

STUDENT HANDBOOK

AFTER-SCHOOL ACTIVITY PROGRAM (ASAP)

Parents may enroll their student for Truesdell's After-School Activity Program (ASAP). Students involved in ASAP are engaged in supervised activities Monday through Thursday from 3:20 PM – 5:00 PM. A snack is provided for participants. Limited transportation is available.

This program provides at least 45 minutes of tutoring/study time followed by a choice of various fun activities such as cooking, dog training, etc. A weekly field trip is scheduled for students with parental permission to participate. Students typically go to the YMCA, the skating rink, etc.

AMERICA'S CHOICE

For the 2008 – 2009 school year, the Wichita Board of Education has provided seven Wichita Title I middle schools with additional support in the form of a new program called America's Choice. This program is designed to specifically address the literacy and math needs of our students through a carefully crafted program of expectations for school staff—from the building administration, the support staff, the classroom teachers, and to the students themselves. Truesdell will benefit from the trained staff members in language arts and math classes at all three grade levels with other classroom teachers coming on board as our support staff continues to train the rest of the staff.

The implications are huge! America's Choice is a program that should be pervasive throughout the entire school—at every grade level and in all classrooms regardless of subject. Not all classroom teachers will use all facets of the program, but every staff member and every student will be impacted by America's Choice by the end of the 2008 – 2009 school year.

ATHLETICS

1. Opportunities to participate in competitive sports in USD 259 are limited to 7th and 8th graders only. Boys may choose from cross country, basketball, and/or track. Girls may choose cross country, volleyball, basketball, and/or track. The Kansas State High School Athletics Association governs requirements that students must meet in order to be eligible. In all cases, students must have a current physical on record before they will be allowed to tryout OR to practice.
2. Truesdell has always been noted for its good conduct and sportsmanship at home and away games. The following are the acceptable student behaviors at athletic contests:
 - a. Students are to remain seated in the bleachers during the game. Students may stand during a cheer, but must sit down when the cheer is over. Students must sit in the Truesdell seating section.
 - b. Students must keep the seat they choose throughout the entire game. They cannot move from one row to another or from one section to another.
 - c. Students must stay behind the "out-of-bounds" line when entering and leaving the gym.
 - d. Students must be respectful and courteous of the visiting school's team and spectators. **Booing is not allowed.**
 - e. There is no stomping on the bleachers; the structure of the bleachers will not allow for this.
 - f. During basketball games, students must remain quiet while all players are shooting free throws.
 - g. Students cannot bring food and drinks (except water) into the gym.
 - h. Students may go to the concession stand and/or restroom between games and **ONLY** between games.
 - i. Students who leave early from a home game should leave during half time or between games unless accompanied by a parent/guardian. No one will be allowed to leave during the fourth quarter.

- j. Truesdell students are to remain seated until an administrator dismisses them.
- k. Students will not be allowed to go to their lockers after the game.
- l. Students should inform their parents if they are staying for a game and arrange for a ride prior to coming to school.

Away Games

The same rules for student behavior at home games also govern behavior at away games.

- m. As a group, students will quietly enter the building; sponsors will direct them to the correct seating area.
- n. When the game ends, students must remain in their seats until the sponsors take them to their bus.
- o. Inappropriate bus behavior will not be tolerated.

ATTENDANCE

- 1. Students are required to attend classes, and *parents are expected to notify the school in writing or by phone when absences occur.*

Attendance Office.....973-3906

- 2. Students are responsible for collecting and making up all required work. The make up time will be equal to the number of days the pupil was absent plus one day. Parents may call the appropriate office for their student's assignments missed during an *extended absence* (three or more days). Teachers are to be given a reasonable amount of time, generally 24 hours, to prepare the requested assignments.

BOE P1472 PUPIL MAKE-UP WORK

It is the responsibility of the pupil to make up assignments. The teacher shall make reasonable efforts to encourage and assist the pupil to make up missed assignments, shall give credit for such work, and shall allow a pupil a reasonable period of time to complete such missed assignments.

- 3. When it is projected that, because of physical or mental health problems, a student shall be absent for *three weeks or more*, the parent shall contact the social worker at 973-3910 for homebound referral.
- 4. When it is anticipated that a student is to be absent from 2 – 10 days for personal matters (i.e., family vacation, an extended holiday, wedding, etc.), the parent/guardian must fill out a Request to Be Absent form at least three days in advance so that teachers can have time to gather the homework needed. The form needs administrator approval.

Just remember. If you're not here, you are missing your education. Can you afford to do that? Didn't think so.

AVID (ADVANCEMENT VIA INDIVIDUAL DETERMINATION)

AVID is a new program at Truesdell this year. Pleasant Valley Middle School is presently a demonstration school for AVID after several years in operation at that building. North High is another Wichita school that is strongly involved with AVID.

AVID is a program that takes students in middle school and prepares them to be the first members of their families to attend and graduate from college. To do that, AVID students and their parents must sign a contract that commits them to a rigorous academic program with addition supports provided along the way to ensure the students' success. Students in AVID are enrolled in Advanced Skills classes. Initially, we have identified a group of students who will be entering 7th grade this year. One of their classes will be AVID where they will benefit from a variety of speakers, lessons, and tutoring. Each year, we expect to increase the number of students enrolled in AVID.

All students will be introduced to some of the AVID tenets. For example, every Truesdell student will be expected to carry an AVID binder with him at all times. That binder will become an important organizational tool for the student. Teachers will be trained to help students learn how to organize their work so that they can maximize their success.

BIKES, SKATEBOARDS, SCOOTERS, and MOTOR VEHICLES

Students riding bicycles to school are to park their bikes in the racks on the west side of the school building (Glenn Street). Bicycles should be locked to the rack. Students who do not have bikes at school are expected to stay away from the racks and bikes.

Skateboards and scooters are not to be ridden on school grounds. *That means, stay off your skateboard or scooter until you are on the sidewalk that goes along Glenn.* Remember, it is not safe to ride your skateboard or scooter when there are many pedestrians using the same sidewalk. Bus riders are not allowed to bring their skateboard or scooter to school. Skateboards and scooters must be kept in the student's locker until the end of the day and carried off school grounds. Students who frequently break the rules about skateboards and scooters will have them confiscated, and a parent will need to come claim the item. **Under no circumstances will students be allowed to use any Truesdell ramps, steps, or sidewalk areas to skateboard.**

There is no designated parking area for motor vehicles of any type driven by students. Students are not to drive cars, motorcycles, or motorized scooters to school. Parents/guardians dropping students off at school and picking up students must exercise *extreme* caution. It is important for the safety of our students that vehicles remain in the designated car lane in both the north and south parking lots.

BOOK OF THE MONTH

Each month, Mrs. Sinclair will choose a book that all students will hear read aloud to them. Mrs. Sinclair, Mr. Kasel, Mrs. Peak, and Mrs. Rodriguez are just a few of the adults who will be coming to classrooms—as invited—to read the selected book to the students. The books are ones that can be read in one class period. Some may be picture books with a message that will resonate with our middle school students. This is one more aspect of the America's Choice program that will reach all students.

BULLYING, HARASSMENT, INTIMIDATION, and THREATS

To underscore the seriousness of bullying, the Wichita Board of Education recently amended its policy relating to Student Behavior, BOE P1464 to include:

Bullying occurs in all forms including, but not limited to, appearance, status with a peer group (social power), intellectual, socio-economic, gender, race, sexual orientation, ethnicity, etc. Bullying in any form is prohibited on school property, in a school vehicle, or at a school-sponsored activity or event. In addition, bullying is prohibited while utilizing school property. Bullying includes Cyberbullying. In compliance with K.S.A. 72-8256 and amendments thereto, the Board heretofore developed and adopted a plan that addresses bullying. In addition to disciplinary action described in BOE Policy P5113 - Suspension and/or Expulsion of Students, students who violate the bullying prohibition may be reported to local law enforcement, if appropriate. This AIP 2 of this policy and the Bullying Plan shall be reviewed by the Board on a yearly basis.

Many students in middle school report that bullying is a problem at school. Today adults are paying more attention to students who complain about being bullied. At Truesdell, students are expected to treat their peers with respect. Not everyone will like everyone else, but there is no reason for any student to bully, harass, or threaten another student. The following steps are suggested for resisting a bully. Remember, if the following steps don't stop the bullying, you MUST go to an adult. Some bullies will **not** stop until an adult intervenes. Do not allow the bullying to continue for a long period of time before reporting the bully. You have rights, too!

Step 1

Stay calm and walk away. Ignore her. Don't give the bully the reaction she wants.

Step 2

Be assertive. Stand up straight, look her in the eye, and firmly tell her, "Stop it! If you keep it up, I'll report you!" "Don't do that!" and "I don't like that!" are also strong messages to use. Say it like you mean it. If necessary, practice in front of your mirror until you feel comfortable saying the words.

Step 3

Get louder and stay assertive. Tell her, "Keep your hands off of me!" or "I'm not moving no matter what you say. Now, *stop it!*" She won't want to attract the attention of an adult. Remember, it is the tone of voice and volume that can show a bully that you are no victim and to leave you alone!

Step 4

Hang with your friends. Avoid being alone. If you see someone else being bullied, say to the bully, "This is my friend. It isn't right for you to pick on her or anyone else." Get involved at school so that you have a wide support group.

Step 5

If the bully continues to bother you, do not allow yourself to be her victim! Privately take up the problem with a teacher, counselor, or administrator. **YOU HAVE THE RIGHT TO FEEL SAFE, ESPECIALLY AT TRUESDELL. No one has the right to make you feel unsafe! Oftentimes students report, "She's been bothering me all year," and it is the first time an adult has been told. If the problem doesn't stop, go to the next higher authority figure, such as your grade level administrator. Mrs. Sinclair is the final authority at Truesdell. Go to her if nothing else has stopped the bully.**

Be advised that, when you report bullying to an adult, you will be asked questions about who, when, where, and how you have been bullied. Just because you don't know a person's name should not stop you from reporting that person. We can often figure that out with a little help from you. Don't allow someone to make your life miserable. **Tell and continue to tell until the bullying stops!** Follow the advice given to you by the adult. Refrain from being physical or nasty with the bully--that will only get *you* in trouble, too. Instead, maintain your dignity by using the steps outlined above.

A practice that seems common to middle school students, particularly girls, is the creation of "slam books." These books usually surface in the spring and are almost exclusively negative in content. Students who engage in this type of activity should expect to be suspended from school for a maximum of 5 days. Remember, when you put in writing something that is ugly in nature, it "lives" on after you! Anyone can read it at any time. Even though your feelings may change, the words that you put on paper will be there until the paper is destroyed. Don't go there! Be smart. Keep your thoughts to yourself unless you find a need to express them verbally to the person involved (not the whole world) or to a caring adult. Smart, well-educated people have found over the years that putting ugly things in writing almost certainly comes back to bite them! If you engage in writing in a slam book, be prepared for the consequences. They will be severe. They will be swift.

See **Sexual Harassment and/or Assault.**

BUSES

RIDING A BUS IS A PRIVILEGE!

If you live two and one half miles or more from school, you are eligible to ride a school bus free of charge. Information about bus routes can be obtained in the Main Office or in the North Office.

Students should be EARLY at the designated school bus stops and should WAIT until the bus comes to a complete stop before attempting to board. At all times while on the bus, students should follow the posted bus rules and the directions of the driver. Any misconduct on the bus can cause the driver to be distracted and/or jeopardize the safety of the students on the bus as well as other vehicles on the road.

It is the right of every pupil being transported to receive this service in the safest possible manner. To ensure this, it is necessary for all transported pupils to know and to follow the rules and regulations set forth by the State and Local Boards of Education. We urge the parents of transported pupils to help their children understand the importance of these rules as they relate to their personal safety.

Bus Rules and Regulations:

1. **Always obey the driver.** The driver is in charge of the bus. You don't have to like it, you just have to do it. (Ask your parent if he has to mind the boss at work. Bet he does—even when *he* doesn't like it!)
2. Drivers **will** assign seats, and students are **required** to comply as assigned.
3. Be ready and **be on time** at your stop; the driver does **NOT** have to wait if you are late.
4. When waiting for the bus, stand back from the edge of the street or road. **Never play in the street.**
5. Do not shout or be loud; act on the bus as you would in the classroom.
6. Do not litter on the bus. If you make a mess, expect to clean it up!
7. Do not move about or try to get on or off the bus while it is in motion.
8. Students will not be allowed to get on or off of the bus at an **unauthorized stop**. You are assigned a stop. Use it.
9. Keep hands, head, and arms in the bus at all times.

10. Never throw any object on the bus or out of the window.
11. When leaving the bus, cross far enough in front to enable the driver to see you pass safely.
12. Any damage to the bus is to be reported at once to the driver. Otherwise, *you* may be suspected of causing the damage! So if you see there is a problem, report it immediately to the driver!
13. **Profane and vulgar language is not allowed.**
14. **Smoking, lighting lighters, or striking matches on the bus is strictly forbidden.**
15. **Fighting, scuffling, and horseplay** are not allowed on the bus.
16. **No pets, chewing gum, eating, drinking, or glass is allowed on the bus.**
17. Musical instruments that can be held on the lap or placed under the seat may be transported.
18. **WEAPONS, REAL OR REPLICA (FAKE), ARE NOT ALLOWED ON BUSES, AT BUS STOPS, ON SCHOOL GROUNDS, OR AT SCHOOL-SPONSORED ACTIVITIES.**

PENALTY: In general, the following list of consequences will be followed, but these may be modified at the discretion of the administration.

The 1st referral will result in a warning with a phone call to the parent(s).

The 2nd referral will result in a one-day suspension from riding the bus.

The 3rd referral will result in a two-day suspension from riding the bus.

The 4th referral will result in a three-day suspension from riding the bus.

The 5th referral will result in a four-day suspension from riding the bus.

After the 5th referral, the parents and student will be required to attend a Bus Behavior Management Plan meeting with representatives from the bus company and district transportation and Mrs. Rodriguez. Any further bus referral will thereafter result in a five-day suspension from riding the bus.

If a student acquires three referrals *after* the implementation of the Bus Behavior Management Plan, the student's privilege to ride the bus for the remainder of the school year will be revoked. BOE Policy P7311 provides for the administration's right to permanently remove a student from bus transportation *with cause*. *Fighting or serious offenses on the bus will result in a three-to five-day suspension from school.*

Students who ride the bus on a "space available basis" will be under more stringent rules due to their special status. Parents of "space available" students will be informed in writing of the nature of these more stringent rules.

LISTEN UP! THIS IS IMPORTANT! If a bus rider wishes to have another student ride the bus home with him/her, a *note from both students' parents must be presented to the Bus Supervisor in the North Office no later than 10:30 AM*. Students who make such requests at the end of the day will NOT be granted permission. If permission is granted, the bus driver will receive written notification of the additional rider.

CAFETERIA and SUPERVISED LUNCH

1. Eat in your assigned cafeteria and stand quietly in your assigned serving line.
2. Keep your hands, feet, and other objects to yourself.
3. Do not cut in line, or you will be sent to the end of the line.
4. Present your photo ID with bar code to the cashier and WAIT for her to scan your ID. Students who are wearing their own ID will eat first. Those wearing an alternative ID will be served last.

5. If you choose to purchase something from the a la carte line, you must do so *after* going through the lunch line and *before* going to your seat. Do not ask other students for money or items from the a la carte line. This can be a form of intimidation for some students. **If you don't have money to buy, then pass it by!**
6. Students are *not* permitted to purchase a la carte items *if they owe the cafeteria money and/or they are not wearing their own ID.*
7. Take the first available chair in your designated area.
8. Eat only after sitting down.
9. Once you sit down to eat, you cannot get up without permission. Remember, you may not go back to the a la carte line once you go to your seat.
10. **Neither ask for nor accept others' food. Eat only your own food.** There are federal guidelines for Food Service that govern many aspects of the school cafeteria. The rules don't have to make sense to you. You simply must abide by them. And again, we find that some students are intimidated by others into giving up their milk or their sandwich or whatever. That's why you cannot just give or take food directly from one student to another.
11. Having said all of that in #10, at Truesdell, we do hate to see food wasted. If you **choose** not to eat a packaged item (pre-packaged burrito, etc.) or a *whole* piece of fruit, you *may leave* those on the designated tables as you exit the cafeteria. This also applies to cartons of milk that have not been opened. In other words, **you may leave those food items that have not been opened for other students in the next lunch group.** Sounds crazy, doesn't it? You can leave items for the next lunch group, but you can't share with someone at your table. Again, it doesn't have to make sense to you. From long experience we have found this to be the best way of dealing with unwanted food without having students feel they are being pressured into giving up their food to another student.
12. As you enter the cafeteria from the lunch line, check the a la carte table for any "extras" from the previous lunch group. You may take one of your choice as long as they last. Some days there may not be any at all. Other days, there may be several from which to choose. Needless to say, if you take extra, eat it.
13. NEVER throw food or any other object. *Don't even think about it!*
14. Students who tip back in their chairs put themselves in danger. If caught, you will either stand or sit on the floor for the remainder of that lunch period. Natural consequence, right? Can't sit in a chair correctly, then you can't sit in a chair!
15. Use inside voices. There is no need to shout. With so many students in one big room, you can imagine the level of noise when everyone is talking *quietly*.
16. Don't drum or tap on the tables. There is enough noise without drumming, tapping, whistling, singing, etc. You are in the cafeteria for only about 20 minutes. The cafeteria workers are there for **six** 20-minute periods. That may be one reason the adults expect you to keep the noise under control.
17. Students are required to dispose of their own trash and leave the cafeteria quietly and in an orderly manner. Please assist us in recycling aluminum cans by depositing them in the designated container. Money received from recycling supports student activities. As you leave the cafeteria, be mindful that classes are in session. Keep your voices quiet when you are in the halls.
18. Students wishing to use the rest room *must use the one closest to their cafeteria* (300 or 500 only). Raise your hand to ask permission to leave. Only one boy and one girl from each cafeteria may use the restroom at a time. **HINT! Knowing that there is a lunch serving line to stand in, some students choose to use the restroom and/or wash their hands prior to entering the cafeteria for lunch.**

CAMPUS CONNECTIONS

Truesdell is one of the USD 259 sites with a strong Campus Connections (ComCare and Family Consultation Services) presence. Staff members from these organizations offer students and their families counseling and other related services in a school environment. For those students with special issues, this program can provide weekly counseling, group counseling, attendant care

workers, family counseling, etc. Any teacher, administrator, or parent can help make a referral to the program. Fees are on a sliding scale.

CELL PHONES

See **ELECTRONIC DEVICES**

CHANGE OF ADDRESS/EMERGENCY CONTACTS

Parents are asked to inform the office if there is a change of address or telephone number. Sometimes parents forget. That's where we can help. Stop by any office and tell the secretary the new information. She can enter it in the computer as you tell her the new address or phone number. Please be sure that emergency information is accurate and up-to-date for your own safety.

CODE OF CONDUCT

In order to provide a quality learning environment in schools, appropriate student behavior is necessary. The vast majority of students are cooperative and dedicated to making constructive progress in school; their efforts ARE appreciated. The staff members of the Truesdell Middle School want students and parents to realize that the elementary, middle, and high schools will consistently demand that ALL students adhere to these expectations for student behavior. Parents are asked to cooperate with school personnel in setting the correct tone for safe, secure, and pleasant campuses where optimum learning can take place.

With this in mind, ALL STUDENTS, whether on campus or at a school-sponsored activity WILL:

1. Arrive on time, prepared to engage in active learning with appropriate books, homework assignments, and materials.
2. Conduct themselves in an appropriate manner at all times.
3. Properly display their photo ID at all times during the school day. This means, their ID should be on a lanyard around their neck so that others are able to see their photo and name. Alternately, students may elect to clip their ID to their collar or at their shoulder.
4. Follow directions given by **any staff member or adult in authority**.
5. Demonstrate courtesy and respect toward themselves, other students, guests, staff members, and substitute teachers as well as respect for school property and equipment.
6. Exhibit quiet and appropriate hall behavior (this means no running or yelling). Walk purposefully when moving from class to class. Stay on the right side of the hall. Monitor their tone of voice and volume level whether they are in a classroom, office, hallway, or other inside area of the building.
7. Use only appropriate language (this means no profanity, racial slurs, name calling, nor writing of graffiti, especially gang-related).
8. Choose **not** to bring printed literature that promotes racial or ethnic bigotry, racial supremacy, or that which is sexually offensive.
9. **Keep electronic items such as cell phones, pagers, radios, tape recorders, electronic games, cameras, and toys AT HOME.** Pupils who bring these items to school **must leave them in their lockers the entire school day** and may not use them until they have exited the building. Violation will result in the following: The item will be confiscated and kept until the end of the day. A repeated incident will result in confiscation until the parent comes to claim the item. Items that have been confiscated twice previously may be kept in the vault until the last day of school when the student and/or his parent may claim it.
10. Confine personal grooming to home and/or the restroom. Teachers will confiscate beauty supplies and cosmetics. Many students and staff have allergies or suffer from asthma that becomes aggravated by strong scents (colognes, perfumes, etc.) Pupils may claim their personal belongings at the end of the day. Repeated incidents will result in confiscation until May 28, 2009. Pupils who transfer to another school before the last day of school may reclaim their items on their last day of attendance.

11. Refrain from possessing and/or using tobacco products, alcoholic beverages or any other illegal substances.
12. Follow **BOE Policy P1466 POSSESSION OR USE OF WEAPONS** and not bring weapons of any kind, real or look alike, to school or school functions.

Possession or use of a dangerous weapon or use of a weapon on school property or at school functions is prohibited. A pupil who brings or is found to be in possession of a dangerous weapon, or who places a person in fear of bodily harm with a dangerous weapon or a weapon on school premises before, during or after school or at any school-sponsored activity, regardless of where held, is subject to administrative and/or legal action.

A middle school pupil who is found to have brought or to have been in possession of a firearm or replica firearm shall be expelled from the district. A middle school pupil who is found to have brought or to have been in the possession of a dangerous weapon other than a firearm or replica firearm, or to have used a weapon to inflict bodily harm or to place a person(s) in fear of bodily harm shall be subject to disciplinary action up to and including expulsion from the district.

13. Refrain from fighting; it is unacceptable and will not be tolerated. **Fighting results in an out-of-school suspension. Please be aware that most fights begin as horseplay that gets out of hand...someone gets angry or hurt, and then the fight is on!**
14. Refrain from public displays of affection (PDAs), such as kissing, embracing, etc. at school. We know you want to be friendly, but we must ask each of you to respect others' personal space.
15. Remain calm, quiet, and attentive during fire, tornado, and crisis drills.
16. Eat only in the cafeterias and in the classroom *by special permission from the teacher*. **Under NO CIRCUMSTANCES are sunflower seeds, Pixy-sticks and Kool-Aid-type products allowed. These products will not be tolerated.**

The above list is not all-inclusive but does contain expectations of student behavior. *Any act that disrupts a school activity, infringes on the rights of others, causes danger to people, or causes destruction of property (whether or not specifically described herein) is a violation of school rules and will result in logical consequences.*

Another way of thinking about student behavior and discipline is to remember these few things.

- 1) **The cardinal rule is "Keep your hands to yourself."**
- 2) **The corollary to the cardinal rule is "You hit; you go home."**
- 3) **If you are *where* you are supposed to be, doing *what* you are supposed to be doing, *when* you are supposed to...then there is ALWAYS an adult within earshot. If there is trouble, raise your voice to attract the adult's attention. You don't have to be a wuss—yell, "Get away from me!" or "What do you think you're doing?" or "Stop that!" An adult will always respond upon hearing a raised voice saying those things.**
- 4) **IF IN DOUBT, DON'T! Ask first. It'll save you a lot of trouble in the long run!**
- 5) **Remember, too, that you are an expert at how to behave in school. After all, you probably went to kindergarten...maybe even pre-school. You all have been in 1st, 2nd, 3rd, 4th, and 5th grade. Some of you have finished 6th or even 7th grade. Count it up. How many years have *you* been in school? See what we mean by you being a "school expert?" So please, use your head, think about stuff before you do it, and then do the right thing. Bet you almost ALWAYS know what the right thing is! The trick is in *doing* the right thing!**

COMPACT

All students, parents, teachers, and administrators in Title I schools sign a Compact at the beginning of the year. The Compact defines ways for the students, parents, teachers, and administration to become equal partners in student learning. The Compact, a copy of which is located near the front of this Planner, is an agreement that defines goals, expectations, and shared responsibilities for home and school.

CONFERENCES

Student/Parent/Teacher Conferences are held twice a year. It is important that students and their parents attend conferences so that they can be well informed of the student's progress, any impediments to that progress, suggestions for improvement, and goal setting for the next marking period.

Besides the twice-a-year formal Student/Parent/Teacher Conferences, teachers and/or parents may ask for a meeting at any time that one deems necessary and appropriate. The school administration is available to meet with teachers and parents given advance notification.

CONFISCATION OF PROPERTY

Occasionally a student will have his property confiscated by an adult in the building. It might be a skateboard, a cell phone, or other forbidden or nuisance item. In the interest of fairness and responsibility, staff members are expected to take special care of confiscated items. In recent years, we have seen an increase in the number and monetary value of items that students are bringing into the school.

In general, this practice will be followed:

- 1st time property is confiscated: Teacher will return item to student when student claims it at the end of that day.
- 2nd time property is confiscated: Parent will retrieve item from school bookkeeper in the Main Office.
- 3rd time property is confiscated: Property will be housed securely in the vault in the Main Office until the last day of school

(or such time as the student exits Truesdell) when the student can claim it at the end of that day.

Confiscation of student property does not pertain to illegal items such as gang paraphernalia, cigarettes or lighters, drugs, or weapons. These items need to be brought to the administration immediately along with the student. A PBR will need to be written.

CONNECTEDNESS

Research shows that students who are connected to their school in a variety of ways do better on their grade card and stay out of trouble. Students who are connected to their school report that they are happier than students who do not participate in the opportunities that their school provides for involvement.

We expect all students to take an active role in their education. Students need to bring appropriate materials (books, paper, and pencils/pens) to each class and to participate directly in class activities. Such involvement also includes bringing the proper PE uniform to class, having proper materials in laboratory classes such as technology education, and arriving to class prepared to engage in active learning.

Other opportunities for student involvement may be found in an extensive intramural program offered by our PE department, vocal and instrumental music groups and performances, competitive athletic teams in cross country, volleyball, basketball, and track, National Academic League (NAL), Leadership classes, After-School Activity Program (ASAP), Leadership Academic Team (LAT), Drill Team, Color Guard, and special activities for students who maintain high academic grades. Student Council provides yet another avenue for student involvement. Truesdell is your home-away-from-home for three years. Make these years the best you can by getting involved.

COUNSELORS

If a student needs to see a counselor, he must have permission from his teacher to go. In all cases, the student **MUST HAVE A PASS**. If you come to see a counselor without a pass, you *will* be sent back to class. The secretary will take your name and notify the counselor you need an appointment.

CRIME STOPPERS

Crime Stoppers is a program designed to allow individuals to exercise good citizenship by reporting information regarding crimes or for those who have been the victim of a possible crime (missing purse, money, bicycle, etc.). At Truesdell, any student or staff member may anonymously report information leading to the apprehension of parties responsible for criminal activities by leaving a note in any Crime Stopper locker or reporting to any administrator or the SRO. Crime Stopper forms are available in the offices to report missing, lost, or stolen items. Rewards are given for information that proves to be helpful. No one ever learns your name when you make a Crime Stoppers report.

DISASTER DRILLS

Students and staff must be prepared to meet an emergency at all times. School staff and substitute personnel will be familiar with emergency drill procedures (fire, severe weather, and shelter-in-place). Emergency drills **must be taken seriously**. Instruction for the students' safety may be given at any time during the drill.

DISCIPLINE

To guarantee a good social and educational climate and to ensure the safety of all students and staff, it is important that students understand that an acceptable standard of behavior will be expected at all times. Consequences will be administered when any individual's actions interfere with the right of teachers to teach and/or students to learn. *Students are reminded that **any staff member in the school has the right to correct unruly individuals at any time and at any place.***

DISCIPLINE PROCEDURE GUIDELINES 2008 – 2009

Teachers will handle inappropriate behavior in their own classrooms in a pre-established and pre-announced manner. Consequences will be logical for the behavior.

Step One

- a. Warning (remind student of the expected behavior and consequences of inappropriate behavior)
- b. Notification of Parents.

Step Two

- a. Informal Conference with Student
- b. Teacher Consequence (after-school or lunch detention with the teacher, writing sentences, etc.)
- c. Notification of Parents

Step Three

- a. Formal Conference with the Student and the Team (*may* include parents and/or administration)
- b. Teacher Consequence (after-school or lunch detention with the teacher, writing sentences, etc.)
- c. Notification of Parents

Step Four

Continued instances of inappropriate behavior will require the teacher to write a Pupil Behavior Referral (PBR) documenting Steps One, Two, and Three.

Students will be referred automatically to the office for severe disciplinary infractions using the PBR form. These infractions include, but are not limited to, profanity towards a staff member, fighting, stealing, and/or destruction of school property.

Students will be referred automatically to an expulsion hearing for behaviors involving weapons, assault and/or battery of a staff member, and trafficking in drugs. Students may be referred to an expulsion/ extended term suspension hearing for conduct that continually disrupts the learning environment.

The District has issued new guidelines for retention of school discipline records. Any PBR that pertains to the “Big 5” (harassment based on race, ethnicity, disability or any other protected class; bullying; physical violence (assault and battery); drugs; and weapons) will be placed in the student’s permanent RED discipline file at the end of the year. The permanent RED discipline file follows the student to high school.

DRESS CODE

A number of years ago, the Truesdell community determined that Standardized Dress was going to be the rule at our school. During the 2005 – 2006 school year, this policy was revisited by the Building Committee and the Site Council, and it was agreed to continue the Standardized Dress policy at Truesdell. The arguments for and against such a dress code were carefully examined and debated. Not everyone was happy with the decision, but all students are expected to follow the guidelines listed below. Failure to do so will result in you calling home for different clothes, changing into appropriate clothes that we keep on hand (clean, of course), or in-school suspension for the rest of the day. We really hate to spend any time messing with standardized dress because we know that all of our students know what is expected. When you have to come to the office to call home or change, it means you are missing out on learning. You will find that at Truesdell, we take learning very seriously and expect you to do the same.

A few times a year (check the calendar in this Planner), we will allow students to wear jeans if they pay \$1. This is the way the school raises money to host the 8th Grade Party and to pay for Student Council projects. On a Jeans Day, if you pay \$1, you are allowed to wear jeans—**BLUE** jeans! Yes, that’s right! We fought over what constitutes JEANS last year with too many students, so this year, Jeans Day means **BLUE** jeans. You still have to wear a Truesdell shirt or at least a plain white, navy blue, or dark green shirt. You

know, the usual shirt you wear every day at school. We do not allow other kinds of shirts on Jean Days because we have had too many students wear shirts that were totally inappropriate for school. Some might be okay to wear at home; some we can't imagine being okay anywhere! And that is why we have had to limit any exception to the standardized dress policy to pre-scheduled, student-paid Jeans ONLY Days! **There will no longer be any DRESS DOWN DAYS at Truesdell.**

The best advice we can give parents and students is: *"If in doubt, don't buy it!"*

THE TRUESDELL STANDARDIZED DRESS CODE:

- All pants, shorts, skirts, and jumpers will be **solid tan or navy blue** with no writing, stripes, pockets of another color, or logo e.g. Jncos. **DENIM JEAN pants, shorts, skirts, or jumpers are *never* allowed. This includes stretch denim apparel.**
- All shirts, sweaters, vests, blouses, and undershirts will be **solid white, solid navy blue, or solid dark green *even when layered***. T-shirts cannot be worn inside out. T-shirts commonly referred to as "wife beaters" are forbidden.
- Shirts/tops may be long or short sleeved, but **no tank tops** are ever allowed. Shirts/tops may not have patterns, writing, stripes, pictures, or logos, with the exception of shirts/tops that have "Truesdell" on them.
- Sweaters, vests, and sweatshirts of appropriate colors (plain white, plain navy blue, and plain dark green) may be layered in the winter. Coats and jackets **must be removed** and **placed in lockers** upon entering the building.
- Pants and shorts must be worn at student's natural waistline. **SAGGING IS NEVER ALLOWED! Those who choose to wear pants, slacks, or shorts that sag will be sent to the office for a "Truesdell Tie!"**
- Clothing shall be sized correctly to fit the student. Shirts should not extend past the student's index fingertips (yes, boys, this means that your T-shirt "dresses" will no longer be tolerated!). Pants may not be excessively larger than the student's waist or longer than the student's natural leg length, or have gigantic/wide legs.
- Short, skirt, and jumper lengths must be appropriate with the current dress code (i.e. index fingertip length).
- Students cannot wear jewelry that depicts weapons, drugs/alcohol, gang affiliation, etc. **nor can students attend school with unnatural hair colors, e.g. purple, pink, green, burgundy, etc (BOE P1464). Excessive make-up, body piercing, and body marking that disrupts the learning environment will be addressed by an administrator.**
- Students often mistakenly believe that if their fist covers a shirt's logo, it is okay. It is not. Students also mistakenly believe that if their tank top's shoulder is three fingers wide, it is okay. It is not. No non-Truesdell logos are permitted, and neither are tank tops. Don't go there!

At Truesdell Middle School, students will also adhere to the general dress code:

1. Students will not be allowed to wear any shirt/top that exposes *an excessive amount of skin or a bare midriff* (e.g. halter tops, tank tops, shirts without sides, see through or fish net tops, half shirts, spaghetti straps, bare midriff shirts/tops, tube tops, wife beaters, etc.).
2. Students **will not be allowed** to wear any shorts, skirts, jumpers above index fingertip length; **NO SHORT SHORTS** are ever allowed.
3. Students will not be allowed to wear any clothing or item that gives the impression of gang affiliation. NO bandanas/rags will ever be allowed. Such items are subject to immediate confiscation. Recently, shoestrings have reportedly been a sign of gang affiliation, so Truesdell students are not allowed to wear shoestrings other than black or white. Silly, huh? Well, as soon as the adults catch on to the newest way of advertising gangs, the kids come up with something new. Those new things won't be allowed either, so don't go there!
4. Students will not be allowed to wear Lycra/biking shorts or body-conforming jersey leggings unless worn under other appropriate clothing.
5. Students will not be allowed to wear hoodies with or without kangaroo pockets, jackets, coats, or headgear in the building, e.g. hats, caps, bandanas, sunglasses, hair doo rags, scarves, pajamas, metal chains, elastic sweat bands, etc. The exception to this rule pertains to those students' whose religious affiliation requires some form of headgear. **FURTHERMORE, ALL HOODIES, JACKETS, AND COATS MUST BE SECURED IN THE STUDENT'S HALL LOCKER DURING SCHOOL HOURS.**
6. Students will wear appropriate footwear at all times (i.e., no slippers, house shoes, or roller blade shoes).

RATIONALE FOR STANDARDIZED DRESS AT TRUESDELL MIDDLE SCHOOL:

- To increase campus safety and security by, among other things, making the presence of intruders immediately apparent.
- To decrease the visibility of economic and social differences.
- To develop an increased focus on academics with a reduction in disruptive fashion statements that distract from learning.
- To promote an atmosphere of discipline and learning that enhances academic achievement.
- To decrease peer pressure that fosters competition for expensive clothing.
- To develop an increased sense of school pride.
- To minimize costs to parents for student clothing.

ELECTRONIC DEVICES

In May 2007, the Wichita Board of Education revised BOE Policy P1464 Pupil Behavior – Regulations to include the following language pertaining to electronic devices:

The use of Personal Electronic Devices (PEDs) by pupils during the school day is prohibited. These devices must be kept out of sight and powered off during the school day. The school day is defined by each school site. PEDs include, but are not limited to, pagers, cellular phones, MP3 players, and other personal communication devices that have the potential to be disruptive to the educational process. Items intended to look like or simulate such devices are also prohibited during the school day.

Students who violate this policy and the associated regulations shall be deemed to have created a disruption to the instructional environment and are subject to appropriate disciplinary actions.

Students shall be personally and solely responsible for the security of their cellular telephones and other PEDs. The Wichita Board of Education shall not assume responsibility or liability for the theft, loss, or damage to a cellular phone or other PED, nor does it assume responsibility for the unauthorized use of any device.

Board of Education Policy prohibits students from *using* cell phones and other electronic devices during the school day. **Upon arrival at school, students are to turn off and secure cell phones in their lockers. IT IS NOT OKAY TO HAVE A CELL PHONE OR OTHER ELECTRONIC DEVICE ON YOUR PERSON. Under no circumstances may cell phones be taken into a locker room, restroom, classroom, or any other area of the building other than the student's own hall locker.** If a student is seen with a cell phone, it will be confiscated until the end of the day at which time the student may retrieve it from the adult who confiscated the phone *with the understanding that it won't happen again*. In the unlikely event that it does, a parent will need to come to school to claim the cell phone. Should the cell phone (or other electronic device) continue to be an issue after the parent has had to come to school to retrieve it once, the school may confiscate the item until the end of the school year. Bottom line? A cell phone that is in a student's backpack in his locker, turned off, is not an issue at Truesdell. BUT, a cell phone left on to ring in a locker or in a classroom, now that's a different issue altogether. There's where we have a problem.

The other issue is that if a student needs to use a telephone, we need to know. Why? Because if the student is ill, he needs to see the nurse. She decides whether he needs to call home or go home. Maybe the student is upset or angry. We want the opportunity to intervene first, and then we will call Mom or Dad if the situation warrants. But we also know from experience that sometimes students want to call to make after-school plans, and we think that is a responsibility to do at home, not at school. Another issue recently has been students using their cell phones to text message during tests. Cheating may be more sophisticated in 2007, but cheating is still cheating. Don't do it! **Our policies and procedures are meant to streamline routines and minimize disruptions so that learning time is maximized!**

HALL PASSES

A student should **NEVER** be in the hall without a properly displayed ID badge and his Student Planner. If students are released late from a class, they **must** obtain a pass from that teacher in order to avoid being counted tardy to the next class. Students will find pages of passes in this Planner. There are twelve available each quarter. In general, these dozen passes are used when initiated by a student. If you use these passes quickly, you may find you are not be allowed to leave the room when you really, **really, really** need to. The best advice for passes is: "Don't use a pass unless it is important. Otherwise, you may come up short at the end of the quarter."

Students who are tardy to class will lose one of their twelve quarterly hall passes. This is to reinforce the importance of punctuality and to impress upon students the critical need to be where they are supposed to be when they are supposed to be there!

Don't forget. If you cross the threshold to leave the classroom during class time, it is YOUR responsibility to have a properly displayed ID badge and your Student Planner in your hand. YOU are the one in trouble if you get caught—and students DO get caught. Remind your teacher you MUST have a pass if you leave the room.

Students who are leaving the office to return to class WILL be issued a pass with the time indicating when the student left. This pass will allow the student to be re-admitted to class without penalty *if the time taken to reach class has not exceeded five minutes.*

Students who regularly leave class to take medication, meet with a mentor/tutor, or catch an early bus will need to have a Special Pass. These are located in the same quarterly pass section of your Planner; however, the special pass must be signed by two adults: nurse and administrator, bus supervisor and administrator, etc.

HEALTH SERVICES

If a student becomes ill in school, he should request a pass from the teacher to see the nurse. **Students who are ill MUST call home from the nurse's office.** Students should not leave the building without authorization from the nurse. If the nurse is not in, students are to report to the Attendance Office.

The Wichita Board of Education has a strict policy regarding both prescription and non-prescription (over-the-counter) medication brought to school or taken at school.

Medication: A student needing medication while at school *must* have a statement of permission signed by his/her physician and a parent/guardian. A labeled bottle with student's name and dosage is required and the bottle should be left in the nurse's office. No student is to have medicine in his/her locker or on his/her person.

Parents, please remember it is necessary and very important that we know where to reach you or a relative at all times, work or home. Every year we unfortunately have at least one situation where a child must go to the hospital immediately. Maybe it's an accident. Maybe the child has asthma and cannot breathe. Perhaps there has been a fight. Don't be the parent we can't reach should it ever be your child!

ID BADGES

Students and staff are issued photo IDs that are properly displayed when worn on a lanyard around the neck or on a clip at the collar or shoulder. Do not tuck the ID inside the shirt or wear the ID on the back. Carrying the ID in the hand or putting it in a pocket does not constitute "proper display" of the ID. In any case, the name and photo of the individual are to be easily seen and read by school staff. Failure to properly display an ID will result in no passes to leave the room and having to go to the rear of the lunch line. Students will not be permitted to check out library books or to attend school functions requiring an ID. In addition, students will be issued a Lunch Detention for the following day. Other privileges may also be affected. In all cases, students and staff are expected to properly display their ID badges once they enter the building and until such time as they leave the building at the end of the day.

Lanyards must be Truesdell Middle School lanyards, or a lanyard approved by the administration. Students may not use shoelaces or other similar items as lanyards. For safety issues, lanyards with a quick release mechanism as prescribed by the Wichita Public Schools should be used.

The use of photo IDs is a common practice among businesses and other large groups of people who share a purpose (college students, high schools, conventions, police, etc.). We use photo IDs at Truesdell to help us identify students and staff who we might not otherwise know by name. It is a safety issue that helps us know whether someone "belongs" here or not. The bar-coded IDs are also used to pay for meals, to check out books, and to attend ASAP, school dances, and athletic contests. Be sure you wear your ID at all times! It's a must!

Students often demand that adults treat them more like grown-ups. It is easier to do that when the students are behaving more like grown-ups. For instance, check out your parent's driver's license or VISA card. See any tooth marks? Is the photo on the driver's license defaced? Are the corners all raggy? Of course not! Therefore, students are cautioned against defacing or mutilating their IDs. Students who do so will be required to purchase a replacement ID. To help ensure that students who

have defaced or mutilated their IDs replace them, staff will immediately confiscate and send to the office any defaced or mutilated IDs.

*Students who fail to wear their Truesdell ID will be issued an alternative ID 1st hour (or whenever an adult sees that the student is not properly displaying an ID). Teachers who find students without an ID will issue one of their IDs to the student and will have the student fill out the Dress Code Violation form noting the number on the Alternative ID. **Any student who is issued an alternative ID will be assigned a lunch detention for the following day.*** The teacher will also complete a Lunch Detention form. The student is handed the yellow copy as his notification of the lunch detention, and the white copy is turned in to Daryl Diaz, the lunch detention supervisor (these white copies may be placed in his box by the end of the day). Mr. Diaz will use the white copies to take attendance at lunch detention the following day. Lunch detention will be 40 minutes long. Students serving lunch detention will not eat with their friends nor participate in usual recess activities.

INCENTIVES

Students will have multiple opportunities to receive positive incentives for good behavior, grades, and attitude. It may come in the form of a candy bar because your Planner number was drawn during the morning announcements, and you had it up-to-date with appropriate entries. Maybe you will get a high five for a great oral presentation or book report. Perhaps you will get a piece of candy in the hall because you were properly displaying your ID. Your teacher may call home to tell your parents what a joy you are to have in class. Adults may smile and compliment you on your good judgment or nice appearance. The lunch cashier may give you a slip of paper good for a treat from the a la carte line (provided by your teacher or administrator). Certificates of recognition or appreciation and notes home are often the reward of those students who have good grades or who display good citizenship. Reward trips and reward days are team efforts to give students who are cooperating and trying their best an “Attaboy” or “Attagirl!” Quarterly celebrations are held to honor those students who, for instance, have demonstrated improvement in their GPA (Grade Point Average). The 8th Grade Party is the grand finale of your 8th grade year and is contingent upon appropriate conduct.

Since the 2005 – 2006 school year, Truesdell has had a special program that rewards students with pennants and pins. The pins may be attached to a Truesdell green and gold pennant which the student receives at the time he receives his first award pin. Parents of students who are receiving awards will be invited to the Awards Assembly via a postcard. The positive feedback from students, parents, and staff ensure the continuation of this awards program.

IN-SCHOOL SUSPENSION ROOM (ISSR) RULES

1. Students assigned to ISSR must be seated in ISSR before the 1st hour tardy bell rings. They will remain in the room at all times except as noted below. Students will not participate in *any* school activities, including assemblies, passing periods, lunch in the cafeteria, etc. **Students will be in standardized dress unless that is the issue that prompted their placement in ISSR.**
2. Students will bring the necessary paper, pencils, and books to do class work. **No passes will be issued** to go to students' lockers or to their teachers' classrooms.
3. Students will follow the directions of the ISSR supervisor at all times. Defiance, disrespect, and profanity will not be tolerated.
4. Students will remain at all times in the seat assigned by the ISSR supervisor. They must raise their hand and wait to be called on to communicate with the ISSR supervisor. Students will not talk without permission, move around unnecessarily, nor will they make distracting noises such as tapping, whistling, humming, etc.
5. Students will at all times work on and complete regular class assignments. Students must have these assignments with them when they come to ISSR. We cannot disrupt the learning environment to ask teachers to send work once the day has begun.
6. Teams will create packets of alternative assignments to occupy students assigned to ISSR until such time as teachers send assignments out to ISSR. These packets should include materials that are generally appropriate review materials for each core subject.
7. Students will eat a separate lunch in the 300 Cafeteria, without any talking. No a la carte is served to ISSR students. Students will not have snacks, food, drinks, or chewing gum during the rest of the day.

8. Students will be accompanied to the restrooms during 3rd and 7th hours.
9. Students will be held responsible for any damage to desks, study carrels, books, etc. They will have to pay for repair or replacement costs.
10. Students will return borrowed items (pencils, textbooks, etc.) to the supervisor at the end of the day.
11. No electronic gadgets or toys of any kind will be allowed in ISSR. These items will be held by the ISSR supervisor, turned into the office, and will be held there until the parent comes to pick up the item.
12. Basic expectations of classroom behavior will likewise be expected in ISSR: no sleeping; no coats, jackets, or hoodies; etc.
13. Students who fail to comply with the ISSR rules will result in further administrative action. Additional days in ISSR, out-of-school suspension, and/or parent conferences are possible consequences.

In-school suspension, ISSR, is meant to be a moderately unpleasant way of spending a day at Truesdell. It is boring. It is hot in warm weather and cool in cold weather. You can't talk. You can't sleep. You can't write, pass, or read notes. You can't get out of your seat. You can't wear your coat. You can't see your friends. You can't listen to music. It really is no fun. Best advice on this one: "Be where you are supposed to be, doing what you are supposed to be doing, when you are supposed to, and you will never have to experience ISSR!"

JEANS DAYS

Jeans Days are scheduled periodically throughout the school year. Some of the days are "assigned" to Student Council as a fundraiser and others are "assigned" to the 8th Grade Party. The monies collected from the sale of Jeans Day stickers provides funding to Student Council for school dances and other activities they sponsor and for the cost to hold the 8th Grade Party.

In the past, we have been tolerant of many versions of "jeans," but last year saw an increasing number of students who did not understand—or perhaps refused to recognize—that "jeans" does not mean anything goes. Therefore, Jeans Day will henceforth mean **BLUE JEANS** only. That blue may be light blue, navy blue, stonewashed blue, whiskered blue, faded blue, and any other shade of blue in *denim* jeans that can be found. The BLUE jeans must fit, the legs cannot be huge, no chains may be attached, and holes are unacceptable unless the holes are similarly found as the ones in Mrs. Peak's BLUE jeans.

On Jeans Days, students must wear a standardized dress shirt. No other shirts are permitted.

LEADERSHIP

Leadership is a citizenship program linked to Junior Reserve Officer Training Corps (JROTC). It offers students in 6th through 8th grade the opportunity to participate in a variety of extra-curricular activities including Drill Team, Color Guard, and the Leadership Academic Team (LAT). Students learn skills that will be helpful throughout their lives.

LIBRARY MEDIA CENTER

Library Hours: 7:50 AM to 3:30 PM. Students must make arrangements in advance (at least one day before) with the Librarian for use beyond the regular hours. The library will close at 3:10 when meetings are scheduled in the library.

Borrowing Materials: Students select material, bring to the circulation desk, and present the library staff with their current student ID badge. (ID must have a photo, name, and barcode that is clearly visible/readable. Temporary ID's are not accepted for check-outs.) The date due is the day that your book either needs to be checked in or renewed (checked-out again) and that date is stamped on the date due slip inside the front cover of your book or on the security card.

A security card is placed inside the book pocket at check-out to help reduce theft. Do NOT remove or deface this card. Lost or damaged cards must be replaced. The charge for replacing the security card is \$1.00 per card. Please be careful not to lose them!

- Students may have only one book checked out at a time from our school library.

- Books are checked out for two weeks and may be renewed another two weeks. *Popular or new books may only be checked two weeks in order to allow others the opportunity to read that book.*
- **Do NOT allow anyone, including other students, brothers, sisters, friends, relatives, etc. to read/use your library book. If they should lose it, you have to pay for it. When you check out a book, you are responsible for returning the book in good condition.**
- Fines are charged for overdue books. If you do not turn it on time, you have to pay 20 cents a day for every day that the book is late. Five days late = \$1.00 overdue charge. Fines are not charged for weekends or school vacation days.
- Fines, lost books, and damaged books must be paid for and the student's record cleared before that student may check-out any other books or materials—even from another USD 259 school.

Students who have overdue books or owe fines, may be excluded from participation in special activities such as field trips, class parties, etc. until their library obligations are met.

Expectations for all library users include:

- All students sign-in at the library desk – even with a pass.
- Backpacks, book bags, etc. are not allowed in the library.
- Food and drinks are not allowed in the library.
- Students are expected to be courteous, talk quietly, sit appropriately in chairs, and walk in an orderly manner, and wait patiently in line to check-out.
- Return all materials to the place they belong if using them in the library, such as encyclopedias, reference books, and newspapers. In other words, don't just leave these items on a table when you leave. Put them back where you found them!
- Clean up your area before leaving the library: push chairs in, put materials away, and throw away any trash.

Computers: Students must have permission from the library staff to use any of the computers. Students using the Internet must have their Parent Permission Slip signed and turned in and must be supervised by a teacher or a para. Use of disks or other storage devices (thumb drives, etc) must be approved by library staff.

No students are to use the computer lab in the library without the supervision of a teacher or a para. Teachers are NOT to send unsupervised students to the library to use a computer.

Printing Documents: Students must get prior permission to print documents from the library computers to the library printer. The cost for each page printed is 10¢ per page.

Photocopier: Copies are 10¢ per page. Adult staff member are the only people authorized to run the copier.

Special Collection Materials: These materials, including reference books, magazines, and teacher-reserved collections, must stay in the library.

LOCKDOWNS

The administration may call for a lockdown in the event of any situation that presents a danger to the safety and welfare of the students and staff at Truesdell.

LOCKERS

Students are to use ONLY the locker assigned to them. YOU MAY NOT SHARE LOCKERS WITH OTHER STUDENTS! Students are not to tamper with another student's locker or give their combination to any other student. All personal items and books, when not in use, are to be kept **in your own locker**. This includes jackets, coats, backpacks, book bags, and cell phones. Periodic inspections will be made by teachers and administrators to see that the lockers are kept neat and orderly. If a student has a locker problem, she should fill out a locker concern form (all teachers have these forms), and her teacher will send it to the North Office. Immediate attention will be given to these forms.

Okay. So you have a best friend, and her locker is not as close to Mrs. Smith's room as yours, so you decide that it will be okay to let her use your locker to store only the books for Mrs. Smith's class. But then she forgets the combination or you grab her book with her assignment in it. Or maybe you have a fight with your best friend because she doesn't like you hanging around that other girl, or maybe you get mad because your best friend is "going with" a boy you had your eye on. Doesn't matter. The point is, **DON'T SHARE LOCKERS! DON'T TELL ANYONE YOUR COMBINATION!** If you do, you will be sorry. Truly. We see it happen every year. And it's always the same story... "but she was my best friend!"

LOST and FOUND

Students who find lost articles are asked to take them to the North Office where their owners can claim them. Articles not claimed at the end of year are donated to local charities. Every year, we donate coats and clothes and watches and shoes and all kinds of good stuff. Be sure to check Lost and Found when you are missing something, and don't just check once. Go back several times because sometimes it takes awhile for stuff to show up in Lost and Found.

If you find something that you know does not belong to you, tell the closest adult. If it is contraband (drugs, a weapon, etc.), **do not pick it up**. Tell an adult immediately! If you find a book or other item, turn it in to the office or to your teacher. That's what you'd like to have happen if someone found something belonging to you. Right?

LUNCH DETENTION/“PRIVATE DINING”

Students will be issued a lunch detention every time the student fails to properly display his Truesdell ID or has exceeded his excused tardies for a given class. Students may also be issued lunch detentions for other minor infractions at the discretion of the administration. Students should think of lunch detention as a “private dining” opportunity—a time to eat away from their friends, a time to forego recess, a time to quietly reflect upon that which has brought the student to the lunch detention. The Administration may choose to assign a lunch detention for other minor infractions of the school rules.

LUNCH PASSES

All lunch passes must be obtained from the adult in charge before school. Students must eat lunch in their assigned cafeteria before being excused to go elsewhere. Of course, only students who are properly displaying their ID will be allowed to leave. Students who need to use the restroom during lunch have only to ask permission. Only one boy and one girl may leave the cafeteria at one time.

LUNCH RECESS

Students will have a 20-minute Lunch Recess daily. Students will be assigned to a playground depending upon which cafeteria they are assigned. Students will have a choice of physical activities.

NATIONAL ACADEMIC LEAGUE (NAL)

National Academic League (NAL) is an inter-school team competition with other Wichita middle schools. It is a nationally recognized academic-oriented activity that provides a game format to determine the winning team. NAL gives students a fast-paced question-and-answer game as well as the opportunity to use current events and issues to create a team presentation.

Students who are interested in participating in an academically-oriented game program may sign up for NAL. This program admits 6th graders, so it is one of the more limited opportunities for 6th graders to participate in extra-curricular activities at Truesdell. Students can expect to meet regularly for practice sessions and to travel to other District schools to compete during the NAL season.

OUT-OF-BOUND AREAS

1. During lunch: anywhere outside of the building and all halls except 300 and 500 *unless the student has his ID properly displayed and a pass*.
2. During recess: as announced by the playground supervisor
3. Other times of the day: anywhere outside of the building except for the breezeways; other areas designated by the administration.
4. All Faculty Lounges and Faculty Restrooms

PARENT COMMUNITY RESOURCE SPECIALIST (PCRS)

At Truesdell, we strive to create and nurture relationships that will inspire children to strive for success. We want parents involved at Truesdell. As research has demonstrated, when parents are involved, students achieve more, regardless of socioeconomic status, ethnic/racial background, or the parent's education level. Please contact the Parent Community Resource Specialist for information

on Red Chair, Site Council, Volunteering, Helping Hands, or helping your child with academics at home or at school workshops. Our Parent Community Resource Specialist, Jacque Porter, is housed in Room 705 at Truesdell and are available to parents at 973-3826.

PASSES FOR LEAVING SCHOOL

Students are not allowed to leave the school grounds at any time during the school day without a pass issued from the Attendance Clerk. They must always sign out at the Attendance Office (located in the Main Office) before leaving school and sign in if they return during the day. "Special Excuse" passes will be issued if the student must leave because of illness, emergency, or acceptable reasons as stated in a note or phone call from his parent/guardian. "Lunch passes" are issued upon parental request to those students who live within two blocks of the school. Failure to return on time could result in the revocation of the "lunch pass". Parents may take their students to lunch provided they come to the Attendance Office to pick up their student and return him at the end of the regularly scheduled lunch period.

If you just walk away from school, you most likely will get caught. How? Ooooh, we have our ways. We'll never tell. But if you *are* caught, the police may bring you back to school. We promise we will call your parents. You'll be punished with time in ISSR. Don't do it! It's not worth the trouble. Stay at school and get an education. You'll never regret it! Not sure about that? Well, ask anyone who has an education if he is sorry he got it. Bet you can't find anyone! Then find someone who DIDN'T get an education, and ask her if she's still happy with that decision. Dollar to a donut, she's NOT!

PROGRESS REPORTS

Student progress is reported every three weeks by either a Progress Report or a Report Card. The Progress Reports will be mailed home this year. Your Team Leader may require the Progress Report and/or Report Card to be signed by a parent and returned to the Team Leader.

The District has an on-line system, Teacher Assistant, which allows parents to access their students' grades and attendance. Parents will sign up for this service at enrollment. Specific computer requirements are necessary to use Teacher Assistant.

READ AND FEED

On Jeans Days and other times designated by your teachers, you will be permitted to bring a sleeping bag, blanket, and/or pillow to school to use when you read your independent reading materials (books, magazines, etc.). You will also be allowed to bring munchies from home to eat or to share with the other students in the classroom. Read and Feed time is meant to encourage independent reading for pleasure. Students are expected to *read*. They cannot talk or sleep.

RIGHTS and RESPONSIBILITIES

Everyone has certain rights and responsibilities that go hand-in-hand. Rights cannot exist without responsibilities.

At Truesdell, we have expectations for students, parents, and teachers/staff. These rights and responsibilities allow us to work together to provide for a safe, orderly environment where learning is valued and respect is mutual.

Students are reminded that when they believe their rights have been infringed upon, they should first consider what others' rights might be in that same situation and then determine whether they have assumed proper responsibility for themselves. Once that has been determined, students are then encouraged to bring to the appropriate adult's attention the alleged infringement.

SCHOOL RESOURCE OFFICER (SRO)

The Wichita Public Schools are fortunate to be a part of a community that recognizes the value of placing School Resource Officers in its middle and high schools. At Truesdell, we enjoy having Ofc. Shane Russell as our SRO. He is available to teachers for various inservices and to our students and parents as a police officer. Ofc. Russell works closely with the Truesdell administration when appropriate. Ofc. Russell is one more adult at Truesdell who can help when a student is in trouble or needs special assistance with a problem. His office is located in the North Office.

SCHOOL SPIRIT

School spirit may be divided into three categories:

1. **COURTESY** toward teachers, fellow students, and officials at school athletic activities
2. **PRIDE** in everything our school endeavors to accomplish and has accomplished

3. **SPORTSMANSHIP** to do our best and to win or lose gracefully

A loyal student supports his school. We know you get tired of hearing about how these are the best years of your life, but see, that's how lots of adults remember their teenage years. They have forgotten the broken hearts and the worries about grades and how you thought you were for sure the ugliest kid in school. No...parents and teachers sometimes forget the hard things about being your age. What they are really talking about when they say that these are the best years of your life is that you have fewer responsibilities (usually) than adults and that you get more time to have fun (usually). Or at least that's the way they remember it. Try to have some fun in middle school. Become a part of Truesdell. Make this a time to remember when *you* are an adult telling your 13-year-old daughter "Why, this is the best time of your life!"
Yeah, right!

SEXUAL HARASSMENT AND/OR ASSAULT

The Wichita Public Schools will not tolerate the sexual harassment and/or assault of any student or employee. It is incumbent on the Administration at Truesdell to quickly and thoroughly investigate any and all allegations of sexual misconduct, whether perpetrated by a student or a staff member.

"The Board of Education adopts the following definition of sexual harassment for the purpose of this policy:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term of the pupil's academic opportunities, (2) submission to or rejection of such conduct by a pupil is used as a basis for academic decisions affecting such pupil, or (3) such conduct has the purpose or effect of unreasonably interfering with the pupil's school performance or it creates an intimidating, hostile or offensive educational environment.

Please note that conduct which has the effect of unreasonably interfering with a pupil's school performance or creates an intimidating, hostile or offensive educational environment may be "sexual harassment" whether or not the person engaging in the conduct intends to create that effect.

By way of example, but not as an exhaustive illustration, the following conduct by pupils, district employees or others can constitute sexual harassment: threatening or insinuating that a pupil's submission to or rejection of sexual advances will in any way influence any decision regarding that student's grades, class assignments, advancement or assigned duties; flirtation, joking, or teasing, advances, propositions; continual or repeated verbal abuse of a sexual nature; graphic words of a sexual nature used to describe an individual, lewd, risqué or obscene language; ribald or gender-targeted jokes or cartoons; the display on the school grounds of sexually suggestive objects or pictures; and, intentional, nonconsensual touching of a sexual nature."

In plain language, this means you **MAY NOT**, you **CANNOT** call "gay, fag, faggot, queer, homo," or any other sexual slur meant to inflict insult or harm toward another student. Nor do you have the right to inquire as to another's sexual orientation. It is not your business. To inquire infers that you believe the person *may* be homosexual. Again, these are privacy issues that have no reason to be divulged at school. To engage in these behaviors creates an atmosphere of fear and uneasiness that is counterproductive to what we are about at Truesdell. We are a learning institution devoted to providing a safe, nurturing, supportive environment for ALL of our students. Sexual orientation has absolutely no bearing on our mission.

Students who believe that they have been sexually harassed and/or assaulted are encouraged to immediately ask to see their administrator. They will be asked at that time to fill out a green Incident Report. The more specific information the student can provide at that time, the better. For instance, it is important to report the name of the person who harassed or assaulted you (if known), the time and place the incident occurred, the names of any witnesses, and the conversation and/or events that occurred (who said or did what).

While we recognize that this can be embarrassing when it happens, it is important to understand that the person being sexually harassed and/or assaulted is **NOT** responsible. They bear no fault for what someone else has said or done inappropriately.

In the event that a student complains to a staff member about sexual harassment and/or assault, ***that staff member will immediately notify the administration of the allegation(s)***. The administration bears a responsibility to conduct an investigation within 24 hours of the allegation.

Due to the sensitive nature of these kinds of allegations, it is critical that confidentiality be maintained and that only those with a "need to know" are informed of the allegation(s) and investigation. A victim's privacy should be honored, and it should be remembered that an alleged perpetrator is just that—*alleged* until such time as an investigation proves the perpetrator behaved

inappropriately. Should it later be determined that the allegation was falsely and intentionally made, the student making the allegation is subject to disciplinary action including documentation of the incident in that student's permanent RED discipline file that will follow the student to high school. **In all cases, parents of the student(s) will be notified as early as possible in the investigation.** The administration will cooperate with the police if the school's initial investigation corroborates the allegations.

STUDENT COUNCIL

Truesdell's Student Council is comprised of 8th graders who have committed themselves to being role models for their peers. As such, their behavior, grades, and attitudes must be worthy of emulation (look it up...it means worth copying). This group of 8th graders works very closely with each other and their sponsors. They bond to become a tight team.

Student Council sponsors numerous activities for the student body including Red Ribbon Week, Spirit Week, dances, and concessions for ball games. Student Council members meet regularly to bring student concerns to the adults' attention, to plan activities, and to perform community service projects at Truesdell (Truesdell Honor Wall, painting projects, installed air fresheners in restrooms, etc.). Student Council members also work closely with Mrs. Peak to create the 8th Grade Party invitations and thank you notes.

TARDIES

Students are required to be in the classroom on time. Those students remaining in the hallways after the bell has rung are considered to be tardy or truant. Students who need to see the nurse, a counselor, the SRO, or an assistant principal must first go to their regular classroom and obtain a pass from their teacher. Students detained in a previous class **MUST obtain a pass from that teacher for entry into the next class. *Students who are tardy to first hour **MUST** get a tardy admit from the Attendance Clerk who will be available for tardy students in the ticket booth located in the Main Lobby until 8:15 am. Students who arrive at school later than 8:15 am are to get a tardy pass in the Attendance Office located in the Main Office.***

ALL students will receive a one-week grace period at the beginning of the school year in August. No tardies will be recorded during that first week in order to allow students time to familiarize themselves with the building and their schedule.

All students will be allowed two tardies per class per semester for a total of 36 tardies. Any tardies past those limits will result in an immediate lunch detention. Students will find in their Planner a page where teachers will sign and date the student's tardies to class. Once a student exceeds the two tardies per class per semester, the teacher will fill out a Lunch Detention slip. The white copy will be handed to the student immediately to serve as his notification of the detention the next day. The white copy is to be put in Mr. Diaz's box before the end of the day as he will use the white copies to take attendance in Lunch Detention.

2008 – 2009 Tardy Policy

1st tardy The teacher will mark the student tardy on e-SIS and document the tardy in the student's Planner.
2nd tardy The teacher will mark the student tardy on e-SIS and document the tardy in the student's Planner.
ALL subsequent tardies The teacher will mark the student tardy on e-SIS and write a Lunch Detention form, giving the student the yellow copy and delivering the white copy to Mr. Diaz/Mr. Diaz's box.

Tardies start over at semester.

TELEPHONES

Use of the office telephones by students is limited to emergency calls and school business calls. Please have your plans made ahead of time. Calls for permission to attend parties and ride buses with friends, etc. will not be permitted. These matters should be taken care of *at home* prior to coming to school. Students who are ill ***MUST go to the nurse*** to call home. They are NOT to call from the classroom or from the office. It should go without saying that students should not be using a cell phone to call home!

TEXTBOOKS

Textbooks are furnished by the school district and are rented at the beginning of the year. A student who loses or damages a book while it is checked out to her will be expected to pay for it within one week of the loss. A replacement will be issued after payment has been made. ***It is the responsibility of the student to identify upon issuance any damage to the textbook; otherwise, the student assumes responsibility for that damage at the end of the year when books are returned.***

Okay, so you just got your book for math class. Check it over. Does it have a big gouge on the cover? What about the pages? Flip through. Make sure that if something is wrong that you show it to the teacher right away. After all, you don't want to get in trouble for something you didn't do. **TELL THE TEACHER.** Maybe you'll get a different book. At least the teacher will mark down what the problem is so you don't get charged for it at the end of the year. That's good, right? Just remember, if you *don't* report damage to the book that you receive in August or September, you will be charged for it in May! SO TELL!

The student's name and the teacher's name who issued the textbook MUST be inside the front of the book in the designated area. This will facilitate return of lost or misplaced books.

25 BOOKS CAMPAIGN

An integral part of the America's Choice program is the 25 Books Campaign, a challenge issued to every student at Truesdell to read 25 books during the coming school year. Research shows that students gain one year in their reading level for every million words they read. The 25 Book Campaign is designed to put 1,000,000 words—of the student's choice—in front of them. Students will be allowed to choose the books they read. Magazines and newspapers will be permitted. Unlike Accelerated Reader, students will have the option to read books that a teacher may find below the student's reading level. In addition, students who choose to re-read a book will be allowed to count it more than once (haven't you ever read the same book twice or watched the same movie again?). Students will be using the Book Log in their Planners to keep track of the books they have read this year. All students will be expected to read independently for 10 – 20 minutes a day in their Language Arts classes. Read and Feeds will be used to encourage more independent reading throughout the year.

Staff members will also participate in the 25 Books Campaign, and we are hoping that many parents will join with us to meet the goal of reading 25 books in a year.

VISITORS

Due to our crowded conditions, students are **not allowed** to bring visitors to school other than parents or legal guardians. Visitors create a hardship for both teachers and students. Parents are always welcome, but are encouraged to make appointments to meet with teachers, counselors, administrators, or to visit their student's classes. All visitors must sign in at the main office and get a Visitor's Badge.

Why are we such sticklers about having your little cousin Lulu come visit your school? We have found that visitors, without meaning to, often disrupt the learning process. Remember what we are all about at Truesdell? Yep. Learning. That's why we try not to interrupt class and it's why we don't allow cousin Lulu to visit. Mom and Dad? You bet. Grandma or Foster Mother? Sure. Big sister? Probably not.

BOARD OF EDUCATION POLICIES

Students should familiarize themselves with the following policies:

P1116 SEXUAL HARASSMENT OF PUPILS

BOARD POLICY:

USD 259 will not tolerate sexual harassment of a pupil by another pupil, employee, or others. Violation of this policy shall result in disciplinary action against any pupil or employee involved, including possible expulsion of the pupil and termination of the employee. Others who violate this policy shall be reported to local law enforcement authorities for appropriate action and may be prohibited from being on school property and/or attending school activities. Administrators who fail to follow the policy or fail to investigate complaints shall also be disciplined.

Administrative Implemental Procedures:

1. The Board of Education adopts the following definition of sexual harassment for the purpose of this policy.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term of the pupil's academic

opportunities, (2) submission to or rejection of such conduct by a pupil is used as a basis for academic decisions affecting such pupil, or (3) such conduct has the purpose or effect of unreasonably interfering with the pupil's school performance or it creates an intimidating, hostile or offensive educational environment.

Please note that conduct which has the effect of unreasonably interfering with a pupil's school performance or creates an intimidating, hostile or offensive educational environment may be "sexual harassment" whether or not the person engaging in the conduct intends to create that effect.

By way of example, but not as an exhaustive illustration, the following conduct by pupils, district employees or others can constitute sexual harassment: threatening or insinuating that a pupil's submission to or rejection of sexual advances will in any way influence any decision regarding that student's grades, class assignments, advancement or assigned duties; flirtation, joking, or teasing, advances, propositions; continual or repeated verbal abuse of a sexual nature; graphic words of a sexual nature used to describe an individual, lewd, risqué or obscene language; ribald or gender-targeted jokes or cartoons; the display on the school grounds of sexually suggestive objects or pictures; and, intentional, nonconsensual touching of a sexual nature.

2. Pupils who believe they have been subjected to sexual harassment should report the problem to their assigned classroom or homeroom teacher.
3. If a pupil's classroom teacher or homeroom teacher is the subject of a the sexual harassment complaint or for some other reason the pupil is uncomfortable about discussing the problem with his/her classroom teacher or homeroom teacher, the pupil may bypass the classroom teacher or homeroom teacher and report directly to the building principal or assistant principal or the principal's designee. Complaints against the Superintendent shall be directed to the Board of Education President or another member of the Board. Board of Education members receiving such complaints may determine to consult Board of Education Legal Counsel and/or report such complaints to appropriate law enforcement agencies.
4. All employees have a duty to report sexual harassment regardless of whether they are apprised of it by a pupil, a parent, another employee or are a witness.
5. Regardless of the means selected for resolving the problem, the initiation of a complaint of sexual harassment will not cause any reflection on the complainant nor will it affect the accused person's employment, compensation, or work- assignment, except as reasonably necessary to prevent similar complaints, until an investigation has been conducted and a determination made that it is more probable than not that improper conduct occurred. The initiation of a complaint shall not adversely affect the status of a pupil complained against, except as reasonably necessary to prevent similar complaints, until an investigation has been conducted and a determination made that it is more probable than not that improper conduct occurred.
6. All complaints will be promptly and thoroughly investigated.
7. If a determination is made that the accused employee, pupil, or other person complained against acted improperly, appropriate action shall be taken which is reasonably calculated to end the harassment, up to and including termination of the offending employee or expulsion of the offending pupil.
8. Every reasonable effort will be made to keep the specifics of the complaint confidential consistent with a thorough investigation and appropriate remedial action.
9. False complaints will result in discipline, up to and including termination or expulsion, or other discipline of the person making the false accusation.
10. This policy shall apply to protect the pupil while the pupil is engaged in any school activity under the control or operation of USD 259.

Administrative Responsibility: Human Resources – Director of Title IX

Latest Revision Date: June 2006

Previous Revision Date: June 2001 P1116

P1119 HARASSMENT OF PUPILS BASED ON RACE, COLOR, RELIGION, GENDER, NATIONAL ORIGIN, OR DISABILITY

BOARD POLICY:

USD #259 will not tolerate harassment or intimidation of a pupil based on race, color, religion, gender, national origin, or disability by another pupil, employee or others. Pupils and employees who violate this policy shall, after proper investigation, be subject to sanctions including possible suspension and/or expulsion of the pupil and termination of the employee. Others who violate this policy shall be reported to local law enforcement agencies for investigation. Administrators who fail to follow the policy or fail to investigate complaints shall also be disciplined.

Administrative Implemental Procedures:

1. All district pupils have the right to work in an environment free from all forms of unlawful discrimination and conduct which can be considered harassing, coercive, or disruptive.
2. Harassment based on race, color, religion, gender, national origin, or disability is discrimination, which violates federal and/or state law. Such harassment is defined as follows:
 - a. Harassment is verbal or physical conduct that belittles or shows hostility or aversion toward an individual because of his/her race, color, religion, gender, national origin, age, or disability, or that of his/her relatives, friends or associates, and that:
 1. Has the purpose or effect of creating an intimidating, hostile, or offensive school environment; or
 2. Has the purpose or effect of unreasonably interfering with an individual's school performance; or
 3. Otherwise adversely affects an individual's educational opportunities.

Some examples, but by no means an all-inclusive list, of the types of conduct prohibited by this policy are:

- a) The use of slurs or derogatory remarks referring to a pupil's status in one of these categories.
 - b) Using written material (either printed or in their own handwriting) that is racially, religiously or ethnically divisive or creates ill will or hatred. Examples: clothing, articles, material, publications or any item that denotes Ku Klux Klan, Arian Nation, White Supremacy, Black Power, Confederate flags or articles, neo Nazi or any "hate" groups (except in purely educational settings, for purely educational purposes).
 - c) Being in possession of items depicting or implying racial, ethnic, religious, or disability hatred or prejudice.
 - d) Racial, ethnic, religious or disability profiling.
3. The standard for determining whether an intimidating, hostile, or offensive environment is created or the alleged conduct unreasonably interferes with the pupil's school performance or educational opportunities is whether a reasonable person in the same or similar circumstances would find the conduct intimidating, hostile or offensive. The determination should give consideration to the perspective of the "reasonable person" of the alleged victim's race, color, religion, etc. A showing of actual psychological harm is not required.
 4. Pupils who believe they have been subjected to harassment or intimidation prohibited by this policy should report the problem to their assigned classroom or homeroom teacher. If a pupil's classroom or homeroom teacher is the subject of the harassment or intimidation complaint or, for some other reason the pupil is uncomfortable about discussing the problem with his/her classroom or homeroom teacher, the pupil may report directly to the Building Principal, Assistant Principal, or another certificated staff member. Complaints against the Building Principal shall be directed to the Superintendent. Complaints against the Superintendent should be directed to the President of the Board of Education or any other member of the Board of Education. Any parent who believes his or her child has been subjected to harassment or intimidation prohibited hereby should report the problem through the same channels.
 5. Staff members shall refer all complaints of harassment or intimidation prohibited by this policy to a building administrator.

Complaints regarding harassment or intimidation prohibited by this policy shall be investigated promptly and thoroughly if the alleged offender is a pupil or employee. Appropriate disciplinary and other action shall be taken which is reasonably calculated to end the harassment. If the alleged offender is not a pupil or employee, the complaint shall be forwarded to local law enforcement agencies for investigation.

6. The good faith initiation of a complaint under this policy shall not cause any adverse reflection on the pupil or employee or anyone else who makes it.

7. The initiation of a complaint under this policy shall not adversely affect the job security or status of any employee or status of any pupil, except as reasonably necessary to prevent similar complaints, until the investigation is completed and it is determined that it is more probably true than not that the prohibited conduct did occur.
8. Every reasonable effort will be made to keep the specifics of the complaint confidential consistent with an adequate investigation and appropriate corrective action.
9. Sanctions. Those sanctions listed below are no tolerance minimum sanctions; the principal or designee shall have the discretionary authority to add corrective learning components and/or additional penalties should this be considered appropriate.
 - a. Pupils.
 - 1) First Offense. The pupil will participate in corrective learning components aimed at eliminating the offending behavior. These components shall consist of learning units such as written/oral reports; participation in a structured class and/or guidance activity; and/or participation in a community-based program, approved by the principal or designee aimed at correcting the offending behavior. In addition, the principal or designee may require an out-of-school suspension and a parent conference prior to the re-admittance of a minor pupil.
 - 2) Second Offense. An out-of-school suspension, with a possible expulsion hearing, and corrective learning components as determined by the principal or designee.
 - 3) Third Offense. A suspension from school pending an expulsion hearing.
 - b. Employees.
Appropriate remedial action will be taken to punish the offender and to prevent similar misconduct in the future up to and including termination of employment.
 - c. Others.
Appropriate action will be taken to report the offender to local law enforcement agencies for investigation. In addition, the principal or designee may sanction the offender by prohibiting the offender from being present on school property for a designated period of time and/or from specific school activities.
10. This policy shall apply to protect the pupil while the pupil is engaged in any school-related activity under the control or operation of USD #259.

Administrative Responsibility: Assistant Superintendents: Elementary, Middle or High Schools

Latest Revision Date: June 2001 Previous Revision Date: New Policy P1119

P1232 ACCEPTABLE USE OF COMPUTERS, NETWORKS, INTERNET, ELECTRONIC MAIL, AND OTHER ONLINE SERVICES - STUDENTS

BOARD POLICY:

USD 259 is committed to making advanced technology and increased access to learning opportunities available to all students. The goal of the district in providing access to students is to promote educational excellence in schools by facilitating resource sharing, innovations, and communications. The use of computers, networks, the Internet, or other online services shall be in support of education and research consistent with the district's educational objectives.

Administrative Implemental Procedures:

1. Student Responsibilities. Regardless of any "technology protection measure" implemented by the District as may be required by the Children's Internet Protection Act, students are responsible for good behavior on computers, networks, the Internet, or other online services just as they are in a classroom or a school hallway. General school rules for behavior and communications apply. Network storage areas will be treated like school lockers. Network administrators, teachers, and other appropriate district staff may review student files and student communications from time to time to prevent misuse and to ensure students are using the system responsibly and in compliance with laws and district policies. Communications on the network are often public in nature; students should not expect that files stored on district servers will be private.

2. **Permission.** Students must have permission from and be under the supervision of school district professional staff before utilizing district-provided computers, networks, the Internet, or other online services. Permission is not transferable from one student to another and may not be shared. Students shall not be allowed to utilize electronic communications unless a signed Student Access Contract is on file. To remain eligible as users, students' use must be consistent with the educational objectives of the district. Access is a privilege, not a right, and inappropriate use will result in, among other disciplinary measures, the cancellation of those privileges. Students will display school-appropriate conduct when using the computer equipment or network and shall maintain an environment conducive to learning.
3. **Violations.** Administrators, teachers, and other appropriate district employees will decide what is inappropriate use. Violating this policy may result in:
 - a. Restriction or loss of network access; and/or
 - b. Disciplinary or legal action including, but not limited to, suspension or expulsion from school and/or criminal prosecution under appropriate local, state, and federal laws; and
 - c. Assessment of the cost of damages to hardware/software.
4. **Inappropriate Use.** The following uses of school-provided computers, networks, the Internet, or other online services are not permitted on the part of USD 259 students:
 - a. Accessing, uploading, downloading, or distributing pornographic, obscene, or sexually explicit material;
 - b. Transmitting obscene, abusive, sexually explicit, or threatening language;
 - c. Violating any local, state, or federal statute;
 - d. Accessing another individual's materials, information, or files without permission.
 - e. Violating copyright or otherwise using the intellectual property of another individual or organization without permission;
 - f. Using others' passwords;
 - g. Vandalizing, defined as any unauthorized access and/or malicious attempt to damage computer hardware/software or networks or destroying the data of another user, including creating, uploading, or intentionally introducing viruses;
 - h. Intentionally wasting limited resources;
 - i. Using the network for commercial purposes;
 - j. Harassing, insulting, or attacking others;
 - k. Using, disclosing, or disseminating personal information online such as full name, home address, phone number, etc., except with approval by certified or administrative district staff;
 - l. Using e-mail lists from the district's Internet site, network, or servers to create mailing lists for non-school purposes;
 - m. Gaining unauthorized access to resources or entities;
 - n. Invading the privacy of individuals;
 - o. Improperly altering the set up of computers (e.g., desktops, icons, wallpapers, screensavers, installed software) as determined by the network administrator;
 - p. Using software that has not been assigned or approved by staff;
 - q. Failing to follow a district policy while using computers or failing to follow any other policies or guidelines established by district administration, teachers, or other appropriate district staff; and
 - r. Seeking to gain or gaining unauthorized access to information resources or other computing devices.
5. **Security Risk.** Any student identified as a security risk or having a history of problems with other computer systems may be denied access.

6. Disclaimer. The district makes no warranties of any kind, whether express or implied, for the access it is providing. The district will not be responsible for any damages suffered. This includes loss of data resulting from delays, nondeliveries, misdeliveries, or service interruptions caused by its own negligence or user errors or omissions. Use of any information obtained via the Internet is at the user's risk. The district denies any responsibility for the accuracy or quality of information, or for any commercial transactions conducted through its system.
7. Statements of Personal Belief. Any statement of personal belief found on computers, networks, the Internet, other online services, or other telecommunication system is implicitly understood to be representative of the author's individual point of view, and not that of USD 259, its employees, or the participating school. No representations to the contrary shall be published without written approval from the district. Principals or district administrators may review all content in any Internet or online accounts paid for, in whole or in part, by the district or any school, without notice of any kind.
8. Student Access Contract. Prior to use of school computers or networks, (e.g. the Internet or other online services), each student shall submit a signed Student Access Contract for filing in the school office. Prior to use of computers at any other district facility, each student shall also submit a signed Student Access Contract for filing with the main office of the facility at which these computers are located. If a student is under the age of 18, a parent/guardian shall also sign the contract(s). New Student Access Contracts must be signed and submitted each school year. BOE Policy 1232 applies to all students regardless of whether they have submitted a signed Student Access Contract. If a student does not have a current Student Access Contract on file as required above, access to computer services and accounts is prohibited.
9. District Technology Plan. The Administrative Implemental Procedures contained in this policy shall be consistent with the District Technology Plan adopted by the Board of Education.

Administrative Responsibility: Instructional Technology P1232

Latest Revision Date: January 2002

Previous Revision Date: March 2000

Approved as to form and content by Board attorney.

P1462 PUPIL BEHAVIOR – ASSAULT AND/OR BATTERY OF STAFF MEMBER

BOARD POLICY:

Any pupil, other than an elementary school pupil, who is found to have committed battery (as defined in term a.) upon any school district staff member at school, on school property, or at a school supervised activity shall receive a mandatory expulsion from the school district for 186 school days, provided however, pupils who are found to have committed battery upon any staff member based upon transferred intent (as defined in term c.) shall not be expelled for a period of time that results in the loss of more than two (2) semesters of credit and such pupil may be placed in off campus programs.

Any elementary school pupil who is found to have committed battery (as defined in term a.) upon any school district staff member at school, on school property, or at a school supervised activity shall be subject to disciplinary action up to and including expulsion from the school district for 186 school days.

Any pupil who is found to have committed an assault (as defined in term b.) upon any school district staff member at school, on school property, or at a school supervised activity shall be subject to disciplinary action up to and including expulsion from the school district for 186 school days.

For information about the request for school assignments pending a final decision of an extended suspension/expulsion, please see BOE P1472 – *Pupil Makeup Work*.

The terms used in this policy are defined as follows:

- a. Battery means the unlawful intentional touching or application of force to the person of another when done in a rude, insolent, or angry manner.
- b. Assault means the unlawful, intentional threat or attempt to do bodily harm to the person of another coupled with the apparent ability to do bodily harm and resulting in the immediate placement of a person in fear of bodily harm. No bodily contact is necessary.

- c. Transferred Intent is when an act otherwise constituting battery is committed against a person other than the intended victim, the responsibility of the actor is exactly as it would have been had the act been committed against the intended victim.

Administrative Implemental Procedures:

1. When a violation of this policy occurs, administration or other delegated official will call appropriate law enforcement agencies in accordance with policy entitled School Safety and Security Incident Reporting.
2. When recommending extended suspension or expulsion for special education pupils, refer to additional requirements listed in the Administrative Handbook for Special Education.
3. The administration shall establish a program, which at the discretion of the administration may, based upon the age, the severity of the offense, the past record, and any other relevant factors, be offered to pupils violating this policy with the exception of battery. If the pupil participates in and completes the program, the pupil may, at the discretion of the hearing officer, be reinstated at a district school. In case of such reinstatement, the hearing officer will select the school the pupil attends.
4. A program of educational instruction shall be established for middle and high school pupils who have battered a staff member based upon transferred intent. The program shall not be conducted upon the premises of any district school. The placement of a pupil in the program shall be made at the discretion of the hearing officer or the Board of Education if an appeal is made to the Board.
5. Every pupil and parent will be required to sign a policy statement yearly informing them of disciplinary action that can and will be taken if a pupil is found to be in violation of this policy.

Board counsel has approved this policy in legal form and content.

Administrative Responsibility: Assistant Superintendent of High Schools

Latest Revision Date:

April 2005 Previous Revision: July 2004 P1462

P1464 PUPIL BEHAVIOR - REGULATIONS

BOARD POLICY:

Each pupil is held responsible for his/her personal actions. The right to attend a Wichita Public School carries with it the obligation to maintain acceptable behavior.

Administrative Implemental Procedures:

1. Behaviors other than those described in this policy may constitute unlawful or prohibited acts. The common standard against which behavior is measured is that which is conducive to learning and a contributor to the general purpose and welfare of the school.
2. Bullying occurs in all forms including, but not limited to, appearance, status with a peer group (social power), intellectual, socio-economic, gender, race, sexual orientation, ethnicity, etc. Bullying in any form is prohibited on school property, in a school vehicle, or at a school-sponsored activity or event. In addition, bullying is prohibited while utilizing school property. Bullying includes Cyberbullying. In compliance with K.S.A. 72-8256 and amendments thereto, the Board heretofore developed and adopted a plan that addresses bullying. In addition to disciplinary action described in BOE Policy P5113 - Suspension and/or Expulsion of Students, students who violate the bullying prohibition may be reported to local law enforcement, if appropriate. This AIP 2 of this policy and the Bullying Plan shall be reviewed by the Board on a yearly basis.
3. Fighting will not be permitted at school, on school buses, or at school sponsored activities.
4. Possession and/or use of tobacco or tobacco paraphernalia are not permitted in school buildings or on school campuses. The prohibition against smoking and the use of tobacco should be supported by programs emphasizing the hazards of smoking and tobacco use.
5. Any show of disrespect by word or action toward any staff member is prohibited.

6. Profanity and vulgarity are prohibited.
7. Defiance that may threaten the general discipline of the school or classroom is prohibited.
8. It is within the discretion of the administration and the site council at each school to determine what type of dress code is most suitable to implement. Furthermore, the administration at each school will include in any dress code policy the underlying purpose of enacting the stricter dress code. Such dress code may include, but is not limited to, a standard uniform, restrictions relating to jewelry, and restrictions on colorful hair and extreme hairstyles. Reasonable criteria for determining appropriate appearance are based on health, safety, and public decency considerations. The relationship of dress and appearance to the safety of the individual pupil varies depending upon the nature of the activity or class. Any wearing apparel which, in the opinion of the principal, is associated with gangs and/or drugs and/or becomes disruptive to the educational process may be banned. The wearer of such apparel shall be subject to administrative disciplinary action. Refer to BOE policy P1473 - Standardized Dress Code - Regulations.
9. A pupil who steals, maliciously destroys, or defaces school property will be expected to make restitution as part of the penalty for such action. Malicious destruction cases may also be referred to the police under the Kansas School Law.
10. Loitering in school buildings or upon school grounds is prohibited. Any person loitering is subject to administrative and legal action. Wichita Police Department policy provides for the arrest and removal of violators. School district personnel are to report violations of the loitering ordinance to the police only when such personnel intend to assist in the prosecution of the violator.
11. The use of Personal Electronic Devices (PEDs) by pupils during the school day is prohibited. These devices must be kept out of sight and powered off during the school day. The school day is defined by each school site. PEDs include, but are not limited to, pagers, cellular phones, MP3 players, and other personal communication devices that have the potential to be disruptive to the educational process. Items intended to look like or simulate such devices are also prohibited during the school day.

Students who violate this policy and the associated regulations shall be deemed to have created a disruption to the instructional environment and are subject to appropriate disciplinary actions.

Students shall be personally and solely responsible for the security of their cellular telephones and other PEDs. The Wichita Board of Education shall not assume responsibility or liability for the theft, loss, or damage to a cellular phone or other PED, nor does it assume responsibility for the unauthorized use of any device.

12. The use of explosive devices, starting fires, causing a false fire alarm, or causing a false bomb threat is considered conduct which substantially disrupts the operation of school and is subject to administrative and/or legal action.
13. The act of extortion is defined as obtaining something of value from an unwilling person by either physical force or intimidation. This act substantially invades the rights of others and is subject to both administrative and legal action.
14. Rules and regulations concerning school-sponsored activities apply to all pupils attending school functions held on school grounds, in school buildings, or at other facilities.
15. Pupils may not hold membership or participate in an unauthorized organization on school property or at school sponsored activities.
16. Pupil walkouts, boycotts, and any other unauthorized holidays will not be permitted or recognized. Once a pupil arrives at school, it is the pupil's responsibility to remain so long as he/she has classes scheduled or is required to do so. Any violations of this nature will be dealt with promptly and firmly.
17. Plagiarism, cheating, and lying are prohibited.
18. Pupils shall be informed of the provisions of this policy through the Student Rights and Responsibility Handbook.
 - a. **5.48.030 Schools, school buildings, libraries - Prohibited conduct; violation declared loitering.** It is unlawful for any person to disrupt the normal activity, disturb the peace, or to remain, to idle, or to loiter at any time on or about the premises or grounds of any public library, of any public or private school or school buildings, and/or assembly of students for any school activities or athletic events conducted by such public or private schools. Any student or any person who is not enrolled in said public or private school, or who has been suspended or dismissed from said public or private school, or who persists in staying or remaining on or about said premises or grounds without any lawful purpose shall be guilty of the offense of loitering. (Ord. No. 32-930, (part).)

Board counsel has approved this policy as to legal form and content.

P1465 PUPIL BEHAVIOR - ALCOHOL, DRUGS, DRUG PARAPHERNALIA, AND/OR OTHER CONTROLLED SUBSTANCES

BOARD POLICY:

Any pupil who intends to or is selling, manufacturing or trafficking (as defined in AIP #1) alcoholic beverages, drugs, drug paraphernalia, inhalants and/or other controlled or uncontrolled substances, such as, but not limited to, over the counter medications or unauthorized prescription drugs, or any pupil who possesses such substances in an amount that exceeds the reasonable personal need of the average user of the substance possessed (as determined in accordance with AIP #2), at school, on school property, or at a school supervised activity shall receive a mandatory expulsion from the Wichita Public Schools for 186 school days. For information about the request for school assignments pending a final decision of an extended suspension/expulsion, please see BOE P1472 – *Pupil Makeup Work*.

Any pupil who uses or appears to be affected by or whose conduct appears to be altered by alcoholic beverages, drugs (except as medically prescribed) and/or other controlled substances, such as, but not limited to, unauthorized prescription drugs, any pupil who possesses any of such substances in amounts that do not exceed the reasonable personal needs of the average user of the substance or any pupil who possesses drug paraphernalia at school, on school property, or at a school supervised activity will receive one of the following disciplinary actions:

1st Offense:

1) Pupils will be placed on a short-term suspension for ten (10) school days when found to be in possession or use of drugs and/or alcohol. Such pupils shall be recommended for an extended suspension, and an extended suspension of twenty-five (25) days shall be imposed, if the pupil is found by a district-level hearing officer to have been in possession and/or to have used drugs and/or alcohol.

2) At the time of the imposition of a short-term ten (10) day suspension for possession and/or use of alcohol and/or drugs, the parents and/or legal guardians will be afforded the option to have the suspended pupil meet with a community source (which may include, as appropriate, a mental health agency counseling program, an alcohol and drug service agency, a physician, a U.S.D. 259 substance abuse specialist, etc.) to discuss the pupil's problem with drugs/alcohol. Upon receipt of written documentation that the pupil is complying with such agency's recommended action, a suspension imposed under AIP #1 shall immediately be revoked and the pupil allowed back in school. A district-level due process hearing for violation of possession and/or use of drugs/alcohol for first-time offenders will be scheduled on the fifth day of a pupil's short-term suspension if written documentation that a pupil is complying with an agency's recommended action has not been received by such time.

3) In lieu of the procedures outlined in 1) and 2), at the time of suspension, parents and/or legal guardians will be afforded the option to have the suspended pupil meet with a community source (which may include mental health agency counseling program, an alcohol and drug service agency, a physician, USD No. 259 Substance Abuse Specialists, etc.) to discuss the pupil's problem with drugs/alcohol. Upon receipt of written documentation that the pupil is complying with the agency's recommended action, the suspension shall immediately be revoked and the pupil allowed back in school.

Subsequent Offenses:

On a second or subsequent offense a pupil will be placed on a short-term suspension of ten (10) school days. Such pupil shall be recommended for an extended suspension for a term of twenty-five (25) school days up to and including expulsion from the Wichita public schools for one hundred eighty-six (186) school days, and such suspension/expulsion of between twenty-five (25) school days up to and including expulsion for one hundred eighty-six (186) school days shall be imposed if the pupil is found by a district-level hearing officer to have been in possession of or to have used drugs and/or alcohol.

Administrative Implemental Procedures:

1. Trafficking means any pupil who intends to or who is intentionally selling, giving or delivering to others controlled/illegal substances, such as, alcoholic beverages, inhalants, over the counter medications, unauthorized prescription drugs and/or drug paraphernalia. The building principal or principal designee will determine questions regarding the intent to traffic. In

making a determination regarding the intent to traffic, the principal or principal designee may take into account, without limitation, such things as equipment found, place found, multiple containers, large amounts of money, opinion of others, etc.

2. The principal or principal designee, based on personal knowledge or the knowledge of others, shall determine when a student possesses a quantity of drugs, drug paraphernalia, inhalants and/or other controlled or uncontrolled substances, such as but not limited to, over the counter medications or unauthorized prescription drugs at school, on school property, or at a supervised school activity in amounts that exceed the reasonable personal need of the average user of the substance possessed.
3. Any disciplinary action taken by a building administrator will be based on the best and most satisfactory information available, including searches conducted under the policies entitled Search and Seizure—School Facilities, and Search and Seizure—Pupils and Their Personal Possessions.
4. The appropriate law enforcement agency will be advised of any and all violations of laws in accordance with policy entitled School Safety and Security Incident Reporting.
5. Any pupil who appears to be affected by or whose conduct appears to be altered by the use of alcohol, drugs, or other controlled substances, or admits same, and gives evidence of need for medical attention, shall be released as soon as possible to the care and supervision of his/her lawful custodian or any other person so named to act in the event of a health related emergency. Basic procedures relating to all illnesses shall be followed. Any information available shall be released to lawful custodian, physician, and others responsible for care and treatment.
6. Staff members shall request the assistance of a building administrator when they observe a pupil who appears to be in a state of disorientation or who does not have normal control of self.
7. The building administrator, in addition to the above, shall administer appropriate disciplinary action. It is expected that the lawful custodian(s), as well as the pupil, will be notified of any charges (allegations) under this policy and the results of a violation of the policy may carry a maximum penalty up to and including a recommendation for an extended suspension or expulsion in accordance with policy entitled Suspension and/or Expulsion of Pupils.
8. Every pupil and parent will be informed and required to sign a weapons/drugs policy statement yearly regarding the disciplinary action that can and will be taken if a pupil is found to be in violation of this policy.
9. Should any pupil seek the guidance or assistance of any staff member for the purpose of improving his/her behavior or responses to the involvement with controlled substances, such pupil's request for confidentiality should be respected unless staff personnel is required to reveal such information through legal processes. When such requirement is necessitated, the lawful custodian of the pupil will be so advised.
10. Suspension or expulsion of special education pupils shall be subject to and governed by the State statutes and regulations and the Individuals with Disabilities Education Act Amendments of 1997 (20 U.S.C. 1400 et seq.) implementing regulations thereto.
11. Proper use of a drug prescribed by a licensed physician is permitted if used as prescribed. (See policy entitled Administering Prescribed Medication During School Hours.)
12. Inhalants are defined as but not limited to: Gasses, solvents, butane, propane, adhesives, any other item that provides a fume that is improperly used by students.

Board counsel has approved this policy in legal form and content.

Administrative Responsibility: Safety Services

Latest Revision Date: April 2005

Previous Revision Date: June 2004

P1465

P1466 POSSESSION OR USE OF WEAPONS

BOARD POLICY:

Any pupil who is found to have brought handled, transmitted or to have been in possession of a weapon, as defined in AIP 1a and b, including any firearm or replica firearm at school, on school property, or at a school supervised activity shall receive a mandatory expulsion from the school district for 186 school days.

Any pupil who is found to have brought or to have been in possession of any article (as defined in AIP 1c) at school, on school property, or at a school supervised activity shall be subject to disciplinary action up to and including expulsion from the school district for 186 school days.

Any pupil who uses any article (as defined in AIP 1d) to inflict bodily harm or to place a person(s) in fear of bodily harm at school, on school property, or at a school supervised activity shall be subject to disciplinary action up to and including expulsion from the school district for 186 school days.

Administrative Implemental Procedures:

1. Weapon means articles defined according to state statute and/or local education authority. Examples are as follows:
 - a. Weapon as defined in K.S.A. 72-89a01, including any firearm, bomb, or explosive device, or any combination of parts from which a destructive device may be readily assembled; bludgeon; sand club; metal knuckles; or throwing star; switchblade knife; 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.
 - b. Replica firearm. Replica firearm means a realistic replica of a firearm that, because of the appearance of such replica firearm, could be used to place a person in fear of bodily harm.
 - c. Any single bladed article that could cut or stab, or any article that is commonly used or is designed to inflict bodily harm.
 - d. Any article that is not per se a weapon which is used for the purpose of inflicting bodily harm upon a person or is used to cause a person to be placed in fear of bodily harm. Examples include, but are not limited to, laser pens, belts, combs, pencils, files, compasses, and scissors.
2. Administrator or other delegated school official shall confiscate weapons (as defined in AIP 1a) and turn such weapons over to the appropriate law enforcement agency. Other weapons used in violation of this policy shall also be subject to being confiscated.
3. The administration shall establish a program, which at the discretion of the administration may, based upon the age, the severity of the offense, the past record, and any other relevant factors, be offered to pupils violating this policy with the exception of AIP #1a, and b. If the pupil participates in and completes the program, the pupil may, at the discretion of the District Hearing Officer, be reinstated at a district school. In case of such reinstatement, the District Hearing Officer will select the school the pupil attends.
4. When a violation of this policy occurs which is also a violation of law, administration or other delegated officials will call appropriate law enforcement agencies in accordance with policy entitled School Safety and Security Incident Reporting.
5. When recommending extended suspension or expulsion for special education pupils, refer to additional requirements listed in the Administrative Handbook for Special Education.
6. The Superintendent has the discretion to modify the expulsion requirement in a manner, which is consistent with requirements of federal law.
7. The provisions of this policy do not apply to the possession by pupils of ceremonial instruments at school, on school property, or school supervised activity if the possession is connected with the supervised use of ceremonial instruments, such as sabers by the Junior ROTC students and props for drama productions. Such use must be specifically authorized in writing by the Superintendent.
8. Every pupil and parent will be required to sign a weapons/drugs policy statement yearly informing them of the disciplinary action that can and will be taken if a pupil is found to be in violation of this policy.
9. The superintendent, or designee, shall provide written notice to the Division of Vehicles of the expulsion or suspension of a pupil for possession of a weapon as defined in AIP 1a) at school, upon school property or at a school-supervised activity. Such notice shall include the pupil's name, address, date of birth, driver's license number, if available, and the reasons for expulsion or suspension.

Administrative Responsibility: Safety Services Department

Latest Revision Date: October 1999

Previous Revision Date: March 1999

P1469 SEARCH AND SEIZURE - SCHOOL FACILITIES

BOARD POLICY:

The pupil has exclusive control over his/her locker, desk, work station, and other similar assigned areas of school property as against other pupils; but such possession is not exclusive as against the school and its officials. When a suspicion arises that a pupil is involved in illegal, illicit, or disruptive behavior, the principal has the authority to conduct a search and confiscate items considered illegal, illicit, disruptive, or a general nuisance to the educational process.

Administrative Implemental Procedures:

1. Only the principal, principal designee or security, shall be responsible for determining whether or not a search shall be conducted, except when such a search is required by a search warrant.
2. When possible, an attempt shall be made both to notify and allow the pupil to be present during the search of any space assigned to him/her.
3. When deemed appropriate, the principal should consider the proper involvement of the parent(s) or lawful custodian(s).
4. Whether the pupil is present or not, a second staff member shall be present.
5. A search may include both the defined spaces and any and all items contained therein.
6. Routine inspections of lockers, desks, work areas, and similar assigned areas may be held either upon advance notice by the principal or in accordance with previously announced classroom procedures by individual teachers.
7. The seizure or confiscation of items located in a pupil's locker, desk, work station, or similar assigned area shall be accomplished in this manner:
 - a. The seizure shall be witnessed by a second staff member and, if possible, by the pupil.
 - b. Each and every item seized must be identified and not commingled with other items previously or subsequently seized.
 - c. The principal, principal's designee or security shall prepare a summary report identifying the item(s) seized or shall take a photograph of the items which shall be maintained at a minimum until a suspension/expulsion case is finally resolved if a suspension/expulsion case is filed.
 - d. A copy of the summary report identifying the items confiscated or a photograph of the items shall be given to the lawful custodian upon written request being made to the office of the District Safety Services by the lawful custodian.
8. Those items considered to be illegal, disruptive, or a general nuisance to the educational process may be seized by staff. Items that are illegal to possess shall be turned over to law enforcement officials. Storage, return, or destruction of such items shall be at the discretion of the principal, Executive Director of Safety Services or a hearing officer, subject to legal impoundment. When maintained by the Officer of the Suspension/Expulsion Hearing Supervisor the items must be kept until all proceedings are concluded, including appeals or court cases.
9. Repossession of school property shall not be considered seizure.
10. Those pupils who are permitted to park on school property are allowed that privilege, which is not considered to be a student right. (KSA 72-9101 and Board policy entitled *Vehicular Traffic—Regulations and Procedures*) The school retains the authority to conduct routine patrols of school parking lots and inspections of the exteriors of automobiles or other motor vehicles on school property. The interiors of vehicles on school property may be inspected whenever an authorized school official has a reasonable suspicion to believe that illegal, unauthorized, or disruptive materials are contained inside. Such patrols and inspections may be conducted without notice, without consent, and without a search warrant. Forced entry of vehicles, absent exigent circumstances, will not be made prior to contacting and the arrival of law enforcement authorities.

The Board attorney has approved this policy in form and content.

Administrative Responsibility: Office of the Deputy Superintendent

Latest Revision Date: June 2004

Previous Revision Date: July 1994

P1470 SEARCH AND SEIZURE - PUPILS AND THEIR PERSONAL POSSESSIONS

BOARD POLICY:

The pupil has exclusive control over property in his/her immediate possession as against other pupils; but such possession may not be exclusive against the school and its officials. When a reasonable suspicion arises that use or possession of a pupil's property is illegal, illicit, disruptive, or a danger to the general welfare of pupils and staff, a search may be made of the pupil's person or personal property.

Administrative Implemental Procedures:

1. Only the principal, principal designee or security shall be responsible for determining whether or not a search shall be conducted of a pupil's person or personal property.
2. When deemed appropriate, the principal should consider the proper involvement of the lawful custodian(s).
3. When possible, the pupil shall be present during a search of property in his/her immediate possession, including vehicular searches.
4. A second staff member shall be present during a search of either a pupil or a pupil's personal property.
5. The seizure or confiscation of items located in property in a pupil's immediate possession and/or on a pupil's person shall be accomplished in the following manner:
 - a. The seizure shall be witnessed by a second staff member.
 - b. The search shall be conducted as discretely as possible and in private.
 - c. Each and every item seized must be identified and not commingled with other items previously or subsequently seized.
 - d. The principal, principal designee or security shall prepare a summary report identifying the item(s) confiscated or shall take a photograph of the items which shall be maintained at a minimum until a suspension/expulsion case is finally resolved if a suspension/expulsion case is filed.
 - e. A report shall be prepared of the incident that includes the facts upon which reasonable suspicion was based, where the search occurred, the reason for the seizure, who was present, time and the disposition of items(s).
 - f. A copy of the summary report identifying the items confiscated or a photograph of the items shall be given to the lawful custodian upon written request being made to the office of the District Safety Services by the lawful custodian.
6. Those items considered to be illegal, illicit, disruptive, or a general nuisance to the educational process may be seized by staff. Items that are illegal to possess shall be turned over to law enforcement officials. Storage, return, or destruction of such items shall be at the discretion of the principal, Executive Director of Safety Services or a hearing officer, subject only to legal impoundment. When maintained by the Office of the Suspension/Expulsion Hearing Supervisor the items must be kept until all proceedings are concluded, including appeals or court cases.
7. A pupil may be requested to submit to a drug test in the least intrusive manner available to achieve accurate results if there is a reasonable suspicion that the pupil may have or is violating the policy entitled *Pupil Behavior - Alcohol, Drugs, Drug Paraphernalia, and/or Other Controlled Substances*.
8. Those pupils who are permitted to park on school property are allowed that privilege, which is not considered to be a student right. (K.S.A. 72-9101 and Board policy entitled *Vehicular Traffic – Regulations and Procedures*). The school retains the authority to conduct routine patrols of school parking lots and inspections of the exteriors of automobiles or other motor vehicles on school property. The interiors of vehicles on school property may be inspected whenever an authorized school official has a reasonable suspicion to believe that illegal, unauthorized, or disruptive materials are contained inside. Such patrols and inspections may be conducted without notice, without consent, and without a search warrant. Forced entry of vehicles, absent exigent circumstances, will not be made prior to contacting and the arrival of law enforcement authorities.

The Board attorney has approved this policy in form and content.

Administrative Responsibility: Assistant Superintendents: High Schools, Middle Schools, and Elementary Schools

Latest Revision Date: October 2007

Previous Revision Date: June 2004 P1470