



2024 - 2025  
WAMEGO HIGH SCHOOL  
STUDENT HANDBOOK

One Wamego  
Many voices. Many choices. One result: Excellence

# DISCLOSURE

It is understood that the school principals or their designee shall have the discretion to modify the provisions contained in the student handbook in a manner that they deem to be appropriate to the circumstances to which they are applying said provisions. Neither principals nor their designee has the authority to change or modify those provisions stated in the student handbook that are established by state or federal laws or regulations.

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# PASSPORT

## YOUR PASSPORT TO THE FUTURE...



### LIFE SKILLS

To understand that my actions impact myself and others

Commitment, Healthy Relationships, Personal Growth, and Understanding the Impact of Actions

To exhibit professionalism in the workplace, civic responsibility in the community, and financial responsibility in my personal life

Professionalism/Work Ethic, Find/Add Value, Financial Responsibility, and Civic Responsibility

### LEADERSHIP



### LITERACY

To understand and to use the language of social institutions

Civic, Financial, Digital, and Academic

To display knowledge and application of knowledge through coherent and thoughtful speaking, listening, reading, and writing

Critical Thinking, Analysis of Data, Collaboration, and Self-Advocacy

### LEARNING

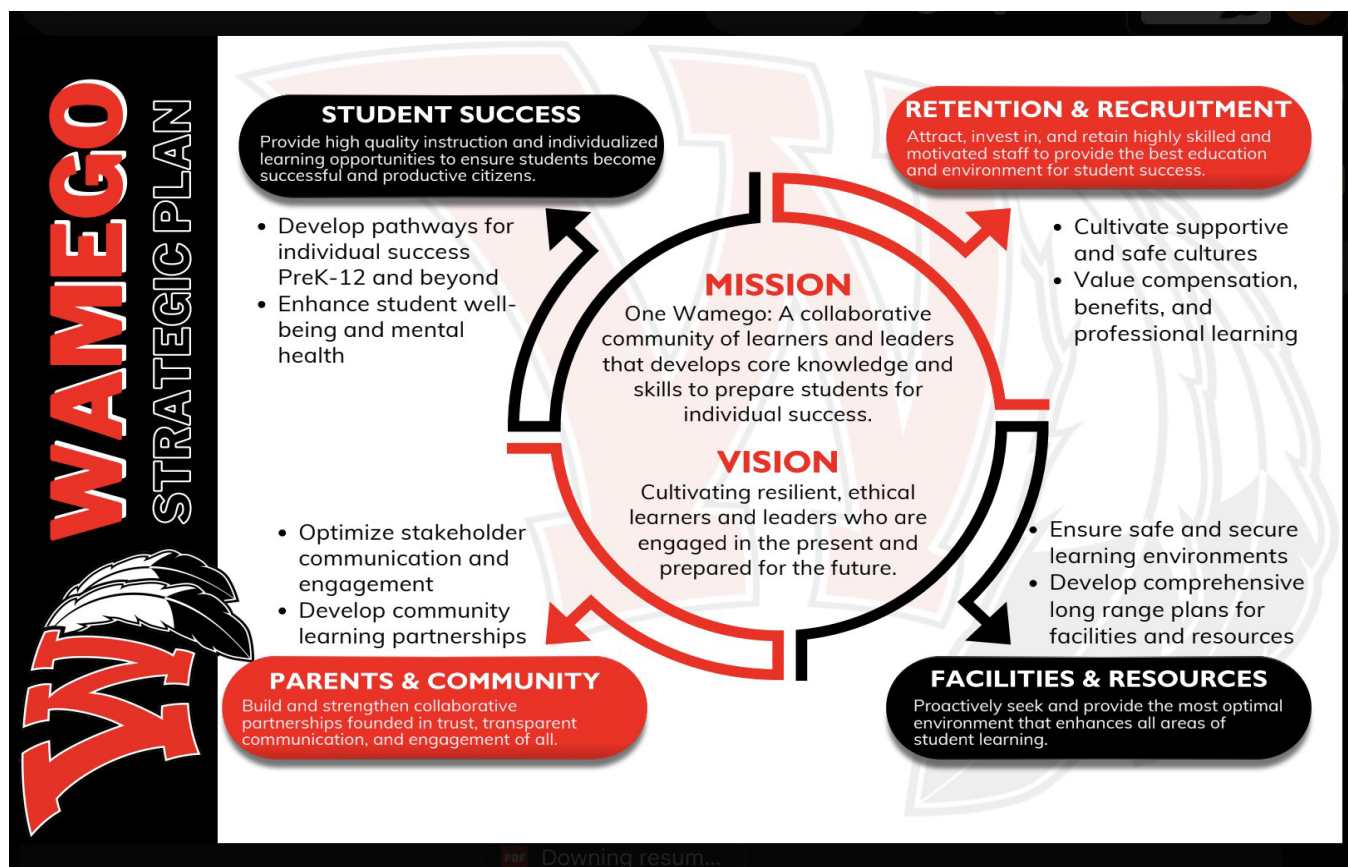


## ...BEGINS HERE

Wamego High School



# USD320 STRATEGIC PLAN



## LINES OF COMMUNICATION

### USD320 Lines of Communication

Areas of Concern:	<u>Level I</u>	<u>Level II</u>	<u>Level III</u>	<u>Level IV</u>	<u>Level V</u>	<u>Level VI</u>
General Concerns	Teacher	Asst. Principal	Principal	Directors	Supt	BOE
Activities	Coach/Sponsor	Activities Dir.	Principal	Supt	BOE	
Athletic Facilities	Activities Dir.	Principal	Facilities Dir.	Supt.	BOE	
Curriculum/Instruction (CIA)	Teacher	Principal	Asst. Supt.	Supt.	BOE	
Student Discipline	Teacher	Asst. Principal	Principal	Supt.	BOE	
All Fees	School Admin. Asst.	School Admin.	D.O. Personnel	Supt.	BOE	
Guidance	Counselor	School Admin.	Asst. Supt.	Supt.	BOE	
Special Education	Teacher	School Admin.	SPED Director	Supt.	BOE	
Transportation	Transportation Dir.	School Admin.	Supt.	BOE		
Maintenance	School Admin.	Facilities Dir.	Supt.	BOE		
Food Service	Food Service Dir.	Supt.	BOE			
All Other Concerns	Supt.	BOE				

**USD320 District Office**  
785-456-7643  
Supt: Rob McKim  
mckimr@usd320.com  
Asst. Supt: Scott Meitler  
meitlers@usd320.com

Central Elementary  
785-456-7271  
Principal: Shane Neel  
neels@usd320.com

West Elementary  
785-456-8333  
Principal: Amy Flinn  
flinna@usd320.com

SPED CoOp  
785-456-9195  
Director: Erica Bammes  
bammese@usd320.com

Transportation  
785-456-7695  
Director: Jessica Gleaves  
gleavesj@usd320.com

Wamego High School  
785-456-2214  
Principal: Julie Schrum  
schrumj@usd320.com  
Asst. Principal/AD: Travis Graber  
grabert@usd320.com

Wamego Middle School  
785-456-7682  
Principal: Brad Couture  
coutureb@usd320.com  
Asst. Principal/AD: Brian McIntosh  
mcintoshb@usd320.com

Nutrition Services  
785-458-7801  
Director: Laura Fails  
failsl@usd320.com

Facilities  
785-456-9332  
Director: Dave Hague  
hagued@usd320.com

## FACULTY & STAFF

### Board of Education

Mike Billings, President	785-307-2546	Jolene Meyer	620-786-2014
Bruce Coleman	785-556-0202	Jake Pullen	785-456-9095
Ryan Hargitt	785-769-3459	Sheryl Wohler	785-844-0115
Deb Long	785-313-0869	Kayla Stansbury, Clerk of the Board	

### Administration

Rob McKim	Superintendent
Scott Meitler	Director of Instructional Services/Assistant Superintendent
Julie Schrum	Principal
Travis Graber	Assistant Principal/Athletics & Activities Director
Special Education Dir.	Erica Bammes
Asst. Special Education Dir.	Teri Bailey-Johnson

### Office Staff

Kim Stewart: Administrative Assistant	Aubrey Brown: Athletic & Activities Secretary
Briana Kunze: Attendance Clerk	Anita Staats: Registrar

### Faculty

<p>Aldridge, Beth            English</p> <p>Ayers, Julie             Physical Education</p> <p>Bonewitz, Jessica      Counselor</p> <p>Boyd, Barbara          ELA</p> <p>Brown, Kevin            Virtual/Tech Center Coord.</p> <p>Callaway, Donald      Drafting/Woods</p> <p>Colwell III, Thomas    ACE Supervisor</p> <p>Conner, William (Ross) Social Studies</p> <p>Cortes-Sander, Kayla   English</p> <p>Dillenger, Esme        Special Education</p> <p>Euler, Leah             Agriculture Education</p> <p>Fritz, Steve             Business</p> <p>Fry, William            Math</p> <p>Green, Chase            Science/Biology</p> <p>Hartley, Lisa            Special Education</p> <p>Hegarty, Stephanie     Transition Coordinator</p> <p>Hitch, Rebecca         Math</p> <p>Hornung, Shawn        Social Studies</p> <p>Horton, Crystal         English</p> <p>Kidwell, Annie         English</p> <p>Kleiner, Kaden         Math</p> <p>Levendofsky, Scott    Reading Interventionist</p> <p>McGuire, Suzette      Special Education</p> <p>Merle, Hannah         Art</p> <p>Moody, Weston         Physical Education</p> <p>Morton, Andy            Agriculture Education</p> <p>Mosby, Andrew         Gifted Education</p>	<p>Richmond, Chris        Instrumental Music</p> <p>Roacho, Jonaton        Foreign Language</p> <p>Roacho, Taylor         Counselor</p> <p>Rogers, Jamie            Vocal Music</p> <p>Schad, Jeffrey           Social Studies</p> <p>Schiel, Beth             Science</p> <p>Schmitz, Erica            FCS</p> <p>Scoggins, John         Math</p> <p>Scoggins, Lori          Media Specialist</p> <p>Sisco, McKensie        Special Education</p> <p>Sprenkle, Suzanne     Foreign Language</p> <p>Steinbacher, Jacquie   FCS</p> <p>Stream, Katie            Counselor</p> <p>Suther, Jeff              Business</p> <p>Tupps, Kristen          Math</p> <p>Thierolf, Mindy         English</p> <p>Thomas, Jacob            Science</p> <p>Topliff, Adam            Social Studies</p> <p>Topliff, Jennifer        Oral Comm/Drama</p> <p>Moody, Weston         Physical Education</p> <p>TBD                        Science Club</p> <p>TBD                        ESL/CTE Coord/Internships</p>
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## ATHLETIC & ACTIVITIES & SPONSORS

CLUB/ACTIVITY	SPONSOR	CLUB/ACTIVITY	SPONSOR
Art Club	Hannah Merle	National Honor Society	Shawn Hornung
Band	Chris Richmond	National Honor Society	Suzanne Sprenkle
Baseball	Weston Moody	Peer Chamber	Kiley Moody
Basketball (Boys)	Steve Fritz	Peer Chamber	Jessica Bonewitz
Basketball (Girls)	Brian McIntosh	Prom Coordinators	Bonewitz/Stream
Cheer	Aubrey Brown	Raider Crew	Taylor Roacho
Class of 2028 Sponsors	Leah Sheldon/Kim Stewart	Raider Crew	Jennifer Topliff
Class of 2027 Sponsors	Aubrey Brown/Esme Dillinger	SADD	Taylor Roacho
Class of 2026 Sponsors	Rebecca Hitch/Annie Kidwell	Scholars Bowl	Ross Conner
Class of 2025 Sponsors	Jessica Bonewitz/Katey Stream	Science Club	Jacob Thomas
Color Guard	Susan Gartner	Senior Interview Day	
Cross Country	Rick Patton	Softball	Luke Meyer
Culinary Arts	Erica Schmitz	Student Council	A. Topliff/A. Brown
Dazzlers	Aubrey Brown	Student Focus Group	Julie Schrum
FBLA	Jeff Suther	Student Nutrition Advisory	Laura Fails
FCCLA	Jacque Steinbacher	Tennis	Amanda Jantz
FFA	Andy Morton	Theater	Jennifer Topliff
Football	Weston Moody	Theater	Jennifer Nider
Forensics	Jennifer Topliff	Track & Field	Steve Fritz
Golf Boys	Scott Kitch	Vocal Music	Jamie Rogers
Golf Girls	Kyrstie Miller	Volleyball	Thomas Colwell
High Voltage Choir	Jamie Rogers	World Cultures Club	Suzanne Sprenkle
HOSA	Beth Schiel	Wrestling	Kevin Brown
Jazz Band	Chris Richmond	Yearbook	Kayla Cortes-Sanders
KAYS Club	Lori Scoggins		
Minority Student Union	Eric Coleman		

## DAILY SCHEDULE

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>7:55-9:07</b>	1	2	1	1	2
<b>9:11-9:41</b>	LITERACY	LITERACY	LITERACY	LITERACY	CLUBS
<b>9:45-10:57</b>	3	4	2	3	ADVISORY
<b>11:01-12:43 (lunch)</b>	4	5	3	5	6
<b>12:47-1:59</b>	ADVISORY	6	ADVISORY	6	7
<b>2:03-3:15</b>	5	7	4	7	TEACHER PLC

LITTLE RAIDER PRESCHOOL:

Tuesday 12p-3p

Thursday 12p-3p

Friday 11p-2p

## GRADE LEVEL CLASSIFICATION

This policy began in the 2004-05 school year and currently applies to all students. Classification affects testing, advisory assignments, prom eligibility, senior pictures, etc.

Freshman: less than 6 credits

Sophomore: 6.0 – 11.75

Junior: 12.0 – 16.75

Senior: 17.0 +

Classification is from August to August. This allows students to earn credits through the summer. This can be

done through an approved summer school program. USD 320 will not pay students' fees for summer school.

For students who are repeating a grade level due to limited credits earned: Once the fall semester is completed, and a student has earned enough credits to move to the next grade level, the student's grade placement will be changed.

Grade level placement will be based solely on the number of credits a student has earned.

## **ENROLLMENT OF NONRESIDENT STUDENTS JBCC**

(See JBC, JBCA, JBCB, and JQKA)

Kansas law requires the board to allow nonresident students to enroll in and attend the schools of the district if the board's capacity determination finds there are open seats for such students. To determine the district's capacity to accept nonresident students at each grade level in each district school, the board has adopted this policy. Details concerning the open enrollment and continued enrollment processes for nonresident students may be found in this policy, while general processes on enrollment documentation, assignment to buildings and classes, etc., may be found in board policy JBC.

### **Definitions**

For the purposes of this policy, the following definitions apply...

"Homeless child" means a child who lacks a fixed, regular, and adequate nighttime residence and whose primary nighttime residence is:

- A. A supervised publicly or privately operated shelter designed to provide temporary living accommodations, including welfare hotels, congregate shelters and transitional housing for the mentally ill;
- B. an institution that provides a temporary residence for individuals intended to be institutionalized; or
- C. a public or private place not designed for, or ordinarily used as, regular sleeping accommodations for humans.

"Nonresident student" means a student who is enrolled and in attendance at or seeking to enroll and attend a school located in a district where such student is not a resident.

"Parent" means and includes natural parents, adoptive parents, stepparents, and foster parents. "Person acting as parent" means:

- A. A guardian or conservator; or
- B. a person, other than a parent, who:
  - a. Is liable by law to maintain, care for or support the child;
  - b. has actual care and control of the child and is contributing the major portion of the cost of support of the child;
  - c. has actual care and control of the child with the written consent of a person who has legal custody of the child; or
  - d. has been granted custody of the child by a court of competent jurisdiction.

## **ENROLLMENT OF NONRESIDENT STUDENTS JBCC-2**

"Receiving school district" means a school district of nonresidence of a student who attends school in such school district.

"Sibling" means a brother or sister of the whole or half blood, adoptive brother or sister, a stepbrother or stepsister or a foster brother or foster sister.

Determining Capacity for Nonresident Enrollment

The superintendent or designee has the responsibility for studying capacity in each school of the school district and at each grade level within each school and for making recommendations to the board regarding the district's capacity to accept nonresident students. To make recommendations to the board to assist with determining capacity, the superintendent or the superintendent's designee(s) shall do the following:

The superintendent or designee shall develop recommendations on capacity and classroom student-to-teacher ratios in each grade level in each school serving kindergarten students and students in grades one through eight. Such recommendations may be based on, but not be limited to, the following factors:

- A. Present classroom student-teacher ratios in each grade level in each school;
- B. projected enrollment shifts based on the resident student population, which may include a percentage adjustment for anticipated growth or decline based on documented enrollment trends; and
- C. maximum capacity of the classroom and associated learning, activity, and common area spaces.

The superintendent or designee shall develop recommendations on capacity and student-to-teacher ratios for each school building or program serving students in grades nine through twelve. Such recommendations may be based on, but not be limited to, the following factors:

- A. Present building or program student-teacher ratios;
- B. projected enrollment shifts based on the resident student population, which may include a percentage adjustment for anticipated growth or decline based on documented enrollment trends;
- C. anticipated demand for particular courses or programming; and
- D. maximum capacity of the classroom and associated learning, activity, and common area spaces.

### **ENROLLMENT OF NONRESIDENT STUDENTS JBCC-3**

On or before May 1 of each year, the superintendent shall present the recommendations concerning capacity and student-to-teacher ratios to the board for adoption or modification, and the board shall determine, for each grade level in each school building of the school district for the next succeeding school year, the following:

- A. Capacity based on the study conducted by the superintendent or the superintendent's designee;
- B. the number of students expected to attend school in the school district; and
- C. the number of open seats available to nonresidents at each grade, building, or program level.

On or before June 1 of each year, the district shall publish the number of open seats available to nonresident students in each grade level for each school building of the district for the next succeeding school year on the school district's website.

From June 1 through June 30, district administration shall accept applications from nonresident students. If the number of applications for a grade level in a school building is less than the number of available seats for that grade level in the school building, the nonresident students shall be accepted for enrollment and attendance at the school district, except as provided below for nonresident students regarding continued enrollment.

If the number of applications for a grade level in a school building is greater than the number of available seats for the grade level in the school building, district administration shall randomly select nonresident students using a confidential lottery process. This process shall be completed on or before July 15 of each year.

The district shall provide to the parent or person acting as a parent of a nonresident student who was not accepted for or denied enrollment at such school district the reason for the nonacceptance or denial and an explanation of the nonresident student selection process.

### **Priority in Filling Open Seats**

Subject to having capacity to enroll nonresident students, the district shall give priority in enrollment to the following nonresident students, who shall receive open seats without necessity of being selected through the open-seat lottery:

- A. Any sibling of a nonresident student who was accepted to enroll in and attend school in the district, with priority given when the nonresident student is first accepted and, if necessary, at any other time the district considers transfer applications; and
- B. any nonresident student who is a military student as defined in K.S.A. 72-5139, with priority given when the student is first accepted and, if necessary, at any other time the district considers transfer applications;

Regardless of capacity determinations, the following categories of students shall be allowed to enroll as if resident students:

- A. any child who is in the custody of the Department for Children and Families and who is living in the home of a nonresident student who transfers to the district;
- B. any nonresident student who has a parent or person acting as parent employed by the district, shall be permitted to enroll in and attend school in the district as if the student is a resident of the district while the parent or person acting as a parent remains employed by the district; or
- C. any nonresident students residing outside of the state of Kansas but attending school in the district during the 2023-2024 school year shall be treated as if resident students and not required to apply for nonresident status, although continued enrollment may be evaluated each year under the factors outlined below; or
- D. any child who is experiencing homelessness shall be permitted to enroll in and attend the school district of origin or the school district of residence.

If one of these exceptions no longer applies to the student, the student's enrollment status would be subject to review under the terms for continued enrollment under this policy.

### **Prohibitions Regarding Open Enrollment Provisions of this Policy**

The district shall not:

- A. Charge tuition or fees to any nonresident student who transfers to the district pursuant to this policy, except fees that are otherwise charged to every student enrolled in and attending school in the district; or
- B. accept or deny a nonresident student transfer based on ethnicity; national origin; gender; income level; disabling condition; proficiency in the English language; or measure of achievement, aptitude, or athletic ability.

Except for a child in the custody of the Department for Children and Families or a child who is experiencing homelessness, a nonresident student shall not transfer more than once per school year to one or more receiving school districts pursuant to the provisions of this policy or authorizing Kansas law.

## **ENROLLMENT OF NONRESIDENT STUDENTS JBCC-5**

### **Transportation of Nonresident Students**

The district, by virtue of being a receiving school district of a nonresident student, shall not be required to provide transportation to nonresident students unless otherwise required to do so by state and/or federal law, as a related service through a student's individualized education program, or as an accommodation pursuant to the student's Section 504 plan. If space is available on district transportation vehicles, the district may assign nonresident students an in-district bus stop to and from which transportation may be provided by the district for nonresident students. The district shall ensure that transportation for nonresident homeless students is provided comparably to that of housed students.

### **KSHSAA Eligibility**

Nothing in this policy or state law shall exempt a nonresident student who transfers into the district from the requirements of the Kansas State High School Activities Association (“KSHSAA”) regarding eligibility to participate in KSHSAA activities.

### **Information Share with the Kansas State Department of Education**

The superintendent shall submit, or have submitted, to the Kansas State Department of Education this policy, the number of nonresident student transfers approved and denied in each grade level, and whether the denials were based on capacity or in accordance with the policy’s terms, as required.

### **Nonresident Student Continued Enrollment**

A nonresident student who has been accepted for enrollment and attendance at a district school shall be permitted to continue enrollment and attendance in the district until such student graduates from high school, reaches the age of 21 (if the student is a student with an exceptionality, not solely eligible for gifted services under an individualized education program), or receives a G.E.D., unless such student is no longer deemed by district administration to be in good standing.

Except as otherwise specified herein, nonresident students who have previously been accepted for enrollment by the school district will be allowed to continue enrolling in the district as specified above. The district will not require parents to resubmit a new application each school year and will advance the previous application of an enrolled student amending only the grade placement of the student unless the district provides notification to the parent, person acting as a parent, or student that enrollment is not going to be continued for the upcoming school year for reasons specified as follows:

Regardless of capacity to accept nonresident students at a nonresident student’s grade level or in the student’s designated school or program, an individual student may be denied continued enrollment for not being in good standing. Nonresident students admitted to the district shall be evaluated each spring by district administration to determine standing for continued enrollment.

## **ENROLLMENT OF NONRESIDENT STUDENTS JBCC-6**

Students may be denied continued enrollment for the next school year based on the results of these evaluations. However, if the student has a disability, the student’s ability to meet these expectations shall be considered prior to denying continued enrollment in the district. Similarly, administration shall consider the adverse impact of homelessness on a student’s attendance and any resulting suspensions or expulsions before making a determination on the continued enrollment of a student who is homeless. As part of this reflection, administration shall consider the obstacles a homeless student faces to arrive at school on time or each day due to housing instability, lack of transportation, or lack of other basic resources that can hinder consistent attendance.

A student meeting one or more of the following criteria shall automatically be deemed not in good standing and may be denied continued enrollment based solely thereon:

- A. the nonresident student failed to maintain a 90% attendance rate in the last school year, excluding excused absences under board policy JBD and/or any relevant student handbook language;
- B. the nonresident student or the student’s parent or person acting as a parent provided false or fraudulent information in the application process;
- C. the nonresident student is not a resident of Kansas;
- D. the student is currently under a period of suspension or expulsion from any Kansas school district, and such suspension or expulsion will not expire until after the next school year has begun;
- E. the student has had three or more out-of-school suspensions in the current school year, excluding suspensions a manifestation determination determined to be a manifestation of the student’s disability or a failure on the part of school staff to implement an individualized education program, Section 504 plan, or

- behavior intervention plan; or
- F. the student has been given a long-term suspension or expulsion by the district in the current school year.

Parents shall be informed of any administrative decision not to continue enrollment of a nonresident student no later than \_\_\_\_\_.

Approved:

KASB Recommendation – 6/23; 10/23

**WAMEGO HIGH SCHOOL GRADUATION REQUIREMENTS**

<b>WHS Graduation Requirements for Class of 2025, 2026 &amp; 2027</b>		<b>Wamego High School Requirements starting with Class of 2028</b>		<b>**State Scholar Curriculum Requirements Pending Changes by KBOR</b>	
English	4 credits	English	4 Credits	English	4 Credits
Social Studies	3 credits	Social Studies	3 Credits	Social Studies	3 Credits
Math	3 credits	Math	3 Credits	Math	4 credits (Algebra I, Geometry, Algebra II, additional higher level math)
Science	3 credits	Science	3 Credits	Science	3 Credits (Biology, Chemistry, Physics)
PE/Heath	1 credit	PE/Heath	1 credit (.5 of each)	PE/Health	1 Credit
Fine Arts	1 credit	Fine Arts	1 Credit	Fine Arts	1 Credit
Oral Communication	.5 credit	Oral Communication	.5 Credit	Oral Communication	.5 Credit
Technology	.5 credit	Technology	.5 Credit	Personal Finance	.5 Credits
Personal Finance	.5 credit	STEM	.5 Credit	Foreign Language	2 Credits
Electives	7.5	Personal Finance	.5 Credit		
		Electives	7 Credits		
<b>24 Credits Total</b>			<b>24 Credits Total</b>		

- 8 semesters of attendance (Exception: Students granted permission to graduate early)
- Students must enroll in at least 2 core curriculum courses each semester (with the exception of the eighth semester). Courses must be selected from English, Mathematics, Science, or Social Studies.



- Successful completion of Senior Interview Day.
- Students who need outside credits to meet the 24 credits required for graduation must be enrolled in those courses on or before March 5, 2025. The Wamego High School counseling office must have verification of successful completion of the courses/credits no later than May 7, 2025 in order to be counted toward the needed number of credits and have the opportunity to participate in graduation exercises.
- The Wamego High School commencement ceremony is reserved for students who fulfill all graduation requirements and remain in attendance at Wamego High School. Students who do not meet the academic and attendance requirements at Wamego High School but earn the right to receive a diploma through an alternative learning center (Wamego Technology Center), will not be eligible to participate in the Wamego High School commencement ceremony.

Students who choose to complete their high school requirements through the Alternative Learning Center (Wamego Technology Center) forfeit the privilege of participating in Wamego High School commencement activities.

**No student may participate in commencement activities until all graduation requirements have been met, all financial obligations have been paid, and all disciplinary obligations fulfilled.**

To be eligible for participation in the commencement ceremony, one must be a bona fide student in good standing. A student who is under penalty of suspension or whose character or conduct brings discredit to the school or to the student, as determined by the principal, is not in good standing and is ineligible to participate.

### **EARLY GRADUATION REQUEST (policy JFCA) (Adopted by BOE August 11, 2008)**

Students wanting to graduate early will need to meet with a school counselor to prepare and complete the Early Graduation Request form that includes:

- Reason for the request (future plans)
- Schedule of when, what, and where classes will be taken
- Request approved and signed by the parent/guardian.

Requests for early graduation must be received in time for them to be considered by the BOE no later than their regularly scheduled December meeting.

### **TEACHER AIDE REQUIREMENTS**

- A. Students must be a senior in good standing to serve as a Teacher's Aide.
- B. Teacher Aides will be chosen through an application process and assigned to a teacher interested in having an aide.
- C. A student may be a Teacher Aide for only one block per semester.
- D. Teacher Aide application process will include:
  - a. Written recommendation from at least one core subject teacher;
  - b. Attendance check (tardies and absences from most recent semester);
  - c. Discipline referral check and administrator signature;
  - d. Credit/Grade check and counselor signature;
  - e. Completed and signed application form with class schedule and possible conflicts noted.

### **PEER TUTOR REQUIREMENTS**

- A. Student must be a junior or senior in good standing to serve as a Peer Tutor.

- B. Students must show interest in and demonstrate skills related to a postsecondary pathway of teaching/helping careers.
- C. Peer Tutors will be accepted through an application process.
- D. A student can be a Peer Tutor for only one block.
- E. Peer Tutor application process will include:
  - a. Written approval from the teacher of the class the student will Peer Tutor in;
  - b. Attendance check (tardies and absences from most recent semester);
  - c. Discipline referral check and administrator signature;
  - d. Signature from school counselor confirming that the student received a B or higher in the class;
  - e. Completed and signed application form.

### **INDEPENDENT STUDY REQUIREMENTS**

- A. Student must be a junior or senior in good standing.
- B. If the student is a sophomore taking an online college course, they may be accepted into an Independent Study; however, they may not leave the building and must work in an area designated by an administrator during that time.
- C. If the Independent Study is not for a college course, students will present their final project to a panel of educators who will grade them based on an established rubric.
- D. Independent Study application process will include:
  - a. Written approval from the teacher monitoring the student in their Independent Study process throughout the semester;
  - b. An academic contract and action plan created by both the student and the teacher listing deadlines and expectations;
  - c. Attendance check (tardies and absences from most recent semester);
  - d. Discipline referral check and administrator signature;
  - e. Signature from a school counselor confirming that the student has taken (and excelled in) all courses available in their chosen pathway and/or has enrolled in an approved online college course;
  - f. Completed and signed application form.
- E. Examples of approved Independent Study options include:
  - a. Complete an approved online college course;
  - b. Complete a detailed project that cannot be completed as part of a traditional class;
  - c. Work with a professional in the community who can provide a learning experience beyond what can be offered in the classroom (e.g., Teacher Aide for a teacher at an elementary or middle school);
  - d. Shadow a variety of professionals in order to determine career interests beyond high school and complete a portfolio of career areas shadowed.

### **CREDIT RECOVERY/VPL**

- A. If a student fails both semesters of a course, they will retake the course in the classroom the following school year.
- B. If a student fails one semester of a course, they qualify to take the course via the online credit recovery platform, Edgenuity.
- C. Students needing credit recovery are required to have a VPL class on their schedule in order to be enrolled in an Edgenuity course.
- D. No changes to student enrollment will be allowed after the 3rd class period without administrator approval.
- E. Administrator approval required for any exceptions or modifications to the credit recovery/VPL guidelines listed above.

## VALEDICTORIANS & SALUTATORIANS FOR GRADUATION

(Approved By BOE May 2011)

Recognizing Valedictorian and Salutatorian for Graduation.

- Weighted cumulative GPA to the nearest 1/100<sup>th</sup> decimal place will be used to establish student rank. Ties will not be broken.
- Valedictorian will be defined as the student(s) with the highest cumulative GPA, #1 rank for the graduating class.
- Salutatorian will be defined as the student(s) with the 2<sup>nd</sup> highest cumulative GPA, #2 rank for the graduating class.
- Students achieving a weighted cumulative 4.0 GPA or higher will also be distinguished with the wearing of an honor cord during the graduation ceremony and so noted in the graduation program.

## LATIN HONORS GRADUATION RECOGNITION

Wamego High School will use the Latin Honors recognition system for graduating seniors beginning with the class of 2028. This will replace the concept of designating a valedictorian and salutatorian at graduation. Latin Honors fall into three main categories of academic distinction: cum laude, magna cum laude, and summa cum laude. These categories will be used to acknowledge the most academically successful students in each graduating class and will allow for more students to be recognized than the valedictorian/salutatorian concept has previously allowed.

In addition to weighted GPA requirements, students must be enrolled full-time for all eight semesters of high school.

The categories for the distinction under the Latin Honors recognition program are as follows:

- **Summa Cum Laude\***: Meaning “with the highest praise” - To qualify, a student must achieve a 4.2 or above GPA, gold cord.
- **Magna Cum Laude**: Meaning “with great praise” - To qualify, a student must achieve a 4.0-4.19 GPA, silver cord.
- **Cum Laude**: Meaning “with praise” - To qualify, a student must achieve a 3.8-3.99 GPA, white cord.

\*Students recognized as Summa Cum Laude are eligible to speak at their graduation ceremony. Logistical details will be determined on a year-by-year basis by WHS administrators.

## PRE-COLLEGE CURRICULUM REQUIREMENTS FOR SCHOLARSHIP APPLICANTS

For the most current Board of Regents Qualified Admission requirements visit

<https://kansasregents.org/students/admissions>.

Students who are planning to participate in college athletics may need to register with the NCAA Clearinghouse (Division I or Division II) or the NAIA (NAIA schools). Eligibility for college athletics may require more courses, a higher-grade point average, and a higher ACT score than required for graduation or qualified admissions. For example, Division I athletes must complete 16 core courses, seven of which must be in English, science, math or natural/physical science. The other three can be languages or core classes. Student athletes should visit with their high school counselor as well as visit [www.playnaia.org/](http://www.playnaia.org/) or [www.eligibilitycenter.org/](http://www.eligibilitycenter.org/)

## COLLEGE CLASSES

**IDCE College Classes (See JBE) IDCE Approved: 7/13/2009; 05/2019**

With parental and the principal's permissions, students are eligible to be released from school during the regular school day to attend classes at a university, community college or technical college as they fit with the student's Individual Plan of Study.

The district may enter into an agreement with the college for the purpose of allowing these students to receive dual credit. If the student’s schedule precludes the student from completing graduation requirements during a regularly scheduled high school class time, other options for completing those credits can be explored, including but not limited to: high school online Edgenuity courses, on-site college courses for concurrent credit, and online college courses for concurrent credit. For technical courses that include core course components (such as English, math, and science), the district and college may enter into an agreement to offer equivalent high school core credit for the technical college class. Students interested in pursuing this option should discuss their plan with a school counselor and potentially make a proposal to the building principal.

**Concurrent (Dual) Enrollment**

The expectation for courses that are offered for concurrent credit at Wamego High School is that students choosing to enroll for college credit make every effort to enroll in the course on the WHS campus during the regularly scheduled school day. If the concurrent credit course cannot reasonably be made to fit in the student's schedule other options can be explored in the following order of priority:

- Option A: complete the course on site at Wamego High School.
- Option B: complete the course on site at the college.
- Option C: complete the course online through the college.

Students who take any concurrent credit course on the WHS or college campus are responsible for all costs associated with the course. Students agree to submit their college grades to be entered onto their high school transcripts. Concurrent credit grades will count toward the student's grade point average and class rank as well as eligibility.

**IDCE College Classes (See JBE) IDCE-2**

**Transfer Hours for Student Transcript**

Students attending concurrent credit classes under this policy may enter their college record on their high school transcript. Courses that are taken at the high school (including online independent study college courses) will receive the same credit as any high school course (.5 credits per semester) and the student will earn the same grade for the high school and college courses. Any college courses entered on the high school transcript for high school credit will be used for calculating grade point averages, class rank, and for accumulation of credits for graduation.

Students who take courses online or on a college campus will need to supply a college transcript to the high school counseling office if they want the credit entered on their high school transcript. For courses taken at the college campus, students will earn credits according to the following ratio.

- 5 college hours = 1.0 high school credits
- 3 college hours = 0.5 high school credit

**COURSE TEST OUT OPPORTUNITY  
(USD #320 BOE Policy IIA & IIA-R)**

(Policy IIA) The Board recognizes that some students may progress more rapidly than others and that some students may possess the knowledge taught or learned in some classes; therefore, the following policy sets forth the requirements a student must meet in order to receive credit for a course by a test out procedure at the high school level.

(Policy IIA-R) Any high school student who may request a test out opportunity must meet the following guidelines:

- A. To be eligible to participate in the testing program, a student must meet one of the following criteria:
  - a. Be identified as academically talented.

- b. Have a cumulative GPA of 3.2 or above.
- c. Teacher, counselor, and parent recommendation and principal approval are required before a test out option may be granted.
- B. Students must be able to demonstrate superior ability in the subject area with a score of 85% or above on a departmental examination that is based on course exit outcomes. The department will develop alternate exams based upon the same course objectives and exit outcomes.
- C. A department representative working in conjunction with the Director of Curriculum and Instruction shall develop the exam. The examination will be kept on file in the principal's office or the office of his/her designee and administered by the principal or his/her designee.
- D. The student must file a request to test out with the principal or his/her designee at least 30 school days before the end of the semester prior to the offering of the course or with special permission of the principal.
- E. Prior to the test date, the student will meet with the department representative to receive the course outcomes, instructional materials, and test date.
- F. Students will receive credit with a minimum score of 85%. Students can choose to not have the course transcribed as a credit if he/she meets graduation requirements and has approval from the principal. The course would be transcribed as no credit. A grade will be assigned to the student based on the following scale:  
100% = A+    99% - 95% = A    94% - 90% = A-    89% - 87% = B+    86% - 85% = B

If the student does not pass the test, no entry is to be made on the official transcript.

### **SEMESTER FINALS**

Semester finals are a part of the academic requirements at WHS. Should a student not be available for final(s) on the scheduled day(s), prior arrangements will need to be made with the administration and instructor(s) to complete the exams. No finals will be given prior to finals week without prior administrator approval.

Every course, whether semester or year-long, will have a culminating assignment or final at the end of each semester. This culminating assignment may be a unit test, project, paper, or similar assignment to end the semester. If the culminating assignment occurs prior to the last class day of the semester in a year-long class, classroom activities and teaching will continue through the last day. In a semester course, the culminating assignment or final will occur on the last scheduled class period. During the spring semester, the culminating assignment or final will occur during the scheduled time for finals in the last week of school. The culminating assignment will be a required summative assessment for every student.

### **STANDARDIZED GRADING PROCEDURE**

USD320's mission statement is the following: Wamego School District, a collaborative community of learners and leaders, ensures that all students learn at their highest levels possible and have the social, emotional, and cognitive skills necessary to live a successful and purpose-filled life.

Continuous learning must take place in order to accomplish this mission. Grades serve as the tool to measure learning and to communicate a level of knowledge to the teacher, the student, and his or her parent or guardian. Grades will be updated each week in order to reflect a student's progress and level of learning. Wamego High School has developed the following beliefs:

- All students can learn
- Learning is essential
- Students are held accountable for their learning
- Assessments are authentic, relevant, and rigorous
- Student grades will reflect what students know and can do

Grading and assessment practices may vary from department to department. These beliefs, however, are constant and provide the foundation of the WHS grading policy.

**Definitions**

Academic Warning (“W”): Anytime a student’s grade falls into the failing category (earns below a 60%) the student will be on academic warning. The student will remain on academic warning until the W has been removed due to the completion of class requirements as deemed appropriate by the instructor.

Incomplete (“I”): An Incomplete is assigned anytime a student misses an assignment or assessment due to an absence. Students are expected to complete the assignment or assessment in a timely manner. After no more than one week after the initial assignment or assessment was due (unless special arrangements are made with the teacher), the “I” will become a “W” and a zero will be entered until the assignment or assessment is completed.

Standardized grading scale for all courses

A+ 100%	A 99-93%	A- 92-90%
B+ 89-87%	B 86-83%	B- 82-80%
C+ 79-77%	C 76-73%	C- 72-70%
D+ 69-67%	D 66-63%	D- 62-60%
F (No Credit) Below 60%		

**POWER SCHOOL**

**Power School Parent Access**

PowerSchool’s Parent Access provides parents or guardians around-the-clock access to real-time information about their child’s attendance and grades. It also provides a means for teachers to communicate with parents or guardians about class events, assignments, and ways they can help their child at home. Parents or guardians can contact teachers via email; teachers’ addresses are linked right on the front page. In addition, parents and guardians may also elect to receive periodic emails with attendance and grade updates.

**Getting Started**

All parents or guardians of students who are new to the district should receive a letter in August that gives them their students’ username and password. All parents or guardians who do not receive this letter, should notify the high school office.

**ACADEMIC AWARDS & HONOR ROLL**

The Honor Roll will be posted at the end of each semester. Students can earn Honor Roll based on Academic GPA if they are in good standing and have no recorded suspensions during the semester. Students will be recognized as Honor Roll or High Honor Roll based on the following:

**Honor Roll 3.7 - 3.99 GPA    High Honor Roll 4.0 or Higher GPA**

The scale used to determine a student’s G.P.A. is as follows:

A 4.00	A- 4.00	
B+ 3.67	B 3.33	B- 3.00
C+ 2.67	C 2.33	C- 2.00
F- No Credit 0.00		

*In addition, the following scale will be used to determine a student’s GPA in AP courses in which they are enrolled: (adopted by BOE June 2001)*

A 5.00	A- 5.00	
B+ 4.67	B 4.33	B- 4.00
C+ 3.67	C 3.33	C- 3.00
F- No Credit 0.00		

## Academic Awards

Wamego High School will publish the Honor Rolls on a semester basis. Students who are on the High Honor Roll or the Honor Roll for two semesters will receive a letter and academic lamp. For each additional semester a student is on the High Honor Roll or the Honor Roll, he/she will receive a bar to be placed on the letter.

Two students will be recognized for their outstanding academic achievement in each department.

## STUDENT ELIGIBILITY POLICY

Academic success is the primary reason for students to attend Wamego High School. A well-rounded student is one who combines extra-curricular activities with his or her academics. While we encourage students to be involved in activities outside the classroom, we believe academic success should be the primary focus. Wamego High School will use the following criteria for determining eligibility to participate in or attend extra-curricular activities.

**“Eligible”** is defined as *being in good standing academically and behaviorally*. **“Ineligible”** is defined as *having lost the opportunity to participate in activities of which a student is a member*. **It also includes the loss of opportunity to attend school dances, co- and extracurricular activities.**

- Each instructor will update grades a minimum of once each week. Students will have at least two weeks to establish grades before the first required grade report is run by the office. The first eligibility report will be run by the office on the Monday (or the first school day) of the 4th full week of each semester.
- Students with one F are on academic probation. During academic probation, a student is allowed to practice and participate in extracurricular events.
- Students with two Fs are ineligible. Ineligibility will run for a minimum of one week. Students will remain ineligible until they are no longer failing two classes.

Student conduct and attendance are also tied to participation and attendance in co- and extracurricular activities. A student who is ineligible due to disciplinary actions may lose the privilege to participate or attend co- or extracurricular activities and school events.

**In order to be eligible for participation in activities, one must be a bona fide student in good standing. A student who is under penalty of suspension or whose character or conduct brings discredit to the school or to the student, as determined by the principal, is not in good standing and is ineligible to participate.**

## ACADEMIC ADVISORY POLICY

- Advisory teachers will take attendance and distribute grade sheets to students.
- The teachers and staff are here to provide opportunities for student success, but, ultimately, success is the student’s responsibility. Teachers are available to work with students during as well as before and after school to ensure student success. Grade sheets printed in advisory will serve as hall passes and be signed by teachers providing remediation.
- **The advisory teacher is responsible for checking all their advisory students back in at the end of the advisory period. Students who fail to report back to advisory will receive a progressive disciplinary action from either the teacher or administration.**

## Advisory Expectations

It is the expectation that each student will use advisory to his or her advantage. Advisory period has two main purposes: 1) a designated period for making up missing work, working on homework, remediating, communicating with teachers, and for enriching one’s own learning, and 2) completing Habitudes, a social/emotional learning curriculum, complete Xello lessons, or work on activities related to each student’s IPS.

The student's academic progress/achievement will always be the priority before any club or activity participation during the advisory period.

### **Advisory Grades**

Students will receive a citizenship grade for advisory. Grades will be based on the student's appropriate use of advisory time. These grades are assigned to communicate more effectively with parents and appropriate support personnel. The grades will appear on the student's grade card; however, they will not affect the student's GPA.

Daily grades for each advisory period will be kept in the teacher's grade book and will be determined based on productive use of advisory period.

Each student will receive points (0-4) each day based upon his or her appropriate use of the advisory period. EXCUSED absences are NOT to be figured in the student's grade, but UNEXCUSED absences are to be assigned a ZERO for that day.

## **BECOMING A FOREIGN EXCHANGE STUDENT**

(For Wamego High School students interested in becoming a foreign exchange student.)

Students with a goal of becoming a foreign exchange student may petition the Board of Education for approval to take multiple core classes in the same year and/or to test out of courses. Students are encouraged to discuss this decision with a guidance counselor prior to their enrollment meeting in preparation for their final year of attendance at Wamego High School. Students who plan to be exchange students in their senior year must apply for a test out opportunity no later than **May 1 of their sophomore year**.

If the petition to the board is approved, students will meet with an administrator or classroom teacher(s) to discuss course objectives and acquire preparation materials. The student will take the final test in August before the school year begins. If the student does not score at least 85% on the final test, the student's schedule will be adjusted to include the course during the junior year.

Students who cannot complete the required 24 total credits by the end of their junior year may choose to take approved elective credits through correspondence courses, at an approved alternative school during the junior year, or from the school in the host country during the exchange school year. All core class requirements must be completed as part of the school year or a test out opportunity. The school district is not responsible for any of the costs associated with attaining credits outside of Wamego High School.

## **COUNSELING SERVICES**

The counselors are here to help all students in any way possible. Some of the most common ways include:

- Educational planning: information about high school requirements, technical schools, colleges, scholarships and financial aid.
- Occupational planning: current references concerning occupations and files of information on varied occupations available.
- Understanding abilities and interests: scores made on school and college achievement tests, interest inventories and occupations that suit individual interests.

Students are welcome to visit the counseling office for assistance with any questions they may have, or to discuss anything that will help them be successful in school or out of school.

Frequently, students request counseling to discuss problems concerning adjustments to school, getting along with others, study habits, or selections of school subjects. Appointments with the counselors may be made by reporting to the counseling office before or after school. Students are encouraged to make an appointment by using the QR Code posted outside the counselors' offices.



### **Schedule Changes After Enrollment**

When students enroll for the following school year, they are making a commitment to that class schedule. Changes to a student's schedule may be allowed for the following reasons:

- A significant change in a student's IPS/career interest.
- A student enrolls in a college-level class.
- A student is placed in an internship.
- A student needs a class change in order to fulfill a graduation requirement.

No changes to a student's enrollment will be allowed after the 3rd class period without administrative approval. If a student wants to drop a college class that is being taken for dual credit or as an independent study, the student must do so before the end of the first quarter of the semester in which the class is being taken. If a drop is requested after the 9-week window has passed, a "W/F" will be issued on the WHS transcript – a student withdrew from the class and failed to meet the requirements for credit issued at the end of the semester.

### **Testing Services**

Throughout high school, guidance tests will be given. Some of the ways in which these tests are used are as follows: (1) to help teachers and the counselor identify students' special strengths and weaknesses in order to make instruction and counseling more effective; 2.) to help students realize the field in which they can expect to excel and which may require special effort; achievements of WHS students with students of this state and the nation; and (5) to provide a basis for recommending students for scholarships or special employment. These test results will not affect the report card grades, but they will form a part of each student's records. Individual scores, in most cases, will be discussed confidentially.

## **SENIOR CLASS TRIP**

USD 320 does not condone or recognize unauthorized senior "skip" days. Each senior class has the opportunity to present a proposal to the principal requesting approval for an organized, adult-supervised trip. Following are expectations in order for a proposal to be considered:

- The class is to submit its request to the board of education for consideration no later than the regularly scheduled January board meeting.
- The proposal is to be turned in to the building principal before the end of the first semester for review.
- The proposal is to address the following items:
  - Rationale for the trip
  - Date of trip
  - Itinerary
  - Cost of activities- What the class will incur, what individuals would be responsible for themselves
  - Sponsors who will be going to supervise

In order for a senior to be eligible to take the trip, he or she must meet the following stipulations:

- Be academically and behaviorally eligible for the week/day of the scheduled trip
- Have been in attendance the last two blocks of the previous school day
- All financial obligations must be paid

All seniors eligible to participate on the sanctioned senior class trip, as well as a parent, are required to sign a behavioral contract agreeing to abide by the expectations listed below:

- All school rules and policies pertaining to appropriate behavior apply to individuals while on the senior class trip.

- Any student who fails to comply will be assigned to remain with a sponsor for the remainder of the trip. If a student refuses to comply with this expectation, parents will be contacted to come get their son/daughter, and consequences for failure to comply will be imposed at school.
- For any criminal acts, students will be subject to legal consequences and/or school-imposed consequences the same as if an incident took place on school property.
- Students and parents must agree that they will not participate in a senior skip day after the date of the sanctioned senior class trip.

### **CLASSROOM DISPLAYS IFA (See IKD, IKDA and KN)**

Materials displayed in and around a classroom are generally considered instructional materials and must comply with board policy. They may be selected by the classroom teacher but should be grade-level appropriate and align with the subject-matter being taught. Materials or displays not meeting these criteria are subject to removal by the principal.

Classrooms are not public forums for the display or distribution of political, religious, or personal viewpoints. Employees may not use classrooms for the posting or display of materials to promote or convey a political, religious, or personal message.

This policy does not require a principal to remove photos, decorations, or other personal items from a teacher's desk or surrounding area as long as the items do not disrupt the learning process.

Approved: 03/06/2023

### **LIBRARY MEDIA CENTER EXPECTATIONS/GUIDELINES**

**LIBRARY MEDIA CENTER:** The library media center provides students the opportunity to access resources and information. To make this possible, all students are asked to follow these guidelines:

- 1) To check out materials, students must have either their student handbook with library barcode attached **or know their library checkout/ lunch number.**
- 2) Students checking out materials will be held responsible for the cost of replacing lost or repairing damaged items (including textbooks). Students should report lost materials immediately, as this will stop fines or replacement costs from being levied.
- 3) Students who have checked out textbooks for first semester classes are responsible for the return of these textbooks upon completion of the semester. There are courses offered in the second semester that use the same textbooks, so it is imperative that books are returned to the library media center.
- 4) Library materials may be renewed one time and may be checked out as follows:
  - a) Three-week checkout - The following materials are checked out for three weeks with one renewal: fiction, story collections, nonfiction.
  - b) Weekly checkout - The following materials are checked out for one week with one renewal: Career Resource Center, Professional Collection, Special Collections, magazines (excluding the current issue), vertical file, videos, audio books, CD-ROMs, and DVDs.
  - c) Block/Overnight checkouts - The following materials are checked out for one (1) block during the school day or overnight: reference books, current magazines, reserve materials. Overnight materials are due back prior to the first block of the following day.
- 5) Library materials must be returned or renewed on or before the date due. If not, fines will be applied as follows:
  - a) Three-week materials - \$.10 per school day
  - b) One-week materials - \$.10 per school day
  - c) Block/Overnight materials - \$.10 per block
    - (1) Students are responsible for taking care of overdue and fines in a timely manner. **Students with more than two overdue books and/or textbooks or more than \$5.00 in fines will be put on restricted library usage until obligations are taken care of.** Fines paid at the time of renewal

or check-in will be levied at 1/2 the fine.

- 6) **Advisory:** The library media center is not a social venue during advisory; therefore, students need to plan ahead and pick up an advisory pass from the library media center before advisory begins. Students will need to get that pass signed by their advisory teacher and bring it with them to the library media center. Advisory teachers may or may not elect to allow students with a pre-signed pass to go to the library media center. Students who are not studying or using the library resources will be sent back to their advisory and may be restricted from using the library media center in the future.

### GENERAL RULES FOR STUDENTS

- Students should report a change of address, parent/guardian email or phone number to the office.
- If a student is withdrawing from school or transferring to another school, a withdrawal slip must be obtained from the office. This slip allows the student to obtain grades and clearance for school property. Completed slips must be returned to the office. All school-issued materials are to be returned prior to clearing.
- Gambling, and/or foul language will not be allowed on school premises.
- Students are asked to stay out of the office unless business is being conducted.
- Public Display of Affection (PDA) is not an appropriate behavior for either the school environment or the workplace environment.
- Students guilty of damaging school property will be responsible for replacement or repair costs.
- Personal electronic devices, including cell phones, may not be accessed by students during class, unless they are being used for instructional purposes as defined by the teacher. Students using or accessing an electronic device for any reason without permission during class time may be assigned an after-school detention to be served with the teacher. The device may be confiscated until the end of the day to be returned to the student. Students may use personal electronic devices during passing times or lunch, provided they are not used to infringe upon the rights of others.
- Students sent to the ACE room for disciplinary reasons will not be allowed to use cell phones and other personal electronic devices.
- Guns, knives, and pyrotechnics will be strictly prohibited on school property and/or at a school activity. Any knife not fitting the definition of a weapon is also prohibited at school. Any knife not fitting the description of a weapon found in a student's possession will be confiscated, turned in to the office, and will require a parent to come to school to pick it up.
- Duplication or use of another's work and/or represented as a student's own (plagiarism) will be considered a serious offense. Any manner of cheating (including any dishonest means of completing an assignment, quiz, or test) will result in the student and teacher meeting to establish the student's plan to complete the originally assigned work.
- Unless the student is enrolled in zero hour or has made prior arrangements with an instructor, the building will be open to students at 7:30 A.M.
- Elevator use is limited to those individuals having a health-related condition, which makes use of the stairs a hardship. All other students are to stay off the elevators.
- Students should not carry significant amounts of money or personal items of significant value to school. If any student has reason to bring a significant amount of money to school, he or she should bring it to the office, and it will be placed in a sealed envelope and put in the office safe until the student needs the money or leaves for the school day. The school cannot guarantee the security of personal items or money that is not kept locked up or in the personal possession of students. WHS cannot be held liable for lost or stolen items.

### Dress Code

(USD #320 BOE Policy JCDB)

Personal appearance guidelines are difficult to interpret because clothing decisions may be a result of fashion trends, individual needs and tastes, and parental guidance. However, there is a standard of dress at WHS. Casual attire reflecting career readiness and promoting a positive and safe learning environment is the standard expectation in our school.

Examples include: Dresses, dress pants, dress shirts, polo shirts, khakis, jeans, shorts, skirts, casual pants, casual shorts, blouses, sweatshirts, sweat pants, leggings (worn with tastefulness), sport shirts and t-shirts. WHS standards of dress are not limited to this specific list; but rather, the standard of dress is established to align with the preferred dress of our local business partners in the workplace environment.

Examples of clothing that do not meet the dress code standard of WHS include, but are not limited to:

- Clothing that is sexually suggestive.
- Pajamas or clothing are considered nightwear.
- Clothing that exposes the chest area, mid-section, buttocks, or undergarments (i.e. boxers under low-slung jeans, exposed bra straps, excessively short garments).
- Clothing that is too tight, tube tops or strapless clothing. (Casual attire, specifically shorts/dresses, should be worn “within tolerance” of fingertip length by the student).
- Clothing and accessories that advertise violence, illegal activities, gang affiliation, alcohol, tobacco, or illicit drugs.
- Clothing with language or symbols that are vulgar or plainly offensive.

Additional expectations regarding dress code:

- A student’s dress and grooming should not threaten the health or safety of the student or other individuals. For example, students must wear shoes while on school property or during school-sponsored activities for protective purposes.
- Parents and guardians are encouraged to monitor their student’s dress in order to support a positive learning environment.
- It is our desire to work with parents and students to promote a safe and positive learning environment at school. Please note that WHS administration reserves the right to make decisions concerning the appropriateness of a student’s attire as it pertains to ensuring a standardization of student dress. WHS administration also reserves the right to confiscate any item deemed inappropriate for school or to send a student home for a change of attire. Any items deemed inappropriate for school will be retained in the office. For all other violations of appearance/dress code, students will be asked to change dress or to amend grooming accordingly.

### **Driving and Parking**

Any student of proper age and with a valid license may drive to school. This is a privilege, not a right. All students who drive to school must park their vehicles in appropriate areas, the northwest parking lot (student parking lot) or the street. Students may not park in designated faculty & visitor parking lots at either the high school or Central Elementary from 6:30A.M to 4:00P.M.

Permission to drive during school hours must be granted through the office. City ordinances related to parking and driving will be enforced on USD 320 parking facilities. Any illegally parked vehicle may be ticketed or towed at the owner’s expense. Students who exhibit reckless and/or dangerous driving conduct are subject to losing the privilege of using the school parking lot. If the violation is severe, law enforcement may also be contacted.

### **Driving & Parking Rules/Regulations**

Failure to adhere to regulations will result in loss of privilege to park on school grounds. Driving a vehicle to school and parking in the student parking lot is a privilege and may be revoked at any time. Students who drive a vehicle to school must know and obey the following rules...

- All student vehicles parked on the Wamego High School (WHS) campus must be registered. Registration Forms will be available at Enrollment and can also be obtained in the WHS office at any time during the school year. A Detention will be given for each instance of parking on school property until this form is submitted.
- Each student must register **their** vehicle each school year.
- Students **MUST** park in the designated Student Parking Lot.
- Leaving school grounds during school hours without permission/proper documentation is not permitted.

- Speeding or careless driving on the school grounds and on streets bordering the school is not permitted and may result in the suspension/revocation of vehicle privileges on school property.
- Parking in a NO PARKING area or any area designated for staff members or visitors is a direct violation of this agreement. This includes the Teacher Parking Lot, Visitor Parking on the east side of Central Elementary, and parking slots in the front of the school.
- Parking in a Handicapped Parking Space is AGAINST THE LAW. You may be reported to the Wamego Police Department for this violation.
- Once the school day begins, students must receive permission from office staff to return to their vehicle for any reason. Students MAY NOT sit in their vehicle for an extended amount of time.
- Any student arrested because of illegal narcotics, drug paraphernalia, or any illegal contraband found in their vehicle parked on school property may have their parking privileges suspended for the school year.

\*\*School administration reserves the right to revoke/suspend parking privileges for student misconduct.\*\*

## FOOD SERVICE

Free or reduced priced meals shall be provided for students who qualify under state and federal rules and regulations. The eligibility forms, rules and regulations governing this program shall be provided by the administration to students or their parents.

The school meal program for USD320 is designed to provide students with breakfasts and lunches that meet the nutritional needs of students at a reasonable price. All school meals meet the guidelines as mandated by the Healthy Hunger Free Kids Act.

- Breakfasts and lunches are available every full day of school. Students may choose skim chocolate, skim white or 1% white milk at every meal. Water is made available, free of charge, in every school in the lunchroom.
- Meals must be paid for in advance. Parents are responsible for maintaining a positive account balance. Payments may be made by sending a clearly labeled check to the school or with your student or with a credit card in the school office or online at [www.myschoolbucks.com](http://www.myschoolbucks.com).
  - Each student has one meal account which is used for breakfast, lunch and ala carte (if permitted).
  - The Point-of-Sale software does not allow for family accounts, but money can be transferred from one student to another by contacting the Food Service office at 458-7801 extension 1026.
- Parents or other family members are welcome to eat with students. The school must be notified by 8:30am the morning you are planning on eating with your student – no exceptions.
- All scratch food production takes place at the District Kitchen. The meals served at the elementary schools are transported in special hot carts prior to serving.
- Home Prepared Lunches are permitted. These lunches should be sent in containers that students can easily manage on their own. Lunch should meet the nutritional needs of the individual. Candy, gum and pop are not allowed.
- Microwaves are not available at elementary schools.
- Frequently asked questions are answered on the District website, Food Service page:  
<http://www.usd320.com/Programs/FoodService/documents/FoodServiceFAQ.pdf>

### Information About My School Bucks

You can monitor your student's school meal account by setting up a free account at [www.myschoolbucks.com](http://www.myschoolbucks.com). You will need your student's state ID#, which can be supplied to you by the school office or the Food Service office. In addition to checking your student's meal balance online, parents may use their VISA or Mastercard to make an online payment.

### Unpaid Meal Charges

The district's meal charging requirements are as follows:

A charge account for students paying full or reduced price for meals may be established with the district. Students may charge no more than \$20.00 worth of meals to this account. Charging of a la carte or extra items to this account will not be permitted. Any student failing to keep his/her account solvent as required by the district shall not be allowed to charge further meals until the negative account balance has been paid in full. However, such students will be allowed to purchase a meal if the student pays for the meal when it is received. Students who have charged the maximum allowance to this account and cannot pay out of pocket for a meal will be provided an alternate meal consisting of a peanut butter, peanut butter alternative, or cheese sandwich and milk.

At least one written warning shall be provided to a student and his/her parent or guardian prior to denying meals for exceeding the district's charge limit. If payment of the negative balance is not received within 5 working days of the maximum charge limit being attained, the debt will be turned over to the superintendent or superintendent's designee for collection in accordance with board policy DP. If the debt is not paid within 10 days of mailing the final notice of the negative account balance under policy DP, it shall be considered bad debt for the purposes of federal law concerning unpaid meal charges.

Payments for school meals may be made at the school or district office, at the point of service of school meals, or online at <https://payments.efundsforschools.com/v3/districts/56441/login>, or <http://www.myschoolbucks.com/ver2/login/getlogin>. Students, parents, and guardians of students are encouraged to prepay meal costs.

The district will provide a copy of this unpaid meal charges policy to all households at or before the start of school each year and to families and students that transfer into the district at the time of transfer. The terms of this policy will also be communicated to all district staff responsible for enforcing any aspect of the policy, a copy of the policy will be posted in district meal service facilities, and the policy will be made available on the district's website and social media accounts. Records of how and when it is communicated to households and staff will be retained.

### **Availability of Meals on Remote Learning Days Due to Severe Weather**

When severe weather or poor road conditions due to ice and/or snow threaten the safety of students, the superintendent may close district schools or designate such days as remote learning days pursuant to policy EBBD. On these days, the superintendent will determine whether the weather and road conditions allow for safe passage of students, staff, and parents for the provision, service, and transportation of school meals to students. If the superintendent determines it is safe to provide meal service on these days, school meals will be provided, although the manner of provision may be modified by the superintendent. If the superintendent determines that it is not feasible due to safety concerns to provide meal service on such days, notice that school meals will not be available on that day will be provided to students, parents, and affected staff members. Any alteration of the usual meal service process on these days will be communicated to staff, students, and parents using regular district communication channels.

Approved: 07/2005; 08/10/15; 10/11/2021; 03/18/24

### **Meal Etiquette**

- Trays are not to be taken from the Commons without permission.
- A place in the serving line may not be saved for friends.
- After eating, return your tray and dinnerware to the dish return window. Please place all wastepaper in the trash cans.
- All students are expected to help keep the building and surrounding grounds neat by placing all trash in the receptacles placed throughout the area.
- Students remaining in the building during lunch period are limited to the **Commons and designated outside picnic tables**.

### **Open Lunch**

(Approved by the BOE: 6-14-10)

Freshmen and Sophomores do not have open lunch privileges. Juniors and seniors will have the opportunity for an

open lunch. There will be no driving during the lunch period. Failure to abide by the above expectations may result in consequences as outlined by the district code of conduct.

### **Leaving the School Campus**

After a student has reported for school, the student may not leave the campus except for lunch (seniors and juniors only) or by authorization of the office. All students must sign out in the office before leaving the building.

### **SCHOOL DANCES**

1. Dances will stop at a predetermined time, no later than 12:00 A.M. No dances will be held on nights preceding a school day.
2. Admittance to the dances will be allowed one hour following the start of the dance. No one under the influence of alcohol or drugs or anyone who has been consuming alcohol or drugs will be allowed to attend. Anyone violating this regulation will lose the privilege of attending future dances and will face consequences according to school policy.
3. A student must be academically & behaviorally eligible to attend.
4. Dances shall be limited to WHS students. For specifically determined dances, students may invite one guest. Guests must be in the ninth grade or under 21 years of age. For out-of-district guests to attend WHS dances, the WHS student must submit a guest dance form (in the office) by the end of school on the Wednesday prior to the scheduled dance. The guests must be eligible at their school and show a picture I.D. when arriving at the dance. Students are responsible for the conduct of their guests. *High school dropouts will not be allowed to attend Wamego High School dances as guests.*
5. Once students leave the dance, they may not be readmitted.
6. All school rules will apply to dances. Violation of the school rules may result in expulsion from the dance and further consequences.
7. No outside food or drinks are allowed.

### **Breathalyzers**

As a preventive measure, a breathalyzer may be used at any and all school activities or during the school day. Upon reasonable suspicion or random selection, students may be asked to take a breathalyzer test. Students who do not pass the test will be disciplined per school policy. Students who refuse to take the test will be considered positive.

### **ANNOUNCEMENTS**

Announcements concerning school functions will be read by the STUCO President at the beginning of each day. Teachers who want an activity or other information announced must have the information to the principal no later than the end of the day before the announcement is to be made.

### **POSTERS/DIGITAL SIGNAGE**

Only posters directly related to WHS events may be posted throughout the school. Posters advertising non-school events must receive administrative approval before being posted. Each organization is responsible for taking down the posters immediately after the event.

### **ASSEMBLIES**

All students are required to attend assemblies. Student behavior should be appropriate for the program provided. Unacceptable conduct includes whistling, uncalled-for clapping, boisterousness, and talking during the program. Students should show respect for those presenting or taking part in the program. Students are expected to sit with their respective classroom teacher.

### **LOST AND FOUND**

WHS's lost and found is in the library. All articles that have been found should be brought to the office. The office is responsible for getting the items to the library (as appropriate).

## **TORNADO DRILL**

All students are to pass quickly and quietly to the area of the building posted in each room.

## **FIRE DRILL**

When the fire signal is heard, students are to pass quickly and quietly from the building according to the instructions posted in each room. Once outside, students are to move away from the building.

## **WELLNESS POLICY**

In the fall of 2005, USD 320 established a “Health and Wellness Committee” to help create a school wellness policy based on Public Law 108-265. This committee continues to meet to work toward several established goals. The USD 320 wellness policy reads as follows:

USD 320 Wamego is committed to providing school environments that promote and protect children’s health, well-being and ability to learn by supporting healthy eating and physical activity. Therefore, it is the policy of USD 320 Wamego that:

- Wellness guidelines will be implemented as specified in the Kansas State Department of Education’s Wellness Policy Report for each school level.
- Students, parents, teachers, food service professionals and other interested community members will be engaged in developing, implementing, monitoring and reviewing district wide nutrition and physical activity policies.
- All students in grades K-12 will have opportunities, support, and encouragement to be physically active on a regular basis.
- Foods and beverages sold or served at school will meet the nutrition recommendations of the *U.S. Dietary Guidelines for Americans*.
- Qualified child nutrition professionals will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students.
- Students will be provided with adequate time to eat in settings that are clean, safe, and pleasant.
- To the maximum extent practicable, all schools in our district will participate in available federal school nutrition programs.

Specifically, the committee is working toward the achievement of the following goals:

- To complete an analysis of current food service offerings and create a plan for possible enhancement of food service offerings with emphasis on high nutritional quality and fresh foods.
- To complete an analysis and possible enhancement of our physical education programs.
- To complete an analysis and possible enhancement of our health education curriculum for students and outreach for staff and parents.
- To recommend a “tobacco-free” grounds policy for USD 320. The Health and Wellness Committee is also working with funds provided by the Coordinated School Health grant to address these areas.

We encourage parents to support the school wellness policy by serving as examples of healthy living. We ask that parents work toward providing healthy treats at classroom celebrations and model “balance” in eating habits for students. Also, as a reminder, students are not permitted to consume soda pop at any time in school (during regular school hours).

If you have questions regarding the USD 320 wellness policy, please contact the building principal for further information.



## **ZERO HOUR**

Students will be offered the option of taking a Zero Hour class from 7:00 A.M. to 7:45 A.M. Attendance will be taken, and all absences and tardies will count as with blocks 1-8. Students shall earn credit by meeting all requirements of the class and the school. All school rules apply.

## **TRAVEL TO SCHOOL ACTIVITIES**

School transportation will be provided for participants to all school activities. All participants must travel with the team and/or group to and from the activity site. A written note, signed by a student's parent/guardian, is required anytime a student rides home with him or her.

### **Student Travel to National Conferences**

(USD #320 BOE Policy JHD)

Revised and adopted 5-11-2009

Students who qualify for attendance at national or international conferences when such qualification results from the student's participation in the district's academic and activity programs may be allowed to attend if the organization can pay for all expenses for such trip, including that of the sponsor. Approved activities are those which are directly related to the academic program or are recognized by the board as being sponsored by the school district. The students will qualify for attendance at a national or international conference by placing appropriately in competition at the area, state, regional or national level or by holding a state level office, which requires their attendance at a national or international conference.

The board expects that approved sponsoring organizations in the school will pay all of the students' and sponsor's approved expenses for such travel. Students or school organizations expecting to raise funds for such travel must have that fund-raising approved in advance by administration. The arrangements for travel and expected expenses must be approved by the superintendent prior to the organization's final commitment to those expenditures. The sponsor of the organization will submit a final report on expenditures upon completion of the trip.

The board reserves the right to inform organizations that it will not fund travel expenses, which it regards as inappropriate.

## **MEDICATION/ILLNESS AT SCHOOL** (USD #320 BOE Policy JGFGB)

### **Health Services**

The school nurse has the overall responsibility to organize and manage the health services program in the building. The school nurse and staff have the responsibility of deciding when a child is too ill to be in school. No child will be allowed to leave school until the parent/guardian or emergency contact person has been notified.

Children will be excluded from the class when they exhibit any of the following symptoms: temperature of 100.0 or greater, upset stomach with nausea and/or vomiting two or more times, severe menstrual cramps, severe nose bleeds, suspicion of contagious disease, or other concerns identified by the nurse.

Parents should not send to school a child who is exhibiting any of the symptoms above prior to coming to school. Parents should report any other health issues/problems happening outside of the school day that may inhibit the student's ability to perform at school. If a child is home ill for 3 days or more, a doctor's note will be required for the child to return to school.

If a child becomes ill during the school day, the parent/guardian will be notified to come pick up the child. Every effort should be made by the parent/guardian to pick up the child within 30 minutes of the phone call.

### **Health Assessments (Policy JGC)**

All students up to the age of nine shall submit evidence that they have undergone a health assessment prior to entering preschool or kindergarten or before enrolling in the district for the first time. Physicals completed within one year prior to the date of enrollment will be accepted. Students who are new to the district will need proof of a health assessment. Students will have 90 days from the date of enrollment to provide documentation of the assessment. These students may not be allowed to attend classes until these requirements are met.

Please contact the school nurse if your child has any chronic health concerns that require medications (diabetes, anaphylaxis history, seizures, asthma), special diets or frequent healthcare visits.

### **Accidents, Report of (Policy JGFG)**

Students should report any injury incurred at school or a school-sponsored activity to the principal or appropriate sponsor.

When appropriate, a parent shall be notified of a student injury as soon as possible to determine appropriate action. If the student needs medical attention and the parents cannot be reached, the principal (or designated school employee) shall seek emergency medical treatment.

### **Communicable Diseases (Policy JGCC)**

Any student noted by a physician or the school nurse as having a communicable disease may be required to withdraw from school for the duration of the illness. The student will be readmitted to regular classes upon termination of the illness, as authorized by the student's physician or as authorized by a health assessment team. The board reserves the right to require a written statement from the student's physician indicating the student is free from all symptoms of the disease.

### **First Aid (Policy JGFG)**

If a student has an accident, which requires medical treatment, no action shall be taken by an employee except the following:

- Send for medical help.
- Make the student as comfortable as possible while waiting for competent medical assistance to arrive.
- Notify the principal.

If an employee present is qualified to administer first aid, aid will be given. Qualified employees, for this purpose, are the school nurse or those employees who have successfully completed an approved Red Cross first aid program.

### **Head Lice**

KDHE's Bureau of Epidemiology and Public Health Informatics (BEPHI) has made changes to the Kansas Administrative Regulations (K.A.R. 28-1-6) and **no longer requires individuals with head lice or nits to be excluded from school, child care facility, or family day care.** The Centers for Disease Control and Prevention (CDC), the American Academy of Pediatrics, and the National Association of School Nurses advocate that children should not be excluded for lice or nits. Families will be notified and educated on treatment options.

### **Immunizations (Policy JGCB)**

All students enrolling in any district school shall provide the school nurse with proof of immunization of certain diseases or furnish documents to satisfy statutory requirements. Booster shots required by the Secretary of the Department of Health and Environment are also required.

A copy of this policy and the applicable state law shall be distributed to students, prospective students or their parents on or before May 15th of each school year.

The KDHE "Kansas School Kindergarten Through Grade 12 Immunization Requirements" form will be posted on the USD 320 website yearly, or parents/guardians can contact the school nursing staff for a copy of the form.

Students who fail to provide the documentation required by law, may be excluded from school by the superintendent until statutory requirements are satisfied. Notice of exclusion shall be given to the parents/guardians as prescribed by law through written notice. Students who are not immunized against a particular disease(s) may be excluded from school during any outbreak.

Each school nurse shall forward evidence of compliance with the inoculation law to other schools or school districts when requested by the school or by the student's parents/guardians.

### **Medications, Administering (Policy JGFGB)**

The supervision of oral and injectable medications shall be in strict compliance with the rules and regulations of the board as carried out by district personnel. Diagnosis and treatment of illness and the prescribing of drugs, and medicines are not the responsibility of the public schools and are not to be practiced by any school personnel, including school nurses, unless authorized.

In certain circumstances when medication is necessary in order for the student to remain in school, the school may cooperate with parents in the supervision of medication that the student will use. However, the medical person authorized to prescribe medication must send a written order to the school nurse who may delegate to an unlicensed assistive personnel staff member (UAP) for the administration of the medication or treatment. The parents must submit a written request to the school nurse requesting the school's cooperation in such supervision, and release the school district and personnel from liability. (See JGFGBA)

Parental/guardian consent is required for all prescription and over-the-counter medications, even if the student is 18 years of age. The exception to this is if the student is 18 years of age and not living at home anymore.

School personnel shall not be required to be custodians of any medication except as required by a written order of a licensed medical person or parents/guardians.

The medication shall be examined by the school registered nurse administering the medication to determine that it appears to be in the original container, to be properly labeled, and to be properly authorized by the written order of the licensed medical person or parent/guardian. Two containers, one for home and one for school, should be requested from the pharmacist. Only oral medications should be administered, except in emergency situations. Medications brought to school in plastic bags, envelopes, and lunch boxes, will not be administered. This includes over-the-counter medications (cough drops, Tylenol, Motrin, etc.) No medication will be administered unless first approved by the school registered nurse.

The school nurse or UAP may reasonably work within a timeframe or window of 30-45 minutes of the prescribed time for medication administration based on priorities and nursing judgment without creating an error of omission.

Any changes in type of drugs, dosage and/or time of administration should be accompanied by new physician and parent permission signatures and a newly labeled pharmacy container.

All medications maintained in the school setting should be kept in a locked container. This includes medication requiring refrigeration.

Medications should be inventoried every semester. Out-of-date stock should be returned to parents or destroyed. If a medication is not required to be administered at school anymore, the parent/guardian will be notified to pick up the medication. If the medication is not picked up by the parent/guardian after three reminders, the medication will be destroyed.

Medications in the "controlled substance" category MUST be brought to school and/or taken home by the parent/guardian. If a student brings in a controlled substance, or a medication without proper labeling, the school nurse will hold the medication and notify the parent/guardian to pick it up. If the student is persistently sent to

school with the controlled substance or unlabeled bottle, the building principal will be notified and disciplinary action to include revoking the student's ability to take medication at school may be taken.

Over-the-counter medications should not be maintained on any school premises, including athletic areas, unless written permission from a parent/guardian is obtained.

The school nurse may choose to discontinue the administration of medication provided that the parents or medical person are notified in advance of the date and the reasons for the discontinuance.

After medication is administered, students should be observed for possible reactions to the medication. This observation may occur at the site of administration or in the classroom as a part of the normal routine. First doses of all new medications should be taken at home and observed by parents for any allergic reactions.

Medication permission forms will be made available to the health care providers in the community.

An individual record should be kept of each medication administered. The record should include student identification, date prescribed, name of medication, time and date(s) administered, signature of person administering and section of comments.

In the administration of medication, the school employee shall not be deemed to have assumed any legal responsibility other than acting as a duly authorized employee of the school district.

### **Emergency Stock Medication**

The USD 320 Board of Education has emergency stock Epinephrine and emergency stock Narcan in each school building, with an emergency protocol in place. USD 320 shall allow the school nurses, in coordination with the school administration, to follow this policy to provide Epinephrine to an individual that is believed to be having an anaphylactic reaction, or Narcan to an individual that is believed to be having an opioid overdose. The registered school nurse (RN) is responsible for the delegation and training of Unlicensed Assistive Personnel (UAP). The instruction, training and evaluation of the UAP will be performed a minimum of twice per school year. This is in accordance with guidelines established by the National Association of School Nurses (NASN) August 2017.

### **Medications on Field Trips**

The school nurse and teachers will plan accordingly to ensure students have prescribed medications available to them while on field trips. The USD 320 emergency stock medications (Epinephrine and Narcan) will NOT be taken on field trips. If a student has a prescribed emergency medication, the student will have access to their personal emergency medications.

### **Food Allergies of Students**

Responsibilities of Teachers: If you have a child in your classroom with severe food allergies, the following steps will be taken:

- Review health records as submitted by parents and physicians with our school nurse. Teachers will sign off once the school nurse has reviewed all student health concerns to ensure both parties have reviewed health concerns.
- Students should be included in regular school activities and not excluded based on their allergy.
- Discuss field trips with parents to decide appropriate strategies for managing food allergies.
- Notify the school nurse about any upcoming field trips and ensure there are no medications that should be picked up from the office prior to leaving for the field trip.
- Alert parents in your classroom through e-mail and blog posts of food allergy (without identifying the child) so that parents are aware of the need to refrain from sending treats that contain that food.

## ACCEPTABLE USE POLICY

Each student at Wamego High School will be loaned a district owned Apple MacBook Air Laptop, charger, and case to be used at school and at home for the completion of school assignments. This equipment is and shall remain the property of Wamego School District and is herewith lent to the student for the school year and should be used for approved purposes only. For guidelines regarding student and parent responsibilities regarding the MacBook Air Laptops, please reference the Student Acceptable Use Agreement and Laptop Loan Agreement Form which can be found on the USD 320 District Website at [www.usd320.com/enrollment/.../Acknowledge&Consent.pdf](http://www.usd320.com/enrollment/.../Acknowledge&Consent.pdf).

### Wamego High School iPad/Laptop, Policy, Procedures, and Information

#### 1. TAKING PROPER CARE OF iPADS and Laptops

Students are responsible for the general care of the iPad and Laptops while using the device they have been assigned by the school. iPads that are broken or fail to work properly must be taken to the Library or classroom teacher for an evaluation of the equipment. In the following set of expectations, every mention of iPad also includes MacBook Air Laptop and all school-issued devices.

##### 1.1 General Precautions and Expectations

- 1.1.1 The iPad is school property and all users will follow this policy and the WHS Acceptable Use Policy for technology.
- 1.1.2 Only use a clean, soft cloth to clean the screen, no cleansers of any type.
- 1.1.3 Cords and cables must be inserted carefully into the iPad to prevent damage.
- 1.1.4 Gently place the iPad in the cart at the end of use.
- 1.1.5 iPads must remain free of any writing, drawing, stickers, or labels that are not the property of the Wamego School District.
- 1.1.6 iPads that malfunction or are damaged must be reported to the library. The school district will be responsible for repairing iPads that malfunction and/or repairs covered under warranty. **iPads that have been damaged from student neglect or are accidentally damaged will be repaired with the first \$100 of repair cost being borne by the student.**
- 1.1.7 Students will be responsible for the entire cost of repairs to iPads that are damaged intentionally, stolen, or lost.
- 1.1.8 iPads will **NOT** be issued to students for use off school grounds.

##### 1.2 Screen Care

- 1.2.1 The iPad screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.
- 1.2.2 Do not put unnecessary pressure on the top of the iPad.
- 1.2.3 Do not place anything near the iPad that could put pressure on the screen.
- 1.2.4 Do not place anything in the carrying case that will press against the cover.
- 1.2.5 Clean the screen with a soft, dry cloth or anti-static cloth.
- 1.2.6 Do not "bump" the iPad against walls, doors, floors, tables, desks, etc. as it may crack or break the screen.

#### 2. SOFTWARE ON iPADS

##### 2.1 Originally Installed Software

The apps and operating system originally installed by USD 320 must remain on the iPad in usable condition and be easily accessible at all times. From time to time the school may add additional apps and OS upgrades. Periodic checks of iPads will be made to ensure that students have not removed required apps or installed inappropriate material.

#### 3. ACCEPTABLE USE

The use of WHS technology resources is a privilege, not a right. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the school district technology resources may be denied, and appropriate disciplinary action shall be applied. The Wamego High School Student Handbook Policy shall be applied to student infractions. **Violations may result in disciplinary action up to and including suspension and/or expulsion for students. When applicable, law enforcement agencies can be involved.**

### **3.1 Parent/Guardian Responsibilities**

- 3.1.1 Talk to your children about values and the standards that your children should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio.

### **3.2 School Responsibilities are to:**

- 3.2.1 Provide filtered internet access to its students.
- 3.2.2 Provide staff guidance to aid students in doing research and help assure student compliance of the acceptable use policy.
- 3.2.3 Monitor pictures, video, and audio recordings of any student or staff member and ensure they are being utilized in an appropriate manner.

### **3.3 Students are responsible for:**

- 3.3.1 Checking out their assigned iPad and doing the following:
  - The screen is intact and there is no other visible exterior damage.
  - The iPad functions properly.
  - There is no inappropriate content.
- 3.3.1 Using iPads in a responsible and ethical manner.
- 3.3.2 Obeying general school rules concerning behavior and communication that applies to iPad/computer use.
- 3.3.3 Using all technology resources in an appropriate manner so as to not damage school equipment.
- 3.3.4 Helping WHS protect our computer system/device by contacting an administrator about any security problems they may encounter.
- 3.3.5 Notifying a school employee in the event they observe content containing inappropriate or abusive language or if the subject matter is questionable.
- 3.3.6 Returning their iPad to the cart at the end of each class.

### **3.4 Student Activities Strictly Prohibited:**

- 3.4.1 Illegal installation or transmission of copyrighted materials.
- 3.4.2 Any action that violates existing Board policy or public law.
- 3.4.3 Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- 3.4.4 Inappropriately utilizing photos, video, and/or audio recordings of any person.
- 3.4.5 Changing iPad settings in an effort to circumvent the filtering system.
- 3.4.6 Downloading inappropriate apps.
- 3.4.7 Spamming or sending inappropriate emails.
- 3.4.8 Gaining access to other student's accounts, files, and/or data.
- 3.4.9 Vandalism to your iPad or another student's iPad.
- 3.4.10 Taking iPads off school property is strictly prohibited. Student use of iPads will be confined to school use during the school day unless under the direct supervision of a staff member.

### **3.5 Legal Propriety:**

- 3.5.1 Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
- 3.5.2 Plagiarism is a violation of the WHS Student Handbook. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such

- as graphics, movies, music, and text.
- 3.5.3 Violation of applicable state or federal law will result in criminal prosecution and/or disciplinary action by the District.

**3.6 Student Discipline:** If a student violates any part of the above policy, board policy, or WHS Student Handbook policy, he or she may be subject to the following disciplinary steps:

- 3.6.1 Required to attend an iPad policy refresher class.
- 3.6.2 Loss of iPad while being required to complete coursework.
- 3.6.3 Disciplinary/Legal action as deemed appropriate by the Acceptable Use Policy.

**4. REPAIRING OR REPLACING YOUR iPad/COST OF REPAIRS**

Wamego High School recognizes that with the implementation of the iPad initiative there is a need to protect the investment by both the District and the Student/Parent. Therefore, we have set the following guidelines in place.

**4.1 Accidental/Neglectful Damage**

- 4.1.1 Students will be responsible for caring for their device and returning it at the end of class in good working condition.
- 4.1.2 Students will be responsible for the first \$100 of damage in the event the device is accidentally damaged and needs repaired.

**4.2 Intentional Damage/Damage arising from Misuse**

- 4.2.1 Students/Parents will be held responsible for full cost of repairs as the result of intentional damage to iPads including, but not limited to: broken screens, cracked plastic pieces, inoperability, etc.
- 4.2.2 Should the cost to repair exceed the cost of purchasing a new device, the student will pay for full replacement value.

**4.3 Vandalism and Theft**

- 4.3.1 In cases of theft, vandalism and other criminal acts, a police report will be filed.

**\*\*Wamego High School reserves the right to define inappropriate use of technology.\*\***

## **ATTENDANCE POLICY**

Attendance is one of the single most important factors in achieving success at school. When a student is absent from class--either excused or unexcused--it is impossible to recreate the situation that existed during the absence. No amount of make-up work can take the place of the classroom experience. For this reason, it is essential that each student be in class every day possible.

### **Absences & Excuses**

(JBD: revised and approved 4-13-2009)

When a student is absent from school, the school shall attempt to make parental contact as soon as possible to notify and determine the reason for the absence. The principal has been designated to determine the acceptability and validity of excuses presented by the parent(s), guardian(s), or student.

### **Excused/Unexcused Absences**

(JBD-R: revised and approved 4-13-2009)

The district's definition of an excused absence is: illness, death in the family, doctor and dentist appointment, work at home for parents only when a justifiable hardship can be shown, and absence for any school related activity.

Absences for any other reason shall be considered unexcused.

## Absence Procedures & Consequences

1. Parents will be responsible for determining the necessity of their son/daughter missing school. STUDENTS ARE RESPONSIBLE for initiating communication with their instructor(s) regarding the completion of missed assignment(s) when absent. Parents should call the school before 9:00 A.M. when a student is absent. If parents do not call, the school messenger automated system will begin calling parents of students whose absence has not been verified. Parents or guardians may request assignments. When possible, assignments will be available for pickup after 3:20 P.M.
2. If the school does not hear from the parent/guardian, the student should bring a note the next day. Notes must explain the reason for the absence. For an absence to be recorded as excused, the school must receive a phone call or written notice of the absence within 24 hours of the student's return to school. If no call or written notice is received the day following the student's return to school, the absence will be recorded as unexcused and will not be changed.
3. Prior to planned absences or upon return to school following unplanned absences, the student will be responsible for initiation of contact with the instructor regarding the completion of make-up work. All assignments missed, unless otherwise agreed upon with the instructor, will be due by the end of the day of the following class period.
4. Students will be considered incomplete until the grade for course assessments is 70% or above. The student is to complete the missed assignments in order to demonstrate mastery of the concepts necessary for successful completion of the course. It is the student's responsibility to meet with the instructor to get the missed assignments.
5. Students must be in attendance by 11:00 a.m. to participate in activities that day or activities that are scheduled to begin the following morning.
6. For activities that require students to leave school before or during the first block of the day, the student must have been in attendance the last two blocks of the previous school day.
7. For activities that occur on weekends, students must be in attendance for the last two blocks of the last school day of that week.

## Excessive Absenteeism

Because a student's attendance at school is essential to academic success, written notice will be sent to the parents after the fourth absence/block/semester. The building principal has the authority to evaluate and grant or deny approval for absences that are special circumstances and do not fall within the situations listed above.

Parents/guardians are to contact the building principal in advance of planned absences that are considered special circumstances to request approval for the absence. Consideration will be made based on prior attendance, current and prior grade history, and the student's current status in school (good standing). Such a proposal for absence due to special circumstances must be made five school days prior to the planned absence.

Once a student has accumulated eight absences/block/semester, any additional absences will be considered unexcused and handled as an unexcused absence, including vacations or trips. Exceptions to this policy are absences which can be verified by a physician or clergyman, and other situations which the administration has determined to be emergencies. Note: this policy does NOT automatically excuse a student for his/her first eight absences/block/semester from school, as the administration has the final authority to determine whether or not any absence will be excused.

- 1st incident - after-school detention per unexcused block of school. Parent notification
- 2nd incident - after-school detention per unexcused block of school. Parent notification.
- 3rd incident - after-school detentions per unexcused block of school. Parent notification.
- 4th incident – after-school detentions per unexcused block of school. Parent notification. Attendance contract with student.
- 5th incident – after-school detentions per unexcused block of school. Parent meeting.
- 6+ incident – after-school detentions per unexcused block of school. Parent notification. Student may be ineligible for the remainder of the semester. Upon the 6<sup>th</sup> unexcused absence, students may lose credit in the course. If a student loses credit in the course, student may be required to report to the ACE



- room for the remainder of the semester.
- 1 FULL day of ISS may be assigned for each FULL day of unexcused absence.
- The state of Kansas defines Truancy as: three consecutive days of unexcused absences, or five days of unexcused absences per semester, or seven days of unexcused absences in a school year. In cases of excessive unexcused absences, truancy procedures will be initiated with the county authorities.

### **Tardies (semester basis)**

Being prompt to class is not only an important habit to develop, but it is also good manners. Students should be in class when the tardy bell rings. Students who are late because of a valid excuse must enter class excused by the office or a faculty member. Each instructor is responsible for keeping a record of student tardies in PowerSchool. Tardies with a valid excuse will be excused (EXT). Tardy to class with no valid excuse will be considered an unexcused tardy (UET).

A tardy becomes an absence after twenty (20) minutes of missed class time. Students who enter class within twenty (20) minutes of the beginning of the class period will be marked tardy. Any student who enters class later than (20) minutes into the class period will be marked as absent.

First offense: Teacher will conference with the student and review the student tardy policy. Second offense: Teacher will conference with the student and will notify the parent. Third offense: Teacher will assign 15 minute detention and notify parent Fourth+ offense: The student will leave his/her cell phone in the office for the remainder of the day and his/her parent will be notified. The student may be placed on an attendance contract.

### **AFTER-SCHOOL OFFICE DETENTIONS**

ASO Detentions will be assigned to students for violations of school rules. ASO Detentions are served after school every **Wednesday** from 3:00 P.M. – 3:30 P.M. in the ACE Room or Library.

- Students arriving late or without anything to work on will be sent away, and the ASO Detention will double.
- During detentions, students are expected to be using the hour productively (working on class work, reading a book, etc.) Cell phone use is not allowed.
- Students are required to make their own arrangements for transportation home.

### **Removal from Classroom (Class Referral)**

Any student whose behavior is disruptive to the learning of others and prohibits the teacher from teaching shall be sent out of class to the office. If a student is sent out of the classroom due to disciplinary reasons, a written referral and parent notification will occur from the referring teacher. Anytime a student is sent out of the classroom, additional classroom consequences may be assigned (including but not limited to: in-class detention, apologizing to the teacher, restorative practice, ASO detention, behavior contract, ISS, OSS).

### **Suspension/Expulsion from School (USD 320 BOE Policy JDD through JDD-R)**

(Complete policy is listed in USD 320 Policy Manual, JDD through JDD-R-2.)

A student may be suspended or expelled, for reasons set forth in Kansas law, by the following certified personnel: superintendent, principal, and assistant principal. Any student who is suspended or expelled shall receive a copy of the current suspension and expulsion law and this policy. Expulsion hearing for weapons possession shall be conducted by the superintendent/designee. Expulsion hearings shall be conducted by the superintendent or other certified employee or committee of certificated employees of the school in which the pupil is enrolled or a hearing officer appointed by the board, or another person appointed by the board. (See JCDBB)

Reasons for Suspension or Expulsion:

- Willful violation of any published, adopted student conduct regulation;
- Conduct which substantially disrupts, impedes, or interferes with school operation;
- Conduct which endangers the safety or substantially impinges or invades the rights of others;
- Conduct which constitutes the commission of a felony;
- Conduct which constitutes commission of a misdemeanor;
- Disobedience of an order of a school authority if the disobedience results in disorder, disruption or interference with school operation
- Possession of a weapon at school, on school property or at a school-sponsored event.

Parents and/or guardians will be notified within 24 hours of any suspension/expulsion.

**Out-Of-School Suspension (OSS)**

When a student is assigned an out-of-school suspension, he or she will be required to make up the work missed.

During the period of suspension, a student may not attend practices, USD 320 events, or be on USD 320 property. To do so may be considered trespassing, and law enforcement may be contacted.

Out-of-school suspension will result in a minimum one-week period of behavioral ineligibility. A behaviorally-ineligible student may not participate in or attend any school-sponsored, extra-curricular activities or events (specifically including but not limited to sporting events, school dances).

**In-School Suspension (ISS)**

When a student is assigned an in-school suspension, he or she will be required to make up the work missed.

In-school suspension will result in a minimum one-week period of behavioral ineligibility. A behaviorally-ineligible student may not participate in or attend any school-sponsored extracurricular activity or event (specifically including but not limited to: sporting events and school dances). Behavioral ineligibility does not prevent students from practicing. It does prevent them from competing and attending school-sponsored competitions.

**Ace Room Assignment**

The ACE room supervisor will keep records of student referrals in Power School. Students who are identified as habitual offenders will be referred to the administration. Strategies and procedures will be developed, aimed at improving the student's academic and social success.

**Disciplinary Incidents:** See [District Code of Student Conduct](#)

**BULLY PREVENTION PROGRAM**

**Wamego High School will not tolerate bullying. Bullying incidents will be handled per the District Code of Conduct.**

**Rude – Mean – Bullying - Cyberbullying**

Our students are sometimes exposed to inappropriate behaviors from their peers.

We have come to use the following terms to help us define the problem, and adequately assist the students in dealing with these behaviors and growing in positive interpersonal skills.

- **Rude** – A student experiences an incident that is disrespectful, annoying, or inappropriate with no malicious intent.
- **Mean** – A student experiences an incident that is a one-time, intentional event.
- **Bullying** – A student is being bullied when he or she is exposed, repeatedly and over time, to intentional

negative actions meant to cause physical or mental harm or reasonable fear by one or more students. This action would include hitting, kicking, shoving, spitting, taunting, teasing, racial slurs, verbal sexual harassment, threatening comments, and obscene gestures. This would also include getting another person to assault someone, spreading rumors, and deliberately excluding someone from a group or activity.

• **Cyberbullying** – A student is being bullied by use of any electronic communication device through means including, but not limited to, e-mail, instant messaging, text messages, blogs, mobile phones, online games and websites.

### **FIGHTING**

Fighting at school or at any school-sponsored activity will not be allowed. Those involved will be suspended and lose the opportunity to attend and/or participate in school activities. Length of suspension and period of ineligibility will be based on severity of the altercation. Law enforcement may be involved.

### **HAZING/INITIATION (USD #320 BOE Policy JHCAA)**

Forcing any student to act against his or her will is a serious offense. This manner of conduct will not be tolerated and could result in suspension and/or expulsion.

### **SEXUAL HARASSMENT (USD #320 BOE Policy JGEC)**

Sexual harassment shall not be tolerated in the school district. Sexual harassment of employees or students of the district by board members, administrators, certificated and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

It shall be a violation of district policy for any employee to sexually harass a student, for a student to sexually harass another student, or for any employee to discourage a student from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of district policy.

Sexual harassment is unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written or physical conduct of a sexual nature when made by a member of the school staff to a student or when made by any student to another student when:

- Submission to such conduct is made, explicitly or implicitly, a term or condition of the individual's education;
- Submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual; or
- Such conduct has the purpose or effect of interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive academic environment.

Sexual harassment may include, but is not limited to:

- Verbal harassment or abuse;
- Pressure for sexual activity;
- Repeated remarks to a person, with sexual or demeaning implication;
- Unwelcome touching; or suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning a student's grades, participation in extracurricular activities, etc.

Specific examples of sexual harassment include:

- Making sexual comments or jokes;
- Looking or gesturing in a sexual manner;

- Touching, grabbing, pinching in a sexual way;
- brushing up against;
- flashing or mooning;
- spreading sexual rumors about an individual;
- pulling clothing in a sexual manner;
- showing or giving sexual pictures, messages, or notes;
- blocking passage in a sexual way;
- writing sexual messages or graffiti on walls, locker rooms, etc.;
- forcing a kiss on someone;
- calling someone gay or lesbian;
- forcing someone to do something sexual other than kissing;
- spying while someone is showering or dressing.

When acts of sexual harassment or other violations of district policy are substantiated, appropriate action shall be taken against the individual.

Any student who believes he or she has been subjected 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.

The filing of a complaint or otherwise reporting sexual harassment shall not reflect upon the individual's status or grades. Confidentiality shall be maintained throughout the complaint procedure.

### **RACIAL HARASSMENT OR INTIMIDATION**

District employees and students shall not racially harass or intimidate others by name calling, using racial or derogatory slurs, or wearing or possession of items depicting or implying racial hatred or prejudice. District employees and students shall not at school, on school property or at school activities wear or have in their possession any written material, either printed or in their own handwriting, that is racially divisive or creates ill will or hatred. (Examples: clothing, articles, material, publications, or any item that denotes Ku Klux Klan, Aryan Nation - White Supremacy, Black Power, Confederate flags or articles, Neo-Nazi or any other "hate" group. This list is not intended to be all- inclusive.)

Employees who violate this policy will be dealt with in accordance with applicable district policy and procedures.

Any student who believes he or she has been subjected to racial harassment should report the problem to his/her principal or another certified staff member. Staff members shall refer all complaints of racial harassment or intimidation to a building administrator. Complaints regarding racial harassment or intimidation shall be investigated under the district's discrimination complaint procedure identified in policy JCE, which provides for immediate investigation and disciplinary action where appropriate. Initiation of a racial harassment complaint will not adversely reflect on the student. The initiation of a student's complaint will not adversely affect the job security or status of any employee or student until a finding of fact determines that improper conduct occurred. Strict confidentiality will be maintained throughout the complaint procedure.

### **DRUG FREE SCHOOLS AND COMMUNITIES ACT (USD #320 BOE Policy JDDA)**

The unlawful possession, use, sale, or distribution of illicit drugs and alcohol by students on school premises or as a part of any school activity is prohibited. This policy is required by the 1989 amendments to the Drug Free Schools and Communities Act, P.L. 102-226, 103 At. 1928.

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

not unlawfully manufacture, sell, 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:

### **First Violation**

A first positive test will result in the following consequences:

- A (14) calendar day suspension from KSHSAA activities as a participant. The student will continue to practice with the team/organization but will not participate in competitions/activities outside of practice during the suspended time.
- The student will have an assessment with a certified addiction- counseling program. USD 320 will cover the cost of the first consultation meeting if parents/guardians choose the program provided by USD 320. The assessment is to be completed within two weeks of the date of notification of the positive test. Failure to be assessed within that time period will lead to the student being barred from KSHSAA activities until it has been completed.
- The student will complete three follow-up drug tests that will be scheduled in 90-100 day increments or upon return to school in the fall if the 90-100 time window is exhausted during summer break.

### **Second Violation (Two Positive Test Results)**

A second positive test will result in the following consequences:

- A (45) calendar day suspension from KSHSAA activities as a participant. With administrative approval and the coaches/sponsors' consent, the student may practice with the team/organization but will not participate in competitions/activities outside of practice during this time.
- The student will complete three follow-up drug tests that will be scheduled in 90-100 day increments or upon return to school in the fall if the 90-100 time window is exhausted during summer break.

### **Third Violation (Three Positive Test Results)**

A third positive test will result in the following consequences:

- A (180) calendar day ban as a participant from all KSHSAA activities. The student will not be permitted to participate in practices during the banned period.
- The ban may be reduced to ninety days if the student completes either a Certified Inpatient or Outpatient treatment program. The parent/guardian will be responsible for the cost of such a program. Proof of successful completion is required.
- The student will complete three follow-up drug tests that will be scheduled in 90-100 day increments or upon return to school in the fall if the 90-100 time window is exhausted during summer break.

### **Self-Reporting of Drug Usage**

A student or parent/guardian may self-report drug usage at any time prior to selection in the random pool. The student may avoid eligibility consequences of the first violation by self-reporting as specified below. Self-reporting may only be used prior to a first violation. A subsequent positive test result will count as a second positive test.

- In order to avoid the eligibility consequences when reporting prior to a first violation, students must complete an assessment from a certified addiction counselor, which may be of their choice, or they may utilize the contracted counseling addiction program provided by USD 320. USD 320 will cover the cost of the first consultation meeting if parents/guardians choose the program provided by USD 320. The assessment is to be completed within two weeks of the date of notification of the positive test. Failure to be assessed within that time period will lead to the student being barred from KSHSAA activities until it has been completed.
- The student will complete three follow-up drug tests that will be scheduled in 90-100 day increments or upon return to school in the fall if the 90-100 time window is exhausted during summer break.
- Students who are suspended or expelled under the terms of this policy shall be afforded the due process right contained in board policies. Nothing in this policy is intended to diminish the ability of the district to take other disciplinary action against the student in accordance with other policies governing student discipline. In the event a student agrees to enter into and complete a drug education or rehabilitation

program, the cost of such program will be borne by the student and his or her parents.

- A list of available programs along with names and addresses of contact persons for the program is on file with the board clerk. Parents or students should contact the directors of the programs to determine the cost and length of the program.

## **DRUG SCREENING POLICY**

Follow this link to view the Drug Screening Policy.

<http://www.usd320.com/vimages/shared/vnews/stories/5b69c9e8b246c/Drug%20Screening%20Policy.pdf>

Follow this link for FAQ's regarding the Drug Screening Policy.

<http://www.usd320.com/vimages/shared/vnews/stories/5b69c9e8b246c/FAQ%20Drug%20Screening%20Policy.pdf>

## **SEARCHES OF PROPERTY (USD #320 BOE Policy JCABB)**

Searches of property shall be conducted in accordance with the rules approved by the board. No law enforcement officer shall search property without a search warrant or unless given consent of the building principal and is accompanied by a principal or superintendent.

Building principals are authorized to search property if there is reasonable suspicion that district policies, rules, or directives are being violated. All searches by the principal shall be carried out in the presence of another adult witness.

If a student refuses to comply with the principal's request to search their person or property in their possession, the principal will follow the policy as described in the USD 320 Policy manual, section JCABB-R-2.

### **Search of Lockers**

Lockers in the district schools shall be under supervision of the building principal and assigned to the student to store necessary school materials and clothing.

The combinations and/or keys to all lockers locks shall be in the sole possession of the principal and stored in a place designed to guard against unauthorized access to use. The principal may search any locker at any time without notice to the student to whom the locker belongs if there is reason to believe that the locker contains matter prohibited by law or school regulation. Students shall not place locks on any locker without administrator's approval.

Complete policy is listed in the USD 320 Policy Manual. JCAB through JCABB-R-2

### **K-9 Policy**

Guidelines have been established for the use of a drug detection K-9 (canine) at Wamego High School. The K-9 will be brought in only at the request of the school principal. The sheriff's department will not be involved in the "sniff search" other than acting as the assigned handler of the K-9. A dog's alert gives the school reasonable suspicion to search the area identified.

The dog may sniff common areas such as hallways and classrooms when students are NOT in the area. Other areas which may be searched, but not limited to, are student lockers, athletic lockers, vehicles, office areas, teacher work areas, storage areas, garages, school buses and any area deemed necessary by the school principal.

If a K-9 alerts on a vehicle on school property or on public property within 1000 feet of school property, the student will be called out of class and the vehicle will be searched.

If the dog indicates a student has drugs in his/her possession, the student, and only the student, will be questioned by the principal or his/her designated representative.

Students found to have drugs in their possession, in their locker, or in their vehicle will be dealt with by the school administration. All alcohol and illicit drug infractions occurring on school grounds will be reported to law enforcement.

Only the principal will know when a K-9 search will be conducted.

## **Weapons**

(USD #320 BOE Policy JCDBB)

A student shall not knowingly possess, handle, or transmit any object that can reasonably be considered a weapon at school, on school property, or at a school-sponsored event. This shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon.

### **Definition of Weapons and Destructive Devices**

As used in the policy, the term “weapon” and/or destructive device is defined as:

- Any item being used as a weapon or destructive device;
- Any facsimile of a weapon;
- Any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;
- The frame or receiver of any weapon described in the preceding example;
- Any firearm muffler or firearm silencer;
- 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  $\frac{1}{4}$  ounce, mine or similar device.
- Any weapon which will, or which may be readily converted to expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than  $\frac{1}{2}$  inch in diameter; any combination of parts either designed or intended for use in converting any device into a destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled;
- Any bludgeon, sand club, metal knuckles, or throwing star;
- Any knife, commonly referred to as a switchblade, which has a blade that opens automatically by and pressure applied to a button, spring, or other device in the handle of the knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward; downward or centrifugal thrust or movement.

The possession of any knife by students, even those that do not meet criteria of a weapon as described above, is prohibited at Wamego High School and on USD 320 property or at USD 320 activity events. Knives in the possession of students will be confiscated and only returned to the parents of the individual who was in possession of the knife.

Any electronic device designed to discharge immobilizing levels of electricity; commonly known as a stun gun.

### **Penalties for Possession**

Possession of a firearm or other weapon shall result in expulsion from school for a period of one calendar year, except the superintendent may recommend this expulsion requirement be modified on a case-by-case basis (see JDC). Expulsion hearings for possession of a weapon shall be conducted by the superintendent’s designee.

Students violating this policy shall be referred to the appropriate law enforcement agencies, and if a juvenile, to SRS or the Commissioner of Juvenile Justice.

### **Concealed Weapons**

(BOE policy KGD)

It shall be illegal for any person, other than a law enforcement officer, to possess a weapon including a firearm in or on any school property, school grounds, or any district building or structure used for student instruction, or attendance or extracurricular activities of pupils or at any regularly scheduled school-sponsored activity or event.

## **STUDENTS CONVICTED OF A FELONY (Adopted by BOE 1-8-07)**

In order for a student who has been convicted of a felony to participate in and/or attend interscholastic events, two

conditions must be met.

- The school administration must receive a letter signed by the student's probation officer stating that the student is in compliance with all terms of his/her probation and that in his/her opinion the student poses no safety problems to others. The administration shall request that notification of any changes in status of the student occur within 24 hours. School administration will request an update on the status of the student on a quarterly basis.
- Taking into consideration the grades, behavior, and attendance, the student must be in good standing with the school administration.

### **REPORTING CRIMES TO LAW ENFORCEMENT (USD #320 BOE Policy JDDB)**

Whenever a student engages in conduct which constitutes the commission of any misdemeanor or felony at school, on school property, or at a school supervised activity and/or has been found:

- In possession of a weapon at school; or
- In possession of a controlled substance or illegal drug; or
- To have engaged in behavior at school, on school property, or at a school activity, which resulted in, or was substantially likely to have resulted in, serious bodily injury to others, the (principal/superintendent) shall report such act to the appropriate law enforcement agency if any of the behaviors noted above occur.

### **INTERSCHOLASTIC GOOD STANDING CODE**

Wamego High School athletic and activity teams, coaches, sponsors, faculty/staff and administration believe that ALL WHS students should conduct themselves as responsible citizens and each will enforce this code. Students who fail to abide by this are subject to disciplinary actions as prescribed by the code. As recognized representatives of their school, Wamego High School students must demonstrate the behavior outlined in this code. Behavior of the students is to be monitored during the school year by fellow student body members, coaches, sponsors, faculty/staff, and administrators on campus during school and school-sponsored activities, or off campus during school-sponsored activities.

#### **Section I**

Students will be subject to disciplinary action for:

- Breaking the laws of Kansas as the laws pertaining to alcohol, tobacco, and drugs, i.e.;
  - Use or possession of tobacco in any form at any time;
  - Use or possession of alcoholic beverages at any time;
  - Use or possession of marijuana or any other illegal drug at any time.
  - Abuse of prescription/nonprescription drugs at any time.
- Unsportsmanlike behavior that results in removal from an activity.

#### **Section II**

Any violation of the stated policy during the school year by a Wamego High School student may result in the following action:

1. Suspension from all school activities. \*Interscholastic events include school defined social activities, (i.e., homecoming, prom, dances, etc.) plus extracurricular events (i.e., athletic contests, school sponsored organization activities, etc.
2. A mandatory conference with the parents/guardians, and a building administrator, head coach/sponsor, and/or instructor and the student. The student may not continue participation until a conference has been



arranged. The student must follow the guidelines of the above-mentioned team (parents, administrator, coach, sponsor, instructor), which could include, but are not limited to, requiring the student to complete an alcohol/substance abuse program (at the expense of the parents) before allowing the student to participate again.

3. Voluntary admission of an infraction of a rule regarding substance abuse will not result in suspension, when outside the jurisdiction of USD #320, but will count as a first offense. In such cases, a mandatory conference is still required. The purpose of this provision is to allow the student to seek help. A student may not use this voluntary admission if the administration, staff or coaches are already aware of the rules infraction. This provision may be used only one time and can be disallowed by the head coach or sponsor.
4. Any offense to and from and during an activity that directly affects a group activity, practice, or game may be treated as a second offense.

### **Second or Third Offense**

After confirmation of a second violation, the student shall lose eligibility for all interscholastic activities for the designated period of time as outlined in the district code of conduct.

Any student with a previous violation and entering a new season is on probation (probation shall mean that an additional violation will be handled as a second offense). The penalties shall be cumulative (one academic year) beginning with the student's participation in a particular activity, with a second violation being total suspension from participation for the remainder of the academic school year.

If at any time, questions arise about the above two conditions or related conditions, the school administration will meet immediately with the student's probation officer, student, and student's parents/guardian to discuss the circumstance and/or event.

**The KSHSAA Bona fide student is good standing rule supersedes Wamego High School rules and stated as follows:**

**In order to be eligible for participation in activities, one must be a bona fide student in good standing. A student who is under penalty of suspension or whose character or conduct brings discredit to the school or to the student, as determined by the principal, is not in good standing and is ineligible to participate.**

### **SPORTSMANSHIP**

Wamego High School believes that sportsmanship is a very important part of a student-athletes participation in high school activities. We expect our student-athletes to conduct themselves in a way that represents the school positively. Athletic programs are community events, and we ask that all coaches, athletes, students, and spectators to conduct themselves in a sportsmanlike manner.

#### **Sportsmanship Code**

1. Be courteous to opponents, fans, and cheerleaders.
2. Be representative in your behavior toward everyone present.
3. Respect and abide by the official's decision.
4. Exercise self-control at all times; never boo an official, coach, cheerleader or player.
5. Use good judgement in making and displaying signs and posters at events. Signs and posters that are deemed inappropriate by school administration will be confiscated with further penalties possible.
6. Display character in your every action. Learn to win with character and lose with dignity.
7. Display appreciation for a good performance or play regardless of team.
8. Gain an understanding and appreciation for the rules of the contest.
9. Your behavior influences others, whether you are aware of it or not.

The sportsmanship code applies to participants, coaches and fans. Failure to comply with the sportsmanship code may result in removal from the event along with other disciplinary actions as deemed necessary by administration.

**Sportsmanship is the cooperation of people as a unit showing common courtesy, patience, pride, and respect.**

### **North Central Kansas League Code of Ethics**

1. I will avoid any deed or habit that will harm or degrade me mentally, morally, physically, or spiritually, thereby preserving the reputation of my school and the NCKL.
2. I will realize and respect the rights, property, and beliefs of others regardless of race, class, or creed.
3. I will contribute to and support, in a sportsmanlike manner, all school activities.
4. I will observe all rules set up by my school and the NCKL.
5. I will maintain personal integrity and conduct myself at all times in such a manner as to be a credit to myself, to my school, and to the NCKL.

### **BUS REGULATIONS**

(Policy JGG)

Bus transportation shall be provided to and from school for those students who qualify. Transportation may be provided by the district for school activities. Transportation will be denied to students who are detained after school for disciplinary reasons.

Students who use school-provided transportation shall be under the jurisdiction of the vehicle driver while in the vehicle. Students shall be subject to the district's student behavior code and other regulations. The principal or transportation director may suspend or revoke the transportation privilege of a student who violates any rule or regulation.

A bus driver shall not knowingly discharge riders at places other than the regularly scheduled bus stops unless prior authorization is given by the parent. No student may ride on a school bus as a guest of another student unless previous arrangements have been made by written authorization from parents and seating is available.

Any change in after-school bus transportation should be communicated by the parent in writing or the parent is to call the school office. This information will be given to the bus driver at the end of the day. If a student misses the afternoon bus because of a lack of parental communication or for students who do not follow the appropriate dismissal procedures, it will be the parent's responsibility to make transportation arrangements. The school will make every reasonable effort to notify the parent of the situation. A shuttle bus is available to all students. All bus rules apply to those students who use the shuttle bus service.

- Shuttle bus services are available to all students whose parents sign up for the service.
- The Shuttle bus schedule will be updated and announced yearly
- All bus rules apply to students that use the shuttle bus services.

### **Bus Rules**

- Students must be on time at the designated pick up location.
- Students are to conduct themselves in a safe and orderly manner in accordance with school rules while waiting for the bus.
- Students are not to carry anything onto the bus that will impede foot traffic in the aisle. All feet and legs are to be kept out of the aisles.
- Food, drinks, latex balloons, weapons, and animals are not allowed on the bus.
- Students are not to get out of their seats while the bus is in motion.
- Students will place all trash in the trash container as they exit the bus.

- Students are not to extend their arms or heads out of the bus window.
- When leaving the bus, students are to follow the directions of the driver. If students cross the road, they should cross in front of the bus after making sure the street is clear of traffic.

The Transportation Director and/or Building Principal administers consequences for misbehavior on the buses that transport students to and from school. Behaviors that may result in an immediate suspension from the bus for 5 days (or more depending on previous behavior reports) includes fighting, obscene or vulgar behavior or language, throwing objects inside the bus or out the windows, use or possession of tobacco or drugs, vandalism, possession of weapons (knives, guns, sharp objects), refusal to obey the driver.

Other actions may result in:

- First Offense: Warning will be given, parents will be notified and the transportation director and/or building principal will meet with the student.
- Second Report: 5-day suspension from the bus.
- Third report: 15-days off the bus.
- Fourth report: 45-days off the bus.
- Fifth report: suspension from the bus for the rest of the year.

### **SPECIAL SCHOOL CLOSINGS**

In the event of school closing, information will be broadcast on local radio and television stations, as well as the School Messenger phone contact system.

Parents of children in school are encouraged to leave their children in school during severe weather warnings, rather than to attempt to pick them up or notify them to come home. It is the belief of the Board of Education and the administration that confusion will result if parents attempt to pick up their children in such emergencies.

### **ASBESTOS**

In accordance with EPA regulations, this school has been inspected for materials that contain asbestos and an asbestos management plan has been developed and adopted. This plan is on file in the school office. The plan complies with the AHERA mandated requirements for asbestos materials in schools. Any individual who would like to review the plan may do so by visiting the school office and requesting to see the plan.

### **CRISIS PLAN**

Wamego High School has a crisis plan in effect and a crisis team available should there be an event that would have an immediate and adverse effect on a large portion of the school population.

### **WAMEGO HIGH SCHOOL SITE COUNCIL**

The WHS Site Council was created in January 1993 at the direction of the Kansas State Board of Education and the legislature. Representing the school's parents, neighborhood, community, and business/industry, the Building Site Council (BSC) provides input during every step of the growth process. The BSC reviews and provides input/feedback on the work of the Building Leadership Team (BLT). This includes needs assessment, goal area selection, goal and action plan development, evidence/data, and analysis of growth. The BSC meets quarterly.

### **NONDISCRIMINATION NOTICE**

Wamego USD 320 does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Rob McKim, Superintendent, 504 Coordinator  
1008 8<sup>th</sup> Street  
Wamego KS 66547  
785-456-7643  
[mckimr@usd320.com](mailto:mckimr@usd320.com)

### **For Course Handbooks and Enrollment Information-**

Wamego USD 320 offers career and technical education programs at Wamego Middle and High Schools. These programs are designed to prepare youth for a broad range of employment and further education and are offered under the guidance of certified teachers.

All career and technical education programs follow the system's policies of nondiscrimination on the basis of race, color, religion, national origin, sex, age, and disability in all programs, services, activities, and employment. In addition, arrangements can be made to ensure that the lack of English language proficiency is not a barrier to admission or participation.

For general information about these programs, contact the counseling department at these schools.  
Wamego High School- Taylor Roacho, Jessica Bonewitz, or Katey Stream 785-456-2214  
Wamego Middle School- Cassie Woofter 785-456-7682.

## **SECTION 504 GRIEVANCE PROCEDURE**

It is the policy of Wamego USD 320 not to discriminate on the basis of disability. Wamego USD 320 has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) of the U.S. Department of Health and Human Services regulations implementing the Act. Section 504 prohibits discrimination on the basis of disability in any program or activity receiving Federal financial assistance. The Law and Regulations may be examined in the office of Superintendent Rob McKim, 785-456-7643 Section 504 Coordinator who has been designated to coordinate the efforts of Wamego USD 320 to comply with Section 504.

Any person who believes she or he has been subjected to discrimination on the basis of disability may file a grievance under this procedure. It is against the law for Wamego USD 320 to retaliate against anyone who files a grievance or cooperates in the investigation of a grievance.

### **Procedure:**

- Grievances must be submitted to the Section 504 Coordinator within 10 days of the date the person filing the grievance becomes aware of the alleged discriminatory action.
- A complaint must be in writing, containing the name and address of the person filing it. The complaint must state the problem or action alleged to be discriminatory and the remedy or relief sought.
- The Section 504 Coordinator (or her/his designee) shall conduct an investigation of the complaint. This investigation may be informal, but it must be thorough, affording all interested persons an opportunity to submit evidence relevant to the complaint. The Section 504 Coordinator will maintain the files and records of Wamego USD 320 relating to such grievances.
- The Section 504 Coordinator will issue a written decision on the grievance no later than 30 days after its filing.
- The person filing the grievance may appeal the decision of the Section 504 Coordinator by writing to the Board of Education within 15 days of receiving the Section 504 Coordinator's decision. The Board of Education shall issue a written decision in response to the appeal no later than 30 days after its filing.
- The availability and use of this grievance procedure does not prevent a person from filing a complaint of discrimination on the basis of disability with the U. S. Department of Health and Human Services, Office for Civil Rights.

Wamego USD 320 will make appropriate arrangements to ensure that disabled persons are provided other accommodations, if needed, to participate in this grievance process. Such arrangements may include, but are not limited to, providing interpreters for the deaf, providing taped cassettes of material for the blind, or assuring a barrier-free location for the proceedings. The Section 504 Coordinator will be responsible for such arrangements.

### **FAMILY EDUCATIONAL RIGHT TO PRIVACY (USD #320 BOE Policy JR)**

All student records shall be treated as confidential and primarily for local school use unless otherwise stipulated.

Under the provisions of the Family Educational Rights and Privacy Act (FERPA), parents of students and eligible students (those who are 18 or older) are afforded various rights with regard to educational records which are kept and maintained by the school. In accordance with FERPA, you are required to be notified of those rights, which include:

- The right to review and inspect all of your educational records except those which are specifically exempted.
- The right to prevent disclosure of personally identifiable information contained in your educational records to other persons with certain limited exceptions. Disclosure of information for your educational records to other persons will occur only if:
  - We have your prior written consent for disclosure;
  - The information is considered directory information, and you have not objected to the release of such information; and
  - Disclosure without consent is permitted by law.
- The right to request that your educational records be amended if you believe the records are misleading, inaccurate, or otherwise in violation of your rights. This right includes the right to request a hearing at which time you may present evidence to show why the record should be changed if your request for an amendment to your records is denied in the first instance.
- The right to obtain a copy of USD 320 policies for complying with FERPA. A copy may be obtained from the Clerk of the Board, USD 320, 1008 8<sup>th</sup> Street, Wamego, KS 66547, 785-456-7643.

### **DIRECTORY INFORMATION (USD #320 BOE Policy JRB)**

For purposes of FERPA, USD 320 has designated certain information contained in educational records as directory information, which may be disclosed for any purpose without your consent.

Directory information categories include the following: the student's name, address, telephone number (unless designated as an unlisted 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.

You have the right to refuse to permit the designation of any or all of the above information as directory information. If you refuse, you must file written notification to this effect with USD 320 addressed to the Clerk of the Board, USD 320, 1008 8<sup>th</sup> Street, Wamego, KS 66547 on or before **September 1**, of every year. If refusal is not filed, USD 320 assumes there is no objection to the release of the directory information designated.

### **EMERGENCY SAFETY INTERVENTIONS GAAF (See GAO, JRB, JQ, and KN)**

The board of education is committed to limiting the use of Emergency Safety Intervention ("ESI"), such as seclusion and restraint, with all students. Seclusion and restraint shall be used only when a student's conduct necessitates

the use of an emergency safety intervention as defined below. The board of education encourages all employees to utilize other behavioral management tools, including prevention techniques, de-escalation techniques, and positive behavioral intervention strategies.

This policy shall be made available on the district website with links to the policy available on any individual school pages. In addition, this policy shall be included in at least one of the following:

- each school’s code of conduct
- school safety plan, or
- student handbook.

Notice of the online availability of this policy shall be provided to parents during enrollment each year.

**Definitions**

“Area of purposeful isolation” means any separate space, regardless of any other use of that space, other than an open hallway or similarly open environment.

“Campus police officer” means a school security officer designated by the board of education of any school district pursuant to K.S.A. 72-6146, and amendments thereto.

“Chemical Restraint” means the use of medication to control a student’s violent physical behavior or restrict a student’s freedom of movement.

“Emergency Safety Intervention” is the use of seclusion or physical restraint but does not include physical escort or the use of time-out.

“Incident” means each occurrence of the use of an emergency safety intervention.

“Law enforcement officer” and “police officer” mean a full-time or part-time salaried officer or employee of the state, a county, or a city, whose duties include the prevention or detection of crime and the enforcement of criminal or traffic law of this state or any Kansas municipality. This term includes a campus police officer.

“Legitimate law enforcement purpose” means a goal within the lawful authority of an officer that is to be achieved through methods or conduct condoned by the officer’s appointing authority.

“Mechanical Restraint” means any device or object used to limit a student’s movement.

“Parent” means:

- a natural parent;
- an adoptive parent;
- a person acting as a parent as defined in K.S.A. 72-3122(d)(2), and amendments thereto;

**Emergency Safety Interventions GAAF-2**

- a legal guardian;
- an education advocate for a student with an exceptionality;
- a foster parent, unless the student is a child with an exceptionality; or
- a student who has reached the age of majority or is an emancipated minor.

“Physical Escort” means the temporary touching or holding the hand, wrist, arm, shoulder, or back of a student who is acting out for the purpose of inducing the student to walk to a safe location.

“Physical Restraint” means bodily force used to substantially limit a student’s movement, except that consensual, solicited, or unintentional contact and contact to provide comfort, assistance, or instruction shall not be deemed to be physical restraint.

“Purposefully isolate” when used regarding a student, means that school personnel are not meaningfully engaging with the student to provide instruction and any one of the following occurs:

1. Removal of the student from the learning environment by school personnel;
2. Separation of the student from all or most peers and adults in the learning environment by school personnel; or
3. Placement of the student within an area of purposeful isolation by school personnel.

“School resource officer” means a law enforcement officer or police officer employed by a local law enforcement agency who is assigned to a district through an agreement between the local law enforcement agency and the district.

“School security officer” means a person who is employed by a board of education of any school district for the purpose of aiding and supplementing state and local law enforcement agencies in which the school district is located but is not a law enforcement officer or police officer.

“Seclusion” means placement of a student for any reason other than for in-school suspension, detention, or any other appropriate disciplinary measure in a location where both of the following conditions are met:

School personnel purposefully isolate the student; and the student is prevented from leaving or has reason to believe, that the student will be prevented from leaving the area of purposeful isolation.

“Time-out” means a behavioral intervention in which a student is temporarily removed from a learning activity without being secluded.

### **Prohibited Types of Restraint**

All staff members are prohibited from engaging in the following actions with all students:

### **Emergency Safety Interventions GAAF-3**

- Using face-down (prone) physical restraint;
- Using face-up (supine) physical restraint;
- Using physical restraint that obstructs the student’s airway;
- Using physical restraint that impacts a student’s primary mode of communication;
- Using chemical restraint, except as prescribed treatments for a student’s medical or psychiatric condition by a person appropriately licensed to issue such treatments; and
- Use of mechanical restraint, except:
  - Protective or stabilizing devices required by law or used in accordance with an order
  - from a person appropriately licensed to issue the order for the device;
  - Any device used by a certified law enforcement officer to carry out law enforcement duties; or
  - Seatbelts and other safety equipment when used to secure students during transportation.

### **Use of Emergency Safety Interventions**

ESI shall be used only when a student presents a reasonable and immediate danger of physical harm to such student or others with the present ability to affect physical harm. Less restrictive alternatives to ESI, such as positive behavior interventions support, shall be deemed inappropriate or ineffective under the circumstances by the school employee witnessing the student’s behavior prior to the use of any ESI. The use of ESI shall cease as soon as the immediate danger of physical harm ceases to exist. Violent action that is destructive of property may necessitate the use of an ESI. Use of an ESI for purposes of discipline, punishment, or for the convenience of a school employee shall not meet the standard of immediate danger of physical harm.

### **ESI Restrictions**

A student shall not be subjected to ESI if the student is known to have a medical condition that could put the

student in mental or physical danger as a result of ESI. The existence of such medical condition shall be indicated in a written statement from the student's licensed health care provider, a copy of which has been provided to the school and placed in the student's file. Such written statement shall include an explanation of the student's diagnosis, a list of any reasons why ESI would put the student in mental or physical danger, and any suggested alternatives to ESI. In spite of the provisions of this subsection, a student may be subjected to ESI if not subjecting the student to ESI would result in significant physical harm to the student or others.

#### **Emergency Safety Interventions GAAF-4**

##### **Use of Seclusion**

When a student is placed in seclusion, a school employee shall see and hear the student at all times. The presence of another person in the area of purposeful isolation or observing the student from outside the area of purposeful isolation shall not create an exemption from otherwise reporting the incident as seclusion. When a student is placed in or otherwise directed to an area of purposeful isolation, the student shall have reason to believe that the student is prevented from leaving. If the area of purposeful isolation is equipped with a locking door designed to prevent a student from leaving the area of purposeful isolation, the door shall be designed to ensure that the lock automatically disengages when the school employee viewing the student walks away from the area of purposeful isolation, or in case of emergency, such as fire or severe weather.

An area of purposeful isolation shall be a safe place with proportional and similar characteristics as those of rooms where students frequent. Such area shall be free of any condition that could be a danger to the student, well-ventilated, and sufficiently lighted.

##### **Training**

All staff members shall be trained regarding the use of positive behavioral intervention strategies, de-escalation techniques, and prevention techniques. Such training shall be consistent with nationally recognized training programs on ESI. The intensity of the training provided will depend upon the employee's position.

Administrators, licensed staff members, and other staff deemed most likely to need to restrain a student will be provided more intense training than staff who do not work directly with students in the classroom. District and building administration shall make the determination of the intensity of training required by each position.

Each school building shall maintain written or electronic documentation regarding the training that was provided and a list of participants, which shall be made available for inspection by the state board of education upon request.

##### **Notification and Documentation**

The principal or designee shall notify the parent the same day as an incident. The same-day notification requirement of this subsection shall be deemed satisfied if the school attempts at least two methods of contacting the parent. A parent may designate a preferred method of contact to receive the same-day notification. Also, a parent may agree, in writing, to receive only one same-day notification from the school for multiple incidents occurring on the same day.

Documentation of the ESI used shall be completed and provided to the student's parents no later than the school day following the day of the incident. Such written documentation shall include:

##### **Emergency Safety Interventions GAAF-5**

- The events leading up to the incident;
- student behaviors that necessitated the ESI;
- steps taken to transition the student back into the educational setting;
- the date and time the incident occurred, the type of ESI used, the duration of the ESI, and the school personnel who used or supervised the ESI;
- space or an additional form for parents to provide feedback or comments to the school regarding the incident;
- a statement that invites and strongly encourages parents to schedule a meeting to discuss the incident



- and how to prevent future incidents; and
- email and phone information for the parent to contact the school to schedule the ESI meeting.
- Schools may group incidents together when documenting the items in subparagraphs (A), (B) and (C) if the triggering issue necessitating the ESI is the same.

The parent shall be provided the following information after the first and each subsequent incident during each school year:

- A copy of this policy which indicates when ESI can be used;
- a flyer on the parent's rights;
- information on the parent's right to file a complaint through the local dispute resolution process (which is set forth in this policy) and the complaint process of the state board of education; and
- information that will assist the parent in navigating the complaint process, including contact information for Families Together and the Disability Rights Center of Kansas.

Upon the first occurrence of an incident of ESI, the foregoing information shall be provided in printed form or, upon the parent's written request, by email. Upon the occurrence of a second or subsequent incident, the parent shall be provided with a full and direct website address containing such information.

#### **Law Enforcement, School Resource, and Campus Security Officers**

Campus police officers and school resource officers shall be exempt from the requirements of this policy when engaged in an activity that has a legitimate law enforcement purpose. School security officers shall not be exempt from the requirements of this policy.

If a school is aware that a law enforcement officer or school resource officer has used seclusion, physical restraint, or mechanical restraint on a student, the school shall notify the parent the same day.

#### **Emergency Safety Interventions GAAF-6**

using the parent's preferred method of contact.

A school shall not be required to provide written documentation to a parent, as set forth above, regarding law enforcement use of an emergency safety intervention, or report to the state department of education any law enforcement use of an emergency safety intervention. For purposes of this subsection, mechanical restraint includes, but is not limited to, the use of handcuffs.

#### **Documentation of ESI Incidents**

Except as specified above with regard to law enforcement or school resource officer use of emergency safety interventions, each building shall maintain documentation any time ESI is used with a student. The documentation shall include all of the following:

- Date and time of the ESI,
- Type of ESI,
- Length of time the ESI was used,
- School personnel who participated in or supervised the ESI,
- Whether the student had an individualized education program at the time of the incident,
- Whether the student had a section 504 plan at the time of the incident, and
- Whether the student had a behavior intervention plan at the time of the incident.

All such documentation shall be provided to the building principal, who shall be responsible for providing copies of such documentation to the superintendent or the superintendent's designee on at least a biannual basis. At least once per school year, each building principal or designee shall review the documentation of ESI incidents with appropriate staff members to consider the appropriateness of the use of ESI in those instances.

## **Reporting Data**

District administration shall report ESI data to the state department of education as required. Parent Right to Meeting on ESI Use After each incident, a parent may request a meeting with the school to discuss and debrief the incident. A parent may request such meeting verbally, in writing, or by electronic means. A school shall hold a meeting requested under this subsection within 10 school days of the parent's request. The focus of any such meeting shall be to discuss proactive ways to prevent the need for emergency safety interventions and to reduce incidents in the future.

## **Emergency Safety Interventions GAAF-7**

For a student with an IEP or a Section 504 plan, such student's IEP team or Section 504 plan team shall discuss the incident and consider the need to conduct a functional behavioral assessment, develop a behavior intervention plan, or amend the behavior intervention plan if already in existence. For a student with a section 504 plan, such student's section 504 plan team shall discuss and consider the need for a special education evaluation. For students who have an individualized education program and are placed in a private school by a parent, a meeting called under this subsection shall include the parent and the private school, who shall consider whether the parent should request an individualized education program team meeting. If the parent requests an individualized education program team meeting, the private school shall help facilitate such meeting.

For a student without an IEP or Section 504 plan, the school staff and the parent shall discuss the incident and consider the appropriateness of a referral for a special education evaluation, the need for a functional behavioral assessment, or the need for a behavior intervention plan. Any such meeting shall include the student's parent, a school administrator for the school the student attends, one of the student's teachers, a school employee involved in the incident, and any other school employees designated by the school administrator as appropriate for such meeting.

The student who is the subject of such meetings shall be invited to attend the meeting at the discretion of the parent. The time for calling such a meeting may be extended beyond the 10-day limit if the parent of the student is unable to attend within that time period. Nothing in this section shall be construed to prohibit the development and implementation of a functional behavior assessment or a behavior intervention plan for any student if such student would benefit from such measures.

## **Local Dispute Resolution Process**

If a parent believes that an emergency safety intervention has been used on the parent's child in violation of state law or board policy, the parent may file a complaint as specified below. The board of education encourages parents to attempt to resolve issues relating to the use of ESI informally with the building principal and/or the superintendent before filing a formal complaint with the board. Once an informal complaint is received, the administrator handling such complaint shall investigate such matter, as deemed appropriate by the administrator. In the event that the complaint is resolved informally, the administrator must provide a written report of the informal resolution to the superintendent and the parents and retain a copy of the report at the school. The superintendent will share the informal resolution with the board of education and provide a copy to the state department of education.

## **Emergency Safety Interventions GAAF-8**

If the issues are not resolved informally with the building principal and/or the superintendent, the parents may submit a formal written complaint to the board of education by providing a copy of the complaint to the clerk of the board and the superintendent within thirty (30) days after the parent is informed of the incident. Upon receipt of a formal written complaint, the board president shall assign an investigator to review the complaint and report findings to the board as a whole. Such investigator may be a board member, a school administrator selected by the board, or a board attorney. Such investigator shall be informed of the obligation to maintain confidentiality of student records and shall report the findings of fact and recommended corrective action, if any, to the board in executive session.

Any such investigation must be completed within thirty (30) days of receipt of the formal written complaint by the

board clerk and superintendent. On or before the 30th day after receipt of the written complaint, the board shall adopt written findings of fact and, if necessary, appropriate corrective action. A copy of the written findings of fact and any corrective action adopted by the board shall only be provided to the parents, the school, and the state department of education and shall be mailed to the parents and the state department within 30 days of the board's receipt of the formal complaint. If desired, a parent may file a complaint under the state board of education administrative review process within thirty (30) days from the date a final decision is issued pursuant to the local dispute resolution process.

Approved:

KASB Recommendation – 6/13; 12/13; 6/15; 6/16; 6/18; 12/18; 6/23

### **EVACUATIONS AND EMERGENCIES EBBB (See EBBF and JBH)**

If an emergency interferes with the normal conduct of school affairs, students may be dismissed from school only by the superintendent or superintendent's designee. A plan for emergency dismissal of students during the school day shall be developed by the superintendent and approved by the board. A copy shall be filed with the clerk, and procedures for dismissal shall be given to parents and students at the beginning of each school year.

In an emergency when the safety of students and/or staff is better served by remaining at school, students will not be released, nor will school be dismissed early. During an emergency period when there is insufficient warning time, the district will keep all students under school jurisdiction and supervision. The staff shall remain on duty to supervise students during this time.

#### **School-Closing Announcements**

When the superintendent believes the safety of students is threatened by severe weather, health or safety concerns, or other circumstances, parents and students shall be notified of school closings or cancellations by announcements made over radio/TV station(s), (TV: WIBW, KSNT); Radio: WIBW-FM (94.5, 106.9, 104.9) and AM (580), KMAN-FM (93.3, 93.7, 96.3, 101.5, 104.7) and AM (1350); KQLA-FM (97.5, 103.5) and AM (1420); KHCA-FM (95); KBLS Sunny (102.5); KHCD (89.5); KMAJ (102.9); KTOP-AM (99.3), social media, and the district's School Messenger System.

#### **Bomb Threats**

If there is a bomb threat or similar emergency, the principal shall see that students are escorted to a safe place. The principal shall notify law enforcement agencies of the threat and request a thorough inspection of the buildings and grounds. Other contingencies as noted in the crisis plan shall be followed. If it is determined that no danger exists to the students' safety, and, if there is time remaining in the school day, school shall be resumed.

#### **Planning for Emergencies**

Each building principal shall develop appropriate emergency procedures which shall be included in the district's crisis plans. As appropriate, portions of the crisis plan developed shall be held in strict confidence by staff members having direct responsibility for implementing the plan.

Approved: 04/13/2009; 04/12/2021; 03/18/24

### Additional Fees for Wamego High School 2024 - 2025

<b>REQUIRED FEES</b>	
Instructional Materials	35.00
Technology Fee - iPad/Computer (6-12)	50.00
<b>OPTIONAL FEES</b>	
HS Student Activity Pass	30.00
Yearbooks	65.00
<b>SPECIAL FEES</b>	
HS Sports Fee (per person; per sport)	35.00
HS Class Dues	10.00
HS Senior Sitting Fee	10.00
WHS Weights Towel Fee	8.00
WHS Internships (1st Semester)	30.00
WHS Internships (2nd Semester)	15.00
WHS Horticulture Class (year long)	20.00
WHS Woods Class (year long)	\$35 + Cost of Project
WHS Ag Welding Class (year long)	\$35 + Cost of Project
WHS Drafting Class	Cost of Project
WHS Beginning Drawing Class (semester only)	35.00
WHS Advanced Drawing Class (semester only)	35.00
WHS Graphic Arts Class	35.00
WHS Beginning Ceramics Class (semester only)	35.00
WHS Advanced Ceramics Class (semester only)	35.00
WHS Beginning Painting Class (semester only)	35.00
WHS Advanced Painting Class (semester only)	35.00
WHS Independent Study Art (semester only)	35.00
WHS Beginning Photography Class (semester only)	95.00
WHS Advanced Photography Class (semester only)	95.00
WHS Independent Study Photography (semester)	95.00
WHS Nutrition & Wellness Class (semester only)	10.00
WHS Culinary Essentials Class (semester only)	35.00
WHS Culinary Arts I Class (year long)	45.00
WHS Culinary Arts II Class (semester only)	35.00
WHS Baking and Pastry I & II	35.00
WHS Orientation to Early Childhood Class (year long)	20.00
WHS Foundations of Early Childhood Class (year long)	30.00



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