Labette County High School

2019 - 2020 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 and 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.**

Labette County High School

Philosophy of Secondary Education

Each student is an individual differing from other individuals, in respect to different likes and dislikes, different interests, abilities, attitudes, personalities, financial and social conditions, and home upbringing. Each student has been subjected to various methods of teaching in the elementary schools. We believe it is the purpose of the secondary school to take the student with varied training, techniques, and faculties and to guide them along the way as efficiently and effectively as possible toward being a responsible citizen and a moral, thoughtful decision maker.

The secondary school should not only enable the individual to grow in and adjust to the cultural patterns of the local community, but also the cultural patterns of a democratic nation and a global world. The secondary school should provide students what they need to be successful not only here at Labette County High School but beyond. Students should be provided with every opportunity possible to educate and prepare them for success in life. At Labette County High School we will continue to combine a rigorous College Prep academic standard with a top-notch Career and Technical Education in one place where the two are intertwined to provide every student the opportunities they need to be successful. Along with this we will continue to provide and see our students excel in high quality Extracurricular activities.

The students must be taught industry, respect for property, respect for the rights of other people, and respect for themselves. The student may forget a few problems in algebra or laws in science, but if the secondary school can help build a foundation for a better life in such qualities as honesty and just dealing’s with one’s associates, sympathy and understanding, facing responsibility, and a desire to make a community better by having lived in it, then it may be said that the secondary school is contributing a worthwhile service to our students.

The secondary school faculty should be focused on building those relationships with students so that they can identify the individual characteristics that make each student unique and the circumstances that student comes to LCHS from. By doing so the faculty can better individualize each student’s education. The faculty should strive to create lessons that are both rigorous and relevant for the students. Every effort should be made to continue to produce students who graduate from LCHS with the skills and “grit” to be a successful and productive citizen.

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.

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

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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 / 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 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.

-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. Ie.: Books, Labs, etc.

**Students will not be allowed to take an online class during the school day if the same class is offered here at Labette County High School.**

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 AccuPlacer 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 Student Improvement Team 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 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.

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*

*Ms. Witty at [crwitty@usd506.org](mailto:crwitty@usd506.org)*

*Mrs. Mona Garrett at mgarrett@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, upon signed confidentiality release from parent;

* **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 (does not have to be an “Honors” class).
* 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 I or higher
      * Sophomores:
        + Biology, Honors Biology or Chemistry
        + Honors/ AP English II.
        + Algebra II or higher
      * Juniors and Seniors
        + Chemistry or Physics
        + English IV, Comp. I, II 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. Achieve an SAT score of 980 or above; or

4. 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
  1. 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.)
  1. 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
  1. Students must complete the following:
     + One unit of US/American History
     + One-half unit of US government/ Constitution
     + One-half unit of World History Senior Seminar
     + One-half unit of Personal Finance
     + One-half unit selected from one or more courses in Geography, Psychology, or Sociology
* Electives
  1. Students must complete 3 units from the following:
  2. 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 of 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**

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 (Teacher/Admin.)

NCAA Division I Initial-Eligibility Requirements

16 CORE CLASSES:

ENGLISH 4 credits

MATH 3 credits

SCIENCE 2 credits

ADDITIONAL 1 credit of an ENGLISH, MATH or SCIENCE

SOCAL SCIENCE 2 credits

ADDITIONAL 4 credits in any of above areas, or a foreign language

**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

Reduced $ .30

Breakfast for adults $2.00

Lunch for students $2.95

Reduced $ .40

Lunch for adults $3.50

Extra milk or juice $ .45

**Nurse**

Students should report to the Administrative Offices 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 1004 Shane Holtzman sholtzman@usd506.org

Admin 1007 Ed Raschen eraschen@usd506.org

Admin 1001 Susan Cunningham scunningham@usd506.org

Admin 1005 Wanda McGuire [wmcguire@usd506.org](mailto:wmcguire@usd506.org)

106 1017 Kylie Booth kbooth@usd506.org

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A104 1049 Keith Geren kgeren@usd506.org

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118 1035 Jesse Ybarra jybarra@usd506.org

A102 1050 Kyle Zwahlen [kzwahlen@usd506.org](mailto:kzwahlen@usd506.org)

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**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.

-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.

**-Teachers are expected to update student grades in Power school by Wednesday of each week.**

-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.

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.

**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.

Transcripts

Applications for Transcripts must be requested from the Guidance Office.

**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 as listed in the most recent LCHS Student Handbook (see pg.8).

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.

**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**

**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 another student to copy during a test or computer program.

• Using materials which are not permitted during a test.

• Plagiarism (presenting as one's own material taking ideas, writings, etc. from another and submitting that work as one’s own).

• 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.

**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.

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.

**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.

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.

**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.

**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.

-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.

**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 at LCHS 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 ran on Wednesday on a weekly basis 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 a 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)

**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.

**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 25 minutes of academic time built into their day Monday, Tuesday, Thursday, Friday in order to receive additional individualized support for any class in which they are currently enrolled.

Each teacher at LCHS will have a set number of Cards to issue to students throughout the school day who need academic assistance or have another reason to be with that teacher during Grizzly Time. Any student who has not been issued a card to go to a teacher’s classroom during Grizzly Time will report to the cafeteria and/or library for a supervised study hall.

If a student has been issued a card 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 for not complying with a teacher’s request.**

* **Failure to report to the teacher who issued you a card will result in a Level 3 violation for non-compliance with a reasonable request.**

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

**Any student with a grade of “F” in a class is expected to be with the teacher of the class the student has an “F” in, or in the Cafeteria. Non-compliance will be treated as a discipline issue.**

**Students are not to be using their phone/tablet/computer/etc.. to access “SOCIAL MEDIA” during Grizzly Time. Students are to be working on class work or reading.**

**Grizzly Time Daily Schedule**

Monday – Math Priority

Tuesday – Science/Social Studies Priority

Wednesday – Activity Period for School Clubs and Organizations

Thursday – English Priority

Friday – Early Release

**Academic Assistance**

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 through 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 detention room until that time.

Schedule:

Tuesday – Math

Wednesday – English

Thursday – Science / Social Science

ALL Teachers in that subject area are to be available that day from 3:15 – 3:40 unless that teacher has a School Activity during that time.

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

On the first occurrence of late work or the student Failing the class:

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

On the second occurrence of late work and/or student Failing the class:

* 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 AA until work is completed each and every occurrence afterwards.

Teachers will fill out an AA form and hand that form to the student when assigning AA.

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

**Failure to report to the AA assignment will result in a 3:15-5:40 after school detention assignment, as a level 3 violation.**

**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 during Grizzly Time when instructed to by LCHS Administration. Advisory will not meet on a regularly scheduled basis. A students Advisory Teacher will be their 7th hour classroom teacher.

**Early Release**

In an effort to provide the highest quality academics for all students, and as a reward/motivation for those who are doing a quality job, LCHS will have an early release program on Friday for those students who meet the criteria listed below. Students who on Wednesday of each week are meeting the criteria below will be dismissed at 2:40 on Friday. Doing so will also allow teachers to provide the specific help needed for those students who are struggling in a class.

The early release program will be set up on a weekly basis. A student’s eligibility will be determined on Wednesday and communicated during their 7th Hour class. All students that are eligible and have a signed permission slip on file will be released at 2:40pm (end of 7th hour) Friday. Any student that needs/wants help in a subject is more than welcome to seek that help during Grizzly Time. Bus students and all other students who are unable to leave will gather in the Gym Commons during Grizzly Time under teacher supervision.

Eligibility to Participate in the Program:

The parent permission form on the next page must be signed and on file.

The student must meet the following criteria:

-Cannot be on the D or F List

-Have no missing assignments

-No discipline referrals

-No unexcused absences

-The list will be generated each Wednesday by the Assistant Principal.

-If a student skips the required Grizzly Time, discipline will be implemented the next day on this Level 3 Violation.

-If a student gets into trouble during release time, eligibility will be revoked for a minimum of 4 weeks.

-If a student raises their grade or turns in missing assignments during the week, they will still be required to attend Grizzly Time for the remainder of the week.

Grizzly Time

Early Release Parent Permission Form

My student has permission to be released from Labette County High School at 2:40pm during Grizzly Time if they have met the weekly requirements to do so. This form must be returned signed and on file in order to participate.

Student Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_

**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

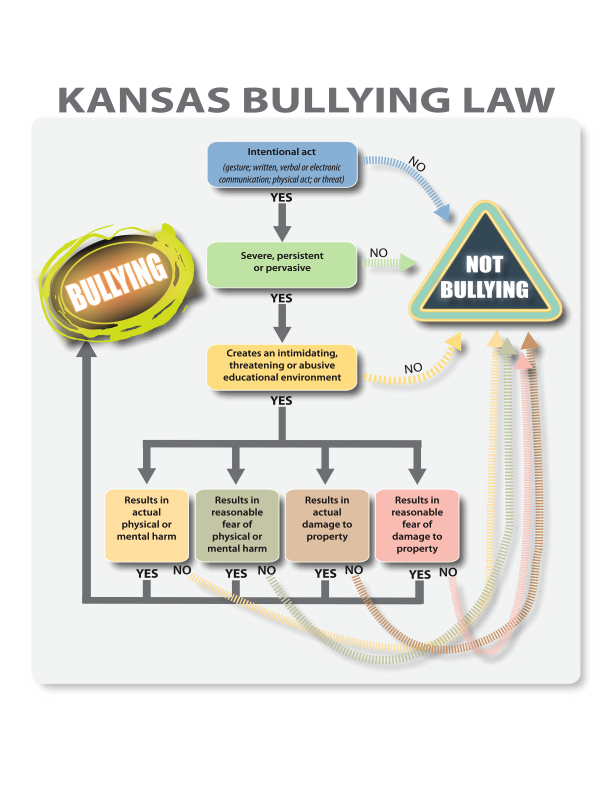
accident.

-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.**

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.

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

1. **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.**

1. 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.

1. 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 cannot be on school property outside of the school day until their ISS assignment is complete, and will not be considered a student in good standing until the following school day. Completion of the ISS Assignment occurs at 8:00am on the following school day.

**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;

1. 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:

* 1. A punishment up to and including expulsion.
  2. Suspension from all student activities for a period of up to the remainder of the school year.

1. 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.
2. 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 (ie: 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:

* 1. Suspended
  2. Removed from the group or team and not be allowed to

participate for the remainder of the term.

* 1. Expelled

**Personal Appearance**

Student Dress Code

1. All students must wear shoes or sandals when attending regular academic classes.
   1. 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.
   2. Steel-toed boots are recommended for some classes.
   3. 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.
   1. **Shorts and skirts must not be above mid-thigh in length.**
   2. **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.
   1. Clothing cannot bear slogans, graphics, pictures, symbols, or words that demean race, religion, creed, sex, national origin, intellectual ability, or handicapped condition.
   2. 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.** 
   1. **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**

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” law will be reported to law enforcement.

Possession of Coffee Grinds – flavored pouches simulating smokeless tobacco – is prohibited on school grounds.

**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.

Inappropriate public displays of affection will not be tolerated.  This behavior will result in a parent meeting and possible suspension if inappropriate behavior continues after being warned. The expression of feelings of affection toward others is a personal concern between two individuals and not of others surrounding them.  Therefore, good taste and respect for others is the guideline for appropriate behavior.

**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.
   1. Approved courses for Testing out include only those LCHS courses approved for the completion of the Kansas Scholars Curriculum.
      1. 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
   1. Provide Individualized Educational Plan document 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).
   1. 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:

Grade

* 1. Grade listed on the Transcript will be posted as an “A”/95%.

1. Grade Point Average (GPA)
   1. 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).
      1. 4.0 for all courses.
2. Carnegie Credit
   1. Credit issued will be based upon the published value as listed in the course description handbook (at the time of testing).
      1. .5 credit for those courses listed as a semester long course.
      2. 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.

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.

## 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. **Students ID Card must not be altered in any manner – no alteration to student picture.** Failure to comply will result in disciplinary action.

A student who does not have their I.D. Card 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 April 20th 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.

**Daily Bell Schedule:**

|  |  |  |
| --- | --- | --- |
| **Period** | **Start Time** | **End Time** |
| **1st** | 8:00 AM | 8:52 AM |
| **2nd** | 8:57 AM | 9:46 AM |
| **3rd** | 9:51 AM | 10:40 AM |
| **4th** | 10:45 AM | 11:34 AM |
| **5th hr for 2nd lunch** | 11:39 AM | 12:28 PM |
| **1st Lunch** | 11:34 AM | 11:56 AM |
| **2nd Lunch** | 12:28 PM | 12:50 PM |
| **5th hr for 1st lunch** | 12:01 PM | 12:50 PM |
| **6th** | 12:55 PM | 1:44 PM |
| **7th** | 1:49 PM | 2:40 PM |
| **Grizzly Time** | 2:45 PM | 3:10 PM |

LATE START

BELL SCHEDULE:

1ST HOUR 9:00 – 9:41

2ND HOUR 9:46 – 10:27

3RD HOUR 10:32 – 11:13

4TH HOUR 11:18 – 11:59

1ST LUNCH 11:59 – 12:21

1ST LUNCH 5TH HR. 12:26 – 1:07

2ND LUNCH 5TH HR. 12:04 – 12:45

2ND LUNCH 12:45 – 1:07

6TH HOUR 1:12 – 1:53

7TH HOUR 1:58 – 2:40

GRIZZLY TIME 2:45 – 3:10

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. All other students 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 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.

## 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
* 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
* Freshman, Sophomore, Junior, and Senior Classes
* Future Educators of America
* International Thespian Society (Speech & Drama students)
* Stage Band (Instrumental Music students)
* Pep Club
* Art Club
* Math Club
* JAG - Jobs For America’s Graduates

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 seventh 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 HH221 ***Red Card***

FBLA - Library

SADD – Harrison Lobby

Art Club – Cafeteria

Math Club – Little Theatre

Second Wednesday FFA - Little Theater ***Blue Card***

“L” Club - Harrison Gym

Rachel’s Challenge - Library

Chess Club - Cafeteria

JAG (Jobs for America’s Graduates) – Room 215

Third Wednesday - Skills USA - Little Theater ***Yellow Card***

TriM - Room HH234 National Honor Society - Library

KAY – Room 117

Fourth Wednesday- FEA – Room 208 ***Green Card***

International Thespian Society – Black Box Theatre

FCCLA – Room 121

FCA - Cafeteria

Pep Club – Little Theatre

**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
* Girls / 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
* 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.

**KSHSAA STUDENT ELIGIBILITY**

**For Middle/Junior and Senior High School Counselors to Determine Eligibility**

**When Enrolling Students Schools may have stricter rules than those pertaining to the questions listed below.** Contact the principal or Athletic Director on any matterof eligibility. A student, to be eligible to participate in interscholastic activities, must be certified by the school principal as meeting all eligibility

standards.

All KSHSAA rules and regulations are published in the official *KSHSAA Handbook* which is distributed annually and is available at your school principal’s office. A brief summary of some of the rules pertaining to eligibility is listed below. **If you have questions, please ask your principal.**

**RULE 7 Physical Examination** *—* **Parental Consent:** Students shall have passed an adequate **physical examination** given by an approved health care provider and have the written consent of their parents or legal guardian. Students and parents must sign and submit the school's Concussion and Head Injury Form required by state law.

**RULE 14 Bona Fide Student:** Eligible students shall be a **bona fide undergraduate member** of his/her school in good standing.

**RULE 15 Enrollment/Attendance:** Students must be regularly **enrolled and in attendance** not later than Monday of the fourth week of the semester in which they participate.

**RULE 16 Semester Requirements:** A student shall not have more than two semesters of possible eligibility in grade seven and two semesters in grade eight. A student shall not have more than eight consecutive semesters of possible eligibility in grades nine through twelve, regardless of whether the ninth grade is included in a junior high or in a senior high school.NOTE: If a student does not participate or is ineligible due to transfer, scholarship, etc., the semester(s) during that period shall be counted toward the total number of semesters possible.

**RULE 17 Age Requirements:** Students are eligible if they are not 19 years of age (16, 15 or 14 for junior high or middle school student) on or before August 1 of the school year in which they compete.

**RULE 18 Transfer:** If a student changes schools without a move on the part of his/her parents, they are ineligible for eighteen weeks.

**EXCEPTION:**

**BEGINNING SEVENTH GRADER** — A seventh grader, at the beginning of his or her seventh grade year, is eligible under the

Transfer Rule at any school in the vicinity of home, which he or she may choose to attend.

**BEGINNING NINTH GRADERS IN A THREE-YEAR JUNIOR HIGH SCHOOL** — So that ninth graders of a three-year junior high are treated equally to ninth graders of a four-year senior high school, a student who has successfully completed the eighth grade of a two-year middle/junior high school, may transfer to the ninth grade of a three-year junior high school at the beginning of the school year and be eligible immediately under the Transfer Rule. Such a ninth grader must then, as a tenth grader, attend the feeder senior high school of their school system. If they attend a different school as a tenth grader, they would be ineligible for eighteen weeks.

**ENTERING HIGH SCHOOL FOR THE FIRST TIME** — A senior high student is eligible under the Transfer Rule at any senior high school he or she may choose to attend when senior high school is entered for the first time at the beginning of the school year.

**RULE 19 Undue Influence:** “The enrollment in a school, the transfer from one school to another, or the failure to transfer from one school to another because of undue influence by anyone connected, directly or indirectly *(including alumni associations, booster groups* *and similar organizations)* with a member school, shall cause the student to forfeit eligibility for a period not to exceed 365 days. Such conduct shall also jeopardize the school’s standing in the Association and shall result in such other action as the Executive

Board deems appropriate.”

**RULE 20 & 21 Amateur and Awards Rules:** Students are eligible if they have not **competed under a false name** or for money or merchandise of intrinsic value, and have observed all other provisions of the Amateur and Awards Rules.

**RULE 22 Outside Competition:** Students may not engage in **outside competition** in the same sport during a season in which they are representing their school. ***NOTE:*** *Consult the coach, athletic director or principal before participating individually or on a team in* *any game, training session, contest, or tryout conducted by an outside organization.*

**RULE 25 Anti-Fraternity:** Students are eligible if they are not members of any **fraternity** or other organization prohibited by law or by the rules of the KSHSAA.

**RULE 26 Anti-Tryout and Private Instruction:** Students are eligible if they have not participated in **training sessions or tryouts** held by colleges or other outside agencies or organizations in the same sport while a member of a school athletic team.

**RULE 30 Seasons of Sport:** Students are not eligible for more than **four seasons** in one sport in a four-year high school, three seasons in a three-year high school or two seasons in a two-year high school.

**KSHSAA STUDENT ELIGIBILITY CHECKLIST**

Yes \_\_\_\_ No \_\_\_\_ **1.** Are you a bona fide student in **good standing** in school? *(If there is a question, your principal will make that determination.)*

Yes \_\_\_\_ No \_\_\_\_ **2.** Did you **pass at least five new subjects (those not previously passed)** last semester? *(The KSHSAA has a minimum regulation which requires you to pass at least five subjects of unit weight in your last semester of attendance.)*

Yes \_\_\_\_ No \_\_\_\_ **3.** Are you planning to **enroll in at least five new subjects (those not previously passed)** of unit weight this coming semester? *(The KSHSAA has a minimum regulation which requires you to enroll and be in attendance in at least five* *subjects of unit weight.)*

Yes \_\_\_\_ No \_\_\_\_ **4.** Did you **attend** this school or a feeder school in your district last semester? If the answer is *“no”* to Question 4, please answer:

**a.** Do you reside with your parents? Yes \_\_\_\_\_ No \_\_\_\_\_

**b.** If you reside with your parents, have they made a permanent and bona fide move into your school’s attendance center?

Yes \_\_\_\_\_ No \_\_\_\_\_

**NOTE: If a negative response is given to any of these questions, the counselor should have this enrollee contact his/her administrator in charge of evaluating eligibility. This should be done before the student is allowed to attend his/her first class and prior to thefirst activity practice. If questions still exist, the school administrator should telephone the KSHSAA for a final determination of eligibility.** *(Schools shall process a Certificate of Transfer Form T-E on* **ALL** *transfer students.)*

**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.

**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:
   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 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 (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 any future dances, for the remainder of the current school year.

**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.**

**Criteria for nomination: Any 506 certified or classified employee can nominate a student. This is done by filling out a Google form or by filling out the single page form (forms found in each 506 attendance center office) and returning the form to the high school office. The staff member simply selects a “primary” reason for nomination and then they can submit any written anecdote or description that supports their reason. There is no time restriction for the criteria involving the “reason” for the nomination. Example: Maybe the student is nominated in April for a series of things demonstrated in September or October.**

**“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**

**Outstanding academic achievement**

**How it Works:**

**1. An email will be sent out around the 20th of each month with a link to the Google Form. This will request that students be nominated for the award.**

**2. The LCHS building leadership team will meet sometime during the first week of the month to select the five students for that particular month.**

**3. The students will be recognized in the following ways;**

**a. picture and article will be sent to the Labette Avenue**

**b. picture and article posted on the 506 FaceBook Page**

**c. students will be recognized over the PA system during morning announcements on the day following committee’s selection**

**d. The student’s name will run on the electronic marquee in the LCHS cafeteria**

**e. students will receive a certificate and recognition from the USD Board of Education at the June Board Meeting.**

**f. students will receive a yard sign that they can display at home or can choose to have it displayed in front of the USD 506 Curran Administration Building.**

**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,

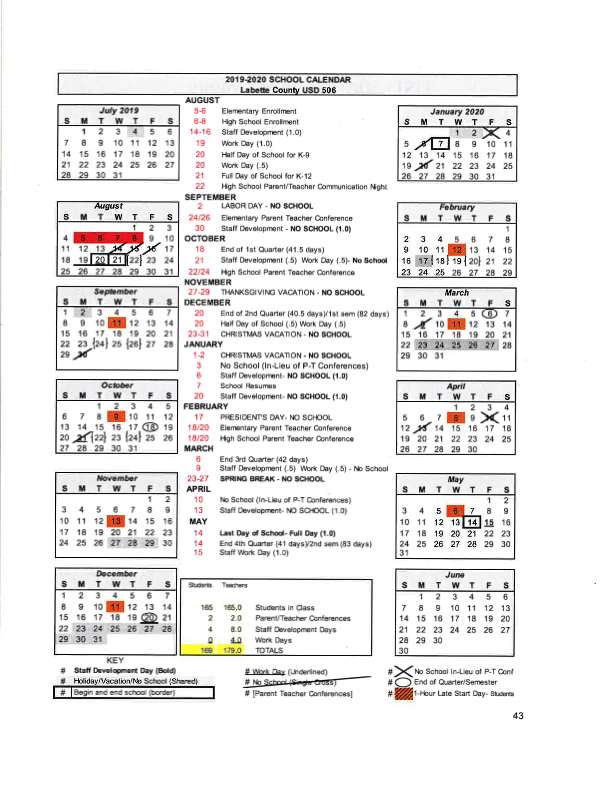
Altamont, Kansas 67330.

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.

**2019-2020 School Calendar**

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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!

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