

# Pioneer Ridge Middle School



16200 Kill Creek Road  
Gardner, Ks 66030

District Webpage: [www.usd231.com](http://www.usd231.com)

Principal.....Mrs. Lachelle Sigg  
Asst Principal.....Mr. Dave Webb

Main Office ..... 856-3850  
Health Asst ..... 856-3809  
Counseling..... 856-3651  
Bus Service..... 856-5650  
Attendance..... 856-2722  
Athletics..... 856-3801 (direct) / 856-3897 auto  
Food Service..... 856-3821

# Wheatridge Middle School



318 E. Washington  
Gardner, Ks 66030

District Webpage: [www.usd231.com](http://www.usd231.com)

Principal.....Mr. G. A. Buie  
Asst Principal..... Mr. Heath Sigg

Main Office .....856-2900  
Health Asst.....856-2906  
Counseling .....856-2952  
Bus Service.....856-5650  
Attendance.....856-2904  
Athletics .....856-2952  
Food Service.....856-2915

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## THIS AGENDA BELONGS TO:

NAME: \_\_\_\_\_

TEAM: \_\_\_\_\_

**The Pioneer Ridge and Wheatridge Middle Schools’ community provides a safe learning environment in which all students will have the opportunity to reach their full potential.**

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**DISCLAIMER**

School rules published in this handbook are subject to such changes as may be needed to ensure contained compliance with federal, state or local regulations and are subject to such review and alteration as becomes necessary for the routine operation of the school. Not all rules of behavior can be written and inserted in a student handbook; however, we expect students to follow reasonable rules and not violate the rights of others.

## **GENERAL INFORMATION**

### **ARRIVAL and DEPARTURE FROM SCHOOL**

Students arriving at school before the admission bell are to wait in the in the gymnasium / Auditorium (PRMS). Students should arrive no earlier than **7:45 a.m.**

Students may not leave campus after arrival without being checked-out by office staff. When the 8:00 a.m. bell rings, students are to go to their lockers, get their books and proceed directly to their first hour class. Students should arrive to their first hour class by 8:05 a.m. and begin preparing for class. The tardy bell will ring at 8:10 a.m.

No student is to leave school during the day while classes are in session unless the student has checked out through the office and has a legitimate excuse.

All students not assigned to remain in the building are to clear the campus by **3:25 p.m.**

Picking Up Students - When parents pick up a student who is ill or going to the dentist, doctor, etc., they must come to the office and sign the Student Check-Out Register. Parents are encouraged to arrange appointments to limit absences from school.

### **SCHOOL BREAKFAST/LUNCH PROGRAM**

WMS and PRMS operate a breakfast and hot lunch program where wholesome, balanced meals are served. Each student has an account with the school. Students are notified when their account balance is running low. Students may make payments toward their account on-line or before school in the student commons Monday through Friday.

In addition to the lunches, ala carte items are available and may be purchased with **cash** on a daily basis. Students with a negative balance no greater than - \$2.50 will be allowed to continue to purchase a reimbursable meal – no doubles, seconds, extra milk or ALA Carte.

When an account reaches -\$2.50 food service will provide a meal consisting of a Peanut Butter & Jelly Sandwich or a Cheese Sandwich and a serving of fruit or vegetable and white milk. At breakfast a meal consisting of cereal and milk will be provided.

### **CAFETERIA PROCEDURES**

1. Students should enter the cafeteria in an orderly manner and move immediately to get in line to get their breakfast/lunch.
2. Assigned seating may be implemented by staff members for any and all middle school students. Students are not allowed to change seats in the cafeteria.
3. Students will be dismissed from lunch by table by cafeteria aides or staff.

4. Food and drink items are not permitted outside the cafeteria unless stored in a student's lunch bag.
5. Payments will be accepted during breakfast and lunch periods.
6. No one but you can use your account number and balance.

### **LIBRARY MATERIALS & TEXTBOOK RENTAL POLICIES**

The school rents textbooks and other materials to the students at a fraction of the cost of student purchased books. Books rented for a portion of the term will have the rent reduced or a refund made according to the established rate. All students are responsible for the care and return of library materials. Losses and damage of library materials will result in reimbursement of the current replacement cost.

The fee schedule for the following school year is as follows:

- Grades 5-8: \$55.00 for textbook rental and student planner
- Activity fee for FACS, Industrial Technology, & Art \$5.00 (5<sup>th</sup>, 6<sup>th</sup>, and 7<sup>th</sup> grades) and \$10.00 for 8<sup>th</sup> grade.
  - Fees are due at the time of enrollment.
  - The renter must pay for books and materials assigned to him/her that are lost or damaged.
  - Should lost books or materials be found after payment has been made, a refund will be made.
  - Books are not to be marked or damaged in any way by the student.
  - Damage to books or materials will be paid for by the renter.

### **STUDENT LOCKERS AND SCHOOL PROPERTY**

A student locker assigned to a student is school property held by the student and administration. **A student may occupy only the locker to which he/she is assigned.** Periodic inspections will be made to see that lockers are kept neat and orderly. Do not put stickers on your locker. All personal items and books, etc., when not in use, should be kept in your own locker. Report any locker difficulty to the office.

Do not tamper with another locker or give your combination to anyone else. Outside locks will not be permitted on any locker. Each student should keep his locker area clean by picking up papers, etc. from the floor and placing them in the trash containers.

Lockers are to be kept locked at all times. Keep all locker combinations confidential. Do not tell another student your combination. If you have trouble opening your locker, ask a

staff member for help. Those students found opening lockers of other students will be given a disciplinary referral.

No large sums of money are to be brought to school. If money must be brought to school in amounts greater than lunch money or change, it should be checked at the office for safe keeping. IF ANYTHING IS STOLEN OR MISSING, IT NEEDS TO BE REPORTED TO THE OFFICE IMMEDIATELY. Remember, your locker may be inspected at any time.

Students are expected to take care of school property and equipment. Students who maliciously damage or destroy property will be expected to pay for the damage or loss. Students should help to keep the school as clean, neat and useful as possible.

### **PERSONAL PROPERTY**

The school district believes students and parents should assume the obligation of bringing only the items to school required by their instructors so that they are adequately prepared to engage in and contribute to the continuity of the instructional program. Items brought by students such as but not limited to lighters, matches, scooters, roller blades, skateboards, scanners, laser pointers, or any inappropriate equipment will be confiscated by a staff member and given to the office staff.

### **STUDENT TRANSPORTATION**

Middle school students are not permitted to drive any motor driven vehicle on school property. Skateboards, scooters, and roller blades are not to be ridden on middle school property. Students should not arrive at school prior to 7:45am. Students who board a bus on the elementary school grounds in the afternoon should enter the elementary school building when waiting upon their bus to arrive.

Tuesday and Wednesday, have been reserved for providing special academic assistance to students. Students will be asked to stay by a teacher or may stay at their own request. The academic assistance lasts from 3:10-3:45pm. Students may get a ride from parents or an **academic bus** will be provided on **Tuesday and Wednesday** at 4:00pm to drop off students within city limits.

### **TELEPHONE USE**

The office telephone is a business phone and should be used for that purpose. Students will be permitted to use the phone only in case of an emergency or when directed by school officials. Students will not be called out of class for a phone call.

### **SCHOOL VISITORS**

Visits to our schools by students of other schools will be subject to advance approval (2 weeks) and written permission by the principal. A visitor's pass and badge will be issued to any approved school visitor. No visitors will be allowed the last week of a grading period or during state

testing. **School parties are for Gardner Edgerton students only.**

## **ATTENDANCE**

### **ATTENDANCE POLICY**

Regular attendance, 8:10 a.m. to 3:15 p.m, is imperative to ensure successful academic growth. Students should be present for every scheduled class unless they have a proper excuse as outlined below. Students who have eight (8) or fewer class period absences will be recognized with an Excellent Attendance Award.

Parents, please ensure that your child arrives at school fed and well-rested, ready to start the day with his/her homework completed. We believe that when a child is properly attired and looks sharp, that is the way he/she will perform.

If parents have question regarding attendance they are advised to call at any time the appropriate attendance lines.  
**WMS - 913.856.2900 PRMS - 913.856.3850.**

### **BOARD APPROVED EXCUSED ABSENCES**

1. Personal illness (Physician's note may be required for accumulated absences over 3 days)
2. Serious illness or death of a family member or close friend
3. Obligatory religious observance of the student's own faith
4. Participation in a school approved student activity
5. Verified physician or dentist appointment (which can be verified by appointment card)
6. Legal matters (which needs to be verified through court services officer)
7. Emergency situations requiring immediate action
8. An absence which has been requested in writing and approved in advance by the building administrator

In an effort to communicate Board Approved Excused Absences, the parent or guardian must call the school office prior to or during the absence and state the reason for the absence. This call should be made between **8:00-10:00 a.m.** if possible. If phone contact is not made, a note signed by the parent or guardian stating the cause of absence must accompany the student's return to school. Any non Board Approved Excused Absence from the classroom that exceeds 15 minutes will be recorded as a full absence from that class period.

**If a parent signed note is not turned in or if a parent/guardian does not call, the absence is unexcused unless corrected by the day following the student's return to school. (Example: A student who is absent on Monday, and returns to school on Tuesday without a note or a phone call from the parent or guardian will**

**have until classes begin on Wednesday to produce the proper information or the absence is unexcused.)**

Students who have excused absences will receive full credit for their course work and are allowed one day to make up work for every day they were absent.

Students who miss more than **four class periods** of the school day are not eligible to participate in activities of the same day.

### **EXCESSIVE and UNEXCUSED ABSENCES**

Kansas statute (72-1113) states that it is the parental responsibility to require regular attendance “of any child who has reached the age of seven and is under the age of eighteen years” to attend school. Furthermore, school administrators are required to report to the Social Rehabilitation Service (S.R.S.) or Judge of the District Court students who are inexcusably absent for the significant part of three (3) consecutive days or the significant part of five (5) or more days in any semester. Staff members will be keeping attendance each hour. **An unexcused absence will result in no credit work and make-up time of one (1) hour for each hour of unexcused absence will be assigned after school or during an assigned Night School.**

Excessive absences, excused or unexcused, have an adverse effect on school work and can result in failure to receive credit and possible retention. Many school activities cannot successfully be made up. In instances where an administrator believes absences are becoming excessive, they may require a parent conference in order to arrange help for the student. The middle schools strongly recommend that extended vacations be planned to occur over Winter Break and Spring Break so that we can maximize student academic opportunities.

### **STUDENT RELEASE DURING SCHOOL DAY**

Early dismissal will be granted for the same reasons permitted for excused absences. Appointments with a doctor or dentist are encouraged to be made at times other than during school hours. However, in the event of emergencies, the appointment should be made as early or as late in the school day as possible. **Parents must come into the school office for students who have requested early dismissal.** Students will not be released during school hours to any person, until the school officials are certain that the individual calling for the student is the parent/guardian. Students will be dismissed from the main office and not from the classroom.

### **TARDY POLICY**

A student is considered tardy to class when they enter the classroom after the bell has rung and they do not have a pass excusing the tardy. **Missing the bus or oversleeping is not an excused tardy.**

Students may accumulate three (3) tardies per semester without consequence. Upon receiving the 4<sup>th</sup> tardy the following consequences will be adopted during each grading period:

- 4<sup>th</sup> tardy = 30 minute detention
- 5<sup>th</sup> tardy = 45 minute detention
- 6<sup>th</sup> tardy = 90 minute Night School
- 7<sup>th</sup> or more = administration will handle on individual basis

Failure to serve an assigned tardy detention will result in Night School. **Parents must notify the office by the Wednesday before the assigned detention to reschedule a tardy detention.**

### **MAKE-UP WORK POLICY**

The student shall have the opportunity to make up work missed during an excused absence. To expedite this process please make arrangements through the office to pick up student work for the day(s) they have missed. If prior arrangements have not been made, the responsibility for making arrangements for make-up work rests with the student. The student must contact the teacher following the absence and make arrangements for making up missed work. The teacher will set a deadline for accepting make-up work. Work made up from a suspension will receive credit.

## **ACADEMICS**

### **HOMework POLICY**

Homework assigned in class will be due the beginning of next day’s class period unless otherwise designated by the teacher. If completing homework by a student becomes a common problem, the student stands to lose privileges (as determined by the team) until the work is complete and turned in.

**5<sup>TH</sup> GRADE POLICY:** Homework turned in 1<sup>st</sup> day late will receive no more than 90% credit. Homework that is turned in the second day and any day after day two will receive no more than 60% credit.

**6<sup>TH</sup> GRADE POLICY:** Homework turned in one day late will receive no more than 85% credit. Homework that is turned in the second day and any day after day two will receive no more than 60% credit.

**7<sup>TH</sup> GRADE POLICY:** Homework turned in one day late will receive no more than 80% credit. Homework that is turned in the second day and any day after day two will receive no more than 60% credit. In addition, late work will not be accepted for credit if more than a week has passed since its due date. Please note this does not apply to high school level course.

**8<sup>TH</sup> GRADE POLICY:** Homework turned in one day late will receive no more than 75% credit. Homework that is turned

n the second day and any day after day two will receive no more than 60% credit. In addition, late work will not be accepted for credit if more than a week has passed since its due date. Please note this does not apply to high school level course.

### **HONOR ROLL**

“A” HONOR ROLL awarded to students making All A's.  
“B” HONOR ROLL awarded to students achieving a GPA between 3.00 - 3.99 with no grade lower than C. The following percentage guidelines will be used to determine final reward grades:

100	A+	77-79	C+
93-99	A	73-76	C
90-92	A-	70-72	C-
87-89	B+	67-69	D+
83-86	B	63-66	D
80-82	B-	60-62	D-
		0-59	F

Students may earn a chenille letter and scholastic emblem for attaining academic excellence. Any student on the Honor Roll for three of the four grading periods qualifies to receive the award.

### **PROMOTION POLICY**

Each year at the end of the first semester, the counselor will prepare a list of students that are failing and will make the necessary communication with parents. (Failing would mean that if a determination was made at this time, student grades would not warrant passing into the next higher grade.)

A final decision is made during the end of the final grading period. Items considered are grades, attendance, attitude, written items submitted by the parent for consideration, teacher recommendations, emotional needs, specific learning difficulties, student's work, social items (student's size and age, has student repeated before), test scores and counselor and psychologist recommendations. The final decision is made by the committee composed of the Wheatridge Middle School Administration & Counseling Staff. The committee may call teachers in for final evaluation and recommendations on certain individual students.

#### **Four options are available:**

1. Pass
2. Place in next higher grade
3. Retain in present grade
4. Summer school credits or approved work in advance by the principal, a student may be passed

(Students and parents may appeal the final recommendation by contacting the school administration for appropriate steps in the process.)

## **ACTIVITIES**

### **ACTIVITY BUSES**

1. The student must be on time in order to assure a seat on the bus. **Students who miss the bus due to tardiness must take the responsibility for their own transportation.**
2. Teacher and bus driver share the responsibility and authority to assure safe travel.
3. Students are to return from activities by bus unless written permission is provided by the parent and approved by the administration or supervisor.
4. General school regulations are in effect on school trips. Students who violate these rules can be assigned discipline deemed appropriate by administration which can include removal from the activity buses thereafter.

### **GARDNER-EDGERTON MIDDLE SCHOOL ACTIVITY GUIDELINES**

1. All students, grades 5-8, are welcome to attend athletic events.
2. Students attending athletic events must sit in their school's respective student section (an exception will be made for PRMS and WMS students attending games at the other school, i.e. PRMS students may sit in WMS student section when WMS is playing Baldwin City).
3. Students are expected to behave in a school appropriate manner.
4. Supervision will be provided at every home game from approximately 3:45 until the end of the game(s).
5. Grades 5 and 6 will be seated near the back of the student section.
6. Grades 7 and 8 will be seated in the front rows of the student section.
7. Cheerleaders will be in attendance for Home athletic events as well as Away WMS vs. PRMS football games.
8. Supervisors will transport students to the concession at half-time and between games.
9. Supervisor's permission must be obtained for any student to leave the student section during the game.
10. If a parent is present, the student may sit with his/her parent.
11. Students must either sit with their parent/guardian or in the student section.

12. Students are expected to pick up their litter/trash prior to leaving the game(s).
13. Student must arrange transportation home prior to the end of the game(s).

**GARDNER EDGERTON STUDENT  
ACTIVITIES CODE OF CONDUCT**

(Revised 5/20/03)

**SECTION I -- PHILOSOPHY AND PURPOSE**

**A. Philosophy of USD 231 Schools Relating to the Use of Mood-Altering Chemicals or Performance Enhancement Drugs** (i.e., alcohol, tobacco, marijuana and \*the misuse of prescription or non-prescription drugs, including performance enhancement drugs)

\*Special medical circumstances will be evaluated on an individual basis and brought to the attention of the coach, director or sponsor.

USD 231 recognizes the use of mood-altering chemicals as a significant health problem for many adolescents, resulting in negative effects on behavior, learning, and the total development of each individual. The misuse and abuse of mood-altering chemicals for some adolescents affects extra-curricular participation and development of related skills.

The close contact of USD 231 activities sponsors, coaches, and directors have with students provides them with a unique opportunity to observe, confront and assist young people. USD 231, therefore, supports education and awareness training in adolescent chemical use problems including the symptomatology of chemical dependency and special issues affecting interscholastic activities for administrators, advisors, athletic directors, coaches, sponsors, participants and their families.

Also, one of the central purposes of the USD 231 Activities Program is to promote personal growth in responsibility, citizenship, sportsmanship, and ethical behavior. Creating minimal standards for in-season conduct for all participants helps to achieve these objectives.

**B. Statement of Purpose:**

1. To provide consistency in USD 231 Board Policies: "To elevate standards of sportsmanship and to encourage the growth of good citizenship, not only for middle and senior high school students, but also the adults and all others who come into contact with school activities."
2. To emphasize the schools' concerns for the health of students in areas of safety while participating in activities and the long-term physical and emotional effects of chemical use on their health.
3. To promote equity and a sense of order and discipline among students.

4. To confirm and support existing state laws, which restrict the use of such mood-altering chemicals and performance enhancement drugs.
5. To establish standards of conduct for those students who are leaders and role models among their peers.
6. To assist students who desire to resist peer pressure, which directs them toward the use of mood-altering chemicals and performance enhancement drugs.
7. To aid students who should be referred for assistance or evaluation regarding their use of mood-altering chemicals and performance enhancement drugs.

**SECTION II, Part A -- ALCOHOL, DRUG, TOBACCO RULE**

During any activity season (Fall, Winter, or Spring), regardless of the quantity, a student shall not: use a beverage containing alcohol; (2) use tobacco or; (3) use or consume, have in possession, buy, sell or give away any other controlled substance defined by law as a drug.

**Interpretations:**

1. The rule applies to the entire activity season. Any activity that spans the course of the year will be subject to the season in which the violation occurs (Fall, Winter, or Spring).
2. It is a violation for a student to be in possession of a controlled substance even if specifically prescribed for the student's own use by his/her doctor. Prescription medication may only be in the possession of and administered to the student by the sponsor or designated school employee or designated health professional. \*Special medical circumstances will be evaluated on an individual basis and brought to the attention of the coach, director or sponsor.

**SECTION II, Part B -- GOVERNED ACTIVITIES**

All student activities that are governed under the jurisdiction of Kansas State High School Activities Association and those that represent USD 231 at any site or location are included in the policy. Activities and organizations not included in the above definition may operate under the Code of Conduct guidelines at the sponsor's discretion.

**SECTION II, Part C -- PENALTIES FOR VIOLATIONS**

Penalties will accumulate during any activity season from August through July and will affect all activities in which the offending student is participating at the time. Penalties incurred near the end of a season may be enforced at the beginning of the next season of participation. Penalties may include but not be limited to:

**1. First Violation**

**Penalty:** After confirmation of the first violation, the

student shall lose eligibility for the next two (2) consecutive inter-scholastic event dates or two (2) weeks of a competition season (beginning with the first competition date) in which the student is a participant, whichever includes the greater number of contests. Students are not allowed to suit up on the date(s) of their activity suspension. However, at coaches' and administrative discretion, disciplined students may attend games but may not suit up. No exception is permitted for a student who becomes a participant in a treatment program.

## 2. Second Violation

**Penalty:** After confirmation of the second violation, the student shall lose eligibility for the remainder of the current activity season or remain ineligible for any governed activity for the next six (6) week period, whichever is greater, excluding buffer week, KSHSAA non-practice dates, holidays and spring break.

## 3. Third Violation/Serious Violation

**Penalty:** As determined by the District Student Activities Director, a student may become ineligible for multiple seasons of activities not to exceed a period of one year from the date of the last violation. \*Seriousness of the violation may warrant movement to higher levels of consequence. Determination will be made from a panel comprised of Activities Director, student's building administrator, district administrator and immediate advisor, coach, director or sponsor of the activity.

## SECTION III -- OTHER STUDENT RELATED CONDUCT

Upon an occasion where a student involved in school activities violates school policy in regards to attendance (school, games, or practices) and discipline (detentions, Friday/Saturday School or suspensions), penalties will accumulate during any activity season from August through July. Penalties may include but not be limited to the following:

**A. In-School/Out-of-School Suspension:** (Includes all suspensions except 1-day, in-school suspensions)

**1<sup>st</sup> Suspension** - One activity date missed

**2<sup>nd</sup> Suspension** - Two activity dates missed

**3<sup>rd</sup> Suspension** - Dropped from all student activities for remainder of year

\*Students are allowed to practice on the day of an ISS, not OSS. Students are not allowed to suit up, on their activity date(s) suspension. However, at coaches' and administrative discretion, disciplined students may attend games with the team out of uniform.

**B. Detentions or Friday/Saturday School:**

Detentions and/or Friday/Saturday School are to be handled individually by each coach, director, or sponsor. However, excessive detentions or Friday/Saturday School will lead to being suspended from the activity, dropped from the activity, or declared "Not In Good Standing" by coaches or school administration.

**C. Unexcused Absences from School, Practices or Games and 1-Day ISS:**

**1<sup>st</sup> Offense** - Appropriate consequences from coach, director or sponsor

**2<sup>nd</sup> Offense** - One activity date missed. Parent contacted.

**3<sup>rd</sup> Offense** - Dropped from activity. Parent contacted.

\*Unexcused absences are not carried over from activity to activity.

**Students should understand that the written Code of Conduct is composed of minimal standards of expectations and consequences. Coaches, sponsors, and administration reserve the right to apply more stringent guidelines and consequences and may deem a student "Not In Good Standing" at their own discretion.**

## EXTRACURRICULAR ACTIVITIES ELIGIBILITY

All athletic requirements set forth by the Kansas State Activities Association will be adhered to. In addition, the following criteria determines student eligibility for.

1. Sports eligibility is determined by the following guidelines:
  - CC/Football/Volleyball – Students must pass five or more classes from the last grading period of the previous spring semester.
  - Wrestling/Girls Basketball – Students must pass all 1<sup>st</sup> quarter classes.
  - Boys Basketball – Students must pass all 2<sup>nd</sup> quarter classes.
  - Track – Students must pass all 3<sup>rd</sup> quarter classes.
2. Continued student participation (practices and/or contests) in a particular sport is contingent upon passing all class periods at the end of a grading period during the season in question.
3. Any student receiving the grade of 'F' at weekly progress report time is ineligible to suit up, travel with the team, or participate in athletic contests. However, the student may attend practice after he/she has spent 45 minutes after school in a study situation. The student will be eligible for athletic contests when the instructor writes the coach and principal a note stating that the student is passing. (*Students who receive incomplete grades are not eligible to practice or participate until incomplete grades are made up.*)

4. Band and chorus will be affected regarding state competition only.
5. Eligibility does not encompass band and chorus performance unless the performance is required for a class grade.
6. The KSHSAA allows the principal to deem a student “not in good standing” which affects eligibility.
7. Co-curricular activity participation that is reserved for limited numbers of students will be available to full-time students only. If students have not returned or paid for athletic equipment and/or uniforms they will not be eligible to participate in the next activity.

**INSURANCE FOR INTER-SCHOLASTIC ATHLETICS/ACTIVITIES**

School insurance is offered to students as a school service for a nominal fee. Students out for competitive athletics must have this type of insurance, or waive this requirement by filing a signed statement in the office. The form is located on the back side of the Student Code of Conduct. All students who have school insurance are covered while at school, on the way to and from school and in school sponsored activities. This insurance provides coverage for students in accidents not normally covered by family type accident insurance.

**Student Behavior/Conduct Expectations**

**GENERAL STUDENT CONDUCT EXPECTATIONS**

Students are to conduct themselves in an orderly, respectful, and responsible manner.

**USD #231 STUDENT CONDUCT AND PROCEDURE CODE**

A part of the Student Conduct and Procedure Code adopted by the Board of Education is listed here for the information of parents and students.

**PRINCIPAL**

The principal is responsible for the conduct of the students and teachers in his school. They are responsible for seeing that the policies of the board of education and the administrative policies and directives of the superintendent are followed.

**TEACHER AND DISCIPLINE**

Teachers shall be responsible for the discipline of pupils enrolled in their classes, but shall have the freedom of consulting with the principal when it is believed to be necessary.

**BUS BEHAVIOR GUIDELINES**

Students are responsible for their behavior on the bus and its affect on the safe operation of the bus. Misbehavior could endanger the lives of all students being transported. Therefore, behavior infractions must be reported and disciplinary action will be taken in accordance with the guidelines set forth by the school.

Parents are requested to explain the importance of proper behavior on the bus. They are also expected to support disciplinary actions that are necessary to help their child change his/her behavior.

The primary responsibility of the driver is to safely transport the students to and from school. While transporting students, the driver also has the responsibility of maintaining discipline on the bus. Therefore, the driver will report behavior infractions to the proper authority on the forms provided.

There may be occasions in which a student needs to ride a different bus. Students are required to present the driver an approved note, signed by the parent and principal. This note must arrive in the office no later than 12:00 of the day of the change. This will let the driver know that the riding of a different bus has been approved by the parent and school.

Students will not be allowed to board at one stop and depart at a different stop. **To do so is a violation of state guidelines** unless a student has a permission note from a parent stating he/she can depart at a different stop.

**BUS BEHAVIOR CONSEQUENCES**

The following behaviors are examples of behaviors not permitted on the bus. The behaviors are grouped according to the seriousness of the offense. More serious and/or repeated inappropriate behaviors will result in increased consequences.

**MINOR INFRACTIONS CAN INCLUDE:** being loud, blocking aisles, hitting, insubordination, profanity, spitting, standing, throwing objects, hanging out of windows

**CONSEQUENCE CONTINUUM FOR MINOR INFRACTIONS:**

**Warning:** Often times a student will change their behavior with a simple warning. Re-assignment of assigned seats is also suggested. Previous warnings should be noted on subsequent referral forms.

**First Offense:** Driver conferences with the student, identifies the infraction and writes the behavior referral with copies to the appropriate administrator. The administrator contacts the parent(s) and assigns appropriate discipline.

**Second Offense:** Driver conferences with the student, identifies the infraction, and writes the behavior referral with copies to the appropriate administrator. The administrator contacts the parent(s), gives them a copy of the referral, and

assigns appropriate discipline. The parents are informed that a bus suspension will occur with the next violation.

**Third Offense:** Driver conferences with the student, identifies the infraction and writes the behavior referral with copies to the appropriate administrator. The appropriate administrator contacts the parent(s), reviews the child's behavior record, and suspends the riding privileges from one to five days. All succeeding offenses in the minor category will be treated as a Major Infraction-first offense, second offense, and then third offense.

The administrator determines at which level the offense occurs, (first, second, third) based on validation of previous referral forms and prior disciplinary action.

**\*If the infraction is a violation of the law, the proper authorities will be notified.** If the infraction results in property damage, restitution must be paid or a plan for restitution must be agreed upon before the riding privileges are reinstated.

**MAJOR INFRACTIONS CAN INCLUDE:** assault, fighting, insubordination, possession of weapons, possession or use of alcohol, possession or use of tobacco, possession or use of drugs, vandalism

### **CONSEQUENCE CONTINUUM FOR MAJOR INFRACTIONS**

**First Offense:** Driver conferences with the student, identifies the infraction, writes the behavior referral with copies to the appropriate administrator. The appropriate administrator contacts the parent(s), reviews the behavior incident, and suspends the student's riding privileges for three to five days. The parent(s) and student must attend a conference with the appropriate administrator and driver before the riding privileges are reinstated.

**Second Offense:** The same procedure will be followed as outlined in the first offense. However, the riding privileges will be suspended for five days.

**Third Offense:** The same procedure will be followed as outlined in the first offense. However, the riding privileges will be suspended for five days. An administrative hearing to consider long term suspension will be requested by the administrator.

### **CLASSROOM EXPECTATIONS**

We believe all students can behave appropriately in their classrooms. Students that jeopardize the teaching and learning atmosphere will have consequences for their actions.

#### **Basic Classroom Expectations:**

1. Be in your assigned location ready to work when the bell rings.
2. Bring paper, pencils, books and completed assignments to class.
3. Keep your hands, feet, books and objects to yourself.

4. No swearing, teasing, bullying, rude gestures or put downs.
5. Follow individual classroom rules and directions.

If a student does not follow the classroom rules, a 30 minute detention will be assigned with that teacher after school. After receiving the detention, the student will call his/her parents and inform them they are staying after school. If parents cannot be reached to make arrangements, the detention must be served the next day.

If a child fails to serve his/her time on the appropriate days, then In-School Suspension or Night School may be assigned. If a student's parents do not have a telephone or cannot be reached, the detention time will be scheduled for the next day.

Students who receive an excessive number of referrals will be required to have a meeting with an administrator and their parent(s) for the purpose of designing an improvement plan.

### **UNACCEPTABLE FORMS OF BEHAVIOR**

Unacceptable forms of behavior will not be tolerated on school property or at school events, and occurrence of such behavior may result in suspension from school.

The following is a list of some behaviors deemed "**unacceptable**", but is not an all inclusive list of such behaviors:

- Academic Misconduct (cheating, Plagiarism, etc),
- Assault,
- Defiance,
- Disrespect toward staff,
- Failure to comply with a request,
- Fighting,
- Forgery,
- Gambling,
- Harassment or Hazing, Horseplay and/or Vandalism,
- Lying,
- Possession of Lighters, Matches, Fireworks or Other Combustible Items,
- Possession or use of alcohol, tobacco, drugs, narcotics, or drug paraphenelia,
- Possession of a Weapon,
- Profanity or Vulgarity (written, verbal, or displayed),
- Stealing,
- Threats or Verbal Abuse,
- Throwing Objects.

### **CONSEQUENCES FOR UNACCEPTABLE BEHAVIOR**

1. Conference with student and/or parent.
2. Office Detention: Assigned after school by the principal for infraction of school rules

3. In-School Suspension: Assigned in lieu of an out-of-school suspension.
4. Out-of-School Suspension: Continuous and willful refusal to accomplish school tasks, insubordination; disorderly, vicious, illegal or immoral conduct; and persistent violation of school regulations are causes for suspension or expulsion from school.
5. Night School: Assigned for truancy or as an alternative consequence.

A student who has been assigned *In-School Suspension or Out-of-School Suspension* cannot attend non-academic day activities during the duration of the suspension (eg., sports events/school events). This policy is in effect when the principal assigns the suspension and it continues through the last day of the suspension. *[The only exception is when a student is participating in an activity that is associated with a class (eg., music concert). In this case, the suspended student may attend and participate in the school activity.]*

If, in the judgement of the administrator, one student was clearly the instigator or if one student was clearly acting in self-defense, the administrator has the authority to adjust the suspension in such a manner that the students involved may not receive suspension of equal length. Incidents which break the law may be reported to the Gardner Public Safety Department.

**SUSPENSION OR EXPULSION MAY RESULT FROM ANY OF THE FOLLOWING:**

Insubordination - This is the refusal to follow the instruction of a teacher, staff member, peace officer, or to identify oneself upon request.

Use of Language - Obscene, vulgar, profane, or disrespectful words audible or observable to any school staff member or other students.

Intimidation - Verbal threats or physical abuse to any other student or staff member.

Incitement to Riot - This will include active participation either physically or verbally, which might create a disturbance of any kind in or on the school property.

Possession or Use of Tobacco Products - In any school building, on the campus, or at any school sponsored activity.

Intoxication - Students who give the appearance of being under the influence of alcohol or drugs on the school campus or at any school sponsored activity.

Driving - Driving on the school campus in a reckless manner, failing to abide by school driving regulations, bringing a vehicle on campus more than once during a school day, or failing to register with the school administration a vehicle brought on campus.

Published Regulation - Willful violation of any published regulation for student conduct adopted or approved by the board of education.

Disruption - Conduct which substantially disrupts, impedes, or interferes with the operation of any school in the district.

Rights of Others - Conduct which substantially impedes upon or invades the rights of others.

Repeated Violations - An accumulation of violations of school policy or school regulations.

Students Skipping Class - Students who are in the corridors or on campus while classes are in session without a valid pass.

Walkout or Boycott of Classes - Any walkout or boycott of classes.

Presenting False Reasons for Absence - This includes lying to a teacher or an administrator about the reason for being absent from classes, or presenting forged statements or false statements about the reason for being absent for yourself or others.

False Statements Under Oath - This includes giving untrue statements of false evidence while under oath at a hearing for extended suspension or expulsion.

**IMMEDIATE SUSPENSION WITH RECOMMENDATION FOR EXPULSION WILL RESULT FROM ANY OF THE FOLLOWING:**

Playing with Fire Alarms - Any student setting off a fire alarm in any of the school district buildings as a prank.

Bomb Threat - Any student turning in a bomb threat as a prank.

Weapons - A student shall not knowingly possess, handle or transmit any object that can reasonably be considered a weapon on the school grounds or off the school grounds at a school activity, function or event. It is a Class E Felony for a student to bring a firearm on any school campus. This law applies even if the firearm is in a vehicle driven onto school property. Any violations of this policy must be turned over to the police for additional action. Please note: Senate Bill 38 expands the definition of weapons to add bludgeon, sandclub, metal knuckles, throwing star, or knife that opens automatically and removes the exemption for hunting rifles. In addition, students over 13 years of age who are long term suspended for weapons, drugs, or behavior that could injure others will have their driver's license suspended for one year.

Alcoholic Beverages and Drugs - Any student having in his possession upon the school grounds, school buses, or while attending any school sponsored activity any alcoholic beverages, any hypnotic somnifacient or stimulating drugs as those terms are defined in K.S.A. 65-2601, or narcotics

unless such drugs are authorized by prescription or paraphernalia associated with the administering of drugs. Any student who attempts to sell or purchase a substance under the guise of drugs or alcoholic beverages.

Striking a Teacher - Any student striking a teacher or staff member.

**PROBATION**

Any punishment, suspension or expulsion may be deferred by the person having authority to do so, and the student involved may be placed on probation for a set period of time. Said punishment, suspension or expulsion shall remain deferred so long as the conditions of probation are met by the student.

Any student placed on probation shall be given a written list of the terms and conditions of his probation. The student shall sign a statement to the effect that he/she has had said terms and conditions fully explained to him/her, that he/she understands them, that he/she is willing to abide by them and that, if he/she fails to do so, the punishment originally imposed may be reinstated at the discretion of the person granting such probation.

**DRESS CODE**

Cleanliness and good taste should be the guide to a student's personal appearance. Clothing, makeup, accessories, piercings, or hairstyles that are disruptive to the educational process, or a danger to the health, welfare and safety of students will not be permitted. The administration will determine appropriateness of student attire.

Shorts may be worn at anytime during the school year. The shorts should be in good taste, not too tight nor too short.

There will be no loose net shirts, bare midriff, bare shoulders or halter tops. Garments with suggestive, vulgar words, pictures or gestures, alcohol, tobacco or drug related words or pictures will not be allowed. Sagging pants, pajama pants, and slippers are not allowed.

Hats, caps, or bandanas will not be worn in the buildings by students.

**GANG POLICY**

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

Incidents involving initiations, hazings, intimidation, and/or related activities of such group affiliations which are likely to cause bodily danger, physical harm, or personal

degradation or disgrace resulting in physical or mental harm to students are prohibited.

The superintendent shall establish procedures and regulations to ensure that any student wearing, carrying, or displaying gang paraphernalia, or exhibiting behavior or gestures which symbolize gang membership, or causing and/or participating in activities which intimidate or affect the attendance of another student will be subject to disciplinary action. School administrators and/or law enforcement officials will be the individuals to determine if a violation has occurred. Students who violate gang policy will be subject to the following consequences:

**Strike One (1st violation)** - conference with principal, parent contact

**Strike Two (2nd violation)** - 3 day out of school suspension

**Strike Three (3rd violation)** - 5 day out of school Suspension and expulsion hearing

**Health and Safety**

**USD #231 STUDENT MEDICATION POLICY**

1. Kindergarten through 8<sup>th</sup> grade students: all medications, with the exception of metered dose inhalers and epi-pens, will be kept in the Student Health Services room and will be administered by a District Nurse, building Health Aide or trained/delegated staff member.
2. All students (K-12) with an asthma diagnosis must have a current asthma action card on file that has been completed and signed by their physician and parent. Students with asthma will have the option of carrying and self administering a metered dose inhaler. Students are also encouraged to have an extra inhaler in the student health services room for emergency situations.
3. All students (K-12) with allergies, specifically those that may require the use of an epi-pen, will have the option of carrying and self administering the epi-pen or they may choose to keep an epi-pen in the Student Health Services room. A current allergy action plan must also be completed and signed by each student's physician and parent.
4. All medications administered by a District Nurse, building Health Aide or trained/delegated staff member will meet the following requirements:
  - a. A written order from the student's physician is required for all prescription medications and for any medications not included in Section D. These orders must be renewed at the beginning of each school year. In addition, a new order is required when any changes are made to the original order.

1. The order must include: students name, date, name of medication, dosage given at school, time of administration and route of administration.
2. All medications must be in original containers and/or packaging. Prescription medications must have a current pharmacy label.
3. The receipt of all prescription medications will be counted and documented by a member of the Health Services Team. In addition, a Medication Acknowledgement form will be sent home to verify the product and amount received (duplicate records will be maintained in the School Health Office). Parents and/or guardians will be required to pick up (in person) any remaining or unused prescription medications.
4. An annual parental consent form is required for administration of the following non prescription medications: Acetaminophen, Ibuprofen, Antacids, Cough drops, lotions, creams, ointments.

### **STUDENT HEALTH SERVICES**

All students going home due to illness or injury must report to the Nurse Assistant. **All phone calls to notify parents due to illness or injury will be made from the Nurse Assistant's office.** Students will be sent home for the following reasons:

1. Temperature of 100.0 or above (should not return until 24 hours after fever has broken)
2. Vomiting, upset stomach
3. Abnormal menstrual cramps
4. Overly tired, run down
5. Sudden rash
6. Red, watery eyes or purulent draining eyes

Students must be picked up within an hour after parents are notified.

### **SCHOOL SAFETY**

Safety is important to all school stakeholders. Students, parents, and staff have a shared responsibility in maintaining a safe learning environment at Wheatridge Middle School. It is necessary and encouraged that students and parents bring any safety concerns to the attention of a teacher, an administrator, or the School Resource Officer.

Through our emphasis for a safe school environment for all students, Gardner Edgerton district officials will report all crimes committed on school property to appropriate local enforcement agencies. Specific examples of reportable incidents include but shall not be limited to: possession of weapons, controlled substances (drugs/alcohol), destruction of property, theft, fighting, intimidation and all other matters involving criminal activity.

The Kansas Highway Patrol has provided a hotline number for the reporting of issues that might affect safety on the

campuses of Kansas schools. The hotline number is 1-877-626-8203.

### **FIRE AND TORNADO DRILLS**

Fire and tornado drills are held at irregular intervals throughout the school year.

1. Check the instructions in each classroom (they are posted) indicating how to leave the building in case of fire.
2. Walk. No talking. Move quickly and quietly to designated area.

In addition, backpacks, purses and other items of this nature are to be placed in student lockers before school begins and should remain there until the school day is over.

### **RECESS RULES**

Wheatridge and Pioneer Ridge Middle Schools have activity areas for the enjoyment of the community. It is important that safety and courtesy rules be followed. Rules will be regularly reviewed with your child by the staff.

### **SEVERE WEATHER - SCHOOL CLOSING**

In case of severe weather, snow, low temperatures, ice, etc., the official announcement for school closings may be heard over the area radio and television stations.

### **ELECTRONIC DEVICE POLICY**

For purposes of this policy, "Personal Electronic Devices" are defined to include cellular phones, digital cameras (still or video), personal digital assistants (PDAs), iPods, MP3 players, headphones, pagers, or any other easily concealed electronic device capable of transmitting data or images.

Gardner Edgerton School District extends to students the privilege to possess and use Personal Electronic Devices before and after the instructional school day. All Personal Electronic Devices must be turned off before the start of each school day and may not be reactivated until after the last bell of the day. They shall be stored in a student's locker (or backpack for elementary students) throughout the instructional day. The instructional day includes, but is not limited to, lunch breaks, class changes, study halls, fire drills, assemblies, school evacuations, and any other structured or non-structured activity that occurs during the normal school day. During all times when electronic devices are allowed to be on and in use, students are encouraged to keep their phone on "silent" mode.

Due to the potential for invasions of privacy, the use of Personal Electronics Devices that are capable of recording audio, video or still images are prohibited **at all times** in the bathrooms or locker rooms. In addition to disciplinary action that may be taken by the Administration, violators of this provision may be referred to law enforcement authorities.

Students, parents, and guardians are advised that the Board of Education assumes no responsibility in any circumstances whatsoever for the loss, destruction or theft of any Personal Electronics Devices that are brought to school or to any extra-curricular or after-school activity.

Building administrators shall have the discretion to determine the appropriate punishment for violations of this policy. Building administrators shall also have the discretion to allow exceptions to this policy on a case-by-case basis, e.g., in situations where a student's 504 plan or IEP requires the use of a Personal Electronic Device, or in cases of medical necessity or emergency.

**Minimum Consequences**

**1<sup>st</sup> offense** - Item is confiscated by the teacher. Item is returned by the teacher to student at the end of the school day. Teacher reports incident to administration.

**2<sup>nd</sup> offense** - Item is confiscated by the teacher. Item is given to administrator. Parent of child must pick up item from the office. Office detention assigned. Parent told that future incidents lead to an in-school suspension.

**3<sup>rd</sup> offense** - Repeat 2<sup>nd</sup> offense procedures and administration assigns in-school suspension.

\*Subsequent offenses will lead to further consequences as determined by administration.

**CIVIL RIGHTS COMPREHENSIVE  
NOTIFICATION FOR GARDNER  
EDGERTON, U.S.D. NO. 231**

In compliance with the Executive Order 11246; Title II of the Education Amendments of 1976; Title VI of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972; Title IX Regulation Implementing Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; and all other Federal, State, School rules, laws, regulations, and policies, the U.S.D. No. 231 of Gardner, Kansas does not discriminate on the basis of sex, race, color, national origin, disability, or age in admission or access to, or treatment or employment in, its programs or activities.

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

Any questions or complaints regarding the district's compliance with Title VI, Title IX, or Section 504 may be directed to the Director of Special Services at P.O. Box 97, Gardner, KS 66030.

Title VI, Title IX, and Section 504 complaints may also be filed with the Regional Office for Civil Rights. Address correspondence to: U.S. Department of Education, Region VII, Office for Civil Rights, 10220 North Executive Hills Blvd., Kansas City, Missouri 64153.

Students and their parents are hereby notified that this school district does not discriminate on the basis of sex, age, color, race, national origin, or handicap. Any person having inquiries concerning U.S.D. 231 and compliance with the above is directed to contact the Director of Human Resources at P.O. Box 97, Gardner, KS 66030.





**USD 231 MIDDLE SCHOOL STUDENT AGREEMENT**

I, \_\_\_\_\_ and my parent(s)/guardian(s) have read the expectations of WMS/PRMS. Together we understand the expectations of WMS/PRMS and the contents of the Student Handbook. My parent(s)/guardian(s) and I agree to work together with the staff of WMS/PRMS to meet these expectations, so that I may be able to get the most out of my education.

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Student Signature

Date

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Parent /Guardian Signature

Date

**Please sign and return this form to the designated teacher on your team/homeroom teacher.**

USD 231 Gardner Edgerton  
Technology, Internet and Electronic Mail  
Use, Consent and Acceptable Use Policy  
Students and Parents

Please read and fill out the following consent forms completely and legibly. The signature of a parent or guardian is also required if the student is under the age of eighteen (18). Please return the consent form to the building. Any questions should be addressed to the principal. Keep the attached copy of the Technology and Internet Acceptable Use Policy for your records.

**Student Signature:**

I have read, understand, and will abide by the terms and conditions of the Technology and Internet Acceptable Use Policy for USD #231. I understand my electronic mail account address will become public record on the World Wide Web. Only Gardner Edgerton High School students will receive electronic mail accounts. I agree to waive any expectation of privacy and all rights granted by the Electronic Communications Privacy Act of 1986. I further understand that violation of the regulations is unethical and that some violations may constitute criminal offenses. Should I commit any violation, my access privileges may be revoked, and school disciplinary action and/or appropriate legal action may be taken.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Name (Please Print)

If you are under the age of eighteen (18), a parent or guardian must also read and sign this document.

**Parental Consent and Signature:**

As the parent or guardian of this student, I have read the Technology and Internet Acceptable Use Policy for USD 231. I understand if my child receives an electronic mail account, his/her e-mail address will become public record on the World Wide Web. Only Gardner Edgerton High School students may receive an electronic mail account. I agree to waive any expectation of privacy and all rights granted by the Electronic Communications Privacy Act of 1986 for my child. I further understand this access is designed for educational purposes and that the District has taken precautions to limit controversial material. However, I also recognize it is impossible for USD #231 to restrict access to all controversial materials and I will not hold them responsible for materials acquired on the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission for my child to use electronic mail and/or the Internet and certify that the information contained on this form is correct.

\_\_\_\_\_  
Parent or Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent or Guardian Name (Please Print)

\_\_\_\_\_  
School