



# Wamego High School

## STUDENT HANDBOOK 2017 - 2018

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 has 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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2017 - 2018

# Daily Schedule

Red Day		White Day	
0 hour	7:00-8:02	0 hour	7:00-8:02
Block 1	8:10-9:45	Block 5	8:10-9:45
Block 2	9:50-11:25	Block 6	9:50-11:25
Block 3 --- Begins	11:30	Block 7-SIP/Lunch	11:30-12:45
1st Lunch	11:30-12:00	1st Lunch	11:30-12:00
2nd Lunch	11:40-12:10	2nd Lunch	11:40-12:10
3rd Lunch	11:50-12:20	3rd Lunch	11:50-12:20
4th Lunch	12:00-12:30	4th Lunch	12:00-12:30
5th Lunch	12:10-12:40	5th Lunch	12:10-12:40
Block 3 --- Ends	1:35	Block 8	12:50-2:25
Block 4	1:40-3:15	Block 9/Seminar	2:30 - 3:15

# PLC Friday Schedule

Red Day - PLC Friday		White Day - PLC Friday	
Block 1	8:55-10:15	Block 5	8:55-10:15
Block 2	10:20-11:45	Block 6	10:20-11:45
Block 3 --- Begins	11:50	Block 7-SIP/Lunch Begins	11:50
1st Lunch	11:50-12:20	1st Lunch	11:50-12:20
2nd Lunch	12:00-12:30	2nd Lunch	12:00-12:30
3rd Lunch	12:10-12:40	3rd Lunch	12:10-12:40
4th Lunch	12:20-12:50	4th Lunch	12:20-12:50
5th Lunch	12:30-1:00	5th Lunch	12:30-1:00
Block 3 --- Ends	1:45	Block 7-SIP Ends	1:00
Block 4	1:50-3:15	Block 8	1:05- 2:30
		Block 9/Seminar	2:35 - 3:15

**WAMEGO HIGH SCHOOL FACULTY AND STAFF**

**ADMINISTRATION**

Tim Winter	Superintendent of Schools
Dr. Chad Brecheisen	Principal
Dennis Charbonneau	Assistant Principal and Activities Director

**BOARD OF EDUCATION**

Robert Adams, Amy Schwein, Michelle Johnson, Ryan Hargitt, Nicolette Ziegler, Bruce Coleman

**OFFICE STAFF**

Lynette Pearce - Patricia Goehring – Paige Padgham

<b>FACULTY NAME</b>	<b>TEACHING ASSIGNMENT</b>
Julie Ayers .....	Physical Education
Carl Behrens .....	Science
Jana Biery .....	Science
Tammy Biswell .....	FACS
William (Ross) Conner .....	Social Studies
Kevin Brown .....	ACE/VPL Lab
Crystal Brunner.....	ESL
Ron Cook.....	Social Studies/HELP
Kelly Estes.....	Special Education
Kim Fund.....	Special Education
Lotus Hazlett.....	Foreign Language
Troy Hemphill .....	Social Studies
Shawn Hornung .....	Social Studies
Drew Horton .....	Vocal Music
Travis Graber .....	Business
Philip Kline.....	Science
Brad Koehn.....	Drafting/Woods
Jina Kugler.....	Counselor
Shawn Lehecka.....	Business
Mary Lonker .....	English
Brian McIntosh .....	Physical Education
Hannah Merle .....	Art
Andy Morton .....	Agriculture Ed
Tegan Nusser .....	Math
Brian Oliveras .....	English
Jim Page.....	Special Education
Heather Petermann.....	Special Education
Michael Petermann .....	English
Laura Rezac .....	Math
Chris Richmond .....	Instrumental Music
Shelley Rickstrew .....	Counselor
John Scoggins .....	Math
Lori Scoggins.....	Media Specialist
Suzanne Sprenkle.....	Foreign Language
Jacque Steinbacher.....	FACS
Dr. Allen Sylvester .....	Science
Deborah Sylvester.....	Math
Mindy Thierolf.....	English/Yearbook
Jennifer Topliff.....	Oral Comm. /Drama
Tyler Vela.....	English
Greg Webb.....	Math
Lee Weber.....	Physical Education/Gifted

## **PRINCIPAL'S MESSAGE**

Welcome to the 2017-2018 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 us work together to achieve and celebrate greatness at Wamego High. Go Raiders!!!

## **WAMEGO HIGH SCHOOL MISSION STATEMENT**

Our mission is to ensure each student reaches a high level of achievement as measured by local, state, and national standards.

## **WAMEGO HIGH SCHOOL VISION STATEMENT**

Our vision is all students will graduate from Wamego High School after meeting or exceeding content standards. They will see relevance and take ownership of their learning; grades are secondary, feedback is primary. We will value all members of the learning community.

## **WAMEGO HIGH SCHOOL COLLECTIVE COMMITMENTS**

- We will base all of our decisions on what is best for each student
- We will provide a safe and supportive environment for all
- We will collaborate openly, honestly, and respectfully
- We will stay current with research-based best practices
- We will sustain a comprehensive system of support to ensure student learning
- We will provide timely, relevant, and effective feedback to all member of the learning community
- We will identify and communicate essential questions, content, and skills to all
- We will utilize technology and stay current with advances in the field

## **STRATEGIC PLAN**

### **Mission Statement**

Wamego USD 320 school district's mission is to provide a challenging learning environment that encourages high expectations for academic success and personal growth for all students.

### **District Vision Statement**

Together, we will provide opportunities for every child to reach his or her potential in order to become more than he or she ever hoped to be. We will focus our efforts on ensuring that all students learn, building a collaborative culture and establishing a focus on results.

### **District Collective Commitments**

- We are committed to each of the five goals as identified in the USD 320 Strategic Plan (2011-2016).
- We are committed to professional learning communities (PLCs) as the means of continuous school improvement.
- We are committed to continuous and demonstrable systemic improvement and believe this is the primary way an organization meets its mission and vision.
- We are committed to providing learning environments in our schools so that each child's educational needs are frequently assessed and action is taken based on that assessment.
- We are committed to regularly using data to guide change and improvement.
- We are committed to providing students with a rigorous and relevant curriculum needed for effective learning for all students.

- We are committed to supporting teachers in their endeavor to provide high quality instruction.
- We are committed to effective leadership whereby leaders listen carefully, anticipate future needs, and work to engage others in leadership initiatives to shape necessary changes.

### STUDENT ACTIVITIES & SPONSORS

<b>CLUB</b>	<b>SPONSOR</b>
Art Club	Hannah Merle
Band	Chris Richmond
Baseball	Jerry Johnson
Basketball (Boys)	Troy Hemphill
Basketball (Girls)	Brian McIntosh
Cheer	Shelby Bruckerhoff
Cheer Assistant Coach	Aubrey Brown
Cross Country (Boys & Girls)	Rick Patton
Culinary Arts	Jacque Steinbacher
Dazzlers	Angie Bettencourt
FBLA (Future Business Leaders of America)	Shawn Lehecka
FFA (National FFA Organization)	Andy Morton
FCCLA (Family Career & Community Leaders of America)	Tammy Biswell
Football	Lee Weber
Golf	Michael Petermann
KAYS	Jina Kugler
Jazz Band	Chris Richmond
CFL (Catholic Forensics League)	Jennifer Topliff
NHS (National Honor Society)	Shawn Hornung/Suzanne Sprenkle
Scholars Bowl	Carl Behrens/Phil Kline
Science Club	Carl Behrens/Dr. Allen Sylvester
Softball	Kevin Kinderknecht
World Cultures Club	Susanne Sprenkle
Student Council	Ross Conner
SADD (Student's Against Destructive Decisions)	Shelley Rickstrew
Tennis (Girls)	Shawn Lehecka
Track (Boys & Girls)	Rick Patton
Vocal Music	Drew Horton
Volleyball	Cathy Foote
Weights Club	Brad Koehn
Wrestling	Kevin Brown
Yearbook	Mindy Thierolf
Senior Class Sponsor	Crystal Brunner/Kelly Estes
Junior Class Sponsors	Kim Stewart/TBD
Sophomore Class Sponsors	Mary Lonker/Kim Fund
Freshman Class Sponsors	Brad Koehn/Jennifer Kimnitz

## 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 an approved summer school program. USD 320 will not pay students' fees for summer school.

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

- 4 units of English
- 3 units of Social Studies (1 must be World History & Geography (beginning with the graduating of 2019), one must be American History and .5 must be American Government)
- 3 units of Mathematics
- 3 units of Science
- 1 unit of Physical Education
- .5 unit of Oral Communication
- .5 unit of Technology
- 1 unit of fine arts
- 24 units of total credit
- 8 semesters of attendance (Exception: Partial Early-Out)
- Students must enroll in at least 2 core curriculum courses each semester. Courses must be selected from English, Mathematics, Science, or Social Studies.
- Successful completion of Senior Interview Day: **February 21, 2018.**
- Students who need outside credits to meet the 24 credits required for graduation must be enrolled in those courses on or before **March 9, 2018.** The Wamego High School guidance office must have verification of successful completion of the courses/credits no later than **May 11, 2018** in order to be counted toward the needed number of credits and have the opportunity to participate in graduation exercises on **May 19, 2018.**
- 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 an alternative learning center will not be eligible to participate in the Wamego High School graduation ceremony. Alternative Learning Center students have forfeited the privilege to participate in Wamego High activities.

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

**In order to be eligible for participation in graduation, one must be a bona fide student in good standing.**



**A student who is under penalty of suspension or whose character or conduct brings discredit to the school or to the student, as determined by the principal, is not in good standing and is ineligible to participate.**

Grades for teacher aides and office assistants will be posted on grade cards, but students do not earn credit toward fulfilling graduation requirements. Only seniors in good standing may be student aides.

Successful completion of Senior Interview Day **on February 21, 2018**, is required for graduation.

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

Students wanting to graduate early will need to meet with a school counselor 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
- A letter of support written and signed by the parent

**VALEDICTORIANS & SALUTATORIANS FOR GRADUATION**  
**(Approved By BOE May 2011)**

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 a 980 SAT; or
- Rank in the top third of your graduation class
- Complete the pre-college curriculum with at least a 2.0 grade point average on a 4.0 scale.

### **Kansas residents graduating from accredited high schools (Class of 2016)**

To qualify for admission to KU as freshmen, students graduating from an accredited high school in Kansas must submit a completed application with the \$30 fee and meet the following requirements:

- 2.0+ GPA in the Kansas Qualified Admissions curriculum and
- 3.0+ overall GPA and 24+ ACT (1090+ SAT)
- 3.25+ overall GPA and 21+ ACT (980+ SAT )
- If applicable, achieve a 2.0 GPA or higher on any college credit taken in high school

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 (if students reach the ACT Math readiness benchmark of 22).
  - 4 units required in high school at or above the level of Algebra I (if students do not reach the ACT Math readiness benchmark of 22).
  - 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

Students who are planning to participate in college athletics may need to register with the NCAA Clearinghouse (Division I or Division II) or the NAIA (NAIA schools). Eligibility for college athletics may require more core

courses, a higher grade point average, and a higher ACT score than required for graduation or qualified admissions. For example, Division I athletes must complete 16 core courses, seven of which must be in English, science, math or natural/physical science. The other three can be languages or core classes. Student athletes should visit with their high school counselor as well as visit [www.playnaia.org/](http://www.playnaia.org/) or [www.eligibilitycenter.org/](http://www.eligibilitycenter.org/)

**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:

- Students, who have 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**

- A student must enroll in 7 courses each semester, plus SIP (unless approved by the administration.) Part-time attendance is permitted only during the 8th semester.
- Students who take the partial early out must make arrangements to participate in the scheduled senior interview day.
- Written application to the building principal requesting the partial early-out is required **no later than the end of the day on November 3, 2017**. 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 feedback
- Students 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.
- 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.
- 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.
- 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.
- 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:
7. 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

Semester finals are a part of the academic requirements at WHS. 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. No finals will be given prior to finals week.

Every course, whether semester or year-long, will have a culminating assignment or final at the end of each semester. In addition to a final, this culminating assignment may be a unit test, project, paper or similar assignment to end the semester. If the culminating assignment occurs prior to the last class day of the semester in a year-long class, classroom activities and teaching will continue through the last day. This may include beginning the next unit to be continued at the start of second semester. In a semester course, the culminating assignment or final will occur on the last scheduled class period. During the spring semester, the culminating assignment or final will occur during the scheduled time for finals on the last week of school. The culminating assignment will be a required summative assessment for every student; there will be no opt out option.

### STANDARDIZED GRADING PROCEDURE

The Wamego High School Mission is to ensure each student reaches a high level of achievement as measured by local, state, and national standards.

We feel very strongly that learning must take place and be continuous to accomplish this mission. Grades serve as the tool to measure learning. However, our primary focus is learning. Therefore we have developed the following beliefs:

#### **Wamego High Learning Beliefs**

- **All students can learn**
- **Learning is essential**
- **Students are held accountable for their learning**
- **Assessments are authentic, relevant, and rigorous**
- **Student grades will reflect what students know and can do**

**Grading and assessment practices may vary from department to department. These beliefs however are constant and provide the fundamental rationale for the WHS grading policy.**

## Definitions

Academic Warning (“AW” or “W”): Anytime a student fails an assessment (earns below a 70%) the student will be on academic warning. Student will remain on academic warning until the W has been removed due to the completion of class requirements for that assessment as deemed appropriate by the instructor. A student on academic warning is not eligible for early out privileges and must attend Seminar.

### Standardized grading scale for all courses

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%

*F (No Credit) Below 60%*

## 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 receive 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

The Honor Roll will be posted at the end of each semester. Students can earn Honor Roll based on Academic GPA if they are in good standing and have no recorded suspensions during the semester. Students will be recognized as Honor Roll or High Honor Roll based on the following:

### **Honor Roll 3.7 - 3.99 G.P.A. High Honor Roll 4.0 or Higher G.P.A.**

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

A 4.00	B- 3.00	F- No Credit 0.00
A- 4.0	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 in which they are enrolled: (adopted by BOE June 2001)*

A 5.00	B- 4.00	F- No Credit 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 Rolls on a semester basis. Students who are on the High Honor Roll or the Honor Roll for two semesters will receive a letter and academic lamp. For each additional semester a student is on the High Honor Roll or 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:

- positive contributions in class;
- consistent effort in completing assignments;
- good classroom behavior, positive interaction with other students and staff members;
- good attendance, few or no tardies;
- academic progress (judged by the student's ability; and
- no Academic Warnings.

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 5, 2017**. For the spring semester, the first eligibility report is due in the office on **January 22, 2018**.
- Teachers will enter and export graded work a minimum of once weekly no later than 8:00 a.m. each Monday.
- A “cumulative grade of less than 70% makes a student ineligible for activity participation and dances.
- **Anytime a student’s cumulative grade falls below the 70% level, a student will be academically ineligible. The Academic eligibility list will be determined each Monday. Students have the rest of the week to bring their cumulative grade above the 70% level.**
- The period of ineligibility runs from the Sunday following the date of the grade report for the following A student will be removed from the ineligible list after a one week suspension period provided the student’s cumulative grade has reached the 70% level. (students will remain on the ineligible list for the entire week)
- Students enrolled in a class that has performance requirements will be allowed to perform to meet the requirements of that class.
- Students who are academically ineligible and involved in after school activities such as athletic practice, play practice, ect., are encouraged to report to the teacher for whom they have a “AW” with each day after school to receive additional instruction from 3:15 to 3:45.
- Academic success is the responsibility of the student. Teachers are available to work with students before and after school and during seminar.

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 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 34-37) of the student handbook. Disciplinary ineligibility would include loss of the privilege to participate in/attend sports, club activities, school plays, and school dances.

**In order to be eligible for participation in activities, one must be a bona fide student in good standing.**



**A student who is under penalty of suspension or whose character or conduct brings discredit to the school or to the student, as determined by the principal, is not in good standing and is ineligible to participate.**

### **ACADEMIC SEMINAR POLICY**

- Seminar teachers will take attendance and distribute grade sheets to students with W's and have cumulative grade of 70% or greater in all classes without W's will be released for early out. These students need to leave the building, stay in assigned seminar and study, or stay in the commons/lower gym. Clubs and Organizational meetings will occur at the beginning of seminar from 2:50 to 3:15. Students with W's or who have a cumulative grade less than 70% in any class will not be allowed to attend.
- The teachers and staff are here to provide opportunities for student success to happen, but ultimately success is the student's responsibility. Teachers are available to work with students during seminar as well as before and after school to ensure student success. Grade sheets printed in seminar will serve as hall passes and be signed by teachers providing remediation.
- Students who skip or are determined by administration to be unexcused during seminar **will lose the early out privilege for a minimum of three weeks (1<sup>st</sup> offense). After the first offense, unexcused absences from Seminar will receive ISS and lose early out privileges for the remainder of the semester.** If this occurs late in the semester term, this loss of privilege may carry over into the following semester. If the student demonstrates academic progress and responsibility over a minimum period of 3 weeks, the early out privilege may be reinstated. 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.
- **The seminar teacher is responsible for checking all their seminar students back in at the end of seminar at 3:15. Students who fail to report back to seminar will receive an after school detention to be served with the seminar teacher.**

### **SIP/SEMINAR EXPECTATIONS**

Behavior expectations are the same as in any regular classroom:

- No food or drink
- Cell phone use will not be tolerated during seminar. If students are accessing their cell phone for any reason without permission, it will be confiscated and the student will be assigned a detention.
- No card playing
- No sleeping
- No socializing
- Must have materials to work on
- Must make good use of time
- No computer game playing

Refusing to work or bring materials will result in classroom consequences.

The student's academic progress/achievement will always be the priority before any activity participation during SIP or Seminar period.

### **SEMINAR EARLY DISMISSAL INCENTIVE** **(2:45 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 cumulative grade 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 tardies or unexcused absences. This will be on a one week rotation. Attendance will be emailed out to teachers every Monday. Students with an unexcused tardy or and unexcused absence during the previous week will lose early out privileges for the week.
- \*\*\*Receiving (Academic Warning) in any class rescinds a student's opportunity to qualify for or continue to receive early dismissal for the remainder of the week
- Clubs and Organizational meetings will occur during seminar from 2:50 to 3:15. Students with W's will not be eligible to attend; students with I's may attend at teacher discretion.
- 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 incentive during seminar.

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. Teachers will utilize grade sheets to have students go to the teachers for which they have an W. The grade sheets must be signed in and out by classroom teachers and return with the students to their seminar room to be verified by their seminar teacher.
2. Students with W's must report to these teachers and be working to improve their grades.
3. Students who do not have an W 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.
4. 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) 11:30-12:40 (11:50-1:05 on PLC Fridays)** **Seminar 2:25-3:15 – NOTE: Early out begins at 2:45**

The SIP block will be used for administering local, state and national assessments for the school improvement process. It will also be used for other school improvement activities.

Seminar: This is a time that students can work on assignments, seek assistance from instructors, conduct club meetings, and receive additional music instruction/practice.

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.

### **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 an approved alternative school 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:

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

- 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.
- 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.

### **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.

### LIBRARY MEDIA CENTER EXPECTATIONS/GUIDELINES

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 should report a change of address, parent/guardian e-mail or phone number to the office.
2. 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.
3. Card playing, gambling, and/or foul language will not be allowed on school premises.
4. Students are asked to stay out of the office unless business is being conducted.
5. No food is allowed in classrooms. With teacher permission, bottled water in the original bottle with screw-on lids will be allowed in classrooms.
6. Students must restrict their feelings of affection at school to holding hands.
7. Students guilty of damaging school property will be responsible for replacement or repair costs.

8. 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 personal electronic devices during passing times or lunch, provided they are not used to infringe upon the rights of others. Students sent to the ACE room for disciplinary reasons will not be allowed to use Cell phones and other electronic devices.
9. 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.
10. 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: The student and teacher will meet to establish 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.
11. Unless the student is enrolled in zero hour or has made prior arrangements with an instructor, the building will be open to students at 7:30 AM. 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.
12. 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.
13. 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. WHS cannot be held liable for lost or stolen items.

**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: Any lost instructional time due to violations of the dress code will be recorded as unexcused.

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 one enters the building until the school day ends at 3:15 pm*. This applies to both males and females.
  - Failure to comply will result in staff confiscating the headwear and turning it in to the office. The hat or head covering will be returned to the student at the end of the day and consequences may be assigned.
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. 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.

6. No pajamas (items considered to be nightwear) are to be worn to school.
7. Blankets are not appropriate coverings and will not be allowed to replace a coat.
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.
10. Clothing with excessive holes particularly jeans & shorts may be deemed inappropriate.

**The consequences for dress code violations are listed in the Disciplinary Incidents & Consequence Chart (pages 34-37).**

### **DRIVING AND PARKING**

Any student of proper age and with a valid license may drive to school. This is a privilege, not a right. All students driving a vehicle(s) to school must submit a Vehicle Registration Form for that vehicle(s). If at any time during the year, a student begins driving a different vehicle to school, that student must come to the office to complete a new form with the new plate number. 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 32 for consequences.

Permission to drive during school hours 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.

### **FOOD SERVICE**

Free or reduced priced meals shall be provided for students who qualify under state and federal rules and regulations. The eligibility forms, rules and regulations governing this program shall be provided by the administration to students or their parents.

The school meal program for USD320 is designed to provide students with breakfasts and lunches that meet the nutritional needs of students at a reasonable price. All school meals meet the guidelines as mandated by the Healthy Hunger Free Kids Act.

- Breakfasts and lunches are available every full day of school. Students may choose skim chocolate, skim white or 1% white milk at every meal. Water is made available, free of charge, in every school in the lunchroom.
- Meals must be paid for in advance. Parents are responsible for maintaining a positive account balance. Payments may be made by sending a clearly labeled check to the school or with your student or with a credit card in the school office or online at [www.myschoolbucks.com](http://www.myschoolbucks.com).
  - Each student has one meal account which is used for breakfast, lunch and ala carte (if permitted).
  - The Point of Sale software does not allow for family accounts, but money can be transferred from one student to another by contacting the Food Service office at 456-2214 extension 5020.
- Parents or other family members are welcome to eat with student. The school must be notified by 8:30am the morning you are planning on eating with your student – no exceptions.
- All scratch food production takes place at the High School. The meals served at the elementary schools are transported in special hot carts prior to serving.
- Home Prepared Lunches are permitted. These lunches should be sent in containers that students can easily manage on their own. Lunches should meet the nutritional needs of the individual. Candy, gum and pop are not allowed.



- Microwaves are not available at the elementary schools.
- Frequently asked questions are answered on the District website, Food Service page: <http://www.usd320.com/Programs/FoodService/documents/FoodServiceFAQ.pdf>

### **INFORMATION ABOUT MYSCHOOLBUCKS**

You can monitor your student's school meal account by setting up a free account at [www.myschoolbucks.com](http://www.myschoolbucks.com). You will need your student's state ID#, which can be supplied to you by the school office or the Food Service office. In addition to checking your student's meal balance online, parents may use their VISA or Mastercard to make an online payment.

#### **Meal Accounts**

Meal policy and information can be located on the district website:

<http://www.usd320.com/Programs/FoodService/documents/Charging%20Policy.pdf>

It is our policy to never deny a student a meal. We recognize that students who are hungry do not perform as well in the classroom. Parents are notified via email when student accounts reach a low balance of \$10.00. Parents are also notified via email when student accounts reach a negative amount. In addition, all Middle School and High School students are verbally told that they need to bring lunch money once they have a negative account. Parents will be notified via letter when student accounts drop below -\$25.00. If a student account reaches -\$50.00, the account will be turned over to the District Office for collection. Students at the Middle School and High School lose their ala carte privileges when they have a negative account. They can continue to use their account for a school meal, but not ala carte purchases. If you are having financial difficulty, please complete and submit a free/reduced meal application.

#### **Meal Etiquette**

- Trays are not to be taken from the Commons without permission.
- A place in the serving line may not be saved for friends.
- After eating, return your tray and dinnerware to the dish return window. Please place all waste paper in the trash cans.
- 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 lunch period are limited to the *Commons and outside eating area*. No food or trays are allowed outside of the Commons without permission.

### **OPEN LUNCH**

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

Freshmen and Sophomores do not have open lunch privileges. 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 34-37).

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.

### **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) or by authorization of the office. All students must sign out at the office before leaving the building.

### **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 under 21 years of age 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. Once students leave the dance, they may not come back in.
7. All school rules will apply at dances. Violation of the school rules may result in expulsion from the dance and further consequences.

### **BREATHALYZERS**

As a preventive measure, a breathalyzer may be used at any and all school activities or during the school day. Upon reasonable suspicion or random selection, students may be asked to take a breathalyzer test. Students who do not pass the test will be disciplined per school policy.

### **TELEPHONE USE**

Students are only to use the office phone when making telephone calls after gaining permission from office personnel.

### **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 distributed by email during the second block of the school day. Daily announcements are 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 8:10 am.



## **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 administration. 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 prescribed medicine per physician orders. 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 and checked in with the office and/or nurse. This applies to all medication, prescription or over-the-counter drugs. Distribution of medication will be handled through the office and/or nurse.

**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(s) 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**

**Each student at Wamego High School will be loaned a district owned Apple MacBook Air Laptop, charger, and case to be used at school and at home for the completion of school assignments. This equipment is and shall remain the property of Wamego School District and is herewith lent to the student for the school year and should be used for approved purposes only. For guidelines regarding student and parent responsibilities regarding the MacBook Air Laptops, please reference the Student Acceptable Use Agreement and Laptop Loan Agreement Form which can be found on the USD 320 District Website at [www.usd320.com/enrollment/.../Acknowledge&Consent.pdf](http://www.usd320.com/enrollment/.../Acknowledge&Consent.pdf).**

*Wamego High School*  
*iPad/Laptop, Policy, Procedures, and Information*

**1. TAKING PROPER CARE OF iPADS and Laptops**

Students are responsible for the general care of the iPad and Laptops while using the device they have been assigned by the school. iPads that are broken or fail to work properly must be taken to the Library or classroom teacher for an evaluation of the equipment.

**1.1 General Precautions and Expectations**

- 1.1.1 The iPad is school property and all users will follow this policy and the WHS Acceptable Use Policy for technology.
- 1.1.2 Only use a clean, soft cloth to clean the screen, no cleansers of any type.
- 1.1.3 Cords and cables must be inserted carefully into the iPad to prevent damage.
- 1.1.4 Gently place the iPad in the cart at the end of use.

- 1.1.5 iPads must remain free of any writing, drawing, stickers, or labels that are not the property of the Wamego School District.
- 1.1.6 iPads that malfunction or are damaged must be reported to the library. The school district will be responsible for repairing iPads that malfunction and/or repairs covered under warranty. **iPads that have been damaged from student neglect or are accidentally damaged will be repaired with the first \$100 of repair cost being borne by the student.**
- 1.1.7 Students will be responsible for the entire cost of repairs to iPads that are damaged intentionally, stolen, or lost.
- 1.1.8 iPads will **NOT** be issued to students for use off school grounds.

## 1.2 Screen Care

- 1.2.1 The iPad screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.
- 1.2.2 Do not put unnecessary pressure on the top of the iPad.
- 1.2.3 Do not place anything near the iPad that could put pressure on the screen.
- 1.2.4 Do not place anything in the carrying case that will press against the cover.
- 1.2.5 Clean the screen with a soft, dry cloth or anti-static cloth.
- 1.2.6 Do not “bump” the iPad against walls, doors, floors, tables, desks, etc. as it may crack or break the screen.

## 2. SOFTWARE ON iPADS

### 2.1 Originally Installed Software

The apps and operating system originally installed by USD 320 must remain on the iPad in usable condition and be easily accessible at all times. From time to time the school may add additional apps and OS upgrades.

Periodic checks of iPads will be made to ensure that students have not removed required apps or installed inappropriate material.

## 3. ACCEPTABLE USE

The use of WHS technology resources is a privilege, not a right. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the school district technology resources may be denied, and appropriate disciplinary action shall be applied. The Wamego High School Student Handbook Policy shall be applied to student infractions.

**Violations may result in disciplinary action up to and including suspension and/or expulsion for students. When applicable, law enforcement agencies can be involved.**

### 3.1 Parent/Guardian Responsibilities

Talk to your children about values and the standards that your children should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio.

### 3.2 School Responsibilities are to:

- 3.2.1 Provide filtered internet access to its students.
- 3.2.2 Provide staff guidance to aid students in doing research and help assure student compliance of the acceptable use policy.
- 3.2.3 Monitor pictures, video, and audio recordings of any student or staff member and ensure they are being utilized in an appropriate manner.

### 3.3 Students are responsible for:

- 3.3.1 Checking out their assigned iPad and doing the following:
  - The screen is intact and there is no other visible exterior damage.
  - The iPad functions properly.
  - There is no inappropriate content.
- 3.3.2 Using iPads in a responsible and ethical manner.

- 3.3.2 Obeying general school rules concerning behavior and communication that applies to iPad/computer use.
- 3.3.3 Using all technology resources in an appropriate manner so as to not damage school equipment.
- 3.3.4 Helping WHS protect our computer system/device by contacting an administrator about any security problems they may encounter.
- 3.3.5 Notifying a school employee in the event they observe content containing inappropriate or abusive language or if the subject matter is questionable.
- 3.3.6 Returning their iPad to the cart at the end of each class.

**3.4 Student Activities Strictly Prohibited:**

- 3.4.1 Illegal installation or transmission of copyrighted materials.
- 3.4.2 Any action that violates existing Board policy or public law.
- 3.4.3 Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- 3.4.4 Inappropriately utilizing photos, video, and/or audio recordings of any person.
- 3.4.5 Changing iPad settings in an effort to circumvent the filtering system.
- 3.4.6 Downloading inappropriate apps.
- 3.4.7 Spamming or sending inappropriate emails.
- 3.4.8 Gaining access to other student's accounts, files, and/or data.
- 3.4.9 Vandalism to your iPad or another student's iPad.
- 3.4.10 Taking iPads off school property is strictly prohibited. Student use of iPads will be confined to school use during the school day unless under the direct supervision of a staff member.

**3.5 Legal Propriety:**

- 3.5.1 Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
- 3.5.2 Plagiarism is a violation of the WHS Student Handbook. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- 3.5.3 Violation of applicable state or federal law will result in criminal prosecution and/or disciplinary action by the District.

**3.6 Student Discipline:**

If a student violates any part of the above policy, board policy, or WHS Student Handbook policy, he/she may be subject to the following disciplinary steps:

- 3.6.1 Required to attend an iPad policy refresher class.
- 3.6.2 Loss of iPad while being required to complete coursework.
- 3.6.3 Disciplinary/Legal action as deemed appropriate by the Acceptable Use Policy.

**4. REPAIRING OR REPLACING YOUR IPAD/COST OF REPAIRS**

Wamego High School recognizes that with the implementation of the iPad initiative there is a need to protect the investment by both the District and the Student/Parent. Therefore, we have set the following guidelines in place.

**4.1 Accidental/Neglectful Damage**

- 4.1.1 Students will be responsible for caring for their device and returning it at the end of class in good working condition.
- 4.1.2 Students will be responsible for the first \$100 of damage in the event the device is accidentally damaged and needs repaired.

**4.2 Intentional Damage/Damage arising from Misuse**

- 4.2.1 Students/Parents will be held responsible for full cost of repairs as the result of intentional damage to iPads including, but not limited to: broken screens, cracked plastic pieces, inoperability, etc.

- 4.2.2 Should the cost to repair exceed the cost of purchasing a new device, the student will pay for full replacement value.

#### **4.3 Vandalism and Theft**

In cases of theft, vandalism and other criminal acts, a police report will be filed.

Wamego High School reserves the right to define inappropriate use of technology.

### **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.

### **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.

Once a student has accumulated EIGHT absences per semester, any additional absences will be considered unexcused and handled as an unexcused absence, including vacations or trips. Exceptions to this policy are absences which can be verified by a physician or clergyman, and other situations which the administration has determined to be emergencies. Note: this policy does NOT automatically excuse a student for his/her first eight absences from school, as the administration has the final authority to determine whether or not any absence will be excused.

**The consequences for unexcused absences are listed in the Disciplinary Incidents & Consequence Chart (pages 34-37).**

- 1st incident - after-school detention per unexcused block of school. Written notification sent to parents.
- 2nd incident - after-school detention per unexcused block of school. Attendance contract with student. Parent notification.
- 3rd incident - after-school detentions per unexcused block of school. Parent notification.
- 4th incident – after-school detentions per unexcused block of school. Parent notification. Student is ineligible for 1 week.
- 5<sup>th</sup> incident – after-school detentions per unexcused block of school. Parent notification. Student will be ineligible for 2 weeks.
- 6+ incident – after-school detentions per unexcused block of school. Parent notification. Student will be ineligible for the remainder of the semester. Upon the 6<sup>th</sup> unexcused absence, students may lose credit in the course. If student loses credit in the course, student may be required to report to the ACE room for the remainder of the semester.
- 1 FULL day of ISS will be assigned for each FULL day of unexcused absence.
- If a student loses credit in a class due to excessive absences, they may be allowed to audit the class for the remainder of the semester, but will not receive credit.
- The state of Kansas defines Truancy as: three consecutive days of unexcused absences, or five days of unexcused absences per semester, or seven days of unexcused absences in a school year. In cases of excessive unexcused absences, truancy procedures will be initiated with the county authorities.

### **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 34-37).**

A tardy becomes an absence after 20 minutes of missed class time. Students who enter class within twenty (20) minutes of the beginning of the class period will be marked tardy. Any student who enters class later than (20) 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 – 3:45 pm with the assigning teacher. Students are required to serve the assigned detention within 2 school days of the incident to allow an opportunity to arrange transportation.**

### **FRIDAY SCHOOL**

**Friday School is implemented to help students understand the importance of attending seminar when they need assistance in the classroom. Students who choose to skip seminar will be assigned a Friday School. Friday School will last from 3:20 until 5:00 pm on Friday afternoons or the last day of the school during the week if school is not in session on Friday. Friday school will also be used to help students understand the importance of regular attendance and punctuality. Friday school will be assigned after the 3<sup>rd</sup> unexcused absence from a class and after the 5<sup>th</sup> unexcused tardy in a class. The following guidelines must be met to successfully complete Friday School.**

- Students must check in by 3:20 p.m. After 3:45 students will be considered as “skipping, awarded one day ISS, and required to attend Friday School the following week.
- There are no “excused absences” from Friday school.
- Failure to attend more than one Friday School will result in ISS, and the appropriate attendance consequences which accompany ISS time.
- No electronic devices are allowed. They will be confiscated.
- Students will not be allowed to leave early.
- For student safety and supervision, students will only be allowed to go to the restrooms, their lockers, etc. during designated breaks.
- Students will be required to bring and complete school work during Friday School.
- Students will not be allowed to sleep or appear to be sleeping (head on desk).
- Students will not be allowed to talk to other students during Friday School.
- Students will not be allowed to use any audio visual/communication devices during Friday School (cell phones, music players, etc.)
- School rules and dress code apply. A student not complying will be asked to leave, resulting in further disciplinary consequences.

### **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. If a student is sent out of the classroom due to disciplinary reasons a written referral and parent notification will occur from the referring teacher. The student may be required to apologize to



the referring instructor prior to being readmitted to class. The student will report to the ACE room for the remainder of the semester.

**The consequences for classroom referrals are listed in the Disciplinary Incidents & Consequence Chart (pages 34-37)**

### **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.

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 may be considered trespassing, and law enforcement may 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.

**Discipline Referrals will be given for items listed in the disciplinary incidences and consequences chart on pages 34-37 and for other issues as deemed necessary by school administration or classroom instructors.**

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

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. Strategies and procedures will be developed, aimed at improving the student's academic and social success.

**DISCIPLINARY INCIDENTS & CONSEQUENCES CHART**

<b>Problem Area</b>	<b>Occurrence</b>	<b>Action Taken</b>
Bullying, Teasing and/or Exclusion	1 <sup>st</sup> +	Student calls parent. Discipline may include written warning, detention, ISS, short-term or long-term OSS, which could include expulsion. Possible police notification.
Cyber Bullying	1 <sup>st</sup> +	Student calls parent. Discipline may include written warning, detention, ISS, short-term or long-term OSS, which could include expulsion, and surrender of electronic device (number of days to be determined). Possible police notification.
Fighting	Each	Suspension and behavior ineligibility: length of suspension and period of ineligibility based on severity of altercation and individual's involvement. Parent and police notification.
Racial Harassment or Intimidation/Harassing Students/Staff (Includes use of a personal electronic device)	1 <sup>st</sup>	3 day in-school suspension, parent conference, & 1 week behavior ineligibility
	2 <sup>nd</sup>	3 day out-of-school suspension, parent conference before re-entry, & 2 weeks behavior ineligibility
	3 <sup>rd</sup>	Out-of- school suspension pending an expulsion hearing
Making Threats	Each	Suspension and/or expulsion & minimum of 1 week behavior ineligibility. Possible police action.
*Class Referral (Steps followed for each class)	1 <sup>st</sup>	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.
	2 <sup>nd</sup>	Sent to the office/ACE room for remainder of period. Parent notification. Additional consequences may range from a detention to ineligibility.
	3 <sup>rd</sup>	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	1 <sup>st</sup>	Verbal acknowledgement from teacher.
	2 <sup>nd</sup>	Verbal warning.
	3 <sup>rd</sup>	Call parents. Loss of early out privileges.
	4 <sup>th</sup>	Parents are contacted to discuss the tardies. Ineligibility until Friday School is served. Thirty-minute detention. Loss of early out privileges.
	5+	Friday School. Behavioral ineligibility for 1 week. Loss of early out privileges.
Leaving School Cafeteria & Vicinity During Closed Lunch (9 <sup>th</sup> & 10 <sup>th</sup> grade students)	1 <sup>st</sup>	Detention.
	2 <sup>nd</sup>	Detention. Behavioral ineligibility for 1 week.
	3+	One day of ISS for non-compliance for each additional offense.

Driving or riding/sitting in a vehicle during the school day without proper authorization	1 <sup>st</sup>	Detention.
	2 <sup>nd</sup>	Detention. Behavioral ineligibility for 1 week.
	3+	One day of ISS for non-compliance for each additional offense.
Parking in the high school visitor, high school staff, or Central visitor parking lot (6:30am- 4:00pm)	Each	Detention with ACE or administrator equal to the number of incidents.
Inappropriate Dress	1 <sup>st</sup>	Warning & change of objectionable clothing.
	2+	After-school detention equal to the # of occurrences. Parent notification.
Failure to comply with a staff member request	1 <sup>st</sup>	1 day of ISS & a week of behavioral ineligibility.
	2 <sup>nd</sup>	2 days of ISS & a week of behavioral ineligibility.
	3 <sup>rd</sup>	3 days of ISS & two weeks of behavioral ineligibility.
	4 <sup>th</sup>	3 days of OSS & two weeks of behavioral ineligibility.
	5 <sup>th</sup>	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 including e-cigarettes or devises containing tobacco or nicotine on school property, school transportation, or at school activity.	1 <sup>st</sup>	2 days in school suspension (ISS). Behavior ineligibility for 1 week of activities. ***Under 18, report to police.
	2 <sup>nd</sup>	3 days ISS. Behavior ineligibility for 2 weeks of activities. ***Under 18, report to police.
	3 <sup>rd</sup>	3 days OSS. Behavior ineligibility for 3 weeks of activities. ***Under 18, report to police.
	4 <sup>th</sup>	5 days OSS. Behavior ineligibility for the remainder of the school year. Parent/Student reentry meeting to discuss long-term suspension possibility for another incident of tobacco possession or use on school district property, school transportation, or at a school activity
Possession/use of Alcohol-Drugs	1st time See policy JDDA- Drug Free Schools & Communities Act, Page 39	5 Days OSS. Parent conference before returning to class. Behavior ineligibility for 2 weeks of activities.
	2 <sup>nd</sup>	5 Days OSS. Parent conference to consider Long Term Suspension or Expulsion. Behavior ineligibility for the remainder of the school year.
Possession of drugs or drug paraphernalia within 1000 feet of school property, but not on school property.	1 <sup>st</sup>	Behavior ineligibility for 2 weeks of activities.
	2 <sup>nd</sup>	Behavior ineligibility for the remainder of the school year.

Distribution of Illicit Drugs	1 <sup>st</sup>	Short Term Suspension- Pending Hearing for Long Term Suspension or Expulsion. Suspension from all student activities for a period 180 days.
	2 <sup>nd</sup>	<b>ALL Drug Infractions (not including random drug testing) will be reported to the Local Law Enforcement Authorities.</b>
Plagiarism/cheating	Each	Student 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. Additional consequences may range from a detention to ineligibility.
Possession of Dangerous Weapons & Pyrotechnics	Each	Confiscation, police action, and/or suspension/expulsion.
Unacceptable Use of a Personal Electronic Device	Each	Confiscation – until the end of the school day. The personal electronic device will then be returned to the student. After-school detention will be assigned by the teacher.  The use of cell phones is prohibited during class time (including SIP and Seminar) unless approval has been given by an instructor or an administrator.
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	1 <sup>st</sup>	Warning
	2 <sup>nd</sup>	Student calls parent(s).
	3 <sup>+</sup>	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 <sup>st</sup>	Verbal warning.
	2+	Number of after-school detentions equal to number of occurrences.
*Unexcused absence/Skipping	1 <sup>st</sup>	after-school detention per unexcused block of school. Written notification sent to parents.
	2 <sup>nd</sup>	after-school detention per unexcused block of school. Attendance contract with student. Parent notification.
	3 <sup>rd</sup>	After-school detention per unexcused block of school. Parent notification.
	4 <sup>th</sup>	After-school detention per unexcused block of school. Parent notification. Student is ineligible for 1 week.
	5 <sup>th</sup>	After-school detention per unexcused block of school. Parent notification. Student is ineligible for 2 weeks.
	6+	After-school detentions per unexcused block of school. Parent notification. Student will be behaviorally ineligible for the remainder of the semester. Upon the 6 <sup>th</sup> unexcused absence students may lose credit. If student loses credit in the course, student may be required to report to the ACE room 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 34-37).**

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.

**Cyberbullying defined: “Cyberbullying” means bullying by use of any electronic communication device through means including, but not limited to, e-mail, instant messaging, text messages, blogs, mobile phones, pagers, online games and websites.**

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 34-37).**

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 as indicated in the disciplinary incidents and consequences chart.
- 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 school activities as indicated in the disciplinary incidents and consequences chart.
- 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 all school activities as indicated in the disciplinary incidents and consequences chart.
- 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.



## **DRUG TEST POLICY**

Follow this link to view the [Drug Testing Policy](#).

Follow this link for [FAQ's](#) regarding the Drug Testing Policy.

## **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 locks 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 or on public property within 1000 feet of school property, the student will be called out of class and the vehicle will be searched.

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. All alcohol and illicit drug infractions occurring on school grounds will be reported to law enforcement.

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 is defined as:

- 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:

- 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.
- 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:

1. Suspension from all school activities as indicated in the disciplinary incidents and consequences chart. See Penalty chart on pages 34-37

\*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 or Third Offense

After confirmation of a second violation, the student shall lose eligibility for all interscholastic activities for the designated period of time as outlined on penalty chart on pages 34-37.

5. 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, and student's parents/guardian to discuss the circumstance and/or event.

**The KSHSAA Bona fide student is good standing rule supersedes Wamego High School rules and stated as follows:**

**In order to be eligible for participation in activities, one must be a bona fide student in good standing. A student who is under penalty of suspension or whose character or conduct brings discredit to the school or to the student, as determined by the principal, is not in good standing and is ineligible to participate.**

#### **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. Use good judgement in making and displaying signs and posters at events. Signs and posters that are deemed inappropriate by school administration will be confiscated with further penalties possible.
6. Display character in your every action. 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.

The sportsmanship code applies to participants, coaches and fans. Failure to comply with the sportsmanship code may result in removal from the event along with other disciplinary actions as deemed necessary by administration.

**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>UNSAFE CONDUCT &amp; MISBEHAVIOR</b>	<b>BUS DRIVER ACTION</b>	<b>TRANSPORTATION DIRECTOR ACTION</b>
Misbehavior	Warning to student	None
Unsafe Conduct 1st Report	Call parents, fill out discipline slip, mail slip home, meet with Tran. Dir. and student	
2 <sup>nd</sup> Report	Fill out discipline slip, meet with Trans. Director	Call parents, Mail slip home, meet with parent & driver 5 days off bus.
3 <sup>rd</sup> Report	Fill out discipline slip, meet with Trans. Director.	Call parents, Mail slip home, meet with student & driver 15 days off bus.
4 <sup>th</sup> 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
5 <sup>th</sup> 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 5:00p.m. and are open to the public.

### **NONDISCRIMINATION NOTICE**

Wamego USD 320 does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Tim Winter, Superintendent, 504 Coordinator, and Title IX Coordinator  
1008 8<sup>th</sup> Street  
Wamego KS 66547  
785-456-7642  
wintert@usd320.com

### **For Course Handbooks and Enrollment Information-**

Wamego USD 320 offers career and technical education programs at Wamego Middle and High Schools. These programs are designed to prepare youth for a broad range of employment and further education and are offered under the guidance of certified teachers.

All career and technical education programs follow the system's policies of nondiscrimination on the basis of race, color, religion, national origin, sex, age, and disability in all programs, services, activities, and employment. In addition, arrangements can be made to ensure that the lack of English language proficiency is not a barrier to admission or participation.

For general information about these programs, contact the counseling department at these schools.  
Wamego High School- Shelley Rickstrew or Jina Kugler 785-456-2214  
Wamego Middle School- Kelly Grieves or Jordan Dunn 785-456-7682

### **SECTION 504 GRIEVANCE PROCEDURE**

It is the policy of Wamego USD 320 not to discriminate on the basis of disability. Wamego USD 320 has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) of the U.S. Department of Health and Human Services regulations implementing the Act. Section 504 prohibits discrimination on the basis of disability in any program or activity receiving Federal financial assistance. The Law and Regulations may be examined in the office of Tim Winter, 785-456-7642 Section 504 Coordinator who has been designated to coordinate the efforts of Wamego USD 320 to comply with Section 504.



Any person who believes she or he has been subjected to discrimination on the basis of disability may file a grievance under this procedure. It is against the law for Wamego USD 320 to retaliate against anyone who files a grievance or cooperates in the investigation of a grievance.

**Procedure:**

- Grievances must be submitted to the Section 504 Coordinator within 10 days of the date the person filing the grievance becomes aware of the alleged discriminatory action.
- A complaint must be in writing, containing the name and address of the person filing it. The complaint must state the problem or action alleged to be discriminatory and the remedy or relief sought.
- The Section 504 Coordinator (or her/his designee) shall conduct an investigation of the complaint. This investigation may be informal, but it must be thorough, affording all interested persons an opportunity to submit evidence relevant to the complaint. The Section 504 Coordinator will maintain the files and records of Wamego USD 320 relating to such grievances.
- The Section 504 Coordinator will issue a written decision on the grievance no later than 30 days after its filing.
- The person filing the grievance may appeal the decision of the Section 504 Coordinator by writing to the Board of Education within 15 days of receiving the Section 504 Coordinator's decision. The Board of Education shall issue a written decision in response to the appeal no later than 30 days after its filing.
- The availability and use of this grievance procedure does not prevent a person from filing a complaint of discrimination on the basis of disability with the U. S. Department of Health and Human Services, Office for Civil Rights.

Wamego USD 320 will make appropriate arrangements to ensure that disabled persons are provided other accommodations, if needed, to participate in this grievance process. Such arrangements may include, but are not limited to, providing interpreters for the deaf, providing taped cassettes of material for the blind, or assuring a barrier-free location for the proceedings. The Section 504 Coordinator will be responsible for such arrangements.

**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.

**Emergency Safety Interventions (ESI)**

The Wamego USD 320 Board of Education has adopted a local board policy on the use of Emergency Safety Interventions (ESI) which is available online at [www.usd320.com](http://www.usd320.com). The Emergency Safety Interventions (ESI) policies for all students will:

- Promote safety and prevent harm to students, school personnel, and visitors.
- Foster a climate of dignity and respect in the use of discipline and behavior management techniques.
- Provide school personnel with clear guidelines about the use of seclusion and restraint in response to emergency situations.
- Provide parents/guardians information about state guidelines and district policies related to the use of discipline, behavior management, behavior interventions, and responses to emergency situations.
- Promote the use of non-aversive behavioral interventions, including positive behavior support techniques.

Building principals are responsible for ensuring all school staff are trained annually in positive behavior intervention techniques, de-escalation strategies, ESI regulations and district ESI policy/procedures.

**STANDARDS FOR THE USE OF ESI**

Emergency Safety Interventions (ESI) refers to the use of seclusion or physical restraint. District personnel may use seclusion and/or physical restraint only when less restrictive alternatives were determined by the school employee to be inappropriate or ineffective, and when a student's behavior presents an immediate physical danger to self or others. Violent actions that are destructive of property may necessitate the use of ESI. The use of ESI shall stop as soon as the immediate danger or physical harm ceases to exist.

**Physical Restraint**

Physical restraint may be used when the student's behavior presents an immediate physical danger to self or others or is violently destructive of property, and other interventions, such as positive behavior supports, to prevent dangerous behaviors are inappropriate or ineffective under the circumstances. When physical restraint is used, the following principles apply:

- The use of physical restraint shall stop as soon as the immediate danger of physical harm ceases to exist.
- School personnel will use the safest method with the least amount of force, for the shortest amount of time possible during ESI.
- The student's status will be visually monitored continuously throughout the process to ensure the appropriateness of its use and safety of the child, other children, teachers, and other personnel.

**The following physical restraint procedures are prohibited:**

- Use of restraint for purposes of discipline, punishment, or for the convenience of a school employee is prohibited.
- The use of prone physical restraint, supine physical restraint, physical restraint that obstructs the airway of a student, or any physical restraint that affects a student's primary mode of communication is prohibited.
- The use of chemical restraint, except as prescribed treatments for the student's medical or psychiatric condition by a person appropriately licensed to issued such treatments, is prohibited.
- The use of mechanical restraint, except those protective or stabilizing devices either ordered by a person appropriately licensed to issue the order for the device or required by law, any device used by a law enforcement officer in carrying out law enforcement duties, and seatbelts or other safety equipment when used to secure students during transportation is prohibited.

**Seclusion**

Seclusion may be used when the student's behavior presents an immediate physical danger to self or others or is violently destructive of property, and other interventions, such as positive behavior supports, to prevent dangerous behaviors are inappropriate or ineffective under the circumstances. When seclusion is used, the following principles apply:

- The use of seclusion shall stop as soon as the immediate danger of physical harm ceases to exist.
- A student shall not be subjected to seclusion if the student is known to have a medical condition that could put the student in mental or physical danger as a result of seclusion. The medical condition must be documented by the student's licensed health care provider, a copy of which has been provided to the school and placed in the student's health file.
- During seclusion a school employee shall be able to see and hear the student at all times. All seclusion rooms equipped with a locking door shall be designed to ensure that the lock automatically disengages when the school employee viewing the student walks away from the seclusion room, or in case of emergency, such as fire or severe weather.
- A seclusion room shall be a safe place with the proportional and similar characteristics as other rooms where students frequent. Such room shall be free of any condition that could be a danger to the student and shall be well-ventilated and sufficiently lighted.

**Multiple ESI Incidences**

Upon the third ESI for a single student within a school year, a meeting will take place within 10 days that will include the IEP team, 504 team, or a general education team that includes the parents, teacher, staff member involved in the ESI, building administrator and any other district employee deemed appropriate by the school principal. In all cases, the student shall be invited to the meeting. The time for calling such a meeting may be extended beyond the 10-day limit if the parent of the student is unable to attend within that time-period. During the meeting, the team will discuss the incident(s), consider the need for a functional behavioral assessment, creation or changes to a behavior intervention plan, and if the student should be evaluated for services if the student has not been identified for a 504 plan or special educational services. Nothing in this section shall prohibit the development and implementation of a functional behavior intervention plan for any student who has not had three ESI incidents in a school year. This process may be modified by the agreement of the IEP or 504 team.

**Parent Rights & Notification**

- Upon use of an ESI, the school must notify the parent the same day of the incident. If the parent cannot be contacted, the school must notify the emergency contact listed in the student record.
- Written documentation, which includes date and time of the intervention, the type of intervention, and the length of time the intervention was used, and the school personnel who participated in or supervised their intervention, shall be provided to the student's parents no later than the next school day.

- The first written ESI incident report shall be accompanied with a copy of the district ESI, parent's rights, local dispute resolution process, the complaint process of the state board of education (when available), and information that will assist the parent in navigating the complaint process, including contact information for Families Together and the Disability Rights Center of Kansas. For each subsequent incident, the parent notification form shall include a direct website address that contains all required ESI information.

### **Complaint Investigation Procedure**

- The Board of Education has delegated to the Superintendent or his/her designee the authority to receive parental written complaints regarding the use of ESI.
- Upon receipt of a complaint, the Superintendent or his/her designee will investigate the complaint and develop a written report which will include findings of fact, conclusions relevant to the requirements of this policy or regulations of the KSDE and, if necessary, a corrective actions to remedy an instance of noncompliance. The Superintendent or his/her designee shall submit the report to the Board of Education in executive session. The Board may approve the report or require additional information before approving the report.
- The written report will be submitted to the parents, the school, the Board of Education, and the the KSDE within 30 calendar days from the date the complaint is received in the Superintendent' s office. Once such a procedure has been developed, a parent may file a complaint under the state board of education complain process within thirty (30) days from the date a final decision is issued pursuant to the local dispute resolution process.

**Additional Fees for Wamego High School  
2017-2018**

<b>Sports Fee (per person per sport)</b>	<b>\$35.00</b>
<b>Class Dues (per year)</b>	<b>\$10.00</b>
<b><u>Course</u></b>	<b><u>Fee</u></b>
Horticulture (year long)	\$20.00
Woods (year long)	\$20.00 Plus cost of project
Ag Welding (year long)	\$20.00 Plus cost of project
Drafting	Cost of project
Drawing & Painting (semester only)	\$25.00
Graphic Arts	\$25.00
Sculpture & Ceramic (semester only)	\$25.00
Photography (semester only)	\$85.00
Nutrition & Wellness (semester only)	\$10.00
Culinary Essentials (semester only)	\$35.00
Culinary Arts I (year long)	\$45.00
Culinary Arts II (semester only)	\$35.00
Orientation to Early Childhood Ed (year long)	\$10.00
Foundations of of Early Childhood Ed (year long)	\$10.00
Technology Fee	\$30.00

# The goal is to help make a difference.

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## **Mission:**

- To provide a safe and drug free educational setting where all students can achieve to their full potential.

## **Purpose:**

- To help students manage social pressures that may lead to the use of illegal drugs. Early identification of drug usage can help families address addiction and other issues that may result from drug use. USD 320 would like to partner with parents and work collaboratively in establishing a “Helping Policy” assisting students and parents in identifying the use of illegal substances.

## **Goal:**

- To guide students in making good choices and refrain from using illegal drugs.

*In order to provide a drug free environment and assist in the prevention of drug use, in wellness promotion, and in treatment of students who have engaged in drug use, Wamego students in grades 8-12 who participate in KSHSAA sponsored activities will be subject to random drug testing. Additionally, parents/guardians may agree to opt-in their student to the random testing pool at any time.*

## **Random Drug Screening Process:**

1. The testing facility will randomly select students to be tested from the eligible pool of students mentioned above for testing throughout the school year.
2. The principal, assistant principal, or a trained medical provider will clip a small sample of hair from the student and place it in an envelope. The student will witness the sealing of the envelope, confirm his/her identification number, and verify or “vouch for” accuracy by initialing the envelope.
3. The collected samples will be sent to a drug testing facility for analysis.
4. Parents/Guardians will be contacted by the principal or assistant principal and given the results of each test within two to three weeks of the submission of the hair sample. Contact by phone and/or mail will be made for negative test results. Contact by phone will be made for positive test results.
5. Students whose test has a positive result will meet with their parents/guardians and the principal or assistant principal.

6. Positive test results are cumulative for a two-year period starting with the most recent positive test, and only during a student's high school years.
7. Detailed test results will be available only to the student, the parents/guardians, and to school administration who have a legitimate need to know.
8. Eligibility impacts of testing will be communicated to appropriate coaches and sponsors as required.
9. Once a student has been tested and the results have been returned, his/her number is placed in the general pool for further random testing. Therefore, it is possible that a student may be tested more than once during the school year and several times during their time at Wamego Middle School or Wamego High School.
10. If parents/guardians question the validity of the test results they may request a second test be conducted on the same hair specimen at their own expense. It is important to note that any positive result has had two completely separate tests performed – an immunoassay screen and a mass spectrometry confirmation test. Additionally, environmental contamination is a non-issue because the facility utilizes the most extensive wash procedure in the industry. Numerous studies demonstrate the effectiveness of the wash procedure used.
11. The testing facility uses a liquefying method to process hair samples. Positive results for prescription medication will be made negative after verification of the prescription is received.
12. Any student request, after being selected for random sample, for a parent or guardian to be present during testing process will be honored. (provided test can be completed within 48 hours)
13. Any student who refuses to submit to a drug test after being randomly selected and is currently participating, has participated in, or plans to participate in any of the school activities offered, will have participation suspended until a test is taken.
14. In order for a student to be eligible for participation in a privileged activity (as defined by KSHSAA), the student must have a completed and signed opt-in form on file in the school office.
15. All transfer students who choose to participate in KSHSAA activities will be educated on the drug testing policy and be provided a minimum 90-day window from the date of transfer before being included in the random testing pool.

### **PROCEDURES IN THE EVENT OF A POSITIVE TEST RESULT:**

Whenever a student's test result indicates the presence of an illegal drug, the provision set forth will apply:

#### **First Violation:**

A first positive test will result in the following consequences:

- A (14) calendar day suspension from KSHSAA activities as a participant. The student will continue to practice with the team/organization but will not participate in competitions/activities outside of practice during the suspended time.

- The student will be encouraged to have an assessment with a certified addiction-counseling program. USD 320 will cover the cost of the first consultation meeting, if parents/guardians choose the program provided by USD 320.
- The student will complete three follow-up drug tests that will be scheduled in 90-100 day increments or upon return to school in the fall if the 90-100 time window is exhausted during summer break.

**Second Violation (Two Positive Test Results):**

A second positive test will result in the following consequences:

- A (45) calendar day suspension from KSHSAA activities as a participant. With administrative approval and the coaches/sponsors' consent, the student may practice with the team/organization but will not participate in competitions/activities outside of practice during this time.
- The student will complete three follow-up drug tests that will be scheduled in 90-100 day increments or upon return to school in the fall if the 90-100 time window is exhausted during summer break.

**Third Violation (Three Positive Test Results):**

A third positive test will result in the following consequences:

- A (180) calendar day ban as a participant from all KSHSAA activities. The student will not be permitted to participate in practices during the banned period.
- The ban may be reduced to ninety days if the student completes either a Certified Inpatient or Outpatient treatment program. The parent/guardian will be responsible for the cost of such program. Proof of successful completion is required.
- The student will complete three follow-up drug tests that will be scheduled in 90-100 day increments or upon return to school in the fall if the 90-100 time window is exhausted during summer break.

**Self-Reporting of Drug Usage:**

A student or parent/guardian may self-report drug usage at any time prior to selection in the random pool. The student may avoid eligibility consequences of the first violation by self-reporting as specified below. Self-reporting may only be used prior to a first violation. A subsequent positive test result will count as a second positive test.

- In order to avoid the eligibility consequences when reporting prior to a first violation, students must complete an assessment from a certified addiction counselor, which may be of their choice, or they may utilize the contracted counseling addiction program provided



by USD 320. USD 320 will cover the cost of the first consultation meeting if parents/guardians choose the program provided by USD 320.

- The student will complete three follow-up drug tests that will be scheduled in 90-100 day increments or upon return to school in the fall if the 90-100 time window is exhausted during summer break.

## Some frequently asked questions.

### **Q. What is the purpose of student drug testing?**

A: The purpose of the program is to deter drug use and to assist parents and students when needed:

- To undermine the effects of peer pressure, providing a legitimate reason for students to “just say no” and refuse to use illegal drugs
- To provide for the safety of all students
- To promote achievement of each student’s full academic potential by preventing the impact drug use has on the learning centers of the brain.
- To stimulate positive conversation both at school and at home about drug use and positive choices
- To support and encourage students using drugs to participate in drug assessment programs and treatment

### **Q. How does drug testing help students?**

A. The program serves as a deterrent to the use of illegal drugs and provides students with a highly effective reason to resist peer pressure and refuse invitations to use drugs.

### **Q. Who will be tested?**

A. Students who participate in KSHSAA sponsored activities and athletics and students who have a parent/guardian signed OPT-IN form on file for the random testing pool

### **Q. Will participation in the random drug testing program be required?**

A. Yes, all students wishing to participate in KSHSAA activities and events will be required to have a parent/guardian signed opt-in consent form on file before a student is allowed to participate.

### **Q. What are current USD 320 KSHSAA activities?**

A. Baseball, Basketball, Cross Country, Football, Golf, Softball, Tennis, Track and Field, Volleyball, Wrestling, Debate, KAY, Band, Choir, Scholars Bowl, Forensics, Cheer and Dance, and Student Council.

### **Q. Can a student not involved in KSHSAA activities OPT-IN to the Random Drug Testing Program?**

A. Yes. Any USD 320 parent/guardian/custodian may complete an **OPT-IN** form to include their student(s) in the random pool of student rosters.

### **Q. Is law enforcement involved in a positive test result?**

A. No. There will be no communication to any law enforcement agency. Random testing is a partnership between the school and the family with the hope of helping the student.

### **Q. Are there any academic consequences for students who have a positive test result?**

A. No. The random drug testing program is academically non-punitive. This policy is

designed to create a safe, drug free environment for students and to assist them in getting help when needed. Students who miss performances that may be included in their grade, such as band concerts and halftime performance, will be provided with an alternative assignment so their overall grade will not be affected.

**Q. Are drug test results kept in a student's academic file?**

A. No. Drug testing records will be kept separate from all academic records. Files are destroyed at the end of the student's high school career.

**Q. How are students selected for testing?**

A. The testing pool is selected randomly by the vendor, not Wamego High School or Wamego Middle school staff or administration. Student confidentiality is a cornerstone of the program and student information including identity is not shared with the lab. Students are assigned a number by the school and selected students / samples are identified by the number only.

**Q. How often will students be tested?**

A. Student's numbers will be randomly selected at intervals determined by administration.

**Q. What are the testing standards?**

A. Testing will be conducted by scientific means using approved practices and procedures established by the drug-testing vendor.

**Q. What are the credentials of the vendor laboratory?**

A. The vendor offers the most accurate and reliable drug test available to help companies, schools and parents create a drug free environment. The vendor has a successful history of helping thousands of corporations and schools maintain a drug-free environment using their state-of-the-art proprietary testing technology. They have been working with schools for 17 years.

**Q. Why hair testing vs. urine testing?**

A. There are a number of reasons including:

- Hair sampling is the least personally invasive method of screening
- Hair sampling provides the most accurate results and cannot be defeated
- Hair sampling provides the longest lookback window for usage activity (90 days)

**Q. What if it is not possible to test hair in a particular situation.**

A. Hair can be sampled from head, arm, armpit, leg. In the event this was not possible, an alternative testing method (saliva) will be used.

**Q. Can a parent or guardian be present at testing?**

A. Of course, if a student requests a parent or guardian to be with them after being drawn, sampling will be delayed up to 48 hours to provide reasonable opportunity for parent to join student for sampling procedure.

**Q. What other area schools are currently drug testing?**

A. Numerous Kansas schools are running a program including: Junction City, Topeka Hayden, Topeka Seaman, Shawnee Mission, Clay Center, Inman, Central Heights, Girard, Marmaton Valley, Belle Plaine, Campus-Haysville, Fredonia, Osage City, El Dorado, Pittsburg, Marion, North Lyon County, Kapaun Mt Carmel, Riverton, Mulvane, Maize, Maize South, Oswego, and many others.

**Q. What if students are taking prescription medications? Will they show up on the test results?**

A. Certain medications will show up in the test results. The vendor will determine if prescription medications in the amount prescribed could result in a positive test result. If the vendor makes the determination that the prescribed medications were taken in the proper amount, the result will be a negative test. Any positive results for prescription medication will be made negative after verification of the prescription. A current list of the drug class and analytes available to be currently tested are available at [www.psychemedics.com/drug-panel/](http://www.psychemedics.com/drug-panel/).

**Q. Will over-the-counter medications cause a positive result?**

A. Over-the-counter (OTC) medications, if taken as instructed on the packaging, should not cause a positive test result. A positive test result *is possible* if OTC medications are misused.

**Q. Is the same procedure/consequences followed for students in possession or under the influence of drugs?**

A. No. The Random Drug Testing Policy should be considered separate from the school discipline actions(s). Possession or consumption of drugs on campus or at any school-related program/activity will result in disciplinary actions. Disciplinary action will be handled by school administration. School consequences resulting from hearings will take precedence over Activities Code of Conduct, sponsor, coach, or team rules.

**Q. What costs are the school covering in this policy?**

A. The program covers costs of random drug screenings and the costs of mandatory follow-up screening for a positive test. The program also covers the cost of the initial consultation for the student and family with the contracted certified addiction counselor.

**Q. What happens if a student refuses to take the test?**

A. Refusal to take the test will be considered a positive test result and treated accordingly.

**Q. What is the appeal process?**

A. If the parent/ guardian/ custodian or student wishes to contest the results, a second test may be conducted on the same hair specimen at their own expense. It is important to note that any positive result has had two completely separate tests performed - an immunoassay screen and a mass spectrometry confirmation test. Additionally, environmental contamination is a non-issue because the facility utilizes the most extensive wash procedure in the industry. Numerous studies demonstrate the effectiveness of the wash procedure used. The Testing Facility uses a liquefying method to process hair samples.