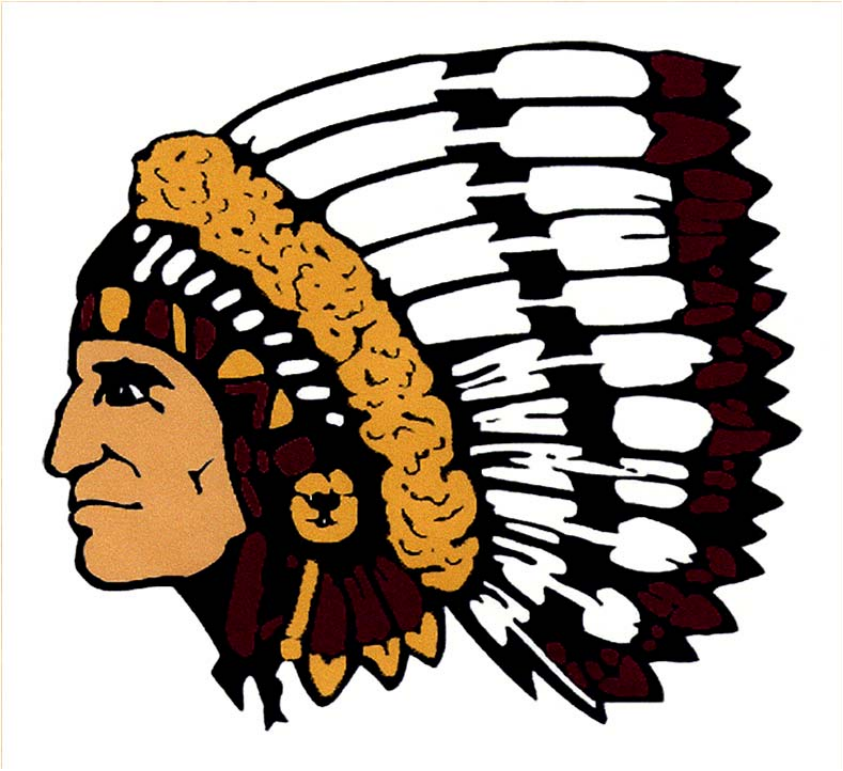
Wichita County
Junior-Senior High School



Student Handbook
2016-2017

Welcome to Wichita County Junior-Senior High School

8/1/2016

Students:

The staff at Wichita County Junior-Senior High School would like to welcome you to the 2016-2017 school year. We hope that each of you will find this year to be rewarding, relevant, and productive as we continue to build upon our successes in student academic achievement.

The staff is here to assist in academic pursuits, school activities, and athletic endeavors. As you experience obstacles in your educational career, we encourage you to take advantage of all of the services available at Wichita County Junior-Senior High School. Feel free to ask questions or seek assistance from any staff member. We are here to help.

In order to familiarize you with Wichita County Junior-Senior High School, enable you to assume all of your responsibilities, and take full advantage of what WCJSHS has to offer, we have created this handbook.

Parents:

Please read and discuss the handbook's contents immediately with your child as he/she will be responsible for compliance with the policies, procedures, and regulations herein.

This handbook is designed to serve as a guide to Wichita County Junior-Senior High School students, teachers, staff, parents, and guardians. The handbook will be a source of information for you to refer to when questions arise concerning school. It should be kept as a reference at all times. While we have tried to make this handbook as comprehensive yet as clear and concise as possible, it is not meant to be a complete listing of all the rules under which we must operate. In all cases, common sense, as well as reasonable, prudent action should be our guide. **All of the policies in this handbook have been reviewed by the USD #467 Board of Education and are a part of Board of Education policies.** If there are questions about this handbook or any school procedure, feel free to discuss the matter with school administration.

Thank you and let's have a great year!

NOTICE

In compliance with the Executive Order 11246; Title II of the Education Amendments of 1076; Title IV of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972; Title IX Regulation Implementing Education Amendments of 1972; section 504 of the Rehabilitation Act of regulations and policies, Unified School District #467 shall not discriminate on the basis of sex, race, color, national origin, handicap in the educational programs or activities which it operates. It is the intent of USD #467 to comply with both the letter and spirit of the law in making certain discrimination does not exist in its policies, regulations and operations. Grievance procedures for Title IX and Section 504 have been established for students, their parents, and employees who feel discrimination has been shown by the District. Specific complaints of alleged discrimination under Title IX (sex) and Section 504 (handicap) should be referred to:

The Superintendent
Board of Education Office
Leoti, Kansas 67861
620-375-4677

Title IX complaints can be filed with the Office for Civil Rights:
Regional Office for Civil Rights
324 East 11th Street
Kansas City, Missouri 64106

All students attending USD #467 may participate in educational programs and activities, including, but not limited to health, physical education, music, and vocational and technical education, regardless of race, color, national origin, age, handicap, or sex.

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PERSONNEL 2015-2016

BOARD OF EDUCATION

Mr. Brian Gerstberger
Mr. Tom Ridder
Mr. Jason Koehn
Mrs. Tammy Simons
Mr. Brandon Whalen
Mr. Jim Myers
Mr. Farrin Watt

ADMINISTRATION

Mr. Delbert Schmidt.....Junior-Senior High School Principal
Mr. Keith M. Higgins.....Superintendent

HIGH SCHOOL FACULTY

Mrs. Betsy Breitkreutz.....Mathematics, Science
Mr. Allen Brockmeier.....Instrumental and Vocal Music
Mrs. Joy Brown.....Librarian
Mr. Nate Brown.....History/Government
Mrs. Sara Brown.....Counselor
Mrs. Aimee Burch.....Mathematics
Mr. Tyler Masters.....Mathematics
Mrs. Leslie Niswonger.....Language Arts, Yearbook
Mr. Dale Chidester.....Spanish
Mrs. Julie Conard.....Language Arts
Dr. Mark Fairchild.....Vocational Agriculture
Mr. Tony Lechtenberg.....Industrial Arts
Mrs. Laurali Masterson.....FACS
Mr. Shad Mehl.....Jr-Sr High School Athletic Director
Mr. Haydon Parks.....Physical Education, Health
Mrs. Janee Porter.....Interrelated Resource
Mrs. Janet Robertson.....Art
Mrs. Cecelia Weilert.....Business Education
Mrs. Deb West.....ESL/Communication Teacher
Mrs. Stephanie Thelen-West.....Science

SUPPORT STAFF

Mrs. Elizabeth Gerber.....School Psychologist
Wichita County Health / Marvel Brandt.....School Nurse
Mrs. Jeanine Hassell.....Secretary
Mrs. Theresa Salmans.....Secretary
Ms. Shonda Taylor.....Interrelated Resource Para
TBD.....Interrelated Resource Para
Mrs. Elodia Holguin.....At-Risk Para
Mr. David Breitkreutz.....At-Risk Para
Mrs. Deb Chidester.....Library Aide
Mrs. Linda Armstrong.....Enrichment Program
Mr. Kasper Lechtenberg.....Technology Director

CUSTODIAL STAFF

Mrs. Ledia Ayala ..... Custodian
Mrs. Lucina Vargas ..... Custodian
Mr. Ron LaMaster..... Custodian

SPONSORS OF CLUBS

F.F.A. .....Mark Fairchild
Forensics.....Betsy Breitkreutz, Joy Brown
KAYS.....Laurali Masterson
National Honor Society..... Julie Conard
Scholars' Bowl.....Joy Brown
Student Council.....Stephanie Thelen-West

COACHING ASSIGNMENTS

Baseball .....Heath Brown, Cale Warden
Boys' Basketball..... Haydon Parks, Phillip Weilert
Girls' Basketball .....Doug Weilert, Dixie Weilert, Mike Weilert
Cheerleader Sponsor .....
Cross Country ..... Shad Mehl, Shad Case
Football .....Cale Warden, Tyler Masters
Golf..... Gary Campas
Track ..... Janee Porter, Shad Mehl, Allen Baker
Volleyball.....Katelin Brown, Diana Kirk
Wrestling .....Brent Porter, Denton Tankersley

SPONSORS OF CLASSES

FRESHMAN CLASS
Mark Fairchild*
Haydon Parks
Betsy Breitkreutz
Julie Conard

Junior CLASS
Allen Brockmeier*
Nate Brown
Cecilia Weilert
Leslie Niswonger

SOPHOMORE CLASS
Cale Warden*
Tony Lechtenberg
Janet Robertson
Aimee Burch
Tyler Masters

SENIOR CLASS
Deb West*
Stephanie Thelen-West
Laurali Masterson
Dale Chidester

*Head Sponsor

JUNIOR HIGH SCHOOL FACULTY

Mrs. Lou Berning ..... Physical Education, Science
Mr. Allen Brockmeier ..... Instrumental and Vocal Music
Mrs. Joy Brown ..... Librarian
Mr. Nate Brown ..... 7th Grade Social Studies
Mrs. Sara Brown ..... Counselor
Mr. Dale Chidester ..... 8th Grade Social Studies
Mrs. Janee Porter ..... Interrelated Resource
Mrs. Melissa Reed ..... Language Arts
Mrs. Janet Robertson ..... Art
Mr. Cale Warden ..... At-Risk/ESL
Miss Shelby Wilson ..... Mathematics

SUPPORT STAFF

Mrs. Elizabeth Gerber ..... School Psychologist
Wichita County Health / Marvel Brandt ..... School Nurse
Mrs. Karla Allaman ..... Para
Mrs. Maria Medina ..... Para
Ms. Shonda Taylor ..... Interrelated Para
Ms. Mira Torrez ..... Interrelated Para
Mrs. Deb Chidester ..... Library Aide
Mrs. Gwen Wells ..... Enrichment Program

MAINTENANCE/CUSTODIAL STAFF

Mr. Tony Binns ..... Director of Building & Grounds
Mr. Lonie Reed ..... Building & Grounds

STUDENT ELECTED OFFICES FOR 2015-2016

HIGH SCHOOL

STUCO

Student Council Officers

President:.....Jorge Gallegos
Vice-President:..... Edgar Chavez
Secretary..... Abby Ridder
Treasurer .....Abby Fisher

FFA

FFA Officers

President:..... Abbie Nickelson
Vice-President:.....Brayden Bollwinkel
Secretary..... Lane Wells
Treasurer/Reporter: .....Kelbie Knobbe
Sentinel: ..... Grant Hahn

KAYS

KAYS Officers

President.....Jocelyn Martinez
Vice-President..... Heather Comfort
Secretary.....Aylin Heredia
Point.....Jessica West
School Representative..... Sarah Martin
Community Representative..... Christina Gomez
Nation Representative .....Sierra Meneses
World Representative ..... Bri Bocanegra

CLASS OFFICERS

Senior Class Officers

President..... Kolton Sheppard
Vice-President..... Kinzie Bangerter
Secretary/Treasurer ..... Morgan Budde
Class Representatives .....Jocelyn Martinez & Abbie Nickelson

Junior Class Officers

President..... Karlee Seaton
Vice-President.....Aaron Ridder
Secretary/Treasurer .....Hailey Case
Class Representatives .....Aylin Heredia & John Beirman

Sophomore Class Officers

President.....Brayden Bollwinkel
Vice-President..... Ronald Michel-Lemus
Secretary/Treasurer .....Nicole Bierman
Class Representatives ..... Galilea Castillo & Kaiya Gerstberger

Freshman Class Officers

President.....David Valencia
Vice-President.....Gabe Hernandez
Secretary/Treasurer .....Yazmin Barrera
Class Representatives ..... Daniel Romero & Aron Castillo

STUDENT ELECTED OFFICES FOR 2015-2016

JUNIOR HIGH SCHOOL

STUCO

Student Council Officers

President:.....
Vice-President:.....
Secretary.....
Treasurer: .....

CLASS OFFICERS

7th Grade Class Officers

Class President.....
Class Vice-President.....
Class Secretary.....
STUCO VP.....
Class Representatives .....

8th Grade Class Officers

Class President.....
Class Vice-President.....
Class Secretary.....
STUCO President .....
Class Representatives .....

COACHING/SPONSOR ASSIGNMENTS

Boys Basketball.....Trenton Weilert
Girls Basketball ..... TBA
Cheerleading.....Kendall Knobbe
Cross Country ..... Shad Mehl, Shad Case
Football .....Haydon Parks, TBD
Scholar's Bowl.....Kara Ayres
STUCO.....Shonda Taylor
Track .....Haydon Parks, Sherri Warden, TBD
Volleyball.....Ashley Geyer, TBD
Wrestling .....Nate Brown, John Niswonger

MISSION STATEMENT

The Mission of Wichita County USD #467 is for each student to have the opportunity to attain his or her maximum potential.

WICHITA COUNTY JUNIOR-SENIOR HIGH SCHOOL PURPOSES AND GOALS

The purpose of Wichita County Junior-Senior High School is to provide an education for each student, to prepare him or her to meet life's situations in a constructive and responsive manner, to prepare him or her to adjust to changing situations, and to provide an educational experience which will best fit him or her into society as a secure and responsible citizen.

GOALS

The goals of Wichita County Junior-Senior High School are to:

(1) Encourage each student to set attainable goals within the level of his or her ability and to create within himself or herself the desire to attain these goals.

(2) Develop each student's abilities to think rationally, critically, and independently, to express thought clearly and creatively, and to read and listen thoughtfully.

(3) Develop each student's skills, appropriate to his/her abilities, which enable him/her to become a productive worker in his/her career choice.

(4) Encourage each student's interest and participation in the fine arts and to develop his/her abilities in this area.

(5) Develop each student's knowledge of science and its relationship and application to his/her life.

(6) Develop each student's knowledge of history and culture.

(7) Develop in each student the qualities of good citizenship and necessity of responsibility in performance of his/her obligations as a citizen.

(8) Encourage each student to appreciate the importance of the family.

(9) Develop in each student a respect for others.

(10) Encourage each student to use leisure time well.

(11) Develop in each student habits of safe and healthful living.

(12) Encourage each student to be a life-long learner.

ACADEMICS

GRADING SYSTEM: The following grading system was established by the USD #467 administration 04/2007, and was officially approved by the Board of Education.

WCJSHS Grading Scale

A+	100 – 99
A	98 – 95
A–	94 – 92
B+	91 – 90
B	89 – 86
B–	85 – 84
C+	83 – 81
C	80 – 77
C–	76 – 74
D+	73 – 72
D	71 – 68
D–	67 – 66
F	65 and below

GRADE POINT AVERAGES: GPA averages are calculated at the end of the First Semester and at the end of the Second Semester. GPA for students attending WCJSHS (high school only) is completed for all courses taken during the student's high school career (college courses for concurrent credit, correspondence courses, etc.). If students repeat course work, the lowest grade is not dropped from their transcript. Student Aides receive Pass/Fail and ½ credit which are not used for GPA calculations. **Seminar Class is not graded and no credit is awarded.**

GPA Points

100 – 92	A = 4.0
84 – 91	B = 3.0
74 – 83	C = 2.0
66 – 73	D = 1.0
65 and below	0.0

WCJSHS GRADUATION GPA Acknowledgements (high school only): The student with the highest academic standing in the graduating class will be designated as the **Valedictorian**. The student with the second highest ranking in the graduation class will be designated as the **Salutatorian**. Both the Valedictorian and Salutatorian will be invited to speak at the graduation ceremony. If either student declines the invitation there will not be a replacement speaker. In case of a tie, the tie will be broken using a 13 point GPA calculation (A+ = 4.33, A = 4.00, A- = 3.67, etc.). Students graduating with a Career GPA of 3.83 – 4.00 will be designated as High Honor Graduates. Students graduating with a Career GPA of 3.46 – 3.82 will be designated as Honor Graduates.

WCJSHS GRADUATION REQUIREMENTS

Total Credits Required: 24

Applied Arts: Two credits required (Business, Family and Consumer Sciences, Industrial Arts, and Vocational Agriculture)

Fine Arts: One credit required (Art and Music)

Language Arts: Four credits required. Credit is required in English I, English II, English III, and English IV or College Preparatory English.

Mathematics: Three credits required. Credit is required in Algebra I. Students in 9th, 10th, and 11th grades must enroll in a Math class.

Health and Physical Education: One credit required. Students must take Ninth Grade Physical Education and Health. Any student participating in school sponsored sports and a physical education class are required to have a physical by their local health care provider before participation.

Science: Three credits required. Credit is required in Physical Science and Biology I**.** Students in 9th grade must enroll in Physical Science and Students in 10th grade must enroll in Biology I. Students in 11th Grade must enroll in a Science Class for 1 credit (per prerequisites of science classes offered.

Social Science: Three credits required. Credit is required in World History, American History, and Constitution. Students in 10th grade must enroll in World History, students in 11th grade must enroll in American History, and students in 12th grade must enroll in Constitution.

Professional Work Experience
Graduating seniors who have meet the requirements may be allowed to enroll in this program for one or two hour during the school day, providing they meet the requirements and the request is approved by the Building Principal. **Failure to comply with the expectations of the program will result in the termination of the student's participation in the Professional Work Experience Program.**

The USD #467 Board of Education may, on recommendation of the high school principal and counselor, waive local requirements in excess of state requirements for graduation.

Any class offered during regular school hours through Garden City Community College during the school term will be enrolled in as concurrent credit and require tuition set by the college. The tuition and text book(s) for concurrent class(es) are the responsibility of the student. A final exam will also be required. Summer classes offered through G.C.C.C. will be designated as concurrent credit or only college credit at the time of enrollment.

Any class taken for high school credit, college credit, or concurrent credit by correspondence, online, or on campus must have written permission from the Principal before student enrollment.

Any class taken during the summer for high school credit or concurrent credit must be completed and the grade available to the Counselor by August 1 of the present school term

Online Classes for Concurrent and College Credit

In accordance with the Mission of Wichita County USD #467 and with the Wichita County Junior-Senior High School's purposes and goals, the Board of Education, the Administration and the Faculty of WCJSHS encourage all students to gain college credits during their high school career. High school students may earn up to 24 semester credit hours in concurrent enrollment partnership classes per Kansas Board of Regents policy K.A.R. 88-26-3.

It is recommended that online classes be taken through the EduKan Consortium: Barton County, Colby, Dodge City, Garden City, Pratt, and Seward County. Enrollment for classes through the EduKan Consortium have due dates and courses do have enrollment limits. Students are encouraged to register early. Tuition for the EduKan courses is $125.00 per credit hour as of spring 2010 (subject to change).

A Permission/Course Completion Agreement must be signed by Parent(s), Principal, Counselor, and Student before the class begins.

1) Juniors and Seniors who meet the course requirements may take any online course outside of the regular school day (evening and/or summer) at their own expense. Specific prerequisites, such as placement tests, that are not already available at WCJSHS, and the enrollment process and arranging for an approved test proctor (which could include a fee) are the sole responsibility of the student and his/her parents.

2) Any Senior who wants to obtain a specific curriculum completer designation (Kansas Board of Regents Admission Curriculum Completer or Kansas Board of Regents Scholar Curriculum Completer) may take an online class outside of the regular school day (evening and/or summer) at his/her own expense. Specific prerequisites, such as placement tests, that are not already available at WCJSHS, the enrollment process and arranging for an approved test proctor (which could include a fee) are the sole responsibility of the student and his/her parents.

*Note: Courses taken for Scholar Curriculum Completer designation must be done 1st semester of the senior year. The Roster for the Scholar Curriculum Completers must be submitted to the Kansas Board of Regents by March 1 of each school year.

3) Courses for high school credit for graduation or Kansas Board of Regents Admission Curriculum Completion, not offered at WCJSHS due to unavailability of a qualified instructor, will be offered for online enrollment during the scheduled Pre-enrollment period. Students in these online classes will be supervised and held accountable for all BOE policies per the WCJSHS Student Handbook. Cost of the classes will be the responsibility of USD #467 and/or Wichita County Junior-Senior High School (classes for high school credit only K.S.A. 72-11a05). Payment of tuition for concurrent credit classes would be the sole responsibility of the student and his/her parents.

** Students cannot expect the same level of teacher support with an online course as they get in the regular classroom setting.

*** Online classes for college credit and/or concurrent credit recommended by the Educational Team according to a student's Individual Education Plan are exempt from this policy.

Qualified Admissions Precollege Curriculum

What are Qualified Admissions?
Qualified Admissions (QA) are a set of standards used by the six state universities to review applicants for undergraduate admission. The universities that use QA are Emporia State University, Fort Hays State University, Kansas State University, Pittsburg State University, the University of Kansas, and Wichita State University. These standards are set by the Kansas Board of Regents, the governing body for the state universities.

State universities will use the standards for the 2015 summer applicants. The standards will apply to freshmen entering high schools in the fall of 2011.

Students graduating from an accredited Kansas high school, under the age of 21, MUST;
Complete the precollege or Kansas Scholars Curriculum with at least a 2.0 GPA; AND
Achieve ONE of the following:
ACT score of 21 or higher; OR
SAT score of 980 or higher; OR
Graduate in the top one-third of their class; AND Achieve a 2.0 GPA or higher on any college credit taken in high school.
New standards were also approved for graduates of unaccredited high schools (including home-schooled students), GED students, students 21 or older and international students. The standards can be viewed online at www.kansasregents.org in the December Board agenda.

Changes were made to the English and Math requirements. Electives were added to the curriculum. (For complete details, see below.)

Mathematics - 3 approved units from the following: Algebra 1, Geometry, Algebra 2, any course with Algebra 2 as a prerequisite AND students must meet the ACT college readiness math benchmark (22) OR 4 approved units. One taken in the graduating year. Three units from the following; Algebra 1, Geometry, Algebra 2 or any course with Algebra 2 as a prerequisite.
The fourth unit may be prescribed by the school district and must be designed to prepare students for college. Dual enrollment, concurrent enrollment, and online courses may be used to fulfill the requirement. Courses completed in middle school/junior high do NOT fulfill the requirement.

English - Four units of English, one unit taken each year of high school, ½ unit may be Speech.

Social Science - 3 approved units. Students must complete the following: One unit of U.S. History, Minimum of one-half unit of U.S. Government, Minimum of one-half unit from the following: World History, World Geography, International Relations
Approved courses from the following may be used to complete the requirement: Psychology, Economics, U.S. Government (additional course), U.S. History (additional course)
Current Social Issues, Sociology, Anthropology, Race and Ethnic Group Relations

Natural Science - 3 approved units from the following, one unit must be Chemistry or Physics: Biology, Advanced Biology, Earth/Space Science, Chemistry, Physics, Principles of Technology

Electives - 3 approved units from the following: English, Math, Natural Science, Social Science Fine Arts, Computer/Information Systems, Foreign Languages, Personal Finance, Speech, Debate, Forensics, Journalism, Career and Technical Education

Required for State Scholars' Curriculum Completion

English - 4 units, 1 unit to be taken each year. Must include substantial, recurrent practice writing extensive and structured papers, extensive reading of significant literature and significant experience in speaking and listening. May include one course of speech, debate or journalism, but only if the course has strong reading and writing components.

Mathematics - 4 units Algebra I, Algebra II, Geometry and Advanced Math. A fourth year o higher-level mathematics such as analytic geometry, trigonometry, advanced algebra, probability and statistics or functions is required. Applied Mathematics I and II may be substituted for Algebra I. Algebra I taken as an 8th grader is accepted as Kansas Scholars Curriculum.

Science - 3 units, 1 year each in Biology, Chemistry, and Physics, each of which include an average of one laboratory period a week. Two years of one of the above courses may not substitute for a third course. Any substitutions must be in the disciplinary area. For example, students must have Physics or Physics related course, such as Metals and Magnetism, which is an applied physics course, but <u>may not substitute Anatomy and Physiology for Physics</u>. Physical Science or General Science courses are unacceptable due to their general nature.

Social Studies - 3 units, 1 unit of U.S. History, one unit selected from Psychology, Economics, Civics, History, Current Social Issues, Sociology, Anthropology, or Race and Ethnic Group Relations and one-half unit of U.S. Government and one-half unit selected from World History, World Geography, or International Relations.

Foreign Language - 2 units, 2 units of one Foreign Language are required.

PROMOTION / RETENTION (7-8)

Retention of any student is a serious matter. The decision will be made only after careful consideration of the following issues: Academic capability and performance of the child; social development; physical and mental health; general intelligence; and communication skills. Recognizing that retention is most effective in the early years, maximum effort is directed at early identification. When evaluating these basic considerations, a variety of specific factors will be reviewed: social maturity, physical maturity and size, age and grade level, family status and relationship, attendance record, peer relationships, academic expectations, present developmental level, mental or physical handicaps, and school performance history. Students for whom retention is a possibility should be identified, if possible, before February 1 of each year. Exceptions may include late enrollees, unexpected developments such as injury, and inconclusive performance records. The classroom teacher should provide written notification to the principal on or before February 1st, when possible. Parents will be notified at the earliest practical time following the decision that retention is being considered. A conference involving, at the minimum, the teacher(s), parent(s), or guardian(s); and the principal will be held to discuss identified issues and concerns, with primary emphasis on the student's performance in the classroom. If a broader evaluation of factors governing student basic classroom performance is indicated, the parent will be advised. With concurrence of parents, a special services team will initiate such an evaluation. The team may consist of regular and special education teachers, speech therapist, psychologist and other appropriate personnel. The team will file a written report based on a comprehensive assessment within thirty school days.

Following the evaluation report, a second meeting will be held involving at least the classroom teacher, parents or guardians, and the principal. If a psychological profile is developed by the

school psychologist, results will be presented to the parents in a separate conference. A decision of whether or not to retain will be made at the earliest practical time following these conferences but no later than May 1st, unless extenuating circumstances are involved. In 7th and 8th grade, students failing two or more core classes at the end of the school year may be retained in that same grade for another year, subject to the district retention policy.

ADMISSION REQUIREMENTS

All students enrolling in the district for the first time will be asked to provide personal information, such as a birth certificate and/or other documentation. WCJSHS will request the official transcript and permanent file of the student from the previous school.

All students attending WCJSHS must have a written designation of a parent/guardian on file as an official school contact. Students who are 18 or older are not allowed to serve as their own guardian.

ATTENDANCE POLICY

The attendance policy of U.S.D. # 467 reflects the shared responsibility between parents and the school district in requiring and maintaining regular attendance. The policy stresses the importance of consistent attendance with regard to successful academic performance.

The compulsory attendance law (K.S.A. 72-1113) makes it mandatory that any child who has reached the age of seven years and is under the age of eighteen years be enrolled in school. The law makes the exception for those children who are physically or mentally incapacitated. A certificate of a physician stating these facts is required. Student who are absent because of suspension or expulsion from school, are exempted from these compulsory attendance provisions.

SECTION 1. Notification

1) Parents/Guardians must confirm the student's absence by calling the junior-senior high office (620) 375-2213 prior to or on the day of the absence before 9:30 am. IT IS VERY IMPORTANT THAT THE PARENTS/GUARDIANS CONTACT WCJSHS.

2) If the parent did not call the office prior to or on the day of the absence. The Parent/Guardians must provide a **signed written reason** for the absence upon the student's return to school, but no later than 3 days from the date of the absence. The determination of the type of absence is made solely by the principal. After the 3rd day the absence automatically becomes unexcused. Appropriate medical professional verification shall be turned into the office immediately upon the student's return to school.

SECTION 2. Limited Absences / Unlimited Absences / Unexcused Absences

1) **Limited Absences**-Grade 7-12: An absence will be defined as a student not being present in a class. Being present in class is defined as being present for at least 80% of the class period. A student missing 10 minutes or more from a class will be counted absent from that class. When a student has missed any class 5 times, the teacher will make a referral to the Student Improvement Team (SIT). The SIT coordinator will contact the parents to set up a meeting with the Student Improvement Team.

   Grades 7-12: USD 467, by board policy, believes that no student should be absent more than **eight (8) days** in any one class in a semester, except in the event of extenuating circumstances which are beyond the student's control or with one of the verified approved excused absences. All absences will be excused up to eight (8) if it is one on the verifiable excuses. Once the student has missed 8 days in the semester they will be required to make up the absence with one hour for each class hour missed beyond the

allotted 8 absences. Absences beyond eight may be excused with verified medical documentation approved by the principal. Since attendance is primarily the responsibility of the student and parent, this time will be made up during early mornings, after school, Saturday, or on days school is not regularly in session.

1) **Unlimited Absences-**absences that do not count toward the Limited Absences;
   - Personal illness and/or professional appointments documented by a doctor's signature; Excessive absences from a class are sometimes associated with an illness such as migraine headaches, asthma, etc. In order to anticipate questions from the WCJSHS administration, it is advised to have these circumstances documented with a doctor's signature and on file with the office. Documented illnesses, with are chronic in nature, may need to be updated quarterly, each semester, or yearly. Contact the principal regarding documentation.
   - Absences that are documented due to appearance in court or involvement with other governmental agencies.
   - Participation in a district-approved or school sponsored activity**.**
   - Absences due to a serious family emergency. Examples would include such events as attendance at a funeral of a family member or a serious family illness. The illness would be such as that of a parent or could be related to the transportation of parents and siblings to a medical appointment that is documented.
   - Absences due to an out-of-school suspension assigned by administration of the high school.
   - Obligatory religious observances
   - Absences prearranged by parents and approved by the principal.
   - College Visitation Days are classified in the unlimited category of absences if the following procedures are followed:
     - Seniors may be excused for 2 College Visitation Days August through May.
     - Juniors may be excused for 2 College Visitation Days January through May.
     - A College Visitation Form <u>must be completed before</u> the day of the visit with the required signatures (forms are available in the east/west hallway by the Counselor's Office).
     - A make-up slip <u>must be obtained from the office before</u> the day of the visit.
     - A College Admission Representative must sign the College Visitation Form or provide other written verification of the visit - the visit verification must be in the WCJSHS Office within 7 days of the visit.
     - A <u>make-up slip for the absence without a completed College Visitation Form</u> could be counted as a limited absence.

(1) **Unexcused absence-**absences not excused by administration, not supported by a phone call, note or letter from a parent, doctor or dentist, etc.

Absences after 72 hours will be considered unexcused. All assignments for the day of the unexcused absence will receive a zero. Makeup of missed tests will be at the discretion of the teacher. All unexcused class absences will result in required Saturday School or Rescue Seminar. Administration will schedule and determine if the student will attend Saturday School or utilize Rescue Seminar.

Make up work policy (excused or unexcused)

Students are responsible for making up missed work. Students shall obtain an admit slip from the office and shall present them to their teacher after an absence. The make-up work must be completed by 4:00 PM on the due date. The due date is determined by the number of days missed. **A student will have one day for each day missed, plus one day, to complete make up work.** *(Example: Missed Wednesday, work due Friday, by 4:00 PM. Student misses Wednesday and Thursday, work due Tuesday by 4:00 PM. A day shall be a day when school is in session – excluding weekends and holidays.)*

Individual teachers may extend due dates at their discretion. Make up work not submitted by the due date will result in a reduced grade or a grade of zero for the missed day or days. Work/tests assigned before the student is absent are due upon the student's return if the student has had the opportunity to be presented the material.

SECTION 3. Truancy

Truancy is defined as a student being absent from school without a valid reason as set forth in Section I. For each class period a student is truant, a grade of zero (0) will be given.

(1) A truant student will be required to make up the amount of time missed in detention or Saturday School.
(2) He or she will not be allowed to complete any missed assignment for credit.

Kansas Statute states: "Any pupil who is inexcusably absent three consecutive days or five days in any semester or seven in a school year without an excuse is declared a truant and the county attorney will be notified. A pupil is inexcusably absent from school if he or she is absent from all or a significant part of a day without a valid excuse acceptable to the school officer designated by the Board of Education to have responsibility for the school attendance of such pupil." (K.S.A. 72-1113)

Being absent one or more hours per day is considered a significant part of a day. The Principal is designated by the Board of Education to be the school officer having responsibility for the attendance of students at the Junior-Senior High School.

SECTION 4. Tardy

Tardy is defined as being late for any class or other obligation during school hours. Tardies may be excused for the same reasonable grounds as those considered for absences. In addition, students detained by a teacher's request may be excused. In the event of a tardy, a student must obtain a pass from his previous teacher (excused) or from the office (unexcused).

(1) A unexcused tardy of 10 minutes or more is considered an absence.

(2) Detention time will be assessed for the following:

a. 1st - 3rd unexcused tardy in a semester is served with the teacher in 5 minute increments.

b. 4th - 6th unexcused tardy in a semester will be assessed one hour detention to be served before or after school and parents notified.

c. All unexcused tardies thereafter will result in two hours of detention and parents notified.

******For all absences, a make-up slip must be obtained from the Office and a note from the parent/guardian must be on file no later than 3 days from date of absence **and, if applicable, appropriate professional medical verification turned in to the office immediately upon the student's return to school**.

STUDENT BEHAVIOR CODE

Wichita County Junior-Senior High School is committed to a positive learning environment with student achievement the #1 goal. Student achievement has two parts: knowledge – the accumulation of facts and information from social studies, science, math, and other subject

areas, and wisdom – the use of that accumulated information to develop a lifestyle of making positive choices. Recognizing diversities and establishing positive behavioral expectations will help ensure a school environment that is safe, secure, respectful, and healthy for all students. The following Six Pillars of Character will be the student behavior framework in which student achievement for all students will be strengthened:

1) Trustworthiness – honesty, reliability, courage to do the right thing
2) Respect – tolerance of differences, consideration of the feelings of others
3) Responsibility – self-control, thinking before acting, accountability for choices
4) Fairness – playing by the rules, open-mindedness, listening to others, not blaming others carelessly
5) Caring – kind, compassionate, forgiving, helpful
6) Citizenship – help to make school and community better, be a good neighbor, obey the laws and rules, respect authority, protect the environment

CLASSROOM BEHAVIOR

Teachers have a preference on how they wish to conduct any given class. It is the responsibility of each and every student to become familiar with the requests of each teacher and act accordingly. There is a very limited time available for the teacher and the class to cover the subject matter; therefore, the time should be put to good use.

Students are expected to have the proper books and/or materials ready when they enter the classroom. Talking, sharpening pencils, depositing materials in the wastebasket and similar movement should be done before the class convenes. Students who attend class to learn shall not have their rights of educational opportunity denied by those who do not wish to receive the benefits of an education. In order to accomplish this result, the teacher shall have the maximum opportunity to use the time available for schoolwork.

Students who are not in the classroom ready for the class to begin will be considered tardy.

Those students who cannot, or will not exhibit proper behavior, shall be removed from the class and not be allowed to interfere with the educational opportunity of the remainder of the class. When a student has been removed from a class, the school administration will determine what action is to be taken.

DISCIPLINE

A. Philosophy

Good discipline is usually positive rather than negative in nature. It is the result of keeping pupils interested and actively engaged in constructive and worthwhile learning activities, rather than punishing pupils for doing things which are destructive and anti-social. The purpose of discipline is to help the pupil to develop self-control with due respect for constituted authority.

Good discipline in the schools is extremely important to the whole community, but particularly important to the pupils, teachers, Principal, Superintendent, Board of Education and parents. In the end, good discipline is important to the educational process for it is a vital factor influencing the kind of schooling pupils will receive.

WCJSHS realizes that there is more to the educational process than "book learning". It is this school's goal to teach responsibility, consideration, liability and acknowledgement of acceptable and non- acceptable behavior in our society

B. Discipline

Good discipline is an absolute must throughout the school year so those educational goals can be met. If discipline problems should arise, the parent can expect to be in close communication

with the school.

The principal is authorized to initiate short-term suspension (up to 10 days) and to recommend long term suspension or expulsion of students who violate school policy or cause disruption of the school through their actions.

Students are to follow school rules at any school-sponsored function. All rules pertain to after school as well as during school functions.

C. Forms of Discipline

It is the firm belief of the Board of Education, administrators and teachers that the large majority of pupils are well behaved, industrious and eager to learn. The taxpayer's money and the school's efforts should not be misspent by permitting the few unruly pupils to waste time, upset classes and distract others who wish to learn. For a small percent of the pupils who do not respond to a positive approach, punishment of some kind is sometimes necessary. When involving punishment or restraint, good discipline should be fair, dignified and administered without anger or malice.

Possible disciplinary actions students and their parents must be aware that inappropriate behaviors result in consequences to be determined by the principal in consultation, if necessary, with the teacher involved. The consequences may include, but not limited to:

1) **Administrative conferences:**
   a. The building administrator meets with the student to develop positive behaviors. The conference may include parents/guardians, and/or faculty, as well as the student.
2) **Detention (JDB):**
   a. One of the first steps for punishment of a minor infraction will be detention before and/or after school. Failure to comply with the teacher's request will be considered an act of insubordination and will result in harsher forms of discipline. Detentions refer to an attempt by a teacher to aid the student in completion of work, or a 1st step procedure to resolve a disciplinary issue. The procedure is as follows:
   b. **1st no show:**
   c. Principal will record the infraction in the student's file
   d. Student must still serve the 30 minute detention and may receive One Hour of Saturday School (SS) to be assigned by the administration

   e. **B. Saturday School no show**
   f. Principal will record the infraction in the student's file
   g. Student receives Four Hours of Saturday School assigned by the administration

   h. **C. 2nd Saturday School no show:**
   i. Two-day Out of School Suspension (OSS)
   j. Re-Admittance pending a Parent-Student-Administrative conference.

3) **Conduct Probation (JDC):**
   a. Conduct probation may include non-attendance at school functions other than classes. A student on probation who causes further problems will be suspended.

4) Saturday School:

In an effort to deal with student disciplinary issues, and not infringe on classroom time, Saturday School has been established to deal with disciplinary issues, and mainly, attendance issues;

a. Saturday School will be held when necessary from 8:00 a.m. until 12:00 noon
b. Saturday School will be used for attendance deficiencies and other discipline offenses identified for Saturday School

c. Students may be assigned 1-4 hours of Saturday School depending on the offense identified by the administration
d. Students must bring work to Saturday School and keep busy during the time assigned
e. Parent will be notified in writing, or personally contacted, when Saturday School is assigned
f. Multiple days of Saturday School may be assigned if warranted

5) Rescue Seminar

Rescue Seminar is primarily provided to facilitate a student's educational progress; however administration may require a student to attend Rescue Seminar instead of the regular discipline procedure when it is deemed that Rescue Seminar will benefit the student's needs best.

All students in grades 7-12 will be required to attend Rescue Seminar if any of the following occur:

1. Student has an F in any one class for two or more consecutive weeks.
2. Student has an F in two or more classes in any one eligibility period.

Rescue Seminar will be held on Tuesday, Wednesday, and Thursday each week following the two week grace period at the beginning of each semester. This seminar will be open to all students wanting or needing help. Sports practices, jobs, appointments or other extra-curricular activities will not excuse the students from attending. Students will report to Mrs. West's room to sign in. They will then be allowed to go work with another teacher if available or remain in Mrs. West's room to work.

Consequences for not attending three days in a week:
First offense a lunch detention and parent phoned
Second offense –three days of lunch detentions and a parent conference
Third offense –3 days of after school detention and a parent conference
Fourth offense –1 day of ISS and a parent conference
Fifth offense –3 days of ISS and a parent conference

Students who raise their grades from an F to a D in each class for which they were ineligible will be excused from Rescue Seminar for the rest of the week IF they print off their grade report and have the teacher sign off that work is complete. The report must be turned in to Mrs. West for the student to receive exemption from Rescue Seminar. Student will remain ineligible for the remainder of the eligibility period –Monday to Monday.

6) In-School Suspension (Detention):

Students who cannot comply with the rules as stated may find the social aspect of school withheld for a period of one to five days. *Students are to report directly to the office upon arrival to school, and will be in ISS until 4:00 p.m*. During In-school suspension, the student will be allowed to receive full credit for assignments completed on time. However, students will not interact with any other students during the school day and **will not** be allowed to attend or participate in extra-curricular activities.

7) Out-of-School Suspension and Expulsions:

Suspensions and expulsions are regarded as very serious matters and are the final disciplinary means at the disposal of the duly authorized certified employees. During out-of-school suspension, the student will be allowed to receive half-credit for assignments completed on time. Suspension may either be short term or extended.

- Short-Term Suspensions are 1 to 10 days.
- Long-Term Suspensions are 11 to 45 days.
- Expulsion occurs when a student is removed from school for the remainder of the

current school year. An expulsion may last for up to 186 school days and extend over two school years.

8) Other possible consequences

- Written notification to parents
- Referral to counselor, social worker, and/or building team
- Alternative educational placement
- Possible police involvement, if deemed appropriate for any offense
- Specific consequences agreed upon by the principal, parent, and teacher

CODE OF CONDUCT/CONSEQUENCES

Step 1: Conference/Detention
A school administrator will talk to the student and try to reach an agreement regarding how the student will behave.

A. Warning
B. Detention

Step 2: In School Suspension or possible Saturday School for Level "A"
The student is removed from classes, but remains at school and in the in-school suspension room at WCJSHS. **The student will not participate in any extra-curricular activities on a day they are serving an in-school suspension.** Parent will be notified in writing or by phone. It will be possible for the student to be assigned an equivalent number of hours to be served in Saturday School. This alternative will be with administration discretion. (Action to be recorded in student file)

A – one to three days ISS or detention with the equivalent amount of hours
B – three to five days ISS
C – five days ISS

Step 3: Short Term Out-of-School Suspension
The student will not be allowed to attend school for the determined amount of days. Parent will be notified. (Action to be recorded in student's file) Student is not to be at any school activities or on school property during suspension.

A - one to three days
B – three to five days
C - ten days

Step 4: Long Term Suspension/Expulsion
The student will not be allowed to attend school, school activities or be on school property for a period of time as determined by the hearing committee.
A – ten day OSS with referral to Expulsion Hearing

**Due process will be followed in all suspensions or expulsions.

HANDS OFF POLICY:

All students are expected to be responsible for themselves and their actions while demonstrating respect for other students. All students are required to keep their hands to themselves and avoid pushing, shoving, slapping, hitting, or other personal contact. This includes all student-to-student contact and public displays of affection (PDA).

DETENTION

Before school detention begins at 7:45 a.m. and ends at 8:15 a.m. After school, detention begins at 3:35 p.m. and ends at the discretion of the teacher or administrator. Student detention takes precedence over all extra-curricular activities, after-school jobs, or requests from teachers. If the student is late, a second day of detention may be assigned. The student must bring homework to do during detention. Talking and doing work not related to school is prohibited. If the student is absent from school on the assigned day of detention, the detention is automatically re-assigned for the first day the student returns to school. Missed detention time will result in the student's missed time being doubled.

SUSPENSION Two types of suspension will be used: In-School and Out-of-School.

An **in-school** suspension means that the student (1) needs to be in the office by 8:15 a.m.; (2) must have all books and materials that are needed for the day; (3) no food, drink or sleeping in the detention room (see #5 for lunch time); (4) restroom and drinking fountain may be used 3 times during the day with the principal's/designee's permission; (5) lunch will be eaten with the principal/designee after scheduled student lunch period or bring a sack lunch; and (6) the suspension will end at 4:00 p.m.

An **out-of-school** suspension means that the student will be sent home and will not be admitted to school or school activities until the suspension expires.

Suspended students are not considered "students in good standing" (KSHSAA Rule 14) and are ineligible to compete in athletics or participate in activities until the entire suspension has ended. Students will be required to have a conference with administration/designee before returning to class. All course work must be handed in the first (1st) day the student is allowed to return to school—to the satisfaction of the instructors in order to receive credit.

All suspensions (in-school or out-of-school) will result in ineligibility for the week(s) during which suspension is served.

The type of suspension used will be determined on an individual basis and will be left to the discretion of the principal/designee.

Wichita County USD #467
Bullying Prevention/Intervention Plan

BULLYING / CYBER – BULLYING

The Wichita County Board of Education has determined that a safe, respectful, and healthy environment is necessary for students to learn and achieve high academic standards and for students to meet their individual goals for academic success. Students are expected to conduct themselves in a manner in keeping with their levels of development, maturity and demonstrated capabilities with a proper regard for the rights and welfare of other students and all school staff.

The 2008 Kansas State Legislature mandated that school districts adopt and implement a plan to address bullying behavior, including use of any electronic devices for such behavior. The 2008 legislation also recommended school districts in Kansas adopt curriculum for character development programs. USD #467 was in compliance with the 2008 Kansas Anti-Bullying, Cyber-Bullying legislation. The Kansas Legislation amended the anti-bullying statute (KSA 72-8256), July 1, 2013, to require schools in Kansas to include the following in the bullying policies:

1) Bullying means any intentional gesture or any intentional written, verbal, electronic or physical act or threat either by any student, staff member or parent towards a student or by any student, staff member that is sufficiently severe, persistent, or pervasive that such gesture, act or threat creates an intimidating, threatening or abusive educational

environment that a reasonable person, under the circumstances, knows or should know will have the effect of :

- Harming a student or staff member, whether physically or mentally
  Physical - hitting, pushing, tackling, tripping, poking, tugging or tearing at clothes
  Verbal – calling of names, making verbal threats of physical acts (whether or not they are carried out)
  Social or Relational – ostracism, social exclusion, gossip/"trash talking"/rumor spreading, nonverbal gestures such as eye rolling, directed laughter, mimicking
- Damaging a student's or staff member's property
  Attacks on Property – writing on lockers, taking objects to keep or display publically, destruction of property
- Placing a student or staff member in reasonable fear of damage to the student's or staff member's property

2) Cyber-bullying – bullying by use of any electronic communication device through means including, but not limited to, e-mail, instant messaging, text messaging, blogs, mobile phones, pagers, online games and websites (Cyberbullying may often occur off school grounds, the majority of the time it is related to what is happening at school. If the bullying communication is disrupting the learning environment with discussion and/or gossip of the incident, the school may be involved with consequences for the behavior.)

3) Bullying behavior, including cyber-bullying, will not be tolerated on school property, in a school vehicle or at a school sponsored activity or event

4) Bullying behavior or cyber-bullying, will be documented from observations / other reporting and consequences will be enforced

FIGHTING ON SCHOOL GROUNDS:

Each situation will be assessed on an individual basis. The school will attempt to notify the parents/guardians to pick the student up from school and speak with administration or designee. Student may be suspended from one to ten days. Student may also be assigned long-term suspension or given expulsion. The principal or his/her designee has the option to determine if a student was exercising self-defense only during an altercation.

Students should be aware that name-calling is considered assault and name calling combined with physical force is considered assault and battery.

STATE OF KANSAS WEAPONS AND DANGEROUS INSTRUMENTS: AS AMENDED BY THE 1999 LEGISLATURE K.S.A. 72-89a01.

"The term 'weapon' means any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any weapon described in the preceding example; any firearm muffler or firearm silencer; any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounce, missile having an explosive or incendiary charge of more than ¼ ounce; mine or similar device; any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than ½ inch in diameter; any combination of parts either designed or intended for use in converting any device into any destructive device descried in the two immediately preceding examples, and from which a destructive device may be readily assembled; any bludgeon, sand club, metal knuckles or throwing star; any knife, commonly referred to as a switchblade, which has a blade that opens automatically by hand pressure applied to a button, spring or other device in the handle of the knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward or centrifugal thrust or movement, any

electronic device designed to discharge immobilizing levels of electricity, commonly known as a 'stun gun'."

K.S.A. 72-89a02 – K.S.A. 72-8902, and amendments thereto, and subject to the other provisions of this section, each board of education in this state shall adopt a written policy requiring the expulsion from school for a period of not less than one year any pupil determined to be in possession of a weapon at school, on school property, or at a school supervised activity.

K.S.A. 72-8902 - A student found to have personal possession of a "weapon" as described above while at school, on school property, or at a school supervised activity will be subject to the following:

1. Parents and law enforcement shall be notified.
2. If student is a juvenile they will be referred to social rehabilitation services (SRS) or juvenile justice authorities, or other outside agencies
3. The student shall be suspended from school pending an expulsion hearing with the board of education
4. Expulsion for not less than one year under federal law

WEAPONS AND DANGEROUS INSTRUMENTS OTHER THAN THOSE STATED ABOVE

A student shall not knowingly possess, handle, or transmit any object that can reasonably be considered a weapon or destructive device which could cause bodily injury or illness on the school grounds, during, before, or after school hours; on the school grounds at any other time when the school is being used by school personnel or event. This rule does not apply to normal school supplies like pencils or compasses, unless used as a weapon**,** but does apply to all types of fireworks, matches, lighters**,** any knife or other object of no reasonable use to the student at school. Weapons unintentionally brought on school property will be immediately reported to the principal. Proper law enforcement and medical authorities will be notified for any follow-up actions, which are deemed necessary.

Violation of this policy may result in suspension from one to 186 days as determined by the administration when considering the circumstances of each situation.

SEARCH AND SEIZURE

Students have limited control over their lockers, desks, work areas, or any other designated assigned areas. Lockers, desks, work areas, etc., are the property of the school district. Therefore, school officials have the right, upon "reasonable suspicion", to search and seize as necessary. Students have control of their personal possessions; however, this control is not meant to exclude school officials when there is "reasonable suspicion' to believe that such possessions are illegal, dangerous, or disruptive. Students have no reasonable expectations of privacy in their lockers.

PROCEDURES FOR ADMINISTRATIVE IMPLEMENTATION OF SEARCH AND SEIZURE

1. The principal, or his designee, will make the decision to conduct a search of a student's personal property.

2. The principal will attempt to notify the parents as soon as possible. If a weapon is found, law enforcement shall be notified.

3. A staff member must be, and the student should be, a witness to the search and seizure, which will be conducted in the most discretionary manner possible.

4. The search may include not only the designated space, but also items found within that space.

5. Items considered to be illegal, illicit, dangerous, or disruptive will be confiscated. Storage, return, or destruction of seized items is left to the judgment of the principal, subject only to legal impoundment.

ACADEMIC DISHONESTY

Academic dishonesty—as in cheating or plagiarism—is not acceptable. Cheating includes copying another student's work as one's own. Plagiarism is the use of another person's original ideas or writing without giving credit to the true author as determined by the assigning teacher. A student who engages in any form of academic dishonesty may be subject to receiving an "F" or failing grade as well as other disciplinary measures determined by administration/teacher.

VANDALISM/PROPERTY DAMAGE

The school shall seek restitution according to law for loss and damage sustained by the school. Payments will be made to the business office, and accounts shall be kept. Accounts not paid in full within a specified and agreed upon time may be processed for legal action. This includes any part of the school building and premises including but not limited to books, lockers, equipment, computers, and other items.

SUSPENSION AND EXPULSION

SECTION 1. Authorization of Suspension.

The Board of Education of USD #467 authorizes any building principal or superintendent to suspend any student for not more than ten (10) days or to recommend a long-term suspension or expulsion. The Board hears any appeals of a long-term suspension or expulsion and reserves the authority to expel any student for cause. Pursuant to Kansas Statutes, any student who has been long term suspended or expelled for possession of a weapon, use, sale or distribution of drugs or controlled substances or behavior resulting in or substantially likely to have resulted in serious bodily harm will have his/her name reported to the Division of Vehicles which could result in driver's license suspension.

SECTION 2. Grounds for Suspension or Expulsion; Who May Suspend or Expel. (KSA 72-8901)

The Board of Education of any school district may suspend or expel, or by regulation authorize any certificated employee or committee of certificated employees to suspend or expel any pupil guilty of any of the following:

(a) Willful violation of any published regulation for student conduct adopted or approved by the Board of Education;

(b) Conduct which substantially disrupts, impedes, or interferes with the operations 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 a juvenile, would constitute the commission of a misdemeanor if committed by an adult;

(f) Or disobedience of an order of a teacher, peace officer, school security officer or other 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.

SECTION 3. Suspension of Student

Before a building principal or superintendent suspends a student, he shall investigate the case thoroughly and interview the offender, witnesses and those offended.
A written notice of any short term suspension and the reasons therefore shall be given to the student involved and his or her parents and guardians within twenty-four (24) hours after such suspension has been imposed. Verbal notice should be given to the parents as soon as possible. A copy of the notice shall be given to the superintendent.

SECTION 4. Expulsion of Pupils

(a) A principal or superintendent may recommend extended suspension or expulsion for violations listed in Section 2.

(b) In any case where expulsion is recommended, the Superintendent of USD #467 shall hold a hearing concerning the case. The hearing shall be conducted in accordance with K.S.A. 72-8901 through 72-8906, the regulations of the Board, and the following:

(1) An employee of the USD #467 will keep a record of the proceedings. The record may be supplemented by a tape recording.

(2) The student has the right to have the parents or guardians of the student present at the hearing.

(3) The student and his or her counsel or advisor has the right to hear or read a full report of the testimony of witnesses against him or her.

(4) The student has the right to present his or her own witnesses in person or their testimony by affidavit.

(5) The student has the right to testify in his or her own behalf and give reasons for his or her conduct.

(6) The student has the right to an orderly hearing.

(7) The student has the right to fair and impartial decision based on substantial evidence.

(8) Written notice of the result of any hearing resulting in an expulsion shall be given the student and his or her parents or guardians within twenty-four (24) hours after determination thereof.

SCHOOL SAFETY VIOLATIONS:

SB 129, The Superintendent is required to notify the appropriate law enforcement agency of any student who is expelled from school, and the law enforcement agency is required to notify the Division of Motor Vehicles of the Kansas Department of Revenue within ten days. The Division of Motor Vehicles will suspend the student's driver's license or privilege to operate a motor vehicle for a year.

SECTION 5. Appeal of the Findings of the Board of Education Hearing.

(a) Any student who has been suspended or one of his or her parents or guardians may appeal such long-term suspension or expulsion to the Board of Education of the school district by filing a written notice of appeal with the Clerk of the Board of Education within ten (10) calendar days after receiving the written notice specified above.

(b) Any such appeal shall be heard by the Board of Education within twenty (20) calendar days after such notice of appeal is filed. The student and his parents or guardians shall be notified in writing of the time and place of the appeal hearing at least five (5) calendar days prior thereto.

(c) The appeal shall be conducted under formal hearing rules. The Board of Education shall render its decision of any such appeal not later than five days after the conclusion of the appeal hearing.

K.S.A. 72-8902 - Duration of suspension or expulsion; notice; hearing, opportunity afforded, waiver, time, who may conduct.

A. A suspension may be for a short term not exceeding ten (10) school days, or for an extended term not exceeding 90 school days. An expulsion may be for a term not exceeding 186 school days. If a suspension or expulsion is for a term exceeding the number of school days remaining in the school year, any remaining part of the term of the suspension or expulsion may be applied to the succeeding school year.

(1) Except as authorized in provision (2), no suspension for a short term shall be imposed upon a pupil without giving the pupil notice of the charges and affording the pupil a hearing thereon. The notice may be oral or written and the hearing may be held immediately after the notice is given. The hearing may be conducted informally but shall include the following due process requirements:

a) The right of the pupil to be present at the hearing;

b) The right of the pupil to be informed of the charges;

c) The right of the pupil be informed of the basis for the accusation; and

d) The right of the pupil to make statements in defense or mitigation of the charges or accusations. Refusal of a pupil to be present at the hearing will constitute a waiver of the pupil's opportunity for a hearing.

(2) A short-term suspension may be imposed upon a pupil forthwith, and without affording the pupil a hearing if the presence of the pupil endangers other persons or property or substantially disrupts, impedes or interferes with the operation of the school.

B. A written notice of any short term suspension and the reason therefore shall be given to the pupil involved and to the pupil's parent or guardian within 24 hours after the suspension has been imposed and, in the event the pupil has not been afforded a hearing prior to any short

term suspension, an opportunity for an informal hearing shall be afforded the pupil as soon thereafter as practicable but in no event later than 72 hours after such short term suspension has been imposed. Any notice of the imposition of a short-term suspension that provides an opportunity for an informal hearing after such suspension has been imposed shall state that failure of the pupil to attend the hearing will result in a waiver of the pupil's opportunity for the hearing.

C. No suspension for an extended term and no expulsion shall be imposed upon a pupil until an opportunity for a formal hearing thereon is afforded the pupil. A written notice of any proposal to suspend for an extended term or to expel from school, and the charges upon which the proposal is based shall be given to the pupil proposed to be suspended or expelled from school, and to the pupil's parent or guardian. Any notice of a proposal to suspend for an extended term or to expel from school shall state the time, date and place that the pupil will be afforded an opportunity for a formal hearing, and that failure of the pupil and the pupil's parent or guardian to attend the hearing will result in a waiver of the pupil's opportunity for the hearing. The hearing shall be held not later than 10 days after the date of the notice. The notice shall be accompanied by a copy of this act and the regulations of the Board of Education adopted under **KSA-72-8903**, and amendments thereto.

D. Whenever any written notice is required under this act to be given to a pupil or to a pupil's parent or guardian, it shall be sufficient if the notice is mailed to the address on file in the school records of the pupil. In lieu of mailing the written notice, the notice may be personally delivered

E. A formal hearing on a suspension or expulsion may be conducted by any person or committee of persons authorized by the board of education to conduct the hearing.

KSA 72-8903 - Procedural due process requirements; record of appeal, costs; report of findings and result of hearing; information regarding behavior improvement programs.

A. The formal hearing provided for in K.S.A. 72-8902, and amendments thereto, shall be conducted in accordance with regulations relating thereto adopted by the board of education. Such regulations shall afford procedural due process including, but not limited to, the following:

    1. The right of the pupil to have counsel of the pupil's own choice present and to receive the advice of such counsel or other person whom the pupil may select;

    2. The right of the parents or guardians of the pupil to be present at the hearing;

    3. The right of the pupil and the pupil's counsel or advisor to hear or read a full report of testimony of witnesses against the pupil;

    4. The right of the pupil and the pupil's counsel to confront and cross-examine witnesses who appear in person at the hearing, either voluntarily or as a result of the issuance of a subpoena;

    5. The right of the pupil to present the pupil's own witnesses in person or their testimony by affidavit;

    6. The right of the pupil to testify in the pupil's own behalf and give reasons for the pupil's conduct;

    7. The right of the pupil to have an orderly hearing; and

    8. The right of the pupil to a fair and impartial decision based on substantial evidence.

B. In all extended-term suspension and expulsion from school cases, there shall be made a record of the hearing of an appeal of the suspension or expulsion, whichever is applicable,

by mechanical or electronic recording or by an official court reporter, and the costs thereof shall be paid by the school district.

C. At the conclusion of a formal hearing, which results in a suspension for an extended term or an expulsion, the person or committee conducting the hearing shall make a written report of the findings and results of the hearing. The report shall be directed to the board of education of the school district and shall be open to the inspection of the pupil who is suspended or expelled and, if the pupil is a juvenile, to the parents or guardians and counsel or other advisor of the pupil. If the pupil is an adult, the report shall be open to the inspection of the parents or guardians and counsel or other advisor of the pupil only upon written consent of the pupil. Whenever a formal hearing results in suspension for an extended term or expulsion, the person or committee conducting the hearing may make a finding that return to school by the pupil, pending appeal or during the period allowed for notice of appeal, is not reasonably anticipated to endanger the safety of others, to cause continuing repeated material disorder, disruption or interference with the operation of school, or to substantially or materially impinge upon or invade the rights of others, in which case the pupil may return to school until the period for filing a notice of appeal has expired with no notice filed, or until the determination of any appeal if a notice of appeal is filed. Whenever the person or committee conducting a hearing fails to make the findings specified above, the report of the hearing shall provide that the suspension or expulsion of the pupil shall continue until appeal there from is determined or until the period of suspension or expulsion has expired, whichever occurs sooner. Any such pupil shall be provided with information concerning services or programs offered by public and private agencies that work toward improving those aspects of the pupil's attitudes and behavior that contributed to the conduct upon which the suspension or expulsion was based. If the pupil is a juvenile, the information shall also be provided to the parents or guardians of the pupil.

KSA 72-8904 - Notice of hearing results: appeal to board of education: hearing officers: procedure.

A. Written notice of the result of any hearing imposing an extended-term suspension or an expulsion from school shall be given to the pupil suspended or expelled from school, and to the parents or guardians of the pupil within 24 hours after determination of such result.

B. Any pupil age 18 or older, who has been suspended for an extended term or expelled, or one of the pupil's parents or guardians of a pupil under 18, may appeal such suspension or expulsion to the board of Education of the school district by filing a written notice of appeal with the Clerk of the Board of Education not later than 10 calendar days after receiving the written notice. Any such appeal shall be heard by the Board of Education, or by a hearing officer appointed by such board, not later than 20 calendar days after such notice of appeal is filed. The pupil and the pupil's parents or guardians shall be notified in writing of the time and place of the appeal hearing at least five days prior thereto. Such appeal shall be conducted under rules, which are consonant with K.S.A. 72-8903, and amendments thereto. The decision on any such appeal shall be rendered not later than five days after the conclusion of the appeal hearing.

C. For the purpose of hearing an appeal of an extended-term suspension or an expulsion, the Board of Education may appoint one or more hearing officers. Any such hearing officer shall be a member of the Board of Education, a certified employee of the school district, or an attorney admitted to the practice of law in this state. Any such appointment shall apply to a particular hearing or to a set or class of hearings as specified by the Board of Education in making an appointment. Whenever a hearing officer appointed under authority of this section hears any appeal, the hearing officer shall prepare a written report thereon to the Board of Education. After receiving any such report, the Board of Education shall determine the matter with or without additional hearing.

D. Any matter determined by the Board of Education in accordance with this subsection shall be valid to the same extent as if the matter were fully heard by the Board of Education without a hearing officer.

KSA 72-8905 - Non-application of compulsory attendance law.

The provisions of **KSA 72-1111**, and amendments thereto, shall not apply to any pupil while subject to suspension or expulsion from school pursuant to the provisions of this act.

KSA 72-8906 - Powers and duties of persons conducting hearings.

A. Any person, hearing officer or any member of a committee or the board of education conducting a hearing under this act may:

    1. Administer oaths for the purpose of taking testimony;
    2. Call and examine witnesses and receive documentary and other evidence; and
    3. Take any other action necessary to make the hearing accord with procedural due process.

B. Any hearing officer, any member of a committee or the board of education holding a formal hearing or an appeal hearing under this act may and, upon the request of any pupil for whom any such hearing is held or upon the request of the pupil's parents or guardians or counsel, shall petition the chief judge of the judicial district in which the school district is located requesting that the clerk of the district court be authorized to issue subpoenas for the attendance and testimony of the principal witness or witnesses and the production of books, records, reports, papers and documents relating to the proposed suspension or expulsion from school in the same manner as provided for the issuance of subpoenas in civil actions pursuant to K.S.A. 60-245, and amendments thereto.

KSA 72-8907 - Refusal to admit suspended or expelled pupil authorized.

A. A pupil who has been suspended or expelled from school by any school district may be refused admission to school in any other school district, regardless of residency, until such time as the period of suspension or expulsion has expired.

KSA 72-8908 - Definitions.

a) "Juvenile" means a person who is less than 18 years of age;
b) "Adult" means a person who is 18 years of age or older;
c) "Felony" means any crime designated a felony by the laws of Kansas or the United States;
d) "Misdemeanor" means any crime designated a misdemeanor by the laws of Kansas or the United States;
e) "School day" means any day on which school is maintained;
f) "School year" has the meaning ascribed thereto in KSA 72-6408, and amendments thereto;
g) "Counsel" means any person a pupil selects to represent and advise the pupil at all proceedings conducted pursuant to the provisions of this act; and
h) "Principal witness" means any witness whose testimony is of major importance in support of the charges upon which a proposed suspension or expulsion from school is based, or in determination of material questions of fact.

NARCOTICS, DRUGS, AND CONTROLLED SUBSTANCES

PHILOSOPHY: All students have a right to attend school in an environment conducive to learning. The use of alcohol, tobacco and other illegal drugs or the improper use* of legal drugs is recognized to be extremely harmful to the individual who uses and to those around that individual. A student cannot learn to his/her full potential while under the influence of these

substances. It is further recognized that all students have a right to be educated in a drug-free environment. Therefore, the use (including being under the influence of), possession, or distribution (including sale and given without remuneration) is forbidden in school, on school property at any time, at school sponsored participatory events (whether the event is on school property or elsewhere), or on school transportation.

*Improper use is defined as: 1) prescription drugs given to, sold or used by someone other than the person for whom the prescription was written, or in a dosage other than the dosage written on the prescription label; 2) over-the-counter drugs-dosage other than that recommended on the label.

PREVENTION: Recognizing the extensive use and promotion of alcohol, tobacco and other drugs in our society, the school has an obligation to prepare students for decision-making against drug and alcohol use. This policy ensures the existence of a prevention program in the schools using multiple strategies to provide accurate information, develop life skills, train facilitators, and educate parents. Drug education units shall be integrated within the standard curriculum at all grade levels.

The goal of this policy's drug/alcohol prevention program is healthy, responsible youth capable of resisting alcohol and other drugs and capable of reaching their academic potential.

INTERVENTION: The School District will work through curriculum and classroom activity, administration and faculty effort, and disciplinary procedures to prevent and intervene in the abuse of alcohol and drugs by members of the school population.

As an extension of this policy, a designated intervention team will use the following school guidelines, with reasonable judgment, when responding to alcohol and drug related situations.

These guidelines have been created as one part of the alcohol and drug policy. They are intended to provide a consistent means for effectively responding to alcohol and drug related situations that may occur at school or at school-sponsored events. They have been written with due consideration for the legal rights and responsibilities of administrators, faculty, students and parents who may find themselves involved in such situations. Student behavior, as it relates to: alcohol, tobacco (including smokeless), illegal drugs, other controlled substances, look-alike drugs, being high or intoxicated, in possession of, using or selling any of the substances listed above is a violation of school policy. Students who assist in possession, use, or sale of substances listed will be subject to disciplinary action.

All USD #467 students will be covered under this policy from the first day of school (activities) until the last day of school (activities). USD #467 will not discipline or be involved in the punishment of students in instances that occur during the time school is normally not in session (summer/weekends/holidays and/or non-school activities). The exception is those students involved in any recognized KSHSAA sponsored activity. Students who are participants in activities recognized by KSHSAA may be disciplined for any infraction that occurs at any time said sport/activity is in session. This discipline policy is in affect for weekends and holidays if the activity season extends over those time periods. (KSHSAA Rule 14) Consequences will be implemented for violations of this school policy when substantiated and after the substantiated violation is reported to the student. "Substantiated" is defined as: Actual witness to the violation by a coach, activity sponsor, school administrator, teacher, law enforcement officer, or self-reported. A student's parents/guardians may also report violations to the school administration.

<u>All students participating in any school sponsored activity for Wichita County Junior-Senior High School will be held to the above State requirements and KSHSAA Standards.</u>

CONSEQUENCES FOR SUCH BEHAVIOR – THE FOLLOWING RULES APPLY TO ALL ENROLLED STUDENTS INCLUDING THOSE INVOLVED KSHSAA ACTIVITIES.

1. The parent/guardian of the student will be notified. If no parent or legal guardian is available, notify the person who has responsibility for the student.

2. The applicable law enforcement agency will be notified of a drug or alcohol violation at the discretion of the building principal.

3. If a law enforcement agency is not notified, a written record of the violation and the disciplinary action taken must be made by the principal/designee and such record kept in the student's file.

4. All search-and-seizure action will be taken in accordance with the guidelines set forth in this policy.

5. In the case of a medical emergency related to substance abuse, the appropriate health professional, as well as parents or legal guardians, will be contacted. In the case where the parents or legal guardian cannot be contacted, the person designated on school records, as a contact person in the case of emergency will be informed. All information available will be made known to the parent or guardian, physician, and all others responsible for care and treatment.

6. A staff member shall request assistance of the intervention team, principal or his/her designee when they observe a disoriented student, one who does not appear to have reasonable control of self, or one who exhibits behaviors of concern or any other reasonable suspicious behaviors.. In addition, the principal or designees will:

    a. Gather as much information and documentation as possible within time constraints imposed by individual circumstances.

    b. Remove the student from the class/activity, etc., and then question/confront the student about the behavior as soon as possible.

    c. **Whenever possible, more than one staff member should question/confront the student about the behavior, appearance, odor or drug use as soon as possible**.

    d. Inform the student of possible consequences of her/his behavior.

    e. Suspend the student in school (if necessary) until a parent conference is scheduled.

    f. In the case of a medical emergency, the school administration will call an ambulance for which the parents are financially responsible.

7. Students who are concerned about their substance abuse and notify faculty or staff will not be subject to disciplinary action. Confidentiality will be observed while seeking and finding support for such a student. Self-disclosure can only be used once to avoid disciplinary action.

PHILOSOPHY:

Wichita County Junior-Senior High School strongly recommends that students with chemical abuse or misuse problems seek professional evaluation and treatment from trained chemical dependency counselors or a licensed physician in chemical dependency. Because we believe that chemical dependency is preceded by misuse, such early intervention can benefit the student before significant harm or dependency results. Students agreeing to be evaluated and seek treatment at the parents' expense will be provided help finding agencies that can do the assessment and treatment. Student and

parents must sign a waiver for "release of information" for counselor recommendation and verification of compliance. Fees for the assessment and treatment are the responsibility of the student and parents.

USE, POSSESSION AND/OR DISTRIBUTION of CONTROLLED SUBSTANCES:

If the student is found to have been using, in possession of, and/or distributing a controlled substance on school grounds or while at or going to school functions or activities, the student's parents, the law enforcement agency, the county attorney and/or the SRS and any counselor involved with the student will be notified, and the student will be subject to progressive discipline dependent upon the sequence/seriousness of the violation.

1. **TOBACCO:** The discipline for use and/or possession of tobacco products and electronic cigarettes will be progressive and dependent upon the sequence/seriousness of the violation.

    a. Suspension for 1-3 school days, in/out of school, and/or cannot attend school functions and/or activities for twenty-five (25) school days.

    b. Suspension for 3-5 school days, in/out of school, cannot attend school functions and/or activities for forty-five (45) school days.

    c. Suspension for 5-10 school days, in/out of school; cannot attend school functions and/or activities for ninety (90) school days.

    d. Student and parents agree to participate in at least one counseling session (at the parents' expense) with a qualified professional or chemical dependency agency and follow the recommendations. (A plan may be formulated with parents, principal, counselors, and the student for reinstatement in school activities upon completion of treatment or as a part of treatment).

    e. Ten (10) day out of school suspension and <u>Expulsion</u> from school is recommended for repeated violations.

2. **DRUGS AND ALCOHOL:** The discipline for violation of the Drugs and Alcohol policy will be progressive and dependent upon the sequence/seriousness of the violation.

    a. Suspension for 3-5 school days, in/out of school, cannot attend any school functions and/or activities for forty-five (45) school days.

    b. Suspension for 5-10 school days, in/out of school, cannot attend school functions and/or activities for ninety (90) school days.

    c. Student and parents agree to participate in at least one counseling session (at the parents' expense) with a qualified professional or chemical dependency agency and follow the recommendations. (A plan may be formulated with parents, principal, counselors, and the student for reinstatement in school activities upon completion of treatment or as a part of treatment).

    d. Ten (10) day out of school suspension and <u>Expulsion</u> from school is recommended for repeated violations.

DRUG/ALCOHOL SCREENING

A. Possession, sale, use, distribution, being under the influence, or having consumed alcohol beverages (including cereal malt beverages) and/or illicit drugs*, by students on school grounds, at any attendance center or at school-sponsored events is prohibited by the Drug Free Schools and Communities Act and USD #467 Board of Education policy (Drug and Alcohol Education and Prevention). USD #467 students attending any

school-sponsored activity, regardless of location, may be subject to a BOE approved alcohol and/or illicit drug screening procedure as follows:

- All students could be screened prior to entering the activity;
- Students may be screened at any time if the school administration or sponsor has a reasonable suspicion** of alcohol and/or illicit drug* consumption.

B. USD #467 students also may be subject to a screening for alcohol and/or illicit drugs consumption at any attendance center during regular school hours or on school grounds at any time, if the school administration or staff has a reasonable suspicion** that the student has consumed alcohol and/or illicit drugs. If there is reasonable suspicion, the student will be confronted, asked to be tested, ask parents for permission to test, or call law enforcement.

*For the purposes of this policy, an illicit drug shall be considered to be:

- Illegal drugs;
- Prescription medication(s) which is (are) not being used by the person for whom it (they) was (were) prescribed or are being used inappropriately by the individual they are prescribed to;
- Prescription medication(s) which is (are) not being used in the manner or method for which it (they) was (were) prescribed.
- Alcohol

**Reasonable Suspicion

Reasonable suspicion may include, but is not limited to the following as detected by a school sponsor or is reported by a school employee to a school administrator:

- odor of liquor
- atypical behavior
- slurred speech
- atypical eye behavior
- difficulty with balance/equilibrium
- observed drinking from or in possession of a suspicious container

CONSEQUENCES

Students for whom the results of the screening indicate the consumption of alcohol and/or illicit drug use:

- Will be denied entrance to, or will be removed from the activity, attendance center, or school grounds,
- Will receive consequences according to USD #467 Policy
- Parents/guardians will be informed of the positive test and will be required to remove the student from school and/or activity. The applicable law enforcement agency will be notified of a possible drug or alcohol violation at the discretion of the building principal.

Students who refuse to be screened for the consumption of alcohol and/or illicit drug use:

- Will not be forced to take part in the screening procedure(s), but shall be denied entrance to, or removed from the activity, attendance center or school grounds.
- May receive consequences according to approved USD #467 policy.
- Their parents/guardian will be contacted and informed of the refusal.

- If reasonable suspicion of alcohol and/or illicit drug consumption exists, the parent/guardian will be contacted and required to remove the student from the school and/or activity. The applicable law enforcement agency will be notified of a possible drug or alcohol violation at the discretion of the building principal.

CONFIDENTIALITY

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

The concept of limited confidentiality should always be shared with the students involved. Limited confidentiality is the sharing of information, which will be held in confidence by the listener, with the exception of information, which could result in danger to the student, or to someone else. This information may be required to be divulged by law.

SCHOOL'S COMMITMENT

Although parents have the ultimate, primary responsibility for their children's drug use, individual differences in parental standards regarding their children's drug and alcohol using behavior in non-school related settings cannot be permitted to compromise the school's fundamental commitment to maintaining a drug-free educational environment. The "in loco parentis" concept provides the basis for school officials and teachers to act, as necessary, to protect and educate each student. Thus, the purpose of the above policy is to provide a clear message to students, parents, and the citizens of this community that the use, possession, distribution, or being under the influence of alcohol or drugs will not be tolerated in the school, on school grounds, and during school related functions.

COMMUNICATIONS POLICY

Underlying this policy is a well-defined communication system among the schools, parents, community service agencies, and the students, which permits the appropriate flow of information among all agencies and individuals. The policy will be stated in the student handbook and should be communicated through:

- Meetings with parents
- Meetings with students
- Orientations
- Athletic group meetings
- Newsletters
- Student handbooks
- Faculty handbooks
- Local newspaper

GENERAL INFORMATION AND REGULATIONS

ACCREDITATION: The Wichita County Junior-Senior High School is fully accredited as a comprehensive high school by the Kansas State Department of Education.

ACTIVITY AND ATHLETIC PARTICIPATION: Any student participating in any after school activity, whether inter-school competition or practice, must have been in school on the day of the event for at least three hours preceding dismissal time. When an absence is unavoidable on the day of an activity for reasons other than illness, the principal shall be responsible to determine if the student may participate in the school activity that day. An unexcused absence for part of the day will eliminate a student from participation in the scheduled activity for that day. No student who checks out during the school day for illness will be eligible to participate in any extra-curricular activity that day including practice or games/events. Students gone on activities will be expected to be at school the next day. If a pattern of absences after activities becomes apparent, student will be withheld from the next activity.

ACTIVITY AND ATHLETIC TRANSPORTATION: Students are expected to ride to and from school activities in transportation provided by the school district. If students wish to sign off they will only be released to parents/guardians coming home from the school activity. The parent/guardian must personally sign the student off for the return bus ride home. Students will be picked up/dropped off at a designated area if paperwork has been filled out and parents send a note or call the office before the activity. Under certain circumstances parents may request their student ride home with another set of parents, if they make arrangements in person through the high school office.

ACTIVITY TICKETS: All high school students attending WCJSHS are encouraged to purchase an activity ticket upon enrollment. This ticket allows the student to be admitted without charge to all non-tournament events at WCJSHS for which admission is charged. To be admitted, the student must present the activity ticket at the gate. Students without an activity ticket will be expected to pay an admission charge. The activity ticket does not cover admissions to the high school musicals.

ANNOUNCEMENTS: The public address system will be used to make announcements about school-related activities and to make emergency announcements.

ASSEMBLIES: Assemblies and lyceum programs will normally be held in the auditorium. Seventh graders will sit in the front on the south side. Eighth graders will sit behind the seventh grade. Freshmen will sit in the front section on the north side. Sophomores will sit behind the freshmen. Seniors will sit in the front center section. Juniors will sit behind the seniors.

BACK PACKS: To insure the safety of students and staff, backpacks are to be stored in student lockers and will not be allowed in classrooms or left on the hallway floors during school hours.

BUILDING HOURS: Building hours will normally be from 8:00 a.m. until 4:00 p.m. Junior High students will be allowed to enter the building prior to 8:00 a.m. but must remain seated in front of their locker until the 8:16 tone. High School students will be allowed to enter the building prior to 8:00 a.m. but must remain in the office lobby area until the 8:00 tone. No student will be allowed in the building outside of these times unless so requested by a teacher or unless the student is involved in an activity sponsored by a teacher.

CELL PHONES/PERSONAL ELECTRONIC DEVICES: Electronic Communication Devices/Personal Electronic Devices are considered a disruption to class, the school environment, and all building electronics. This includes, but is not limited to, cell phones, smart phones, iPods, MP3 players, laptop computers, notebook computers, etc.
The possession and use of cell phones and other electronic devices, are subject to the following rules:
1. **Students may carry their cell phones during the school day; however, they are not allowed to use a cell phone at any time between the time the tardy bell rings, 8:20 a.m. and 3:30 p.m.** Personal electronic devices may be used with teacher permission in the classroom. Cell phones/personal electronic devices may be carried on school sponsored activities and may be used at the discretion and with the permission of the coach/ sponsor.
2. They must be turned off during the regular school day unless the supervising teacher grants permission for them to be used or if needed during an emergency.
3. They may not be used in any manner that will cause disruption to the educational environment or will otherwise violate student conduct rules.
4. They may not be used for creating, sending, sharing, viewing, receiving, or possessing indecent visual depictions as defined in law.

1st Violation—Item is confiscated for 24-hour time period, returned to the student or parent/guardian*, and a detention are assigned.

2nd Violation—Item is confiscated for 7 calendar days, returned to the parent/guardian*, and four hours of detention are assigned.

3rd Violation—Item is confiscated for 14 calendar days, returned to the parent/guardian*, and 1 to 3 days of ISS are assigned.

Continued violation will not be tolerated.

*Parents/guardians may collect confiscated electronic devices by appointment only after a consultation with administration or designee and a review of the cell phone policy.

Electronic study aids may be used during the school day if:
1. Use of the device is provided in the student's IEP, or
2. Permission is received from the student's teacher.

Examples of electronic devices that are may be used as study aids include devices with audio or video recording, iPods®, some cellular telephones, laptop computers, and iPads®.
The School District is not responsible for the loss or theft of any electronic device brought to school.

If a student is found to have a cell phone out and being used in a locker room or restroom on school property at any time or at any school activity the first offense will carry a three-day In-School Suspension (ISS). If a second such offense occurs, the penalty will be a ten-day (10) Out-of School Suspension (OSS).

If the student has been accused of taking indecent visual depictions, the phone will be confiscated. Should the student not comply, the Sheriff's Office will be immediately contacted. In either event, the student's phone will be turned over to the Sheriff's Office and the content of the phone searched. If it is found that there are indecent pictures on the phone, the student will receive a 90-day (90) long-term OSS. It will be up to law enforcement or the county attorney to determine if they will proceed with any child pornography charges.

CHECK OUT PROCEDURES: All students who have to leave the building during the school day MUST have their parent's/guardian's **written** permission and they MUST report to the school office and sign out before leaving the building. Failure to receive permission and sign out in the office before leaving will be considered an unexcused absence. Parents/guardians may not excuse students who leave during the school day after the absence has occurred. All excuses must be cleared through the school office PRIOR to the student leaving campus. Students who become ill or have an accident during school hours should report to the nurse's office. Parents/guardians will be contacted by the school nurse or designated person in case of illness. No student who checks out during the school day for illness will be eligible to participate in any extra-curricular activity that day. The principal or his/her designee, may send a student home sick, if the health team is unavailable, and with the parents/guardians consent. Students may not check-out to leave for lunch unless they have a permission sheet on file signed by the parents/guardians. No student use of any type of vehicle during lunch period is allowed.

COMMENCEMENT PARTICIPATION: Students must have successfully completed all requirements set forth by the Board of Education and State of Kansas for graduation to participate in Commencement and Baccalaureate ceremonies. *Students must also be in good standing having all bills and fees paid, completion of all course work required and be in compliance with school regulations.*

CREDIT: Credit is awarded for the successful completion of a course of study. Successful means that a grade of A, B, C, or D was earned. One credit is given to a course that meets for one period each day for the entire school year. Credit for work done at non-accredited institutions by transfer students will be determined on a case by case basis.

DAMAGED AND LOST BOOKS OR EQUIPMENT: Any books and equipment lost or damaged will be charged to the student to whom the equipment or books were issued. The charge will be at the current replacement cost.

EMERGENCY CLOSINGS: If school is cancelled or if buses do not run because of inclement weather or hazardous road conditions, announcements will be made on radio stations KSKZ—FM (99.9) Leoti, KFLA–AM (1290) Scott City or KEZU—FM (94.5) Scott City. The TextCaster and Power Announcement notification system will also be used to notify the public.

EMERGENCY DISMISSALS: If buses are sent home early due to inclement weather, those students who live outside of Leoti and drove their own vehicles to school will be allowed to leave early, unless parents indicate otherwise. Students will not be allowed to leave class to call home.

EMERGENCY DRILLS: Fire and tornado drills are conducted in order to instruct students, faculty and staff on how to get to a safe region as quickly as possible in the event of a calamity. Directions for fire drills are posted in each classroom and at other places, which are accessible to all persons in the building. Students are informed as to the fire drill routine prior to the drill. The siren will sound until everyone is out of the building. In the event of a tornado drill, these procedures should be followed: Silence is necessary so that the alarm and instruction can be heard. Students should exit classrooms in an orderly fashion and proceed to the multi-purpose room or boys' locker room by the west stairway. Since the greatest danger in a tornado is flying debris, everyone should stay away from windows and glass doors.

EMERGENCY SAFETY INTERVENTIONS: The board of education is committed to limiting the use of Emergency Safety Interventions ("ESI"), such as seclusion and restraint, with all students. "Emergency Safety Intervention" is the use of seclusion or physical restraint when a student presents an immediate danger to self or others. Violent action that is destructive of property may necessitate the use of an emergency safety intervention.

FAMILY NIGHT/TIME: WCJSHS will observe Wednesday night as family night. All after school activities must end early enough to allow students to be out of the building by 6:30 p.m. No USD #467 activity is to be scheduled on Wednesday night or on Sunday unless approved by administration.

FEES: Fees for the current school year will be as follows:

Textbook Rental Fee.....$50.00
Technology Fee……$10.00
Lunch: Individual student lunch..... $2.45
20 Lunch Ticket.....$49.00
Breakfast: Individual student meal $1.55
20 Breakfast Ticket $31.00

Individual classes may have a fee for consumable workbooks and materials. Such fees will equal the cost of providing the materials. Fees for joining KAYS, NHS, etc., and other activity expenses are optional, required only of those students electing to participate.

FIELD TRIPS: Students participating in school sponsored field trips and activities are required to have a signed parent permission slip returned to the office before being allowed to participate in the activity. Students must have make-up work in all classes completed before attending activities. Transportation will be in vehicles approved by USD #467.

GRADE CARD: Grade cards will be emailed, mailed or handed out on a day designated following the end of a grading period.

HONOR ROLLS: Honor rolls are determined after each grading period. Requirements for the "A Honor Roll" are (1) no grade lower than an "B" and no more than one grade of "B" (2) all other grades are "A". Requirements for the "B Honor Roll" are (1) no grade lower than a "C" with no more than one grade of "C" with at least one grade of "A" and all other grades at least "B" or (2) no grade lower than a "B", but more than one grade of "B".

Upon 8th grade graduation, Honor Graduates will be recognized. 8th Grade students graduating with a Career GPA (4 Semesters) of 3.83 – 4.00 will be designated as High Honor Graduates. 8th Grade students graduating with a Career GPA (4 Semesters) of 3.46 – 3.82 will be designated as Honor Graduates. Transfer students grades will have to meet the WCJSHS criteria for honors at graduation.

INSURANCE: WCJSHS provides basic catastrophic accident medical insurance on all students participating in any of the activities recognized by the Kansas State High School Activities Association. Students are covered while practicing for, competing in or traveling to and from as representatives of WCJSHS and under the direct supervision of a full time school employee, athletic and activity events sponsored by or under the jurisdiction of the KSHSAA. This policy is not meant to replace individual insurance, but only provides catastrophic insurance.

JUNIOR-SENIOR PROM POLICY: The Junior-Senior prom, banquet and dance will be hosted by the Junior class in the WCHS gymnasium during the spring semester of the school year. Those eligible to attend the banquet will be members of the junior and senior classes in "good standing" and their dates whose meal has been paid for in advance. **All** students attending must be a student in good standing and may not be under ANY disciplinary actions, must meet eligibility, and must have paid all fees, dues, and fines that are due/past due. Servers will be selected by the junior class from members of the sophomore class. The servers will be allowed to attend the dance if they so desire. Underclass members may attend the dance by invitation only from a Junior or Senior. Junior High students will not be allowed to attend Prom. *Out of*

district dates must be in grades 9-12 or have graduated the previous school year. Dress will be semi-formal. Appropriate dress for the Prom does not include jeans, t-shirts, or tennis shoes. Men should wear slacks with a button down shirt and a tie, a suit, or a tux. Women should wear formal/semi-formal attire which does not have high slits, plunging necklines, exposed midriffs, or low backs. Normal rules applied to school dances apply to the prom and all its participants.

LIBRARY POLICIES: All students are encouraged to use the library for reading, selecting reading materials, studying, research, and working on projects. Students are expected to work quietly without disturbing others. No one has the right to infringe upon the learning environment of others. Students who continue to disturb the learning environment will be sent back to the classroom.

Rules of the school also apply when in the library.

Water bottles are allowed in the library but must have a lid that fits securely.

1. Books will be checked out for a two-week period. The date due will be stamped on a slip in the book.

Over-due notices are sent out every two (2) weeks. When the book becomes over-due, the student must bring the book to the library to be renewed. A fine of 10 cents per day is charged until the book is returned. Students may not check-out additional materials until the overdue book(s) is returned and the fine paid.

Magazines may be checked out over-night and are to be returned to the library the following morning. The student may check-out the magazine again if needed. Magazines that are lost will be charged a $3.50 replacement fee.

Encyclopedias may be checked out at the end of the school day for overnight use and are to be returned to the library the following morning.

Library materials used by a student for a classroom research project will be checked in from the student's name and the materials will then be checked out to the classroom teacher for the checking of sources, etc.

3. INTER LIBRARY LOAN MATERIALS: The library will order books and magazine articles for students from Inter Library Loan (ILL). Books must be returned on the date the librarian marks on the slip in the book. If it is not returned promptly, the student will be charged a fee of $3.50 per book to cover postal charges. Students will pay for lost ILL materials according to the price set by the lending library.

4. LOST OR DAMAGED ITEMS: Students who lose library books or return books that are badly damaged will pay the replacement cost of the book as determined by the district Library Media Specialist (LMS). The LMS will use current book sources to determine the price such as Follett Library Resources, Scholastic, and/or others. If a student returns the "lost book" after paying for it within four (4) weeks, the cost of the book will be refunded to the student from the Board of Education office. If said book is returned damaged, no refund will be given. If said book is returned in good condition after the initial four weeks, the student may keep the book. No refund will be made after the initial four weeks period.

LOCKERS: Students have the use of their assigned lockers, but the lockers remain the exclusive property of the school. School authorities have the right and the duty to inspect the lockers when they believe that something of an illegal nature may be stored in a locker or to remove school property from a locker. Students may not attach any permanent items or write with permanent ink or markers inside or out on lockers. All lockers should be kept clean so that no papers, books, book bags, or coats hang out of closed doors. Doors should be completely closed when not in use. Students are prohibited from placing locks, other than the regularly issued school lock on their lockers or using lockers other than the one officially assigned to

them. Students are advised never to leave valuables such as money, car keys, jewelry, calculators, or purses in their lockers, even if that locker is locked.

LUNCH PROCEDURES: The high school students will be released for lunch at the first bell; the junior high school students will go on the second bell. Students eating in the cafeteria will enter and exit the west door of the cafeteria dome. High school students who bring a sack lunch will eat in the lobby in front of the HS gym. This will be the only eating place in the high school. Students will not be allowed to charge meals. Students will be notified when their lunch ticket is getting low on funds and no lunch purchases will be made when the student's lunch card has a negative balance.

STUDENTS ARE NOT TO BE IN, ON, OR AROUND ANY VEHICLES DURING LUNCH PERIOD. NO STUDENT USE OF ANY TYPE OF VEHICLE DURING LUNCH PERIOD IS ALLOWED. STUDENTS MAY NOT RIDE IN ANY VEHICLE DURING THE PERIOD EXCEPT WITH PARENT OR GUARDIAN. STUDENTS MAY WALK OFF CAMPUS ONLY DURING LUNCH PERIOD IF SIGNED PERMISSION IS GIVEN BY THE PARENT. During lunch, restrooms outside of the lobby area, halls, and classrooms are off limits to all students. Students are not allowed in the gym or locker room areas during the lunch period.

MAKEUP SLIPS: If a student is absent from school for any reason other than a school-sponsored activity, a makeup slip must be obtained from the office. To obtain a makeup slip, the student should present a written excuse from the parent or guardian. Absences without consent of parent or guardian will be considered truancy. A student who has been absent will not be admitted to class until an absence slip is issued by the office.

PARENT CONFERENCES: Formal conferences with parent/guardians and teachers will be held twice a year, once each semester and at other times as deemed necessary by the parent/guardian or school.

PARENT VISITATION: Parents/guardians of high school students are invited to attend school, with prior arrangement, while classes are in session. Visitors may tour the building and have the opportunity to ask questions about the operation of WCJSHS. All parents/visitors must check in at the office upon entering the building.

PEP ASSEMBLIES: Pep assemblies will normally be held in the gym, beginning at 3:15 p.m. All students are expected to attend. Any special instructions for the assembly will be in the daily announcements.

PEP CLUB BUS: Sponsored bus transportation may be furnished to students who want to attend varsity events away from Leoti.

VENDING MACHINES: Students may use the machines before, between, and after class. **ONLY BOTTLED WATER WITH SCREW-ON CAPS WILL BE ALLOWED IN THE CARPETED HALL AREAS OR CLASS ROOMS**. Snacks for special occasions will be at the discretion of each individual instructor.

PUBLIC DISPLAY OF AFFECTION: Students are to refrain from holding hands, embracing, kissing or other bodily contact during school or school sponsored events.

PURCHASES FROM ACTIVITY ACCOUNTS: There will be no purchases paid out of the activity fund unless an activity purchase order is filled out and signed by the principal before purchasing the item. Items purchased without a purchase order will be the responsibility of the person making the purchase and will not be paid by the school.

SCHEDULE CHANGES: After the start of school, schedule changes will only be made with permission of the principal, counselor, teacher, and parent/guardian. The student should see the counselor regarding any proposed class changes.

SCHEDULING OF MEETINGS AND PRACTICES: All organization meetings and practices are to be approved by a sponsor and scheduled with the principal at least 2 days prior to the requested date. No meetings or practices are to be scheduled on Wednesday after 6:30 p.m. or on Sundays, unless approved by the administration.

SCHOOL BUSES: The operation of school buses for pupil transportation is governed by the laws and regulations of the State of Kansas. It is the policy of the USD #467 to give the best service possible to students. However, some roads are impossible to travel in bad weather. Therefore, at times it is necessary for students to meet a bus at a different location rather than where they are normally picked up. At other times, it may be necessary to alter the times of operation of the buses.

Pupils transported in a school bus are under the authority of the driver and are to obey his or her instructions. The following quotation is appropriate: "Disorderly conduct or persistent refusals to submit to the authority of the driver or sponsor shall be sufficient reason for refusing transportation to any pupil."

Other instructions from the Kansas Laws and Regulations include:

I. Previous to loading
   1. Be on time at the designated school bus stop.
   2. Stay off the road at all times while waiting for the bus.
   3. Wait until the bus comes to a complete stop before entering.
   4. Be careful in approaching bus stops.

II. While on the bus
   1. Keep hands and head inside the bus at all times.
   2. Assist in keeping the bus safe and sanitary at all times.
   3. Remember that loud talking and laughing or confusion diverts the driver's attention.
   4. Treat the business equipment as you would valuable furniture in your own home.
   5. Never tamper with the bus or any of its equipment.
   6. Leave no books, packages, coats or other articles on the bus
   7. Keep books, packages, coats, and other objects out of the aisle.
   8. Help look after safety and comfort of small children.
   9. Do not throw anything out of the bus window.
   10. Do not leave your seat with the bus in motion.
   11. Horseplay is not permitted.
   12. Be quiet when approaching a railroad crossing stop.
   13. In case of emergency, remain in the bus.

III. After leaving the bus
   1. Cross the road, when necessary, in front of the bus.
   2. Be alert to the danger signal from the driver.
   3. Discharge of riders at any places other than the regular bus stop at the home or school is prohibited unless by proper authorization from the parent or school official.

IV. Activity trips
   1. The above rules and regulations will apply to any trip sponsored by the school.
   2. Pupils shall respect the wishes of a competent chaperone appointed by the school
   3. All movies to be shown on trips must be approved by the administration in advance.

SCHOOL DANCES:

1. All high school dances are open to WCJSHS high school students in good standing and their dates. This includes having all fees and dues paid prior to attending the dance.
2. All rules and regulations of the school shall be followed by those attending the dance.
3. The names of all outside dates shall have been signed on the guest list in the office prior to the dance and *must be in grades 9-12 or have graduated the previous school year.*
4. The student host of any guest shall assume the responsibility of the actions of his or her guest.
5. Once students enter the door to a dance, they may stay until the dance is over. Students who leave the dance at any time for any reason may not re-enter the dance during that evening.
6. All students are to enter the front door at the dance site.
7. Times of dances will vary with occasion. All students attending the dance must enter within 30 minutes after the beginning of the dance, unless special arrangements have been made with the principal prior to the start of the dance.
8. All high school students attending the high school dances must be eligible and be in the 9th grade or older to attend.
9. The Junior High STUCO will organize and plan the maximum 2 school dances. These dances will be for eligible junior high students only. These functions will be scheduled from 8:00 p.m. to 10:00 p.m. and dress will be casual and following the school dress code. Rules and regulations for these events will be explained before the first such event.

SCHOOL PARTIES: All school parties and dances will be sponsored by school organizations. These events are open to WCJSHS students and their guests. All events will be held in Leoti.

SEMESTER TEST: The basic principle is to promote student academic achievement. By maintaining a good grade point average throughout the semester every student has the opportunity to qualify to be exempt from some semester exams. Students with a “C” or better in each elective class will not be required to take semester exams in those classes. Verification of the grade will be done by the teacher two weeks prior to first day of semester exams. Once a student is on the D/F list and required to take semester exams they may not be taken off the list. If a student’s grade drops below a “C” at any time within that two weeks their name may be added to the list. It is the teacher’s responsibility to notify students if their name has been added to the list of students required to take the exam.

Exams are required of all **high school** students enrolled in these courses:

English I, English II, English III, English IV, English Comp I & II
Algebra I (any variation) & Algebra II
Physical Science & Biology I
World History, American History, Constitution
Any Class for Concurrent Credit (High School & College Credit)

**A student may voluntarily take an exam from which she/he is exempted in an effort to raise his/her grade.

**ALL suspensions (ISS or OSS) during the semester will result in the student taking the current semester’s exams in ALL seven classes.

Junior high students will take their required exams during the regular class period on the first day of semester exams. Junior high students will NOT have class the second day of semester exams.

Exams are required of all **Junior High** students enrolled in these courses:

7th Grade & 8th Grade Math
7th Grade & 8th Grade English
7th Grade & 8th Grade Science
7th Grade & 8th Grade Social Studies

SENIOR/JUNIOR COLLEGE DAYS: Seniors and Juniors desiring to visit a college may be excused for two days per school year. Arrangements must follow the procedures established by the counselor for these visitations.

SNOWBALLS: To protect windows, vehicles, school property, and innocent by-standers, throwing snowballs will not be allowed on any school property.

STUDENT DRESS CODE: The Board of Education of USD #467 has adopted the following regulations concerning student's dress at WCJSHS for the current school year.

1. Appearance and all clothing must be suitable for the occasion at all times. Extreme styles that cause disruption of the learning process are prohibited.
2. Shoes/sandals/flip flops must be worn by all students at all times.
3. Shirts, blouses, and pants shall be in good taste, modest in appearance without vulgarity, suggestive slogans, or suggestive pictures. They should cover all of the midriff area while arms are extended straight out from the body and adequately cover the upper and lower torso of the body. Shirts and blouses must have sleeves and cover the shoulders. Clothing should not be too tight, see-through, or revealing while covering undergarments at all times. This includes dressing out for Physical Education.
4. Improper shirts/blouses are not considered acceptable even when worn under outer garments such as jackets, coats, and outerwear that zips or buttons.
5. Shorts, dresses, and skirts will not be shorter than the tip of the middle finger when arms are relaxed and shoulders are level. Openings/slits on all skirts and dresses must not extend above fingertip length. The wearing of leggings or tights does not change these requirements. Leggings/tights are to be worn with a shirt/blouse, and must completely cover the student's rear. The top must also be as long as the tip of the middle finger. Example: tunic
6. SHORTS- The following types of shorts are prohibited whether they have pockets or not: (a) short shorts; (b) biking shorts; (c) gym shorts; (d) cut off ragged jeans or look alike and (e) any combination of the above. Length is at least middle finger tip.
7. Excessively baggy or sagging pants that do not adequately cover the undergarments are not allowed. Overalls must be fully buttoned up with no loose straps. No chains are allowed.
8. Hats, caps or head coverings are not to be worn in the school building during normal school hours or when students are involved in a school-sponsored activity.
9. "Tear away" or "Rip Off" wind suit pants, flannel pants, or scrub/pajama style pants are unacceptable whether they have pockets or not. Sweat pants that have printing on the seat are not acceptable.
10. No clothing shall have holes above tip of the middle finger when arms are relaxed and shoulders are level which expose skin or undergarments of any kind. Temporary

modifications to cover holes, is unacceptable, unless the student is so directed by the principal or his/her designee.

11. Dress code is in effect for students participating in all extra-curricular activities. The dress code is in effect before, during, and after competition.

12. During school hours, the dress code also applies to all individuals who are members of school sponsored teams and groups. Cross country and track shorts are not acceptable to wear throughout the school day.

The next page is for student reference as to what is and is not acceptable clothing to wear at school:

STUDENT IN GOOD STANDING: A student in good standing may not be under ANY disciplinary actions, must meet eligibility, and must have paid all fees, dues, and fines that are due/past due.

STUDENT OFFICES: In an effort to avoid duplication of students in elected and/or appointed offices and to give an opportunity to more of the students to gain experience in positions of responsibility, the following will be observed:

1. A student may not hold more than one major office and one minor office, or more than two minor offices, concurrently.

2. A major office shall be any of the following:

   (a) Student council president and vice-president, Class president, or President of KAYS, FFA, NHS, etc.

3. A minor office shall be any not listed above.

STUDENT PASSES: Planners are to be used by students anytime they are leaving a classroom or going to any other location, including Seminar. Planners must be signed by the classroom teacher with exit time listed. No more than two students from any class will be allowed to go to the library at the same time. Students who wish to visit with another teacher should secure a signed pass from the teacher in advance.

STUDENT RECORDS: In compliance with Public Law 93-330, the following information is provided:

1. Types of Educational Records Maintained
   a. personal data and family background
   b. medical and health information
   c. date of school entry
   d. school grades
   e. transcripts from previously attended schools
   f. school wide test results
   g. school activities
   h. honor roll published
   i. awards and honors published
   j. yearbook and school newspaper information
   k. athletic achievements
   l. student directory
2. Responsibility for Maintenance. The principal will be responsible for maintenance of all the above listed types of records or releases. At the close of each school year, all records will be reviewed to insure that the information is appropriate, current, essential, accurate, and relevant. All discarded information will be destroyed.
3. Transfer of Rights. When a student becomes 18 years of age, is married or is legally emancipated, all rights pertaining to school records, formerly accorded the parents become the sole rights of the student.
4. Parent or Eligible Student Access to Records. A parent or eligible student is entitled to have access to the educational record of the student for inspection and review. A written request is required.
5. Right of Hearing. A parent or eligible student is entitled to a hearing to challenge the content of the student's educational records on the grounds that the record is inaccurate, misleading, or contains inappropriate data. If any of the above is found, an opportunity for correction or deletion of data will be provided.
6. Right to Copy. Parents and eligible students may have copies of the educational record and must pay any charges for the requested copies.

7. Right of Interpretation. Parents or students have the right to an interpretation of the content of the educational records.
8. Access to Records. The following persons, organizations, agencies, or institutions that have a legitimate educational purpose in students may have access to the educational records.

    a. School district staff—education, personal, social development
    b. Officials of other schools students wish to enroll in
    c. Federal and State Agency Officials—legal requirements
    d. Institutions or agencies—student financial aid, scholarship
    e. State and local officials—reports required by state law
    f. Accrediting organizations—school accreditation
    g. Appropriate officials—health and safety of students
    h. Courts—to comply with the law

9. Matriculation information. The following is included in the matriculation information: Student's name, date entered, sex, home address, home phone, date and place of birth, school last attended, father's name, father's occupation, where father is employed, mother's name, mother's occupation, where mother is employed, student's preferred vocation, emergency procedures, telephone number.
10. Directory Information. The following is included in the directory information: Student's name, grade, and date of birth, home address, home phone, and parent's name. This information is released to school staff members, juvenile and law enforcement officials and the military. Athletic program information may include height and weight. If any student believes any or all of the above directory information should not be released without prior consent, please contact the school within ten days of enrollment.
11. Transfer of Educational Records. Students will be notified of transfer of educational records to any other educational institution or judicial official.

STUDENT VEHICLES HIGH SCHOOL: High School students who drive to school may park in the following areas: east of school on either side of the street, north of the crosswalk and on the west side of school in the parking lot. **Students are not to park off the street/on the grass on the east side of the building and not to park directly in front of any of the houses west of the school.** Students may not use their vehicles during school hours, including lunch period. Students may not be in, on, or around vehicles during lunch periods. Students are to park in marked and designated areas only. Students should note designated Visitor Areas east of the main entrance and Reserved Areas in the west parking lot.

STUDENT VISITATION: Students may have a guest visit school for ½ day. **Prior arrangements shall be made with the principal before the guest arrives at school.**

TELEPHONE: No student will be called from class for phone calls or personal visits except in the case of emergencies. Messages will be taken and delivered to students. All phone calls by students are to be on the phone in the lobby before, between, and after classes. Other phones in the building are not to be used by students except for calls made with permission of a teacher. No long distance calls are to be made without office/administration approval. Students should limit calls made during the lunch period to one minute. Students may, with the office staff permission, use their personal cell phones to make **emergency** phone calls. The student must stay in the presence of the office staff and should make such a call between classes or at lunch so instructional time is not lost.

STUDENT ACTIVITIES

ELIGIBILITY: The following regulations are summarized from the Kansas State High School Activities Association Handbook. You are eligible if:

1. You are a bonafide undergraduate student in good standing.
2. Your conduct and standard of sportsmanship are satisfactory and do not bring discredit to yourself or your school.
3. You do not use any form of tobacco, illegal drugs, alcoholic beverages, etc., at school events.
4. You are not nineteen (19) years of age on or before September 1 of the school year in which you are to compete.
5. You have not completed eight semesters of competition and/or attendance with not more than four seasons in one activity in a four year school.
6. You have passed five (5) subjects of unit weight your last semester of attendance (An incomplete counts as a failure).
7. You are attending and enrolled in five subjects of unit weight.
8. The last two semesters of possible eligibility are consecutive. (High school students only)
9. You do not engage in outside athletic competition in the same sport while you are a member of a school squad.
10. You have passed an adequate physical examination by a practicing physician and have the written consent of your parent or legal guardian. The completed form must be on file in the school office before you may be allowed to practice.
11. You are regularly enrolled and in attendance no later than Monday of the fourth week of the semester in which you participate.
12. You are a transfer student and have met the requirements of the transfer rule.
13. You are not a member of any fraternity or other organization prohibited by law or by the rules of the KSHSAA.
14. You have not competed under a false name.
15. You have not competed for cash or merchandise and have observed all other provisions of the amateur rule.

All students participating in athletics, debate, forensics, cheerleading, vocal music, instrumental music, and academic contests for Wichita County Junior-Senior High School must meet each of the above State requirements.

ACTIVITY AND ATHLETIC PARTICIPATION ELIGIBILITY: Eligibility for participation in all school sponsored activities for WCJSHS students will be determined on a weekly basis.

1. Eligibility begins after a “grace” period of the first scheduled full week of classes, at the beginning of each semester and will be evaluating the current quarter’s grade.
2. Eligibility reports will be issued on Monday morning, or the first day of any week where Monday is a holiday.
3. Any student who has two (2) F’s (a failing grade), or two (2) consecutive weekly failing grades in any one class, will become INELIGIBLE for that week’s athletic events as well as any school sponsored activities (this includes club activities, school dances, etc.)
4. Eligibility status will be in affect from MONDAY to MONDAY (or the first day of any week where Monday is a holiday). The eligibility reports will be generated on Monday morning after 8:30 a.m. and will be sent by e-mail to ALL the Teachers/Coaches/Sponsors and/or placed in their school mailboxes. Eligibility status will not change until the following Monday. **All suspensions (in-school or out-of-school) will result in ineligibility for the week(s) during which suspension is served.**
5. It will then be the teacher’s/coach’s/sponsor’s responsibility to inform the ineligible student of their status for that week.
6. Ineligible students may not attend competitions, practices, club meetings or planning activities during the school day.

7. Ineligible students cannot ride in school transportation to any school events at any time.
8. Field trips which involve no performance, awards, or competition are exempt from this policy. Such field trips must be an integral part of the class and graded curriculum.
9. Band and Vocal Music will be exempt from this policy for KSHSAA Regional/State level competitions and/or the High School Musical.

NOTE:
Any student, as an individual involved in an activity offered at WCJSHS, is recognized as an official representative of the school and its community. Conduct and sportsmanship on and off the school premises should display the highest possible standards.

AWARDS – HIGH SCHOOL

JERRY HOOKER AWARD FOR BOYS

To be eligible, an athlete must compete in a sport during each of the three seasons of the school year for all four years of high school. In addition, an athlete must demonstrate characteristics of dedication, responsibility, team-orientation, and leadership. The head coaches of boys' sports (cross country, football, basketball, wrestling, golf, track, baseball) will choose the athlete from the list of eligible candidates who has best represented the school and has contributed the most to athletics.

TOM WILLIAMS AWARD FOR GIRLS

The Tom Williams Award may be presented annually to the outstanding high school senior female athlete at WCJSHS. The head coaches of the girls' sports (cross country, volleyball, basketball, golf, track, softball) will select the recipient based on participation and achievement in athletics, character, and leadership. Beginning with the 1991 award, the recipient must have participated in at least one sport during each of the three sport seasons to be considered for the award.

OUTSTANDING SENIOR FORENSIC AWARD

The candidate must:
1. Participate in forensics for at least two years, including the senior year.
2. Participate in five invitational tournaments.
3. Accumulate points through speaker ranking, rating and ranking in final rounds.
4. Show leadership and interest.

JOHN PHILLIP SOUSA BAND AWARD

All high school seniors who meet the following criteria are eligible. Final selection is made by the band director.

1. Seriously involved in developing as an individual musician and in helping to build a strong high school band program.
2. Maintain an A average in high school band all four years.
3. Earn a letter in band three out of four years, including senior year.
4. Be exemplary of the high ideals and standards of dedicated leadership, pride, and musicianship as set by John Phillip Sousa.
5. Hold a section leader position for one or more years.
6. Perform as a soloist and/or ensemble member at the KMEA District Contest at least two years out of the four.

7. Audition at least once for both the KMEA Honor Band and KMEA All-State Band and Orchestra.
8. Perform a solo at State music festival at least once in four years.
9. Perform tasks above and beyond the call of duty.
10. Freely volunteer services and help others in a kind manner.

If several seniors meet the above qualifications, the final selection will be based upon the most active and meaningful participation, such as all-state band, solo rating at state music festival and other acquired recognitions and distinctions.

OUTSTANDING SENIOR VOCALIST

1. Seriously involved in developing as a musician
2. An A average in high school Choir all 4 years
3. Choir letter earned all 4 years
4. League and Regional Music Festival solo &/or ensemble all 4 years
5. Auditioned for District KMEA Choir minimum of 2 times
6. Solo at State Contest at least once OR member of KMEA State Choir
7. Leading or secondary role in musical minimum 2 or 4 years
8. Freely volunteer his/her services and shows positive leadership

OUTSTANDING SENIOR MATH AND SCIENCE STUDENT

Selections by Math & Science Teachers

OUTSTANDING CREATIVE ARTS STUDENT

*Sponsored by the WCJSHS Art Department

This award is to be awarded to the high school individual that best exemplifies the attributes of outstanding achievements in the fine arts area. This award may be given to any student who is a junior or senior, and meets the following requirements.

(1) This student must be seriously interested in a personal commitment to excellence in fine arts.
(2) This student must maintain a “B+” grade average in combined art classes throughout the year.
(3) This student must have participated in at least two years of league art shows.
(4) This student must take an active part in the WCJSHS art club.
(5) This student must take an active role in the development of cooperative learning in his/her art classes.(meaning this student must freely volunteer his/her talent and knowledge to other students)
(6) A student may win this award two years in a row.

KSHSAA CITIZENSHIP AWARD

The Kansas State High School Activities Association established the Citizenship Award to recognize one boy and one girl from each graduating class in each high school. These award winners are selected by the WCJSHS faculty using this criteria: respect for our country and its flag; respect for students, teachers, and citizens of the community; respect for public and private property; respect and tolerance of religious convictions of others, responsibility in assuming citizenship in school and community; and showing reverence and concern for life.

PERFECT ATTENDANCE AWARD

This award is given to any student with perfect attendance through the last week of school, before the awards ceremony. Perfect attendance is defined as no tardies or absences (excused or unexcused) for any part of a day or a period.

PRESIDENTIAL ACADEMIC FITNESS AWARD

This award is given to any graduating senior meeting the following criteria:

(a) B+ average. The overall average is composed of all grades in the school including the fall (7th) semester of the senior year. It is the equivalent to a 3.3 on a 4 point scale.
(b) Test scores: Standardized Achievement Test Battery score at 80th Percentile: The battery must be from the current or preceding academic year and include both verbal and mathematical skills. Nationally standardized college admissions examinations, such as the SAT or ACT composite score may be used.
(c) Twelve Credits in the "New Basics" using Grades 9-12. The senior must complete by graduation at least 12 high school or higher level course units distributed among the "New Basics." The "New Basics" include: English, mathematics, science, social studies, foreign languages, and computer studies. Credits are not required in each of the "New Basics".
(d) Extra-ordinary Effort Award: These awards are optional and given at the principal's discretion to a limited number of students who do not meet all the academic criteria, but whom the principal wishes to recognize for extra-ordinary effort. The awards are identical to the Presidential Academic Fitness Awards in appearance and may be awarded to no more than 10 percent of the number of students who meet all of the academic criteria for the award.

IIBGA Children's Internet Protection Plan (CIPA) Plan IIBGA
Children's Internet Protection Act (CIPA) Safety Plan

Goals:
It is the policy of USD 467 to take the following technology protection or other specified measures in order to better protect our district students from harmful online and electronically transmitted content:

- install blocks or Internet filters to the district network in order to limit access by both minors and adults to child pornography and visual depictions or materials that are obscene, inappropriate, or harmful to minors and/or the transmission thereof;
- monitor the online activities of students while at school, at school sponsored activities, or while utilizing the district's network, computer system, computers, e-mail system, or electronic devices having access to the Internet;
- address issues related to the safety of students when using e-mail, chat rooms, and other electronic communication;
- educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms as well as on cyberbullying awareness and response;
- hinder unauthorized access (hacking) and other unlawful on-line activities by students; and
- prevent unauthorized disclosure, use, or dissemination of personal information regarding minors, which shall include, but may not be limited to, personally identifiable information contained in student records; and
- comply with the Children's Internet Protection Act.

Access to Inappropriate Material

To the extent practicable, technology protection measures or Internet filters shall be used to block or filter the Internet or other forms of electronic devices from accessing child pornography as well as obscene, inappropriate, or harmful material given the age and maturity levels of district students. It is the district's goal to implement and enforce technology protection measures under this plan in such a way as to ensure no minor has access to visual depictions that are child pornography, harmful to minors, or obscene.

Subject to administrative approval, technology protection measures may be minimized only for bonafide research or other lawful purposes that are closely monitored by district staff.

Inappropriate Network Usage
To the extent practicable, steps shall be taken to promote the safety and security of users of the district's online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, in accordance with CIPA, measures to prevent inappropriate network usage shall include frequent monitoring of the District's network, computer systems, and equipment to detect any unauthorized access to prohibited materials as described earlier in this plan, hacking, and other unlawful activities by students or staff members. Such monitoring shall also strive to detect unauthorized disclosure, use, and dissemination of personally identifiable information regarding students.

Education, Supervision and Monitoring
It shall be the responsibility of all members of the District's staff to educate, supervise, and monitor appropriate usage of online computer network access to the internet in accordance with this policy and CIPA. If, during the course of such monitoring, a student or staff member discovers a violation of this policy, the student or staff member shall make a report as follows:

1) Students shall report suspected violation of this policy to any classroom teacher.
2) Staff members shall report suspected violations of this policy to their immediate supervisor when possible.

Disciplinary Measures
The district retains the right to discipline any student, up to and including expulsion, and any employee, up to and including termination, for violation of this policy.

Adoption
This Children's Internet Protection Act Safety Plan was adopted by the Board of USD 467 at a public meeting, following normal public notice and a hearing, on July 8, 2013.

WICHITA COUNTY SCHOOLS
USD 467

Acceptable Use Policy for Technology Systems – Students
(Computer, Network, Internet, and E-mail Systems)

When using the Technology Systems (all district computer, network, Internet, and e-mail systems) provided by USD 467, students will comply with any and all related Board of Education policies, administrative guidelines, including copyrighted materials, and operating procedures relative to acceptable and responsible use.

1. All use of Technology Systems must be related to USD 467 curriculum, programs, or activities, have specific educational purposes, and be consistent with the policies of USD 467.
2. Use of Technology Systems to access/transmit obscene, objectionable, pornographic material, or any material likely to be offensive is prohibited.

3. Any use of Technology Systems to facilitate illegal activity is prohibited.
4. Any use of Technology Systems for commercial or for-profit purposes is prohibited, unless specifically related to a district program, activity or authorized fund raising project.
5. Non-school related communication using district Technology Systems is prohibited.
6. District Technology Systems should only be used for educational purposes whenever a specific toll or charge is incurred.
7. Users shall avoid the known or inadvertent spread of computer viruses through district Technology Systems. Users will report warning messages regarding virus activity to district technology support staff.
8. Use of e-mail distribution lists to send e-mail messages inconsistent with this policy is prohibited.
9. Any use of Technology Systems for political lobbying is prohibited.
10. Network and e-mail accounts are to be used only by the authorized owner of the account for authorized purposes. Users should not leave systems that they are logged into unattended or unlocked.
11. Users shall not intentionally seek information on, obtain copies of or modify files, other data, or passwords belonging to other users or misrepresent themselves or other users of Technology Systems.
12. Users shall respect the copyright of all accessible information.
13. Students using district Technology Systems shall strictly comply with the Family Educational Rights and Privacy Act (FERPA) and applicable state law pertaining to disclosure of educational records of identifiable students.
14. No use of Technology Systems shall serve to disrupt the use of the network by others; hardware or software shall not be destroyed, modified, or abused in any way.
15. Students shall have no expectation of privacy, from review of materials, when using district Technology Systems. USD 467 may monitor or review Technology Systems use, at any time, with or without prior notice to a student.
16. Hate mail, harassment, discriminatory remarks, and other anti-social behaviors are prohibited.
17. Technology Systems will not be used to access/download/use games, video, and/or audio files that are not being used for legitimate educational purposes.
18. Any materials published (electronic or hardcopy) using district Technology Systems must be for educational purposes and consistent with the practices and policies of USD 467. USD 467 reserves the right to edit the content to published materials.
19. Use of chat rooms, listservs, or other synchronous communication tools must be approved by a district administrator.
20. Students who have knowledge of violations of this policy must promptly report the information to an administrator.
21. Use of district Technology Systems will not be permitted until a student has signed an Acceptable Use Policy for Technology Systems form.

Security

1. Students are discouraged from providing personally identifiable information over the Internet. Personal information about a student will not be disseminated publicly online without written permission from a parent.
2. Students should not respond to messages that are suggestive, obscene, or threatening. Such messages from a known source should be shown to an administrator who will forward a copy to district technology support staff. Such messages from an unknown source shall be deleted.

Checkout/ Off-site Use

1. All policies described in this document apply to usage of district Technology Systems both at home and at school.

2. In the event of checkout, district Technology Systems are for staff member or student use only.
3. When district Technology Systems are checked out, they will be returned on time.
4. District Technology Systems must be kept secure at all times, and any student checking out district Technology Systems is responsible for loss, theft, or damage to district Technology Systems.

Service/Maintenance

1. Software/hardware installed on district Technology Systems is standardized and is not to be changed.
2. Technology support/maintenance must be performed by district technology support staff in order to maintain the warranty on equipment.

From time to time, USD #467 will make determinations on whether specific uses of Technology Systems are consistent with the Acceptable Use Policy for Technology systems. USD #467 reserves the right to log and monitor user activity, with or without prior notice to a student. USD 467 reserves the right to restrict use of district Technology Systems and/or discipline a student, for any violation of the Acceptable Use Policy for Technology Systems.

MEDICATION POLICY

HIGH SCHOOL POLICY

Students may carry and administer their own medication during the school day, on school activities outside the building or on sporting events. **No Narcotic Medications will be allowed in the school.**

To do this, the parent/guardian must sign a form acknowledging the presence of medication on school premises and giving permission for the student to self-administer the specific medication. The form can be a written note from the parent/guardian. The note should state the student's name, dosage instructions, parent's signature and date. All medication must be kept in the original labeled container.

When the nurse receives this note from the parent/guardian, she will visit with the student about proper storage and administration of the medication. The nurse may periodically check with the student regarding his/her medication.

Self-administration of medication must be done in compliance with the specific directions by the physician for prescriptions as stated on the prescription bottle. Over-the-counter medications will be taken as directed on the label unless there is a physician's order directly differently.

If the student does not show responsibility in self-administering of the medications, this privilege will be removed.

Only medication or treatment that is necessary so the pupil can attend school or benefit from his/her educational program should be given during the school day/activities.

Medicine (prescription, non-prescription, natural, and homeopathic remedies) will not be given at school without the following:

1. Original labeled container (do not send medicine in an envelope, baggie, or container that is not the original container). Pharmacies will provide an extra labeled container for school if needed.
2. Written parent's permission with dosage instructions, to include student's name, parent signature and date. Form may be obtained from the school nurse.
3. No out-of-date medicines will be given.
4. If over-the-counter medications are taken:

    - No medications from outside the United States will be allowed without a Dr.'s order.
    - No homeopathic remedies and performance enhancing substances will be allowed without a Dr.'s order
    - Over-the-counter medications can be self-administered as directed on the label. To be given differently than the label directs, a physician's order is needed.
    - No out-of-date medications will be allowed.
    - All over-the-counter medications must be in the original container….**NO EXCEPTIONS.**
    - **No Narcotic Medications will be allowed in the school.**

JUNIOR HIGH POLICY

Students will not be allowed to "self-administer" medication.* All medications (prescriptions, non-prescription, natural, and homeopathic remedies) must be turned into the nurse, to be administered to the student by the school nurse or delegated school staff.

*A physician may request that an emergency medication, such as an inhaler or EpiPen, be carried and self-administrated by the student. In this situation, the student must notify the school nurse when emergency medication is used.

INFECTIOUS OR CONTAGIOUS CONDITION

No person should attend school or school activities with an infectious or contagious condition (for example: chickenpox, pink eye, lice, fever {100 or above}, vomiting, etc.). It is the duty of the parent or guardian, and school nurse to exclude any child or other person affected with a disease suspected of being infectious or contagious until the expiration of the prescribed period of isolation for the particular infectious or contagious disease (according to the KDHE Handbook of Communicable Diseases). **A statement from the attending physician will be necessary for readmission to the school.** (If you have questions regarding attendance policy and excused absences, refer to the school policy outlined in this handbook.)

Tuberculosis
Any student that comes in contact with a new active or reactivated case of tuberculosis will be required to have tuberculin testing.

Chickenpox (varicella)
Each infected student shall remain out of school until all the blisters (vesicles) have scabbed.

Pink Eye
Students may return to school with a doctor's note. This would generally be 24 hours after the medication has started and the student has no symptoms.

Lice (pediculosis)
Students infested with lice must remain out of school until treatment with antiparsitic shampoo has been initiated and the hair has been picked for nits (eggs). Students need to check in with the school nurse before returning to class. If the above treatment plan has been initiated, most

of the nits have been removed, and no live parasites are present, the student may return to class. The student will need to check in daily with the school nurse until she finds no nits.

Impetigo
Students diagnosed with impetigo will need to be treated with a prescription antibiotic. These students will need to bring a note from the doctor when they are allowed to return to school and participate in sports or school activities. **NO EXCEPTIONS.**

Ring worm (tinea capitis and corporis)
Any student with ring worm should be treated by their health care provider. The area must be covered until the skin is clear.

Fever, vomiting, Diarrhea
Any student sent home with a fever, vomiting, and/or diarrhea should remain home for 24 hours after all symptoms have subsided without the use of medications. Should a student return to school before this time, he/she will be sent home.

STUDENT IMMUNIZATIONS/PHYSICAL
Any new student enrolling must present a certification of immunization or an alternative statement authorized by Kansas Law.
All students must update immunizations as required by Kansas Law.
Please contact the school nurse if you have questions regarding required immunizations.
All students under the age of 9, enrolling in a Kansas school for the first time must present the results of a recent (within 1 year) health assessment or physical.
Any student participating in school sponsored sports and a physical education class are required to have a physical by their local health care provider before participation.

HEALTH SCREENING
At the beginning of the school year, students may be screened for the following: VISION, HEARING, HEIGHT & WEIGHT, and SCOLIOSIS. Not all grades are screened every year. If you have a concern and want your child screened, please contact the school nurse. The school nurse will be available to screen any child upon request. If you do NOT want your child screened, please notify the school nurse in writing. The goal is to have all screening completed by the end of the first nine weeks. Parents will be notified of the results of your child's screening.

Allergies
Any student with a severe food and/or environmental allergy that could potentially be life threatening will be allowed to have an EpiPen at school. Delegated teacher and staff will be trained to administer. Written documentation and physician orders must be present. If you have a student requiring this kind of attention, please contact the school nurse or principal.

Food Allergies
Any student having a certain food allergy will need to have documentation from their health care provider. Forms are available from the school nurse or secretary.

THINGS YOU SHOULD KNOW

SCHOOL COLORS: Cardinal and Black

SCHOOL MASCOT: Indians

SCHOOL SONG: Cardinal and Black, the standard of our high school,
Cardinal and Black to you we will be true
Cardinal and Black, the symbol of true Indians,
And we'll show you why our team is never blue!
Leoti High will always have high spirits,
And our members are as loyal as can be
Cardinal and Black, the real brave Indian Crew,
And we're the ones that are here to see you through.

W.C.H.S

JGEC **JGEC**

Sexual Harassment: Students (See GAF)

The board of education is committed to providing a positive and productive learning and working environment, free from discrimination on the basis of sex, including sexual harassment. Sexual harassment shall not be tolerated in the school district. Sexual harassment of employees or students of the district by board members, administrators, certificated and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

Sexual harassment is unlawful discrimination of the basis of sex under Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. All forms of sexual harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events. Sexual harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

It shall be a violation of this policy for any student, employee or third party (visitor, vendor, etc.) to sexually harass any student, employee, or other individual associated with the school. It shall further be a violation for any employee to discourage a student from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy.

Sexual harassment is unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written or physical conduct of a sexual nature when made by a member of the school staff to a student or when made by any student to another student when: (1) submission to such conduct is made, explicitly or implicitly, a term or condition of the individual's education; (2) submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual; or (3) such conduct has the purpose or effect of interfering with an individual's academic or professional performance or creating an intimidating, hostile or offensive academic environment.

Sexual harassment may result from verbal or physical conduct or written or graphic material. Sexual harassment may include, but is not limited to: verbal harassment or abuse; pressure for

sexual activity; repeated remarks to a person, with sexual or demeaning implication; unwelcome touching; or suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning a student's grades, participation in extra-curricular activities, etc.

The district encourages all victims of sexual harassment and persons with knowledge of such harassment to report the harassment immediately. The district will promptly investigate all complaints of sexual harassment and take prompt corrective action to end the harassment.

Any student who believes that he or she has been subjected to sexual harassment should discuss the alleged harassment with building principal, another administrator, the guidance counselor, or another certified staff member. Any school employee who receives a complaint of sexual harassment from a student shall inform the student of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. If the building principal is the alleged harasser, the complaint shall be reported to the district compliance coordinator. The building principal or district compliance coordinator shall discuss the complaint with the student to determine if it can be resolved. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a formal complaint under the district's discrimination complaint procedure. (See KN)

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes sexual harassment under the definition outlined above. Unacceptable student conduct may or may not constitute sexual harassment, depending on the nature of the conduct and its severity, pervasiveness and persistence. Behaviors which are unacceptable but do not constitute harassment may provide grounds for discipline under the code of student conduct.

Sexual Harassment: Students (See GAF)

An employee who witnesses an act of sexual harassment shall report the incident to the building principal. Employees who fail to report complaints or incidents of sexual harassment to appropriate school officials my face disciplinary action. School administrators who fail to investigate and take appropriate corrective action in response to complaints of sexual harassment may also face disciplinary action.

When a complaint contains evidence of criminal activity or child abuse, the building coordinator or district coordinator shall report such conduct to the appropriate law enforcement or SRS authorities. (See GAAD)

To the extent possible, confidentiality must be balanced with the district's obligation to conduct a thorough investigation, to take appropriate corrective action or to provide due process to the accused.

The filing of a complaint or otherwise reporting sexual harassment shall not reflect upon the individual's status or grades. Any act of retaliation against any person who has filed a complaint or testified, assisted, or participated in an investigation of a sexual harassment complaint is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to and including expulsion of a student or termination of employment for an employee.

False or malicious complaints of sexual harassment may result in corrective or disciplinary action against the complainant.

A summary of the policy and related materials shall be posted in each district facility. The policy shall also be published in student, parent and employee handbooks as directed by the district compliance coordinator. Notification of the policy shall be included in the school newsletter or published in the local newspaper annually.

Approved: 8/04/03

JGECA **JGECA**

RACIAL HARASSMENT: STUDENTS (See GAF)

The board of education is committed to providing a positive and productive learning and working environment, free from discrimination, including harassment, on the basis of race, color or national origin. Discrimination or harassment on the basis of race, color or national origin ("racial harassment") shall not be tolerated in the school district. Racial harassment of employees or students of the district by board member, administrators, certificated and support personnel, student, vendors, and any others having business or other contact with the school district is strictly prohibited.

Racial harassment is unlawful discrimination on the basis of race, color or national origin under Titles VI and VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. All forms of racial harassment are prohibited at school, on school property, and at all school sponsored activities, programs or events. Racial harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

It shall be a violation of this policy for any student, employee or third party (visitor, vendor, etc.) to racially harass any student, employee or other individual associated with the school. It shall further be a violation for any employee to discourage a student from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy.
Racial Harassment is racially motivated conduct which:

1 Affords a student different treatment, solely on the basis of race, color or national origin, in a manner which interferes with or limits the ability of the student to participate in or benefit from the services, activities or programs of the school.
2 Is sufficiently sever, pervasive or persistent so as to have the purpose or effect of creating a hostile academic environment; or
3 Is sufficiently sever, pervasive or persistent so as to have the purpose or effect of interfering with a student's academic performance or ability to participate in or benefit from the services, activities or programs of the school.

Racial harassment may result from verbal or physical conduct or written graphic material.

The district encourages all victims of racial harassment and persons with knowledge of such harassment to report the harassment to report the harassment immediately. The district will promptly investigate all complaints of racial harassment and take prompt corrective action to end the harassment.

Any student who believes he or she has been subject to racial harassment or has witnessed an act of alleged racial harassment, should discuss the alleged harassment with the building principal, another administrator, the guidance counselor, or another certified staff member. Any school employee who receives a complaint of racial harassment from a student shall inform the student of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. If the building principal is the alleged harasser, the complaint shall be reported to the district compliance coordinator. The building principal shall discuss the complaint with the student to determine if it can be resolved. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a formal complaint under the district's discrimination complaint procedure (See KN).

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes racial harassment under the definition outlined above. Unacceptable student conduct may or may not constitute racial harassment, depending on the nature of the conduct and its severity, pervasiveness and persistence. Behaviors which are unacceptable but do not constitute harassment may provide grounds for discipline under the code of student conduct. The discipline of a student for violation of any provision of the code of student conduct may be enhanced if the conduct is racially motivated.

An employee who witnesses an act of racial harassment shall report the incident to the building principal. Employees who fail to report complaints or incidents of racial harassment to appropriate school officials may face disciplinary action. School administrators who fail to investigate and take appropriate corrective action in response to complaints of racial harassment may also face disciplinary action.

When a complaint contains evidence of criminal activity or child abuse, the compliance coordinator shall report such conduct to the appropriate law enforcement or SRS authorities. (See GAAD)

To the extent possible confidentiality will be maintained throughout the investigation of a complaint. The desire for confidentiality must be balanced with the district's obligation to conduct a thorough investigation, to take appropriate corrective action or to provide due process to the accused.

The filing of a complaint or otherwise reporting racial harassment shall not reflect upon the student's status or grades. Any act of retaliation against any person who has filed a complaint or testified, assisted, or participated in an investigation of a racial harassment complaint is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to and including expulsion for a student or termination of employment for an employee.

False or malicious complaints of racial harassment may result in corrective or disciplinary action against the complainant.

A summary of this policy and related materials shall be posted in each district facility. The policy shall also be published in student, parent and employee handbooks as directed by the district compliance coordinator. Notification of the policy shall be included in the school newsletter or published in the local newspaper annually.

Approved: 8/04/03

WICHITA COUNTY JUNIOR SENIOR HIGH SCHOOL STUDENT ACTIVITIES/ATHLETIC HANDBOOK 2016-2017

I. PARTICIPANTS

A. Athletics/Activities

1. Any student of Wichita County Junior Senior High School may indicate an interest in competing/participating in any of the sports/activities offered by the schools of the district.

2. Any student may try out for an activity/sport if all requirements for that activity/sport are met i.e. physicals, insurance, etc.

3. Participation in more than one athletic event during the same season is not encouraged.

B. Managers

1. The manager of a sport will be delegated duties by the coach of the team. It is the manager's task to perform assigned duties to the satisfaction of the coach.

2. The manager of a sport is expected to follow the same rules as the athletes.

3. Criteria for lettering as a manager is as follows:

   a. Managers are expected to be at all practices, and to travel with the team to away events.

   b. Managers must attend and be eligible for 75% of all athletic events.

   c. Managers who attend events only are not eligible to letter.

C. Statisticians/Filmers

1. Statisticians should be persons who are willing to help coaches compile accurate information concerning athletic events.

2. Statisticians and filmers are not required to be at practice sessions.

3. Statisticians and filmers are expected to follow the same rules as the athletes.

4. Statisticians and filmers are expected to travel with the team.

5. Statisticians and filmers who attend the events only are not eligible to letter.

D. Trainers

1. The trainer will be assigned duties by the head coach. The trainer should be at every practice session. The trainer should be able to handle athletic injuries which do not require a doctor's attention.

2. The trainer is expected to follow the same rules as the athletes.

3. Trainers are expected to travel with the team.

4. The trainer will be sent to a clinic at least once while in high school. The athletic department will pay registration fees and classroom expenses. The trainer must pay for room and board. The trainer must reimburse the school for clinic expenses if they take the course and then do not help with the sport.

<u>ORDER OF PREFERENCE IN CASE OF CONFLICTS</u>: **In the event of conflicts concerning activities, the following items will be used to determine which events have priority and which event the participants will take part in:**

1. State championships take priority over all other events.

2. Regional or sub-state events have priority over league or other regular events.

3. Music contest will be treated the same as qualifying rounds (regional and sub-state); if a student decides to participate, they will be expected to compete as long as they continue to advance.

4. League events have priority over non-league events.

5. Non-league events will be decided between the sponsors; if agreement cannot be reached, the athletic director/principal will toss a coin to determine which event the participant will attend.

6. Scheduled events have priority over practice time.

7. If the conflict cannot be solved, the student will not attend either contest.

II. REPRESENTING THE SCHOOL

1. Members of activities/athletic teams are reminded that they represent Wichita County Junior Senior High School and have a responsibility for maintaining acceptable behavior that is a credit to themselves, U.S.D. 467, WCHS, WCJHS, and the community of Leoti.

2. Athletes/participants are to be well groomed and clothed in a presentable manner at activity/athletic contests, dinners, assemblies, or at any gathering where the entire team is represented. Athletes/participants should be well mannered, courteous, and considerate of others.

III. RESPONSIBILITIES OF ATHLETES/PARTICIPANTS

1. All athletes/participants should report, if possible, for practice the first day practice is held.

2. The head coach/sponsor is responsible for announcing when the season begins and when it ends.

3. When two seasons overlap, those involved in the first activity/sport will be allowed to finish that activity/sport before reporting for the next.

4. Permission to be excused from practice must be approved by the coach/sponsor of that activity/sport.

5. Athletes/participants must have been in school for at least three class periods immediately preceding the event or departure for an event to practice or play that day unless prior approval has been obtained from the building administration. An unexcused absence for part of the day will eliminate a student from participation for the remainder of that day.
6. Athletes/participants are expected to be at school the day after an event or the Monday following activities on Friday and Saturday. Abuse of this regulation will result in the athlete/participant being withheld from the next competition for all activities/athletics that they are involved with.

7. Insubordination will not be tolerated by coaches/sponsors and may result in loss of eligibility and dismissal from the team.

8. If any athlete/participant breaks any team rules or WCJSHS handbook rules, the school handbook will be followed to administer punishment. The coach/sponsor of

each activity may administer additional consequences after discussion with the AD/principal.

9. Athletes/participants who are consistently tardy to practice may be removed from the team.

10. Profanity by athletes/participants at any time will not be tolerated and may result in loss of eligibility and dismissal from the team.

11. Athletes/participants must meet state requirements as to age, attendance, and scholastic ability.

12. Athletes/participants are not to steal uniforms or property of this or any other school. A student seen wearing the property of other schools will be questioned; if the property is stolen they will be disciplined.

13. Athletes/participants must check in all uniforms and equipment before being allowed to participate in the next sport.

14. An athlete/participant must have written parental permission and a current physical on file in the WCJSHS office in order to participate.

15. Any athlete/participant may drop a sport/activity if reasons are stated to the coach/sponsor, all fees are paid, and equipment returned.

16. An athlete/participant expelled from a sport/activity may not enter another activity/sport that is progressing simultaneously.

IV. TRIPS

1. Anyone wanting to be dropped off after a team trip must have filled out a drop off sheet in the office (See student handbook).

2. Team members are to travel to the event with the team unless other or alternative arrangements have been approved by the building administration.

3. All team members are strongly encouraged to return from the trip with the team. Parents must sign a trip release immediately after the activity/game if they are taking their student with them.

4. Anyone who misses the team bus can only go to the game with a school official or person designated by a school official.

5. On those occasions where parents will not be at a game, they may make arrangements in person in the Junior Senior High School office for their student to return home with another parent.

V. DRUGS/ALCOHOL/TOBACCO

1. Students involved in extracurricular activities/athletics shall not manufacture, distribute, dispense, possess, use or be under the influence of illicit drugs, controlled substances, alcoholic beverages, or tobacco products. This policy is in effect beginning from the first day of fall practice through the end of the last competition or activity for each sport/activity throughout the school year. This policy is in effect when students are attending summer camps or workshops as a representative of Wichita County Junior

Senior High School. Consequences will be implemented for violations of this school policy when substantiated and after the substantiated violation is reported to the student. "Substantiated" is defined as: Actual witness to the violation by a coach, activity sponsor, school administrator, teacher, law enforcement officer, or self-reported. A student's parents/guardians may also report violations to the school administration.

2. Any athlete/participant knowingly possessing, selling, distributing or drinking alcoholic beverages, using tobacco products, or using drugs while out for an activity/sport will be disciplined. Students may be assigned but are not limited to the following disciplines: the athlete/participant must agree to counseling, will continue to practice but must sit out the next three consecutive playing dates for any KSHSAA sponsored activity/event they are involved in. Additional violations within the same school year will result in dismissal from the team and the athlete/participant will not receive a letter, any other award, or recognition in that sport. The coach/sponsor of each activity may administer additional consequences after discussion with the AD/principal. Suspended students will not be allowed to travel with team/group or sit with them (at games/events) during the suspension.

VI. GENERAL INFORMATION

LOCKER ROOM

1. There will be no "horseplay" of any kind.

2. The locker area and training room are off limits unless authorized by a coach. Any unauthorized person in these areas should be reported to the coach at once.

3. Equipment must be treated properly. Damages for mistreatment will be paid for. Any loss or damage should be reported to the coach immediately.

4. Athletes must cooperate with managers and custodians.

ATHLETIC FEES

1. Insurance – The school does not provide accident insurance but does require the student to show proof of coverage or a waiver of coverage.

2. Equipment – Any loss or damage to equipment will be paid for by the person it was checked out to. The amount to be paid will be determined by the athletic director and the coach of that sport.

CONDITIONING

1. Conditioning should include activities which increase strength and endurance. The weight program will be offered on a year round basis. Athletes are encouraged to participate in a weight program during the off season.

2. Training

   a. Players are to observe curfews set by the coach.

   b. Athletes must abide by all rules set by the coach.

   c. Consumption of alcoholic beverages is prohibited.

d. The use of all tobacco products is prohibited.

e. The use of drugs including steroids is prohibited.

f. The coach of each sport shall handle incidents within that sport. All suspensions must be discussed with the athletic director/principal.

AWARDS

1. No awards other than medals and cloth, felt or chenille, shall be made to players participating in interscholastic activities, unless approved by the KSHSAA.
2. All awards will be in accordance with requirements set down by the head coach of that sport (see student handbook).
3. Only letter winners are eligible to buy the official letter jacket. (High School only.)
4. First year letter winners will be presented an official letter "W". A certificate of participation, a metal symbol, and a metal bar will also be given. A metal bar and a certificate will be given for each year of lettering after the first year.
5. Awards will be presented at that sport's banquet or at the spring awards assembly.
6. WCJSHS will not provide any chenille awards other than the W letter.
7. A provisional letter is not a letter and no award will be presented that school year. If the athlete who receives a provisional comes out for the same sport the following year and letters in that sport, they would receive a letter of the previous year.

INJURIES

1. Any student who goes to a doctor for treatment of an injury must have a medical release from a doctor before they can return to practice or play.
2. The coach must complete a student accident report for any student athlete who misses school time because of an injury.

WALL OF FAME, JERRY HOOKER, TOM WILLIAMS (High School Only)

1. Any athlete, who is honored in the post-season as All-Area or All-State, in at least two newspapers, will have their picture on the Wall in that sport.
2. Any athlete who medals as an individual at a State event will have a picture of them on the Wall in that sport.
3. All-League selection does not qualify a student athlete for the Wall of Fame.
4. At the end of the year, an outstanding senior boy athlete will be awarded the Jerry Hooker Award and an outstanding senior girl athlete will be awarded the Tom Williams Award. The athlete must have been out for a sport each sports season for all four years to qualify for the award. If no person qualifies the award will be left vacant.

VII. INFECTIOUS DISEASES

1. Before competing, a student-athlete must cover any open body wound.
2. A student-athlete should render personal first-aid and cover open wounds themselves whenever possible.

3. An individual should wear protective gloves any time blood, open wounds, or mucus are involved.
4. If a student-athlete begins to bleed during practice or competition, play must be stopped; the student-athlete removed and contaminated surfaces cleaned with a district policy disinfectant.
5. A student-athlete who is removed from a contest or practice due to bleeding must have the bleeding stopped and the wound covered before they are allowed to return to competition.
6. Towels, cups, and water bottles should not be shared by student-athletes, coaches, or officials.
7. Infectious or contagious conditions need to be cleared by medical personnel.

VIII. REQUIREMENTS FOR LETTERING IN ATHLETICS AND OTHER ACTIVITIES

WICHITA COUNTY HIGH SCHOOL

FOR ALL SPORTS (EXCEPT CROSS COUNTRY AND TRACK AND FIELD)

1. Any senior who has been out all four years will automatically letter.
2. Coaches may grant letters or provisional letters under extenuating situations where criteria have not been fully achieved.

BASEBALL

To be eligible to earn a varsity letter, players must have competed in at least one-half of the total varsity playing dates for the regular season.

BASKETBALL – BOYS AND GIRLS

All players who make the varsity squad (number of varsity players to be determined by the coaches) will automatically letter if they complete the season and compete in 10 or more quarters.

CHEERLEADING

The cheerleader must attend all required practices and games to letter.

CROSS COUNTRY

No limit on the number of squad members who may letter, as long as they meet any one of the following requirements:

1. Running and placing as one of the team's top five runners in 50% of all varsity meets;
2. Running and placing as one of the team's top seven runners in 70% of all varsity meets;
3. Qualifying individually for State or being on a State qualifying team.

FOOTBALL

To be eligible to earn a varsity letter, players must have competed in at least one-half of the total playing quarters for the regular season.

GOLF

The six players on the varsity squad at the end of the season will receive a letter. Anyone who participates as a varsity player in over half of the meets will letter.

TRACK AND FIELD - BOYS AND GIRLS

An individual must meet one of the following requirements to earn a track letter:

1. earn a total of fifteen points during the season,
2. set a school record,
3. set a league record,
4. place in the top six at regional,
5. qualify for state meet.

All individuals meeting one of the requirements must finish the season and be in good standing with the coaching staff before receiving a letter.

WRESTLING

To letter, wrestlers must win four varsity matches against varsity opponents, or place in the top 4 at a tournament or wrestle on varsity half of the season.

VOLLEYBALL

All players who make the varsity squad (number of varsity players to be determined by the coaches) will automatically letter if they complete the season and compete in 1/3 of the matches scheduled.

SCHOLARS BOWL AND FORENSICS

1. The participant must attend at least three invitational tournaments.
2. The participant must represent the school in their conduct and performance in an exemplary manner
3. The participant must display an active interest in the over-all program.
4. The participant should qualify for state. A student who has gone out for more than one year and has shown excellent effort through tournament attendance may be allowed leeway on the state qualification.

NATIONAL HONOR SOCIETY

1. The National Honor Society chapter of WCHS is a duly chartered and affiliated chapter of this prestigious national organization. Membership is open to those students who meet the required standards in four areas of evaluation: scholarship, leadership, service, and character. Standards for selection are established by the national office of NHS and have been revised to meet our local chapter needs. Students are selected to be members by a five-member Faculty Council, appointed by the principal, which bestows this honor upon qualified students on behalf of the faculty of our school each year.
2. Students in the 10th, 11th, or 12th grades are eligible for membership. For scholarship criterion, a student must have a cumulative grade point average of 3.5 or better on a 4.0 scale. Those students who meet this criterion are invited to complete a Student Activity Information Form that provides the Faculty Council with information regarding the candidate's leadership and service. A history of leadership experiences and participation in school or community service is required.

3. To evaluate a candidate's character, the faculty council uses two forms of input: first, school disciplinary records are reviewed; second, members of the faculty are solicited for input regarding their professional comments on a candidate's service activities, character, and leadership. These forms and the Student Activity Information Forms are carefully reviewed by the Faculty Council to determine membership. A majority vote of the council is necessary for selection. Candidates are notified regarding selection or non-selection according to a predetermined schedule.

4. Following notification, a formal induction ceremony is held at the school to recognize all the newly selected members. Once inducted, new members are required to maintain the same level of performance (or better) in all four criteria that led to their selection. This obligation includes regular attendance at chapter meetings held during the school year, and participation in the chapter service projects.

WICHITA COUNTY JUNIOR HIGH SCHOOL

FOR ALL SPORTS

Coaches may grant letters or provisional letters under extenuating situations where criteria have not been fully achieved.

BASKETBALL – BOYS AND GIRLS

All players who play on the team will automatically letter if they complete the season in good standing.

CHEERLEADING

If a team member completes the school year as a member of the cheerleading team, a letter will be issued.

CROSS COUNTRY

No limit on the number of squad members who may letter, as long as they meet the following requirement: Compete in 5 of 7 meets.

FOOTBALL

All players who play on the team will automatically letter if they complete the season in good standing.

TRACK AND FIELD - BOYS AND GIRLS

All athletes who participate will automatically letter if they complete the season in good standing.

WRESTLING

1. To letter, wrestlers must meet the following criteria:
   a. Must wrestle at least four matches in competition
   b. Must attend all competition events. (illness excluded)
   c. No unexcused absences from practice. (documented illness, or school activity are excused – haircuts, shopping, etc. are not)
   d. Must maintain a positive attitude and disposition throughout the season.

VOLLEYBALL

All players who play on the team will automatically letter if they complete the season in good standing.