



2022 - 2023
Labette County High School
Student Handbook

Labette County High School Mission:

To provide a relevant education and teach core values to every student every day.

Labette County High School Vision:

To develop productive citizens and decision makers through academic, vocational, and extracurricular opportunities.

LCHS Core Values:

INTEGRITY – Having the confidence to be honest while staying true to our morals.

ACCOUNTABILITY – Being reliable and accepting responsibility for our actions.

WORK ETHIC – Working to our full potential daily.

PERSEVERANCE – Fighting through difficulty & adversity while never giving up.

COMPASSION – Being aware of other's struggles and taking action to assist them
– getting along with others by being thoughtful and decent.

Principal Mrs. Stacy Smith
Labette County High School, 601 S. High School, Altamont, KS 67330 (620) 784-5321

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2022-23
Labette County High School Daily Schedule

Breakfast -7:40 AM – 8:00 AM

Period	Start Time	End Time
1ST	8:00 AM	8:50 AM
2ND	8:55 AM	9:45 AM
(Daily Morning Announcements) ADVISORY TIME -Monday & Friday GRIZZLY TIME - Tuesday & Thursday ACTIVITY PERIOD - Wednesday	9:50 AM	10:15 AM
3RD	10:20 AM	11:10 AM
1st lunch	11:10 AM	11:30 AM
1st Lunch 4TH HOUR CLASS	11:35 AM	12:25 PM
2nd Lunch 4TH HOUR CLASS	11:15 AM	12:05 PM
2nd lunch	12:05 PM	12:25 PM
5TH	12:30 PM	1:20 PM
6TH	1:25 PM	2:15 PM
7TH	2:20 PM	3:10 PM

2022-2023 SCHOOL CALENDAR
Labette County USD 506

July 2022

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	<u>18</u>	<u>19</u>	20
21	22	23	24	25	26	27
28	29	30	31			

September

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October

S	M	T	W	T	F	S
						1
2	3	{4}	5	6	7	8
9	10	{11}	12	13	14	15
16	17	18	19	20	(21)	22
23	24	{25}	26	{27}	28	29
30	31					

November

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	(16)	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

AUGUST

- 3-4 Elementary Enrollment
- 3-5 High School Enrollment
- 18-19 Staff Development (1.0)
- 22-23 Staff Development (1.0)
- 24 Work Day (1.0)
- 25 Half Day of School for K-9 and Work Day (.5)
- 25 High School Parent/Teacher Communication Night
- 26 Full Day of School for K-12

SEPTEMBER

- 5 LABOR DAY - NO SCHOOL
- 30 Staff Development (1.0)

OCTOBER

- 4/11 Elementary Parent Teacher Conference
- 21 End of 1st Quarter (39.5 days)
- 24 Staff Development (.5) Work Day (.5)- No School
- 25/27 High School Parent Teacher Conference

NOVEMBER

- 23-25 THANKSGIVING VACATION - NO SCHOOL

DECEMBER

- 16 End of 2nd Quarter (35.5 days)/1st sem (75 days)
- 16 Half Day of School (.5) and Work Day (.5)
- 19 No School (In-Lieu of P-T Conferences)
- 20-30 CHRISTMAS VACATION - NO SCHOOL

JANUARY

- 2 CHRISTMAS VACATION - NO SCHOOL
- 3 Staff Development (.5) Work Day (.5)- No School
- 4 School Resumes
- 16 MARTIN LUTHER KING DAY-NO SCHOOL

FEBRUARY

- 20 PRESIDENT'S DAY- NO SCHOOL
- 16/23 High School Parent Teacher Conference
- 21/28 Elementary Parent Teacher Conference

MARCH

- 9 End 3rd Quarter (45 days)
- 10 Staff Development (.5) Work Day (.5) - No School
- 13-17 SPRING BREAK - NO SCHOOL

APRIL

- 7 No School (In-Lieu of P-T Conferences)
- 28 Staff Development- NO SCHOOL (1.0)

MAY

- 23 Last Day of School- Full Day
- 23 End 4th Quarter (45 days)/2nd sem (90 days)
- 24 Staff Development (.5) Work Day (.5)- No School

January 2023

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	{16}	17	18
19	20	{21}	22	{23}	24	25
26	27	{28}				

March

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	(9)	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Students	Teachers	
165	165.0	Students in Class
2	2.0	Parent/Teacher Conferences
4	8.0	Staff Development Days
0	4.0	Work Days
169	179.0	TOTALS

KEY

Staff Development Day (Bold)

Holiday/Vacation/No School (Shared)

Begin and end school (border)

Work Day (Underlined)

No School (Single Cross)

[Parent Teacher Conferences]

No School In-Lieu of P-T Conf.

() End of Quarter/Semester

1-Hour Late Start Day- Students

LCHS STAFF CONTACT INFORMATION

Room:	Ext:	Name:	email:
Admin	804	Stacy Smith	ssmith@usd506.org
Admin	801	Susan Cunningham	scunningham@usd506.org
Admin	805	Wanda McGuire	wmcguire@usd506.org
HA271	875	Bradley Argabright	bargabright@usd506.org
B101	853	Rocky Becker	rbecker@usd506.org
104	817	Kylie Booth	kbooth@usd506.org
D101	856	Eric Britts	ebritts@usd506.org
HH101	830	David Brown	dabrown@usd506.org
HH101	847	Misty Burke	mburke@usd506.org
F105	815	Tyler Cares	tcare@usd506.org
201	836	Carrie Case	ccase@usd506.org
117	811	Lisa Chapman	lchapman@usd506.org
Nurse	823	Audra Cochran	acochran@usd506.org
109	838/871	Josh Cochran	jcochran@usd506.org
A104	849	Keith Geren	kgeren@usd506.org
Library	839	Lewis Goins	lgoins@usd506.org
119	859	Kelsey Crissman	kcrissman@usd506.org
215	841	Kelsey Haverfield	khaverfield@usd506.org
218	812	Larry Hollandsworth	lhollandsworth@usd506.org
121	870/866	Erin Johnston	ejohnston@usd506.org
129	843	Jack Leake	jleake@usd506.org
105	818	Teresa Leake	tleake@usd506.org
213	862	Bethany McCarty	bmccarty@usd506.org
206	832	Juliana Moffatt	jmoftatt@usd506.org
207	803	Lynn Myers	lmyers@usd506.org
219	873	Connie Omarkhail	comarkhail@usd506.org
C101/C102	855/852	Peter Omarkhail	pomarkhail@usd506.org
212	824	Rob Page	rpage@usd506.org
111	828	Leigh Ann Phillips	lphillips@usd506.org
103	820	Irma Pokorny	ipokorny@usd506.org
W101/AD 893	893	Sean Price	sprice@usd506.org
114	827	Sam Schaper	sschaper@usd506.org
208	816	Joe Royer	jroyer@usd506.org
F101	858	Clint Ruttgen	cruttgen@usd506.org
Haury Hall	845	Teri Ruttgen	truttgen@usd506.org
214	848	Terry Smedley	tsmedley@usd506.org
217	834	Nikkii Rosenstiel	nrosenstiel@usd506.org
HH234	829	Shawna Terrell	sterrell@usd506.org
204	831	Greg Traxson	gtraxson@usd506.org
HA272	879	Brianna Volmer	bvolmer@usd506.org
202	844	Christian Wacker	cwacker@usd506.org
113	842	Donald Walker	dwalker@usd506.org
F100	864	Marty Warren	mwarren@usd506.org
HH221	878/861	Mike Wassenaar	mwassenaar@usd506.org
110	809	Carolyn Waugh	cwaugh@usd506.org
A103	851	Dustin Wiley	dwiley@usd506.org
T101	810	Heather Wilson	hwilson@usd506.org
118	835	Lindsey Wilson	lwilson@usd506.org
HH101	826	Angela Winger	awinger@usd506.org
129	802	Matt Shields	mshields@usd506.org
A102	850	Kyle Zwahlen	kzwahlen@usd506.org

ATTENDANCE POLICY & PROCEDURES

A high correlation exists between regular attendance and success in school. It is expected that each student will attend all classes every day. The primary responsibility for attendance rests with the student and parent.

Kansas Statute in regards to Attendance

K.S.A. 72-1111 - Every parent or person acting as parent in the state of Kansas who has control over or charge of any child who is under the age of 18 years and has not attained a high school diploma or general educational development (GED) credential, shall require such child to attend continuously each school year.

K.S.A. 72-1113 - Whenever a child is required by law to attend school and is enrolled in school, and the child is inexcusably absent there from on either three consecutive school days or five school days in any semester or seven school days in any school year, whichever of the foregoing occurs first, the child shall be considered to be not attending school as required by law. A child is inexcusably absent from school if the child is absent from all or a significant part of the school day without a valid excuse acceptable to the school employee designated by the board of education to have responsibility for the school attendance of such child.

The employee designated by the school board shall report to the appropriate county or district attorney all cases of children who are less than 18 years of age and not attending school as required by law.

Procedure

When a student is absent, a parent/guardian must call the school attendance office within 24 hours of the absence. If absence is planned, prior notice is appreciated.

Attendance office – (620) 784-5329. Leave a message to report the absence if office personal is unavailable.

(The school will accept a signed note from the parent/guardian when the student returns to school.)

If a telephone call or note is not received from the parent or guardian within 24 hours, the absence will be recorded as Unexcused.

Absences related to school approved activities or resulting from homebound education will not be included in the attendance policy.

Excused Absence

Parents state the reason for the absence, and then **an administrator will determine whether the absence is excused or unexcused.**

Absences for the following reasons will be administratively excused:

- Illness
- Medical and dental appointments with written verification are excused. The student will be excused for the time of the appointment and travel time to and from the appointment.
- Funerals, family emergencies, and court hearings
- Anticipated absences that have been requested in writing or by phone call to an administrator and approved in advance by the building administrator. An assignment form will be given to the student by the principal. This form will have to be signed by all of the student's teachers before the trip absence occurs.

*Make-up work for an Excused Absence –

It is a student's personal responsibility to make-up missed assignments.

Such work should be completed within two days of the student's return to school.

College Visitation

Seniors will be excused from school to make three (3) college visits; and Juniors will be excused to make two (2) college visits. Visitation to any college must be arranged through the counselor's office. Students must Sign-Up and pick up a Verification Form in the counselor's office to be signed and completed at the college visitation.

Students must have a Parent Phone Call to the attendance office and turn in the Verification Form to the attendance office in order for the absence to be excused.

Unexcused Absence

All absences that do not fall in the categories of the excused absences listed shall be unexcused. In addition, leaving school when school is in session without obtaining permission and signing out in the attendance center shall be deemed an unexcused absence.

School related absences during the school day

Students missing school due to a school related absence, such as clubs or athletics, must have all work completed and turned in when they return to school.

Attendance requirements pertaining to Activities/Athletics

Students must be present for at least 5 of 7 class periods in order to be eligible to participate or attend any/all school sponsored activities.

7-day documentation

Students exceeding 7 days of total absences during a semester (not including school activities, Doctor's visits with a doctor's note, Court appearances with a note from the Court, funerals) in which a parent calls in or sends a note from home, will be required to provide professional documentation for all future absences.

A letter confirming student's placement on the 7-Day List will be sent home.

-A meeting with parent/guardian will be schedule to discuss attendance concerns.

-Absences without prescribed documentation after notice will result in an unexcused absence.

-Assignments & requirements must be met prior to being released to any school activity during the school day.

Truancy

By Kansas State Statute, upon 3 consecutive unexcused absences, 5 within a semester or 7 within a year. An official letter will be sent to the Labette County Attorney's office and to the parent/guardian. Once Truancy has been filed on a student by the County Attorney, that student must provide Official Documentation to excuse any further absences for the remainder of the school year, or until such a time as the student has been released from the Truancy program by the County Attorney.

Perfect Attendance Award

Students will be recognized for perfect attendance on a semester and yearly basis.

Absences due to school activities or school related events would not qualify as an absence for this award. Any/ All Excused or Unexcused absences will disqualify students from receiving this award.

Tardiness

Tardiness is defined as not being in your assigned classroom ready to work when the tardy bell rings. (*Teachers have the discretion of requiring a student to be seated under this definition.*)

If students are tardy arriving at school during 1st period, they must secure a tardy slip from the attendance center. Because of unforeseen circumstances, a student is allowed 3 forgiven tardy violations during 1st period.

- Being late to class more than 15 minutes will count as an unexcused absence.
- The individual teachers will handle any tardy occurring after 1st period.

Guidance and Counseling

Guidance and counseling services are available to all students. Appointments to see the counselor can be made before or after school and during class time with teacher's permission. Guidance services consist of class scheduling, credit information, curriculum planning, information about national tests, colleges, scholarships, and financial aid for college. The counselors welcome the opportunity to assist students with any social or personal matter.

*Additional support services are available through a collaboration with Community Health Center of Southeast Kansas and Labette Center for Mental Health Services.

Enrollment and Schedule Changes

Prior to enrollment, a letter is sent to parents explaining the enrollment process and providing them the opportunity to discuss their student's prospective schedule.

- Schedule Changes may be made prior to the 1st day of either semester. Schedule changes may be made by filling out the change request form in the Counselor's Office.
- Class changes after the first day of school are not allowed unless approved by the Student Improvement Team based upon an educational need.
- Changes will be considered until the capacity of the course is reached.
- The Accuplacer test must be completed and meet the required score needed for enrollment in certain LCC classes, prior to the 1st day of the semester.

College Courses

Per enrollment requirements in the current course catalog, students who successfully complete coursework at the college level will be awarded dual credit toward completion of graduation requirements in the core subject areas of English-language arts, social studies, science, or math will be awarded dual credit toward completion of graduation requirements on the following basis - credit for three (3) college hours in one core class shall be equal to .5 unit of high school credit / credit for a (5) college hours in one core course shall be equal to 1 unit of high school credit. No credit for a course of less than three (3) college hours will be counted toward awarding high school credit.

- The student shall provide official college transcripts within one week of the completion of the college semester as proof of completion of college course work.

Concurrent Credit

Concurrent credit toward completion of graduation requirements may be earned for college level courses taught by LCHS teachers during the regular school day.

- -Students/Parents are required to either pay the College from which they are taking the course fees owed at the time of enrollment or set up an automatic payment plan with the College Business Office. No enrollment forms will be accepted without full payment or the completed payment authorization form.

Online and Dual Credit

- Students are responsible for all materials related to the course. I.e.: Books, Labs, etc.
- Students will not be allowed to take an online class during the school day that is offered at LCHS.
- Student's enrolling in any college courses during the school day for concurrent or online credit will be required to complete the course, or they will receive a grade of an "F" on their high school transcript if they drop/withdraw from the class at the college.

Graduation Requirements & Recognition

LCHS Graduation requirements

A student is eligible for graduation from grade twelve upon the successful completion of twenty-five, (25) units. These units shall include the following required credits:

Four units of English

Three units of Social Science

1 unit of American History

½ unit of Constitution of the United States

½ unit of World History Senior Seminar

½ unit of Personal Finance

½ unit of Elective S.S. (Geography/Sociology/Psychology)

Three units of Science

Three units of Math

One unit of Physical Education

One unit of Fine Arts

One unit of Vocational Designation

One half unit of Career Preparation, or College Preparation.

Eight and one half units of Electives.

One-half unit of credit is received in a semester class if the student earns a passing grade.

Career and Technical Education Pathway Completion

Students wanting to receive this recognition will complete the following criteria and be recognized at graduation with a white cord:

- Complete all CTE Pathway Coursework with no less than a 3.0 GPA.
- Complete 3 units of CTE Coursework in a single pathway including the following levels:
Introductory, Technical, and Application

NCAA Division I & II and/or NAIA

Requirements may vary, seek guidance counselor's assistance.

Kansas Qualified Admissions

Quick Facts sheet may be picked in counselor's office or found using the following link:

https://www.kansasregents.org/resources/PDF/Academic_Affairs/Qualified_Admissions/QA2022-2023_Kansas_Board_of_Regents_Qualified_Admissions_Webflyer_FINAL.pdf

Valedictorian and Salutatorian

Each year a Valedictorian and Salutatorian from the graduating class will be determined based upon the following criteria after the final grades for the senior year are recorded.

1. To be considered for this award, a student must have completed the Kansas Honors Scholars Curriculum set by the Kansas Board of Regents. (See counselor or use link below) https://www.kansasregents.org/students/student_financial_aid/kansas_scholars_curriculum
2. Selection will be based upon the highest overall grade point average for the four years of high school using a 4.0 scale. (25 Credits - Highest Overall GPA on Kansas Honors Scholars Curriculum and LCHS Graduation requirements only.) Course percentages will be used as well in figuring GPA for those Kansas Honors Scholars Curriculum courses and those courses required for LCHS Graduation.
3. In the event of more than one student having a GPA of 4.0, percentages in the Kansas Honors Scholars Curriculum classes will be used to break the tie.
4. In the event of a tie, the Composite score of the ACT will be utilized in order to establish the Valedictorian.
5. In the event of a tie at this point, those tied will be declared, multiple Valedictorians, and the Salutatorian will not be recognized.

(Teacher's Assistant credit hours cannot be counted toward GPA for Val and Sal.)

TOP 10% of Senior Class will be figured upon the same criteria as listed above for Val and Sal.

Course Weighting

There will be no "weighted courses" or "weighted grades" given.

Transcripts

Applications for Transcripts must be requested from the Guidance Office.

Test Out Procedure

Application for Testing Out must be completed and approved by the high school principal in the previous semester by **December 1 & May 1**, respectively. *See Guidance counselor for application form.

Credit Recovery

Students needing to recover credit may do so in situations the administration deems appropriate. Recommendation for credit recovery will be sought through the supervising teacher, student improvement team, and the administration. Students will receive a Pass/ Fail grade for credit recovery.

**Credit recovery may only be utilized by students at risk of not graduating, based upon the amount of time remaining in their program and units of credit needed.*

Withdrawal from School

If students plan to withdraw from school, the parent should report those intentions to the counselor's office. The student shall return all properties belonging to the school, reconcile any outstanding debts, and receive a clear checkout sheet from teachers before records may be transferred to the next school.

Reporting Student Progress

- Students and Parents can check current progress on PowerSchool at any time.

(Teachers will update student grades in Power school by Wednesday of each week.)

- Grade Cards will be issued at the end of each semester via electronic means or mail depending on preference of parent/guardian stated at enrollment.
- Incompletes for unfinished course requirements have to be reconciled one week after the completion of a semester grading period. All course work has to be completed unless extenuating circumstances approved by the principal are taken into account.

Daily Procedures

Equipment and Property

Each student is expected to assume responsibility for the care of all school property.

Any student found guilty of damaging or defacing school property is subject to disciplinary action, including suspension. The expenses incurred for replacement or repair of damaged equipment or materials will be the responsibility of the student.

Extended Day

Students may be required by the teacher or administrator to attend school beyond the established school day or year.

This determination will be based upon the students need for additional resources in order to gain academic success, and is not intended as a disciplinary action.

However, non-compliance with this requirement will be dealt with as a disciplinary issue.

Finals

Final Examinations will occur at the end of each semester. If students are unable to take any final at the prescribed time a grade of Incomplete will be issued. The student has one week to complete the examination at the beginning of the next semester.

Hall Passes

Students will secure a Hall Pass from their supervising teacher in order to be in the hallway during class.

Student Identification Badges

Each student enrolled at Labette County High School will be issued a Student Identification Card. This card will be used by the student for library checkout and scanned at lunch to track payments. The first card issued bears no cost to the student.

- The Student Identification Card should be in the student's possession AT ALL TIMES while in attendance at Labette County High School.
- **Students ID Card must not be altered in any manner – no alteration to student picture.**

If a Student I.D. Card is lost, a new one must be purchased for a fee of \$5.00. A student who does not have the money to pay for a new card can serve a community service assignment as an alternative.

Late Work

All Late work must be completed prior to December 10th of the first semester, and May 6th of the second semester.

Lockers

Every student at Labette County High School shall be assigned a locker to keep his or her books and coats in. Students are "joint tenants" of the lockers that are the property of USD 506. Locker searches will be conducted by school officials.

Leaving Campus During the School Day

At no time does a student leave the buildings without permission from **office personnel**. Teachers cannot give a student permission to leave campus. If a student leaves the building without obtaining permission and signing out in the office, the absence will be considered unexcused.

Vehicles and Parking

- Students who drive their own automobiles to school are not allowed to move their automobiles during the day without the permission of the administration.
- Once the car is parked it is to remain parked until the end of the school day.

Students are not allowed to sit in or occupy vehicles during any part of the school day.

- Seniors may park to the east of the administration building in the asphalt lot as well as east of Haury Hall in the new gravel lot.
- Underclassman (9th-11th) are to park in the Harrison parking area.
- Students in after school athletics/ activities may not move their car from the Senior Parking lot in order to attend practice.
- No student parking is allowed on the streets that surround the campus.

Vocational Work Areas

Students are not permitted in the shop areas unless enrolled in class or by permission of the instructor. All vocational classes are designed to simulate on-the-job working conditions. Because of the danger involved around machines, students must conform to the following safety regulations:

- Long, loose hair must be covered, pinned, or styled so that it does not hang loose.
- Footwear must be worn so that both the top and the bottom of the foot are covered.
- Safety glasses must be worn as required by state law.
- Loose fitting clothing that is dangerous around machinery shall not be worn.
- A covering apron or coveralls may be required.

Visitors

Student visitors will not be allowed during regular class hours.

All adult visitors must report to the principal's office to register and obtain a visitor badge. No pre-school children are allowed to visit unless accompanied by a parent.

STUDENT SERVICES

Bus Transportation

Arrangements for bus transportation occurs during enrollment or can also be made by contacting the Bus Barn directly at (620) 784-5412.

- Violation of the bus rules is a violation of the school discipline code. Students violating bus rules may be denied bus-riding privileges.
- All school rules are in effect from the time the students leave home for the bus, until they return home.

Change of Address

The office should be notified of any changes in address, telephone number, name, or parent's marital status occurring after enrollment.

Library

The Library's purpose is to serve as the hub of learning and research for the students and staff of Labette County High School. In today's information age, the Library's physical holdings are supplemented with online databases, periodicals, and an interlibrary loan service. The library also houses a media room that contains supplies for both students and staff to use. Students are allowed to check out books for a period of two weeks. It is their responsibility to return the book within that time frame. If they fail to do so a fine of .05 per day will be assessed. Failure to return books and pay fines by specified dates may result in disciplinary action and having library privileges suspended for a period of time. This will be determined by the administration.

Lunch prices (2022-23 School year)

Breakfast for students	\$2.10	Reduced	\$.30
Lunch for students	\$3.20	Reduced	\$.40
Extra milk or juice	\$.45		

Grizzly of the Month

This program is designed so that each month there will be five LCHS students selected as a “Grizzly of the Month”. There will be one student selected from each grade (9-12) as well as an “at large” student that could be chosen from any grade level. Any 506 certified or classified employee can nominate a student.

“Reasons” or Criteria for nominating a student:

Exemplary character, personal development, community service/involvement, individual Achievement, outstanding attitude/disposition, leadership, compassion for others, significant progress in the classroom or extracurricular activity, marked improvement in overall grades or outstanding academic achievement

Nurse

Students should report to the Nurse’s Office (located in the Administration Office) in case of illness or injury. No student is to leave the building without first checking out through the office.

Medication:

When possible, students are advised to take medication at home. If it is necessary that a medication be taken during school hours, the following regulations will be followed.

- Written permission must be obtained from the parent/guardian in advance of the administering of any medication.
- The school nurse or personnel as designated by Board policy will supervise administering of medication. Administering of any medication will be completely and accurately documented.
- Medication must be brought to school in the original container with the appropriate label intact. This includes, but is not limited to, Tylenol, Advil, ibuprofen, aspirin, ointments, cough/cold medication, dietary supplements, etc.
- All medications will be kept in a locked, safe place that is inaccessible to students.
- Medication must be picked up prior to the last day of school. Any medication left in the nurse’s office will be disposed of if not picked up.
- In the nurse’s absence, illness or injury will be evaluated by an administrator or its designee and appropriate measures taken.

Payments for Fees, Charges, Rent and Fines

Student accounts should be kept current. Payments can be made in the main office or online at <https://usd506.RevTrak.net>

Severe Weather and School Closings

In case of severe weather, snow, ice, etc., the announcement for school closing may be heard on KKOW Radio (FM 96.9 or AM 860), or KOAM-TV(Channel 7) in Pittsburg, KGGF Radio (AM 860) in Coffeyville, and KLKC Radio(FM 93.5or AM 1540) in Parsons, KODE-TV (Channel 12) in Joplin, or KOBC Radio (FM 90.7) in Joplin.

**Parents will be notified by the automated phone service in the event of school closure.*

Out-of-district Students

- Out-of-district students are those who do not live within the territorial boundaries of USD 506. Out-of-district students may be admitted only to the extent that staff, facilities, equipment, and supplies are available and will be re-evaluated annually.
- A request for permission to attend LCHS must be made in writing to the building principal each year, with the designated form. (Form can be found online)
- A decision to accept will be based on space available by grade level as well as the student's past attendance record, academic performance, and discipline record.
- Transportation to and from school is the responsibility of the out-of-district student and his/her family. Exceptions to this rule can be providing transportation by bus to school from designated bus pick up points on the USD 506 district boundaries.

ACADEMIC STUDENT INTERVENTION OPPORTUNITIES

Grizzly Time

The purpose of Grizzly Time is as a Tier I intervention – used for reteaching and understanding. Our Tier II intervention is Academic Assistance after school once a week – used for missing assignments (zeros). Our Tier III intervention is adding an hour of intervention time within the student's schedule.

During Grizzly Time students will have 25 minutes of academic time built into their day, twice a week, to receive individualized support for any class in which they are currently enrolled.

If a student has been verbally told and sent an email to attend Grizzly Time by a teacher it is because a teacher has required the student's attendance during Grizzly Time in order to provide additional instructional support.

If the student does not report for the priority assignment, they will be issued a discipline report and be counted absent for missing this required part of the school day.

- **Failure to report to the teacher who sent you an email will result in a School Category violation for non-compliance with a reasonable request.**

If a student is sent an email by more than one teacher the student will report to the teacher who has Priority on that day (see schedule below).

Grizzly Time Schedule-

Priority will be given to subject with lowest grade percentage

Tuesday –Math or Social Studies

Thursday –English or Science

Academic Assistance

The purpose of Academic Assistance (along with Grizzly Time) is to establish and reinforce a school culture communicating that teaching and learning is the priority, and that we are willing to support our students in order to accommodate that priority.

Academic Assistance will be provided to all students who are repeatedly not staying current with their daily work. The primary goal of Academic Assistance is to address the student's continual habit of not completing assignments on time.

AA will be provided from 3:15-3:40 Tuesday and Thursday. Students participating will have the option to leave campus at 3:40 if they are providing their own transportation, or if they wish to utilize the late bus which runs at 5:45, they will report to the designated solutions room until that time.

Schedule:

Tuesday – Math and Science

Thursday – English and Social Studies

ALL Teachers in that subject area will be available on the designated day from 3:15 – 3:40, unless that teacher has a School Activity during that time.

Academic Assistance Procedure:

In the event that a student does not hand in a completed assignment or project on the due date:

- On the first occurrence and second occurrence:
 - Student will be issued Priority status for the following Grizzly Time.
- Academic Assistance will be assigned to the student until assignment is completed.
- Teacher will make phone contact with parent/guardian in order to communicate issue.

Failure to report to the AA assignment when assigned will be treated as a discipline issue.

Please be aware that an assignment to the AA will take precedent over any/ all extra/ co-curricular practices and participation.

Advisory

Students will report to their Advisor Teacher on Monday and Friday of each week.

Students will be assigned an Advisory Teacher to report to during Advisory time, noted on schedule.

Priorities during Advisory:

- Student/Teacher Relationship
- Individual Plans of Study – Career Cruising
- Social/Emotional Learning
- Student Led Spring Parent/Teacher Conferences

Cell Phones

Students are allowed to be in possession of cell phones while in attendance at Labette County High School until they cause a **disruption to either individual student learning or the classroom environment.**

Each teacher will address the cell phone issue individually within their classroom deciding if and when it is permissible for students to access and use their cell phones. Whatever the individual teacher's policy is will be clearly communicated to the student by the teacher and enforcement of the teacher's policy will be supported by Administration.

- Individual Cell Phone use during class is a Personal Category Violation (it only affects that individual student) and will be addressed by the teacher.
- A Cell Phone ringing (causing a disruption to the classroom environment) is a Classroom Category Violation and can be addressed by the teacher or administration.
- Cell Phones will NOT be allowed during any and all school assemblies.
- NO Cell Phone use during assigned Grizzly Time or Academic Assistance.

A teacher may ask for the student to give up his/her cell phone for the hour only (it must be returned when the student's time with that teacher is up).

Any student who refuses to give up the phone will result in a Safe Category Violation.

As a disciplinary consequence, Administrators may require students who have violated a classroom cell phone policy to leave their phone in the office on a daily basis and returning it to the student at 3:10 each day.

Computer Use

Students may not use any school computer without a signed computer/internet authorization form on file. Students shall have no expectation of privacy when using district computer systems. Students must use appropriate language in all writing. Students are expected to use the computers following guidelines approved by teachers or the administrators.

Any computer applications or information in district computers or computer systems is subject to monitoring by the staff and/or administration. The school retains the right to duplicate any information created by students in a computer system or on any individual computer.

- A student who violates these rules, or any other classroom rules relating to computer use is subject to disciplinary action up to and including suspension from school.

USD 506 utilizes the security program Go Guardian to monitor student computer use and activity.

Behavioral Expectations and Rules/Policies

Teacher Authority

Students are under the direct supervision of the teachers, staff and administration of Labette County High School. Students shall comply with all reasonable requests of authority.

Personal Appearance

Student Dress Code

1. All students must wear shoes or sandals when attending regular academic classes.
 - Shoes worn in the gymnasium must not leave marks on the floor.
 - Steel-toed boots are recommended for some classes.
 - Decorative house slippers are not appropriate school footwear for any class.
2. During school hours, headwear such as hats, bandannas, stocking caps, hoods, or scarves are not to be worn in school buildings unless used for protection in vocational areas.
3. No decorative chains, wallet chains or loose ropes/straps will be allowed to hang from a student's clothing or body.
4. Shorts and skirts can be worn, but they must be sufficient in length.
5. All tops/shirts should appropriately cover neckline and midriff.
6. Clothing cannot promote or advertise alcohol, tobacco, or drug use.
7. Clothing cannot suggest, promote or state any profanity or sexually suggestive messages.
 - Clothing cannot bear slogans, graphics, pictures, symbols, or words that demean race, religion, creed, sex, national origin, intellectual ability, or handicapped condition.
8. Clothing must cover all undergarments including underwear, boxer shorts, and any bra.
 - All upper body clothing must cover the complete shoulder area.
 - Spaghetti strap blouses and tank tops are not allowed.

The final decision on the appropriateness of apparel will be made by the school administration.

Student Trips

The policies of USD 506 require that when school trips are taken by the students, and with the approval of school officials, they must travel by the means of transportation designated by the school. An exception would be a student driving to a designated bus pick up point to meet the bus in another district community other than Altamont, or the student obtaining permission to drive to an activity that is taking place in another district community other than Altamont.

On all trips away from the school, the student must return by the same means of transportation as they had assigned to them for the outgoing trip. The sponsor in charge of the students may excuse the student to their parents after obtaining their signature on the bus trip sheet. The sponsor in charge of the students may excuse the student to someone other than the parents only with written permission of the parents signed and affirmed by the administration.

Overnight Student Trips

All overnight student trips will be governed by the following policy:

1. All Baggage, and excess clothing (i.e.: coats) will be searched by administration.
2. Students will be in their assigned rooms no later than 10:30 p.m.
(Except when under the direct supervision of a coach or sponsor.)
3. Persons other than (Same Sex) members of the team or group, their parents, coaches, or sponsors are not allowed in school rented rooms after 10:30 p.m.
4. Students may not occupy a room at any time with members of the opposite sex.
5. The conduct policy in the student handbook is in effect on all out-of-town trips. Members of teams or school sponsored groups who violate the rules established for student conduct may be:
 - a. Suspended
 - b. Removed from the group/ team & not be allowed to participate for a designated time
 - c. Expelled

Possession and/or use of Tobacco Products

Possession of tobacco, including E-Cigarettes, smoking, and the use of smokeless tobacco, including E-Cigarettes, are not permitted on school grounds or in school buildings.

- Students in violation of the “minor in possession of tobacco” will be reported to law enforcement.
- A student who uses any form of tobacco, Electronic Nicotine Delivery System (*ENDS) devices, illegal drugs, alcoholic beverages, etc., at school or school events is not in good standing and will face disciplinary action.

**Note: ENDS is defined to be any device that delivers a vaporized solution (including nicotine, THC or any other substance) by means of cartridges or other chemical delivery systems. This includes, but may not be limited to, any electronic cigarette, vape pen, hookah pen, cigar, cigarillo, pipe, or personal vaporizer.*

Public Displays of Affection

Being overly affectionate in school creates an environment that is not conducive to concentration and learning, therefore students should refrain from inappropriate, intimate behaviors on campus or at school related events & activities. Students are expected to show good taste and conduct themselves respectfully at all times.

Sexual Harassment

Sexual harassment shall not be tolerated. Sexual harassment of employees or students of the district by board members, administrators, certified 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 this 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 this policy.

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 for any/all activities/clubs or athletics for a period of time as specified by the principal.

School Dances

Admission to school dances will be closed forty-five minutes after the start of the function. LCHS students will be required to show a student identification badge prior to admittance. All school and district rules and policies are in effect at all school related events.

**All students who wish to attend dances will be required to participate in a breath test prior to admittance.*

Positive identification for alcohol will result in:

1. Parents being required to come to school to pick up their student.
2. Student will be suspended from school for a minimum of 5 school days.
3. Student will be held accountable per the Athletic & Activities Drug/Alcohol-Free Policy.

The following criteria for Prom attendance are utilized:

1. All students, except Freshman students, are eligible to attend the LCHS Jr./ Sr. Prom if:
 1. They are a current 11th/ 12th grade student, or
 2. Escorted by a current LCHS 11th or 12th grade student, and
 3. Are enrolled in the Drug Screening Pool.

Guests of LCHS students will be permitted for Winter Formal and Prom, if:

1. Application of out of school date is approved.
2. Student is not older than 20 on the date of the event.
3. Student is in grade 10 or higher in their home school (home, public, or private), or 16 years old.
4. Inappropriate behavior including "Grinding" or other explicit forms of dancing will result in the student not being eligible to attend future dances, for the remainder of the current school year.

Academic Dishonesty

Any action taken with the intention of obtaining credit for work which is not one's own is considered academic dishonesty. The action may include, but not limited to, the following:

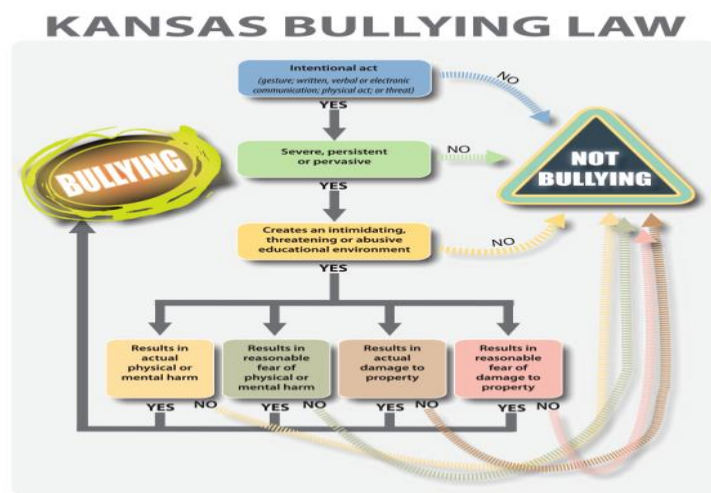
- *Submitting another student's work as one's own work.
- *Obtaining or accepting a copy of tests or scoring devices.
- *Giving or obtaining test questions or answers from a member of another class.
- *Copying from another student's test or computer file, or allowing others to copy from you.
- *Using materials which are not permitted during a test.
- *Plagiarism (presenting as one's own taking ideas, writings, etc. from another and submitting that work.)
- *Copying or having someone other than the student prepare the student's homework, paper, project, laboratory report, computer program or take-home test for which credit is given.
- *Permitting another student to copy or writing another student's homework, project, report, paper, and computer program or take-home test.
- *Accessing restricted computer files without authorization.
- *Copying materials including computer software, in violation of the copyright law

Individual Teachers in conjunction with the Administration will be responsible for determining the consequences for a student in violation of the Academic Dishonesty policy.

Bullying Policy

Bullying means any intentional written, electronic, verbal or physical act or actions against another person that a reasonable person under the circumstances should know will have the effect of: This shall include any form of intimidation or harassment prohibited by the USD 506 Board of Education in policies concerning bullying adopted pursuant to this section or subsection (e) of K.S.A. 72-8205 and amendments thereto.

Students and Staff have a responsibility to report bullying and harassment when it occurring to them or others.



Discipline Policy

PART 1- THE FIRST PRIORITY OF LABETTE COUNTY HIGH SCHOOL:

The first priority of Labette County High School is the “Teaching and Learning of the Intended Curriculum for All Students, Including Misbehaving Students.”

Everything done at Labette County H.S. must support the first priority, “Teaching and learning of the intended curriculum for all students, including misbehaving students.” Discipline is one of many ways of supporting the teaching and learning process. The focus of all discipline procedures is to lessen the negative impact the misbehaviors will have on a safe, orderly, and academically productive environment.

PART 2- THE DISCIPLINE FOUNDATION (LCHS FOUNDATION)

INTEGRITY – having the confidence to be honest while staying true to our morals.
demonstrate self-respect, respect for others, and respect the environment.

WORK ETHIC – working to our full potential daily.
be on task at all times while in the classroom or at other learning activities.

ACCOUNTABILITY – being reliable and accepting responsibility for our actions.
help maintain a safe and orderly environment through self-discipline.

COMPASSION – being aware of other’s struggles and acting to assist them/ getting along with others
by being thoughtful and decent. Handle all conflicts without the use of or threat of violence or bullying and with respect for the rights of all.

PERSERVERANCE – fighting through difficulty and adversity while never giving up.
misbehaving students will work to properly manage their behaviors with support from parents/guardians and staff.

A. DEFINITION OF DISCIPLINE:

Discipline is a process that uses teaching, modeling, communication, clear expectations, and other appropriate strategies to maintain the behaviors necessary to ensure a safe, orderly, and productive learning environment by **CHANGING UNACCEPTABLE BEHAVIOR TO ACCEPTABLE BEHAVIOR.**

B. BELIEF STATEMENTS:

The consistency of a discipline process is found not in the administration of the same consequences for the same misbehavior for all students but, rather, in the beliefs that staff share in the handling of all discipline situations. Teaching and learning of the intended curriculum for all students is the highest priority and will be protected. Parents, guardians, and students have a responsibility to support the expectations of the school community that ensure a safe, productive learning environment for others.

C. EXPECTATIONS:

The belief statements and the definition of discipline will provide us with the structure and consistency necessary to maintain a safe, orderly, and academically productive environment.

The third part of the Discipline Foundation is the behavior expectations for all.

Staff, students, and parents will be expected to follow at all times to:

- Demonstrate self-respect, respect for others, and respect for all things in the environment.
- Help maintain for all individuals at school and at school-related activities a safe and orderly environment through the use of self-discipline.
- Handle all conflicts without the use of violence or threats of violence and with respect for the rights of all – Emotional Control
- Be on task at all times while in the classroom or at other learning activities.
- Provide learning opportunities for misbehaving students with support from parents and guardians.
- Assist misbehaving students to change their unacceptable behavior to acceptable behavior.

The LCHS Discipline Foundation is expected to direct all decisions in the area of discipline.

PART 3- CATEGORIES OF UACCEPTABLE BEHAVIOR

Labette County High School categorizes misbehavior into four categories that coincide with the aim of maintaining an environment that is safe, orderly, and productive for the learning environment, during activities- as a participant or spectator and the individual. Category severity rates from 1 to 4.

PERSONAL: (Category 1)

These are misbehaviors that occur in the classroom that affect only the disruptive student. The following are some, but not all, of the misbehaviors that can affect a student's personal ability to learn:

- Inappropriate use of devices (cell phones, computers, etc.)
- Not having appropriate equipment or materials
- Failing to turn in homework or complete assignments
- Being off-task but not disrupting others (sleeping)
- Failing to dress out for P.E.
- Failing to meet the dress code

CLASSROOM: (Category 2)

These behaviors interfere with another student's opportunity to learn in the classroom. The following are some, but not all, of the misbehaviors that can interfere with a classroom learning environment:

- Failing to follow a request of a staff member (including substitutes and paras)
- Showing disrespect toward others
- Using equipment improperly
- Profanity and inappropriate language
- Disruptive behaviors
- Failing to abide by classroom rules, as determined by classroom teachers
- Inappropriate use of devices (cell phones, computers, etc.)
- Continual tardiness

SCHOOL: (Category 3)

Students are expected to handle themselves in a positive way at all times and in all areas (cafeteria, hallways, school grounds, and school activities). The following are some, but not all, of the misbehaviors that can cause disruption of an orderly school environment:

- Inappropriate use of motor vehicle
- Inappropriate Literature or Web sites
- Truancy
- Destruction or Defacement of Property
- Inappropriate Language, apparel, devices
- Non-compliance, defiance of staff request
- Inappropriate physical contact
- Disobedience of school rules
- Intimidation
- Disruptive Behavior

Safe Environment (Category 4)

Behaviors that contribute to an unsafe environment will not be tolerated and are nonnegotiable. They will be handled immediately. These behaviors are intended to cause another individual physical or mental harm and/or it is illegal. The following are some, but not all, of the misbehaviors that can cause a school environment to be unsafe:

- Weapons, including explosive devices of any kind (possession and use)
- Theft
- Fighting, assault or battery of any kind
- Intimidation, Extortion, Threats
- Gross Disrespect toward an Adult (cursing or name-calling)
- Arson
- Open Defiance that contributes to an unsafe environment or undermines authority
- Sexual Harassment of any kind
- Alcohol/ Drugs/ Tobacco of any kind (sale, use, possession)
- Vaping of any kind (sale, use, possession)
- Harassment of students or staff

Our purpose is to make Labette County High School a safe and highly productive educational environment for all students. Typically, each misbehavior will be dealt with on a case-by-case basis. Our top goal is to keep students on-campus and in the classroom as much as possible. However, sometimes long-term suspensions or expulsions are needed. If behaviors create a clear pattern or threat, the behavior will be dealt with on a more serious level. All directives set out by state or federal laws and all guidelines established by IDEA for special needs students will be adhered to.

The following discipline actions may be taken in accordance with violations:

Out of School Suspension

All students on Out of School Suspension (OSS) are expected to make up missed work while on suspension. Any student assigned OSS is not considered a student in good standing and cannot be on school property until their OSS requirement is completed.

In-School Solutions

Students who do not comply with expected discipline policy could be assigned In-School Solutions, from 7:45 to 3:10. This will be used to allow students the opportunity to work through discipline issues with the intent to get them back into the classroom as soon as the student is able to do so.

LCHS Regulation Room

Students will have the opportunity to use the LCHS Regulation Room as they need this resource. This is an opportunity it may be used fifteen minutes per day to self-regulate. This is a resource for students, time to regulate their emotional state. Students that are needing more time, or more resources will be directed to the LCHS social work team. (ROOM 208 Administration Building)

After School Solutions

Students that have displayed unacceptable behaviors will be held accountable. After School Solutions will be used for students to work through their behaviors with the LCHS trained staff. After School Solutions will be assigned on Tuesday and/or Thursday 3:15 to 5:35.

**LCHS administration will select the number of After School Solutions the student will be expected to attend. The trained LCHS staff team member will decide if the student's After School Solution assignment is shortened, or lengthened.*

Weapons Policy (KS State Statute)

A student shall not knowingly possess, handle, or transmit any object that can reasonably be considered a weapon on the school grounds or off the school grounds at a school activity, function, or event. This policy shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon. Possession of a firearm shall result in expulsion from school for a period of one year (186 school days), except that the superintendent may recommend that this expulsion requirement be modified on a case-by-case basis under the provisions of board policy concerning student conduct.

As used in this policy, the term "firearm" means any weapon which will, or is designed to, or may readily be converted to, expel a projectile by the action of an explosive, the frame or receiver of any such weapon, or any firearm muffler or silencer, or any destructive device.

As used in this policy, the term "destructive device" means any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than 4 ounces, missile having a propellant charge of more than one-quarter ounce, mine, or other device similar to any of these devices.

Also, under this policy will be any knife, commonly referred to as a switch-blade, which has a blade that opens automatically by hand pressure applied to a button, spring or other device in the handle of the knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward or centrifugal thrust or movement.

Any pocket knife with a blade of longer than 3.5 inches can also be considered a weapon under this policy.

Any knife, no matter the type or blade length, that is used to threaten or harm another student will be considered a weapon.

Drug Free Schools and Community Act

Students shall not unlawfully manufacture, distribute, dispense, possess, be under the influence of, or use illicit drugs, controlled substances or alcoholic beverages:

1. On school grounds during, before, or after school hours;
2. On school grounds at any other time when the school is being used by school personnel or school group;
3. Off the school grounds at any school activity, function, or event.

Any student violating the terms of this policy may be reported to the appropriate law enforcement officials. The student will also be subject to the following sanctions

1. A violator of this policy shall be subject to the following:
 - a. A punishment up to and including expulsion.
 - b. Suspension from all activities for a period of up to the remainder of a school year.
2. Students who are suspended or expelled under the terms of this policy will be afforded the due process rights contained in board policies and Kansas statutes, KSA 72-8901. et seq. 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 discipline. The use/possession of legally prescribed drugs and common over the counter non-prescription drugs shall not be considered a violation of this policy.
3. School administrators may use dogs trained to detect contraband to conduct random searches for contraband in student lockers, or other common areas of school buildings, and vehicles parked on school grounds at the high school.

Extra-Curricular Activities

Athletic and Activities Drug and Alcohol-Free Policy:

The Labette County High School Athletic/Activities Policy is designed to create a positive, healthy, safe and drug free atmosphere for student-athletes.

Labette County High School recognizes that the use of alcohol, illegal prescription medication, marijuana, cocaine, and other harmful drugs and controlled substances as defined by Kansas statutes, and non-prescription steroids, all of which shall be referred to herein as “substances”, decreases the long term Athletic/Activity performance, increases the probability for personal injury and physical damage, and lessen the chance for a student to reach his/her full measure of excellence.

Policy – “Participation in Athletics/Activities” shall include the period of time covered by practice, preparation, performance, games, attendance or competitions in athletics/activities.

**This policy will be in effect starting on the 1st day of practice/participation(August), until the last day of June.*

Rule – During participation in Athletics/Activities the student shall not:

- 1.) Use or possess a beverage containing alcohol, including but not limited to cereal malt beverages
- 2.) Use, consume, possess, buy, sell, give away, or transfer illegal prescription medication, marijuana, cocaine, controlled substances or non-prescription steroids.

Violations and Penalties:

1st Offense

For the first Confirmed Violation, the student shall be suspended from participation in all activities including meetings, practices, performances, or competitions either as a spectator or participant for nine (9) weeks.

It is recommended, not required, that the student schedule a drug and alcohol assessment from a local Mental Health agency and follow all recommendations, at the parent’s expense. Ineligibility may be reduced to three (3) weeks if this option is pursued.

(Session 1- Initial Contact, Session 2- Admissions Intake, Session 3 and beyond- Drug and Alcohol Counseling)

Treatment will occur until a recommendation of completion from the Mental Health agency is communicated to school administration by the parent.

-A student may be eligible for activities after three (3) weeks as long as weekly documentation requirements are met.

*Weekly reports requested by the student and/or parent from the Mental Health agency must be provided to LCHS Administration, indicating:

- a. Student is fully participating in treatment.
- b. Student is attending all scheduled appointments.

Note: Failure to provide weekly documentation will result in a reinstatement of the 9-week suspension from activities, from the date of the original infraction.

2nd Offense

For the second Confirmed Violation, the student shall be suspended from participation in all extracurricular activities for the remainder of the academic year. Any further offenses after the second confirmed violation will result in suspension from all extracurricular activities while the student is enrolled at LCHS.

Activity/Extracurricular “F” Policy

- A student must be passing in all subjects he/she is enrolled in during the school year.
- If a student is not passing all subjects enrolled in on Wednesday each week, he/she will be placed on probation for the week period. If a student is still failing one or more classes at the end of their probationary one-week period they will not be eligible to miss school to participate in or attend any school activity during that following one week period. The period will begin on Wednesday and end on Tuesday.
- Students who are failing any class two consecutive weeks will not be allowed to miss school for a School Activity (i.e. – field trip, performance, contest, college visit, etc....).

An “F-List” will be compiled on Wednesday each week starting with week 4 of each semester.

Students on the Weekly “F-List”:

1st Occurrence = PROBATION – Student has one week to raise all grades to passing.

2nd Consecutive Occurrence = On “F-List” – **Student is not eligible to miss school** to participate in or attend any school activity as mentioned above.

- -Student can be on Probation multiple weeks and still be eligible to miss school – Has to be Consecutive weeks with a grade of “F” in an individual class.
- -Teachers are expected to update student grades in Power school by Wednesday of each week. Any appeals due to grading issues are to be addressed with the Principal.
- -Co-Curricular Activities (those that are part of a daily scheduled class that are for a grade) - Students may be subject to exemption based on Administrative decision.

(LCHS will follow KSHSAA Eligibility guidelines for ALL Extracurricular Activities)

Clubs and School Organizations

- Local, State and National Future Farmers of America – FFA
- Local, State and National Family, Career, and Community Leaders of America – FCCLA
- Local, State and National SKILLS/USA
- Future Business Leaders of America – FBLA
- National Honor Society (Grade Point Average requirement)
- Tri-M (Choral Music students)
- KAY - Kansas Association for Youth
- Student Council (elected by classmates)
- Rachel’s Challenge
- SADD - Students Against Destructive Decisions
- “L” Club - Letterman’s Club
- Chess Club
- FCA - Fellowship of Christian Athletes
- FEA- Future Educators of America
- International Thespian Society (Speech & Drama students)
- Stage Band (Instrumental Music students)
- Art Club
- Math Club
- JAG - Jobs for America’s Graduates
- TRAP Shooting Team

Activity periods are Wednesday mornings from 9:50am to 10:15am.

*A club card is needed for a student to be released to an activity.

(Any student who does not take part in an activity on the designated day must remain in their 2nd Hour)

Their instructor may give permission to be in another class by receiving an approved hall pass. Students may hold conferences this period by appointment with teachers or the counselor to receive help and to make up back work.

Extra-Curricular Activities

Labette County High School offers the following KSHSAA activities for students:

- Girls / Boys Tennis
- Girls / Boys Cross Country
- Girls Volleyball
- Boys Football
- Girls / Boys Basketball
- Boys / Girls Wrestling
- Boys Baseball
- Girls / Boys Track
- Girls Softball
- Girls / Boys Golf
- Boys / Girls Swimming
- Instrumental music – Concert band, solos and ensembles
- Vocal music – Large group, solos and ensembles
- Spirit Groups – Cheerleading & Dance Team
- Student Council
- Scholar's Bowl

You are eligible to participate if:

1. You passed at least five new subjects (those not previously passed of unit weight, or its equivalency, the previous semester or the last semester of attendance.
2. You shall be enrolled in and attending a minimum of five new subjects (those not previously passed), of unit weight, or its equivalency, during the present semester.
3. You are a bona fide undergraduate member of your school and a "student in good standing."
4. A student who uses any form of tobacco, illegal drugs, alcoholic beverages, etc., at school events is not in good standing.
5. A student who uses anabolic steroids would be ineligible for interscholastic competition until such time as medical evidence can be presented that his/her system is free of that drug.
6. A student shall be in attendance for a significant part of the school day to be eligible to participate in a school sponsored activity.
7. Summer school is not to be used for making up credit deficiencies for the purpose of becoming eligible.
8. A student cannot compete under an assumed name.

These guidelines are in accordance with KSHSAA eligibility guidelines. (See link below)

<https://www.kshsaa.org/School/EntryForms/PDFs/HS/Eligibility.pdf>

LCHS Random Extra-Curricular Drug Testing Policy:

Informed Consent for Testing

At the beginning of each semester, students choosing to participate in any extracurricular activities and their parent/guardian/custodians will complete and sign the Informed Consent Agreement and Release of Information Form for the Medical Review Officer. All students wishing to participate in extracurricular activities as defined must have the forms completed, signed, and on file with the Labette County High School administration before participating, including practices, no later than 10 days after the start of the semester. Student forms from 1st semester will be carried over to 2nd semester. Transfer students will have 10 days from their date of enrollment to complete and return paperwork.

-Failure to turn in properly completed and signed forms by the appropriate date will render the student ineligible for extracurricular activities during the current school year.

Those students enrolled in classes which result in graded performances or competitions will be given alternate but equivalent assignments in place of performances or competitions when necessary.

-Any student participating in extracurricular activities with the proper paperwork on file will be included in the pool of students who are subject to random drug testing.

- “Extracurricular activity” means any school-sponsored activities outside the regular course of study including:

A. Activities involving competition, judging, or comparison of individuals or groups. Activities included are, but not limited to, all athletic programs, cheerleading, dance, band, choir, Skills USA, HOSA, FCCLA, FFA, and FBLA.

B. Activities considered noncompetitive but school sponsored are National Honor Society, KAY, SADD, STUCO, Yearbook, ITH, drama productions, school dances, and weightlifting. This is not an all-inclusive list.

Selection Process

- Upon receipt of all Informed Consent paperwork, students will be assigned an ID number
- Student selection will be done randomly by SEK CHC using a computer random selection program.
- Student samples will be collected each month by a SEK CHC trained employee.
- Labette County High School **may** opt to test all students in activities prior to the season of activity.
- In situations where a student is absent, an alternate student will be randomly selected.

Sample Collection

Random samples will be collected by the Urine Drug Screen Collector, as determined by Labette County High School administration and the USD #506 approved collection agency's administration, each month school is in session beginning in September and lasting through May. Selected students will be called to the office, will have a sample collected, and be returned to class. The specific dates of sample collection will remain confidential between Labette County High School and the collection agency. Samples will be tested by the Medical Review Officer as selected by the drug testing agency. Preliminary positive test samples will automatically be required to undergo further testing in order to have a Confirmatory Positive test.

1st Offense

For the first Confirmed Violation, the student shall be suspended from participation in all activities including meetings, practices, performances, or competitions either as a spectator or participant for nine (9) weeks. It is recommended, not required, that the student schedule a drug and alcohol assessment from a local Mental Health agency and follow all recommendations, at the parent's expense.

Ineligibility may be reduced to three (3) weeks if this option is pursued.

(Session 1- Initial Contact, Session 2- Admissions Intake, Session 3 and beyond- Drug and Alcohol Counseling)

Treatment will occur until a recommendation of completion from the Mental Health agency is communicated to school administration by the parent.

A student may be eligible for activities after three (3) weeks as long as weekly documentation requirements are met.

*Weekly reports requested by the student and/or parent from the Mental Health agency must be provided to LCHS Administration, indicating:

- a. Student is fully participating in treatment.
- b. Student is attending all scheduled appointments.

Note: Failure to provide weekly documentation will result in a reinstatement of the 9-week suspension from activities, from the date of the original infraction.

2nd Offense

For the second positive test, the student shall be suspended from participation in all extracurricular activities for 1 calendar year. Any further offenses after the second positive test will result in suspension from all extracurricular activities while the student is enrolled at Labette County High School.

Notice:

1. -Suspensions under this policy may carry over into the following school year.
2. -Written documentation with dates and facilitator signatures on office letterhead is required to acknowledge completion of an evaluation/education program.
3. -A student refusing to submit a sample upon being randomly selected will be considered in violation. The refusal will be treated as a positive test.
4. -The building administrator will notify the parent/guardian/custodian first then the student upon confirmation from the Medical Review Officer of a Confirmatory Positive test.
5. -Any Confirmatory Positive test may be appealed to the testing agency's designated Doctor within 72 hours of notification. Contact information is provided upon parent notification by the school administrator.

Non-Academic punitive Nature of Policy

Student's will not be penalized academically for testing positive for illegal drugs. Those students enrolled in classes which result in graded performances or competitions will be given alternate but equivalent assignments in place of performances or competitions when necessary. The results of a random urine drug test will not be documented in any student's academic records. Information regarding the results of drug tests may be disclosed to criminal or juvenile authorities through court order or subpoena. In the event of such communication, the student's parent/guardian/custodian will be notified prior to the release of information.

FERPA – FAMILY EDUCATIONAL RIGHTS and PRIVACY ACT

Under the provision 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 Labette County USD 506. In accordance with FERPA, you are required to be notified of those rights, which include:

- 1) The rights to review and inspect all of your educational records, except those, which are specifically exempted.
- 2) The right to prevent disclosure of personally identifiable information contained in your educational records to other persons with certain limited exceptions. Disclosure of information from your educational records to other persons will occur only if:
 - a. we have your prior written consent for disclosure;
 - b. the information is considered “directory information” and you have not objected to the release of such information; or
 - c. disclosure without consent is permitted by law.
- 3) The right to request that your educational records be amended if you believe that the records are misleading, inaccurate, or otherwise in violation of your rights. This right includes the right to request a hearing at which 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.
- 4) The right to file a complaint with the Family Policy and Regulations Office at the U.S. Department of Education if you believe that USD 506 has failed to comply with FERPA’s requirements.
- 5) The right to obtain a copy of USD 506’s policies for complying with FERPA. A copy may be obtained from the office of the superintendent, 401 S. High School Street, Altamont, Kansas 67330.

For purposes of FERPA, USD 506 has designated certain information contained in educational records as directory information; which may be disclosed for any purpose without your consent. The following information is considered directory information: student name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous school attended by the student, class designation, major field of study and photographs.

You have a 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 506 at the office of the Superintendent, 401 S. High School Street, Altamont, Kansas 67330 on or before September 10 of each school year. If a refusal is not filed, USD 506 assumes that there is no obligation to the release of the designated directory information.

Notice of Non-Discrimination

The school district of Labette County USD 506 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 or complaints regarding the nondiscrimination policies, including requests for accommodations or access to District buildings and programs.

Complaints in regard to Discrimination

Discrimination against any student or employee on the basis of race, color, national origin, sex, disability, or religion in the admission or access to or treatment in the districts programs or activities is prohibited. The Superintendent of Schools, PO Box 189, Altamont, Kansas 67330-0188, 620-784-5326, has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Age Discrimination Act of 1975, and Americans with Disability Act of 1990. Superintendent of Schools, 401 S High School Street, PO Box 189, Altamont, KS 67330, 620-784-5326, 620-724-6280 (telecommunications device for the deaf), 620-328-3121 (speech impaired), jwyrick@usd506.org.

GRIZZLY FIGHT SONG



Onward Grizzlies, onward Grizzlies,
Fight on for your fame,
Pass the ball from every angle
Till we win this game
RAH! RAH! RAH!
Onward Grizzlies, onward Grizzlies,
Fight on for your name,
Fight fellows, fight
And we will win this game!