

Labette County High School 2014-2015 Student Handbook



Labette County High School Mission

The mission of Labette County High School is to educate every student every day.

Labette County High School Vision

LCCHS will be a premier school dedicated to providing a comprehensive education, with exceptional academic, career, performance arts, and extra-curricular programs through which every student will exceed established school objectives in reading, writing, and computation.

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

Exit Outcomes:

Each Student will demonstrate:

1. Mastery of essential skills necessary to access and analyze information solves problems, reach conclusions, communicate ideas, and articulate results.
2. Ability to apply technical/vocational skills in career planning.
3. Ability to work effectively as an individual and in a group.
4. Physical and emotional well being.
5. Appreciation for the fine arts and individual creativity.
6. Appreciation for cultural diversity and respect for self.

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General Student Information

Bus Transportation

Bus Rules

1. The driver is in charge of students on the bus.
2. Each student must remain in their provided seat at all times, except after the passenger load has lightened, and then only if permission is first obtained from the driver and if the bus is not in motion.
3. Students must be on time to meet the bus. The bus cannot wait on those who are tardy. Students must walk on the far left side of the road facing traffic when going to the bus stop.
4. Students must never stand in the roadway while waiting for the bus. All Students must wait for the bus off the traveled portion of the road. Students should wait in an orderly manner and exhibit appropriate conduct.
5. Unnecessary conversation with the driver is prohibited. Do not talk loud or distract the driver's attention. Remember, your safety is in the driver's hands.
6. Outside of ordinary conversation, classroom conduct is to be observed.
7. Students must not throw waste paper or other rubbish on the floor of the bus. Help keep your bus clean and sanitary at all times.
8. Students must not extend arms, legs, or head out of the bus window.
9. Students must not try to get on or off the bus or move about within the bus while it is in motion.
10. When leaving the bus, students must observe the directions of the driver. If you cross the road, do so in front of the bus after making sure the highway is clear.
11. Any damage to the bus is to be reported to the driver at once.
12. Students should get on and off the bus promptly, without stopping to visit.
13. Animals, insects, fowl, etc. shall not be transported in the bus.
14. Glass containers such as bottles and jars are not permitted on the bus.
15. There should be no food consumed on the bus while the bus is in motion.

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.

College Courses

Per enrollment requirements in the current course catalog, seniors who successfully complete coursework at the college level will be awarded dual credit toward completion of graduation requirements.

A junior who successfully completes college work 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.

No credit for a course of less than three (3) college hours shall 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. College credit awarded for an AP Test qualifying score will be counted as completion of Composition 1 English credit (.5 credit)

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.

- \$50.00 is required as a minimum payment to LCC, upon enrollment.

LCC Online and Dual Credit

Students are responsible for all materials related to the course.

i.e.: Books, Labs, etc.

Students dropping an online course, which is taken during the school day in which High School credit is being given, will receive a grade of “F”.

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.
- Changes will be considered until the capacity of the course is reached.
- The Compass test must be completed and meets the required score needed for enrollment in an LCC class, prior to the 1st day of the semester.

Student’s enrolling in an LCC Class during the school day will be required to complete the course, or receive a grade of “F” for their High School Grade.

Class changes after the first day of school are not allowed unless approved by the Principal based upon an educational need. Credit will not be given for dropped classes.

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 (12) required credits:

Four units of English

Three units of Social Science

1 unit of American History

1/2 unit of Constitution of the United States

1/2 unit of World History

1/2 unit of Economics

Three units of Science

Three units of Math

One unit of Physical Education

One unit of Fine Arts

One unit of Vocational Designation

Nine units of Electives

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

Students must have successfully completed all requirements of graduation prior to being eligible to participate in the Graduation Ceremony.

Guidance and Counseling

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

Mr. Leake at jleake@usd506.org

Mrs. Witty at crwitty@usd506.org

Honor Roll

High school honor rolls will be published as soon as grades are posted after the closing of the semester under the following categories:

- **Kansas Scholars Honor Roll**

- **Kansas Scholars Curriculum**

- The requirements for the Kansas Scholars Curriculum are as follows:

- English, 4 years – one unit to be taken each year at the high school
 - Mathematics, 4 years – Algebra I, Algebra II, and Geometry plus one year of higher-level mathematics such as trigonometry and pre-calculus
 - Science, 3 years – one year each in Biology, Chemistry, and Physics. Two years of one of the above courses may not be substitute for a third course.
 - Social Science, 3 years
 - Foreign Language, 2 years

- Kansas Scholars Honors Roll- students following the above Kansas Scholars Curriculum with grades of A and B's for the semester. This honor roll includes:

- Freshmen:
 - Biology or Honors Biology
 - English I or Honors English I
 - Algebra 1 or higher
 - Sophomores:
 - Biology, Honors Biology or Chemistry
 - Honors/ AP English II.
 - Algebra 2 or higher
 - Juniors and Seniors
 - Zoology, Chemistry or Physics
 - English 4 , Comp. 1, 2 and Literature
 - Geometry or higher
 - Two years of Foreign Language
 - Currently enrolled in Scholars Curriculum courses, in order to meet those requirements.

- **All A Honor Roll**

- Students earning all A's in all coursework.

- **A's and B's Honor Roll**

- Students earning all A's and B's in all coursework

Kansas Board of Regents Qualified Admissions Requirements

To qualify for admission to any of the Kansas Regents universities, students must meet one of the following requirements:

1. Complete the Qualified Admissions curriculum with at least a 2.0 grade point average (GPA) on a 4.0 scale; or
2. Achieve an ACT score of 21 or above; or
3. Rank in the top one-third of your high school's graduating class.

Units Required for Qualified Admissions

One of the ways to meet the university admission requirement to Kansas Board of Regents institutions is to successfully complete the pre-college curriculum as outlined by the Kansas Board of Regents. You must complete the curriculum with at least a 2.0 GPA ("C" average) on a 4.0 scale.

The following outlines the high school courses that are required to meet the requirements for admission to any of the Kansas Regents universities.

Note: 1 unit = 1 year.

- ❖ Four units of English
- ❖ At least one unit of English must be taken each year of high school, including .5 unit in Speech. Beyond this requirement, students are encouraged to take courses in journalism, speech, drama/theater, and forensics/debate, but these courses may not be used to fulfill the English requirements.
- ❖ Three units of Natural Science
 - Students must take three units chosen from the following courses: Earth and Space Science, Biology, Zoology, Chemistry, and Physics. At least one unit must be in chemistry or physics.
- ❖ Three units of math (With an ACT of 22 Math Subscore – 3 units of math at or above Algebra I must be taken in high school.)
 - Or Four approved units, with one unit taken in the graduating year. At or above Algebra 1, without an ACT of 22 Math Subscore.
- ❖ Three units of Social Sciences
 - Students must complete the following:
 - One unit of US/American History
 - One-half unit of US government/ Constitution
 - One-half unit selected from World history, World Geography.
 - One-half unit of Economics
 - One unit selected from one or more courses in psychology, or sociology
- ❖ Electives
 - Students must complete 3 units from the following:
 - English, Math, Natural Science, Social Science, Fine Arts, Career and Technical Education, Foreign Languages, Speech.

Kansas Scholars Curriculum

- ❖ The requirements for the Kansas Scholars Curriculum are as follows:
- ❖ English, 4 years – one unit to be taken each year at the high school
- ❖ Mathematics, 4 years – Algebra I, Algebra II, and Geometry plus one year of higher-level mathematics such as trigonometry and pre-calculus
- ❖ Science, 3 years – one year each in Biology, Chemistry, and Physics. Two years of one of the above courses may not be substitute for a third course.
- ❖ Social Science, 3 years
- ❖ Foreign Language, 2 years

Career and Technical Education Certification: (Starting with the class of 2016)

Students wanting to receive this certification will complete the following criteria:

- Complete all academic requirements needed for Kansas Board of Regents Qualified Admissions, and:
 - Receive a Silver, Gold or Platinum ACT WorkKeys Certificate.
 - Receive an OSHA 10 Certificate (Construction or General)
 - Complete all CTE Coursework with no less that a 3.0 GPA.
 - Complete 5 units of CTE Coursework, 3 hours in a single pathway.
 - Complete 40 hours of an approved Internship
 - Approved by administration and CTE Instructor

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

Breakfast for students	\$2.00
Breakfast for adults	\$2.00
Lunch for students	\$2.80
Reduced	\$.40
Lunch for adults	\$3.40
Extra milk or juice	\$.45

Nurse

Students should report to the nurse's 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.

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. 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.

Payments for Fees, Charges, Rent and Fines

Student accounts must be paid in full prior to being allowed to participate in the Graduation Ceremony.

Labette County High School (620) 784-5321

Room:	Ext:	Name	email	
Admin.	1001	Susan Cunningham	scunningham@usd506.org	Secretary
Admin.	1005	Wanda McGuire	wmcguire@usd506.org	Attendance
Admin.	1008	Diane McCartney	dmccartney@usd506.org	Transportation
H234	1029	Scotty Allison	scallison@usd506.org	Vocal Music
202	1074	Scott Carson	scarson@usd506.org	Math
201	1036	Carrie Case	ccase@usd506.org	Math
117	1011	Lisa Chapman	lchapman@usd506.org	English
106	1017	Catherine Dean	cdean@usd506.org	English
A104/C101	1049	Jeff Falkenstien	jfalkenstien@usd506.org	Agriculture
104	1019	Mona Garrett	mgarrett@usd506.org	Yearbook
109	1038	Jenny Gartner	jegartner@usd506.org	Science
C103	1055	Jim Gilpin	jgilpin@usd506.org	Welding
103	1020	Lewis Goins	lgoins@usd506.org	English
E105	1153	Ed Green	egreen@usd506.org	Building Trades
Lib.	1039	Lori Green	lgreen@usd506.org	Librarian
H231	1063	Rhonda Harrison	rharrison@usd506.org	Instrumental Music
110	1045	Craig Hartman	chartman@usd506.org	Social Studies
119	1059	Shelly Hinkle	shinkle@usd506.org	Health Science
218	1012	Larry Hollandsworth	lhollandsworth@usd506.org	Special Education
B102	1053	Dick Holroyd	rholroyd@usd506.org	Gen. Indust. & Wood Tech.
204	1032	Kim Hawks	khawks@usd506.org	Business
105	1018	Bob Lamb	blamb@usd506.org	Spanish and German
207	1127	Lynn LaTurner	llturner@usd506.org	Gifted Ed.
105/129	1043	Jack Leake	jleake@usd506.org	Counselor
206	1031	Kelley Manley	kmanley@usd506.org	Business
121	1084	Arleen McKinney	amckinney@usd506.org	FACS
208	1142	Ashley Moore	amoore@usd506.org	Science
214	1044	Julie Oswald	joswald@usd506.org	Math
212	1024	Rob Page	rpage@usd506.org	Math
111	1028	Leigh Ann Phillips	lphillips@usd506.org	Science
217	1034	Richard Pierce	rpierce@usd506.org	Science
114	1041	Ed Raschen	eraschen@usd506.org	Social Studies
220	1060	Terri Ruttgen	truttgen@usd506.org	Special Education
F101	1058	Clint Ruttgen	cruttgen@usd506.org	Automotive Technology
107	1127	Marcie Ryan	mryan@usd506.org	Gifted Ed./JAG
113	1042	Candace Sinclair	csinclair@usd506.org	Art
HA	1075	Brad Smith	bsmith@usd506.org	Physical Education
HH	1047	Stacy Smith	ssmith@usd506.org	Social Studies
HA	1079	Kristi Snider	ksnider@usd506.org	Physical Education
112	1026	Greg Traxson	gtraxson@usd506.org	Social Studies
116	1046	Bobbi Tuttle	btuttle@usd506.org	Special Education
C102	1056	Terry Ward	tward@usd506.org	Machine Shop
F100	1064	Marty Warren	mwarren@usd506.org	Electronics
A102	1051	Dustin Wiley	dwiley@usd506.org	Agriculture
C231	1010	Heather Wilson	hwilson@usd506.org	Theatre and Drama
129	1009	Crystal Witty	crwitty@usd506.org	Counselor
118	1035	Jesse Ybarra	jybarra@usd506.org	English
A103	1050	Kyle Zwahlen	kzwalten@usd506.org	Agriculture
215	1027	Empty		LCC Dual Credit

Reporting Student Progress

- Progress Reports will be issued at the end of the 1st 9 weeks period and at the end of the 3rd 9 weeks period via Parent/Teacher Conferences.
- Grade Cards will be issued at the end of each semester via electronic means or “snail” mail depending on preference of parent/guardian stated at enrollment.
- PowerSchool will be updated every Wednesday.
- 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.
- Labette County High School has a weighted grading scale. Classes with a weighted designation will count one grade point higher than a regular class when determining a student’s grade point average.

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 93.5 or 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.

Summer School and Credit Recovery

Students needing to recover credit may do so in situations the administration deems appropriate. Recommendation for summer school will be sought through the supervising teacher from whom the student received a failing grade, if the student's grade is below 50%.

- Students are required to have:
 - 60 hours of seat time.
 - Meet all requirements set forth by the Summer School instructor.

Students will receive a Pass/ Fail grade for summer school. Students may not receive more than 1 unit of credit during a summer school session.

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.

Transcripts

Applications for Transcripts must be requested from the Guidance Office.

Valedictorian and Salutatorian

Each year a Valedictorian and Salutatorian from the graduating class (2010 and beyond) 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 Scholars Curriculum as listed in the most recent LCHS Student Handbook (see pg.7).
2. Selection will be based upon the highest overall grade point average for the four years of high school (25 credits) based upon a weighted 4.0 scale.
*2A. Beginning with the Class of 2016 the highest overall GPA will **not** be based on a weighted scale. Also for 2016, course percentages will be utilized to determine class rank.*
3. In the event of more than one student having a GPA over 4.0, preference will go to those who have completed all their coursework with no grade lower than an "A".
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.

Course Weighting

1. Current Weighted course offerings include:
 - English III Honors/AP Language and Composition
 - English Comp I (Concurrent Credit Available) Dual or Concurrent
 - English IV Honors/AP Literature
 - English Comp II (Concurrent Credit Available) Dual or Concurrent
 - Trigonometry (Concurrent Credit Available) Dual or Concurrent
 - Pre-Calculus (Concurrent Credit Available) Dual or Concurrent
 - Calculus (Concurrent Credit Available) Dual or Concurrent
 - College Preparatory Chemistry (Concurrent Credit Available) Dual or Concurrent
 - Physics
 - Honors US History (Concurrent Credit Available) Dual or Concurrent
 - Psychology (Concurrent Credit Available) Dual or Concurrent.
 - Dev. Psychology (Concurrent Credit Available) Dual or Concurrent
2. Weighted course GPA
 - A=5.0
 - B=4.0
 - C=3.0
 - D=2.0
 - F=0
 - Grades will be posted by letter and GPA. Ex.: B, 4.0
 - Weighting does not affect college GPA. Ex.: B, 3.0

Beginning with the Class of 2016 there will be no "weighted courses" or "weighted grades" given.

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.

Rules and Regulations

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.

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.

Absences

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

When a student is absent, a parent or guardian must call the school attendance office within 24 hours of the absence.

The school will accept a signed note from the parent or 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.

A student returning to school after an unexcused absence must report to the attendance office before school begins and request an "admit slip" in order to be admitted to class.

Truancy

By 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.

Excused Absence

Parents state the reason for the absence, and then **an administrator will determine whether the absence is excused or unexcused.** Absence 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
- Participation in school sponsored activities and college visitations with prior administrator or counselor approval are excused.
- 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.

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.

10-day documentation

-Students exceeding 10 days of total absences (not including school activities) which are either excused or unexcused, will be required to provide professional documentation for all future absences if they are also making a grade of "D" or "F" in any class at the end of the 9 weeks. Attendance/Grades will be checked quarterly – at the end of the 9 weeks period. A letter confirming student's placement on the 10 Day List will be sent.

-Absences without prescribed documentation will result in the absence being deemed as unexcused.

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

-The Parent/Guardian may appeal in writing the 10-day requirement to school administration.

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.

Grizzly Time

During Grizzly Time students will have 35 minutes of academic time built into their day on Monday, Tuesday, Thursday and Friday in order to receive additional individualized support for any class in which they are currently enrolled.

If assigned by a teacher to serve Priority, 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 for not complying with a teacher's request.

Student's not assigned to a Priority will be able to choose a teacher they are currently enrolled in to receive additional support, or may choose to attend a supervised study hall in the Library or Cafeteria.

In either scenario students will be provided additional time and resources in order to remain in good standing in all of their coursework.

- Failure to report to the Priority Teacher will result in a level 2 violation for non compliance with a reasonable request.

Academic Opportunity

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

AO will be provided from 3:15-5:40 Monday through Thursday. Students participating will be permitted to utilize the late bus, which runs at 5:45.

The procedure to be utilized by Faculty utilizing AO, will include:

On the first occurrence of late work:

- Assignment to a Grizzly Time Priority/ Choice for prior incomplete or late work.

On the second occurrence of late work:

- Phone communication with the parent describing the details of the situation.
- Assignment to a Grizzly Time Priority/ Choice for prior incomplete or late work.

On the third occurrence and every occurrence afterward.

- Assignment of AO until work is completed each and every occurrence afterwards.

Attendance of AO is required to be completed within one day of the AO assignment.

Failure to report to the AO assignment will result in a 8:00-5:40 ISS assignment, as a level 1 violation.

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

Bullying Policy

We as students and staff at LCHS will create a school environment where bullying and cruelty are not tolerated.

Definition of Bullying:

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:

1. Placing a person in reasonable fear of substantial harm to his or her emotional or physical well-being or substantial damage to his or her property.
2. Creating a hostile, threatening, humiliating or abusive educational environment due to the pervasiveness or persistence of actions or due to a power differential between the bully and the target; or
3. Interfering with a student having a safe school environment that is necessary to facilitate education performance, opportunities or benefits;
4. Perpetuating bullying by inciting, soliciting or coercing an individual or group to demean, dehumanize, embarrass or cause emotional, psychological or physical harm to another person.

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 they witness it occurring to them or those around them.

Examples of bullying include but are not limited to the following:

- Someone is threatening to beat you up.
- Someone is taking something of yours without your permission.
- Someone is spreading rumors about you or your family.
- Someone is embarrassing you in front of others by either calling you names or doing something to you, such as hiding your book or pulling your seat out from under you.
- Someone continues to shove you in the halls and says it is always an accident.
- Someone is utilizing technology to communicate in a threatening manner.

Consequences:

Bullying is considered a level 4 violation and will be dealt with in accordance with the school discipline policy.

Law enforcement will be contacted if the act is in violation of the law.

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 LEVEL 1 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 LEVEL 2 Violation and can be addressed by the teacher or administration.

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 LEVEL 4 Violation.**

School Assemblies – Cell Phones will NOT be allowed during any and all school assemblies.

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.

Discipline Policy
LABETTE COUNTY HIGH SCHOOL
DISCIPLINE PLAN

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

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. The beliefs of Labette County High School are the following:

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.

Misbehavior:

- will not be allowed to interfere with the learning opportunities of another student.
- will not be allowed to interfere with the teacher’s responsibility to teach all students.
- will not excuse the misbehaving student from successfully completing the learning objectives.

Teachers and staff understand that:

- Changes in behavior take time.

- Discipline is a part of the daily routine – not a disruption of the daily routine.
- Self-discipline is the expected outcome.
- Every discipline situation is an opportunity to teach expected behavior.
- Teaching and modeling appropriate behavior, along with implementing consequences for inappropriate behavior, is the best way to help change unacceptable behaviors to acceptable behaviors.
- Expected behaviors must be communicated, taught, and modeled on a daily basis throughout the school year.
- Punishment by itself cannot change behaviors.
- In the handling of unacceptable behaviors, the focus should be on judging the behavior of a student, not on judging the student.
- Staff members should not respond to misbehavior as if it were a personal attack on them.
- Staff should respect students and parents at all times, regardless of the students' and parents' behavior.
- Parents have a responsibility to ensure that their children's behaviors do not take away from a safe and positive learning environment for others.
- Staff should handle all discipline situations in a professional manner.

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 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.
- 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.

This foundation is expected to direct all decisions in the area of discipline.

PART 3 LEVELS OF UNACCEPTABLE BEHAVIOR

It is our responsibility to determine the behaviors that take away from the **safety, orderliness, and productivity** of the school environment. To provide the staff with the consistency in the handling of misbehaviors, we have defined levels of misbehavior that will direct the staff in the handling of all misbehaviors. The identified levels address the three criteria necessary to provide a positive and productive teaching and learning environment (safe, orderly, and academically productive).

Labette County High School categorizes misbehavior into four levels that coincide with the aim of maintaining an environment that is safe, orderly, and productive for the class and the individual. Misbehaviors that are considered most serious (LEVEL 4) are those that threaten people's safety; (LEVEL 3) behaviors are a threat to the orderliness of the environment; those at (LEVEL 2) affect the ability of other students to learn; and those at (LEVEL 1) affect the learning of the individual student who is misbehaving.

LEVEL 4 Safe Environment

Students cannot learn and teachers cannot teach if they do not feel safe. The first key to a productive teaching and learning process is to assure a safe environment for all-to eliminate misbehaviors that are intended to cause another individual physical or mental harm and/or are illegal. Behaviors that contribute to an unsafe environment will not be tolerated and are non-negotiable. They will be dealt with immediately. The following are some, but not all, of the misbehaviors that cause a school environment to be unsafe. These will not be tolerated:

- Weapons including explosive devices-possession or use of
- 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— sale, use, or possession
- Harassment of students or staff

Level 4 misbehaviors take priority over everything else, including teaching and learning. All staff members are required to assist in the correction of such misbehaviors. Any misbehavior is considered a Level 4 misbehavior if it would bring an affirmative answer to any part of this question: “Is this behavior intended to cause another individual physical or mental harm and/or is it illegal?” This student needs to be sent or escorted to the office.

LEVEL 3 Orderly Environment

The second key to a productive teaching and learning process is to assure an orderly environment--eliminating misbehaviors that normally occur outside the classroom that are not intended to cause physical or mental harm to another individual but do negatively affect an orderly classroom environment. Students are expected to handle themselves in a positive way at all times and in all areas (such as in the cafeteria, hallways, school grounds, and school activities). The following are examples of behaviors that will not be tolerated.

- Disruptive behaviors
- In appropriate use of a motor vehicle (Grades 9-12)
- Inappropriate literature, web sites
- Truancy, continual tardiness
- Destruction or defacement of property
- Tobacco possession or use (including smoking, chewing)
- Inappropriate language, apparel or devices
- Non-compliance, defiance of a staff's request
- Inappropriate physical contact
- Disobedience of school rules
- Intimidation

The individual(s) assigned to supervise the area will handle level 3 behaviors. If any other staff member is in the area, he or she is expected to assist when necessary.

LEVEL 2 Productive Classroom Environment

Any behaviors that interfere with another student's opportunity to learn cannot and will not be tolerated—that is, misbehaviors that occur in the classroom and interfere with the learning of others. Level 2 misbehaviors take the highest priority in the classroom. The following are examples of Level 2 misbehaviors:

- Failing to follow request of a staff member
- Showing disrespect towards others
- Using equipment improperly
- Profanity, inappropriate language
- Disruptive behaviors

Misbehavior is of the Level 2 category if it would bring an affirmative answer to this Question: “Does the misbehavior interfere with another student's opportunity to learn?”

Level 2 misbehaviors must be corrected immediately.

LEVEL 1 Productive Personal Environment

Misbehaviors that occur in the classroom that affect only the disruptive student are considered Level 1. This type of behavior is considered at the lowest level because it does not negatively affect a safe and orderly environment and it does not interfere with other students' opportunity to learn. The teacher should not stop the learning activity to deal with such behaviors. Examples are:

- Not having appropriate equipment and materials
- Sleeping
- Failing to turn in homework, failing to complete assignments
- Being off task but not disrupting others
- Failing to dress out for P.E.

The classroom teacher will address levels 1 and 2 misbehavior.

Determining the Level of Misbehavior

The four levels will give staff the structure to know the urgency of handling inappropriate behavior and some indication of what to expect. The above lists are not all-inclusive. If there is confusion as to the level of misbehavior, ask the following questions in this order.

1. Is the behavior intended to cause another individual physical or mental harm and/or is it illegal? If the answer to this question is yes, then no matter where the behavior occurred—in the classroom, cafeteria, hallway, etc.—this is a Level 4 behavior and must be handled immediately.

If the answer to question 1 is no and the behavior occurred in the classroom, the next Question would be:

2. Does the behavior actually interfere with the learning of other students? If the answer is yes, then it must be handled immediately and quickly so the learning activity can continue without further interruption.

If the answer is no, then this is a Level 1 behavior and should be handled without interrupting the learning activity.

If the behavior occurred outside the classroom and the answer to question 1 was no, then this would be a Level 3 behavior and the designated supervisor in the area is expected to correct the behavior and/or escort the student to the office.

PART 4 LEVELS OF UNACCEPTABLE BEHAVIORS AND RANGES OF EXPECTED CONSEQUENCES

Having hard and fast consequences for each misbehavior is not a way to change inappropriate behavior to acceptable behavior and does not provide staff the flexibility to handle each situation as they see fit. To bring about some type of consistency in the handling of the different levels of misbehavior, a minimum and maximum range of consequences has been established and will be the rule of thumb.

Possible or Potential actions for each level are as follows:

LEVEL 4: Safe Environment

1. In-school suspension
2. Out of school suspension
3. Referral to local agencies
4. Long term suspension
5. Expulsion for rest of the year
6. Expulsion for 186 days

LEVEL 3: Orderly Environment

1. Looking in vicinity of misbehavior
2. Informal talk
3. Walking toward the misbehavior
4. Teacher-Parent conference
5. Behavior contract
6. Referral to Principal's office
7. Restitution
8. Principal-Teacher-parent conference
9. Detention
10. In-school suspension
11. Removal from bus
12. Suspension from school related activities
13. Out of School suspension

LEVEL 2: Productive Classroom Environment

Same as Level 3 (numbers 1-10)

Verbal contact: Identify the exact behavior and tell the offender in a respectful manner to stop the behavior

LEVEL 1: Productive Personal Environment

1. Ignoring the behavior
2. Verbal response
3. Looking in the vicinity of the misbehavior
4. Informal talk
5. Walking toward the area of the misbehavior
6. Isolation
7. Teacher-parent conference
8. Behavior contract

9. Detention
10. Send student to get materials
11. Provide a book for classroom use only

LIMITS

Our purpose is to make Labette County High School a safe and highly productive educational environment for all students. Sometimes long-term suspensions or expulsions are needed. All directives set out by state or federal laws will be strictly adhered to. Also, all guidelines established by IDEA for special needs students will be followed. Typically, each behavior “choice” will be dealt with on a case-by-case basis. However, if the behaviors create a clear pattern the behavior will be dealt with on a more serious level.

OUT OF SCHOOL SUSPENSION

All students on out of school suspension are expected to make up missed work while on suspension. Any student who is assigned OSS is not considered a student in good standing and cannot be on school property until their OSS assignment is complete.

IN-SCHOOL SUSPENSION

Students who fail to complete their assigned work by the end of their suspension will not be allowed to return to school until the assigned work is completed. Failure to comply with the rules while in ISS will result in OSS being assigned. Any student who is assigned ISS is not considered a student in good standing and cannot be on school property until their ISS assignment is complete.

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 student activities for a period of up to the remainder of the 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.

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 or team and not be allowed to participate for the remainder of the term.
 - c. Expelled

Personal Appearance

Student Dress Code

1. All students must wear shoes or sandals when attending regular academic classes.
 - a. Shoes worn in the gymnasium must not leave marks on the floor. Footwear for all vocational classes must cover the entire foot below the ankle.
 - b. Steel-toed boots are recommended for some classes.
 - c. Decorative house slippers are not appropriate school footwear for any class.
2. During school hours, headdress 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.
 - a. **Shorts and skirts must not be above mid-thigh in length.**
 - b. **NO Warnings will be given. Students in violation will be assigned Disciplinary Action on the 1st Offense and any subsequent offenses up to and including ISS and/or OSS.**
5. Clothing cannot promote or advertise alcohol, tobacco, or drug use. You will be asked to turn clothing items in violation of this rule wrong side out, or given replacement clothing by the administration.
6. Clothing cannot suggest, promote or state any profanity or sexually suggestive messages.
 - a. Clothing cannot bear slogans, graphics, pictures, symbols, or words that demean race, religion, creed, sex, national origin, intellectual ability, or handicapped condition.
 - b. Clothing cannot be altered or torn.
7. Clothing must cover all undergarments including underwear, boxer shorts, bras, and sports bras. **Spaghetti strap blouses and tank tops are not allowed.**
 - a. **All upper body clothing must cover the complete shoulder area and must be tucked in or hang below the waistline of the pants, skirt, or shorts.**
8. **All shirt/ blouse necklines will not exceed the width of the palm when placed against the neck. (Rule of Thumb)**

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

Possession and/or use of Tobacco Products

Smoking and the use of smokeless tobacco are not permitted on school grounds or in school buildings. Students in violation of the "minor in possession of tobacco" law will be reported to law enforcement.

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.

Sexual harassment is unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written, or physical conduct of a sexual nature when made by a member of the school staff to a student or when made by any student to another student when: (1) submission to such conduct is made, explicitly or implicitly, a term or condition of the individual's education; (2) submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual; or (3) such conduct has the purpose or effect of interfering with an individual's academic or professional performance or creating an intimidating, hostile or offensive academic environment. Sexual harassment may include, but is not limited to: verbal harassment or abuse; pressure for sexual activity; repeated remarks to a person, with sexual or demeaning implication; unwelcome touching; or suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning a student's grades, participation in extra-curricular activities, etc.

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 a period of time as specified by the principal.

This policy will include any/all school activities/ clubs or athletics operating outside the established school day.

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 out going 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.

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.

For tardy violations 4, 5, and 6, the student will serve a one-hour detention.

For tardy violations number 7 and beyond, the student will be placed in in-school suspension.

Being late to class more than 15 minutes will count as an unexcused absence.

The individual teachers with the support of the attendance office will handle any tardy occurring after 1st period.

If a student is detained by a teacher resulting in that student being late to the next class, the teacher who detained the student will write a pass, so the student will not be recorded tardy in their next class.

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.

Test Out Procedure

1. Application for Testing Out must be completed and approved by the high school principal in the previous semester by **December 1** and **May 1**, respectively.
 - a. Approved courses for Testing out include only those LCHS courses approved for the completion of the Kansas Scholars Curriculum.
 - i. New students to USD 506 who enroll after May 1 will complete an application for testing out prior to August 21st.
2. Complete any/all published prerequisites, or
 - a. Provide Individualized Educational Plan documentation to the high school principal, citing that the student is exempt from this prerequisite.
3. Students will score no less than **80%** or equivalent score on an untimed, written Criterion Referenced Test (CRT).
 - a. Students achieving less than **80%** on the evaluative CRT shall be enrolled in the required course for which testing out was attempted.
4. Any student achieving 80% on the evaluative CRT shall be awarded credit for the required course for which they were tested. Credit shall be awarded on their high school transcript upon fulltime enrollment and attendance at Labette County High School. The student's transcript will indicate the following:
 5. Grade
 - a. Grade listed on the Transcript will be posted as an "A".
 6. Grade Point Average (GPA)
 - a. GPA listed on the Transcript will be equal to the published course value as listed in the course description book (at the time of testing).
 - i. 4.0 for all un-weighted courses.
 - ii. 5.0 for all weighted courses.
 7. Carnegie Credit
 - a. Credit issued will be based upon the published value as listed in the course description handbook (at the time of testing).
 - i. .5 credit for those courses listed as a semester long course.
 - ii. 1.0 credit for those courses listed as a yearlong course.

Weapons Policy (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.

Daily Procedures

Closed Lunch

The lunch period includes a “closed campus” for all ninth grade students. They must eat in the cafeteria and remain there the entire lunch period. They are required to “check in” during lunch with a designated teacher for attendance purposes.

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.

Prior to leaving the classroom students must sign out on the student hall pass register, and then sign in upon return.

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 must be in the student’s possession AT ALL TIMES while in attendance at Labette County High School. Students must be able to produce their card at any time when requested by a staff member. Failure to do so will result in disciplinary action.

A student who does not have their I.D. Card at lunch must report to the Attendance Office to obtain a Temporary I.D. and the student will be assigned ISS Closed Lunch for the day.

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 1st of the first semester, and May 1st 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.

Bell Schedules:

Period	Start Time	End Time
1	8:00 AM	8:50 AM
2	8:55 AM	9:43 AM
3	9:48 AM	10:36 AM
PLC/ Grizzly Time	10:41 AM	11:16
4	11:21	12:31
1st Lunch	11:16	11:38
2nd Lunch	12:09	12:31
5	12:36	1:24 PM
6	1:29 PM	2:17 PM
7	2:22 PM	3:10 PM

Leaving Campus During the School Day

At no time does a student leave the buildings without permission from office personnel. 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 access their automobiles during the day without the permission of the administration. Seniors may park to the east of the administration building. All other students are to park in the Harrison parking area.

Students in after school athletics/ activities may not move their car.

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 are required. Shirts must be worn in the shop area at all time.

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.

Attendance requirements pertaining to Activities/ Athletics

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

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), to 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 1 calendar year. Any further offenses after the second confirmed violation will result in suspension from all extracurricular activities while the student is enrolled at Labette County High School.

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
- ❖ National Honor Society (Grade Point Average requirement)
- ❖ Sigma Mu (Choral Music students)
- ❖ KAY - Kansas Association for Youth
- ❖ Student Council (elected by classmates)
- ❖ Rachel's Challenge
- ❖ SADD - Students Against Destructive Decisions
- ❖ Library Club
- ❖ "L" Club - Letterman's Club
- ❖ Chess Club
- ❖ FCA - Fellowship of Christian Athletes
- ❖ Freshman, Sophomore, Junior, and Senior Classes
- ❖ Global Expeditions (Foreign Language students)
- ❖ International Thespian Society (Speech & Drama students)
- ❖ Stage Band (Instrumental Music students)

Activity periods are held on the first four Wednesdays of the month unless other schedule changes are made which conflict with these days. A club card is needed for a student to be released to an activity. Any student who does not take part in a particular activity on the designated day has to remain in the third period classroom. Their instructor can give them 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.

The activity period schedule is as follows:

First Wednesday - Stage Band- Room 221 Haury Hall **Red Card**
FBLA- Little Theater
Chess Club- Library
SADD- Cafeteria
FCCLA- Room 121

Second Wednesday FFA- Little Theater **Blue Card**
“L” Club- Harrison Gym
Library Club- Cafeteria
FCCLA- Room 121

Third Wednesday - Skills USA- Little Theater **Yellow Card**
Sigma Mu- Room 221 Haury Hall
National Honor Society- Grizzly Den
International Thespian Society- Harrison Auditorium

Fourth Wednesday- KAY- Little Theater **Green Card**
Global Expeditions- Room 105
Student Council- Room 103
FCA- Cafeteria
Rachel’s Challenge- Library

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 Wrestling
- ❖ Boys Baseball
- ❖ Girls / Boys Track
- ❖ Girls Softball
- ❖ Boys Golf
- ❖ Girls Swimming
- ❖ Instrumental music – Concert band, solos and ensembles
- ❖ Vocal music – Large group, solos and ensembles
- ❖ Spirit Groups – Cheerleading & Dance Team
- ❖ Student Council

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.

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 to the Athletic and Activities Drug and Alcohol Free Policy

The following criteria for Prom attendance is utilized:

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

Guests of LCHS students will be permitted for Homecoming, Tamasha and Prom, if:

1. Application of out of school date is approved.
2. Student is no older than 20 on the date of the event.
3. Student is in grade 10 or higher in their home school, or 16 years old, if not attending a public school.
4. Inappropriate behavior including “Grinding” or other explicit forms of dancing will result in the student not being eligible to attend any future dances, for the remainder of the current school year.

LCHS Random Extra-Curricular Drug Testing Policy:
RANDOM EXTRA-CURRICULAR STUDENT DRUG TESTING

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 a number (student I.D. Number will be used). On the day of sample collection, numbers will be drawn by electronic random selection and then corresponded to a previously numbered student. Student samples will be collected each month. Student selection will be done randomly by Labette Health, using a computer random selection program. 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 and the absent student will be placed on the next available test date.

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. Students will be discretely removed from class, will have a sample collected, and be returned to class in order to maintain confidentiality. 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 Labette Health. 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 are 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.