



**SHAWNEE  
HEIGHTS  
HIGH SCHOOL**

Home of the Thunderbirds

4201 SE Shawnee Heights Rd  
Tecumseh, KS 66542  
Phone: 379-5860 (Attendance Calls)  
Phone: 379-5880  
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**Front Cover Designed by**  
*David Franzke*

Please visit the Shawnee Heights Home Page at:

[www.usd450.net](http://www.usd450.net)

Get access to:

Daily Announcements  
Principal's Newsletters  
School Calendar of Events  
Sports Calendar and Directions  
Library/Media Center Information  
Homework Assistance  
Departmental Information  
.....and much more.....

**This book belongs to:**

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**WELCOME TO SHAWNEE HEIGHTS HIGH SCHOOL**

*Another great year at Shawnee Heights High School is ahead. I expect it will be an exciting year with a new group of seniors to lead the way. On behalf of the staff at SHHS, I want to welcome you all to SHHS.*

*This planner has some major changes from the previous planners. Please take a moment and become familiar with its content. The planner is not designed to cover all board policies, but to serve as a guide to the general operations of the high school. If you need additional information, you can check out the website.*

*Remember, the number one job of any student is to get their education. Take advantage of the opportunities here at SHHS and make this the most successful year of your educational career.*

*In conclusion, I hope you will work with the staff to make 2010-11 one of the best years in the history of Shawnee Heights.*

*Your principal,*

*Alan Beam*

.....

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This handbook is an official school publication and students are responsible for the information contained within. This handbook has been approved by the Board of Education of USD 450 on June 7, 2010.

**EDUCATIONAL AFFILIATIONS**

State Department of Education.....Comprehensive Rating  
North Central Association of Colleges and Universities–Admitted April 8, 1964  
Approved for school year 2010-2011

### **SHAWNEE HEIGHTS USD 450 MISSION STATEMENT**

The mission of Shawnee Heights USD 450 is to provide quality education that promotes academic achievement for all students and supports the development of caring, productive and responsible citizens. This will be achieved through:

- Diverse academic opportunities;
- Staff committed to continuous instructional improvement;
- Student, family and community involvement; and
- Safe schools

### **HIGH SCHOOL MISSION STATEMENT**

We strive to develop all students into lifelong learners, academic achievers, and responsible citizens.

### **HIGH SCHOOL "FIGHT SONG"**

Cheer the fighting Thunderbirds  
For we are proud to be the Thunderbirds!  
As we march against the foe,  
We will shout our battle cry, Rah! Rah! Rah!  
To the end we'll ever fight,  
For we are loyal to the Red and White  
Fight! Fight! Fight! and win the victory  
For Shawnee Heights!  
(Music and lyrics composed by Mr. James Pauls)

### **"ALMA MATER"**

To thee, Alma Mater, we pledge our loyalty;  
Thy name to be honored, and ne'er forgotten be.  
Glory and fame shall grace the name  
Of Shawnee Heights always;  
All hail to the Red and White  
Ever great and true.  
(From Brahms' Fourth Symphony, lyrics by Mr. James Pauls)

### **HISTORY OF OUR NAME AND OUR MASCOT**

The name, **SHAWNEE HEIGHTS**, came from suggestions offered by the eighth grade students of the Tecumseh, Berryton, and Richland grade schools. The Board of Education selected these three names, which were voted upon by the eighth grade students of the three schools: Kawaka, submitted by Carolyn Ramey and Letty Tobias; Washburn Rural, submitted by Gracie Mae Nelson, and Shawnee Heights, submitted by Jeannette Colhouer and Rob Nowlan. The emblem, the **THUNDERBIRD**, is derived from the mythical Indian bird symbolizing thunder and lightning.

### **SCHOOL COLORS**

The school colors are red, white and turquoise.

**BOARD OF EDUCATION**

Trey Burton  
Rusty Doty  
Gene Edwards  
Mark Hecker  
Carlene Jones  
Kay White  
Jim Zimmerman

**CENTRAL OFFICE ADMINISTRATORS**

**4401 SE Shawnee Heights Rd.  
Tecumseh, KS 66542  
(785) 379-5800**

Dr. Martin Stessman, Superintendent  
Shirley Martin, Assistant to the Superintendent for Business Affairs  
Kyle Goodwin, Special Education Director

**SHAWNEE HEIGHTS HIGH SCHOOL ADMINISTRATORS**

Alan Beam, Principal  
Matt Hirsch, Associate Principal  
Jay Scott, Assistant Principal  
Jennifer Bessolo, Assistant Principal  
Warren Watson, Athletic Director

**SHAWNEE HEIGHTS HIGH SCHOOL OFFICE STAFF**

Sandy Brady - Principal's Secretary  
Shauna Owens - Secretary  
Susan Anderson - Attendance Secretary  
Debbie Morris - Receptionist  
Cathy Allen - Bookkeeper  
Joyce Sharp - Bookkeeper  
Kathy Rice -Athletic Director's Secretary  
Elaine Schulz – Counseling Center Secretary

**CRIME STOPPERS TELEPHONE NUMBER**

379-5895 (to report school crimes)

**KANSAS SCHOOL SAFETY HOTLINE**

1-800-626-8203  
(to report impending school violence to Ks. Hwy. Patrol)

**SHAWNEE HEIGHTS HIGH SCHOOL FACULTY**

**Teachers can be reached by email using their last name followed by the first letter of their first name followed by @usd450.net**

**Example: Robyn Aeschliman would be aeschlimanr@usd450.net**

Aeschliman, Robyn, Special Ed.	Marchello, Janell, Language Arts
Anderson, Katy, Math	Mastin, Jay, Special Ed
Appelhanz, Charlie, Social Studies	McGlinn, Sallie, Math
Ayers-Berry, Avery, Art	Montgomery, Karen, Math
Balint, Mike, Science	Munz, Maureen, Special Ed
Barnhill, Martha, Orchestra	Myers, Dana, Language Arts
Bass, Mike, Social Studies	Nelson-Bova, Linda, Art
Bassett, Andrew, Science	Nicks, Brad, Math
Becker, Hildegard, German	Nulton, Susie, Business/Computer
Bishop, Darrell Chief, NJROTC	O'Connor, Shannon, Social Studies
Borjon, Stacie, Science	Osborne, Kathy, Special Ed
Bowen, Linda, Math	Oshel, John, Physical Education
Boyer, Jeff, Language Arts/Drama	Oshel, Misty, Transition Counselor
Buchanan, Patrick, Social Studies	Paget, Ryan, Art
Carr, Nicolas, Orchestra/Band	Parks, Laura, Physical Education
Commons, Stephanie, Math	Phillips, Bob, Technology Education
Crimmins, Laurie, Counselor	Purvis, Neal, Band
Crosson, Frank, Directed Studies	Rand, W. Dean, Technology Ed
Dechant, Aaron, Language Arts	Ready, Elizabeth, French
Deever, Donna, Family & Con.Sci.	Reynolds, Nelda, Special Ed
Dill, Melanie, Spanish	Richards, Jeff CDR, NJROTC
Doole, Robert, Vocal Music	Richey, Tanya, Business/Computer
Dorner, Lon, Language Arts	Schaub, Sharon, Special Ed
Dorner, Mary, Language Arts	Schmitt, Jennifer, Spanish
Edmonds, Tod, Social Studies	Serrano, Marc, Social Studies
Flott, Katie, Librarian	Smith, Ryan, Special Ed
Giddens, Steve, Social Studies	Swift, Jason, Physical Education
Gish, Roseann, Journalism	Uhl, Kimberlynn, Science
Hall, Marty, Special Ed	Von Bargen, Rachel, Math
Harris, Nick, Social Studies	Wall, Stacy, Math
Henry, Mark, Counselor	Ward, Terri, Language Arts
Hirsch, Laura, Science	Wells, Robert, Science
Holmes, Doug, Directed Studies	Wetmore, Holly, Language Arts
Jarboe, Mark, Science	Wheeler, Wendy, Photography
Johnston, Kevin, Language Arts	Wilhelm, Ann, Special Ed
Kapfer, Kerry, Science	Wilson, Sharon, Counselor
Klamm, Jennifer, Math	Williams, Brian, Special Ed
Loy, Stephen, Art	Wright, Kylee, Language Arts

### **CLUBS/ACTIVITIES – SPONSORS**

Academic Team	Holly Wetmore
Art Club	Linda Nelson-Bova
Band	Neal Purvis
Black Student Union	Deb Robbs
Cheerleaders	Dr. Renee Dexter
Color Guard	Mallory Walters
Debate and Forensics	Aaron Dechant
Drama Club/Thespians	Jeff Boyer
Fellowship of Christian Athletes	Jay Scott/Brad Nicks
Future Business Leaders of America	Tanya Richey
Hispanic American Leadership Organization	Marc Serrano
International Club	Melanie Dill
Junior Civitan Club	Dr. Renee Dexter
Key Club	Kevin Johnston
Model UN	Robyn Aeschliman
National Honor Society	Stacie Borjon
NJROTC	CDR Jeff Richards
Newspaper and Yearbook	Roseann Gish
Orchestra	Martha Barnhill
Renaissance	Ryan Paget
Students Against Destructive Decisions	Wendy Wheeler
Student Council	Steve Giddens/Stacie Borjon
Vocal Music	Robert Doole

### **SPORTS – COACHES**

Baseball	Ryan Schmidt
Basketball (Boys)	Pat Buchanan
Basketball (Girls)	Bob Wells
Bowling	Nick Harris
Cross Country	Andy Bassett
Football	Jason Swift
Golf (Boys)	Jason Swift
Golf Girls	Steve Giddens
Soccer (Boys)	Mike Balint
Soccer (Girls)	Marc Serrano
Softball	Steve Giddens
Tennis	Mike Bass
Track	Brad Nicks
Volleyball	Carolyn Raynes
Wrestling	Chad Parks

**STUDENT COUNCIL ELECTED OFFICERS**

**Executive Officers**

President	Tara Cross
Vice-President	Shelby Perez
Secretary	Laurel Gardner
Treasurer	Kaitlyn Burton

**Senior Class Officers**

President	Spencer Emmert
Vice-President	Hannah Helmke
Secretary	Alyssa Hudson
Treasurer	Brooke Schultz

**Junior Class Officers**

President	Alek Eskilson
Vice-President	Bailee Howard
Secretary	Haley Slusser
Treasurer	Peyton McNeil
Representative	Megan Stessman

**Sophomore Class Officers**

President	Haley Brun
Vice-President	Faith Hansard
Secretary	Jessi Sands
Treasurer	Dakota Weaver
Representatives	Mikki Williamson

Student Council is the controlling student organization in the school. It controls all other student clubs. Students interested in forming a new club must present a constitution to Student Council and have it approved before the new club can elect officers and begin operation.

Student Council is responsible for assisting in personal appearance regulations of the school, scheduling some assemblies and other student activities.

Executive officers for Student Council are elected by the student body in the spring of each year.

**DAILY SCHEDULE**

Please note, every Monday will be a late start day.  
Students who ride the bus need to report to the cafeteria and wait for the bell to ring.

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>1</b> 8:22 – 9:14	<b>1</b> 7:45 – 9:24	<b>2</b> 7:45 – 9:24	<b>1</b> 7:45 – 9:24	<b>2</b> 7:45 – 9:24
<b>2</b> 9:22 – 10:14	<b>3</b> 9:32 – 10:35	<b>3</b> 9:32 – 10:35	<b>3</b> 9:32 – 10:35	<b>3</b> 9:32 – 10:35
<b>4</b> 10:22 – 11:12 <hr/> <b>5</b> 11:20 – 12:35	<b>5</b> 10:43 – 12:48	<b>4</b> 10:43 – 12:48	<b>5</b> 10:43 – 12:48	<b>4</b> 10:43 – 12:48
<b>6</b> 12:43 – 1:35 <hr/> <b>7</b> 1:43 – 2:35	<b>7</b> 12:56 – 2:35	<b>6</b> 12:56 – 2:35	<b>7</b> 12:56 – 2:35	<b>6</b> 12:56 – 2:35

### **ACADEMIC AWARDS**

**Academic awards** will be presented to students who have maintained a high level of achievement in the following departments based on teacher records: Business Education, Family and Consumer Sciences, Fine Arts, Foreign Language, Language Arts, Math, NJROTC, Physical Education, Science, Social Studies, Technology Education, and Washburn Tech.

The recipients for all awards should include only:

1. Those students who consistently show superior knowledge of the subject matter.
2. Those students who do extensive and exceedingly high quality work in this course.
3. Those students who show initiative in applying knowledge to new areas or problems, and who give evidence of unusual responsibility in meeting obligations.
4. The maximum number of awards shall not be more than five percent of the enrollment of any one class, subject area, or department.

\* Students who receive two or more awards will be given a medal.

*Approved by Department Heads 9-84*

*Approved by Student Council 1-85*

### **ACADEMIC LETTERS**

A student is eligible to receive an **academic letter** after three consecutive, full-time semesters of attendance at Shawnee Heights High School if the student has maintained a GPA of 3.50 or higher throughout the three semesters.

Any transferring student who enrolls at Shawnee Heights must enter with a minimum GPA of 3.50 and then earn two consecutive, full-time semesters of 3.50 GPA or higher to receive the award.

The first award will be a school letter. Succeeding awards will be bars.

Second and third awards may be earned by maintaining a GPA of 3.50 or higher for two more consecutive, full-time semesters. Failure to maintain a 3.50 semester GPA requires that the student meet the original criteria for the second award.

Students must have been enrolled in seven classes each semester.

*Approved by Department Heads 9-84*

*Approved by Student Council 1-85*

### **ACADEMIC TEAM**

A student must be committed to the Academic Team and its activities for the school year. This will involve all three of the following criteria:

1. Providing 50 hours of preparation and/or tournament time.
2. Contributing questions to the Central File and moderating questions for practice.
3. Attending two tournaments or High Q.

### **AFTER SCHOOL POLICY**

Any student in the building after school (2:35pm) must be directly supervised by a staff member for a valid reason or they must exit the building. Students staying after school for a valid reason must report to the cafeteria to wait for their ride and

be picked up within 15 minutes of the end of their activity. Students who are found to be loitering in other parts of the building after school hours will be subject to disciplinary action.

### **AGENDA BOOKS**

Agenda books must be utilized by each student and in his/her possession at all times. A lost book must be repurchased at full price.

### **ANNOUNCEMENTS**

Morning Announcements will be read daily. Student groups wishing to include announcements in the bulletins must have the announcement approved and signed by the head sponsor of the group or an administrator.

### **ATHLETICS**

#### **Athletics/Activities Eligibility Rules**

Any student may participate in the activities program provided he/she meets the requirements of the Kansas State High School Activities Association and the requirements of Shawnee Heights High School. To be eligible to compete in a high school interschool activity, a student must be currently enrolled in five new subjects, have passing grades in at least five subjects for the preceding semester, and have current physical, parent authorization, and emergency treatment forms on file. Part time students may count virtual courses for the purpose of establishing eligibility for all KSHSAA sponsored activities under the following stipulations:

1. Virtual classes must be taken through a virtual school, fully accredited by the Kansas State Department of Education.
2. The student must be currently enrolled and attending a minimum of one (1) class on campus. If the student desires participation in music, debate or speech activities, they must be enrolled and attending in that academic course.

The Kansas State High School Activities Association Rule 14 states the following: A student who is under penalty of suspension or whose character or conduct brings discredit to the school or to the student, as determined by the principal, is not in good standing and is ineligible for a period of time as specified by the principal.

Any student involved in a sport will pay a participation fee. This fee will be applied toward uniform replacement costs.

#### **Athletic Uniform and Equipment Replacement Policy**

Any athletic uniform or equipment is the responsibility of the person to whom it is issued or loaned. Restitution for loss or negligent damage to a uniform or equipment will be assessed. Athletic uniforms/jerseys are not to be worn by other individuals who are not members of a specified team.

#### **Awards and Policies**

Awards may be earned at the varsity level. In all sports the participant must follow the training and practice rules and complete the season of a sport in order to be eligible for awards. Generally, the training rules are good health habits

regarding exercise, sleep, and nutrition. Practice rules concern the use, care of and responsibility for equipment, conditioning procedures and regular practice with no absences without the knowledge and consent of a coach. Additional qualifying criteria and procedures are listed hereinafter for each sport. To cover special cases of injuries, illness, transfer eligibility, and other unusual circumstances, a participant may receive an award upon receiving a favorable recommendation of a coach of the sport and approval of the activities director. All equipment must be returned or replacement made before an award may be received.

Students who violate the sportsmanship code or acceptable rules of behavior may not earn their awards subject to review by the sponsor/coach and activities director.

#### Baseball

To earn an award the participant must play in half of the varsity games or complete four full seasons and be recommended by the coach.

#### Basketball

Awards may be earned by playing in half of the varsity games or be recommended by the coach.

#### Cross-Country

A participant may earn a letter by running in five of the seven scheduled cross-country meets on the varsity squad or win a varsity medal at City, League, Regional, or State cross-country meets, or competes four seasons, and is recommended by the coach.

#### Football

To earn an award the participant must play in one-half of the total regular season varsity game quarters, or complete four full seasons on the squad and be recommended by the coach.

#### Golf

A participant may earn an award by competing in five varsity meets, or competing in four varsity meets if one is a League or Regional meet and the participant places third or higher, or completes four full seasons in competition.

#### Soccer

To earn an award the participant must play in half of the varsity games or complete four full seasons and be recommended by the coach.

#### Softball

To earn an award the participant must play in half of the varsity games or complete four full seasons and be recommended by the coach.

#### Tennis

To earn an award the participant must compete in at least half of the varsity meets or complete four seasons and be recommended by the coach.

#### Track

To earn an award the participant must place in the top six in any of the following meets: 1) City, League, Regional; 2) score six points in any one of the remaining six meets or a season total of 12; 3) or receive recommendation by the event coach with approval by head track coach.

#### Volleyball

To earn an award the participant must compete in half of the varsity matches or complete four seasons and be recommended by the coach.

### Wrestling

To earn an award the participant must earn 36 or more points in varsity competition or complete four seasons of varsity wrestling or be recommended by the coach. Points are earned as follows: Pin 6; Forfeit 6; Superior Decision (12 or more points) 5; Major Decision (8-11 points) 4; Decision 3; Default 1; Disqualification 1; Loss 0.

### Provisional Awards

A student who does not qualify for a full award but whose spirit, competitiveness, and cooperation are above criticism may be granted a provisional award. If the participant earns a full award the following year, he or she will be granted full awards for both years.

### Manager Awards

Those students who are chosen as team managers will be granted awards for fulfillment of the tasks assigned to them and be recommended by the coach.

### Citizenship/Sportsmanship Code

- We consider athletic opponents as guests and treat them all with courtesy.
- We accept all decisions of officials without question.
- We never hiss or boo a player or an official.
- We never utter abusive or irritating remarks from the sidelines.
- We applaud opponents who make good plays or show good sportsmanship.
- We never attempt to rattle an opponent, such as a player attempting a free throw.
- We seek to win by fair and lawful means, according to the rules.
- We do unto others as we would have them do unto us.
- We try to win without boasting and lose without excuses.
- We ask that every player in the game and every fan in the stands do their level best throughout the game to cooperate with us in living up to this code.
- We do unto others as we would have them do unto us.
- We try to win without boasting and lose without excuses.
- We ask that every player in the game and every fan in the stands do their level best throughout the game to cooperate with us in living up to this code.

(Adopted by the Shawnee Heights Pep Club Council, 1962)

Violation of this code or Rule 52 of KSHSAA will result in disciplinary action.

The effective American secondary school must support both an academic program and an activities program. We believe that these programs must do more than merely coexist - they must be integrated and support each other in "different" arenas. The concept of "sportsmanship" must be taught, modeled, expected and reinforced in the classroom and in all competitive activities. Therefore, all Kansas State High School Activities Association members stand together in support of the following sportsmanship policy:

Activities are an important aspect of the total education process in the American schools. They provide an arena for participants to grow, to excel, to understand and to value the concepts of SPORTSMANSHIP and teamwork. They are an opportunity for coaches and school staff to teach and model SPORTSMANSHIP, to build school pride, and to increase student/community involvement; this ultimately translates into improved academic performance.

Activities are also an opportunity for the community to demonstrate its support for the participants and the school, and to model the concepts of SPORTSMANSHIP for our youth as respected representatives of society. Sportsmanship is good citizenship in action! All actions are to be for, not against; positive, not negative or disrespectful.

#### **Code of Conduct - Athletic**

All Shawnee Heights athletes are expected and required to follow the criteria listed below:

1. Observe all training rules
2. All athletes are prohibited from using tobacco and/or alcoholic beverages, or other controlled substances in any form as defined by the Controlled Substance Act of the State of Kansas. This applies to a student athlete's conduct both **on** and **off** school premises.
3. Attend meetings and/or activities scheduled by the coach/ sponsor.
4. Put forth effort during participation of the activity.
5. Attend school on the day of the activity unless given a credit-eligible absence. All students are expected to attend school the day following an activity.
6. Shall show good sportsmanship both on and off the field/court.
7. Observe all Kansas State High School Activities Association policies and guidelines.

#### **The penalties for violation of this Code of Conduct" are as follows:**

1. **First Offense:** One-week suspension from the team and competition.
2. **Second Offense:** Dismissal.

Example:

1. **First Offense:** Alcohol, tobacco substances or anabolic steroids Penalty: Up to one week of suspension
2. **Second Offense:** Same sports season - Alcohol, tobacco substances or anabolic steroids Penalty: Dismissal from team for that sport season

Any of the above offenses must have been observed by a teacher, coach, administrator, or law enforcement officer either **on** or **off** school premises.

The above rules will be enforced by individual head coaches in conjunction with school policies. Penalties accumulating during a sports' season will not carry over to the next season.

#### **League Affiliation**

Shawnee Heights High School is a member of the Centennial League. Other league members are Emporia, Hayden, Highland Park, Junction City, Manhattan, Seaman, Topeka High, Topeka West, and Washburn Rural.

#### **Physical Examinations**

All students participating in extracurricular activities are required to have a current physical examination on file at school.

## **ATTENDANCE POLICY**

Being on time to class and attending regularly is a prerequisite to educational advancement and is as important to the educational process as the assignments and homework. Irregular attendance invariably leads to inferior work, failure, "dropouts," or suspension. If a student is having trouble in school, very often missing classes is the problem. For example, students miss class discussions which cannot be made up. Equally important is preparation for the world of work, which requires that each individual develop a sense of responsibility for reporting to work on time. Records of attendance, which are frequently requested by potential employers, are listed on the student's transcript.

There are two types of approved absences recognized by Shawnee Heights High School, documented excuses and parent excuses. **Documented excuses** are for medical or legal related absences or student educational experiences sponsored by recognized educational agencies. Your student needs to provide documentation to be excused. A documented excuse may be submitted to the office by a student, parent, or faxed by an authorized third party (i.e. doctor's office). A written document from a third party should be submitted on official stationery.

Parents may make limited requests (5 total each semester) for their students to be absent for special occasions (**parent excuses**). Missing one full period shall be considered a "significant part of a day" and counted as half a day of the total allowable absences. Parent requests are subject to administrative approval (parents may not excuse students to participate in a skip day). A note or a phone call (**379-5860**) from the parent or legal guardian stating the specific reason for the absence is required for the student to be allowed back in school. In the event of extenuating circumstances, the principal may allow a grace period for the student to present a written note. Failure to provide a note or phone call for the absence will be considered unexcused and will involve **DISCIPLINARY ACTION**. According to the discipline plan, if a staff member in a situation observes a student out of school contradictory to the parental excuse, the request for an approved absence will be denied.

Upon returning to school, students must check in at the office before school starts to make sure their absence was certified and **EXCUSED**. Participation in school activities does not count as an absence.

Excessive absences of any type (excused or unexcused), from a class or school, may result in a loss of credit. All absences in excess of five per semester will be "unexcused" unless the student presents a physician's statement explaining the absence or some form of documentation (dentist, court clerk, etc.).

## **Tuancy**

A student who has unexcused absences for three consecutive school days or five or more school days throughout a semester will be considered truant. The procedures of K.S.A. 72-1113 will be followed in reporting a truant student to authorities. Students classified as being truant will be required to make up the amount of time missed. Failure to make up time, or complete other disciplinary action in a reasonable time, will mean suspension leading to possible expulsion from school and/or loss of good standing.

### **Unexcused Absence Assignment Credit Policy**

Class assignments and tests given during an unapproved absence will be treated the same as any absence; the normal policy for makeup work applies. Students may make up the work and receive full credit as long as it meets the makeup policy.

### **Tardy vs. Absence**

If a student is more than 30 minutes late to school, this will constitute an absence. A parent may excuse the student, but it will count as a half day against the total parent requests.

### **Late Start**

LATE START - All Mondays are late start. Students' first hour will begin at 8:20 and students are expected to be in class at the time of the bell.

### **Makeup Work**

It is the responsibility of each student to request makeup work from their teacher(s). A student has a right to make up work whether it is excused, unexcused, or if the student is suspended from school. A minimum of two class periods for makeup will be allowed for each period of absence, but not to extend beyond one week, with the exception of extended absences due to extenuating circumstances. If a student is absent for more than 3 days, parents may call the school before 10:00 a.m. to request assignments. The call should be made to the school the day before parents expect to pick up assignments. All assignments may be picked up in the main office between 2:35 and 3:30 p.m.

### **Excusing Students During a School Day**

A parent may call and excuse their child from school as a parent request. We understand that some of our students are now 18, but believe since they still live at home it is up to the parent whether to excuse the student from school or not. If a student is living on their own, they need to notify the office and at that time we will allow them to excuse themselves as per the same policy a parent must follow.

### **School Activity Participation**

In accordance with KSHSAA a student must be present at school for at least half a day before they may participate in a school activity. If a student needs to be gone for a full-day, special permission must be obtained by administration but note KSHSAA has some strong guidelines. A student who is UNEXCUSED may not participate or attend any after school activity for the day they are unexcused. Students who are excused due to a school-approved activity are exempt.

### **Long-Term Absence**

Long-term absences due to hospitalization or other verified medical reasons will be handled on an individual basis. Please contact your counselor as soon as

possible when it is determined a student will miss long-term. It may be possible to make special arrangements to assist the student during this difficult time.

**AWL (ACADEMIC WARNING LIST) PROCEDURES**

- A. The Counseling office will generate the AWL list every Wednesday morning. The AWL list contains students with two or more failing grades.
- B. AWL letters will be delivered to students on the list during 3rd hour.

**Students' options if they are on the AWL List:**

- A. Do nothing and remain on the list
- B. See teacher(s) of class with failing grade to discuss what needs to be done.
  - 1. If the student completes the work and is no longer failing ... teacher signs off
  - 2. If the failing grade is a mistake ... teacher signs off
  - 3. If the student has been absent and hasn't had enough time to complete the work... teacher signs off
  - 4. A plan is worked out between you and the teacher that involves a time line of when the work will be completed ... teacher sign off (only if the teacher trusts the student to follow the plan)
- C. If you get enough of your failing classes signed off by teachers so that you have no more than 1 failing class, return the form to the counseling office so you can get off of the AWL list

**Consequences of being on the AWL list:**

- A. Student is not allowed to attend any home or away school activities while on the list except for the following exceptions:
  - 1. The activity is part of a student's grade. The student may attend this activity but only for the part involving the grade.
  - 2. The student is out for a sport or other activity that involves after school practices.
    - a. Student will be allowed to practice for one week while on the AWL list, but will not be allowed to participate in any games.
    - b. After a week if there is no progress toward getting off the list, the student will be required to attend After School Tutoring instead of practice until they are off the AWL.
  - 3. Clarification - if a student is on the AWL they may not attend a dance (including Prom). Also, most neighboring schools will contact the high school to determine whether they will allow a SHHS to attend one of their dances. If a student is on the AWL we will report to that school that the student is currently not a "student in good standing".
- B. School Activities include but are not limited to:
  - 1. Sporting events, Debate or Forensics Tournaments
  - 2. Musicals, Plays, Concerts
  - 3. Dances, Club Activities
  - 4. Other after school activities

### **CAFETERIA**

The cafeteria operates as a part of the National School Lunch Program and follows its guidelines and regulations. Students are issued computerized ID cards with an account number. Students may deposit monies into their accounts during break or at lunch. **Monies can also be deposited by phone using a debit or credit card between the hours of 7:00 – 10:30 am and again from 1:00 – 2:00 pm.** Student identification must be shown at the ticket window or lunch line. If a student's account reaches a zero balance, the student will have to use cash for purchases until money is deposited into their lunch account. Students should be prepared to make choices quickly as they go through the lunch line. Food and drink are not allowed, for any reason, in classrooms. Any student who brings a lunch to school must keep it in their locker until their lunch period. Items served in the cafeteria line shall not be taken from the lunch room. All food/beverage items must be consumed in the cafeteria.

Students purchasing or receiving meal and food items from the Food Service Department are required to have their Activity/Lunch card, or cash, for their purchase.

Lost or stolen cards need to be reported immediately to the Food Service Office. A replacement fee will be assessed. There are no exceptions to these rules. This policy is in effect for the protection of the student accounts so that misuse or use by unauthorized individuals can be avoided.

### **CLASS FUNDS**

After a class graduates, class funds are used to cover any costs the class may incur for one year. One year from graduation, any unused funds are returned to the high school activities funds. The school has no record of any funds of a graduated class one year after graduation.

### **CLUB PROGRAM**

Students may form clubs and other groups organized to promote or pursue specialized activities outside the regular classroom. Membership in school sponsored student organizations must be open to all interested and eligible students. The building principal, student council and the Board of Education shall approve all school sponsored student organizations, and a staff member shall attend the meetings or activities and supervise the use of facilities by all student organizations as an advisor and/or supervisor. Every school sponsored club shall have a constitution, which has been approved by the student council and the principal, on file in the school office.

### **CODE OF CONDUCT**

#### **Discipline Policy**

Shawnee Heights High School adopted a discipline policy of escalating consequences. Repeated student behaviors will escalate in levels and in disciplinary action taken. Administration reserves the right to classify infractions as necessary and notes this is not an all inclusive list of possible infractions. These violations of policy are cumulative throughout the school year. Items with an \* indicate that a report will be filed with law enforcement.

## Discipline Chart

Level 1	Level 2	Level 3	Level 4	Level 5	Level 6
Tardies	Integrity issues	Unexcused Absence	Threats/Threatening Actions	*Possession or use of alcohol at school or at school functions	*Bomb Threat
Dress code violation	Minor vandalism	Skipping assigned detention/Saturday School	Instigative Behavior	*Possession or use of a controlled substance or simulated substance or drug paraphernalia as defined by the Controlled Substance Act of State Statutes	*Possession or use of firearms, knives, weapons, or destructive device as defined in Kansas Statutes Annotated
Inappropriate/ Disruptive Behavior	Skipping class	Disruption of School Environment	*Theft, attempted theft, and/or possession of stolen items	*Any unauthorized use, possession, or disbursement of prescription or nonprescription medicines or drugs	*Unsafe Acts
Refusing a reasonable request	Leaving campus w/o permission		Willful disobedience, open defiance, angry/confrontational behavior, and/or disrespect to one in authority	*Fighting: Physical Assault (can be considered Level 6)	*Intent to Sell or Distribution of narcotics
Leaving class w/o permission	Issuing fake note/fake call		*Sexual Misconduct: Sexual Harassment, Lewd behavior	*Physical Bullying	*Unlawful entry into any district owned building
Violation of Authorized User Agreement	Inappropriate illustrations/literature		*Possession or distribution of pornographic or profane material		*Battery and/or assault of staff member
Violation of Electronics Policy	Verbal and Non-Verbal Bullying		Racially instigative comments or actions		
Roaming	*Possession of Tobacco Products		*Vandalism (includes cost of repair or replacement)		
Inappropriate Language			Profanity towards faculty member		
Disrespect			*Possession of dangerous materials/instruments		
Unauthorized presence in building or after hours			Gang related activity with referral to Gang Task-Law Enforcement		
Parking lot violation			Harassment, Intimidation, Hazing		
Bus Violations			Actions which are disruptive to the school environment		
			Physical Bullying		
			*Use of Tobacco Products		
<b>Consequences:</b>	<b>Consequences:</b>	<b>Consequences:</b>	<b>Consequences:</b>	<b>Consequences:</b>	<b>Consequences:</b>
Detention	Saturday School (3 hours)	In School Suspension	Out of School Suspension 1 - 5 days	Out of School Suspension 3 - 10 days	Rec Long Term Suspension and report to law enforcement
Bus suspension	Increased detention time	Loss of privileges determined by admin	Loss of privileges determined by admin	Loss of privileges determined by admin	
Loss of privileges determined by admin	Loss of privileges determined by admin			Possible rec for long term suspension	

### **Academic Dishonesty**

An intentional act of deception in which a student seeks to claim credit for the work or effort of another person or uses unauthorized materials or fabricated information in any academic work. Students are expected to be honest and ethical in their academic work. Academic dishonesty includes:

**Cheating** - Use or attempted use of unauthorized materials, information or study aids or an act of deceit by which a student attempts to misrepresent mastery of academic effort or information. This includes unauthorized copying of someone else's work or allowing someone to copy your work, or having someone else complete your work for you, or collaboration on a test or assignment or using prohibited materials and texts.

**Fabrication** - Falsification or invention of any information including falsifying research, inventing or exaggerating data and listing incorrect or fictitious references.

**Assisting** - Helping another student commit an act of academic dishonesty. This includes paying or bribing someone to acquire a test or assignment, changing someone's grades or academic records or taking a test/doing an assignment for someone else (or allowing someone to do these things for you).

**Tampering** - Altering or interfering with evaluation instruments and documents.

**Plagiarism** - Is "academic thievery." It is a very serious offense for several reasons:

1. You are cheating the author of credit for his/her ideas
2. You are not being honest to your teacher because you have implied that the words or ideas expressed are yours.
3. You are taking advantage of your teacher's respect and trust.
4. You are harming the honest students whose work must compete against yours.

Plagiarism occurs if you:

- \* Present someone else's written work (a published author or another student's) as your own.
- \* Paraphrase someone else's work without acknowledgment.
- \* Copy a passage word for word and do not use quotation marks.
- \* Substitute words or rearrange the phrasing of a passage without indicating that changes have been made.
- \* Rearrange the order of sentences or ideas from the original passage and present it as our own.
- \* Use phrases or sentences from several sources/passages without crediting all the sources that have been used.
- \* Present someone else's work, ideas, artistry, or data as one's own.
- \* Copy another person's work without appropriate referencing, or presenting someone else's opinion and theories as your own, or working jointly on a project, then submitting it as your work.

**Student discipline for such violations could include any combination of the following:**

- \* Notification to parents
- \* Academic penalty on the assignment (reduced grade/no credit/zero)
- \* Academic penalty for the course (reduced/failing grade)
- \* Resubmitting assignments or retesting for lower grade

- \* Removal from the class (forfeiture of class fees)
- \* Detention, suspension, or expulsion

Additional violations of these items would result in suspension and/or a suspension with a recommendation for a long-term expulsion.

**Alcohol/Illegal Substance Policy**

All public schools in Shawnee County are committed to the education of every student in drug/alcohol abuse awareness and pledge to work cooperatively to achieve early intervention and zero tolerance of substance abuse in the county. The U.S.D. 450 Shawnee Heights School District will actively enforce this policy.

**Self-Referral Component:**

A student or parent/guardian may directly refer the student to the Shawnee County Prevention and Recovery Services, Inc. (PARS) at 266-8666. The initial assessment and one additional visit will be funded by The United Way free of cost to the family.

**Early Intervention Component:**

In an effort to limit the severity of drug/alcohol abuse among youth through early intervention, the principal or his/her designee will schedule a parental conference. With agreement of the parents/guardians, the principal or his/her designee may refer the student to the PARS (for students under 18 years old). The initial assessment and one additional visit will be funded by The United Way free of cost to the family.

**Penalties for Substance and Alcohol Violations:**

FOR CONTROLLED SUBSTANCE AND UNAUTHORIZED USE OF PRESCRIPTION/NONPRESCRIPTION DRUGS AND ALCOHOL: (Use, possession, or possession with the intent to sell or distribute.)

**First Offense:**

Students will be suspended from five (5) to ten (10) days with recommendation for long-term suspension and a report will be filed with law enforcement. The long-term suspension provision may be waived if the student and parents/guardians agree to assessment by counselors at the PARS (Prevention and Recovery Services) Counseling Center in Topeka (266-8666, West Hall, 400 South West Oakley). Cost for this initial assessment and one additional visit will be free of charge to the family, costs will be incurred by The United Way. Further consultation will be at the expense of the parents/guardians. Parents/guardians will have the option to choose a provider other than PARS if approved by U.S.D. 450; however, the assessment then becomes the financial responsibility of the parents/guardians. If the student and parents/guardians refuse to participate in the PARS or other approved assessment, the long-term suspension procedure will be implemented.

**Second Offense:**

During the same school year, students will be suspended for ten (10) days with recommendation for long-term suspension or expulsion and a report will be filed with law enforcement.

**Intent to Sell or Distribute:**

Selling, distributing, or possession of a quantity which would suggest an intent to sell or distribute prescription or non-prescription drugs or alcohol will result in the recommendation for a ten (10) day suspension and a recommendation

for a long term suspension or expulsion and a report will be filed with law enforcement. The counseling provision may not be available in such cases.

### **Bullying**

Bullying will not be tolerated at Shawnee Heights High School. Our school-wide definition of bullying is:

- Any intimidation of others by the real or threatened infliction of physical, verbal, and non-verbal abuse, or through attacks on the property of another.

School-wide rules against bullying:

- We will not bully others.
- We will try to help students who are bullied.
- We will make it a point to include students who are easily left out.
- When we know somebody is being bullied, we will report it.

Any student who bullies at school, on school property, or at any school-sponsored event will be subject to disciplinary measures ranging from detention time to suspension.

To make an anonymous report of possible bullying go to the high school web site: <http://www.usd450.net/SHHigh.cfm>

Then scroll down to the bottom of the page and click on:



**Bully Complaint Form**

### **Detention**

Detention is a structured setting where students are allowed to work on school work under the supervision of a teacher. Detention will be held on Tuesday, Wednesday, and Thursday from 2:45pm to 4:45pm and on Saturday from 8:00am to 11:00am. Each detention assigned must be served in one sitting (students cannot break up detention hours into multiple sittings). Students assigned detention will be offered four (4) choices of days to serve. Failure to serve detention by the assigned deadline will result in escalating consequences. Students serving detention time must furnish their own transportation.

### **Rules of Detention**

1. Students will report promptly to detention. Students arriving late will be referred to the office for further discipline.
2. Students are strongly encouraged to bring assignments to keep them busy.
3. Students are not allowed to sleep, use personal electronic devices, or communicate in any way with any student. No food or drink is allowed in the detention room.
4. Failure to comply with the detention rules will result in disciplinary action.
5. Students will not be excused from any assigned detention session in order to participate in extracurricular activities or work.

### **Dress Code**

It shall be the responsibility of parents/guardians to determine the suitability of their children's appearance while attending school and/or school related activities. The school reserves the right to restrict the activity around shop machinery or in any other situation where the student's health or safety is directly related to the manner of dress. Clothing and appearance shall be neat and clean. Shorts and shirts of an appropriate length are acceptable (**no bare midriff**) and shoes must be worn. The waist band of all shorts and long pants **must be worn above the hips. Spaghetti straps and halter tops are not allowed. Undergarments should not be visible at any time.** Hats, bandanas, sweatbands and other head coverings are not to be worn at school during the regular school day. Clothing judged by the school to be indecent, suggestive, having any reference by word or influence to violence, death, racial slurs, illegal drugs or alcohol, or revealing to the point of disruption, is not allowed. Face painting is prohibited unless authorized by the administration. Parents/guardians are encouraged to take a keen interest in the appearance of their students.

### **Fighting**

For fighting (hitting, striking or attempting to inflict physical harm on another person) consequences, refer to the Discipline Policy. A report of the incident may be filed with the Sheriff's Department.

In the case of physical assault, the school may recommend legal action. Repeat offenders will be referred for a long-term out-of-school suspension or expulsion with loss of academic credit. Use of an object as a weapon will result in a request for expulsion.

### **Gang Activity**

Gang activities which initiate, advocate, promote, or threaten the safety or well-being of persons or property on school grounds or which disrupt the school environment are prohibited. The use of hand signals, graffiti, or the presence of any apparel, jewelry, accessory, or manner of grooming which, by virtue of its color, arrangement, trademark, symbol or any other attribute indicates or implies membership or affiliation with such a group is prohibited.

Incidents involving initiations, hazings, intimidations, and/or related activities of such group affiliations which are likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to students are prohibited.

The superintendent shall establish procedures and regulations to ensure that any student wearing, carrying, or displaying gang paraphernalia, or exhibiting behavior or gestures which symbolize gang membership, or causing and/or participating in activities which intimidate or affect the attendance of another student will be subject to disciplinary action.

### **Items Inappropriate for School**

It is inappropriate and a violation of school policy for students to possess and/or use any one of the following items: laser pointers, lighters, matches, knives, prank items, chains, spikes, dice, toy weapons, pets, water guns (this is not an all inclusive list). Inappropriate items will be confiscated and appropriate disciplinary

action will be taken. Student owned equipment that has been lost or stolen will not be the responsibility of staff or administration. Unusual items needed for student presentations must be checked in and approved by administration.

#### **Public Displays of Affection**

Public displays of affection are not appropriate behavior for school. Students will be warned against such actions; and, if further displays continue, disciplinary action will follow.

#### **School Property**

A student is responsible for the full replacement cost of lost or damaged school property assigned to them.

School property lost or damaged by a student will be assessed under the following categories:

1. **Vandalism** – payment of all charges, including labor, plus possible suspension.
2. **Damage or destruction unintentional but due to a student violation of a rule, regulation, policy or direction of one in authority** – payment of all charges

#### **Searches**

Students on the Shawnee Heights campus or at off-campus school activities consent to a search of person, property, or vehicle. School officials or law enforcement may conduct searches.

#### **Sexual Harassment**

Sexual harassment of any nature will not be tolerated on the Shawnee Heights campus. Sexual Harassment is a form of sex discrimination that violates Title VII of the Civil Rights Act of 1964. The law defines three kinds of conduct that are considered sexually harassing: unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. If you feel you are a victim of sexual harassment, you should directly inform the harasser that the conduct is unwelcome and must stop. Harassment complaint forms are located in the office. Students participating in sexual harassment will be subject to school discipline and/or legal action when it is determined to be appropriate.

#### **Shawnee County Mutual Agreement**

All high school principals in Shawnee County have a mutual agreement that any inappropriate behavior on the part of students who attend school in Shawnee County will be addressed at the student's home school. Any student who behaves inappropriately at any high school in Shawnee County will be required to appear at an administrative hearing at his/her home school and may face possible disciplinary action.

If a student is long-term suspended from a county high school for violent or disruptive behavior or dropped for lack of attendance, he/she will **not** be permitted to enroll in any other county high school during the term of the suspension. All county high school principals support legislative and/or

ordinances banning the possession of all types of weapons at any time by teenagers and also encourage the District Attorney's office to prosecute all cases filed by school officials related to violent or disruptive acts and not to plea bargain to lesser charges.

### **Suspension/Expulsion**

**(Pursuant to KSA 72-8901 et seq., as amended by House Bill No. 2746)**

The suspension and expulsion regulations of Shawnee Heights U.S.D. 450 apply to all school sponsored activities including both curricular and extracurricular.

A student may be suspended for infraction of rules and policies of Shawnee Heights schools.

Students who are under suspension from school or whose character or conduct brings discredit to the school will not attend or participate in extracurricular activities sponsored by the district, nor will the student under their suspension. Note: Term of suspension means 12:01 a.m. of first day of suspension through midnight of last day of suspension (including weekends).

A suspension may be for a short term not exceeding ten (10) school days or for an extended term exceeding ten (10) school days.

When an extended-term suspension or expulsion is recommended a proposal to suspend or expel shall be given to the student and parents/ guardians. A formal hearing will be held before the USD 450 Hearing Committee consisting of district teachers and chaired by a member of the superintendent's staff, or conducted by the superintendent if a weapons violation resulted in the hearing.

Any student who has been suspended for an extended term or expelled for an extended term one of his parents/guardians may appeal such a suspension or expulsion to the Board of Education by filing a written notice of appeal with the clerk of the Board of Education not later than ten (10) calendar days after receiving the written notice. *Kansas Statutes Annotated Article 89 Suspension and Expulsion of Students 72-8901. Grounds for suspension or expulsion: who may suspend or expel.*

The Board of Education of any school district may suspend or expel or by regulation authorize any certificated employees to suspend or expel any pupil or student guilty of any reasons set forth in KSA 72-8901

### **Due Process**

#### **Short-Term Suspension**

A short term suspension may be imposed on a student by a school administrator or principal's designee. No suspension for a short-term shall be imposed upon a student without giving such student notice of the charges against him or her. Such notice may be oral or written and the following informal process includes the following due process for students: 1) The right of the pupil to be present; 2) the right of the student to be informed of the charges against him or her and the basis of the accusation; and 3) the right of the student to make statements in defense of the charges or accusations.

A short term suspension may be imposed upon a student without such student or their guardians a formal hearing if the presence of such student endangers other persons or property or substantially disrupts, impedes, or interferes with the operation of the school. A written notice of any short term suspension including the reason for suspension will be provided to the student and/or his or her guardians. In the event the student has not been afforded an informal hearing prior to a short term suspension, an informal hearing shall be provided as soon as it is possible, but no later than seventy-two (72) hours after the short term suspension has been imposed. All students recommended for expulsion shall first be assigned a short term suspension leading up the formal expulsion hearing.

#### **In School Suspension**

In school suspension allows the student to come to school and maintain credit in their classes. Students are expected to participate in ISS as accordance to the rules and policies of the ISS classroom. Students who fail to adhere to these policies will be assigned escalating consequences. Students who serve ISS are eligible for extra-curricular activities pending coach or sponsor policies.

#### **Terms of Suspension and Expulsion**

A suspension may be for a short term not exceeding ten (10) school days or for an extended term not exceeding ninety (90) school days. The principals, or their designees, of all schools of USD 450 are hereby authorized by the Board of Education to impose short term suspensions that do not exceed ten (10) school days. The principal, or their designee, may recommend a pupil or student for a long term suspension or expulsion. Any recommendation for long term suspension or expulsion is made to the Suspension and Expulsion Committee and a formal hearing is held.

#### **Extended Term Suspension or Expulsion**

Any such notice of a proposal to long term suspend or expel a student shall state the time, date, and place the student shall be afforded a hearing by the Suspension and Expulsion Committee. Such date shall not be later than 10 days after the date of the notice. Said notice shall be accompanied by a copy of the Kansas Statutes and this regulation and any other regulation of the Board of Education of Unified School District 450 for Shawnee County, Kansas, adopted under K.S.A. 72-8903.

Students assigned out of school suspension will be allowed to make up missed work for credit within the general excused absentee policy of each teacher.

#### **Tardy Policy**

A tardy is defined as a student not being at an assigned location at the time of the tardy bell or assigned time to be back from lunch. Parent excused tardies count towards half a day parent excused absence.

Students arriving late to school must check in at the office. A student who is tardy by ten minutes or more to school and/or to class will receive a discipline referral in addition to a tardy.

Students are allowed two (2) tardies per class each semester. When the limit is exceeded, the following consequences will be assigned:

3rd Tardy	Administrative Counsel
4th Tardy	30 Minute Detention
5th Tardy	1 Hour Detention
6th Tardy	2 Hour Detention
7th Tardy	Saturday School
8th Tardy	In School Suspension
9th Tardy	Two (2) Days Inn School Suspension

Any tardies after the ninth in a semester will result in escalating consequences and parent conference.

### **Tobacco Use Policy**

#### Tobacco Free Schools

The USD 450 Board of Education has committed itself to the existence of a tobacco-free environment in all buildings and facilities at Shawnee Heights. This policy is dedicated to the modeling of desirable health habits for our students. Therefore, it is the policy of USD 450 that no board member, staff member, or student shall possess or use tobacco products while on school property or at school functions. Hopefully, all persons who visit school property will join our staff and students in refraining from the possession or use of tobacco products; however, the Board of Education recognizes that non-employed patrons and visitors may wish to use tobacco products on school property outside of regular school hours only, and they will be required to use them outside school buildings in designated areas only.

Any student who voluntarily wants to stop the use of tobacco products may sign up with the school nurse for the tobacco cessation class.

Any teacher or staff member at Shawnee Heights has the right and obligation to confiscate tobacco products from students found to be possessing or using them, and report the student to the office. The principal or assistant principal will report violations to law enforcement. Students will be referred to the Discipline Policy for consequences. Subsequent offenses will result in escalating consequences.

### **Weapons**

Possession of a weapon or destructive device shall result in expulsion from school for a period of one calendar year, (186 school days), except the superintendent may recommend this expulsion requirement be modified on a case-by-case basis under the provisions of JDC (Probation). Students violating this policy shall be referred to the appropriate law enforcement agency(ies), and if a juvenile, to S.R.S.

As used in this policy, the terms "weapon" and "destructive device" mean:

- \* any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by action of an explosive, would also include a stun gun;
- \* the frame or receiver of any such weapon;
- \* any firearm muffler or firearm silencer;
- \* or any destructive device;
- \* any explosive, incendiary or poison gas;
- \* bomb, grenade, mine;

- \* rocket having a propellant charge of more than four ounces;
- \* missile having an explosive or incendiary charge of more than one quarter ounce;
- \* biological weapons;
- \* any bludgeon, sand club, metal knuckles or throwing star;
- \* any knife, commonly referred to as a switchblade, which opens automatically or a knife that opens or falls or is ejected into position by the force of gravity
- \* or other device similar to any of these devices.

A student shall not KNOWINGLY possess, handle or transmit any object that can reasonably be considered a weapon on school property or at a school-sponsored activity, function or event.

This policy shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon.

### **COLLECTIONS, SALES, AND SOLICITATIONS**

Collections, sales, and solicitations are not permitted. Students are not allowed to bring any items to school to sell to other students, faculty, or school personnel.

### **COMPLAINTS AND GRIEVANCES**

Students who have concerns about the application of any school rule or regulation may file a complaint through procedures established in the Board of Education's rules and regulations.

Discrimination against any student on the basis of race, color, national origin, sex, disability, or religion in the admission or access to, or treatment in the district's programs and activities is prohibited. The Assistant to the Superintendent for Business Affairs has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and The Americans with Disabilities Act of 1990. Any student who believes that he or she has been discriminated against may file a complaint with the building principal or the compliance coordinator.

### **COUNSELING SERVICES**

You can access the Counseling Services website by going to the high school's web site and clicking on "Counseling" on the left or by typing in the url below:  
<http://www.usd450.net/SHHigh.cfm?subpage=81555>

The Student Services Department seeks to assist all students to mature in self-understanding, self-responsibility, decision making, and attainment of the attitudes and skills required to be productive citizens in our society. The personnel in this department include the counselors and the school psychologist.

Students are encouraged to visit with the counselors at any time. Appointments are made by leaving the student's name with the counseling secretary. It is the counselor's philosophy to be as available and helpful as possible, and parents are also encouraged to contact the counseling office at any time.

Guidance and counseling services are concerned with the total life activity of each student. Services include assisting students with educational, personal, and vocational concerns. Guidance and counseling services are available to every student in the school.

Guidance functions are those services which deal with acquisition and dissemination of factual information such as college placement, scholarship information, and vocational information. Through counseling, students are assisted in interpreting and relating facts about themselves, and applying this knowledge in solving problems and making realistic decisions. Often this process includes working with parents, teachers, and other school and community resources.

Aptitude and achievement tests are given at various grade levels as part of the counseling program. The dates for these tests will be given to students and parents in district publications, and results of tests will be returned to students and/or parents. Juniors and seniors planning to attend college are responsible for getting information about national tests (PSAT, SAT, and ACT) which are necessary for college admission and some scholarships. Applications and information about these tests will be available in the fall.

The Guidance and Counseling Department provide the following services:

Parent Conferences	Financial Aid Counseling
School Staff Conferences	Scholarship Advising
Individual Counseling	Testing: Achievement and Aptitude
College Planning	High School Planning
Student Appraisal	Career Planning

A counselor/coordinator for Washburn Tech is also available to visit with students about the programs offered there.

#### **Course Credit If Student Withdraws**

Students who withdraw from Shawnee Heights High School before the end of a quarter will **not** receive any credit for those courses. A student **must complete** a full 9-weeks in order to receive 1/4 credit. This applies to all students whether they are dropping out of school, transferring to another school or are suspended/expelled from Shawnee Heights High School. Any exceptions must have prior administrative approval.

#### **Dual Credit Courses**

Procedures:

- A. Juniors and seniors wishing to take a college course shall make this request to the building principal the semester prior to enrollment in the course.
- B. Students may enroll in a college course if that course is not offered at their attendance center or if the building principal grants an exception.
- C. Dual credit may be approved by the building principal for college courses taken at appropriately accredited institutions. Credit shall be shown on the high school transcript as credit or no credit. College courses shall not be used in the calculation of the student's high school grade point average.
- D. One-half (.5) high school unit may be awarded for successful completion of at least a three-hour credit college course. One-half (.5) high school unit will be awarded per semester for successfully completed college courses.

- E. Cost of transportation and other related costs of college courses will be the total responsibility of the student.
- F. The principal will have the responsibility for approving participation in college courses and awarding high school credits.

#### **NCAA Academic Eligibility**

Because eligibility requirements for NCAA change from year to year, any prospective student/athlete who plans to participate in intercollegiate athletics at a Division I, Division II, or Division III college should obtain a copy of the current **NCAA GUIDE FOR THE COLLEGE-BOUND STUDENT/ATHLETE** and closely follow the eligibility requirements outlined there. This should be done at the beginning of the ninth grade. There are many specifics about curriculum, test scores, and grades which must be met. These books are available from the counselors' office.

In addition, the student/athlete should obtain a copy of the courses offered at Shawnee Heights which the NCAA has approved for eligibility. Use this as a guide for enrollment. These are available in the counselors' office.

At the end of the junior year the student must file a transcript with the NCAA Clearinghouse for initial approval and file a final transcript at the end of the senior year for final NCAA approval.

#### **CRIME STOPPERS PROGRAM**

Help us help you! Shawnee Heights U.S.D. 450 initiated a high school Crime Stoppers program. The formation of this program is aimed at deterring criminal activity in our schools. Anyone who has witnessed or has information regarding a crime committed on or near school grounds, should call the Thunderbird Crime Stoppers hot line, 379-5895. The caller need not give his/her name and **anonymity is guaranteed**. T-Bird Crime Stoppers pays cash rewards for information that leads to the apprehension of those responsible for a crime. For further information contact a building administrator or look for the advertisements posted in the high school buildings.

#### **DANCES**

Dances are held throughout the school year as social activities for SHHS students. Class organizations and clubs may sponsor these activities. Students attending school dances will be required to dress appropriately. Students are required to show their SHHS student IDs for admittance. Students leaving the dance may not return.

Attendance at some dances is limited to SHHS students. Some dances allow SHHS students to bring approved "guests". A "guest" is defined as one's outside date to a school- sponsored dance. All dates must be signed up in advance, in the office, prior to the activity. All guests are subject to approval by the administration and they may be required to fill out a guest contract. The date must be accompanied by the SHHS student at the time of admission to the activity; some form of identification by the guest is required. Students must be in the 9th grade or above to participate in this activity.

## **DEBATE AND FORENSICS**

Competitive debate, and forensics programs at Shawnee Heights High School assures nearly every student an opportunity to participate in some type of activity.

In these programs students learn to adjust to various speaking situations, to be at ease before a group, and to appear on programs at various dinner and club meetings. Many of these students become involved during the year in debate activities, competing in tournaments and at other debate meets. Both groups work toward the district and state festivals held in the spring and strive to achieve recognition for excellence of performance.

**AWARD:** A student must be enrolled in either debate or forensics to be eligible for a letter. In order to letter, students must complete one of the following:

1. Place 1st, 2nd, or 3rd at an invitational, experienced or novice debate tournament during the current school term.
2. Compile at least a 50% win/loss record for the debater's entire season of competition provided at least five tournaments are attended.
3. Be chosen to represent SHHS at the regional or state debate tournament as a member of the four-man SHHS team.
4. Place 1st, 2nd, or 3rd at an invitational forensic tournament.
5. Receive a 1 rating at regional or state contest.
6. If a student is enrolled in forensics exclusively, he/she must place 1st, 2nd, or 3rd at an invitational tournament at least two different times during the season.

## **EMERGENCY DRILLS**

### **Blue Code Drills**

In order for staff and students to be prepared to react in a safe and organized manner in case of a serious building or school site crisis, a blue code drill will be practiced once each semester. Shawnee Heights High School has a thorough and complete Crisis Plan in effect. This plan is reviewed on an annual basis and is approved by the U.S.D. 450 Board of Education.

### **Fire Drills**

At the signal of a fire drill, **everyone** is to leave the building as quickly as possible in an orderly fashion. In each classroom, a card is posted showing the assigned door by which the students from that room are to leave the building. Returning to the building is done on a verbal signal from the office.

### **Tornado Drills**

Unscheduled tornado drills will be held to accustom the students to the proper action during an alert. The signal for a tornado drill will be announced over the intercom as will the all clear signal. Students will follow the procedure outlined by the individual teacher.

**EXPENSES TO MEETINGS**

Students from Shawnee Heights who meet the requirements of an approved activity to attend contests or conferences at the regional, state and/or national level and have administrative and faculty approval may be accompanied by a faculty advisor. The sponsoring club or organization which the student represents may help defray the student cost. Each student will be personally responsible for his/her expenses.

The U.S.D. 450 Board of Education may assist with the cost of registration (up to \$25) if funds are available.

**FOOD / DRINK IN CLASSROOMS**

Students are **NOT** allowed to consume food and/or drink while in class unless approved by the classroom teacher.

**GRADING SYSTEM**

All courses use the following grading scale:

A - excellent	90-100	
B - above average	80-89	Inc. - incomplete
C - average	70-79	CR - credit
D - below average	60-69	NC - no credit
F - failure	below 60	
E - effort	passed on effort only	

Exceptions to this rule require written permission from the principal or associate principal.

**Effective 1991-92 School Year**

**GRADUATE GUARANTEE PROGRAM**

Shawnee Heights School District, U.S.D. 450, pledges that all graduates from this district will possess essential competencies in the areas of communication and computation.

This guarantee will be in effect for two years from the date of graduation. The guarantee is as follows:

*Graduates of Shawnee Heights High School possess the essential communication and computational skills necessary for entry-level employment. If a graduate is deficient in these skills, the school district, at our expense, will provide the appropriate training when requested by the employer.*

**GRADUATION REQUIREMENTS**

24.5 Credits Needed to Graduate

23.5 Credits Needed to Participate in Graduation

SUBJECT AREA	SHHS DIPLOMA 24.5 Total Credits (Qualifies students for admission to Kansas community colleges and technical schools.)	KANSAS REGENTS UNIVERSITIES QUALIFIED ADMISSIONS CURRICULUM (Qualifies students for admission to Kansas Regents Universities)	KANSAS SCHOLARS CURRICULUM (Qualifies students for admission to Kansas Regents Universities and for state sponsored scholarships; funding not guaranteed)
LANGUAGE ARTS	<u>4 Credits</u> 1 Freshman English 1 Sophomore English 1 Junior English 1 Senior English	<u>4 Credits</u> 1 credit each year (excludes debate, journalism, and theater)	<u>4 Credits</u> 1 credit each year (excludes debate, journalism, and theater)
SCIENCE	<u>3 Credits</u> 1 Biology 2 Electives	<u>3 Credits</u> 1 Biology 1 Chemistry or Physics 1 Elective	<u>3 Credits</u> 1 Biology 1 Chemistry 1 Physics
MATHEMATICS	<u>3 Credits</u> Selected from Shawnee Heights mathematics courses.	<u>3 Credits</u> 3 units at or above the level of Algebra 1 taken during the 9 <sup>th</sup> through 12 <sup>th</sup> grades	<u>4 Credits</u> 1 Algebra 1 1 Geometry 1 Algebra 2 1 credit beyond Algebra 2
SOCIAL STUDIES	<u>3 Credits</u> 1 US History 1/2 US Government 1 and 1/2 electives	<u>3 Credits</u> 1 US History 1/2 US Government 1/2 World History, World Geography, or International Relations 1 Elective	<u>3 Credits</u> 1 US History 1/2 US Government 1/2 World History, World Geography, or International Relations 1 Elective
FOREIGN LANGUAGE			<u>2 Credits</u> (Same Language)
PHYSICAL EDUCATION	<u>1 Credit</u> 1/2 Teen Topics or NJROTC 1/2 activity class	<u>1 Credit</u> 1/2 Teen Topics or NJROTC 1/2 activity class	<u>1 Credit</u> 1/2 Teen Topics or NJROTC 1/2 activity class
FINE ARTS	<u>1 Credit</u>	<u>1 Credit</u>	<u>1 Credit</u>
ELECTIVE CREDITS	<u>9.5 Credits</u>	<u>9.5 Credits</u>	<u>6.5 Credits</u>

### **HANDHELD DEVICES POLICY**

Shawnee Heights High School discourages students from bringing cell phones/PDAs/iTouches/MP3s or any other electronic devices to school. There are several issues with these devices that students and parents need to understand.

- 1.They are a source of distraction for an already distracted generation of learners.
- 2.They can aid in academic dishonesty (cheating).
- 3.They can infringe on one's privacy (taking photos/video while the subject is unaware).
- 4.They can deteriorate writing, speaking, and other linguistic skills (i.e. text speak).
- 5.They are often a means of spreading gossip and rumors (both of which are starting points for bullying and harassment).
- 6.They can demonstrate clearer disparities between socioeconomic groups (i.e. the brand/model of the phone, the type of calling plan, etc.), which is another source of bullying and harassment.
- 7.They can lead to dependent/addictive behaviors.

Shawnee Heights High School recognizes how much technology impacts the world, and banning these devices is no longer effective. Therefore, should students choose to responsibly carry one of these devices, they need to understand the risk they take, as well as demonstrate knowledge of the current policy by signing the Cell Phone/Handheld Device User Agreement. Carrying a device without having this agreement on file will result in disciplinary action and confiscation of the student's device.

#### **User Agreement**

- 1.I understand carrying an electronic device is a privilege and not a right.
2. I accept full responsibility for bringing the device to school. The school will take appropriate action should the device be lost or stolen, but the school will not be liable for the device.
3. I understand that each teacher has the right to create their own hand held device user policy within their classroom and I will follow those rules. Failing to follow classroom rules can result in disciplinary action. The use of any handheld device during any type of exam without teacher approval will be considered cheating and the teacher's cheating policy will apply.
4. I can use the device during passing period and lunch as long as I am not tardy to class or creating a disruption.
5. I understand that camera phones of any kind cannot be used in locker rooms, restrooms, or any location that would violate another's privacy.
6. I understand if I take a photo/video, which violates another's privacy, I could face both school punishment and/or criminal charges.
7. I understand by calling/texting another student with threats, etc., I could face criminal charges.
8. The first violation of this agreement can result in disciplinary action and the teacher may pick up my phone and hold it until the end of class/day.
9. The second violation can result in disciplinary action and my device can be taken to the security office where I can pick it up after visiting with an administrator.

10 The third violation can result in disciplinary action and my device can be taken to the security office where my parents/guardian can pick it up after school.

11. The fourth violation will be considered strike-three. I could face suspension and the device will remain in the security office until the end of the semester/end of school year and/or I lose the right to have any handheld at school.

12. Serious violations will be addressed by the discipline policy and possible criminal charges may be filed.

13. All cell phones carried by students while at the high school need to be registered. To do this a student needs to visit:

<http://www.snh450.k12.ks.us/emailsignup.cfm>

- Directions ... click on <http://www.snh450.k12.ks.us/emailsignup.cfm>
- Complete the form and make sure
  - Check all boxes that you wish to receive notifications from via text and/or email. REMEMBER if you select texting you need to have unlimited texting or there will be a charge for each text received.
  - You can add several email accounts to get email notification.
  - Make sure to check the grade level which you represent.

#### **STUDENTS WHO FAIL TO REGISTER THEIR CELL PHONE RISK DISCIPLINARY ACT!**

#### **HEALTH SERVICES**

##### **Health History Form**

A health history form is required to be filled out annually by parents/legal guardians. This form is to keep the health staff current on the health status of each child and allow them to care for your child when emergencies occur. The back of the form has a "parental consent for emergency treatment." This section is effective until parents can be reached. This must be signed.

##### **Immunizations**

The state law requires all students be fully immunized prior to school entry. Proof of immunization must be provided to the health staff. Proof would include a copy of immunization booklet, document signed by a physician, or a copy of health department records. It is the responsibility of the parent/guardian to provide this information.

Any student who fails 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.

##### **Illness and Accident Policies**

1. When students become ill at school, they must report to the nurse's office. If a nurse is not on duty, students will report to the main office. Parents/guardians will be notified by school personnel if the student is too ill to remain at school.
2. All accidents are to be reported to the nurse's office immediately so that an accident report may be completed. Following any serious accident parents/guardians will be notified immediately.

3. Parents are requested to inform the school nurse when their students have diagnosed contagious illnesses.
4. When students need to be excused from physical education participation for more than three days due to illness or injury, a written statement from a physician stating the reason and the duration must be brought to the class instructor.

**To prevent illnesses from being transmitted at school, here are some guidelines to help you decide when to keep your student home.**

<u>EXCLUDE</u>	<u>RETURN</u>
Fever 100° with or without other symptoms	Fever free for 24 hrs
Eyes reddened, inflamed with discharge	Discharge has stopped, or 24 hrs after initiating antibiotics, or note from the healthcare provider stating not infectious
Head Lice	After pediculocide treatment is initiated
Diarrhea (2 or more loose stools in 24 hrs)	No diarrhea for 24 hrs or per disease protocols or note from healthcare provider
Vomiting	No vomiting within 24 hrs
Impetigo	24 hrs after administration of antibiotic (either oral or topical). Cover open wounds. Food handler staff is excluded until lesions are healed.
Ringworm	After administration of antifungal treatment
Scabies	24 hrs after treatment or note from healthcare provider
Chickenpox	When fever is gone and all lesions are crusted or dried. Children who have not had chickenpox or vaccination may also be excluded from school from days 10-21 following exposure to a case of chickenpox
Strep Throat	24 hrs of antibiotic treatment and fever free
Whooping Cough	Exclude all confirmed cases for 5 days following initiation of antimicrobial treatment and note from healthcare provider

**This is not an all-inclusive list of possible communicable diseases that may impact the school setting. Please call the school nurse if you have any questions.**

## **Medications at School**

### **Prescription or Non-Prescription Medications**

All medications must be kept in the health room and are administered by the health or delegated school staff during school hours. All medications **MUST** come to school in the original containers accompanied by a permission note from the parent. **WE WILL NOT GIVE MEDICATION WITHOUT THIS CONTAINER.** If the doctor gives a professional sample medication to use, we **MUST** have a doctor note or a copy of a prescription for the drug.

Parents/guardians should be responsible for transporting prescription medications to and from school for their students. If there are extenuating circumstances that prevent this from occurring, the school's registered nurse needs to be notified.

Dosage changes from the medication pharmacy label: The School Nurse needs to be notified by a note from the doctor with the new dosage listed and a new parent permission form must be signed.

Medications to be taken three (3) times a day can usually be done before school, after school, and bedtime, thus avoiding the need to take pills at school.

**We do not give aspirin or medications containing aspirin without a doctors order.** This is due to aspirin's connection to Reye's syndrome.

*Herbal, natural and homeopathic remedies will not be administered at school without written authorization from the primary care physician.*

*In most cases we do not give narcotics at school. The registered nurse (R.N.) in each school will make the decision. It is recommended students recover from injuries or surgery at home and be able to switch to non-narcotic pain medication before returning to school.*

Parents or legal guardians may come to the school to administer the medications.

A student in possession of his/her own prescription or non-prescription medication who fails to bring medication to the nurse's office immediately upon arriving at school will be subject to the following:

**1st Offense:** Parent conference and 2.5 hours of detention.

**2nd Offense:** Parent conference and one day out-of-school suspension

**3rd Offense:** Parent conference and three (3) day out-of-school suspension.

**4th Offense:** Parent conference and student will be suspended for five (5) days with recommendation for long term suspension.

The long term suspension provision may be waived if the student and/or parents/guardians agree to assessment through counselors at the Shawnee Regional Prevention and Recovery Services, Inc. (785) 266-8666 in Topeka.

Cost for this initial assessment and one additional visit will be free of charge to the family and the costs will be incurred by the United Way. Further consultation will be at the expense of the parents/guardians. Parents/guardians will have the option to choose a provider other than Shawnee Regional Prevention and Recovery Services, Inc., if approved by USD #450. However, the assessment then becomes the financial responsibility of the parents/guardians.

If the student and parent/guardians refuse to participate in the Shawnee Regional Prevention and Recovery Services, Inc., or other approved assessment, the long term suspension procedure will be implemented.

### Self-Administration of Medications

Medication (Epi-Pens/Inhalers) prescribed by a health care provider for the treatment of anaphylaxis or asthma may be carried by the student with proper authorization from their physician, parent and school nurse. This will need to be renewed annually.

### **HONOR ROLL AND GRADUATING WITH HONORS**

**Please read below to see the differences of being on the honor roll and graduating with honors, as they are NOT the same thing.**

#### **Honor Roll**

Any student, grades 9-12, who is enrolled FULL TIME (7 hours per day) may qualify for a **semester honor roll**. The **semester honor roll** will have two categories. Those categories are as follows:

1. High Honor Roll: 3.8 through 4.0 GPA for the semester
2. Honor Roll: 3.3 through 3.79 GPA for the semester

Students who attain this honor may have their names published in the school newspaper or other school communications. Recognition for being on the honor roll is not part of the Academic Awards Programs.

#### **Graduating with Honors**

Graduating with honors should not be confused with being on the honor roll. To graduate with:

1. High Honors (blue stole) a student must have a **cumulative seven semester** GPA of 3.960 or higher.
2. Honors (white stole) requires a **cumulative seven semester** GPA of 3.850 to 3.959. GPA's will not be rounded.

### **INCLEMENT WEATHER PROCEDURE**

During the winter season the central administrative staff is in charge of making the decision to close school. If school is to be cancelled due to road conditions, all radio and television stations in Topeka are notified by 6:30 A.M. During severe weather, parents and students are encouraged to listen to the Topeka station of their choice for information regarding the possible closing of school. Days missed due to inclement weather must be made up during the spring break or snow makeup days scheduled in the calendar. If severe weather occurs during the school day, it is highly unlikely that school will be dismissed early since our buses are used on both secondary and elementary routes. Our secondary buses start loading at the high school at 2:35 p.m. in the afternoon. We are fearful of sending students home at an unusual time due to many parents working and no adult being in the home, except at normal school dismissal time. This gives the road crews the opportunity to get the roads in the best condition before the buses are placed back on the road. It is the parent's decision to determine whether or not their son/daughter should attend school on any given day due to weather conditions. When school is not dismissed early, parents may pick up their son/daughter during the school day if they have weather-related concerns.

Please check the Shawnee Heights website for further details regarding any cancellations of activities.

### **INCOMPLETE GRADES**

Students with credit-eligible absences, as determined by the administration, who require additional time to complete missed work are given an incomplete grade. It is the responsibility of the student to contact the teacher for makeup work and complete it within the required time period. Incomplete grades are to be made up no later than two weeks after a grading period ends. Students who have been unable to complete makeup work in the time allotted due to a medical emergency may be given additional time. Students who are granted this waiver must:

1. Submit a medical statement from their physician.
2. Make arrangements for an extension with the administration.

### **MUSIC**

Shawnee Heights High School students have an opportunity to participate in instrumental and vocal music activities outside the regular classroom program. The **Thunderbird Band** plays at home games, takes part in several college and university band days, and entertains with evening concerts at the school. The **Orchestra** schedules several performances during the year. The **Vocal Music** Department also schedules several concerts during the school year. Special groups sing for various organizations in the community. To earn credit, each student must appear for the scheduled activities or gain permission for absences from the director in advance of the performance.

### **Band Participation/Attendance Policy:**

(Marching Band, Pep Band, Symphonic Band, Concert Band, and Jazz Ensemble)

Performance and rehearsal schedules will be given to all students far enough in advance to allow them to make arrangements to participate in all required rehearsals and performances.

Since the number of required performances and rehearsals per semester varies from ensemble to ensemble and from year to year, the number of grading or lettering points earned for participating in each required performance or rehearsal will vary as well. The number of points earned for each required performance or rehearsal will be announced at the beginning of each grading/lettering period. Without an acceptable excuse, a student will sacrifice the number of points assigned to any required performance or rehearsal missed. Medical emergencies involving the student or an immediate family member will be excused. Absences due to conflicting school activities will be excused at the discretion of the director. Work conflicts and social/family events will not be excused.

Students wishing to be excused from a required performance must provide a note, e-mail, or phone call from a parent prior to the event.

### **Lettering Procedure for Choraliers:**

Choraliers will receive awards if they participate in all in-school and non-school performances. They will be allowed one excused absence from a performance

during the school year and still be eligible to receive an award. The director must be informed in advance of the absence to be excused from the performance.

#### **OUTSTANDING BILLS POLICY**

Student bills outstanding from the current school year will be turned over to a collection agency unless other arrangements have been made with the school principal. Please work with the principal to see that all outstanding bills have been paid.

#### **PARKING AND TRAFFIC REGULATIONS**

**The Vehicle Parking and Traffic Program** is designed to provide a parking area for students who observe the rules and regulations.

\* Students not complying with Parking and Traffic regulations will lose the privilege of driving and parking their vehicle on school property. Generally, except for serious violations, the first offense will result in detention and parent notification. The next violation will result in the loss of driving/parking privilege.

\* Students cannot drive vehicle between parking areas during the school day.

\*All drivers are expected to **legally park** their vehicles within the lines painted on the parking lot. Do not add parking areas without lines.

\* Students **must have permission** from the SRO or an administrator to be in the parking lot during any portion of the regular school day. Going to your vehicle between classes or any other time without permission is a violation of policy and will result in the loss of your driving/parking privilege.

\* Students are prohibited by law from riding in the back of pick-up trucks, on any type of hood surfing or any other behavior deemed unsafe by the school.

\*All students must immediately **get out of their vehicles** and enter the building after arriving at school.

\***Students are never permitted to sit in cars** during the school day. Violators will be disciplined and those who own the vehicle (if not the same) will not be permitted to drive/park on school property. **ALL CARS SHOULD BE LOCKED.**

\*Students are prohibited from parking (before, during or after school) in the following areas:

- 1) The parking area south of the building (designated staff parking)
- 2) In the front drive of either building
- 3) The west parking lot (May be used by students after 3:10 pm)
- 4) Students are prohibited from parking in the visitor parking lot during regular school hours.

\*Driving off the roadway or in double file when entering or leaving Shawnee Heights will result in the loss of driving/parking privileges.

**NOTE: All students are required to purchase a parking tag each year. This tag must be displayed on the rearview mirror.**

These procedures have been implemented for your safety and to reduce theft, vandalism and illegal activities that have occurred in the parking lot. We must have your cooperation if we are going to promote a safe environment at Shawnee Heights High School. The last thing we want to do is take away your privilege to drive and/or park your vehicle on school property.

Please drive safely and follow good driving procedures both on and off school property. Every year, we receive many complaints from patrons in our district concerning teenagers driving in a reckless manner on Shawnee Heights Road. **Please do not put yourself or others in danger by driving in a reckless manner when traveling to or from school.**

#### **PERSONAL PROPERTY**

Each student must assume the responsibility of taking care of his/her own possessions. The following suggestions are made to help prevent losses and to aid in the recovery of lost items:

1. Place name in all books, note books, purses, billfolds, and apparel, etc.
2. Do not bring items such as electronic games and/or equipment to school.
3. Do not leave possessions in classrooms, hallways, or in the locker rooms.
4. Bring no more money than is necessary to school. If it is necessary to bring a large sum of money, check it in to the office for the day.
5. Keep locker combinations a secret.
6. If the lock is broken or will not work properly, please report it to the office immediately.
7. Students in physical education classes **are required to lock** all possessions in their P.E. lockers during class time.
8. If such items as billfolds, purses, glasses, rings, textbooks, etc. are found, please bring them to the office right away.
9. For lost items, check in daily at the office where the lost and found is located. If a valuable item is lost, report it to the main office or to a teacher immediately.
10. Unclaimed items will be disposed of at the end of each quarter.

#### **PHYSICAL EDUCATION GYM SUIT POLICY**

Students will be required to purchase a uniform to participate in any activities class through the Physical Education department. These clothes must be regularly laundered and kept clean by the student. Uniforms purchased may be used for any PE class while attending Shawnee Heights.

#### **POSTING INFORMATION**

To post information and/or posters on school property permission must be obtained from an administrator and the information and or posters must be initialed.

#### **PROGRESS REPORTS AND REPORT CARDS**

Academic reports to parents/guardians are the means the school uses to inform them of their child's progress in subject matter. **Progress reports** will indicate the areas which need improvement and will be mailed home for any student with a D or an F in any class. **Report cards** for all students will be mailed home at the end of each quarter.

### **SPECIAL EDUCATION SERVICES**

Special Education services are provided for all exceptional students from age three through graduation. Direct questions to the Director of Special Education at 379-5800 or the Special Education Office at 357-5440.

The police will be called, and charges may be filed.

### **STUDENT ID**

Your student ID card is a very important document! Have it with you at all times while attending school. Defacing or falsification of information on this card may result in disciplinary action and the cost of a replacement card. Please keep this card in original condition. **You must have your ID card to enter a school dance.**

### **STUDENT PROJECTS**

Student projects or materials that are left at school beyond the end of the current school year will be disposed of and any appropriate reimbursements made to the individuals involved, based on the approval of the instructor.

### **TEACHER AUTHORITY**

Students are under the authority of all staff members and/or employees of USD #450 any time they are on school grounds or attending any school function or field trip regardless of the location. Students are expected to give respectful attention to the requests and directives of all staff members, not just the instructors whom they know.

### **TRANSCRIPTS**

Students requesting transcripts for colleges or other official agencies must see the counselors' secretary with the necessary information. Students must have on file, the signed Records Release Authorization form.

### **TRANSPORTATION**

The school usually plans for and provides transportation to school-sponsored activities. Students are expected to ride to and from the activity as a group. Written permission is required from the parent, an administrator, and the coach or sponsor in order for a student not to travel in school vehicles. This permission must be secured before the departure to the activity.

#### **Student Transportation**

Bus transportation will be provided for students who qualify. Students may drive personal automobiles to district-sponsored activities held during the school day with administrative approval and parental consent.

Students must observe the rules and regulations adopted by the Board. Students **are** subject to the school's behavior code while riding school buses. The Board may revoke the transportation privilege or entitlement of any student who violates rules or regulations.

Bus drivers or sponsor(s) shall report any violation of rules to the appropriate administrator who shall take the necessary steps to discipline students according to Board policy. As a disciplinary action for violation of Board rules, a student may be refused school bus transportation but required to attend school.

Students enrolled at Washburn Tech will have their transportation provided by U.S.D. 450. **All students attending Washburn Tech are required to use school transportation unless they have a signed, notarized waiver on file with the school.**

When district transportation is not provided for approved educational opportunities, written permission from the parent/guardian is required. When the district provides transportation to an activity, participating students are prohibited from driving personal automobiles to and from district-sponsored activities held during or after the school day. Exceptions may be allowed with parent/guardian permission.

#### **Philosophy**

Shawnee Heights USD 450 is committed to excellence in its transportation program and considers appropriate bus conduct essential to the safe transportation of students to and from school.

- The district believes all students can behave on the bus, and have a responsibility to behave in a manner which allows the driver to concentrate on operating the bus in the safest possible manner.
- The district believes student conduct should be maintained with procedures which will advance the purposes of safety while remaining consistent with applicable state law and established board of education school policy.
- Parents can assist a great deal in maintaining proper discipline on the school bus by insisting that their children seat themselves promptly on the bus, stay seated while the bus is moving, and conduct themselves in such a manner that the school bus driver can devote his or her time to the task of driving the bus.

#### **School bus safety regulations**

- No balloons or flower arrangements.
- Book bags need to be no larger than your student can carry up and down the bus steps and hold while on the bus.
- If musical instruments or sports equipment are too large for your student to hold, they need to be transported by the parent.
- Parents, please check your students' clothes and book bags and remove drawstrings and straps that could get tangled around legs or get caught on items on the bus.
- All loaded buses leaving the High School and Middle School have the right of way.
- While on site, all vehicles must obey bus stop arms.

#### **Prior to loading**

- Students must be on time! The bus cannot wait beyond its regular schedule for those who are tardy. If a regular rider is not at the stop, the driver will honk and then proceed on the route according to schedule.
- Bus riders should conduct themselves in a safe manner while waiting for the bus.

- Riders should wait until the bus comes to a complete stop before attempting to enter the school bus.
- Authorization must be obtained from the building principal before students can change buses or ride home with another student. High School students will not be allowed to get off of the bus at the Middle School or walk to the Middle School after school.

**While on the bus**

- The driver is in charge of the students and the bus. Students must obey the driver promptly.
- Classroom conduct is to be observed by students while on the bus. In the interest of safety, only low conversation is acceptable. Unnecessary conversation with the driver is prohibited.
- Riders should quickly and quietly go to assigned seats.
- Riders should keep arms and head inside the bus at all times.
- Riders should assist in keeping the bus clean and free from trash.
- Damage to the bus must be paid for by the offender.
- Riders should never tamper with the controls or the equipment on the bus.
- Riders should not throw anything out of the bus windows.
- Riders should keep books, packages, coats, feet, and all other objects out of the aisle.
- Riders are to remain seated while the bus is in motion.
- Quiet is necessary when approaching a railroad crossing.
- Food and beverages shall not be consumed on route buses.
- No glass containers, animals or pets are allowed on the bus.
- Pupil conduct endangering the safety of others, committing acts of vandalism, swearing or using obscene language, unacceptable signs or gestures toward the driver, or committing moral offenses, may result in suspension from transportation.

**When transporting assigned school projects**

- Glass containers and all weapons are too dangerous; therefore, they are not permissible on school buses.
- Students shall make prior arrangements with the principal before bringing animals, insects, and/or projects to school.
- Every project or article shall be transported in a suitable container or package.

**After leaving the bus**

Riders should cross the road at least ten feet in front of the bus. They should observe directions of the driver and then look to be sure no traffic is approaching from either direction. The driver will not discharge riders at places other than the regular bus stop unless by proper authorization from school officials. Riders should not go to mail boxes until bus has left area.

**While on extracurricular trips**

The above rules and regulations apply to any trip under school sponsorship.

**Discipline Procedures**

The driver is encouraged to visit with students who violate bus procedures. The driver may handle many infractions on an informal basis. When in the driver's judgment or if policy dictates the need for administrative intervention, the driver will initiate a Bus Conduct Notice.

The driver will deliver to the building principal or designee the Bus Conduct Notice. The principal will work with the bus notice and record what action, consequences, or contacts are made. Generally the building principal will follow the steps outlined at the bottom of the High School Bus Conduct Notice. A copy of the completed notice slip will be returned to the driver, a copy will be sent to the director of transportation, and a copy will be mailed to the parent/guardian. The purpose of the Bus Conduct Notice is to ensure a safe bus through remediation of the student's behavior by involving the student, parent, driver, and principal.

### **TRESPASSERS**

The school campus is for S.H.H.S. students, staff, and parents. Visitors must be authorized through the principal's office. In order to ensure the safety of all of our students, trespassers will not be allowed on campus.

### **VISITOR POLICY**

**All visitors must come to the office for a visitor's pass.** Former students and graduates of S.H.H.S. are not to visit teachers while classes are in session. Guests disrupt the learning process, and we discourage our students from bringing outside guests to school. Students desiring guests to visit school must obtain approval in the office at least 24 hours in advance. Visitation, if approved, is allowed only during the host student's lunch period.

### **WITHDRAWAL PROCEDURE**

1. Have a parent/guardian notify an administrator as soon as moving plans are known.
2. On the last day of attendance, pick up withdrawal slip from the office.
3. Present slip to each teacher for withdrawal grade and return of text book.
4. Present slip to the librarian(s).
5. Clear lunch record with ticket clerk.
6. Present office with permission form signed by parents, or themselves if 18 years of age, for release of records to be sent to the new school.
7. Clear all fees, lost books, etc., with the office.
8. Any monetary refunds due to student are handled through the USD 450 Central Office.

## **AUTHORIZED USER AGREEMENT**

### **Ref. Board Policy IIBG**

The following agreement for acceptable use of computer networks, including the Internet, shall apply to the 2010-2011 school year. An Authorized User Agreement (AUA) must be on file for user access to computers attached to the district network. Independent access is defined as a person at the keyboard manipulating browser software or electronic email without direct supervision.

### **Use of District Computers**

Computer systems are for educational and professional use only. All information created by staff and students shall be subject to unannounced monitoring by district administrators. The district retains the right to impose on any student disciplinary measures that may include suspension or expulsion and to impose upon any employee disciplinary measures that may include termination for a violation of this policy. Users have no expectation of privacy in the contents of their personal files and records of their online activity while on the system. Routine maintenance and monitoring of the system may lead to discovery that the user has or is violating the Internet Use Policy. An individual search may be conducted if there is reasonable suspicion that a user has violated the law or regulations.

### **Installation**

No software, including freeware or shareware, may be installed on any district computer until cleared by the technology manager. The technology manager will verify the compatibility of the software with existing software and hardware. Software installed on district computers must comply with copyright laws.

### **Hardware**

Users shall not install unapproved hardware on or connect it to district computers, or make changes to software settings that support district hardware. Users will not perform repairs or personalize any computers, networks, printers or other associated equipment or software including browser settings, without prior approval by the technology manager.

### **Student Emails**

Students in grades 5-12 will be assigned his or her own email account and will be allowed to send and receive email through the filtered and monitored Google Apps for Education email system. Every attempt has been made to provide safe, secured student email; however, it is still the responsibility of users to follow all school rules, teacher directions and procedures and to report any inappropriate use or material to school personnel.

### **The following uses of the system are considered unacceptable:**

(This is not an all-inclusive list. Users acknowledge that administrators will decide what appropriate use is and may take the appropriate action set forth by district policies)

- a. Users are responsible for the use of individual account and should take all reasonable precautions to prevent others from using their account. Users will not provide their password to another person. Users must immediately notify a teacher or an administrator if they have identified a possible security problem.
  - b. Users will not post personal contact information including, but not limited to personal, school or work address, telephone number, home e-mail address.
  - c. Users will not knowingly or recklessly post false or defamatory information about a person or organization.
  - d. Users will not engage in personal attacks, including prejudicial or discriminatory statements.
  - e. Restrictions against inappropriate language apply to both public and private messages,
  - f. Users will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
  - g. Users will not attempt to gain unauthorized access to the District network or to another computer system through the Internet, or go beyond their authorized access. This includes attempting to log in through another person's account or access another person's files.
  - h. Users will not attempt to disrupt the computer system or destroy data.
  - i. Users will not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or in any way hinder the performance of any computer or software.
  - j. Users will not erase, rename, password-protect or disable any computer file, program or disk without permission.
  - k. Users will not use the District system to engage in any illegal act.
  - l. E-mail group messages or "mass" mailings consisting of announcements, surveys, advertisements, amusements, anecdotes, etc. must be directly related to school business or student learning.
  - m. Users will not post chain letters or engage in "spamming."
  - n. Staff will check e-mail frequently and delete unwanted messages promptly.
  - o. Users will not download music, freeware, shareware or applications without the authorization by the technology manager.
  - p. Users will not conduct personal business such as sales, trading, etc.
  - q. If users inadvertently accesses inappropriate information, they should immediately disclose the inadvertent access to a teacher, administrator or supervisor.
  - r. Users will not bring food or drink into computer areas.
- The use of USD 450 networks and the Internet is a privilege, not a right. Inappropriate use may result in cancellation of privileges. I understand any violation of the district guidelines may constitute school disciplinary action and/or appropriate legal action. School officials based on school policies and/or this user agreement will designate what is inappropriate use. School officials may terminate access to the Internet at any time.

**OPT OUT OF STUDENT EMAIL ACCOUNTS**

Students in grades 5-12 will be assigned his or her own email account and will be allowed to send and receive email through the filtered and monitored Google Apps for Education email system. This e-mail account will be used by teachers to communicate with your child.

Every attempt has been made to provide safe, secured student email; however, it is still the responsibility of users to follow all school rules, teacher directions and procedures and to report any inappropriate use or material to school personnel.

We understand some parents do not want their child to have an email account. If you do not want your child to have an email account, please sign this wavier and return to the high school office.

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Parent Signature

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Date

### **U.S.D. #450 OFFICIAL DIRECTORY INFORMATION**

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Shawnee Heights U.S.D. #450, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Shawnee Heights may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow Shawnee Heights to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEA's) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want Shawnee Heights to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by September 1, of the current school year. Shawnee Heights has designated the following information as directory information:

- Student's name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Weight and height of members of athletic teams
- Photograph
- Degrees, honors, and awards received
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- The most recent educational agency or institution attended

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