

# **Lebo/Waverly PreK-12 School Student Handbook**



Phone Numbers  
High School : (620) 256-6341  
Elementary : (620) 256-6363



Phone Numbers  
High School: (785) 733-2561  
Elementary: (785) 733-2551

**2017 – 2018**  
**USD #243 Lebo/Waverly Public School**

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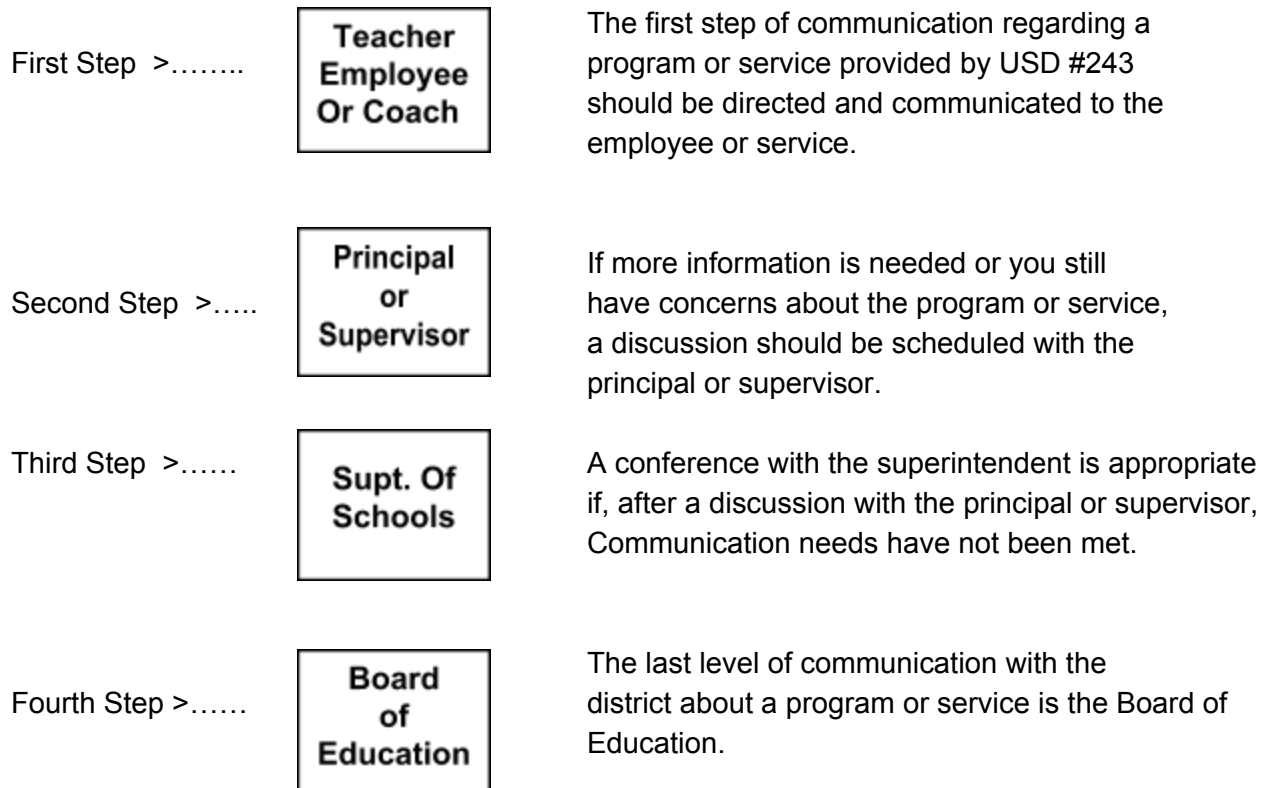
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# COMMUNICATION FLOW CHART

Where Do You Go With A Question Or Concern?



## EQUAL EDUCATION OPPORTUNITY (JAA)

It is the policy of the Lebo-Waverly Schools to comply with all provisions of the Title IX, and at no time discriminate among students on the basis of sex, race, creed, religion, age, national origin, handicap or marital status. Inquiries regarding compliance shall be directed to the office of the superintendent.

## ATTENDANCE (JB)

Regular school attendance is important because it is essential to the academic success of students. Regular attendance makes it possible for students to become active and involved participants in the learning process and promote the growth and development of the whole person—physically, emotionally, socially, and intellectually. Numerous research studies have

verified that school/student/parent attitudes about attendance have a profound affect on the student's learning.

The primary responsibility for regular school attendance belongs to the individual student and his/her parent or legal guardian. The school's responsibility is to provide an appropriate educational program expressed by regular school attendance.

K.S.A. 72-1113 requires mandatory reporting of student nonattendance. All children between the ages of 7 and 18 must attend school continuously. The laws also apply to children under seven who are enrolled in school. Truancy is a legal term. A child who has 3 consecutive unexcused absences, or 5 unexcused absences a semester or 7 in a year, whether part or all of the day is considered truant. Mandatory reporting of student nonattendance is required by KSA 72-1113. Students age 12 and under in violation of attendance laws MUST be reported to DCF officials. Students age 13 or older in violation of attendance laws are to be referred to the Coffey County Attorney. (JBE)

(JBE) In addition, several state regulations and statutes require schools to maintain adequate and accurate attendance records. To promote attendance and provide for effective records the following guidelines have been adopted:

1. On the day of an absence, the parent or guardian shall call the school before 8:20 a.m. to notify the school that the child was not sent to school. This allows the administration to account for all students each morning. This is also a good time to notify the office if you would like to have your child's assignments gathered up for the day.
2. In cases of prolonged illness, verification of illness by a doctor is required. This practice performs two functions:
  - a. It allows the school to monitor communicable diseases (mumps, measles, influenza, etc.) and take early action against them.
  - b. It lends more credibility to the records by allowing the school to verify the real illness and, perhaps, identify other issues impacting school attendance

**Advance Notice of Absence or Tardy:** Parents are asked to notify the school office in advance when students are going to be absent or tardy.

**When Returning From Being Absent:** When a student returns to school after an absence, parent or doctor verification of the absence, either written or by phone, is required before being admitted to school. Students arriving at school at any time after first period must report to the office to receive an admit slip. It is the student's responsibility to see teachers and make arrangements for missed work and instruction.

## **EXCUSED ABSENCES (JBD):**

**Absence Verification:** Parents may excuse their child a maximum of 5 times per semester. Upon the 6th absent of the semester, a Doctor's note must be provided. If no Doctor's note is provided then the absence is unexcused.

The principal is authorized to excuse **Up to 5 additional Days per Semester**, the following types of absence:

**Illness** (must have Doctor's note)

**Family emergency** (must meet with principal to explain)

**Doctor/Dentist** appointments (must have notes)

**Funerals** (must meet with principal to explain)

**PLANNED family vacations** (2 weeks notice is required to qualify as "Planned". Student must be in good standing with the school and have no grades lower than a "C").

### **Missed Work Policy for Excused Absences other than Illness:**

If an assignment was given before the absence, then the assignment will be due upon the student's return to school. For example: If an assignment is given on September 10, and this assignment is due Oct 1, even if the student is absent during this period of time, the assignment is still due on October 1. Additional time is not given to make up work for each day absent. Work given to the student prior to the absence is due upon the student's return. Work missed but not given to the student prior to the absence will be due as determined by the teacher.

### **Missed Work Policy for Excused Absences due to Illness:**

If an assignment was given on the day or days the student was absent, the student will have two days to make up the work for each day absent. For example: If the student was absent for 3 school days the student will have 6 school days to make up the missed work. Prolonged illness will be given special consideration. An appropriate number of days or time will be given to make up work.

## **UNEXCUSED ABSENCES (JBD):**

Absences other than those classified as excused will be recorded as unexcused. Students will not receive any grades or makeup work for an unexcused day.

After a student has accumulated three (3) unexcused absences in any one class or school day a conference will be held with the student discussing the implications of

truancy which, for high school includes loss of credit for the semester.

### **Making up unexcused absences:**

Students may make up an excuse absence and thereby retain credit according to the following criteria:

- One day unexcused absence will equal five (5) 45-minute detentions to be served on consecutive days.
- One (1) hour absence will equal one (1) 45-minute detention.
- All detentions must be made up before the end of each semester in violation or credit will not be issued.

Make-up time may be served with the classroom instructor to understand concepts missed, or may be assigned to a detention monitor.

### **Attendance on Day of a Game/Activity:**

Per Kansas State High School Activities Association (KSHSAA) rules, students are to be at school for at least half of a day in order to participate in the activity for that day. If the student has an appointment that requires missing a majority of the day, verification from the doctor, dentist, etc. is required in order to participate. While this does not apply to social activities, it is **STRONGLY DISCOURAGED** for a student to attend a social activity the same day as being absent from school due to illness. Students who are too ill to come to school should be home recuperating instead of attending the game or going to the dance.

*College visits are by Administrative Approval – Not an absence with prior approval*

## **TARDINESS:**

Students who are tardy to school the 1<sup>st</sup> hour of the day are to report to the office to obtain an admit slip to present to their teacher upon entrance to the class. In each class, students are allowed two tardies without consequence. Upon the third and subsequent tardies, the student will be issued a 30-minute detention with the teacher whose class to which the student was tardy. Teachers may use other methods to reduce or eliminate habitual tardies. Habitual violators, 4<sup>th</sup> tardy and up, will be turned over to administration.

If you are tardy to any other class (beside first period) your teacher will admit you to class as being tardy. If a student is more than 10 min. late to class (including first, second and third tardies) a detention will be assigned. If the tardy is less than 10 minutes, the teacher will record the student as tardy. Upon the third and subsequent tardies, the student



will be issued a 30-minute detention with the teacher whose class to which the student was tardy or to a detention monitor. Fourth and each subsequent tardy will be 60 minutes of detention per tardy.

## **ENROLLMENT (JB)**

### **REQUIRED DOCUMENTS**

(PK, Kindergarten & Transfer Students)

Require for PreK, Kindergarten and all students enrolling in the building:

1. Birth Certificate (for students enrolling at this building for the first time)
2. Social Security Number
3. Immunization Records
4. Physical Examination on file PRIOR to the first day of school. The physical must be dated within one(1) year from the first day of school for the year and be signed by a Kansas physician. Forms are available at the school office and doctor's offices.
5. New students under the age of nine(9) who are attending a Kansas school for the first time also require a physical as described above. Documentation of the physical must be provided prior to attending school.

### **RESIDENT STUDENTS (JBC)**

To attend school in USD #243, students must live with a resident of the district. The resident with whom the student is living must be the student's parent or one who has both physical and legal custody and is liable by law to maintain, care for, or support the child or is contributing the major portion of the cost of support of the child. To qualify as living in the district, the residence must be where the student regularly sleeps each night during the school week.

Parent means and includes natural parents, adoptive parents, step parents and foster parents. Person acting as parent means: a guardian or conservator, or a person, other than parent, who is liable by law to maintain, care for, or support the child and is contributing the major portion of the cost of support of the child, or who has actual care and control of the child with the written consent of the person who has legal custody of the child or who has been granted custody of the child by a court of competent jurisdiction.

### **NON-RESIDENT STUDENTS (JBC)**

Non-resident students will not be permitted to attend school in USD #243 unless admitted as defined in Non-Resident Enrollment Restricted Enrollment Policy.

Non-resident students are those who do not meet the definition of a resident student. Non-resident students may be admitted only to the extent staff, facilities, equipment and

supplies are available. All non-resident students applying for admissions must do so through the building principal's office. New application for attendance at USD 243 by nonresident students will be denied if, through investigation of their former school, the applying student has had disciplinary/conduct and or legal actions filed against them. Continued enrollment by nonresident students will only be approved if this said student is in good standing as pertaining to behavior/conduct as printed in the student handbook.

## **TRANSFERS & WITHDRAWALS (JBCE)**

It is the responsibility of the principal or designee to determine whether a student has transferred or withdrawn from school. Any student who is absent from school for more than five consecutive days shall be presumed to have transferred or withdrawn, unless the principal determines by investigation that such is not the case.

## **RELEASE OF STUDENT DURING SCHOOL DAY (JBH)**

Before releasing a student during the school day, the building principal or designee shall be responsible for the verification of the identity of any lawful custodian or any representative seeking release of a student. If a lawful custodian, as indicated on the student's permanent record, is not recognized, the principal can require identification before the release. In the case of written or verbal authorization, the principal or designee can verify the message as being from the lawful custodian by phone call or any other means.

## **RIGHTS & RESPONSIBILITIES (JC)**

Students shall comply with the rules and regulations made by the Board of Education, administration or by student groups and approved by administration.

See **Student code of conduct**

## **CIVIL RIGHTS NOTIFICATION (JCA)**

In compliance with Executive Order 11246; Title II of the Education Amendments of 1976; Title IV of the civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972; Title IX Regulation Implementing Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, and all other Federal/State school rules, laws and policies, USD #243 shall not discriminate on the basis of sex, race, age, color, national origin, or handicap in the education programs or activities which it operates. It is the intent of USD #243 to comply with both the letter and spirit of the law in making certain discrimination does not exist in its policies, regulations, and operations. Grievance procedures for Title IX and Section 504 have been established for students, their parents, and employees who feel discrimination under Title IX (sex) and Section 504 (handicap) should be referred to the superintendent of schools at the district in Waverly.

## **LOCKERS (JCAB)**

Students will be assigned locker numbers. A master sheet will be filed in the office. School issued lockers (academic and athletic) are not equipped to lock without a combination or key lock being added to the locker. Students are encouraged to provide a lock for their own locker. A copy of the combination or key must be given to the office in order to assist a student in case of a problem. The school will not be responsible for items that are lost or stolen because of lockers that are not locked. Students are strongly encouraged to lock their lockers (academic and athletic.)

## **CHEATING POLICY (JCDA) (6-12)**

Any student caught in the act of cheating (use of a cheat sheet or copying from any other student's paper), any student allowing another student to use his/her paper to copy from, submitting printed copies of work from someone else's computer or files, or violating plagiarism policies will be disciplined in the following manner:

All Offenses:

1. A conference with the principal, teacher, and student will be held.
2. The student will receive a zero (0) on the test or assignment.
3. Parents/Guardians will be contacted explaining the situation. Teachers will complete a form to be placed in students' files.
4. Further Offences will be handled on an individual basis with more severe consequences noted in the Student Code of Conduct.

## **CELL PHONE POLICY (JCDA-R)**

A limited use policy will be adopted for cell phones for the upcoming school year. This policy will allow students to use their phones during non-instructional time only. These times would be before and after school, during the passing period and at lunchtime.

Violation of these expectations will result in the following steps:

1<sup>st</sup> Violation: The student's phone will be confiscated by the teacher who will bring it to the office. The phone will be returned to the student at the end of the day.

2<sup>nd</sup> Violation: The student's phone will be confiscated by the teacher who will bring it to the office. The phone will be returned to the student's parent or guardian only.

3<sup>rd</sup> Violation and further infractions: The student's phone will be confiscated by the teacher who will bring it to the office. The office will hold the phone for 3 days or the phone will be returned to the student's parent/guardian with the

expectation to keep the phone from the student for 3 days.

## **APPEARANCE (JCDB)**

Appearance does have an effect on the learning atmosphere of the school. Neatness, decency, and good taste are emphasized as guidelines for the understanding and interpretation of this dress code. The code is not intended to work a financial hardship upon any student or family; neatness and good taste are emphasized, not expensive clothing.

1. Appearance must be clean.
2. Hair and body must be clean and well groomed.
3. Clothing must not be unreasonably soiled and must be free of offensive odors.
4. Cut off shirts are not considered acceptable dress in any non-physical education related class.
5. ***Undergarments should be covered.*** Any apparel that over-exposes any part of the human body is not appropriate.
6. Shirts displaying liquor, tobacco, slang, and inappropriate references are not allowed.
7. Students who are in uniform or who are representing the school in competition are not to wear hats, caps, bandanas, sunglasses, etc. Unless part of the school issued uniform.
8. Hats, sunglasses, hoods, etc are not allowed during the school day.

The Administration will reserve the right to determine if a student's dress is distracting or disruptive and will take the necessary steps to carry out the proper discipline required to remedy the situation.

## **KANSAS SCHOOL & SECURITY ACT (JCDBB)**

Any student bringing or having possession of a "weapon", as defined by law, will be subject to disciplinary actions as mandated by law. Copies of Kansas laws pertaining to this subject may be obtained from the district office.

## **COMPLAINTS AND GRIEVANCES (JCE)**

### **Complaint Procedure**

The principal is responsible for creating an atmosphere free of discrimination and harassment, sexual or otherwise. Further, employees and students are responsible for respecting the rights of their co-workers/students.

If you experience any harassment based on your sex, your race, or other factor, or believe you have been treated in an unlawful, discriminatory manner, promptly report the incident to your principal, who will investigate the matter and take appropriate action. If you believe it would be inappropriate or uncomfortable to discuss the matter with your

principal, report it directly to the Superintendent, who will undertake an investigation. Your complaint will be kept confidential to the maximum extent possible.

USD 243 prohibits any form of retaliation against any employee/student for filing a complaint under this policy or for assisting in any complaint investigations. However, if, after investigating any complaint of harassment or unlawful discrimination, the district determines that any employees/student has provided false information regarding the complaint, disciplinary action may be taken against the individual who gave the false information.

## **STUDENT DISCIPLINE AND CONDUCT (JD)**

### **Classroom Behavior**

The use of inappropriate language will not be allowed inside/outside the classroom. Students are required to do all assignments given to them by teachers. They should not disrupt the classroom or disturb other students. Since different subjects require different forms of behavior (for example: P.E., Technology Lab, Science, etc.) each teacher is free to set up his/her own classroom rules students must follow. In addition, students are required to come to classes prepared to study; this is, they should bring their textbook, paper, pen, or pencil, and any other material required by the teacher.

Students will show respect and courtesy toward all staff members. Students will also follow any direct orders from a staff member. Substitute teachers have the same authority as regular classroom teachers and should be treated as guests in our school.

### **DETENTIONS (JDB)**

Detentions are given by teachers and faculty to students who have disrupted the educational process for whatever reason(s). Detentions are to be served before or after school on the date determined by the person issuing the detention. The length of time is left up to the person issuing the detention. The detention is to be served in the presence of the person issuing the detention or sent to a detention monitor. The student has 48 HOURS to serve the detention. If a student misses a detention, the time is to be doubled. If a student misses a doubled detention, the student will serve I.S.S. plus the doubled detention.

### **In-School Suspension (JDD)**

In-School Suspension provides an alternative learning situation for those students who have opted to misbehave. If a student is in I.S.S., he/she will report to the office at the start of school and will then be directed by the principal to the assigned room. The student should have their books, pencil, etc., as they will be working all day. All assignments will be completed before the student is released from I.S.S.; he/she will not be able to participate in any school activity that day the I.S.S. is issued.

## **Out-of-School Suspension (JDD)**

Suspension and expulsion are regarded as very serious matters and are final disciplinary means at the disposal of the duly authorized certificated employees. Suspension may either be short term or extended.

- A. The primary purpose of short-term suspensions is to give the student, his/her parents, and the school the time needed for resolving the problem.
- B. When it is deemed necessary to take decisive and firm action so that the education and welfare of the larger group will not be impaired, extended suspension or expulsion may be involved.

## **Suspension and expulsion procedures (JDD)**

See student code of conduct

## **Anti-Bullying Policy (JDCC)**

Bullying on USD #243 property, in a USD #243 vehicle or at any USD#243 sponsored activity or event is prohibited. The Superintendent of USD #243 shall develop a plan to address bullying on USD #243 property, in USD #243 vehicles and at USD #243 sponsored activities and events. The plan shall include provisions for training and education of staff and students. The plan shall be submitted to the Board of Education for its approval. When approved, the Superintendent shall assure the plan is implemented.

As used in this Policy, the following definitions apply:

- 1). Bullying means-Any intentional gesture or any intentional written, verbal, mental, cyber or physical act or threat that is sufficiently severe, persistent or pervasive that creates an intimidating, threatening or abusive educational environment for a student or staff member that a reasonable person, under the circumstances, knows or should know will have the effect of:
  - a. Harming a student or staff member, whether physically or mentally;
  - b. Damaging a student's or staff member's property;
  - c. Placing a student or staff member in reasonable fear of harm to the student or staff member or;
  - d. Any other form of intimidation or harassment prohibited by any policy of USD #243.

A student can submit a bullying complaint for situations that meet the definition described above. The situation will be investigated following an official complaint.

2). “School vehicle” means any school bus, van, other school vehicle and private vehicle used to transport students or staff members to and from school or any school sponsored activity or event.

**Any individual that witnesses or is the victim of a bullying act/behavior should follow these steps:**

1). Report the incident to the nearest USD #243 staff member. The staff member is to use conflict resolution to attempt to stop the inappropriate behavior. If the behavior continues, the staff member will move to Step 2.

2.) The staff member is to report the incident to the building administrator and/or counselor by filling out a bullying report form. The administrator and counselor will determine if an investigation into the incident is necessary. The counselor will then fill out a parent notification form to be sent home to parents who will sign and return to school.

3). The counselor, if not yet involved in the process, will be informed of the incident and will keep a record of any further incidents that occur between the involved parties during the current school year.

4). The counselor will follow up with the victim one week later to evaluate if the behavior has stopped.

5). If the behavior has not stopped, the student is subject to disciplinary action by USD #243 administration.

Bully Reporting, Investigation Status Report, Discussion and Parent Notification can be found in the back of this handbook.

## **GRADUATION:**

### **GRADUATION REQUIREMENTS (JCFC)**

Requirements for graduation from USD #243 are a total of 24 units of credit. They are as follows:

1. Four units of English/Language Arts.

2. Three units of History/Government which shall include:
  - a. World History-1 unit
  - b. United States History-1 unit
  - c. Government-1 unit
3. Three units of Science which shall include at least one lab course:
  - a. Physical Science
  - b. Biology
  - c. Space Science
4. Three units of math which shall include:
  - a. Algebra A/B
  - b. Algebra I
  - c. Geometric Concepts
  - d. Algebra II
5. Fine Arts which shall include:
  - a. Band
  - b. Choir
  - c. Art
6. Personal Finance-0.5 unit
7. Electives-8.5 units

## **Graduation Exercises:**

Students who have completed the requirements for graduation may be allowed to participate in graduation exercises unless participation is denied for an appropriate reason. Graduation exercise shall be under the control in the direction of the building principal.

## **Board policy requires that graduates must:**

1. Attend graduation practice.
2. Wear proper attire to graduation.
3. Caps & gowns may not be modified.

## **VALEDICTORIAN/SALUTATORIAN**

Students will be considered for Valedictorian/Salutatorian honors only if they have completed the Qualified Admissions Curriculum-see counselor for more information.

Calculations for Valedictorian and Salutatorian will be completed two(2) weeks before the senior's last day at 3:45.

## **Valedictorian selection procedures:**

- a. Student with the highest GPA



In the case of a tie, the following will determine the Valedictorian:

- a. Highest ACT score
- b. Highest rate of attendance freshman-senior years.

Once the valedictorian is decided, the other student(s) will be considered for Salutatorian by the same process.

(The valedictorian selection procedure changes will begin with the graduating class of 2021.)

## **DRUG FREE SCHOOLS & COMMUNITY ACT (JDDA):**

The unlawful possession, use, sale or distribution of illicit drugs and alcohol by students on the 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, PA. L. 102–226, 103ST. 1928.

As a condition of continued enrollment in the district, student shall abide by the terms of this policy. Student shall not unlawfully manufacture, sale, distribute, dispense, possess or use illicit drugs, controlled substances or alcoholic beverages on school district property, or at any school activity. Any student violating the terms of this policy will be reported to the appropriate law enforcement officials and will be subject to the following sanctions: Class 3 or 4 offences in the student code of conduct.

### **DRUG DOG SEARCHES (JCAB) (JCDA-R)**

USD 243 will request to have drug searches carried out in all district buildings and grounds. The drug searches will be carried out in all district buildings and grounds. The drug searches will not be announced and will be held in cooperation with the Coffey County Sheriff's department and/or Kansas Highway Patrol. Drug dogs may be utilized in all drug search requests.

## **GRADING POLICIES (JF) (JFAB) (JFAC)**

Student progress reports will be distributed at the close of each semester period. Mid-term progress reports will be issued during the ninth week of each grading period to all students. Lebo/Waverly Jr. – Sr. High Schools uses the letter system approved by the State Department of Education, as shown below. Classroom teachers have individual discretion to weight grades. Students will be informed of this on the classroom syllabus.

- A- Superior (100-90%)
- B- Very Good (89-80%)
- C- Meets Requirements (79-70%)
- D. Meets only minimum requirements (69-60%)
- F- Failing (59 and below)

## **STUDENT ELIGIBILITY GUIDELINES**

Lebo/Waverly adheres to the eligibility guidelines set forth by KSHSAA for participation in student activities. There is a school policy for student participation in extracurricular activities.

### **Activities/Sports Guidelines**

Student participation in activities or sports will be determined on a week to week basis.

Definition of sports/activities: Any JH/HS Lyon County League, KSHSAA, school sponsored group or school sponsored activity that is competitive or noncompetitive.

### **ELIGIBILITY GUIDELINES & RULES:**

- Eligibility report will be created on Monday or the first day of the school week.
- Students failing any classes will be considered ineligible beginning the day following the completion of the eligibility report. (If report is created Monday, eligibility will begin Tuesday and end Monday of the following week.)
- Students will be notified of eligibility status the day of the eligibility report. Parents will receive eligibility notices via mail.
- Ineligible students cannot attend JH/HS KSHSAA, Lyon County League or school sponsored activities until the new eligibility report shows the student is passing all classes.
- Coaches will decide if ineligible students are able to practice with the team. While the student is ineligible, the student will not travel with the team. While the student is eligible, the student will not travel with the team.

Teachers are available from 7:45-8:00 and 3:20-3:45 daily. A student can make arrangements with a teacher(s) to meet before or after school.

Students that are concerned or have questions about their grades are encouraged to contact their teacher(s).

### **HONOR ROLL AWARDS**

**Superintendent's Honor Roll**-Students who earn a grade-point-average of **4.0**

**Principal's Honor Roll**-Students who earn a grade-point-average of **3.5 to 3.99**

**Honor Roll**-Students who earn a grade-point-average of **3.0 to 3.49**

## **CREDIT RECOVERY**

With administrative approval, students will be allowed to enroll in virtual classes for credit recovery at the expense of the parent. Payment for the course must be received by USD #243 before the student is allowed to take the course. Students must complete the final test at school and be proctored by a school official to receive credit for the course. A credit recovery online class contract must be signed by the student and parent.

## **SEMESTER TESTS**

Semester tests will be given in all classes with the exception of music and physical education. However, music and physical education may have semester tests with the decision left to the discretion of the instructor. The tests may either be comprehensive or a test of a particular unit. The teacher reserves the right to decide the type of test that will be given.

All students are expected to take Finals.

## **PROMOTION AND RETENTION (JFB)**

When it becomes apparent to school personnel that a student should be considered for retention, the parent/guardian will be contacted and apprised of the possibility for retention. In arriving at a decision for either the promotion or retention of a student, input from the teacher, special services personnel, principal and parent/guardian should be considered. When the final decision is made by school personnel that a student should be retained, the parent/guardian will be asked to sign the district form indicating their approval or objection to the recommendation. One copy will be placed in the student's cumulative folder and one copy will be given to the parent/guardian. The complete policy and form are located in the BOE Policy Handbook.

## **Student Welfare (JG)**

### **CAFETERIA PROCEDURES**

Students may purchase a hot lunch and/or milk. If a sack lunch is brought from home, a student may purchase milk for a drink. No pop is allowed in the cafeteria.

### **Child Abuse (JGEB)**

To comply with the child abuse law, any teacher or other school employee who suspects that a child's physical or mental health or welfare is being adversely affected by abuse or

neglect and will immediately report such suspicions to the principal. In the state of Kansas principals and teachers are mandatory reporters and are bound by law to report child abuse or neglect.

## **Communicable Diseases (JGCC)**

Any student noted by a physician or the school nurse as having a communicable disease may be required to withdraw from school for the duration of the illness. The student will be readmitted to regular classes upon termination of the illness, as authorized by the student's physician.

## **Early Dismissals:**

If a student is to be excused during the school day, he/she should bring a written request from his/her parents to the office BEFORE SCHOOL BEGINS, to secure a permit to leave school at a specified time.

## **EMERGENCY DRILLS (JGFA)**

**FIRE DRILLS** - Will be conducted once a month. Routes out of the building are posted in each classroom.

**TORNADO DRILLS** - Will be conducted three times a year one in the fall, one at the beginning of March, and one in April.

**INTRUDER DRILLS** - Teachers will receive instructions on a yearly basis.

## **EMERGENCY SAFETY INTERVENTION (ESI)**

Every effort will be made to prevent the need for use of restraint and/or seclusion in our school. It may be used in situations where a child's behavior poses imminent danger of serious physical harm to self or others and other interventions are ineffective. Seclusion/restraint will be discontinued as soon as imminent danger to self or others has dissipated. Policies regarding the use of seclusion and restraint apply to all children, not just children with disabilities.

In the event that your child has been restrained/secluded (non-time out situation), parents will be notified as soon as possible and the incident will be documented in writing. It will be reported to the building administration. All Staff in Lebo-Waverly Schools will be trained as required on ESI guidelines, and on the appropriate use of effective alternatives to physical restraint and seclusion.

## **HALL PASSES**

Students are not to be out of class without a pass from a teacher, counselor, administrator, or secretary.

## **HEAD LICE (JG)**

K.A.R. 28-1-6 (1) on head lice should be called to attention which states: KDHE's Bureau of Epidemiology and Public Health Informatics (BEPHI) has made changes to the Kansas Administrative Regulations (K.A.R. 28-1-6) relating to lice treatment. The regulation states "Each student infested with lice shall be excluded from school, child care facility or family day care home until treatment with antiparasitic drug is initiated." Kansas regulations no longer require children to be nit free before returning to school. Further information in the school office.

## **HEALTH ASSESSMENTS & PHYSICALS (JGCA)**

In accordance with K. S. A. 72-5214 the parent/guardian of all students up to the age of nine shall submit evidence that the student has undergone a physical examination during the previous calendar year prior to entering the district preschool or kindergarten or before enrolling in any school for the first time. Should parents failed to comply within 90 days after admission to school, the principal shall send a letter to the parents stating that the student may not attend school until the requirement has been met.

All students engaged in activities covered by appropriate Kansas State High School Activities Association (KSHSAA) rules shall provide the building principal with proof of a physical examination.

## **Illness at School:**

Students who become ill at school should report to the office where an effort will be made to contact their parents. At no time are students allowed to leave school without the permission of the principal and/or the parents.

## **IMMUNIZATIONS (JGCB)**

Student immunizations need to be current prior to the first day of school. Students who fail to get immunizations as required may not be allowed until the requirements are met.

### **PreK-4 years and under**

4 doses DTaP (Diphtheria, Pertussis, Tetanus)

3 doses OPV/IPV (Oral or Injectable Polio)

1 doses of MMR (Measles, Mumps and Rubella)

2 doses Hepatitis A  
3 doses Hepatitis B  
3 doses Hib  
4 doses Prevnar  
1 dose Varicella (Chickenpox)

**Immunizations required for students attending K-3**

5 doses DTaP (Diphtheria, Pertussis, Tetanus)  
4 doses OPV/IPV (Oral or Injectable Polio)  
2 doses of MMR (Measles, Mumps and Rubella)  
3 Hepatitis B: three(3) doses through 9th grade  
2 doses of Varicella (Chickenpox)

**Additional ACIP Recommended Vaccinations (not required for school entry)**

Influenza (flu) vaccine yearly for everyone 6 months and older  
Meningitis vaccine at age 11 years and a booster at age 16  
HPV vaccine (a 3 dose series)

**INCLEMENT WEATHER POLICY (JGFC)**

Parents are encouraged to sign up for REMIND text messaging service to receive information about school closings. To sign up for this service, please contact the school office to be added to the database.

School closing will also be made public information on:

School Web Page  
Local TV & Radio Stations  
Facebook  
Twitter  
REMIND

**MEDICATIONS AT SCHOOL (JGFGA)**

Medication administration for both prescription and over-the-counter are subject to physician approval. Forms are available in the school office.

**PROHIBITED ITEMS**

Students are not allowed to **USE OR HAVE IN THEIR POSSESSION** on school premises: tobacco, alcohol, drugs (unless prescription), weapons, laser pointers, dangerous toys, radios, water guns, pagers and or other nuisance items. This includes pocket knives. This list may be expanded if necessary. Nuisance items will be confiscated and held until the end of the day. Illegal items will be confiscated and other necessary measures will be taken as appropriate.

## **SEXUAL HARASSMENT**

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

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

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

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

Sexual harassment may include, but is not limited to; verbal harassment or abuse; pressure for sexual activity; repeated remarks to a person, with demanding sexual involvement accompanied by implied or explicit threats concerning a student's grades, participation in extracurricular activities, etc.

No district employee or student shall sexually harass, be sexually harassed, or fail to investigate or refer a complaint of sexual harassment for investigation. Complaints of sexual harassment by employees or students will be promptly investigated and resolved. Initiation of a complaint of sexual harassment will not adversely affect the employee or student, or the job security or status of an employee, nor will it affect his or her compensation or work assignment. Violation of this policy shall result in disciplinary action, up to and including termination, against any employee or suspension/expulsion of any student.

Employees who believe that they have been subjected to sexual harassment should discuss the problem with their immediate supervisor. If an employee's immediate

supervisor is the alleged harasser, the employee/student should discuss the problem with the building principal or the superintendent of schools.

Employees/students who do not believe that the matter is appropriately resolved through this meeting may file a written complaint. (Harassment Complaint Form – see forms at the back of the handbook.) Confidentiality shall be maintained throughout the complaint procedure.

### **Students**

Any student who believes that he or she has been subjected to sexual harassment should discuss the alleged harassment with the principal, guidance counselor, or another certified staff member. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a complaint under the district's discrimination complaint procedure. (Harassment Complaint Form)

The filing of a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status nor will it affect grades, future employment or assignments. Confidentiality will be maintained throughout the complaint procedure.

## **STUDENT INJURY & INSURANCE (JGA)**

During enrollment or the first weeks of regular classes, parents/guardians will be notified of the availability of the student group insurance program. The cost and procedure for enrolling students in the insurance program and the method of making claims against the group insurance carrier.

Lebo/Waverly Schools do not have a school nurse. In the event of an injury, the school makes the best decision in effort to take appropriate care of your child. In most cases, parents are notified and can proceed, as they desire. School staff is to fill out an injury report documenting the incident.

The school has a secondary insurance that can be submitted after personal insurance has processed the claim. Forms are available in the office. In order to file for this insurance, the initial incident must have been reported at the time of the injury.

## **STUDENT PARKING/DRIVING (JGFF)**

Students that drive vehicles to school are expected to park in designated parking areas around the perimeter of the school and in the school parking lot.

Students that have permission to drive to school will not be allowed to drive their car during school hours unless special permission has been granted by the parent/guardian or administration.



Students driving in a reckless or dangerous manner may be prohibited from driving to school.

## **BUS CONDUCT (JGG)**

Bus Conduct—Any student who rides a school bus at any time will abide by the following rules:

1. The driver is in complete charge of the students and the bus and may assign seats, if needed.
2. Students must be at their bus stop on time. Drivers on their routes are asked to stop, blow horn, and wait 30 seconds and if student is not in sight, to proceed on route.
3. Unnecessary conversation with the bus driver is prohibited.
4. Outside of quiet conversation, courteous classroom conduct is to be observed.
5. Students must not, at any time, extend hands, arms, or head out of the bus window.
6. Students are not to throw waste paper or other rubbish on the bus floor.
7. Students must stay in their seats while the bus is in motion.
8. Any damage to the bus is to be reported to the driver.
9. When leaving the bus, students must observe the directions of the driver.
10. No profane language will be tolerated.
11. Pop cans or bottles are not allowed on a route bus.
12. Pets or animals are not allowed to ride on school buses.

For violating these rules, students will be reported to the school principal, who will schedule a conference with the student and/or parent. Disciplinary action may result or the student may lose the privilege of riding the bus.

If students will not ride the bus on a given day, the parents are asked to notify the bus contractor,

Lebo- Mark Vannocker at (620) 256-6270 or (620)-341-0330.

Waverly - Tim Sipe at (620) 364-6854.

## **ACTIVITY/SPORTS TRIPS**

Student participants in school-sponsored events are to ride school-provided transportation to and from the event with the following exceptions:

A student may ride home from the event with a parent/guardian if the parent/guardian signs an appropriate release form.

A student may ride home from the event with another set of parents provided written permission has been given by parent/guardian prior to leaving for the event. (no phone messages)

Permission forms for all school trips will be signed at enrollment.

## **Student Records (JR)**

All student records shall be treated as confidential and primarily for local school use unless otherwise stipulated. The student's legal name will be used on all official school records and documents. Under the provision of the Family Educational Rights and Privacy Act (FERPA) parents or guardians of students (those who are 18 or older) are afforded various rights with regard to educational records, which are kept and maintained by the school. In accordance with FERPA, you are required to be notified those rights, which include:

The right to review and inspect all of your educational records, except those which are specifically exempted.

The right to prevent disclosure of personally identifiable information contained in your educational records to other persons, with certain limited exceptions. Your information from your educational record will occur only if:

We have your prior written consent for disclosure; the information is directory information and you have not objected to the release of such information (see directory information, page X); or law permits disclosure without consent.

The right to request your educational records be amended if you believe the record is misleading, inaccurate, or otherwise in violation of your rights. This right includes the right to request a hearing at which you may present evidence to show why the record should be changed if your request for an amendment to your records is denied in the first instance.

The right to file a complaint with the Family Policy and Regulations Office at the US. Department of Education if you believe USD 243 has failed to comply with FERPA's requirements. The address to this office is 400 Maryland Ave. SW., MES, Room 4074, Washington, D.C. 20202

Right to obtain a copy of USD 243 policies for complying with FERPA. A copy may be obtained from the Board of Education clerk

## **Directory information (JRB)**

For purposes of FERPA, USD 243 has designated certain information contained in educational records as directory information, which may be disclosed for any purpose

without your consent. Directory information categories may include the following: the student's name, address, telephone number, picture, parent or guardian, date and place of birth, major field of study, weight, height, participation in an eligibility for officially recognized activities and sports, date of attendance or grade placement, honors and awards received, and most recent educational agency or school attended by the student.

You have the right to refuse to permit the designation of any or all of the above information as directory information. If you refuse, you must file written notification to this effect with USD 243 at the BOE office on or before September 1, 2017. If refusal is not filed, USD 243 assumes that there is no objection to the release of the directory information designated.

## **STUDENT FEES, FINES & CHARGES**

### **TEXTBOOKS (IF) (JS)**

A textbook fee will be assessed to students in grades K-12, as established by the Board of Education. It is the policy of the USD #243 Board of Education that any book which is lost, mutilated, or destroyed in any manner, is to be replaced by the student to whom it was originally checked out, with the student paying the price of a new book.

### **MUSICAL INSTRUMENT FEES & TEXTBOOK RENTAL (IF-R) (JS)**

There will be a musical instrument rental fee and a textbook rental fee set by the Board of Education. However, any textbook or musical instrument significantly damaged or lost must be paid for in full.

It is the policy of the USD #243 BOE that any book that is lost, mutilated, or destroyed in any manner is to be replaced by the student to whom it was originally checked out.

### **STUDENT LUNCH ACCOUNTS**

Lunch accounts are expected to remain in good standing. Student balances can be viewed by logging into Powerschool. When student accounts become overdrawn, a reminder slip will be sent or mailed home. Prompt payment is appreciated. If an unusual circumstance exists that you cannot make payment, please notify the building principal.

# Student Learning Opportunities

## VOCATIONAL TECHNICAL SCHOOL/ACC CLASSES

Juniors & Seniors in good standing are eligible to take college credit classes in lieu of high school classes. The cost of tuition for these college credits is the responsibility of the parents. The tuition and fees must be paid within two weeks of the beginning of the class.

To be eligible for dual credit through ACC, a student must:

1. Be a junior/senior in good standing
2. Meet class requirements of USD #243 and the college or institution
3. Take the dual credit class during the school day
4. Have an updated Individual Plan of Study (IPS)
5. Have sufficient credits for high school graduation
6. All ACC enrollment be completed through the school counselor including add/drop and withdrawals

A senior may attend Flint Hills Technical College in lieu of high school classes provided that:

1. The class is held during the regular school day.
2. The class is approved by the principal.
3. Student transportation arrangements must be made with the school.
4. The student will receive 0.5 credits per hour for hours 1-4 per semester to total four(4) credits per year.
5. IF A STUDENT FAILS TO MAKE SATISFACTORY PROGRESS IN FHTC, THEY WILL NOT BE PERMITTED TO ATTEND DURING THE SECOND SEMESTER. (C OR ABOVE)

## STUDENT PROCTORS

Only junior and senior students in good standing will be eligible to become a proctor. The principal reserves the right for final approval of proctors. Proctors are expected to report in to their assigned teacher/adult supervisor daily and are to stay in their assigned area. Those who become a disturbance to other classrooms can be removed at semester from their assignment and will be placed in a class. Proctors are expected to abide by all school rules during this period including checking out with the office if leaving school grounds, following cell phone and computer use guidelines, etc.

Proctor duties can include but are not limited to: making copies (except for testing materials), running errands for staff, small jobs, etc.

## SENIOR STUDENT INTERNSHIP

During the second semester of the senior year (8<sup>th</sup> semester of attendance) seniors will be allowed to complete an approved internship by adhering to the following conditions:

1. The senior must **NOT** be short of graduation credits.
2. Students must pass their required senior courses during the first semester. (If they do not pass, they will be required to remain at all hours necessary to complete graduation requirements.)
3. Students participating in any activity governed by the Kansas State High School Activities Association (KSHSAA) including athletics, music competitions, forensics, Scholar's Bowl, clubs and cheerleading must be enrolled and attending courses that total 3 credits for the semester. These courses must be worth at least a .50 credit for the semester, to be considered unit weight by KSHSAA.
4. Courses have to be taken in consecutive hours.
5. All obligations must be fulfilled prior to graduation.
6. Parental permission to attend fewer hours at the high school is required.
7. Valedictorian and Salutatorian Honors are based on a minimum of 24 credits earned during four years of high school, and completion of the Qualified Admissions Curriculum.
8. The student is responsible for getting any necessary information from our high school regarding graduation details.
9. All attendance policies will be enforced in regards to this policy. If a student missed the mandated limit of classes, he/she may lose credits and jeopardize graduation.
10. Transportation to and from the internship will be the responsibility of the student and/or parents.
11. At any time the student is not in good standing, the agreement can be revoked.
12. Any of the above requirements are subject to review by the high school principal.
13. All parties involved (student, parents, counselor, principal, direct supervisor and program supervisor) must sign off on the agreement and outline dates and times that the program will be completed.

## **DRIVER'S EDUCATION**

Driver's Education is an elective course that is offered at Lebo/Waverly Jr.-Sr. High School during a summer session for students meeting the age and any other requirements. There is a fee associated with this course. Students that successfully complete the course will be awarded a half credit of pass/fail credit, which will count toward elective credits. (Board Approved, May 2013)

## **Student Activities (JH)**

## **SCHOOL DANCES AND FUNCTIONS (JH)**

*USD #243 Students must be in good standing with Administration to attend all Dances and School Functions.*

To secure permission for a guest to attend any school-sponsored event, the host student MUST secure permission for the out of town guest by submitting the permission slip at least 24 hours in advance. Guests must be in good standing at their educational institution to be granted permission to attend. Guests must be ninth grade or older for the high school functions, and are expected to observe the same guidelines as Lebo/Waverly students. Students are not allowed to re-enter a dance once they have exited the building. The form can be found at the back of this handbook. (See Out of Town Guest form)

As decided by the USD 243 Board of Education, any after-prom activities scheduled to take place outside the city limits of Lebo/Waverly, transportation must be provided by a school bus.

## **Senior Trip (JH)**

In order to provide quality and reliable sponsorship for our students on the board-approved senior trip, the school administration will recommend sponsors for board approval.

When the sponsor(s) are classroom teachers or classified employees, the board will cover the cost of a substitute. When the sponsor(s) are non-USD 243 employees, the senior class will pay the substitute rate for work missed to those sponsors who must take time off from their regular job.

Other expenses for all of the sponsors shall be paid for by the senior class taking the trip.

Parent/Guardian approval slips are to be signed prior to departure.

All trips must be approved by the building principal, with the principal providing the itinerary and expenses to the superintendent four weeks in advance of the trip. The Board of Education will have final approval.

## **SOCIAL EVENTS (JHC)**

Student social events, dances and parties, contribute an important element in the development of the individual. All such events must have the prior approval of the building principal and the faculty sponsor of the club or class sponsoring the event.

## ELEMENTARY CLASSROOM PARTIES

Certain holidays or events and student birthdays are recognized with a classroom party. Classroom teachers may determine which types of snacks are permissible. Healthy snacks and drinks are encouraged.

## ASSEMBLIES

During the year, assemblies will be held. They are for instructional and entertainment purposes. Assembly courtesy is a necessity at all times:

1. Leave all books and other unnecessary articles in the classroom unless it is announced.
2. Proceed to the assembly area as a group, staying with the other members of your class. Teachers will sit with their respective class.
3. Enter the assembly area quietly and promptly.
4. When the chairman of the assembly arises for your attention, give it to him/her immediately (NO CELL PHONES).
5. Applause should be courteous and appropriate in keeping with the occasion. Whistling is not accepted as appropriate behavior.
6. Do not leave any assembly until properly dismissed by the presiding officer or other designated person.

## STUDENT CLUBS & ACTIVITIES

All meetings, rehearsals, etc. must be made and approved by the Principal in order to eliminate scheduling conflicts.

Activities offered:

**Junior High Girls'** Volleyball, Cross Country, Basketball, and Track

**Junior High Boys'** Football, Cross Country, Basketball, and Track

**Senior High Girls'** Volleyball, Cross Country, Basketball, Softball, and Track

**Senior High Boys'** Football, Cross Country, Basketball, Baseball, and Track

**Band:** The Lebo/Waverly High School Band is a musical organization made up of students in the Junior and Senior High Schools. Members of band participate in a variety of parades, fairs, and other events. Some students will be selected to play in the Pep Band, which performs at home athletic contests.

**Cheerleaders:** Before school is out in the spring, cheerleaders for Lebo/Waverly Senior and Junior High are elected for the following school term. Procedures for Junior High Cheerleaders will be presented during the year. Any girl attending Lebo/Waverly Schools at this time as an eighth grader, freshman, sophomore, or junior are eligible to try out. More details will be issued to the student body in the spring.

**Chorus:** The Junior and Senior High Chorus will perform at various events throughout the year.

**FBLA:** Future Business Leaders of America is a vocational student organization. The chapter has officers, working committees, and an adviser dedicated to the performance of many approved activities. Members participate in many projects and may enter events, which are taken to the district, state, and national conferences.

**FCCLA** (Family, Career, and Community Leaders of America) is the vocational student organization for the Family and Consumer Sciences program. Any student who has had or is enrolled in a FaCS class may join. The Lebo and Waverly FCCLA chapters are currently an "in-school" organization. Most of our activities are done during class time with the exception of our SAFE (Seatbelts Are For Everyone) program and a few benefit activities. Although the family is our major focus, FCCLA members are also involved with career and community issues.

**FFA:** FFA is an extracurricular activity specializing in vocational agriculture. Among other things, members learn through active participation how to conduct and take part in a public meeting, to speak in public, to buy and sell cooperatively, to solve their own problems, to finance themselves, and to assume civic responsibility. The foundation upon which the FFA organization is built includes leadership and character development, sportsmanship, cooperation, service, thrift, scholarship, improved agriculture, organized recreation, citizenship, and patriotism.

**King & Queen:** Once you have been King or Queen, you are not eligible to be nominated again.

**NHS:** The purpose of the organization is to honor excellence in scholarship achievement and quality service and citizenship of students to their school. To be eligible for membership, one must be either a junior or senior with a cumulative grade-point-average of 3.5 or above. All eligible students must complete an application for consideration. The five member Faculty Council then considers all the applications and then rates each student in four areas: scholarship, service, character and leadership. Students are inducted into the organization at a special ceremony during the spring semester of each school year. All candidates must have at least 40 hours of documented community service hours with the school counselor to be eligible for consideration.

**STUCO:** The main function is to be a service to the student body and community. Student council consists of the following executive officers: president, vice-president, secretary, and treasurer. Each class will elect one boy



and one girl as representatives and there will be one elected or appointed representative from FFA, FBLA, and NHS.

### **COMMUNITY SERVICE PROJECT**

Community Service is recognized by Lebo/Waverly High School as a part of lifelong learning. Lebo/Waverly students provide many hours of community service throughout the year. Those who complete the number of required community service hours during their high school career are recognized for the efforts at graduation. These hours will be added to the student's transcript.

Requirements:

- Complete a minimum of 60 hours
- Volunteer hours (no pay can be received)
- Hours must be completed outside the school day unless approved by the school counselor.

Examples:

- Volunteer for organizations: American Legion, Lions Club, churches
- Peer tutoring for younger children
- Mentoring-CCLC 21st Century After School Program
- Assist teachers before/after school
- Volunteer work for the city, county or surrounding areas
- Building/construction at public areas
- Mowing lawns for citizens, churches and businesses
- Vacation Bible School and/or Sunday School
- Camp Counselor
- Volunteer work for Heartland Shares
- Boy Scout/Girl Scout activities
- 4-H activities
- Line judge, videography at sporting events
- Babysitting at school meetings/business for parents, teachers, churches

### **DELIVERIES**

Personal deliveries such as flowers, balloons, candy, etc. are discouraged, but under no circumstance will delivery be accepted before 2:30 PM. The school is not responsible for the loss or damage of any personal deliveries to the office.

### **FOOD AND DRINK POLICY**

Food and drink is to be consumed in the commons area. During breakfast and lunch, food must be in compliance with federal Child Nutrition Program guidelines. Soft drinks, sport drinks, convenience store drinks and energy drinks are not allowed in the commons during breakfast and lunch periods.

Lebo/Waverly has a closed lunch policy and students are not allowed to leave school for lunch. Students are not allowed to bring in restaurant food, order food to be delivered or bring in convenience store during the school day without prior administrative approval.

## Technology

### COMPUTER USE POLICY

All students attending Lebo/Waverly Schools are required to read and abide by the Internet Use Agreement policy to be admitted onto the internet. Each student and parent or guardian must sign the policy prior to being given computer privileges, whether the computer is the property of USD #243 or personal property of the student.

The complete document is located on the Lebo/Waverly Schools web page. A paper copy is available in the office upon request.

#### **Penalties for violating the Internet Use Policy:**

1st Violation: Loss of computer privilege for one week. Letter sent to parents.

2nd Violation: Loss of computer privilege for one month. Letter sent to parents and possible suspension from school.

3rd Violation: Loss of computer privileges for one calendar year. A meeting with parents is required and possible suspension from school.