



***WESTERN PLAINS  
STUDENT HANDBOOK***

***2024-2025***

Adopted 7-8-24

## INTRODUCTION

This book is put together for your use and reference during the school year. It is hoped that you will take pride in your school. To make a school successful requires a positive attitude of its students and faculty, proper conduct, and the cooperation of all involved in it. This handbook will provide you with some guidelines and suggestions for a successful school year. It is asked that you at your very best at all times, and then success will follow for you and the school.

## STAFF

Superintendent / High School and North Elementary Principal	Jeff Jones
South Elementary Principal	Rhonda Heim
Counselor	Ashley Briand
Joy Simonson	North School Secretary
Nayeli Gomez	South School Secretary

## WESTERN PLAINS INSTRUCTIONAL STAFF

Ashley Briand	Pre-K South & Counselor
Jackie Casey	Social Studies/JH Math & Literature
Bernie Flax	Industrial Arts
Denise Flax	Band & Music
Katie Flax	Math
Pat Flax	Science & HS Athletic Director
Suzanna Gomez	ESOL Paraprofessional
Anne Hawkins	2 <sup>nd</sup> / 3 <sup>rd</sup> Grade WP North
Bridgette Huish	North Special Education
Elizabeth Lund	2 <sup>nd</sup> / 3 <sup>rd</sup> Grade WP North
Amy Lynch	Day Care
Julie Mauch	6-9 Math & Reading
Tiffany McDonald	Junior High and Elementary STEM/Robotic
Katy Miller	JH / HS English Language Arts
Christina Payne	4 <sup>th</sup> / 5 <sup>th</sup> Grade WP North
Cheryl Rein	JH & HS English
Nicole Sandoval	Kindergarten / 1 <sup>st</sup> Grade WP South
Erica Spangler	Kindergarten / 1 <sup>st</sup> Grade WP North
Joe Spangler	Physical Education & JH Athletic Director
Nephtaly Tocoehua	Pre-K South
Chealsea Weaver	Art / Yearbook & Technology Coordinator
Amanda Wittman	4 <sup>th</sup> / 5 <sup>th</sup> Grade WP South

## IMPORTANT TELEPHONE NUMBERS

The following telephone numbers are listed here for your reference:

**Western Plains North    785-731-2352**

**Western Plains South    785-398-2535**

## **ADDRESS/PHONE NUMBER CHANGE --**

**Please notify the school secretary within seven days if any of the following changes:**

- numbers for home or parent's work
- mailing or street address
- emergency contacts

**RECORDS --** All student records shall be treated as confidential and primarily for local school use unless otherwise stipulated.

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

- The right to review and inspect all of your educational records except those that are specifically exempted. Records will be available for your review within 45 days of the day the district receives your request for access.
- The right to prevent disclosure of personally identifiable information contained in your educational records to other persons with certain limited exceptions. Disclosure of information from your educational records to other persons will occur only if:
  - we have your prior written consent for disclosure;
  - the information is considered directory information and you have not objected to the release of such information;
  - disclosure without consent is permitted by law.
- The right to file a complaint with the Family Policy and Regulations Office at the U.S. Department of Education if you believe U.S.D. 106 has failed to comply with FERPA's requirements. The address of this office is 400 Maryland Ave. SW, Room 4074, Washington, D.C. 20202-4605.
- The right to obtain a copy of USD 106 policies for complying with FERPA. A copy may be obtained from the USD office or by calling 785-731-2434.

**DIRECTORY INFORMATION --** For purposes of FERPA, USD 106 has designated certain information contained in educational records as directory information that may be disclosed for any purpose without your consent. This information can be disclosed without consent because it is the type of information that would not generally be considered harmful or an invasion of privacy if disclosed.

Directory information categories we have designated are: students name, address, telephone number, electronic mail address, picture, parent or guardian, date and place of birth, weight, height, participation in and eligibility for officially recognized activities and sports, dates of attendance, degrees, the most previous school attended by the student, grade placement, honors and awards received, and the most recent school attended by the student.

You have a right to refuse to permit the designation of any or all of the above information as directory information. If you refuse, you must file written notification to this effect with USD 106 at the School Office on or before September 1. If refusal is not filed, USD 106 assumes there is no objection to the release of the designated directory information.

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

## COMPLAINT RESOLUTION

Communication between school staff and families is integral to the district's program for students and the success of the student. The district is committed to resolving concerns in a timely fashion and desire to hear from parents when they have questions or concerns. Sometimes it can be difficult to know who to contact with a question. However, the first step should be to contact the individual employed by the district who is the closest to the situation. Communication with the appropriate staff member is an essential first-step to gaining an effective resolution to a situation. Only after failing to satisfactorily resolve issues with that individual should the issue be taken to that staff member's direct supervisor. Failing resolution at this stage, it is appropriate to contact the superintendent with the question or concern. If after each of these attempts have failed to resolve the issue, bring the concern to the Board of Education for resolution.

## PROCEDURES

The adjustment of grievance shall be accomplished as rapidly as is possible. To that end, the number of days within each step is prescribed to be accomplished shall be considered as maximum and every effort shall be made to expedite the process unless unusual circumstances exist and by mutual consent those number of days are extended or reduced.

1. Level 1 - A grievant shall first take up the grievance with the teacher, coach, director, or staff member in private informal conference. Every effort shall be made to address the grievance in an informal manner within five school days.
2. Level 2 - If the grievant is dissatisfied with the outcome of the initial private informal conference, the grievant may request a formal conference with the principal and/or superintendent. Every effort should be made to develop an understanding of the facts and the issues in order to create a climate which will lead to a solution. The formal conference shall occur within ten school days of the last informal conference.
3. Level 3 - In the event that the grievant is not satisfied with the disposition of the grievance at Level 2 or in the event no decision is reached within five school days after the presentation of the grievance, the grievant may appeal the matter in writing to the Superintendent of Schools with written notice to the Board of Education.
4. Level 4 - If the grievance is not adjusted to the satisfaction of the grievant, or if no decision is made thereon within ten days after the date of the grievance was filed with the superintendent, then the grievant may appeal the grievance to the Board of Education for the purpose of final adjustment of the grievance. The Board of Education shall within thirty calendar days after receipt of the written request, meet and confer with the grievant and render a decision to the grievant

## **COLLEGE CLASSES/DUAL CREDIT**

The district has entered into an agreement with Dodge City Community College to offer courses for college credit. A student enrolled in grades 9, 10, 11 or 12 may apply to the principal for permission to enroll. A student may be reimbursed for tuition for these classes if the class is approved by the Principal and Superintendent and after providing proof of passing these classes with a grade of a "C" or better is presented to the Board Clerk. The student is responsible for the tuition and book rental fees. Initial payments for enrolling in the college credit are due upon enrolling in the course.

## **ADMISSION INFORMATION**

### **ADMISSION REQUIREMENTS**

Students living within the district service area are automatically eligible to attend school at Western Plains if they were in good standing in their previous school. Students having completed work in non-accredited schools will be placed as their achievement warrants.

### **CERTIFICATE OF IMMUNIZATION**

All students enrolling in any district school shall provide the building principal with proof of immunization of certain diseases or furnish documents to satisfy statutory requirements. Students who fail to provide the documentation required by law may be excluded from school by the superintendent until statutory requirements are satisfied. Notice of exclusion shall be given to the parents/guardians as prescribed by law. Students who are not immunized against a particular disease(es) may be excluded from school during any outbreak.

### **HEALTH EXAMINATION**

As per Senate Bill 520 it is required by law that any students eight (8) years of age and younger (not previously enrolled in any school in Kansas) must have a health assessment completed. It must have been completed either twelve months prior to entry or within 90 days after.

### **SCHEDULES**

The school day will begin at 8:10 and end at 3:30 at both the North and South Campus. Pre-School Schedules are from 8:10 to 11:10 or 12:30 to 3:30.

After lunch students are to stay in the designated area and are not to go to the parking lot, locker room, or to any other part of the without permission.

Students will be allowed to change their class schedule during the first four days of each semester. After that time no changes are allowed except under very restricted conditions.

### **FEES**

Western Plains takes great pride in providing a great educational opportunity that is without a requirement of regular funds to be paid by the student and family. However, under special circumstances students may be assessed fees for the following (non-inclusive list):

- Materials for class projects
- Membership dues in student organizations
- Activity trip fees
- Driver's Education fees

Periodically school related items will be offered for purchase on a voluntary basis. All items must be paid in full before students can take possession of the item purchased.

Students will be required to pay half the cost of shop projects, which are estimated to cost \$100.00 or more **prior** to beginning the project. The balance will be due at the completion of the project.

## **SCHOOL PICTURES**

School Pictures are taken at various times during the year. Individual pictures for the yearbook are taken in the Fall and all students are required to have a picture taken. Picture purchase is optional. Seniors are required to provide two shoulder posed pictures for the Senior panel and for the yearbook. Group and individual activity pictures are taken periodically during the year for the yearbook. Picture purchase is optional.

## **GRADE CLASSIFICATION**

The following procedure is used to determine the classification of students while in Junior-Senior High School:

Seventh Grade -- Satisfactorily completed and passed two-thirds of the sixth grade core curriculum

Eighth Grade -- Satisfactorily completed and passed two-thirds of the seventh grade core curriculum

Freshman -- Satisfactorily completed and passed two-thirds of the eighth grade core curriculum

Sophomore -- Earned at least 6 units of credit and attended the full freshman year

Junior -- Earned at least 13 units of credit and attended the full sophomore year

Senior -- Earned at least 19.5 units of credit and attended the full junior year

## **GRADE CARDS**

Grade cards will be issued within four days after the end of each quarter. Parents are asked to inspect these reports and contact the school if any questions should arise. A student's report card will be held at the end of a semester if there are outstanding bills. Parents will be notified of outstanding bills before report cards will be held.

All students will also receive a progress report during the 5th week of each quarter. All grade cards and progress reports will be handed directly to the student (or parent at conferences) except for the final report card of the year, which will be mailed. Parents are encouraged to check progress regularly on PowerSchool.

Periodic reports either written, by telephone, or individual conference with the parent(s) may be made to parents during the interim between formal reports being issued. Staff are encouraged to contact parents of students who are failing to master the learning objectives or whose grades have shown a decrease since the last formal reporting period.

## **GRADING SCALE**

The required grading scale is as follows:

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

## **PARENT-TEACHER CONFERENCES**

One Parent - Teacher Conference will be held during the fall semester each year. This Conference date will be established by the administration. The High School Conference is held in the Commons Area to better afford the parents an opportunity to locate and visit with the teachers who they need to see. Parent(s) are strongly encouraged to attend.

## **HONOR ROLL & WEIGHTED CLASSES**

The honor roll will be figured for each quarter and for each semester. The honor roll will be figured on a 4.0 scale.

- High Honors = 3.75 - 4.00 (with no grades lower than a B)
- Honors = 3.74 - 3.20 (with no grades lower than a C)
- Honorable Mention = 3.00 - 3.19 (with no grades lower than a C)

Because the expected added difficulty of some classes the following classes have been identified as weighted classes where the following values will be used:

A=5 points, B= 4 points, C=3 points, D= 2 points, and F=0 points

Those classes that have been identified with a weighted scale are as follows: Physics, Chemistry, Anatomy and Physiology, Algebra 2, College Math and all college classes approved for additional weighting by the Principal that are taken for college credit.

## **CLASS RANK & HONORS**

Class Rank is determined by figuring each student's grade point average and then listing the students in rank order, using their semester grades for each of their total years in high school.

The student with the highest grade-point average accumulated during the student's entire High School career and in good standing will be awarded the title of Valedictorian. The student with the second highest grade point average accumulated during the student's entire High School career and in good standing will be awarded the title of Salutatorian. In the case of ties, a student's citizenship and participation in school activities may be used to determine break ties. To be eligible for these honors the student must have attended 5 semesters at Western Plains including all of one's Junior and Senior years.

8th Grade honors will be determined using both of the semester grades earned during the student's 7th grade year, the first semester of one's 8th grade year and the third quarter grade of the 8th grade year with all being weighted equally. To be eligible the student must have attended all of both the 7th and 8th grade at Western Plains.

## **GRADUATION EXERCISES**

Students who have completed the requirements for graduation may be allowed to participate in graduation exercises unless participation is denied for appropriate reasons. Graduation exercises shall be under the control and direction of the building principal.

## **GRADUATION REQUIREMENTS**

4 Units of Language Arts; 3 Units of Social Science (Western Civilizations, American History, American Government); 3 Units of Science; 4 Units of Math; 1 Unit of Physical Education including Health; 1 Unit of Speech; 1 Unit of Fine Arts; 1 Unit of Computer Technology; additional units of Electives needed to meet credit requirements.

Graduation requirements for Western Plains High School Students are 28 units.

## ATTENDANCE

### ATTENDANCE PHILOSOPHY

A student's attendance record is a very important part of his/her permanent record. Students with regular attendance generally will be more successful in their classes. Students are expected to be present and punctual for all classes throughout the year. The responsibility of school attendance is with the student and his/her parent. Every effort should be made to schedule appointments outside of times when school is in session.

COMPULSORILY ATTENDANCE -- Kansas law requires students to attend school until the age of 18. Sixteen and seventeen year olds may be exempt from the compulsory attendance requirement if:

- They have attained a diploma or GED or
- they are enrolled in an approved alternative education program, recognized by the local Board of Education, or
- a court orders exemption; or
- the parent or person acting as parent consents in writing to their child being exempt from the requirement and the child and parent attend a final counseling session conducted by the school to sign a disclaimer.

Students younger than 18 who are not exempt shall be reported as truant if not attending according to the law.

### MAKE-UP WORK

Poor attendance is a factor that can contribute to low grades or failure. The teacher is not responsible for absences and therefore the chief responsibility for making up work missed rests with the students. Students who skip school will be required to make up work, but will not receive credit for the work and may be required to make up extra time for the classes missed.

Those students who must be absent from school by parent request should have all work and assignments completed prior to the absence. Parents are encouraged to foresee these requests in ample time so that students can get their assignments made up in advance of the absence. These absences should be kept to a minimum.

As a general rule, a student will be given one additional class period for each day absent plus one class period to complete all missed work. Students that meet this deadline will receive full credit on their assignments.

Generally, students that turn in work late and go beyond the deadlines established above or students that are in class and miss established deadlines for the completion of their work will receive a deduction in from that assignment. As long as the class is still on the general topic and the student turns the work in within 2 weeks of the initial deadline of the assignment the maximum deduction will be 25%. Students that exceed the 2-week deadline and where the class has move beyond the topic of study, the deduction will be 50% of the entire grade. All homework and tests must be completed prior to the time that grades are to be turned into the office for each grading quarter as no make-ups past this deadline will receive credit without a written agreement to complete the work by the student, teacher, and administration.

If it is necessary for a student to leave school during the school day, they must first obtain a permit to leave from the principal's office. When the student returns to school, the student should again report to the office.

## ATTENDANCE AND TRUANCY

It shall be the policy of the Board of Education for Unified School District #106 to encourage regular attendance by all students. Recognizing that regular attendance contributes to the probability of scholastic success and to the development of attitudes of consistent performance that will carry over into adult life, the Board establishes the following attendance policies.

### ABSENCES

1. Any absence from school other than for illness is discouraged by the Board of Ed..
2. Each time a student is absent; parents will contact the office to explain the reason for the absence. (Numbers are: Western Plains North (731-2352) and Western Plains South (398-2535). School personnel will initiate calls as necessary to verify absences. Students must secure an admit slip from the office on the next day of school. The make-up slip shall be presented to the instructor for assignments, and it is the student's responsibility to see that the work is made up.
3. Absences shall be categorized as excused or unexcused. The principal shall make the decision as to the designation.

The following reasons will be accepted as excused absences: absences due to illness, death in the family, weather conditions which make it impractical for a student to attend school on that day, medical or dental appointments, unavoidable family business, to visit post-secondary school(s) of his/her choice (two days for Juniors and three days for Seniors). Parents are encouraged to make appointments on days when school is not in session. Students taken out of class by school activities will not be counted as absent.

### TARDY POLICY

Every **three (3) tardies** per quarter will earn a student detention. Tardiness will be recorded for missing class time either at the beginning or at the end of a class period. Students that miss more than forty minutes of a class will be considered absent.

### RECORDS

All absences and tardies whether excused or unexcused, shall be recorded and made a part of the student's individual permanent record.

### ATTENDANCE, TRUANCY

The building principal shall report students who are inexcusably absent from school to the appropriate authority (students 13 and under shall be reported to the local office of Social and Rehabilitation Services and students over 13 shall be reported to the county or district attorney.) Truancy is defined as any three consecutive unexcused absences, any five unexcused absences in a semester or seven unexcused absences in a school year, whichever comes first.

### ATTENDANCE, ACTIVITIES PARTICIPATION

Students are required to attend school at least one-half day preceding any scheduled activity in which they are to participate or attend. This requirement can be waived by the principal if the absence is for an unavoidable, non-illness related reason. If the activity is a full day, or non-school day event, the student must have been in attendance on the prior day for the last half of the class periods during the same week or have a principal's waiver to participate. If any period is unexcused, the student is ineligible to participate for that day's after-school activities including practices.

## **ATTENDANCE, AT-RISK**

It is the responsibility of the school to ensure all of our students are provided an education and comply with compulsory attendance. If a student's absence rate is deemed to be excessive, the school must verify that the student is at the academic achievement level that is required for the course work that has been missed.

Student absences from any class (excused or unexcused), **except** for any school-sponsored activities and/or unavoidable medical absence excused by a written doctor's note, totaling **more than five (5) absences** per class per semester are considered to be **excessive**. At-Risk interventions for excessive absences will include:

1. After the **5th absence** that is not due to school-sponsored activities in the same class, a Potential Excessive Absence Notification will be sent to the parents.
2. Students may be referred to the appropriate outside agency or authorities for truancy.

## **ATTENDANCE, LEAVING DURING THE SCHOOL DAY**

A student needing to leave the school grounds after the school day is in session must sign out in the office. **Parent/guardian** permission to leave (note or call) must be presented prior to the student leaving. Students shall not be allowed to run personal errands for school employees during the school day. Students departing for school-sponsored activities before the end of the school day may not leave school grounds before the activity transportation departs.

## **ACADEMIC DISHONESTY**

Academic dishonesty is not acceptable. Cheating, defined as copying another's work and claiming it as your own and plagiarism, defined as the use of another person's original ideas or writing without giving credit to the true author, are both prohibited practices. Materials taken from electronic sources are covered by this policy.

A student who engages in any form of academic dishonesty will be subject to the loss of credit for the work in question, as well as other disciplinary measures.

## **SEXUALITY AND STDs CURRICULUM**

The human sexuality and STDs curriculum is available for inspection from the Superintendent or Principal at the Western Plains Senior High School Office.

**OPT-OUT** -- A parent or guardian (or student eighteen years of age or older) may use the district opt-out provision to remove the student from some or all of the human sexuality and STD classes included in the district's curriculum. To receive information on the opt-out provision, contact the principal's office.

## **STUDENT CONDUCT AND DISCIPLINE**

### **GENERAL CONDUCT OF STUDENTS**

A school is known by the quality of the people involved with its students, faculty, administration, support staff, and the Board of Education. A good measure of an individual lies in the personal goals set for oneself. Each student is encouraged to establish goals of achievement and conduct that will compile a school record needed for future education or employment. Included in the record you are building are:

1. **Scholarship** - A student's permanent record of grades and test scores will be referred to repeatedly as he/she competes in the job market. Make the best record you can.
2. **Attendance** - In addition to requesting information about a student's scholarship, employers most often request a student's attendance record.
3. **Behavior** - Responsible behavior is expected of all students. Common courtesy and respect for the rights and property of others, along with self-control of actions, emotions, and impulses, will make explicit rules unnecessary. The best discipline is self-discipline.

## **STUDENT CONDUCT**

Students are expected to conduct themselves in such a manner that is not disruptive to others. Courteous, respectful conduct is expected at all times. Students will refrain from running in the halls and from pushing and shoving in the halls and classrooms.

Acts of behavior which interfere with the maintenance of good learning environments or which are antagonistic to the welfare of other students in respect to school activities or on school property are strictly prohibited and may warrant punishments ranging from detention to in-school suspension, suspension, or expulsion.

The matter of classroom discipline will be handled by the individual teacher, but in cases of continued offenses or misconduct of a serious nature, the student may be sent out of the classroom. Upon being sent out of the classroom, the student will report directly to the principal's office. Students who attend class to learn shall not have their rights of educational opportunity denied by those who do not wish to receive the benefits of an education. In order to accomplish this result, the teacher shall have the maximum opportunity to use the time available for schoolwork without student disruption.

## **DISCIPLINE**

Students may be disciplined for any of the following reasons:

- willful violation of any published, adopted student conduct regulations;
- conduct which substantially disrupts, impedes, or interferes with school operations;
- conduct which endangers the safety or substantially infringes on or invades the rights of others;
- conduct which constitutes the commission of a misdemeanor or felony;
- disobedience of an order of a school authority if the disobedience results in disorder, disruption, or interference with school operations; and
- possession of a weapon at school, on school property or at a school sponsored event.

## **Discipline Measures**

Discipline measures may be applied on a case-by-case basis depending on the severity and frequency of the violation. Violation of any provision of the handbook may result in disciplinary action up to and including suspension and/or expulsion. The administration reserves the right to apply other consequences as appropriate. The student has the right to call their parent or guardian. Also see other sections of this handbook for discipline measures listed under various topics.

## **CELL PHONE and OTHER ELECTRONIC ITEMS IN SCHOOL**

While students are at school during the school day from 8:10 to 3:30, personal cell phones earbuds and other electronic devices are only allowed to be accessible during the lunch period.

Any **unauthorized** use or presence of cell phones or other personal electronic items during class, between class, or when a student is away from class in the building during the school day is a violation of school policy.

If this violation occurs, school personnel will ask for the student to immediately give the school personnel the cell phone or other device which will be held in the office until the parent picks up the device.

Students who do not immediately give the device to school personnel when it is requested are insubordinate for failure to comply, as well as in violation of the cell phone and other electronic item policy. The student will be suspended for the remainder of the day.

If a student is found to be insubordinate a second time, the student will be suspended for the current day as well as an additional day. Each time thereafter, an additional day of suspension will be added to the progressive discipline of the offending student until a time when it is appropriate to bring the matter to the school board for the consideration of expulsion for school.

Due to privacy concerns, school staff will actively discourage the unauthorized use of cell phones, digital media, and any other photos or video taken during the day or at any time when students are on school grounds.

Students and staff should not photograph, film or participate in being photographed or filmed at school unless it is for official or authorized school publications or broadcasts. Students shall not take or share digital media designed to embarrass or harass and may not post any digital media taken at school to social media sites. Students and staff who choose to ignore this guideline could face legal or disciplinary consequences.

## **PDA POLICY**

Students will not display affection at school or school events such as hugging and kissing, embracing, etc. The public display of affection is in poor taste and consequently not acceptable in school. School is an educational institution; therefore, PDA should not occur in the halls, in the lunch line, in the classroom, or anywhere else in the school building.

## **FOOD AND DRINKS IN HALLWAYS AND CLASSROOMS**

Students are allowed to have water in the hallways and classrooms (with teacher permission) providing the liquid is in bottles with lids and the lids are on the bottles when not being consumed. Spills do occur and when they do students need to report the spill to a staff member or custodian immediately so the spill can be cleaned up. Misuse of the liquid policy may result in this privilege being revoked.

Students should not have food in the classrooms unless prior permission is given by school administration and food and drink should be kept to a minimum in the hallways. Food from the school lunch program is prohibited in the hallways. Candy wrappers, other food wrappers, and food messes in the hallway may result in the privilege of having these items in the hallways revoked.

## **SECURITY AND SAFETY**

Security devices may be installed at district attendance centers. Other measures may be taken to prevent intrusions or disturbances from occurring in school buildings or trespassing on school grounds. The district will cooperate with law enforcement in security matters and shall, as required by law, report felonies and misdemeanors committed at school, on school property or at school sponsored activities.

## **VANDALISM**

The Board will seek restitution according to law for loss and damage sustained by the district. When a juvenile is involved in vandalism to district property, the superintendent shall contact the parents and explain their legal responsibility. The parents shall be notified in writing of the dollar amount of loss or damage.

Restitution payments shall be made by juveniles or their parents to the business office and accounts shall be kept. Persons of legal age shall be held responsible for their own payments. If necessary, provisions may be made for installment payments. Accounts not paid in full within the specified time may be processed for legal action.

## **WEAPONS**

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

Possession of a firearm -- Possession of a firearm or other weapon shall result in expulsion from school for a period of one year (172 school days). Any student who is suspended or expelled shall receive a copy of the current suspension and expulsion law and copy of the Board Policy. Students violating this policy shall be referred to the appropriate law enforcement agencies and any other appropriate public agencies.

Definition of Weapons and Destructive Devices -- As defined in District policy, the term "weapon" and/or destructive device means:

- any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;
- the frame or receiver of any weapon described in the preceding example;
- any firearm muffler or firearm silencer;
- any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than 1/4 ounce, mine or similar device;
- any weapon which will, or which may be readily converted to expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than 1/2 inch in diameter; any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled;
- any bludgeon, sand club, metal knuckles, or throwing star;
- any knife, commonly referred to as a switchblade, which has a blade that opens automatically by hand pressure applied to a button, spring or other device in the handle of the knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward, or centrifugal thrust or movement.
- This definition is not all-inclusive, but is an example of what could be considered a weapon.

## **HARASSMENT**

The board of education is committed to provide a positive and productive learning and working environment, free from discrimination, including harassment against any individual on the basis of race, color, national origin, sex, sexual orientation, disability, age, or religion. Harassment will not be tolerated in the school district. Harassment of employees or students of the district by board members, administrators, certificated, and support personnel, students, vendors, parents, and any others having business or other contact with the school district is strictly prohibited. It shall further be a violation for any employee to discourage a student from filing a complaint, or to fail to investigate or refer for investigation any complaint lodged under the provisions of this policy.

The district encourages all victims of harassment and persons with knowledge of such harassment to report the harassment immediately. The district will promptly investigate all complaints of harassment and take prompt corrective action to end the harassment. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a complaint under the district's discrimination complaint procedure. The filing of a complaint or otherwise reporting harassment shall not reflect upon the individual's status or grades. Confidentiality shall be maintained throughout the complaint procedure.

## **Sexual Harassment**

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

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

Sexual harassment may include, but is not limited to:

- verbal harassment or abuse;
- pressure for sexual activity;
- repeated remarks to a person, with sexual or demeaning implications;
- unwelcome touching; or suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning a student's grades, participation in extra-curricular activities, etc.
- brushing up against;
- flashing or mooning;
- spreading sexual rumors about an individual;
- pulling clothing in a sexual manner;
- taking, showing, or giving sexual pictures, messages, or notes;
- sexting;
- blocking passage in a sexual way;
- writing sexual messages or graffiti on walls, locker rooms, etc.;
- forcing a kiss on someone;
- calling someone gay or lesbian, or using a slang of these terms;
- spying while someone is showering or dressing.

When acts of sexual harassment or other violations of district policy are substantiated, appropriate action shall be taken against the individual. Any student who believes he or she has been subjected to sexual harassment should discuss the alleged harassment with the principal, guidance counselor, or another certified staff member.

## **Racial Harassment**

Racial harassment shall not be tolerated in the school district. Racial harassment of students or staff members by board members, administrators, certificated and support personnel, students, parents, vendors, and any others having business or other contact with the school district is strictly prohibited. Any student who believes he or she has been subject to racial harassment or has witnessed an act of alleged racial harassment, should discuss the alleged harassment with the building principal, another administrator, the guidance counselor or another certified staff member. When acts of racial harassment or other violations of district policy are substantiated, appropriate action shall be taken against the individual.

## **ANTI-BULLYING POLICY:**

U.S.D. #106 is committed to providing a caring, friendly and safe environment for all students so they can learn in a relaxed and secure atmosphere. Bullying on school property, in a school vehicle, or at a school-sponsored activity or event by any student, staff member, or parent is prohibited. If bullying does occur, all students should be able to tell and know that incidents will be dealt with promptly and effectively. We are a TELLING school. This means that anyone who knows that bullying is happening is expected to tell the staff and/or administration.

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

- harming a student or staff member, whether physically or mentally
- damaging a student's or staff member's property;
- placing a student or staff member in reasonable fear of harm to the student or staff member;
- placing a student or staff member in reasonable fear of damage to the student's or staff member's property

(2) Bullying can be:

- Emotional: excluding, tormenting (e.g. hiding books, threatening gestures)
- Physical: pushing, kicking, hitting, punching, or any use of violence
- Racial: racial taunts, graffiti, gestures
- Sexual: unwanted physical contact or sexually abusive comments
- Verbal: name-calling, sarcasm, spreading rumors, teasing
- Cyber: All areas of internet, such as e-mail and internet chat room misuse, mobile threats by texting, sexting, and calls, misuse of associated technology (i.e. camera and video).

(3) Procedures:

- 1st. Students report bullying incidents to staff or administration. Staff reports incidents to administration.
- 2nd. In cases of on-going or serious bullying, the incident will be recorded (by a staff member) using an incident report. This report will be given to administration.
- 3rd. In serious cases parents will be notified by administration and a meeting will be called to discuss the problem.
- 4th. If necessary and appropriate, administration will contact police.
- 5th. The bullying behavior or threats of bullying will be investigated by administration and the bullying dealt with immediately.
- 6th. An attempt will be made by staff and administration to help the bully (bullies) change their behavior(s).

(4) Outcomes:

- a. The bully (bullies) may be asked to genuinely apologize. Other consequences may take place.
- b. In serious cases, suspension or even expulsion will be considered.
- c. If possible, the pupils will be reconciled.

- d. After the incident(s) have been investigated and dealt with, each case will be monitored in order to control repeated bullying.
- (5) Prevention Plan: U.S.D. #106 will use educational methods for helping students and staff to prevent bullying. As and when appropriate, these may include:
- writing a set of school rules
  - signing a behavior contract
  - writing stories or poems or drawing pictures about bullying
  - reading stories about bullying or having them read to a class or assembly
  - making up role-plays (or using role-plays from an anti-bullying curriculum)
  - having discussions about bullying and why it matters
  - having a student assembly about bullying identification and prevention
  - having a staff in-service about bullying identification and prevention

### **NONDISCRIMINATION**

Discrimination against any student on the basis of race, color, national origin, sex, disability, or religion in the admission or access to, or treatment in the district's programs and activities is prohibited. The superintendent of schools has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990. Any student who believes he or she has been discriminated against may file a complaint with the building principal or the compliance coordinator. Any student complaint of discrimination shall be resolved under the district's discrimination complaint procedure.

USD 106 provides equal access to all facilities to non-school groups. Arrangements to rent and reserve building facilities is made by contacting the building administrator of that facility. Student use of facilities under this policy does not imply school district sponsorship, approval, or advocacy of the content of the expression at such meetings. (Legal References: • 20 U.S.C. §§ 4071-74 (Equal Access Act) • 20 U.S.C. § 7905 (Boy Scouts of America Equal Access Act) • Board of Educ. of Westside Community Schools v. Mergens, 496 U.S. 226, 110 S.Ct. 2356 (1990))

## **DRESS CODE**

Neatness and decency are emphasized as guidelines for the dress code. The principal shall make the final determination regarding the appropriateness of a student's appearance. Students who are inappropriately dressed will be required to change their clothing.

The Board approved dress code for school days and school activities is as follows:

- Appearance must be neat and clean.
  - Hair must be clean and well groomed
  - Facial hair must be trimmed and maintained.
  - Clothing must not be unreasonably soiled or badly worn.
- Decency and good taste are required.
  - Shorts are allowed at any time providing they meet the requirements of decency,
  - Wearing apparel that is excessively short, excessively tight, or excessively low cut may not be worn.
  - No Midriff tops, halter tops, backless tops, one-shoulder tops may be worn
  - Spaghetti strap tops, mesh tops, muscle shirts, tank tops or shirts with the arms cut out may be worn with a shirt or blouse underneath or over them
  - Writing or pictures on clothing shall not display or promote alcoholic beverages, tobacco, illegal drugs, suggestive or obscene language or violent acts.
- Hats will not be worn by students in the building during school hours and at school activities except for specially designated days or times as authorized by the building principal.
- No shoes with wheels (heeleys) will be allowed in any building at any time.
- No skateboards will be allowed on school property at any time.
- Any student involved in extra or co-curricular activities in which the student represents the district, shall dress in accordance with the sponsor's requirements, subject to approval by the administration.

Students representing Western Plains Schools at activities away from our building are to adhere to the same dress code as when they are in our building.

USD 106 will endeavor to work with parents to ensure that students come to school each day in clean, neat, and appropriate attire, and that school attire shall be based on COMMON SENSE and GOOD TASTE by both students and parents.

### **Music Performance Attire**

Modest, professional and appropriate attire are expected by all students at all student activities. The music department has adopted a uniform dress that is expected to be worn throughout the year at all Junior High and High school group performances. The uniform shall be as follows: Black slacks or long skirt, white dress shirt or blouse, and either a red scarf for females or red tie for males. Pants, scarf or tie will be provided by the school. The white shirt is to be provided by the student. If there is a problem with acquiring a white shirt, please contact the music director well in advance of the concert so appropriate preparations can be made.

## **DRUG FREE SCHOOLS AND COMMUNITIES ACT**

### **PHILOSOPHY**

Maintaining drug-free schools is important in establishing an appropriate learning environment for the district's students. All students have a right to attend school in an environment conducive to learning. The use of alcohol, tobacco, and other illegal drugs or the improper use\* of legal drugs is recognized to be extremely harmful to the individual who uses and to those around that individual. A student cannot learn to his/her full potential while under the influence of these substances. It is further recognized that all students have a right to be educated in a drug-free environment. The unlawful possession, use, sale or distribution of illicit drugs and alcohol by students are forbidden in school, on school property at any time, at school sponsored participatory events (whether the event is on school property or elsewhere), or on school transportation.

\*Improper use is defined as:

- (1) Prescription drugs used by someone other than the person for whom the prescription was written, or in a dosage other than the dosage written on the prescription label;
- (2) Over-the-counter drugs used at a dosage other than that recommended on the label.

These guidelines have been created as one part of the alcohol and drug policy. They are intended to provide a consistent means for effectively responding to alcohol and drug related situations that may occur at school or at school sponsored events. They have been written with due consideration for the legal rights and responsibilities of administrators, faculty, students, and parents who may find themselves involved in such situations. Student behavior, as it relates to alcohol, tobacco (including smokeless), illegal drugs, other controlled substances, look-alike drugs, act-alike drugs; being high or intoxicated, or in possession of; using or selling any of the substances listed above is a violation of school policy. Students shall not unlawfully manufacture, sell, distribute, dispense, possess or use illicit drugs, controlled substances or alcoholic beverages at school or on school district property, or at any school activity. Any student violating the terms of this policy will be reported to the appropriate law enforcement officials, and will be subject to the district violation policy of suspension or expulsion. As a condition of continued enrollment in the district, students shall abide by the terms of this policy.

### **ALCOHOLIC BEVERAGES/TOBACCO/OTHER DRUGS**

Students will not be allowed to attend school classes or any school function while under the influence of alcohol, with alcohol on their breath or in their possession. First violation will result in a three-day suspension. Second violation will result in a five-day suspension. Third violation will result in a five-day suspension pending a hearing for expulsion from school.

Students of USD 106 are prohibited from carrying and/or using cigarettes, tobacco products or tobacco substitutes, or other controlled substances on school property, during school hours, or while involved in school activities. First violation will result in a three-day suspension. Second violation will result in a five-day suspension. Third violation will result in a five-day suspension pending a hearing for expulsion from school.

Any student suspected of using other drugs will come under the immediate attention of the principal or his designee. Parents will be notified and, under most circumstances, will be asked to pick up their child. Students using or in possession of illegal drugs will be suspended from school.

### **EXTRA-CURRICULAR ACTIVITIES**

Students shall be subject to suspension from participation in and attendance at all school activities for the school year.

#### CONFIDENTIALITY -- Substance Abuse

The practice of confidentiality is essential to the effectiveness of any substance abuse prevention/intervention program. Information about student drug use, drug treatment, or other personal problems should be shared only with those staff members who "need to know" because of their involvement or relationship with the student. The "need to know" is best determined by the principal.

The concept of limited confidentiality should always be shared with the students involved. Limited confidentiality is the sharing of information that will be held in confidence by the listener with the exception of information that could result in danger to the student or to someone else. Documentation of substance abuse violations shall be maintained in the student's file.

Students who are suspended or expelled under the terms of this policy will be afforded the due process rights contained in Board policies and Kansas statutes. Nothing in this policy is intended to diminish the ability of the District to take other disciplinary action against the student in accordance with the other policies governing student discipline. In the event a student agrees to enter into and complete a drug education or rehabilitation program, the cost of such program will be the responsibility of the student and his or her parents. Drug and alcohol counseling and rehabilitation programs are available for students of the District. A list of available programs along with names and addresses of contact persons for the program is on file with, but not limited to, the superintendent, counselor, principal, or designated teaching staff. Parents or students should contact the directors of the programs to determine the cost and length of the programs.

#### GANGS

Gang activities which threaten the safety or wellbeing of persons or property on school grounds or at school activities, or which disrupt the school environment, are prohibited. The type of dress, apparel, activities, acts, behavior or manner of grooming displayed, reflected or participated in by any student:

- shall not lead school officials to reasonably believe that the behavior, apparel, activities, or acts, or manner of grooming displayed is gang-related;
- shall not present a physical safety hazard to self, students, staff, and other employees;
- shall not create an atmosphere in which a student, staff, or other person's wellbeing is hindered by undue pressure, behavior, intimidation, overt gesture, or threat of violence; or
- shall not imply gang membership or affiliation by written communication, marks, drawing, painting, design or emblem upon any school building, any personal property or on one's person. If the student's behavior or other attribute is in violation of these provisions, the principal will request the student to make the appropriate corrections. If the student refuses, the parent/guardian may be notified and asked to make the necessary correction. The principal shall take appropriate corrective and disciplinary action as necessary.

## **SEARCH AND SEIZURE**

Students have limited control over their lockers, desks, work areas, or any other designated assigned areas. Lockers, desks, work areas, etc., are the property of the School District; therefore, school officials have the right, upon "reasonable grounds," to search and seize as necessary. (With regard to search and seizure, whenever the term principal appears, it is meant to include any person designated to act on his/her behalf.)

### **Searches of Students**

Principals are authorized to search students' clothing and belongings if there is reasonable suspicion that District policies, rules or directives are being violated.

### **Administrative Implementation Procedures**

1. The principal will make the decision to conduct a search and/or seizure.
2. The principal will notify the parents of any seizure within 24 hours. When confiscation occurs during the search and seizure, parents will be given a receipt for all confiscated items.
3. A staff member must be and the student may be a witness to the search and seizure, which will be conducted in the most discretionary manner possible.
4. The search may include not only the designated space, but also items found within that space.
5. This policy excludes routine inspections of school facilities by school officials.
6. Items considered to be illegal, illicit, dangerous, or disruptive will be confiscated. Storage, return, or destruction of seized items is left to the judgment of the principal, subject only to legal impoundment.

## **INTERROGATIONS AND INVESTIGATIONS**

Building administrators and others designated by the superintendent may conduct investigations and question students about infractions of school rules or the student conduct code. If there is reason to believe a violation of a criminal law has been committed, the principal shall notify the appropriate law enforcement agency and may request further investigation of the alleged violation. When law enforcement officers conduct an investigation and/or question a student(s) during school hours, the building principal shall make reasonable attempts to contact parents, guardian, or representatives of the student(s) prior to questioning. To the extent possible reasonable requests of the parents, guardian or representative shall be observed. Notification or attempted notification of parents, guardian, or representative shall be documented by the administrator involved. If a student's parents, guardian, or representative is not present during questioning of a student, the principal or a certified school staff member shall be present.

## **DETENTION**

When it is felt necessary to hold a student after school hours, either for disciplinary reasons or for extra help with school work, the student and parents will have one day notice of this action. Students having been given the one-day notice will then be responsible for providing their own transportation. Students have the right to ask for a waiver of the one-day notice and may ask for an extension. However, the final decision of when a student will stay after school rests with the classroom teacher and the principal.

## **SUSPENSIONS AND EXPULSIONS**

Suspension and Expulsion Procedures -- A student may be suspended or expelled, for reasons set forth in Kansas Law, by the following certified personnel: Superintendent and principal. A suspension may be for a short term not exceeding ten school days, or for an extended term not exceeding 90 days. An expulsion may be for a term not exceeding 186 school days. Any student who is suspended or expelled shall receive a copy of the current suspension and expulsion law and copy of the Board Policy. Students who are suspended for more than five days or expelled from school may appeal to the Board within ten calendar days of receiving written notice of the hearing results.

During the time a student is suspended or expelled from school, the student may not:

- Be on school property or in any school building without the permission of the principal.
- Attend any school activity as a spectator, participant or observer

When a suspension is imposed during the school day, the student shall not be removed from school until a parent has been notified. If a parent cannot be notified during regular school hours, the student shall remain at school until the regular dismissal time.

## **CORPORAL PUNISHMENT**

Corporal punishment shall not be used in the District.

## **PROBATIONARY STATUS**

Any punishment, suspension or expulsion, may be deferred by the principal in cooperation with the superintendent. The student involved may be placed on probation for a set period of time. The punishment, suspension or expulsion shall remain deferred so long as the student meets the conditions of the probation. If a student is placed on probation, written notification shall be sent to the student's parent or guardian.

A student placed on probation shall be given a written list of the terms and conditions of the probation. The student shall sign a statement that: the terms and conditions have been explained, the student understands the conditions, the student agrees to abide by the conditions, and failure to abide by the conditions may be reason to reinstate the original punishment.

## ACTIVITIES

### ASSEMBLIES AND PEP RALLIES

Students are expected to be courteous, treat others with dignity and respect and follow all codes of conduct during pep rallies and assemblies. We should give our attention to the performer or speaker and show our appreciation with our applause.

Pep assemblies may be conducted by the spirit squad with principal's permission. The entire student body and faculty are expected to attend these assemblies and to participate in the activities. Support your team, cheerleaders, pep club, and school at pep assemblies and at games.

### ATHLETICS

The Western Plains Schools offer a variety of athletic activities for our students. Athletic activities offered for students include:

- Boys -- Football, Basketball, Track, and Golf
- Girls -- Volleyball, Basketball, Track, and Cheer
- Junior High -- Volleyball, Football, Basketball, Track, and Cheer

Students are encouraged to become involved in one or more of the athletic activities offered by the school either as a participant, helper, or supporter of the teams.

All students who wish to participate in the Western Plains athletic program must:

- have a completed pre-participation physical on file; and
- complete the various forms provided, including concussion protocol.

### CLUBS AND ORGANIZATIONS

The Western Plains High School offers a variety of organizations for students. Clubs and organizations available to Western Plains High School students include: Student Council, KAYs, FBLA, FFA, Yearbook, Journalism, and Forensics. Western Plains Junior High may participate in Student Council, Yearbook, and Journalism.

School sponsored clubs shall be under the direct control of school personnel. Every school-sponsored club shall have a constitution that has been approved by the building principal and filed in the school office. To the extent non-curriculum related school sponsored clubs are allowed to meet in school facilities during non-instructional time, non-school sponsored student clubs may also meet in school facilities.

Non-School sponsored clubs shall submit a request for use of school facilities to the administrator prior to using the facilities. A faculty member (or other adult approved in advance) shall attend the meetings as a supervisor but shall not participate in the group's activities.

### ACTIVITY FUND ACCOUNTING

All high school classes and other organizations will deposit their finances in the activity fund. Organization treasurers will make deposits with the school secretary and receive a receipt for each deposit. No funds will be expended from any activity fund account unless the organization sponsor and the principal or his designee has approved a voucher. Organization treasurers shall keep records of all transactions and shall be responsible to check with the activity fund bookkeeper to insure that records are accurate.

### FUND RAISING

Solicitations by students or school personnel during school hours and on school property shall be done only when they are related to school sponsored activities. All student sales projects shall require the principal's **prior** approval and **must** deposit all funds with the secretary for proper accounting.

## **PARTIES AND SOCIAL EVENTS**

All social functions and dances of the various organizations must be approved by the sponsor and principal well in advance so that the date may be posted on the school calendar. All activities should appear on the calendar at least one week in advance of the date set for the activity.

### **Dances**

All-school dances may be held at various times during the year. Such events may last until 12:00. Dances will be considered guest list dances. For guest list dances, the following rules apply:

- Each student may bring two guests to the dance.
- If either the student or guest creates trouble while in attendance, both will be asked to leave immediately and may be excluded from all other dances.
- Students shall sign their name and their guest's name on the sign-up list in the office no later than noon on the day of the dance or on the last school day prior to the dance.
- Students may leave school sponsored social functions whenever they desire to do so; however, once they leave they will not be allowed to return to the event and their guests will also be required to leave.

Normal school policies regarding the use of tobacco, alcohol, and other drugs will be enforced, high school students must have submitted to the school drug screening program to establish eligibility to attend these functions. Any student causing a disturbance, will be told to leave and their parents will be notified. The sponsors have the right to refuse admittance to any person who has been drinking or has caused a disturbance in the past.

- Any student or guest who is inconsiderate, disrespectful or who physically or verbally assaults anyone will risk disciplinary and/or legal action.
- Sponsors will have the authority to tell students to leave because of immodest dress or conduct. Students must be neatly dressed and groomed.
- Sponsors are not responsible for students after they leave the dance.
- The organization sponsoring the dance is responsible for the refreshments and clean up. If the clean up is not adequate, a fee will be assessed to that organization.
- Students will be required to sign in and out of the dance and indicate the time that they arrived at the dance or departed from the dance.
- Junior high students will not be permitted to attend High School social functions, and senior high students will not be allowed to attend junior high social functions.
- Junior high dances will end by 9:00 p.m. and are not open to outside guests.

### **Junior/Senior PROM**

The PROM is a special annual event that takes place in the Spring. The dance and dinner are hosted by the Junior Class under the direction of the Junior Class Sponsor. The Junior Class raises funds for the event throughout the year and there are different expectations and formalities that are expected with this event when compared to other all-school dances. Requests for changes to PROM traditions are expected to be made in the Fall prior to the event in the Spring. Members of the junior and senior classes are allowed to bring one guest the dinner and the dance. Sophomores who volunteer to serve at the dinner both their freshman and sophomore years are allowed attend the dance and invite a guest. Freshmen who serve at the dinner can attend the PROM dance. All student guests are required to be enrolled in a high school or its equivalent and shall be in good standing or be less than 21 years of age if not enrolled. All guests who are not enrolled at Western Plains must be approved by the Junior Class Sponsor and school administration two weeks prior to PROM. The Junior Class Sponsor will coordinate all decorating arrangements for the event and will involve non-students when it is appropriate at the discretion of the Junior Class Sponsor. Promenade will occur after the dinner and prior to the dance. This special recognition will be reserved for the Western Plains Junior and Seniors and their guests. Normal school policies including but not limited to the following will be expected: respectful behavior, academic eligibility, drug screening, and no consumption of alcohol, tobacco, and drugs.

## **EXTRA CURRICULAR ACTIVITIES PARTICIPATION REQUIREMENTS**

Students who participate in any school activity shall meet the following requirements:

- all applicable KSHSAA regulations;
- academic eligibility requirements;
- other requirements established by the administration.
  - Students must be in good standing. Violation of school rules or policies and inappropriate conduct and performance will affect a student's standing and may warrant application of penalties that could affect student participation.
  - Students must have completed the drug screening according to school policy.
  - Students must be in school the entire class schedule for the day unless approved by the principal in advance. Remember, participation in extra curricular activities is a privilege not a right.
  - Students must be in school on Friday to be eligible to participate in an activity on Saturday unless approved by the principal in advance.
- Before a student athlete is permitted to report for practice in a sport, cheerleading or physical activity, he/she must have a physical examination and completed form furnished by the school on file.
  - Any individual involved in an activity offered by Western Plains, USD 106 is recognized as an official representative of the school. Conduct and sportsmanship on and off the school premises should display the highest possible standards.

### **STUDENT RESPONSIBILITY FOR PARTICIPATION**

To understand that participation in an extra-curricular activity is a privilege and not a right.

To emphasize the proper ideals of sportsmanship, ethical conduct, and fair play.

To eliminate all possibilities which might tend to destroy the best values of the game.

To stress the values derived from playing the game fairly.

To show courtesy to visiting teams and officials.

To establish a friendly relationship between visitors and host.

To respect the integrity and judgment of event officials.

To achieve a thorough understanding and acceptance of the rules of the game.

To remember that an athletic contest is only a game, not a matter of life or death for the player, coach, school, official, fan, community, state or nation.

To remain drug free throughout the course of each season.

### **U.S.D. 106 ATHLETIC PARTICIPATION ASSUMPTION OF RISK**

There are many special benefits being afforded student-athletes by the athletic programs at Western Plains USD #106. It must be understood that participating in athletic activities may lead to injury to student-athletes. Therefore, the purpose of this section is to make all student-athletes and their parents aware that dangers do exist and that participation is voluntary with the understanding that risks are involved. It is to be further understood that student-athletes must share in the responsibility for their own safety and safety of others as each participated in the district athletic program.

The student-athlete participating in the athletic program could mildly, moderately or severely injure the participant. Catastrophic injuries or death and permanent paralysis may also occur during sports participation. There is no absolute prevention against any potential injuries. All student-athletes are required to read and sign the Acknowledgement of Risk form including the concussion risk descriptions.

## **ELIGIBILITY**

All district and Kansas State High School Activities Association requirements for eligibility must be met before a student will be allowed to participate in extra-curricular activities. The main purpose of schools is the scholastic work but activities also play a part in education.

Weekly Eligibility will be established by the office on Monday mornings starting at the conclusion of the second week of each semester. Teachers and coaches will receive an eligibility list every Monday morning for that week Monday through Sunday. Coaches/sponsors are responsible for notifying students/athletes of their eligibility status. One F on the report will place a student on probation for that week. A consecutive week with an F in the same class will eliminate the student from participating in all school extra-curricular activities except practices but including athletics, dances, plays, and prom. The principal has the discretion to add students to this list for non-academic reasons, including but not limited to disciplinary or attendance issues.

For the purpose of eligibility, grades will be calculated on a semester basis for high school and be calculated on a 9-week basis for junior high students. Ineligible students will not miss school time to attend an extracurricular event but are expected to attend activities with team members if the activity is outside the school day.

Students must also submit to the school drug policy and pass the required screenings to remain eligible under this policy.

## **SCHOOL DRUG SCREENING POLICY**

High School students wishing to participate in any extra-curricular activities must submit to the school drug screening policy. All students will be initially screened to establish initial eligibility and then those students' names will be placed in a random drawing for monthly screening throughout the school year. Please refer to the full policy for more information on our [usd106.org](http://usd106.org) website.

## **TRANSPORTATION TO AND FROM ACTIVITIES**

Students must ride in the vehicle to which they have been assigned -- both to and from the activity. If a student's parents/guardian contact the supervisor/coach personally at the site of the activity, the student may be allowed to ride home with the parents/guardian. Sign-off forms must be returned to the supervisor/coach prior to the parent/legal guardian and student leaving the activity. If a parent/guardian personally contacts the principal at least four hours prior to the student departing the school for the activity, they may allow their child to return home with another adult, such as a grandparent, an adult neighbor, or the parent of another student. This designated adult would then need to sign the form prior to leaving the activity. When circumstances dictate, a parent/guardian may request that his/her child(ren) be permitted to travel to and/or from an activity by other means. In these circumstances, the parent/guardian shall sign a release form or make a phone call to the office before the activity, except in the case of unforeseen circumstances.

Many activities must be scheduled in advance in order to provide for transportation and scheduling. Students signing up for trips should not make last minute cancellations unless in cases of emergency, then the student should accept the responsibility of calling the sponsor in advance of the departure time to notify them of the emergency. When students are transported on school buses there are certain minimum regulations that should be followed for the comfort and safety of all. The nature of the trip will usually warrant additional directives from the bus sponsor.

- (1) Each student will be provided a seat at all times when the bus is in motion.
- (2) Sit in the seat and face the front.
- (3) Never put arms or head out of the window.
- (4) When the bus stops at a stop sign or railroad crossing, everyone should be quiet so the driver may hear any warning signals.
- (5) There should be no horseplay or roughhousing of any kind on the bus
- (6) All papers, etc., should be placed in a waste box. No beverages in glass containers shall be consumed on the bus. The bus must be cleaned upon returning from a trip.
- (7) Students should notify parents of their arrival time and may wait in the building until someone arrives to take them home.

## **COLLEGE VISITS**

Students wishing to visit a prospective college or other post High School institution will be allowed two days during their Junior year and three days during their Senior year. To qualify under this policy the student must meet all of the criteria listed below:

1. All arrangements must be made through the office
2. The student must be accompanied by at least one parent
3. Assignments for the day to be missed must be gathered and are due upon return

## **FIELD TRIPS**

Students may participate in a field trip if the parental consent form for the trip has been turned in. Parental permission forms will be completed at enrollment time and will be effective for the entire school year. Parents may ask that their child(ren) not participate in certain field trips during the year.

### **PARTICIPATION RULES (applies to all trips)**

1. To participate, students must meet all qualifications and be a student in good standing, approved by the administration.
2. The administration may refuse permission to any student to go on the trip who has been involved in any of the following behaviors:  
Stealing; Skipping school; Poor attitude toward school; Drinking alcoholic beverages or use of illegal drugs; Destruction of public or private property; Lying; Cheating; Violation of school regulations; Insubordination of the administration or trip sponsor; Defiance to authority; Lack of respect for classmates, faculty, or the school.
3. Any student who, in the judgment of the assigned trip sponsors, ignores or refuses to comply with the published school conduct code, published school rules, may be sent home prior to the end of the regular trip. In the event that a student is sent home under the conditions described above, a school sponsor shall accompany the student home. The student shall be responsible for all the expenses incurred for the student and the sponsor and in returning the sponsor to the trip, if warranted.
4. Additional trip rules, in addition to the regular school conduct code, will be given to the students at an appropriate time before the trip.

## **STUDENT PUBLICATIONS**

School sponsored student publications shall be under the supervision of the building principal or designated faculty representative. Non-school sponsored publications may not be distributed without prior permission. No student shall distribute any publication which:

- Is obscene according to current legal definitions;
- Is libelous according to current legal definitions; or
- Creates a material or substantial interference with normal school activity or appropriate discipline in the operation of the school.

## **STUDENT COUNCIL**

The Student Council is the student government organization and is composed of three executive officers and one member from each class and school organization. All-school activities will be under the direction of the Student Council unless this authority is delegated by the Student Council to some other organization for a particular occasion. Some specific projects of the Student Council are homecoming activities, lyceum assemblies, and all-school dances.

## **ELECTIONS**

Any student election (homecoming, STUCO, etc.) shall be conducted in a general election format. Elections will be conducted in the commons during posted times. If a student is to be absent, he should apply for an absentee ballot.

## **HEALTH AND SAFETY**

**REPORTING OF ACCIDENTS** -- Students should report any injury incurred at school or a school sponsored activity to the principal or appropriate sponsor immediately. When appropriate, a parent shall be notified of a student injury as soon as possible to determine appropriate action. If the student needs medical attention and the parents cannot be reached, the principal shall seek emergency medical treatment for the student.

**FIRST AID** -- If a student has an accident that requires medical treatment, no action shall be taken by an employee except the following:

- send for medical help;
- make the student as comfortable as possible while waiting for competent medical assistance to arrive; and
- notify the principal

If an employee present is qualified to administer first aid, aid may be given. Qualified employees, for this purpose, are the school nurse or those employees who have successfully completed an approved Red Cross first aid program.

## **ADMINISTERING MEDICATIONS**

The supervision of oral, topical and injectable medications shall be in strict compliance with the rules and regulations of the Board. School employees may not dispense or administer any medications, including prescription and non-prescription drugs, to students except as outlined in Board policy.

In certain explained circumstances when medication is necessary in order that the student remains in school, the school may cooperate with parents in the supervision of medication the student will use; but the medical person authorized to prescribe medication must send a written order to the building administrator or designee who may supervise the administration of the medication or treatment, and the parents must submit a written request to the building administrator requesting the school's cooperation in such supervision and releasing the school district and personnel from liability. School personnel shall not be required to be custodians of any medication except as required by a written order of a licensed medical person.

The medication shall be examined by the school employee administering the medication to determine if it appears to be in the original container, to be properly labeled and to be properly authorized by the written order of licensed medical person. Two containers, one for home and one for school, should be requested from the pharmacist. Only oral or topical medications should be administered except in emergency situations.

Any changes in type of drugs, dosage and/or time of administration should be accompanied by new physician and parent permission signature and a newly labeled pharmacy container. The building administrator may choose to discontinue the administration of medication provided he has first notified the parents or medical person in advance of the date of such discontinuance with the reasons thereof.

In the administration of medication, the school employee shall not be deemed to have assumed to himself any other legal responsibility other than acting as a duly authorized employee of the school district.

## **HEALTH SERVICES**

Unified School District 106 provides services that include vision and hearing screenings, scoliosis screenings, immunization audits, and other services as required during the course of the year.

In the event a student becomes ill at school and needs to be sent home the school secretary will contact the student's parent/guardian prior to letting the student go home. If no one can be contacted the student will be kept in school in the health room or office and monitored by staff until such time that the parent/guardian can be contacted.

## **PHYSICALS**

Students participating in athletics, cheerleading, and physical education classes must have a pre-participation physical on file before participating. The cost of these physicals is the responsibility of the student.

## **COMMUNICABLE DISEASES**

Any student noted by a physician or the school nurse as having a communicable disease may be required to withdraw from school for the duration of the illness. The student will be re-admitted to regular classes upon termination of the illness, as authorized by the student's physician or as authorized by a health assessment team.

The Board reserves the right to require a written statement from the student's physician indicating the students is free from all symptoms of the disease.

## **DRILLS**

Students shall be informed of emergency drill procedures at the beginning of each school year. Within the first week of school each building administrator will demonstrate the various drill signals to the student body and staff.

When the fire alarm signal is activated the students will file out of the classroom in a pre-arranged route, usually through the nearest exit. All students will move in silence and as quickly as possible, there will be absolutely no running. Students should never stop at lockers or for any other purpose. Books and pencils should be left on desks. Do not get hats and/or coats. Classes should stay together at least 50 feet from the building so that the instructor can make a quick check to determine if any students are left in the building.

When the tornado alarm signal is activated students will proceed to the designated safety area in their building. Instructors are to make certain that all students are located in the safe room.

## **SCHOOL SAFETY HOTLINE**

This hotline is a toll free number available 24 hours a day, 365 days a year to give students, parents, and community members the opportunity to report any impending school violence. This hotline gives individuals the opportunity to anonymously report any potential violence. The Kansas School Safety Hotline Number is 1-877-626-8203.

## **WEATHER EMERGENCIES**

When the superintendent believes the safety of student is threatened by severe weather or other circumstances, parents and students shall be notified of use of mud routes, school closings or cancellations by announcements made over the following radio and television stations:

- Radio: (KHOK/KVGB AM, KVBG/KBGL FM)
- Television: KSNW (NBC TV #2), KAKE TV (KUPK-local #13)

The emergency alert calling system will also be used. It is the parent's responsibility to insure all necessary numbers are accurate and up to date. Whenever school is dismissed early due to inclement weather after students have arrived at school, the same procedures will be followed. Students will also attempt to contact parents directly.

## **GENERAL INFORMATION**

### **DISTRIBUTION OF MATERIALS**

Materials unrelated to the school's curriculum may not be distributed without prior consent of the principal.

### **GIFTS**

The giving of gifts between students and staff members is discouraged. Students shall be allowed to collect money or purchase gifts for faculty members with the principal's approval. Student organizations, with prior approval of the organization sponsor and building principal, can donate a portion of the organizations' funds to the district. A gift is defined as any donation, present or endowment in the form of cash, merchandise or personal favor. Any student organization gift to the District shall become District property.

### **INSURANCE**

The school district carries supplemental health insurance for both activities and school day injuries. One plan pays only what the student's primary insurance coverage does not pay (deductibles, co-pay, etc.). This plan will not pay all of a student's medical bills for an injury and has a maximum liability for any injury of \$25,000. Parents are expected to carry some form of primary coverage for students.

A second plan for students participating in KSHSAA activities is considered a catastrophic plan that begins coverage at \$25,000 with a maximum of five million dollars. This policy also carries an accidental death benefit of \$30,000.

### **PERSONAL PROPERTY**

The District is not responsible for student's personal property and does not provide insurance on students' personal property. If a student's personal property is broken, damaged or stolen, repair or replacement is the student's responsibility.

### **POSTERS**

Posters, drawings or other materials must be approved by the principal for posting in the school. All unauthorized posting will be removed immediately and become the property of the school.

### **STAFF-STUDENT RELATIONS**

Staff members shall maintain professional relationships with students that are conducive to an effective educational environment. Students are expected to respect the professional relationship and act in manner appropriate for the educational environment.

## TELEPHONE CALLS/Cell Phone Use

District telephones are for school business. Use of phones for personal business should be avoided except in case of an emergency. Use of phones for social calls is not permitted.

Students will not be called out of classes to receive telephone calls unless the call is an emergency. Students should not request permission to use the phone during class time but may use the phone for business calls before or after school and during lunch period. Do not attempt to use the telephone until permission is obtained from either the secretary or the principal. Personal cell phones must be powered off during school hours unless special permission is granted.

## USE OF PERSONAL VEHICLE

Students who drive to school shall park in the designated parking areas. Vehicles should be parked with the front of the car to the curb, they are not to be parallel to the curb or in the center of the street. Students may not go to their vehicles during the school day without permission from the principal. A student who is observed driving recklessly on or near school property shall be reported to the building principal. The principal may impose sanctions including but not limited to the following:

- the student may be prohibited from parking or driving on school property;
- a letter may be sent to the student's parents;
- the student may be disciplined according to the disciplinary code;
- the incident may be reported to the local law enforcement agency.

## VISITORS

Patrons and parents are encouraged to visit the district facilities. All visits shall be scheduled with the building principal. To ensure safety and security, all visitors must check in at the office before proceeding to contact any other person in the building or on the grounds.

Student visitors from other schools are welcome in our school if they are visiting to determine attendance at the Western Plains Schools. Other visitors are discouraged from visiting. Any visitor to our school must first report to the school office. For students to visit a classroom, prior approval must be received from the principal and the classroom teacher.

## STUDENT SERVICES

**COUNSELOR** -- Students are encouraged to talk with the school counselor, teachers and principal in order to learn about the curriculum, course offerings, graduation requirements, qualified admissions for Regents Universities and other academic issues. The counselor can provide information about vocational training schools, colleges and universities, careers and financial aid. Juniors and Seniors are encouraged to study the Guidance Handbook and use it to help plan for the future.

The counselor is available to assist students with personal concerns. The counselor may make available information about community resources to address personal concerns. Students who wish to meet with the counselor should make an appoint with him.

## LIBRARY

The Library is provided for student use and research.

No fines will be charged for overdue materials checked out for a two-week period.

However, loss of library checkout privileges may be in effect until the overdue book is returned. Students are responsible for checking their library card at the circulation desk for overdue materials. Lost books or books that show abuse must be paid for by the student.

The cost of copies or personal printing is 5 cents per page.

Quiet is observed in the library. Freedom of movement is permitted so that students may work freely, but the individual in the library is considered as having work to do.

## **FOOD SERVICE**

Students will remain at the school through meal periods. Lunch will be eaten in the lunch area according to a schedule developed by the administration each year. Lunch may be purchased from the lunch program or brought from home. Milk may be purchased to supplement lunches brought from home. One milk is included in the price of lunch additional milks may be purchased. Students must purchase meals in advance and if a student's account falls below a negative balance of \$5.00, they will be asked to bring their own meals until their account is brought current.

Free or reduced-price meals shall be provided for students who qualify under state and federal rules and regulations. The eligibility forms, rules, and regulations governing this program are provided to all families in early August. Information provided on the forms is kept confidential.

U.S.D. No. 106 provides students nutritious meals at a very reasonable price. Students wishing to eat meals at school will indicate this to the teacher of first period class each day. A breakfast program will be available in all district school buildings.

## **SCHOOL PROPERTY**

### **APPROPRIATE USE OF EQUIPMENT AND SUPPLIES**

Use of equipment and supplies is for the performance of official and approved assignments only. Use of district equipment or supplies for personal projects is prohibited without prior permission of the teacher. Students shall handle all school equipment and supplies carefully. Students shall be responsible for any damage they cause to school equipment or supplies.

## **SCHOOL FIGHTSONG**

### **Bobcat Fight Song to "Notre Dame Victory March Music"**

We are the Bobcats, red, black and white!  
We strive to win! Our future's so bright!  
Our school spirit is the best!  
We fight to rise above the rest!

Teamwork and friendship help us achieve,  
In Western Plains we truly believe!  
V-I-C-T-O-R-Y!  
We fight with all our might!

B-O-B-C-A-T-S!  
What that spell? Bobcats!

## ACCEPTABLE USE OF TECHNOLOGY

**Computer abuse** by a student is considered to be a serious breach of behavioral expectations and increasingly severe consequences will result if those expectations are not met at all times.

### USD 106 COMPUTER USE EXPECTATIONS

1. All use of network services (e.g. building network) must be in support of education and research, being consistent with the purposes of Western Plains USD #106.
2. All non-essential data saved in directories must be deleted at the end of the semester.
3. No games, video or music files are allowed in home directories.
4. Use of the network services/Internet access to facilitate illegal activity is prohibited.
5. Any use of the network services/Internet access for commercial or for-profit purposes is prohibited. Students are not to make purchases on-line.
6. Use of the network services/Internet access for non-school related communication is prohibited (including games and any video or music streaming).
7. Any use of the network services/Internet access for product advertisement or political lobbying is prohibited.
8. Network services/Internet access accounts are to be used only by those authorized to use the account for authorized purposes. Sharing passwords is prohibited. Obtaining unauthorized access to another person's files and the network facilities for personal or private gain is prohibited. Fraudulent use of another person's name to send or receive messages is prohibited.
9. Communications via the network services/Internet access should not be assumed to be private or privileged information and are subject to review at anytime.
10. No use of the network services/Internet access shall serve to disrupt the use of the network access by others; hardware or software shall not be destroyed, modified, or abused in any way.
11. Malicious use of the network services/Internet access to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited. Knowingly spreading computer viruses is prohibited.
12. Hate mail, harassment, discriminatory remarks, sending an annoying or unnecessary message to a large number of people, and other antisocial behaviors are prohibited.
13. The illegal use of copyrighted material for use on district computers and violation of property rights is prohibited. Plagiarism is prohibited.
14. Use of the network services or Internet to access/transmit obscene, objectionable, pornographic material, or any material likely to be offensive is prohibited.
15. Do not utilize blog sites, chatrooms or e-mail unless instructed by your teacher for a specific purpose.
16. Do not download files unless directed to do so by your instructor.
17. Do not waste computer supplies.
18. Attempting, without authorization, to install computer software on a local station or the network is prohibited.
19. With internet usage, students should not use their full names, or give out their home phone number, home address, school name or other private information.
20. Before loading or transferring files from school computers to student owned USB flash drives, CD's or DVD's, a virus check must be performed on the media.
21. Students that bring laptops or portable devices that can access the Internet must allow the technology coordinator to enter the wireless network password to obtain connection. At that point, and on quarterly intervals, a check will be made that an up to date virus program is installed. Generally, students are discouraged in bringing their personal devices and access to the internet may be denied.

22. Technology equipment that is damaged or abused by a student will be financially charged to that student to replace or fix the damage.
- Note: Never respond to any messages that are suggestive, obscene, threatening, or from an unknown source. Show such messages to an adult/teacher. They can forward a copy to the service provider for investigation.
  - **USD 106** reserves the right to monitor and log Internet use and to monitor file server space utilization by users and to remove a *user* from the network services/Internet access to prevent further unauthorized activity.

**NOTE:** All students **MUST** have a completed **USD 106 COMPUTER USE** form on file with the school office. Students will **not** be allowed access to the USD 106 Computer System until they complete this requirement. Forms will remain on file and will be considered continuously valid as long as the student is enrolled with USD 106.

**CONSEQUENCES:** Any student violating any of the provisions of this rule on the **first offense** will lose computer privileges for not less than one school week. A **second offense** will result in computer privileges being revoked for one school month. A **third offense** will result in network privileges being revoked for a full school year. School Administration and the network administrator will determine the length of the disciplinary action on a case-by-case basis as determined by the extent of damage and malice. Academic assignments requiring computer use during the course of a computer privileges suspension will be considered on a case-by-case basis by the administrative team and the teacher. Students are fully responsible at all times for the contents of the computer accessed using his or her password.

### **USE OF PHOTOCOPY MACHINE**

Students are not to use the photocopier machine in the office unless they have permission from the principal. Student aides have this permission for the class period they are aides. These students will need notes from the instructor indicating the reason for the student to be using the photocopier machine.

### **LOCKERS**

Lockers in the district school shall be under the supervision of the building principal and assigned to the student to store necessary school materials and clothing. The combination and keys to all locker locks shall be in the sole possession of the principal and stored in a place designed to guard against unauthorized access or use. The principal may search any locker at any time without notice to the student to whom the locker is assigned. Students will be notified of their locker assignments during enrollment time. Locks are available for the lockers and are in the lockers. Locks not accounted for at the end of a school year will be paid for by the student. Students that use personal locks need to provide a copy of the combination or key so the locker may be accessed by school administration or the lock may be cut off.

Only school issued locker favors are permitted to be hung on the outside of the lockers. No stickers, personal pictures, or personal signs are allowed on the outside of the locker.

### **TEXTBOOKS**

Unified School District #106 provides textbooks to students for their classes. Students who abuse textbooks will be responsible for paying for the damages of the book.

## **BUS REGULATIONS**

Bus transportation shall be provided to and from school for those students who qualify. Transportation may be provided by the district for school activities. Students that wish to use district transportation to attend home activities must sign up with parental permission prior to lunch on the day of the event. Supervision of these students while attending the activity is not the responsibility of the school. Transportation may be denied to students who are detained after school for disciplinary reasons.

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

The operation of school buses for pupil transportation is strictly governed by the laws and regulations of the State of Kansas. It is the policy of Western Plains Unified School District #106, to give the best possible service to the students at all times while complying with these laws and acceptable safety standards. Routes are run daily to transport students to and from school. In addition, the district provides student transportation to and from all school events.

Kansas laws and regulations of the Kansas Department of Transportation require that pupils transported in a school bus are under the authority of the drivers and are to obey their instructions. The following quotation is appropriate:

*"Continued disorderly conduct, or persistent refusal to submit to the authority of the driver or sponsor shall be sufficient reason for refusing transportation to any pupil."*

Other instructions from Kansas laws and regulations:

1. Pupils must be on time; the bus cannot wait for those who are tardy.
2. Pupils must never stand in the roadway while waiting for the bus.
3. If pupils must cross a road before loading or after unloading, they must wait until the bus driver gives them a signal to cross.
4. Outside of ordinary conversation, classroom conduct is to be observed.
5. Pupils must not throw waste paper or other rubbish on the floor of the bus. Snacks or drinks on the bus are allowed only by permission of the driver and must be properly trashed.
6. Pupils are not to move about within the bus while it is in motion.
7. Pupils should follow all general safety rules when boarding or leaving the bus.
8. There is mandatory drug testing for all bus drivers.
9. In regards to transportation to and from activities: For safety reasons when seven (7) or less students are being transported to and from a school event, no student will be allowed to ride in the center front seat next to the driver.

The aim of USD #106 is to provide transportation for those students who need it. Observing the above rules and regulations will help maintain the best possible bus service.

## **OPERATION OF SCHOOL BUSES IN KANSAS**

For the safety of all riders the following conditions shall be the minimum met by the drivers in the operation of school buses in the state of Kansas:

1. No school bus driver shall drive more than 10 consecutive hours.
2. Each school bus driver shall operate the bus in a safe, prudent, and careful manner.
3. Each school bus driver shall use a seat belt at all times while the bus is in motion.
4. No trailer or other vehicle shall be towed by a school bus.
5. The bus shall not be allowed to coast with the clutch disengaged or in neutral.
6. The door shall be closed before the bus is put into action.

7. The fuel tank on the bus shall not be filled while the engine is running with students on board.
  8. No person shall be allowed to stand on the school bus while it is in motion.
  9. Except for regular students, no one may ride the bus other than school personnel or law enforcement officers without written permission issued by school administration.
  10. A driver shall not require any student to leave the bus before the destination of the student has been reached.
  11. A driver shall not leave the bus while the engine is running.
  12. Repairs, except emergency repairs as necessary, shall be made at the district bus yard and not on the road.
  13. The school bus shall be inspected daily by the bus driver.
  14. Substitute drivers must fulfill the same requirements of a regular school bus driver.
- The USD #106 Board of Education has set speed limits for district buses in accordance with policy EDAA. Board policy reads as follows: school buses may go as posted on the highway or interstate and 50 mph on country roads.

### **SPECIAL DRIVING PROCEDURES**

The following procedures shall be used for the loading or unloading of students at school: The loading and unloading of students onto and from buses shall be conducted off the roadway, highway or street, in an area away from the vehicular traffic, whenever possible.

The bus will not drop students off at night along the highway after ballgames to meet parents. By law and for the safety of the students this will not be permitted. For students that live close to the Bazine school district, you must travel to school and pick up your child. When possible, students that live in Alexander and McCracken areas may meet parents at the rest stop in Alexander. For students that live close to Ransom, they may meet parents at the Post Office in Brownell or the Methodist Church in Arnold.

Buses shall be parked in single file, one behind the other prior to the dismissal time of school. Whenever the loading or unloading of students must be conducted on a roadway, highway or street, the following rules shall apply;

- a. buses shall be parked on the side of the roadway that is nearest the school with the entry door facing away from the roadway.
- b. if roadway curbing is present, buses shall be parked adjacent to the curbing.
- c. if roadway curbing is not present, buses shall be parked off the roadway if adequate space is available, unless to do so would threaten the stability of the bus.

School bus drivers shall load and unload students on that side of the divided highway on which the student lives. Students are not to cross a divided highway in order to board or reach their destination after leaving the bus.

Students are to cross the roadway, highway, or street in front of the bus and at a distance that allows the bus driver to see the student(s) as they cross.

School bus drivers are not to move the school bus until all discharged students who must cross the roadway have done so. The driver shall also wait until students who do not need to cross the roadway are a safe distance from the bus before moving.

No student shall cross the roadway while loading or unloading until the bus driver determines that it is safe to cross.

The alternatively flashing warning signal lights on a school bus shall be used whenever a school bus is stopped on the highway for the purpose of receiving or discharging students.

## **BUS DRIVER DUTIES IN THE EVENT OF AN ACCIDENT**

1. Secure vehicle and display appropriate warning devices.
2. Survey all individuals involved in the accident for extent of injuries.
3. Call the Superintendent/District Office or Transportation Director.
  - A. Report the location of the accident.
  - B. Report any injuries and whether an ambulance is needed.
  - C. Report whether a bus is needed to continue the route.
4. Keep all students on the bus unless safety conditions warrant their removal.
5. If there is a threat of fire, move children and others to a safe location, at least 700 feet from the side of the roadway if possible.
6. Administer first aid.
7. Recruit assistance to flag approaching vehicles.
8. Account for all students and record extent of injuries.
9. Get names, addresses and phone numbers of all witnesses.
10. Make no statements to the media or bystanders.
11. Give information to investigating officers and school officials only.
12. Complete all necessary accident reports.

## **DISCONTINUANCE OF USE**

A bus driver shall inform the superintendent of schools anytime the driver feels that the bus is unsafe for the transportation of passengers. If the driver believes that the bus is unsafe for the transportation of passengers, then the bus shall remain parked.

## **SENDING FOR HELP**

A bus driver shall not leave his or her bus to seek aid in the case of an accident or emergency unless there is no adult or student aboard who may be sent for help. The bus driver shall adhere to the following procedure whenever a school transportation accident occurs unless personally incapacitated:

- a. stop the bus immediately at or as near to the scene of the accident as possible. Try to avoid obstructing traffic anymore than necessary.
- b. remain at the scene of the accident unless forced to leave the scene to seek assistance.
- c. render assistance to any person injured in the accident.
- d. do not let the students leave the scene of the accident.
- e. direct passengers to a safe place away from traffic.
- f. if required, flares/warning devices shall be displayed to warn traffic.

## **BUS EVACUATION**

Bus evacuation drills shall be conducted as follows:

- a. at least twice each school year each student transported in a bus shall be instructed in safe riding procedures and participate in bus evacuation drills.
- b. all bus evacuation drills shall be conducted on school grounds.
- c. all bus evacuation drills shall be supervised by the school principal or others appointed by the superintendent of schools.
- d. during bus evacuation drills, the driver must set the emergency brake, turn the ignition switch off and take the keys, and shall put the transmission in gear if the bus is equipped with a standard transmission.

A bus shall be evacuated at any time it appears the safety of those passengers inside will be jeopardized should they remain inside.

## PASSENGER CONDUCT

The requirements of Kansas law shall apply to all passengers transported in a school bus.

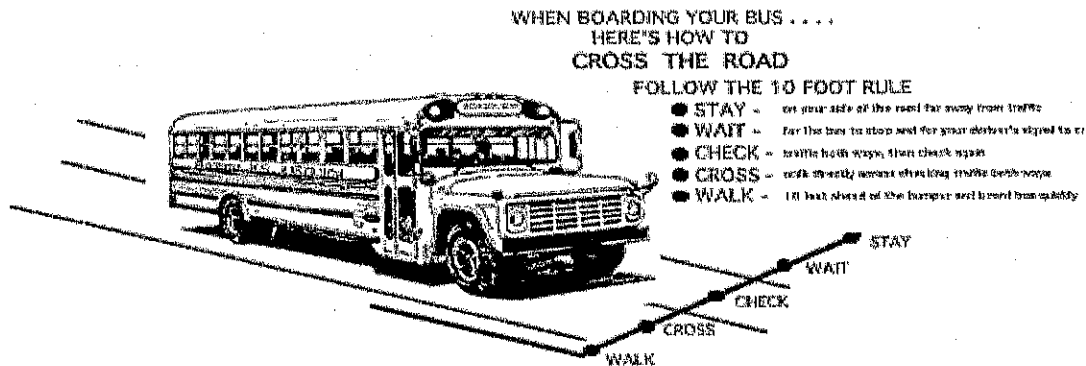
The bus driver shall be in charge of all passengers while they are riding, loading or unloading from the bus. On those occasions there is a certificated sponsor on the bus, they are in charge of the passengers and the bus driver should work directly with them to correct any problems that arise.

In the event that the behavior of passengers on the bus is such that the driver believes that it is unsafe to continue, the driver is instructed to return immediately to Bazine or Ransom and notify the superintendent of schools. The bus driver has the authority to assign seats to passengers. Passengers shall not stand in the traveled portion of the roadway while waiting for the bus. Passengers shall not extend any part of their body out of the bus windows. Passengers shall not get on or off the bus or move about while the bus is in motion. Smoking inside any school vehicle or building is prohibited. Alcoholic beverages or illegal drugs shall not be consumed or carried in a bus. Animals shall not be transported in a bus. No weapons of any type shall be transported on a bus unless by a law enforcement officer. A "Safe Bus Ride" for school bus riders is the goal of every person who works in student transportation. This involves promoting proper attitudes toward safety training for riders and drivers. Bus riding is a privilege, not a person's right and safety rules are for the rider's protection.

## CONSIDERATIONS FOR SAFETY AND COURTESY

Be on time at the bus stop. If the drivers have to wait at each stop, some of the routes would have to start very early to arrive at school on time. **If your child is not riding the bus you need to call the bus driver or the office, or send a note so the bus driver is aware of any changes.**

The driver will verify that all restraints are properly fastened before the vehicle is put in motion. Riders need to be safe pedestrians walking to and from the bus stops. They need to wait in an



orderly fashion, stand off of the roadway and show respect for other's property. Riders should line up single file, use the handrails, and take their seats promptly while boarding the buses. Riders who need to cross the road or street in front of the bus, should do so 10 feet in front of the bus and look both ways and wait for the driver's signal to proceed. Passengers will need to show the proper respect for the driver and bus. They need to help keep it clean, stay out of the aisle and report any damage to the driver.

A drawing of the "Danger Zone" surrounding a school bus is noted below. Take some time to go over this with your child(ren) so that they have a mental picture of these zones. The majority of accidents and fatalities have occurred in these areas surrounding buses during the past several years. There is a ten foot zone that extends all around a bus with three especially dangerous areas. These are immediately in front and the front sides, the right rear area, and in the opposite lane of traffic.

