

**Waverly  
Jr. /Sr. High School  
Student  
Handbook**

**2015 - 2016**

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**COMMUNICATION FLOW CHART**  
***Where Do You Go With A Question Or Concern?***

**First Step** >.....

**Teacher  
or  
Employee**

The first step of communication regarding a program or service provided by USD #243 should be directed and communicated to the employee or service.

**Second Step** >.....

**Principal  
or  
Supervisor**

If more information is needed or you still have concerns about the program or service, a discussion should be scheduled with the principal or supervisor.

**Third Step** >.....

**Supt. Of  
Schools**

A conference with the superintendent is appropriate if, after a discussion with the principal or supervisor, communication needs have not been met.

**Fourth Step** >.....

**Board  
of  
Education**

The last level of communication with the district about a program or service is the Board of Education.

**USD 243 Lebo - Waverly  
2015-2016 School Calendar**

|           |                                                                 |
|-----------|-----------------------------------------------------------------|
| August    |                                                                 |
| 6         | Enrollment 8:00 a.m. – 8:00 pm. @ WHS Commons                   |
| 14 & 17   | Teacher Flex Days                                               |
| 18 & 19   | Teacher In-service/Workday                                      |
| 20        | First Day of School                                             |
| September |                                                                 |
| 7         | No School – Labor Day                                           |
| 21        | No School – Teacher In-Service                                  |
| October   |                                                                 |
| 12        | Dismiss 1 p.m. - MTSS                                           |
| 22        | No School – Parent/Teacher Conferences 8 a.m. – 8:00 p.m.       |
| 23        | No School                                                       |
| 30        | State Volleyball Tournament                                     |
| November  |                                                                 |
| 13        | Dismiss 1 p.m. - MTSS                                           |
| 25-27     | Thanksgiving Break – No School                                  |
| December  |                                                                 |
| 18        | Dismiss 1:00 pm                                                 |
| 21-31     | Christmas Break                                                 |
| January   |                                                                 |
| 1         | No School – New Year’s Day                                      |
| 18        | No School – Teacher In-Service                                  |
| February  |                                                                 |
| 15        | No School – Teacher In-Service                                  |
| March     |                                                                 |
| 14-18     | Spring Break                                                    |
| 25        | Dismiss 1:00 p.m. (possible snow make-up day)                   |
| April     |                                                                 |
| 18        | No School – Teacher In-Service                                  |
| May       |                                                                 |
| 15        | Graduation                                                      |
| 19        | Last Day of School – Dismiss 11:30am<br>Teacher Work Day – P.M. |

**School Fees 2015-16**

|                                   |                                |                 |
|-----------------------------------|--------------------------------|-----------------|
| <b>Book Fees</b>                  | <b>Pre-K (gen ed students)</b> | <b>\$30.00</b>  |
|                                   | <b>K – 12</b>                  | <b>\$60.00</b>  |
| <b>Instrument Rental (annual)</b> |                                | <b>\$35.00</b>  |
| <b>Breakfast</b>                  | <b>K – 12</b>                  | <b>\$ 1.50</b>  |
| <b>Adult Breakfast</b>            |                                | <b>\$ 2.25</b>  |
| <b>Lunch</b>                      | <b>K – 6</b>                   | <b>\$ 2.15</b>  |
| <b>Lunch</b>                      | <b>7 – 12</b>                  | <b>\$ 2.20</b>  |
| <b>Lunch</b>                      | <b>Adult</b>                   | <b>\$ 3.10</b>  |
| <b>Extra Milk</b>                 |                                | <b>\$ 0.40</b>  |
| <b>Driver's Ed. Fee</b>           | <b>In-District</b>             | <b>\$200.00</b> |
| <b>Driver's Ed. Fee</b>           | <b>Out of District</b>         | <b>\$350.00</b> |
| <b>Football/Volleyball Passes</b> | <b>Family</b>                  | <b>\$25.00</b>  |
|                                   | <b>Husband/Wife</b>            | <b>\$20.00</b>  |
|                                   | <b>Single</b>                  | <b>\$10.00</b>  |
| <b>Basketball Passes</b>          | <b>Family</b>                  | <b>\$40.00</b>  |
|                                   | <b>Husband/Wife</b>            | <b>\$30.00</b>  |
|                                   | <b>Single</b>                  | <b>\$20.00</b>  |

## **ACTIVITY TRIP RECOMMENDATIONS**

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

1. A student may ride home from the event with a parent/guardian if the parent/guardian signs out with the coach or sponsor
2. A student may ride home from the event with the parents of another student provided written permission has been given by parent/guardian prior to leaving for the event.

## **ANTI-BULLYING POLICY**

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 that the plan is implemented.

As used in this Policy, the following definitions apply:

- (1) “Bullying” means (A) 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:
- i. Harming a student or staff member, whether physically or mentally;
  - ii. Damaging a student’s or staff member’s property;
  - iii. Placing a student or staff member in reasonable fear of harm to the student or staff member; or
  - iv. Placing a student or staff member in reasonable fear of damage to the student’s or staff member’s property; or
  - v. Any other form of intimidation or harassment prohibited by any policy of USD #243.

A student can submit a bullying complaint form for situations that meet the definition described above. The situation will be investigated following an official complaint. (See page 46).

- (2) “School vehicle” means any school bus, school 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:

Step 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 on to Step 2.

Step 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.

Step 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.

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

Step 5: If the behavior has not stopped the student is subject to disciplinary action by U.S.D. 243 administration.

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

## ASSEMBLIES

During the year, assemblies will be held. They are for instructional and entertainment purposes. Proper etiquette is expected at all assemblies:

1. Leave all books and other unnecessary articles in the classroom unless otherwise announced.
2. Proceed to the assembly area as a group, staying with the other members of your class. Teachers are to sit with their respective class.
3. Enter the assembly area quietly and promptly.
4. When the leader of the assembly calls for your attention, give it to him/her immediately.
5. Applause is to be courteous and appropriate for with the occasion. Whistling is generally not accepted as appropriate behavior.
6. Do not leave any assembly until properly dismissed by the person presiding, your class teacher, or other designated person.

## ATTENDANCE

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.

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.

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 at [733-2561](tel:733-2561) 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 preferable to a note from the parent. 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
3. Students are limited to 10 absences per semester. One day is equivalent to 7 clock hours. All absences are subject to administrative approval per board policy.

**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.**

**Absence Verification:** Absences due to illness require a written verification by the family doctor or a note from the parent or guardian. The notice should fully explain the symptoms of the illness. Absences due to other reasons, such as family emergencies, death in the family, etc. are to be submitted to the principal. Students will be asked to present verification of doctor or dentist appointments from the medical/dental office where they were seen. **FAILURE TO COMPLY MAY CAUSE THE ABSENCE TO BE RECORDED AS UNEXCUSED.**

**Absences EXCUSED:** The principal is authorized to excuse the following types of absence:

- Illness
- Family emergency
- Doctor/Dentist appointments
- Funerals
- PLANNED family vacations (2 weeks notice is required to qualify as "Planned")

**Absences UNEXCUSED:** Absences other than those classified as excused will be recorded as unexcused. Typical excused absences are illness with a doctor's note or emergencies with parent confirmation. The school does have the authority to ask for verification of medical/dental appointments in order to excuse the absence. **Parent notification does not guarantee the absence to be classified as excused.** Absences reported by someone other than a legal guardian

or designated emergency contact will be considered unexcused. The law delegates the authority of deciding if an absence is excused or unexcused to each school or school district. The school also has the authority to determine if the absence is enough of the day to constitute complete absences. To be absent for reasons such as a mild health issue, vacation trip, shopping, babysitting siblings, relatives visiting and hair appointments are compromising a child's education. Please consult the school if you have questions in regards to excused or unexcused absences.

**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.

**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.

**Prolonged Absence (3 days or more):** If you are unable to attend school but are able to study at home, call the office to ask for assignments to be sent from your teachers. Prolonged absences generally result in failure unless the student is conscientious about completing missed work. A doctor's note will be requested as verification that the student is not able to attend school for extended periods of time in order for the absence to be excused.

**Family Business:** There are times when it is necessary for students to be absent from school due to family needs. These may include family vacation, agricultural work or business related needs that cannot be met outside of school time. To be categorized as a pre-arranged absence, a student must clear the absence in the office at least one day prior to being absent and have all his work made up in advance or have made arrangements with his/her teachers to come in during non-school hours to complete the work missed. The principal will consider the merits of the pre-arranged absence and approve or disapprove each request on a case-by-case basis. **If the request is denied and the student/parent decides to go ahead with the absence, the absence will be classified as unexcused and all time will be made up during non-school hours.**

**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. **Missing test/quizzes/essays MUST be taken within one week of the date given. After one week, it will be recorded as a zero.**

**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. **Missing test/quizzes/essays SHOULD be taken within one week of the date given. It is the student's responsibility to schedule this with the teacher. If after a designated period of time the test is not completed, it will be recorded as a zero.** Prolonged illness will be given special consideration. An appropriate number of days or time will be given to make up work.

**Attendance On Day of a Game/Activity:** Per Kansas State High School Activities Association 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.

**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 determine what is necessary to remedy the situation (see policy in previous paragraph).

**Leaving School without Permission:** If students leave school without permission or have an unexcused absence, they will serve a suspension, either in-school or out-of-school as determined by administration.

### **GRADING POLICIES**

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. Waverly Jr. /Sr. High School 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)

### **Late Work Policy**

All daily work and homework for Waverly Jr./Sr. High students must be completed and turned in on time to receive full credit. All missing assignments will be recorded as a zero and incomplete work will receive the score it earns. Students have one week from the assignment due date to turn in a missing assignment but with a reduction of 50%. Assignments may not be accepted after this and will be recorded as a zero.

### **CHEATING POLICY (7-12)**

Any student caught in the act of cheating (use of a cheat sheet or copying from any other student's paper), 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.

### ELIGIBILITY GUIDELINES

Waverly Jr./Sr. High School adheres to the eligibility guidelines set forth by KSHSAA for participation in student activities. In addition to this policy, there is a school policy for student participation in extra curricular activities.

Student participation will be determined on a week-to-week basis. The counselor will run a grade report starting with the second Monday of each new semester and every Monday morning by 8:00 a.m. following. Students with two or more failing grades will not participate in the week's activities they are involved with such as athletics, FFA, FBLA, Quiz Bowl, Music contests, Student Council activities, etc. The counselor or administrator will notify students of failing grades each week.

Parents will be notified of failing grades of their students by mail each week. Teachers are available before school and after school for extra help. Students should make an appointment with the teacher they need to see.

Students who are struggling academically and have one or more F's on the weekly report will be required to attend a Wednesday Mandatory Study Session. This is designed in order to help students improve their grades and to be more successful. Any student that does not attend the mandatory Wednesday study session will be assigned a consequence as determined by administration.

### GRADUATION REQUIREMENTS

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, which shall include reading, writing, literature, communication, and grammar.
- 2) Three units of History and Government which shall include 1 unit World History; 1 unit United States History; ½ unit of United States Government, including the Constitution of the United States; Concepts of Economics and Geography and ½ unit of Other Approved Elective (Sociology, Psychology, Current Social Issues, etc). Starting with the graduating class of 2019 the requirement will be 3 units of History and Government to include 1 unit of World History, 1 unit of United States History, and **1 unit of United States Government**.
- 3) Three units of Science, which shall include physical, biological, and earth and space science concepts and which shall include at least one unit as a laboratory course

- 4) Three units of Mathematics, including Algebraic and Geometric Concepts
- 5) One unit of Physical Education which shall include Health and which may include Safety, First Aid, or Physiology.
- 6) One unit of Fine Arts
- 7) ½ Unit Consumer and Personal Finance
- 7) 8.5 units of electives

Board policy requires that graduates must:

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

### **HONOR ROLL AWARDS**

Students who earn a grade-point-average of **4.0** shall be named to the **Superintendent's Honor Roll**.

Students who earn a grade-point-average of **3.5 to 3.99** shall be named to the **Principal's Honor Roll**.

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

### **Valedictorian and Salutatorian**

Students will be considered for Valedictorian and Salutatorian honors **only** if they have taken the **Qualified Admissions Curriculum**. Information regarding Qualified Admissions is available in the counselor's office.

### **DRESS CODE AND APPEARANCE**

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. Any apparel that over-exposes any part of the human body is not appropriate. The final decision of any mode of dress that might interfere or distract from the educational program of the school will be made by the respective school administrator.
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.
8. Hats, sunglasses, hoods, etc are not allowed during the school day.

Clothing is to be worn as the manufacturer intended. The Principal 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.

## **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 discouraged.
4. Quiet conversation is acceptable. Conduct the same as in the classroom is to be demonstrated.
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 trash 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.

Students who violate these rules will be reported to the school principal. A conference will take place between the principal, student and/or parent. Disciplinary action and loss of bus privileges may result.

## **FOOD AND DRINK POLICY**

Food and drink is to be consumed only in the commons area. During breakfast and lunch, food must be in compliance with federal Child Nutrition Program guidelines. Packaged beverages, convenience store drinks, and food in restaurant containers are not allowed in the building without administrative approval. Food sold in the school store is to be consumed only in the designated area(s). Food not in compliance with this policy will be confiscated and may be thrown out.

We have a closed lunch policy. Students are not allowed to leave school for lunch. Students are not allowed to bring in restaurant food or order food to be delivered during the school day without prior administrative approval. Students will not be excused to leave campus to make food purchases during the day without administrative approval.

## **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. Soft drinks, sport drinks, and energy drinks are not allowed in the commons during breakfast and lunch times. Courtesy and consideration are expected during the breakfast and lunch periods and are to observe the following guidelines:

1. All students must eat in the cafeteria. The lunch hour is closed. No one is to leave school grounds without permission from the principal. Exceptions to this must be approved by administration.

2. Students are expected to behave in a respectful and civilized manner. Avoid loud talking and shouting.
3. Students are to form a quiet, orderly lunch line. Pushing, cutting in line, or saving spaces in line for friends is unacceptable behavior and will not be permitted.
4. Students are responsible for disposing of all paper, crumbs, etc. and for keeping the area around the table clean. Return silverware and plates to the proper area.
5. NO FOOD OR DRINK is to be taken from the cafeteria.
6. Food cannot be delivered in from an outside business. Restaurant food is not to be brought in by or for students without prior administrative approval.

### **CELL PHONE POLICY (9 – 12)**

Phones and other personal communication devices are not to be utilized, seen or heard during class time. Students are allowed to use their phones during passing times and lunchtime. Violation of this policy will result in the following:

**1<sup>st</sup> violation:** The phone/device is to be confiscated by the teacher and brought to the office and will be returned to **the student** at the end of the day.

**2<sup>nd</sup> violation:** The phone/device is to be confiscated by the teacher and brought to the office and will be returned only to the **parent or guardian**.

**3<sup>rd</sup> violation and further infractions:** The phone will be confiscated by the teacher and brought to the office. The office will hold the phone for 3 days before returning it to the student or the phone will be returned to the parent/guardian with loss of cell phone privileges at school for 3 or more days as determined by administration.

### **COMPUTER USE POLICY**

All students attending Waverly Schools are required to read and to abide by the Internet use policy. Each student must have a signed copy (student and parent/guardian) of the policy on file prior to being given computer privileges, whether the computer is property of USD 243 or personal property of the student. The policy and consequences are as follows:

**2014-15**

### **USD 243 LEBO/WAVERLY INTERNET USE AGREEMENT**

#### **Internet –Terms and Conditions**

1. Students are responsible for good behavior on the school computer networks, just as they are in a classroom, or a school hallway. General school rules for behavior and communications apply.
2. The network is provided for students to conduct research and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible

manner. Access is a privilege – not a right. With this privilege comes responsibility. The system administrators will deem what is inappropriate use and their decision is final. Also, the administrator may close an account at any time as required. The administration, faculty, and staff may request the system administrator to deny, revoke, or suspend specific user accounts.

3. Users are expected to abide by generally accepted rules of network etiquette and conduct themselves in a responsible, ethical and polite manner while online.
4. Users are not permitted to use the computer resources for commercial purposes, product advertising, political lobbying, or political campaigning.
5. Users are not permitted to transmit, receive, submit, or publish any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, offensive, or illegal material.
6. Physical or electronic tampering with computer resources is not permitted. Damaging computers, computer systems, or computer networks intentionally will result in cancellation of privileges.
7. Users must respect all copyright laws that protect software owners, artists and writers. Plagiarism in any form will not be tolerated.
8. Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem with the school computers, network, or Internet connection, you must notify a system administrator. Do not demonstrate the problem to others. Using someone else's password or trespassing in another's folder, work or files without written permission is prohibited. Attempts to logon to the Internet as anyone but you may result in cancellation of user privileges.
9. USD 243 Lebo/Waverly makes no warranties of any kind, whether expressed or implied, for the service it is providing. We assume no responsibility or liability for any phone charges, line costs or usage fees, nor for any damages a user may suffer. This includes loss of data resulting for delays, non-deliveries, mis-deliveries, or service interruptions, caused by its own negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. We specifically deny any responsibility for the accuracy or quality of information obtained through its services.
10. All communication and information accessible via the computer resources shall be regarded as private property. However, people who operate the system may review files and messages to maintain system integrity and ensure that users are using the system responsibly. Messages relating to or in support of illegal activities may be reported to the authorities.
11. Use of email or instant messaging will be limited to district programs. Accessing blogs will be limited to educational purposes only. Social Media web sites, such as but not limited to Facebook, Twitter, MySpace, BeBo, Google+, are not permitted unless approved by a faculty or staff member.
12. Students may use their personal device to connect to the district's network for the purpose as stated above. A personal device must have current and updated operating systems and software to prevent viruses. A staff member, before use on the school network, must check personal devices for up-to-date software.

13. Cell phones will be allowed before school, during lunch, and after school. The phones are to be left in their lockers the rest of the time. If they do ring or a teacher sees them then:

- a. 1st offense: phone will be given back at the end of the day
- b. 2nd offense: phone must be picked up by parent in the school office
- c. 3rd offense and further offenses: phone will be kept for 3 days or returned to the parent with loss of school cell phone privileges for 3 days.

### **Penalties for violations of the USD 243 LEBO/WAVERLY INTERNET USE AGREEMENT**

**1<sup>st</sup> Violation:** Loss of computer privilege for one week and letter sent to parents.

**2<sup>nd</sup> Violation:** Loss of computer privilege for one month, letter sent to parents and possible suspension from school.

**3<sup>rd</sup> Violation:** Loss of computer privileges for one calendar year, meeting with parents and possible suspension from school.

**\*\*Parent and student signatures acknowledging this policy will be collected on a separate sheet at enrollment time.\*\***

### **DETENTIONS**

Staff and administration may give detentions to students who have disrupted the educational process. 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 student has 3 days 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 receive a consequence as determined by administration.

### **DRIVER EDUCATION**

Driver's Education is an elective course that is offered at 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).

### **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. Staff will be trained as required on ESI guidelines and on the appropriate use of effective alternatives to physical restraint and seclusion.

### **EMERGENCY DRILLS**

Periodically, we will have drills to practice emergency safety procedures in the event of a tornado, fire, or intruder.

### **HALL PASSES**

Students are not to be out of class without a pass from a staff member. Only one student out of class at a time, unless instructed differently by a teacher.

### **PROCTORS**

Only junior and senior students in good standing will be eligible to become a proctor. Students and parents will be required to sign a proctor agreement.

### **DRIVER EDUCATION**

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### **HEADLICE POLICY AND PROCEDURE**

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 an antiparasitic drug is initiated."

Kansas regulations no longer require children to be nit free before returning to school.

### **IMMUNIZATION REQUIREMENTS FOR THE 2015-2016 SCHOOL YEAR Based on the Advisory Committee on Immunization Practices (ACIP)**

K.A.R. 28-1-20 defines immunizations required for any individual who attends school or a preschool or childcare program operated by a school.

#### **Grades 7 – 12**

- Tdap - 1 dose \*\*\* All 7<sup>th</sup>- 12<sup>th</sup> graders are required to have one dose of Tdap if no previous history of Tdap vaccination regardless of interval since the last Td.

- IPV/OPV (polio) – 4 doses
- MMR (measles, mumps, rubella) – 2 doses
- Varicella (chickenpox) - 2 doses for K- 10. One dose required for grades 11 – 12 unless history of varicella disease documented by a licensed physician. Varicella vaccine is not required if child has had chickenpox disease and disease is documented by a physician signature. Without a physician signature, vaccine is required even if you believe your child has had chickenpox disease.
- Hepatitis B – 3 doses

Additional ACIP recommended vaccines, NOT REQUIRED for school entry

- Meningitis vaccine at age 11 and booster at age 16 years
- Human Papillomavirus (HPV): *a 3 dose series* for females at age 11 years
- Influenza: yearly vaccination *recommended* for all ages  $\geq 6$  months of age; not required for school entry.

### KANSAS SCHOOL IMMUNIZATION LAW (amended 1981)

72-5208. As used in this act:

- “School board” means the board of education of a school district and the governing authority of any nonpublic school;
- “School” means all elementary, junior high, or high schools within the state;
- “Local health department” means any county or joint board of health established under the laws of Kansas and having jurisdiction over the place where any pupil affected by this may reside;
- “Secretary” means the secretary of the state department of health and environment;
- “Physician” means a person licensed to practice medicine and surgery.

72-5209

- Subject to the provisions of the subsection (c), in each year, every pupil enrolling or enrolled in any school for the first time in this state, and such other pupils as may be designated by the secretary, prior to admission to and attendance in school, shall present to the appropriate school board certification from a physician or local health department that the pupil has received, or is in the process of receiving and will have completed within 90 days after admission to school, such tests and inoculations as are deemed necessary by the secretary by such means as are approved by the secretary.
- As an alternative to the certification required under subsection (a), a pupil shall present:
  - Certification from a licensed physician stating the physical condition of the child to be such that the tests or inoculations would seriously endanger the life or health of the child, or
  - A written statement signed by one parent or guardian that the child is an adherent of a religious denomination whose religious teachings are opposed to such tests or inoculations, or
  - A written statement signed by one parent or guardian that such tests or inoculations are in the process of being received will be completed within 90 days after admission to school.
- Every pupil enrolling or enrolled in any school in this state who has not complied with the requirements of subsection (a) or (b) of this section, shall present evidence of compliance with either of such subsections to the school board upon admission to school.
- Prior to the commencement of each school year, the school board of every school affected by this act shall give to all known pupils who are enrolled or will be enrolling in the school, or as

designated by the secretary, a copy of this act and any policy regarding the implementation of the provisions of this act adopted by the school boards.

- (e) If pupil transfers from one school to another, the school board of the school from which the pupil transfers shall forward with the pupil therefore, the certification or statement showing evidence of compliance with, the requirements of this act to the school board of the school to which the pupil transfers.

#### 72-5210

The local health department, upon application of the school board of any school affected by this act shall, at public expense (to the extent that funds are available) and without delay, provide the tests and inoculations required by this act to such pupils as are not provided therewith by their parents or guardians and who have not been exempted on religious or medical or personal grounds. The local health officer shall counsel and advise school boards concerning the administration of this act.

#### 72-5211

The secretary shall prescribe the content of forms and certificates to be used by the school boards in carrying out this act and shall provide, without by the school boards in carrying out this act and shall provide, without cost to the school boards and sufficient copies of this act for distribution to pupils. The secretary may adopt such regulations as are necessary to carry out the provisions of this act.

- (a) The school board of every school affected by this act may exclude from school attendance, or by policy adopted by any such certified employees to exclude from school attendance, any pupil who has not complied with the requirements of K.S.A. 72-5209, as amended. A pupil shall be subject to exclusion from school attendance under this section of K.S.A. 72-5209, as amended. The policy shall include provisions for the notice shall (1) indicate the reason for the exclusion from school attendance, (2) state that the pupil shall continue to be excluded until the pupil has complied with the requirements of K.S.A. 72-5209, as amended, and (3) Inform the parent or guardian that a hearing thereon shall be afforded the parent or guardian upon request therefore.
- (b) The provision of K.S.A. 72-1111 do not apply to any pupil while subject to exclusion from school attendance under the provisions of this section.

#### KANSAS ADMINISTRATIVE REGULATION 28-1-20

--Delineation of Immunizations Required for School Entry--

#### 28-1-20

Immunization required for school entry. (a) The inoculations for disease prevention which pupils shall receive before enrolling in any Kansas school for the first time are: diphtheria, pertussis (whooping cough), tetanus, poliomyelitis, mumps, rubella (German measles) and measles (rubella), (c) The provision of K.S.A. 72-1111 do not apply to any pupil while subject to exclusion from school attendance under the provisions of this section.

### **KANSAS SCHOOL & SECURITY ACT**

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.

## LOCKERS

Students will be assigned locker numbers. School lockers (academic and athletic) are not equipped to lock without a combination or key lock being added to the locker. Students may 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. Lockers are to be kept clean and free from trash. They will be inspected at frequent intervals. Students may not change a locker without first notifying the office.

## TEXTBOOKS

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 to charge a student for any book checked out in their name that is lost, mutilated, or destroyed in any manner. The student will be charged the replacement cost of the book.

## PROHIBITED ITEMS

Students are not allowed to **USE OR HAVE IN THEIR POSSESSION** on school premises: tobacco, alcohol, drugs (unless prescription), weapons, any item that can be used as a weapon, laser pointers or other nuisance items. These items will be confiscated and returned at the discretion of administration.

## EQUAL EDUCATION OPPORTUNITY

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.

## OPPORTUNITIES FOR LEARNING

All students attending USD #243 Lebo-Waverly may participate in education programs and activities, including but not limited to health, physical education, music and vocational and technical education, regardless of race, color, national origin, age, handicap, or sex. **USD 243 will provide a free and appropriate education to all school-aged children.** It is the policy of the Board of Education to provide a free and appropriate public education to each handicapped student within its jurisdiction, regardless of the nature and/or severity of the handicap.

It is the intent of the district to ensure that all students of the district who are handicapped within the definition of section 50 of the Rehabilitation Act of 1973 are identified, evaluated and provided with appropriate educational services. Students may be handicapped students and their parents under section 504 will be enforced. The superintendent of schools is the coordinator of section 504 activities.

## PRIVACY RIGHTS

This notice informs parents and eligible students (those 18 and older) of their rights concerning access to educational records, limitations on disclosure of record information, the opportunity to challenge the content of educational records, and provisions for filing a complaint with HEW. These rights are

spelled out in Public Law 98-380 as amended by Public Law 93-568, and in regulations published by the Department of Health, Educational and Welfare in the June 17, 1976 Federal Register.

The law, and regulations published by the Department of Health, Education, and Welfare, require the educational institution to provide parents and eligible students the opportunity to inspect student educational records. Arrangements can be made to inspect records by contacting the school principal.

The educational institution will provide parents opportunities for a hearing to challenge the content of the student's education record when they believe it contains information that is inaccurate, misleading, or in violation of the student's right to privacy (grades are NOT subject to challenge). Disclosure of information from the students record is limited to those who have the consent of the parent or eligible student, or to officials specifically permitted within the law such as local school officials, officials of other schools in which the student seeks to enroll, and, under certain conditions and for specific purpose, local, state, and federal officials.

1. Parents of dependent students will have access to the educational record. This agency will assume that the student is dependent on their parent(s) (claim as tax exemption) until we are otherwise notified.
2. This agency may publish directory information, collective, or individually, unless a parent/eligible student within ten days after this notice notifies the privacy office in writing that any or all of the category listed below (be nominated directory information) should not be released without prior written consent.
3. Parents or eligible student may file a complaint with HEW if they believe their rights under this law has been violated and efforts to resolve the situation through appeal channels have not provided.

Complaints should be addressed to:

F.E.R.P.A., HEW

Room 514 E

200 Independence Avenue, S.W.

Washington, D.C. 20201

Eligible Student means a student who has attained eighteen years of age, or is attending an institution of post-secondary education.

## **SCHOOL DANCES AND FUNCTIONS**

To request permission for a guest to attend any school-sponsored event, the host student should complete a permission form for the guest by submitting the required form at least 24 hours in advance.. Guests must be in good standing at their school 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 Waverly students. The form can be obtained from the school office.

Prom is regarded as a special evening. As decided by the USD 243 Board of Education, transportation to after-prom activities scheduled to take place outside the city limits of Waverly will be provided by school bus.

## Out of Town Date Guidelines & Permission Form

### Guest Requirements:

- Attending another high school and is in good standing as verified by current administrator.
- Graduate of a high school in good standing as verified by current administrator
- Graduate of Waverly High School in good standing.
- Special Requests will be considered on an individual basis

### Information to be provided by student:

- Guest Name
- School currently attending or attended
- Year of Graduation
- Phone number/Contact Person
- Parent Consent
- Administrator consent for current High School students

This form must be submitted to the building principal 24 hours prior to the student dance. The form may be faxed to the school with the needed information at 785-733-2756.

Student: \_\_\_\_\_

Guest Name: \_\_\_\_\_

School Attended or Attending: \_\_\_\_\_

Administrator Signature from Guest High School: \_\_\_\_\_

Guest's High School Phone Number: \_\_\_\_\_

Guest's Parent Signature: \_\_\_\_\_

\_\_\_\_\_  
USD 243 Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
USD 243 Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
USD 243 Administrative Approval

\_\_\_\_\_  
Date

## **INTERNSHIP FOR SENIOR STUDENTS**

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 LHS 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 at WHS must be taken in consecutive hours.
5. All obligations to WHS must be fulfilled prior to graduation.
6. Parental permission to attend fewer hours at Waverly 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 information from school regarding graduation and ceremony 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.

### **Senior Internship Agreement**

Student Name: \_\_\_\_\_

Requesting permission to serve as an intern at: \_\_\_\_\_

Dates of Internship: \_\_\_\_\_

Time of Internship: \_\_\_\_\_

I hereby understand and will adhere to the policies and regulations of the Senior Internship Program.

|                   |       |                  |       |
|-------------------|-------|------------------|-------|
| _____             | _____ | _____            | _____ |
| Student Signature | Date  | Parent Signature | Date  |

|                     |       |                         |       |
|---------------------|-------|-------------------------|-------|
| _____               | _____ | _____                   | _____ |
| Counselor Signature | Date  | Administrator Signature | Date  |

|                             |       |                              |       |
|-----------------------------|-------|------------------------------|-------|
| _____                       | _____ | _____                        | _____ |
| Direct Supervisor Signature | Date  | Program Supervisor Signature | Date  |

Phone Number for school to contact to inquire about student attendance and performance of student:

\_\_\_\_\_

## **UNIFIED SCHOOL DISTRICT 243 POLICY 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 is 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 to 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.

## CIVIL RIGHTS NOTIFICATION

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.

## COMMUNITY SERVICE PROJECT

Community Service is recognized by Waverly High School as a part of lifelong learning. Waverly students provide many hours of community service throughout the year, and those who complete the number of required community service hours during their **high school career** are recognized for their efforts at graduation. Students will be required to complete 60 hours of service to receive recognition. Community service hours will be added to the student's transcript. Students **cannot** be paid for this volunteer work and cannot work for relatives. All hours of community service must be worked **outside of school hours** unless specifically organized by the school counselor.

### Examples of Community Service (revised 5/2009)

Volunteer work for organizations, such as American Legion, Lions Club, church groups, etc.

Peer tutoring for younger children

Mentoring – CCLC 21<sup>st</sup> Century After School Program

Assisting teachers with classroom work BEFORE and AFTER school

Volunteer work for the city, county or surrounding areas

Building and construction at **public** areas

Helping **elderly citizens** of the community with household chores and yard work

Mowing lawns for elderly citizens, churches, businesses

Cleaning up parks, trash pick up along roads

Vacation Bible School and/or Sunday School assistance

Camp counselor

Volunteer work for Heartland Shares

Boy Scout and Girl Scout activities

4H activities

Play Day activities

Line Judges, videography, other assistance for sports events

Babysitting for teachers **attending meetings or other school business**

Babysitting for parents **attending meetings**

Babysitting at church events or public events.

## **INCLEMENT WEATHER POLICY**

Parents are encouraged to sign up for REMIND text messaging to receive information about school closings. To sign up for this service, please complete a card with the office to be added to the database. School closings will also be made public information on our school web page and local TV and radio stations.

### **USD #243 Lebo-Waverly**

#### **Board Policy**

#### **General Sportsmanship**

### **SPORTSMANSHIP-RULE 52**

Activities are an important aspect of the total educational process at USD #243. They provide an arena for participants to grow, excel, to understand and to value the concepts of sportsmanship and teamwork. They are an opportunity for coaches and staff to teach and model sportsmanship, to build school pride, and to increase student and community involvement. Activities are also an opportunity for the community to demonstrate its support for the sportsmanship for our youth as respected representatives of society. USD #243 students, coaches, sponsors, staff and fans are expected to conduct themselves with class at all activities and represent their school in a positive manner. Sportsmanship is a general way to thinking and behaving. The following sportsmanship guidelines apply to activities both in and out of town.

Be courteous to all.

Know the rules, abide by and respect the officials' decisions.

Win with character and lose with dignity.

Display appreciation for good performance.

Exercise self-control and reflect positively upon yourself, team, and school.

Permit only positive sportsmanship behavior to reflect on your school or its activities.

The school will be responsible for ensuring that all students, participants, coaches/sponsors and fans conduct themselves in a sportsmanlike manner when representing the school. Expectations for sportsmanship will be communicated by the administration. Unsportsmanlike conduct will be grounds for removal of the offender from the site. Acts of unsportsmanlike behavior may include but not limited to:

- Harassing game officials, school personnel, fans, participants or coaches.
- Using obscene language or gestures toward game officials, school personnel, fans participants or coaches.
- Intentionally inciting participants and or spectators to unruly or violent behavior.

- Striking or attempting to strike or otherwise physically abuse game officials, school personnel, fans, participants or coaches.
- Possessing and or using alcohol or other chemical substances

### **EXTRACURRICULAR STUDENT ACTIVITIES**

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

**CHEERLEADERS:** Tryouts for cheerleading are held during the Spring semester. Students in good standing in grades 6-11 are eligible to try out. Cheerleaders are expected to lead the students in cheers for pep rallies and athletic contests in a positive manner. They are the leaders of school spirit. They are to set good examples in their conduct and behavior at all times.

**CHOIR:** The Junior and Senior High Chorus may 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 Waverly FCCLA chapter is 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. FCCLA members are also involved with family, career and community issues.

**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. A faculty council 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 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 of the organization 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.

### **STUDENT INJURY & INSURANCE**

Waverly Jr./Sr. High does 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. The school has 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**

Students that drive vehicles to school are expected to park in designated parking areas around the perimeter of the school and Waverly Gym. Students are not to park on the east side of Pearson in front of the library.

### **STUDENT VEHICLES**

Students that have parental permission to drive to school WILL NOT be allowed to drive their cars during school hours unless special permission has been granted by administration. Students who drive their vehicles in reckless and dangerous manner may be prohibited from driving to school.

Students riding bicycles to school are asked to not ride their bikes until they are away from the building and the other students.

### **SUBSTITUTE TEACHERS**

From time to time, you will have substitute teachers, who will have the SAME authority as your regular teacher. They are to be treated as GUESTS in our school.

### **TELEPHONE MESSAGES AND USE**

Students will not be allowed to use the office phone during class time unless an emergency exists. Students may use the office phone between classes and at lunchtime. Messages may be left for students to receive between class periods or during lunchtime. Students are not allowed to use cell phones during class time. This includes sending and receiving text messages.

### **ONLINE CLASSES FOR CREDIT RECOVERY**

Students will be allowed with administrative approval to enroll in virtual classes for credit recovery at the expense of the parent. Students must complete the final test at school and be proctored by a school official to receive credit for the course.

### **LEBO WAVERLY ONLINE CLASS CONTRACT** **Online Courses Taken During School Day**

#### **Student Contract**

As a student enrolled in Lebo-Waverly Virtual Program agree to the following terms and conditions of enrollment:

1. I understand it is my responsibility to promote academic integrity and hereby promise to complete my own schoolwork using my own effort and abilities. I will not provide unethical academic assistance to other students, nor will I accept unethical academic assistance from anyone else while enrolled as a student of Lebo Waverly Virtual Program. I understand that any violation of academic integrity will result in disciplinary action by the school administration and may be grounds for expulsion from the school.
2. I understand that if I choose to use a USD 243 computer for my studies I am responsible for damages that occur while the computer is checked out to me.

3. I understand that I will be allowed to enroll in on-line course work only with prior approval of the principal and/or school counselor.
4. I agree to complete all assignments and projects assigned for each of my classes in a timely manner. Furthermore, I will participate in and complete each course in which I am enrolled.
5. I understand that I will come to school to meet with the counselor twice a month to show my progress.
6. I will adhere to the expectations of my teachers in terms of communicating with each of them through email, phone, etc.
7. I agree to abide by the Computer Acceptable Use Policy/Internet Use agreement attached.
8. Students on an Individual Education Plan can only enroll in an Online class if it is an IEP team decision.
9. I understand that my final exam will be administered at the school and proctored by a teacher or counselor.
10. Students that do not make satisfactory progress in a course will not be allowed to continue in virtual schooling during second semester.

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**Signature of Student**

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**Date**

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**Signature of Parent**

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**Date**

### **VOCATIONAL TECHNICAL SCHOOL/ACCC CLASSES**

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

1. Be a Junior or Senior in good standing.
2. Meet class requirements of USD #243 & the college or institution involved.
3. Take the dual credit class during the school day.
4. Have an up-to-date career plan on file.
5. Have sufficient credits for high school graduation.
6. All ACC enrollment must be completed through the school coordinator, including adds/drops and withdraws.

A Senior may attend Flint Hills Vocational School 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 4 credits per FHTC 1/2 day per year.

**If a student fails to make satisfactory progress (C or above) in FHTC classes during semester 1, they will not be permitted to attend during semester 2.**

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (eligible students) certain rights with respect to the student's educational records. They are:

- (1) The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- (2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask USD #243 to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identifying the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosures without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member including health or medical staff and law enforcement personnel; a person serving on the School Board; a person or company with whom the District has contracted to perform a special task ( such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record to fulfill his or her professional responsibility.

This agency will publish directory information, collective, or individually, unless a parent/eligible student within ten (10) days after this notice notifies the privacy officer in writing that any or all of the categories listed below should not be released without prior written consent.

### **DIRECTORY INFORMATION**

1. Name
2. Address
3. Telephone listing
4. Date and Place of Birth
5. Major Field of Study
6. Participation in Officially Recognized Activities

7. Sports-Weight and Height of Athletic Team Members
8. Dates of Attendance
9. Degrees
10. Awards Received
11. Most Recent Previous Education Institution Attended

- (4) The right to file a complaint with the U. S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
600 Independence Avenue, SW  
Washington, DC 20202-4605

## **COMPLAINT PROCEDURES AND POLICY**

It is the intention of the school staff and administration to foster an atmosphere free of discrimination and harassment, sexual or otherwise. Employees and students are responsible for respecting the rights of others. 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 it is your responsibility to promptly report the incident to the school principal. If you believe it would be inappropriate or uncomfortable to discuss the matter with the principal, report it directly to the Superintendent. Details of complaints are kept confidential.

USD 243 prohibits any form of retaliation against any individual filing a complaint under this policy or for assisting in any complaint investigations. Individuals providing false information in a complaint may be subject to disciplinary action.

The Board encourages all complaints regarding the district to be resolved at the lowest possible administrative level.

No member of the community shall be denied the right to petition the Board of redress of a grievance; however, the Board will refer the complaint(s) back through the proper administrative channels for resolution prior to any investigation or action. Exceptions are complaints that concern Board actions of Board operations.

### **I. Definitions:**

1. **A concern** is a matter shared conversationally between a student, parent, patron and the teacher and/or administrator. Concerns are handled informally, not necessarily requiring action. A conference may be held.
2. **A complaint** is a concern based on a non-administrator observation that requires further investigation by district administrative personnel. The proper channels and forms should be followed and implemented.
3. **A charge** is a serious complaint that district administration could reasonably expect to result in an official action.

### **II. Procedures:**

The Board advises the public that the proper channels of complaints involving instruction, discipline, extracurricular and/or learning materials are as follows:

|        |                    |
|--------|--------------------|
| Step 1 | The teacher        |
| Step 2 | The principal      |
| Step 3 | The superintendent |
| Step 4 | The school board   |

#### **Step 1**

The complaint is to be discussed with the teacher/sponsor involved during a conference set up through the principal's office.

#### **Step 2**

If a resolution is not forthcoming in Step 1, the complaint is encouraged to be filed with the principal. The proper form shall be completed. (see attachment)

Patrons are encouraged to move to Step 2 if the complaint is dealing with the possible misconduct of an employee. The employee will have a right to answer any complaints, however.

#### **Step 3**

If Steps 1 and 2 fail to bring about a resolution, the parties involved are encouraged to address the superintendent about the complaint.

#### **Step 4**

Any patron may ask to speak to the Board of Education if Steps 1-3 fail to bring about a resolution to the complaint. Complaint forms filed by the complainant (FORM C) will be shared with the Board. Person(s) wishing to address the Board must request to be placed on the Agenda two weeks in advance of the Board meeting. Any meeting with the Board concerning personnel will be with individual families, in executive session in order to provide the proper forum for the patron and the employee.

**NOTE** As a result of any investigation, there shall be no retribution to any student, patron, or district employee, by the claimant, respondent district or any other party.

### **Reporting**

#### **About Policy**

The superintendent shall report any unresolved complaint about policies to the board at the next regularly scheduled board meeting.

#### **About Curriculum**

The superintendent shall report a failure to resolve any complaint about curriculum to the board at the next regularly scheduled board meeting.

#### **About Instructional Materials**

The building principal shall report any unresolved complaint about instructional materials to the superintendent immediately after receiving the complaint.

#### **About Facilities and Services**

The superintendent shall report any unresolved complaint about facilities and services to the board at the next regularly scheduled board meeting.

**About Personnel**

The superintendent or the building principal involved shall report any unresolved complaint about personnel to the board at the next regularly scheduled meeting.

No written complaint shall be made part of any teacher's personnel record until supported by due process and preponderance of evidence.

**USD 243 LEBO-WAVERLY  
COMPLAINT FORM  
(Form C)**

Complainant: (Circle) Student   Parent Patron   Date \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Nature of Complaint:

Time: \_\_\_\_\_ Date: \_\_\_\_\_

Location: \_\_\_\_\_ Witnesses: \_\_\_\_\_

Events: \_\_\_\_\_

\_\_\_\_\_

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Would the complainant be willing to have a conference with the employee involved? Yes \_\_\_\_ No \_\_\_\_

Would the complainant give permission for the substance of this complain to be used in a disciplinary/due process hearing?

Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
Signature of Complainant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Administrator Receiving Complaint

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Teacher

\_\_\_\_\_  
Date

## ANTI-BULLYING/HARRASSMENT COMPLAINT FORM

Name of complainant: \_\_\_\_\_ Date of Complaint: \_\_\_\_\_

Position of complainant: \_\_\_\_\_

Named of alleged harasser or bully: \_\_\_\_\_

Date and place of incident(s) :

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Description of misconduct:

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Name of witnesses (if any):

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Evidence of harassment or bullying, (i.e. letters, photos, etc) Attach if possible.

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Other pertinent information:

---

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I agree that all of the information on this form is accurate and true to the best of my knowledge.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

**USD 243 Lebo-Waverly  
Parent Notification Form**

Student Name: \_\_\_\_\_

Date: \_\_\_\_\_

The above named student has been reported for the following bullying behavior:

\_\_\_\_\_ Verbal Bullying Behavior: includes but not limited to name calling, taunting, belittling, cruel criticism, personal defamation, and racist slurs

\_\_\_\_\_ Relational Bullying Behavior: ignoring, isolating, excluding, spreading rumors, or shunning

\_\_\_\_\_ Physical Bullying Behavior: includes slapping, hitting, choking, poking, punching, kicking, biting, pinching, scratching, twisting limbs into painful positions, spitting, and damaging or destroying clothes and/or property

\_\_\_\_\_ Cyber-bullying Behavior: includes but not limited to persistent text/messaging threats, posting defamatory web-sites, e-mailing derogatory photos, etc

\_\_\_\_\_ Verbal Sexual Bullying Behavior: using derogatory terms/names that are sexual in nature, threats, to sexually violate the target, verbal assessments of the target's body, sexual jokes, and/or derogatory comments about sexual performance or lack of sexual activity

\_\_\_\_\_ Relational Sexual Bullying Behavior: sexual rumors, sexual writing on bathroom walls or lockers, "scanning" a target's body, staring at breasts, leering, or making obscene gestures

\_\_\_\_\_ Physical Sexual Bullying Behavior: includes but is not limited to touching or grabbing in a sexual way, pinching, bra snapping, pulling down pants/pulling up skirts, brushing against a target in a sexual way

This is the above named student's (1st                      2<sup>nd</sup>                      3<sup>rd</sup> or more) time he/she has been officially reported for a bullying behavior in some way. Please understand that the school is responsible for maintaining a safe learning environment for everyone. It is our hopes that the student will not bully again. If you have any questions, please feel free to call the school to talk with the principal or counselor. Thank you for your time.

Please sign and return to school:

\_\_\_\_\_

Parent/Guardian Signature

\_\_\_\_\_

Date

## Reporting Form Template

1. Date when bullying was reported: \_\_\_\_\_
2. Person who was contacted first about the bullying: \_\_\_\_\_
3. Who reported the bullying?
  - ☐ Victim (Name: \_\_\_\_\_)
  - ☐ Peer (Name: \_\_\_\_\_)
  - ☐ Victim's Parent(s) (Name(s): \_\_\_\_\_)
  - ☐ Teacher or other school staff member (Name: \_\_\_\_\_)
  - ☐ Other (Name & Role: \_\_\_\_\_)
4. Describe the bullying incident. Provide concrete examples of the specific bullying behaviors (e.g., hitting, kicking, pushing, verbal taunts, gossip, rumors, cyber harassment through text messaging, social media sites, etc.).
5. How often has the bullying occurred?
6. How long has the bullying taken place?
7. Which students have been accused of being involved?  
Name: \_\_\_\_\_ Name: \_\_\_\_\_  
Name: \_\_\_\_\_ Name: \_\_\_\_\_  
Name: \_\_\_\_\_ Name: \_\_\_\_\_
8. Based on the information above, is the incident?
  - ☐ A conflict or fight between two children of equal status
  - ☐ Hurt feelings because of a misunderstanding between friends or children of equal status
  - ☐ A single incident of bullying
  - ☐ Repeated bullying
9. Investigation:
  - ☐ Yes
  - ☐ No

**USD 243 Lebo-Waverly**  
**Initial Discussion with the Victim Form**  
**Investigation Status Report Form Template**

Students who have actively taken part in the bullying (name, class)

Name \_\_\_\_\_ Class/Grade \_\_\_\_\_

Name \_\_\_\_\_ Class/Grade \_\_\_\_\_

Name \_\_\_\_\_ Class/Grade \_\_\_\_\_

Name \_\_\_\_\_ Class/Grade \_\_\_\_\_

What consequence(s) has the bully (or bullies) faced?

Has the classroom teacher been informed about the incident?

- ☐ Yes (Date: \_\_\_\_\_)  
☐ No

Have the parent(s) or guardian(s) of the victim been contacted?

- ☐ Yes (Date: \_\_\_\_\_)  
☐ No

Have the parent(s) or guardian(s) of the bully (bullies) been contacted?

- ☐ Yes (Date: \_\_\_\_\_)  
☐ No

Has the victim been followed up with to ensure that the bullying has stopped? It is recommended that the victim be contacted two-weeks following the reported incident.

- ☐ Yes (Date: \_\_\_\_\_)  
☐ No

If so, has the bullying...?

- ☐ stopped  
☐ decreased  
☐ remained the same  
☐ increased

If the bullying has not stopped, what further steps will be taken?

### Initial Discussions with the Bully (Bullies)

If more than one child/adolescent is involved, talk with each individual separately. It is best to hold these discussions successively during the same day so that the discussion comes as a surprise to the student and the group cannot compare stories before meeting with staff.

Student \_\_\_\_\_ Class/Grade \_\_\_\_\_

Description of the incident:

Student \_\_\_\_\_ Class/Grade \_\_\_\_\_

Description of the incident:

Student \_\_\_\_\_ Class/Grade \_\_\_\_\_

Description of the incident:

Student \_\_\_\_\_ Class/Grade \_\_\_\_\_

Description of the incident:

Do the students agree on the details of the incident?

- ☐ Yes
- ☐ No

Do the students view this incident as bullying?

- ☐ Yes
- ☐ No

Do the students understand the consequences of their behavior on the victim?

- ☐ Yes
- ☐ No

**Initial Discussion with the Victim  
Template**

Date: \_\_\_\_\_

Name of the victim: \_\_\_\_\_

What kind of bullying has occurred?

- ☐ has been called mean names, ridiculed and teased in an offensive manner.
- ☐ has been ignored completely or excluded by his/her group of friends.
- ☐ has been hit, kicked or pushed around.
- ☐ has had lies spread about him/her in order to make others hate him/her.
- ☐ has had some money or possessions taken or his/her personal belongings have been broken.
- ☐ has been threatened or forced to do things against his/her will.
- ☐ has been subjected to name-calling, remarks or gestures about his/her race, skin color, religion, sexual orientation or gender identity.
- ☐ has been subjected to sexual names, gestures or deeds.
- ☐ has been bullied through mean and insulting text messages, calls or photographs.
- ☐ has been bullied via computer through mean and insulting messages, posts or photographs on Facebook, or through other social media.
- ☐ has been bullied in some other way. How?

How many times has the bullying occurred?

- ☐ Once or twice
- ☐ Three times or more

When was the last time that bullying occurred? \_\_\_\_\_

How long has bullying been going on? Select the best answer.

- ☐ A week or two
- ☐ A month
- ☐ 2-6 months
- ☐ 6-12 months
- ☐ \_\_\_\_ years