

Dear Students:

Welcome to the 2009-2010 school year at Washburn Rural Alternative High School. This will be the 13th year that WRAHS has been part of the Auburn-Washburn school district. I am very honored to be able to be part of this fine program. I look forward to getting to know you as a student and person and can't wait to hang your picture on the "Wall of Graduates." Welcome to WRAHS and I look forward to a productive year.

Linda Thornburgh
Asst. Principal in charge of Alternative Programs

MISSION STATEMENT OF WRAHS

Washburn Rural Alternative High School strives to empower at-risk students to earn a high school diploma while developing the intellect, integrity, and discipline required to be responsible and successful citizens in the 21st Century.

STATEMENT OF NON-DISCRIMINATION

The Auburn-Washburn School District, USD #437, does not discriminate against any applicant, employee, or student in the admission or access to educational programs, activities, or employment on the basis of race, color, religion, creed, national origin, marital status, veteran status, gender, age, or the presence of a non-job related medical condition or disability. "The Associate Superintendent, 5928 SW 53rd, Topeka, KS (1-785-339-4000) has been designated to coordinate compliance with nondiscrimination requirements."

VISION STATEMENT

The Auburn-Washburn School District will provide all children a safe, enjoyable, and challenging school environment where they have the opportunity to achieve their maximum individual education potential. All students will receive a balanced education where traditional scholastics are taught, creativity and innovation are cultivated, and life skills are learned; preparing them to assume roles as responsible citizens in a global community.

USD 437 CORE VALUES

We believe learning is a lifelong process.
The following values will help realize our Vision:

We believe in the value and uniqueness of each STUDENT.

- * Each Student –
 - has different needs
 - should have the opportunity and be encouraged to reach his/her potential
 - is entitled to a safe and secure school environment

We believe that EXCELLENCE in education is a multifaceted process.

- * Excellence –
 - requires the commitment and judicious stewardship of community resources
 - prepares students to become productive members of a global society; to live and work in a complex, ever changing world
 - should be grounded in fundamental skills
 - is a dynamic process in order to meet changing needs
 - requires rigorous assessment and feedback to both students and faculty
 - requires focus on the future
 - depends upon effectively managed financial and physical resources
 - academic excellence and good citizenship should be recognized and rewarded

We believe that RESPECT and RESPONSIBILITY are essential components of an excellent education.

- * Students, parents, faculty and staff all deserve to be treated with dignity and respect
- * Communication enhances trust and cooperation
- * Each student is responsible for his/her own actions
- * Responsibility for public education rests jointly with students, parents, teachers and community

MISSION STATEMENT

The Mission of the Auburn-Washburn School District is to deliver an exemplary, world-class education for all students, instilling in them the knowledge, skills, and character required to be responsible and productive citizens.

INSPIRING AND CHALLENGING EVERY CHILD, EVERY DAY

PERSONNEL

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Isaac Thompson.....Math
Danny Ackerman.....Social Studies
Heidi Nelson.....English
Leslie Fischer.....Counselor
Denise MoravecScience
Diane Ballou.....Secretary
Theresa Johnson.....Teacher Aide
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DIRECTOR OF BUSINESS SERVICES

Keith Love

DIRECTOR OF HUMAN RESOURCES

Bruce Petersen

SUPERVISOR OF TRANSPORTATION

Cindy Tarvin

SUPERVISOR OF FOOD SERVICES

Donna Bateman

SUPERVISOR OF MAINTENANCE

Gary Bingham

APPLICATION/ENROLLMENT

ENROLLMENT PROCESS: The enrollment process for a student to be added to the WRAHS waiting list includes:

- A letter of recommendation from a source that knows the student well. This might be a parent, principal, counselor, or teacher.
- A completed questionnaire from the student outlining why they wish to be a student at WRAHS.
- A completed student enrollment form.
- A current transcript from the last educational establishment that the student attended.
- An introductory interview, along with a parent, guardian or sponsor with the principal and/or counselor of WRAHS.
- Successful completion of the TAP tests in mathematics and reading.
- WRAHS does accept out of district students.

If the student is successful in their application and their name is added to the waiting list, they are also required to complete the following before being given a place in the school:

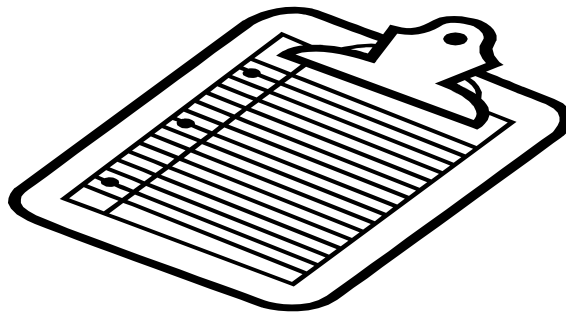
- A completed student health form.
- An updated transcript (if needed).
- Payment of school fees for 2009-2010

Textbook Rental	\$65.00
Parking Permit	\$10.00
Planner	\$ 5.00
ID Card	\$ 3.50

It should be noted that the administration of WRAHS reserves the right to deny any student application, for any reason. It also reserves the right to place any student higher on the waiting list depending upon the nature of the student referral. The Superintendent or Associate Superintendent of Schools may only overturn this decision.

DROPPING A CLASS: Students are allowed to withdraw from a class or classes during the first three days of the unit. No class changes will be allowed after completion of the third day of the unit.

- Permission of family teacher.
- Teacher will sign off on class being withdrawn from and classes being added.
- Students who withdraw from main school (WRHS) classes will be enrolled in a study hall for NO CREDIT for the remainder of the semester.
- If a student withdraws from a main school class after the 6th week of the semester they will receive a WNC and be assigned a study hall for the remainder of the semester.



Graduation Requirements for the Class of 2009 and beyond

SUBJECT AREA	CREDITS	SPECIFICALLY
English/Reading	4	3 - credits must be in English Comp. & Literature 1/2 - credit must be in Speech (Debate, Forensics, or Drama II will substitute for this)
Social Studies	3	1 – credit must be in World History (fr./soph. year) 1 - credit must be in American History (jr. year) 1/2 - credit must be in American Govt. (sr. year) ½ - credits are in Social Studies electives
Science	3	Credits must include Biological, Physical, and Earth/Space concepts
Mathematics	3	Any three math credits will fulfill this requirement
Physical Education	1	This must be fulfilled by taking 3 quarters of Basic P.E. and 1 quarter of Health
Fine Arts	1	One credit in music, drama, or art
Practical Arts	1/2	A class in business, industrial technology, family and consumer science, or agriculture
Computer Technology	1/2	One class in the computer area
Electives	9	All other classes besides those listed above will be considered elective classes.
Community Service		WRAHS Requirement
First Aid and CPR		WRAHS Requirement
Portfolio Of Work		WRAHS Requirement
TOTAL CREDITS REQUIRED	25	

STUDENTS ENROLLED IN WRAHS: A student enrolled in less than 4 classes in WRAHS will not be eligible for open lunch, parking in west lot, end of year presentation, community service, or CPR, or any other responsibilities required by the Alternative High School. These students are main school students and are integrated into WRAHS.

GUIDANCE AND COUNSELING: A full-time counselor is employed by WRAHS and available to all students. The counselor's job is to help students succeed in school and to reach their fullest potential. The counselor is someone with whom students can talk about anything that concerns them. Students should sign up to see the counselor on the sheet of paper at the west end of the front counter. Counselors can do many things to help students succeed in school and prepare them for life after graduation. Some examples include:

1. Post-High School Planning
2. Career Guidance
3. Individual Guidance and Counseling
4. Group Counseling (when necessary)
5. Teacher/Parent/Student Conferences

OFF-CAMPUS ENROLLMENT OPTIONS: No student will be eligible for gaining credit from any other educational establishment without prior approval from the principal of WRAHS. This includes any elective classes taken at Washburn Rural High School. Other options include:

1. Technical education (see description below).
2. Eligible junior and seniors may attend a college for one or two courses per semester. Students must apply and request prior approval from their counselor. Students must submit proof of enrollment to the WRAHS administration within one week of the start of the semester. College courses can apply toward high school credit. University courses shall not be used in the calculation of the student's high school GPA.
3. The student must provide verification from the college of grade and credit earned.

OUTSTANDING FEES: A notice of outstanding fees will be mailed to your home at the end of the school year. This notice will be in addition to any other notices parents have received during the school year. If these debts to the school are not taken care of by the parent or the student, the school will turn these over to a collection agency.

SCHOLARSHIPS: Students desiring information on scholarships for post-secondary education are encouraged to visit with the school counselor. Scholarships are available from colleges, universities, and other educational institutions, as well as private groups and corporations.

TECHNICAL EDUCATION: WRAHS juniors and seniors may choose to attend Kaw Area Technical School (KATS) in the morning (transportation is provided) if they meet the requirements for admission.

RECOMMENDED HIGH SCHOOL CURRICULUM IN TECHNICAL EDUCATION IN PREPARATION OF ADVANCED TRAINING OR COLLEGE EDUCATION.

English, 4 units of credit

Literature, composition, speech,
(including Advanced Composition I, II,
III, & IV to be taken as Jrs. and Srs.)

Mathematics, 3 units of credit

Algebra, geometry, trigonometry
(Also recommend courses in Technology,
Keyboarding, and Computer Applications)

Social Studies, 3 units of credit

US history, US government,
Economics, Int'l Relations, Wld Geography
are recommended

Science, 3 units of credit

Biology, chemistry, Applied Principles
of Technology are recommended

Technical sequence

Student should follow a recommended
sequence. Consult his/her guidance
counselor, program instructors, and
occupational profiles in the Program
of Studies booklet.

RECOMMENDED HIGH SCHOOL COURSES FOR COLLEGE PREPARATION:

The high school preparation necessary for college will vary, depending mainly upon two factors:

- (1) choice of college or university, and (2) choice of major. Since few high school students are completely sure of these factors, it is recommended that they take as many college prep courses as possible in high school so that their choice of a college and of a major may be kept as broad as possible. Many college catalogs are available in the guidance office; the college-bound student should investigate the recommended high school courses which are listed for the school(s) of his/her choice.

KANSAS BOARD OF REGENTS REQUIRED HIGH SCHOOL CURRICULUM

Admissions Requirements: To qualify for admission to any of the six Kansas Regents universities, you must meet one of the following requirements:

- * Complete the precollege curriculum with at least a 2.0 GPA on a 4.0 scale; or,
- * Achieve an ACT score of 21 or above; or,
- * Rank in the top one-third of your high school's graduating class.

Precollege curriculum: One of the ways to meet university admission requirements is to successfully complete the precollege curriculum as outlined by the Kansas Board of Regents. The following outlines the high school courses that are required to meet the requirements for admission to any of the Kansas Regents universities.

Note: 1 unit = 1 year

English – 4 units required

At least one unit of English or language arts must be taken each year of high school. Courses taken in Journalism, Speech, Debate/Forensics, and/or Drama **will not** count.

Natural Science – 3 units required

Students must take three units chosen from the following courses. **At least one unit must be in chemistry or physics.** There are no exceptions or substitutions for this.

- | | | | |
|-----------------------|-------------------------------|------------------------|------------------|
| * Biology | * AP Biology | * Chemistry | *College Physics |
| * Physics | * Animal Plant & Soil Science | * Biology 2 | *General Physics |
| * Earth/Space Science | * Honors Anatomy & Physiology | * Anatomy & Physiology | |

Math – 3 units required

Students must take one unit each of Algebra I, Algebra II, and Geometry. Completion of any of the three prior to entering high school satisfies the requirement for that course.

Social Sciences – 3 units required

Students must complete the following:

- * One unit of U.S. History
- * One-half unit of U.S. Government
- * One & one-half unit selected from World History, World Geography, International Relations., Psychology, Economics, History, Current Events or Sociology

Computer Technology – 1 unit

One unit of Computer Technology is required.

This requirement may be fulfilled by passing a computer technology final exam.

Precollege curriculum requirements for scholarship applicants:

As a Kansas high school graduate, you may be eligible for one of three state-sponsored scholarship programs:

- State Scholarship Program
- Minority Scholarship Program
- Kansas Teachers Scholarship

To be eligible for one of these scholarships, you must complete all the required courses for the precollege curriculum plus an additional three units, as follows:

- Math – 1 additional unit; total of 4 units required
- Foreign Language – 2 units required
- Natural Science – Biology, Chemistry and Physics are required

STUDENT BODY: WRAHS accepts applications from any student in the state. Students are placed on a waiting list following a referral that can be made by any principal, counselor, parent, or a student presently enrolled at WRAHS. Prospective students must complete an enrollment application, interview with his/her parents/guardians with the counselor or school principal, and pass an entrance exam in reading and math. Provided the student meets the accepted criteria, his/her name will be added to the school waiting list. Whenever possible any student from the Auburn-Washburn school district will be placed above any student who is not from within the district. Students are then offered a place in the school as soon as an opening is available. New students are only allowed to enter the school at the beginning of a 15 day unit of study and may not be enrolled in any other educational establishment at the same time without prior permission from the principal.

TRANSFER CREDITS: Washburn Rural Alternative High School will accept all transfer credits from accredited high schools. Required courses can only be taken for credit at an off-campus location with prior approval from the WRAHS administration.

WORK STUDY: Students enrolled at WRAHS have the opportunity to gain credit from a work study program. Only hours accumulated after the student enrolls at WRAHS will be counted toward work study credit. Students are able to earn 1/2 credit per semester for every 250 hours of applicable work. A student may only receive one credit (500 hours) of work study per school year. Any hours over 500 will not be counted toward work study credit and cannot be carried over to the following school year. Students with approved work study will be allowed to opt out of 1st or 7th class period. Only students enrolled at WRAHS during the spring semester can earn work study credit during the summer months.

- Student must have approval from family teacher and work study coordinator.
- Confirmation of work with supervisor.
- Students must turn in paystubs (W-2 verifiable job approved by WRAHS staff) each unit to keep enrolled in work study.



ATTENDANCE

ATTENDANCE POLICY: A student's attendance record is a very important part of his/her permanent record. Students with regular attendance generally will be more successful in their classes. Students are expected to be present and punctual for all classes throughout the year. The responsibility of school attendance is with the student and his/her parents/guardians.

Students gain credit in each class on a daily basis. Therefore, any absence directly impacts the points earned and, ultimately, the student's graduation timeline. The curriculum material covered during the 15 day units is extremely compact; therefore, students who miss even one class period fall behind. There is a direct correlation between attendance and academic achievement. Missing more than 2 hrs a day is considered an absence.

Students who are under 18 cannot call themselves in absent. A call from the parent or guardian of the student is required, preferably prior to the absence, or within 24 hours following the absence. Board of Education policy allows WRAHS to accept only the following as valid reasons for excusing an absence:

- 1 Illness (long-term illness verified by notification from doctor);
- 2 Appointment for medical treatment (an appointment card must be presented to the school upon return);
- 3 A family crisis;
- 4 Extended absences of the student when expressly requested by the parent/guardian and for which prior arrangements have been made with the school;
- 5 School approved activities.

The SCHOOL will determine if the absence is excused or unexcused.

Students with excused absences will be allowed to make up missed work. Students will be allowed one day of makeup for each excused absence. However, this time will not extend beyond 11:00 AM of the last day of the unit. Any other absence is unexcused and the student will not be allowed to make up the missed work. It is the responsibility of the parents or guardians to notify the school prior to the absence, on the day of the absence, or within 24 hours following the absence. Students who are over 18 and have a permission form, which has been signed by their parent/guardian and notarized, will be allowed to call themselves in absent. The form can be obtained from the counselor. **Students enrolled in main school classes will follow the main school attendance policy in those classes.**

DAILY SCHEDULE: The regular school day consists of seven instructional periods from 8:00 AM - 3:00 PM. Students are allowed 5 minutes between classes. Students MUST be enrolled in at least six hours of classes a day, although some of these may consist of work study hours, internship hours, or classes taken at an alternative site.

1st Hour	8:00 - 8:50
2nd Hour	8:55 - 9:45
3rd Hour	9:50 - 10:40
4th Hour	10:45 - 11:39
	11:39 -12:11 Lunch for students on probation
	12:11-12:20 Guided study for students on probation
	11:39-12:25 Regular lunch schedule
5th Hour	12:25 - 1:10
6th Hour	1:15 - 2:05
7th Hour	2:10 - 3:00

- We will follow club schedule & early dismissal with WRHS. Those students who do not attend club meetings will have study halls with their family teacher.

LUNCH: Students attending WRAHS have two options for lunch. *One*, students may leave campus during the lunch period if the Risk of Assumption Waiver has been signed by the parent or guardian. An open lunch period is a privilege for WRAHS students. With this privilege comes great responsibility. The students are expected to go to lunch in an orderly manner, conduct themselves appropriately while off campus, and return to school in time for 5th hour. Students on Academic Probation will not be allowed to leave for lunch during the specific unit. *Two*, Students who stay on campus for lunch will eat in the main school cafeteria during 1st lunch period. WRAHS does participate in the free and/or reduced lunch program for qualifying students.

- If the student is enrolled in a main school class 5th period they will eat at the same time as their class.
- NO student will have open lunch during Unit 1. New students will not be eligible for open lunch until their second unit of attendance provided they are academically eligible for open lunch.

SCHOOL CALENDAR: The school year consists of twelve units of study (six per semester). The last day of each unit is a make-up day for the students (with teachers permission) and a work day for the staff. All make-up work is due by 11:00 AM on the last day of the unit. Students on a student or staff appeal may also be required to attend on the last day. Students are required to attend main school classes on the last day of the unit. A skip will result in disciplinary action.

Semester One

Unit 1	Aug 18 - Sept 4	14 Days
Unit 2	Sept 8 – Sept 25	14 Days
Unit 3	Sept 28 - Oct 16	15 Days
Unit 4	Oct 19 - Nov 5	13 Days
Unit 5	Nov 9 – Nov 24	13 Days
Unit 6	Nov30 –Jan 4	15 Days
Total Days = 84		

Semester Two

Unit 7	Jan 5 – Jan 26	15 Days
Unit 8	Jan 27 - Feb 18	15 Days
Unit 9	Feb 19 - Mar 12	16 Days
Unit 10	Mar 22 - Apr 9	14 Days
Unit 11	Apr 12– Apr 30	15 Days
Unit 12	May 4- May 26	17 Days
Total Days = 92		

Important Dates for Semester One

Aug. 17	Enrollment 8:00a.m.-11:00p.m
Aug. 18	First day of School
Sept. 7	Labor Day
Sept. 9	Parent Info Night 6:30PM
Oct. 16	No School Staff Work Day
Oct. 21 & 22	Evening Parent/Teacher Conf.
Oct. 23	No School
Nov. 25-27	Thanksgiving Holiday
Dec 19- Jan 4	Winter Break

Important Dates for Semester Two

Jan. 5	Classes Resume
Jan. 18	Martin Luther King Day
Feb. 10& 11	Evening Parent/Teacher Conf
Feb. 12	No School Staff Work Day
Mar. 12	No School Staff Work Day
Mar. 15-19	Spring Break
Apr. 2	Inservice - No School
May 16	Graduation
May 20 & 21	End of Year Presentations
May 26	Snow Make-up Day (If Necessary)

SCHOOL SITE: Washburn Rural Alternative High School is a school-within-a-school located on the campus of Washburn Rural High School. The school has an open format with specifically designated areas for classroom instruction. These doors will remain open until approximately 8:30 AM each morning. After 8:30 AM the doors will be locked. Students and visitors to WRAHS entering after this time will need to notify the WRAHS secretary of their arrival via a security system equipped with a camera, buzzer, and two-way intercom. The school is situated on the second floor of the building, immediately to the left at the top of the stairs.



INSTRUCTION

ACADEMIC DISHONESTY: Students in high school will have many opportunities to become actively involved in the learning process. The benefits derived from original learning can be great. Students are responsible for doing their own work. Students involved in academic dishonesty (i.e., cheating, plagiarism, sharing of work, etc.) will receive no credit and be placed on staff appeal.

ACADEMIC PROBATION: Students who are below the 70% academic level at the end of a unit of study will be placed on Academic Probation for the following unit of study. Students on academic probation must sign an academic probation contract which details the stipulations of the probation. Stipulations may include, but not be limited to:

- Failure to achieve 70% during the probationary period will result in the student being recycled the following unit;
- Students on academic probation will not be allowed to leave campus during the lunch period;
- Students on academic probation may be required to attend hours 1-4 on the last day of the probationary period unit.

Failure to comply with the stipulations of the contract will result in a staff appeal.

BUILDING POLICY: Students enrolled at WRAHS and visitors to the school may enter the building between the hours of 8:00 AM and 3:00 PM through the southwest doors of the main school off of the west parking lot. The doors will be locked after 8:30 AM each morning. Students and visitors to WRAHS after this time will need to notify the WRAHS secretary via the security system consisting of a camera, buzzer, and two-way intercom. The following policies will apply to students and visitors:

1. Students will be required to carry their ID cards at school. Students must present their card when asked by any USD #437 employee.
2. Students will pay for any damage they inflict on school property. A price will be determined by the maintenance department and a student may pay cash or work for the school at an hourly rate until the item is paid for. Appropriate disciplinary action will also result.
3. Inappropriate displays of affection will not be allowed.
4. Lost articles should be turned into the WRAHS secretary. WRAHS is not responsible for lost or stolen items.
5. Possession and/or the use of water guns, skateboards, rollerblades (skates), hackey sacks, etc. is prohibited.

CLASSROOM CONDUCT: Classroom policies and conduct are formulated by the teacher and approved by the administration. Violation of classroom conduct or policy may result in the use of discipline options. Repeated violations may result in removal from the class with no credit and possibly removal from the program.

COMMUNITY SERVICE: All students attending WRAHS must complete 20 hours of community service as part of the graduation requirements. The community service hours will be coordinated through the counselor and/or another staff member of WRAHS. The hours must be completed at a not for-profit organization. WRAHS students have the opportunity to earn credit for community service hours. One additional hour will be assigned for each hour the student fails to attend their scheduled community service. Students are able to earn 1/2 credit per semester for every 250 hours of community service. A student may only receive one credit (500 hours) of community service per school year. Any hours over 500 will not be counted toward community service credit and cannot be carried over to the following school year.

COMPUTER NETWORK GUIDELINES: The following enforcement guidelines have been established at WRAHS to ensure the integrity of the W.A.N. Computer Labs and Network System. Students not complying to the policy will be subject to a staff appeal.

When using the computers and/or the internet connection, students should use the following general guidelines.

1. Are my activities consistent with the class, school or district’s curriculum, goals or objectives?
2. If not, are my activities appropriate for a school setting?

If the answer to either of the above questions is NO, students run the risk of losing computer access as well as being subject to other consequences.

Be advised that loss of computer network privileges may make it very difficult or impossible to satisfy the outcomes of some classes. Some examples are:

- Business or Technology classes
- Computer Programming classes
- Classes requiring use of district or Internet databases for research
- Classes requiring district software to create papers, brochures, etc

I. No student will:

1. LOG ON or attempt to LOG ON as another student.
2. Access or attempt to access instant messaging or Internet chat rooms. Students may use website based E-mail accounts (Hotmail, Yahoo Mail, etc.) for legitimate educational purposes only.
3. Access, attempt to access, edit, or attempt to edit another student’s files.
4. Access or attempt to access the operating system, configuration or settings of any computer, printer, peripheral or network component.
5. Utilize any programming language unless it is part of the curriculum being studied. Special permission to use a programming language may be granted only by the administration and after consultation with the programming language instructor.
6. Browse through or attempt to access directories or subdirectories on the network or workstation other than those which they are authorized to use. (Students are authorized to access their personal directory and personal data files brought to school on a diskette, CD or other medium.)
7. Handle, unplug, or attempt to unplug any of the cabling or connections.
8. Use, download or install a program, program file, executable file or file of any type to initiate any program or process on individual workstations unless the student has express written permission for WRHS to use the program or file at that time.
9. Display or send offensive messages or pictures.
10. Harass, insult or attack another via the network.
11. Wasted resources. Example: Excessive printing. Students will need to pay for wasted paper or printed materials.
12. Access or attempt to access Internet sites for recreational purposes, or that present or promote offensive materials or concepts contrary to the mission of WRHS. Some examples of Internet sites or activities that may result in a loss of privileges are listed below. This is NOT comprehensive. It is only meant to illustrate some of the more obvious examples.

Sexual Content or Nudity (any degree of nudity)	Drugs or Controlled Substances
Profanity	Games and Gambling
Chat rooms/Diaries	Video (ex. Sports Entertainment)
Auctions (ex. Ebay)	Racism/Hate/Violence
Satanism or other Fringe Cults	Music Files

II. No student will:

1. LOG ON or attempt to LOG ON as any school or district employee or consultant.
2. Access or attempt to access the files of any school or district employee or consultant. Such action or attempted action will also be considered an act of vandalism.

3. Access, attempt to access, edit, or attempt to edit any school files, district files or district employee's files or files that control any function of the network. Such action or attempted action will also be considered an act of vandalism.
4. Modify or attempt to modify the operating system, configuration or settings of any computer, printer, peripheral or network component. Such action or attempted action will also be considered an act of vandalism.
5. Change or attempt to change any other person's PASSWORD.
6. Use a program, program file, executable file or file of any type to initiate any program or process that will in any way affect the network, network functions, or the operation of any computer in the district. Such action or attempted action will also be considered an act of vandalism.
7. Introduce, attempt to introduce or threaten to introduce any computer virus (or similar agent) to the network or any part of the network. Such action or attempted action will also be considered an act of vandalism.

III. Any vandalism or improper use of the computers or the network not covered in the above policy will be handled on an individual basis. Such improper use will be classified as a violation of either I or II above at the discretion of the WRAHS administration. Students in violation of the above guidelines will be subject to a student or staff appeal. Additionally, students may be held financially liable for any vandalism to the school network or components of the network. Such liability may include the replacement cost of components and/or the time required for technicians to make repairs. The district technology director will determine the billing rate for technician time.

COMPUTER USE GUIDELINES FOR STUDENTS: Computers are provided for student use in completing course assignments only. Students in violation of this guideline will be subject to a student or staff appeal. The decision of the appeal could result in suspension from school and loss of computer privileges. Each student who uses a computer is personally responsible for their actions and accountable for the guidelines listed below.

Students shall have no expectation of privacy when using district computer systems. Any computer application, information or file in district computers or computer systems is subject to monitoring by the staff and/or administration. The school retains the right to duplicate any information created by students in a computer system or on any individual computer.

1. I will respect copyright laws, and not make unauthorized copies of software unless the original is clearly labeled "Shareware" or in the public domain.
2. I will not intentionally access information that may be obscene or offensive toward other individuals, nor will I place any such information in the network or Internet.
3. I will respect the security of any computer system or network and will not try to gain unauthorized access to system programs, computer systems, or another person's files.
4. I will not use the computers to disturb or harass other computer users.
5. I will use the computer equipment to meet instructional objectives, and not as entertainment.
6. I will not waste or take supplies, and will print only when necessary to the appropriate printers.
7. I will not use the network for financial gain, commercial or illegal activity.
8. I will not engage in vandalism, including bypassing security systems, harming or destroying any data on the WRAHS or USD 437 network or the Internet, or intentionally share computer viruses.
9. I understand that USD 437 is not responsible for any expenses I incur or purchases I make while accessing any on-line service, such as the Internet.
10. I will not plagiarize any material found on the Internet and other electronic sources; i.e., use other peoples' words and ideas as my own without giving credit to the author and citing the source.
11. I will access the Internet only if I am authorized.
12. I will use a computer only if I am properly logged on.
13. I understand that the violation of the above statements will make me subject to disciplinary action and can include the immediate suspension of my computer privileges.

LAPTOP: Beginning in the fall of the 2007-2008 school year students in Washburn Rural Middle School and Washburn Rural High School may bring IBM compatible laptops equipped with wireless LAN (WLAN) cards to school for educational use only. All students using their personal computer on the district wireless network must contact the tech support in the building to get copies of all policy and procedures regarding WLAN usage in the building.

END OF YEAR PRESENTATION: All students enrolled at WRAHS at years end must complete an End of the Year Presentation and score at or above an 70% on the scoring rubric to ensure their place the next year at WRAHS. The scoring rubric includes the end of the year presentation, attendance, discipline, and points earned during the school year. Students scoring below 70% will face a staff appeal and could possibly lose their place in the program. All students placement will be reviewed by staff. **All students must participate;** students who choose to not participate in the end of the year presentation will lose their place in the program and will not be considered for reapplication until the spring semester of the following school year.

FAMILY UNIT: All certified teachers at WRAHS will head a family unit of students. Family teachers will be consulted and/or advised before decisions of any nature are made concerning one of their family students. Family teachers will take the time to know the student as a person and also as someone who is trying to gain academic knowledge in the form of a high school diploma. The family teachers are also the liaisons between the home and the school. Students will be allowed to leave for lunch on “Family Meeting Days” however, failure to return on time for the family meeting will result in losing open lunch for the unit. The daily schedule will be adjusted to the following:

1st Hour	8:00 - 8:50
2nd Hour	8:55 - 9:45
3rd Hour	9:50 - 10:40
4th Hour	10:45 - 11:39
	11:39 -12:11 Lunch for students on probation
	12:11-12:20 Guided study for students on probation
	11:39-12:25 Regular lunch schedule
5th Hour	12:25 - 1:10
6th Hour	1:15 - 2:05
7th Hour	2:10 - 3:00

GRADES: Grades at WRAHS are assigned for the sole purpose of establishing a student’s GPA. In order for a student to receive credit in a class, they must demonstrate to the teacher that they have mastered the outcomes of the class. WRAHS believes that every successful student must take responsibility for their learning. In line with this, and given the independent learning structure of many of the courses, each student is expected to show how the work they have completed demonstrates mastery of the given outcomes for the course. This demonstration may be in the form of a formal paper, a test, a project, a presentation, etc. Provided that the student is in good standing in the class, the teacher can then award credit in the subject. In order for a student to be in good standing in any subject, they must have 70% of the total points possible. If at any time a student is not in good standing, they will be put on academic probation. Failure to comply with the terms of any academic probation will result in a student facing staff appeals.

POINTS: Each class at WRAHS is worth 28 points. The awarding of points is totally at the discretion of the teacher. Should the student be tardy or unproductive during the class period the teacher may award no points. In order for a student to be in good standing, they need to have accumulated at least 70% of the total points available for each unit of study. When a student falls below the 70% standard, they will be placed upon academic probation.

Points accumulate to be converted to credits. The following formula is used at WRAHS:

$$50 \text{ points} = 1/4 \text{ credit} \quad 100 \text{ points} = 1/2 \text{ credit} \quad 200 \text{ points} = 1 \text{ credit}$$

Students are encouraged to enroll in classes which “block” points, nothing less than 1/4 credit will be placed on a student’s transcript. Students should work closely with their family teacher in choosing classes which will accumulate to at least 50 points. Otherwise, a student may have points in several different curriculum areas but not enough to convert to actual credits.

GRADUATION EXERCISE PARTICIPATION: To participate in the graduation ceremony a student must have successfully completed the graduation requirements set forth by the State of Kansas and USD #437 Boards of Education. While the family teacher has the primary responsibility of tracking each student’s progress toward graduation requirements, students are expected to monitor their own progress by periodically checking with the counselor and their family teacher in regards to timely completion of all graduation requirements. A student that is one unit of credit short may still participate in the graduation ceremony. Students who do not have the required number of credits are encouraged to enroll in summer school, night school, or a correspondence program. The student will receive a diploma when the graduation requirements have been completed and recorded on the transcript. Students under suspension or expulsion will not be allowed to participate in the graduation ceremony of WRAHS.

RECYCLE: This is for students who attend WRAHS for 4 or more hours during the day. Students who fail to receive the minimum 70% of points for two consecutive units (six weeks) will be placed on a recycle. A student may also be placed on recycle due to behavioral or attendance issues. A recycle may constitute dismissal from the program for a unit and /or other requirements to be completed during the recycle period. However, the student will be required to attend main school classes during the recycle period.

SEVERE WEATHER -- SCHOOL CLOSING: The decision to close school because of severe weather is made by the Superintendent. School closings will be announced over WIBW Radio and TV, KSNT-TV, KTKA-TV, and www.wibwclosings.com. During inclement weather, a recorded message containing school closing information can be accessed by calling 339-4000. It will always be the right and privilege of parents to call for children at school during severe weather, extreme heat, or any other good reason when the pupil’s health and safety may be questioned.

STUDENT WITHDRAWAL POLICY: Students who withdraw from school, for whatever reason, must checkout through their family teacher and the school secretary. Unless a student officially withdraws through this procedure, student records (such as health records, grade cards, and transcripts indicating credit earned) cannot be provided to the student’s next school. Parents/guardians must notify the school to approve a student’s request to withdraw. It should be noted that any student who voluntarily withdraws from WRAHS will be immediately replaced by a student from the school waiting list, and is very unlikely to be readmitted to the school at a later date. Any WRAHS student who wishes to transfer back to the main school may only do so at the end of a semester, unless they gain permission from the principals at both WRHS and WRAHS.

TESTING: Several tests are administered for WRAHS students throughout the school year. Each test has a purpose and can be very useful in helping counselors, parents, teachers, and students make education more meaningful for students. Counselors will explain each test in detail when it is offered and review results with students when the scores are returned. It is the student’s responsibility to sign up for the optional tests.

The following tests may be taken by WRAHS students:

ACT (American College Testing) and SAT (Scholastic Aptitude Test) for college-bound juniors and seniors. Most colleges require one or the other of these tests for admission. Universities in the Kansas Regents System accept the ACT for admission. Students should find out what test is required by the

college or colleges they are considering and register to take the appropriate test(s). Registration forms are available in the Guidance Office. These forms take some time to complete and have mailing deadlines. It is the student's responsibility to complete the forms and mail them or you can register on line. It is recommended that these tests be taken either in the spring of a student's junior year and as early as possible in the senior year. This is especially true if the student is applying to an out-of-state college or if the student is applying for some scholarships or other types of financial aid. Taking the test early also gives students more opportunity to retake the test if they need to try to raise their scores. This is especially important if a student's first set of scores is slightly lower than those required for admission to a college, meeting a scholarship standard, or participation in intercollegiate athletics at a NCAA Division I or Division II school.

Registration deadlines and test dates are listed below:

* Test will be given at WRHS

ACT TEST DATE	REGISTRATION DEADLINE
September 12, 2009	August 7, 2009
October 24, 2009*	September 18, 2009
December 12, 2009	November 6, 2009
February 6, 2010	January 5, 2010
April 10, 2010*	March 5, 2010
June 12, 2010*	May 7, 2010

SAT TEST DATES	REGISTRATION DEADLINE
(dates not available at this time) ...see counselor	

KANSAS ASSESSMENT TESTS will be given in academic areas according to state guidelines. These assessments are designed to measure student achievement.

P.L.A.N. will be given in the fall for all sophomores. It is good practice for the ACT college admission test and also has a component designed to assist students in career decision making.

PSAT/NMSQT (Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test) will be given on date not available for all interested junior and sophomores in the top 20-25% of their class. This test is good practice for any student who may be taking the SAT college admission test. Juniors taking the test are also taking the first step required for the National Merit Scholarship Competition. Sophomores who take the test should take it again as juniors.

TRANSCRIPTS: Official transcripts for WRAHS graduates will be maintained and are available through the high school's main office.

DISCIPLINE

An essential ingredient in the operation of a school is self-discipline. The basic philosophy of WRAHS is that students are expected to conduct themselves in a responsible manner. The education of all students is extremely important and any behavior that interferes with learning reduces the effectiveness of the teacher, the student, and the school community. It is not the intent, nor is it possible, to list all behavior guidelines to be followed. Students must be aware that there are consequences to inappropriate behavior and violating established rules. Common sense and cooperation are necessary for a satisfactory experience at WRAHS. The administration of WRAHS reserves the right to bring any student up on student and/or staff appeals, at any time, provided there is good reason.

Washburn Rural Alternative High School is proud to be a school represented by diverse populations. WRAHS has a zero tolerance policy for displays of discrimination and prejudice. All students are expected to treat each other, and all school faculty, with respect and dignity. Serious administrative disciplinary consequences will result for violating another person(s) rights as an individual.

STAFF APPEAL: A staff appeal is required when the offense is severe or is a minor offense that has happened in the past. On a staff appeal, the entire staff, as well as the offending student, is involved in discussing the incident and formulating an appropriate consequence. A staff appeal may result in the student being removed from the school temporarily or permanently. The decision of the people involved in the staff appeal will be final. Students recommended for removal from the program as a result of the appeal will have the right to an extended-term and/or expulsion hearing with the hearing officer for USD 437.

CLASSROOM BEHAVIOR: Students are expected to behave appropriately in class in order for teaching and learning to occur. Students who disrupt the classroom and/or school environment will be sent out of the class for the remainder of the period or for the remainder of the day, determined by school personnel. Any points that would have been awarded for the remainder of the day will be lost and no opportunity to make up these points will be given. Students who have a 3 discipline issues during a unit will be placed on staff appeal and possibly sent home for a period of time to be determined by the staff. Students who are sent home three times during a unit of study will be recycled for the remainder of the unit. Students taking a main school class will follow main school discipline policy.

TARDY POLICY: 1st tardy in a class- warning
2nd tardy in a class- warning
3rd tardy in a class, assigned a 30 minute detention with that or another alt. ed teacher after school on the following school day.
4th tardy and all subsequent tardies; student is assigned an additional 30 minute detention per tardy.

CELL PHONE POLICY: NO Cell phones of any kind, regardless of its functions, are allowed between 8:00 AM and 3:00 PM. If a student needs to make a call to a parent or other emergencies they may use the student phone (with approval from a staff member) on the secretary's desk or their family teacher's phone.

If a cell phone is seen out and /or in use during a class period...

1st Offense- The cell phone is taken away from the student and placed up front in the office to be picked up by the student at the end of the school day (3:00 pm).

2nd Offense- The cell phone is taken away and placed up front in the office; a parent is called and they must come to school to pick up the cell phone.

Any further problems will be dealt with in a staff appeal.

CONTROLLED SUBSTANCES POLICY (DRUGS): USD 437 is committed to the education of every student in drug abuse/awareness and zero substance abuse (See Board Policy JDD). USD 437 will enforce the following policy:

1. The possession, use, consumption, distribution or sale of drugs, or intent to distribute or sell drugs (controlled substances as defined by the Uniform Controlled Substances Act, K.S.A. 65-4101 et seq.) the distribution or consumption of non-prescription medicines or drugs that exceeds the manufacturer's recommended dosage on public school property or at public school activities is strictly prohibited.
2. In the event any student violates the controlled substances section of this regulation, such student will be suspended from school immediately for a short term and will be:
Recommendation for an extended term suspension from school and all related school activities for possession, use, or consumption of drugs, or recommendation for expulsion from school and all related school activities for distribution and/or sale of drugs, or intent to distribute or sell drugs.
3. Any student who comes onto school property or attends public school activities, having used or consumed substances as defined in paragraph 1 above, will be suspended from school immediately for a short term with a recommendation for an extended term suspension from school and all related school activities.

Any punishment, suspension, or expulsion may be deferred by the appropriate Administrative Hearing Officer or Board of Education or their designee. The student involved, after the appropriate hearings, as set forth by Kansas Statutes and found to be placed either on suspension or expulsion may at the option of the appropriate Administrative Hearing Officer or Board of Education be offered an opportunity for probation for a set period of time. The balance of the punishment, suspension or expulsion shall remain deferred as long as the student meets the conditions of the probation agreement. If a student agrees to a probationary period, a written agreement shall be signed by the student and the student's parents or guardians outlining the appropriate conditions of said probation and the duration thereof. Any probationary student accused of being in violation of the conditions of probation shall be afforded a limited hearing to the appropriate Administrative Hearing Officer or the Board of Education who agreed to the probationary conditions. Conditions of probation may include, but are not limited to: drug counseling, of student's choice, expenses to be borne by the student; random drug testing, expenses to be borne by the student; restriction from school activities and any other conditions that the appropriate Hearing Agency or Board of Education agree would aid and assist the student and continue to provide a drug free school

ALCOHOL/CEREAL MALT BEVERAGES POLICY: USD 437 is committed to the education of every student in alcohol abuse awareness. USD 437 will enforce the following policy:

The possession, use, consumption, or sale of alcoholic liquor (as defined by K.S.A. 41-102) or cereal malt beverages (as defined by K.S.A. 41-2701) on public school property or at public school activities is strictly prohibited and any such possession, use, consumption, or sale shall result in an immediate suspension from school according to 2 and 3 below. Any student, who comes into public school property or attends public school activities, having used alcoholic liquor or cereal malt beverages as defined herein, shall be suspended from school immediately according to 2 and 3 listed below. 2. First violation – five-day suspension from school and all school related activities. Any student in violation of the alcohol/cereal malt beverage policy shall be suspended from all student extra-curricular performances, competitions or social functions for 30 school days on the first violation of said policy. Students are allowed to try out for activities/teams and attend practices during the 30-day period. 3. Second violation – five-day suspension from school and all school related activities and will be recommended for extended term suspension or expulsion. If a student is long term suspended for violation of this regulation, said student shall have the opportunity, of the Hearing Examiner's and/or Board of Education's discretion, to attend a counseling session with a qualified professional counselor, skilled in substance abuse counseling and comply with said counselor's recommendations, thereby being allowed an opportunity for a probationary period for the balance of said suspension. A student may use a counselor of their choice or

may use the service provided free from a local Human Service Agency designated by the School District and said expense and costs are to be borne by the parents and/or guardians of the student. Subsequent violation of the agreed probationary period will result in the balance of the suspension being enforced.

DISTRICT POLICY: Students who are suspended or expelled under the terms of this policy shall be afforded the due process rights contained in board policies (see Board Policy JDD). Nothing in this policy is intended to diminish the ability of the district to take other disciplinary action against the student in accordance with other policies governing student discipline. In the event a student agrees to enter into and complete a drug education or rehabilitation program, the cost of such program will be borne by the student and/or his/her parents/guardians. A list of available programs along with names and addresses of contact persons for the program is on file with the board clerk. Parents or students should contact the directors of the programs to determine the cost and length of the program. A copy of this policy shall be provided annually to all students and parents of all students. Parents of all students shall be notified that compliance with this policy is mandatory.

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

DRUG TESTING POLICY: In the case that WRAHS suspects that a student is using drugs and/or alcohol, and that this use is impacting the student's academic performance, **WASHBURN RURAL ALTERNATIVE HIGH SCHOOL RESERVES THE RIGHT TO ASK ANY STUDENT TO COMPLY WITH A WITNESSED URINE DRUG SCREEN BEFORE RETURNING TO SCHOOL IF A STAFF APPEAL DECIDES THAT THERE IS REASONABLE SUSPICION TO DO SO.**

In this case, a student has **24 hours** to obtain either a urine abuse screen or a urine abuse screen and comprehensive drug screen from either the Cotton O'Neil Lab, Stormont Vail Hospital or St. Francis Hospital. *(Should a student prefer a different facility to administer the test they must first gain permission from the principal or a designated school official).* This test will be at the students expense.

Should the student (or parent) not be willing to comply with such a test, or not be willing (or able) to take a test within 24 hours, they will also have the option to take a full blood screen within 3 school days. If this option is also refused then WRAHS reserves the right to remove the student from school on a permanent basis.

In the case that a drug test should prove positive, the student will be allowed to remain in attendance at WRAHS only provided that he/she agrees to undergo an immediate course of suitable rehabilitation.

EXPECTATIONS OF WRAHS STUDENTS: WRAHS has high expectations for the students who are privileged to attend the school. The expectations are:

- 1) WRAHS will have an environment that is free of violence, alcohol, drugs, and tobacco. Any student who violates this policy before or during school or at any school sponsored activity will be immediately placed upon staff appeals, with a recommendation to be removed from the school on a permanent basis.
- 2) WRAHS will have an environment that is socially acceptable, including:
 - a) Respect for self and others;
 - b) Use of appropriate language. Students using foul language will be sent to the office for the remainder of the class period with loss of all points.

- c) Appropriate use of cell phones and pagers. Cell phones and pagers must be turned to off or on silent mode while classes are in session. Students whose cell phones and pagers ring audibly during classes will comply with the cell phone policy on page 18.
 - d) Productive use of time. Students should be in their scheduled classes at all times.
- 3) To remain in good standing, students must earn 70% of the possible points in each unit of study. In addition, parents/guardians and students will be required to sign each clause of an Awareness Sheet which will inform them of the regulations under which the school is operated.

Bullying harassment

JDDC Bullying (See GAAB, JCE, JGEC, JGECA JDD and EBC)

The board of education prohibits bullying in any form including electronic means, on or while using school property, in a school vehicle or at a school sponsored activity or event. Students who have bullied others in violation of this policy may be subject to disciplinary action, up to and including suspension and expulsion. If appropriate, students who violate the bullying prohibition shall be reported to local law enforcement.

This may include, but not be limited to, the following:

- verbal, physical, or written intimidation or abuse
- derogatory name calling
- insults
- practical jokes which may result in awkwardness or embarrassment
- unwelcome remarks or innuendoes
- taunting or ridicule of any individual
- derogatory or offensive pictures, drawings, and materials
- use of derisive slang terms concerning another individual

Sexual harassment

The board of education is committed to providing a positive and productive learning and working environment, free from discrimination on the basis of sex, including sexual harassment. Sexual harassment shall not be tolerated in the school district. Sexual harassment of employees or students of the district by board members, administrators, certificated and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

Sexual harassment is unlawful discrimination on the basis of sex under Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. All forms of sexual harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events. Sexual harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

It shall be a violation of this policy for any student, employee or third party (visitor, vendor, etc.) to sexually harass any student, employee, or other individual associated with the school. It shall further be a violation 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 conduct 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 that individual; or (3) such conduct has the purpose or effect of interfering with an individual's academic or professional performance or creating an intimidating, hostile or offensive academic environment.

Sexual harassment may result from verbal or physical conduct or written or graphic material. Sexual harassment may include, but is not limited to:

- verbal harassment or abuse
- pressure for sexual activity
- repeated remarks to a person, with sexual or demeaning implication
- unwelcome touching
- or suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning a student's grades, participation in extra-curricular activities, etc.

The district encourages all victims of sexual harassment and persons with knowledge of such harassment to report the harassment immediately. The district will promptly investigate all complaints of sexual harassment and take prompt corrective action to end the harassment.

Any student who believes that he or she has been subjected to sexual harassment should discuss the alleged harassment with the building principal, another administrator, the guidance counselor, or another certified staff member. Any school employee who receives a complaint of sexual harassment from a student shall inform the student of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. If the building principal is the alleged harasser, the complaint shall be reported to the district compliance coordinator. The building principal or district compliance coordinator shall discuss the complaint with the student to determine if it can be resolved. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a formal complaint under the district's discrimination complaint procedure.

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes sexual harassment under the definition outlined above. Unacceptable student conduct may or may not constitute sexual harassment, depending on the nature of the conduct and its severity, pervasiveness and persistence. Behaviors which are unacceptable but do not constitute harassment may provide grounds for discipline under the code of student conduct.

An employee who witnesses an act of sexual harassment shall report the incident to the building principal. Employees who fail to report complaints or incidents of sexual harassment to appropriate school officials may face disciplinary action. School administrators who fail to investigate and take appropriate corrective action in response to complaints of sexual harassment may also face disciplinary action.

When a complaint contains evidence of criminal activity or child abuse, the building coordinator or district coordinator shall report such conduct to the appropriate law enforcement or SRS authorities.

To the extent possible, confidentiality will be maintained throughout the investigation of a complaint. The desire for confidentiality must be balanced with the district's obligation to conduct a thorough investigation, to take appropriate corrective action or to provide due process to the accused.

The filing of a complaint or otherwise reporting sexual harassment shall not reflect upon the individual's status or grades. Any act of retaliation against any person who has filed a complaint or testified, assisted, or participated in an investigation of a sexual harassment complaint is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to and including expulsion for a student or termination of employment for an employee.

False or malicious complaints of sexual harassment may result in corrective or disciplinary action against the complainant.

A summary of this policy and related materials shall be posted in each district facility. The policy shall also be published in student, parent and employee handbooks as directed by the district compliance coordinator. Notification of the policy shall be included in the school newsletter or published in the local newspaper annually.

Racial harassment

The board of education is committed to providing a positive and productive learning and working environment, free from discrimination, including harassment, on the basis of race, color or national origin. Discrimination or harassment on the basis of race, color or national origin (“racial harassment”) shall not be tolerated in the school district. Racial harassment of employees or students of the district by board members, administrators, certificated and support personnel, student, vendors, and any others having business or other contact with the school district is strictly prohibited.

Racial harassment is unlawful discrimination on the basis of race, color or national origin under Titles VI and VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. All forms of racial harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events. Racial harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

It shall be a violation of this policy for any student, employee or third party (visitor, vendor, etc.) to racially harass any student, employee or other individual associated with the school. It shall further be a violation 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.

Racial Harassment is racially motivated conduct which:

- Affords a student different treatment, solely on the basis of race, color or national origin, in a manner which interferes with or limits the ability of the student to participate in or benefit from the services, activities or programs of the school;
- Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of creating a hostile academic environment; or
- Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of interfering with a student’s academic performance or ability to participate in or benefit from the services, activities or programs of the school.

Racial harassment may result from verbal or physical conduct or written graphic material.

The district encourages all victims of racial harassment and persons with knowledge of such harassment to report the harassment immediately. The district will promptly investigate all complaints of racial harassment and take prompt corrective action to end the harassment.

Any student, who believes he or she has been subject to racial harassment or has witnessed an act of alleged racial harassment, should discuss the alleged harassment with the building principal, another administrator, the guidance counselor, or another certified staff member. Any school employee who receives a complaint of racial harassment from a student shall inform the student of the employee’s obligation to report the complaint and any proposed resolution of the complaint to the building principal. If the building principal is the alleged harasser, the complaint shall be reported to the district compliance coordinator. The building principal shall discuss the complaint with the student to determine if it can be resolved. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a formal complaint under the district’s discrimination complaint procedure.

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes racial harassment under the definition outlined above. Unacceptable student conduct may or may not constitute racial harassment, depending on the nature of the conduct and its severity, pervasiveness and persistence. Behaviors which are unacceptable but do not constitute harassment may provide grounds for discipline under the code of student conduct. The discipline of a student for violation of any provision of the code of student conduct may be enhanced if the conduct is racially motivated.

An employee who witnesses an act of racial harassment shall report the incident to the building principal. Employees who fail to report complaints or incidents of racial harassment to appropriate school officials may face disciplinary action. School administrators who fail to investigate and take appropriate corrective action in response to complaints of racial harassment may also face disciplinary action.

When a complaint contains evidence of criminal activity or child abuse, the compliance coordinator shall report such conduct to the appropriate law enforcement or SRS authorities.

To the extent possible confidentiality will be maintained throughout the investigation of a complaint. The desire for confidentiality must be balanced with the district's obligation to conduct a thorough investigation, to take appropriate corrective action or to provide due process to the accused.

The filing of a complaint or otherwise reporting racial harassment shall not reflect upon the student's status or grades. Any act of retaliation against any person who has filed a complaint or testified, assisted, or participated in an investigation of a racial harassment complaint is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to and including expulsion for a student or termination of employment for an employee.

False or malicious complaints of racial harassment may result in corrective or disciplinary action against the complainant.

A summary of this policy and related materials shall be posted in each district facility. The policy shall also be published in student, parent and employee handbooks as directed by the district compliance coordinator. Notification of the policy shall be included in the school newsletter or published in the local newspaper annually.

SEARCH OF STUDENTS AND PROPERTY:

- 1) School officials have the right to search student's person and property on school premises, with reasonable suspicion.
- 2) School officials have the right to look in student lockers at any time.
- 3) WRAHS supports and encourages the Shawnee County Sheriffs' Department, in cooperation with other law enforcement agencies, to conduct random canine searches of lockers, bags, purses and other personal items, as well as the parking lot, for illegal drugs and/or weapons, at the request of the principal.
- 4) The WRAHS administration may contact the Shawnee County Sheriff's Department to assist in the search of student's person and property, with probable cause.

INTERROGATION POLICY: Interrogation of a student by school officials and/or law enforcement officers shall be conducted in accordance with board policy JCAC.

METAL DETECTORS: Metal detectors may be used to assist in providing a safe environment for our students.

PERSONAL APPEARANCE: The general atmosphere of a school must be conducive to learning. If a student's appearance attracts undue attention to the extent that it may become a disruptive factor in the educational process, a staff member will ask the student to make the necessary changes. In the event that the change does not take place in the time allowed, the student will face a staff appeal.

SCHOOL SAFETY HOTLINE - Students are encouraged to anonymously report any threats or impending violent activity to the toll free Kansas Student Safety Hotline at 1-877-626-8203.

SECURITY CAMERAS -- Video Monitoring: WRAHS is monitored by closed circuit TV. Video recordings of student activities may be used for disciplinary action and/or criminal prosecution. The outside entrance to WRAHS is monitored by closed circuit TV, a buzzer system, and a two-way intercom. The outside doors will be locked after 8:30 AM each morning. Students and visitors to WRAHS after this time will need to notify the WRAHS secretary via the monitoring system.

TOBACCO POLICY- In order to facilitate a healthy educational environment, at no time are students permitted to possess or use tobacco products on the WRAHS school grounds or in the building. The use or possession of tobacco products is also prohibited while in attendance at any school sponsored activities regardless of the location of the activity. The use or possession of tobacco products by WRAHS while on school property or at school-sponsored events will result in a staff appeal. Use of tobacco products as a method of vandalism may result in a staff appeal and removal from school.

As per KSA 79-3321 it is illegal for any person under the age of 18 to possess and/or use any tobacco products. It is a class B person misdemeanor punishable by a minimum fine of \$200 for any person, directly or indirectly, to (A) sell, give or furnish any cigarettes or tobacco products to any person under 18 years of age; or (B) buy any cigarettes or tobacco products for any person under 18 years of age. Acts classified as cigarette or tobacco infractions (possession or use of persons under the age of 18) by subsection (C) of K.S.A. 79-3321 and amendments thereto shall be classified as ordinances prohibiting such acts. The fine for an ordinance cigarette or tobacco infraction (possession or use) shall be \$91 or more. All tobacco violations will be reported to the Shawnee County Sheriff's Department.

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

Definition of Weapons and Destructive Devices

As used in this policy, the term "weapon" and/or destructive device means:

- any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;
- the frame or receiver of any weapon described in the preceding example; any firearm muffler or firearm silencer;
- any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than 1/4 ounce, mine or similar device;
- any weapon which will, or which may be readily converted to, expel a projective by the action of an explosive or other propellant, and which has any barrel with a bore of more than 1/2 inch in diameter; any combination of parts either designed or intended for use in converting any device into a destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled;
- any bludgeon, sand club, metal knuckles or throwing star;
- any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun.
- a facsimile weapon, a replica of a firearm which is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm;
- including, but is not limited to pellet guns, (including air soft pellet guns), regardless of how the pellet or projectile is expelled, starter pistols, air rifles and pistols and any other object which may be placed on the replica by the manufacturer or another to indicate the weapon is a facsimile.
- Penalties for possession of a weapon as defined in K.S.A. 72-89a02 shall result in expulsion from school for a period of one calendar year, except the Superintendent may recommend this expulsion requirement be modified on a case-by-case basis. Expulsion hearings for possession of a weapon or dangerous materials shall be conducted by the Superintendent or the Superintendent's designee. Students violating this policy shall be referred to the appropriate law enforcement agency(ies) and, if a juvenile, to SRS. (Board Policy JCDBB)
- This policy is in effect 24 hours a day everyday.

Penalties for Possession

Possession of a firearm or other weapon or facsimile of a weapon shall result in an immediate staff appeal with a recommendation for expulsion from school for a period of one calendar year. The Superintendent may recommend the expulsion requirement be modified on a case-by-case basis. Expulsion hearings for possession of a weapon shall be conducted by the Superintendent or the Superintendent's designee.

Students violating this policy shall be referred to the appropriate law enforcement agency(ies) and if a juvenile to SRS or the Commissioner of Juvenile Justice.

Reporting Criminal Possession of a Firearm by a Student

It is a crime for any person to possess a firearm at school or on school property. A student who possesses a firearm shall be reported to law enforcement for criminal prosecution.

STUDENT AFFAIRS

ACTIVITY PARTICIPATION: In order to participate in any activity, a student must attend at least four of his or her classes on the day of participation; or be excused from this requirement by the administration; or four periods prior to the activity if the event is an all school day or Saturday event. A student may only participate in an activity if they are in good standing.

An event associated with an academic class takes precedence over an extra-curricular (non-class) connected event.

Any student that has been suspended from school cannot attend or participate in any school function while under suspension.

Physical forms and Emergency Medical Cards must be turned in to the office before a student may practice or participate in any school activity. (KSHSAA)

Participants in all KSHSAA recognized activities must conform to ALL KSHSAA eligibility regulations. USD 437 students transferring to another school district but whose parents/guardians still reside within USD 437 will be ineligible for 18 weeks.

Students who participate or wish to participate in KSHSAA activities must successfully receive at least 2.5 credits of unit weight in at least 5 or more courses the semester prior to any and all such participation. Credits are calculated using the grades received at the end of each semester (NC's and IN-'s are calculated as zero credit). Incomplete grades completed during summer school are not allowed by the KSHSAA.

WRAHS students who participate in the main school activities will be subject to the main school policies and procedures in terms of disciplinary action for violations related to the activities.

Students who plan to participate in intercollegiate athletics at a NCAA Division I or Division II school must meet specific academic requirements. The requirements include **16** specifically identified core courses for Division I and 14 courses for Division II which must be taken while in high school with a 2.5 GPA and a minimum combined score of 1010 on SAT or a minimum total score of 68 on the subtest of the ACT. For students with a GPA of 2.0 they must have a minimum combined score of 1010 on the SAT or a minimum total score of 86 on the sub-test of the ACT. The NCAA has developed a sliding scale to accommodate variations in GPA's. To learn further details, students should see their coach or counselor early in the school year. It is important for students to plan their high school course work with knowledge for the NCAA requirements (from the by-law 14.3 of the NCAA).

SPORTSMANSHIP: Sportsmanship is good citizenship in action. All actions by students at an activity are to be for the players, not against the opponents; positive supportive, not negative or disrespectful. Fans should be courteous to all participants, coaches, officials, staff and other fans. Fans abide by and respect the official's decisions. Always display your appreciation for good performances, regardless of the team or opponent. The performance of the teams on the field or court should be the focus of the crowd's attention, not silly distractions by other. Fans must exercise self-control and your actions should reflect positively upon yourself, your team and your school.

Examples of appropriate behaviors are:

- face painting with school colors (do not bring the paint to the event)
- painting a shirt to positively support the team (do not bring the paint to the event)
- loud, appropriate cheering in support of the team
- appropriate signage in support of the team

Examples of inappropriate behaviors include but are not limited to:

- body painting
- costumes
- inappropriate jeers towards officials, teams, or coaches
- inappropriate signage that is negative towards opponents or officials

More details will be shared with students throughout the school year.

DANCE PARTICIPATION: WRAHS students desiring to bring a date to a school-sponsored dance must register the date during the sign-up period the week preceding the dance. Dates must be at least high school age. Dates over the age of 20 must be pre-approved by the principal. Ex-WRAHS and WRHS students who were not in good standing when they exited the school must be approved by the principal. All dates must be accompanied during the dance by the WRAHS student who pre-registered them. WRAHS students are responsible for, and will be held accountable for, the actions of their date during the dance. All disciplinary consequences will apply to the sponsoring WRAHS student. Student I.D.'s are required for admission to all WRHS dances. A student may only attend a school dance if they are in good standing. Activities are an extension of the school day. While dances are a chance for students to enjoy some positive social interaction, all students are asked to respect themselves and other individuals. All of our students' actions will be observed by their peers, parents chaperones and teachers. A verbal reminder at the beginning of each dance requesting that students refrain from dancing in a sexually suggestive manner. After the announcement, if the provocative dancing continues and the conduct deemed inappropriate, the student(s) will be asked to leave the dance.

DIRECTORY INFORMATION DESIGNATED: The USD #437 board and administration have determined that the following data will be designated "directory information".

- a. student's name, address, telephone number, date of birth, and parent's name
- b. student's participation in officially recognized school activities and sports
- c. the weight, height and grade of members of athletic teams
- d. dates of attendance
- e. scholarships and awards received
- f. the most recent previous school district attended by the student

This information is considered public information which may be released by the school district without parent's prior consent.

Patrons have until September 1 of the current school year to inform the school district that any or all of the directory information about their student should not be released with parent's prior consent.

FIRE DRILL: Procedures for fire drill evacuation of the building will be as follows: The signal for a fire drill is a solid bell sound. All teachers will be responsible for instructing their classes as to which exits are available for emergency evacuation. Once the signal is sounded all staff/students will evacuate from the entire building as rapidly as possible (No running).

FOOD AND DRINK: Food and drink vending machines are available to WRAHS students. WRAHS students are allowed to have food and drink in the classroom areas with teacher permission. All trash and spills must be cleaned up by the students. Abuse of this policy will result in the vending machines being turned off for a time period determined by the WRAHS administration. NO food or drink is to be taken into the hall or main school.

HEALTH SERVICES: Should a student become ill while at school they shall have access to the main school nurse.

Illnesses: Parents should not send their child to school if he/she has been ill (vomiting, diarrhea, etc.) or has had a fever within the last 24 hours. When at school, students will be expected to participate in all areas, including physical education, unless a written request from the child's physician is on file with the school. Please have the physician communicate with the school nurse if the inability to participate will be lengthy.

Immunizations: All students must have written proof (from a physician or health department) of the state required immunizations before enrolling for the school year. Failure to provide said proof will result in the student not being allowed to enroll. The school nurse can provide further information on medical and religious exemption.

Medications: Medication should be taken outside school hours when possible (example-antibiotics taken 3 times a day can be taken before school, after school and at bedtime). High school students may self administer prescribed and/or over the counter medications if deemed responsible by his/her parents. All medications must be in the original container and if abuse is suspected, the parents will be contacted and this privilege suspended.

Parents may request that the medication be administered by health room personnel. If that is the case, the school must have written permission from the parent and physician or dentist (a prescription label is considered physician permission). NOTE: It is the responsibility of the student to report to the health room when the dosage is due.

All students with inhalers for asthma management must have physician authorization for independent administration on file in the school office.

Injectable Medication: School personnel may administer injectable medication on an emergency basis only after proper training is provided by the school nurse. Any syringe and needle used on school property will be disposed of at a site designated by the principal. The appropriate documents must have been filed with the school principal and the Central Office to include but not limited to: (1) written permission--explicit instructions from the local attending physician and co-signed by the parent; (2) hold harmless agreement; and (3) names of designated school personnel and statements of training for injectables signed by the school nurse.

SOCIAL FUNCTIONS: Social functions held in connection with the school must be approved by the sponsors and the administration. Sufficient notice needs to be given to the WRAHS Principal and adult supervision must be provided by the sponsoring organization.

STUDENT ACCIDENT INSURANCE: If a student is injured during the school day or while participating in a school activity, the District has student accident insurance to cover some expenses. The coverage is supplemental to any insurance you may have on your student and pays only after the student's personal insurance coverage has responded. The District insurance has certain limits and pays the "usual and customary" charges, so it may not pay 100% of the bills. In the event you do not have any insurance coverage, you will need to provide a signed letter stating that when you submit the claim form. The Business Office only sends out insurance claim forms upon request from the parents of the student, not for every student accident report. Please be aware that all claims must be reported by you to the insurance company within 90 days of the accident. If you have questions about the insurance coverage or the procedures for filing claims, please call the Business Office at 339-4000.

TELEPHONES: Students will be allowed to use his/her family teacher's telephone with prior approval and if the family teacher is in the classroom area. The main secretary's telephone, however, is not available for student use. (See cell phone policy pg.18)

TELEPHONE MESSAGES FOR STUDENTS: To avoid making unnecessary classroom interruptions, the high school's office staff has been instructed to deliver student messages from parents or guardians that are only of the utmost in importance.

These would include but not be limited to:

Any emergency

Doctor and dental appointments which the student is unaware.

TICKET PRICES/ACTIVITY TICKETS

Ticket prices for athletic contests are set by the Centennial League. Ticket prices for home athletic contest are not to exceed the following:

Varsity Contests:	Adults (9th grade and up)	\$5.00
	Students (K-8th without parent)	\$5.00
	WRAHS Student with Student ID	\$3.00
	Students (K-8th with parent)	\$3.00
Non-Varsity Contest:	All tickets	\$2.00

Activity tickets will admit the cardholder to all home athletic contests (excluding tournaments and KSHSAA sponsored events). Activity ticket prices will not exceed \$25.00 for students and \$60.00 for adults. Tickets may be purchased during enrollment, at Spirit Night or during the first few events. Purchasers of activity tickets can realize substantial savings.

TRANSPORTATION: USD 437 provides transportation for in district students if needed.

TRAFFIC REGULATIONS: Violation of any of the rules listed below may result in suspension from school:

- 1 Students may park their cars in the west parking lot, or the main student parking lot and lock them. A permit must be displayed.
- 2 All other lots are closed to student traffic.
- 3 A speed limit of 10 miles per hour is to be observed on campus at all times.
- 4 Students are not allowed to go to their automobiles during the school day unless they have permission from the administration.
- 5 The student parking lot is off limits during the entire school day. A student's day starts when the student arrives at school. No loitering will be allowed in the parking lot.
- 6 Violation of any state or federal law on school grounds may result in suspension.
- 7 Freshmen are not allowed to drive to school.
- 8 Students are not allowed to park in the handicapped parking at any time unless they have a state-approved handicapped parking permit.

TORNADO DRILL: Procedures for tornado drill evacuation from classrooms will be as follows: The signal for a tornado drill is an interrupted steady bell sound. All teachers will be responsible for instructing their classes toward emergency shelters and how to take cover. Once the signal is sounded all students/staff will move immediately to their emergency shelter area and take cover. Students and staff will return to classes when the all clear bell is sounded.