

# Washington County High School

**STUDENT AND PARENT HANDBOOK  
GRADES 7-12**



Washington County High School  
115 North D Street  
Washington, KS 66968  
785-325-2261 ext. 1

## **INTRODUCTION**

The purpose of Washington County Schools (USD 108) is to prepare each student for the role in life they will assume after finishing school. This purpose is impossible to achieve unless the school, the students, and the students' parents work together. In the end, however, it is the student who must accept the majority of the responsibility for his/her education.

In order to produce responsible adults, the school must expect students to continually handle responsibility. Each student has three primary areas of responsibility: to be at school, on time, each day; to have the materials necessary for each class each day; and to do the work assigned to the best of his/her ability. If these three areas of responsibility are met, there will be few if any problems.

Following are some of the general rules and regulations for Washington County High School. It is your responsibility as a student to be familiar with, and obey these rules.

## **MISSION STATEMENT FOR WASHINGTON COUNTY HIGH SCHOOL USD 108**

The mission of Washington County High School is to educate all students to their highest level of academic performance, while fostering positive development of their health, their attitudes, and their behaviors, so that each individual student may make a positive contribution to our democratic society.

## **SCHOOL CLOSINGS**

During inclement weather, the following radio and TV stations will be notified if school is delayed or cancelled:

KNDY (Marysville 1570 AM, 95.5 FM)	KCLY (Clay Center 100.9 FM)	KOLN (Lincoln Channel 10)
KGMT (Fairbury 1310 AM, 99.5 FM)	KREP (Belleville 92.1 FM)	KSNT (Topeka Channel 9)
KSAL (Salina 1150 AM, 93.7 FM)	WIBW (Topeka 580 AM, 94.5 FM)	WIBW (Topeka Channel 13)
Local Cable Channel 12	SchoolReach will be used to contact parents	

## **GENERAL INFORMATION**

1. Students are encouraged not to bring money or valuable items to school unless it is absolutely necessary. Students are cautioned against leaving money or valuables in unlocked areas.
2. Students will not be called from class to answer the telephone except in emergencies. Students wishing to make outgoing calls are to use the telephone located in the office. Students should not leave class to make calls. Students must go to class first to receive permission to come to the office to use the phone, unless they are called to the office first. The office phone is only to be used for school related business. It is not for "social" use. If the school phone privileges are abused, the use of the phone will be denied.
3. Cleanliness of the building and grounds is the responsibility of all who are associated with the school. Carelessness and indifference result in a poor appearance and cause extra work for the custodian.
4. Students are responsible for all school equipment that has been checked out to them, such as band instruments, uniforms, etc. If repairs are needed because of student misuse of equipment, the student will be charged for the repair or replacement of the equipment.
5. Gum chewing is not prohibited by the school, but it may be if the disposal of gum becomes a problem. Individual teachers may prohibit gum chewing in the classes under their control. Students will comply with all such requests. Gum chewing in carpeted classrooms is not allowed.
6. No student may use the building at any time unless a faculty sponsor is present.
7. Fire and tornado drills are required at various intervals throughout the year. Plans are arranged and practices held so that students have a definite procedure for leaving each room. During the drills, an orderly manner is more important than speed.
8. Deliberate defacing or damaging of school property will not be tolerated. Students guilty of violating this regulation will be held responsible for reimbursing the school for such damage. Accidental damaging should be reported to the office promptly. Writing or carving on walls and/or desks will be considered a malicious act and will call for disciplinary action.
9. Students may be assigned to 9th hour for academic or disciplinary reasons. Students riding buses must be given one day's notice. Ninth hour is a period to be used solely for the purpose of studying.
10. Membership in any organization cannot be a requirement for passing, taking, or in any way affecting the grade in any course.
11. No posting of signs, notices, organizational meetings, etc. without prior approval from the principal.

## **DIRECTORY INFORMATION**

Washington County High School is authorized under Section 43 (Buckley Amendment) to publish such Directory Information as listed below, unless the parent or student notifies the office in writing that any or all of the categories should not be released without prior written consent.

Directory information will include the student's: Name; Address; Telephone number; Participation in officially recognized activities; Sports - weight and height of team members; Membership on honor rolls; Any other items listed as public information under Section 43.

## **RULES AND REGULATIONS**

### **ATTENDANCE**

In order to obtain a quality education a student must be in attendance every day possible. Any day you miss results in a missed opportunity to learn. As a student, it is your responsibility to be in class. Research shows that attendance is directly related to good grades.

When a student is absent from school he/she will need to go to the office and obtain a make-up slip to be admitted to class. The student must have a note signed by his/her parents/guardians, or the parents/guardians must have phoned the school, indicating the reason for the absence. The student will take the make-up slip to each of their teachers to enter the make-up work required to complete the work missed because of this absence. If there is not a note or phone call to the school by 9:30 a.m., the secretary will call the parents of the student.

If a student leaves school during the lunch period, and does not return to school, he/she is to let the office know. If student attends any part of the school day, he/she is to let the office know before leaving. Students cannot take part in after school activities unless they have attended the last half-day of school prior to the activity. The principal must approve exceptions.

### **ACADEMIC DISHONESTY**

Students at Washington County High School are expected to conduct themselves with honesty and integrity in their school work. All forms of cheating and plagiarism are prohibited. Behavior that is unacceptable includes, but is not limited to:

- Copying another students homework
- Working with others on projects that are meant to be done individually
- Looking at or copying another student's test or quiz answers
- Allowing another student to look at or copy answers from your test or quiz
- Using any other method to get/give test or quiz answers
- Taking a test or quiz in part or in whole to use or to give others
- Copying information from a source without proper attribution
- Taking papers from other students, publications, or the internet
- Violators of this policy will be disciplined on a case-by-case basis depending on the seriousness of the violation, prior violations, and other factors. Disciplinary measures include, but are not limited to redoing assignment, retaking test, receiving a failing grade on the project test, receiving a lower overall grade in the class, detention, suspension, or expulsion.
- Each teacher will give copies of their class rules concerning academic dishonesty to the students in their classes. They will go over these rules at the beginning of the school year.

### **TRACK USAGE RULES**

Rules to be followed to keep the track in good condition:

1. There will be no bicycles, roller blades, skateboards, tricycles, wheelchairs, or any other vehicle on the track.
2. Do not drop gum or spill pop on the track.
3. No pets on the track.
4. Joggers and walkers please use outside three lanes

### **STUDENT HALL LOCKERS**

No students are to place any stickers or decals on student hallway lockers. Magnetic signs can only be used. There will be no decorating of the inside of the locker with wrapping paper or any other items that stick to the locker. Students may build shelves in the lockers where it is appropriate. Students are not to jam the locks that are a part of the locker.

## INSTRUCTIONS TO PUPILS WHO RIDE THE BUS

1. The driver is in charge of the pupils and the bus. Pupils must obey the driver promptly and respectfully.
2. The driver may assign a seat to each student, and each student must be provided a seat. Students in less desirable seats may move to a second assigned seat for added comfort after the passenger load is lightened and when the bus is not in motion.
3. Pupils must be on time. The bus cannot wait for those who are tardy. Pupils must walk on the far left side of the road facing traffic when going to the bus stop.
4. Pupils must never stand in the roadway while waiting for the bus. All pupils must wait for the bus off the traveled portion of the road. Students should wait in an orderly manner and never push a fellow student.
5. Unnecessary conversation with the driver is prohibited. Do not talk loudly or distract the driver's attention. Remember, your safety is in his hands. No singing or cheering will be permitted on the buses.
6. Outside of ordinary conversation, classroom conduct is to be observed.
7. Pupils 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. Pupils must not at any time extend arms or head out of bus windows.
9. Pupils 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, pupils 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 bus is to be reported to the driver at once.
12. Students are not allowed to take pets on the bus.
13. Students are not allowed to carry glass containers on the bus.
14. All students shall notify the driver if they are not riding the bus by informing the driver at the preceding stop.
15. The transportation provided is for your convenience. However, we realize that not all get on and off at convenient times. Your cooperation and understanding is greatly appreciated.
16. Students are not to eat food or drink liquids on the school bus unless the sponsor and bus driver give permission. Permission will be given on long trips.
17. Students who do not comply with the bus rules may be denied the right to ride the school bus to and from school. This is in compliance with HB 2059.

## STUDENT PARKING

**Students may park:** Along the south curb of the south parking lot. Seniors and juniors may park in the front parking lot on "D" Street. They may park on the east side of "D" Street except on track meet days.

**Students are not to park:** In the front parking lot (including along the sidewalk in front of the building); in the entrance to the football field; in the area between the high school and west elementary; along the side walk on the south side of the high school building. **Students may not park in any cross walk area.**

Students are not to drive their vehicle to the Ag shop or the wood shop areas during school hours. Students may park in front of the new industrial arts building, in the appropriate parking stalls, before school and at lunch. Students must have permission from the principal to drive to these areas during the school day. All students are to cross "D" street at the designated crosswalk.

## PERSONAL APPEARANCE

Regulations shall be established concerning grooming of students for those classes where safety or sanitary conditions are a concern.

Student dress and grooming should not be suggestive or indecent. There should not be any undergarments showing. Shirts should not be short enough to show the stomach. Shirts should not be so low as to be inappropriate. Pants should not be so low as to show underwear. There should not be any shirts that are tied around the neck or shoulders that could become untied. Muscle shirts that are not sewn or that show too much of the body will not be allowed. T-shirts that are torn down the side are not allowed in school. Shorts worn in school, including PE, will be appropriate. Extremely short shorts will not be allowed to be worn to school. All clothing worn in PE and Weights classes will be school appropriate.

Indecent/inappropriate/suggestive patches, writings, or drawing on clothing will not be permitted. Included in the list of inappropriate items would be references to drugs, alcohol, tobacco, or profanity.

Shoes must be worn at school. Headwear will not be worn in the building. This includes male and female students. Hats are to be taken off at the door and may be put back on at the door. **Final determination of acceptable dress and grooming rests with the principal or his designee.**

## TARDIES

The schedule allows 3 minutes for passing between classes. This is ample time in most cases to get to class. If a teacher detains a student then there should be a pass signed by the teacher. Students are expected to be in their seats in all classrooms and study halls when the tardy bell rings. The teacher will decide when a student may leave a classroom regardless of the reason given by the student.

<b>Unexcused tardies (per 9 weeks):</b>	<b>1<sup>st</sup> offense</b>	<b>Warning</b>
	<b>2<sup>nd</sup> offense</b>	<b>9<sup>th</sup> hour</b>
	<b>3<sup>rd</sup> offense</b>	<b>Office Referral ISS</b>
	<b>4<sup>th</sup> offense</b>	<b>ISS and possible loss of other privileges</b>

## CELL PHONES

Cell phones are not allowed in the hallways or classrooms at Washington County High School, during class time or passing periods. Cell phones may be left at the desk in the high school office, where they will be stored safely until the end of the day. Cell phones may be kept in the students vehicle in the parking lot. Students may use their cell phones before or after school, and during the lunch period.

The first violation of the policy will be in-school suspension. A second violation could lead to out-of-school suspension or an extended in-school suspension. Cell phones collected by staff will be brought to the principal's office where they will be kept until the end of the school day on the first offense, and until a parent picks the phone up on the second offense. Further violations of the cell phone policy could lead to more severe punishments.

## INAPPROPRIATE STUDENT PHYSICAL CONTACT

Students are not allowed to have inappropriate physical contact at school. This is a learning environment, with many young students around and such behavior will not be allowed. No close personal contact will be allowed. Holding hands, hugging, kissing, etc. are not allowed.

## WELLNESS POLICY

There will not be any pop or candy in any regular classroom or study hall during the school day due to our wellness policy. Our policy states: "The following items may not be served, sold or given out as free promotion anywhere on school property at anytime before the end of the school day:

Students will not be allowed to go to the vending machines during school hours, except during lunch.

- Foods of minimal nutritional value (FMNV) as defined by the U.S. Department of Agriculture regulations;
- All food and beverage items listing sugar, in any form, as the first ingredient;
- All forms of candy.
- School shall reduce the purchase of any products containing trans fats. Federal labeling of trans fats on all food products is required by January 1.

All snack and beverage items sold or served anywhere on school property during the school day, including items sold in a la carte lines, PTA Activities, field days and fair, vending machines, snack bars, school stores and fundraisers or served in the reimbursable After School Snack Program, shall meet the following standards:

1. Based on manufacturers nutritional data or nutrient facts labels:
  - No more than 8 grams of total fat per serving, with the exception of nuts and seeds.
  - No more than 2 grams of saturated fat per serving.
2. All beverages shall not exceed 12 ounces, with the following exceptions:
  - Water
  - Milk containing 2% or less fat.
3. Whole milk shall not exceed 8 ounces.

In Middle Schools:

- At least 60% of all beverages offered, other than milk and water, shall be 100% fruit or vegetable juices.
- No more than 40% of all ice cream/frozen desserts shall be allowed to exceed the above standards for sugar, fat and saturated fat.

Food and beverages served during special school celebrations or during curriculum related activities shall be exempt from this policy, with the exception of foods of minimal nutritional value as defined by USDA regulations. This policy does not apply to medically authorized special needs diets pursuant to 7 CFR Part 210, school nurses using FMNVs during the course of providing health care to individual students or special needs students whose Individualized Education Plan (IEP) indicates their use for behavior modification.”

Pop and candy on special occasions only. Teachers and staff should try to limit the amount of food and drinks in carpeted classrooms since cleanup can be difficult and expensive.

Access to all vending machines will be limited to before school, during lunch, and after school.

### **SCHOOL-SPONSORED ACTIVITIES**

The following regulations shall apply to all Washington County High School students on all school-sponsored activities:

1. All trips and student conduct shall be under the direct supervision of faculty sponsors. Students are expected to carry out any request of the sponsor or sponsors.
2. All students shall conduct themselves at all times in a manner becoming to ladies and gentlemen.
3. Proper dress and grooming, determined by the sponsor for the trip or occasion, will be worn by students.
4. Loud, abusive or profane language will not be tolerated and shall call for discipline as directed by the sponsor.
5. The use or possession of intoxicating beverages will not be tolerated. This includes the drinking, buying or carrying of such intoxicating beverages.
6. When trips necessitate a group staying overnight in a hotel, motel, or any other lodging, each student is responsible for taking care of the furnishings and fixtures. Any accidental damage or breakage should be reported to the sponsor immediately. The individuals or individual doing the damage shall pay for damage.
7. Students must be in attendance at school for the last half-day prior to attending an activity. One half-day would be three consecutive class periods. The principal must approve exceptions.
8. Participants in activities governed by the KSHSAA (Kansas State High School Activity Association) must meet all KSHSAA regulations. The student must be passing in five subjects of unit weight to participate in KSHSAA activities. Students must be present for the regular school day to participate in any KSHSAA activity or represent the school in any school-related activity unless they have made arrangements in advance to be absent and the absence has been cleared through the principal or superintendent.

### **SCHOOL DANCES**

The following rules will be used for all dances sponsored by the Washington County Student Council. The dance sponsors, school administrators, and law enforcement officers have the right and responsibility to make changes and/or additions that are believed necessary.

- Rule 1: School dances are open ONLY to Washington County students and their dates. Out-of-town or out-of-school dates need prior approval.
- Rule 2: School dances are closed attendance. Once a student is admitted to a dance he or she may not leave the building and return. In the case of an emergency, the student must receive permission from a dance sponsor prior to leaving the dance.
- Rule 3: The dance sponsors or any school administrator will have the right to refuse admission to any student or date. They also retain the right to ask any student or date to leave a dance. Refunding of admission cost will be at the discretion of the sponsor or administrator. It is the responsibility of the sponsors or school administrators to decide what clothing is appropriate.
- Rule 4: Dances that are scheduled on nights following games may last until 12:30 A.M. All other dances must end on or before 12:00 midnight. In the case of an emergency a dance may terminate earlier than scheduled. All students must be off school property within 15 minutes of the completion of the dance or the completion of the cleanup.
- Rule 5: Any drugs (including alcohol and tobacco) are strictly prohibited from any dance. Any student suspected of violating this restriction will be forced to leave the dance. It will be the duty of the sponsor or an administrator to make a written record of any such incident.

- Rule 6: All school-sponsored dances must be scheduled with a school administrator at least 7 days prior to the dance. The following information must be submitted and approved at the time the dance is scheduled:
- \* The name of the organization sponsoring the dance.
  - \* The time that the dance starts and the finish time.
  - \* The name of the person(s) or organization that will provide the music.
  - \* The location of the dance.

An administrator must approve, 3 days before the dance, a list of sponsors. If the dance is on school property the organizational sponsor should meet with the custodian of the building to review decoration ideas, discuss maintenance and schedule a time for cleanup at least 3 day before the dance. This will be enforced.

It is strongly recommended that posters be displayed at least 5 days prior to a dance. The posters should contain, but are not limited to the following information:

- \* Time and place of dance - including the time the doors will be closed to admissions.
- \* Name of the organization sponsoring the dance.
- \* Recommendations concerning dress.
- \* Cost of the dance.
- \* The person(s) or organization providing the music.

Rule 7: Although students are encouraged to enjoy the dance and to participate, it is most important that all students treat sponsors, school administrators, dance personnel, and other students with respect and consideration.

Rule 8: Washington County Student Council will be responsible for the Fall and Winter Homecoming dances and the Christmas Prom. These dances are limited to students in grades 9 through 12 and their dates. The Junior Class is responsible for the Junior-Senior Prom.

These rules will be enforced.

## **ORGANIZATIONS**

In the high school there are numerous organizations and clubs that contribute to the social and educational program of the school. Students are strongly encouraged to participate in these extra-curricular activities as interests dictate.

Each organization may set its own dues for the year. Fees for individual activities may be collected in addition to the dues. The organizational treasurer should not keep money turned in to him/her any longer than necessary. The treasurer will be given a receipt from the office at the time the money is given to the office. The treasurer should keep this receipt until the books are balanced at the end of the year. The finances of all activities will be handled directly through the sponsor and the office. Bills are to be turned in to the office. Students are not to purchase supplies for any organization unless they have permission of the sponsor of the organization.

All plans, meetings, and activities of any organization must be approved by the sponsor and by the principal. Arrangements, such as dates and places, should be approved at least one week in advance. Social functions should be held on weekends whenever possible. Guests to school activities are expected to observe the same regulations that apply to WCHS students. School activities will not be held unless teachers and/or sponsors approved by the office are present. Sponsors at all school parties will strictly enforce the policy of students not returning after they have left. The closing time for social functions will not be later than midnight unless special permission is obtained from the principal. The organization that sponsors an activity is responsible to restore the original physical order of the room. Organizational activities are not to be scheduled on Sundays or Wednesday evenings if at all possible.

In order to actively involve as many students as possible in school organizations, the following guidelines will be used in the election of officers: no student shall be the President of more than one organization; and no student shall hold more than two offices in any school year.

## **ACTIVITY BUSES**

Transportation by school vehicles will be provided for most activity trips, athletic events, and music trips. Students riding to an activity on a school vehicle must return on the same vehicle unless other arrangements have been made with the principal or sponsor. In order for the administrator or sponsor to give permission not to return on the vehicle, a parent/guardian must be at the activity to take responsibility for the student.

For pep buses, a list will be placed on the counter in the office. The heading on the list will have the time of departure, the destination, and the sponsor's name. If due to some uncontrollable circumstance the student cannot go even though he/she has signed the list, the student should contact the sponsor of the vehicle prior to the departure time.

Students who misuse cell phones or cameras on the activity bus could lose the privilege of riding the activity bus.

## PHYSICALS AND IMMUNIZATIONS

All students who participate in activities sponsored by the K.S.H.S.A.A. and/or a physical education class in grades 7-12 will need physical examinations. The physician of your choice will give these individually. Physical forms must be turned into the principal's office. The cost of the examination is not the obligation of the school. All students who participate in athletics must have a form on file in the office to release the school from responsibility for medical expenses incurred while participating in or attending school-sponsored activities.

USD 108 students will be given hearing, vision, and scoliosis screening tests at various grade levels. If the school nurse believes further testing is needed, parents/guardians will be notified.

All USD 108 students shall be required immunization against measles, rubella, poliomyelitis, diphtheria, tetanus, pertussis and mumps. This requirement shall be met within 90 days of enrollment. The only exceptions to immunization shall consist of religious and health exemptions.

It shall be the duty of the school to notify parents at the time of school entrance, six weeks after school entrance, and again at twelve weeks if their children need additional immunizations, according to school records. It is the policy of this school that the 90th school day is the last day students may attend USD 108 if students have not met the minimum immunizations set forth by Kansas School Immunization law (72-5209) and K.S.A. 72-5211 amended by H.B. 2352. The principal will notify the parents of the reasons for excluding children from school, the conditions under which the children may return to school, and give the parent or guardian a hearing over the matter upon request by the parent or guardian.

If a doctor signs to exclude any of these immunizations, the school will accept the same with no hesitation.

### Immunization Requirements for the 2011-2012 School Year

K.A.R. 28-1-20 defines immunizations required for any individual who attends school or a childcare program operated by a school. There are changes in requirements for immunizations for the upcoming school year. Please carefully review the requirements below. The usual number of doses required are listed; however there are exceptional circumstances that could alter the number of doses a child needs. If you have questions about your child's immunization status, contact your child's primary care provider or local health department.

***Proof of receiving the immunizations must be provided to the school prior to attending the first day of school.***

Grade 7	
Vaccine	Requirement
Tdap	1 dose***
IPV (polio)	4 doses
MMR (measles, mumps, rubella)	2 doses
Varicella (chickenpox)	1 dose**
Hepatitis B	3 doses

Grades 8 -10	
Vaccine	Requirement
Tdap	1 dose****
IPV (polio)	4 doses
MMR (measles, mumps, rubella)	2 doses
Varicella (chickenpox)	1 dose**
Hepatitis B	3 doses

Grades 11 -12	
Vaccine	Requirement
Tdap	1 dose****
IPV (polio)	4 doses
MMR (measles, mumps, rubella)	2 doses

**Recommended Immunization**

Meningococcal vaccine: One dose of vaccine is recommended at 11 years of age. Older adolescents who have not been vaccinated are encouraged to receive this vaccine. This is not a school requirement.

Varicella (chickenpox) vaccine is not required if child has had chickenpox disease ***and*** disease is documented by a physician signature. Without physician signature, vaccine is required even if you believe your child has had chickenpox disease.

- \*\* Although 1 dose of varicella is required for school attendance, 2 doses are recommended by the ACIP (Advisory Committee on Immunization Practices).
- \*\*\* All 7th graders are required to have one dose of Tdap if it has been more than 2 years since their previous dose of Td (tetanus/diphtheria). This change is to improve pertussis (whooping cough) immunity, due to pertussis outbreaks.
- \*\*\*\* All 8th -12th graders are required to have one dose of Tdap when it is time for a Td booster, usually at 12-15 years of age or 10 years after the previous dose of Td (tetanus/diphtheria). This change is to improve pertussis (whooping cough) immunity, due to increasing outbreaks.

## CRITERIA FOR LETTERING

### Football, Girls' Basketball, Boys' Basketball

The athlete must participate in at least half of the quarters during varsity season. The athlete must remain in good standing throughout the season.

**Volleyball:** The athlete must compete in one half of the varsity games during the season.

### Girls' Track:

Any individual placing third or above at the league or regional meet, or any other major meet in which seven (7) or more teams participate will letter.

### Boys' Track:

The individual must compete the entire track season, and meet at least one of the following conditions:

1. Place in the top five in the league track meet.
2. Score a total of at least 10 points in meets having 8 teams or more.

### Cross Country:

Each runner will be considered for a letter if he/she competes in half of the varsity races the team attends during the season. To earn a letter, the runner must average placing in top 50 percent of the total runners. The runner need not place in the top 50 percent in each race, but must average being in the top 50 percent.

### Golf:

The athlete must appear in at least half of the varsity events.

*\*It is recognized that the amount of work put forth by an individual, and his/her contribution to a team cannot always be measured by the performance in competition. Therefore, the coach of each sport reserves the right to award a letter to those deserving such recognition but not meeting the above requirements.*

### Junior High Athletic Awards:

The Washington County Junior High will present athletic awards based on the following criteria:

1. Athletic awards are available for students to receive in basketball, football, track and volleyball.
2. The first time an athlete is eligible for an athletic award, the athlete shall receive a school letter and a metal emblem. These will be awarded soon after the end of the season in each sport.
3. As the athlete becomes eligible for other athletic awards, the athlete shall receive the appropriate metal emblem and bar.
4. To receive an athletic award in track, the athlete must receive a 1-2-3-4-5 placing in an event of a track meet with eight or more schools participating or place 1-2-3-4-5 in the league track meet in open events or place 1-2-3 in a relay team.
5. To receive an athletic award in basketball, football, and volleyball, the athlete must have participated in 50% of the quarters and or matches of the A-team games.
6. The coaches realize that the amount of work put in by an individual and his contribution to a team cannot always be measured by his performance in competition. Therefore, the coach reserves the right to award

## GRADUATION REQUIREMENTS

2011 – 2012

A minimum of twenty-one units are required for graduation from Washington County High School. Of these required units, seventeen are specified by the Board of Education with the remainder selected from elective subjects by the students.

### LANGUAGE ARTS.....FOUR UNITS

Grade 9      English 9  
Grade 10     English 10  
Grade 11     English 11  
Grade 12     English 12

### MATHEMATICS .....THREE UNITS

Grade 9      Algebra I  
Grade 10     Geometry  
Grade 11     Mathematic Elective

### SCIENCE .....THREE UNITS

Grade 9      Science Elective  
Grade 10     Biology  
Grade 11     Science Elective

### PHYSICAL EDUCATION.....TWO UNITS

Grade 9      PE 9  
Grade 10     PE 10 or Weight Lifting

### SOCIAL SCIENCE .....THREE UNITS

Grade 9 or 10    World History,  
Grade 11        American History  
Grade 12        American Government/Economics

### FINE ARTS.....ONE UNIT

Grade 9, 10, 11, or 12    Art, Band, Chorus, Guitar,  
Spanish

## SCHOLARSHIP

The most important record a student leaves in a high school is his/her scholastic record. This record is permanent and will be the basis for college, work, and/or business positions.

College and personnel managers of business often check with references from the student's high school and they are concerned with the student's scholarship, attendance, and participation in school activities.

Every student should strive to attain a record, which will be an asset in future years. Students who excel in academics are given special scholastic recognition through honor rolls. The following point system for determining honor students will be used:

- A or A- is 4 points
- B+, B, or B- is 3 points
- C+, C, or C- is 2 points
- D+, D, or D- is 1 point
- F is 0 points

To find one's grade point average, divide the total number of points by the number of courses in which one is enrolled. Drivers' education will not be counted for determination of grade point averages. In order to make the high honor roll, the student must have an average of 3.67. In order to make the honor roll, the student must have an average of 3.20.

High standards of academic achievement should be the goal of each student. A reasonable amount of time should be spent each day in preparation of class assignments. Completing daily homework should become a routine practice. No student will be excused from make-up work for an absence. This policy includes absences for participation in school activities. All assigned work must be completed to the satisfaction of the teacher and in accordance to his/her instruction before credit can be given. An absence for any reason, excused or unexcused, shall require make-up work as directed by the teacher.

## SENIOR GRADUATION HONORS

WCHS will recognize and honor the top ten percent of each graduating class at graduation. This will be based on a 4.0 grade point average and will include ties. (Example: if there are 30 students in the class and four students have a 4.0 GPA, four students rather than three will be recognized.) To be in the top 10 percent a student must complete the Kansas Scholar Program beginning with the graduating class of 2015.

## STUDENTS ON THE DOWN LIST

A list will be provided to the teachers at the beginning of each week naming the students whose average grade in a class is below 70%.

1. Each study hall teacher should be sure that students in their study hall know if they are on the down list. This should be handled in a professional manner.
2. Teachers should let the students in their class know if they are on the down list for that teacher's class.
3. Students on the down list must be doing schoolwork during their study hall time. These students will not be allowed to leave study hall except to get assistance from one of their teachers.
4. **Students on the down list in four or more classes may be kept from leaving for school activities, while school is in session.**

## STUDY HALL

1. Study halls are for doing homework. There will not be any excess talking during study hall. Students will be on task, doing their homework. Study halls are a privilege to allow the students to complete their schoolwork. Misuse of the study hall could lead to them being removed from the school.
2. No student shall leave study hall except to get help from a teacher with which they have a class. Students may also be allowed to go to the counselor's office or the principal's office. Students may go to the computer labs with permission of the teacher in charge of the computer lab.
3. Students on the down list are not to leave study hall except to get help from a teacher. They should have a pass from the teacher that they need to see. Students should not be out of study hall without a pass.

## LIBRARY

Our library is cataloged and arranged according to the Dewey Decimal System. Materials may be checked out at the circulation desk. Students are free to browse on their own and choose books from the shelves to check out or use during any time they are in the library. The library staff will put books back on the shelves, so please leave any materials you use or check out at the circulation desk.

Most materials are checked out for two-week periods. A teacher may request certain materials be placed on reserve for special projects. Encyclopedias may be checked out for one period during the school day and overnight if necessary. Since materials are limited, please return them as soon as you are finished with them. Be sure to check out anything you take from the library so it can be located if someone else needs it.

Several current magazines and newspapers are kept in the library. You may check these out during the day to read at your leisure. Please respect the fact that these magazines and newspapers are school property and should be returned to the library each hour.

The magazine room holds files of magazines filed alphabetically and kept for five years in order to help with research. Vertical files are also stored in the library for student use. Please ask for assistance when you need either the magazines or vertical files.

It is the student's responsibility to get all materials checked out and returned on schedule. Please make good use of your library and use it as much as possible. Be sure to ask for help any time you need assistance.

## SCHOOL LUNCH PROGRAM

The school lunch program is operated to provide nourishing meals for students at a cost considerably below restaurant prices. To a great extent, the program is under state control and students are asked to be considerate of the fact that cooks are not always able to plan menus to the satisfaction of everyone. Meal cards are to be purchased in the office. Students will not be given money in exchange for taking a meal off their card. If a student loses their meal card, the office will replace it two weeks after the loss is reported with a replacement charge. This delay is to provide time to look for the lost card.

## OPEN LUNCH

Students in grades 9-12 will be eligible to have an open lunch period. This is for grades 9-12 only. Students who abuse the privilege of having an open period can lose that privilege. If the privilege is abused it can be removed and the lunch period will be closed. **Excessive trash left in the parking lot will lead to the loss of open lunch privileges.**

## LCNCK POLICIES

Sponsoring District USD #333 Concordia and Cooperating Districts USD #108 Washington County, USD #109 Republic County, USD #224 Clifton/Clyde and USD #426 Pike Valley have adopted and implemented policies, practices and procedures for Child Find, General Education Intervention, Evaluation and Eligibility. Policies conform to state and federal statutes and regulations regarding special education. Procedures conform to KSDE Special Education Process Handbook requirements. Practices describe how policies and procedures are actually applied. This information can be found at [www.usd333.com](http://www.usd333.com) under the Special Education/LCNCK button at the top of the screen.

## **BOARD POLICY**

### **Student Conduct:**

It is the intention of the USD 108 Board of Education that the public schools of Washington County, Kansas help students achieve maximum development of individual knowledge, skills and competence, and to learn behavior patterns which will enable them to be responsible, contributing members of society.

The USD 108 Board of Education shall, at various times, approve rules of conduct for students clearly stating the forms of behavior which shall be unacceptable on school property or at school functions.

It shall be the responsibility of each building principal, under the guidance and direction of the superintendent of schools, to see that copies of the rules of conduct approved by the Board of Education are prominently displayed within each school building and that copies are made available, free of charge, to interested residents of USD 108.

### **Students-Drug Use:**

USD 108 schools are responsible for maintaining an environment in which students are protected from drugs and drug-related activities. The laws of the State of Kansas (and of the Federal governments) are clear. All members of the school community are subject to these laws on the school grounds as well as elsewhere and have responsibility as citizens to uphold these laws. Specifically, the USD 108 handbook speaks to the use of alcohol and tobacco: "Tobacco or alcoholic beverages in any form will not be used, purchased or carried in or on school property or school sponsored trips." School-sponsored activities are spoken to in the handbook as follows: "The use or possession of intoxicating beverages will not be tolerated. This includes the drinking, buying or carrying of such intoxicating beverages. Smoking by students will not be tolerated on school trips. Students who do not abide by these regulations will be subject to dismissal from school, and the trip may be canceled at the direction of the sponsor."

### **Students-Alcohol Use:**

A student is forbidden to possess, consume or be under the influence of alcohol on the school grounds or buses, or at any school function. This policy will be in force even at those school functions not held on the school grounds.

### **Students-Due Process:**

Three requirements shall govern the question of whether or not a student is afforded due process. First, there must be a fair or reasonable rule, which is broken or disobeyed. Second, the rule must apply equally to all students in the school. Third, if punishment is given for violation of a reasonable and fair rule, the procedure by which the punishment is assessed must be fair, reasonable and impartial.

### **Students-Due Process-Discipline**

The USD 108 Board of Education hereby establishes the viewpoint that students must be organized into some kind of order and a system of operational procedures established before effective teaching and learning can take place. At the same time, discipline is not to be made an issue of, per se, nor is the maintenance of discipline to be a camouflage for lack of instructional effectiveness. The maintenance of discipline is an adjunct to learning and not an objective within itself.

Each teacher in the Washington County School System should strive to maintain a classroom in which pupils are comfortable and in which each one is learning. Causes of infraction of rules and departures from good behavior should be studied, and correction should be sought through improvement of casual factors before punishments are invoked. The teacher should study individual differences, conduct conferences with the pupil and parents, and seek assistance from the building principal and specialists within the school system. Finding the cause of misbehavior should be the teacher's first thought in attempting to help a pupil correct patterns which are retarding his or her own development or interfering with the rights of others. Corporal punishment must be regarded as last resort. "Self-defense in emergency situations" whereby teachers could possibly resort to corporal and/or punitive measures dictated by the individual case and/or situation have been set forth in policy GAO.

Each USD 108 student is under the control and direction of the building principal or teacher in charge of the school in accordance with the following:

1. During the time he or she is otherwise enroute to or from school or is presumed by law to be attending school;
2. During the time he or she is being transported to or from school at public expense;

3. During the time he or she is attending school; and
4. During the time he or she is on the school premises.

### **Students-Due Process-Suspension and Expulsion**

The board extends its authority to suspend and expel any student as authorized by law to the following certified personnel or committee thereof: Superintendent and/or a principal of an attendance center. The board includes as policy the student handbooks of the various schools, and such published handbooks are a part of this policy by reference.

#### **Students-Suspension and Expulsion; Procedures to be followed with students who have behavior problems that may lead to suspension or expulsion**

In cases involving school behavior problems, the procedures listed below are to be followed. These procedures are listed in sequence; however, occasionally the nature of the situation may be so disruptive that each successive step may not be appropriate or required. When such a situation occurs, the student is to be referred immediately to a school administrator or designated representative.

Written records of all conference and administrative actions shall be maintained.

At the first indication of a behavior problem the teacher must arrange for a **personal** and **private** conference with the individual student. In the event that the behavior problem persists, the case must be referred to the principal or counselor of the appropriate school.

The person to whom the student is referred shall schedule a conference with the student endeavoring to resolve the behavior problem.

When results are unsatisfactory, a conference with the parents of the student must be scheduled. Such a conference may include the student, his parents, teacher, counselor, a representative from special services and the principal or his representative. The number of participants in the conference may vary with each case and be dependent upon the combined judgment of the school personnel involved in the conference.

It may be deemed necessary to adjust a student's class schedule in order to secure more desirable behavior on the part of the student. Parents will be notified when such action is taken. When it is deemed appropriate by the principal or designated representative, he should notify the parents of the services available in the special services department, including the services of a psychiatric consultant.

Any certified personnel named in accordance with this rule of the board (See JDD Suspension and Expulsion) may suspend or expel students.

Each teacher is expected to handle ordinary problems of student conduct. Stubborn or difficult cases should be referred to the principal.

When short-term suspension is rendered during the school day, the school shall not remove the student from the school until his parents have been notified. In the event that the student's parents cannot be notified during regular school hours, the student shall remain under the jurisdiction of the school until the regular dismissal time.

In addition to timely written notice as required by law, the certified employee or committee authorized to suspend a student shall also be responsible for notifying the student and his parent or legal guardian either by telephone or personal conference for the purpose of informing the student as to the condition governing his re-admittance.

The principal of any school may establish appropriate requirements relating to parental or student contacts, the student's future behavior at school, opportunities for making up missed work because of suspension and/or placing the student on probation is conditions for re-admission to school. The primary responsibility for arrangements to make up work missed during the suspension period lies with the student, but the teacher shall determine what constitutes a reasonable time period for completing the work.

#### **Students-Due Process- Structure of the Administrative Hearing**

The hearing shall be conducted by the principal, designated representative or committee who has authority to suspend or expel, in such a way as to guarantee the fundamental concepts of fair play. The principal shall designate a hearing officer other than himself in any case in which he was directly or immediately involved in the initial suspension. The principal may designate other staff members to be present at the hearing or to serve in an advisory capacity to the person conducting the hearing.

In order to ensure that adequate facilities are provided for the hearing, school personnel may, prior to the hearing, request the students and his parents/guardian list the persons who will attend the hearing.

The person or committee conducting the hearing should explain that the purpose of the administrative hearing is to review the charges and incidents upon which the proposed suspension is based and to provide opportunity for the student, his parents or guardian counsel and witnesses to present other information that should be considered before a decision is made.

The principal, designated representative or committee shall inform the suspended or expelled student and his parents or guardian of the opportunities the student has for maintaining his school work during the period of suspension or expulsion.

Before the next school term or semester, the parents or guardians of a suspended or expelled student will be notified of the student's right to re-enter for the new term or semester.

The burden of proof in respect to the imposition of extended suspension or expulsion shall rest upon school personnel.

The board hearing officer or committee member may, upon request of a student, his parents/guardians or counsel, petition the administrative judge of the judicial district in which the school is located to issue a subpoena for the attendance and testimony of witnesses, books, records or other publications of reports relating to the suspension or expulsion.

In the event of suspension for an extended term or expulsion, the formal hearing shall afford the student with procedural due process including:

- (a) the right of a student or pupil to have counsel of his or her own choice present and to receive the advice of such counsel or other person whom he or she may select, and
- (b) the right of the parents or guardians of the student or pupil to be present at the hearing, and
- (c) the right of the student or pupil and his or her counsel or advisor to hear or read a full report of testimony of witnesses against him or her, and
- (d) the right of the student or pupil and his or her counsel to confront and cross-examine witnesses who appear in person at the hearing, either voluntarily or as a result of the issuance of a subpoena, and
- (e) the right of the student or pupil to present his or her own witnesses in person or their testimony by affidavit, and
- (f) the right of the student or pupil to testify in his or her own behalf and give reasons for his or her conduct, and
- (g) the right of the student or pupil to have an orderly hearing, and
- (h) the right of the student or pupil to a fair and impartial decision based on substantial evidence.

#### **Students-Due Process- Actions Leading To Suspension**

The following actions which occur within the normal classroom routine, educational programs and activities under the supervision of USD 108 administration, certified personnel and staff, shall be grounds for suspension from school:

- (1) Willfully striking or assaulting a student or any member of the school staff;
- (2) theft or knowingly possessing stolen goods;
- (3) the use of obscene gestures, racial slurs or abusive language directed at a member of the school staff or students;
- (4) deliberate refusal to obey the reasonable requests of a member of the school staff, which leads to a serious disruption of the educational process;
- (5) participating in violent, disruptive walkouts from or sit-ins within a classroom or school building;
- (6) attempts at extortion or intimidating school staff or other students;
- (7) knowingly possessing or transmitting any firearm, knife, explosive or other dangerous object of no reasonable use to the student at school;
- (8) unauthorized possession, selling or consuming in the school, on school grounds or on school buses/vehicles of dangerous drugs, narcotics or alcoholic beverages; and
- (9) the willful destruction of school property or personal property.

#### **Students-Due Process- Retention of 7-8 Students**

In order that 7th and/or 8th grade students enrolled in the Washington County, Kansas, School System (USD 108) be afforded an equal, orderly and uncomplicated entrance into the Washington County High School (Grades 9 through 12) all 7th and/or 8th grade students who receive an 'averaged' failing grade of 'F' in any 'academic' course in an academic year (i.e., two consecutive semesters of a school year) must retake those courses. For the purposes of this retention policy, " 'academic' courses shall be defined as *English, Mathematics, Science and Social Studies.*"

Additionally, in arriving at a decision for either promotion or retention of the student, the student's teachers and principal will consider the viewpoints of the parent(s)/legal guardians and any appropriate special services personnel. A series of conferences involving these school personnel shall be held before any retention decision is made.

It is recommended that the initial conference be held during the third academic quarter of the school year. Any conference shall be summarized in writing and placed in the student's cumulative folder.

Furthermore, the administration of USD 108 reserves the right to view and review each student on an individual basis, and the final decision for retention and/or promotion shall remain explicitly within the jurisdiction and administrative domain of USD 108's 'building principals.'

### **Students-Due Process- Self-Defense in Emergency Situations**

For the purpose of discipline and maintaining order in the class, USD 108 teachers are in *loco parentis*. However, a teacher shall not resort to force except:

- 1) to protect another person from personal attack or imminent threat thereof;
- 2) to protect himself or herself;
- 3) to remove a recalcitrant pupil from a class or from one part of the building to another;
- 4) to protect the child from doing harm to himself/herself or to others.

All cases involving a physical encounter must be reported to the USD 108 Board of Education via the building principal via the superintendent of schools.

### **Students-Due Process- Cooperation with Law Enforcement Officers/Officials**

USD 108 school officials will cooperate with law enforcement officers/officials who come to the school for purposes of questioning or taking into custody students who are enrolled in the Washington County, Kansas public schools. Interrogation of students or legal action taken against students shall be preceded (whenever possible) by the notification of parents and/or legal guardians in order that they will have knowledge of the pending action and therefore be afforded the opportunity to appear at the school during the time law enforcement action/activities take place. This cooperative relationship, therefore, will be governed by procedures designated to protect the legal rights of each individual pupil.

### **Students - Student Records**

A sizeable file or record is accumulated for each student during his school years. These records are maintained for the invaluable assistance they provide the professional staff in dealing with students as individuals. It is the policy of the board to assure that the welfare of each individual student is the only criterion used in releasing information from student personnel files.

All students' personnel records are to be treated as confidential and primarily for local school use or as otherwise stipulated. Where such records or data include information on more than one student, the parents of any student shall be entitled to receive, or to be informed of, that part of such records of data as pertains to their child. Each school shall establish appropriate procedures for the granting of a request by parents for access to their child's school records within a reasonable period of time, but in no case more than 45 days after the request has been made.

Parents shall have an opportunity for a hearing to challenge the content of their child's school records to ensure that the records are not inaccurate, misleading or otherwise in violation of the privacy or other rights of students; to provide an opportunity for the correction or deletion of any such inaccurate, misleading or otherwise inappropriate data contained therein; and to insert into such records the parent's written explanation of the content of such records.

Any eligible parent/guardian or student may inspect the personal records of the student during regular school office hours. The district reserves the right to interpret selected records to students and/or parents/guardians at the time of the inspection.

For the purpose of this policy, whenever a student attains 18 years of age, the permission or consent required of and the rights accorded to the parents of the student shall thereafter only be required of and accorded to the student.

The parents of students, or the students if they are 18 years of age or older must be informed annually by the superintendent or his designated representative of the rights accorded them by this section. In addition, the public must be informed annually by the superintendent or his designated representative of the categories of information the institution has determined to be directory information.

Student personnel record files shall include but shall not be limited to the following: administrative, supplemental and tentative record files.

Information about students that is collected and stored by any school personnel shall be separated into one of the following three classifications:

**ADMINISTRATIVE RECORDS:** This classification includes official administrative records that constitute the minimum personnel data necessary for operating the educational system. It includes birth date, sex, race, names, addresses and places of employment of parents, academic work completed, grades, attendance records, withdrawal and re-entry records, honors and activities, date of graduation and follow-up records.

**SUPPLEMENTARY RECORDS:** This classification includes verified information that is important in operating the educational system but is of a more sensitive nature and of less historical importance. It includes: test data, such as scores on standardized achievement, aptitude and intelligence tests; observational data such as systematically gathered teacher or counselor evaluations and observations of social and personal assets; clinical findings and verified reports of serious or recurrent deviant behavior patterns; general data such as health data, family background information, educational and vocational plans.

**TENTATIVE RECORDS:** This classification includes useful information that has not been verified or is not clearly needed beyond the immediate present. It includes unevaluated reports of teachers or counselors that may be needed in ongoing counseling or disciplinary actions.

The general public does not have the right to inspect a student's personal record files.

The custodian of records may make certain directory information available without parental or eligible student's consent if public notice of the categories of information designated as directory information has been given. After such public notice has been given, the parents have the right to object to the release of the information without their consent. Directory information includes the following information about the student: the student's name, address, telephone number, picture, parent or guardian, date and place of birth; major field of study; weight, height, participation in and eligibility for officially recognized activities and sports; dates of attendance or grade placement; honors and awards received; and the most recent educational agency or school attended by the student.

The custodian may disclose student's education records to the following persons without the prior consent of the parents:

1. Other school officials, including teachers within the district who have legitimate educational interest;
2. Officials of other schools or school systems in which the student intends to enroll upon the condition that the student's parents will be notified of the transfer, receive a copy of the record if desired and have an opportunity for a hearing to challenge the content of the record;
3. Authorized persons to whom a student has applied for or from whom a student has received financial aid;
4. State and local officials or authorities to whom such information is specifically required to be reported or disclosed pursuant to state statute adopted prior to November 19, 1974;
5. Organizations conducting studies for educational agencies for the purpose of developing, validating or administering student tests or programs;
6. Parents of a student 18 years of age-if parents claim the student as a dependent for income tax purposes; and
7. Appropriate persons if knowledge of any information is necessary to protect the health or safety of the student or other persons in an emergency. Permission for access will be granted to a third party if the student or his parents/guardian request it. Any such request must be in writing to the official custodian of the student's record file.

No personally identifiable information contained in personal school records shall be furnished to any person other than those listed herein and only under the following conditions: when there is written instruction from the student's parents or the eligible student specifying the records, the reason and the person(s) to whom the release is to be made, with a copy of the records to be released to the student and/or parents if so desired; or when such information is requested in compliance with a judicial order, or pursuant to any lawfully issued subpoena, upon condition that parents and the student are notified of all such orders or subpoenas in advance of the compliance.

Nothing contained in this policy shall preclude authorized representatives of the Comptroller General of the United States, the Secretary and an administrative head of an educational agency or state authorities from having access to student or other records which may be necessary in connection with the audit and evaluation of federally supported education programs or the enforcement of the federal legal requirements which relate to such programs, provided that, except as the collection of personally identifiable data is specifically authorized by federal law, the data collection by such official with respect to individual students shall not include information (including social security numbers) which would permit the personal identification of such students or their parents after the data so obtained has been collected.

With respect to the above, all persons, agencies or organizations desiring access to the records of a student shall be required to sign a written form which shall be kept permanently with the file of the student, but only for inspection by the parents/guardian, student or a school official and his assistants responsible for record maintenance, indicating specifically the legitimate educational or other interest of each person, agency or organization has in seeking this information. Such forms shall be available to parents and to the school official and his assistants responsible for record maintenance as a means of auditing the operation of the system.

Personal information shall only be transferred to a third party only on the condition that such party shall not permit any other party to have access to such information without the written consent of the parents of the student or the student if age 18 or older.

The board and staff shall protect the privacy rights of students and their families in connection with any surveys or data-gathering activities conducted, assisted or authorized by the board or administration. Regulations established under this policy shall include provisions controlling the use, dissemination and protection of such data.

The custodian of student personal record files may, without the consent of either the student or his parents/guardians, release student records to members of the district's professional staff who have a legitimate educational interest in examining the information.

A student's parents/guardian may have access to the administrative and supplementary records at all reasonable times.

A student may have access to his administrative and supplementary records during regular school office hours. A school official competent in interpreting student records shall be present to explain the meaning and implications of the records that are examined. The student shall have the right to make written objections to any information contained in the records. Any written objection shall be signed by the student and dated, and it shall become part of his supplementary record.

Any data found in a student's personal record file must be made available to any law enforcement officer or officer of any court upon presentation of a subpoena or court order. The custodian shall attempt to notify the parents and student prior to making such records available.

In an emergency situation when the student or his parents/guardian cannot be reached, the custodian of said student's records may, in his discretion, release information to appropriate persons if knowledge of the information is necessary to protect the health or safety of the student or other persons. The custodian of the records shall take the following factors in consideration in deciding whether the information should be released:

- It is a serious emergency;
- Will the information meet the emergency;
- Are the persons to whom the information will be released in a position to deal with the emergency; and
- Is time of the essence in dealing with the emergency.

If the custodian of student records has special information that would indicate granting or denying access to a student's records in accordance with these rules would be harmful to the student, he may exercise discretion in granting or denying access in a manner other than provided herein.

All student records will be maintained and screened periodically.

Annual notice shall be given to parents and eligible students concerning the student's records. In addition, the custodian of the educational records shall give annual public notice of the class of records the institution has designated as directory information. The appropriate forms for said notices are on file in the office of the custodian of the educational records.

When a hearing has been requested by parents or an eligible student for the purpose of challenging the content of the student's education record, the procedure to be followed in the hearing shall include the following:

- The hearing shall be conducted and the decision rendered by a person who does not have a direct interest in the hearing outcome;
- The parent of the student or eligible student shall be given notice of the date, place and time of the hearing within a reasonable time in advance of the hearing;
- The parents or the eligible student may be assisted or represented by individuals of his choice at his own expense, including an attorney;
- Parents or the eligible student shall be afforded a full and fair opportunity to present relevant evidence;
- The decision shall be rendered in writing within a reasonable time after the hearing concludes; and
- The decision of the school shall be based solely upon the evidence presented at the hearing and include a summary of the evidence and the reasons for the decision.

Administrative records shall be permanent records and maintained by the school for an indefinite period of time. When the student graduates, supplementary records shall be destroyed or shall be transferred to the administrative records if they have permanent usefulness. Tentative records shall be destroyed when the use for which they were collected is ended. However, tentative records may be placed in the supplementary classification if the continuing usefulness of the information is demonstrated and its validity verified.

To eliminate unnecessary or outdated information, the official custodian shall review a student's records when the student moves from elementary to junior high, from junior high to high school and upon high school graduation.

The USD 108 Board of Education reserves the right (through local autonomy and inherency) to periodically establish, rescind and review policies, which both effect and affect students enrolled in USD 108 schools.

### **Eye Safety**

Goggles will be worn by all students in cases where there may be potential danger to the eyes.

### **Senior Trip/Sneak**

There will be no senior trips or sneaks.

## **Student Lockers**

It shall be the official policy of USD 108 that the schools' administration has the right to open student lockers and examine the contents therein. Central to this policy is the following philosophy: While a student may have control of his student locker as against fellow students, his/her possession thereof is not exclusive against the school and its officials. USD 108 specifically retains the right to the control of all lockers in said school district and the right of school authorities to inspect said lockers under their control to prevent their use in illicit ways or for illegal purposes, including the right to open and inspect said lockers and the contents thereof without notice to or permission from the student.

## **Prohibiting Student Solicitation**

Commercial firms shall not be permitted to solicit students during school hours or on school property without prior approval of the administration.

Solicitations by students of students during school hours and on school property shall be done only when they are related to school sponsored activities. All student sales projects shall require the principal's prior approval.

Representatives from commercial schools, colleges, armed forces or other agencies shall be permitted to meet with students only by permission of the principal. Student contact by these organizations shall be arranged for and supervised by the guidance office.

## **Kansas School Safety Hotline**

The 1999 Kansas Legislature, the Kansas State Department of Education, and the Kansas Highway Patrol have cooperatively established a school safety hotline. This hotline is a toll free number available 24 hours per day, 365 days per year to give students, parents, and community members the opportunity to report (anonymously) impending school violence. THE SCHOOL SAFETY HOTLINE NUMBER IS: 1-877-626-8203.

## **Drug Free Schools - Student Conduct**

As a condition of continued enrollment in the district, students shall abide by the terms of this policy.

Students shall not unlawfully manufacture, distribute, dispense, possess or use illicit drugs, controlled substances or alcoholic beverages on school district property, or at any school activity. Any student violating the terms of this policy will be reported to the appropriate law enforcement officials, and will be subject to the following sanctions:

1. First Offense - A first time violator shall be subject to the following sanction: (a) a punishment up to and including short-term suspension.
2. Second Offense - A second time violator shall be subject to the following sanctions: (a) a punishment up to and including long-term suspension; and (b) a student placed on long-term suspension under this policy may be re-admitted on a probationary status if the student agrees to complete a drug and alcohol rehabilitation program.
3. Third and Subsequent Offenses - A student who violates the terms of this policy for the third time, and any subsequent violations, shall be subject to the following sanctions: (a) a punishment up to and including expulsion from school for the remainder of the school year; and (b) a student who is expelled from school under the terms of this policy may be re-admitted during the term of the expulsion only if the student has completed a drug and alcohol education and rehabilitation program at an acceptable program.

The Board shall consider the basic program of the district each year, and if approved, the program shall constitute the basic curriculum of the district. Handbooks outlining any course held in the district must be approved by the Board in advance of the school year in which the courses are to become operative. Said handbooks, when approved, shall become a part of these policies and rules by reference.

The district's goals and curricular objectives are on file in the district office and available for inspection as required by current law.

All the District's students shall be made aware of the legal, social and health consequences of drug and alcohol use. Students shall be instructed on effective techniques for resisting peer pressure to use illicit drugs or alcohol. Students shall also be informed that the use of illicit drugs and the unlawful possession and use of alcohol is both wrong and harmful.

The Board has adopted a comprehensive drug and alcohol abuse and prevention program as part of the district's curriculum. The curriculum is age-appropriate and developmentally based to reach students at all ages and levels of education within the district.

Any student who voluntarily seeks assistance, advice or counseling from school personnel regarding drugs of drug abuse will not be disciplined by school authorities.

It is the responsibility of the district to educate all school-age children who are located within the district. Therefore, if a child is unable to attend school because of lengthy illness or other causes, the parents may request

homebound instruction provided that **1)** parents request homebound instruction from the Superintendent or his/her representative; **2)** an application form is forwarded to the family physician for his/her recommendation and signature; and **3)** the Superintendent or his/her representative obtains a teacher for the student, and the Director of Special Education files the necessary papers with the Division of Special Education, State Department of Education.

The Board encourages the development of co-curricular activities compatible with these policies.

Any student who does not wish to participate in any required, school-sponsored activity must file a written statement with the Superintendent requesting that the student not be required to participate in the activity. The written statement must be signed by one of the student's parents (and/or legal guardian(s), and must explain the reason(s) why the student should be exempt from participating in the activity.

Any high school student who participates in any extra-class activity that is adjudicated (athletics, music, speech, debate, drama, etc.), in any student government body such as a student council or in service as a class officer or president of a student organization or association will follow the guidelines of said adjudicated activity as set forth in the officially adopted student handbooks.

### **Weapons**

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 (1) year (i.e., the number of school days adopted by the Board of Education through the approval of the annual school starting and ending dates), except that the Superintendent of Schools and the student(s) respective Building Principal may recommend that this expulsion requirement be modified on a case-by-case basis. "Probationary status" would be one example of an alternative to suspension.

As used in this policy, the term "firearm" means any weapon (including a starter gun), 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 four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or other device similar to any of these devices.

### **Student Fees/Organization Dues**

USD 108's Board of Education reserves the right to set, maintain, review and revise any or all fees assessed annually for student participation in courses of approved curriculum which require/demand consumable learning materials/devices. The Board of Education also reserves the right to set, maintain, review and revise student organization fees assessed for the privilege of belonging to a school sponsored group or organization.

#### **Fees (textbook/laboratory)**

Textbook/workbook rental fees (as well as consumable materials/devices utilized in all 108's designated laboratory classes) shall be reviewed annually and established upon recommendation from the schools' administrators.

#### **Student Organization Fees**

No student organization treasurer shall keep organizational monies on his/her person, or in a student locker, or in a classroom. All organization monies, when collected, shall be immediately turned in to the central office or the high school. Each treasurer will be given a receipt from the central office at the time the money is deposited with the appropriate central office personnel: (school secretary, school clerk, high school principal, superintendent of schools). The treasurer is required to maintain any and all receipts until the organization's books are balanced at the end of the school year.

#### **Handling Student Organization Finances**

The finances of all activities will be handled directly through the central office of the high school via the student organization's sponsor and the student organization's treasurer. All outstanding debts/bills against any student organization will be paid by check directly to the party and/or parties owed student organization monies. Activity Fund checks will be signed and authorized by USD 108's Activity Director; any student organization debts held

against the General Fund will be approved by the Board of Education and paid through the accepted accounting principals adhered to by the district.

### **Affirmative Action in the Instructional Program**

It is the policy of the USD 108 Board of Education to continue to implement affirmatively equal educational opportunities for all students without regard to handicap, race, creed, color, age, sex or national origin. Positive action shall be taken to insure the fulfillment of this policy.

Positive action shall continue to be taken to implement this policy in all aspects of the instructional program and in all areas of student relations. Specifically this obligation includes the elimination, to the degree that it exists, of discrimination and stereotyping in:

- 1) basic instructional programs; 2) enrichment programs; 3) sports programs; 4) extracurricular activities;
- 5) counseling; 6) student services; 7) areas of student contact; 8) materials and supplies; 9) media center materials.

The objective of the Board of Education is to provide a quality educational program for all students in our integrated setting.

While equal access to instructional programs and services is required by the Board of Education, it is not the intent to institute specific racial or sexual quota requirements in any aspect of the above areas within this system.

### **Instruction of Atypical Students**

The Washington County Schools of Washington, Kansas (USD 108) shall make all provisions to guarantee an optional education for all students classified as 'atypical.' For the purpose and intent of this policy 'atypical' shall include, but not be limited to, the following student classifications:

- 1) Learning disabled; 2) socially maladjusted; 3) mentally disabled; 4) talented and gifted; and 5) married and/or pregnant.

The USD 108 schools classify 'handicapped' students as those students with learning disabilities, social and personal disorders (Behavioral Disorders; i.e., BD students), and the mentally disabled. In order to guarantee an optimal education for these handicapped students USD 108 shall make every effort to provide the following: Assistance to students within the regular class, supplemental tutoring, special class placement and new programs designed by the school district in cooperation with the Learning Center of North Central Kansas (LCNCK) and the Kansas State Department of Special Education and/or Special Services.

In order to guarantee an optimal education for students who have been officially classified as 'talented and gifted' USD 108 shall, in conjunction with the LCNCK, provide a special 'individual educational program.' The development of this program shall be a 'joint' effort between and among the student's regular classroom teacher, the building principal, the LCNCK consultant and the student's parents and/or legal guardian.

Marital, maternal or paternal status shall not affect the rights and privileges of students to receive a public education or to take part in any extracurricular activity offered by the school.

Pregnant students shall be permitted to continue in school in all instances when continued attendance has the sanction of the expectant mother's physician. The physician's approval of this continued attendance must be on file in USD 108's central office.

### **Specific Policies for Instruction**

The USD 108 Board of Education reserves the right (through local autonomy, inherency and 'management's rights' of the master contract) to periodically establish, rescind and review policies, which both effect and affect the quality of instruction offered by the Washington County School.

### **Correspondence Courses**

No high school credit will be awarded students for taking correspondence courses; provided, the Superintendent and the High School Principal of USD 108 may approve a waiver of this policy in case where enforcement of this policy would result in an extreme hardship to a student. In cases where a waiver is approved, the Superintendent and the High School Principal shall have the right to designate the course; the institution offering the course; the credit to be given for the course by USD 108; and the requirement for graduation from USD 108 that the course will meet. The Board of Education of USD 108 shall be informed of any waiver prior to the same being approved.

### **8th Grade Students and High School Credit**

No 8th Grade student will be awarded high school credit for subjects traditionally taken in grades (9) through twelve (12). Letter grades, however, can be earned in lieu of transcript (high school) credit.

## Seniors 2012

A total of twenty-one (21) units must be earned in four years in order to be eligible for a Washington County High School Diploma. Of these units four (4) shall be in English; three (3) shall be in Mathematics; three (3) shall be in Science - one (1) in Biology; two (2) shall be in Physical Education; three (3) shall be in Social Science - one (1) in American Government /Economics, one (1) in American History, and one (1) in Introduction to Social Science and one (1) in Fine Arts. Driver Education shall be counted as one-fourth (1/4) unit toward the twenty-one (21) required for graduation. A maximum of four (4) units in Physical Education and a maximum of four (4) units in Fine Arts will be counted toward graduation. All other courses not mentioned specifically in section board policy IHF "Graduation Requirements" shall count as one (1) unit. Seniors must complete all requirements for graduation in order to participate in commencement exercises. Junior/senior transfer students may have these requirements reviewed and possibly rescinded by majority vote of the Board of Education. Additionally, a student may retake any high school course and utilize the higher of the grades earned for his/her cumulative grade point average.

### Textbook Rental, Lab Fees and Damage Assessments

USD 108 shall charge all K-8 students \$22.50 and 9-12 students \$45.00 for textbook rental. Students (K-12) are required to pay for books at the time of enrollment. Damages to USD 108 books/materials will be assessed to the student and/or students responsible for the damage.

### Eligibility Requirements

All students must be passing in at least five (5) subjects of unit weight the previous semester before they may participate in interscholastic competition. Interscholastic competition includes, but is not limited to, athletics, music, drama and cheerleading.

### Individual Education Plans

Individual educational plans are a requirement for all students enrolled in special education. These plans (IEPS) are to be formulated by the professional education team working with the individual students.

### Activities' Practice Limitations

No school activities will be held on Wednesday or Sunday evenings unless approved by the administration. Wednesday practices are to be over by 7:00 P.M.

### Grading Periods

The grading periods for USD 108 shall be nine weeks in length.

### General Guidelines for Attendance Policies

It is the belief of the schools of Unified School District 108 that a student should attend school because an education is essential in preparing for future vocations. Students who are enrolled in the Washington County Schools (USD 108) are expected to attend school every day that school is in session unless circumstances prevent the student from attending. Students should realize that regular attendance in class is necessary if they are to receive adequate guidance through their course work and benefit from the group dynamics generated within any class.

When a student arrives at school and reports to class, he/she is expected to remain in school during school hours unless the student has a pass or permission from the principal or assistant principal prior to the student's departure.

If a student knows that he or she is going to be gone from school, that student is responsible for getting the assignments from their teacher and doing the school work before they are to be gone. At the discretion of the teacher the student may hand the work in when they return to school.

Secondary students (7-12) who have been absent from any class the previous day(s) must report to the office first before returning to class. A make-up slip will then be issued to the student so the student may enter class. Written notes or telephone calls from the student's parents or guardians will be used as verification for a student's absence from school. All absences will be marked either "excused" or "unexcused." The distinction between excused and unexcused absences is as follows: A student whose admit slip is marked as excused and will be allowed to make up all work that was missed from each class. **Normally, a student will be given two days to complete an assignment in each class for each day missed.** In some instances, depending on the discretion of the instructor and the length of the assignment, more than two days can be given to complete an assignment. If the assignment is not completed within two days or the time specified by the instructor, then the instructor is not obligated to accept the assign-

obligated to give or receive make-up work or tests for the time missed from class. In addition, students receiving unexcused absences will be subject to further disciplinary action.

Valid excused absences include the following: illness, physician, dental, optometric, chiropractic (et al.) 'health' appointments, parental requests, religious observances, family vacations, mental health appointments, college or vocational career days and/or college visitation days. Exceptions to the above listed regulations must be cleared in advance with the building principal to be sure the absence will be excused. The final determinant for an excused or unexcused absence shall be the building principal.

### **Attendance Policy for Grades 7 through 12**

Grades 7 through 12 in Washington County Schools have incorporated into their daily schedule eight periods consisting of a total of 402 minutes. A student shall be listed as 'tardy' if any two of the seven periods are missed in the course of one calendar day. If more than one-half of a third period is missed (i.e., half the period plus one minute), that student shall be counted as absent (whether excused or unexcused) for a total of one-half day. A student's 'tardy' record is cumulative. Two periods missed in the course of one calendar day and a single period missed on any and/or subsequent calendar days shall total three periods missed, and the student therefore declared absent for one-half day. Three additional periods missed (distributed among any combination of days) shall constitute an additional half-day missed. Cumulative periods missed shall be totaled at the end of each nine-week grading period. Each succeeding grading period shall commence a new tardy/absentee record for each individual student.

### **Right of Appeal for Unexcused Absences/Tardiness**

All student, parental, guardian and/or legal conservator (et al.) complaints concerning the interpretation of school policy regarding unexcused absences and/or tardiness will be given respectful attention. If the complaint (concern) is not allayed by a conference with the teacher and/or building principal, a formal, written complaint (see 006.5.16.1 "Right of Appeal Form"), must be filed if the matter is to be given further attention. Whenever a complaint is filed a review committee consisting of at least five (5) professional staff members, must be appointed to handle the complaint.

### **Sexual Harassment**

Sexual harassment is a form of discrimination prohibited by Title VII of the Civil Rights Act of 1964. Sexual harassment shall not be tolerated in the school district. Sexual harassment of employees or students of the district by board members, administrators, certified, classified, and support personnel, students, vendors, and any others having business or contact with the school district is strictly prohibited.

It shall be a violation of this policy for any employee to sexually harass a student or another employee, for a student to sexually harass another student, or any other person associated with USD 108 to sexually harass another person associated with USD 108, or for any employee to discourage an employee or 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, person associated with or employed by USD 108 to any other employee, person associated with USD 108, or student, or when made by any student to another student.

- 1 Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- 2 Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- 3 Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.
- 4 Submission to such conduct is made explicitly or implicitly at term of the individual's education;
- 5 Submission to or rejection of such conduct by an individual is used as a basis for academic decisions affecting that individual; or
- 6 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; suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning an employee's work performance, evaluation, advancement, retention, or any other matter relating to the employee's performance of his/her duties; or concerning a student's grades, participation in extracurricular activities or any other activities of students.

In furtherance of USD 108's policy against sexual harassment, any student who believes that he or she has been subject to sexual harassment should discuss the alleged harassment with the principal, guidance counselor, or another certified staff member. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a complaint under the district's discrimination complaint procedure.

In furtherance of USD 108's policy against sexual harassment, each employee is hereby informed that any incident of discrimination, insult, or intimidation of harassment should be immediately reported under the procedure hereinafter set forth. Each employee of USD 108 is hereby informed that any employee who engages in sexual harassment will be reprimanded and subject to discipline. The discipline, depending upon the circumstances, may range from a verbal warning to transfer, demotion or discharge of employment.

Any employee who feels that he/she has been subject to sexual harassment shall follow the following procedure:

(a)The employee shall promptly and without delay bring the matter to the attention of his/her immediate supervisor and shall set forth the occurrence of the event or events upon which the claim of sexual harassment is based in writing; provided, if the employee's immediate supervisor is in anyway involved in the event or events upon which the claim of sexual harassment is based, the employee shall promptly and without delay bring the matter to the attention of the Superintendent; provided further, if the Superintendent is in anyway involved in the event or events upon which the claim of sexual harassment is based, the employee shall promptly and without delay bring the matter to the attention of the Board of Education;

(b)Upon a complaint of sexual harassment having been made, the person to whom the complaint is made, shall immediately notify the Superintendent of the complaint; provided, if the Superintendent is in anyway involved in the event or events upon which the claim of sexual harassment is based, the person to whom the complaint is made shall notify the Board of Education. A thorough investigation of the complaint shall be made as directed by either the Superintendent or the Board of Education and all of the facts alleged as constituting as sexual harassment shall be obtained from the complaint as well as from the person or persons accused of the sexual harassment. All information obtained shall be treated in a strict confidential manner. After an investigation is completed, the person filing the complaint as well as the person or persons accused shall be informed of the results of the investigation.

(c)After being informed of the results of the investigation, the complainant and the accused person or persons shall have the opportunity to present any additional facts or information which he/she feels are relevant or should be considered.

(d)After the investigation has been finally completed, the complainant and the person or persons accused shall be informed of the results of the investigation, and if it is determined that a violation did occur, USD No. 108 shall promptly take such disciplinary action based upon the circumstances of the case as it deems appropriate and the parties shall be informed of the action taken.

(e)With the consent of the complainant and the accused person or persons, the person conducting the investigation may have the parties meet together with the investigator to try to reach an agreeable solution.