

LEAVENWORTH HIGH SCHOOL

2012 10th Avenue
Leavenworth, KS 66048

684-1550
FAX 684-1555

<http://www.usd453.org/lhs/>

This agenda belongs to:

Welcome to Leavenworth High School. We hope you'll find our school a great place to learn and grow. We hope the atmosphere here will be one of "family" where all of us love and care about each other and treat each other with respect.

Everyone at Leavenworth High School has a job to do. The staff is responsible for providing the best possible learning atmosphere for each student. Each student's job is to work at learning. Teaching, Learning, and Attendance are not optional activities at our school.

We trust this handbook/calendar will serve as a reference aid to you. We hope it will acquaint you with our school and its many activities. It should also give direction and provide parameters for behavior so we can all effectively perform our educational tasks.



MISSION STATEMENT

Our mission is to create a partnership between academic subjects and real world experience in an active learning environment that will prepare students for successful careers, promote responsible citizenship and healthy lifestyles in a diverse society. All students will be given the opportunity to succeed.

BE A PIONEER, BE A CHAMPION!

Alma Mater

We sing our praise to LHS, our Alma Mater, hail!
Her hallowed halls stand firm in quest that right and truth prevail.
Since pioneers first built her walls along the river's view,
Their strength and courage we recall; their spirit we renew.
So raise the blue and white on high, all pioneers salute her.
So faith on us she can rely; her honor we'll preserve.

Fight Song "Loyalty"

We're loyal to you, Pioneers,
We're the blue and the white, Leavenworth High,
We'll back you to stand against the best in the land,
For we know you have sand Leavenworth High,
Rah!Rah!
So pack out that ball Pioneers,
Go crashing ahead Leavenworth High;
Our team is our faith protector.
Come boys, for we expect a touchdown from you, Pioneers!

Che-cha! Cha-Ha-Ha!
Che-cha! Cha-Ha-Ha!
Hit em high! Hit em low!
Come on team! Let's go!

Fling out that dear old flag of blue and the white,
Lead on your sons and daughters,
Fighting for right, like men of old young giants,
Placing reliance, shouting defiance Os-ki-wa-wa!
Across these broad green fields that nourish our land,
For honest labor and learning we stand,
And unto thee we pledge our heart and hands
Dear Alma Mater Leavenworth High.

THE PIONEER WAY

Leavenworth High School educates by developing relationships which go the extra mile to promote a sense of family.

CORE VALUES

1. We treat all people with courtesy and respect.
2. We will be the best learning community.
3. We educate the whole person.
4. We maintain absolute honesty and integrity in all we do.
5. Each of us will seek continuous improvement.
6. LHS is a stimulating, positive, caring place.

BOARD OF EDUCATION

Mrs. Nancy Klemp	Mr. John Pretz
Mr. Mike Robinson	Mr. Loyal Torkelson
Mr. John Chapman	Mr. Danny Zeck
Mrs. Donna Brown	

CENTRAL OFFICE STAFF

Dr. Kelly Harris	Superintendent
Dr. Eric Punswick	Associate Superintendent for Curriculum and Instruction
Mr. Kevin Gullett	Deputy Superintendent for Business
Mrs. Amy Sloan	Director of Human Resources
Mrs. Judy Denton	Director of Special Education
Mr. Clifford Burk	Maintenance Supervisor
Mrs. Cynthia Schrader	Director of Child Nutrition
Mrs. Catey Edwards	Communications Coordinator

ADMINISTRATIVE STAFF

Mr. John Parker	Principal
Mr. Shawn Terry	Assistant Principal A-G
Mrs. Christina Lentz	Assistant Principal H-P
Mrs. Glenda LaBarbera	Assistant Principal Q-Z,
Mr. Ron Dunham	Activities Director
Mrs. Denecia Davis	Special Education Coordinator

SUPPORT STAFF

Mrs. Cherie Shade	Principal's Secretary, ext 204
Mrs. Mildred Walker	Asst Principal Secretary, A-G, ext 206
Mrs. Holly Frey	Asst Principal Secretary, H-P, ext 296
Mrs. Allida Lovell	Asst Principal Secretary, Q-Z, ext 200
Mrs. Barbara Scott	Activities Secretary, ext 205
Mrs. Kathy Peterson	Bookkeeper, ext 201
Mrs. Kelley Henderson	Assistant Bookkeeper
Mrs. Dora Welch	Library Aide
Mrs. Colleen Mundstock	Nurse Ext 298
Officer Larry Zink	Resource Officer, ext 412
Mr. R.C Wilkins	District Truancy Officer, ext 292
Mr. Tabor Medill	Coordinator of At-Risk Student Services, ext 414
Mrs. Gretchen Steinbrink	Security
Mr. Allen Stillman	Security
Mr. Steve Thornton	Security

2009-2010 BELL SCHEDULES

LHS Schedule

- **Monday/Tuesday/Wednesday Seven Period Day**

- Channel One & Announcements 7:15 – 7:31
- 1st Hour 7:31 – 8:18
- 2nd Hour 8:23 – 9:11
- 3rd Hour 9:16 – 10:03
- 4th Hour 10:08 – 10:55
- 5th Hour/Lunch 11:03 – 12:36
 - 1st Lunch 11:03 – 11:33
 - 2nd Lunch 11:33 – 12:03
 - 3rd Lunch 12:03 – 12:33
- 6th Hour 12:36 – 1:23
- 7th Hour 1:28 – 2:15

LHS Schedule

- **Thursday Even Block Day**

- Channel One & Announcements 7:15 – 7:31
- 2nd Hour 7:31 – 9:00
- 4th Hour 9:05 – 10:34
- 6th Hour 10:39 – 12:42
 - 1st Lunch 11:12 – 11:42
 - 2nd Lunch 11:42 – 12:12
 - 3rd Lunch 12:12 – 12:42
- Seminar 12:47 – 2:15

LHS Schedule

- **Friday Odd Block Day**

- Channel One & Announcements 7:15 – 7:31
- 1st Hour 7:31 – 9:00
- 3rd Hour 9:05 – 10:34
- 5th Hour 10:39 – 12:42
 - 1st Lunch 11:12 – 11:42
 - 2nd Lunch 11:42 – 12:12
 - 3rd Lunch 12:12 – 12:42
- 7th Hour 12:47 – 2:15

CREDITS REQUIRED

REQUIREMENTS FOR GRADUATION

A credit is defined as one full block class, which meets for a full semester. To earn a diploma from Leavenworth High School, a student must earn a minimum of 46 credits.

Note: If a student is currently failing a requirement for graduation, he/she cannot replace the credit from another institution until the semester is over. If a student is failing a class during their final semester that they must pass to graduate, they cannot replace the credit until the semester is over and will not be allowed to participate in the graduation ceremony.

2009 Graduates and Beyond:

Credit(s) Subject

2 Fine Arts (Art, Drama, Forensics, Music) 2 credits

8 English/Language Arts

A minimum of 6 of these 8 credits must be in the areas of English, including Freshman and Sophomore English or its equivalent. Language Arts credits can satisfy the remaining 2 credits. 8 credits

6 Social Studies

AP or United States History 2 credits
United States Government or Law 1 credit
Senior Elective (Economics, Sociology, or Psychology) 1 credit
Other Social Studies Electives 2 credits

6 Mathematics

(Shall include algebraic and geometric concepts) 6 credits
(Must include Algebra I or equivalent or prior completion of Algebra I)

6 Science

Biology 2 credits
Physical Science (Earth Science or Chemistry) 2 credits
Other Science Electives 2 credits

4 Physical Education (Must include 1 credit of Health)

Freshmen-Phys.Ed./Health 2 credits
ROTC or PE 2 credits

1 Practical Arts

(Business, Family & Consumer Sci., or Tech Ed.) 1 credit

A student must attend 7 semesters in grades 9-12 in an accredited junior and/ or senior high. Summer school attendance will not be counted as a semester of attendance.

NOTE: LHS students are expected to be full time students. Freshman & Sophomore students must enroll in seven classes. Junior and Senior students may enroll in six classes and a non-credit teacher helper or seven classes. All students are enrolled in a non-credit academic seminar.

AP Class Information

Currently, Leavenworth High School offers the following Advanced Placement (AP) courses: AP English Literature & Composition, AP Art History, AP French, AP Spanish, AP German, AP Calculus, AP European History, AP United States History, AP World History, AP Biology, AP Chemistry, and AP Physics B. Additional information concerning the AP Program regarding, exams, exam schedules, etc is available at <http://www.collegeboard.com/student/testing/ap/about.html>. Students can also get information from their AP teacher or Mrs. Shepard, LHS AP Coordinator in the guidance office.

TEACHER AIDES: A student MUST have at least a 2.8 cumulative GPA in order to be a Teacher Aide. Those students who have volunteered to be teacher aides must be with the assigned teacher or the assigned office for the entire period. It is the student's responsibility to find a teacher prior to enrollment. A form may be picked up in Guidance and must be returned with the teacher's signature. Aides may not leave the room or office without an appropriate hall pass. Aides may not leave the building to run errands for teachers. Students may only have one teacher aide assignment per semester. Teachers may only have one teacher helper per hour. Teachers may not have a teacher aide during his/her plan and/or support.

GUIDANCE OFFICE

Jennifer Baptista	Counselor (A-E) ext 212
Chandra Fairley	Counselor (F-L), ext 294
Lisa Shepard	Counselor (M-R), International Students ext 297
Trish Klima	Counselor (S-Z) ext 210
Sheila Boaz	Registrar ext 291
Lorinda Wilt	Secretary ext 211

ACADEMICS

Students are welcome in guidance for any matter they wish to discuss. Some of the specific reasons students might visit the guidance department are:

1. Enrollment
 - a. Course Selection/4-year planning
 - b. Dual Enrollment (KCKCC, University of St Mary, area Vo-Tech schools)
2. Change of Schedule
3. Discussion of future plans
 - a. Community College
 - b. Vocational-Technical
 - c. Proprietary schools
 - d. 4-year College
 - e. Work
 - f. Armed Forces
 - g. Apprenticeship, etc.
 - h. Scholarships
4. Personal problems
5. Meetings with college and other school representatives.
6. Any other pertinent points the student wishes to discuss.

SPECIAL EDUCATION SERVICES: Special services are available to qualified students.

Guidance Policy and Procedures:

Graduation Procedure for International/Foreign Exchange Students

International/Foreign Exchange students can graduate from Leavenworth High School if: 1) They provide a transcript translated in English from their previous school or a government agency. 2) They meet all Leavenworth High School graduation requirements including regular education English.

Accredited/Non-Accredited Private School Policy

Accredited Private School Students who have attended a private school that is accredited by the Kansas State Department of Education or another state department will receive credit and grades will be granted as listed on their transcript.

Non-Accredited Private School/Home School Students who have attended a non-accredited private school or home school may earn credit through the following process: 1) Students' transcripts and documentation will be reviewed by the building principal and department representatives. 2) Credit will be granted and grades will be issued based on their review and recommendation.

Make-up/Replacement Credits

Make-up/Replacement credits may be earned through Credit Recovery at Leavenworth High School according to the following guidelines:

1. Students must have prior approval from their LHS counselor and principal.
2. Students cannot earn credit through credit recovery for required coursework, unless they have already failed the course at LHS and there is not room in their schedule to retake the course, or the student lacks sufficient credits to graduate and needs additional electives.
3. Students cannot earn credit to replace a requirement that they are currently enrolled in and failing until the semester is completed. Credit can be granted for the following semester, but will not be issued for the current semester.
4. Exceptions to these guidelines can be made with approval of the building principal.

Dual-Enrollment via Post-Secondary Institutions

Students may earn dual credit through post secondary institutions if:

1. They are sophomore, junior or senior status or a student with a gifted IEP.
2. They obtain approval from their counselor and the building principal (paperwork is available in the guidance office).
3. A three-hour college class equals one high school credit. A five-hour college class equals two high school credits.

Transcript Translation Procedures

Leavenworth High School translates transcripts according to the following guidelines:

1. Leavenworth High School has a weighted grading system for all Advanced Placement (AP) and International Baccalaureate (IB) coursework on the following basis: A (5.0), B (4.0), C (3.0), D (1.0), F (0.0). All other classes, including Pre-AP, Pre-IB, and Honors classes are based on a 4-3-2-1 system. Rank in class is figured on a cumulative GPA for all classes. GPA is computed by the total number of units attempted.
2. If a sending school posts transcripts using letter grades, those grades are honored regardless of the sending school's grading scale.
3. If a numeric grading system is used and the grading scale is printed on the transcript from the sending school, this scale is honored and letter grades are issued according to the sending school's scale.
4. If the grading scale is not indicated on the transcript, Leavenworth High School contacts the sending school to get the grading scale and issues letter grades according to the sending school's scale.

Class Drop Procedure

- During the first two full weeks of each semester, students may change classes through their counselor.
- After the second week, a student may drop a class with permission of the teacher, principal, parent, and counselor, but will receive a WP (withdrew passing) or WF (withdrew failing) on their transcript. A mark of WP or WF does not affect class rank or grade point average.
- During the last four weeks of the semester, students may not drop a class.

POST SECONDARY OPTIONS: There are various options available for students after they have completed their academic studies in the high school setting. Below are a few of these options. This list should not be seen as all inclusive but does offer students a sampling of information necessary to navigate each individual option.

Academic Pursuits at a College/University: Students should start discussing their post secondary plans with their counselor as they enter high school. If a student is considering a service academy, he/she should start the planning process immediately. Be sure to begin taking college entrance exams (ACT and/or SAT) before the end of the junior year. Many awards and scholarships require the ACT and SAT be taken before February of the junior year. In order to be considered for National Merit Scholarship, students must take the PSAT in October of their junior year; sophomores are encouraged to take the PSAT as practice for future college entrance exams.

Standardized Testing Dates:

ACT Testing Dates

September 12, 2009	February 6, 2010 *
October 24, 2009 *	April 10, 2010
December 12, 2009	June 12, 2010

*Tests given at Leavenworth HS
Additional information available at:
www.actstudent.org

LHS Test Center Code: 175980
LHS School Code: 171700

ASVAB Testing

ASVAB testing occurs at various times at Leavenworth High School. Additional information concerning the ASVAB test is available in the Guidance Office.
Test Date November 13, 2009

SAT Testing Dates

October 10, 2009	March 6, 2010
November 7, 2009 *	May 1, 2010
December 5, 2009	June 5, 2010
January 23, 2010 *	

*Tests given at Leavenworth HS
LHS Test Center Code: 17145

PSAT Testing (grades 10-11)

Sign up for the PSAT occurs in the Guidance Office. Limited slots are available on a first come/first serve basis. The PSAT test is administered at LHS on 10/14/09.

Additional information concerning both the SAT and the PSAT is available at:

www.collegeboard.com

In the senior year, certain deadlines are applicable:

- September: Discuss college plans with parents/counselor and attend Senior Night.
- September: Apply for ACT and/or SAT for college entrance. (October-ACT; November – SAT offered at LHS)
- October: Write for applications for admission and/or financial aid from colleges student is interested in attending. If applying for financial aid, pick up FAFSA in the guidance office. Take ACT, if registered. Register for December SAT or Achievement Tests, if applicable. Keep in touch with your counselor. Attend College and Career Night on 10/21/09.
- November: Take SAT, if registered. Fill out applications for colleges and discuss with counselor.
- December: Take SAT/ACT, if registered. Note deadlines for admissions applications and financial aid applications.
- January: Mail any applications not mailed in December. Request transcripts to be sent to the college of your choice.
- February: Take ACT, if registered.
- October-March: Investigate local scholarships to be offered.
- April: Finalize college plans. Inform counselor of awards and scholarships received.
- May: Request final transcript to be mailed to your college.

COLLEGE PREPARATORY PROGRAM RECOMMENDED: It is recommended that a student preparing for college include the following courses.

English	<i>four years:</i> Students are encouraged, but not required, to take four years of extensive reading and writing concepts.
Social Sciences	<i>three years:</i> Social Studies elective, US History, Govt or Law, and one of the following Psychology, Sociology, or Economics.
Mathematics	<i>at least three years:</i> Algebra I, Geometry, Algebra II, Pre-Calculus or Trigonometry
Science	<i>at least three years:</i> Earth Science, Biology, Chemistry, Physics
Foreign Language	<i>at least two years</i> of the same language
Tech Education	Computer Technology

See your counselor and/or check college websites for the admission requirements for the school you plan to attend.

Area Vocational-Technical Schools: There are several opportunities throughout the year for students interested in pursuing post-secondary education at a number of area vocational and/or technical schools. These opportunities include, but are not limited to dual enrollment programs, College & Career Night, lunch meetings that allow students to meet with representatives from these schools, as well as classroom visits. The vast majority of these schools have unique criteria to ensure admission and it is important that each student visit with his/her counselor to discuss the various options and admissions criteria.

Apprenticeship Programs: There are various programs available to students interested in gaining experience through an apprenticeship program. It is important that students invest the time to not only learn about these programs but also gather information concerning the requirements and benefits of such programs. LHS offers students a variety of opportunities to gain the valuable information and meet with various individuals. These opportunities consist of College & Career Night, various lunch meetings and classroom visits. Each program is distinctive and through a student's work with the counseling department should be able to identify if an apprenticeship program is appropriate for them.

Military (other than Service Academies): At numerous times throughout the year, our campus has the privilege of hosting representatives from the various branches of the armed services. Students interested in military service are in a unique position at LHS to learn about the opportunities the armed services might provide. Information about time and places for these opportunities is available through the counseling department.

Students are encouraged to use the counseling office to learn as much as they can about each of the above mentioned post-secondary opportunities.

Recommended building wide problem solving strategies:

12 Powerful words, Larry Bell

Word	Definition
Trace	List in steps
Analyze	Break apart
Infer	Read between the lines
Evaluate	Judge
Formulate	Create
Describe	Tell all about
Support	Back up with details
Explain	Tell how
Summarize	Give the short version
Compare	All the ways they are alike
Contrast	All the ways they are different
Predict	What will happen next

UNRAAVEL, Larry Bell

U nderline

N ow predict the passage

R un through and number paragraphs

A re you reading the questions?

A re the important words circled? (write down their meaning)

V enture (read) through the passage

E liminate the obviously wrong answer

L et the questions be answered, write the paragraph # where you found the answers next to the question, double check work

POWER SCHOOL

Leavenworth Power School – Parent Users Guide 2009-10

Parents,

Please read this important information so you can check your child's grades, attendance, etc. all year.

This year you will have a new tool to help you monitor your child/children's school achievement and activities.

"Power School" is the name of the USD453 school information system. The information on this sheet will help you get set up to use this tool. **KEEP THIS INFORMATION IN A SAFE PLACE.**

What is Power School?

Power School is a secure web-based system. With an internet connection, you can get school information about your child

anytime. You can connect from home, the office, the public library, or from any other computer. How will

Power School help me as a parent? You will be able to quickly check the following: Fees Owed, School Bulletin, Teacher Comments, Attendance

Automatic email alerts

It will send all of this information to you if you just sign up. Grades, ONE password, ONE username and for each student in USD453. If the student has more than one parent you will need to share this information.

What if I have more than one child in USD453? Do I need a password for each? If you have more than one child, you WILL need a separate login and password for each child.

USERNAME, Student, _____, PASSWORD: _____

How do I get set up to use this great new tool? <http://ps.usd453.org/public>

Log in to the page with your user information below:

USER NAME: Student _____ PASSWORD: _____

The username and password are case sensitive, meaning you must use capital and small letters exactly as shown above.

How do I get email alerts about my child's grades or class attendance?

At the top of your home page click on Email Notification. There you will have these choices: What information would you like to receive? To return to your homepage click on the Power School logo in the upper left hand corner of the screen. What do I do if I forget my password or need help? Call the school at which your child attends. Please do not call teachers for help with passwords, login, or technical problems. This is the first year of Power School at USD 453 so all teachers are learning a new online grade book, hopefully most teachers will have that up and running soon. If you have questions or concerns, please call the school office.

What do I do if I don't have an email address?

Anyone can get a free email account at www.yahoo.com or www.hotmail.com

How do I view information in Power School?

Once you log in, at the top of your homepage you will see these boxes. Click on your choice.

If, after doing the above, you are still having difficulties, please contact the assistant principal for your student:

<u>Last Name</u>	<u>Vice Principal</u>
A-G	Shawn Terry
H-P	Christina Lentz
Q-Z	Glenda LaBarbera

TUTORING: Students needing assistance in subject matter have tutoring available Tuesday – Thursday from 2:30 – 3:30 in the PRIDE room 151, Math room 127, and English room 25. All subjects are available.

MAKE-UP WORK POLICY: Homework is given by the classroom teacher and is scheduled to meet the needs of the course content. Students are allowed one day for each day he or she has missed in order to make up missed work. Parents may contact their student's guidance counselor to collect homework for missed days. Students are responsible for collecting their own homework if they are absent only 1 or 2 days. If absent 3 or more days extended time will be given to collect work. Teachers must grade make up work in a week's time.

HONOR ROLL: Leavenworth High School will publish two Honor Rolls at the end of each quarter during the school year. The Honor Rolls will reflect the academic achievement of the student for the quarter, and will be figured on the basis of grade point average and enrollment in five classes. The "PIONEER HONOR ROLL" will consist of those students earning at least a 3.8 grade point average with no grade below a C. The "REGULAR HONOR ROLL" will consist of those students carrying at least a 3.2 G.P.A., but less than a 3.8, with no grade below a C.

EARLY FINALS: To take finals early you must submit notice in writing to the guidance counselors. It must be submitted prior to the last 4 days before finals. No exceptions to this policy unless a dramatic event.

GRADES: Grades are reported quarterly. Grade cards are distributed to students at the end of first, second, and third quarters in seminar classes. The grade cards at the end of the year will be mailed to the student's home address after

school is out. Failing grades are not an option. If students have failing grades students will be required to attend after school tutoring, academic ISS, Saturday School or other academic interventions. The grades reported at LHS are:

A - High Superior	B – Superior	C - Average	D - Below Average	F - Failure
90-100	A			
80-89	B			
70-79	C			
60-69	D			
59 and below	F			

PROGRESS REPORT: It is our intent to distribute progress reports by e-mail through Power School every two weeks to students in order to keep students and parents informed. If the Progress Report is not e-mailed one will be given to the student. Please check at enrollment and or www.usd453.org/lhs for schedule of distribution.

UNWEIGHTED GRADES:

90-100	A – 4 points
80-89	B – 3 points
70-79	C – 2 points
60-69	D – 1 point
59 and below	F

WEIGHTED GRADES: For those students who elect AP courses, grade points will be awarded as follows:

- A - 5 points
- B - 4 points
- C - 3 points
- D - 1 point
- F - 0 points

ACADEMIC LETTERS: Academic letters are awarded each year to students who fall in the top percentage of their class at the end of the third quarter (2.5% of Freshmen, 5% of Sophomores, 10% of Juniors, 15% of Seniors). Chevrons will be awarded to students qualifying for more than one academic year. Percentages are based upon cumulative GPA.

FEES

Fees will be set prior to registration.

The Board of Education has adopted policy authorizing the collection of fees and the qualifications of a fee waiver. The following guidelines will be followed:

The Parent/Guardian must fill out a new application for child nutrition benefits each year. If a family has more than one student in the district, only one application is needed, provided that all students are listed on the application.

Students approved for free meals are also eligible for free textbook fees and class fees if part 5, Optional Benefits, is completed on the application AND a confidentiality waiver is signed. A fee payment agreement MUST also be completed at enrollment. Students who qualify for reduced price meals are not eligible for a waiver of fees.

All fees and charges are due and payable at enrollment. If the full amount of the fees cannot be paid at the time of enrollment, a fee payment agreement must be signed. **Fees and charges not paid in full by March 1st, will be turned over to a collection agency.**

Refunds/overpayments will be applied to next year's fees, UNLESS the student withdraws or graduates.

GRADUATING STUDENTS WITH OUTSTANDING DEBTS MUST PAY WITH CASH, MONEY ORDER, CREDIT OR DEBIT CARD AFTER MAY 1ST. ALL DEBTS MUST BE SATISFIED PRIOR TO PARTICIPATING IN GRADUATION EXERCISES.

TEXTBOOK POLICY:

Issued Books/Materials Policy: A receipt signed by the student is kept on file with the instructor.

Returned Books/Materials Policy: The signed receipt is returned to the student when the books/materials are returned to the instructor.

Refunds will only be issued with receipt or when items are turned to the bookkeeping office at LHS. Returned checks are subject to a \$30.00 service charge.

SEMINAR

Seminars and the time devoted to seminar will be focused only on academics.

- a. Students have a maximum of three minutes to travel from one location to another.
- b. All students must return to their base seminar classroom 5 minutes before the end of seminar period.

ATTENDANCE POLICY

Leavenworth High School strongly believes that for a student to be successful, daily attendance is vitally important. Whenever a student is absent from class, a valuable part of the student's education is missed. Attendance in school is the legal responsibility of the student and the student's parents/guardians. The school's responsibility is to provide instruction and to inform parents/guardians of absences from class. In view of this philosophy, the following procedures will be followed:

Attendance is reported every period of the day. Any absence requiring a student to miss class time will be recorded. School sponsored activities and in-school suspension will be recorded in the computer and students are marked as present at school, although absent from class. Absences will be initially recorded as unverified. Once parents notify the school about the absence and provide documentation as required, absences will be marked using the following descriptors:

- (UNV) Unverified Absence – Unexcused absences without notification
- (EAB) Excused absences – The parent must notify the attendance office within **two days** of the marked absence to change it to an excused absence. (684-1550 ext 206, 296, 200-**This is a twenty-four hour number**). The **two days** include the day of absence and the following day.
- (UNX) Unexcused absences – An absences without school or parent permission
- (ACT) School Activity – The teacher/sponsor of the activity requiring a student to miss class will notify the attendance office.
- (ISS) In-School Suspension – The ISS staff will send a student list to attendance.
- (OSS) Out-Of-School Suspension – Assistant Principals report suspension to the attendance office.
- (LEG) Court
- (TDY) Tardy to class less than five minutes late
- (ETY) Excused tardy – A tardy caused by situations outside the student's control. An excused tardy requires notification to the attendance office by a parent/guardian, or a staff member. Excessive excuses by a parent/guardian may lead to approval by an administrator.
- (MED) Medical Absence – requires verification from a doctor's office
- (HMB) Homebound – with doctor notification and arrangements made in the guidance office
- (UIS) Unexcused Absence from ISS – student has been removed from ISS (counts like an unexcused absence for referral to the county attorney's office)
- (NUR) Nurse
- (OFC) Office
- (FML) Family absence (most be approved by administration)
- (ADM) Administrative approval only

The attendance office has an automated caller service; this computerized caller will then notify parents/guardians about any absence that is not excused at the end of the day. You may leave a message at that time or call the next day. Parents may call at any time and request absence information from the attendance office or use Parent Access to access attendance.

Parent Procedure to Excuse Absences. The parent/guardian is to call the school before or on the day of the student's absence. If a parent/guardian decides to take a student out of school during the school day (appointments, court, etc.) the parent/guardian should notify their child's principal's secretary prior to the student's dismissal from school. With this notification, the absence will be considered an excused absence.

Consequences of Unverified and Unexcused Absences. All absences are recorded as unverified until notice is received from a parent/guardian or a staff member.

- Any absences which the attendance office has not received notice about within two school days, will become an unexcused absence.

- The school will attempt to contact the parent/guardian of each unverified absence by telephone.
- Outside action is taken as required by Kansas Law:
- Truant students (unexcused and unverified absences) will be reported to the truancy officer when students accumulate three absences in a row, five absences in a semester, seven absences in a school year, or ten excused absences in a semester and/or fifteen excused absences in a year.
- Internal action will be determined by the student’s administrator and may include, but is not limited to, the following actions: conferences with and/or without parent’s present, required participation in assistance programs, make-up of missed class time, enrollment in alternative schools or programs, detentions, in-school suspension, out-of-school suspension, and expulsion.

TARDY Our mission states that our primary job is to prepare young people for success as adults. Adults are expected to be on time each day. Therefore, students must be on time. Note: every fifth tardy will equal one day of unexcused absence.

Tardies will be reported by teachers to the office on a Tardy Report Form. Teachers will deal in their own manner with students’ first two tardies to class. Teachers are responsible for referring students to the office for subsequent tardies:

<u>Number of tardies</u>	<u>Action taken</u>
3	Detention - office
4	Detention - office
5	Detention - office
6	1 day ISS - referral to Asst. principal
7	Detention - Office
8	Detention - Office
9	2 days ISS –referral to Asst. Principal
10	Detention (file truancy) - referral to Asst. Principal
11	Detention (truancy follow-up) - referral to Asst. Principal
12	3 Days ISS – referral to Ast. Principal
13	Referral to principal

District Attendance Policy

Attendance Policy

For students to be successful in school, consistent daily attendance is vitally important. Whenever a student is absent from class, a valuable part of the student’s education is missed. Attendance in school is the legal responsibility of the student and the student’s parents/guardians. The school’s responsibility is to provide instruction and to inform parents/guardians of absences from class.

Students who arrive at school more than 30 minutes after the start of the school day will be considered absent for the morning, and those who arrive at school more than 30 minutes after the start of the afternoon session will be considered absent for the afternoon. Attendance is taken in the morning and in the afternoon at the elementary level, and every class period at the middle school level. For the purposes of this policy, an absence means that the student is absent from school either for a half-day or a full-day.

An attendance letter will be sent to the parents of students with 3 days of unexcused absences in a row, 5 days of unexcused absences in a semester, or 7 days of unexcused absences in a year (absences for reasons other than absences substantiated by a doctor’s statement or caused by emergency family situations or other extenuating circumstances known to the principal). Additionally, a report will be made to the District Truancy Officer.

Absences – Excused

Absences which are approved by both the parents and the principal will be considered excused. Parents should contact the school any time a student must be absent. Whenever possible, arrangements should be made to complete the work prior to an absence.

All “excused” absences will fall within the following categories:

- School Activities
- Illness of the student
- Professional appointments for medical or legal reasons

- Deployment of parent/guardian
- Serious personal or family problems
- Death of a family member
- Family emergencies
- Special religious reasons specifically approved by the building principal; or,
- Other special or unusual circumstances specifically approved by the building principal.

Family vacations may be excused by the principal provided the request is made before the trip is taken, the student has good attendance history, and the student is in good standing academically.

Absences – Unexcused

All absences not approved by both the principal and the parent will be considered unexcused. When students are absent from school and the reason for the absence is unknown, the absence shall be deemed unexcused. Absences occurring because of suspension or expulsion from school are considered unexcused. Students are not allowed to attend school functions on days of suspensions or expulsion.

Excessive Excused Absences

After fifteen excused absences, all additional absences will be considered unexcused unless it involves a medical condition verified by a note from the doctor, legal proceedings verified by court documents, or other extenuating circumstances excused by the building principal.

How to Excuse an Absence that was Recorded As Unexcused

The process for requesting that an unexcused absence be changed to excused includes submitting a written request to the principal specifying the dates missed and the reason for the absences. The principal may request that additional verification be provided. The principal will consider the request based on the categories for excused absences listed above.

Parental Responsibility Regarding School Notification

Parents should contact the school any time a student is absent. If at all possible, parents should call the school office before 9:30 a.m. on the day of the absence. This call serves several purposes including:

- Notifying school personnel that the student is safe at home
- A record of the reason for the absence can be recorded in the school attendance files
- Arrangements can be made for homework to be picked up.

If a call cannot be made the day of the absence, a written note may be sent with the child on his/her return to school.

Tardies

Prompt arrival at school is expected of all students. Late arrival disrupts a class and causes loss of instructional time. Students who arrive at school late, but within 30 minutes of the beginning of the school day are considered tardy. Students who leave before the end of the school day, but within 30 minutes of the end of the school day will be considered tardy, for the purpose of the attendance policy.

Students who are consistently late may be required to stay after school to make up time lost. In addition, it is district policy that five (5) unexcused tardies equate to one (1) unexcused absence and will be recorded as such in figuring truancy.

Truancy

In accordance with state regulations and district policy, students who have excessive unexcused absences; (3) consecutive days; (5) days in a semester; or seven (7) or more school days in any school year, will be considered truant. It is the responsibility of the building administrator to notify parents of the pupil's absences and to report cases of truancy to the District Truant Officer.

Leaving School without Permission

The leaving of school grounds during the designated school day without teacher, principal, or parent permission is not allowed. In the event that a student leaves school grounds without permission, his/her parents will be contacted. They will be given the choice of coming to school themselves to assist the child, or the police will be called. In the event that parents cannot be reached, the police will be called.

STUDENT EXTRACURRICULAR ACTIVITIES

F POLICY: Leavenworth High School requires all students in athletics and activities that fall under the KSHSAA leadership to follow the following academic eligibility requirements in addition to the KSHSAA eligibility requirements:

1. If a Student has two (2) F's on a progress report, the student will be placed on academic probation. During academic probation, the student will still be able to participate in their activity, but they need to work with teachers to bring their grades up.
2. If at the next progress report, the student still carries two (2) F's, in any subject; the student will be ineligible to participate in the activity for two (2) weeks.
3. At the end of the two (2) weeks, if the student no longer carries two (2) F's, they will be eligible to participate. If they still carry two (2) F's at the end of the "benched" period, they will continue to be ineligible to participate.

STUDENT BODY: The student body is divided into four classes; freshman, sophomore, junior, and senior. Sophomore, Junior, and Senior student council representatives are elected in the fourth quarter of the school year and serve the entire following year. Additional members, international members and freshman representatives are elected in the fall. Class officers and cabinet members are elected in the fall of the year which they serve.

STUDENT ACTIVITIES: The clubs of **LHS** are open to any student who can meet the requirements and has an interest in joining the club.

Co-Curricular Activities – Debate, DECA, Drama, FCCLA, Forensics, Junebug, Office Education, Patriot, Peer Mediation, Pioneer PRIDE, Skills USA, TSA, Video Broadcasting

Clubs – Art Club, Celtic Society, Cultural Connection, EAST (Extreme Artist Styles of Tokyo-Animae), FCA, French Club, German Club, Goodfellows, Heifer Project, Japanese Club, Junior GOP, Math Club, Model UN, People of Color, Poetry Club, SADD, Scholar's Bowl, Special Olympics, STELLA (Drama), USALL (Unity of Straight and Alternative Lifestyles)

Elected Organizations – Junior Class Cabinet, Senior Class Cabinet, and National Honor Society

STUDENT COUNCIL: The Student Council consists of five elected officers and a representative elected group of eight persons from each of the classes (freshman, sophomore, junior and senior) at Leavenworth High School. The officers of the student council are: President, Vice President, Secretary, Treasurer, and Public Relations Officer. Officers and representatives are elected in the spring of the year in order to function at the beginning of the next academic year. Freshman representatives, new student representatives (one from each grade), and two international representatives are elected in the fall.

The student council is the forum through which members of the student body may exchange ideas via their representatives. The council is the body with direct access to the administration and the school district administration.

At the beginning of each academic school year the student council is required to review the council's constitution and set specific dates for holding meetings. The council is responsible for reviewing and approving the constitutions of all other student organizations in the school.

NATIONAL HONOR SOCIETY: National Honor Society is an organization within Leavenworth High School, which creates enthusiasm for scholarship, stimulates a desire to provide service, promotes leadership and develops character among students. Requirements for selection into the organization include a minimum cumulative grade point average of 3.5, be a full-time student at LHS for at least one semester, possess a demonstrated record of community service and leadership, and have high teacher recommendations. The selection process is as follows:

- Seniors are eligible for consideration in the fall and second semester sophomores and juniors in the spring. Each group will receive a letter explaining eligibility.
- An informational meeting for parents and their student will be held prior to receiving student information packets.
- Teachers will be notified and asked to evaluate each eligible student.
- A faculty committee will meet and review student information packets based upon a scoring rubric.
- Students will be notified of their selection by letter upon conclusion of the faculty committee's meeting.
- Induction for seniors will be November and sophomores and juniors March.

Upon induction, students will be required to attend weekly meetings and participate in several community service activities. Prior to induction, students will be assessed a one-time fee of \$40.00. This fee covers the cost of dues, induction ceremony, T-shirt, and graduation stole.

RULES AND REGULATIONS

Administrative Discretion/Disclaimer

The building administrator may deviate from the policy guidelines when warranted by extenuating circumstances. This student handbook has been prepared for your information to help you understand our rules and regulations, as well as the philosophy of our building and school district. Every student will sign verify that they understand all the policy's and regulations. It is virtually impossible to have everything included in this manual, but we have tried to list those things of greatest concern. Any other items that you would have questions about should be covered in the Board of Education Policies and Regulations, with any questions regarding these being brought to the attention of the building administrator. Thank you for your interest and please do not hesitate to contact us to clarify any of your concerns.

DISCRIMINATION: 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 superintendent of school, 200 N. 4th Street, Leavenworth, Kansas has been designated to coordinate compliance with non discrimination 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 he or she has been discriminated against may file a complaint with the building principal or the compliance coordinator. Any student complaint of discrimination shall be resolved under the district's discrimination complaint procedure.

PERSONAL CONDUCT AND GENERAL BEHAVIOR:

Students are expected to conduct themselves in a proper manner at all times while at school, whether during school hours or at any extracurricular activity. Students who persist in disturbing the teaching/learning process will face disciplinary action. The use of profane or inappropriate language in school and/or at school activities will not be tolerated. Students are required to respond to all staff in a proper manner. Failure to comply will result in disciplinary consequences up to and including suspension and/or expulsion.

SCHOOL DISRUPTIONS: The Board of Education adopted policy JCDA school disruptions. Student learning time is valuable, any disruptions that cause a loss of instructional time is considered a discipline issue.

VANDALISM: The citizens of Leavenworth invest a large amount of money each year in the education of the young people in this community. It is the responsibility of each student to exercise proper care and treatment of the school buildings and equipment to protect this investment. Students who vandalize school property will be suspended and may be recommended for expulsion. Full restitution will be made for repair and/or replacement of damaged property, including labor costs.

THEFT: Theft is a serious incident. Theft of student property will result in suspension. Theft of school property will result in expulsion, arrest and charges filed.

INAPPROPRIATE LANGUAGE: Students who use inappropriate language i.e. profanity, deformation of character, will be subject to disciplinary action.

DISORDERLY CONDUCT: **Disorderly conduct** is, with knowledge or probable cause to believe that such acts will alarm, anger or disturb others or provoke an assault or other breach of peace.

- Engaging in **brawling** or **fighting**
- **Disturbing** an assembly, meeting or procession, not unlawful in its character
- Using **offensive, obscene** or **abusive language** or engaging in **noisy conduct** tending reasonably to **arouse, alarm, anger** or **resentment** in others.
- For further information, refer to the Board of Education adopted policy JCDA-R.

FIGHTING: Physical fights between students will not be tolerated. Students, who fight, regardless of reason, will receive an automatic suspension. Students who are involved in repeated fights, multiple fights, or students who are unprovoked, attack another student or staff member, will be suspended for five (5) days or more and may be recommended for expulsion. Those involved will be arrested for battery and taken into custody. For further information, refer to the Board of Education adopted policy JCDA-R.

FIRE ALARMS: Pulling a fire alarm is against state law. Anyone caught pulling a fire alarm will be suspended. In addition, the fire department will be notified and charges may be filed.

TOBACCO SMOKING: The Board of Education adopted policy JCDA, if a student is caught either using or in possession of tobacco products including matches or lighters on school grounds, he or she will be disciplined. If a student is under 18, he or she will be referred to the Leavenworth Police. Smoking by students and/or the possession and use of any other tobacco product is prohibited in any attendance center, at school-sponsored events or on school property. Following disciplinary action will be taken as deemed by the administration. For further information, refer to the Board of Education adopted policy JCDA.

WEAPONS: A student shall not possess, handle or transmit any object that can reasonably be considered a weapon, fireworks, explosives or any destructive device at school, or at any school sponsored activity. Any student found in violation of this weapons policy will be subject to an immediate short term suspension and possible expulsion. Any possession of a firearm or other weapon will result in a recommendation for expulsion. Authorities will be notified in cases of illegal or dangerous weapons. Any use of a weapon will result in a long term suspension and recommendation for expulsion. Weapons and/or destructive devices shall include, but not be limited to: firearms or a facsimile thereof, martial arts weapons, knives of any size and length, bullets and shells, fireworks, explosive devices, chains, or any other item deemed by the administration to be dangerous to students or faculty. For further information, refer to the Board of Education adopted policy JCDB.

ADMINISTRATIVE PROBATION: A student will be placed on administrative probation when, in the opinion of the administration, other disciplinary measures have not been successful in deterring a student from violating school rules. The administration will send the parent or guardian a letter informing them of the student's probationary status, outlining the expected future behavior. Violation of administrative probation will result in a recommendation for expulsion. A student may be placed on administrative probation after one offense if the severity of a single offense warrants such action. Administrators will always attempt to contact or meet with parents prior to Administrative Probation except in first time, extreme, cases.

HAZING/HARASSMENT/INTIMIDATION/BULLYING/MENACING: The board is committed to providing a positive and productive learning and working environment. Hazing, harassment, intimidation, menacing, or bullying by students, staff, or third parties is strictly prohibited and shall not be tolerated in the district. Students whose behavior is found to be in violation of this policy will be subject to discipline, up to and including expulsion. Individuals may also be referred to law enforcement officials.

SATURDAY SCHOOL: Students who are failing classes may be assigned to Saturday school. Saturday school is from 8 AM to 11 AM. Students must bring pencils, paper, and textbooks for the classes they are failing. Parents are responsible for arranging transportation to and from Saturday school. Students who do not report to an assigned Saturday school will be given In School Suspension. Saturday School is not optional. Students will be required to attend Saturday School.

SCHOOL DETENTION: The before and after school detention program is designed to serve as a disciplinary action for minor rule infractions. This program shall be quiet study time for students, and students must attend those specific days they are assigned. Detentions are served in room 138 before school and room 136 after school at the following times: 6:35 a.m. - 7:10 a.m. and 2:20 p.m. - 3:00 p.m. The following regulations apply to the detention program:

1. Students have two (2) days to complete their detention assignment. If a student is absent the entire day(s), additional day(s) will be allotted. No other excuses will be accepted.
2. Failure to serve detention within two (2) days may result in ISS.
3. Students are responsible for having enough school work to occupy their time in the program. Students failing to provide themselves with viable schoolwork or who are disturbances shall be removed from the detention room with no credit for time served.
4. Students who are either without student ID or tardy to detention will not be admitted to the detention room.
5. At the high school level, it is the responsibility of students to inform their parents of detentions.

TEACHER DETENTIONS:

1. Students may be required by a teacher to serve detention with that teacher for breaking class rules and/or incomplete work.
2. The teacher decides the length of the detention and when the detention is to be served.
3. Students who do not serve teacher detentions will be referred to an administrator.

SUSPENDED STUDENTS: A student suspended out-of-school from Leavenworth High School is temporarily not a member of the student body. An OSS student is not to be on school property (this includes all schools and property of U.S.D. 453), or at school events, home or away, for any reason. This student is not allowed to participate in school

sponsored activities. Students who are suspended out-of-school may be placed on administrative probation and/or recommended for expulsion.

IN SCHOOL SUSPENSION: In School Suspension is in room 151 from 7:15 a.m. to 2:15 p.m. In School Suspension is assigned by an administrator. If a student is removed from In School Suspension, the student will receive Out of School Suspension for the remainder of the day. (There is no other place to serve ISS, other than the ISS room.) Student will be sent home Out of School Suspension and will have to makeup a full day of In School Suspension the next day they return to school. Students placed in the ISS (in-school-suspension) room receive credit for attendance in school. Students are not allowed to leave ISS to attend activities and/or class for any reason. Teachers send work to the ISS room where the ISS instructor and a variety of teachers from the various disciplines are available to assist students in the completion of the assigned work. Day 6-10 can not be served until a conference has been held with parent/guardian. A student can only serve 10 days of ISS per semester. Any additional infraction that would justify In School Suspension will result in Out of School Suspension.

Below is a list of the ISS Rules:

1. Students are expected to report to the ISS room at 7:15 in the morning. Three tardies to ISS will result in one day of ISS.
2. Students will come prepared to do academic work. Bring with them all books, materials, tissues, sweaters/coats, calculators and other necessary items. (No tissue in the ISS room.)
3. Use the restroom before reporting to the ISS room. Restroom breaks are taken in the morning, at lunch, and the afternoon. (NO PASSES)
4. Students who are absent from school on the day they are assigned ISS will serve the ISS when they return.
5. Students must make up time missed in the ISS room.
6. Book bags must be placed on a shelf. Books and materials must be placed under your desk.
7. No reading material, other than library books and textbooks, will be allowed unless it is part of the assignment indicated by the teacher.
8. Work will be provided for students who complete their assignments early, this is not an option.
9. Silence will be observed at all times. No distracting noises! No talking!
10. Students may not talk, write, or pass notes.
11. Students must stay in their seats at all times. If you need anything in the classroom, you must raise your hand.
12. Sleeping is not allowed in the ISS room. There will be no eating, drinking, grooming, or chewing of gum. This will result in removal from ISS.
13. Electronic devices are not allowed. Students seen with or using electronic devices will be removed from ISS.
14. Students will be expected to work at all times, if wasting time student will be removed from ISS.
15. Students can only serve 10 days of ISS in a semester.
16. Students may not wear hooded sweatshirt coats in ISS.
17. Coats/purses may not be taken to the cafeteria or restroom.

GANG ACTIVITY OR ASSOCIATION: The Board of Education adopted policy JCDBA policy on gangs. The policy reads: Gangs which initiate, advocate, or promote activities which threaten the safety or well-being of persons or property on school grounds or which disrupt the school environment are harmful to the educational process. 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 which indicates or implies membership or affiliation with such a group, presents a clear and present danger. This is contrary to the school environment and educational objectives and creates an atmosphere where unlawful acts or violations of school regulations may occur.

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

The types of dress, apparel, activities, acts, behaviors or manner of grooming displayed, reflected, or participated in by the student shall not:

- Lead school officials to reasonably believe that such behavior, apparel, activities, acts, or other attributes are gang related and would disrupt or interfere with the school environment or activity and/or educational objectives;
- Present a physical safety hazard to self, student, staff and other employees;
- Create an atmosphere in which a student, staff, or other person's well-being is hindered by undue pressure, behavior, intimidation, overt gesture, or threat of violence; or

- Imply gang membership or affiliation by written communication, marks, drawing, painting, design, emblem upon school or personal property or on one's person.
- If the student's behavior or other attribute is in violation of these provisions, the principal or designee will request the student to make appropriate correction. If the student refuses, the parent/guardian may be notified and asked to make necessary correction. The principal will take appropriate corrective and disciplinary action.

Disciplinary action may include suspension and expulsion in extreme and repeated cases.

SAFE AND DRUG FREE SCHOOLS AND COMMUNITIES POLICY: The Board of Education adopted policy JDDA on drug free schools and communities' policy. Maintaining drug free schools is important in establishing an appropriate learning environment for the district's students. The unlawful possession, use, sale or distribution of illicit drugs and alcohol by students on school premises or as a part of any school activity is prohibited. This policy is required by the 1989 amendments to the Drug Free Schools and Communities Act, P.L. 102-226, 103 St. 1928.

As a condition of continued enrollment in the district, students shall abide by the terms of this policy. Students shall not unlawfully manufacture, distribute, dispense, possess or use illicit drugs, controlled substances or alcoholic beverages on school district property, or at any school activity. Any student violating the terms of this policy will be reported to the appropriate law enforcement officials. Each school shall develop rules commensurate with the age of the students served regarding enforcement of this policy.

Students who are suspended or expelled under the terms of this policy will be afforded the due process rights contained in board policies and Kansas statutes, K.S.A. 72-8901, et seq. Nothing in this policy is intended to diminish the ability of the district to take other disciplinary action against the student in accordance with other policies governing student discipline. In the event a student agrees to enter into and complete a drug education or rehabilitation program, the cost of such program will be borne by the student and his or her parents. Drug and alcohol counseling and rehabilitation programs are available for district students. A list of available programs along with names and addresses of contact persons for the program is on file with the board clerk. Parents or students should contact the directors of the programs to determine the cost and length of the program. Compliance with this policy is mandatory. Anyone using, possessing and/or buying or selling alcoholic beverages, drugs, depressants, stimulants, or any other intoxicants will be suspended for five (5) days and may be recommended for expulsion.

SEARCHES OF PROPERTY: Principals are authorized to search property if there is reasonable suspicion that district policies, rules or directives are being violated. In addition, all lockers shall be subject to random searches without prior notice or reasonable suspicion. All searches by the principal shall be carried out in the presence of another adult witness. This is in accordance with board adopted policy JCAB.

Prohibited items found during the search shall remain in the custody of either the building principal or the law enforcement officer. If any items are turned over to law enforcement officials, the principal shall receive a receipt for the items. This is in accordance with board adopted policy JCAB-R.

(Whenever the principal is mentioned in this rule, it shall be construed so as to include the superintendent "or designated representative.")

SEARCHES OF STUDENTS: Principals are authorized to search students if there is reasonable suspicion that district policies, rules or directives are being violated. Strip search shall not be conducted by school authorities. All searches by the principal shall be carried out in the presence of another adult witness. This is in accordance with board adopted policy JCAB.

The student shall be told why a search is being conducted. The student shall be requested to empty items such as, but not limited to, pockets, purses, shoulder bags, book bags and briefcases. A frisk search, if necessary, will be conducted only by a person of the same gender as the student. The principal shall attempt to call the student's parent(s) and may call law enforcement, if warranted. Items which the principal believes may be connected with illegal activity shall remain in the custody of the principal unless the items are turned over to law enforcement officials. If the student refuses to cooperate, the principal may take disciplinary action and/or seek assistance from law enforcement. This is in accordance with board adopted policy JCABB-R.

If law enforcement assistance is present, further search of the student shall be with cooperation and assistance of law enforcement officials. The principal shall remain with the student and be present during any search of the student made by law enforcement officials on school property. The principal shall receive and file a receipt for items turned over to law enforcement officials.

DISCIPLINE POLICIES

Each student will be given a copy of this Parent/Student Handbook which includes Leavenworth High School's Disciplines Policies. **After reviewing the discipline policies, the parent is to sign the verification form in this handbook and the student should return it to his/her seminar teacher during the first month of school.** Failure to return the form by the end of the month may result in the lose of seminar travel privileges, after school detention and/or in-school suspension.

GENERAL PROCEDURES AND POLICIES

SURVEILLANCE CAMERAS: Surveillance cameras are located in Leavenworth High School in the halls, in the cafeteria, in the gymnasium, parking lots and in locker areas. There are NO cameras in the restrooms or locker room. These cameras continually capture and record information. Viewing of this recorded footage is restricted to staff.

VISITORS: Any student who desires to bring a guest to school must request approval from their assistant principal at least a week in advance of the visit. No visitors will be allowed the first two and last two weeks of each semester. Visitors must be current high school students in good standing and school must be out of session where they attend, the day they visit. Exceptions will be made by the principal. **Parents are always welcome to visit the school, please check in at the security desk in front of the office.** LHS graduates are welcome to visit before or after school.

LOCKERS: Students are provided a locker to keep articles needed for school under lock. All valuable articles for non-school use should be left at home. The school is not responsible for articles lost or stolen from lockers. We request that all articles missing from lockers be reported to the office immediately. All questions on lockers should be handled through the assistant principal. Students are not to share lockers or give out their combinations to another student.

STUDENT ID: STUDENT MUST CARRY OR BE IN POSSESSION OF SCHOOL ID AT ALL TIMES.

- ID can not be defaced or altered in any way
- ID is used to check out books in the library and to purchase school lunches
- ID is required to be admitted to school activities at home and away
- ID is required to enter into the ISS and detention rooms

Note: Students may be asked to present/show their ID upon a request from a staff member at any time throughout the school day. Appropriate action will be taken by administration.



PIONEER PRIDE CARDS



PLATINUM CARD

3.7 and Above
No more than 2 tardies
No office referrals

- ❖ 6 Free homework passes
- ❖ Use of vending machine
- ❖ Open Gym Thursday during seminar
- ❖ Travel 2-3 min before bell except during lunch
- ❖ Get into home sport events free
- ❖ Free Parking Pass
- ❖ Exempt from 2 semester exams if the student has an A in that class

GOLD CARD

3.2-3.6 GPA
No more than 4 tardies
Only 1 office referral

- ❖ 5 free homework passes
- ❖ Use of vending machines
- ❖ Travel 2-3 min before bell except during lunch
- ❖ Open Gym Thursday during seminar
- ❖ Exempt from 1 semester final if the student has an A in that class

BLUE CARD

2.8-3.1 GPA
No more than 6 tardies
No more than 2 office referrals

- ❖ -4 free homework passes
- ❖ Use of vending machine i
- ❖ -Open gym Thursday during seminar

RED CARD

2.5-2.7 GPA
No more than 8 tardies
No more than 3 office referrals

3 free homework passes

White Card

Lunch, library, and ID card
No privileges with this card

MUST SHOW CARD FOR ANY PRIVILEGE

STUDENT DRESS CODE:

Although dress and grooming habits are certainly changing, the Board of Education and Administration believe that certain standards of dress and grooming habits are necessary to maintain a wholesome and inspiring learning atmosphere for students. USD 453 will endeavor to work with parents to ensure that students come to school each day in clean, neat, and appropriate attire, and that school attire shall be based on **COMMON SENSE** and **GOOD TASTE** by both students and parents.

Specific rules and regulations concerning student dress code at all attendance centers shall be established by the respective building principals and shall be adopted as part of the annual approval of the school handbook.

The district reserves the right at all times to regulate the dress and/or grooming of any student that is deemed to be a distraction to the learning process, is of questionable decency, is offensive to the normal décor of the school community, and/or creates a health or safety hazard.

The administration shall have full responsibility and authority for enforcing the dress code regulations and shall take necessary steps, including disciplinary action as appropriate, as may be required to maintain appropriate standards of student dress and appearance.

Body must be sufficiently covered to insure modesty. (Some examples of inappropriate clothing include: pajamas, tube tops, tank tops, halter tops, muscle shirts, bare midriffs or displaying navel, spaghetti straps, bare chests, extremely short shorts, or skirts, plunging necklines and other articles of clothing as determined by staff and administration.)

1. Hats must not be worn in classrooms, the hall or school buildings. Baseball caps are not allowed in the building. Students are not to wear the hoods of their hooded sweatshirts. Shoes must be worn at all times; house slippers are not acceptable.
2. No sunglasses worn in the building.
3. Clothing may not have any words, drawings, pictures, or symbols that represent alcohol, tobacco, illegal drugs, gangs, sexual messages, racial, gender, or ethnic slurs, or profanity.
4. Picks, combs, sweat bands, wrist bands, bandanas, chains, gloves and do-rags of any kind, must NOT be visible in the building.
5. Shorts/Skirts must be finger tip in length.
6. No sagging pants.
7. Shirts of excessive length must be tucked in.
7. No excessive cleavage to be displayed
8. No trench coats are allowed to be worn in the building.
9. No mesh tee shirts or boxer shorts exposed under other garments.
10. Coats and jackets are not to be worn in the classroom.
11. All shirts must have sleeves.

Inappropriately dressed students will be dealt with on an individual basis by the office. A final decision of appropriate dress will be made by the administration.

ELECTRONIC DEVICES: Electronic equipment is not to be used during academic class time. All electronic equipment used during academic class time will be confiscated and returned to a parent/guardian only. Bringing electronic equipment to school is discouraged; should students choose to bring this equipment, the school is **not** responsible for theft or damage to them. Public telephones are located in the school building for student use. Emergency messages from parents for students will be taken over the office phone and delivered to the student. Phone calls by students are to be made between classes, during lunch periods, and before or after school in the office. Students should not be excused from classes to make phone calls. Messages will not be delivered to students from friends or employers. **ELECTRONIC DEVICES ARE NOT BE TO SEEN OR HEARD FROM THE TIMES OF 6:45 AM – 2:15 PM.**

1st time: parent pickup and sign for

2nd time: parent pickup and sign for it and student receives 1 day of ISS

3rd time: parent pickup and sign for it and student receives 2 days of ISS

*After 3rd violation parent, student and administrator meeting is required

Disciplinary action for a second offense will be at the administrator's discretion.

SKATEBOARDS AND BIKES: Skateboards will be carried while the student is on school property and bikes will be walked while on school property. Skateboards and bikes will be confiscated and returned to a parent/guardian only. Bringing equipment to school is discouraged; should students choose to bring this equipment, the school is **not** responsible for theft or damage to them. Disciplinary action for a second offense will be at the administrator's discretion.

HACKY SACKS: Hacky sacks are not permitted on school property. If caught playing hacky sack, the hacky sack will be confiscated and returned to a parent/guardian.

PARKING LOTS: Only faculty and staff will park in the southwest lot and the 1st rows of the south lot. Seniors only may park in the south lot not designated faculty or visitors. The north lot may be used by freshmen, sophomores, juniors, and faculty members. All faculty and students using the parking lots must be registered and properly tagged in the office. Note: we understand parking is limited. Parking in the student lots is on a first come, first park basis and absolutely no student parking is allowed on the circular drive. Parking illegally, blocking drives, or the normal flow of traffic, and cars not registered and tagged will result in a parking ticket. First time - Move vehicle immediately and detention; second time - Move vehicle immediately and 3 detentions and a \$5 parking fine; third time - Move vehicle immediately and 5 detentions and a \$10 parking fine; fourth time - Move vehicle immediately and 1 day ISS and a \$10 parking fine; Fifth time – Vehicle will be towed, parking permit revoked, 3 days ISS. Students are not to be in the parking lots during school hours unless they have checked out through the attendance office. Students having a D or F after two weeks will have their parking permit revoked. Permits will be reinstated provided the student has no D's or F's.

DANCES: Dances and mixers are held throughout the school year as social activities for LHS students. Class organizations and clubs may sponsor these activities. It is the policy of the Board of Education that all high school social events must end by 11:00 p.m. (Prom and ROTC Ball are the only dances that may last until midnight.) Must have school ID to get into the dance. Attendance at dances is limited to Leavenworth High School students and their approved high school aged guest. Students leaving the dance or mixer may not return and must leave school grounds. No student may enter the dance in the last hour. Any student exhibited inappropriate behavior will be removed from the dance and discipline action may be taken in addition, the student and/or students will not be allowed to attend future schooled sponsored activities. Student **ID's** from 2009-2010 school year **will be required of all students attempting to enter a LHS dance or mixer.** Guests will be required to have their ID.

GUESTS: A "guest" is defined as one's invited guest to a school sponsored dance or mixer. All guests must be signed up in advance, in the office, two days prior to the activity. **All guests are subject to approval by the administration.** Signup for dances will begin in the main office ten days prior to the dance and will end two days prior to the dance. It is the students' responsibility to meet the deadlines, **no** exceptions will be made. The guest must be accompanied by the **LHS** student at the time admission to the activity is sought; some form of identification by the guest is required. The guest must currently be enrolled in a high school grade 9-12 and in good standing. The guest may also be a former graduate of LHS in the past two years and had been in good standing. The only exceptions to this policy will require principal approval and a parent chaperone.

REQUIREMENTS TO BE A REPRESENTATIVE FOR HOMECOMING, WINTER ROYALTY, AND/OR PROM: Any who wishes to be a candidate for any of the above must have a GPA of 2.2 or higher and have no disciplinary action which would have resulted in ISS and/or OSS. Students may not have any attendance issues. Students may only be nominated to one royalty court per academic year regardless of whether or not they are crowned as king/queen.

ASSEMBLIES: Assemblies are held periodically throughout the school year for both the educational benefits and the entertainment of the student body. All students are expected to behave in a manner appropriate to the nature of the assembly. Assembly presenters are often visitors to **LHS**. Their impression of student behavior in Leavenworth can be carried to many geographical areas.

HONESTY: Students and staff are expected to be honest in dealing with one another. Students who are caught cheating, lying, stealing, or forging school documents will be disciplined.

SEMESTER EXAMINATION POLICY: Our job is to prepare students for life. An important part of the lives of college students is semester exams. The semester exam policy is as follows:

- Each teacher will give an exam.
- There will be an exam schedule for each semester.
- Teachers may require demonstrations, projects or papers as assessments.
- The expectation is that all classes will be involved in meaningful activities through the entire hour and every school day.

FOOD/DRINK: At the individual teacher's discretion there may be rules prohibiting the possession or consumption of food or beverages in their classroom. Food and drinks needs to stay in the cafeteria. This is your school, and it is your responsibility to keep it clean. If you make a mess it will be your responsibility to clean it up. Outside food / **beverages** **are not to be brought on campus any time of the day.**

CLOSED LUNCH: LHS has a closed lunch policy. Students are not to leave campus during this time. Lunch is eaten in the cafeteria or outside on the patio. Students are responsible for cleaning up after themselves in a responsible fashion.

Leavenworth Public Schools
 Child Nutrition Department
Eat well--learn well!
 Meal Prices for the 2009-2010 School Year

Students in:	Daily			Weekly		Monthly	
	BREAKFAST	LUNCH	B & L combined	LUNCH only	B & L combined	LUNCH only	B & L combined
Elementary School	\$1.30	\$2.25	\$3.55	5 lunches \$11.25	10 meals \$17.75	20 lunches \$45.00	40 meals \$71.00
Middle School	1.45	2.40	3.85	12.00	19.25	48.00	77.00
High School	1.50	2.55	4.05	12.75	20.25	51.00	81.00
Milk (half-pint)	.50 any time						
Reduced Status any grade	.30	.40	.70	2.00	3.50	8.00	14.00
Adults	1.85	3.25	5.10	16.25	25.50	65.00	102.00

BREAKFAST is served daily. ELEMENTARY SCHOOLS serve sack lunches on EARLY DISMISSAL DAYS.
 Make meal account deposits in two easy ways.

Visit www.mealpayplus.com to make payments 24/7, check available balances, set up low balance e-mail alerts & track purchases. No cost to access these traits! See reverse side for more information.

Send meal payments to school with your child.
Please be sure your child's meal account has funds available.

If you are eligible for reduced price or free meal benefits your family must reapply each school year. Parents are responsible for the cost of meals until the application is approved.

Questions about school meals? Contact your school's Meal Account Clerk, Child Nutrition Manager or the Child Nutrition Department at 684.1568.

Record student ID numbers: student _____ number _____

LOST AND FOUND: If you find anything, it should be turned in to the security office at once. If you have lost anything, report it to security. Items not claimed by the end of each month will be donated to a charitable organization. Students found in possession of items which have been reported lost or stolen will be suspended and legal action may also be taken.

DISTRIBUTION OF PUBLICATIONS: The Board of Education of USD 453 has an established policy of the distribution of publications on campus. Any individual or group wishing to distribute printed material on campus must secure prior permission from the administration using the procedures outlined in this policy. Failure to follow this procedure will result in disciplinary action.

VISITORS: All visitors to Leavenworth High School must sign in at the security desk in front of the main office.

SKIP DAYS: Known skipping and mass-organized skip days, walk-outs, etc., are not condoned by this school. Students who violate the school attendance policies will be subject to disciplinary action.

AFTER SCHOOL HOURS: LHS offers a variety of athletic and non-athletic activities in which students may participate. Such activities are always under the supervision of a school employee. In addition, students are encouraged to seek the help and advice of teachers, administrators, and counselors before and after school hours. However, for safety reasons, students must be under the direct supervision of a faculty member after 2:15 PM.

RESPECT & AUTHORITY: Students must courteously and respectfully comply with reasonable requests of any teacher, staff member, or administrator in or out of the classroom and at school sponsored activities. Students are expected to give their names if asked and to comply with the directions of school personnel. Failure to comply will be considered insubordination and defiance subject to disciplinary action and possible suspension.

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, appropriate action will follow.

DRIVER EDUCATION: Driver Education registration is scheduled near the beginning of each semester during the year. The registration for the summer program is scheduled during the month of **May**. Student notification of registration will be posted in the Pioneer Pulse. It is the students' responsibility to pre register in the main office before the registration day. We are limited to the number of students who may enroll each semester. Students must have the correct amount of money, a student ID and/or another form of ID, and have pre registered in the main office.

PLAGIARISM POLICY: Plagiarism is legally and ethically wrong. At Leavenworth High School, plagiarism is inconsistent with Core Value 4 of The Pioneer Way: "We maintain absolute honesty and integrity in all we do." Plagiarism is the "taking and using as one's own the writings or ideas of another" without citation of the source. (American Heritage Dictionary. 1996 ed.). For example:

A student commits plagiarism when he or she submits without proper citation:

- A copy of part of all of another student's assignment.
- Part or all of an assignment copied or paraphrased from a source such as a book, magazine, pamphlet, newspaper, speech, graphic, or Internet site.

A student also commits plagiarism when he or she:

- Allows his or her assignment to be copied and submitted as the work of another.
- Prepares a written assignment for another student and allows it to be submitted as his or her work.

Students caught plagiarizing can be subject to the following discipline or penalties depending on the severity or repetition of the offense:

- Re-do the assignment.
- Partial credit.
- Failure of the assignment.
- Failure of the course (for the quarter or semester)
- Suspension or expulsion from school (consistent with and according to the school policy and procedure for student discipline).

PIONEER PULSE: If you would like an announcement submitted for your club and/or activity for upcoming event in the Pioneer Pulse, they must be approved by administration five days prior to the event.

NATIONAL OBSERVANCE: If you would like to participate in a national observance for your club and /or activity, the request must be in writing and approved by administration sixty days prior to the date of the event. If approved by building level administration, it will be sent to board of education for final approval.

NEW CLUB APPROVAL:

- Meet eight step plan for forming a constitution
- Submit and be approved by STUCO
- Submit and be approved by building level administration
- Submit for final approval by board of education

ACCEPTABLE USE POLICY AGREEMENT

Unified School District No. 453 (USD 453) has adopted a policy (IIGBA) intended to allow for the appropriate use of all USD 453 technology resources for limited educational purposes, including classroom activities, career development, and limited high-quality self-discovery activities. Access to these resources imposes certain responsibilities and obligations, and is granted subject to USD 453 policies and local, state, and federal laws. Appropriate use should always be legal, ethical, reflect academic honesty, reflect community standards, and exhibit restraint in the use of shared resources. Individual users agree to the following guidelines:

DO

Use only your file folder and password and keep your password private.
Use common courtesy and respect for others.
Use resources responsibly.
Employ high standards of academic honesty and integrity.
Exercise responsibility for all activities under your password.
Report to a teacher or administrator any security problems or information that makes you uncomfortable.
Use the resources in accordance with Leavenworth High School's Mission and Core Values.

DO NOT

Use, copy, or otherwise access anyone else's files.

Connect to computers without explicit permission from the teacher.
Use computers to libel, slander, or harass anyone.
Circumvent security or limitations mechanisms.
Deliberately degrade performance, disrupt, or deny service.
Create or propagate computer viruses.
Damage files, equipment, software, or data belonging to others.
Use or attempt to use unauthorized access methods or abilities.
Install unauthorized devices or software on any computer.

CONSEQUENCES FOR ACCEPTABLE USE POLICY VIOLATION:

1ST Offense may include; ISS and 2 week suspension from computer use

2nd Offense may include: 3 days ISS and/or suspension from computer use for the remainder of the semester

3rd Offense may include: 3 days OSS and/or 365 day suspension from computer use

MEDIA CENTER: Library hours are from 6:45 a.m. through 3:30 p.m. on regularly scheduled school days. During regular school hours, a student may come to the library with a pass signed by one of his/her academic teachers. If a student desires to leave the library, he/she must return to the classroom. Library staff will not issue passes from the library to other facilities.

A student may choose to use the library as an alternative to going to lunch. A pass is not required; however, the student must sign in and out and stay the entire lunch period. The student also must arrive within 5 minutes of the beginning of the lunch period.

Computers are available for academic use in the library. To use the computer, a student is required to have a signed AUP (Acceptable Use Policy) on file and to register on the sign in/sign out sheet each time a library computer is used. Failure to do so appropriately or misuse may result in loss of the privilege.

During seminar, a student may use the library provided:

1. The student has his/her seminar pass and a white library pass signed by one of his/her academic teachers that indicates a need to use the collection.
2. The student has not been a discipline problem in the library or in seminar.
3. The student on a library pass goes directly to that facility.
4. The student signs in and out appropriately.
The first infraction of library procedures will result in a warning. The second offense will cause the student to lose library privileges during seminar for three seminar periods.
5. Library fines for overdue books are charged at the rate of ten cents per school day
The rate for records, magazines, and vertical file items is **ten** cents per day per item.
The rate for references/overnight books is fifty cents per item.

The following general library policies are in effect:

1. Substitute teachers and seminar teachers will not issue white library passes.
2. A photo I.D. will be necessary to check out library materials. All library books must be given to the librarian at the charge desk before removal from the library.
3. Library books may be checked out for ten school days and may be renewed for an additional ten school days by presenting them at the desk.
4. Books placed on reserve and reference books are to be used in the library during school hours. After school hours, reference and reserve books may be checked out overnight and are due before first hour the next school day.
5. Books that are not overdue may be turned in by dropping them in the slot at the end of the charge desk.
6. Library fines for overdue books are charged at the rate of ten cents per school day. Fines for overdue reference material are fifty cents per hour. The rate for records, magazines and vertical file items is ten cents per day per item. Fines will be forgiven for students with excused absences for days materials are overdue. Responsibility for providing librarian with excuse verification rests with the student.
7. Students are responsible for lost materials and damage done to materials while in their possession.

The library is an area designated for study and use of the collection. Each student is expected to conduct himself/herself so as not to disturb others who are using the library facility.

DIRECTORY INFORMATION: The *Family Educational Rights and Privacy Act* (FERPA) requires that USD 453, with certain exceptions, obtain written consent from the parent or eligible student prior to disclosure of personally identifiable information from the student's educational records. However, USD 453 may disclose designated "directory information"

without written consent, unless the district has been advised in writing by the parent or eligible student that such information is not to be disclosed.

Directory information is information that is generally not considered harmful or an invasion of privacy if released. Directory information is used in a number of school publications, including honor rolls, yearbooks, sports and activity programs, and graduation programs. Directory information can also be shared with outside organizations, including, but not limited to, companies that sell high school rings or publish yearbooks. In addition, federal laws require schools to provide military recruiters' names, addresses, and telephone numbers, unless parents or eligible students have advised the school or district in writing that the student's information is not to be disclosed without prior written consent.

USD 453 has designated the following information as directory information: student name, address, phone number, picture, parent/guardian, date/place of birth, major field of study, weight, height, participation in/eligibility for officially recognized activities/sports, dates of attendance or grade placement, honors/awards, and the most recent educational agency or school attended.

Parents or eligible students must notify their school in writing immediately after the beginning of the school year each fall, if they do not want this information released without specific prior written consent. If refusal is not filed, USD 453 assumes there is no objection to the release of the directory information designated.

LEAVENWORTH USD #453 STUDENT AND STAFF HARASSMENT PROCEDURES

I. GENERAL STATEMENT OF POLICY

The Board of Education adopted policy JGEC, JGECA, and JCE to maintain learning and working environment that is free from religious, racial or sexual harassment and violence. The School District prohibits any form of religious, racial or sexual harassment and violence.

It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the School District to harass a pupil, teacher, administrator or other school personnel through conduct or communication of a sexual nature or regarding religion and race as defined by this policy. (For purposes of this policy, school personnel include school board members, school employees, agents, volunteers, or persons subject to the supervision and control of the District.)

It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the School District to inflict, threaten to inflict, or attempt to inflict religious, racial or sexual violence upon any pupil, teacher, administrator or other school personnel.

The School District will act to investigate all complaints, formal or informal, verbal or written, of religious, racial or sexual harassment or violence, and to discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who is found to have violated this policy.

II. SEXUAL, RACIAL, RELIGIOUS HARASSMENT AND VIOLENCE DEFINED

A. Sexual Harassment: Definition. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

1. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education; or
2. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
3. that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile or offensive employment or educational environment.

Sexual harassment may include but is not limited to:

1. unwelcome verbal harassment or abuse;
2. unwelcome pressure for sexual activity;
3. unwelcome, sexually motivated or inappropriate patting, pinching or physical contact, other than necessary restraint of student(s) by teachers, administrators or other school personnel to avoid physical harm to persons or property;
4. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;

5. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or
 6. unwelcome behavior or words directed at an individual because of gender.
- B. Racial Harassment: Definition. Racial Harassment consists of physical or verbal conduct relating to an individual's race when the conduct:
1. has the purpose or effect of creating an intimidating, hostile or offensive employment or educational environment.
 2. has the purpose or effect of substantially or unreasonably interfering with an individual's work or educational performance; or
 3. otherwise adversely affects an individual's employment or educational opportunities.
- C. Religious Harassment: Definition. Religious harassment consists of physical or verbal conduct which is related to an individual's religion when the conduct:
1. has the purpose or effect of creating an intimidating, hostile or offensive employment or educational environment;
 2. has the purpose or effect of substantially or unreasonably interfering with an individual's employment or educational performance; or
 3. otherwise adversely affects an individual's employment or educational opportunities.
- D. Sexual Violence: Definition. Sexual violence is a physical act of aggression or force or the threat thereof which involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts. Intimate parts include the primary genital area, groin, inner thigh, buttocks or breast, as well as the clothing covering these areas. Sexual violence may include, but is not limited to:
1. touching, patting, grabbing or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;
 2. coercing, forcing or attempting to coerce or force sexual intercourse or a sexual act on another; or
 3. threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.
- E. Racial Violence: Definition. Racial violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, race.
- F. Religious Violence: Definition. Religious violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, religion.
- G. Assault: Definition. Assault is:
1. an act done with intent to cause fear in another of immediate bodily harm or death;
 2. the intentional infliction of or attempt to inflict bodily harm upon another; or
 3. the threat to do bodily harm to another with present ability to carry out the threat.

III. REPORTING PROCEDURES

Any person who believes he or she has been the victim of religious, racial or sexual harassment or violence by a pupil, teacher, administrator or other school personnel of the School District, or any person with knowledge or belief of conduct which may constitute religious, racial or sexual harassment or violence toward a pupil teacher, administrator or other school personnel should report the alleged acts immediately to an appropriate School District official designated by this policy. The School District encourages the reporting party or complainant to use the complaint form available from the principal of each building or available from the School District office, but oral complaints shall be considered. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a District Human Rights Officer or to the Superintendent.

- A. In Each School Building. The building principal is the person responsible for receiving oral or written complaints of religious, racial or sexual harassment or violence at the building level. Any School District personnel who receive a complaint of sexual, racial, or religious harassment or violence shall inform the building principal immediately.

Upon receipt of a complaint, the principal must notify the School District Human Rights Office immediately, without screening or investigating the report. The principal may request, but may not insist upon, a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the principal to the Human Rights Officer. If the complaint was given verbally, the principal shall personally reduce it to written form within 24 hours and forward it to the Human Rights Officer. Failure to forward any harassment or violence complaint as provided herein will result in disciplinary action against the principal.

If the complaint involves the building principal, the complaint shall be made or filed directly with the Superintendent or the School District Human Rights Officer by the reporting party of complainant.

- B. In the District. The School Board hereby designates the Director of Human Resources as the Human Rights Officer to receive complaints of sexual, racial or religious harassment or violence. If the complaint involves the Human Rights Officer, the complaint shall be filed directly with the Superintendent or designate.
- C. Submission of a good faith complaint of sexual, racial or religious harassment or violence will not affect the complainant or reporter's future employment, grades or position.
- D. Use of a formal complaint form is not mandatory.
- E. The School District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the School District's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations.

III. INVESTIGATION

By authority of the School District, the Human Rights Officer, upon receipt of a complaint alleging religious, racial or sexual harassment or violence, shall immediately undertake or authorize an investigation. The investigation may be conducted by School District officials or by a third party designated by the School District.

The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.

In determining whether alleged conduct constitutes a violation of this policy, the School District should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances. In addition, the School District may take immediate steps, at its discretion, to protect the complainant, pupils, teachers, administrators or other school personnel pending completion of an investigation of alleged sexual, racial or religious harassment or violence.

The investigation will be completed as soon as practicable. The School District Human Rights Officer or superintendent designate shall make a written report to the Superintendent upon completion of the investigation. If the complaint involves the Superintendent, the report may be filed directly with the School Board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

IV. FILING PROCEDURES FOR COMPLAINTS FORMS

Complaint forms are available in each district school building and at the administrative offices. Complaint forms may be obtained in person or mailed upon request. Complaint forms should be filed with either the Building Principal or the Superintendent of Schools.

V. SCHOOL DISTRICT ACTION

Upon receipt of the DHR report, the Superintendent or Board of Education will take appropriate action. Such action may include, but is not limited to: warning, suspension, exclusion, expulsion, transfer, re-mediation, termination or discharge. School District action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, state and federal law and School District policies.

VI. REPRISAL

The School District will discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who retaliates against any person who reports alleged religious, racial or sexual harassment or violence or any person who testifies, assists or participates in an investigation, or who testifies, assists or participates in a proceeding or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

VII. RIGHT TO ALTERNATIVE COMPLAINT

PROCEDURES

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Kansas Department of Human Rights, initiating civil action or seeking redress under state criminal statutes and/or federal law.

VIII. HARASSMENT OR VIOLENCE AS ABUSE

Nothing in this policy will prohibit the School District from taking immediate action to protect victims of alleged harassment, violence or abuse.

IX. DISSEMINATION OF POLICY AND TRAINING

- A. This policy shall be conspicuously posted throughout each school building in areas accessible to pupils and staff members.
- B. This policy shall appear in the student handbook.
- C. The School District will develop a method of discussing this policy with students and employees.
- D. This policy shall be reviewed at least annually for compliance with state and federal law.

HEALTH POLICIES (See USD453 Board of Education policies JGC, JGCB, JGCC, JGFG, JGFGA, JGFGB, JGFGBA, JGFGC)

All students enrolling in any district school shall provide the building principal with proof of immunization of certain diseases or furnish documents to satisfy statutory requirements. Booster shots required by the Secretary of the Department of Health and Environment are also required. Students who fail to provide the documentation required by law may be excluded from school by the superintendent until statutory requirements are satisfied. Notice of exclusion shall be given to the parents/guardians as prescribed by law. Students who are not immunized against a particular disease(es) may be excluded from school during any outbreak. Each principal shall forward evidence of compliance with the inoculation law to other schools or school districts when requested by the school or by the student's parents/guardians.

IMMUNIZATION

All students enrolling in Kansas school are required to provide the building principal with proof of immunization record documenting that the following vaccinations have been administered by a licensed physician or local health department:

- (1) diphtheria;
- (2) hepatitis B;
- (3) measles (rubeola);
- (4) mumps;
- (5) pertussis (whooping cough);
- (6) poliomyelitis;
- (7) rubella (German measles); and
- (8) tetanus; and
- (9) varicella (chickenpox), unless proof of prior varicella disease is provided.

Booster shots required by the Secretary of the Department of Health and Environment are also required.

Students must have proof of having received all required vaccinations before entering school.

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

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

The legal alternatives to this requirement are: the child is medically exempt by a physician (M.D.) or an osteopath (D.O.) licensed in the State of Kansas by the Kansas Board of Healing Arts from receiving one or more vaccinations; an adherent of a religious denomination whose religious teachings are opposed to inoculations; or in the process of receiving the inoculations and will be completed within 180 calendar days after admission to school.

Kansas School Immunization Law does not permit exemptions to vaccinations solely on the grounds of personal or philosophical beliefs.

Each student must, prior to attending one of the Leavenworth Public schools, show proof of being properly immunized. A child may satisfy this requirement by:

Showing proof of having completed the first series immunizations as required by the Kansas State Department of Health, or

Showing proof of being fully immunized.

A student who does not comply with one of the above will not be allowed to attend school.

The following constitutes proof of immunization:

Kansas Certificate of Immunization

Pink Kansas Immunization Record

Out of State school record

Passport or similar official governmental document that clearly denotes the number and kind of immunizations received and the dates thereof.

Signed statement by a physician, nurse, or public health official that indicates the kind, number, and dates of immunization received.

Timeliness of Immunization:

Students with no Immunizations: After completing the first series of immunizations, students will have 180 calendar days to complete the remaining immunizations.

Students who fail to comply with timeliness for immunizations will be suspended until such time as they comply with the policy.

Students will first be given a 5-day suspension which is the maximum allowed by Kansas State law. They may return to school upon providing proof of receiving the required immunizations. At the end of 5 days, if the student has not returned and there is no proof of immunizations being received, the child will be suspended for another 5 days and a letter will be sent to the parent or guardian advising them that an expulsion hearing has been scheduled within the next 7 days. A letter will also be sent to SRS (Social and Rehabilitation Services) and Leavenworth County Juvenile authorities advising them of the child's situation and action taken by the school district.

COMMUNICABLE DISEASES: Any student diagnosed by a physician or the school nurse as having a communicable disease may be required to stay home from school for the duration of the illness. The student will be readmitted to regular classes upon termination of the illness, as determined by the student's physician, the school nurse, or by a health assessment team. This provision applies to the full range of communicable diseases from colds and flu, where the student is running a temperature or vomiting, to measles and chicken pox, to blood-borne pathogens, including Hepatitis, HIV, and AIDS. The Board of Education reserves the right to require a written statement from the student's physician indicating the student is free from all symptoms of the disease or illness (e.g., a student should not return to school until he is free of temperature or vomiting for a full 24 hours).

HEAD LICE: Head lice infestation is a difficult and time-consuming problem. At minimum, the infested child must be treated and all nits must be removed before the student can re-enter school. Further treatment of all infested family members, carpets, bedding, draperies, car seats and stuffed animals is required to prevent a reoccurrence of the problem. Contact our school nurse if you need information regarding head lice treatment. It is acknowledged that head lice

infestation can create serious family issues. However, all action needed to deal with the situation and to prevent re-infestation simply must be done. **Absences due to head lice will be considered excused only on the day the student is sent home and the following day.** Further absences are considered to be **unexcused**. A parent must accompany the child back to school to be cleared by the nurse, so the child can return to class.

HEALTH/MEDICATION POLICY: School nurses are assigned to Leavenworth Public Schools on a full-time basis. The nurse will be responsible for hearing and vision screenings and for recording height and weight. A record of immunizations and illnesses will be kept on file per state law, in the nurse's office. It is the nurse's responsibility to notify parents when shot records and vaccinations are not current. The nurse, when available, will be responsible for first aid or health care. District policy prohibits school personnel from dispensing any prescription medication without the medication permission form signed by a doctor. District policy also prohibits school personnel from dispensing any nonprescription medication, without the written consent of a parent. These forms are available in the school office.

To avoid the spread of illnesses we ask that you please keep your child at home when he/she exhibits any of the following symptoms:

1. Colds, severe coughing, sore throat.
2. A temperature of 100.0 degrees. Students should not return to school until the fever has been normal for 24 hours without medication.
3. Vomiting or diarrhea-student should remain at home 24 hours after the illness.
4. Undiagnosed rashes, skin lesions, earaches, swollen glands, eyes which are red or have a discharge.

The state health department has ruled that children must be excluded from school if they have certain communicable diseases. Following is a partial list of those diseases for which children must be excluded:

1. Head Lice: Exclude until treated with anti-parasitic shampoo and until all nits have been removed. **THIS IS A STATE LAW.** School officials will determine if the child is nit free.
2. Ringworm: Exclude until the child is under active treatment by a physician. A note is required from the physician every two weeks stating that the student is under active treatment.
3. Chickenpox/Shingles: Exclude until 6 days after first eruptions.
4. Impetigo: Exclude until under treatment by physician.
5. Measles: Exclude until four days after the rash appears.
6. Mumps: Exclude for ten days after onset of illness.
7. Strep throat: Exclude until 24 hours after appropriate antibiotic therapy has begun, or ten days, if antibiotics are not given.
8. Pinkeye (Conjunctivitis): Exclude until there is no discharge from the eye.
9. Rubella (German measles): Exclude for seven days after rash appears.
10. Scabies: Exclude until treated with scabicide.
11. Hepatitis A: Exclude until seven days after onset of jaundice.

DISMISSAL FOR ILLNESS: When the nurse feels it is in the child's best interest to be dismissed from the school for illness, parents/guardians will be called to make arrangements for the child's transportation home (walking and/or bussing is not permissible). The usual criteria for dismissal are presence of fever, and/or vomiting, or a communicable disease. The student will be without fever (not on acetaminophen or ibuprofen) and/or vomiting for 24 hours before returning to school.

Repeated Absence Due To Illness: Students who are frequently absent due to illness may require medical attention. Parents are encouraged to maintain close communication with the child's teacher, principal, and attendance liaison if repeated absences are necessary for health reasons. After **six** absences, the principal may require a note from a physician before further absences are considered excused. In the event that a child is ill for more than three consecutive days, a physician's note may be required to consider the absences excused. Factors, which may be considered in deciding whether or not to require a physician's note, include:

- * Past attendance history for the child.
- * Past attendance history of siblings.
- * The reasons for past absences.
- * The degree to which parents have communicated with school personnel regarding absences.
- * The point in the school year at which six absences accumulate (For example, six absences in the first quarter is much more significant than six absences spaced out over an entire school year.).

SCREENINGS: Most students will have a hearing, vision, height, and weight screening done each year.

ACCIDENTS AND EMERGENCY INFORMATION: When a student is ill or hurt at school and is sent to the office, normal first aid procedures will be followed, including the use small ice packs if needed. If the injury warrants, parents may be called to inform them about the injury and to allow the parents to decide whether to take the child to the doctor. In all instances, a health referral form will be filled out and a copy for the parents will be sent home with the student. In the event of an illness, accident or emergency, it is important that we be able to contact the parents. The only way we can do so is if we have accurate and up-to-date home addresses and phone numbers. **Please help keep this information up-to-date by contacting the school office anytime an address or phone number changes.**

CRISIS MANAGEMENT

The primary objective of a Crisis Plan is to provide a road map showing the way from chaos to stability. Increasing emergency preparedness is essential for the safety of students and faculty. **There is a Crisis Team set up in the building which includes: administrators, teachers, counselors, nurse, security personnel, and the school resource officer.** The Emergency Plan calls for the faculty and students to practice these following safety drills:

Fire Drill – this drill will be practiced once a month. Students will evacuate the building and proceed to their designated area. Roll will be taken to ensure that all students are accounted for. The fire alarm will activate the drill.

Tornado Drill – this drill will be practiced 3 times a year. Every room has a Tornado Procedure Map in it. This map will show students which direction they are to proceed for their safety. Students will get in a “duck-cover” position to minimize an injury. Announcement over the intercom and bells will activate this drill.

Intruder Alert – announcement of this drill will come over the intercom. Students will clear the hallways quickly to the nearest classroom or just stay in their classroom until the alert is over. Teachers will turn the lights off, lock the door and keep their students away from the door or windows at all times. The “All Clear” code will be announced over the intercom when finished.

Off-Site Relocation – relocation of students to the Warren Middle School, Trinity Church, City Service Center will be used in case of clearing the school grounds or inclement weather during a drill. Teachers will take attendance to make sure all students are accounted for.

In case of a major emergency at LHS, the first priority is to see to the safety of the students. Parents will then be contacted through the activation of the district crisis plan calling system. If the building is in a lockdown for an emergency, parents may have to wait until an all clear has been issued before checking out their student.



