

Wabaunsee High School

Student Handbook

2009-10



CHARGERS

Welcome to another exciting school year at Wabaunsee High School! One's high school years are an important time with many opportunities to participate in long-standing traditions. Likewise, many opportunities exist to create new traditions, which strengthen the high school program for everyone.

This handbook has been prepared for the students of Wabaunsee High School to serve as an aid in understanding our school policies. It was designed for the following purposes:

- 1. To clarify graduation requirements**
- 2. To promote good student understanding**
- 3. To inform students and parents of school policy**
- 4. To report information to parents as required by law**

We ask that students and parents read this handbook carefully. Please ask questions about any parts that are not understood. We require that all students abide by the policies set forth in the student handbook.

The students at Wabaunsee High School have respect for themselves, their teachers, staff, and fellow students. They have pride in themselves, for everything they do and their school. Finally, Wabaunsee High School students are involved in everything that happens at school. To get the most from your high school years, you must be involved. It is our hope that you, too, will be a Wabaunsee High School student with pride, respect, and involvement.

Dr. Larry Andersen - Principal

MISSION STATEMENTS

USD #329 Mission Statement

In partnership with parents and the community, the mission of Mill Creek Valley USD #329 is to provide all students with the knowledge, skills, and competencies necessary to achieve success in our ever-changing world.

Wabaunsee High School Mission Statement

To share with our community the responsibility for educating students to the highest level possible and evaluate the methods utilized and the results achieved to assure an equitable education for all.

Class Schedule

1A	1B
2A	2B
3A	3B
4A	4B

Advisor Base: _____

Bell Schedule

Monday - Tuesday – Thursday – Friday A/B Days
Silent Sustained Reading is on Wednesday

1A/1B	8:10 a.m. – 9:35 a.m.
Advisor Base	9:40 a.m. – 10:21 a.m.
2A/2B	10:26 a.m. – 11:51 a.m.
Lunch	11:51 a.m. – 12:23 p.m.
3A/3B	12:28 p.m. – 1:53 p.m.
Break	1:53 p.m. – 2:03 p.m.
4A/4B	2:03 p.m. – 3:28 p.m.

Wednesday Academic Seminar Day

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ACADEMICS

Graduation Requirements

The Board of Education of USD #329 has established that students must obtain twenty-eight credits for graduation that must be in the following designated program areas:

<u>Program Areas</u>	<u>Credit</u>
Language Arts - 9, 10, 11, Tech Writing, AP or CP English	4
Social Science - American History, Government, Elective	3
Natural Science	3
Mathematics - Minimum to Algebra or Applied (III) Algebra*	3
Physical Education (Required for Freshmen)	1
Humanities - 1 music, art or foreign language	1
Vocational Education - 1 year Computer Applications,** ½ Independent Living, ½ Parenting, 2 electives	4
Electives	<u>9</u>
Total:	28

**Students with an IEP may be exempt.*

***Includes Keyboarding – Advocate completion of this course by the end of sophomore year.*

Any student who does not meet the above requirements for graduation will not participate in the commencement ceremony.

The counselor will adjust curriculum credits for transfer students.

Grade Classification

Assignments to grade level classifications will be made on the basis of credits accumulated according to the following:

- Freshmen must have completed 8th grade and have between 0 and 6 credits
- Sophomores must have between 6.5 and 13 credits
- Juniors must have between 13.5 and 20 credits
- Seniors must have 20.5 and above credits

An exemption is allowed for incoming students who have transferred from schools with less than eight period blocks. An exemption will be provided if the incoming student has passed all classes being transferred, is in good standing with their previous school, and is within one credit of meeting WHS grade classification.

Students may move up in grade classification if they complete the necessary credits by the end of any semester, during summer school, or at any accrediting institution.

Students must complete the required number of credits to participate in grade specific activities such as a senior trip.

Kansas Board of Regents Qualified Admissions

In 1996, the Kansas Legislature passed a qualified admissions curriculum. Beginning in the fall of 2001 a student who completes the required pre-college curriculum with a minimum GPA of 2.0 and graduates from an accredited Kansas high school will qualify for admission to any of the six Kansas regent's universities (Emporia State, Fort Hays State, Kansas State, Kansas University, Pittsburg State, and Wichita State).

Following are the qualified admissions curriculum:

1. 4 Units of English – at least one taken each year of high school.
2. 3 Units of Natural Science – Biology, Advanced Biology, Earth Science, Chemistry, Physics.
3. 3 Units of College Prep Math – Algebra I, Geometry, Algebra II through Advanced Math.
4. 3 Units of Social Studies – 1 U.S. History, ½ Government, ½ World History or ½ Geography, 1 elective.
5. 1 Unit of Computer Technology

A student who does not complete the above state curriculum can still qualify for admission by:

1. Obtaining an ACT composite score of 21 or higher.
2. Ranking in the top 1/3 of his/her high school graduating class.

Students are responsible for facilitating communication with the counselor to track their progress toward meeting the Board of Regents criteria.

Kansas Board of Regents State Scholar Program

“State Scholar” designation and funding is based upon completion of the Board of Regents Recommended Curriculum, however, the three natural sciences must be biology, chemistry, and physics, and two years of a foreign language (must be the same language for two years.). Student must also qualify with an index rating of the student's ACT assessment score and high school grade point average. Please see the counselor for eligibility requirements.

Dual Enrollment Programs

Students may apply for permission to earn dual credit by taking college-level courses at Washburn University, Kansas Regent institutions, and Highland Community College under the following conditions:

1. The student must be a Sophomore or older in good academic standing (3.0 GPA or higher). Students with a gifted IEP may apply earlier for dual credit.
2. The student must submit to the principal a personal letter stating his/her intentions, a parental letter granting permission, and a letter of recommendation from the WHS counselor.
3. Dual credit courses taken to fulfill the graduation requirements of WHS must have prior approval of the counselor and principal.
4. Students must acknowledge to the school counselor their intention to take the class for both college and high school credit or college credit only by the end of the fourth week of class.

The grade and credit will be entered on the student's WHS transcript upon receipt of official transcript from the college or university indicating the grade and credits earned. Following is the credit conversions:

5 hours of college credit	1.0 unit of high school credit
4 hours of college credit	.75 units of H.S. credit
3 hours of college credit	.50 units of H.S. credit
2 hours of college credit	.25 units of H.S. credit
1 hour of college credit	.125 units of H.S. credit

Students who are taking dual credit classes that are required for graduation by WHS will not be allowed to participate in graduation ceremonies unless the WHS office, prior to graduation, receives an official transcript. The transcript must state the student's grade and credits earned.

Concurrent Credit

WHS will offer concurrent credit classes in which students may attain college credit through Highland Community College for classes taken at WHS during the regular school day. Students must meet Highland Community College requirements. Approved college-level classes taught by WHS instructors on our campus may count for both college and high school credit. Students wishing college credit under this agreement are responsible for paying their own tuition.

Technical School Release

A student may enroll in either KAW Area Tech in Topeka or in Manhattan Area Tech in Manhattan. Students must be at least second semester juniors, have a G.P.A. of 2.2 or better, be on track to graduate with their class, and be in good standing with school. Students must also demonstrate good attendance at school. To enroll in a technical school program a student must notify the counselor and principal prior to September 1 if they are planning to attend as second semester junior or prior to May 1 if they plan to attend as a senior. Transportation may be arranged by the school district based upon number of attendees. Enrollment in an area technical school qualifies students to continue in school activities at Wabaunsee High School. Vocational technical courses shall be credited on the basis of one unit of credit per hour of participation in the program based upon successful completion of the course. Post high school vocational technical courses will not count toward a high school diploma. **The enrollment will also count as credit towards graduation and as part of the students overall G.P.A.**

Work Study/Release

Policy HB JJ states that there will be no employment of students during the school day. Students will not be excused from school for employment reasons. However, some exceptions have been made for senior students through work-study. Students must meet with the counselor to see if they qualify for work-study and for procedures, rules, and employer cooperation requirements. Prior approval through a teacher, the counselor, and the principal is required.

Grading System

Grade cards will be mailed home to parents by the first Wednesday following the end of a quarter. It is the student's responsibility to show those grades to his/her parents in a timely fashion (within two days).

The grading system established by the BOE is as follows:

- A 90 to 100% Superior Achievement
- B 80 to 89% Above-Average Achievement – Very Satisfactory
- C 70 to 79% Average Achievement – Competent
- D 60 to 69% Poor Achievement – Passing on a marginal basis
- F 59% and below Unsatisfactory – Failing
- Incomplete work – Students will be given an opportunity to complete their work within two weeks. Students who need additional time to complete their work may appeal the two-week time limit to the principal.

Honor Roll

The honor roll will be tabulated following each quarter and published in the local paper and posted on the bulletin boards at the school. Any student who receives a grade letter "D" or "F" in any class is ineligible for making the honor roll list. The honor roll will include three categories as follows:

A Honor Roll	4.0 Average (All A's)
High Honor Roll	3.61 – 3.99 G.P.A.
Honor Roll	3.00 – 3.60 G.P.A.

Weighted Grades and Honor Grades

The following weighted formula is used to figure grade point averages at Wabaunsee High School.

Weighted Class Grades

Advanced Placement English
Calculus
Physics

The weighting is as follows:

- A = 5 points verses the current 4
- B = 4 points verses the current 3
- C = 3 points verses the current 2
- D would remain as 1 point
- F would remain as 0 points

Honors Class Grades

Students will have .5 added to their grade for the following classes:
Anatomy

Spanish II
French II
College Trigonometry/College Algebra
Statistics & Trigonometry
Advanced Biology
Pre-Advanced Placement English III

Finals

Each student is required to take finals at the end of each semester for each class.

Standard of Excellence Fun Day

The Board of Education recognizes the excellence in academics established by our students in achieving “standard of excellence” on state assessments and rewards the WHS students achieving this commendation on state assessments.

State Assessment Intervention Program

The Board of Education requires any student that scores in the bottom two categories on state assessments (math, reading and writing) to attend summer school at Wabaunsee High School.

Academic Award

Graduating students will be recognized for academic achievement through the following process (unweighted cumulative GPA):

Cum laude	3.8 to 3.89
Magna cum laude	3.9 to 3.99
Summa cum laude	4.0

The honors class point system will still be utilized to track class rank with the top GPA point winners speaking at graduation. Valedictorian and Salutatorian will no longer be awarded.

Academic Intervention

A. Advisory Base

Teachers of advisory base will take an active roll in mentoring and supervising the academic progress of the students enrolled in their advisory-based class. Teachers will monitor each student’s academic progress for all classes, monitor the student’s maintenance of his/her student agenda, communicate with parents, and work with the study hall supervisor and other classroom teachers.

B. Weekly Academic Reports

WHS office will run weekly grade reports and send home with the student grade statements for any student who has a “D” or below in any class. WHS will continue to mail home mid-

term grades and end-of-quarter grade cards. Student grades are available for daily viewing by parents on PowerSchool (www.usd329.org).

C. Enhanced Study Opportunities

Students will have access to the following study times beyond regular class hours:

- **Before and after school**—the library will be open from 7:40 a.m. and until 3:50 p.m.
- **Wednesday** extended academic seminar from 9:40 -10:21 a.m.
- **Monday, Tuesday, Wednesday, Thursday, and Friday**—Students listed on the weekly academic eligibility list with failing grades will not be allowed to attend scheduled activity or organizational meetings during seminar but will remain in their assigned seminar room

Virtual Prescription Learning Program WHS – VPL

VPL provides students the opportunity for credit recovery or to take an enhanced curriculum that is not offered at WHS. Freshman will not be considered for VPL. To be considered by a credit recovery VPL class

- a student must have made two semester attempts to pass a class in the regular classroom setting or be one credit behind in a required core subject
- must have the approval of the principal, counselor, parent and the instructor of the failed credits
- be at least two credits behind graduating with their class (exception is Language Arts, may be only one credit behind)
- be able to adjust current schedule to enroll in scheduled VPL class time
- adhere to all rules and requests of the VPL instructor

21st Century Alternative School Program - Wamego

Second year high school students may be considered for enrollment in the 21st Century EOC based on the recommendation of the school counseling and administrative staff. A student at Wabaunsee must be at the end of their third semester of school, be four credits behind those necessary to graduate with their class, and provide a written statement that is signed by both the student and the parent(s) indicating a desire to attend the 21st Century alternative program.

1. Students will be scheduled for 20 hours attendance per week during the hours of operation of 21st Century EOC. (This regulation may be subject to change as determined by the school counseling and administrative staff, and may include a Work Experience Program). Weekly attendance reports will be sent to the participating school.
2. The 21st Century EOC Handbook will be followed with regard to discipline policy.
3. **If a student chooses to take a class that is offered at Wabaunsee High School at the 21st Century attendance center, that course will need to be taken outside of the regular school day. An example might be a student chooses to take American Government at 21st Century; the student will not be released during the school day to take that course. This will include all classes regardless if the student is taking the class for the first time or if they are taking the class for credit recovery.**

ATTENDANCE

Philosophy

“You Miss School; You Miss Out”

There is a direct correlation between school attendance and academic achievement. Regular school attendance is essential for satisfactory school progress. No single factor does more to aid progress than regular attendance.

Types of Absences

- **Excused Absences:** Absences will be excused with parent permission for the following: for dental or doctor appointments; for sickness; for travel with family; for court appearances; for illness in the home; for funerals of members of the family; national, state, school, and community sponsored events; and absences for family emergencies. Under exceptional circumstances other absences may be excused provided that the parents have discussed the circumstances with the principal prior to the absence. Absence because of out-of-school suspension for disciplinary reasons is also excused.
- **Unexcused Absences:** Absence with the parent’s permission for any reason other than listed above. Absence without parent or school permission.

Proof of Absence

The building principal reserves the right to require proof to the legitimacy of need for excused absences for personal reasons when such absences exceed three in any given class period.

All unexcused absences will be made up during Monday and Wednesday detention time. Students will make up an hour for every hour missed at school. Three consecutive unexcused absences, five unexcused absences in a semester, or seven unexcused absences in a year will result in the school contacting the county attorney and reporting the student as being truant.

Skipping school – The county sheriff may be notified as soon as the school becomes aware that a student is skipping school (during the school day). Skipping school will result in a student losing his/her privilege to participate in extra-curricular activities for a specified length of time. The student will make up time during detentions (two hours for every hour of class time missed).

Notification of Absence by Parents

Parents are requested to notify the school of their child’s absence by 10:00 a.m. (765-3315). If a call is not received, the school will attempt to call the parent. If contact is not made by phone, it is the responsibility of the student to present a note signed by his/her parent or guardian to the office excusing the absence. Failure to bring a note will result in the absence being classified as unexcused.

Any student who arrives or leaves during the day must check in or out with the office. Students cannot leave the campus until they have secured permission from their guardian and checked out with the office.

Absentee Make Up and Consequence

Excused absences

The student will be allowed to make up all schoolwork missed without penalty. Students have two days for each day absent to have their work made up. However, assignments assigned prior to the student's absence are due the day the student returns. Students should attempt to utilize their assigned "homework buddies" to complete as much of the missed work as possible while they are gone.

For travel with family or school sponsored events, the student should give advance notice to the school and garner academic assignments in advance of the absence and make every attempt to complete that work prior to the anticipated absence.

Unexcused absences:

Students will not be allowed to make up missed schoolwork; a zero grade will be averaged into their score. The student will also make up the missed time, spending two hours of Saturday school or detention, for every regular school hour missed.

Excessive Absences

Excused Absences

A student whose absences exceed three class periods in one class may be referred to the counselor. His/Her intervention will integrate strategies that will help assure the student is staying on top of his/her academics and will help the student and parents improve the student's attendance.

A student whose absences exceed six class periods in one class may be assigned to meet with a student improvement team. This team will consist of the student's parent/s, principal, counselor, and one teacher.

A student whose unexcused absences exceed nine class periods in one class may lose credit for that class and may be excluded from participating in that class. Any student who loses a class credit becomes ineligible for any extra-curricular activities. **The student may appeal to the building attendance committee consisting of the principal and staff members. The attendance committee may:**

- A. Uphold the loss of credit.
- B. Determine that the case is a hardship case and that the student's excessive absenteeism could not have been avoided. This would allow for the student to receive credit.
- C. Place the student on probation, setting conditions for credit.

Students may then follow board-adopted (Policy HB – JRD-R) student grievance procedures.

Unexcused Absences

Excessive unexcused absences may result in out-of-school suspension and in extreme cases, expulsion.

Proof of Absence

The building principal reserves the right to require proof to the legitimacy of need for excused absences for personal reasons when such absences exceed three in any given class period.

Tardy Policy

A student is tardy any time he/she is not in the classroom, as dictated by the instructor, when the tardy bell rings. A student must provide a written excuse from a staff member when tardy to a class. Students late coming to school must check into the office and secure a pass to class, utilizing their student planner. A tardy student is a disruption to normal classroom procedures.

The following tardy policy begins new each semester. This tardy policy is not based upon a per class count. Tardies will accumulate regardless of which class they are received.

- 1st Tardy – Teacher warning
- 2nd Tardy – Teacher warning
- 3rd Tardy – Teacher warning
- 4th Tardy – Office warning – student facilitates communication with guardians
- 5th Tardy – Office warning – student facilitates communication with guardians
- 6th Tardy – 30 minute detention
- 7th Tardy – 30 minute detention
- 8th Tardy – Monday – Wednesday Detention – mandatory parent conference
- 9th Tardy – Monday – Wednesday Detention – mandatory parent conference
- 10th Tardy – Out-of-School Suspension – 3 days minimum
- 11th Tardy and above – Possible long-term suspension recommendation made to the superintendent of schools

Health Related Procedure at School

Students becoming ill at school should report to the office. If it is necessary for the student to go home, the office staff will inform the parent. The student will then be released from school. Students not following this procedure will receive an unexcused absence.

Senior Skip Day

Seniors will be allowed to choose and organize a school day for activities (with approval by administration) for the purpose of developing class unity and memories. All activities, place, and sponsorship must be approved by administration.

Absentee Policy During Finals Testing

Students are expected to be at school during finals. The school will work with students who miss finals due to illness, injury, or personal/family emergencies. WHS will also work with students who must miss finals due to circumstances beyond their control or the control of their family. The school requests three weeks' notice prior to finals week in order to allow teachers adequate time to create a final test.

Wabauunsee High School Senior Hour

Seniors are allowed to have a senior hour second semester where they are not required to attend school. They can select first block or second block of an A Day or a B Day. They must attend seminar. They would have to meet the following standards to be eligible for this.

- **Grade point average of 3.0**
- **Not enrolled in a ½ day vocational technical program**
- **All required graduation credits met**
- **Enrolled in an English and American Government class**
- **Not on work study**
- **Provided a signed permission sheet from parent or guardian**

EXTRACURRICULAR ACTIVITIES

Philosophy

Student activities are important in the development of a well-rounded educational program. The staff is encouraged to capitalize on the educational possibilities of student activities. Any activity that involves the expenditure of public funds shall be subject to prior approval by the board.

Eligibility – Sport and Non-Sport Student Activities

We expect all students to perform as good citizens at all times. To be eligible for all activities at school including sports, field trips, plays, music events, and/or any organization and offering listed in the student handbook, students must maintain satisfactory school citizenship and academic requirements stated in this policy. Any misconduct by participants in these activities that is sufficiently serious to warrant internal/external suspension from school will result in ineligibility for the period of suspension. Additionally, violation of the student discipline regulations or related school district policies may lead to a longer period of suspension or exclusion from participation at the discretion of the building administrator.

- **One F** - After eligibility is run, students have one week of probation to bring up their grades. If they do they come off probation at the end of the next week, if not they are officially ineligible for the next week. We will only rerun eligibility for those on probation at the end of the first week.
- **Two or More F's** – Students are ineligible immediately. This includes participation in all school activities, regardless if they are competitions, field trips, music- speech-activity performances or competitions, athletics, school functions. The only exception to this is Prom. If a student has no F's at the first week eligibility they become eligible again. If they still have an F they remain ineligible for the second week.
- Students cannot go on the ineligibility list a second time in a row unless there are at least two grades taken the classes where ineligibility occurred.
- Grades will be figured as of noon every Thursday. Teachers can use SSR time to help update grades and to let the office know if they have not had enough grades taken in a class. Notification of eligibility will be sent to parents by Friday
- Students are ineligible for all activities during the calendar week Sunday through Saturday.
- The first time eligibility runs in the fall will be a **warning only** for students; they have a probationary period to become eligible. The second time non-participation will take place.
- All students are eligible to try out for events that require selection and training. However, students must be eligible in order to begin rehearsal or practice. The cutoff date for eligibility purposes is two (2) weeks before the performance. If a student is eligible at that time, the student remains eligible regardless of the student's academic standing at the time of the performance.

Eligibility for fall activities will be determined by the KSHSAA eligibility of passing five subjects of unit weight and not by the grade received just for the fourth marking period.

NCAA Eligibility Requirements

If students plan to participate in athletics as a college freshman at the NCAA division I or II levels, they should apply for certification with the Clearinghouse before graduating from high school.

Keep in contact with the counselor to ensure that the core curriculum required by the NCAA is satisfied and that all other conditions for eligibility are fulfilled.

Activity Offerings

Non-Athletic Extra-Curricular Offering

Future Business Leaders of America
 Family, Career & Community
 Leaders of America
 FFA
 Kansas Association for Youth

Athletic Extra-Curricular Offering

Football
 Girls Tennis
 Volleyball
 Cheerleading & Dance
 Cross Country

National Honor Society
Pep Club
Scholars Bowl
School Play
Student Council
Weight Club

Basketball
Wrestling
Baseball
Softball
Track

Academic Class Offerings

Band
Forensics
Newspaper
Vocal Music
Yearbook

Non-School Club Offerings

Fellowship of Christian Athletes

DISCIPLINE GUIDELINES AND POLICIES

Philosophy

WHS philosophy on student conduct is simple: Each student is responsible for his or her own behavior. Teachers are here to instruct and aid students in their academic and social development. Students who choose to not follow rules will be held accountable for those decisions. WHS expectations of students to sustain high standards of self-discipline and work ethic will be maintained.

Purpose of School Code of Conduct

The objective of this code is to establish rules with regard to the conduct of all students at Wabaunsee High School. These rules have been deemed appropriate and necessary for the maintenance of a wholesome school climate. As such, this Code of Conduct should be reviewed by students and their parents.

These rules and standards apply to student conduct:

- **on school premises**
- **on school busses**
- **involving school property**
- **off school premises which directly affects the school**
- **at school functions of any kind**

This code does not define all types and aspects of students' behavior. The Board of Education of USD 329 has the authority to set forth policies, rules, and regulations to help each student conduct himself/herself in a proper manner as a good citizen of the school community.

Academic Dishonesty

Any student who causes the teacher to believe that the student is receiving unauthorized assistance or giving unauthorized aid on a homework assignment, quiz, test and/or classroom project will be treated in the following manner:

- The paper will be confiscated by the teacher.
- A “0” grade will be recorded.
- The teacher will notify the parent or guardian.
- The teacher may choose to notify the principal, which may result in further administrative action, depending upon the circumstances.

Plagiarism is a form of academic dishonesty and will be treated as such.

Alcohol and Illegal Drug Policy

The use or possession of illegal drugs by students is prohibited in the school building, on the school grounds, in school transportation vehicles, on school activity trips, or any school sponsored function, either at the school or away.

Drug Free School – Student Conduct

- As a condition of continued enrollment in the district, students shall abide by the terms of this policy.
- Students shall not unlawfully manufacture, distribute, dispense, possess, use or be under the influence of illicit drugs, controlled substances, or alcoholic beverages on school property or at any school activity.
- Any student violating the terms of this policy **shall be** reported to the appropriate law enforcement officials and shall be subject to the following sanctions:
 1. **First Offense:** A first time violators shall be subject to the following sanctions:
 - A. A punishment up to and including long-term suspension (minimum of 10 school days) with the possibility of expulsion;
 - B. Suspension from all student activities for a period of not less than 10 school days;
 - C. As a condition of re-admittance to school following this violation, the student will be required to undergo a complete drug and alcohol analysis at an acceptable program with proof of program admittance.
 2. **Second Offense:** A second-time violator shall be subject to the following sanctions:
 - A. A punishment up to and including long-term suspension (minimum of 20 school days) with the possibility of expulsion;
 - B. Suspension from all student activities for a period of not less than 30 school days;
 - C. A student who is placed on a long-term suspension under this policy may be readmitted on probationary status if the student agrees to complete a drug and alcohol rehabilitation program at an acceptable program with proof of program admittance.
 3. **Third and Subsequent Offenses:** A student who violates the terms of this policy for the third time, and any subsequent violations, shall be subject to the following sanctions:
 - A. A punishment up to and including expulsion from school for the remainder of the school year;
 - B. Suspension from participation and attendance at all school activities for the year.

Behavior – Inappropriate and/or Disruptive

Bullying

A student is being bullied when he or she is exposed, repeatedly and over time to negative actions on the part of 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.

Parents will be notified with the first reported incident of bullying. The counselor and/or social worker and the principal will be involved in resolving the situation. Consequences of bullying actions will be dependent on the severity and frequency of the actions. Repeated incidents will lead to more serious consequences that may include short and long term suspension from school.

Electronics

Cell phones and other electronic equipment may be used in the commons before school begins and after school ends as well as during the lunch period. Cell phones may also be used to contact parent or guardian during the day with the permission of the office.

Possession and/or use of electronic equipment including, but not limited to, MP3 players, CD players, cellular phones, and video games/systems is strongly discouraged. If a student elects to bring these items to school, the electronic item cannot be visible or in use while at school. Students who bring electronic items to school do so at their own risk and are responsible to secure the item from theft or loss. If a student brings a device and it is visible and/or in use during the school day, the student is subject to consequences. Laser pointers are not allowed at any time.

A. **Visible Cell Phone and Other Electronics**

First Offense: Warning and confiscation of the item until the end of the student's school day.

Second Offense: Confiscation of the item and a parent/guardian must come to school to get the phone/electronics.

B. **Cell phones used for taking pictures of tests, homework assignments, or in locker rooms will result in a minimum of five (5) days out of school suspension (OSS)**

C. **Use of cell phones that interrupts class by ringing or text messaging will result in the following consequences:**

First Offense: Warning and confiscation of the item until the end of the student's school day.

Second Offense: One hour office detention

Subsequent Offense: Up to three (3) days in-school suspension

Driving

Leaving school grounds without permission in a vehicle, driving dangerously in or around school property, and/or parking vehicles in restricted or inappropriate ways on school property.

First Offense: Minimum but not limited to office warning, parent contact, and possible suspension.

Subsequent Offense: Mandatory three (3) days out-of-school suspension.

Endangerment

Issues that may result in the evacuation of the building and or fire/police intervention and/or expose others, student and/or staff members, to danger or harm. This includes but is not limited to creating a false fire alarm, bomb or similar threat, fireworks (possession and/or use of).

Any Offense: Mandatory five (5) days out-of-school suspension, notification of police, and recommendation for long-term suspension or expulsion.

Extortion Or Gambling

Any attempt by a student to obtain money or other items by use of threat or coercion.

First Offense: One (1) to two (2) days in-school suspension or up to three (3) days out-of-school suspension and notification of police, contingent upon situation.

Second Offense: Up to five (5) days out-of-school suspension and notification of police, contingent upon situation.

Subsequent Offense: Five (5) days out-of-school suspension, notification of police, and recommendation for long-term suspension or expulsion.

Fighting

First Offense: One (1) to three (3) days out-of-school suspension, contingent upon situation.

Second Offense: Up to five (5) days out-of-school suspension, contingent upon situation.

Subsequent Offense: Mandatory five (5) days out-of-school suspension, and recommendation for long-term suspension or expulsion.

All offenses involving fighting will require a mediation meeting with the counselor and the principal upon the student's return.

Harassment

Includes, but is not limited to, sexual and racial harassment.

First Offense: Office warning or up to three (3) days suspension contingent upon the situation.

Second Offense: Up to three (3) days out-of-school suspension.

Subsequent Offense: Up to five (5) days out-of-school suspension.

Insubordination

Any failure by a student to follow a staff member's request.

First Offense: 30 minutes of classroom detention.

Second Offense: Office detention and/or up to one (1) day suspension.

Subsequent Offense: Up to three (3) days suspension.

Language Inappropriate

1st Offense: Office warning or up to three (3) hours of detention.

Subsequent Offense: Up to three (3) days suspension.

Public Displays of Affection (PDA)

We recognize that genuine feelings of affection may exist between students. However, an inordinate display of such affection is inappropriate on the WHS campus or at school events and activities. Inordinate PDA is defined as a sustained passionate hug or kiss, sitting on laps, etc. When in doubt, the mother/parent rule applies, i.e. would an adolescent do this in front of a parent? Holding hands and a quick hug (not in the classroom) would be acceptable.

First Offense – Teacher or office warning

Second Offense – One hour office detention

Subsequent Offense – Two hour office detention and possible suspension.

Theft

Each offense shall include the return of the item or payment for that amount of the item taken.

First Offense: One (1) up to three (3) days out-of-school suspension, contingent upon situation.

Second Offense: Up to five (5) days out-of-school suspension, contingent upon situation. Law enforcement shall be contacted.

Subsequent Offense: Five (5) days out-of-school suspension and recommendation for long-term suspension or expulsion, contingent upon situation. Law enforcement contacted.

Tobacco (Use or Possession)

First Offense: One (1) up to three (3) days out-of-school suspension, contingent upon situation.

Second Offense: Up to five (5) days out-of-school suspension, contingent upon situation.

Subsequent Offense: Five (5) days out-of-school suspension and recommendation for long-term suspension or expulsion, contingent upon situation.

Vandalism

Any Offense: Two (2) or up to five (5) days out-of-school suspension, possible referral to police, and possible recommendation for long-term suspension or expulsion, contingent upon situation.

Verbal/Written Assault/Threat: *Towards a School Employee*

First Offense: Up to five (5) days out-of-school suspension and notification of police if appropriate.

Second Offense: Up to five (5) days out-of-school suspension and notification of police if appropriate.

Subsequent Offense: Five (5) days out-of-school suspension and notification of police and recommendation for long-term suspension or expulsion.

Verbal/Written Assault/Threat: *Towards a Student*

First Offense: Up to three (3) days in-school suspension and notification of police if appropriate.

Second Offense: Up to five (5) days out-of-school suspension and notification of police if appropriate.

Subsequent Offense: Up to five (5) days out-of-school suspension and notification of police if appropriate.

Wabaunsee High School Dress Code

The way you dress says a lot about what you stand for. Students are asked to wear clothing that is in good taste and appropriate at school and at related functions. In matters of dress, cleanliness and grooming, the building principal shall have the authority to decide whether or not the clothing and method of dress is appropriate. The following list represents **inappropriate** attire and **will not** be permitted at school. However; the following list is not all inclusive. Teacher may make additional dress code requirements in their classes, such no hoddies allowed to be worn during class time.

Students shall not be allowed to wear short-shorts, swimwear, midriffs, half-shirts, strapless garments, or fishnet shirts or have their undergarments visible. Clothing is not to have rips, torn seams or holes. Clothing with slogans bearing suggestive, abusive, crude or profane language or promoting alcohol, tobacco or drugs is prohibited. Hats and sunglasses are not to be worn in the building or carried to the classrooms. The following are some helpful hints:

Hair, Face and Jewelry

- Face paint and wild hair color (except for school sponsored/spirit related activities) should be avoided.
- Facial jewelry (except for earrings) should be avoided.
- Bandanas worn, as hair covering will not be allowed, dress scarves only.
- No outdoor clothing, such as headgear (hats or bandannas), sunglasses, or gloves.

Tops

- Clothing inappropriate if any flesh can be seen starting at underarms down to mid thigh.
- Sleeveless tops should have straps a minimum of one inch wide.
- Sleeveless tops must not drop more than an inch below the armpit. Clothing inappropriate if any undergarments can be seen, this includes sports bras.
- Tops cannot be sheer (see through) unless there is a proper outer garment worn underneath.
- Tops should extend below the belt line of the pants.
- During the school day coats/jackets are to be placed in the student's locker upon entering the building. The administration recommends that students keep a sweater or sweatshirt in their locker for cooler days.

Bottoms

- Pants or shorts cannot sag. They should be worn at or above the top of the hipbone line.
- Skirts and shorts should be lower than mid-thigh, front and back.
- No bandanas, wallet chains or key chains are allowed to hang off pants.

If there is a question in your mind on whether a garment would be deemed inappropriate, don't wear it.

Search and Seizure

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the health and safety of others. All searches may be conducted with or without a student's consent.

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items that have been confiscated. In the course of any search, students' privacy rights will be respected regarding any items that are not illegal or against school policy.

All computers located in classrooms, labs, and buildings are the District's property and are to be used by students appropriately for educational purposes only. The District retains the right to access and review all electronic, computer files, databases, and any other electronic transmissions contained in or used in conjunction with the District's computer system and electronic mail. Students should have no expectation that any information contained on such systems is confidential or private. Review of such information may be done by the District with or without the student's knowledge or permission. The use of passwords does not guarantee confidentiality, and the District retains the right to access information in spite of a password.

WHS Disciplinary Measures

It is Wabunsee High School's philosophy that students will control their own behavior. On the rare occasion when a student makes poor choices and teacher intervention does not help the student successfully modify his/her behavior, the student will be subject to but not limited to the following disciplinary measures.

Principal Intervention

Any student referred to the office for inappropriate behavior can rest assured that regardless of any consequences assigned, parents will be notified. Minor behavior problems can result in short-term consequences – hallway pass suspension, computer access denied, work duty assigned, change in lunch setting, detention, etc.

Teacher/Principal/Counselor Conference

Parent Conference

Detention

A student may receive one or more detentions for undesirable behavior. Detentions are to be served (before or after school or during lunch) the day they are assigned or the following two days. Parents will be notified by phone on the day of the detention, or the student will facilitate transporting a note to and from parents. No student will be detained after school without notifying the parent. Failure to serve detentions on time will result in the student being suspended from school. Chronic violators will be subject to long term suspension from school.

Short Term Out-of-School Suspension

K.S.A 72-8902 - Except in an emergency, a short-term suspension (not exceeding ten school days) must be preceded by oral or written notice of the charges to the student and an informal hearing. If a hearing is not held prior to the suspension, an informal hearing shall be provided no later than 72 hours after imposition of a short-term suspension. Written notice of any short-term suspension shall be delivered to the student's parent or guardian within 24 hours after the suspension has been imposed. Any person designated in policy as having the authority to suspend may conduct the short-term suspension hearings. At the informal suspension hearing, the student shall be:

- Notified of the right to be present.
- Informed of the charges.
- Informed of the basis for the accusation and,
- Allowed to make statements in his/her defense.

When a suspension is imposed during the school day, the student shall not be removed from school until a parent has been notified. If a parent cannot be notified during regular school hours, the student shall remain at school until the regular dismissal time.

Long-term Suspension or Expulsion

K.S.A. 72-8902 – Before a student is subject to long-term suspension (not to exceed 90 school days) or expulsion (not to exceed 186 school days), a formal hearing shall be conducted by any certified employee or committee of certified employees authorized by the board to conduct the hearing.

- Formal hearings shall be conducted according to procedures outlined in current Kansas law.
- The notice shall include copies of the suspension/expulsion law, and appropriate board policies, regulations and handbooks.
- The hearing may be conducted by either a certificated employee or committee of certificated employees.
- Expulsion hearings for weapons violation shall be conducted in compliance with Kansas law by persons appointed by the board.

- The student and parents or guardians shall be given written notice of the time, date and place of the hearing.
- Records of the hearing shall be available to students and parents or guardians according to Kansas law.
- Written notice of the result of the hearing shall be given to the pupil and to parents and guardians within 24 hours after determination of such result.

Student Rights During a Long-Term Suspension/Expulsion Hearing:

The student shall have the right:

- To counsel of his/her own choice;
- To have a parent or guardian present;
- To hear or read a full report of testimony of witnesses;
- To confront and cross-examine witnesses who appear in person at the hearing;
- To present his or her own witnesses;
- To testify in his or her own behalf and to give reasons for his or her conduct;
- To an orderly hearing; and
- To a fair and impartial decision based on substantial evidence.

Appeal to the Board

The following conditions shall apply if a student or the student’s parent or guardian files a written appeal of a suspension or expulsion:

- Written notice of the appeal shall be filed with the clerk within 10 calendar days after receiving notice of the decision.
- The board shall schedule an appeal with the board or a hearing officer appointed by the board within 20 calendar days after notice of appeal is filed.
- The student and the student’s parent shall be notified in writing of the time and place of the appeal at least 5 calendar days before the hearing.
- The hearing shall be conducted as a formal hearing using the same rules noted earlier for expulsion hearings.
- The board shall provide a certified court reporter to transcribe the hearing.
- The board shall render a final decision within five calendar days after the conclusion of the appeal hearing.

Suspension from Student Activities

Whenever a student is under the penalty of suspension or expulsion from a U.S.D. # 329 attendance center, he/she may not participate in, or attend regular school activities.

Regular school activities include athletic events, school plays, musical performances, school dances, graduation ceremonies and other club events. This includes any event home or away. Students may be suspended from future activities without being suspended from regular classes at the school. All suspensions terminate at 12:00 midnight on the last scheduled day of the suspension.

MISCELLANEOUS

Hall Passes

Students are not permitted in the halls during class periods unless a staff member accompanies them or they have a pass from a staff member. The official hall pass is to be written in the student's planner. Without a planner, a hall pass will not be issued unless it is an emergency.

Care of Building and Equipment

It is each individual's responsibility to see that the building and all the equipment is cared for adequately. Damage or spills to the building or equipment should be reported to the principal at once so that the damage can be repaired or cleaned up immediately. Repair costs including labor will be charged to the person responsible.

Drinks

Water, pop, and juice in the classroom are at the discretion of the classroom teacher.

Library Media Center

The library media center serves as a quiet place to study or read as well as a classroom. Certain areas are set aside for audiovisual use, for group work, or for computer use. Class use of the library media center and its equipment has priority over individual student use of the facility or equipment. In order to maintain a safe, civil educational environment, students are expected to abide by the posted policies; students who do not comply with the policies will be sent back to class immediately. Repeated incidents will result in a suspension of the student's library privileges. It is a privilege to use the library; that privilege can be revoked if circumstances warrant such action.

Materials and equipment in the library media center are intended to be used by students and staff; however, it is necessary to care for these materials and equipment so that they continue to be available. Students in good standing (no overdues or charges) may check out up to six (6) books at one time. Books check out for three (3) weeks and may be renewed for three (3) weeks for a total check-out time of six (6) weeks. After that, if another patron has requested the book, the student must return the book. If no one has requested the book, the student may renew the book once more, for a total of nine (9) weeks check-out time. Students with overdue books will be notified in the form of a written overdue notice and will not be allowed to check out additional library materials or equipment until the overdue items are returned. Students will be charged full replacement costs for lost or damaged materials or equipment. All library obligations must be met for a student to be exempt from finals.

A student is required to present his or her signed planner or to be accompanied by a staff member when entering the library.

Medical Treatment of Students

WHS does not have a school nurse. Students who are injured or become ill at school will receive first aid treatment only and parents will be notified. Students who are more seriously injured or ill will be cared for according to emergency procedures.

Aspirin, acetaminophen, or ibuprofen can be dispensed only with verbal permission of a parent or guardian on a case-by-case basis. Minor first aid such as first aid cream, calamine lotion, bandages, etc., may be administered by office personnel.

Prescription medications can be administered only if brought to the office with a form signed by a physician (available in the office).

Students must notify the office of any prescription drugs they are taking with a written note from parents and those drugs must be kept in the office. They will be placed in a locked facility. An exception will be made for personal inhalers, with written parental permission.

Student Arrival Time and Departure

The building will be open at 7:30 a.m. and will be locked at 3:45 p.m. However, to avoid potential problems and to add to building security, students are not to be in the building earlier than 20 minutes before school and 15 minutes after school is dismissed. Students who will be under the direct supervision of a staff member may report earlier or stay later.

Lunch Period

The School Board has provided a hot lunch program for all students. Complete information about the program is available from the high school office. We have an open lunch period at WHS for seniors not on the ineligibility list, but students and seniors who choose to stay on campus are restricted to the following areas:

- School lunchroom or courtyard.
- Old gymnasium.

Problems arising from misbehavior may result in students being restricted to the lunchroom during the lunch period.

Students eating sack lunches may eat in the lunchroom or courtyard but are responsible for cleaning up after themselves. Food and drink are not allowed in the new gym during lunch time. During first hour, teachers will take lunch count and report that number to the office. Once students have made a commitment to eat school lunch, they are expected to eat a school lunch.

Credit on lunch accounts will not be extended beyond \$10.00. Parents will be notified when their child's lunch account reaches zero credit balance.

Seniors who choose to eat off campus will be under the following restrictions:

- May not drive or ride in vehicles, including motorized bikes.
- May not congregate in large groups in houses.

- School rules and regulations go off campus with the student.

Students who choose not to follow the established lunchtime policies or misbehave during lunch period may be restricted to an alternate lunch setting.

Breakfast Program

Breakfast will be provided at a minimal charge for students. Breakfast will be served from 7:45 to 8:00 a.m. in the high school commons.

Computer Usage and Ethics

Students have access to technology and the Internet. Consequently, all WHS students are required to sign an agreement stating limits for acceptable computer use and consequences for those who violate basic rules. Students who vandalize the system (gain access to another student or teacher's files, who tamper with computer network operating systems, or are on inappropriate sites or e-mails) are both liable for disciplinary action and shall incur the costs of district computer consultants engaged to repair damages. Parents and students will be required to sign the "Acceptable Computer Use" agreement.

Telephone

Students are expected to use the "student" phone located in the office to call home. Calls are limited to calling family members or for school business. The phone may not be used to order lunch. Call duration is expected to be less than five minutes. Students must garner permission from a staff member prior to using the phone in the gym or commons. Phone use is limited to local calls, with the exception of illness.

Textbooks

Students are responsible for the care of their textbooks. Students who misuse or damage their books will be charged for replacing the damaged book/s.

Students as Vendors

No student is permitted to sell merchandise without the permission of the building principal.

Visitors

Visitors are not permitted to attend high school classes as guests of our students except with permission of the principal. However, parents are always welcome to attend class with their child or to eat lunch with their child. All visitors are required to check in the office upon entering the building.

Student Insurance

USD 329 Mill Creek Valley purchases a student accident insurance policy. This insurance covers student accidents during the school day only. The district no longer purchases additional coverage for student athletes.

It is the responsibility of each family to provide the health care coverage for their families. Coverage for student athletes is available for purchase through the school district or may be acquired through your insurance agent. The coverage is limited but will coordinate benefits with your insurance. If your child does not have health insurance, please be sure to ask for information about the state children's health plan (Health Wave) for uninsured children.

Student Activity Tickets

Student activity tickets are \$10 each and will admit students to all home athletic events (a savings of approximately \$15). A complimentary activity ticket will be extended to all students who lettered in a high school sport the previous year.

Student Lockers and Locks

Every student will be assigned a locker at the beginning of the year. This is school equipment provided for you to place and secure your belongings, coat, and books. **Locks are available for all students. Students will be required to use locks allocated by the school. The school is not responsible for items stolen, whether it is from a locked or unlocked locker.** However, little effort will be made by administration to recover stolen items from a locker that was not locked.

Student Driving

Parking is provided in the immediate area of the school. Students are responsible for properly parking their vehicle so as not to prevent other students from getting in or out of the parking lot. Each student who drives must obtain a permission form. Rules for students driving are as follows:

- Students will park only in the areas designated for students.
- Students will not return to their vehicle without permission from the office or until school is dismissed.
- Students will not use their vehicle for personal business or school activities during the day without prior permission from the building principal and with written parent consent (dentist appointment, etc.)
- Students are not permitted to drive, ride, or go to their vehicle during the school day.
- If a vehicle needs to be moved and the student is unavailable or refuses to move the vehicle, it will be towed at owner's expense.

Inappropriate items (tobacco, alcohol, drugs, weapons, etc.) are not to be kept in the vehicle. Students will be held accountable for inappropriate items left in the vehicle. Cars are subject to access by the principal.

Transfer Students

Students entering high school from another accredited high school are admitted without loss of credit within the framework of accreditation recognized by the Kansas State Department of Education. Transcripts of transfer students must be sent by mail from the school formerly attended. Students are enrolled provisionally until the officially signed transcript is received and evaluated. In the event a student's parents change their residence from one high school to another, it will be necessary that proper procedures be followed in compliance with the Kansas State High School Activities Association. For the student leaving WHS, the form and the procedure must be followed and the proper signatures obtained on the last day of attendance.

Once the student has enrolled in the new school, an official of that school will write or call for the student's records to be forwarded. The transcript will contain courses taken, grades, credits earned, attendance, and test data.

Transfer Credits

Full faith and credit shall be given to units earned in other accredited schools by the counselor. If the counselor finds valid reasons not to award full credit, he/she may do so through the building principal.

Posters

All posters and decorations must have their origin through some school-sponsored activity or organization. Posters will need approval from the sponsor or office prior to display. Please utilize the bulletin boards whenever possible. Use masking tape only when putting posters on the walls. Posters are to be removed the day after the activity stated.

Fire Evacuation Procedure

When the fire signal is sounded, students are to evacuate the building in the following manner:

- Rooms 101, 102, 106, 201, Library - Exit North Door
- Rooms 301, 302 - Exit Fire Escape
- Rooms 202, 203, 204, 206A, 206B - Exit West Door
- Rooms 103, 104, 105, 205, 303, 304 - Exit South Door
- Auditorium - Exit Fire Escape
- New Building – Science Rooms - Exit West Entrance Door of the foyer
- New Building – Computer Lab and Music Room - Exit North door of new building
- Gym/Weight room – Exit the East Doors

All students are to clear the building by 100 feet. The all-clear signal will be an oral communication from the principal's office.

Tornado Warning—Student Dismissal Procedures

Students will be held in their designated "Tornado" shelter during a Tornado Warning until an "All Clear" is sounded and bus routes can be run safely, if the warning coincides with dismissal

at the end of the day. Parents can pick up their children at school during a Tornado Warning—at their discretion and only after having signed them out in the office.

The warning will be given by the local civil defense siren and/or school siren from the principal’s office. All students will walk in single file in an orderly fashion to their assigned areas.

Ample warning procedure:

Ag Shop, Wood Shop, & Drafting	Officials locker room – Old gym SE Side
New building classrooms	Girls locker room – Old gym SE Side
WHS main building– all floors	Boys locker room – Old gym North Side

In case there is not sufficient time to warn students and staff to move to the old gym, we will have a “short notice” plan for tornado procedure. Notification for “ample time” or “short notice” will be given at the time of the warning. However, due to impending circumstances, teachers may opt to use the “short notice” plan while en route.

Short notice:

New building classes:	Girls Locker room – Old Gym
WHS – top floor	Room 123 (math room)
WHS – middle & bottom floor	FACS room
Drafting	Girls & Boys restrooms – New shop
Wood working	Office – New shop
Agriculture	Restroom – Ag. building

Wabaunsee County Health Department

The Wabaunsee County Health Department in the courthouse is open for business on Monday from 8:00 a.m. to 7:00 p.m.; Tuesday, Wednesday and Thursday from 8:00 a.m. to 4:30 p.m.; and Friday from 8:00 a.m. to 3:00 p.m. The phone number is 765-2425, and the health nurse will be available during those hours for appointments. Information is available for family planning, venereal diseases, drugs and alcoholism, and health problems in many other areas.

Immunizations may be received at the County Health Office on Monday from 4:30 to 7:30 p.m. and Fridays from 8:00 a.m. to 2:00 p.m. Call for an appointment.

School Closings

School closing and changes in school schedules and cancelations will be announced through School Reach. This service provides patrons with a call to a designated phone with the announcement. When contacted by the automated system, please wait for the message. When we receive multiple calls at the time the message goes out, it slows down our engagement in the matter at hand.

School closings will also be broadcast on WIBW-AM (580), WIBW-FM (97.3), and WIBW-TV (13). School closing information can also be accessed on the Internet at <http://www.cancellations.com/>

Right of Change Notice

This student manual was created for the benefit of students and staff of WHS. Administration reserves the right to amend or add rules in this student manual to better facilitate procedures. Students, staff, and the Board of Education will be notified of any changes to this manual.