



# High School Wamego

## *STUDENT HANDBOOK 2011-2012*

801 Lincoln  
Wamego, KS 66547-1539  
785-456-2214  
FAX: 785-456-7382

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Grade \_\_\_\_\_

### Introduction to Handbook

It is understood that the school principals, or their designee, shall have the discretion to modify the provisions contained in the student handbook in a manner that they deem to be appropriate to the circumstances to which they are applying said provisions. Neither principals nor their designee have the authority to change or modify those provisions stated in the student handbook that are established by state or federal laws or regulations.

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## DAILY SCHEDULE

Red Day	
0 hour	7:00-8:02
Block 1	8:10-9:40
Block 2	9:45-11:20
Block 3	11:25-1:40
	1 <sup>st</sup> Lunch - 11:25-11:55
	2 <sup>nd</sup> Lunch - 11:35-12:05
	3 <sup>rd</sup> Lunch - 11:45-12:15
	4 <sup>th</sup> Lunch - 11:55-12:25
	5 <sup>th</sup> Lunch - 12:05-12:35
Block 4	1:45-3:15

White Day	
0 hour	7:00-8:02
Block 5	8:10-9:40
Block 6	9:45-11:20
Block 7-SIP/Lunch	11:25-12:40
	1 <sup>st</sup> Lunch - 11:25-11:55
	2 <sup>nd</sup> Lunch - 11:35-12:05
	3 <sup>rd</sup> Lunch - 11:45-12:15
	4 <sup>th</sup> Lunch - 11:55-12:25
	5 <sup>th</sup> Lunch - 12:05-12:35
Block 8	12:45-2:15
Seminar	2:20-3:15

## PLC FRIDAY SCHEDULE

Red Day - PLC Friday	
Block 1	8:55-10:15
Block 2	10:20-11:45
Block 3	11:50—1:50
	1 <sup>st</sup> Lunch - 11:50-12:20
	2 <sup>nd</sup> Lunch - 12:00-12:30
	3 <sup>rd</sup> Lunch - 12:10-12:40
	4 <sup>th</sup> Lunch - 12:20-12:50
	5 <sup>th</sup> Lunch - 12:30-1:00
Block 4	1:55-3:15

White Day - PLC Friday	
Block 5	8:55-10:15
Block 6	10:20-11:45
Block 7-SIP/Lunch	11:50-1:05
	1 <sup>st</sup> Lunch - 11:50-12:20
	2 <sup>nd</sup> Lunch - 12:00-12:30
	3 <sup>rd</sup> Lunch - 12:10-12:40
	4 <sup>th</sup> Lunch - 12:20-12:50
	5 <sup>th</sup> Lunch - 12:30-1:00
Block 8	1:10-2:30
Seminar	2:35-3:15

## WAMEGO HIGH SCHOOL FACULTY AND STAFF

### ADMINISTRATION

Denise O'Dea	Superintendent of Schools
Tim Winter	Principal
Mark Stephan	Assistant Principal and Activities Director

### BOARD OF EDUCATION

Richard Weixelman (456-2725), Mike Malin (456-6941)  
Richie Chrest (456-2763), Philip Wethington (456-6723)  
Amy Schwein (456-8014), Ken Hitch (456-8998), Mark Bettencourt (456-8726)

**OFFICE STAFF** Jeani Wilson – Lynette Pearce – Patricia Goehring

<b>FACULTY NAME</b>	<b>TEACHING ASSIGNMENT</b>
Carl Behrens.....	Science
Brittany Birch.....	Media Specialist
Tammy Biswell.....	FACS
Danielle Borth.....	ACE/VPL Lab
Dale Burkholder.....	HELP/Physical Education
Julie Canfield.....	Physical Education
Kate Coddington.....	Social Studies
Ron Cook.....	Social Studies
Jolene Goodheart Peterson.....	Math
Dr. Lori Goodson.....	English/Newspaper
Lotus Hazlett.....	Foreign Language
Troy Hemphill.....	Social Studies
Jana Biery.....	Science
Shawn Hornung.....	Social Studies
Karen Hynek.....	Business
Jina Kugler.....	Counselor
Beth Lang.....	English/Yearbook
Mary Lonker.....	English
Travis MacDonald.....	Drafting/Woods
Allen Sylvester.....	Math/Science
Suzette McGuire.....	Special Education
Hannah Merle.....	Art
Andy Morton.....	Agriculture Ed
Jennifer Nider.....	Extended Learning
Jim Page.....	Special Education
Rick Patton.....	Physical Education
Heather Petermann.....	Special Education
Chris Richmond.....	Instrumental Music
Shelley Rickstrew.....	Counselor
John Scoggins.....	Math
Dan Shupe.....	Business
Suzanne Sprenkle.....	Foreign Language
Lori Stratton.....	English
Deborah Sylvester.....	Math
Jennifer Topliff.....	Oral Comm. /Debate
Greg Webb.....	Math
Ashley Weeks.....	FACS
Cristi Wieggers.....	Special Education
Josh Wildin.....	Vocal Music
Vicky Zeller.....	Science

## **PRINCIPAL'S MESSAGE**

Welcome to the 2011-2012 school year. It is with great anticipation that I look forward to working with each student at Wamego High School. Within this school you have the opportunity and the resources to begin preparing the road map to your dreams and goals for your adult life. All faculty and staff at Wamego High are here to help you with this exciting journey. We sincerely want all students to reach their full academic potential. This is only possible if you are committed to doing your very best. I challenge you to strive for greatness. Let's work together to achieve and celebrate greatness at Wamego High. Go Raiders!!!

Sincerely,  
Tim Winter  
Principal

## **WAMEGO HIGH SCHOOL MISSION STATEMENT**

Our mission is to create and maintain an environment ensuring each student reaches a high level of academic achievement as determined by local, state, and national standards.

## **WAMEGO HIGH SCHOOL VISION**

Our vision is students will learn the content. They will see relevance and take ownership in their learning. Grades are secondary. Students meet or exceed the standards. All students will graduate. We are a caring community of students and adults. We value all members of the learning community,

## **WAMEGO HIGH SCHOOL COLLECTIVE COMMITMENTS**

- We will collaborate openly, honestly, and respectfully.
- We will ensure each student will meet skills and standards.
- We will stay current with researched-based best practices.
- We will commit to a comprehensive system of support to assure this outcome to ensure student learning.
- We will report student achievement in a relative and meaningful way.
- We will communicate content and skills to all.
- We will align curriculum with state standards.
- We will identify essential questions.
- We will provide a safe and supportive environment for all.
- We will base all our decisions on what is best for students.
- We will make effective use of available technology.

## **STRATEGIC PLAN** **MISSION STATEMENT**

Wamego USD 320, a progressive and committed school district, in a cooperative effort with families and community, will educate students to be responsible, problem solving citizens who produce quality work in their pursuit of excellence by offering relevant, academically challenging and diverse learning experiences.

## **DISTRICT BELIEF STATEMENT**

We believe:

- The family is the primary influence on a child's development.
- A community has a significant supporting role in the growth and development of its members.
- All people are responsible and accountable for their own actions.
- Society is enhanced by the development of its members.
- Change is necessary for growth.
- Excellence is achievable and worth pursuing.
- All people have a capacity to learn.
- Higher expectations promote higher results.
- Learning is a lifelong process.
- Each individual is valuable.

## District Objectives

All students will

- Engage in productive behavior while in school
- Produce quality work
- Be self-motivated and goal-oriented
- Master curriculum or their individual achievement programs

## District Strategies

1. We will develop a comprehensive curriculum with valid, measurable outcomes and the assessment tools necessary to accurately measure student progress toward those outcomes.
2. We will cultivate self-motivation and productive behavior in students.
3. We will develop strategies that will require students to create and monitor personal and academic goals.
4. We will develop and support a faculty who accepts the responsibility to challenge and motivate students.
5. We will effectively communicate with students, parents, and community to form strong partnerships.
6. We will define the basic characteristics of quality student work and develop a plan to communicate those to our community.

## STUDENT ACTIVITIES & SPONSORS

### **CLUB**

Art Club  
Band  
Baseball  
Basketball (Boys)  
Basketball (Girls)  
Cheerleaders  
Cross Country (Boys & Girls)  
Culinary Arts  
Dazzlers  
FBLA (Future Business Leaders of America)  
FCA (Fellowship of Christian Athletes)  
FFA (National FFA Organization)  
FCCLA (Family Career & Community Leaders of America)  
Football  
Golf  
Kays  
Jazz Band  
CFL (Catholic Forensics League)  
NHS (National Honor Society)  
Newspaper  
Scholars Bowl  
Softball  
Spanish Club  
Student Council  
SADD (Student's Against Destructive Decisions)  
Tennis (Girls)  
Track (Boys & Girls)  
Vocal Music  
Volleyball  
Weights Club  
Wrestling  
Yearbook  
Senior Class Sponsor  
Junior Class Sponsors  
Sophomore Class Sponsors  
Freshman Class Sponsors

### **SPONSOR**

Hannah Merle  
Chris Richmond  
Jerry Johnson  
Troy Hemphill  
Jim Page  
Angie Curtis/Patty Weisbender  
Rick Patton  
Ashley Weeks  
Angie Curtis/Jill Hall  
Karen Hynek  
Rick Patton  
Andy Morton  
Tammy Biswell  
Dale Burkholder  
Michael Petermann  
Jina Kugler  
Chris Richmond  
Jennifer Topliff  
Shawn Hornung/Beth Lang  
Lori Goodson  
Travis MacDonald/Carl Behrens  
Dawn Schultz  
Lotus Hazlett  
Travis MacDonald  
Shelley Rickstrew  
Jim Page  
Rick Patton  
Josh Wildin  
Paula Cobb  
Julie Baer  
Kevin Cathcart  
Beth Lang  
Jolene Goodheart Peterson/Josh Wildin  
Cristi Wieggers/Jina Kugler  
Kelly Williams/Ashley Weeks  
TBA/TBA

## GRADE LEVEL CLASSIFICATION

This policy began in the 2004-05 school year and currently applies to all students. Classification affects testing, seminar assignments, prom eligibility, senior pictures, etc.

Freshmen:	less than 6 credits
Sophomores:	6.0 – 11.75
Juniors:	12.0 – 16.75
Seniors:	17.0 +

Classification is from August to August. This allows students to earn credits through the summer. This can be done through a summer school program or 21<sup>st</sup> Century Learning Center. USD 320 will not pay students' fees for summer school or 21<sup>st</sup> Century courses.

For students who are repeating a grade level due to limited credits earned: Once the fall semester is completed and a student has earned enough credits to move to the next grade level, the student and their parents may request a hearing for consideration to move to the next grade level. This request is to be in writing and received by the high school principal by the end of the second week of the spring semester. The decision to remain at the current grade level or be promoted to the next grade level will be determined by the grade level student intervention team (SIT), a counselor, and one of the administrators. The decision will be based on number of credits currently earned, attendance history, and behavior.

## GRADUATION REQUIREMENTS

1. 4 units of English
2. 3 units of Social Studies (.5 must be World Geography, 1 must be American History and .5 must be American Government)
3. 3 units of Mathematics
4. 3 units of Science
5. 1 unit of Physical Education
6. .5 unit of Oral Communication
7. .5 unit of Computers
8. 1 unit of fine arts
9. 24 units of total credit
10. 8 semesters of attendance (Exception: Partial Early-Out)
11. Students must enroll in at least 2 core curriculum courses each semester. Courses must be selected from English, Mathematics, Science, or Social Studies.
12. Successful completion of Senior Interview Day: **February 9, 2012**
13. Students who need outside credits to meet the 24 credits required for graduation must be enrolled in those courses on or before **March 15, 2012**. The Wamego High School guidance office must have verification of successful completion of the courses/credits no later than Thursday, **April 26, 2012** in order to be counted toward the needed number of credits and have the opportunity to participate in graduation exercises on **May 20, 2012**.
14. The Wamego High School Graduation ceremony is reserved for students who fulfill all graduation requirements and remain in attendance at Wamego High School. Students who do not meet the academic and attendance requirements at Wamego High, but earn the right to receive a diploma through 21<sup>st</sup> Century of Wamego will not be eligible to participate in the Wamego High School graduation ceremony. 21<sup>st</sup> Century students have forfeited the privilege to attend Wamego High activities.

No student may participate in graduation activities until all graduation requirements have been met, **all financial obligations have been paid for, and all disciplinary obligations taken care of.**

Credit and grades for teacher aides and office assistants will be posted on grade cards, but the credit does not count toward fulfilling graduation requirements.

No credit will be given to any student who has not fulfilled all obligations.

No more than 2 units of the minimum requirements may be met by correspondence courses. The courses may not be used in lieu of regular courses offered by the school, or to substitute for required courses.

Successful completion of Senior Interview Day, **February 9, 2012** is required for graduation.

**EARLY GRADUATION REQUEST (policy JFCA)**  
**(Adopted by BOE August 11, 2008)**

Students wanting to graduate early will need to prepare and submit a proposal to the building principal that indicates the following:

- Reason for the request (future plans)
- Schedule of when, what, and where classes will be taken
- The student must have a cumulative GPA of 3.2
- Transcript for their high school career to date
- A letter of support written and signed by the parent
- A letter of support from a teacher
- A letter of support from a counselor

The building principal will forward the proposal to the superintendent of schools with a letter of support.

Sophomores wishing to graduate a year early will need to submit their proposal to the building principal no later than **April 16, 2012** of the year prior to the proposed May graduation date. The student and parent will attend the Board of Education meeting. The student will make his or her request to the BOE.

Juniors wishing to graduate a semester early will need to submit their proposal to the building principal no later than **November 14, 2011** of the year prior to the proposed December graduation date. The student and parent will attend the Board of Education meeting. The student will make their request to the BOE.

**RECOGNIZING MULTIPLE VALEDICTORIANS & SALUTATORIANS FOR GRADUATION**  
**(Approved By BOE May 11, 2009)**

**Recognizing Valedictorian and Salutatorian for Graduation.**

- **Weighted cumulative GPA to the nearest 1/100<sup>th</sup> decimal place will be used to establish student rank. Ties will not be broken.**
- **Valedictorian will be defined as the student(s) with the highest cumulative GPA, #1 rank for the graduating class.**
- **Salutatorian will be defined as the student(s) with the 2<sup>nd</sup> highest cumulative GPA, #2 rank for the graduating class.**
- **Students achieving a weighted cumulative 4.0 GPA or higher will also be distinguished with the wearing of an honor cord during the graduation ceremony and so noted in the graduation program.**

**PRE-COLLEGE CURRICULUM REQUIREMENTS**  
**FOR SCHOLARSHIP APPLICANTS**

As a Kansas high school graduate, you may be eligible for one of three state-sponsored scholarship programs:

- State Scholarship Program;
- Minority Scholarship
- Kansas Teachers Scholarship

To be eligible for one of these scholarships, you must complete all the required courses for the pre-college curriculum, plus an additional three units as follows: Math- 1 additional unit; total of 4 units required; Foreign Language - 2 units required; Natural Science - students applying for a state-sponsored scholarship must take Biology, Chemistry, and Physics.

**KANSAS REGENTS QUALIFIED ADMISSION REQUIREMENTS**  
**AND PRE-COLLEGE CURRICULUM**

To qualify for admission to Kansas Regents Universities (Emporia State University, Fort Hays State University, Kansas State University, Pittsburg State University, University of Kansas and Wichita State University), you must meet one of the following requirements:

- Achieve an ACT score of 21 or above; or
- Rank in the top third of your graduation class; or,
- Complete the pre-college curriculum with at least a 2.0 grade point average on a 4.0 scale.

The pre-college curriculum consists of:  
Four Units of English

- At least one unit of English or language arts must be taken each year of high school
- Three Units of Mathematics
- 3 units required in high school at or above the level of Algebra I.
  - Mathematics courses completed in middle school or junior high school will not count toward the Qualified Admissions math requirements.
  - Upon approval of the Kansas Board of Regents, completion of both Applied Mathematics I and II can be substituted for Algebra I only.
  - *You are strongly encouraged to take a mathematics course every year of high school.*
- Three Units of Social Studies
- One unit of U.S. History
  - One half unit of U.S. Government
  - One half unit selected from World History, World Geography, or International Relations.
  - One unit selected from Psychology, Economics, Civics, History, Current Social Issues, Sociology, Anthropology, and/or Race and Ethnic Group Relations
- Three Units of Natural Sciences
- At least one unit must be in Chemistry or Physics
  - Two units selected from Biology, Advanced Biology, Chemistry, Physics, or Physical/Earth/Space Science
- One-half Unit in the field of Computer Technology

**COLLEGE CLASSES**  
**(USD #320 BOE Policy IDCE, IDCE-R)**  
 Adopted on 7-13-09

*(Policy IDCE)* With parental and the principal's permission, juniors and seniors who can complete graduation requirements as prescribed by the board are eligible to be released from school during the regular school day to attend classes at a Regent's university, community college, technical college, vocational educational school or Washburn University. The district may, with BOE approval, enter into an agreement with the college for the purpose of allowing these students to receive dual credit.

**Concurrent (Dual) Enrollment:**

- A student in grades 11 or 12, or a gifted child in grades 9 through 12 who has demonstrated the ability to benefit from participation in the regular curricula of eligible postsecondary education institutions, may apply to the principal for permission to enroll at an eligible and properly accredited postsecondary education institution. The district may, with BOE approval, enter into an agreement with the college for the purpose of allowing these students to receive dual credit.
- Students will not be able to take a college course for dual credit in lieu of any course that is required for graduation unless it is taken as an elective credit or the course has been approved as substitute by the Board of Education. The only dual credit courses that students can take during the school day at WHS will be on-line college classes. Students are not allowed to take any college course for dual credit as a substitute for any Advanced Placement courses offered at Wamego High School.

**Transfer of Hours for Student Transcript:**

- Students attending college or university classes under this policy may enter their college record on their high school transcript. When college courses are taken for dual credit, then the student's grades will become part of their high school transcript. The grade will be used for calculating grade point averages, class rank, and for accumulation of credits for graduation.
- For purposes of equating college credit hours to high school credit hours, the following ratio shall apply:  
 5 college hours = 2 high school credits  
 3 college hours = 1 high school credit  
 Students who attend college or university classes as per this policy will assume all costs associated with the course.

**Request to Consider a College Course for Substitution for a High School Required Course:**

- A student or parent may make a request for a college course to be considered for dual credit. A review shall be conducted comparing the curricula of the high school course and the college course. The review will be conducted by the principal, Director of Curriculum and Instruction, and the classroom teacher who teaches the respective high school course. In the event that there is a sufficient alignment of curriculum, the committee will submit a recommendation to the BOE asking for dual credit status for this course. If there is not sufficient alignment, the committee will deny the request and send a letter of explanation to the person who submitted the request. Persons interested in requesting that a college course be allowed to be taken for dual credit must submit a request to the building principal no later than November 1 for spring semester enrollment or April 15 for fall semester enrollment in the course.
- In no instances shall a college course be substituted for an Advanced Placement course.

Prior to the start of each year, the high school will submit to the BOE a list of courses that have been granted dual credit status.

## **PARTIAL EARLY-OUT POLICY**

1. A student must enroll in 7 courses each semester, plus SIP (unless approved by the administration.) Part-time attendance is permitted only during the 8<sup>th</sup> semester.
2. Students who take the partial early out must make arrangements to participate in the scheduled senior interview day.
3. Written application to the building principal requesting the partial early-out is required **no later than the end of the day on October 13, 2012**. The application must include plans for the time when the student will not be in school. Included with the application there must be a letter of approval from the parent(s) and a letter from the school or employer where the student will be involved during his or her time out of school. A parent or relative cannot employ the student. Consideration to approve or deny an applicant's request for a partial early out will be based on the following criteria:
  - Attendance- both absences and tardies for the previous year
  - Standardized test scores
  - Grades
  - Discipline referrals
  - No Academic Warning ("W") in any class during 1<sup>st</sup> semester of the senior year
  - No out-of-school suspensions in their senior year
  - Instructor feedbackStudents applying for a partial early out for the 8<sup>th</sup> semester will be notified of their approval or denial no later than the first week of December.
4. Students taking partial early out must maintain acceptable attendance and academic progress. Failure to continue to meet these criteria may result in termination of the partial early out and the student will be re-enrolled in classes full time for the remainder of the semester.
5. Students taking a partial early out must be enrolled in two consecutive blocks of school, one of which must be a core class. Students who choose a partial early out and desire to participate in KSHSAA-sponsored activities must meet KSHSAA participation requirements as well.
6. Students must either be employed or in school equal to the amount of time that they are out of school. Forty hours is considered a full work week and 12 hours of college is considered full time.
7. Attending courses enrolled in at Wamego High School takes priority over college courses or work schedules. Arrangements need to be made by students taking partial early out to be in attendance on testing days or any time when WHS schedule is reversed.

## **COURSE TEST OUT OPPORTUNITY** (USD #320 BOE Policy IIA & IIA-R)

(Policy IIA) The Board recognizes that some students may progress more rapidly than others and that some students may possess the knowledge taught or learned in some classes. Therefore, the following policy sets forth the requirements a student must meet in order to receive credit for a course by a test out procedure at the high school level.

(Policy IIA-R) Any high school student who may request a test out opportunity must meet the following guidelines:

1. To be eligible to participate in the testing program, a student must meet one of the following criteria: (a) Be identified as academically talented; (b) have a GPA of 3.2 or above, accumulative. Teacher, counselor and parent recommendation and principal approval are required before a test out option may be granted.
2. Students must be able to demonstrate superior ability in the subject area with a score of 85% or above on a departmental examination that is based on course exit outcomes. The department will develop alternate exams based upon the same course objectives and exit outcomes.
3. A department representative working in conjunction with the Director of Curriculum and Instruction shall develop the exam. The examination will be kept on file in the principal's office or the office of his/her designee and administered by the principal or his/her designee.
4. The student must file a request to test out with the principal or his/her designee at least 30 school days before the end of the semester prior to the offering of the course or with special permission of the principal.
5. Prior to the test date, the student will meet with the department representative to receive the course outcomes, instructional materials, and test date.
6. Students will receive credit with a minimum score of 85%. All credit will be recorded on the transcript of the grade level at which the student is enrolled. The student's transcript will reflect the name of the course, amount of credit, and TEST-OUT designation. A grade will be assigned to the student based on the following scale:

100% = A+	99% - 95% = A	94% - 90% = A-
	89% - 87% = B+	86% - 85% = B

If the student does not pass the test, no entry is to be made on the official transcript.

## **SEMESTER FINALS**

*(Adopted by BOE on 7/19/04)*

Comprehensive semester finals for core academic courses (English, math, science, and social studies classes) are a part of the academic requirements at WHS. Finals will not be given earlier than scheduled on the building calendar. Should a student not be available for final(s) on the scheduled day(s), prior arrangements will need to be made with the administration and instructor(s) to complete the exams.

**Students must reach a 70% score on all summative assessments prior to taking semester finals. Students who fail to do this will not take the final exam, and they will not receive credit for the class. Scheduling of course summative exams by teachers will conclude 5 school days prior to the start of semester finals.**

WHS offers an incentive for students to opt out of finals in classes other than the core academic courses. Students will have the opportunity to be exempted from taking a final in one of these classes at the end of the semester by meeting the following criteria.

- **No unexcused tardies or unexcused absences in the class.**
- **No discipline referrals from any class . (A warning, written or verbal, will not cause loss of opportunity to opt out of finals).**
- **No Academic Warning (“W”) for cheating/plagiarism in any class.**
- **A grade of A- or higher in the class.**
- **Must have an A- or higher in SIP/Seminar.**
- **No out-of-school suspensions during the semester.**

## **STANDARDIZED GRADING SCALE**

**Starting with the 2009-2010 School Year**

As a result of PLC discussion regarding student achievement, a cadre of teachers decided to investigate grading and reporting practices. This investigation was undertaken for several reasons: 1) the need for consistent grading practices among courses at WHS; 2) the desire to understand and put into practice research-based grading and reporting practices at WHS; 3) the belief in the importance of aligning WHS grading with current research and best practices; and 4) to answer the essential questions “What are the primary purposes for grading?” and “How can our grading practices support our PLC emphasis on success for all students?”

This change in our grading and reporting practices resulted in increased student achievement and higher levels of student accountability. Teachers will continue this research-based practice during the 2011-2012 school year. The primary purpose of grades is to communicate student achievement. Grades assigned to students should be consistent, accurate, meaningful, and supportive of learning.

The minimum acceptable grade on summative assessments is 70%.

- Students' progress reports will initially display an “I” (*In Progress*) for any summative assessment below 70%.
  - “I” signifies the student is required to complete the original assessment or be administered an alternative summative assessment to reevaluate learning.
  - Students can be reassessed before school, after school, or during seminar time.
  - The “I” will not alter a student's overall class grade.
  - Multiple I's in a course will result in student placement in the pyramid of interventions.
  - If the student has not made good-faith effort to demonstrate understanding, the “I” will change to *Academic Warning*, “W.”
  - When required weekly progress reports are submitted to the office, a score of below 70% on summative assessments will be recorded as an Academic Warning “W” if the student is not making a good-faith effort to demonstrate understanding. “W” makes the student ineligible.
  - Good-faith effort is defined as student-initiated contact with the teacher within 5 school days to develop and follow a plan of action.
- 
- To become eligible, the student will still be required to demonstrate learning above 70%.
  - When this is accomplished, the grade will change to reflect the grade earned.

Not completing major assessments or projects by the end of the semester will result in one of three things:

- a grade can be assigned based on overall performance scores
- an In Progress (“I”) can be carried over to the next semester
- an Academic Warning (“W”) can result in no credit for the course

*(This will be determined by professional judgment of a team of teachers.)*

Starting with the 2009-2010 school year, Wamego High School will use a standardized grading scale for all courses. The scale will be as follows:

A+	100%	A	99-93%	A-	92-90%
B+	89-87%	B	86-83%	B-	82-80%
C+	79-77%	C	76-73%	C-	72-70%

Average of Semester Summative Assessments Below 70% **NC**

## POWER SCHOOL

### **PowerSchool Parent Access**

PowerSchool's Parent Access provides parents or guardians round-the-clock access to real-time information about their child's attendance and grades. It also provides a means for teachers to communicate with parents or guardians about class events and assignments, and ways they can help their child at home. Parents or guardians can contact teachers via email; teachers' addresses are linked right on the front page. You can also elect to receive periodic emails with attendance and grade updates, if that method is easier for you than going to the site.

### **Getting Started**

All parents should received a letter (first time enrolled in the district) in August that gives you your students' username and password. If you do not receive this letter, please notify the high school office, and they will mail one home or you may come into the office and pick one up. For security reasons, we do not email this information or give out passwords or user names over the phone.

## ACADEMIC AWARDS & HONOR ROLL

*(Revised and adopted by BOE May 2005)*

The Honor Roll will be posted at the end of each semester. Students can earn Honor Roll recognition in two different categories:

Honor Roll 3.33 - 4.0 G.P.A.    Honorable Mention 3.0 - 3.32 G.P.A.

The scale used to determine a student's G.P.A. is as follows:

A	4.00	B-	3.00	NC	0.00
A-	4.00	C+	2.67		
B+	3.67	C	2.33		
B	3.33	C-	2.00		

*In addition, the following scale will be used to determine a student's GPA in AP courses they are enrolled in: (adopted by BOE June 2001)*

A	5.00	B-	4.00	NC	0.00
A-	5.00	C+	3.67		
B+	4.67	C	3.33		
B	4.33	C-	3.00		

Academic Awards:

- Wamego High School will publish the Honor Roll on a semester basis; Students who are on the Honor Roll for two semesters will receive a letter and academic lamp. For each semester after the first two that a student is on the Honor Roll, he/she will receive a bar to be placed on the letter.
- Each department will select an outstanding student who will receive a plaque in recognition of his or her achievement. A second student will receive a medal for significant department achievement. Additional student(s) may receive certificates for their department achievement.
- Each semester teachers nominate students from their classes for Real Raider Recognition. The following standards of excellence are used as the criteria for selection: 1) positive contributions in class; 2) consistent effort in completing assignments; 3) good classroom behavior, positive interaction with other students and staff members; 4) good attendance, few or no tardies; 5) academic progress (judged by the student's ability; and 6) no Academic Warning. These students will be recognized each semester with a letter and card to the parents, and their names published in the local paper.

## STUDENT ELIGIBILITY POLICY

Academic success is the primary reason for students to attend Wamego High School. A well-rounded student is one who combines extra-curricular activities with his/her academics. While we encourage students to be involved in activities outside the classroom, we believe academic success should be the primary focus. Wamego High School will use the following criteria for determining eligibility to participate in or attend extra-curricular activities.

**"Eligible"** is defined as: Being in good standing academically and behaviorally. **"Ineligible"** is defined as: Having lost the opportunity to participate in activities a student is a member of. **It also includes the loss of opportunity to**

**attend school dances and activities that would require them to miss a portion of the school day, such as field trips or traveling with a team or club to an activity or competition.**

- Each instructor will turn in grade reports to the office every *week* during each semester to determine eligibility. Students will have at least two weeks to establish grades before the first required grade report each semester is turned in. For the fall, the first eligibility report is due in the office on **September 8, 2011**. For the spring semester, the first eligibility report is due in the office on **January 19, 2012**.
- Teachers will enter and export graded work a minimum of once weekly no later than 8:00 a.m. each Thursday.
- A "W" (less than 70%) makes a student ineligible for activity participation or attendance.
- The period of ineligibility runs from the Sunday following the date of the grade report for the following week.
- A student may be removed from the ineligible list during the one-week period if all summative grades become "C" or better.
- Once grades received by the office allow a student to be removed from the ineligible list, the student, his/her parents, and his/her coach or sponsor will be notified that he or she is once again eligible for extra-curricular activity participation.
- Students enrolled in a class that has performance requirements will be allowed to perform to meet the requirements of that class.
- The classroom teacher shall have the authority to REQUIRE a student to come to his or her classroom during SIP, seminar, before, or after school to receive additional instruction or classroom work.
- Students who are academically ineligible and involved in after school activities such as athletic practice, play practice, ect., must report to the teacher for whom they have a "W" with each day after school to receive additional instruction from 3:15 to 3:45.
- If a student chooses not to comply with the requirement of the classroom teacher to attend SIP, seminar, before, or after school sessions, the instructor is to write a discipline referral to be turned in to the building administration. Failure on the part of a student to attend work sessions with an instructor as requested becomes a behavior issue and will result in behavioral ineligibility (*behavior ineligibility is loss of the opportunity to participate or attend activities for a specific number of days as determined by an administrator based on the severity or frequency of an incident*).

Student conduct and attendance will also be tied to participation in extra-curricular activities. A student who is ineligible due to disciplinary actions will lose the privilege to participate in/attend extra-curricular activities for up to two weeks. Disciplinary ineligibility could include, but is not limited to, any of the problem areas listed in the Disciplinary Incidents & Consequences Chart (pages 21-24) of the student handbook. Disciplinary ineligibility would include loss of the privilege to participate in/attend sports, club activities, school plays, and school dances. A conference between an administrator and the student will occur to discuss the offense and develop a contract to determine the amount of time ineligible. A copy of this contract will be sent home to inform parents of the status of their son/daughter's ineligibility due to disciplinary actions.

### **FOREIGN EXCHANGE STUDENTS**

(For Wamego High School students interested in becoming a foreign exchange student.)

Students with a goal of becoming a foreign exchange student may petition the Board of Education for approval to take multiple core classes in the same year and/or to test out of courses. Students are encouraged to discuss this decision with a guidance counselor prior to their enrollment meeting in preparation for their final year of attendance at Wamego High School. Students who plan to be exchange students in their senior year must apply for a test out opportunity no later than **May 1 of their sophomore year**.

If the petition to the board is approved, students will meet with an administrator or classroom teacher(s) to discuss course objectives and acquire preparation materials. The student will take the final test in August before the school year begins. If the student does not score at least an 85% on the final test, the student's schedule will be adjusted to include the course during the junior year.

Students who cannot complete the required 24 total credits during the junior year may choose to take approved elective credits through correspondence courses, at 21<sup>st</sup> Century during the junior year, or from the school in the host country during the exchange school year. All core class requirements must be completed as part of the school year or a test out opportunity. The school district is not responsible for any of the costs associated with attaining credits outside of Wamego High School.

### **GUIDANCE AND COUNSELING SERVICES**

The counselors are here to help all students in any way possible. Some of the most common ways include:

1. Educational planning: information about high school requirements, technical schools, colleges, scholarships and financial aid.
2. Occupational planning: current references concerning occupations and files of information on varied occupations available.

3. Understanding abilities and interests: scores made on school and college achievement tests, interest inventories and occupations that suit individual interests.

Students are welcome to visit the guidance office for assistance with any questions they may have, or to discuss anything that will help them be successful in school or out of school.

Frequently, students request counseling to discuss problems concerning adjustments to school, getting along with others, study habits, or selections of school subjects. Appointments with the counselors may be made by reporting to the guidance office before or after school, or by stopping in for a minute between classes if time permits.

### **SCHEDULE CHANGES AFTER ENROLLMENT**

As a student, when you enroll for the following school year, you are making a commitment to that class schedule. Changes in class schedule will be allowed:

1. Once the semester begins, a student wishing to change a class must first pick up a class change form from the guidance office and get the signatures of the instructor teaching the class he or she wishes to change to and the instructor teaching the class he or she wishes to change from. This can only be done prior to the fifth full school day of each semester.
2. Once the instructors agree on the class change, the student and parents(s) must meet with a counselor to discuss the reason(s) for the class change.

Beginning with the third full day of classes for the semester, if a drop is requested, a "W/F" will be issued on the transcript – a student withdrew from the class and failed to meet the requirements for credit issued at the end of the semester.

### **TESTING SERVICES**

Throughout high school, guidance tests will be given. Some of the ways in which these tests are used are as follows: 1) to help teachers and the counselor identify students' special strengths and weaknesses in order to make instruction and counseling more effective; (2) to help students realize the field in which they can expect to excel and which may require special effort; (3) to help parents understand the abilities of their children; (4) to provide a means of comparing achievements of WHS students with students of this state and the nation; and (5) to provide a basis for recommending students for scholarships or special employment. These test results will not affect the report card grades, but they will form a part of each student's records. Individual scores, in most cases, will be discussed confidentially.

### **I.C.U.** **ACADEMIC SEMINAR POLICY**

- Seminar teachers will take attendance and distribute grade sheets to students with I's and AW's.
- Students with no IP or AW grades will be released. These students need to leave the building, stay in assigned seminar and study, or stay in the commons/lower gym area unless they have a library or classroom pass.
- Clubs and Organizational meetings will occur at the beginning of seminar from 2:20 to 2:45. Students with AW's will not be eligible to attend; students with I's may attend at teacher discretion.
- Students with IP and/or AW grades will report to teachers for remediation from TIME 2:20pm – 3:15pm on white days.
- Grade sheets printed in seminar will serve as hall passes and be signed by teachers providing remediation.
- If the IP and AW grades are resolved, the students may leave after checking back in with seminar teacher at 3:15pm.
- Students on AW will report back to seminar teacher at end of seminar and then report to a teacher(s) where they need assistance from 3:15-3:45pm M-Th. (White days only)
- At 3:45 students may leave and may attend extra-curricular practices.
- Students with W grades who do not stay from 3:15-3:45 will receive a detention for failure to comply. These detentions will be served after school on red days (so they do not interfere with remediation time).
- Teachers on leave will provide information in substitute plans about student work that can be completed in seminar and will leave plans for a department member to work with students on W after school.
- Students who fail to report for detentions will be required to report for lunch detention every day until the W is resolved.

## **SIP/SEMINAR EXPECTATIONS**

1. Behavior expectations are the same as in any regular classroom:
  - a. No food or drink
  - b. No card playing
  - c. No sleeping
  - d. No socializing
  - e. Must have materials to work on
  - f. Must make good use of time
  - g. No computer game playing
2. Failure to bring materials will result in a student being sent to his/her locker. This will count as a tardy,
3. Refusing to work or bring materials will result in a referral to the office with consequences similar to a classroom referral.
4. Being tardy from location to location will result in losing one day of passing privileges. If continual tardy problems occur, those students will be referred to the office.
5. Misuse of hall pass privileges will result in suspension of those privileges.
6. An unexcused absence from seminar or SIP will result in a discipline action.
7. The student's academic progress/achievement will always be the priority before any activity participation during SIP or Seminar period.

Academic Help- By use of securing a pass prior to seminar from an instructor(s), students may see other instructors as needed. Instructors also have the authority to call from their room to another instructor's room for verbal agreement to send a student to see an instructor. Students will return to their assigned Seminar class by 3:10 PM.

## **SEMINAR EARLY DISMISSAL INCENTIVE** (2:25 to 3:15)

As a means of motivation for students to be accountable for academic progress and expected behavior, early seminar dismissal will be offered starting the week following the first official grading report to the office each semester. Qualifying for the early seminar dismissal incentive will be determined on a week-by-week basis. Students must meet the criteria that are listed below.

- 70% or better on all assessments in all classes, SIP, and seminar
- No "I's" (In Progress) in any classes. For those who have an "I" seminar is one of the times during the day to seek assistance to move the "I" to a percentage score
- No class referrals
- No unexcused absences
- No tardies in any blocks (0-8, SIP, & Seminar)
- \*\*\*Receiving a "W" (Academic Warning) in any class rescinds a student's opportunity to qualify for or continue to receive early dismissal for the week
- Music students will be expected to attend the practice/instruction time (2:45 – 3:15) as scheduled

## **SIP & SEMINAR GRADES**

Students will receive a citizenship grade for SIP & Seminar. Grades will be based on the student's appropriate use of SIP & Seminar time and adherence to SIP & Seminar rules. These grades are being assigned to communicate more effectively with parents and appropriate support personnel. The grades will appear on the student's grade card; however, it will not affect the student's GPA. The SIP & Seminar grades will affect a student's opportunity to qualify for the early release (seniors, juniors, & sophomores), freshmen incentive during seminar, as well as the opportunity to opt out of semester finals in each of their non-core classes.

Daily grades for each SIP & seminar period will be kept in the teacher's grade book and will be determined based on the following four criteria:

1. Bringing materials to class
2. Following hall pass rules
3. Using SIP time productively
4. Demonstrating appropriate classroom behavior

Each student will receive appropriate points (0-4) each day based upon his or her successful completion of the above listed criteria. EXCUSED absences are NOT to be figured in the student's grade, but UNEXCUSED absences are to be assigned a ZERO for that day.

The following percentages are used for the SIP/Seminar grading scale:  
100-90 = A 89-80 = B 79-70 = C Below 70%= "W" (Academic Warning)

## **SIP/SEMINAR PASS PROCEDURE**

1. Students should not need to stop at their lockers on their way to another teacher's room.
2. Students will be limited to passing 3 times during Seminar. Students needing to see teachers during seminar will be limited to two teachers/locations per seminar period.
  - 2:20pm to 2:25pm
  - 2:45pm to 2:50pm
  - 3:10pm to 3:15 (return to Seminar room only)
  - No students should be in the hallways from 2:25pm to 2:45pm and 2:50pm to 3:10pm for any reason.
3. Teachers will utilize grade sheets to have students go to the teachers for which they have an I or AW. Students with I's or AW's must report to these teachers and be working to improve their grades.
4. Students who do not have an I or AW must remain in their home seminar unless they have a PRIOR signature from a teacher to be allowed to leave seminar during the passing times.
5. The tardy policy does apply to all seminar passing times.
6. If any receiving teacher has a problem with a student, the teacher should notify the SIP/Seminar teacher of the problem. The SIP/Seminar teacher will then follow up on the problem with appropriate action.

### **SIP(Block 7) & LUNCH 11:25-12:40 (11:50-1:00 on PLC Fridays)** **Seminar 2:20-3:15 (2:35-3:15 on PLC Fridays)**

On white days, SIP (School Improvement Period) is combined with the lunch block. The SIP block will be used for administering local assessments for the school improvement process and the PLUS math class: 11:20-12:25. Also, introduction and review of learning strategies, Live R.E.D. class meetings, and silent sustained reading will occur during this block of time.

Seminar: This is a time that students can work on assignments, seek assistance from instructors, conduct club meetings, and receive additional music instruction/practice. Scheduled music instruction will be from 2:45 – 3:15. Scheduled club meetings will take place from 2:20 – 2:45 M-Th seminars and also on PLC Friday seminars.

The purpose of SIP & seminar period is to serve as an extension of and enrichment for the educational programs of Wamego High School. Additional functions of SIP & seminar period include limiting the disruptions of class time, tutoring, time to complete make-up work, and time to complete homework. SIP period may also provide the opportunity to learn a new skill and/or explore an area of interest. Teachers and students should view SIP & seminar period as an opportunity to further enhance classroom instruction and learning.

When it is necessary to schedule appointments during the school day, students and parents are encouraged to attempt to schedule appointments during lunch/SIP blocks or seminar to avoid missing classes.

## **SENIOR CLASS TRIP**

USD 320 does not condone or recognize unauthorized senior "skip" days. Each senior class has the opportunity to present a proposal to the USD 320 Board of Education requesting approval for an organized, adult-supervised trip. Following are expectations in order for a proposal to be considered:

- The class is to submit its request to the board of education for consideration no later than the regularly scheduled January board meeting. The proposal is to be turned in to the building principal before the end of the first semester for review.
- The proposal is to address the following items:
  - Rationale for the trip
  - Date of trip
  - Itinerary
  - Cost of activities- What the class will incur, what individuals would be responsible for themselves
  - Sponsors who will be going to supervise

In order for a senior to be eligible to take the trip, they must meet the following stipulations:

- Be academically and behaviorally eligible for the week/day of the scheduled trip
- Have been in attendance the last two blocks of the previous school day
- Must not have been absent due to taking a "skip" day from school
- All financial obligations must be paid

All seniors eligible to participate on the sanctioned senior class trip, as well as a parent, are required to sign a behavioral contract agreeing to abide by the expectations listed below:

- All school rules and policies pertaining to appropriate behavior apply to individuals while on the senior class trip.
- Any student who fails to comply will be assigned to remain with a sponsor for the remainder of the trip. If a student refuses to comply with this expectation, parents will be contacted to come get their son/daughter, and consequences for failure to comply will be imposed at school.

- For any criminal acts, students will be subject to legal consequences and/or school-imposed consequences the same as if an incident took place on school property.
- Students and parents must agree that they will not participate in a senior skip day after the date of the sanctioned senior class trip.

## EXPECTATIONS/GUIDELINES MEDIA CENTER

LIBRARY MEDIA CENTER: The library media center provides students the opportunity to access resources and information. To make this possible, all students are asked to follow these guidelines:

1. To check out materials, students must have either their student handbook with library barcode attached **or know their library checkout/ lunch number.**
2. Students checking out materials will be held responsible for the cost of replacing lost or repairing damaged items (including textbooks). Students should report lost materials immediately, as this will stop fines or replacement costs from being levied.
3. Students who have checked out textbooks for first semester classes are responsible for the return of these textbooks upon completion of the semester. There are courses offered in second semester that use the same textbooks, so it is imperative that the books are returned to the library media center.
4. Library materials may be renewed one time and may be checked out as follows:
  - Three-week checkout - The following materials are checked out for three weeks with one renewal: fiction, story collections, nonfiction.
  - Weekly checkout - The following materials are checked out for one week with one renewal: Career Resource Center, Professional Collection, Special Collections, magazines (excluding the current issue), vertical file, videos, audio books, CD-ROMs, and DVDs.
  - Block/Overnight checkouts - The following materials are checked out for one (1) block during the school day or overnight: reference books, current magazines, reserve materials. Overnight materials are due back prior to the first block of the following day.
5. Library materials must be returned or renewed on or before the date due. If not, fines will be applied as follows:
  - Three-week materials - \$.10 per school day
  - One-week materials - \$.10 per school day
  - Block/Overnight materials - \$.10 per block

Students are responsible for taking care of overdues and fines in a timely manner. **Students with more than two overdue books and/or textbooks or more than \$5.00 in fines will be put on restricted library usage until obligations are taken care of.** Fines paid at the time of renewal or check-in will be levied at 1/2 the fine (save 50%!).
6. **Seminar: The library media center is not a social venue during Seminar; therefore, students need to plan ahead and pick up a Seminar pass from the library media center before Seminar begins. Students will need to get that pass signed by their Seminar teacher and bring it with them to the library media center. Seminar teachers may or may not elect to allow students with a pre-signed Seminar pass to go to the library media center. Students who are not studying or using the library resources will be sent back to their Seminar and may be restricted from using the library media center in the future.**

## GENERAL RULES FOR STUDENTS

1. Students must have their own agenda signed by the instructor to leave the class (i.e. restroom, locker, library, counselor, etc.)
2. Students should report a change of address, parent/guardian e-mail or phone number to the office.
3. If a student is withdrawing from school or transferring to another school, a withdrawal slip must be obtained from the office. This slip allows the student to obtain grades and clearance for school property. Completed slips must be returned to the office.
4. Card playing, gambling, and/or foul language will not be allowed on school premises.
5. Students are asked to stay out of the office unless business is being conducted.
6. No food is allowed in classrooms. With teacher permission, bottled water in the original bottle with screw-on lids will be allowed in classrooms.
7. Students must restrict their feelings of affection at school to holding hands. Negative consequences per school year will be assigned to violators as follows: 1st offense = instructor/administrator warning; 2+ offenses = ISS blocks to equal number of occurrences.
8. Students guilty of damaging school property will be responsible for replacement or repair costs.
9. Personal electronic devices, such as cell phones, ipods, pagers, etc. may not be accessed by students during class, unless they are being used for instructional purpose as defined by the teacher. These devices must be turned off and out of sight during class. Students using or accessing an electronic device for any reason without permission during class time will be assigned an after-school detention and the device will be confiscated until the end of the day to be returned to the student. Students may use cell phones, ipods, etc. during passing times or lunch, provided they are not used to infringe upon the rights of others.

10. At the discretion of each instructor, portable media players (audio only) may or may not be allowed to be used by individuals within their classrooms at times the instructor designates as appropriate.
11. Guns, knives, and pyrotechnics will be strictly prohibited on school property and/or at a school activity. Any knife not fitting the definition of a weapon is also prohibited at school. Any knife not fitting the description of a weapon found in a student's possession will be confiscated, turned in to the office, and will require a parent to come to school to pick it up.
12. Duplication or use of another's work and/or represented, as a student's own (plagiarism) will be considered a serious offense. It is recommended that contact and/or a conference is held with any/all of the following: administrator(s), instructor(s), parent(s), and student(s) involved. Any manner of cheating (including any dishonest means of completing an assignment, quiz, or test) will result in the same consequences as listed below for plagiarism. The consequences for duplication are as follows over the duration of a student's career at Wamego High School:  
Parent(s), student, administrator, and teacher will meet to establish a behavior contract regarding the student's plan to complete the originally assigned work. The student will remain on Academic Warning until the work is at a 70% or above. Any incident regarding cheating/plagiarism will result in a student not being able to opt out of the non-core finals at the end of the semester.
13. Unless the student is enrolled in zero hour or has made prior arrangements with an instructor, the building will be open to students at 7:30AM. When students arrive at school, they are to proceed to the cafeteria area and remain there until the 8:02 warning bell rings to go to the first block of the day. Students are not to congregate in the hallways before school. On PLC Fridays, upon arrival to school, students are to report to the cafeteria until the warning bell rings to go to the first block of the day.
14. Elevator use is limited to those individuals having a health-related condition, which makes use of the stairs a hardship. All other students are to stay off the elevators.
15. Students should not carry significant amounts of money or personal items of significant value to school. If any student has reason to bring a significant amount of money to school, he or she should bring it to the office and it will be placed in a sealed envelope and put in the office safe until the student needs the money or leaves for the school day. The school cannot guarantee the security of personal items or money that is not kept locked up or in personal possession of students.

**DRESS CODE**  
**(USD #320 BOE Policy JCDB)**

Appearance and dress are primarily parental responsibilities, but the following minimum standards are expected during the school day and at all school sponsored activities:

1. Liquor, tobacco, drugs, drug paraphernalia, profanity, or sexually suggestive statements, pictures, and or implied references are not allowed on clothing. Tape or other substances may not be placed on clothing to alter or cover up the profanity, picture, or reference.
2. Sandals and/or shoes must be worn at all times. House slippers are not appropriate footwear at school.
3. No sunglasses will be worn in the building.
4. Hats/*Head Coverings* worn and/or the possession of hats/*head coverings* will not be allowed *once school begins* and until the end of the school day. This applies to both males and females.
  - Failure to comply will result in staff confiscating the headwear and turning it in to the office. Any confiscated headwear will only be returned to a parent/guardian.
5. Any type of sleeveless garments must have a 1-inch shoulder strap over both shoulders unless a sleeved shirt is worn under or over the garment. No undergarments should be visible. This includes tank tops, dresses and spaghetti strap shirts and sweater tops. The mid-section/ torso, back & hips must be covered. Low cut tops that are provocative are not acceptable in the school setting. The office will provide a T-shirt to wear for the remainder of the school day to any student in violation of this policy. *There will be no calls allowed to be excused to go home and change as this takes away from instructional time.*
6. Length of shorts, skirts, & dresses: A general rule to follow is that the hem length should be as long or longer than the tips of one's fingers hanging to your side while standing upright.
7. No pajamas (items considered to be nightwear) are to be worn to school.
8. Students are not to wear sagging shorts, pants, or skirts to school. The waistband of shorts, pants, and skirts needs to be above the hip bones.
9. Appropriateness of dress will be determined by and enforced by the administration on an individual basis. Students will be asked to change inappropriate dress before returning to class.

**The consequences for dress code violations are listed in the Disciplinary Incidents & Consequence Chart (pages 28-30).**

## **DRIVING AND PARKING**

Beginning with the 2009-10 school year, students will no longer be allowed to drive, ride, or sit in a vehicle during lunch. The consequences for failure to comply with this policy can be found on page 20 in the Disciplinary Incidents and Consequences Chart. (adopted by BOE on 1-12-2009)

*\*\*\*An exception to this policy is the Big Brothers & Big Sisters Program. Students who are Big Brothers or Big Sisters for students at West Elementary School will be allowed to drive to West Elementary for their prearranged meetings.*

Any student of proper age and with a valid license may drive to school. This is a privilege, not a right. All students who drive to school must park their vehicles in appropriate areas, the northwest parking lot (student parking lot) or the street. Students may not park in designated faculty & visitor parking lots at either the high school or Central Elementary from 6:30AM to 4:00PM. Consequences begin with the first incident reported. See page 20 for consequences.

Permission to drive during school hours other than the lunch block must be granted through the office. Student vehicles are off limits during the school day. City ordinances related to parking and driving will be enforced on USD 320 parking facilities. Any illegally parked vehicle may be ticketed or towed at the owner's expense. Students who exhibit reckless and/or dangerous driving conduct are subject to losing the privilege of using the school parking lot. If the violation is severe, law enforcement may also be contacted.

## **LUNCH / BREAKFAST PROGRAM**

1. Students eating at Wamego High School are limited to the cafeteria area. When in the building during lunch, students are to stay in the cafeteria area.
2. Trays are not to be taken from the lunchroom without permission.
3. A place in the serving line may not be saved for friends.
4. After eating, return your tray, milk cartons, and dinnerware to the dish clearing area. Please place all waste paper in the waste barrel.
5. Book bags are not to be taken through the serving area.

## **BREAKFAST AND LUNCH ACCOUNTS**

School Cashiers will notify students when their account reaches \$5.00 level. Our school cashier or school secretary will notify parents via a phone call or e-mail when the negative balance reaches \$5.00. If an account reaches a negative balance of \$25.00, a formal letter is sent from the school administrator or USD 320 Food Service Director to the parents. If no payment is made by the time the account reaches a negative balance of \$50.00, the student will be offered a basic meal of PB&J, fruit, and milk for the ala carte price of \$1.80. This amount is charged to the student's account. At that time, the account will also be turned over to collections by the District Office. The cashiers will send all student account information to Debbie Klein, District Office secretary.

## **LUNCH PERIOD**

Students in grades 11 & 12 may leave the school campus during the lunch period. Freshmen & sophomores will not have open lunch privileges during the 2010-2011 school year- they are to remain in the area of the cafeteria during their lunch period. Any freshman or sophomore who leaves the area of the cafeteria will have consequences as listed in the Disciplinary Incidents & Consequence Chart (pages 28-30).

All students are expected to help keep the building and surrounding grounds neat by placing all trash in the receptacles placed throughout the area.

Students remaining in the building during the lunch period are limited to the *cafeteria area*. Students are not permitted to consume/bring soda pop in the school building during the regular school hours. This includes the lunch blocks. Students are not to bring soda pop into the building if they have gone outside the building to get their lunch.

## **LEAVING THE SCHOOL CAMPUS**

After a student has reported for school, the student may not leave the campus except for lunch (seniors & juniors only in 2011-2012) or by authorization of the office. All students must sign out at the office before leaving the building.

## **OPEN LUNCH**

(Approved by the BOE: 6-14-10)

Beginning with the 2011-2012 school year, juniors and seniors will have the opportunity for open lunch. There will be no driving during the lunch period. To be eligible for the open-lunch privilege, juniors and seniors must have met the following requirements during the previous school year:

- Complied with the no driving/riding during lunch policy.
- Had three (3) or fewer tardies returning from lunch.

Not meeting these requirements will delay the privilege for one semester.

Students will lose the privilege to leave campus during lunch for a period of time (defined below\*) if they:

- drive, ride, or sit in a vehicle during the lunch period; or
- receive a discipline referral for disrespect; or
- violate the district drug-free schools and communities act policy

\*The first offense will result in the student losing open lunch privileges for twenty (20) school days.

\*The 2nd offense will result in the student losing open lunch privileges for the remainder of the school year.

\* Any additional offenses will result in consequences for noncompliance as stated in the student handbook.

\*All offenses are considered cumulative. For example, if a student receives a discipline referral and then is caught riding in a vehicle, that is considered two (2) offenses.

## **SCHOOL DANCES**

1. Dances will stop at a predetermined time, no later than 12:00 AM. No dances will be held on nights preceding a school day.
2. Admittance into the dances will be allowed one hour following the start of the dance.
3. No one under the influence of alcohol or drugs or anyone who has been consuming alcohol or drugs will be allowed to attend. Anyone violating this regulation will lose the privilege of attending future dances and will face consequences according to school policy.
4. A student must be academically & behaviorally eligible to attend.
5. Dances shall be limited to WHS students. For specifically determined dances, students may invite one guest. Guests must be in the ninth grade or above and be registered on the sign-up sheet in the office by the end of school on the Thursday prior to the scheduled dance. The guest's name and school they attend must be provided. The guest must be eligible at their school and show a picture I.D. when arriving at the dance. Students are responsible for the conduct of their guests. *High school dropouts will not be allowed to attend Wamego High School dances as guests.*
6. Members of the sponsoring organization shall provide three sets of parents and an appropriate number of staff supervisors for each dance.
7. Once students leave the dance, they may not come back in.
8. All school rules will apply at dances. Violation of the school rules may result in expulsion from the dance and further consequences.

## **TELEPHONE USE**

School telephones are considered business phones and should not be used unnecessarily by students. Students will not be called out of class to talk on the phone except in case of an urgent necessity or an emergency. Parents may request that a message be given to a teacher or to a student, or that they be asked to return your call at a convenient time. The use of the individual classroom phones by students is prohibited.

Students are only to use the office phone when making telephone calls after gaining permission from office personnel. Students will be asked to produce their planner with their teacher's signature before any permission will be considered.

## **LOCKERS**

Each student is provided locker space. It is best that a lock be placed on the locker. Students can use their own locks but must provide the office with a key or combination. Wamego High School will not assume responsibility for the security of personal belongings brought to school nor assume responsibility for security of the assigned lockers. Students taking physical education classes, band, or participating on an athletic team will be issued a combination lock to secure their personal possessions and school-issued equipment. Security of lockers and locker rooms cannot be guaranteed at all times. Wamego High School is not responsible for lost or stolen items that are not secured in a locked locker.

## **ANNOUNCEMENTS**

Announcements concerning school functions will be read or shown on TV during the second block of the school day. Daily announcements are also e-mailed to staff and parents who request that they be received. All announcements must be written and signed by a teacher or sponsor. Announcements must be turned in by 8:10am. It is the right of all students to have the announcements read to them or shown on TV during the second block daily.

## **POSTERS**

Only posters directly related to WHS events may be posted throughout the school. Posters advertising non-school events must receive administrative approval before being posted. Posted items should be placed on provided bulletin boards or tack strips. Each organization is responsible for taking down the posters immediately after the event.

## **ASSEMBLIES**

All students are required to attend assemblies. Student behavior should be appropriate for the program provided. Unacceptable conduct includes whistling, uncalled-for clapping, boisterousness, and talking during the program. Students should show respect for those presenting or taking part in the program. Students who are asked to leave the assembly will be assigned detention time, and their future attendance at assemblies will be jeopardized.

ASSEMBLY SEATING ARRANGEMENT (Auditorium)

Seniors - Front of the middle section

Juniors - South section

Sophomores - North section

Freshmen - Back of the middle section

\*Students will sit with an assigned instructor.

## **LOST AND FOUND**

All articles that have been found should be brought to the office. If the item is not claimed within 2 weeks, it will be considered the property of the finder. Lost articles should be reported to the office immediately so that announcement may be made regarding the lost item.

## **TORNADO DRILL**

All students are to pass quickly and quietly to the area of the building posted in each room. The individual teacher or Para assigned to a handicapped student will be responsible for taking the child to the appropriate place in case of a tornado or tornado drill. If the teacher would need assistance, he/she should contact the office.

## **FIRE DRILL**

When the fire signal is heard, students are to pass quickly and quietly from the building according to the instructions posted in each room. Once outside, move away from the edge of the building. Order is essential to insure the safety of all. The individual teacher or Para assigned to a handicapped student will be responsible for taking the child out of the building in case of a fire or fire drill. In an event there would be no Para and the teacher would need assistance, please call the office.

## **WELLNESS POLICY**

In the fall of 2005, USD 320 established a "Health and Wellness Committee" to help create a school wellness policy based on Public Law 108-265. This committee continues to meet to work toward several established goals. The USD 320 wellness policy reads as follows:

USD 320 Wamego is committed to providing school environments that promote and protect children's health, well-being and ability to learn by supporting healthy eating and physical activity. Therefore, it is the policy of USD 320 Wamego that:

- Wellness guidelines will be implemented as specified in the Kansas State Department of Education's Wellness Policy Report for each school level.
- Students, parents, teachers, food service professionals and other interested community members will be engaged in developing, implementing, monitoring and reviewing district wide nutrition and physical activity policies.
- All students in grades K-12 will have opportunities, support, and encouragement to be physically active on a regular basis.
- Foods and beverages sold or served at school will meet the nutrition recommendations of the *U.S. Dietary Guidelines for Americans*.

- Qualified child nutrition professionals will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students.
- Students will be provided with adequate time to eat in settings that are clean, safe, and pleasant.
- To the maximum extent practicable, all schools in our district will participate in available federal school nutrition programs.

Specifically, the committee is working toward the achievement of the following goals:

- To complete an analysis of current food service offerings and create a plan for possible enhancement of food service offerings with emphasis on high nutritional quality and fresh foods.
- To complete an analysis and possible enhancement of our physical education programs.
- To complete an analysis and possible enhancement of our health education curriculum for students and outreach for staff and parents.
- To recommend a “tobacco-free” grounds policy for USD 320.

The Health and Wellness Committee is also working with funds provided by the Coordinated School Health grant to address these areas.

We encourage parents to support the school wellness policy by serving as examples of healthy living. We ask that parents work toward providing healthy treats at classroom celebrations and model “balance” in eating habits for students. Also, as a reminder, students are not permitted to consume soda pop at any time in school (during regular school hours).

If you have questions regarding the USD 320 wellness policy, please contact the building principal for further information.

### **ZERO HOUR**

Students will be offered the option of taking a zero hour class from 7:00 to 8:02. Roll will be taken and all absences and tardies will count as with blocks 1-8. Students shall earn credit by meeting all requirements of the class and the school. All school rules apply.

### **TRAVEL TO SCHOOL ACTIVITIES**

School transportation will be provided for participants to all school activities. All participants must travel with the team and or group to and from the activity site. The student can only be released to the parent/guardian once they have handed the coach/sponsor a written note stating that their son or daughter is leaving with them.

### **STUDENT TRAVEL TO NATIONAL CONFERENCES**

**(USD #320 BOE Policy JHD)  
Revised and adopted 5-11-2009**

Students who qualify for attendance at national or international conferences when such qualification results from the student’s participation in the district’s academic and activity programs may be allowed to attend if the organization can pay for all expenses for such trip, including that of the sponsor. Approved activities are those which are directly related to the academic program or are recognized by the board as being sponsored by the school district. The students will qualify for attendance at a national or international conference by placing appropriately in competition at the area, state, regional or national level or by holding a state level office which requires their attendance at a national or international conference.

The board expects that approved sponsoring organizations in the school will pay all of the students’ and sponsor’s approved expenses for such travel. Student or school organization expecting to raise funds for such travel must have that fund-raising approved in advance by the superintendent. The arrangements for travel and expected expenses must be approved by the superintendent prior to the organization’s final commitment to those expenditures. The sponsor of the organization will submit a final report on expenditures upon completion of the trip.

The board reserves the right to inform organizations that it will not fund travel expenses which it regards as inappropriate.

### **ILLNESS/MEDICATION AT SCHOOL**

**(USD #320 BOE Policy JGFG)**

A sick child should not be sent to school. Students who have a fever of 99.6 or above with symptoms will be sent home.

Wamego High School students are responsible for taking prescription medicine at school. Controlled prescription medications will be kept secured in the office safe and a record of administration of the medication will be kept on file. If students bring medication to school, it must be in the original container. This applies to all medication, prescription or over-the-counter drugs.

### **INOCULATIONS** **(USD #320 BOE Policy JGCB)**

All students enrolling in any district school shall provide the building principal with proof of immunization of certain diseases or furnish documents to satisfy statutory requirements. Booster shots required by the Secretary of the Department of Health and Environment are also required.

Students who fail to provide the documentation required by law may be excluded from school by the superintendent until statutory requirements are satisfied. Notice of exclusion shall be given to the parents/guardians as prescribed by law. Students who are not immunized against a particular disease (es) may be excluded from school during any outbreak.

Students who are new to the school district shall have 90 days to get all necessary inoculations for their attendance at school. If this is not complete within 90 days, the student will no longer be allowed to attend school until the student receives the required inoculations.

### **ACCEPTABLE USE POLICY** **FOR INFORMATION RETRIEVAL SYSTEMS** **WAMEGO USD 320 SCHOOLS**

Wamego USD 320 is working to provide access to information retrieval systems for all students, faculty, and staff. Information retrieval systems is a term which includes all existing technologies related to computers and the Internet as well as terms to be developed in the future related to this technology. Students must have permission from at least one of their parents or guardians to access these information retrieval systems at school.

The use of information retrieval systems is a privilege, not a right, and inappropriate use will result in the termination of those privileges and/or disciplinary action by school officials. A student's activities while using an information retrieval system in the school must be in support of education and research, and consistent with the curriculum outcomes of the Wamego school system. When using another organization's networks or computing services, students must comply with the rules appropriate to that network.

The following actions constitute unacceptable use of an information retrieval system whether that use is initiated from school or any other site:

- using impolite, abusive, or otherwise objectionable language in either public or private messages
- using an information retrieval system for non-school related activities
- using an information retrieval system illegally in ways that violate federal, state, or local laws or statutes
- placing unlawful information
- sending messages likely to result in the loss of the recipient's work
- sending chain letters or pyramid schemes to lists or individuals
- using for commercial purposes
- using for political lobbying
- altering any file that does not belong to the user
- sending or receiving copyrighted materials without permission
- knowingly giving one's password to others
- using another's password
- sending or receiving pornographic material, inappropriate text files, or files dangerous to the integrity of the network
- circumventing security measures on school or remote computers or networks
- attempting to gain access to another's resources, programs, or data
- vandalizing or any malicious attempt to harm or destroy data of another user which includes the uploading and creation of computer viruses
- falsifying one's identity to others
- giving your name, address, password, or personal information (use only your system ID)
- downloading or installing any commercial software, shareware, or freeware unless directed to do so by school personnel
- subscribing to Listservs, UseNet news, and discussion groups unless allowed by school personnel

Three levels of punishment may be enforced by the administration. While the levels might be implemented in order, the administration reserves the right to implement an appropriate level determined by the facts and severity of the violation. Levels are as follows:

#### Level 1: Warning

Student would lose access to the information retrieval system until a parent conference is held. Any additional loss of privileges as determined by the administration will be discussed at this conference.

#### Level 2: Pattern of abuse, repeated abuse, or flagrant violations

A student, who, after a Level 1 warning, continues to engage in serious or persistent misbehavior by violating the district's previously communicated written standards of conduct, may be removed from any information retrieval system privileges for the remainder of the school year or remaining school years and recommended for suspension.

#### Level 3: Expellable offense

Student could be expelled from school if he/she engages in conduct on an information retrieval system that contains the elements of the offense of criminal mischief, as defined by state and federal law. Any student expelled for misuse of technology will also lose computer privileges for the remainder of the school year or school years.

### **ATTENDANCE POLICY**

Attendance is one of the single most important factors in achieving success at school. When a student is absent from class, it is impossible to recreate the situation that existed during the absence. No amount of make-up work can take the place of the classroom experience. For this reason, it is essential that each student be in class every day possible.

#### **Absences & Excuses**

(JBD: revised and approved 4-13-2009)

When a student is absent from school, the school shall attempt to make parental contact as soon as possible to notify and determine the reason for the absence. The principal has been designated to determine the acceptability and validity of excuses presented by the parent(s), guardian(s) or student.

#### **Excused/Unexcused Absences**

(JBD-R: revised and approved 4-13-2009)

The district's definition of an excused absence is: illness, death in the family, doctor and dentist appointment, work at home for parents only when a justifiable hardship can be shown, and absence for any school related activity. Absences for any other reason shall be considered unexcused.

#### **Absence Procedures & Consequences**

1. Parents will be responsible for determining the necessity of their son/daughter missing school. STUDENTS ARE RESPONSIBLE for initiating communication with their instructor(s) regarding the completion of missed assignment(s) when absent.
2. Parents should call the school before 9:00 AM when a student is absent. If parents do not call, the school messenger automated system will begin calling parents of students whose absence has not been verified. Parents may request assignments, and as possible, will be available for pickup after 3:20 PM.
3. If the school does not hear from the parent/guardian, the student should bring a note the next day. Notes must explain the reason for the absence. For an absence to be recorded as excused, the school must receive a phone call or written notice of the absence within 24 hours of the student's return to school. If no call or written notice is received the day following the student's return to school, the absence will be recorded as unexcused and will not be changed.

Prior to planned absences or upon return to school following unplanned absences, the student will be responsible for initiation of contact with the instructor regarding the completion of make-up work. All assignments missed, unless otherwise agreed upon with the instructor, will be due by the end of the day of the following class period. EXAMPLE: Student misses block(s) 1,2,3 and/or 4 (Red Day). Assignments will be due at the end of the next scheduled Red Day. Student misses block(s) 5,6,7 and/or 8 (White Day). Assignments will be due at the end of the next scheduled White Day.

IT WILL BE TO THE STUDENT'S ADVANTAGE TO CONTACT THE INSTRUCTOR(S) AT THE EARLIEST POSSIBLE TIME FOLLOWING HIS/HER RETURN TO SCHOOL. STUDENTS ABSENT MORE THAN ONE (1) DAY IN SUCCESSION MUST SEE INSTRUCTOR(S) AT THE NEXT CLASS MEETING OR SEMINAR PERIOD TO DISCUSS MAKE-UP ARRANGEMENTS.

4. Students will be considered incomplete until the grade for course assessments is 70% or above. The student is to complete the missed assignments in order to demonstrate mastery of the concepts necessary for successful completion of the course. It is the student's responsibility to meet with the instructor to get the missed assignments.

5. Once a student is in attendance at school, he/she may not leave school unless the office has been notified. If a student becomes ill, he/she will be referred to the school nurse and/or the parent(s)/guardian will be notified. He/she must sign out through the office.
6. Students must be in attendance the last (2) blocks of the day to participate in activities that day.
7. For activities that require students to leave school before or during the first block of the day, the student must have been in attendance the last two blocks of the previous school day.
8. For activities that occur on weekends, students must be in attendance the last two blocks of the last school day of that week.

**The consequences for unexcused absences are listed in the Disciplinary Incidents & Consequence Chart (pages 28-30).**

### **EXCESSIVE ABSENTEEISM**

Since a student's attendance at school is essential to academic success, written notice will be sent to the parents after the 4<sup>th</sup> absence/block/semester. The building principal has the authority to evaluate and grant or deny approval for absences that are special circumstances and do not fall within situations listed above. Parents are to contact the building principal in advance of planned absences that are considered special circumstances to request approval for the absence. Consideration will be made based on prior attendance, current and prior grade history, and the student's current status in school (good standing). Such a proposal for absence due to special circumstances must be made five school days prior to the planned absence.

### **TARDIES (semester basis)**

Being prompt to class is not only an important habit to develop, but it is also good manners. Students should be in class when the tardy bell rings. Students who are late because of a valid excuse must enter class excused by the office or a faculty member. Each instructor is responsible for keeping a record of student tardies and reporting them to the office/ACE supervisor. Tardies with a valid excuse will be excused (EXT). Tardy to class with no valid excuse will be considered an unexcused tardy (UET).

**The consequences for unexcused tardies are listed in the Disciplinary Incidents & Consequence Chart (pages 28-30).**

A tardy becomes an absence after 10 minutes of missed class time. Students who enter class within ten (10) minutes of the beginning of the class period will be marked tardy. Any student who enters class later than 10 minutes into the class period will be marked as absent.

### **DETENTIONS**

Detentions will be assigned to students for violations of school rules. The number of detentions assigned will be according to printed policies and/or as determined by the classroom instructor or school administrator according to the violation and its severity.

**Detentions are served after school from 3:20pm – 3:45pm in the ACE room. Students are required to serve the assigned detention within 2 school days of the incident to allow an opportunity to arrange transportation.**

### **REMOVAL FROM CLASSROOM** (Class Referral)

Any student whose behavior is disruptive to the learning of others and prohibits the teacher from teaching shall be sent out of class to the ACE room or the office. Any student who is removed from a classroom for the third time (per semester) will not be allowed to return to class, and the opportunity to receive credit will be lost. The student will report to the ACE room for the remainder of the semester. The student will receive a withdraw/fail for the class in which he or she received the 3rd class referral. The student will be ineligible for the remainder of the semester. The teacher will make a reasonable effort to contact the parents after any class referral is made.

**The consequences for classroom referrals are listed in the Disciplinary Incidents & Consequence Chart (pages 28-30)**

### **SUSPENSION/EXPULSION FROM SCHOOL** (USD 320 BOE Policy JDD through JDD-R)

(Complete policy is listed in USD 320 Policy Manual, JDD through JDD-R-2.)

A student may be suspended or expelled, for reasons set forth in Kansas law, by the following certified personnel: superintendent, principal, and assistant principal. Any student who is suspended or expelled shall receive a copy of the current suspension and expulsion law and this policy. Expulsion hearing for weapons possession shall be conducted by the superintendent/designee. Expulsion hearings shall be conducted by the superintendent or other certified employee or committee of certificated employees of the school in which the pupil is enrolled or a hearing officer appointed by the board, or another person appointed by the board. (See JCDBB)

Reasons for Suspension or Expulsion:

- Willful violation of any published, adopted student conduct regulation;
- Conduct which substantially disrupts, impedes, or interferes with school operation;
- Conduct which endangers the safety or substantially impinges or invades the rights of others;
- Conduct which constitutes the commission of a felony;
- Conduct which constitutes commission of a misdemeanor;
- Disobedience of an order of a school authority if the disobedience results in disorder, disruption or interference with school operation
- Possession of a weapon at school, on school property or at a school-sponsored event.

Parents and/or guardians will be notified within 24 hours of any suspension/expulsion.

**OUT-OF-SCHOOL SUSPENSION (OSS)**

When a student is assigned an out-of-school suspension, he/she will be required to make up the work missed. The student will be considered to be on Academic Warning (AW) until he/she has attained 70 % or above on the work that was missed during the OS S (all assignments, not just assessments). The student is considered ineligible to participate in/attend school activities until he or she is off (Academic Warning). An out of school suspension will also count as an unexcused absence and result in the student receiving any/all consequences for an unexcused absence.

During the period of suspension, a student may not attend any USD 320 events or be on USD 320 property without prior administration permission. To do so will be considered trespassing, and law enforcement will be contacted.

**DISCIPLINE**

Behavior problems are defined as any failure to comply with any request given by a teacher, or other persons, in charge of any student activity. Behavior problems are further defined as any behavior that demonstrates lack of good judgment on the student's part or otherwise impedes the learning process or interferes with the safe and orderly environment intended for the school.

**Students who exhibit behavior problems will receive discipline referrals for detentions, ACE room assignment, or out-of-school suspension.**

**The consequences for disciplinary incidents are listed in the Disciplinary Incidents & Consequence Chart (pages 28-30).**

**A.C.E. ROOM ASSIGNMENT**

The ACE (Alternative Classroom Experience) room provides an opportunity for students to fulfill disciplinary obligations. It is a self-contained setting that incorporates time for academic work, school beautification, and reflection on the student's actions that caused him or her to be assigned in-school suspension blocks and detentions.

Assignment to the ACE room is not without its own consequences. If students are assigned blocks of ISS to serve or detentions, they will have the opportunity to do assignments for the classes they miss while in the ACE room, they will be considered to be on Academic Warning until the assignment(s) are successfully completed at 70% or above.

The ACE room supervisor will keep records of student referrals noting who has been referred and for what infraction. Students who are identified as habitual offenders will be referred to the administration and grade-level SIT (student intervention team) to develop strategies, with parental and student involvement, aimed at improving the student's academic and social success while at WHS.

**DISCIPLINARY INCIDENTS & CONSEQUENCES CHART**

<b>Problem Area</b>	<b>Occurrence</b>	<b>Action Taken</b>
Bullying Teasing and/or Exclusion	1st	Written warning.

	2nd	Student calls parent. 5 detentions.
	3rd	Student calls parent. 1 day of ISS. Develop behavior contract.
	4th +	1 day of ISS. Lunch detention for the remainder of the semester.
Bullying Hitting	1st	1 day of ACE. Think sheet completed. Student calls parent.
	2nd	3 days of ACE. Behavior contract completed. Student calls parent.
	3rd	Immediately referred to the office. 3 days of out-of-school suspension. Re-entry meeting with parent and student. Plan of Action created by principal, student, and parent.
Bullying Severe Hitting	1st	Immediately referred to the office. Police and parent notified. Immediate 3-day out-of-school suspension. Re-entry meeting with parent and student.
	2nd	Immediately referred to the office. Police and parent notified. Immediate 5-day out-of-school suspension. At re-entry meeting, notify student and parent of school's intent to conduct a meeting to consider long-term suspension or expulsion.
	3rd	Immediately referred to the office. Police and parent notified. Immediate suspension per policy and schedule a hearing to implement long-term suspension or expulsion.
*Class Referral (Steps followed for each class)	1st	Sent to the office/ACE room for remainder of period. Behavior contract. Teacher initiated contact of parent. Additional consequences may range from a detention to ineligibility.
	2nd	Sent to the office/ACE room for remainder of period. Parent conference. Additional consequences may range from a detention to ineligibility.
	3rd	Sent to the office/ACE room for remainder of period. Notify parents of the loss of opportunity to receive credit in the class. Student will report to the ACE room for the remainder of the semester. Ineligibility for remainder of semester due to receiving a withdraw/fail in the class.
Tardies	2nd	Written warning that is sent home to parents.
	3rd	1 after-school detention. Written referral is sent home to parents.
	4th	1 after-school detention. Parents are contacted to discuss the tardies. Written referral is sent home to parents. Ineligibility until detention is served.
	5th	Written referral, 1 day of ISS and 1 week of Behavior Ineligibility. Parents are notified of the tardy.
Leaving School Cafeteria & Vicinity During Closed Lunch (9 <sup>th</sup> & 10 <sup>th</sup> grade students: 2010-2011 school year)	1st	Designated seating in the cafeteria for 5 lunches.  5 lunch detentions Behavior Ineligibility until lunches have been served. Parent notification.
	2nd	1 day of ISS. Behavior Ineligibility for one week. 10 lunch detentions. Behavior contract completed with student. Parent notification.
	3rd	1 day of OSS and Behavior Ineligibility for 2 weeks. Student, parent, & administrator conference before reentry to school. Lunch detention for the remainder of the semester.

Driving or riding/sitting in a vehicle during the school day without proper authorization	1st	Designated seating in the cafeteria for 5 lunches.
	2nd	5 lunch detentions Behavior Ineligibility until lunches have been served. Parent notification.
	3rd	1 day of ISS. Behavior Ineligibility for one week. 10 lunch detentions. Behavior contract completed with student. Parent notification.
	4th	1 day of OSS and Behavior Ineligibility for 2 weeks. Student, parent, & administrator conference before reentry to school. Lunch detention for the remainder of the semester.
Parking in the high school visitor, high school staff, or Central staff parking lot (6:30am- 4:00pm)	Each	Detention with ACE or administrator equal to the number of incidents.
Fighting	Each	Suspension and behavior ineligibility: length of suspension and period of ineligibility based on severity of altercation and individual's involvement.
Inappropriate Dress	1st	Warning & change of objectionable clothing.
	2nd +	After-school detention equal to the # of occurrences. Parent notification.
Failure to comply with a staff member request	1st	1 day of ISS & a week of behavioral ineligibility.
	2nd	2 days of ISS & a week of behavioral ineligibility.
	3rd	3 days of ISS & two weeks of behavioral ineligibility.
	4th	3 days of OSS & two weeks of behavioral ineligibility.
	5 <sup>th</sup>	Out-of-school suspension pending an expulsion hearing.
Making Threats/Harassing Students/Staff	Each	Suspension and/or expulsion & minimum of 1 week behavior ineligibility.
Racial Harassment or Intimidation	1st	3 day in-school suspension, parent conference, & 1 week behavior ineligibility
	2nd	3 day out-of-school suspension, parent conference before re-entry, & 2 weeks behavior ineligibility
	3rd	Out-of- school suspension pending an expulsion hearing
Obscene Conduct	Each	1-3 days suspension.
Open Defiance of Authority <i>(Behavior that incites others to disobey staff directives.)</i>	Each	Out-of-school suspension. Number of days to be determined based on severity of incident & minimum of 1 week behavior ineligibility
Possession/use of Tobacco-Alcohol-Drugs	1st time See policy JDDA-Drug Free Schools & Communities Act, Page 25	3 days suspension & parent conference.
	For ALCOHOL (1st)	Drug/Alcohol evaluations before return to class.
	2nd time	5 Day OSS. Parent conference before returning to class.
	3rd time	5 Days OSS. Parent conference to consider expulsion.
Plagiarism/cheating	Each	Parent(s), student, administrator, and teacher will meet to establish a behavior contract regarding the student's plan to complete the originally assigned work. The student will remain on Academic Warning until the work is at a 70% or above. Any incident regarding cheating/plagiarism will result in a student not being able to opt out of the non-core finals at

		the end of the semester. Additional consequences may range from a detention to ineligibility.
Possession of Dangerous Weapons & Pyrotechnics	Each	Confiscation, police action, and/or suspension / expulsion
Possession of a cell phone	Each	Confiscation – until the end of the school day. The phone will then be returned to the student. After-school detention will be assigned.
Possession of a knife, not defined as a weapon	Each	Confiscation- A parent is required to pick it up from the office.
Public Display of Affection	1st	Warning
	2+	Number of after-school detentions equal to the number of occurrences
Theft or Attempted Theft	Each	Restitution, possible suspension and/or police action.
Unacceptable Language	1+	Number of after-school detentions equal to number of occurrences.
*Unexcused absence/Skipping	1st	1 after-school detention per unexcused block of school. Written notification sent to parents.
	2nd	1 after-school detention per unexcused block of school. Attendance contract with student. Parent notification.
	3rd	2 after-school detentions per unexcused block of school. Conference with student, parent, administrator.
	4th	Loss of credit in the class upon the 4 <sup>th</sup> unexcused absence. Student reports to the ACE room for the class for the remainder of the semester. Student receives a withdraw/fail for the class. Student is ineligible for the remainder of the semester.
Vandalism	Each	Restitution, possible suspension and/or police action.

\*Semester basis - all others applied on a yearly basis.

### **BULLY PREVENTION PROGRAM**

The Olweus Bullying Prevention Program was introduced in Wamego High School in the spring of 2006 and was fully implemented to start the 2006-07 school year. All staff members are expected to support our efforts to prevent bullying in our school. Twice a month, SIP classes will meet to create a safe forum for individuals to voice their concerns as well as gain a greater understanding of what all is considered bullying behavior.

**The consequences for bullying are listed in the Disciplinary Incidents & Consequence Chart (pages 28-30).**

Teasing defined: Verbal bullying or taunting. Behavior intended to distract, irritate, or annoy the recipient. It is generally accompanied by some degree of social rejection.

Exclusion defined: A discrete way to bully. A child is isolated or excluded from participating in activities with other children, such as being ignored in the lunchroom. It may also involve the spreading of rumors about another child, rumors that are hurtful and created for only one purpose: to make the child who they are about feel badly about him or herself.

### **FIGHTING**

Fighting at school or at any school-sponsored activity will not be allowed. Those involved will be suspended and lose the opportunity to attend and/or participate in school activities. Length of suspension and period of ineligibility will be based on severity of the altercation.

### **HAZING/INITIATION** (USD #320 BOE Policy JHCAA)

Forcing any student to act against his or her will is a serious offense. This manner of conduct will not be tolerated, and could result in suspension and/or expulsion.

## **SEXUAL HARASSMENT** **(USD #320 BOE Policy JGEC)**

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.

It shall be a violation of district policy for any employee to sexually harass a student, for a student to sexually harass another student, or 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 district 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:

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

Sexual harassment may include, but is not limited to:

- Verbal harassment or abuse;
- Pressure for sexual activity;
- Repeated remarks to a person, with sexual or demeaning implication;
- Unwelcome touching; or suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning a student's grades, participation in extracurricular activities, etc.

Specific examples of sexual harassment include:

- Making sexual comments or jokes;
- Looking or gesturing in a sexual manner;
- Touching, grabbing, pinching in a sexual way;
- brushing up against;
- flashing or mooning;
- spreading sexual rumors about an individual;
- pulling clothing in a sexual manner;
- showing or giving sexual pictures, messages, or notes;
- blocking passage in a sexual way;
- writing sexual messages or graffiti on walls, locker rooms, etc.;
- forcing a kiss on someone;
- calling someone gay or lesbian;
- forcing someone to do something sexual other than kissing;
- spying while someone is showering or dressing.

When acts of sexual harassment or other violations of district policy are substantiated, appropriate action shall be taken against the individual.

Any student who believes he or she has been subjected to sexual harassment should discuss the alleged harassment with the principal, guidance counselor, or another certified staff member. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a complaint under the district's discrimination complaint procedure.

The filing of a complaint or otherwise reporting sexual harassment shall not reflect upon the individual's status or grades. Confidentiality shall be maintained throughout the complaint procedure.

## **RACIAL HARASSMENT OR INTIMIDATION**

District employees and students shall not racially harass or intimidate others by name calling, using racial or derogatory slurs, or wearing or possession of items depicting or implying racial hatred or prejudice. District employees and students shall not at school, on school property or at school activities wear or have in their possession any written material, either printed or in their own handwriting that is racially divisive or creates ill will or hatred. (Examples: clothing, articles, material, publications or any item that denotes Ku Klux Klan, Aryan Nation - White Supremacy, Black Power, Confederate flags or articles, Neo-Nazi or any other "hate" group. This list is not intended to be all-inclusive.)

Violations of this policy shall result in disciplinary action by school authorities. **The consequences for racial harassment are listed in the Disciplinary Incidents & Consequence Chart (pages 28-30).**

Employees who violate this policy will be dealt with in accordance with applicable district policy and procedures.

Any student who believes he or she has been subjected to racial harassment should report the problem to his/her principal or another certified staff member. Staff members shall refer all complaints of racial harassment or intimidation to a building administrator. Complaints regarding racial harassment or intimidation shall be investigated under the district's discrimination complaint procedure identified in policy JCE, which provides for immediate investigation and disciplinary action where appropriate. Initiation of a racial harassment complaint will not adversely reflect on the student. The initiation of a student's complaint will not adversely affect the job security or status of any employee or student until a finding of fact determines that improper conduct occurred. Strict confidentiality will be maintained throughout the complaint procedure.

### **DRUG FREE SCHOOLS AND COMMUNITIES ACT** (USD #320 BOE Policy JDDA)

The unlawful possession, use, sale, or distribution of illicit drugs and alcohol by students on school premises or as a part of any school activity is prohibited. This policy is required by the 1989 amendments to the Drug Free Schools and Communities Act, P.L. 102-226, 103 At. 1928.

As a condition of continued enrollment in the district, students shall abide by the terms of this policy. Students shall not unlawfully manufacture, sell, distribute, dispense, possess, or use illicit drugs, controlled substances or alcoholic beverages on school district property, or at any school activity. Any student violating the terms of this policy will be reported to the appropriate law enforcement officials, and will be subject to the following sanctions:

#### First Offense

A first-time violator shall be subject to one or more of the following sanctions:

- A punishment up to and including short-term suspension.
- Suspension from all school activities for a period of not less than two weeks.
- An evaluation from an acceptable drug and alcohol program.

Name(s) of acceptable programs are on file with the board clerk.

#### Second Offense

A second-time violator shall be subject to the following sanctions:

- A punishment up to and including long-term suspension.
- Suspension from all student activities for a period of not less than one month.
- A student placed on long-term suspension under this policy may be readmitted on a probationary status if the student agrees to complete a drug and alcohol rehabilitation program.

#### Third and Subsequent Offenses

A student, who violates the terms of this policy for the third time, and any subsequent violation, shall be subject to the following sanctions:

- A punishment up to and including expulsion from school.
- Suspension from participation and attendance at all school activities for the year.
- A student who is expelled from school under the terms of this policy may be readmitted during the term of the expulsion only if the student maintains regular attendance at an approved drug and alcohol education and rehabilitation program.

Students who are suspended or expelled under the terms of this policy shall be afforded the due process right contained in board policies. Nothing in this policy is intended to diminish the ability of the district to take other disciplinary action against the student in accordance with other policies governing student discipline. In the event a student agrees to enter into and complete a drug education or rehabilitation program, the cost of such program will be borne by the student and his or her parents.

A list of available programs along with names and addresses of contact persons for the program is on file with the board clerk. Parents or students should contact the directors of the programs to determine the cost and length of the program.

### **SEARCHES OF PROPERTY** (USD #320 BOE Policy JCABB)

Searches of property shall be conducted in accordance with the rules approved by the board. No law enforcement officer shall search property without a search warrant or unless given consent of the building principal and is accompanied by a principal or superintendent.

Building principals are authorized to search property if there is reasonable suspicion that district policies, rules, or directives are being violated. All searches by the principal shall be carried out in the presence of another adult

witness. If a student refuses to comply with the principal's request to search their person or property in their possession, the principal will follow the policy as described in the USD 320 Policy manual, section JCABB-R-2.

### **Search of Lockers**

Lockers in the district schools shall be under supervision of the building principal and assigned to the student to store necessary school materials and clothing.

The combinations and/or keys to all lockers shall be in the sole possession of the principal and stored in a place designed to guard against unauthorized access to use. The principal may search any locker at any time without notice to the student to whom the locker belongs if there is reason to believe that the locker contains matter prohibited by law or school regulation. Students shall not place locks on any locker without administrator's approval. Complete policy is listed in the USD 320 Policy Manual. JCAB through JCABB-R-2

### **K-9 Policy**

Guidelines have been established for the use of a drug detection K-9 (canine) at Wamego High School. The K-9 will be brought in only at the request of the school principal. The sheriff's department will not be involved in the "sniff search" other than acting as the assigned handler of the K-9. A dog's alert gives the school reasonable suspicion to search the area identified.

The dog may sniff common areas such as hallways and classrooms when students are NOT in the area. Other areas which may be searched, but not limited to, are student lockers, athletic lockers, vehicles, office areas, teacher work areas, storage areas, garages, school buses and any area deemed necessary by the school principal.

If a K-9 alerts on a vehicle on school property, a law enforcement official will secure a search warrant to check the contents of the vehicle.

If the dog indicates a student has drugs in his/her possession, the student, and only the student, will be questioned by the principal or his/her designated representative.

Students found to have drugs in their possession, in their locker, or in their vehicle will be dealt with by the school administration.

Only the principal will know when a K-9 search will be conducted.

## **WEAPONS**

### **(USD #320 BOE Policy JCDBB)**

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

#### **Definition of Weapons and Destructive Devices**

As used in the policy, the term "weapon" and/or destructive device means:

- Any item being used as a weapon or destructive device;
- Any facsimile of a weapon;
- Any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;
- The frame or receiver of any weapon described in the preceding example;
- Any firearm muffler or firearm silencer;
- Any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than 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 a destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled;
- Any bludgeon, sand club, metal knuckles, or throwing star;
- Any knife, commonly referred to as a switchblade, which has a blade that opens automatically by and 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.

The possession of any knife by students, even those that do not meet criteria of a weapon as described above, is prohibited at Wamego High School and on USD 320 property or at USD 320 activity events. Knives in the possession of students will be confiscated and only returned to the parents of the individual who was in possession of the knife.

Any electronic device designed to discharge immobilizing levels of electricity; commonly known as a stun gun.

### **Penalties for Possession**

Possession of firearm or other weapon shall result in expulsion from school for a period of one calendar year, except the superintendent may recommend this expulsion requirement be modified on a case-by-case basis (see JDC). Expulsion hearings for possession of a weapon shall be conducted by the superintendent's designee.

Students violating this policy shall be referred to the appropriate law enforcement agencies, and if a juvenile, to SRS or the Commissioner of Juvenile Justice.

### **CONCEALED WEAPONS** (BOE policy KGD)

It shall be illegal for any person, other than a law enforcement officer, to possess a weapon including a firearm in or on any school property, school grounds, or any district building or structure used for student instruction, or attendance or extracurricular activities of pupils or at any regularly scheduled school-sponsored activity or event.

### **STUDENTS CONVICTED OF A FELONY** (Adopted by BOE 1-8-07)

In order for a student who has been convicted of a felony to participate in and/or attend interscholastic events, two conditions must be met.

- The school administration must receive a letter signed by the student's probation officer stating that the student is in compliance with all terms of his/her probation and that in his/her opinion the student poses no safety problems to others. The administration shall request that notification of any changes in status of the student occur within 24 hours. School administration will request an update on the status of the student on a quarterly basis.
- Taking into consideration the grades, behavior, and attendance, the student must be in good standing with the school administration.

### **REPORTING CRIMES TO LAW ENFORCEMENT** (USD #320 BOE Policy JDDB)

Whenever a student engages in conduct which constitutes the commission of any misdemeanor or felony at school, on school property, or at a school supervised activity and/or has been found:

- In possession of a weapon at school; or
- In possession of a controlled substance or illegal drug; or
- To have engaged in behavior at school, on school property, or at a school activity, which resulted in, or was substantially likely to have resulted in, serious bodily injury to others, the (principal/superintendent) shall report such act to the appropriate law enforcement agency if any of the behaviors noted above occur.

### **WAMEGO HIGH SCHOOL** **Interscholastic Good Standing Code**

Wamego High School athletic and activity teams, coaches, sponsors, faculty/staff and administration believe that ALL WHS students should conduct themselves as responsible citizens, and each will enforce this code. Students who fail to abide by this are subject to disciplinary actions as prescribed by the code. As recognized representatives of their school, Wamego High School students must demonstrate the behavior outlined in this code. Behavior of the students is to be monitored during the school year by fellow student body members, coaches, sponsors, faculty/staff, and administrators on campus during school and school-sponsored activities, or off campus during school-sponsored activities.

#### **SECTION I**

Students will be subject to disciplinary action for:

1. Breaking the laws of Kansas as the laws pertain to alcohol, tobacco, and drugs, i.e;
  - Use or possession of tobacco in any form at any time;
  - Use or possession of alcoholic beverages at any time;
  - Use or possession of marijuana or any other illegal drug at any time.
  - Abuse of prescription/nonprescription drugs at any time.
2. Unsportsmanlike behavior that results in removal from an activity.

## SECTION II

Any violation of the stated policy during the school year by a Wamego High School student will result in the following action:

### First Offense

1. Suspension from all contests for at least one interscholastic event or one-week interscholastic participation, whichever is greater to include practices.  
*If the violation involves illicit drugs or alcohol: Suspension from all school activities for a period of not less than two weeks. (This aligns consequences with those of a first offense found in the Drug Free Schools and Community Act- pg. 25)*  
\*Interscholastic events include school defined social activities, (i.e., homecoming, prom, dances, etc.) plus extracurricular events (i.e., athletic contests, school sponsored organization activities, etc).
2. A mandatory conference with the parents/guardians, and a building administrator, head coach/sponsor, and/or instructor and the student. The student may not continue participation until a conference has been arranged. The student must follow the guidelines of the above-mentioned team (parents, administrator, coach, sponsor, instructor), which could include, but are not limited to, requiring the student to complete an alcohol/substance abuse program (at the expense of the parents) before allowing the student to participate again.
3. Voluntary admission of an infraction of a rule regarding substance abuse will not result in suspension, when outside the jurisdiction of USD #320, but will count as a first offense. In such cases, a mandatory conference is still required. The purpose of this provision is to allow the student to seek help. A student may not use this voluntary admission if the administration, staff or coaches are already aware of the rules infraction. This provision may be used only one time and can be disallowed by the head coach or sponsor.
4. Any offense to and from and during an activity that directly affects a group activity, practice, or game may be treated as a second offense.

### Second Offense

14. After confirmation of a second violation, the student shall lose eligibility for all interscholastic activities for the remainder of the academic school year.
15. Any student with a previous violation and entering a new season is on probation (probation shall mean that an additional violation will be handled as a second offense). The penalties shall be cumulative (one academic year) beginning with the student's participation in a particular activity, with a second violation being total suspension from participation for the remainder of the academic school year.

If at any time, questions arise about the above two conditions or related conditions, the school administration will meet immediately with the student's probation officer, student, student's parents/guardian to discuss the circumstance(s) and/or event(s).

## **SPORTSMANSHIP**

Wamego High School believes that sportsmanship is a very important part of a student-athletes participation in high school activities. We expect our student-athletes to conduct themselves in a way that represents the school positively. Athletic programs are community events, and we ask that all coaches, athletes, students, and spectators to conduct themselves in a sportsmanlike manner.

### **Sportsmanship Code**

1. Be courteous to opponents, fans, and cheerleaders.
2. Be representative in your behavior toward everyone present.
3. Respect and abide by the official's decision.
4. Exercise self-control at all times; never boo an official, coach, cheerleader or player.
5. Display character in your every action.
6. Learn to win with character and lose with dignity.
7. Display appreciation for a good performance or play regardless of team.
8. Gain an understanding and appreciation for the rules of the contest.
9. Your behavior influences others, whether you are aware of it or not.

Sportsmanship is the cooperation of people as a unit showing common courtesy, patience, pride, and respect.

## **NORTH CENTRAL KANSAS LEAGUE** **CODE OF ETHICS**

1. I will avoid any deed or habit that will harm or degrade me mentally, morally, physically, or spiritually, thereby preserving the reputation of my school and the NCKL.
2. I will realize and respect the rights, property, and beliefs of others regardless of race, class, or creed.
3. I will contribute to and support, in a sportsmanlike manner, all school activities.

4. I will observe all rules set up by my school and the NCKL.
5. I will maintain personal integrity and conduct myself at all times in such a manner as to be a credit to myself, to my school, and to the NCKL.

### **INSTRUCTIONS TO STUDENTS RIDING THE BUS**

1. The driver is in charge of the students on the bus. Students must obey the driver.
2. The driver will assign a seat to each student. Students in less desirable seats may move to a second assigned seat for added comfort after the passenger load is lightened if permission is first obtained from the driver and if the bus is not in motion.
3. Students must be on time as the bus cannot wait for those who are tardy. When going to the bus, students will walk on the far left of the road, facing traffic.
4. While waiting for the bus, students should never stand in the roadway. Wait for the bus off the traveled portion of the road. Students are reminded that bus stops are under school supervision and students should be orderly.
5. Unnecessary conversation with the driver is prohibited. Do not talk to the driver or distract the driver.
6. Outside of ordinary conversation, classroom conduct is to be observed.
7. Students should never throw waste paper or other rubbish on the floor of the bus. Help keep the bus clean.
8. Students are not to extend arms or heads out of the bus window.
9. Students are not to get on or off the bus or move about within the bus while it is in motion.
10. When leaving the bus, students are to observe directions of the driver. If students cross the road, do so in front of the bus after making sure the highway is clear.
11. Any damage to the bus is to be reported to the driver immediately.
12. Students riding the bus during stormy seasons are advised to listen to their home radio for storm warnings and not attempt to reach school when so forewarned.
13. Students are not allowed to have food or drink on bus routes.
14. In the event that a parent needs to notify the school of a change in after-school bus transportation arrangements, the parent must call the school office and send a note to the office, where it will be stamped. The note is to be presented to the driver when the child boards the bus.
15. If a child misses an afternoon bus because of lack of communication from the parent, it will be the parent's responsibility to provide transportation. The school office will make every reasonable effort to notify the parent of the situation.
16. If a child misses an afternoon bus because the school staff did not properly convey communication received from a parent, the school staff will attempt to have the parent arrange transportation or the staff will provide transportation.
17. If a child misses the bus because he/she did not follow regular procedures for after-school dismissal, the responsibility for providing transportation shall rest with the parent. The school office will attempt to notify the parent that transportation is needed.

### **DISCIPLINE PLAN FOR BUS STUDENTS**

The first time a student misbehaves on the bus, he/she will receive a warning from the bus driver. The second time will constitute a consequence for unsafe conduct. Once a student receives his/her unsafe conduct report it will carry with him/her for the school year.

Behaviors listed under the title Immediate Action will constitute an unsafe conduct report and will also result in the immediate action of five (5) school days off the bus or next action after student's last suspension of bus privileges.

Misconduct that warrants the bus driver to give a student a discipline slip will result in the action listed under the title Disciplinary Plan. The middle school and high school will use steps 1, 2, 3, & 5 in their disciplinary plan for students.

### **IMMEDIATE ACTION**

Behaviors listed below will result in a conduct report and the immediate loss of bus privilege for five (5) school days; or the next action after students last conduct report:

Fighting, smoking, obscene behavior witnessed by driver, throwing objects inside of bus or out of the windows, bad language or abuse directed at driver or other students, use or possession of any form of tobacco, destroying bus property, possession of weapons (knives, gun, sharp objects, etc..) use or possession of drugs or alcohol, flat refusal to obey driver.

**DISCIPLINARY PLAN**

<b><u>UNSAFE CONDUCT &amp; MISBEHAVIOR</u></b>	<b><u>BUS DRIVER ACTION</u></b>	<b><u>TRANSPORTATION DIRECTOR ACTION</u></b>
Misbehavior	Warning to student	None
<b><u>Unsafe Conduct Action</u></b>		
1st Report	Call parents, fill out discipline slip, mail slip home, meet with Tran. Dir. and student	
2nd Report	Fill out discipline slip, meet with Trans. Director	Call parents, Mail slip home, meet with parent & driver 5 days off bus.
3rd Report	Fill out discipline slip, meet with Trans. Director.	Call parents, Mail slip home, meet with student & driver 15 days off bus.
4th Report (Grade K-6)	Fill out discipline slip meet with Trans. Director.	Call parents, Mail slip home, meet with student & driver 45 days off bus
5th Report	Fill out discipline slip meet with Trans. Director	Call parents, Mail slip home, meet with student & driver Student will be off the bus fo the rest of the school year.

**SHUTTLE BUS STUDENTS**

USD 320 is providing shuttle bus services as a courtesy and convenience. Any unsafe conduct by a shuttle student may result in loss of this privilege. On any bus suspension, the transportation director will confer with the principal if necessary.

**SPECIAL SCHOOL CLOSINGS**

In the event of school closing, information will be broadcast on local radio and television stations, as well as the School Messenger phone contact system. Parents of children in school are encouraged to leave their children in school during severe weather warnings, rather than to attempt to pick them up or notify them to come home. It is the belief of the Board of Education and the administration that confusion will result if parents attempt to pick up their children in such emergencies.

**ASBESTOS**

In accordance with EPA regulations, this school has been inspected for materials that contain asbestos and an asbestos management plan has been developed and adopted. This plan is on file in the school office. The plan complies with the AHERA mandated requirements for asbestos materials in schools. Any individual who would like to review the plan may do so by visiting the school office and requesting to see the plan.

**CRISIS PLAN**

Wamego High School has a crisis plan in effect and a crisis team available should there be an event that would have an immediate and adverse effect on a large portion of the school population.

**WAMEGO HIGH SCHOOL SITE COUNCIL**

The WHS Site Council was created in January 1993 at the direction of the Kansas State Board of Education and the legislature. The Site Council consists of members representing parents, community members, and staff. Its purpose is to serve in an advisory capacity to the WHS staff and administration regarding implementation and operation of the Quality Performance Accreditation (QPA) program. Meetings are held the first Wednesday of each month in the WHS library at 5:00 p.m. and are open to the public.

## **NONDISCRIMINATION NOTICE**

Discrimination against any student on the basis of race, color, national origin, sex, disability, or religion in the admission or access to, or treatment in the district's programs and activities is prohibited. Mr. Doug Conwell, 510 E. Hwy 24, Wamego, KS 66547, 785-456-7643 has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and The Americans with Disabilities Act of 1990. Any student who believes he or she has been discriminated against may file a complaint with the building principal or the compliance coordinator.

Any student complaint of discrimination shall be resolved under the district's discrimination complaint procedure.

## **FAMILY EDUCATIONAL RIGHT TO PRIVACY** **(USD #320 BOE Policy JR)**

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

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

- The right to review and inspect all of your educational records except those which are specifically exempted.
- The right to prevent disclosure of personally identifiable information contained in your educational records to other persons with certain limited exceptions. Disclosure of information for your educational records to other persons will occur only if:
  - We have your prior written consent for disclosure;
  - The information is considered directory information, and you have not objected to the release of such information; and
  - Disclosure without consent is permitted by law.
- The right to request that your educational records be amended if you believe the records are misleading, inaccurate, or otherwise in violation of your rights. This right includes the right to request a hearing at which time you may present evidence to show why the record should be changed if your request for an amendment to your records is denied in the first instance.
- The right to obtain a copy of USD 320 policies for complying with FERPA. A copy may be obtained from the Clerk of the Board, USD 320, 510 E. Hwy 24, Wamego, KS 66547, 785-456-7643

## **DIRECTORY INFORMATION** **(USD #320 BOE Policy JRB)**

For purposes of FERPA, USD 320 has designated certain information contained in educational records as directory information, which may be disclosed for any purpose without your consent.

Directory information categories include the following: the student's name, address, telephone number (unless designated as an unlisted number), picture, parent or guardian, date and place of birth; major field of study; weight, height, participation in and eligibility for officially recognized activities and sports; dates of attendance or grade placement; honors and awards received; and the most recent educational agency or school attended by the student.

You have the right to refuse to permit the designation of any or all of the above information as directory information. If you refuse, you must file written notification to this effect with USD 320 addressed to the Clerk of the Board, USD 320, 510 E. Hwy 24, Wamego, KS 66547 on or before **September 1, 2011**. If refusal is not filed, USD 320 assumes there is no objection to the release of the directory information designated.

## **USD #320 POLICY MANUAL**

The USD 320 Policy Manual is available for reference upon request in the high school office.