

GATEWAY ALTERNATIVE PROGRAM CENTER

STUDENT/PARENT HANDBOOK

2011-2012

**Gateway Alternative Program
640 N Emporia St
Wichita, KS 67214**

Contact Information

Phone: 316-973-3200 or 316-973-3242

Fax: 316-973-3210

Gateway Website

www.gateway.usd259.org

USD 259 Wichita, Kansas

www.usd259.org

GATEWAY PROBATIONARY AGREEMENT

Student Printed Name _____ Date _____

Student Signature _____

Grade Level _____

Base School _____

This agreement between the student, guardian and the Gateway staff is the first step in being a Gateway student. By signing, the student and guardian agree to meet the following criteria as well as the items outlined in the handbook.

ATTENDANCE – *the above named student agrees to be present and on time to school each day unless the school is notified by a guardian. Unexcused absences that exceed the legal limit will be reported to the Office of the District Attorney.*

ACADEMIC ACHIEVEMENT – *The student will strive to maintain passing grades in all courses.*

BEHAVIORAL EXPECTATIONS - *The student will show respect to self and others at all times to create the best learning environment possible.* Specifically, students must understand that all USD 259 school policies must be followed for a safe and secure learning environment. Students choosing to act appropriately will benefit greatly and will return to his/her base school ready for success. Students choosing to be disrespectful or defiant in any way will face severe consequences up to and including an expulsion hearing. Police will be contacted for threats, weapons, drugs, bullying, or other serious offenses. Typically, students at Gateway understand how to cooperate and do a great job of getting along and following directions.

A copy of this Probationary Agreement is signed by both the student and parent/guardian before admittance to Gateway. Original copies are on file in the main office.

Parent's Printed Name _____

Parent's Signature _____

Parent's Phone Number _____

Alternative Contact Name/Phone Number _____

Counselor's Signature _____

Principal's Signature _____

Table of Contents

Page 4

Welcome
Gateway Purpose
Core Values
Guidelines for Success
Academic Success

Page 5

School Hours
Student Arrival
Breakfast/Lunch
Attendance Guidelines

Page 6

Dress Code
Electronic Devices

Page 7

Behavior Management
CHAMPS/ACHIEVE

Page 8

Point Sheet Color Levels
Gold Sheet
Blue Sheet
White Sheet
Pink Sheet

Page 9

Behavior Consequences
Busing Guidelines

Page 10

Needing Help
Student Responsibilities

Page 10-15

BOE Policies

Gateway Office Staff

Secretary, Mrs. Rosalez, crosalez@usd259.net
Counselor, Mrs. Pankratz, kpankratz1@usd259.net
Principal, Mr. Rash, zrash@usd259.net

Phone: 316-973-3200 or 316-973-3242

Fax: 316-973-3210

Web: www.gateway.usd259.org

Gateway Student/Parent Handbook

2011-2012

WELCOME TO GATEWAY ALTERNATIVE

Our staff warmly welcomes all students and parents into our program. Parents play a huge role in helping their student make the most of this opportunity to continue with school. Parents are always welcome at Gateway and we'll gladly work with you in the best interest of your student.

GATEWAY PURPOSE

Middle and high school students are assigned to Gateway by the district hearing officer for up to one school year. Our purpose is to prepare students to successfully return to their base school. We will work on standards-based academics, behavior, and social skills. Students choosing a positive and cooperative attitude will be successful during this transitional time.

GATEWAY CORE VALUES

- ✓ Strive to see that all students are successful socially and behaviorally.
- ✓ We will individualize instruction as needed as all students are different.
- ✓ All students will feel valued and be treated fairly.
- ✓ We'll strive to see that all students are successful academically.
- ✓ We'll work as a team to provide the experiences that ensure student growth.

GATEWAY STUDENT GUIDELINES FOR SUCCESS

- ✓ Choose to follow directions after the first request by the staff member.
- ✓ Choose to be on task and engaged with the assignment or activity so that you can learn.
- ✓ Be respectful of others and learn without disrupting the classroom.
- ✓ Respect yourself and others at all times by acting in a responsible manner for school.
- ✓ Respect yourself and others by choosing appropriate words and topics of conversation for school

Gateway students are expected to treat others appropriately at all times and should expect the same in return. Students choosing to apply the above Guidelines for Success and others as presented by classroom teachers will have enormous success while attending at Gateway.

Acting in a responsible manner for school is a huge responsibility that will allow for learning, teaching and the overall safety of all.

ACADEMIC SUCCESS

Our schedule allows for students to get extra help as needed in the areas of math and English. We will use AIMSWEB data to monitor growth and make the appropriate student adjustments. Students seeking help in other curricular areas should work closely with that particular teacher. Students are expected to pass all classes and leave Gateway with the best grades possible.

Students choosing to attend school daily with a positive regard for self and others will be able to learn to their highest potential.

Progress reports will be given to students at the end of every third week.

SCHOOL HOURS

School begins at 8 a.m. and dismisses at 2:30 p.m. Students are allowed to enter the building at 7:50 a.m.

STUDENT ARRIVAL/DISMISSAL AT SCHOOL

Bus riders will enter the building and report immediately to their locker and 1st period beginning at 7:50 a.m. Students being dropped off will not be allowed in the building until 7:50 a.m. unless prior arrangements have been made. All students arriving late must sign in at the main office. Students will stow all coats, jackets, and backpacks in their lockers before reporting to class. Parents picking up their student after school should park on Pine Street to avoid bus traffic. Dismissal is at 2:30 p.m. and your promptness is very helpful.

BREAKFAST/LUNCH

All students will be able to eat breakfast and lunch unless they have a modified schedule. We encourage our students to nourish their bodies so that they are able to focus on learning. Parents are always welcome to eat with their student here at Gateway. However, students are ***not allowed to leave campus for breakfast or lunch.*** Please contact the building secretary at 973-3200 if you have specific lunch or breakfast questions.

ATTENDANCE GUIDELINES

School attendance is critical to student success. All students must attend daily unless they are excused by the building principal. **Guardians, please call by 8 a.m. to notify us of all absences.** Students considered truant will be reported to the appropriate agencies. It is important to note that all students are placed here on probationary status with attendance being one important part of the probationary agreement.

EXCUSED ABSENCES

A student's absence may be considered excused at the discretion of the building principal. The parent/guardian must contact the school office by phone at 973-3242 or in person within three days of the absence. The absence must meet one of the following guidelines: **Medical/dental treatment, examination, or illness.** For absences **beyond five school days, a signed note from a doctor** must be provided to the school office. Appointments will be excused for the time of the appointment plus travel time only. ***School is out at 2:30 p.m. so parents are encouraged to make all appointments after school hours.***

TARDIES

Students are to report to school **on time.** Failing to miss the school bus will not be excused. **Tardy students must report to the office.** Students will lose points for tardiness. Students who arrive late due to a bus problem will not be counted tardy.

NON-ATTENDING STUDENTS

Student has missed one day: The Attendance Clerk or designee will call home if the school hasn't been notified.

Student has missed three consecutive days: The Attendance Clerk or designee notifies an administrator that the student has unexcused absences for three consecutive days. The Attendance Clerk or designee will send home a letter indicating that should the student continue to be absent, there will be a report filed with district attorney's office for students ages 13 and older. A report is submitted to Social and Rehabilitation Services when the student is 12 years of age and younger.

Student has missed five unexcused days: The Attendance Clerk will send out a letter stating that the District Attorney or SRS will be notified of the unexcused absences.

Note: The appropriate authorities will always be contacted for truancy as defined above.

ON CAMPUS

All students must be on campus during school hours. Parents and police will be notified for students leaving school grounds without permission. ***Guardians will be allowed to check their student out of school for approved appointments only.***

STUDENT DRESS CODE

All students are expected to ***dress appropriately and modestly for school***. Staff will work with all students so that they are in compliance. Students out of compliance will have the opportunity to make corrections or be placed in the ISSR room until they are dressed appropriately. 1st hour teachers will correct all dress code issues that are possible to begin the day. Appropriate support staff or security will be notified for extreme cases.

General Guidelines

- Shorts, skirts, dresses, or jumpers must be of appropriate length - not higher than 2 inches above the knee while standing.
- Shirts or blouses should be appropriate - exposing excessive skin or cleavage will not be allowed.
- Undergarments must be covered – clothing not providing adequate coverage should not be worn at school.
- Outerwear (coats, jackets) intended for wear outside will not be worn in the building.
- Sagging pants to show underwear or skin is not allowed. Underwear is defined as other clothing worn under outer pants. Underwear will not be exposed.
- Pajamas or other nightwear is not to be worn to school.
- Clothing that advertises and/or suggests offensive material will not be allowed. For example, clothing should not promote sex, militias, guns, tobacco, drugs, alcohol, racial slurs, or gang connotations.
- Hats, scarves, or other garments worn on the head are not allowed to be worn in the building. This includes picks, combs or headbands stuck in one's hair. Exceptions will be made for religious requirements on a case-by-case basis.

Note: Students will need to secure all outerwear, book bags, purses, electronic devices, etc. in their locker upon arrival at school.

- Not all dress code matters can be addressed in this handbook.
- Students choosing to dress appropriately for a school setting will not have problems in meeting the dress code requirements.
- Do the right thing and come dressed modestly and appropriately for school.
- Administration has final discretion on all dress code issues.

DRESS CODE VIOLATION CONSEQUENCES

- Students complying with their first hour teacher will remain in class.
- Support staff will assist when needed by the 1st hour teacher.
- Teachers will make notes on the point sheet so all teachers are aware.
- Students refusing or unable to comply will remain in ISSR until they are in compliance.

ELECTRONIC DEVICES

- Not allowed while school is in session per board policy.
- Students should lock all such devices and other valuables in their locker upon arrival.
- Students violating policy will have the item confiscated by the teacher and returned at the end of the day.
- Students refusing to comply with the teacher will be sent to security and the item will be returned to a parent/guardian only. Students refusing to hand over the device will not be allowed to return to class.
- Students violating policy three or more times will have the item confiscated and returned to a parent only. Security will work with teachers to create a log of all electronic violations.

GATEWAY BEHAVIOR MANAGEMENT SYSTEM

Teachers will use a **point sheet** that allows students to earn points for appropriate and positive behaviors. Points can be used for the school store and are cumulative. The point sheet will also be used for point deductions if inappropriate behaviors are observed. The student will be responsible for carrying the point sheet the entire school day and show it upon request.

EARNING BEHAVIOR POINTS - Students enter each class period with zero points for that hour. If their behavior is acceptable for the entire period, they will earn 125 points. Teachers give bonus points for a variety of reasons when they notice extraordinary efforts on behalf of the student that shows great regard for others. Bonus points may be used for the school store, but are not figured in the student's daily point percentage. Teachers will be responsible for calculating the points weekly and students are always encouraged to check the figures. Teachers will review often how the calculations are made and value student input.

LOSING BEHAVIOR POINTS - Students breaking classroom rules and expectations risk losing points and other disciplinary action. The classroom teacher will typically give all students a warning before resorting to the point sheet to mark the inappropriate behavior. Major classroom disruptions will immediately be referred to the school security and administration. Other classroom disruptions will be managed by the teacher.

The teacher will typically follow the progression below if a student chooses to act inappropriately. Students have the opportunity to make the correction at step one or two and face no further consequences:

1. A *zero* will be marked on the student's point sheet to specifically indicate the inappropriate behavior – the teacher will then refer the student to the *Guidelines for Success* that applies.
2. A second zero will be marked if the student continues to be disruptive. The teacher will *verbalize the expectation* and make it clear that another zero will result in the student being removed from class.
3. A third and final zero will be marked if the student continues the disruption. The student will be removed from the classroom by security and spend the rest of the period in the ISSR room. Other consequences may be imposed based on the severity of the behavior.

Students lose 25 points for each zero given.

POSITIVE BEHAVIOR BENEFITS – Students have a great opportunity to get back on track with behavior while attending Gateway. ***Our goal is to help all students understand the importance of good citizenship and behavior so that they can be successful upon returning to their base school.*** Students choosing to act responsibly and respectfully will benefit by obtaining passing grades, understanding the importance of self-respect, and developing a belief in their own abilities. Parents must be active participants in helping their student understand the value and importance of school. We will strive, with parental assistance, to ensure that all students have the best experience possible while attending Gateway Alternative. Furthermore, we want all students to leave with a desire to graduate and prosper for life.

CHAMPS/ACHIEVE

Gateway staff will use CHAMPS to explain and implement important classroom and building expectations. This is a district-wide program for clarifying classroom and building expectations so that students are always aware of the expectations. Students following CHAMPS will have a high rate of success academically and behaviorally. Classroom teachers will use CHAMPS/ACHIEVE often so that students completely understand the expectations for the particular assignment or activity.

- C – Conversation (What conversation is allowed on at what voice level?)
- H – Help (How does the student get help when needed?)
- A – Activity (What is the activity that will be taking place?)
- M – Movement (Can the student move around? If so, how?)
- P – Participation (How will the student benefit from active participation?)

POINT SHEET COLOR LEVELS

Gateway students who demonstrate consistent, appropriate behavior will advance through levels of restrictiveness with each level providing more privileges and responsibilities. **The four levels from highest to lowest are: GOLD, BLUE, WHITE, and PINK.** Students are encouraged to move to the next level and to ultimately make it to Gold.

GOLD SHEET – This is the highest level a student can earn while attending Gateway. Students reaching Gold have earned a great achievement and have demonstrated excellent behavior and outstanding attendance.

Gold Sheet Privileges:

- Hall pass to leave class
- Friday activity if 85% behavior and 80% attendance for the week
- May assist in the office, lunchroom, or classrooms
- Free seating while at breakfast or lunch depending on space
- School store purchases if above 85% behavior for the purchase day (25% discount for Gold)
- Surprise rewards
- Use of vending machines at teacher discretion

Falling from Gold – Students falling below an 85% behavior average or below an 80% attendance average during one week will fall to Blue. Students on Gold returning from a suspension will fall to Blue.

BLUE SHEET – Students on Blue sheet are close to Gold and must maintain excellent behavior and outstanding attendance.

Advancing to Gold from Blue requires four consecutive weeks of the following:

- 80% Behavior point average
- 80% Daily attendance average

Blue Sheet Privileges:

- Friday activity if 80% behavior and 80% attendance for the week
- School store purchases if above 80% behavior for the purchase day
- Use of vending machines at teacher discretion
- Surprise rewards

Falling from Blue – Students falling below an 80% behavior average or below an 80% attendance average for two consecutive weeks will fall to White. Students on Blue returning from a suspension will fall to White.

WHITE SHEET – Students entering Gateway will always start on White sheet.

Advancing to Blue from White requires two weeks of the following:

- 75% Behavior point average
- 80% Daily attendance average

White Sheet Privileges:

- Friday activity if 75% behavior and 80% attendance for the week
- No school store or vending machines

Falling from White – Students falling below a 50% behavior average during a week will fall to Pink. Students on White returning from a suspension will fall to Pink.

PINK SHEET – Students at the Pink level will require the most supervision and have more restrictions.

Advancing to White from Pink requires one week of the following:

- 75% Behavior point average
- 80% Daily attendance average

Restrictions include:

- No school store
- No Friday activity
- No talking during breakfast/lunch
- 100% supervision
- Students staying on pink sheet for more than three weeks will be required to have a parent/conference meeting with the principal and teachers to develop a specific behavior intervention plan

Note: All students are closely supervised while at Gateway and students are typically escorted throughout the building with the exception of passing periods.

BEHAVIOR CONSEQUENCES

ZEROS

Students will receive zeros for classroom or building disruptions. Three zeros in a period will require the student to spend the remainder of the period in the in-school suspension room.

POINT FINES

Fines are given for severe offenses and points will be taken from what the student has banked. Teachers will review the point fine system with students on a regular basis.

IN-SCHOOL SUSPENSION ROOM (ISSR)

Severe behaviors or three zeros in a period will result in the student being referred to the ISSR room. Student will remain in ISSR for the remainder of the period or longer depending on the incident.

DETENTION

Students will receive a ***40 minute after school detention for every fourth trip to the ISSR room.*** The slate will be clean to start each quarter. Students choosing to skip detention will be suspended for one school day and will drop one level on the Color Level.

PUPIL BEHAVIORAL REFERRAL (PBR)

Teacher will write a referral for severe disruptions that require attention from the principal. Consequences for a PBR include:

- Conference with the principal or other support staff
- Parent/Administrative conference
- Dropping a level on the Color Level system
- Restitution/Community service
- Detention assigned
- In-school suspension time
- Out of school suspension time
- Expulsion

BUSING GUIDELINES FOR SUCCESS

- Show respect to self and others at all times
- Be on time to your stop so others can arrive on time
- Follow all rules set forth by your bus driver
- Buckle up to stay safe

Riding the bus is a privilege and students choosing to disobey the bus driver, bus rules, or jeopardize the safety of others will be removed from the bus. Students can be suspended from the bus for a few days or permanently. Respectful and appropriate behavior on the bus is always expected.

Students must understand that all rules that apply in school also apply when students are bussing. This includes the bus stop, riding the bus, and the drop-off of students. Respect yourself and others at all times!

STUDENTS NEEDING HELP

Students in need should always strive to communicate with the closest staff member. When necessary, students should take problems to the counselor, social workers, or principal. You deserve to feel and be safe while at school and our number one priority is to ensure the best learning environment possible. Do not tolerate harassment, bullying, or other behaviors that are intended to harm others. Get help and do not take matter into your own hands.

STUDENT RESPONSIBILITIES

- ✓ Take care of yourself so that you can focus on school
- ✓ Be aware of assignment due dates
- ✓ Pay attention to grades, credits and other assessments
- ✓ Share information with your parents daily
- ✓ High school students should be extremely aware of their transcripts
- ✓ Connect with at least one adult in the building so that you have an advocate
- ✓ Keep classrooms, the building and campus clean
- ✓ READ
- ✓ When you need help – Ask!
- ✓ Choose to have an attitude conducive to learning
- ✓ Attend school every day possible
- ✓ Know your bus route information

IMPORTANT USD 259 BOARD OF EDUCATION POLICIES

Gateway will follow USD 259 board of education policies and procedures. It's important to note that students are placed here on probationary status from the district hearing officer for a prior violation of policy. Students and parents must understand that repeated misconduct may lead to another expulsion hearing. This could cause the student to be removed from all schools for up to 186 school days. Some important policies are outlined below:

Board Policy (P1464) PUPIL BEHAVIOR - REGULATIONS

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.

BOE Policy 1464 Page 2 of 3 Wichita Public Schools · USD 259

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.

BOE Policy 1464 Page 3 of 3 Wichita Public Schools · USD 259

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.

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

Latest Revision Date: May 2008

Previous Revision Date: June 2007 P1464

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

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:

1stOffense:

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 Paragraph 1 (above) 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 BOE Policy 1465 Page 2 of 3 Wichita Public Schools · USD 259

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 BOE Policies P1469 Search and Seizure - School Facilities, and P1470 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.

BOE Policy 1465 Page 3 of 3 Wichita Public Schools · USD 259

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: December 2010

Previous Revision Date: April 2005 P1465

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

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

P5113 SUSPENSION AND/OR EXPULSION OF PUPILS

The authority to suspend for a short term or to propose an extended term suspension and/or expulsion is delegated to the principal or designee by the Board of Education in accordance with the statutes of the State of Kansas. The provisions of this section apply to all pupils enrolled in Unified School District 259. (KSA 72-8901 et seq.) When considering possible courses of action for disabled pupils in regard to alleged violations of school rules, policies, and regulations, procedural due process rights are guaranteed under IDEA Individuals with Disabilities Education Act, applicable Kansas statutes and regulations. The school district is obligated to see that every disabled pupil is provided an appropriate educational program without cost to the parent. However, pupils who are a danger to themselves or others, either by their own actions or by engaging in weapons or drug offenses, may not be required to be maintained in their current educational placement. For information about the request for school assignments pending a final decision of an extended suspension/expulsion, please see BOE P1472 – *Pupil Makeup Work*. For information about hearings, please see P5115 - *Suspension/Expulsion Hearing Decorum*.

Administrative Implemental Procedures:

1. A short-term suspension means to remove the pupil from school for a maximum time period of ten school days for pupils who brought, handled or transmitted a weapon as defined in 72-89a01 to school, on school property or at school activities; traffics, possesses or uses illegal drugs at school, on school property or at school activities; or engages in behavior which, as determined by school administration, presents a danger to him/her self or others.
In all other cases, the short-term suspension remains a maximum of five school days.
2. An Extended Term suspension means to remove the pupil from school for a period not to exceed 90 school days.
3. An Expulsion means to remove the pupil from school for a term not to exceed 186 school days.
4. Disabled pupils, for the purpose of this policy, include those defined as disabled in the Individuals with Disabilities Education Act (IDEA). Pursuant to KAR 91-40-34, identified gifted pupils are not entitled to procedural due process rights under IDEA. Accordingly, gifted pupils who do not have a disability shall be subject to the same discipline as other non-disabled pupils.
5. The principal or designee may suspend or propose to expel a pupil from school for any of the following reasons:
 - a. Willful violation of any published, adopted student conduct regulations.
 - b. Conduct, which substantially disrupts, impedes, or interferes with the operation of any public school.
 - c. Conduct which endangers the safety of others or which substantially impinges upon or invades the rights of others at school, on school property or at a school supervised activity.
 - d. Conduct which, if the pupil is an adult, constitutes the commission of a felony or, if the pupil is a juvenile, would constitute the commission of a felony if committed by an adult.
 - e. Conduct at school, on school property, or at a school supervised activity, which, if the pupil is an adult, constitutes the commission of a misdemeanor, or, if the pupil is juvenile, would constitute the commission of a misdemeanor if committed by an adult.
 - f. Disobedience of an order of a teacher, peace officer, school security officer, or any school authority when such disobedience can reasonably be anticipated to result in disorder, disruption, or interference with the operation of any public school or substantial and material impingement upon or invasion of the rights of others.

***See all USD 259 BOE policies at
www.boe.usd259.org***