

# WEST ELK PATRIOTS



2020-2021



West Elk Schools  
2020-2021

## **STUDENT HANDBOOK**

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### **Emergency Information**

Radio – KGGF-AM (690), KFDI-AM (1070), KOTE-FM (93.6)  
TV – KSN Channel 3, KAKE Channel 10, KWCH Channel 12

## **West Elk Schools Student Handbook**

### **District Motto**

“Commitment Counts...Excellence Shows”

### **District Mission Statement**

We believe that all students will learn in a happy, healthy environment and become responsible productive members of our ever-changing society.

### **West Elk Jr. - Sr. High School Mission Statement**

The mission of West Elk Junior-Senior High School is to provide a safe, supervised environment in which each student has the opportunity to obtain the knowledge and skill necessary to live responsibly in an ever-changing society. The school will promote self-discipline, physical and mental growth, and productive citizenship.

### **Elementary Mission Statement**

All Faculty, Staff and Administrators pledge to promote the best possible education to meet the needs of our students.

We will have a safe, supervised climate which promotes self discipline, physical and mental growth, and citizenship for all students.

## **ATTENDANCE**

K.S.A. 72-3120 requires every parent of children who have reached the age of seven years and who are under the age of 18 to have that child attend school. It is expected that every student will be in school each day. K.S.A. 72-3121, © (1) “Whenever a child is required by law to attend school and is enrolled in school, and the child is inexcusably absent therefrom on either three consecutive days or five or more days in any semester, the child shall be considered to be not attending school as required by law. A child is inexcusably absent from school if the child is absent therefrom all or a significant part of a school day without a valid excuse acceptable to the school employee designated by the board of education to have responsibility for the school attendance of such child.”

Students must be in attendance at least four (4) hours of the school day to be eligible for that day’s activity participation. This shall include practices, games, play, contests, productions (music), etc. Students on school-sponsored trips will not be included in this guideline. The building administrator may waive this requirement should extenuating circumstances be present. Regular and punctual attendance affects the quality of work performed by students. It is of great

importance that all students attend school as regularly as health will permit. PARENTS are charged with the duty to keep students in attendance. All absences will be considered unexcused until such time the parent/guardian calls school to inform it of the absence. Please call the office by 9:00 a.m. each morning the child is absent.

West Elk School's toll free number is: 1-888-652-7703. Notes are accepted from parents/ guardians to explain the absence, but contact by 9:00 a.m. is expected. Either way, parent/guardian contact must be made within twenty-four hours (24 hours) of the absence. Failure to complete this task will cause the absence to be registered as unexcused. It is the charge of the BUILDING ADMINISTRATOR to assign the status of the absence as excused or unexcused based on circumstances. All absences are recorded in the student's permanent record.

Parent/guardian contact will be made by administration as deemed necessary for lack of attendance. When a student reaches seven (7) days or forty-nine (49) hours of total absence per semester or qualifies under the statute for truancy, he/she will be considered to have excessive absenteeism. Once the limit is reached, the student will meet before the Attendance Review Committee. The committee will consist of the principal and other personnel as deemed necessary. This committee shall consider the student's attendance record and make recommendations regarding attendance status. Students who are excessively absent from school could be assigned to attend the available after-school at-risk program.

## **ABSENCES AND EXCUSES**

When a student is absent from school, an attempt shall be made to contact the parent or guardian to determine the reason for the absence. The Principal has been designated to determine the acceptability and validity of excuses presented by the parent(s) or the student.

Procedures for notifying parents on the day of a student's absence shall be published in the Student Handbook.

### Excused/Unexcused Absences

The definition of "excused absence" includes the following:

- Personal illness;
- Health-related treatment, examination, or recuperation;
- Serious illness or death of a member of the family;
- Obligatory religious observances;
- Participation in a district-approved or school sponsored activity or course;
- Absences **prearranged** by parents and approved by the Principal; and
- Students of active duty military personnel may have additional excused absences at the discretion of the Principal for visitations relative to leave or deployment.

All absences which do not fit into one of the above categories would be considered an unexcused absence. A student serving a period of suspension or expulsion from the district shall not be considered inexcusably absent. A “personal illness” absence exceeding the 7 day/49 hour mark, may require a physician’s note to qualify as an excused absence.

### Significant Part of a School Day

An absence of three or more hours in any school day shall be considered an absence for a significant part of the school day.

### Make-Up Work

It is the student’s responsibility to obtain make-up assignments from teachers following an excused or unexcused absence.

## **LEAVING SCHOOL**

Once having arrived on school grounds, students will not be allowed to leave unless their parents have contacted the office giving permission for the student to leave for a valid reason or the parent comes to the office to pick-up the student. In either situation, students must sign out through the office. If the student returns during school hours, he/she must check back in through the office. Those students attending a school sponsored activity trip will remain with the sponsor, and follow the activity trip handbook policy. Once school has started, students will not be allowed to go to their cars without office permission/escort.

## **NOTES FROM PARENTS**

The office will need a WRITTEN NOTE (If you fail to write a note, a phone call will be accepted by 2:45 p.m.) Without notification, children will be sent to normal designated stop.

1. To go anywhere other than the normal routine.
2. To allow anyone other than parent to pick up student(s).

## **School Hours**

Elementary	8:00 a.m. – 3:45 p.m.
Junior High	8:00 a.m. – 3:45 p.m.
High School	8:00 a.m. – 3:45 p.m.

Lunch hour: West Elk has a closed lunch hour. The USD 282 BOE has determined students are not to leave school during lunch hour to conduct personal business.

### **TARDINESS**

Promptness to class is very important. Students are to be in their seats and ready to work when the bell sounds. Missing a class more than ten minutes may constitute an absence from that class. The teacher will confer with the student after class or after school concerning tardiness. A student may have up to two tardies per semester. On the third tardy per class per semester, the student may be assigned a detention. A detention may be assigned for every tardy received for the rest of the semester. Students may also be assigned to attend the after-school at-risk program or receive classroom consequences as well.

### **VISITOR POLICY**

Visiting students, parents, sales persons or other school guests must report to the school office upon arrival and register. Loitering on the school grounds is not permitted. Guests of students must be approved by the principal, must sign-in and must observe all the rules and policies of West Elk School.

### **FIRE AND TORNADO DRILLS**

Fire and tornado drills are held throughout the school year.

1. Check the instructions posted in each classroom indicating how to leave the building in case of fire.
2. Walk. Move quickly and quietly to designated area.

### **FAMILY NIGHT**

No school activity is to take place on Wednesday night or on Sunday without written permission of the superintendent. These times are set aside for family activities. If the superintendent permits any exceptions to this policy, notice shall be given to the board prior to the activity.

### **USE OF BUILDING**

The building shall not be used for any unscheduled activities by students, faculty, or community groups after the building has been closed by the custodians in the evening. Use of the buildings is scheduled through the school office. All school activities will have precedence in scheduling. **BE SURE TO CONTACT THE SCHOOL OFFICE.**

## **BAD WEATHER DAYS**

In the event bad weather prohibits the buses from running routes the superintendent will make the decision whether or not we will have school.

If school is cancelled for a day it will be announced on radio stations; KGGF - AM (690), KFDI – AM (1070), KOTE – FM (93.9), and television stations, KSN channel 3, KAKE channel 10, and KWCH channel 12 starting at 6:00 a.m. The district will contact homes via the School Reach call system and REMIND. Parents need to keep the office informed of a working phone number. **Do not call the superintendent or the principal.**

## **GUIDANCE AND COUNSELING SERVICES**

The purpose of the guidance/counseling program is to help each individual student achieve growth mentally, emotionally, and socially. We address these areas in several ways:

1. Helping the new student feel at home in our school with new teachers and peers in a different setting.
2. Individual conferences whenever a student, teacher, or the counselor deems necessary.
3. An assessment program designed to help the student learn as much as possible about his/her capabilities.
4. The counselor welcomes the opportunity to conference with any student, parent, or teacher when requested.
5. Coordinates At-Risk services.

## **ANNOUNCEMENTS**

The public address system will be used for urgent bulletins that cannot be handled in any other way. Classes will be interrupted for these announcements only when absolutely necessary.

## **LIBRARY SERVICES**

The library will be opened from 7:10 a.m. to 3:45 p.m. Students are encouraged to use the library as much as possible. From time to time it may be desirable for a student to visit the library during class time to do research. In such cases, the student should first get permission from the teacher and then, upon entering the library, inform the librarian about particular needs.

## **TELEPHONE**

Students will be given messages to call home at their next class break but will not be called from class except in case of emergency. The phones in the office

may be used by students only in case of an emergency or when office personnel need to speak with the party called by the student. If the student is ill and needs to go home he/she should come to the office. Parents will be called and are expected to come to the office to pick up students or arrange for someone to pick up the student.

### **INCOMPLETE GRADES**

An incomplete is given only in those cases where illness, or an emergency prevented the student from completing assignments, or by pre-arrangement. In most cases, an incomplete on the report card converts to "F" one week from the date it is issued. Make-up work is the complete responsibility of the student.

### **MAKE-UP POLICY**

1. Any student absent shall have the opportunity to make-up work missed.
2. Students absent due to school-sponsored activities will not be counted absent.
3. Students with excused absences will be allowed to make-up work missed for full credit.
4. It will be the student's responsibility to ask the teacher for his/her make-up work.
5. In order to receive credit, the student must complete and turn in make-up work within the same number of school days he/she missed.
6. Assignments administered for "unexcused absences" will follow the "excused absence" policy time frame; however, assignments may be altered by the teacher and assignments will be reduced to 75% of the assignments worth before grading.

**Teachers must be notified by 10:30 a.m. to allow them enough time to prepare the students work. Parents may pick homework up after school.**

### **HONOR ROLL**

The following requirements are used for the school's honor roll:

Requirements for the Patriot Honor Roll – 3.00

1. Be enrolled in 7 periods for credit
2. Have no grades lower than "C"
3. Have a GPA of 3.0 - 3.49

Requirements for the Principal's Honor Roll – 3.50

1. Be enrolled in 7 periods for credit
2. Have no grades lower than "C"
3. Have a GPA of 3.5 - 3.99

## Requirements for Superintendent's Honor Roll – 4.00

1. Be enrolled in 7 periods for credit
2. Have a GPA of 4.0  
A-4 points, B-3 points, C-2 points, D-1 point, F-0 points

## **PROGRESS REPORTS AND GRADE CARDS**

Kindergarten through Grade 6:

Students will be evaluated on a nine week grading period using the following guidelines:

A	100-90
B	89-80
C	79-70
D	69-60
F	59 and below

Grades 7 through 12

Students will be evaluated on a semester grading period using the following guidelines:

A	100-90
B	89-80
C	79-70
D	69-60
F	59 and below

Please make an appointment for a conference with a teacher any time by calling the school office or emailing the classroom teacher and sending a copy to the principal. Parent/Teacher conferences will be held at the end of the first 9 weeks and a second conference in the spring.

## **PEER GRADING**

A teacher may utilize the practice of peer grading in his/her classroom. This educational technique is now considered an acceptable method of grading, recently approved by the U.S. Supreme Court. However, the faculty will use discretion and grades will be recorded in a confidential manner with no public announcement in the class.

## **CLASS CHANGES**

Students or parents of students at West Elk Junior-Senior High School may change their course schedule up to five (5) school days after the opening date of classes in a school semester. The following signatures will be required: student, parent, teacher, and counselor. Students who choose to drop a virtual learning class after the five (5) school days will be required to reimburse the district for the class expenses.

## **PURCHASING LUNCHES**

All students who will be eating school lunches will need to purchase lunches in the office. Lunches are non-transferable and students must have prepaid in the office or lunch may be purchased from the lunch clerk. **Students are not permitted to order out and have it delivered at school for their lunch.** Food and drink should be consumed in the cafeteria except water with screw top lids that are allowed at teacher discretion.

Lunch prices

PK-8	Breakfast - \$1.15	9-12	Breakfast - \$1.15
PK-8	Lunch - \$2.50	9-12	Lunch - \$2.70
Adult	Breakfast - \$2.15	Adult	Lunch - \$ 3.85
Extra milk	- \$ .45		

## **LUNCH RULES**

1. Students will enter the lunchroom quietly in an orderly manner and show respect to others.
2. Students may visit quietly at the lunch tables.
3. Seconds are available only to a student who has eaten everything on the first tray.
4. No food should be taken from the lunchroom.
5. If food is accidentally dropped on the floor, it is the responsibility of the student to help clean it up.
6. Students may bring lunch from home. Food will not be passed out to other students. Students may purchase milk to drink with their lunch at a cost of \$ .45.
7. As required under State lunch regulations, pop will not be sold to students during the lunch hours.
8. Pop shall not be brought from home for lunch except when a field trip is scheduled.
9. There is to be NO food or drink in the hallways besides water.

## **STUDENT APPEARANCE**

Students will be expected to keep themselves well groomed and neatly dressed at all times. Any form of dress or hairstyle which is considered contrary to good hygiene or which is distracting or disruptive in appearance and detrimental to the purpose or conduct of the school will not be permitted. School activities are an extension of the school day. This includes not only sporting activities, but also school plays, concerts, FFA activities, Student Council activities, etc. whether held on campus or located elsewhere. Any opportunity to represent West Elk should be viewed as a chance to shine. Therefore, West Elk students who choose to attend such events will be expected to follow these same dress code guidelines. The dress for athletic practice may be regulated by the coach of each sport, with approval of the building administrator.

- Shorts, dresses, and skirts are permitted as long as they are fingertip length when standing in a relaxed manner.
- Pants shall be worn on the hips and holes in jeans should meet the same length requirement as shorts
- Leotards, spandex, lycra, leggings, tights or yoga pants are not suitable school wear. However, they are allowable if worn in conjunction with other garments that could meet the dress code if worn by themselves.
- Halter-tops or other similar items of clothing are NOT permitted to be worn to school. Sleeveless tops must have straps with minimum of two (2) inches and limited armhole size.
- Shirts must be long enough that, if necessary and/or requested, the shirt could be tucked in and remain tucked in for a reasonable amount of time.
- Clothes should be worn so that there is no excessive exposure of a student's under garments.
- There shall be no exposed flesh in the posterior area, excessive chest exposure, waist/stomach area, and/or back.
- Clothing which advertises illegal drug paraphernalia, alcoholic beverages, tobacco products, obscene or questionable printing, sexually demeaning slogans, derogatory slogans, or other wording/pictures as determined by administration will not be permitted at school or school activities.
- Head coverings (hats, dew rags, bandanas, etc) will not be worn inside West Elk facilities. Students are expected to remove such coverings at the entrance of the building and will place head coverings in their assigned locker. Special activity days, when a hat is appropriate, will be allowed. The only other acceptable exception is for safety reasons in the vocational agriculture shop area. Hats will be allowed to be worn when in attendance at a West Elk extra-curricular event as long as it meets all other school appearance policies, but removal for the playing of the National Anthem is expected.

- Billfolds on chains and chains will not be allowed. Failure to conform could result in the object being confiscated and/or other disciplinary action.
- Gang related clothing and paraphernalia will not be allowed.
- Sunglasses shall not be worn in the building without a medical exception.

Students who do not conform to this policy of acceptable appearance will be disciplined. The following discipline ladder will be used for students who choose to violate the student dress code:

Level One – Warning/Student will be expected to change

Level Two – Detention/Student will be expected to change

Level Three – In School Suspension/Student will be expected to change

If a student refuses to change at any level of the discipline ladder, he/she will be sent home.

## **PUBLIC DISPLAY OF AFFECTIONS**

Social relationships at school are a natural and healthy part of growing up. Friendly behavior such as handholding is acceptable. Behavior such as kissing, hugging, snuggling, etc. is not acceptable and will not be ignored, allowed, or encouraged. At most, only one verbal warning will be given. A second offense will be met with a detention assignment and a disciplinary referral sent to the office. Continued or repeated offenses should be referred to the office where disciplinary action may be assigned and a letter written to parents.

## **PREGNANCY POLICY**

The amount of participation in school activities by a pregnant student will be determined on an individual basis. The advice of the student's consulting physician will be considered in regard to physical activities and other school activities. Pregnant students will be allowed to participate in all phases of the school program unless their physician advises to the contrary, or unless their behavior results in a material or substantial disruption. In the event a pregnant student's child is born during the school year, the student will be re-admitted to her regular schedule upon written consent of her physician. Infants shall not attend classes.

## **SCHOOL DANCES**

School dances for high school students will not be held past midnight. Students must be in good standing with academics and discipline to attend. Students wishing to bring an out-of school date must file a dance contract with the appropriate signatures and/or documentation, five days prior to dance to request approval. Only those dates approved by the Jr/Sr high principal may attend the dance. Junior High dances must not be held past 11:00 p.m. and no out of school dates will be permitted.

## **INTERNET USAGE POLICY**

At the beginning of each school year, parents will be given a copy of the district's Internet Acceptable Use Policy which aligns with the Children's Internet Protection Act. Both student and parent/guardian must sign an Internet Usage Contract before the student will be allowed Internet privileges.

## **ELECTRONIC DEVICES**

The use of radios, CD players, MP3, iPods, etc. will be allowed (with headphones), before school, during lunch, and after school in the commons area, and on activity trips with the approval of sponsors. Parents/Guardians must sign that they are responsible for the content of these electronic devices and that the school is not liable for device security.

**Students in Kindergarten up to 6<sup>th</sup> grade must check cell phones in at the office and will not be allowed to possess cell phones during the school day.**

For students in grades 7-12 that possess cellular phones they may be used in the commons area, under the following guidelines: before school, at lunch, during break, and after school. At all other times, the phone is not to be seen, heard, or used during the school day without office permission. If a violation occurs, the following steps will be followed:

1st violation – temporary confiscation, detention assigned, phone may be picked up at the end of the day from the office.

2nd violation – temporary confiscation, detention assigned, parent/guardian will be notified by the office that they must pick it up at the office.

Consequences for violations beyond 2<sup>nd</sup> time or for multiple violations from different classrooms will be determined by the administration and may include suspension, loss of privilege for an extended time, and parent conference. Any misuse, such as cheating, inappropriate content, or the sharing of inappropriate information will result in immediate confiscation and loss of privilege for the remainder of the school year or longer. Parents will be notified that they must pick up phone and law enforcement will be contacted when warranted.

## **LOCKERS AND PERSONAL PROPERTY**

Some students will be assigned a locker. It shall be the responsibility of the students to maintain a locked locker at all times. The school retains ownership of the lockers and may legally look through any locker at any time. Personal items stolen or lost are not covered by school insurance. It is recommended that these items be left at home.

## **VANDALISM AND PROPERTY DAMAGE**

Our school buildings and equipment cost the taxpayers to construct, purchase and maintain. Students who destroy or vandalize school property will be required to pay for losses or damages. If students willfully destroy school property, suspension and subsequent expulsion may be necessary. If a student should happen to damage something by accident, they should report it to a teacher or the office immediately.

## **STUDENT CARS AT SCHOOL**

Students are allowed to drive to school and are to park in the south parking lot except on the first row as this is teacher parking. Students are not permitted to sit in cars or otherwise loiter in the parking lot prior to, during, and after school hours. Students will not be permitted to go to their cars during school hours unless they have been excused and are leaving school for the day, or have specific permission of the principal. Vehicles are not to: exceed 15 mph, drive on or over sidewalks, or drive in the grass. Students are not to park around posted NO PARKING areas. Failure to comply with these guidelines may result in assigned detentions, loss of the privilege to drive, in-school or out-of-school suspension, monetary restitution or physical labor to repair the damage. Students must park within parking lines in the parking lot and **ARE NOT** to back into the parking spaces. Guns are not to be brought to school in cars or trucks since guns are not allowed on school property at any time. Vehicles driven to school shall not display alcoholic, tobacco, or profane stickers.

## **STUDENT TRANSPORTATION**

Riding the school bus is a privilege. Improper conduct on the buses will result in the privilege being denied.

Please observe the following rules:

1. observe the same conduct as in the classroom
2. be courteous, use no profane language
3. do not eat or drink on the bus
4. keep the bus clean
5. cooperate with the driver
6. do not be destructive
7. stay in your seat

8. keep head, hands, and feet inside the bus
9. bus driver is authorized to assign seat

## **BICYCLES**

Bicycles should be placed in the racks provided. No student is to ride another student's bicycle. No bicycles are to be ridden on the school ground until after school is dismissed.

## **PETS**

Pets may be brought for sharing when accompanied by the student's parent or guardian. Prior arrangements must be made with the teacher. Other animals brought to school for educational purposes must be kept in cages. Animals cannot be transported on the bus.

## **RECESS TIME GRADES K-6**

Children enjoy recess time during the day. All students are expected to go outside during recess. If it is extremely wet or cold, recess may be shortened or held inside. If it is necessary for a child to stay inside because of health reasons, a parental note or note from a doctor is required.

## **PHYSICAL EDUCATION PARTICIPATION**

Gym shoes and appropriate clothing are required for the participation in physical education. If a student is not to participate in P.E., a parent or doctor's excuse is needed. A doctor's excuse may be required if a student is to be excused from participation for over (5) days.

## **BAND GRADES 5-6**

Band is provided for students in the fifth and sixth grades. Once a student joins band, he/she may not withdraw without consent of the parents, instructor, and principal. Students who disrupt the learning process in band may be removed from the program.

## **PLAYGROUND RULES AND REGULATIONS**

Teachers will review these rules with students periodically.

Students must be in teacher's view at all times

Teacher on duty determines whether or not the grassy area can be used

Everything on the ground (sand, rocks, snow, etc) stays on the ground

No wrestling, fighting or shoving is permitted on the playground

Be respectful to everyone and property

### **Basketball Goals**

To adjust goal height, students must have teacher permission

No hanging from or climbing on goals

Students stay in front of goal unless given permission to adjust it

### **Gravel Area**

#### Monkey Bars

No climbing on top, climb only underneath

Always climb in the same direction

Must be able to use equipment without assistance

#### Big Slide Combo

No pushing while on structure

No sliding back down ramp

One person on slides at a time, seated on your bottom, feet first

Firemen's pole is for sliding down only, no jumping

Climb only on designated parts

Do not play tag or chase while on Combo

## **ACTIVITY TRIPS**

All participating students will be required to ride with their team or activity group to and from the activity and will be transported back to the location where the student boarded the bus, or their home community. Students may ride home from an activity with their parents; however students will be released to their parents only if the parent is in attendance at the activity and signs the West Elk sign out sheet. If a student is to ride home from an event or contest with another adult (must be a graduate of 18 years or older) other than their parent or legal guardian, a school permission form must be obtained from the principal's office. This form must bear a notarized signature of the parent or legal guardian of the student and must be returned to the office by the morning of the event.

## **EXTRA CURRICULAR ACTIVITIES**

Extra curricular activities are opportunities for students to learn and participate outside the regular classroom setting. All school rules and regulation are to be followed. Behavior is a reflection of students, parents, school and the community.

Therefore, all students are under school discipline and jurisdiction while at school or while in attendance at any school sponsored function.

### **CHAIN OF COMMAND**

If a conflict or concern arises, please use the following chain of command to resolve the issue. If a satisfactory resolution cannot be reached, move to the next person on the chain of command.

- First, address the concern with the person in which the conflict exists.
- Second, address the concern with the teacher/coach.
- Third, address the concern with the building administrator.
- Fourth, address the concern with the superintendent.

### **REASONS FOR SUSPENSION OR EXPULSION**

Students may be suspended or expelled for any one of the following reasons. Other offenses may also result in suspension or expulsion. These are only meant to serve as examples. Items marked with an “\*” require a report to law enforcement when warranted.

1. Swearing or direct swearing to or verbal threat to teacher or staff.
2. Open defiance to a staff member who requests a student to conform to Board policy.
3. Flagrant lying or forgery. “When referrals of a serious nature are made, parent conferences must be held as soon as reasonably possible.”
4. \* Students fighting.
5. \* Assault and/or physical attack of a student or staff member.
6. \* Weapons at school.
  - a. Guns, knives, destructive devices or any facsimile of a weapon are not allowed at school or on school property. Violation of this rule will result in confiscation of the weapon and legal action against the student, which may result in a permanent legal record.
  - b. Possession of a firearm or destructive device shall result in expulsion from school for a period of one (1) year (159 school days.)
  - c. If any weapon is used to threaten or intimidate a student or staff member, a long-term suspension will result. Should a weapon be used to attack a student or staff member, expulsion will result for the remainder of the school year. When warranted it will be referred to the police.

7. \* Willful destruction of student, staff or school property. Payment for replacement of property, or suspension and/or expulsion for semester. Report to legal authorities if warranted.
8. \* Theft of property, either student, staff, or school property
  - a. If of a serious nature it will result in the student being prohibited from participation in or attendance at all extra-curricular activities; will result in possible immediate long-term suspension or expulsion from school. The police will be notified when it is warranted.
9. \* Possession of alcoholic beverages, drug paraphernalia, or illegal drugs or under the influence of an alcoholic beverage or an illegal drug at school or at a school activity.
  - a. The possession or use of alcohol or illegal drugs on school property or at a school sponsored activity will result in the student being prohibited from participation in or attendance at all extra-curricular activities. Use or possession of alcohol or illegal drugs will result in possible immediate long-term suspension or expulsion from school. The police will be notified when it is warranted.
10. \* The use of tobacco or electronic/vapor cigarette devices, will not be permitted during school hours on school grounds. This also includes attendance at school activities.
  - a. The possession or use of tobacco by students on school property is forbidden. Students guilty of any infraction will serve a two to five day suspension. The second offense will automatically result in a five day suspension. Subsequent offenses may result in long-term suspension or expulsion.

## **ACADEMIC ELIGIBILITY**

It is the policy at West Elk Junior-Senior High School, that student participation in extra-curricular activities is a privilege and not a right. A student must be enrolled in and passing in at least six subjects of unit weight in order to be eligible. One week of probation is granted per semester. During this week the student will remain eligible. If within this probationary week, work is completed and the grade is brought to passing, the student will remain eligible. If a passing grade is not obtained, the student will then become ineligible. Academically ineligible students will not be allowed to practice during the week of their ineligibility and will not be allowed to participate in any game, prom, plays, field trips, or performance during that week. Students could be permitted to attend a field trip if it is considered part of the curriculum. Ineligible students will report to tutoring during scheduled practice times until becoming eligible.

## **MORNING DETENTIONS**

Detentions are assigned for more serious classroom, hallway, and cafeteria disturbances. When a student receives a detention the detention must be served by the third school day. It is the student's responsibility to arrange transportation. Detentions are served on Monday through Friday from 7:20 a.m. to 7:50 a.m. After the 3<sup>rd</sup> assigned detention per semester, the student shall be recommended for the after-school at-risk program or suspension. Failure to attend assigned detention(s) will result in the detention being doubled and further steps on the discipline ladder if necessary.

## **IN-SCHOOL SUSPENSIONS**

A student may be suspended but remain in school in an isolated environment. Assignments will be provided and the suspended student is expected to complete them and will receive credit for the work. A student placed on in-school suspension may or may not be eligible to participate in after school activities. This will be determined by the principal.

## **OUT-OF-SCHOOL SUSPENSION** (short term, a period of 10 days or less).

A student who is suspended from school for any reason will not be allowed to attend class, attend or participate in school functions, or to represent the school in any activity (home or out of town) during the time of the suspension. Any student suspended out-of-school for a third time will be recommended for long term suspension or expulsion. Students under a short term suspension will receive credit for work missed while serving a short term out-of-school suspension. It will be the student's responsibility to obtain work prior to leaving school. Failure to obtain this work will result in zero credit. The student is not to be at any school activities or on school property during the suspension.

## **LONG TERM SUSPENSION/EXPULSION**

The student will not be allowed to attend school, school activities, participate in school activities or be on school property for a period of time as determined by the hearing officer.

## **CHILD CUSTODY**

If legal custody of a child has been awarded to one parent or another individual, it is critical that the school be notified of this situation. A copy of the court order establishing custody should be on file in the school office. To avoid placing the school in the position of a mediator between two parties, the school will honor nothing other than a court order.

## **BULLYING POLICY**

Bullying behavior will not be tolerated. Bullying is defined as repeated attempts to control or intimidate another person by verbal, physical, or psychological acts. For students who display bullying behavior, the following may be implemented:

1. Appropriate consequences for behavior
2. Counseling for student displaying bullying behavior
3. Parental involvement

Any student, who believes that he or she has been subjected to bullying, should discuss the alleged bullying with the immediate teacher, bus driver, aide, or principal. Any complaint must then be relayed immediately to the building principal.

## **SEXUAL HARASSMENT**

Sexual harassment is unlawful discrimination on the basis of sex under Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. All forms of sexual harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events. Sexual harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds. Sexual harassment may result from verbal or physical conduct or written or graphic material. Any student who believes that he or she has been subjected to sexual harassment should discuss the alleged harassment with the teacher, bus driver, aide or principal. Any complaint must then be relayed immediately to the building principal.

## **RACIAL HARASSMENT**

Racial or disability harassment is unlawful discrimination on the basis of race, color, disability, or national origin under Titles VI and VII of the Civil Rights Act of 1964 and the Kansas Acts Against Discrimination. All forms of racial or disability harassment are prohibited at school, on school property, and at all school-sponsored activities, programs, or events. Racial or disability harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds. Racial or disability harassment may result from verbal or physical conduct or written graphic material. Any student who believes that he or she has been subjected to racial or disability harassment should discuss the alleged harassment with the teacher, bus driver, aide, or principal. Any complaint must then be relayed immediately to the building principal.

## **TEXTBOOKS**

All basic texts are loaned to students for their use during the school year. Textbooks are to be kept clean and handled carefully. Students will be required to pay for lost or damaged books.

## **LIBRARY BOOKS**

Lost or damaged library books shall be charged at the following rates:

- hardback library books.....replacement cost for lost or damaged  
beyond use: \$5.00 for damaged but usable
- paperback library books.....replacement cost for lost or any damage
- classroom library books.....\$4.00 for lost book  
\$2.00 for damaged but usable

## **STUDENTS' PERSONAL BELONGINGS**

Students are responsible for personal belongings. All wearing apparel, school supplies and lunch boxes should be labeled with the student's name. Information regarding lost and found articles may be obtained from the school office. If money or valuables are brought to school, students must assume responsibility for such things. A child's personal toys and other objects should not be brought to school unless used for sharing time or other educational purposes.

## **LOST AND FOUND**

Articles found in and around the school should be turned in to the office where owners may claim their property by identifying it.

## **MEDICATION**

A signed medical release form must be on file in the office to dispense any type of medication. This includes over the counter medications such as cough drops or aspirin.

Medication is to be brought to school in the original container appropriately labeled, stating the name of the medication, the dosage and number of days to be administered at school. When sending medication, send only the amount needed for the time the child is in school. All medication will be kept and dispensed by the office staff.

Children who have special dietary needs must send a written note signed by a recognized medical authority to have substitutions made for lunch, breakfast, class parties or snacks.

Non-prescription medicines may be administered during school hours if the drugs are in their original container and the parent/guardian sends a note giving

permission for school staff to administer the medicine. K-6 if necessary, the school personnel who administer non-prescription medication shall seek advice from the school nurse or administration when administering non-prescription medication on orders of the student's parents.

The school will not provide the student with aspirin or any other medication. Deciding whether any medicine is needed is a form of diagnoses, and dispensing medication is a form of treatment. Unauthorized administration of un-prescribed medication will not be practiced by any school personnel.

Over the counter medication may be kept in athletic areas, but shall not be administered to students unless parent permission is provided.

## **LICE INFESTATION**

All lice checks will be performed by a health care professional. Parents shall be notified if their child is found to be infested with head lice. In compliance with recommendations from the Kansas Department of Health and Environment, students will be excluded from school until treated with adequate insecticide shampoo. The student will be given a reasonable amount of time to take care of the situation (a maximum of two days).

After that period of time, the student will be considered unexcused. Students must be checked by a health care professional before being permitted to return to school.

## **PRIME TIME GRADES 7-12**

Prime Time is designed to allow students the opportunity to have a reading time, to receive individual help in classes, to complete homework and/or to attend organizational meetings. Students will be assigned to a teacher, based on need for extra help in an area, special interest, organization involvement, or special activities. Organizational meetings may be held any day of the week. Students not attending an organizational meeting will remain with their assigned teacher. Students will be required to read school-appropriate books (magazines, newspapers, comic books, etc will not be permitted) or complete homework. This is not a restroom time, social time, sleeping time, rest time, locker time, computer time, or errand time. It is considered a part of the school day.

A morning detention or break detention could be assigned for the following behaviors:

- \* Failure to bring a school-appropriate reading book or homework to Prime Time.
- \* Disruptive behavior
- \* Failure to report to assigned teacher.

**It will be the teacher's discretion to assign a morning detention or break detention for failure to follow the prime time rules.**

## **PARENT PARTICIPATION**

Parents are encouraged to take an active role in their child(ren)'s education. Teachers will from time to time suggest activities to do at home to reinforce school subjects. Teachers will also assign homework periodically.

## **CLASSROOM PARTIES**

Various holidays with classroom parties are planned by room parents and/or the classroom teachers, and are scheduled at the end of the school day. Please make arrangements with the teacher when bringing treats. Students may be excused from these parties because of religious beliefs.

Additionally, student's birthdays may be observed at 3:00 p.m. with prior notice. Students may distribute treats. Students are not permitted to pass out private party invitations or hold private name-exchanges at school unless all students in their class are invited. Balloons are not acceptable at school for party favors.

## **GRADUATION CEREMONY PARTICIPATION**

In order to participate in graduation exercises, seniors must meet the USD 282 – West Elk High School graduation requirements as well as the Kansas State Board of Education requirements.

## **GRADUATION REQUIREMENTS**

Total Required	Required credits	Elective credits
24	16	8

## **VALEDICTORIAN AND SALUTATORIAN AWARDS**

If a student wishes to be considered for Valedictorian or Salutatorian, he/she must take the prescribed local graduation requirements and prescribed courses for Qualified Admissions\*. This award shall be based upon a numeric average on a 4.0 scale. In addition, a student must have completed four years from an accredited high school in order to be considered for the valedictorian or salutatorian standing.

\* See the counselor for course list

**STUDENT GOVERNMENT**

**7<sup>th</sup> Grade**

President  
Vice President  
Secretary  
Treasurer  
STUCO

**9<sup>th</sup> Grade**

President  
Vice President  
Secretary  
Treasurer  
STUCO

**11<sup>th</sup> Grade**

President  
Vice President  
Secretary  
Treasurer  
STUCO

**STUCO**

President –  
Vice-President –  
Sec. /Treas. –

**FCCLA OFFICERS**

President  
VP of Public  
Relations  
VP of Records  
VP of Finance  
VP of  
Recognition & Membership  
VP of  
STAR Events/STUCO

**8<sup>th</sup> Grade**

President  
Vice President  
Secretary  
Treasurer  
STUCO

**10<sup>th</sup> Grade**

President  
Vice President  
Secretary  
Treasurer  
STUCO

**12<sup>th</sup> Grade**

President  
Vice President  
Secretary  
Treasurer  
STUCO

**FFA OFFICERS**

President  
Vice President  
Secretary  
Treasurer  
Reporter  
Sentinel

**Spirit Squad**

Chloe Hare  
Chrissy Hare  
Adriana Hernandez  
Jessica Humphrey  
Kylee Jackson  
Elizabeth Lassley  
Molly Roe  
Mackinzie Sheel  
Savannah Stroot

**JH Cheerleaders**

Rachel Humphrey  
Briea McGee  
Mylie Nault  
Jaicey Tillapaugh  
Nevaeh Tillapaugh  
Larissa VanDerhagen  
Trilyn Wiseman

**USD # 282 BOARD OF EDUCATION**

Tyson Denton	President
Tyson Wilson	Vice-President
Tom Eubank	
Richard Fechter	
Shelly Hare	
Heather McClendon	
Penny Swanson	
Martin Burke	Superintendent

## West Elk Activities Handbook

### I. INTRODUCTION

#### A. To the parent -

This material is presented to you because your son/daughter has indicated a desire to participate in interscholastic activities and you have expressed your willingness to permit him/her to participate. Your family interest in this phase of our school program is gratifying. We believe participation in interscholastic activities provides a wealth of opportunities and experiences, which assists students in personal development.

We are concerned with the educational development of boys and girls through activities and feel a properly controlled, well-organized activities program meets with the student's needs for self-expression, mental alertness, and physical growth. It is our hope to maintain a program that is sound in purpose and will further each student's educational maturity.

A student who elects to participate in activities is voluntarily making a choice of self-discipline and self-denial. These are the reasons we stress good training habits and citizenship. There is no place in school athletics for students who will not discipline their minds and bodies to rigorous competition. We are striving for excellence and do not want our students to compromise with mediocrity.

It is the role for the athletic department to make rules that govern the spirit of competition for the school. These rules need a broad base of community support, which is achieved only through communications to the parent. It is our hope to accomplish this objective with an all-sports meeting prior to the start of each school year and to review this handbook with students and parents.

#### B. To the student -

Being a member of a West Elk Junior - Senior High School activity is the fulfillment of an early ambition for many students. The attainment of this goal carries with it certain traditions and responsibilities that must be maintained. Great traditions and responsibilities are not built overnight; it takes the hard work of many people over many years. As a member of an interscholastic activity at West Elk Junior - Senior High School, you have inherited a great tradition, a tradition you are challenged to uphold.

1. Responsibility to yourself - The most important responsibility is to broaden yourself and develop strength of character. You owe it to yourself to develop the greatest possible good from your experiences. Your academic studies and your participation in extracurricular activities will prepare you for your life as an adult.

2. Responsibility to your school is another responsibility you assume as a squad member. West Elk Junior - Senior High School cannot maintain its position as an outstanding school unless you do your best in whatever activity you wish to engage. By participating to the maximum of your ability, you are contributing to the reputation of your school.

You assume a leadership role when you are a part of an activity. The student body and citizens of the community know you. You are on stage with the spotlight on you. The student body, the community, and other communities judge our school by your conduct and attitudes when you are involved in activities. Because of this leadership role, you can contribute greatly to school spirit and community pride. This leadership also means that you have a greater responsibility to make West Elk Junior - Senior High School proud of you, and your community proud of your school, by your faithful exemplification of these ideals.

## II. Athletic Philosophy

### A. Statement of Philosophy -

The West Elk Junior - Senior High School activities program should provide a variety of experiences to aid the development of favorable habits and attitudes in students that will prepare them for adult life.

The interscholastic program shall be conducted in accordance with existing USD 282 Board of Education policies, rules, and regulations. While the Board of Education takes great pride in winning, it does not condone "winning at any price." It discourages any and all pressures, which might tend to neglect good sportsmanship and good mental health. At all times the interscholastic program must be conducted in such a way as to justify it as an educational activity.

### B. Activity goal and objectives -

OUR GOAL – The student shall become a more effective citizen.

SPECIFIC GOALS -- The student shall learn;

1. To work with others – in society, a person must develop self-discipline, respect for authority, and the spirit of hard work and sacrifice. The team and its objectives must be placed higher than personal desire.
2. To be successful – our society is very competitive. We do not always win, but we succeed when we continually strive to do so.
3. To develop sportsmanship – to accept any defeat like a true sportsman, knowing we have done our best.
4. To improve – continual improvement is essential to good citizenship. As a participant, you must establish a goal, and you constantly try to reach that goal. Try to better yourself in the skills involved and those characteristics set forth as being desirable.

5. To enjoy participation in activities – it is necessary for the student to enjoy participation, to acknowledge all of the personal rewards to be derived from the activity, and to give sufficiently of themselves in order to preserve and improve the program.
6. To develop desirable personal health habits – to be an active, contributing citizen, it is important to obtain a high degree of physical fitness through exercise and good health habits and to develop the desire to maintain this level of physical fitness after formal competition has been completed.

### III. REQUIREMENTS FOR PARTICIPATION

- A. Physical Examination – a yearly examination is required. An approved KSHSAA physical form must be on file in the office before a student may participate in a practice or a contest.
- B. Emergency Medical Authorization – each athlete's parents, by signing the physical examination sheet and the emergency care form, has given permission to secure treatment for the student in case of injury.
- C. Parental acknowledgement of athletic policies – upon entering West Elk Junior - Senior High School or at the time a student tries out for an athletic team, he/she will be presented with this handbook containing all the necessary forms and information for participating in athletics. Each parent or guardian shall read all the enclosed material and certify that they understand the athletic eligibility rules and policies of the school district. This signed document will be filed in the Athletic Director's office.
- D. Risk of participation – all athletes and parents must realize the risk of serious injury, which may be a result of athletic play.
- E. Insurance – the school district does carry insurance to cover athletic injuries, but the coverage is limited. Therefore the parents have an option to purchase insurance at enrollment time or need to possess a family insurance plan.
- F. Scholastic eligibility – a student must be enrolled in and passing at least six subjects of unit weight in order to be eligible. One week of probation is granted per semester. During this week the student will remain eligible. If within this probationary week, work is completed and the grade is brought up to passing, the student will remain eligible. If a passing grade is not obtained during the probationary week, then the student will become ineligible. Academically ineligible students will not be allowed to practice during the week of their ineligibility and will not be allowed to participate in any game, activity, or performance during that week.
- G. Care of Equipment – all athletes are responsible for the proper care and security of equipment issued to them. School furnished equipment is to be worn only for contests and/or practice. All equipment not returned in

good condition at the end of the season will be subject to a financial penalty.

- H. Students are required to complete all KSHSAA required student modules/test prior to participation in an activity. The sponsor/coach of the activity will provide the students with information as to what test need to be taken. The sponsor/coach will also assist the student in completing these procedures.

## WEST ELK HIGH SCHOOL LETTERING POLICY

Criteria for receiving a varsity letter in football, volleyball, basketball, softball or baseball:

- A. Complete the season as a team member who is in compliance with all team, school, and Kansas State High School Activities Association guidelines and
- B. Participate in at least fifty percent of all varsity contests; or
- C. Receive an injury during practice or a contest, which prevents the athlete from participating in the required fifty percent of the varsity contests. The injured student-athlete shall visit with the coach to determine how he/she can still contribute towards the team; or
- D. Provide an outstanding contribution to the team which the coaching staff feels is deserving of special recognition; or
- E. Be a senior who has completed his/her fourth full season as a team member.

Criteria for receiving a varsity letter in wrestling:

- A. Complete the season as a team member who is in compliance with all team, school, and Kansas State High School Activities Association guidelines and
- B. Win at least one varsity match; or
- C. Receive an injury during practice or a contest, which prevents the athlete from winning at least one varsity match. The injured student-athlete shall visit with the coach to determine how he/she can still contribute towards the team; or
- D. Provide an outstanding contribution to the team which the coaching staff feels is deserving of special recognition; or
- E. A senior who has completed fourth full season as a team member

Criteria for receiving a varsity letter in track/cross country:

- A. Complete the season as a team member who is in compliance with all team, school, and Kansas State High School Activities Association guidelines; and
- B. Score at least ten points at the varsity level during the season for his/her team; or

- C. Receive an injury during practice or a contest, which prevents the athlete from participating in the required fifty percent of the varsity contests. The injured student-athlete shall visit with the coach to determine how he/she can still contribute towards the team; or
- D. Provide an outstanding contribution to the team which the coaching staff feels is deserving of special recognition; or
- E. Be a senior who has completed his/her fourth full season as a team member.

## **WEST ELK JUNIOR HIGH LETTER OF PARTICIPATION POLICY**

Criteria for receiving a participation letter:

- A. Complete the season as a team member who is in compliance with all team, school, and Kansas State High School Activities Association guidelines or
- B. Receive an injury during practice or a contest, which prevents the athlete from completing the season as a team member.

## **STUDENT TRANSPORTATION**

The school will provide all necessary transportation to and from all away contests. Students are required to ride the team bus to the contest unless the principal or athletic director gives prior approval. Students are required to ride the team bus home unless they have been released to the custody of their parent(s)/guardian(s). It is the responsibility of the parent(s)/guardian(s) to sign out the student after notifying the coach or sponsor of their desire to take responsibility for the athlete. If it becomes necessary for the athlete to ride home with another person other than the parent(s)/guardian(s), it is the responsibility of the parent(s)/guardian(s) to obtain a transportation form from the principal's office, fill out this form, have it notarized, and then return the form to the principal's office the morning of the contest.

## **MISSED PRACTICE POLICY**

A practice that is missed for unacceptable reasons will result in a predetermined make-up. In addition, the athlete will not be allowed to participate in the next contest, in which he/she would ordinarily be involved. In some cases this non-participation could involve more than one athletic game. (Example: Saturday tournament). Subsequent unacceptable missed practice will result in dismissal from the team. Note: Whether it is a one-day suspension or multiple day suspension, both cases will be treated as one unacceptable missed practice. Acceptable reasons for missing practice include such examples as illness, injury, medical appointments, legal appointments, family emergencies, and funerals. Make-ups will be assigned by the coach.

Any time an athlete misses a practice, he/she should expect to forfeit a proportional amount of playing time in the next contest. This should not necessarily be viewed as a punishment for missing practice. Any time an athlete

is aware that he/she may miss a practice, the coach should be informed well in advance. The coach will declare the absence as “excused” or “unexcused” which will allow the athlete to make a final decision about missing practice.

### **DRUG AND ALCOHOL POLICY**

West Elk students, while a member of a school activity, who are observed by any faculty member, administrator, or law enforcement officials possessing, using, or distributing unlawful, illicit drugs or alcohol will suffer the following consequences. In addition to first offense and second offense infractions, additional sanctions may be added.

**FIRST OFFENSE:** Suspension from all activity competition, performances and club trips for a period of not less than one calendar month.

**SECOND OFFENSE:** Suspension from all activity competition, performances and club trips for a period of not less than one semester or four months. A student placed on long-term suspension under this policy may be readmitted on a probationary status if the student agrees to complete an approved drug and alcohol rehabilitation program. If at any time the student fails to make satisfactory progress in the program, the suspension shall be reinstated.

### **TOBACCO AND ELECTRONIC/VAPOR POLICY**

West Elk students involved in activities that are observed using tobacco or electronic/vapor cigarette device products or in possession of tobacco products or electronic/vapor cigarette device products by any faculty member, administrator, or law enforcement officer will be subject to the following sanctions. Additional sanctions may be added.

**FIRST OFFENSE:** Suspension from all athletic competition, performances and club trips for a period of not less than one week.

**SECOND OFFENSE:** Suspension from all athletic competition, performances and club trips for a period of not less than two weeks.

**THIRD OFFENSE:** Dismissal from the team, club/organization and possibly all extracurricular activities per administrative decision. The duration of the suspension will also be decided by the administrative team.

### **KANSAS STATE HIGH SCHOOL ACTIVITIES ASSOCIATION**

All West Elk students who choose to participate in activities shall follow the rules/guideline established by the KSHSAA.

