



Wamego High School



STUDENT HANDBOOK 2021-22

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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Portrait of a Successful Wamego High School Graduate

YOUR PASSPORT TO THE FUTURE...



LIFE SKILLS

To understand that my actions impact myself and others

Commitment, Healthy Relationships, Personal Growth, and Understanding the Impact of Actions

To exhibit professionalism in the workplace, civic responsibility in the community, and financial responsibility in my personal life

Professionalism/Work Ethic, Find/Add Value, Financial Responsibility, and Civic Responsibility

LEADERSHIP



LITERACY

To understand and to use the language of social institutions

Civic, Financial, Digital, and Academic

To display knowledge and application of knowledge through coherent and thoughtful speaking, listening, reading, and writing

Critical Thinking, Analysis of Data, Collaboration, and Self-Advocacy

LEARNING



...BEGINS HERE

Wamego High School

WAMEGO HIGH SCHOOL FACULTY AND STAFF

ADMINISTRATION

Greg Mann

Superintendent of Schools

Julie Schrum

Principal

Travis Graber

Assistant Principal and Activities Director

BOARD OF EDUCATION

Cory Meyer, Rob Pettay, Bruce Coleman, Claudia McAlister, Deb Long,
Terra Miller, Sheryl Wohler

Daily Schedule

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

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

PLC Friday Schedule

Red Day - PLC Friday	
Block 1	8:10-9:30
Block 2	9:35 - 10:55
Block 3 - Begins	11:00
1st Lunch	11:00-11:25
2nd Lunch	11:30-11:55
3rd Lunch	12:00 - 12:25
4th Lunch	12:25-12:50
Block 3 Ends	12:50
Block 4	12:55-2:15

White Day - PLC Friday	
Block 5	8:10-9:30
Block 6 - Advisory	9:35 - 10:55
Block 7 - Lunch Begins	11:00
1st Lunch	11:00-11:25
2nd Lunch	11:30-11:55
3rd Lunch	12:00 - 12:25
4th Lunch	12:25-12:50
Block 7 Ends	12:50
Block 8	12:55-2:15

PLC Time 2:20-3:30

PLC Time 2:20-3:30

OFFICE STAFF

Kim Stewart –

FACULTY NAME	TEACHING ASSIGNMENT
Steve Fritz	Business
Anita Aubert	FCS
Julie Ayers	Physical Education
Carl Behrens	Science
Tammy Biswell	FCS
Kevin Brown	ACE/Online Learning Lab
Crystal Brunner	ESL
William (Ross) Conner	Social Studies
Adam Topliff	Social Studies
Katelynn Stream	Counselor
Karla Denlinger	Science
Kelly Estes	Special Education
Melissa Anderson	Math
Lotus Hazlett	Foreign Language
Troy Hemphill	Social Studies
Shawn Hornung	Social Studies
Kimberlin Poston	Vocal Music
Dan Denlinger	Drafting/Woods
Jessica Bonewitz	Counselor
Beth Aldridge	English
Brian McIntosh	Physical Education
Hannah Merle	Art
Weston Moody	Physical Education
Andy Morton	Agriculture Ed

Andrew Mosby	Gifted Education
Tegan Nusser	Math
Karine Tyrrell	English
TBD	Special Education
Heather Petermann	Special Education
Michael Petermann	English
Chris Richmond	Instrumental Music
John Scoggins	Math
Lori Scoggins	Media Specialist
Suzanne Sprenkle	Foreign Language
Taylor Roacho	Counselor
Maggie Strait	Special Education
Jeff Suther	Business
Jacob Thomas	Science
Deborah Sylvester	Math
Mindy Thierolf	English/Yearbook
Jennifer Topliff	Oral Communications /Drama
Tyler Vela	English
Greg Webb	Math

USD 320 MISSION STATEMENT

Wamego School District, a collaborative community of learners and leaders, ensures that all students learn at their highest levels possible and have the social, emotional, and cognitive skills necessary to live a successful and purpose-filled life.

USD 320 VISION STATEMENT

One Wamego
Many voices, Many choices, One result: Excellence

STUDENT ACTIVITIES & SPONSORS

CLUB	SPONSOR
Art Club	Hannah Merle
Band	Chris Richmond
Baseball	Weston Moody
Basketball (Boys)	Troy Hemphill
Basketball (Girls)	Brian McIntosh
Cheer	Aubrey Brown
Cheer Assistant Coach	Harley Tyler
Cross Country (Boys & Girls)	Rick Patton
Culinary Arts	Anita Aubert
Dazzlers	Angie Dillon
FBLA (Future Business Leaders of America)	Jeff Suther
FFA (National FFA Organization)	Andy Morton
FCCLA (Family Career & Community Leaders of America)	Tammy Biswell
Football	Weston Moody
Golf/Boys	Scott Kitch
Golf/Girls	Kyrstie Miller
KAYS	Lori Scoggins
Jazz Band	Chris Richmond
CFL (Catholic Forensics League)	Jennifer Topliff
NHS (National Honor Society)	Shawn Hornung/Suzanne Sprenkle
Scholars Bowl	Ross Conner and Nathan Luftman
Science Club	Dr. Allen Sylvester
Softball	Luke Meyer
World Cultures Club	Susanne Sprenkle
Student Council	TBD
SADD (Students Against Destructive Decisions)	Taylor Stewart
Tennis (Girls)	Morgan Bryan
Track (Boys & Girls)	Steve Fritz
Vocal Music	Kimberlin Postonn
Volleyball	Cathy Foote
Wrestling	Kevin Brown
Yearbook	Mindy Thierolf
Senior Class Sponsor	Kim Stewart /TBD
Junior Class Sponsors	John Scoggins/ Lori Scoggins
Sophomore Class Sponsors	Mindy Thierolf /Nathan Luftman
Freshman Class Sponsors	TBD/ TBD

GRADE LEVEL CLASSIFICATION

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

Freshman: less than 6 credits
Sophomore: 6.0 – 11.75
Junior: 12.0 – 16.75
Senior: 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, 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: Students granted permission to graduate early)
- Students must enroll in at least 2 core curriculum courses each semester (with the exception of the eighth semester). Courses must be selected from English, Mathematics, Science, or Social Studies.
- Successful completion of Senior Interview Day
- Students who need outside credits to meet the 24 credits required for graduation must be enrolled in those courses on or before March 5, 2021. The Wamego High School guidance office must have verification of successful completion of the courses/credits no later than May 7, 2021 in order to be counted toward the needed number of credits and have the opportunity to participate in graduation exercises on May 15, 2021.
- The Wamego High School commencement 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 (Wamego Technology Center), will not be eligible to participate in the Wamego High School commencement ceremony. Alternative Learning Center (Wamego Technology Center) students have forfeited the privilege to participate in Wamego High School activities.

No student may participate in commencement 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 the commencement ceremony, 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, peer tutors and office assistants will be posted on grade cards and will count for credit.

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

Juniors wishing to graduate a semester early will need to submit their proposal to the building principal no later than November 15 of the year prior to the proposed December graduation date.

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

Recognizing Valedictorian and Salutatorian for Graduation.

- Weighted cumulative GPA to the nearest 1/100th 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 2nd 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

During the past year there have been proposed changes to the Board of Regents Qualified Admissions. For the most current requirement visit <https://kansasregents.org/students/admissions>.

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/ or www.eligibilitycenter.org/

COLLEGE CLASSES

IDCE College Classes (See JBE) IDCE Approved: 7/13/2009; 05/2019

With parental and the principal's permissions, students are eligible to be released from school during the regular school day to attend classes at a university, community college or technical college as they fit with the student's Individual Plan of Study.

The district may enter into an agreement with the college for the purpose of allowing these students to receive dual credit. If the student's schedule precludes the student from completing graduation requirements during a regularly scheduled high school class time, other options for completing those credits can be explored, including but not limited to: high school online Edgenuity courses, on-site college courses for concurrent credit, and online college courses for concurrent credit. For technical courses that include core course components (such as English, math, and science), the district and college may enter into an agreement to offer equivalent high school core credit for the technical college class. Students interested in pursuing this option should discuss their plan with a school counselor and potentially make a proposal to the building principal.

Concurrent (Dual) Enrollment

The expectation for courses that are offered for concurrent credit at Wamego High School is that students choosing to enroll for college credit make every effort to enroll in the course on the WHS campus during the regularly scheduled school day. If the concurrent credit course cannot reasonably be made to fit in the student's schedule other options can be explored in the following order of priority:

Option A: complete the course on site at Wamego High School

Option B: complete the course on site at the college

Option C: complete the course online through the college

Students who take any concurrent credit course on the WHS or college campus are responsible for all costs associated with the course. Students agree to submit their college grades to be entered onto their high school transcripts. Concurrent credit grades will count toward the student's grade point average and class rank as well as eligibility.

IDCE College Classes (See JBE) IDCE-2

Transfer of Hours for Student Transcript

Students attending concurrent credit classes under this policy may enter their college record on their high school transcript. Courses that are taken at the high school (including online independent study college courses) will receive the same credit as any high school course (.5 credits per semester) and the student will earn the same grade for the high school and college course. Any college courses entered on the high school transcript for high school credit will be used for calculating grade point averages, class rank, and for accumulation of credits for graduation.

Students who take courses online or on a college campus will need to supply a college transcript to the high school counseling office if they want the credit entered on their high school transcript. For courses taken at the college campus, students will earn credits according to the following ratio.

5 college hours = 1.0 high school credits

3 college hours = 0.5 high school credit

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 cumulative GPA of 3.2 or above. 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 without prior administrator approval.

Every course, whether semester or year-long, will have a culminating assignment or final at the end of each semester. 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. 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.

STANDARDIZED GRADING PROCEDURE

USD 320’s mission statement is the following: Wamego School District, a collaborative community of learners and leaders, ensures that all students learn at their highest levels possible and have the social, emotional, and cognitive skills necessary to live a successful and purpose-filled life.

Continuous learning must take place in order to accomplish this mission. Grades serve as the tool to measure learning and to communicate a level of knowledge to the teacher, the student, and his or her parent or guardian. Grades will be updated each week in order to reflect a student’s progress and level of learning. Wamego High School has developed the following 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 foundation of the WHS grading policy.

Definitions

Academic Warning (“W”): Anytime a student fails an assessment (earns below a 70%) the student will be on academic warning. The 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.

Incomplete (“I”): An Incomplete is assigned anytime a student misses an assignment or assessment due to an absence. Students are expected to complete the assignment or assessment in a timely manner. After no more than one week after the initial assignment or assessment was due (unless special arrangements are made with the teacher), the “I” will become a “W” and a zero will be entered until the assignment or assessment is completed.

Standardized grading scale for all courses

<i>A+</i>	<i>100%</i>	<i>A</i>	<i>99-93%</i>	<i>A-</i>	<i>92-90%</i>
<i>B+</i>	<i>89-87%</i>	<i>B</i>	<i>86-83%</i>	<i>B-</i>	<i>82-80%</i>
<i>C+</i>	<i>79-77%</i>	<i>C</i>	<i>76-73%</i>	<i>C-</i>	<i>72-70%</i>
<i>F (No Credit) Below 70%</i>					

POWER SCHOOL

Power School Parent Access

PowerSchool’s Parent Access provides parents or guardians around-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, 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. In addition, parents and guardians may also elect to receive periodic emails with attendance and grade updates.

Getting Started

All parents or guardians of students who are new to the district should receive a letter in August that gives them their students' username and password. All parents or guardians who do not receive this letter, should notify the high school office.

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 GPA High Honor Roll 4.0 or Higher GPA

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

A 4.00	B- 3.00
A- 4.00	C+ 2.67
B+ 3.67	C 2.33
B 3.33	C- 2.00
F- No Credit 0.00	

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)

<i>A 5.00</i>	<i>B- 4.00</i>
<i>A- 5.00</i>	<i>C+ 3.67</i>
<i>B+ 4.67</i>	<i>C 3.33</i>
<i>B 4.33</i>	<i>C- 3.00</i>
<i>F- No Credit 0.00</i>	

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.

Two students will be recognized for their outstanding academic achievement in each department.

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 or 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 of which a student is a member*. **It also includes the loss of opportunity to attend school dances, co- and extracurricular activities.**

- Each instructor will update grades a minimum of once each week. Students will have at least two weeks to establish grades before the first required grade report is run by the office. For the fall, the first eligibility report will be run by the office on **September 7, 2021**. For the spring semester, the first eligibility will be run by the office on **January 25, 2022**.

- Students with one F are on academic probation. During academic probation, a student is allowed to practice and participate in extracurricular events.
- Students with two Fs are ineligible. Ineligibility will run for a minimum of one week. Students will remain ineligible until they are no longer failing two classes.

Student conduct and attendance are also tied to participation and attendance in co- and extracurricular activities. A student who is ineligible due to disciplinary actions may lose the privilege to participate or attend co- or extracurricular activities and school events.

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 ADVISORY POLICY

- Advisory teachers will take attendance and distribute grade sheets to students.
- The teachers and staff are here to provide opportunities for student success, but, ultimately, success is the student's responsibility. Teachers are available to work with students during as well as before and after school to ensure student success. Grade sheets printed in advisory will serve as hall passes and be signed by teachers providing remediation.
- **The advisory teacher is responsible for checking all their advisory students back in at the end of advisory period. Students who fail to report back to advisory will receive an after-school detention to be served with the advisory teacher.**

ADVISORY EXPECTATIONS

It is the expectation that each student will use advisory to his or her advantage. Advisory period has two main purposes: 1) a designated period for making up missing work, working on homework, remediating, communicating with teachers, and for enriching one's own learning, and 2) completing Habitudes, a social/emotional learning curriculum.

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

ADVISORY GRADES

Students will receive a citizenship grade for advisory. Grades will be based on the student's appropriate use of advisory time. These grades are assigned to communicate more effectively with parents and appropriate support personnel. The grades will appear on the student's grade card; however, they will not affect the student's GPA.

Daily grades for each advisory period will be kept in the teacher's grade book and will be determined based on productive use of advisory period.

Each student will receive points (0-4) each day based upon his or her appropriate use of the advisory period.

EXCUSED absences are NOT to be figured in the student's grade, but UNEXCUSED absences are to be assigned a ZERO for that day.

ADVISORY PASS PROCEDURE

1. Teachers will utilize grade sheets to have students go to the teachers. The grade sheets must be signed in and out by classroom teachers and return with the students to their advisory room to be verified by their advisory teacher.

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

When students enroll for the following school year, they are making a commitment to that class schedule. Changes to a student's schedule may be allowed for the following reasons:

- A significant change in a student's IPS/ career interest
- A student enrolls in a college-level class
- A student is placed in an Internship
- A student needs a class change in order to fulfill a graduation requirement

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, he or she 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
- 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.
6. **Advisory: The library media center is not a social venue during advisory; therefore, students need to plan ahead and pick up an advisory pass from the library media center before advisory begins. Students will need to get that pass signed by their advisory teacher and bring it with them to the library media center. Advisory teachers may or may not elect to allow students with a pre-signed pass to go to the library media center. Students who are not studying or using the library resources will be sent back to their advisory and may be restricted from using the library media center in the future.**

GENERAL RULES FOR STUDENTS

- Students should report a change of address, parent/guardian email or phone number to the office.

- 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. All school-issued materials are to be returned prior to clearing.
- Card playing, gambling, and/or foul language will not be allowed on school premises.
- Students are asked to stay out of the office unless business is being conducted.
- Public Display of Affection (PDA) is not an appropriate behavior for either the school environment or the workplace environment.
- Students guilty of damaging school property will be responsible for replacement or repair costs.
- Personal electronic devices, including cell phones, may not be accessed by students during class, unless they are being used for instructional purposes as defined by the teacher. Students using or accessing an electronic device for any reason without permission during class time may be assigned an after-school detention to be served with the teacher. The device may 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 personal electronic devices.
- 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.
- Duplication or use of another's work and/or represented, as a student's own (plagiarism) will be considered a serious offense. Any manner of cheating (including any dishonest means of completing an assignment, quiz, or test) will result in the student and teacher meeting to establish the student's plan to complete the originally assigned work.
- 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 A.M. When students arrive at school, they are to proceed to the cafeteria area and remain there until the 8:02 A.M. warning bell rings to go to the first block of the day. Students are not to congregate in the hallways before school. On PLC Wednesday, 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.
- 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.
- 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)

Personal appearance guidelines are difficult to interpret because clothing decisions may be a result of fashion trends, individual needs and tastes, and parental guidance. However, there is a standard of dress at

WHS. Casual attire reflecting career readiness and promoting a positive and safe learning environment is the standard expectation in our school.

Examples include: Dresses, dress pants, dress shirts, polo shirts, khakis, jeans, shorts, skirts, casual pants, casual shorts, blouses, sweat shirts, sweat pants, leggings (worn with tastefulness), sport shirts and t-shirts. WHS standards of dress are not limited to this specific list; but rather, the standard of dress is established to align with the preferred dress of our local business partners in the workplace environment.

Examples of clothing that do not meet the dress code standard of WHS include, but are not limited to:

- Clothing that is sexually suggestive.
- Pajamas or clothing considered nightwear.
- Clothing that exposes the chest area, mid-section, buttocks, or undergarments (i.e. boxers under low-slung jeans, exposed bra straps, excessively short garments).
- Clothing that is too tight, tube tops or strapless clothing. (Casual attire, specifically shorts/dresses, should be worn “within tolerance” of fingertip length by the student).
- Clothing and accessories that advertise violence, illegal activities, gang affiliation, alcohol, tobacco, or illicit drugs.
- Clothing with language or symbols that are vulgar or plainly offensive.
- Headwear during the school day (hoods, hats, etc.).

Additional expectations regarding dress code:

- A student’s dress and grooming should not threaten the health or safety of the student or other individuals. For example, students must wear shoes while on school property or during school-sponsored activities for protective purposes.
- Parents and guardians are encouraged to monitor their student’s dress in order to support a positive learning environment.
- It is our desire to work with parents and students to promote a safe and positive learning environment at school. Please note that WHS administration reserves the right to make decisions concerning the appropriateness of a student’s attire as it pertains to ensuring a standardization of student dress. WHS administration also reserves the right to confiscate any item deemed inappropriate for school or to send a student home for a change of attire. Any items deemed inappropriate for school will be retained in the office. For all other violations of appearance/dress code, students will be asked to change dress or to amend grooming accordingly.

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 6:30A.M to 4:00P.M.

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.
 - 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 458-7801 extension 1026.
- 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 District Kitchen. 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. 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 designated outside picnic tables.**
-

OPEN LUNCH

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

Freshmen and Sophomores do not have open lunch privileges. Juniors and seniors will have the opportunity for open lunch. There will be no driving during the lunch period. Failure to abide by the above expectations may result in consequences as outlined by the district code of conduct.

LEAVING THE SCHOOL CAMPUS

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

SCHOOL DANCES

1. Dances will stop at a predetermined time, no later than 12:00 A.M. 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. In order for out-of-district guests to attend WHS dances, the WHS student must submit a guest dance form (in the office) by the end of school on the Wednesday prior to the scheduled dance. 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 be readmitted.
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.

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 A.M.

POSTERS/DIGITAL SIGNAGE

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. 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. Students are expected to sit with their respective classroom teacher.

LOST AND FOUND

WHS's lost and found is in the Library. All articles that have been found should be brought to the office. The office is responsible for getting the item to the library (as appropriate).

TORNADO DRILL

All students are to pass quickly and quietly to the area of the building posted in each room.

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, students are to move away from the building.

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 A.M. to 8:00 A.M. Attendance 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. A written note, signed by a student's parent/guardian, is required anytime a student rides home with him or her.

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.

MEDICATION/ILLNESS AT SCHOOL

(USD #320 BOE Policy JGFGB)

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

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. In the following set of expectations, every mention of iPad also includes MacBook Air Laptop and all school-issued devices.

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 or 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

- 4.3.1 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--either excused or unexcused--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 A.M. 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 or guardians may request assignments. As possible, assignments will be available for pickup after 3:20 P.M.
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.
4. 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.

5. 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.
6. Students must be in attendance the last two (2) blocks of the day to participate in activities that day or activities that are scheduled to begin the following morning.
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

Because a student's attendance at school is essential to academic success, written notice will be sent to the parents after the fourth 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/guardians 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/block/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/block/semester from school, as the administration has the final authority to determine whether or not any absence will be excused.

- 1st incident - after-school detention per unexcused block of school. Parent notification
- 2nd incident - after-school detention per unexcused block of school. 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. Attendance contract with student.
- 5th incident – after-school detentions per unexcused block of school. Parent meeting.
- 6+ incident – after-school detentions per unexcused block of school. Parent notification. Student may be ineligible for the remainder of the semester. Upon the 6th 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 may be assigned for each FULL day of unexcused absence.
- 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 in Powerschool. Tardies with a valid excuse will be excused (EXT). Tardy to class with no valid excuse will be considered an unexcused tardy (UET).

A tardy becomes an absence after twenty (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.

First offense: Teacher will conference with the student and review the student tardy policy.

Second offense: Teacher will conference with the student and will notify the parent.

Third offense: Teacher will assign 15 minute detention and notify parent

Fourth+ offense: Student will be issued an after-school office detention and parent notified. Student may be placed on an attendance contract.

AFTER-SCHOOL OFFICE DETENTIONS

ASO Detentions will be assigned to students for violations of school rules. ASO Detentions are served after school every **Wednesday** from 3:20 P.M. – 4:20 P.M. in the ACE Room.

- Students arriving late or without anything to work on will be sent away, and the ASO Detention will double.
- During detentions, students are expected to be using the hour productively (working on class work, reading a book, etc.) Cell phone use is not allowed.
- Students are required to make their own arrangements for transportation home.

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. Anytime a student is sent out of the classroom, additional classroom consequences may be assigned (including but not limited to: in-class detention, apologizing to the teacher, restorative practice, ASO detention, behavior contract, ISS, OSS).

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 or she will be required to make up the work missed.

During the period of suspension, a student may not attend practices, USD 320 events, or be on USD 320 property. To do so may be considered trespassing, and law enforcement may be contacted.

Out-of-school suspension will result in a minimum one-week period of behavioral ineligibility. A behaviorally-ineligible student may not participate in or attend any school-sponsored, extra-curricular activities or events (specifically including but not limited to sporting events, school dances).

IN-SCHOOL SUSPENSION (ISS)

When a student is assigned an in-school suspension, he or she will be required to make up the work missed.

In-school suspension will result in a minimum one-week period of behavioral ineligibility. A behaviorally-ineligible student may not participate in or attend any school-sponsored extracurricular activity or event (specifically including but not limited to: sporting events and school dances). Behavioral ineligibility does not prevent students from practicing. It does prevent them from competing and attending school-sponsored competitions.

ACE ROOM ASSIGNMENT

The ACE room supervisor will keep records of student referrals in Powerschool. 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: See District Code of Conduct

BULLY PREVENTION PROGRAM

Wamego High School will not tolerate bullying. Bullying incidents will be handled per the District Code of Conduct.

Rude – Mean - Bullying-Cyberbullying

Our students are sometimes exposed to inappropriate behaviors from their peers.

We have come to use the following terms to help us define the problem, and adequately assist the students in dealing with these behaviors and growing in positive interpersonal skills.

- **Rude** – A student experiences an incident that is disrespectful, annoying, or inappropriate with no malicious intent.

- **Mean** – A student experiences an incident that is a one-time, intentional event.

- **Bullying** - A student is being bullied when he or she is exposed, repeatedly and over time, to intentional negative actions meant to cause physical or mental harm or reasonable fear by one or more students. This action would include hitting, kicking, shoving, spitting, taunting, teasing, racial slurs, verbal sexual harassment, threatening comments, and obscene gestures. This would also include getting another person to assault someone, spreading rumors, and deliberately excluding someone from a group or activity.

- **Cyberbullying** – A student is being bullied by use of any electronic communication device through means including, but not limited to, e-mail, instant messaging, text messages, blogs, mobile phones, online games and websites.

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. Law enforcement may be involved.

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.)

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 by the district code of conduct.
- 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 by the district code of conduct.

- 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 by the district code of conduct.
- 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 SCREENING POLICY

Follow this link to view the Drug Screening Policy.

<http://www.usd320.com/vimages/shared/vnews/stories/5b69c9e8b246c/Drug%20Screening%20Policy.pdf>

Follow this link for FAQ's regarding the Drug Screening Policy.

<http://www.usd320.com/vimages/shared/vnews/stories/5b69c9e8b246c/FAQ%20Drug%20Screening%20Policy.pdf>

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

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

Building principals are authorized to search property if there is reasonable suspicion that district policies, rules, or directives are being violated. All searches by the principal shall be carried out in the presence of another adult witness. If a student refuses to comply with the principal's request to search their person or property in their possession, the principal will follow the policy as described in the USD 320 Policy manual, section JCABB-R-2.

Search of Lockers

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

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

Complete policy is listed in the USD 320 Policy Manual. JCAB through JCABB-R-2

K-9 POLICY

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

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

If a K-9 alerts on a vehicle on school property 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 a 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 JDDDB)**

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 pertaining 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 may result in the following action:

1. Suspension from all school activities. *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 in the district code of conduct.

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 the 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

UNSAFE CONDUCT & MISBEHAVIOR	BUS DRIVER ACTION	TRANSPORTATION DIRECTOR ACTION
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 nd Report	Fill out discipline slip, meet with Trans. Director	Call parents, Mail slip home, meet with parent & driver 5 days off bus.
3 rd Report	Fill out discipline slip, meet with Trans. Director.	Call parents, Mail slip home, meet with student & driver 15 days off bus.
4 th 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 th 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. Representing the school's parents, neighborhood, community, and business/industry, the Building Site Council (BSC) provides input during every step of the growth process. The BSC reviews and provides input/feedback on the work of the Building Leadership Team (BLT). This includes needs assessment, goal area selection, goal and action plan development, evidence/data, and analysis of growth. The BSC meets quarterly.

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 8th 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, 2020**. 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. 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 complaint process within thirty (30) days from the date a final decision is issued pursuant to the local dispute resolution process.

CRISIS DRILLS/ACTIONS

Secure Campus: - potential outside or minor inside of the building threat - (signaled by instructions over intercom)

- All students and staff will remain in the building but will continue with the instruction.
 - Limited Movement - can move around the building
 - No Movement - stay in your classrooms
- Stay aware
- No one will be allowed to enter or exit the building during this time

Active Intruder - Threat to everyone inside the building - (signaled over the intercom with details about intruder or situation)

- Follow ALICE protocol

Appendix A
Additional Fees for Wamego High School
2020-2021

Technology Fee	\$50.00
Sports Fee (per person per sport)	\$35.00
Class Dues (per year)	\$10.00
<u>Course</u>	<u>Fee</u>
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