pass) and may participate in the WIN Skip Day.

Blue Card Members receive 6 punches (plus the free homework pass) and may participate in WIN and Class Skip Days.

Gold Card Members receive 9 punches (plus the free homework pass) and may participate in WIN and Class Skip Days.

Q: When can I use the punches on my card?

A: You may use them at any time during the current quarter. You do, however, have to present your card at the time you would like to use one. Also, any teacher has the right to refuse to let you use a punch for any reason.

Section 2: ENROLLMENT

To enroll your student you must show proof of the following:

Proof of Address: Acceptable documents include a current utility bill (gas, water or electric) showing the student's address, or a current rental or purchase agreement. If these documents are not available, an affidavit signed by the parent or the enrolling adult will be accepted.

Proof of Name and Age: Acceptable documents include birth certificate, baptismal certificate, family Bibles that dutifully record births and deaths, or other hospital documents or certificates. An affidavit filled out by the enrolling adult, attesting to the child's name and age, will also be accepted.

Kansas Certification of Immunization: Kansas requires all children entering school for the first time in Kansas to provide their immunization records prior to admission to and attendance at a public school. A health assessment is now required for school entry for children through 8 years of age who have not previously enrolled in a Kansas school.

*No social security requirement

Immunization Requirements

All students entering Kansas's schools must follow Kansas's laws for immunizations and inoculations. Proof of immunizations must be presented upon enrollment. Families who have recently moved into district will be allowed thirty days to obtain immunization records. If your child is in the process of completing his or her required vaccines, documentation must show at least one of each of the required vaccine has been received.

Immunizations requirements change most every school year. The school will inform you of additional shots needed for fall enrollment.

Section 3: ACTIVITIES/ATHLETICS

Activities

The following activities are offered at WMS:

Renaissance, Builder's Club, Student Council, Hope Squad, GSA, Math Relays, Scholar's Bowl, Band, Choir and Orchestra.

Complaints and Concerns

The WMS coaches and staff work hard to provide a safe and positive experience for each participant. However, there may be times when a concern develops about a particular situation. The procedure to be followed if a concern does develop is stated below:

1. Contact the coach/sponsor of the sport/activity and communicate the concern.
2. If the concern is not resolved, contact the Activities Director
3. If the concern is not resolved, contact the principal of WMS.

Eligibility

The eligibility policy at WMS is designed to encourage and promote high academic achievement while participating in interscholastic activities. Grades will be checked on the first school day of the week. Any student-athlete who has an F or 3 D's is ineligible. During the first week of ineligibility, the student is placed on probation. The student may still participate in games or contests, but must attend Opportunity Period after school. The student is still expected to attend practice in order to participate in a game or contest. During the second week and subsequent weeks of ineligibility, the student is unable to participate in games or contests. Opportunity Period is mandatory and the student is still expected to attend practice. Excessive ineligibility could lead to dismissal from the team. Daily attendance and active participation at Opportunity Period will allow the student-athlete to participate in practices. In addition, students must meet the standards of the KSHSAA, which requires the student to pass five subjects from the previous semester.

Requirements For Participation

1. Have a current Physical/Permission Form on file with the Activities Director.
2. Purchase an activity ticket.
3. Meet the state guidelines regarding age and eligibility.
4. Maintain WMS academic eligibility.
5. Observe the school and team policies regarding participation.
6. Be in good standing with the WMS administration.
7. Enrolled as a 7th or 8th grader.

Sports

The following sports are offered at WMS:

Cheerleading, Volleyball, Tennis, Track, Basketball, Wrestling, Football, Cross Country and Golf.

Sportsmanship

Students, parents, and patrons are expected to behave appropriately while in attendance at WMS activities. The KSHSAA has adopted the following guidelines for good sportsmanship: a) be courteous to all participants, coaches, officials, staff and fans; b) respect the referee's decisions; c) win with character and lose with dignity; d) display appreciation for good performance, regardless of the team; e) exercise good self-control that reflects positively on

yourself, school and community. Failure to comply with the KSHSAA guidelines will result in suspension from attending WMS activities.

Transportation

All members of any WMS team will ride the bus to and from contests and activities. Exceptions to this rule will be allowed when an Activity Transportation Release Form is signed by the student's parents and on file with the activities director. Students will only be released to their parents or guardians.

Section 4: ATTENDANCE/TRUANCY POLICY

USD 465 Attendance Policy

Absences and Excuses

JBD

USD 465 is dedicated to collaborating with parents and guardians to ensure regular school attendance for all students. Ensuring your child arrives at school on time every day is crucial for academic success. According to KS Statute K.S.A. 72-3121 school attendance is mandatory (see statute below).

***K.S.A. 72-3121 (c) (1):** Whenever a child is required by law to attend school and is enrolled in school, and the child is inexcusably absent therefrom on either three consecutive school days or five school days in any semester or seven school days in any school year, whichever of the foregoing occurs first, the child shall be considered to be not attending school as required by law. A child is inexcusably absent from school if the child is absent therefrom all or a significant part of a school day without a valid excuse acceptable to the school employee designated by the board of education to have responsibility for the school attendance of such child.*

Chronic Absenteeism: According to the Kansas State Department of Education (KSDE), "being chronically absent means a student is missing 10 percent or more of school, for both excused and unexcused reasons. This puts the student at a higher risk of not graduating high school and possibly becoming a high school dropout." Chronic absenteeism is not the same thing as truancy. Chronic absenteeism considers excused and unexcused absences, and truancy considers only unexcused absences.

When a student is absent from school, an attempt shall be made to contact the parent or guardian to determine the reason for the absence. The principal has been designated to determine the acceptability and validity of excuses presented by the parent(s) or the student.

Notification Procedures: Guidelines for notifying parents on the day of a student's absence shall be published in the student handbook.

Excused/Unexcused Absences:

The definition of "excused absence" includes the following:

- Personal illness;
- Health-related treatment, examination, or recuperation;
- Serious illness or death of a member of the family;
- Obligatory religious observances;
- Participation in a district-approved or school-sponsored activity or course;
- Absences pre-arranged by parents and approved by the principal; and
- Students of active duty military personnel may have additional excused absences at the discretion of the principal for visitations relative to leave or deployment.

All absences which do not fit into one of the above categories would be considered unexcused absences. A

student serving a period of suspension or expulsion from the district shall be considered inexcusably absent.

Unexcused Absences from School: A student is unexcused when absent without a valid reason. Leaving without permission will be counted as unexcused when school is in session. Students who skip school or arrive late for unexcused reasons will be addressed in accordance with the building policy.

Excessive Absence: Parents may excuse students up to ten (10) absences per year without documentation from a health care provider. Subsequent absences will be considered unexcused unless supported by a healthcare provider’s note, except in cases of hospitalization or long-term illness under a physician’s care. Long-term illness is defined as an illness that keeps a student out of school for at least four consecutive days.

***K.S.A. 72-3121 (d) (1):** Prior to making any report under this section that a child is not attending school as required by law, the designated employee of the board of education shall serve written notice thereof, by personal delivery or by first class mail, upon a parent or person acting as parent of the child. The notice shall inform the parent or person acting as parent that continued failure of the child to attend school without a valid excuse will result in a report being made to the secretary for children and families or to the county or district attorney. Upon failure, on the school day next succeeding personal delivery of the notice or within three school days after the notice was mailed, of attendance at school by the child or of an acceptable response, as determined by the designated employee, to the notice by a parent or person acting as parent of the child, the designated employee shall make a report thereof in accordance with the provisions of subsection (a). The designated employee shall submit with the report a certificate verifying the manner in which notice was provided to the parent or person acting as parent.*

USD 465 Excessive Absence/Truancy Procedure	
Time Frame	Intervention
Daily	An attempt will be made to contact parents for all unexcused absences.
3 consecutive (in a row) unexcused absences	Per state law, after three consecutive (in a row) unexcused absences, a truancy report will be made to DCF.
5 unexcused absences per semester	Per state law, after five unexcused absences in a semester, another truancy report will be made to DCF.
7 unexcused absences per year	Per state law, after seven unexcused absences per year, another truancy report will be made to DCF.
10 excused or unexcused absences	A note from a health care provider may be required, or verification by the school nurse may be required to excuse further absences.

USD 465 Attendance Policy

Vacations: All vacations must be pre-arranged with the building administrator at least five days before the student leaves. The vacation will be excused only if it falls within the district absence limit. Any days, which exceed the limit, will be counted as unexcused. Students who miss classes for vacations need to make arrangements in advance with their teachers for make-up work and may be required to complete assignments before leaving.

Healthcare Provider Appointments: Appointments after exceeding the district’s absence limit require verification by appointment card. Students are typically excused for a maximum of half-day per appointment to minimize class disruption.

School-Sponsored Activities: All absences which result from students participating in school-sponsored activities will be excused. These absences do not count toward the district absence limit or will be counted

towards chronic absenteeism. Students who miss class for school-sponsored activities need to make arrangements in advance with their teachers for their make-up work.

Military Families in Attendance: Students of active duty personnel shall have additional excused absences at the principal's discretion for visitations relative to leave or deployment.

Significant Part of a School Day/Class: An absence of two or more hours in any school day shall be considered a half-day absence at all buildings (grades pre-K-12).

Make-Up Work: It is the student's responsibility to obtain make-up assignments from teachers following an excused or unexcused absence. In general, two days are given to complete daily work missed due to each day of absence. Exceptions to this rule can be made through special arrangements with the teacher or administration. Tests, which have been scheduled in advance, and long-term assignments, must be completed on arrival back to school.

Tardy and Early Exit Policy Summary

Any arrival after 8:00 am is a tardy and the arrival time is documented.

(Every 3rd Tardy to school will equal a 60 minute detention and starts over at each quarter..)

- i. 1st Tardy- Warning
- ii. 2nd Tardy- Warning
- iii. 3rd Tardy- 60 minute detention, etc.

Releasing Students

Building principals shall only release a student during the school day with a written or verbal request from the student's lawful parent or person acting as a parent. Before releasing a student during the school day, the building principal shall be responsible for verifying the identity of the person seeking release of the student. If the principal is not satisfied with the identification provided by the person seeking release of a student or if the safety of student(s), staff members(s), or others would be endangered by orchestrating the student's release from school, the student's release may be refused. Students shall not be allowed to run personal errands for school employees off school premises during the school day.

Section 5: BEHAVIOR

Bullying/Harassment Policy (Winfield USD 465)

The Board of Education prohibits bullying in any form either by any student, staff member, or parent towards a student or by a student, staff member, or parent towards a staff member on or while using school property, in a school vehicle, or at a school-sponsored activity or event. For the purposes of this policy, the term "bullying" shall have the meaning ascribed to it in Kansas law.

The administration shall propose, and the board shall review and approve a plan to address bullying as prohibited herein. The plan shall include provisions for the training and education of staff members and students and shall include appropriate community involvement as approved by the board.

Students who have bullied others in violation of this policy may be subject to disciplinary action, up to and including suspension and / or expulsion. If appropriate, students who violate the bullying prohibition shall be reported to local law enforcement.

Visit the district website for a copy of the District Bullying & Harassment Policy.

Fighting

Fighting will not be tolerated at WMS. Fighting is defined as, but not limited to, attempts to slap, hit, punch, or kick another individual. The severity of a fight and consequences thereof will be left to the discretion of the administration. Subsequent fights will result in increased discipline action, up to suspension and expulsion. The same consequences may be enforced for provoking and/or recording a fight.

Hall Passes

Each student shall report to their class to obtain permission from the teacher. When permission is granted to be away from a classroom, students will have a hall pass. The student must comply with the above regulation; otherwise they may be counted absent or tardy from class. When permission is granted towards the end of the period, the student must report back to their teacher before the end of the period. No student is to be in the halls during class time or during lunch without a pass.

Major Behaviors

Any behaviors determined by staff as deserving more attention than a mark on the minor conduct card will be sent to administration by filling out the Office Discipline Referral form. Examples of major behavior- theft/forgery, flagrant disrespect, fighting, intense language towards students/staff, non-compliance, AUP Violation, skipping class, vandalism, etc. (Behaviors listed are not an inclusive list and the administration has discretion in applying consequences).

Minor Behaviors

Teachers will document minor behaviors for their classrooms. Examples of minor behavior- cheating, talking, disrupting the classroom, inappropriate language, technology violations, horseplay, etc. Three minors equal an office discipline referral.

Each student will receive a conduct card for minor behaviors (Talking during instruction, Off Task, Gaming, Online chatting, Horseplay, etc.- Behaviors listed are not an inclusive list .)

Students must have the card at all times. Failure to produce a conduct card to staff when asked will result in an office referral.

Students losing a conduct card will be moved to mark number 4 and be issued a consequence.

Teachers will mark the card by explaining the infraction. Teachers will also initial and date the infraction.

Minor Infractions: 1st mark- warning, 2nd mark – reteach expectation or parent contact, 3rd mark- consequence (Isolated lunch), 4th mark- warning, 5th mark - reteach expectation or parent contact, 6th mark – parent contact and a consequence (Isolated lunch, detention), etc.

Parents will be contacted either by a note sent home, email or phone call to discuss the student's behavior.

At the end of each quarter, students with 5 marks or less on the conduct card and 0- 1 ODR (Office Discipline Referral) will have their names placed in a drawing at the quarterly assembly.

Students will receive a new conduct card at the beginning of each quarter.

Office Assigned Detention

Students who are assigned after school detention should serve it the day it is assigned by the administration. Students are expected to arrive at the detention room by 3:45. If a student arrives after 3:45, the student will be sent home and detention time will be doubled. Detention will last no longer than 4:45. The opportunity to make transportation arrangements will be offered. Any exceptions must be made through administration. Detentions that have not been served on the correct date may be doubled or the student may be assigned to ISS. Unacceptable conduct in the detention room will result in additional detention or ISS.

Procedure for Major Hallway or Campus Disruptions

The hallways are an extension of the classroom and appropriate behavior is required. Any type of intimidation, whether physical, verbal, or written, will not be tolerated and appropriate consequences will be given. Students are to walk, not run, in the hallways. Talking in normal tones and appropriate language are expected at all times. Any major disruptions will be reported to the office.

Possible Consequences for Misbehavior

Possible consequences for misbehavior include, but are not limited to, teacher or office assigned detentions, in school suspension, or out of school suspension. Detention assigned to students by the teacher will be served under the supervision of that teacher. Failure to serve a teacher assigned detention will result in an office referral. The opportunity for a student to make travel arrangements home will be given. Detentions that have not been served on the assigned date may be doubled, or the student may be assigned to in school suspension. Unacceptable conduct in detention will result in additional detention or in school suspension.

In School Suspension

Students assigned to in school suspension will be isolated from other students in the ISS Room. The student may be permitted to make up work and receive credit. Students spending time in ISS might receive counseling from the school counselor, complete service projects to help WMS, complete schoolwork, write sentences, and/or work on behavior modification. Students may not participate in after school activities on the day(s) that they are serving the ISS Room assignment. Unacceptable behavior in the ISS Room may result in an out of school suspension.

Out of School Suspension

Out of School Suspension (OSS) is assigned for major behavior and attendance infractions. This may involve anywhere between one to ten days. All procedures and policies related to OSS are included in the U.S.D. 465 Board of Education Policy. Absences because of OSS are considered unexcused, but school work will be made-up for credit. If the credit involves classroom participation the student will receive no credit. If a student is suspended from school, the student must complete the suspension period (school days) before being allowed to participate in school activities. Students are not to represent Winfield Middle School in any activity or sporting event on the day, or days, they are serving a suspension. The student becomes eligible again for participation at 8:00 a.m., the next school day after the suspension has been served. Remaining detention time must be completed upon returning from suspension.

Suspension and Expulsion

Kansas Law 72-6114 states that schools may suspend or expel any student guilty of any of the following:

1. Willful violation of published regulations.
2. Conduct, which substantially disrupts or interferes with school operations.
3. Conduct, which endangers the safety or infringes on the rights of others.
4. Conduct, which constitutes the commission of a felony.
5. Conduct, which constitutes the commission of a misdemeanor.
6. Disobedience of an order of a school authority if the disobedience results in disorder, disruption or interference with school operations.
7. Possession of a weapon at school, on school property or at a school sponsored event. This is not an all-inclusive list.

When a student is suspended from school, he/she is not to return to school or attend school activities of any nature until the suspension period is over. He/she may not be present on any USD 465 property during the time of the suspension. Violation of this policy will be considered criminal trespassing and will be handled by the police department. Any student who is suspended out of school for a short term (one to ten days) is expected to make up all work missed during his/her suspension. It is the student's responsibility to make arrangements with the teachers regarding the completion of the work missed. Students who receive any combination of three suspensions in a semester may be subject to an expulsion hearing.

Safe Schools Act

The Kansas School Safety and Security Act (K.S.A. 72-889b03) requires school personnel to report all felony and misdemeanor crimes committed on school property or at a school supervised activity to the appropriate law enforcement agency. When law enforcement officers conduct an investigation during school hours, the building administration shall make a reasonable attempt to contact parents, guardians or a representative of the student prior to questioning. The decision to arrest a student and remove that student from the school jurisdiction is the prerogative of the law enforcement and is not under the authority of school personnel.

School Wide Discipline Plan

The WMS discipline policy is based upon mutual respect among administrators, staff, teachers, students and parents. The purpose of this discipline policy is to promote a safe and orderly environment so that learning and teaching opportunities are maximized through well-defined policies and procedures that support a positive atmosphere. Students have the responsibility to respect other students and the adults on the school staff, to comply with school and classroom rules and policies, and be ready to accept the negative consequences of their actions if they violate these rules or policies. Teachers and staff members are committed to the promotion of a safe and orderly environment at WMS. Therefore, any disrespect, profanity, threats, or violence directed toward a teacher, staff member or students will not be tolerated. Students who commit such acts may be subject to a disciplinary hearing, which could result in a long-term suspension or expulsion. All student conduct expectations noted in this section apply to students while they are on WMS property or at WMS sponsored events.

Please see the Winfield USD 465 Discipline Handbook for more information on student behavior and possible discipline consequences.

Tardies During the Day

You are tardy if you are not in your class when the tardy bell rings.

Tardies during the day will be kept collectively on student conduct cards.

Tardies to School

The School day starts at 7:55 a.m. Students are expected to be at school and in class on time. Students who are late to school must check in at the office. (Every 3rd Tardy to school will equal a 60 minute detention and starts over at each quarter..)

- iv. 1st Tardy- Warning
- v. 2nd Tardy- Warning
- vi. 3rd Tardy- 60 minute detention
- vii. 4th Tardy- 60 minute detention, etc.

Students who leave campus without permission, will be subject to disciplinary action.

Search and Seizure

The building administration is allowed to search students, backpacks, binders, and lockers in order to protect the safety of students under school jurisdiction. Student lockers are the property of USD 465. The building administration may search any locker at any time if they believe the locker contains stolen, illegal or dangerous materials. If such material is found, it will be seized and turned over to the proper authorities. A search may be made without notice to the student to whom the locker is assigned. Drug dogs and metal detectors may be used for search and seizure purposes at the discretion of the administration.

Sexual Harassment

Sexual harassment will not be tolerated at WMS. Sexual harassment may include, but is not limited to: inappropriate verbal, written or physical conduct of a sexual nature; repeated remarks to a person with sexual or demanding implications; and unwelcome touching or physical contact. Students who believe they have been subjected to sexual harassment should discuss the problem with the principal, social worker or teacher. Sexual harassment complaints will be investigated to determine if improper conduct has occurred. Confidentiality will be maintained at all times in regard to investigative reports.

Substance Abuse Policy

The consumption, possession (actual or constructive), use, transfer, distribution or to be under the influence of any illegal substance- any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, stimulant, depressant, marijuana, crack, steroids or any other substance on the controlled substance abuse list, alcoholic beverage, cereal malt beverage or intoxicant of any kind – anywhere inside the school building or on school property or at any school sponsored activity is prohibited. The possession of drug paraphernalia – which means all equipment, products and materials of any kind which are used or intended for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling or otherwise introducing into the human body a controlled substance in violation of the uniform controlled substances act – anywhere inside the school building or on school property or at any school sponsored activity is prohibited. Drug paraphernalia includes, but is not limited to, items which fall into the above domains. Students who violate this policy will receive immediate and appropriate disciplinary action. Police will be notified. Any illegal substance or paraphernalia will be confiscated by school officials and will be given to law enforcement.

First Offense: 5 to 10 day suspension & recommend either long-term suspension or expulsion

Terroristic Threats

Any threat communicated by various means, which are intended to intimidate or create fear and panic, is strictly prohibited.

Tobacco

At no time are students permitted to possess or use tobacco products at Winfield Middle School. The definition of “tobacco product” is expanded to cover products made or derived from tobacco, including electronic nicotine delivery systems and any components or accessories used in the consumption of tobacco products. Students participating in school- sponsored activities are prohibited from the possession or use of tobacco products, regardless of the location. The use or possession of tobacco products is prohibited on all USD 465 property. Students who use or are in the possession of any tobacco product will be subject to suspension and may result in a citation from the Winfield Police Department.

Weapons

A student shall not knowingly possess, handle or transmit any object that can be considered a weapon on school grounds or off school grounds at a school activity, function or event. Possession of a firearm, or facsimile thereof, may result in expulsion from WMS for a period of one year (186 school days). As used in this policy, the term “firearm” means any weapon (including a starter gun), which will, or is designed to, or may readily be converted to expel a projectile by explosive actions. As used in this policy, the term “weapon” means any object that is used to cause physical harm to another person. Concealed weapons, even if the person has a legal permit, are prohibited in or on any school property, school grounds, any district building, or at any regularly scheduled school sponsored activity or event.

Section 6: GENERAL INFORMATION

1:1 Technology Initiative- Chromebook Policy and Procedures

USE & OWNERSHIP

Although students will be issued a Chromebook to use for the duration of each school year, USD 465 retains full and complete ownership of the Chromebook device.

CHROMEBOOK CHECK-IN & CHECK-OUT

Every student in grades 6-8 will be issued a Chromebook, power adapter and protective case for educational use in school and at home. The Chromebooks and peripherals will be distributed at the beginning of the school year.

Any student who transfers, withdraws or is expelled prior to the end of the school year will be required to return his/her Chromebook, peripherals, and accessories upon termination of enrollment. Failure to turn in a Chromebook will result in the student being charged the full replacement cost. Additionally, a report of stolen property with the local law enforcement agency may be filed by USD 465. Students will be responsible for any damages.

CHROMEBOOK CARE

Students are responsible for the general care of the Chromebook they have been issued by the school.

- Students are responsible for all damages caused by liquid or food particles.
- Chromebooks are required to be left in the protective “always on” case.
- Do not use the Chromebook with the power cord plugged in when the cord may be a tripping hazard to others.
- Never transport the Chromebook with the power cord plugged connected to the chromebook.
- The Chromebook must remain free of any writing, drawing, stickers and labels.
- Always transport Chromebooks with care and with the screen closed.
- Never lift the Chromebook by the screen.
- The Chromebook screen can be easily damaged if subjected to heavy objects, rough treatment, some cleaning solvents and other liquids. The screens are particularly sensitive to damage from excessive pressure, heat and light.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils or disks).
- Clean the screen with a soft, dry microfiber cloth or anti-static cloth only.
- Do not remove the USD 465 label and barcode from the chromebook.
- Under no circumstances should the Chromebook be left in a car or any unsupervised areas with
- extreme temperature variations and high heat and/or humidity. This will cause damage to the battery and other components.
- Unsupervised areas include the school grounds, the lunchroom, vehicles, bathrooms, computer labs, library, unlocked classrooms, hallways, etc. Any Chromebook left in these areas is at higher risk of being stolen, or damaged. If a Chromebook is found in an unsupervised area, it should be taken immediately to the library.
- Contact a middle school staff member if a secure storage for your chromebook is necessary.

CHROMEBOOK MONITORING

- Students have no expectation of confidentiality or privacy with respect to any usage of their Chromebook, regardless of whether that use is for school-related or personal purposes.
- The school may, without prior notice or consent, log, supervise, access, view, monitor and record use of student Chromebooks at any time for any reason related to the operation of the school. By using the Chromebook, students agree to such access, monitoring and recording of their use.

CHROMEBOOK AUDITS

Teachers and administration may at any time conduct a Chromebook audit. The student will immediately turn over their device for a Chromebook audit when requested.

DAMAGE OR THEFT PROCEDURES

- All Chromebook problems must be reported to the Library.
- Loaner Chromebooks or Laptops may be issued to students while repairs are completed.

- Students are responsible for any losses or damages resulting from attempts to harm or destroy data of another person. This includes, but is not limited to, “hacking” or creating, loading or sharing malicious software, scripts or code.
- In case of theft, vandalism or other criminal acts, a police report may be filed with the local police department.
- Chromebooks that are broken or fail to work properly must be reported to the library staff or administration as soon as possible so that they can be taken care of properly. The Chromebook should never be taken to an outside computer service for any type of repairs or maintenance.
- Cost of repairs are the responsibility of the student, and could be assessed up to the replacement cost of the Chromebook.

EDUCATIONAL USE

The Chromebook is intended for use at school every day. In addition to teacher expectations for Chromebook use, students may be asked to access school messages, announcements, calendars, handbooks and grades using their Chromebook. Students are expected to bring a fully charged Chromebook to school every day and bring the Chromebook to all classes.

School-issued Chromebooks should be used for educational purposes and students are to adhere to the Acceptable Use Policy and all of its corresponding administrative procedures at all times; including off-site use.

SOUND

- Sound must be muted at all times unless permission is obtained from a teacher.
- Headphones / Earbuds may be used at the discretion of the teachers.
- For sanitary reasons, students will need to use their own personal set of headphones.

DOWNLOADING APPS & ADD-INS

- Students will not be allowed to download or delete apps on the device without prior approval.

MANAGING & SAVING DIGITAL WORK

- The majority of student work will be stored in Internet/cloud based applications and can be accessed from any computer with an Internet connection and most mobile Internet devices.
- Some files may be stored on the Chromebook or Laptop hard drive.
- Students should always remember to save frequently when working on digital media.
- The school will not be responsible for the loss of any student work.

USING THE CHROMEBOOK OUTSIDE OF SCHOOL

Students may use the Chromebooks at home and other locations outside of school. A WiFi Internet connection will be required for the majority of Chromebook use; however, some applications may be available while not connected to the Internet. Students are expected to follow the USD 465 Acceptable Use Policy, and follow digital citizenship guidelines whenever they use the Chromebooks.

DIGITAL CITIZENSHIP

Students will receive Digital Citizenship training throughout the year as part of their Chromebook training. While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:

1. Respect Yourself. I will show respect for myself through my actions. I will select online names that are appropriate. I will use caution with the information, images, and other media

- that I post online. I will carefully consider what personal information about my life, experiences, or relationships I post. I will not be obscene. I will act with integrity.
2. **Protect Yourself.** I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts, and resources.
 3. **Respect Others.** I will show respect to others. I will not record and/or share images or video of others without their explicit permission. I will not use electronic mediums to antagonize, bully, harass, or stalk people. I will show respect for other people in my choice of websites: I will not visit sites that are degrading to others, pornographic, racist, or inappropriate. I will not enter other people's private spaces or areas.
 4. **Protect Others.** I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.
 5. **Respect Intellectual property.** I will request permission to use copyrighted or otherwise protected materials. I will suitably cite all use of websites, books, media, etc. I will acknowledge all sources. I will validate information. I will use and abide by the fair use rules.
 6. **Protect Intellectual Property.** I will request to use the software and media others produce. I will purchase, license, and register all software or use available free and open source alternatives rather than pirating software. I will purchase my music and media and refrain from distributing these in a manner that violates their licenses.

Frequently Asked Questions

1. **Will students/parents/guardians have to purchase a Chromebook?**
No, USD 465 will provide a Chromebook for every student in grades 6-8.
2. **How will the devices be inventoried?**
USD 465 will inventory the Chromebook devices by using the serial number and district asset tag. Students will be assigned a Chromebook during their attendance at Winfield Middle School. The library circulation system will be used to track and assign Chromebooks to students.
3. **Will there be restrictions on the device?**
There is a required internet filter and other protective measures on the device. Students will not be allowed to download or delete apps on the device. Careful adult supervision should always occur, as no technical filtering measures are 100 percent effective.
4. **Will students be able to take the device home?**
Yes, students will be able to take the device home during the school year.
5. **Will a case/cover be required? If so, will the school purchase the case/cover?**
Yes, a case/cover will be required and provided by the school. Upon initial enrollment at WMS, a protective case will be provided at no cost. This cover is meant to be an "always on" case to provide added protection from physical damage.
6. **If a student uses the device inappropriately, what discipline procedures are in place?**
School administration will follow appropriate discipline procedures consistent with school and district policies.
7. **What if a device is damaged or broken?**
Students are responsible for all damages, and could be assessed for costs up to the replacement cost of the device. If the device is damaged, the student will turn the device into the Library for repair. Assessment of any repair costs will be determined after a forensic review of the Chromebook by district staff. Students may be eligible for a loaner device after assessment of any damages.

Estimated costs:

- \$25 charger
- \$25 keyboard (missing keys)
- \$95 screen
- \$175 full replacement
- \$45 outer casing
- \$25 replacement case

8. What if a device is stolen?

If a device is stolen, a report of stolen property may be made with the local law enforcement agency by USD 465. These devices cannot be used without having a @usd465.com account to login to the machine.

9. What happens if the device is lost?

If a device is lost, the student may be expected to replace it.

10. How is the technology/software updated?

The device automatically updates after it has been properly shut down and restarted.

11. What if a student does not have Internet at home?

Some Google based apps and items can be accessed when not on the Internet, see the Technology team for more information. Also, students may utilize existing community wifi locations in the area as well as designated USD465 drive in wifi locations.

Acceptable Use Policy / Internet Safety Policy / Technology

Before a student is granted access to the district's technology network and the internet, students and parents must agree to comply with the USD 465 Acceptable Use and Internet Safety Policy.

Acceptable Use Policy (AUP) of Computers, Networks, Internet, Electronic Mail, and Other Online Services
USD 465 is committed to making advanced technology and increased access to learning opportunities available to all students. The goal of the district in providing access to students is to promote educational excellence in schools by facilitating resource sharing, innovations, and communications. The use of computers, networks, the Internet, or other online services shall be consistent with the district's educational objectives.

1. Student Responsibilities: Regardless of any measures implemented by the District as may be required by the Children's Internet Protection Act, students are responsible for good behavior on computers, networks, the Internet, or other online services just as they are in a classroom or a school hallway. General school rules for behavior and communications apply. Network storage areas will be treated like school lockers. Network administrators, teachers, and other appropriate district staff may review student files and student communications from time to time to prevent misuse and to ensure students are using the system responsibly and in compliance with laws and district policies. Communications on the network are often public in nature; students should not expect that files stored on district servers would be private.
2. Permission: Students must have permission from and be under the supervision of school district professional staff before utilizing district-provided computers, networks, the Internet, or other online services. Permission is not transferable from one student to another and may not be shared. Students shall not be allowed to utilize electronic communications unless a signed Student Access Contract is on file. To remain eligible as users, students' use must be consistent with the educational objectives of the district. Access is a privilege, not a right, and inappropriate use will result in the cancellation of those privileges as well as other disciplinary measures. Students will display school-appropriate conduct when using the computer equipment or network and shall maintain an environment conducive to learning.
3. Violations: Administrators, teachers, and other appropriate district employees will decide what is inappropriate use. Violating this policy may result in:
 - a. Restriction or loss of network access; and/or
 - b. Disciplinary or legal action including, but not limited to, suspension or expulsion from school and/or criminal prosecution under appropriate local, state, and federal laws; and
 - c. Assessment of the cost of damages to hardware/software.
4. Inappropriate Use: The following uses of school-provided computers, networks, the Internet, or other online services are not permitted on the part of USD 465 students:

Administrative Implemental Procedures:

- a. Accessing, uploading, downloading, or distributing pornographic, obscene, or sexually explicit material;
- b. Transmitting obscene, abusive, sexually explicit, or threatening language;

- c. Violating any local, state, or federal statute
- d. Accessing another individual's materials, information, or files without permission.
- e. Violating copyright or otherwise using the intellectual property of another individual or organization without permission;
- f. Using others' passwords;
- g. Vandalizing, defined as any unauthorized access and/or malicious attempt to damage computer hardware/software or networks or destroying the data of another user, including creating, uploading, or intentionally introducing viruses;
- h. Intentionally wasting limited resources;
- i. Using the network for commercial purposes;
- j. Harassing, insulting, or attacking others;
- k. Using, disclosing, or disseminating personal information online such as full name, home address, phone number, etc., except with approval by certified or administrative district staff;
- l. Using e-mail lists from the district's Internet site, network, or servers to create mailing lists for non-school purposes;
- m. Gaining unauthorized access to resources or entities;
- n. Invading the privacy of individuals;
- o. Improperly altering the set up of computers (e.g., desktops, icons, wallpapers, screensavers, installed software) as determined by the network administrator;
- p. Using software that has not been assigned or approved by staff;
- q. Failing to follow a district policy while using computers or failing to follow any other policies or guidelines established by district administration, teachers, or other appropriate district staff; and
- r. Seeking to gain or gaining unauthorized access to information resources or other computing devices.

5. Security Risk: Any student identified as a security risk or having a history of problems with other computer systems may be denied access.

6. Disclaimer: The district makes no warranties of any kind, whether express or implied, for the access it is providing. The district will not be responsible for any damages suffered. This includes loss of data resulting from delays, nondeliveries, misdeliveries, or service interruptions caused by its own negligence or user errors or omissions. Use of any information obtained via the Internet is at the user's risk. The district denies any responsibility for the accuracy or quality of information, or for any commercial transactions conducted through its system.

7. Statements of Personal Belief: Any statement of personal belief found on computers, networks, the Internet, other online services, or other telecommunication system is implicitly understood to be representative of the author's individual point of view, and not that of USD 465, its employees, or the participating school. No representations to the contrary shall be published without written approval from the district. Principals or district administrators may review all content in any Internet or online accounts paid for, in whole or in part, by the district or any school, without notice of any kind.

8. Student Access Contract: Prior to use of school computers or networks, (e.g. the Internet or other online services), each student shall submit a signed Student Access Contract for filing in the school office. Prior to use of computers at any other district facility, each student shall also submit a signed Student Access

Contract for filing with the main office of the facility at which these computers are located.

If a student is under the age of 18, a parent/guardian shall also sign the contract(s). New Student Access Contracts must be signed and submitted each school year. This policy applies to all students regardless of whether they have submitted a signed Student Access Contract. If a student does not have a current Student Access Contract on file as required above, access to computer services and accounts are prohibited.

9. District Technology Plan: The Administrative Implemental Procedures contained in this policy shall be consistent with the District Technology Plan adopted by the Board of Education.

Internet Safety Policy

Introduction

It is the policy of USD 465 to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

Definitions

Key terms are as defined in the Children's Internet Protection Act.*

Access to Inappropriate Material

To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information.

Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the USD 465 online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Education, Supervision and Monitoring

It shall be the responsibility of all members of the USD 465 staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21st Century Act.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Information Technology Department or designated representatives. The Information Technology Department or designated representatives will provide age appropriate training for students who use the USD 465 Internet facilities. The training provided will be designed to promote the USD 465 commitment to:

- a. The standards and acceptable use of Internet services as set forth in the USD 465 Acceptable Use and Internet Safety Policy;
 - b. Student safety with regard to:
 - i. safety on the Internet;
 - ii. appropriate behavior while on online, on social networking Web sites, and in chat rooms; and
 - iii. cyberbullying awareness and response.
 - c. Compliance with the E-rate requirements of the Children's Internet Protection Act ("CIPA").
- Following receipt of this training, the student will acknowledge that he/she received the training, understood it, and will follow the provisions of the District's acceptable use policies.

Adoption

This Internet Safety Policy was adopted by the Board of USD 465 at a public meeting, following normal public notice, on 6-11-2012.

*CIPA definitions of terms:

TECHNOLOGY PROTECTION MEASURE. The term "technology protection measure" means a specific technology that blocks or filters Internet access to visual depictions that are:

1. OBSCENE, as that term is defined in section 1460 of title 18, United States Code;
2. CHILD PORNOGRAPHY, as that term is defined in section 2256 of title 18, United States Code; or
3. Harmful to minors.

HARMFUL TO MINORS. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:

1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

SEXUAL ACT; SEXUAL CONTACT. The terms "sexual act" and "sexual contact" have the meanings given such terms in section 2246 of title 18, United States Code.

Arriving to School

Students who arrive at school before 7:50 a.m. must report to the cafeteria or gym. A bell will ring at 7:50 a.m. allowing students to go to SAIL class. Breakfast will begin serving at 7:20 a.m. Class starts at 8:00 a.m. and school ends at 3:35 p.m.

Asbestos

This school has complied with the federal Asbestos Hazard Emergency Response Act by completing the following requirements:

1. Inspecting all facilities for both friable and non-friable asbestos-containing building materials.
2. Samples were taken during the inspections of all materials suspected of containing asbestos, and the samples were analyzed at an EPA-accredited laboratory.
3. A management plan written, based upon the inspection report and laboratory findings, outlining the administration's intent in controlling and abating any asbestos-containing building materials.

Some asbestos-containing building materials remain in some school facilities. However, an operations and maintenance plan, which is part of the Management Plan, describes the location of these materials and specific steps for maintaining the existing materials until their ultimate removal.

The inspection results and management plan are available for review in the principal's office.

Backpacks

Backpacks are to be used to transport books and educational supplies from class to class.

Board Policy

The policies and procedures set forth in the WMS Student Handbook have been approved by the USD 465 Board of Education and are now part of board policy.

Bus Guidelines

The bus Conduct Card will be used in working with student bus discipline on regular bus routes.

- A. 1st card within one semester: Card must be signed by the student, parent/guardian, and the principal. The bus driver will notify the building principal/designee that the student has received their first card. The student must meet with his/her building principal. The building principal/designee will contact the student's parent/guardian.
- B. 2nd card: The student must meet with his/her building principal. The building principal/designee will contact the student's parent or guardian. The student will be denied the privilege of riding the school bus for a period of five school days. The Bus Conduct Card must be presented to the bus driver or

Transportation Supervisor, properly signed and noted before a student will be permitted to ride the bus again.

C. 3rd card: The student will be denied transportation for the remainder of the semester, or twenty school days, whichever is greater.

D. In certain safety situations at the principal's discretion students may be denied transportation for the remainder of the school year before the second or third card. Continued disorderly conduct (five

E. 5 conduct cards in a year, or refusal to obey a reasonable request from the bus driver, shall be sufficient reason for being denied transportation on a bus for the remainder of the school year.

Bus Information

The following regulations should be observed with regard to school bus routes:

1. The driver is in charge
2. While on the bus, students must:
 - a. Keep the aisles clear
 - b. Be in their assigned seats, if seats are assigned.
 - c. Talk quietly to other students.
 - d. Not talk to the bus driver.
 - e. Not be a part of horseplay or fighting.
 - f. Keep arms and other objects inside the bus.
3. Students will be expected to move immediately away from the unloading area after getting off the bus.
4. Each student is to be ready for school when the bus arrives.
5. All buses will load and unload in the west parking lot in the designated area.
6. All school rules are in effect during bus transportation.

Cafeteria: Breakfast/Lunch Charges

Parents will receive an automated alert phone message once a breakfast/lunch account balance falls below \$0.00. Automated alert phone messages will continue each day until payment is made. The building secretary will monitor account balances that fall below a negative \$50.00 on a daily basis. The building principal, secretary, or counselor will contact parents to notify parents when meal charges have exceeded negative \$50.00. Students with more than 5 charges will receive a minimal meal for 5 days (lunch only) until charges are paid in full. A minimal meal consists of the following: sandwich, fruit, and milk. Once the student has exceeded 5 days of receiving a minimal meal, students will no longer be allowed to eat breakfast or lunch until the balance of the account is paid OR the students may pay for breakfast/lunch with cash on a daily basis. A parent will be contacted when a student is no longer allowed to eat due to excessive meal charges.

Cafeteria Guidelines

- Students are to remain in their assigned seats, which are chosen by the students quarterly, and are not to move from table to table without administrative approval.
- All food and drinks are to be consumed in the cafeteria.
- Wait in line without cutting.
- Keep hands and feet to yourself.
- Deposit trash, trays, utensils and unwanted food in the trash bins.
- Permission to leave the cafeteria will be granted by the cafeteria supervisor.
- Excessive trash left in the cafeteria will result in a more restrictive lunchtime.
- Inappropriate behavior, such as popping bags, not staying in assigned seat, etc, will result in disciplinary action.

Cell Phones / Smartwatches/ Electronic Devices

Students are extended the privilege of possessing personal electronic devices on school grounds; however, they may not be used inside the school building during the school day (8:00 a.m.-3:35 p.m), and these devices must be in the off position, and stored in one's locker, not in clothing pockets, during the school day. Personal electronic devices can be turned back on at the end of school bell and used to communicate directly with parents/guardians who are assisting in transportation.

Parents/Guardians are advised that the best way to get in touch with their child during the school day is by calling the school office. Students needing to make an emergency call home during the day, should go to the office to make that call. Students and parents should understand that there is “no right or expectation of privacy” if a communication device is confiscated by school officials.

The use of cell phones for non-educational purposes, including but not limited to, recording staff and/or students without permission or other inappropriate content is strictly prohibited. In addition, using a cell phone to record a fight, battery, or any other inappropriate content and either sharing with others (e.g., airdrop, nearby share, ShareIT, etc.) and/or uploading the video to any other type of social media/web-based media is also strictly prohibited. Cell phones should be off and put away in the student’s LOCKER during school hours.

Personal property that is lost, stolen or damaged will not be searched for/investigated by the middle school administration, but instead will be referred to the School Resource Officer. The district is not responsible for loss or damage to any personal property, even if personal property is lost, stolen, or damaged on school grounds.

Electronic Device Violations

- First offense- Electronic device confiscated and returned to student.
- Second offense- Electronic device confiscated and returned to parent.
- Third offense- Electronic device confiscated with 1 hour detention and returned to parent.
- Fourth offense- Same consequence as third offense, and the student will be required to turn cell phone into the office each day before school for the remainder of the semester. Failure to turn in cell phone will result in one hour detention.

Students are not allowed to wear earbuds/headphones while walking in the hallways. Usage is allowed in classrooms with teacher permission. Students who refuse to surrender their electronic devices / headphones/ earbuds to school authorities will be disciplined for defiance of authority.

DRESS CODE

Clothing or other wearing apparel that promotes and/or advertises alcohol, tobacco, or illegal substances are prohibited. Any article of clothing that is considered too revealing is not allowed. Students must wear shoes at all times. Special costume type dress is not permitted unless there is a special day designated. Students who are not properly dressed will be requested to correct their dress. Decisions regarding violations of the dress code will be made by the WMS administration. Examples of articles of clothing or manner of dress that are considered inappropriate are listed below. This is not an all-inclusive list.

- obscene or suggestive phrases or pictures on clothing;
- bare midriff, halter tops, spaghetti straps, short shorts;
- advocating pain, death, suicide;
- pajamas, slippers, lounge pants, etc.
- hoods worn over the head
- no demeaning clothing toward race, creed or sexual orientation may be worn
- phrases or pictures on clothing which refer to alcohol, smoking, or drugs;
- hats, sunglasses, grills;
- anything representing gang “colors” or gang affiliation;
- no bandannas or kerchiefs worn or carried
- no blankets worn or carried
- chains, studded bands
- any article of clothing that is considered too revealing
- clothing deemed inappropriate by school district staff, or clothing which is a threat to the order or safety of the school or students

- NO writing, painting, drawing, coloring, of the face, arms, etc.

At Winfield Middle School, the dress code is intended to ensure that students dress tastefully and appropriately for the school setting. We ask students to remember that clothing for school and clothing for recreational activities might NOT be the same. School clothes need to reflect that your child is here to attend to the business of learning. Specific guidelines to questions that often arise are:

*No underwear showing * No cleavage showing * No backless shirts * Shorts must provide appropriate coverage
*Pants may not sag below the waist * Wear a belt to prevent sagging

Family Rights Act

The Family Education Rights and Privacy Act affords parents certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of the request.
2. The right to request the amendment of the student's education records that the parent believes are inaccurate or misleading.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of the Family Education Rights and Privacy Act.

Fidget Items

Students needing fidget items for extended periods of time will sign a contract stating it will not be misused. If fidget item is misused, parents will pick up the item in the office. Student names will be added to a list shared with teachers showing permission for said items. Parents will provide the item.

Students needing fidget items for short term usage can check one out on a daily basis from a school counselor. A laminated card showing permission for that day's use will be given to the student. The laminated card and item will be turned back to the school counselor at the end of the day.

Field Trip Policy

A student must be 'in good standing' to participate in an activity/athletic/end of the year field trip based on eligibility criteria, to include **behavior and/or academic performance**. Students are expected to be passing all classes ('in good standing') to be eligible to attend activity/athletic/end of the year field trips. Behavior such as ISS, OSS and/ or consistent behavior disruptions may keep a student from attending activity/athletic/end of the year field trips.

Food and Drink

Students are allowed to have water bottles in the classrooms. Water bottles cannot have a squirt top as is on athletic field bottles. Screw cap bottles or straws are acceptable. Outside drinks, like coffee or soda, will not be permitted in the classroom. Energy drinks are not permitted on campus during school hours. There are filling stations and water fountains throughout the building for student use. The consumption of snack-type foods will be at the discretion of the individual teachers within their classroom.

Food from outside sources is not allowed unless brought before lunch by the student's parent/guardian and eaten in a designated area besides the lunchroom. Student meal delivery, such as Door Dashing, is not allowed.

ID Numbers

Students are expected to know their ID number. The ID number is necessary to purchase a lunch and check out library materials.

Lockers

A hall locker is assigned at the beginning of the school year. If a student believes the privacy of his/her combination has been compromised, it must be reported to the office so the combination can be changed to ensure the security of

the locker. The school maintains the right to inspect lockers at any time without student permission. The school is not responsible for personal possessions which are lost or stolen.

Each student is responsible for the proper care of the locker. Any item displayed on the locker must follow school rules. Students may not use or place any item with permanent adhesive on lockers. Students will be charged replacement/repair costs for vandalism or damage to school lockers. Students have access to their locker before school (7:50-7:59) and after school (3:35-3:50). Students are encouraged to leave large items like heavy coats or large personal items in their lockers during school hours. Cell phones / Smartwatches are required to be left in student lockers. Students must have permission from the administration to access their locker during school hours.

Media Center

The Media Center (library) will be open from 7:50 a.m. until 3:45 p.m. Monday – Friday. Books may be checked out for a two-week period. Reference materials are not checked out to students. When using the WMS Media Center, students must observe the following guidelines: 1. You are welcome with your class or a pass from a teacher; 2. School rules apply to the media center; 3. Students are expected to be on task by reading, researching or working on a project; 4. Follow all directions given by media personnel.

Checkout Limits:

Students (with Library accounts in good standing) are limited to 3 checkouts at one time, not including any “Supplemental” texts checked out for required class reading.

Students in Good Standing:

To be in Good Standing students must not have:

- Any overdue items or unpaid damaged items from the current year.

Yearly Clean Slate:

- After unpaid items have been transferred to the district level accounts, the student begins the year with a ‘clean slate’. The lost/damaged books will remain on the account, but will not impede them from being considered in **Good Standing**.

Checkout Length:

Non-Fiction / Fiction - 2 week

Kindles, Playaways - 1 week

Materials will be stamped with due dates in designated spots, as defined by the LMS.

Renewals:

Students are allowed unlimited renewals, during the current school year, as long as the book does not have a hold. They must have the resource in hand to renew.

Exception: Kindles, Playaways - Limited to one renewal per checkout

Late Fines: No late fines will be applied to student accounts.

Lost/Damaged Fees: Materials lost or damaged will be charged to the student at the discretion of the school library media specialist. Fees will be applied through the Follett Library Automation System. At the year end, any outstanding fees will be turned into the office for application to the district payment system.

Overdue Notices:

On Mondays, overdue notices are sent to students/guardians.

Nuisance Items

Any item that may be considered a disruption to the education process or is considered a hazard to the safety of students will not be allowed at school. The school will not be responsible for any stolen or damaged items. Nuisance items that are confiscated due to violation of this policy will only be returned to the parent/guardian of the student.

Parent / Teacher Conferences

Parent teacher conferences will be held twice during the school year. Once in October and once in February. Notice of conference times will be sent to parents. Parents are highly encouraged to attend these important meetings.

Policy Statement

The Winfield School District does not discriminate against students on the basis of sex, race, national origin, creed, pregnancy, marital status, or physical, mental, emotional, or learning disability or handicap in its educational programs and activities.

Public Display of Affection

In order to maintain an environment comfortable for all, displays of affection between students are not appropriate at school.

Schedule Change Procedures

Students should contact their counselor if they have a concern about their schedule. Any requests to change a schedule must be made by the 4th day of the semester. After the 4th day, schedules will only be changed for one of the following reasons:

- Medical excuse in writing from a physician
- Failure to meet prerequisite for a class
- An incomplete schedule
- Administrative request or approval

School Cancellations

School will ordinarily be in session regardless of the weather. School cancellations will be made over local radio stations, news outlets, the district FaceBook Page and the school wide alert system.

- WINTER SNOW RULING (Inclement Weather)
School will ordinarily be in session regardless of the weather. School cancellations will be made over radio stations KSOK (1280), WKS (FM107.3), and KKLE (1550) and the school wide alert system.

School Property

This school and all its property was purchased and paid for by the taxpayers of USD 465. Any student who intentionally or carelessly damages this school or any of its property will be held responsible for the cost of repair or replacement. Take pride in our school by discouraging or reporting any damage caused by others.

Textbooks

Students are responsible for all textbooks issued in their name. Periodic checks may occur throughout the year to make sure students have the correct textbook.

Visitations to School

The board encourages its patrons and parents to visit the district schools. For the safety and protection of the students, we ask that all visitors please check in at the office when entering the building to pick-up an identification badge. Visits to school should be scheduled with the teacher and building principal. Parents and patrons are encouraged to visit school for the purpose of becoming acquainted with school instruction, programs, personnel, operation and/or the facility. In order to avoid interruptions in the instructional program, patrons who wish to discuss instructional practices or programs, after a visit, are encouraged to meet with the building principal/designee and/or the classroom teacher before or after the instructional day, or during the teacher's planning period.

Section 7: Health Information for Students and Parents

Chronic Health Conditions

Please inform the school nurse of any chronic health condition and all emergency medications prescribed for your child. Please keep your school nurse updated on your child's health status, such as surgeries, any new diagnosis and/or other health conditions that may affect your child's academic success.

In accordance with HB 2008, injectable epinephrine (Epi-pen) may be kept at school for use in the presence of potential anaphylaxis (life-threatening allergic reaction). If the Epi-pen is administered, an immediate call to 911 and parents will be made. A physician's order is required for this medication. Please contact your school nurses for the Epi-Pen form that parents and the student's physician will need to sign.

Prescription Medication Form

[Prescription Med Form](#)

USD 465-Health Screenings

Vision and Hearing Screenings are conducted by the Nursing Staff of USD 465. Early detection of vision or hearing problems is critical to help students be ready to learn.

Vision Screening

Students to be screened are:

- Annually for every child participating in IDEA part B (students ages 3-5 receiving Special Education services)
- Kindergarten, 1st, 2nd, 3rd, 5th, 7th and 10th grades
- Students new to the district
- Parent or teacher request

Hearing Screening

Students to be screened are:

- Annually for every child participating in IDEA part B (students ages 3-5 receiving Special Education services)
- Kindergarten, 1st, 2nd, 5th, 8th and 11th grades
- Students new to the district
- Parent or teacher request

Parents will be notified of failed screenings and given referral information. Please notify the School Nurse of the results of any follow up care. A signed release must be on file for those students exempt from screening per parental request.

USD 465 Medication Policy

The supervision of medications shall be in strict compliance with the rules and regulations of the board as carried out by district administrators, K.S.A. 72-8252.

Administrative Procedure:

1. A student is eligible to take medication at school if it is to be given at a specific time during the school day or if it is to be given more than three times a day. When a medication is prescribed three times daily, the medication should be given *before* coming to school, *after* returning home from school, and *before* going to bed.
2. All student medications must be administered under the supervision of the school nurse. The medication must be brought to school in the original container labeled with the student's name. When it is necessary to administer medication during school hours, written requests will be submitted to the student's school signed and dated by both the lawful custodian and licensed physician/dentist containing the following information:
 - a. Name and birth date of student to receive medication
 - b. Diagnosis/reason for medication
 - c. Name of medication to be given
 - d. Dosage/amount to be given (A new physician/dentist written order will be required for dosage changes.)
 - e. Times to be given
 - f. Method of administration
 - g. Expected duration of treatment.
 - h. Lawful custodian signature must authorize school health services personnel to exchange information with prescribing physician/dentist and personnel from the dispensing pharmacy.
 - i. Medication authorization form may be obtained from school nurse or downloaded from the district website.
 - j. The physician order must be updated at the beginning of each school year and dated not prior to May 1 of the previous school year.
3. Short term prescription medication:
 - a. This includes medication that will be given for less than 10 school days such as antibiotics, steroids, etc. Parent signature will be required for administration. Current prescription label (dated within the current school year, and not expired) may be used as a substitute for the primary healthcare provider written authorization.
4. Self-administration of medications
 - a. Students with asthma or allergies may carry and self-administer emergency medication. The self-administration policy requires written lawful custodian and physician signature including information as listed in #2, and information that describes the conditions under which the medication is to be self-administered and verification that the student has been instructed in self-administration, etc
 - b. Self-administration authorization form may be obtained from school nurse or downloaded from the district website.
5. Lawful custodians are responsible for:
 - a. Verbalizing request for medication order to school nurse
 - b. Obtaining physician or dentist order
 - c. Supplying medication in the original container
 - d. Authorizing school health service personnel to exchange information with the attending physician and personnel from dispensing pharmacy
6. The School Nurse is responsible for:
 - a. Keeping medications in a locked cabinet.
 - b. Counting all regulated medications when received.
 - c. Initiating a medication order
 - d. Instructing unlicensed school personnel who have been identified as necessary to implement the administration plan and documenting training and supervision according to the delegation regulations of the Kansas Board of Nursing.
 - e. Observing students for desired and potential effects.
 - f. Completion of necessary medication documentation.

- g. Providing necessary feedback to lawful custodian and physician.
7. Termination of Medication
 - a. Short term medication: The medical plan will be terminated when medication supplied by the lawful custodian has been administered.
 - b. Long term medication/PRN (as needed): During the school year the termination of a medication plan by the lawful custodian, prescribing physician or school must be by written or verbal notice.
 8. Over-the-counter (OTC) medications
 - a. Grades Pre-K-5th grade will require written authorization from lawful custodian and licensed physician/dentist.
 - b. Grades 6-8 may be administered by the school nurse (or designee) with a signed parent authorization form. This authorization form may be obtained from the school nurse or downloaded from the district website.
 - c. Grades 9-12 may carry and self-administer OTC meds.
 - d. In addition, these rules apply:
 1. All medication is to be carried in its original container
 2. At no time should a student give medication to another student
 3. The principal may revoke the self-administration privilege of any student found to be in violation of the policy
 9. The school nurse or designee will count and record all regulated meds upon receiving.
 10. Only FDA approved prescriptions and over the counter medications may be administered by school personnel.
 11. In accordance with state law, injectable epinephrine is stocked at student buildings by staff who reasonably believe a student with unknown history is displaying signs and symptoms of a severe allergic reaction (anaphylaxis). Use of the injectable epinephrine requires an immediate call to 911 and notification of parents.

USD 465 - Winfield Readmittance Policy Following Communicable Disease

Students and staff shall follow the guidelines for readmittance to school following communicable diseases in order to stop disease transmission and prevent outbreaks. Kansas law (K.S.A. 65-122) directs exactly how we must work to control the spread of communicable diseases. USD 465 follows the Kansas Classroom Handbook of Communicable Diseases authored and provided by the Infectious Disease Epidemiology and Response Section within the Bureau of Epidemiology and Public Health Informatics at the Kansas Department of Health and Environment (KDHE) and is available on the KDHE website at: <https://www.kdhe.ks.gov/documentcenter/view/13715>. *K.A.R. 28 1-5: When the conditions of isolation and quarantine are not otherwise specified by regulation, the isolation and quarantine of persons afflicted with or exposed to infectious or contagious diseases shall be ordered and enforced by the local health officer or the secretary of health and environment in order to preserve the public health, safety, or welfare.

Children with a fever (temperature greater than 100°F) should not come to school until they are feverfree at least 24 hours without fever reducing medication.

Vomiting and/or diarrhea (≥ 2 episodes):

- May return 24 hours after symptoms resolve.

Streptococcal Infections (strep throat/impetigo):

- May return 24 hours after the initiation of appropriate prescribed therapy.

Respiratory Viral Infections (COVID-19, RSV, Influenza):

- May return when fever free at least 24 hours without fever reducing medication and improvement of symptoms (reduction of cough, body aches, and headache)

Pertussis (Whooping Cough):

- Infected persons may return upon completion of prescribed antibiotic therapy. Otherwise, remain in respiratory isolation for 3 weeks if untreated.

Ringworm (Tinea):

- No exclusion if receiving treatment and taking measures to avoid skin-to-skin contact until skin lesions are completely healed.

Conjunctivitis, Bacterial (Pink-eye):

- May return to school once any prescribed therapy is implemented.

Hand, Foot, and Mouth Syndrome (Vesicular stomatitis):

- No exclusion, however, children with fever and rash should stay home until 24 hours fever free.
- Fifth Disease (Erythema Infectiosum):**
- No exclusion - may return immediately. Once rash appears, they are no longer contagious.

Scabies:

- May return to school 24 hours after initiation of prescribed antiparasitic therapy.

Head Lice:

- No exclusion - students are sent home at the end of the day and must be treated before returning the following day.

Bed Bugs:

- No exclusion, however, seek pest control treatment and notify the school nurse.

WMS Student Wellness Policy**Physical Activity**

- All students have the opportunity to participate in moderate to vigorous physical activity every day during the entire school year. This includes students with disabilities and special health care and special learning needs.
- Staff may use extra physical activity time as a classroom reward. This may include Go Noodle time, extra outdoor time, extra gym time, etc.
- All physical education teachers are certified in PE and Health.
- Lifetime sports are offered in PE classes.
- Students are offered PE education in all grades and receive 150 minutes of PE per week, which includes at least 50% of the minutes engaged in moderate to vigorous physical activity. (These amounts can be averaged across the student population.)
- PE education curriculum includes fitness assessment of at least 90% of all students enrolled in PE. Student fitness reports are available to parents.

Nutrition and Nutrition Promotion

- Students are encouraged to have water bottles in the classroom.
- Teachers are discouraged in using food or treats as rewards.

Section 8: EMERGENCY SAFETY INTERVENTIONS

The board of education is committed to limiting the use of Emergency Safety Interventions ("ESI"), such as seclusion and restraint, with all students. Seclusion and restraint shall be used only when a student's conduct necessitates the use of an emergency safety intervention as defined below. The board of education encourages all employees to utilize other behavioral management tools, including prevention techniques, de-escalation techniques, and positive behavioral intervention strategies.

This policy shall be made available on the district website with links to the policy available on any individual school pages. In addition, this policy shall be included in at least one of the following: each school's code of conduct, school safety plan, or student handbook.

Definitions

"Emergency Safety Interventions" is the use of seclusion or physical restraint when a student presents an immediate danger to self or others. Violent action that is destructive of property may necessitate the use of an emergency safety intervention.

"Seclusion" requires all three of the following conditions to be met: (1) The student is placed in an enclosed area by school personnel; (2) the student is purposefully isolated from adults and peers; and (3) the student is prevented from leaving, or reasonably believes that the student will be prevented from leaving the enclosed area.

"Chemical Restraint" means the use of medication to control a student's violent physical behavior or restrict a student's freedom of movement.

"Mechanical Restraint" means any device or object used to limit a student's movement. "Physical Restraint" means bodily force used to substantially limit a student's movement.

"Physical Escort" means the temporary touching or holding the hand, wrist, arm, shoulder, or back of a student who is acting out for the purpose of inducing the student to walk to a safe location.

"Time-out" means a behavioral intervention in which a student is temporarily removed from a learning activity without being confined.

Local Dispute Resolution Process

The board of education encourages parents to attempt to resolve issues relating to the use of ESI informally with the building principal and/or the superintendent before filing a formal complaint with the board. In the event that the complaint is resolved informally, the administrator must provide a written report of the informal resolution to the superintendent and the parents and retain a copy of the report at the school. The superintendent will share the informal resolution with the board of education and provide a copy to the state department of education.

If the issues are not resolved informally with the building principal and/or the superintendent, the parents may submit a formal written complaint to the board of education by providing a copy of the complaint to the clerk of the board and the superintendent.

Upon receipt of a formal written complaint, the board president shall assign an investigator to review the complaint and report findings to the board as a whole. Such investigator may be a board member, a school administrator selected by the board, or a board attorney. Such investigator shall be informed of the obligation to maintain confidentiality of student records and shall report the findings and recommended action to the board in executive session.

Any such investigations must be completed within thirty (30) days of receipt of formal written complaint by the board clerk and superintendent. On or before the 30th day after receipt of the written complaint, the board shall adopt written findings of fact and, if necessary, appropriate corrective action. A copy of the written finds of fact and any corrective action adopted by the board shall only be provided to the parents, the school, and the state department of education.

Notification and Documentation

The principal or designee shall provide written notification to the student's parents any time that ESI is used with a student. Such notifications must be provided within two (2) school days.

In addition, each building shall maintain documentation any time ESI is used with a student. Such documentation must include all of the following:

- Date and time of the intervention
- Type of intervention
- Length of time the intervention was used
- School personnel who participated in or supervised the intervention.

All such documentation shall be provided to the building principal, who shall be responsible for providing copies of such documentation to the superintendent on at least a biannual basis. At least once per school year, each building principal or designee shall review the documentation of ESI incidents with appropriate staff members to consider the appropriateness of the use of ESI in those instances.

Prohibited Types of Restraints

All staff members are prohibited from engaging in the following actions with students:

- Using face-down (prone) physical restraint;
- Using face-up (supine) physical restraint;
- Using physical restraint that obstructs the student's airway;
- Using physical restraint that impacts a student's primary mode of communications;
- Using chemical restraint, except as prescribed by a licensed healthcare professional for treatment of a medical or psychiatric condition; and
- Use of mechanical restraint, except:
 - Protective or stabilizing devices required by law or used in accordance with an order from a licensed healthcare professional;
 - Any device used by law enforcement officers to carry out law enforcement duties; or
 - Seatbelts and other safety equipment used to secure students during transportation.

Reporting Data

District administration shall report ESI data to the state department of education as required.

Training

All staff members shall be trained regarding the use of positive behavioral intervention strategies, de-escalation techniques, and prevention techniques. Such training shall be consistent with nationally recognized training programs on the use of emergency safety interventions. The intensity of the training provided will depend upon the employee's position. Administrators, licensed staff members, and other staff deemed most likely to need to restrain a student will be provided more intense training than classified staff who do not work directly with students in the classroom. District and building administration shall make the determination of the intensity of training required by each position.

Each school building shall maintain documentation regarding the training that was provided and a list of participants.

Section 9: OCR VOC/ED GUIDELINES

Civil Rights Comprehensive Notification for Winfield, USD 465. In compliance with the Executive Order 11246; Title II of the Education Amendments of 1976; Title VI of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972; Title IX Regulation Implementing Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; and all other Federal, State, School rules, laws, regulations, and policies, the USD 465 Winfield, KS. shall not discriminate on the basis of sex, race, religion, color, national origin, or handicap in the education programs or activities which it operates.

Title IX

- It is the intent of Unified School District 465, Winfield, Kansas to comply with both the letter and spirit of the law in making certain discrimination does not exist in its policies, regulations, and operations. Grievance procedures for Title IX and Section 504 have been established for students, their parents, and employees who feel discrimination has been shown by the local education agency.

Section 504

- All students attending USD 465, Winfield, KS may participate in education programs and activities, including but not limited to health, physical education, music and vocational and technical education, regardless of race, religion, color, national origin, age, handicap, or sex.

Complaints on Title IX and Section 504

Specific complaints of alleged discrimination under Title IX (sex) and Section 504 (handicap) should be referred to:

- Title IX - Tricia Reiser, Superintendent,
1407 Wheat Road
Winfield, KS. Phone: 221-5100.
- Section 504 -Dr. Ron Sarnacki, Director, Special Education
1809 Main
Winfield, KS. Phone: 221-7021

*USD 465 does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities.