

**SHAWNEE HEIGHTS
HIGH SCHOOL
2021-2022
STUDENT
HANDBOOK**



Shawnee Heights High School
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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

Our school colors are red, white, and turquoise.

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)

CRIME STOPPERS

To report school crimes please contact our
School Resource Officer in the main office.

National Suicide Prevention Lifeline

1-800-273-TALK (8255)

Crisis Text Line

Text “HOME” to 741741

KANSAS SCHOOL SAFETY HOTLINE

1-800-626-8203

(To report impending school violence to
Kansas Highway Patrol.)

STUDENT COUNCIL ELECTED OFFICERS

Executive Officers

President – Wyatt McGinnis, Taryn Dial
Vice-President – Brynne Liedtke, Andrew Emerson
Secretary – Abby Fleischer
Treasurer – Olivia Morgan

Senior Class Officers

President – Johnny Delacruz
Representative – Christian Garrison, Karli Gilliland

Junior Class Officers

President – Faith Cavazos
Vice-President – Arianna Womack
Secretary – Shea Marney
Representative – Tristan Scott

Sophomore Class Officers

President – Ryleigh Kelly
Vice-President – Harlie Womack

Student Council is the controlling student organization in the school. 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 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

Monday	Tuesday	Wednesday	Thursday	Friday
		All Plan 7:45 – 8:08		
1 7:45 – 8:34	1 7:45 – 8:34		1 7:45 – 9:16	1 7:45 – 8:34
2 8:40 – 9:29	2 8:40 – 9:29	2 8:14 – 9:45		2 8:40 – 9:29
		T-Bird Time 9:51 – 10:53		
3 9:35 – 10:24	3 9:35 – 10:24		3 9:22 – 10:53	3 9:35 – 10:24
4 10:30 – 11:19	4 10:30 – 11:19	4 10:59 – 12:58		4 10:30 – 11:19
5 11:25 – 12:45	5 11:25 – 12:45		5 10:59 – 12:58	5 11:25 – 12:45
6 12:51 – 1:40	6 12:51 – 1:40	6 1:04 – 2:35		6 12:51 – 1:40
7 1:46 – 2:35	7 1:46 – 2:35		7 1:04 – 2:35	7 1:46 – 2:35

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 weighted GPA of 3.70 or higher throughout each of the three semesters.

Any transferring student who enrolls at Shawnee Heights must enter with a minimum weighted cumulative GPA of 3.70 and then earn two consecutive, full-time semesters of 3.70 weighted 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 weighted GPA of 3.70 or higher for two more consecutive, full-time semesters. Failure to maintain a 3.70 semester weighted GPA requires that the student meet the original criteria for the second award.

Students must have been enrolled in seven classes each semester.

SCHOLARS' BOWL 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 25 hours of preparation and/or tournament time.
2. Contributing questions to the Central File and moderating questions for practice.
3. Attending two tournaments.

Because the Scholars' Bowl Team participates in KSHSAA-sanctioned events, students/parents must consent to random drug testing in order to participate.

ACCEPTABLE USE POLICY

The Internet is a tool for life-long learning. It is a necessary tool for Shawnee Heights School District to develop students ready to live and work in the 21st Century. With the privilege of Internet access comes responsibility and accountability. Shawnee Heights School district expects all students using the District network and the Internet services it provides will:

1. Have the permission of their parent or guardian.
2. Agree to abide by the policies and responsible use set forth in the Shawnee Heights School District Acceptable Use Policy.
3. Understand the use of the District network and Internet services is a privilege which may be terminated by the school or district for failing to abide by the policies described in the Acceptable Use Policy.

As the parent or guardian of a Shawnee Heights student, we are asking that you review the policy and guidelines set in this Acceptable Use Policy and that you go over the Acceptable Use Policy with your child so that everyone understands and is in agreement.

Privacy is not guaranteed

The Superintendent, Information Technology Department, and other administrators may review files and monitor all student computer and Internet activity to maintain system integrity and ensure that users are acting responsibly. Teachers and administrators may monitor ongoing

student Internet activity to maintain system integrity and ensure that student users are abiding by this policy and are acting responsibly. Privacy is not guaranteed.

Use is a Privilege

Use of the network and the Internet is a privilege, not a right. Students violating policies pertaining to standards of conduct or network/Internet use shall be subject to revocation of privileges and potential disciplinary and/or appropriate legal action.

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 district 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.

Liability

Shawnee Heights School District makes no assurances of any kind, whether expressed or implied, regarding any Internet services provided. The school district will not be responsible for any damages the user suffers. Use of any information obtained via the Internet is at the user's own risk. The school district will not be responsible for any damages users suffer, including – but not limited to – loss of data resulting from delays or interruptions in service. The school district will not be responsible for the accuracy, nature, or quality of information store on school district diskettes, hard drives, or serves; nor for the accuracy, nature or quality of information gathered through school district provided Internet access. The school district will not be responsible for personal property used to access school district computers or network for school district-provided Internet access. The school district will not be responsible for unauthorized financial obligations resulting from school district-provided access to the Internet.

Parental Advisory

Access to inappropriate and/or unwanted Internet content through the districts' network is restricted through the use of “filtering” solutions which are updated regularly, however, the global and changing nature of the World Wide Web contents make it extremely difficult for the school district to completely regulate and monitor the information received or sent by students. As such, the school district cannot assure parents that students will be denied access to undesirable materials or sending or receiving objectionable communications. Parents and guardians of students should be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. In addition, it is possible to purchase certain goods and services via the Internet, which could result in unwanted financial obligations for which a student's parent or guardian would be liable. While the school district's intent is to make Internet access available in order to further educational goals and objectives, students may find ways to access other materials as well.

Acceptable Use

The educational value of student Internet access is the joint responsibility of students, teachers, parents and employees of Shawnee Heights School District. Since access to the Internet is a valuable and limited resource, students are expected to place a premium on the quality of use. Taking up valuable network resources to pursue frivolous ends, not consistent with the mission

of Shawnee Heights School District is prohibited. **All use must be consistent with the educational mission and goals of the school district.**

Unacceptable Use for Student Users

- Users shall not use school district computers or networks for purposes of personal profit, any non-instructional, or non-administrative purpose (e.g., activities for personal profit).
- Users shall not use a computer for unlawful purposes, such as the illegal copying or installation of software, or violation of copyright laws.
- Users shall not erase, rename, or make unusable anyone else's computer files, programs or disks.
- Accessing another person's materials, information, or files without the implied or direct permission of that person is prohibited.
- Users shall not use or try to discover another user's password.
- Users shall not copy, change or transfer any software or documentation provided by the school district, teachers, or another student without permission from the superintendent or his designee.
- Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan Horse, or similar name.
- Users shall not deliberately use the computer to annoy or harass others with language, images, or threats.
- Users shall not deliberately access or create any obscene or objectionable information, language or images.
- Users shall not intentionally damage the system, damage information belonging to others, misuse system resources, or allow others to misuse system resources.
- Users shall not tamper with computers, networks, printers or other associated equipment.
- Users shall not gain unauthorized access to resources or entities.
- Users shall not invade the privacy of individuals.
- Users shall not post anonymous messages.
- Users shall not use the network for commercial or private advertising. The Internet, web pages, and other technology shall not be used for private or commercial offerings of products or services for sale, or to solicit products or services or to raise funds for non-district related activities or organizations.
- Users shall not use the network while access privileges are suspended or revoked.
- Users shall report illegal or unauthorized use of the network to the supervising teacher or the authorized technical and information services administrator.

General Use and Care of the Computer

- Users are expected to treat equipment with care and respect. The technology equipment is the property of the Shawnee Heights School District and should be kept clean and free

of marks at all time. Placing stickers, writing or drawing on, engraving or otherwise defacing the device or carrying case are not allowed and will result in loss of privileges.

- Laptop computers and iPads can be fragile, and if they are dropped they may break. Users are advised to only use their laptop and iPad when are on a flat, stable surface, such as a table.
- Users should protect their laptop from extreme heat or cold. Computer equipment should never be left in a car, even if the car is locked.
- Computers should be protected from the weather, water or other liquid, food and pets. Students should never eat or drink while using their laptop or use their laptop near others who are eating and drinking.
- Heavy objects should never be placed or stacked on top of your device. This includes books, musical instruments, sports equipment, etc.
- Any inappropriate or careless use of a computer should be reported to the principal and IT Department immediately.

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. Students who are found to be loitering in other parts of the building after school hours can be subject to disciplinary action.

ANNUAL NOTICE TO PARENTS AND STUDENTS OF RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

Under the provisions of the Family Educational Rights and Privacy Act (FERPA). Parents of students and eligible students (those who are 18 or older) are afforded various rights with regard to educational records that are kept and maintained by Unified School District No. 450. In accordance with FERPA, you are required to be notified of those rights which include:

1. The right to review and inspect all of your educational records, except those which are specifically exempt. Records will be available for your review within 45 days of the day the district receives your request for access.
2. The right to prevent disclosure of personally identifiable information contained in your educational records to other persons, with certain limited exceptions. Disclosure of information from your educational records to other persons will occur only if:
 - a. We have your prior written consent for disclosure;
 - b. The information is considered “directory information” and you have not objected to the release of such information; or
 - c. Disclosure without your prior consent is permitted by law.

The custodian may lawfully disclose students’ education records the following persons without the prior consent of the parents:

- Other school officials, including teachers within the district who have legitimate educational interests;
 - Note: A school official is a person employed by the school as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); the school board (in executive session); a

person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility or duties.

- Officials of other schools or school systems in which the student intends to enroll;
 - Note: The district will disclose a student's education records to officials of another school district in which the student seeks or intends to enroll without your consent and without further notice that the records have been requested or forwarded.
 - Authorized persons to whom a student has applied for or from whom a student has received financial aid;
 - State and local officials or authorities to whom such information is specifically required to be reported or disclosed pursuant to state statutes;
 - Organizations conducting studies for educational agencies for the purpose of developing, validating or administering student tests or programs;
 - Accrediting organizations;
 - Parents of a student 18 years of age is parents claim the student as a dependent for income tax purposes;
 - Appropriate persons if knowledge of any information is necessary to protect the health or safety of the student or other persons in an emergency;
 - An agency caseworker or representative of a state or local child welfare agency or tribal organization who has the right to access a student's case plan when such agency or organization is legally responsible for the care and protection of the student and when any further disclosure of such information thereby will be limited in accordance with law; and
 - In compliance with a lawfully issued subpoena or judicial order.
 - Note: When information is requested in compliance with a judicial order or pursuant to any lawfully issued subpoena, parent(s)/guardian and the student shall be notified of the orders or subpoenas in advance of compliance with the order or subpoena unless:
 - The order or subpoena specifically forbids such disclosure; or
 - The order is issued in the context of a court proceeding where a parent is a party and the proceeding involves child abuse and neglect or dependency matters.
3. The right to request that your educational records be amended if you believe the records are misleading, inaccurate, or otherwise in violation of your rights. This right includes the right to request a hearing at which you may present evidence to show why the record should be changed if your request for an amendment to your records is denied in the first instance.
 4. The right to file a complaint with the Family Policy Compliance Office at the U.S. Department of Education if you believe that Unified School District No. 450 has failed to comply with FERPA's requirements. The address of this office is 400 Maryland Avenue SW, Room 4074, Washington, DC 20202-4605.
 5. The right to obtain a copy of Unified School District No. 450 policies for complying with FERPA. A copy may be obtained from the USD 450 Clerk of the Board.

Directory Information: For purposes of FERPA, Unified School District No. 450 has designated certain information contained in educational records as directory information. This information may be disclosed for any purpose without your consent. This information can be disclosed without consent because it is the type of information that would not generally be considered harmful or an invasion of privacy if disclosed. The following information is considered directory information: name, address, telephone number, electronic mail address, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees, honors and awards received, the most recent previous school attended by the student, class designation or grade level, enrollment status, major field of study and photographs.

You have a right to refuse to permit the designation of any or all of the above information as directory information. If you refuse, you must file written notification to this effect with Unified School District No. 450 at 4401 SE Shawnee Heights Road, Tecumseh, KS on or before September 1 each year. If a refusal is not filed, USD No. 450 assumes you have no objection to the release of the directory information designated.

Recruiting information: Military recruiters and institutions of higher education are entitled under federal law to a list of names, addresses, and telephone numbers of high school students unless you object to the release of this information. If you notify your principal in writing at any time that you do not wish your child's name, address, and telephone number released without your written consent, the school and district will honor that request.

ANNOUNCEMENTS

Morning Announcements will be read and posted to the website 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 and submitted to the Main Office.

ATHLETICS

Athletics 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. Students are required to complete a 30-minute online concussion class and quiz. In addition, students/parents must consent to random drug testing in order to participate in any KSHSAA-sponsored activity. 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 costs associated with the athletic Department.

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 1) place in the top six in any of the following meets: City, League, Regional; 2) score six points in any one of the remaining six meets or a season total of 12; or 3) 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.

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.

League Affiliation

Shawnee Heights High School is a member of the United Kansas Conference. Other conference members are as follows:

- Basehor Linwood High School (USD 458)
- De Soto High School (USD 232)
- Lansing High School (USD 469)
- Leavenworth High School (USD 453)
- Turner High School (USD 202)

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, missing classes is often 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.

There are two types of approved absences recognized by Shawnee Heights High School, documented excuses and parent excuses.

1. **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.
2. **Parent Excused** Parents may make five requests each semester for their students to be absent or tardy for special occasions (**parent excuses**). All absences in excess of those five requests per semester will be "unexcused" without some form of documentation (dentist, medical, court clerk, etc.). Parent requests are subject to administrative approval. Parents may not excuse students to participate in a skip day, as there is no recognized Senior skip day. Unexcused absences could result in disciplinary action.

Truancy

A student who has unexcused absences for three consecutive school days, five school days throughout a semester, or seven school days in a school year will be considered truant. The procedures of K.S.A. 72-1113 will be followed in reporting a truant student to authorities.

Unexcused Absence Assignment Credit Policy

Students will be counted absent from class if they miss a significant portion of the class. Generally speaking, students will be counted absent after missing more than fifteen minutes beyond the start of a class period. 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.

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, that student or parent should email teachers directly for missed work.

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

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. 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

The Counseling office will generate the AWL list every Wednesday morning. The AWL list contains students with two or more failing grades.

Students' options if they are on the AWL List:

1. Do nothing and remain on the list
2. If the student completes the work and is no longer failing ... teacher signs off
3. If the failing grade is a mistake ... teacher signs off
4. If the student has been absent and hasn't had enough time to complete the work... teacher signs off
5. A plan is worked out between the student and the teacher that involves a time line of when the work will be completed ... teacher signs off (only if the teacher trusts the student to follow the plan)

If the student can get enough failing classes signed off by teachers so that no more than 1 failing class remains, that student can return the form to the counseling office and be removed from 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 coach/sponsor may require the student 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 student 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

Food service operates as a part of the National School Lunch Program and follows its guidelines and regulations. While students are allowed to bring a packed lunch from home, food from outside vendors/fast food restaurants is not allowed in the cafeteria. Students are issued computerized ID cards with an account number to access their lunch account. 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. Items served in the cafeteria line shall not be taken from the lunch room. All food/beverage items must be consumed in the cafeteria.

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 that has been approved by the student council and the principal on file in the school office.

CODE OF CONDUCT

Shawnee Heights High School Offenses and Consequences Charts

The fundamental purpose of school discipline is to maintain an orderly working and learning environment for students and staff. Choices have consequences and students who are coachable and responsive to redirection become employable adults. SHHS observes a progressive discipline philosophy. Repeated violations may result in progressively stronger consequences. In all instances, administrators reserve the right to categorize offenses and consequences relative to the nature, repetition and severity of the infraction.

Level I Offenses / Possible Consequences (Alpha Order)

1. Excessive Tardiness	Detention
2. Disruptions	Conference with Administrator
3. Misuse of Pass	ISS Room
4. Fake Attendance Call / Note	Loss of Privilege
5. Violation of Parking/Driving Rules	Parent/Guardian Conference
6. Inappropriate Dress	Probation
7. Cafeteria Violation	Referral to Counselor/Social Worker
8. Food/Drink	Restriction of Activities
9. Electronic Device: Phone or iPad Violation	
10. Profanity/ Profane Gesture	
11. Failure to Serve Detention – Teacher/Office	
12. Restricted Area/Roaming	
13. Leaving Class Without Permission	
14. Public Display of Affection	
15. Hallway Violation	
16. Unauthorized Presence in building after hours	
17. Academic Dishonesty	
18. Skipping Class	

Discipline Offense Level I Definitions

1. Excessive Tardiness – Repeated failure to report to assigned classrooms or other instructional areas prior to the bell. (See SHHS Handbook: Tardies)
2. Disruptions – Intentional acts, behaviors, or conduct in the classroom or in the school building or upon school district property, which disrupt the educational process.
3. Misuse of Pass – Intentional using a pass for other than the reason it was assigned.
4. Impersonation – Posing as a teacher, parent or guardian (written, verbal, or physical) for the purpose of conducting any school business.
5. Violation of Parking/Driving Rules – The failure to comply with or follow established procedures for school parking and driving for students.
6. Inappropriate Dress – Dress or appearance that is likely to cause disruption of the educational process or to create a health or safety concern. Any reference to alcohol, tobacco, other drugs, sex or profane language on clothes is prohibited. (See SHHS Handbook for Dress Expectations.)
7. Cafeteria Violation – Participating in behavior that is considered to be disruptive and inappropriate. This includes but is not limited to failing to pick up your area, being disruptive, defiance, stealing, and disrespect.

8. Food/Drink – Having food or drink outside of approved areas.
9. Electronic Device – Unauthorized use of iPad, computer, phone or other electronic devices.
10. Profanity/Profane Gesture – Participating in the use of written, verbal, or signed profanity and profane gestures.
11. Failure to Serve Detention- Teacher/Office – Failing to serve a teacher and/or office assigned detention.
12. Restricted Area/Roaming – Intentionally being in an area that is deemed off limits or inappropriate.
13. Leaving Class Without Permission – Failure to have student pass or planner when traveling. Students will receive a referral after the third violation. Students must have planner to travel around the building.
14. Public Display of Affection – Any act, including but not limited to kissing and hugging, which is disruptive to the school climate.
15. Hallway Violation – Any unsafe, inappropriate or rule-breaking act in the hallway including but no limited to, running, horseplay, pushing, rudeness, yelling, not having a pass, roaming or PDA.
16. Unauthorized Presence in building after hours – Students should not be in the building unattended or after hours without purpose (See SHHS handbook)
17. Academic Dishonesty – Unauthorized use of information, materials, devices, sources or practices in completing academic activities. See page 27 for further explanation and academic consequences.
18. Skipping Class – Unexcused absence while on campus.

Level II Offenses / Possible Consequences (Alpha Order)

1. Disrespect, Threat/Intimidation/Bullying/Cyberbullying/Confrontation	Detention
2. Provoking	Due Process Hearing
3. Vandalism	ISS Room
4. Theft, Gambling, Extortion	Law Enforcement
5. ISS Room Violation	Loss of Activities
6. Refusing Reasonable Request	Loss of Bus Privilege
7. Dangerous Items	Loss of credit/fee
8. Incurable Conduct	Loss of Privilege
9. Misbehavior on Bus	Parent/Guardian Conference
10. Possession or Exhibition of Obscene Materials–Inappropriate Illustrations/Literature	Probation
11. Cell phone/Electronic Violation /Violation of Acceptable Use Policy	Restitution
12. Leaving School/Campus	Short-Term Suspension
13. Tobacco / Vaping-Possession, Use, Sale or Distribution	Suspension of Technology Privileges
14. Organized Group Activity	Tobacco Ticket issued by Deputy
15. Cheating/Plagiarism	Warning
16. Horseplay	
17. Endangering the safety of others	
18. Contract Broken	
19. Contributing to a Disruptive Environment	
20. Sexting/Pornography	
21. Integrity	
22. Profanity towards a staff member	

Discipline Offense Level II Definitions

1. Disrespect, Threat, Intimidation or Bullying – Any act of disrespect directed at a teacher, staff member, student or other person in school, including profane or insulting remarks, gestures, or a statement that offends or is intended to offend such persons or the intentional unlawful threat or intimidation by word or act to do violence to the person or property of others or the doing of any act which creates a well-founded fear within another person. This also includes cyber bullying.
2. Provoking – The intentional promotion by a student to engage another student in disruptive behavior including physical conflict.
3. Vandalism – The willful or malicious destruction or defacement of any property. Vandalism includes, but is not limited to, breaking windows, writing on walls, destroying restroom fixtures, or the use of paint or like materials to deface any portion of the interior or exterior of school property and lawns and/or landscaping, including the furnishings and equipment housed within or upon school property.
4. Theft, Gambling, Extortion – The unlawful taking or disposal of property of another with intent to deprive the person of the property. Receiving stolen property or possession of stolen property is included in this offense, or the participation on school property in games of chance with the express purpose of exchanging money or other tangible barter, or the solicitation of money, or something of value, from another student, regardless of the amount, in return for protection or in connection with a threat to inflict harm.
5. ISS Room Violation – Any violation of ISS Room policies.
6. Refusing a Reasonable Request – The refusal to comply with a reasonable request from any school representative, lying to any school representative, or disobeying any general rule of school conduct.
7. Dangerous Items – Possession of any combustible, harmful or explosive substance, including fireworks is forbidden.
8. Incurrable Conduct – Persistent violations of the Code of Student Conduct or persistent violation of the criminal laws of Kansas. Four offenses – either all of Level I or in combination with Level II offenses in a school year – can be considered as "persistent." In practice, a student who receives a fourth referral during the school year is deemed to have incurrable conduct.
9. Misbehavior on Bus – The failure to comply with or to follow established procedures for bus transportation privileges.
10. Possession or Exhibition of Obscene Materials-Inappropriate Illustrations/Literature – In all instances the parent/guardian will be notified and the material will be confiscated from the student. Electronic devices containing nude or semi-nude content will be turned over to the USD 450 School Resource Officer.
11. Cell phone/Electronic Violation /Violation of Acceptable Use Policy – Any misuse or inappropriate use of district technology, the network or networked resources.
12. Leaving School/Campus Without Permission – Leaving of school classroom or grounds after arrival without first obtaining permission of the principal or principal's designated representative. Shawnee Heights has a "closed campus" practice. Students are not permitted to leave the campus without permission.
13. Tobacco / Vaping-Possession, Use, Purchase, Sale, or Distribution of tobacco products or vaping materials at school, on school district property or during a school activity. In all instances, these products will be confiscated from the student and discarded.
14. Organized Group Activity– Any color, graffiti, actions, or clothing that suggest affiliation with outside organizations or groups, which includes but is not limited to threats, confrontations, intimidations, fighting, when such can be attributed to organized groups.
15. Cheating/Plagiarism – Intentionally providing work to another student or copying or taking the ideas or writings of others and presenting them as if they were yours. Student cheating, either by supplying or taking information may receive zero credit, may be required to complete an alternate assignment/assessment and receive a school consequence. Regardless of stated intention, photographing and/or texting/posting/publishing/sharing your work or another's work, classroom materials, assignments or assessments is cheating.
16. Horseplay – Participating in behavior likely to stimulate a fight or physical altercation; roughhousing, pushing, etc.
17. Endangering the safety of others - Any act that causes or contributes to the potential for injury.

18. Contract Broken –The act in which a student breaks an agreement he or she held with an administrator or staff member.
19. Contributing to a Disruptive Environment - Behavior which initiates, supports, or sustains activities that disrupt the safe operations of the school.
20. Sexting/Pornography – Committing a sexting crime pursuant State statute (See SHHS Handbook: Sexting/Pornography)
21. Integrity – dishonesty or actions that compromise what is right
22. Profanity towards a staff member – use of profane written or verbal language or actions towards a staff member

Level III Offenses / Possible Consequences (Alpha Order)

<ol style="list-style-type: none"> 1. Setting False Alarm 2. Fighting/(could be considered Level 4 Physical Assault) 3. Misuse of a non-prescription medication or toxic substance 4. Non-controlled substance 5. Medications at School – Possession, use, under influence 6. Sexual Misconduct 7. Arson 8. Damage to Property 9. Unauthorized Use of Recording/Video 10. Drug Paraphernalia / e-paraphernalia 11. Breach of security 12. Disorderly Conduct (Includes fighting) 13. Excessive Incurrigible Conduct 14. Repeated Level II Offenses 15. Possession of Dangerous Materials 16. Harassment (general, disability, gender, sexual, racial) 		<ul style="list-style-type: none"> Due Process Hearing Expulsion ISS Room Loss of Privileges OSS OSS w/Hearing Police Contact Probation Short-Term Suspension
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Discipline Offense Level III Definitions

1. Setting False Alarm – The intentional activation of fire alarms or like warning devices.
2. Fighting-Instigating a physical altercation with another person that may occur in the heat of the moment by attempting to strike or striking and/or committing an act of violence upon another person while on school property or at a school event. (could be considered a Level 4 physical assault)
3. Misuse of non-prescription Toxic Substance-Possession, Use, Purchase, Sale, Under Influence, or Distribution – Use of intoxicants which cause a loss of control or inebriation and which shall include, but not be limited to glue, and solvents. Possession, use, purchase, sale, under the influence or distribution of any toxic substance that could potentially cause harm to another student.
4. Non-Controlled Substance-Possession, Use, Purchase, Sale, Under Influence, or Distribution- Distribution, attempt to distribute, or possession with intent to distribute a non-controlled substance, over the counter drugs or upon the representation that the substance is a controlled substance. Sharing OTC medications with another student.
5. Medications at School - Possession, Use, Under Influence, - Possession, use, under the influence of OTC or Rx medications at school, school events, or district property without proper authorization from the Health Room.
6. Sexual misconduct – Actual or simulated conduct, including but not limited to, fondling, inappropriate touching, indecent exposure, or the engagement in any sexual activity on school property, during school functions, or at school-sponsored activities.

7. Arson – Arson is defined as the willful and malicious burning of a building or its contents and/or the personal property of others.
8. Criminal damage to property – The willful or malicious destruction or defacement of any property on school district grounds or in a school district building.
9. Unauthorized use of recording/video
10. Drug Paraphernalia/e-Paraphernalia - Any device or material that is used in the consumption or use of illegal and/or illicit drugs. Students will not possess or use e-devices for the purpose of consuming drugs, tobacco, alcohol or other prohibited or illegal substances. e-Paraphernalia: These devices include, but may not be limited to, nebulizers, e-cigarettes, vaporizer pens, or other devices which change the chemical structure of a compound so that it may be inhaled, injected, or ingested. This definition is not intended to include normal inhalers prescribed by a physician. Prescription drugs which are administered as prescribed and reported to the schools as outlined in board policy are excluded from this definition.
11. Breach of security - Opening, unlocking or holding doors for students or others to gain entry from outside.
12. Disorderly Conduct - Engaging in any of the following; fighting, brawling, disturbing any assembly, acting unlawful in character, using offensive, obscene, or abusive language or engaging in noisy conduct that could arouse, alarm or cause resentment in others.
13. Excessive Incurable Conduct - Persistent Violations of the Code of Student Conduct or Persistent Violation of the Criminal Laws of Kansas. More than four offenses – either all of Level I or in combination with Level II offenses in a school year – can be considered “excessive.”
14. Repeated Level II Offenses
15. Possession of Dangerous Materials – possession of items that could be detrimental to the health and wellbeing of students and staff
16. Harassment (general, disability, gender, sexual, racial) Including, but not limited to derogatory comments, jokes, slurs, spitting, remarks, or questions of a harassing or intimidating nature. This would include general or sexual harassment and/or any derogative comment, verbal, written or in action, that is motivated by race, disability, or gender)

Level IV Offenses

<ol style="list-style-type: none"> 1. Weapon or Destructive Device 2. Drugs/Drug Paraphernal/Alcohol – Possession, use, purchase intent to sell/under the influence/distribution 3. Violence – Threat/Assault (student or staff) 4. Unsafe Acts 5. Bomb threat/911 Call 6. Physical Assault 7. Repeated Level III Offenses 		<p style="margin: 0;">Due Process Hearing</p> <p style="margin: 0;">Expulsion</p> <p style="margin: 0;">OSS</p> <p style="margin: 0;">Police Contact</p> <p style="margin: 0;">Probation</p> <p style="margin: 0;">Short-Term Suspension</p>
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Discipline Offense Level IV Definitions

1. Weapon or Destructive Device (Possession, use and/or threat to use) See USD 450 Board Policy JCDBB

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

Definition of a weapon:

A weapon, including knives, is any object used to inflict bodily harm to another individual. The definition of a weapon includes all illegal weapons, in addition to articles used as weapons, or replicas of weapons. A

replica of a weapon is a facsimile, which a reasonable person might believe to be a true weapon. See USD 450 Board Policy JCDBB.

Consequences

1. Possession of a gun or other weapon defined as a dangerous weapon under state statute or by an appropriate law enforcement agency, will result in: an immediate ten (10) day suspension and a due process hearing, with a recommendation of expulsion for 186 days.
2. Use of any other object to inflict bodily harm will result in: an immediate one (1) to ten (10) day suspension and a due process hearing with the possibility of expulsion for 186 days.
3. Possession of a replica of a gun, or other weapon will result in an immediate one (1) to ten (10) day suspension with the possibility of a due process hearing.

2. Drugs/Alcohol-Possession/use/sale/under the influence/distribution

Maintaining drug-free schools is important in establishing an appropriate learning environment for the district's students. Unless otherwise specified in this USD 450 Board Policy JDDA, the possession, use, sale, or distribution, and/or being under the influence of illicit drugs, controlled substances, and/or alcohol by students at school, on or in school property, or at school sponsored activities or events is prohibited.

Consequences – Possession / Personal Use

1. First offense – one (1) to (10) day suspension including possible long-term suspension hearing and completion of drug risk assessment by Prevention and Recovery Services.
2. Second offense – Ten (10) day suspension and a due process hearing.

Consequences – Sale or Distribution

Ten (10) day immediate suspension and/or a due process hearing, recommendation of drug counseling and notification of the police.

3. Violence – Threat/Assault

- No Shawnee Heights School District Student will engage in any planned violent act against any individual while on school property, or during any school sponsored event.

Definition of violence:

Violence is any aggression involving contact with the intent to harm another individual. For purposes of this policy the following definitions apply:

Threat: Student expresses intent to harm person or property.

Assault: Real and actual harm done to a person or property.

LEVEL IV OFFENSES (NON-NEGOTIABLE CONSEQUENCES)

Consequences

- Any violent act will result in:
 - Three (3) to ten (10) day suspension with possible due process hearing.
- Threat, direct or indirect, to any individual's safety or well-being will result in:
 - Three (3) to ten (10) day suspension with possible due process hearing.
- Any physical or verbal assault or any physical or verbal threat to any adult will result in:
 - An immediate ten-day suspension and due process hearing.
- If significant harm, documented by a physician's statement or determined by school personnel, is incurred to another person as a result of a violent act committed by a student:
An immediate ten-day suspension and due process hearing

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 with 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 your 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 your 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 own.

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 a 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 one (1) to ten (10) days with possible recommendation for long-term suspension and a report could 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, or possession of paraphernalia, 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 and Cyberbullying

A December 2019 statewide bullying task force recommended that bullying policies address six areas: bullying definitions, reporting procedures, investigations and response, use of written records, consequences or sanctions for prohibited behaviors, and procedures for counseling or referral for mental health services and supports. This policy addresses each of the recommended areas.

Bullying definition

Kansas Statute - "Bullying" means:

(A) Any intentional gesture or any intentional written, verbal, electronic or physical act or threat either by any student, staff member or parent towards a student or by any student, staff member or parent towards a staff member that is sufficiently severe, persistent or pervasive that such gesture, act or threat creates an intimidating, threatening or abusive educational environment that a reasonable person, under the circumstances, knows or should know will have the effect of:

- (i) Harming a student or staff member, whether physically or mentally;
- (ii) damaging a student's or staff member's property;
- (iii) placing a student or staff member in reasonable fear of harm to the student or staff member; or
- (iv) placing a student or staff member in reasonable fear of damage to the student's or staff member's property;

(B) cyberbullying (see definition of cyberbullying below); or

(C) any other form of intimidation or harassment prohibited by the board of education of the school district in policies concerning bullying adopted pursuant to this section or subsection (e) of Kansas state statutes, and amendments thereto.

Research consistent in suggesting three parts to the definition of bullying:

1. The behavior is aggressive, negative, and intentional,
2. The behavior is carried out repeatedly over an extended period of time; and
3. The behavior occurs in a relationship where there is an imbalance of power between the parties involved.

Reporting procedures

Our first priority for any person feeling unsafe is for that person to find a safe and secure location. Once a safe environment is established, steps can be taken to report any incidents to the proper adults. In almost every case, initial bullying reports will be handled by either a building administrator or a school counselor. Any bullying victim, parent, witness, or concerned community member or student can initiate a report using the free StopIt app (access code is SHHS) or by contacting the main office at 785-379-5880.

1. Approach any staff member or walk into any classroom if feeling unsafe
2. Report to the main office
3. Find any administrator, school resource officer, school counselor, or social worker
4. StopIt app (This app can be downloaded for free. School access code is SHHS)

Investigations and response

1. StopIt app report reaches ten staff members (counselors, admin, social worker)
2. Report will be assigned to one individual to investigate

3. StopIt app reports are anonymous. Follow up with the reporting party is possible through the StopIt app while each party maintains anonymity. Other reporting mechanisms will result in a more personal follow-up in a timely manner, typically within 24-48 hours from receiving information/report.

Use of written records

Administrators, counselors, or other adults assigned to investigate a bullying incident will utilize a variety of written records and other available information. Below are some common examples of records used for school investigations.

- Statement from participants including witnesses
- Location(s) of incidents
- Number of incidents
- Witnesses
- Phone log
- PowerSchool log entries
- Counseling report
- Images, video, security camera footage, text messages, screenshots provided by school, student, parent, or law enforcement
- Short-term and long-term goals with follow up pre-determined timeline

Consequences or sanctions for prohibited bullying behaviors (refer to the discipline matrix for additional information)

- Conflict resolution
- Counseling
- Small group
- Discipline as listed in discipline matrix including loss of privileges, detention, ISS, OSS, long-term suspension, and/or expulsion
- Report/referral to school resource officer if appropriate

NOTE: A student will automatically face OSS as one consequence for a second (and each incident following) bullying incident. OSS can also occur on a first incident, but it is a starting point for a second bullying incident and each following incident.

Procedures for counseling or referral for mental health services and supports

- Short-term and long-term goals with follow up pre-determined timeline
- Counseling can occur individually or in small group
- Conflict resolution
- Referral to mental health services as needed. (anxiety, depression, eating disorder, self-harm)

Anyone concerned can make an anonymous report of possible bullying by using the StopIt app. The app can be downloaded for free. The access code is SHHS.

Cyberbullying (Information taken from stopbullying.gov)

What Is Cyberbullying?

Cyberbullying is bullying that takes place over digital devices like cell phones, computers, and tablets. Cyberbullying can occur through SMS, Text, and apps, or online in social media, forums, or gaming where people can view, participate in, or share content. Cyberbullying

includes sending, posting, or sharing negative, harmful, false, or mean content about someone else. It can include sharing personal or private information about someone else causing embarrassment or humiliation. Some cyberbullying crosses the line into unlawful or criminal behavior.

The most common places where cyberbullying occurs are:

- Social Media, such as Facebook, Instagram, Snapchat, and Tik Tok
- Text messaging and messaging apps on mobile or tablet devices
- Instant messaging, direct messaging, and online chatting over the internet
- Online forums, chat rooms, and message boards, such as Reddit
- Email
- Online gaming communities

Special Concerns

With the prevalence of social media and digital forums, comments, photos, posts, and content shared by individuals can often be viewed by strangers as well as acquaintances. The content individuals share online – both their personal content as well as any negative, mean, or hurtful content – creates a kind of permanent public record of their views, activities, and behavior. This public record can be thought of as an online reputation, which may be accessible to schools, employers, colleges, clubs, and others who may be researching an individual now or in the future. Cyberbullying can harm the online reputations of everyone involved – not just the person being bullied, but those doing the bullying or participating in it. Cyberbullying has unique concerns in that it can be:

Persistent – Digital devices offer an ability to immediately and continuously communicate 24 hours a day, so it can be difficult for children experiencing cyberbullying to find relief.

Permanent – Most information communicated electronically is permanent and public, if not reported and removed. A negative online reputation, including for those who bully, can impact college admissions, employment, and other areas of life.

Hard to Notice – Because teachers and parents may not overhear or see cyberbullying taking place, it is harder to recognize.

KANSAS SCHOOL SAFETY HOTLINE IS 1-877-626-8203

(To report impending school violence to Kansas Highway Patrol.)

NATIONAL SUICIDE PREVENTION LIFELINE IS 1-800-273-TALK (8255)

CRISIS TEXT LINE : TEXT “HOME” TO 741741

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 through Friday mornings 6:50am to 7:45am. Afterschool detention is served from 2:45 pm to 4:45 pm. Saturday detention is from 8:00 am to 11:00 am. Failure to serve detention by the assigned deadline will result in escalating consequences. Students serving detention time must furnish their own transportation.

Detention Rules

1. Students will report promptly to detention. Students arriving late will be asked to leave and not receive credit for time served.
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

Clothing and appearance shall be neat and clean. Shorts and shirts of an appropriate length are acceptable and shoes must be worn. The waist band of all shorts and long pants must be worn above the hips. 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, weapons or facsimiles, or revealing to the point of disruption, is not allowed. Face painting is prohibited unless authorized by the administration. 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.

Emergency Safety Interventions (See GAO, JRB, JQ, and KN) GAAF

The board of education is committed to limiting the use of Emergency Safety Interventions ("ESI"), such as seclusion and restraint, with all students. Seclusion and restraint shall be used only when a student's conduct necessitates the use of an emergency safety intervention as defined below. The board of education encourages all employees to utilize other behavioral management tools, including prevention techniques, de-escalation techniques, and positive behavioral intervention strategies.

This policy shall be made available on the district website with links to the policy available on any individual school pages. In addition, this policy shall be included in at least one of the following: each school's code of conduct, school safety plan, or student handbook.

Definitions (See K.A.R. 91-42-1)

"Emergency Safety Intervention" is the use of seclusion or physical restraint.

"Seclusion" means placement of a student in a location where all of the following conditions are met: (1) the student is placed in an enclosed area by school personnel; (2) the student is purposefully isolated from adults and peers; and (3) the student is prevented from leaving, or reasonably believes that he or she will be prevented from leaving the enclosed area.

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

"Mechanical Restraint" means any device or object used to limit a student's movement.

"Parent" means: (1) a natural parent; (2) an adoptive parent; (3) a person acting as a parent as defined in K.S.A. 72-1046(d)(2), and amendments thereto; (4) a legal guardian; (5) an education advocate for a student with an exceptionality; or (6) a student who has reached the age of majority or is an emancipated minor.

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

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

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

Prohibited Types of Restraint

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

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

Use of Emergency Safety Interventions

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

Seclusion Restrictions

A student shall not be subjected to seclusions if the student is known to have a medical condition that could put the student in mental or physical danger as a result of seclusion. The existence of such medical condition must be indicated in a written statement from the student’s licensed health care provider, a copy of which has been provided to the school and placed in the student’s file.

When a student is placed in seclusion, a school employee shall be able to see and hear the student at all times. All seclusion rooms equipped with a locking door shall be designed to ensure that the lock automatically disengages when the school employee viewing the student walks away from the seclusion room, or in case of emergency, such as fire or severe weather. A seclusion room shall be a safe place with proportional and similar characteristics as other rooms

where students frequent. Such room shall be free of any condition that could be a danger to the student and shall be well ventilated and sufficiently lighted.

Training

All staff members shall be trained regarding the use of positive behavioral intervention strategies, de-escalation techniques, and prevention techniques. Such training shall be consistent with nationally recognized training programs on the use of emergency safety interventions. The intensity of the training provided will depend upon the employee's position. Administrators, licensed staff members, and other staff deemed most likely to need to restrain a student will be provided more intense training than staff who do not work directly with students in the classroom. District and building administration shall make the determination of the intensity of training required by each position. Each school building shall maintain documentation regarding the training that was provided and a list of participants.

Notification and Documentation

The principal or designee shall notify the parent, or if a parent cannot be notified then shall notify and emergency contact person for such student, the same day the ESI was used. The parent shall be provided the following information after the first and each subsequent incident in which an ESI is used during the school year: (1) a copy of this policy which indicates when ESI can be used; (2) a flyer on the parent's rights; (3) information on the parent's right to file a complaint through the local dispute resolution process (which is set forth in this policy) and, once it has been developed, the complaint process of the state board of education; and (4) information that will assist the parent in navigating the complaint process, including contact information for Families Together and the Disability Rights Center of Kansas. Upon the first occurrence of an incident involving the use of emergency safety interventions, the foregoing information shall be provided in printed form and upon the occurrence of a second or subsequent incident shall be provided through a full website address containing such information. In addition, each building shall maintain documentation any time ESI is used with a student. Such documentation must include all of the following:

- Date and time of the intervention,
- Type of intervention,
- Length of time the intervention was used, and
- School personnel who participated in or supervised the intervention

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

Reporting Data

District administration shall report ESI data to the state department of education as required.

Three (3) Incidents of ESI for Same Student

If a student with an IEP or a Section 504 plan has three incidents of ESI in a school year, then such student's IEP team or Section 504 team shall meet within ten (10) days following the third incident to discuss the incident and consider the need to conduct a functional behavioral

assessment, develop a behavior intervention plan or amend the behavior intervention plan if already in existence, unless the IEP team or Section 504 team has agreed on a different process. If a student without an IEP or Section 504 plan has three incidents of ESI in a school year, then the school staff and the parent shall meet within ten (10) days following the third incident to discuss the incident and consider the appropriateness of a referral for a special education evaluation, the need for a functional behavioral assessment, or the need for a behavior intervention plan. Any such meeting shall include the student's parent, a school administrator for the school the student attends, one of the student's teachers, a school employee involved in the incident, and any other school employees designated by the school administrator as appropriate for such meeting.

The student who is the subject of such meetings after a third ESI incident shall be invited to attend the meeting. The time for calling such a meeting may be extended beyond the 10-day limit if the parent of the student is unable to attend within that time period. Nothing in this section shall be construed to prohibit the development and implementation of a functional behavior assessment or a behavior intervention plan for any student who has not had three ESI incidents in a school year.

Local Dispute Resolution Process

The board of education encourages parents to attempt to resolve issues relating to the use of ESI informally with the building principal and/or the superintendent before filing a formal complaint with the board. In the event that the complaint is resolved informally, the administrator must provide a written report of the informal resolution to the superintendent and the parents and retain a copy of the report at the school. The superintendent will share the informal resolution with the board of education and provide a copy to the state department of education.

If the issues are not resolved informally with the building principal and/or the superintendent, the parents may submit a formal written complaint to the board of education by providing a copy of the complaint to the clerk of the board and the superintendent within thirty (30) days after the parent is informed of the ESI.

Upon receipt of a formal written complaint, the board president shall assign an investigator to review the complaint and report findings to the board as a whole. Such investigator may be a board member, a school administrator selected by the board, or a board attorney. Such investigator shall be informed of the obligation to maintain confidentiality of student records and shall report the findings and recommended action to the board in executive session.

Any such investigation must be completed within thirty (30) days of receipt of the formal written complaint by the board clerk and superintendent. On or before the 30th day after receipt of the written complaint, the board shall adopt written findings of fact and, if necessary, appropriate corrective action. A copy of the written findings of fact and any corrective action adopted by the board shall only be provided to the parents, the school, and the state department of education. Once such a procedure has been developed, a parent may file a complaint under the state board of education complaint process within thirty (30) days from the date of a final decision is issued pursuant to the local dispute resolution process.

Approved:

KASB Recommendation – 6/13; 12/13; 6/15

Fighting

For fighting (hitting, striking or attempting to inflict physical harm on another person) consequences, refer to the Code of Conduct. Use of an object as a weapon will result in a request for expulsion. A report of the incident may be filed with the Sheriff's Department.

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 or additional items deemed unsafe or otherwise a nuisance. 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 engaging 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 or expelled for infraction of rules and policies of Shawnee Heights Schools.

Students who under suspension or expulsion from school or whose character or conduct brings discredit to the school will not be allowed to attend or participate in extracurricular activities sponsored by the district, nor will they be allowed on campus during the term of 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.

A parent/guardian may appeal any extended 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 student 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.

If the presence of a student endangers other persons or property or substantially disrupts, impedes, or interferes with the operation of the school, a short-term suspension may be imposed and 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 to the formal expulsion hearing.

In-School Suspension

In-school Suspension (ISS) 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.

Students arriving late to school must check in at the office. Students are allowed three (3) tardies per class each semester. When the limit is exceeded, detention time must be served in order to make up time missed in class. Students will be assigned one hour of detention for each tardy beyond the three allowed.

Each Friday students will be placed on a tardy warning list for the following week. Students will be ineligible to participate in any activity (non-graded) until the missed time is made up.

Students can make up tardy time before school, after school, and on Saturdays. Failure to attempt to work off detention time could/will lead to a Saturday detention, In-School Suspension and/or Out of School suspension without deduction of detention time owed and loss of participation privileges.

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. Therefore, visitors and non-employed patrons will be allowed 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 (including electronic smoking devices). 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.

Violence Free Schools

Group 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, hazing, 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 paraphernalia, or exhibiting behavior or gestures which symbolize group membership, or causing and/or participating in activities which intimidate or affect the attendance of another student will be subject to disciplinary action.

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 Counseling Services by going to the high school's web site.

The Counseling 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.

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. A student wishing to bring a non-Shawnee Heights student to a school dance must get an approval sheet from the SRO (located in the main office). This sheet must be completed by the non-Shawnee Heights student's school and faxed to (785)379-5967. If this cannot be completed, the Shawnee Heights student will need to visit with the SRO in advance. 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. No outside dates will be allowed if the date is a drop-out or is over the age of 21.

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. Because we follow guidelines set forth by the KSHSAA, students/parents must consent to random drug testing for student participation in debate activities.

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.

DUAL CREDIT COURSES (for off-campus courses)

1. Sophomores, 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.
2. 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.
3. 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.
4. 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.
5. Cost of transportation and other related costs of college courses will be the total responsibility of the student.
6. The principal will have the responsibility for approving participation in college courses and awarding high school credits.

EMERGENCY DRILLS

Lockdown 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, hard and soft lockdown drills may be practiced during each

school year. 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 the classroom without approval.

FUNDRAISING

All fundraising activities requires administrative approval. Activities will most often be limited to those that support school initiatives. Fundraising that takes place off campus on behalf of the district may require board of education approval. Building administration will notify those requesting fundraising opportunities when board approval is required.

GRADING SYSTEM

Transcripts will list a non-weighted and a weighted GPA.

Weighted Grades

Shawnee Heights High School has a weighted grade scale which affects grade point average, rank in class, and honor roll. Weighted grades apply to the following classes:

Language Arts: Honors Freshman English, Honors Sophomore English, AP English Language and Composition, AP Literature and Composition

Math: Honors Integrated Math II, Honors Integrated Math III, Trigonometry, AP Calculus

Science: AP Biology, Honors Chemistry, AP Physics 1, AP Environmental Science, AP Chemistry

Social Studies Classes: AP World History, AP U.S. History, AP Government, AP Human Geography

Fine Arts: AP Studio Art

Miscellaneous: AP Seminar, AP Research

All Dual Credit Classes unrelated to Senate Bill 155 (KSA 72-3819, 72-7539, 72-4489, 72-4488, 72-4455, 72-7540)

Grade Points Used for GPA:

<u>Weighted Scale</u>	<u>Unweighted Scale</u>
A=5	A=4
B=4	B=3
C=3	C=2
D=2	D=1
F=0	F=0

Pass-Fail Courses

Junior or senior students may elect to take any one of their honor courses each semester on a pass-fail basis for a maximum of one credit per year. No more than two such credits shall apply for graduation. *Students electing this option must make the decision before the end of the ninth week of the semester.*

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.

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 CEREMONY PARTICIPATION

Seniors must complete 24.5 credits to graduate. 23.5 credits are needed to participate in the graduation ceremony and must be completed prior to graduation practice, which is typically held the Thursday before graduation.

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.	Class of 2014 Kansas Regents Universities Qualified Admissions Curriculum Qualifies students for admission to Kansas Regents Universities.	Classes 2015 and beyond 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	4 Credits 1 Freshman English 1 Sophomore English 1 Junior English 1 Senior English	4 Credits 1 credit each year (excludes debate, journalism, and theater)	4 Credits 1 credit each year (1/2 credit may be speech)	4 Credits Same as Qualified Admissions Curriculum <i>See the column for your graduating year.</i>
Science	3 Credits 1 Biology 2 Electives	3 Credits 1 Biology 1 Chemistry or Physics 1 Elective <i>except</i> Astronomy or Humans and the Environment	3 Credits 1 Biology 1 Chemistry or Physics 1 Elective <i>except</i> Astronomy or Humans and the Environment	3 Credits 1 Biology 1 Chemistry 1 Physics <i>A fourth year of science is recommended.</i>
Math	3 Credits Selected from Shawnee Heights mathematics courses.	3 Credits 3 units at or above the level of Algebra 1 taken during the 9 th through 12 th grades.	3 Credits 3 units at or above the level of Algebra 1 or Math 1 taken during the 9 th through 12 th grades AND students must score a 22 in Math on the ACT OR 4 Credits 4 units at or above the level of Algebra 1 taken during the 9 th through 12 th grades with one taken in the graduating year.	4 Credits 1 Algebra 1* or Math 1 1 Geometry 1 Algebra 2 1 credit beyond Algebra 2 <i>*Algebra taken in the 8th grade is accepted.</i>
Social Studies	3 Credits 1 US History 1/2 US Government 1 and 1/2 electives	3 Credits 1 US History 1/2 US Government 1/2 World History or World Geography 1 elective	3 Credits 1 US History 1/2 US Government 1/2 World History or World Geography 1 elective	3 Credits 1 US History 1/2 US Government 1/2 World History or World Geography 1 elective
Foreign Language				2 Credits (Same Language)
Physical Education	1 Credit 1/2 Teen Topics or NJROTC 1/2 activity class	1 Credit 1/2 Teen Topics or NJROTC 1/2 activity class	1 Credit 1/2 Teen Topics or NJROTC 1/2 activity class	1 Credit 1/2 Teen Topics or NJROTC 1/2 activity class
Fine Arts	1 Credit	1 Credit	1 Credit	1 Credit
Elective Credits	9.5 Credits	9.5 Credits	9.5 Credits with 3 Credits from the following: English, Math, Natural Science, Social Science, Fine Arts, Computer/Information Systems, Foreign Language, Personal Finance, Speech, Debate, Forensics, Journalism, Career and Technical Education	6.5 Credits

PERSONAL ELECTRONIC DEVICES POLICY

Personal electronic devices such as (but not limited to) cell phones, speakers and earbuds shall only be used for educational purposes in the classroom. Failure to follow a school electronic device policy could result in discipline consequences.

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, stolen or damaged, but the school will not be liable for the device.
3. The use of any handheld device during any type of exam without teacher approval will be considered academic dishonesty and the school's academic dishonesty policy will apply.
4. I understand that camera phones of any kind cannot be used in locker rooms, restrooms, or any location that would violate another's privacy.
5. I understand if I take a photo/video, which violates another's privacy, I could face both school punishment and/or criminal charges.
6. I understand that I should use any device with good digital citizenship and inappropriate use of social media could result in discipline consequences.
7. Violations will be addressed by classroom teacher, administrators, and/or school discipline policy.

HEALTH SERVICES

Health History Form

A health history form is required to be completed annually by parents/legal guardians. This form is part of the online enrollment. It is to keep the health staff current on the health status of each child, and give them permission to care for your child in the health room. The form must be "signed" electronically. This also includes a "parental consent for emergency treatment" which is effective until parents can be reached.

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.

When to Keep Students Home

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

See Table on Next Page

<u>EXCLUDE</u>	<u>RETURN</u>
Fever 100° with or without other symptoms	Fever-free for 24 hours without the aid of medications
Eyes reddened, inflamed with discharge	Discharge has stopped, or 24 hours after initiating antibiotics, or note from the healthcare provider stating not infectious
Head Lice	After pediculicide treatment is initiated
Diarrhea (2 or more loose stools in 24 hours)	No diarrhea for 24 hours or per disease protocols, or note from healthcare provider
Vomiting	No vomiting within 24 hours
Impetigo	24 hours 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 hours 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	After 24 hours 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 Medications

All prescription 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 doctor's 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 medication who fails to bring medication to the nurse's office immediately upon arriving at school may be subject to the following:

1st Offense: Parent conference and possible 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 Limited 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 between *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 may qualify for a **semester honor roll**. The **semester honor roll** will have two categories. Those categories are as follows:

1. High Honor Roll: 4.14 and above weighted GPA for the semester
2. Honor Roll: 3.70 through 4.13 weighted 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** weighted GPA of 4.23 or higher.
2. **Honors** (white stole) requires a **cumulative seven-semester** weighted GPA of 4.10 to 4.22.

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 Shawnee Heights media sites for further details regarding any cancellations of activities.

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. Students/parents must consent to random drug testing for participation second semester music courses, as participation in KSHSAA activity is part of the curriculum experience.

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.

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.

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/parents must consent to random drug testing for students to obtain a parking permit.

* 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.

*All drivers are expected to **legally park** their vehicles **in their assigned parking spot** 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, 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 in front of the main office 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.

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. Students in physical education classes are required to lock all possessions in their P.E. lockers during class time.
6. If such items as billfolds, purses, glasses, rings, textbooks, etc. are found, please bring them to the office right away.
7. 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.
8. Unclaimed items will be disposed of at the end of each quarter.

PHYSICAL EDUCATION GYM SUIT POLICY

Students will be required to purchase a SHHS PE shirt to participate in any activities class through the Physical Education department. PE clothes must be regularly laundered and kept clean by the student. PE shirts 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

Power School is the main method used by the school to keep parents and students informed of academic progress. **Progress reports** will indicate the areas which need improvement and will be emailed home for any student with a D or an F in any class. **Report cards** for all students will be emailed home at the end of each quarter.

RANDOM DRUG TESTING POLICY

The USD 450 Learning Community believes all students can develop to their fullest potential only when provided a drug free educational setting. The use of illegal drugs and/or the abuse of prescription drugs not only inhibits the academic potential of the individual user, but negatively impacts the educational environment for all students. The purpose of the random drug testing policy is to help students manage social pressure associated with drug use and to promote healthy decision making. In addition, the policy engages students, parents and schools in a proactive partnership when identifying the use of illegal substances. Early identification and treatment is important when addressing addiction or other issues associated with drug use.

In order to provide a drug free environment and effectively create partnerships in the prevention of drug use, as well as the treatment of students who engage in drug use, USD 450 students in grades 7-12 who participate in KSHSAA sponsored activities including all athletics,

cheer, dance, debate, forensics, scholar's bowl, student council, marching band, and all second semester band, orchestra and choir classes and/or are issued a parking permit will participate in the USD 450 random drug testing program. Additionally, students and parents may "opt-in" to the random drug testing pool at any time regardless of activity participation or parking permit status.

The random drug testing process is outlined below:

1. The testing facility will randomly select students to be tested from the eligible pool of students mentioned above for testing throughout the school year.
2. The building principal or designee(s) will collect and send each hair sample following drug-testing facility guidelines. Parents will be notified at least two days prior to sample collection and may be present for the sample collection.
3. Parents/Guardians will be contacted by the principal or designee and given the results of each test within two to three weeks of taking the hair sample by mail, in person or by phone.
4. Students who have a positive test will meet with parents/guardians and the principal/designee for discussion of next steps.
5. Positive test results are cumulative throughout each student's 7th-12th grade years.

A first positive test result will result in the following actions:

1. The parent/student will schedule an assessment through the Prevention and Recovery Services (PARS). The student will remain fully eligible for all activities and parking privileges if the PARS assessment is conducted within seven business days. If an assessment cannot be conducted within seven business days due to PARS availability, the grace period will be extended with proper documentation. If the initial appointment is missed or is not completed within the time allocation described above, the student will be subject to suspension from participating in activities and parking privileges until the assessment is completed. The student is expected to continue to practice with the team/organization but will not attend competitions and/or activities outside of practice during the suspended time period.
2. The student will follow the PARS recommendations in order to remain eligible for KSHSAA activities and retain parking privileges. PARS will provide a written summary of the assessment, including recommendations, and progress to school officials. The student/family will be responsible for costs associated with the recommendations.
3. The student must submit to one (1) follow-up drug test that will be scheduled after at least ninety days following the initial positive test.

A second positive test will result in the following actions:

1. A twenty-one (21) calendar day suspension from KSHSAA activities. With administrative approval and coach/sponsor consent, the student may practice with the

team/organization but will not attend competitions/activities outside of practice during this time period.

2. The student will lose parking privileges during the suspended time period.
3. The student will be referred to Prevention and Recovery Services (PARS) for an assessment and will follow recommendations. PARS will provide a written summary of the assessment, including recommendations, and progress to school officials. The student/family will be responsible for costs associated with recommendations.
4. The student must submit to one (1) follow-up drug test that will be scheduled at least ninety days following the initial positive test.

A third positive test will result in the following actions:

1. A 180-day suspension from KSHSAA activities. The student will not be permitted to participate in practices during the banned period.
2. The student will lose parking privileges during the suspended time period.
3. The student will be referred to Prevention and Recovery Services (PARS) for an assessment and will follow recommendations. PARS will provide a written summary of the assessment, including recommendations, and progress to school officials. The student/family will be responsible for costs associated with recommendations.
4. The student must submit to one (1) follow-up drug test that will be scheduled at least ninety days following the initial positive test.

Test results will be made available only to the student, parents/guardians and to school officials who have a legitimate educational interest in the student. Once a student has been tested, his/her identification information is placed back in the general pool for further random testing. It is possible that a student may be tested more than once during a school year and multiple times throughout his/her middle school and high school experience.

If a parent/guardian questions the validity of a test result, a request for an additional test on the same hair sample may be made at parent/guardian expense.

Any student refusing to submit to a drug test after random selection will be deemed to have a positive test result and will be subject to actions outlined above.

A student or parent/guardian may self-report drug usage at any time. A self-report may not be motivated out of concern of being reported by law enforcement following an incident. The student will not be subject to suspension from participation in events or parking when self-reporting. The student will be referred to PARS for an assessment and must follow recommendations. The assessment, recommendations and progress will be shared with school officials. The student must submit to one (1) follow up drug tests that will be scheduled at least ninety days from the day of the self-report. Any future positive tests will count as a second positive test or third positive test as appropriate. All costs related to follow-up recommendations will be the responsibility of the student/family.

Consent to Perform Random Drug Testing

As a student:

I agree to be subject to random drug testing in order to participate in any KSHSAA-sponsored activity and/or park on any district-owned property. I may also voluntarily opt-in.

I understand that participation/attendance in KSHSAA activities and parking on any district-owned property may be restricted for any violation of the USD 450 Random Drug Testing Policy.

I understand that refusal to submit to a random drug test when selected as part of the pool will be treated the same as a positive test result.

I understand that this agreement is binding while a student at Shawnee Heights High School or Shawnee Heights Middle School for the remainder of the school year.

I understand that I or a parent/guardian may rescind consent to random drug testing at any time by submitting such a request in writing to my current school. Removing consent will make me immediately ineligible to participate in KSHSAA sponsored activities and/or park on any district-owned property.

Student Name (Please Print): _____

Grade Level: _____ Date of Birth: _____

Student Signature: _____ Date: _____

As a parent/guardian:

I have read the USD 450 Random Drug Testing Policy and understand the responsibilities of my student as a participant in all KSHSAA-sponsored activities and as a requirement to park on any district-owned property. I also understand my child can voluntarily opt-in to the testing pool.

I have read and agree to the terms of the policy. I understand that this agreement is binding for the remainder of the school year.

I understand that my student or a parent/guardian may rescind consent to random drug testing at any time by submitting such a request in writing to my student's current school. Removing consent will make my student immediately ineligible to participate in KSHSAA sponsored activities and/or park on any district-owned property.

Parent/Guardian Name (Please Print): _____

Parent/Guardian Signature: _____ Date: _____

SCHOOL RESOURCE OFFICER

Shawnee Heights employs Student Resource Officers (SROs) who patrol our campuses. They work hard to keep our buildings safe while also building positive relationships between local law enforcement agencies and our students. SROs may visit with students and serve as a resource when addressing particular behaviors. SROs may be involved at any level of discipline infractions. For example, they can issue tickets for tobacco, visit with parents about when and how to press charges, or file reports of theft. If you have questions for our SRO or safety concerns, please contact the high school office at 785-379-5880.

SENIORS: SEMESTER GRADUATION

The following guidelines pertain to any senior who wishes to graduate at the end of the first semester of his/her senior year:

- The high school administration and guidance department acknowledges that our current schedule does not facilitate graduation at the end of the first semester. As a result, all students wishing to graduate early may not be able to get the courses that would allow them to do so. Parent letters requesting semester graduation for their students which are received by the announced deadline in May of the student's junior year, will allow that student to have priority status in receiving necessary classes. Even so, parents and students alike should understand that not all classes may be available.
- Students graduating at semester are not eligible for any KSHSAA activities during the second semester. These activities include all sports, cheerleading, debate, forensics, music festivals and contests, drill team, and scholar bowl. They will also not be eligible to participate in after school activities.
- Students graduating at the end of the first semester will have the opportunity to participate in the May Commencement, providing they are in good standing. Diplomas for seniors graduating at semester will not be available until May.
- Students who graduate at semester may request from the administration approval to attend the prom. Students who are approved will be required to abide by all school rules, including signing up an outside date. Any failure to abide by such rules may result in the student being removed from the prom and not being allowed to participate in graduation.

SENIORS: PART-TIME SCHEDULES

The following guidelines pertain to any senior who wishes to take a part-time schedule:

- Part-time schedules can only be taken second semester, senior year and must include a minimum of five classes.
- Part-time students must take courses which meet consecutive hours.
- Part-time students cannot be in the Shawnee Heights High School building unless they are attending class. Part-time students must have their own transportation and must leave the building when their last class of the day is dismissed.
- Part-time seniors (second semester) who end their day with 4th or 5th hours and who have last lunch may leave at the beginning of last lunch.
- Part-time seniors will not receive a textbook/fee refund if they choose to take a part-time schedule.
- Students may not take required core classes in independent study or online. This would include any required language arts, math, science, or social studies courses.

- Students must be enrolled in five classes of full unit weight in order to participate in any KSHSAA-sponsored activities. These activities include all sports, cheerleading, debate, forensics, music festivals and contests, or scholar bowl. Students must also be enrolled in five classes of full unit weight to participate in the musical or plays.
- Part time students will have the opportunity to participate in the May Commencement exercises, providing they are in good standing.
- Part time students will be eligible for the high honor roll if they are enrolled in a minimum of 5 classes of full unit weight.
- All students are responsible for reading the daily bulletin sometime during each day because it may be read aloud when they are not at school. It contains important information for which they will be held responsible whether they hear it read or not.

SPECIAL EDUCATION SERVICES

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

STAFF 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.

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 may be disposed of without reimbursement following notification.

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

VISITOR POLICY

All visitors must come to the office for a visitor's pass. Former students and graduates of SHHS 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.

WITHDRAWALS/DROPPING A COURSE

Class changes after the enrollment period may only be done with approval from the administration and could result in a failing grade (F) will be recorded on a student transcript.

Students who withdraw or are long-term suspended from SHHS *before* the end of a nine-week period will not receive any credit for the course. Students who withdraw *after* the first nine-week period within the semester will be given a quarter of a credit for each class they are passing.

Students in the second semester of their *senior* year may choose to drop a course if it is not needed for graduation. This must be done *before* the first nine-week period of a semester is completed. Students who do this will have a (W) placed on their transcripts. If a senior drops a class *after* the nine-week period, a grade of (F) will be placed on their transcript. This will also be figured into the GPA.

WITHDRAWING/TRANSFER FROM SHAWNEE HEIGHTS

1. Parent/guardian notifies an administrator as soon as moving plans are known.
2. On the last day of attendance, obtain withdrawal slip from the Counseling office.
3. Present slip to each teacher for withdrawal grade and return of textbook.
4. Present slip to the librarian.
5. Clear lunch account with food service clerk.
6. Clear all fees and complete iPad Check In with the office.
7. Any monetary refunds due to student are processed through the USD 450 Central Office.

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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