



**Student Handbook
2016-2017**

**Washburn Rural
Alternative
High School**

5900 SW 61st Street
Topeka, Kansas 66619
785-339-4900 or 785-339-4925 (Fax)
Web Site: www.wrahs.net

Dear Washburn Rural Alternative High School Students:

Welcome to the 2016-2017 school year! The staff and I are looking forward to working with you through the exciting journey toward your High School Diploma. We will expect you to be committed to your education, just as we will be, and anticipate a very productive year of learning. Your high school years pass quickly; soon your picture, too, will be hanging on our “Wall of Graduates” as we, together, complete this challenge!

Kelly Younger
Assistant Principal

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 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

WASHBURN RURAL ALTERNATIVE HIGH SCHOOL FACULTY AND STAFF

5900 S.W. 61st Street, Topeka, KS 66619

(785) 339-4900 or 785-339-4925 (Fax)

Web Site: www.usd437.net

Kelly Younger.....Assistant Principal
Chloe Marshall.....Math
Zachary Raugewitz.....Social Studies
Chris Kerschen.....Social Studies
Jennifer Hixson.....English
Leslie Fischer.....Counselor
Casey Cochran.....Science
Diane Ballou.....Secretary
Elise Hosty.....Social Worker

E-mail addresses: first five letters of the last name and first three letters of the first name

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DISTRICT OFFICE PERSONNEL

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(785) 339-4000 or (785) 339-4025 (Fax)

SUPERINTENDENT OF SCHOOLS

Dr. Scott McWilliams

EXECUTIVE DIRECTOR OF TEACHING AND LEARNING

Dr. Ann Matthews

ASSISTANT DIRECTOR OF STUDENT SERVICES

Jaime Callaghan

EXECUTIVE DIRECTOR OF HUMAN RESOURCES AND OPERATIONS

Brian White

ASSISTANT DIRECTOR OF OPERATIONS

Rich Jones

EXECUTIVE DIRECTOR OF BUSINESS SERVICES

Bruce Stiles

SUPERVISOR OF TRANSPORTATION

Michael Lopez

SUPERVISOR OF FOOD SERVICES

Stan Vallis

APPLICATION/ENROLLMENT

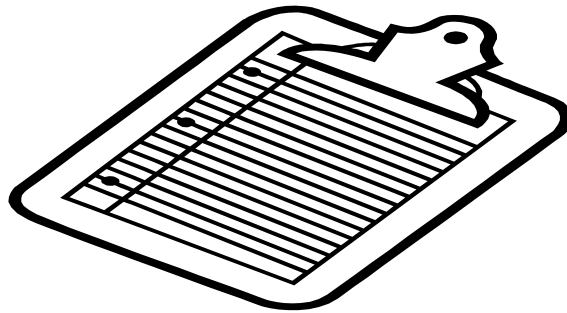
ENROLLMENT PROCESS: The enrollment process for a student to be considered for WRAHS includes:

- A completed survey from the student outlining current educational progress and future goals.
- A completed student enrollment form.
- An introductory interview, with the principal and/or counselor of WRAHS.
- Completion of the SRI Reading Assessment
- A completed student health form.
- Payment of school fees for 2016-2017

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. New students are only allowed to enter the school at the beginning of the school year or 2nd semester.

DROPPING A CLASS:

- If a student withdraws from a main school class after the first 20 days of the semester they will receive a WNC (withdrawn/no credit) on their transcript and be assigned a study hall (for no credit) for the remainder of the semester.



Graduation Requirements

SUBJECT AREA	CREDITS	SPECIFICALLY
English/Reading	4	3 - credits must be in English 0.5 credit must be in Speech (Debate, Forensics, or Drama II will substitute for speech) 0.5 English Elective
Social Studies	3	1 credit must be in US History 0.5 credit must be in Government and Politics 1 credit must be in World History or Honors Humanities 1,2,and 3 or AP European History 0.5 additional Social Studies credit
Science	3	1 credit must be in Biological Science area 1 credit must be in Physical Science area 1 additional Science credit
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	0.5	A class in Business, and Marketing ,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.
Volunteer Hours		WRAHS Requirement
First Aid and CPR		WRAHS Requirement
Project		WRAHS Requirement
TOTAL CREDITS REQUIRED	25	

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 concerns. Students should sign up to see the counselor on the sheet of paper at 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.

TEXTBOOK RENTAL FEES:

All textbook fees are due at the time of enrollment. If a parent or guardian is unable to pay fees in full at the time of enrollment they will need to make arrangements with the bookkeeper to have all payments completed no later than the date designated. Any missed payment voids the payment plan and the total amount is due immediately. Following is the payment and refund schedule for students who enroll late or withdrawal early from the district:

	Enrollment Charge	Refund
1 st 9 weeks	100%	75%
2 nd 9 weeks	75%	50%
3 rd 9 weeks	50%	25%
4 th 9 weeks	25%	0%

LIBRARY MATERIALS:

When students check out library materials, it is the responsibility of the student to return them in the same condition as they received them. Library materials not returned or returned damaged will result in the student being assessed a charge for the lost or damaged materials.

UNRETURNED OR DAMAGED PROPERTY AND TEXTBOOKS

Any school property not returned or returned damaged will result in the replacement cost of the item being charged.

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/attorney.

RETURNED CHECKS:

Checks returned for any reason are sent directly to a collection agency/attorney. The collection agency/attorney does add a service fee to the amount of the check. The total amount of the check and service fee may be electronically debited from your checking account by the collection agency/attorney.

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 Washburn Institute of Technology. In the morning transportation is provided if they meet the requirements for admission.

KANSAS QUALIFIED ADMISSIONS

Students graduating from an accredited Kansas high school, under the age of 21, MUST;

- Complete the precollege or Kansas Scholars Curriculum with at least a 2.0 GPA; AND
- Achieve ONE of the following:
- ACT score of 21 or higher; OR
- SAT score of 980 or higher; OR
- Graduate in the top one-third of their class; AND • Achieve a 2.0 GPA or higher on any college credit taken in high school.

New standards were also approved for graduates of unaccredited high schools (including home-schooled students), GED students, students 21 or older and international students. The standards can be viewed online at www.kansasregents.org in the December Board agenda.

KANSAS QUALIFIED ADMISSIONS

Qualified Admissions Precollege Curriculum

English 4 approved units of English, one unit taken each year of high school, 1/2 unit may be Speech

Natural Science 3 approved units from the following, one unit must be Chemistry or Physics:

- Biology
- Advanced Biology (2nd Year Biology)
- Earth/Space Science
- Chemistry
- Physics
- Principles of Technology
- Physical Science

Math 3 approved units from the following: 4 approved units, with one unit taken in the graduating year. Three units selected from the following:

- Algebra I (Int. Math I)
- Geometry (Int. Math II)
- Algebra II (Int. Math III) OR
- Algebra I
- Any course with Algebra II as a prerequisite
- Algebra II

AND students must meet the ACT college readiness math benchmark prerequisite.

The fourth unit may be prescribed by the school district and must be designed to prepare students for college

Dual enrollment, concurrent enrollment, and online courses may be used to fulfill the requirement

Courses completed in middle school/junior high do NOT fulfill the requirement

Social Science 3 approved units Approved courses from the following may be used to complete the requirement: Students must complete the following:

- One unit of U.S. History
- Minimum of one-half unit of U.S. Government
- Minimum of one-half unit from the following:
- World History
- World Geography
- International Relations
- Psychology
- Economics
- U.S. Government (additional course)
- U.S. History (additional course)
- Current Social Issues
- Sociology
- Anthropology
- Race and Ethnic Group Relations

Electives 3 approved units from the following:

- English
- Math
- Natural Science
- Social Science
- Fine Arts
- Computer/Information System
- Foreign Languages
- Personal Finance
- Speech, Debate, Forensics
- Journalism
- Career and Technical Education

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 .5 credit for 100 hours worked at a job. Verification of these hours must be provided along with a one page reflective paper that particularly focuses on application of soft skills. Students must present this reflection to their peers in advisory.



ATTENDANCE

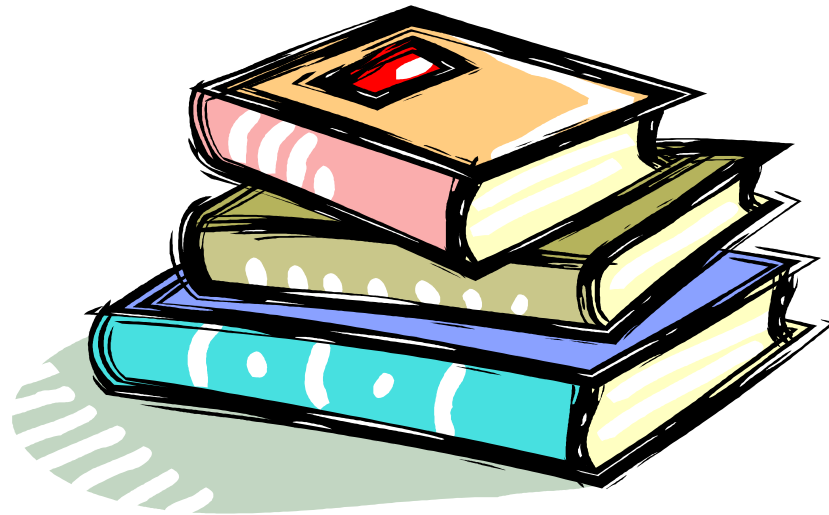
ATTENDANCE POLICY: A student's attendance record is a very important part of his/her permanent record. There is a direct correlation between attendance and academic achievement. Students are expected to be present and punctual for all classes throughout the year. The responsibility of school attendance is with the student and his/her parents/guardians. Absences must be reported to the Alternative High School Office at 339-4900.

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. 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, or classes taken at an alternative site.

1st Hour	8:00 - 8:47
2nd Hour	8:52 - 9:39
3rd Hour	9:44 - 10:31
ADVISORY/CLUB	10:35 - 11:02
4th Hour	11:07 -11:54
5th Hour	11:59 1:16
Lunch 1	11:54 12:24
Lunch 2	12:22 12:52
Lunch 3	12:51 1:21
6th Hour	1:21 2:08
7th Hour	2:13 3:00

PLC Schedule /Early Dismissal

1st Hour	8:00 8:45	August 24
2nd Hour	8:50 9:35	September 14
3rd Hour	9:40 10:25	October 5
4th Hour	10:30 11:15	November 2&16
5th Hour	11:20 12:35	December 7
Lunch 1	11:15 11:45	January -25
Lunch 2	11:42 12:12	February 8
Lunch 3	12:10- 12:40	March 1
6th Hour	12:40 1:25	April 5&26
7th Hour	1:30 2:15	May 10

- We will follow club schedule & early dismissal with WRHS. Those students who do not attend club meetings will remain with 3rd Hour teacher.

BREAKFAST/LUNCH: Students will eat in the main school cafeteria during 1st lunch period. WRAHS does participate in the free and/or reduced breakfast/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.
- Breakfast/Lunch is to be finished before returning to the WRAHS area.

Important Dates for Semester One

Important Dates for Semester Two

Aug. 16	Meet With Advisory Teachers 8:00a.m.-11:00a.m		
Aug. 17	First day of School	Jan.4	Classes Resume
Sept. 5	No School Labor Day	Jan. 16	No School Martin Luther King Day
Sept 26	No School Work Day	Feb. 16	Evening Parent/Teacher Conf
Oct. 14	No School Staff Work Day	Feb. 17	No School
Oct. 20	Evening Parent Teacher Conf	Feb 20	No School Professional Learning Day
Oct 21	No School	Mar10	No School Work Day
Nov 23,24,25	Thanksgiving Holiday	Mar 20-24	Spring Break
Dec 22 Jan 2	Winter Break	April 14	No School Professional Learning Day
	**April 17		Snow Make-up Day (If Necessary)
	**May 21		Graduation
	**May 25		Last Day of School

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. The school is situated on the second floor of the building.



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.) are subject to consequences

VOLUNTEER HOURS: All students attending WRAHS must complete 20 hours of volunteer service as part of the graduation requirements. The volunteer 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. Students are able to earn 1/2 credit per semester for every 250 hours of volunteer service. A student may only receive one credit (500 hours) per school year. Any hours over 500 will not be counted toward credit and cannot be carried over to the following school year.

Student Opt-Out Policy

Parents or guardians may obtain a form to request to opt a student out from using technology resources while at school. The form may be obtained from any school office. After meeting with the principal to review aspects of the child's educational program that will be affected as a result of the child not having access to instructional and assessment technology, the parent may sign the form and return it to the school office. The signed form will be kept on file in the school office. The building principal shall receive a copy of the signed form so the named student shall be excluded from all access to computer technology. All appropriate staff shall be notified and alternate instructional methods will be implemented where possible. Opt-out requests shall be required annually and are valid only for the school year in which they are submitted.

Emergency Safety Interventions (ESI)

The emergency safety interventions (ESI) law set forth standards for the use of restraint and seclusion to ensure that all Kansas students and staff have a safe learning environment. The standards found in the ESI statutes and regulations are required to be followed in all Kansas public school districts and accredited private schools.

An ESI is the use of seclusion or physical restraint. The use of ESIs shall cease as soon as the immediate danger of physical harm and violent action ceases to exist.

The use of an ESI should never be taken lightly and always be the last step taken to ensure safety. Before using an ESI, a school employee witnessing the student's behavior must have determined that less restrictive alternatives to ESI, such as positive behavior interventions support, were inappropriate or ineffective under the circumstances. *Before using physical restraint, a school employee should be trained in Therapeutic Crisis Prevention (CPI).*

ESIs shall be used only when a student presents a reasonable and immediate danger of physical harm to such student or others with the present ability to effect such physical harm. Violent action that is destructive of property may necessitate the use of an ESI. ESIs may not be used for purposes of discipline, punishment, or for the convenience of a school employee.

Physical restraint means bodily force used to substantially limit a student's movement. Physical restraint is NOT:

- Consensual, solicited or unintentional contact and contact to provide comfort, assistance or instruction;
- physical escort;
- prescribed treatments for a student's medical or psychiatric condition by a person appropriately licensed to issue these treatments;
- protective or stabilizing devices either ordered by an appropriately licensed professional or required by law;
- any device used by a law enforcement officer in carrying out law enforcement duties; and
- seatbelts and any other safety equipment when used to secure students during transportation.

**Physical restraint may never be an option for children who have a medical condition that could put the child in mental or physical danger as a result of the use of physical restraint. The medical condition must be in a written statement from the student's licensed health care provider, and a copy of given to the school and placed in the student's file.*

Prohibited types of restraints:

- Prone, or face-down, physical restraint;
- supine, or face-up, physical restraint;
- any physical restraint that obstructs the airway of a student;
- any physical restraint that impacts a student's primary mode of communication;
- chemical restraint ("chemical restraint" means the use of medication to control a student's violent physical behavior or restrict a student's freedom of movement); and
- mechanical restraint ("mechanical restraint" means any device or object used to limit a student's movement).

Seclusion means placement of a student in a location where:

- The student is placed in an enclosed area by school personnel;
- the student is purposefully isolated from adults and peers; and
- the student is prevented from leaving, or the student reasonably believes that such student will be prevented from leaving, the enclosed area.

**A student may not be secluded if the student is known to have a medical condition that could put the student in mental or physical danger as a result of seclusion. The medical condition must be in a written statement from the student's licensed health care provider, and a copy of given to the school and placed in the student's file.*

When a student is placed in seclusion, a school employee shall be able to see and hear the student at all times.

If a seclusion room has a locking door it must be designed to ensure that the lock automatically disengages when the school employee viewing the student walks away from the seclusion room, or in cases of emergency, such as fire or severe weather.

A seclusion room must be a safe place. The room must have good ventilation and lighting, and be free of any condition that could be a danger to the student. The room must also be similar to other rooms where students frequent.

Seclusion is not time-out, which is a behavioral intervention in which a student is temporarily removed from a learning activity without being confined.

Auburn-Washburn School District Acceptable Use Policy and Children's Internet Protection Act (CIPA) Safety Plan

PERSONAL DEVICES

Washburn Rural High School recognizes the importance of technology as students learn and prepare for career and college opportunities. Response to this commitment has been developing over the last several years and continues to expand. There are certain classroom environments where technology tools have become an integral part of the learning experience.

The school will continue to provide computers to facilitate the learning process, however, we are finding that students benefit greatly when they can use and personalize their own computer. This is not new policy at WRHS, but as technology becomes more deeply embedded in the learning process we are building our capacity to support students who wish to bring their own computer.

Our policies and practices have been shaped to provide security for student-owned machines. Parents who have questions about allowing their student to bring their own computing device should contact the school office at 339-4100.

Every student who attends a school in the Auburn-Washburn School District is expected to use technology to conduct research, complete curricular objectives, and communicate with others in the educational world. Electronic information use and research skills are fundamental to preparation of citizens and future employees during this Age of Information.

Access to technology resources enables students to explore thousands of libraries, databases, and electronic resources while exchanging messages with people throughout the world. The Auburn-Washburn School District believes that the benefits to students from the access of electronic information resources and opportunities for collaboration are mandatory in the 21st century.

Access to district technology services include but are not limited to:

- Internet access
- Wireless and wired computer access
- Interactive Distance Learning opportunities
- E-mail
- WIKIs and Blogs
- Electronic blackboards
- Required local and State testing
- Computer based instructional programs and curriculum

Technology users in the Auburn-Washburn School District shall have no expectation of privacy when using district e-mail, computer systems, or electronic devices. E-mail messages shall be used only for approved educational purposes. Users must use appropriate language in all messages, and use the system according to these guidelines or other guidelines published by teachers, administration, and the board. Communications on the network are often public in nature, and shall be considered publications and be governed by general school rules for behavior, communications, and Board Policy regarding Student Publications.

Any e-mail or computer application or information in district computers, computer systems, or electronic devices are subject to monitoring by the staff and/or administration, and should carry no expectation of privacy. The district retains the right to duplicate any information stored in the system or device or on any hard drive. All district technology users are responsible for maintaining an environment that is free of malicious, inappropriate or illegal acts, and is conducive to learning. Use of Auburn-Washburn School District technology resources implies the user inherently agrees to abide by the policy. Students are responsible for good behavior when using district technology resources, just as they are in the classroom or a school hallway. Failing to abide by this policy may result in removal of privileges to access all technology resources, as well as other disciplinary action: up to and including suspension or expulsion from school for students; up to and including termination for staff.

It is the policy of the Auburn-Washburn School District to take the following measures in order to better protect our district technology users from harmful online and electronically transmitted content:

- install blocks or Internet filters to the district network in order to limit access by both minors and adults to child pornography or visual materials that are obscene, inappropriate, or harmful to minors and/or the transmission thereof;
- log the online activity of users while at school or at school sponsored activities when utilizing the district's network, computer systems, computers, e-mail system, or electronic devices having access to the Internet;
- address issues related to the safety of students when using e-mail, chat rooms, and other electronic communication;
- educate users about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms as well as on cyberbullying awareness and response;
- hinder unauthorized access (hacking) and other unlawful online activities by users;
- prevent unauthorized disclosure, use, or dissemination of personal information regarding minors, which shall include, but may not be limited to, personally identifiable information contained student records; and
- comply with the Children's Internet Protection Act (CIPA).

Subject to administrative approval, technology protection measures may be minimized only for bona fide research or other lawful purposes that are closely monitored by district staff.

To the extent practicable, steps shall be taken to promote the safety and security of users of the district's online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, in accordance with CIPA, measures to prevent inappropriate network usage shall include frequent monitoring of the District's network, computer systems, and equipment to detect any unauthorized access to prohibited materials as described earlier, hacking, and other unlawful activities by users. Such monitoring shall also strive to detect unauthorized disclosure, use, and dissemination of personally identifiable information regarding students.

It shall be responsibility of all members of the District's staff to educate, supervise, and monitor appropriate usage of online computer network access to the internet in accordance with this policy and CIPA. If, during the course of such monitoring, a student or staff member discovers a violation of this policy, the student or staff member shall make a report as follows:

- 1 Students shall report suspected violations of this policy to any classroom teacher.
- 2 Staff members shall report suspected violations of this policy to their immediate supervisor when possible.

Use of district technology resources must be in support of educational goals. The district reserves the right to prioritize use and access to the system. Students and staff may bring wireless devices to school for educational use only. Personal device on the district wireless network will not have access to any district technology resources such as printers and mapped drives. Internet access will be available for educational use, but filtered at its most restrictive level. Use of the personal devices during class time is not permitted, except when otherwise permitted for educational purposes, by the teacher or administrator. All policies regarding behavior and use apply to personally owned devices while in use on school grounds.

The Auburn-Washburn School District makes no warranties of any kind, neither expressed nor implied, for the technology resources it is providing. The District will not be responsible for any damages users suffer, including - but not limited to - loss of data resulting from delays or interruptions in services. The District will not be responsible for the accuracy, nature, or quality of information stored on District storage devices, hard drives, or servers; nor for the accuracy, nature, or quality of information gathered through District-provided Internet access. The District is not responsible for personal property used to access District computer, networks, or for District-provided Internet access. The District will not be responsible for unauthorized financial obligations resulting from District-provided access to the Internet.

Only software (computer programs) legally licensed and owned by the Auburn-Washburn School District may be installed on devices in the school district. This includes lab computers, district provided student devices, and district provided staff devices. The district technology department will maintain a list of educational programs approved for use on all district computers.

This Acceptable Use Policy and Children's Internet Protection Act Safety Plan was adopted by the Board of USD 437 at a public meeting during the regularly scheduled Board meeting on May 20, 2013. This policy and all its provisions are subordinate to Board of Education Policy, local, state, and federal statutes.

ADVISORY TEACHERS: All certified teachers at WRAHS will an advisory class. Advisory teachers will be consulted and/or advised before decisions of any nature are made concerning one of their advisory students. Advisory teachers will take the time to know the student as a person and help the student achieve academic success. The advisory teachers are also the liaisons between home and school.

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 objectives 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 indicators 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 earn at least 70% of the total points possible.

CREDIT RECOVERY/EDGENUITY:

Students enrolling in the Alternative Education Program who are credit deficient (have not earned the required number of high school credits to graduate on time) will have the opportunity to recover lost credit through an on-line program called Edgenuity.

Credit deficient students will be enrolled in Edgenuity courses by the Counselor, and these courses will become part of the student's daily schedule. The number of on-line courses students are enrolled in is contingent upon the number of credits students must recover to become "on-track" for graduating with their class.

Edgenuity will be scheduled in addition to other required courses, and will be monitored by the Alternative Education staff. This program does accelerate the student's opportunity to earn credit. The more dedicated students are to the work, the more quickly they will advance in the courses. Edgenuity courses have been designed to allow students to earn up to a credit per class per semester. Additionally, because it is a web-based program, students may also work on Edgenuity outside the school day for an even more accelerated completion of 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. 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. The student will receive a diploma when the graduation requirements have been completed and recorded on the transcript.

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 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 standardized 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.

ACT WORKKEYS: The ACT Workkeys assessment is given to all seniors in the fall. Students take three tests covering foundational skills used in all workplaces: Applied Mathematics, Locating Information, and Reading for Information. The test questions resemble situations found in a variety of real-world work environments. Depending on the scores, students will be eligible to earn a Platinum, Gold, Silver or Bronze certificate. The Kansas WORKready Certificate includes an explanation of the skill levels in each of the three areas so employers have a clear picture of the skills that the students possess. The certificate is signed by the Governor of Kansas.

Registration deadlines and test dates are listed below:

* Test will be given at WRHS

ACT TEST DATE	REGISTRATION DEADLINE
September 10, 2016	August 5, 2016
October 22, 2016*	September 16, 2016
December 10, 2016	November 4, 2016
February 11, 2017	January 13, 2017
April 8, 2017*	March 3, 2017
June 10, 2017*	May 5, 2017

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.

PSAT/NMSQT (Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test) will be 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 guidance 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.

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.

WRAHS PROGRAMS POLICY:

All students entering the building will use the main entrance on the northeast side of the building.

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 BEHAVIOR: Violation of classroom conduct or policy may result in the use of discipline options. 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.

TARDY POLICY:

EXCESSIVE TARDIES PROCEDURE

It is the responsibility of the classroom teacher to accurately record all tardies. A student is tardy when they arrive to class after the “tardy” bell has sounded and have not made previous arrangements with the teacher and/or are not in possession of a valid pass. The following outline the consequences for tardies.

1. 1st tardy – teacher/staff member will notify and conference with student about future consequences.
2. 2nd tardy – teacher/staff member will conference with student & notify parents.
3. 3rd tardy – teacher/staff member will assign a 3-hour Friday or Saturday detention to the student. The referral notice shall state the date on which the teacher notified the parent/guardian concerning the student’s tardiness, the date of the detention, and the dates of the first two tardies.
4. Excessive tardies as defined above may also result in the removal of Renaissance benefits as well as the ability to participate in other incentives, privileges, or honors. Random “sweeps” of the halls may also be made on occasion. Any student in the halls during a “sweep” without a pass will be subject to a 1 hour detention.

UNEXCUSED ABSENCES

Once a student arrives at school, all absences from a class must be excused or the student will earn an **attendance violation** and will be disciplined according to:

ATTENDANCE VIOLATIONS

1st and 2nd Unexcused Absence:

3rd Unexcused Absence:

4th Unexcused Absence:

5th Unexcused Absence:

CONSEQUENCES

Choice of Friday detention from 3:10-6:00 PM or Saturday detention from 8:00-11:00 AM

One-day ISS

Three-day ISS

Five-day suspension (ISS or OSS) from school and request for a long-term suspension for the remainder of the semester

An attendance violation is any absence that is unexcused as defined in the school policy/procedures for attendance.

ELECTRONIC SIGNALING DEVICES

Washburn Rural High School enjoys a statewide reputation for educational excellence. This reputation is the product of the dedication of our student body, an outstanding instructional staff, a school philosophy of high expectations for all and diligence in minimizing interruptions and distractions during the instructional day. While not all electronic devices pose the same risk of disruption to the learning environment, it has become necessary to develop a policy that governs the use of some of the more intrusive. To this end:

- Students may possess or use personal electronic signaling devices (Cell phones, iPods, Blackberrys, etc.) on school campus provided that such devices do not disrupt the educational program or school activity and are not used for illegal or unethical activities such as cheating on assignments or tests.
- Electronic signaling devices shall be turned off and kept out of sight during class time or at any other time as directed by a school district employee, except when otherwise permitted, for educational purposes, by the teacher, administration or in school policy.
- Violations of this policy shall be subject to progressive discipline. If a student's use of an electronic signaling device causes a disruption, a staff member will direct the student to turn off the device. On subsequent offenses, the employee may confiscate the device assign a discipline point and return it to the student at the end of the class period, school day or activity. A student's right to carry such devices may be revoked, by administration, for subsequent offenses. Students may be subject to other consequences when their use of an electronic signaling device violates other school rules, such as prohibitions on cheating.
- Confiscated electronic signaling devices shall be stored by school district employees in a secure manner.
- **No student shall use an electronic signaling device with camera, video or voice recording functions in a way or under circumstances which infringe upon the privacy rights of other members of the school community. Students may be held personally liable for the dissemination of electronic materials that infringe upon other individuals' privacy rights.**
- Students are responsible for personal electronic signaling devices they bring to school. The district shall not be responsible for loss, theft or destruction of any such device brought onto school property, except that it shall be the responsibility of the school to ensure the safekeeping of any confiscated devices.

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 JDDA). 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. Refer to BOE policy, JDDA.

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 ADMINISTRATION 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 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 disciplined according to policy.
- 2) WRAHS will have an environment that is socially acceptable, including:
 - a) Respect for self and others;
 - b) Use of appropriate language. .
 - c) Appropriate use of electronic device Electronic device must be turned to off or on silent mode while classes are in session. Students whose electronic device ring audibly during classes will comply with the electronic signaling devices policy on page19.
 - d) Productive use of time. Students should be in their scheduled classes at all times.

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 and Disability 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”) or on the basis of disability (“disability 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. Disability harassment is unlawful discrimination on the basis of disability under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. All forms of racial harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events. Racial or disability harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

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 and Disability Harassment

Prohibited conduct under this policy includes racially or disability motivated conduct which:

- Affords a student different treatment, solely on the basis of race, color or national origin, or disability 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 or disability harassment may result from verbal or physical conduct or written graphic material.

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

Any student, who believes he or she has been subject to racial or disability 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 or disability 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 or disability harassment under the definition outlined above. Unacceptable student conduct may or may not constitute racial or disability 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 or disability motivated.

An employee who witnesses an act of racial or disability harassment shall report the incident to the building principal. Employees who fail to report complaints or incidents of racial or disability 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 or disability 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 or disability 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 or disability 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 or disability 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.

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.

TOBACCO POLICY- In order to facilitate a healthy educational environment, at no time are students permitted to possess or use tobacco products or electronic cigarettes 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 or electronic cigarettes by WRAHS while on school property or at school-sponsored events As per KSA 79-3321 it is illegal for any person under the age of 18 to possess and/or use any tobacco products or electronic cigarettes. 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 to 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. The fine for an ordinance cigarette or tobacco infraction (possession or use) shall be imposed by the court (K.S.A. 79-3322).

WEAPONS AND DESTRUCTIVE DEVICES

USD 437 will not tolerate any possession or use of any weapons and/or dangerous materials on school property at any time or at school activities. "Any time" means 365 days a year, whether school is in session or not. A student shall not possess, handle or transmit any object that can reasonably be considered a weapon or dangerous materials at school, on school property or at a school-sponsored event.

Definition of weapons and/or destructive devices means:

- *any item being used as a weapon or destructive device;
- *any facsimile of a weapon;
- *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 projectile 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 knife, commonly referred to as a switchblade, which has a blade that opens automatically by hand pressure applied to a button, spring or other device in the handle of the knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward or centrifugal thrust or movement .
- *any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun.

Penalties for Possession

Possession of a firearm or other weapon listed under the Weapons and Destructive Devices" heading above or any infraction of military guidelines 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. Possession of a weapon of a type other than described under the "Weapons and Destructive Devices" heading above or a facsimile of a weapon may result in disciplinary action up to and including suspension or expulsion. 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 DCF or the Commissioner of Juvenile Justice .

Air Force JROTC instructors, cadets and others associated with approved military JROTC programs will follow military guidelines for storage and security of replica weapons/sabers and air rifles. The term air rifle includes any weapon acquired for use in the unit's Civilian Marksmanship Program. The propellant used is compressed air or compressed carbon dioxide.

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. If provocative dancing occurs 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.

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 contracted 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 injectable 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 phone on the front counter is available for student use with prior approval. The main secretary's telephone, however, is not available for student use. (See electronic devices / cell phone policy pg.19)

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 \$40.00 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 must park in the main student parking lot and lock the vehicle . A school issued 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 a pass from staff .
- 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.