

# WASHBURN RURAL HIGH SCHOOL STUDENT HANDBOOK

**2016-2017**

5900 SW 61<sup>ST</sup> STREET  
TOPEKA, KS 66619

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**WASHBURN RURAL  
JR. BLUES**

## **USD 437 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 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.

## **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

## **WRHS VISION STATEMENT**

**EMBRACE EXCEPTIONAL EDUCATION:** We want all students to have a voice, to fulfill their potential, and to realize their dreams. Our vision is to inspire and empower our school community as we embrace exceptional education.

## **WRHS MISSION STATEMENT**

Washburn Rural High School provides a progressive environment of world-class academics, athletics, and activities to foster all students' desires to learn and achieve through open discussion and self-discovery. As educators in pursuit of student success, we continually enhance our skills and knowledge so we may offer the most relevant, effective curriculum in order to achieve our vision.

## **INSPIRING AND CHALLENGING EVERY CHILD, EVERY DAY**

### **WELCOME**

Dear Students and Parents,

I would like to take this opportunity to welcome each of you to Washburn Rural High School for the 2016-2017 school term. On behalf of administration, teachers, and staff, I would like to assure you that we stand ready and willing to assist you in any manner possible. I would also like to express a special welcome to those students who are new to Washburn Rural High School this year. I believe you will find the atmosphere here very positive. Our vision at WRHS is very simple, 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.

Our goal is to bring more effective, intensive and creative instruction to each of you. Your responsibility is to perform at your highest level each and every day that you are in class. I would like to issue a challenge to each of you to begin this school year on the right foot and keep moving forward. Any time wasted is time that cannot be replaced. Also, take advantage of the many extra-curricular activities that we offer, whether it be academic activities, school organizations, or athletics. Your high school years will slip by you so quickly. Get involved and take pride in our school.

I look forward to this school year and wish each of you the very best in the many opportunities that await you. Make the most of them. With mutual respect and cooperation, we can succeed together. My door is always open to you – let me know how I can help.

Ed Raines, Principal

## **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 or Superintendent Designee, 5928 SW 53<sup>rd</sup>, Topeka, KS (1-785-339-4000) has been designated to coordinate compliance with nondiscrimination requirements.

## **FOREWORD**

It is our belief that the meaning of democracy and the resources to maintain it can best be supported through an educational program that will bring each student as far as possible into a devoted and intelligent citizenship.

Each student with whom the school comes in contact is a unique individual. Each is capable of learning, but no single method or approach can produce the desired growth in all. Success in learning may be enhanced through the development of abilities to plan work systematically, begin work promptly, work thoughtfully, contribute original ideas and materials, and finish work promptly.

It is understood that citizenship and personal effectiveness demand that each student be schooled to his/her natural limits in terms of his/her ability to "read, write, calculate, vote, hold office, make a living, keep a home, and keep the law." Education and life continue side by side, so it is desired that each student has the best educational opportunities that Washburn Rural High School can provide.

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BUILDING FLOOR PLAN

CALENDAR OF EVENTS

WRHS PTO BLUE'S BACKERS

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WRHS TRADITIONS OF CHAMPIONS

COMMUNITY SERVICE – EMERGENCY DIRECTORY

2016-2017 STUDENT SCHOOL CALENDAR



# PERSONNEL

## DISTRICT OFFICE PERSONNEL

### Shuler Education Center

5928 SW 53<sup>rd</sup> Street  
Topeka, KS (785) 339-4000

### SUPERINTENDENT OF SCHOOLS

Dr. Scott McWilliams  
[mcwilsco@usd437.net](mailto:mcwilsco@usd437.net)

### EXECUTIVE DIRECTOR OF TEACHING & LEARNING

Dr. Ann Matthews  
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### ASSISTANT DIRECTOR OF STUDENT SERVICES

Ms. Jaime Callaghan  
[callajai@usd437.net](mailto:callajai@usd437.net)

### EXECUTIVE DIRECTOR OF HUMAN RESOURCES AND OPERATIONS

Mr. Brian White  
[whitebri@usd437.net](mailto:whitebri@usd437.net)

### ASSISTANT DIRECTOR OF OPERATIONS

Mr. Rich Jones  
[jonesric@usd437.net](mailto:jonesric@usd437.net)

### DIRECTOR OF BUSINESS SERVICES

Mr. Bruce Stiles  
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### SUPERVISOR OF TRANSPORTATION

Mr. Michael Lopez  
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### SUPERVISOR OF FOOD SERVICES

Mr. Stan Vallis  
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## BOARD OF EDUCATION

Member  
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Fruendt  
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Member  
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Member  
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Member  
Mr. James Gartner  
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[gartnjam@usd437.net](mailto:gartnjam@usd437.net)

Member  
Mr. Darren Haddock  
478-1235  
[haddockd@usd437.net](mailto:haddockd@usd437.net)

Member  
Ms. Amanda Kiefer  
478-7010  
[kiefema@usd437.net](mailto:kiefema@usd437.net)

Member  
Mr. Tom Bruno  
478-1052  
[brunotho@usd437.net](mailto:brunotho@usd437.net)

President and Vice-President TBD @ July Board Meeting

## WRHS ADMINISTRATION

|                  |                                     |
|------------------|-------------------------------------|
| Ed Raines        | Principal                           |
| Kyle Reed        | Assoc Principal – A-G               |
| Charlie Nimz     | Asst Principal – H-O                |
| Linda Thornburgh | Asst Principal                      |
| Kelly Younger    | Asst Principal/Alternative Programs |
| Kyle Ellis       | Asst Principal – P-Z                |
| Penny Lane       | Athletic/Activities Director        |

## GUIDANCE PERSONNEL

|                     |               |
|---------------------|---------------|
| Brenda Holaday      | A – C         |
| Keith Wetzel        | D – Hi        |
| Susana Prochaska    | Ho – Mc       |
| Cynthia Coufal      | Me – Se       |
| Marcie Frederickson | Sh – Z        |
| Leslie Fischer      | Alt. Ed.      |
| Justin Titzman      | Psychologist  |
| Elise Hosty         | Social Worker |
| Rita Zeller         | Social Worker |

## CERTIFIED STAFF

|                          |                             |
|--------------------------|-----------------------------|
| Anderson, Bryan          | Language Arts               |
| Aspegren, Chris          | Communications              |
| Audo, Christine          | Science                     |
| Baer-Witt, Gina          | Art                         |
| Beard, Christina         | Foreign Language            |
| Bishop, Meaghan          | Communications              |
| Bley, Jennifer           | Mathematics / REACH         |
| Bond, Courtney           | Language Arts               |
| Bordewick, Kevin         | Science                     |
| Bowling, Nick            | Language Arts               |
| Brown, Richard           | Mathematics                 |
| Buhler, Steve            | Language Arts               |
| Bunck, Allison           | Science                     |
| Burgett, Cynthia         | Communications              |
| Carlson, Heidi           | Special Education           |
| Chacon, Courtney         | Speech Pathologist          |
| Chaffee, Luke            | Music / Band                |
| Cochran, Casey           | Science / Alt Ed            |
| Cook, Jennifer           | Special Education           |
| Cook, S. Weston          | Band                        |
| Cooper, Linda            | Special Education           |
| Daniels, Cindy           | Art                         |
| Daniels, Julie           | Special Education           |
| Daniels, Lt. Col. Ronald | AFJROTC                     |
| Delfelder, Laura         | Language Arts               |
| Dible, Jana              | Family and Consumer Science |
| Dowell, Lindsey          | SPED Gifted                 |
| Drager, Kirk             | Mathematics                 |
| Dryton, Mariel           | Social Studies              |
| Ebert, Debbie            | Special Education           |
| Eliason, Karl            | Social Studies              |
| Eli-Schneider, Kak       | Special Education           |
| Ellis, Tim               | Science                     |
| Engle, Jessica           | Language Arts               |
| Exum, Chris              | REACH / Band                |

Fowler, Kyle  
Frederickson, Ty  
Freeman, Sara  
Gerety, Amanda  
Gerlach, Dean  
Gill, Lori  
Goehring, Jared  
Golden, Teresa  
Graham, Pamela  
Griffith, Tara  
Grose, Ricky  
Hamilton, Robert  
Hardesty, Sandy  
Harris, Michael  
Harvey, Scott  
Hauptman, Amber  
Hawkinson-Penny, Heidi  
Hazen, Sarah  
Hedberg, Kevin  
Hensyel, Brian  
Herrman, Hillary  
Hettenbach, Sara  
Hixson, Jennifer  
Hoffman, Margaret  
Janca, Ann  
Johnson, Jessica  
Kelley, Brenda  
Kerschen, Christopher  
Kessler, Erin  
Kester, Amy  
Koppes, Anna  
Lake, Tamela  
LeDuc, Brad  
Lewis, Darin  
Long, MSGT Wayne  
Luetje, Jennifer  
Luse, Jessica  
Magnuson, Karl  
Marquis, Andrea  
Marshall, Chloe  
Mastin, Jay  
McAtee, Todd  
McFall, Brian  
McGinnis, Connie  
McIlwey, Carrie  
McVey, Timothy  
Meredith, Brian  
Miller, Jason  
Mills, Michael  
Mitchell, Stacy  
Mize, Michael  
Moore, Denise  
Neal, Alan  
Ohse, David  
Owens, Robert  
Parker, Damon  
Pfeifer, Ryan  
Pfizenmaier, Tyler

Social Studies  
Language Arts  
Language Arts  
Physical Education  
Industrial Technology  
Mathematics  
Physical Education  
Business  
World Language / Spanish  
Science  
Industrial Technology  
Science  
Social Studies  
Special Education  
Language Arts  
Mathematics  
Social Studies  
Language Arts / REACH  
Social Studies  
Social Studies  
Special Education  
Science  
English / Alt Ed  
Family and Consumer Science  
Foreign Language  
Language Arts  
ELL  
Social Studies  
Special Education  
Special Education  
Language Arts  
Mathematics  
Art  
Business  
AFJROTC  
Communications  
Mathematics  
Foreign Language  
Language Arts  
Mathematics / Alt. Ed  
Business  
Social Studies  
Business  
Communications  
Mathematics  
Mathematics  
Social Studies  
Mathematics  
Vocal Music  
Science  
Art  
Special Education  
Science  
Orchestra  
Communications  
Physical Education  
Science  
Physical Education

Pyko, Marc  
Raugewitz, Zachary  
Reno, Kathryn  
Ricard, Jolene  
Richards, Leslie  
Ritchie, John  
Rivera, Lena  
Samuels, John  
Sandberg, Marcy  
Schultes, Patrick  
Shetler-Logan, Theresa  
Strobel, Rachael  
Shinn, Loren  
Shipman, Scott  
Smith, Ryan  
Stucky, Myron  
Tijernia-Kopp, Amadita  
Tiller, Jenny  
Tran, Man  
Vandervort, Jerry  
Vetter, Anne  
Vogel, Tricia  
Wagner, Jim  
Wampfler, Alex  
Wichman, Shelley  
Zuzuarregui, Berta

Science  
Social Studies – Alt. Ed.  
Business  
Mathematics  
Special Education  
Language Arts  
World Language / Spanish  
Special Education  
Library Science  
Science  
Art  
Mathematics  
Mathematics  
Social Studies  
Physical Education  
Special Education  
Special Education  
Language Arts  
Science  
Agriculture  
Foreign Language  
Mathematics  
Mathematics  
Health / PE  
Science  
World Language / Spanish

## CLASSIFIED STAFF

Ard, Mike  
Ballou, Diane  
Beyer, Tamara  
Cochran, Craig  
Dunn, Mary Lou  
Fast, Karen  
Fehr, Becky  
Ingenthron, Samantha  
Janice, Mark  
Johnson, Katie  
Jordan, Nancy  
Kaspar, Susan  
Koch, Samantha  
Ladner, Ryan  
Manager, John  
Meek, Hollie  
Neill, Sue  
Scott, Karen  
TBA

Head Custodian  
Secretary – Alt. Ed.  
Secretary – Attendance  
SRO  
Secretary - Receptionist  
Secretary – Sub Finder  
Secretary – Bookkeeper  
Security Guard  
Kitchen Manager  
School Nurse  
Secretary – Athletics  
Head Secretary  
Secretary – West Office  
Security Guard  
Copy Center  
Secretary – Registrar  
Secretary – Security Office  
Food Service Bookkeeper  
School Police

# ENROLLMENT

## WRHS RESIDENCY POLICY

*(JBC Board Policy Regarding Attendance of Out-of-District Students)*

No one shall be afforded education in the facilities of this district until they are a school resident, as defined in K.S.A. 72-1046, of the district and that when they cease to be a school resident of the district we shall cease to furnish them with the educational facilities of this district, except as set forth below:

- A. A student living outside the district, but being a resident through the completion of their sophomore year and considered "in good standing" as reflected by his/her attendance, conduct, academic history, and with no substantial outstanding fees may continue to attend WRHS, upon recommendation of the Principal and at the discretion of the Superintendent. Out-of-district students are subject to change in policy at a later date.
- B. Staff members' children may attend any school in the district if enrolled prior to September 20 of the current school year if they are employed by the district in a position that qualifies for benefits. A written request must be submitted to the Superintendent of Schools by current employees on or before May 1 of the previous school year. New staff must make their request immediately upon being hired (prior to September 20 of the current school year). The written request shall state if the student is coming from outside of district or desiring to attend an elementary school outside their residence boundary.
- C-1. Anyone residing outside the district with their new legal residence being constructed or purchased within the district and occupancy is planned within sixty (60) school days after the student has enrolled and attending prior to September 20 of the current school year may attend district schools subject to approval by the Superintendent. If occupancy has not occurred within the allotted time, the student shall not be allowed to continue attending a district school. An extension of time may be granted at the discretion of the Superintendent.
- C-2. Individuals who are residing in temporary housing, but desire their permanent new residence to be in the USD 437, may seek permission to enroll their children in USD 437 from the Superintendent of Schools. If permanent housing is not found inside the boundaries of the district within a reasonable period, the student(s) shall be required to transfer to their district of residence at an appropriate time.
- D. A student who has a school residence in the district continuously between July 1 and December 30 of the preceding school year, and who was enrolled in the district on the immediate preceding September 20 and who is presently residing outside the district because that student's parents sold their residence in the district and are in the process of constructing a new residence within the district and plan the construction of the new residence within the district may attend the school for ninety (90) school days during the construction of the new residence. Residency requirements shall be reviewed by the Superintendent at the end of said ninety (90) school days.
- E. Students whose families move to a residence outside the district during the school year may remain in the USD 437, if they so desire, until the end of the school year in which they move. Parents shall be required to furnish transportation to the school or to the nearest bus route transporting students to their child's attendance center.
- F. A student living outside the district who has been accepted to, and is enrolled in, WRAHS and is making satisfactory progress may continue without further applications. This exception applies to WRAHS only.

**IN-DISTRICT STUDENTS: STUDENTS LIVING IN USD 437 WHO CHOOSE TO ATTEND SCHOOL IN ANOTHER DISTRICT WILL BE ALLOWED TO RE-ENROLL AT WRHS AT THE END OF THE FIRST SEMESTER. TO ENROLL EARLIER THAN THE END OF THE SEMESTER WOULD REQUIRE THE APPROVAL OF THE SUPERINTENDENT.**

## **TRANSFER CREDITS FROM ACCREDITED SCHOOLS**

WRHS will accept all transfer credits from other accredited high schools. For online credit approval procedures after enrollment, see board policy IIBGB. WRHS will award an honors point for transferred honors classes only if WRHS also offers that honors class in the curriculum. Required courses can only be taken for credit at an off-campus location with prior approval from the WRHS administration.

## **TRANSFER STUDENTS FROM NON-ACCREDITED SCHOOLS**

The following policy will be followed in determining the amount of credit to be granted for students transferring to WRHS from a non-accredited school:

- No credit will be awarded for courses not offered at WRHS.
- Credit may be granted for transferring courses if a) the course work is in a sequential curricular area, and b) the next level of the course is taken and passed and WRHS. Example 1: if Spanish 3 is passed at WRHS, credit will be granted for Spanish 1 and 2 taken at the high school level at a non-accredited high school. Example 2: if Algebra 2 is passed at WRHS, credit will be granted in Algebra 1 and Geometry taken at high school level at non-accredited high school.
- Courses taken at the non-accredited high school which are not sequential in nature will be considered for granting credit. Interviews will be held with the student and a representative of the department of the course(s) in question; the student will have the opportunity by various methods to demonstrate the level of mastery of the course content; if the WR representative is satisfied that the course content and level of mastery of the course is sufficient, credit will be awarded for the course(s).
- The grade for the transferring course(s) will be recorded as a 'P' for 'pass', and no grade points will be awarded toward the student's overall GPA.

## **WRAHS TRANSFERS**

Any WRAHS student who wishes to transfer back to the main school may only do so at the beginning of a semester.

## **GUIDELINES FOR ENROLLMENT**

Washburn Rural High School has a seven-period day from 8:00 AM to 3:00 PM. Students are required to be enrolled in seven classes per day. Required courses must be attempted first at WRHS before being taken off campus or in an online setting unless approved by the principal.

## **REDUCED SCHEDULE**

A reduced schedule is only available to students with extreme circumstances, or if a student is a second semester senior. Students desiring a reduced schedule must discuss the extreme circumstances with the appropriate administrator. Second semester seniors desiring a reduced schedule must be enrolled in a minimum of five courses and submit the request in writing to the appropriate administrator. The request must include the following information:

1. Reason for the request (could include taking day classes at a post-secondary institution, working full time at a worthwhile job, etc.).
2. Parent/guardian approval.
3. Evidence of adequate progress toward graduation. It is required that seniors must complete their second semester classes at WRHS, if credit is needed to graduate.
4. It is understood any student on a reduced schedule must leave campus. Students who wish to remain on campus on a regular basis during an unscheduled period must have administrative approval.

The appropriate counselor and administrator will visit with each student requesting the reduced schedule before making a decision.

## **REPEATING A COURSE**

If a student and/or parent choose for the student to repeat a course at WRHS that he/she previously passed and received credit for, the grade and award of credit will be based on the second attempt. The grade and credit from the first attempt will be removed from the student's permanent record. If a student received no credit (NC) on the first attempt, the record of the first attempt will remain on the permanent transcript. No second attempt opportunity will be granted for non-WRHS classes.

## CLASS CHANGES

The schedule of classes is set up, and teachers are hired and assigned, based upon student enrollment in the spring. Therefore class changes will be limited and must have the approval of your counselor.

If a student withdraws from a class after the first 20 calendar days of a semester, the course will be recorded on the student's transcript as WNC (withdrawn/no credit), and the no credit will be calculated in the student's GPA.

Course changes requested by students based on teacher and/or period preferences will not be considered.

## OFF-CAMPUS ENROLLMENT OPTIONS

With parental permission, eligible students who can complete graduation requirements as prescribed by the Board are eligible to be released from school during the regular school day to attend classes at a university, community college or technical college. (Board Policy IDCE regarding College Classes.)

1. Juniors and seniors may choose to attend Washburn Institute of Technology in the morning (transportation is provided). Students attending in the afternoon are required to provide their own transportation.
2. Eligible juniors and seniors may attend a college for one or two courses per semester. Students **must** submit proof of enrollment to the WRHS registrar within one week of the start of the high school semester. College courses shall not be used in the calculation of the student's high school GPA; they will receive a grade of "P".
3. The student must provide official, written verification from the college of grade and credit earned. IF COLLEGE COURSE(S) IS TAKEN TO COMPLETE A FULL SCHEDULE 1st SEMESTER, OR TO HAVE A MINIMUM OF FIVE CLASSES 2nd SEMESTER, **GRADES FOR COLLEGE COURSES TAKEN 1st SEMESTER MUST BE SUBMITTED BY JAN. 6.** In order to be eligible for the Honor Roll, grades MUST be submitted by Jan. 3 for 1st semester, and the student's last day of school 2nd semester.
4. Students must earn a grade of "C" or better to receive credit on their high school transcript from any off-campus course. WIT grade(s) will be recorded on official transcript and used in the calculation of the student's high school GPA; college and correspondence courses will receive a "P" grade and not be used in the calculation of the student's high school GPA.
5. Students will be excused from WRHS attendance only for courses taken during our school day. Online classes do not meet this requirement since these classes have no set schedule.
6. One-half unit of high school credit will be given for each three-hour college course.
7. Students taking off-campus courses who are concerned with eligibility should contact the activities office or their counselor.
8. Students must attempt to take a required class at WRHS first, before taking it online, summer school, night school, or correspondence. Exceptions must be approved by the principal.

## SUMMER SCHOOL (Pending BOE Review of Summer School)

WRHS Summer School session is for students who need to repeat a semester course in which the student did not receive credit during the regular school year. Upon successful completion of a summer school course, the student will be granted .5 credits with a grade of "C" (one full semester) in that course. Due to the time and space limitations of summer school, students may enroll in only one course of semester length. Note: Summer School is a "regular" educational setting and no "Special Education" services are provided.

The WRHS Summer Session runs for 18 days in June from 8:20 AM until 11:40 AM. Punctuality and attendance is very important. Additional detailed information and registration forms will be available in the high school guidance office at the beginning of the spring semester. No credit earned in any summer school opportunity can be used for KSHSAA eligibility purposes.

## FOREIGN EXCHANGE STUDENTS

- All Foreign Exchange students must receive prior approval from the building principal or counseling office **before** being allowed to enroll. Request must be made in writing.
- Foreign Exchange students are required to be proficient in English upon arrival at WRHS. An English proficiency test must be signed by the student, parent/guardian and sponsoring organization verifying that the results of the test are those of the perspective exchange student. The test must be submitted with the application packet.
- All requests to attend must include a transcript in English and all requests must be received at WRHS by August 1 of each school year. Furthermore, the student must be enrolled prior to September 20 of each school year.
- The sponsoring organization must contact USD 437 Transportation Department, at 785-339-4050, to confirm that the host family resides in district. If home placement is changed during the school year, it shall be the responsibility of the sponsoring organization to ensure that the new placement is in the boundaries of USD 437.
- WRHS will accept up to 20 students per year.
- No more than 4 students from any one country will be accepted per school year.
- No diplomas will be granted to Foreign Exchange students, and they will not go through the graduation exercises. They will be given a certificate of completion and a certified transcript for their completed coursework at WRHS.
- All Foreign Exchange students will enroll in a full schedule containing the following courses:
  - o U.S. History
  - o U.S. Government
  - o English – appropriate level
  - o Math – appropriate level
  - o Science – appropriate level
  - o Electives

## GRADUATION EXERCISE PARTICIPATION

To participate in the Commencement ceremony a student must have successfully completed the graduation requirements set forth by the Kansas State and USD #437 Boards of Education (see page 9). While the Counseling Department 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 their counselor 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 WRHS or WRAHS.

Additionally, students who engage in any act of vandalism or behavior that disrupts the school environment may be assigned community service to be performed at WRHS. Such service must be completed before graduation ceremonies in order to participate.

## HONOR GRADUATES

A Senior with a cumulative 3.650 GPA or above at the end of seven semesters will be designated as a HONOR GRADUATE and will wear a Gold Cord at Commencement. Seniors with a cumulative 4.00 GPA or above at the end of seven semesters will be eligible for outstanding scholar recognition. Any student who has been repeatedly disciplined for academic dishonesty in their high school career is not eligible for honor graduate recognition.



**Washburn Rural High School**  
**GRADUATION REQUIREMENTS**

| <b>SUBJECT AREA</b>       | <b>CREDITS</b> | <b>SPECIFICALLY</b>  |
|---------------------------|----------------|--|
| English/Reading           | 4              | 3 credits must be in English<br>0.5 credit must be in Speech (Debate, Forensics or Drama II will substitute for Speech)<br>0.5 English Elective  |
| Social Studies            | 3              | 1 credit must be in U.S. History<br>0.5 credit must be in Government & Politics<br>1 credit must be in World History or Honors Humanities 1, 2, <u>and</u> 3. Or AP European History<br>0.5 additional Social Studies credit |
| Science                   | 3              | 1 credit must be in Biological Science area<br>1 credit must be in physical science area<br>1 additional Science credit  |
| Mathematics               | 3              | Any 3 Math credits will fulfill this requirement   |
| Physical Education/Health | 1              | This must be fulfilled by taking 3 quarters of Basic PE and 1 quarter of Health  |
| Fine Arts                 | 1              | 1 credit in Music, Drama or Art  |
| Practical Arts            | 0.5            | A class in Business and Marketing, Industrial Technology, Family and Consumer Science, or Ag Ed Agriculture  |
| Computer Technology       | 0.5            | One class in the Computer area   |
| Electives                 | 9              | All other classes besides those listed above will be considered Elective classes   |
| <b>TOTAL CREDITS REQ.</b> | <b>25</b>      |  |

**WITHDRAWAL POLICY**

Students who withdraw from school, for whatever reason, must checkout through the Registrar's office of the high school. Parents/guardians must notify the school to approve a student's request to withdraw. A withdrawal form must be filled out and signed by all teachers to whom the student is assigned. Unless a student officially withdraws through this procedure, student records (such as health records, grade cards, and transcripts indicating credit earned) cannot be mailed from the office to the student's next school. Refunds will be pro-rated based on length of stay. See bookkeeper for details. **Withdrawing during a semester may result in a student receiving no credit for the semester.**

**ENROLLMENT FEES**

All enrollment fees are due at the time of enrollment. A payment plan must be signed with the school bookkeeper if the total amount due cannot be paid at enrollment. Any missed payment voids the payment plan and the total amount is due immediately. Any payments over 30 days past due are turned over to A COLLECTION AGENCY/ATTORNEY for collection proceedings. Refunds will be pro-rated based on length of stay. See bookkeeper for details.

**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 withdraw early from the district:

|                         | <u>Enrollment Charges</u> | <u>Refund</u> |
|-------------------------|---------------------------|---------------|
| 1 <sup>st</sup> 9 weeks | 100%                      | 75%           |
| 2 <sup>nd</sup> 9 weeks | 75%                       | 50%           |
| 3 <sup>rd</sup> 9 weeks | 50%                       | 25%           |
| 4 <sup>th</sup> 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. Textbooks are checked in on a yearly or semester basis depending on the class. A unique identification number is recorded for each textbook. It is the responsibility of the student to check in a textbook that bears the exact same identification number as that was checked out to them.

## **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 student, the school will turn these over to a **COLLECTION AGENCY/ATTORNEY**.

## **UNRETURNED OR DAMAGED PROPERTY**

Any school property not returned or returned damaged will result in the replacement cost of the item being charged. Any amount not paid after 30 days will be turned over to A **COLLECTION AGENCY/ATTORNEY** for collection proceedings.

## **RETURNED CHECKS**

Checks returned for any reason are sent directly to A **COLLECTION AGENCY/ ATTORNEY** for collection. 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**.

## **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](http://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

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

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

**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
- Geometry
- Algebra II
- Any course with Algebra II as a prerequisite

AND students must obtain a 22 math subscore on the ACT to meet college readiness benchmark.

OR

- Algebra I
- Geometry
- Algebra II
- Any course with Algebra II as a prerequisite.

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

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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

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**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

## **GUIDANCE AND COUNSELING**

### **GUIDANCE AND COUNSELING**

Counselors and a social worker are available to help all students. If a student's counselor is not available to see them, the student should sign the board posted near the counselor's door and return to class. A pass will be sent for the student when their counselor is available. Counselors can do many things to help students succeed in school and prepare for life after graduation. Here are some examples:

#### **POST-HIGH SCHOOL PLANNING**

Counselors have a great deal of experience helping students make plans for life after high school. They can show students how to learn about different schools and colleges, how to apply for admission, and ways to pay for college. A counselor from Washburn Institute of Technology is available each week to talk to students interested in attending WIT while still in high school or after graduation.

Representatives from dozens of colleges, technical schools, and the military visit the high school each year for the purpose of meeting students and answering questions.

#### **CAREER GUIDANCE**

Career information is available in the Guidance Office and through the department's website at [www.wrhs.net/guidance](http://www.wrhs.net/guidance). Counselors will be glad to be a resource and show students how to find and use additional resources on the department's website.

#### **GROUP COUNSELING**

Counseling staff and the Social Worker may organize groups around common concerns, as needed. Students will be invited to participate by their counselor or Social Worker.

#### **ACADEMIC COUNSELING**

Counselors work with students to develop their class schedule, monitor credits towards graduation, and work with students individually to help them access supports within the school in order to be successful.

#### **INDIVIDUAL GUIDANCE AND COUNSELING**

Students having difficulties may seek guidance from their counselor.

#### **RE-ENTRY PLAN**

Students that miss multiple days of school may benefit from having a re-entry plan to transition back into the school setting. The plan would be a team effort facilitated by guidance office staff and may include the student, family, teachers and any outside supports working with the student. The goal of the plan would be to offer supports within the school setting that could ease anxiety about returning to class, identify healthy coping skills to prevent future absences and create a collaborative environment where all involved work together in the student's best interest. Re-entry planning may be initiated by school staff or at the request of a guardian or student.

### **Scholarships**

Seniors should regularly check the Guidance website for scholarship opportunities. Many scholarship opportunities will be posted on the website throughout the school year. Applications for these scholarships are available online.

Counselors will inform seniors about financing college and applying for scholarships during a junior/senior parent workshop offered early during the fall semester. Applying for scholarships may require a screening test, an autobiography or essay, letters of recommendation, and/or completion of special forms. It is important to follow application directions carefully and to meet deadlines. Counselors will be glad to answer questions and assist students. It is important for students to request help in plenty of time to meet deadlines.

## TESTING

Several tests are administered to WRHS 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.

## KANSAS ASSESSMENT TESTS

**Kansas assessment tests** will be given in academic areas according to state guidelines. These assessments are designed to measure student achievement.

### ACT & SAT

**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 deadlines are approximately 4 weeks ahead of test dates. It is the student's responsibility to complete the registration online at [www.actstudent.org](http://www.actstudent.org) and/or [www.collegeboard.com](http://www.collegeboard.com). It is recommended that these tests be taken during a student's junior 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.

### PSAT/NMSQT

Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test will be given for all interested juniors 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. This is an optional test with an approximate cost of \$15.

## REGISTERED TEST DATES

| ACT                | SAT              | PSAT             |
|--------------------|------------------|------------------|
| September 10, 2016 | October 1, 2016  | October 19, 2016 |
| October 22, 2016   | November 5, 2016 |                  |
| December 10, 2016  | December 3, 2016 |                  |
| February 11, 2017  | January 28, 2017 |                  |
| April 8, 2017      | March 11, 2017   |                  |
| June 10, 2017      | May 6, 2017      |                  |
|                    | June 3, 2017     |                  |

## GRADING POLICY

### GRADING POLICY

The grading policy is based on the belief that all students can learn and achieve at high levels. Appropriate interventions will be implemented if a student does not achieve the minimum requirements. The grading and reporting of individual achievement is based on demonstration of meeting course requirements.

Letter grades will be defined as follows:

|                |  |
|----------------|--|
| Grade of 'A'   | Average of 89.5% and above   |
| Grade of 'B'   | Average of 79.5%-89.49%  |
| Grade of 'C'   | Average of 69.5%-79.49%  |
| Grade of 'INC' | Incomplete: Coursework is not complete. A student has ten school days (Monday-Friday) from the end of the grading period to complete coursework (exceptions: long medical absences, performance contract, IEP). A grade of 'INC+' will change to a 'C' if the student does no additional successful work within the ten day period. A grade of 'INC-' will be changed to a 'NC' if the student does not do the necessary work successfully within the time allowed. 'INC-' should give a clear message to the student and the parent that, without further work being done, the student will not receive credit. Grade of 'NC' means the student has earned NO CREDIT. This will be calculated into the GPA. |

PERFORMANCE CONTRACTS FOR EXTENDED TIME MAY BE USED AT ANY TIME DURING THE COURSE BUT MUST BE USED TO EXTEND TIME BEYOND TEN DAYS AT THE END OF THE SEMESTER. THIS CONTRACT CAN BE CONTINUED AS LONG AS THE TEACHER DETERMINES PROGRESS TOWARD SUCCESSFUL COMPLETION IS BEING MADE.

It is the classroom teacher's responsibility when reporting unfavorable performance (Incomplete – INC+/INC-) to conference with the student and if necessary with the parent (if appropriate action is not taken by the student in a timely fashion). Progress reports can be sent at any time, but are regularly sent at the midpoint of each nine weeks.

At the high school, each department will determine the following:

The number, types, and evaluation criteria for the major assessments of all sections of a particular course will be consistent within the department. The entire department will use the same method of determining the final grade when expanded and extended opportunities to learn are utilized. Each department will develop comprehensive finals that will be used for each course each semester.

### GRADE POINT AVERAGE (GPA) CALCULATION

WRHS has a weighted grading scale.

|                 |
|-----------------|
| <b>A = 4.0</b>  |
| <b>B = 3.0</b>  |
| <b>C = 2.0</b>  |
| <b>NC = 0.0</b> |

Courses designated as Honors and Advanced Placement courses are weighted accordingly. For weighted courses, an additional grade point is added for an A, B, or C grade. Academic Dishonesty may result in revocation of weighted credit for honors or advanced placement courses. Please see Academic Dishonesty Policy for more information.

WRHS will award an honors point for transferred honors classes only if WRHS also offers that honors class in the curriculum. In addition, honors points will only be awarded if the course taken at the previous school was in fact an honors course at that school.

**NOTE:** Grades from college courses, correspondence courses and Student Service classes ARE NOT calculated in GPA. All other courses are calculated in GPA (New Directions, Nova Net, WIT, 501 Summer School and Independent Study courses).

## **PASS-NC SYSTEM**

Conditions: (Forms available in Guidance Office)

1. Only seniors and juniors will be allowed to request the Pass-NC option.
2. No student may request more than ONE Pass-NC class per semester at WRHS.
3. Students must request to use the Pass-NC system within the first six weeks of the class session, with teacher approval.
4. Once the student is approved for the Pass-NC, he/she remains on it throughout the semester.
5. Students on Pass-NC will receive regular grades throughout the semester.
6. Grade-point averages will be arrived at by averaging only regular grades. Classes receiving a passing grade will not be included in the GPA; however, classes receiving NC will be calculated in the GPA.
7. Only classes taken for elective credit may use the Pass-NC option.
8. All Pass-NC requests must be approved by the counselor.

## **FINAL EXAM POLICY**

In case of an absence(s) during the week of Finals, the student must make arrangements with the teacher(s) to take the final(s) upon return from the absence. **No finals will be taken early without the approval of the principal.**

## **REPORT CARDS**

Grades will be posted on the parent portal at the end of the first three grading periods. End-of-the-year grade cards will be mailed to the home.

## **HONOR ROLL EACH SEMESTER**

To be eligible for the Outstanding Scholar Roll, a student must be enrolled full time or a senior on reduced schedule per board policy (7 classes or 3.5 credits attempted, this includes college classes taken to be considered a full time student) and have a grade point average of 4.00 or higher (A = 4, B = 3, C = 2).

To be eligible for High Honor Roll, a student must be enrolled full time or a senior on reduced schedule per board policy (7 classes or 3.5 credits attempted, this includes college classes taken to be considered a full time student) and have a grade point average of at least 3.65.

To be eligible for Honor Roll, a student must be enrolled full time or a senior on reduced schedule per board policy (7 classes or 3.5 credits attempted, this includes college classes taken to be considered a full time student) and have a grade point average of at least 3.30.

Pass-NC courses will not be counted in the average; however, such courses do count toward full time enrollment. Students enrolled in the Washburn Institute of Technology will have the letter grade counted for each of the hours attended per day.

At the time the honor roll is calculated, any student who has an Incomplete (INC) is not eligible to be on the honor roll.

## **NATIONAL HONOR SOCIETY**

WRHS follows guidelines through our charter set by the National Honor Society. All students with a cumulative GPA of 3.85 or above are invited to apply during the 1st quarter of their junior and senior years. The application process consists of completing an application, writing an essay and procuring recommendations from people who can attest to character. A five-member faculty

committee representing each department reviews and votes according to student character, activity involvement and community service.

## RENAISSANCE

Renaissance is a program designed to recognize, reward, and motivate students in the areas of academics and attendance. In addition, Renaissance members practice leadership skills and planning by engaging in meaningful school and community service events.

Renaissance Card Holders:

- Students qualify for a Renaissance Card based on GPA and the criteria listed below.
  - No Unexcused absences in the previous semester
  - No NC's in the previous semester
  - **Weighted** GPA from the previous semester ( levels defined as followed)
    - Blue Select: All A's (Unweighted 4.0)
    - Blue: 3.87+
    - Silver: 3.65 – 3.86
    - White: 3.5 – 3.64
  - The 4<sup>th</sup> tardy to a single class or more than 7 total tardies in one semester will result in the removal of Renaissance Card privileges.
- **Additional Student Recognition:**
  - Students improving their GPA by .5 or more from one semester to the next.
  - The student with the most improved GPA from one semester to the next.
  - Student(s) with perfect attendance.
- **Academic Dishonesty may be grounds for removal of Renaissance Benefits. Please see Academic Dishonesty Policy for more information.**

## ACADEMIC LETTERS

Requirements to obtain an Academic Letter are as follows:

- A. 3.650 and above grade point average maintained for each of the two semesters for one academic school year. No grade lower than a "C" is allowed.
- B. Students must be enrolled in a full schedule.
- C. Students receive one white chenille "W" for their initial lettering.
- D. Students will be eligible to receive a recognition bar for each additional year of qualification.
- E. Awards will be presented in the fall of the following school year.

## TRANSCRIPTS

### TRANSCRIPT PROCESSING

- Unofficial transcripts are available on the student/parent portal.
- Official transcripts can be sent via [www.parchment.com](http://www.parchment.com).

## ATTENDANCE

### ATTENDANCE POLICY

A student's attendance record is a very important part of his/her permanent record. Students with regular attendance 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.



When a student is absent it is the responsibility of the parents to call the Attendance Office (339-4150) on the day of absence. The call should be made before 9:30 AM. The Attendance Office is open at 7:00 AM for calls.

Any student who checks into school after 8:00 AM must first report to the Attendance Office and receive an ADMIT to class. Any student who is counted absent for first hour will be presumed absent for the entire school day if they do not report to the Attendance Office and get an admit slip.

Students who miss school because of an UNEXCUSED absence will be required to complete the daily work but will not be given credit. Exams and major assignments must be made up by the student in order to receive credit.

The SCHOOL will determine whether the absence is excused or unexcused. Board policy allows USD 437 to accept **only** the following as valid reasons for excusing an absence:

1. Personal illness- short or long-term illness (verified by notification from doctor).
2. Medical appointment- appointment for medical treatment (an appointment card must accompany the student upon return and be given to the attendance clerk).
3. Family crisis.
4. Extended absences- (i.e.: family vacation) when expressly requested by the parents or guardian and prior arrangements have been made in preparation for the absence as defined in the Student Handbook.
5. Participation in a district-approved or school-sponsored activity.
6. Obligatory religious observances.

Within a semester grading period, students must attend class, or a school-approved activity, a minimum of 90% of the periods the class meets to routinely receive credit. Failure to attend a minimum of 90% will not affect the grade given in any class, but will result in no credit being granted - despite the grade - should attendance fall below 90%. If a student is unexcused absent for more than the first ten minutes of class, the student is counted absent.

A review panel is available, upon request, to determine whether or not credit will be granted if attendance falls below 90% due to exceptional circumstances. If a student or parent requests a hearing with the review panel to gain credit for a class in which absences are excessive, they will have to account for ALL absences, excused and unexcused. There will be no differentiation between excused and unexcused absences when computing total absences in any class. Exemptions from the attendance policy may be granted on a case-by-case basis upon receipt of a medical doctor's attestation that the student's absences were medically necessary. Other unusual circumstances may also be considered at the discretion of administration.

Parents/guardians will be notified by the attendance office when the student has accumulated 75% and exceeded 100% of the allowed absences. Notification will be made:

| 75%                   | More than 100%   |
|-----------------------|--|
| Notification by mail. | Notification by mail. Student must request meeting with review committee or credit will be lost. |

### **MAKE-UP WORK POLICY**

In case of illness where the student is absent for an unusually long period of time, special consideration will be given and a schedule for make-up work will be worked out in cooperation with the student, parent, and teacher. The student will initiate this request. Homework can be requested after the student's third consecutive absence.

### **EXTENDED ABSENCE POLICY (THREE OR MORE DAYS)**

Students who know they will be absent in advance for such things as family vacations and trips, **MUST CONTACT THEIR TEACHERS BEFORE THE ABSENCE** and make arrangements for assignments and tests. An extended absence form is available from the Attendance Secretary.

This form must be completed and returned to the Attendance Secretary well in advance of the extended absence. The Extended Absence Form must be filled out or the absence will be unexcused. An extended absence is strongly discouraged during the academic year due to the loss of instructional time.

### **SHORT-TERM ABSENCE POLICY (LESS THAN THREE DAYS)**

When a student is absent due to a short-term illness, he or she will be expected to make up assignments and tests that were announced during the absence. The time allowed to make up the work will be proportional to the time allowed for the students that were present, up to a maximum of two class periods. When a student is absent for more than two days because of illness, the student must have someone contact the teachers to get daily assignments and make arrangements for due dates for assignments and tests.

In case of doctor appointments, field trips, activity trips, etc., where school is missed for all or part of a day, STUDENTS ARE EXPECTED TO HAVE THEIR ASSIGNMENTS ON TIME THE SAME AS ALL OTHER STUDENTS IN CLASS. It is the student's responsibility to get the assignments for the class from the teacher or other students. IT IS THE STUDENTS' RESPONSIBILITY TO INITIATE MAKE-UP WORK ASSIGNMENTS.

### **LONG-TERM ABSENCE RELATED TO ILLNESS**

Students desiring homebound instruction must have administrative approval and a physician's verification of the need for homebound instruction.

### **SENIOR SKIP DAYS**

Senior skip days are not condoned or supported by the school. Such absences will be marked as unexcused and discipline consequences will be assigned. If more than 25% of the senior class is gone, or leaves the building, during any given day throughout the year for non-school related events, Senior Week activities may be canceled entirely.

### **CLOSED CAMPUS**

WRHS has a **CLOSED CAMPUS**. Once students arrive on campus for their school day, they may leave campus **ONLY WITH PRIOR PARENTAL PERMISSION AND WITH A "PERMIT TO LEAVE BUILDING"** (White Pass) that can only be obtained from the Attendance Office. The following student checkout procedure will be as follows:

1. Parents are to notify the WRHS Attendance Office (by phone) and explain why their student must leave campus during the day.
2. Before a student leaves campus, he/she must first go to the Attendance Office and pick up their White pass. **No student is to leave the campus until they have been approved to do so through the Attendance Office.** If a parent cannot be reached, an administrator can give permission if there is a legitimate reason.
3. The following procedure may be followed when a student leaves campus or is unaccounted for after reporting to school: **1st offense** - 1 day suspension from school; **2nd offense** - 3 day suspension from school; **3rd offense** - 5 day suspension from school and recommendation for long term suspension or expulsion.
4. Upon returning to school, at any time, students are to check in at the Attendance Office to receive an admit to class. **(See Discipline Chart, p 31)**
5. Lunch visitors are not allowed. Exceptions may be made with the approval of the administration.

### **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. 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.

1. 1<sup>st</sup> tardy – teacher/staff member will notify and conference with student about future consequences.
2. 2<sup>nd</sup> tardy – teacher/staff member will conference with student & **notify parents.**
3. 3<sup>rd</sup> 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 for the following semester.

## UNEXCUSED ABSENCES

- A. 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

1<sup>st</sup> and 2<sup>nd</sup> Unexcused Absence:

3<sup>rd</sup> Unexcused Absence:

4<sup>th</sup> Unexcused Absence:

5<sup>th</sup> 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.

## TRUANCY

Per K.S.A. 72-1113: A student is considered truant if he/she is inexcusably absent the substantial part of either three consecutive days, five cumulative days per semester, or seven cumulative days per school year, whichever comes first.

- A. Excessive unexcused absences may result in students being referred to the District Attorney or being dropped from the school rolls.

## DAILY BELL SCHEDULES

The class schedule consists of seven instructional periods from 8:00 AM - 3:00 PM. Students are allowed 5 minutes for passing time. The fifth period is 90 minutes in length, which includes the class period and a 30-minute **closed lunch period**. WRHS has staggered lunch shifts throughout the fifth period.

A weekly bulletin is distributed and posted on Mondays to inform students and staff members of school activities and schedules for that week. Announcements are distributed and read daily and then posted in each room.

### REGULAR BELL SCHEDULE

1<sup>st</sup> Period -----8:00-8:47

2<sup>nd</sup> Period -----8:52-9:39

3<sup>rd</sup> Period -----9:44-10:31

Advisory/Club -10:35-11:02

4<sup>th</sup> Period -----11:07-11:54

5<sup>th</sup> Period -----11:59-1:16

1<sup>st</sup> Lunch 11:54-12:24

2<sup>nd</sup> Lunch 12:22-12:52

3<sup>rd</sup> Lunch 12:51-1:21

6<sup>th</sup> Period -----1:21-2:08

7<sup>th</sup> Period -----2:13-3:00

### PLC (PLC Weds Only)

1<sup>st</sup> Period ---- 8:00-8:45

2<sup>nd</sup> Period ---- 8:50-9:35

3<sup>rd</sup> Period ---- 9:40-10:25

4<sup>th</sup> Period ---- 10:30-11:15

5<sup>th</sup> Period ---- 11:20-12:35

1<sup>st</sup> Lunch 11:15-11:45

2<sup>nd</sup> Lunch 11:42-12:12

3<sup>rd</sup> Lunch 12:10-12:40

6<sup>th</sup> Period ---- 12:40-1:25

7<sup>th</sup> Period ---- 1:30-2:15

## 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 WIBW's website at [www.wibwclosings.com](http://www.wibwclosings.com). Closing information is also available by calling 339-4000, and will be posted on the Internet at [www.usd437.net](http://www.usd437.net).

## LIBRARY MEDIA CENTER (LMC)

### LIBRARY MEDIA CENTER GUIDELINES

The Library Media Center (LMC) is open from 7:30 AM until 3:30 PM M W F and 7:00 – 3:30 PM Tu and Thur. The center is available to all students, faculty, staff members and administration. Students may search the online library catalog, place holds on materials, and view items currently checked out to them, including textbooks, by logging in with their district username and password ID# at <http://library.usd437.net/>.

1. It is costly to replace books and other LMC materials; some are irreplaceable. For the benefit of all students, it is necessary to return materials on time in as good condition as when they were checked out. Users who lose or damage materials will be required to pay the current replacement cost on the items lost.
2. Students must have their ID cards with them at all times. Students may be required to show their ID cards to sign in or checkout materials.
3. Students must have an academic purpose and use computers according to the District AUP.
4. The LMC area is for quiet study.
5. Food, drinks, candy and gum are not permitted in the LMC.

The following refers to use and availability of materials:

### BOOK CIRCULATION

Most books, including fiction, biography and non-fiction may be checked out at the circulation desk for three weeks. Books may be renewed for another three weeks, if necessary. Overdue notices are issued after a book is overdue for thirty days, but it is the responsibility of each borrower to know the due date of the book checked out.

### REFERENCE BOOKS

Encyclopedias, almanacs, atlases and other reference books can be used in the LMC during the school day. However, they may be checked out for one period or taken home overnight. Reference materials to be taken home overnight are due by 8:00 AM the next school day.

### PERIODICALS

Current issues of magazines and newspapers are available for study and pleasure reading. Back issues of most magazines are accumulated for two years; many others are available through online subscription database services.

### SUBSCRIPTION DATABASES

Online subscription resources are accessible away from school with a username and password. Visit <http://wrhsresearch.weebly.com/resources.html> and open the document at the bottom of the page for login information.

### TEXTBOOKS

Washburn Rural High School uses a centralized textbook check-in/checkout system. Students are responsible for maintaining textbooks, including bar codes attached to textbooks in good condition. Students are responsible for returning the exact barcoded textbook which was checked out to them. If a student returns a textbook other than the exact one checked out, he/she owes for the lost textbook. The original borrower will be credited with the returned textbook.

# STUDENT CONDUCT

## ACADEMIC INTEGRITY POLICY

### Philosophy

We believe that authentic learning is beneficial for the student and our society as a whole. It is important, then, for our students to be responsible for doing their own work and to carry themselves in the academic environment with honesty and integrity.

### Definitions

- **Academic Integrity:** respecting and upholding the school's academic rules and submitting work that reflects a student's own efforts
- **Cheating:** attempting to use prohibited materials, information, or study aids in any academic exercise<sup>1</sup>
- **Plagiarism:** the act of using another person's work without clearly acknowledging your debt to the original source. This includes the borrowing of words, ideas, images, tables, charts, etc., from books, articles, web pages, interviews, television shows, films, songs, or any other medium.<sup>2</sup>
- **Collusion:** unauthorized collaboration with another person in preparing academic assignments<sup>3</sup>

### Violations

**Tier 1** violations include but are not limited to:

- Copying any **minor** assignment<sup>4</sup> or allowing any minor assignment to be copied, such as a one-night homework assignment that was assigned to be completed independently
- Collusion on a **minor** assignment in a manner inconsistent with the teacher's expectations
- Allowing a student to plagiarize one's work on a **minor** assignment
- Dishonesty to teachers or parents/guardians about completion or submission of work

**Tier 2** violations include, but are not limited to:

- Repeated Tier 1 violations
- Any Tier 1 violation on a **major** assignment
- Submitting plagiarized work, or allowing your work to be plagiarized, for a **major** assignment
- Looking at another student's work or paper during a **test or quiz**
- Any form of communication with another student during a **test or quiz** with the explicit purpose of cheating
- Using any unauthorized material or device during a **test or quiz** (including translators, calculators, cell phones, etc.)
- Giving **major** assessment information to students in other periods of the same course or from previous school years
- Receiving **major** assessment information and failing to report it to school officials
- Repeated dishonesty to teachers or parents/guardians about completion or submission of work

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<sup>1</sup><http://www.colgate.edu/offices-and-services/deanofthecollege/academichonorcode/theacademichonorcode/definitionsofacademicdishonesty>

<sup>2</sup>Ibid.

<sup>3</sup><https://www.utexas.edu/cola/depts/rhetoric/firstyearwriting/plagiarismcollusion.php>

<sup>4</sup> Major and minor writing assignments shall be defined by department

Tier 3 violations include, but are not limited to:

- Repeated Tier 2 violations
- Altering any returned assignment with the purpose of deceiving the teacher about the student's performance on that assignment
- Altering grades on a computer database or in a grade book
- Stealing, photographing, or distributing stolen exam information/materials, projects, or major assignments

### Consequences

| Tier 1   | Tier 2  | Tier 3   |
|--|---|--|
| <ul style="list-style-type: none"> <li>● Teacher notifies student's parents and administrator</li> <li>● Teacher meets with the student to review the Academic Integrity Policy</li> <li>● Student receives a zero on the assignment until the assignment is re-submitted at a reduced score</li> <li>● <b>Student will earn 2 discipline points and receive a detention (level 2 discipline violation)</b></li> </ul> | <ul style="list-style-type: none"> <li>● Administrator notifies parents, sponsors, and coaches</li> <li>● Renaissance privileges will be revoked for the semester</li> <li>● A recommendation to revoke NHS membership will be made to sponsor and faculty council</li> <li>● The student will not receive weighted credit for the course</li> <li>● Student is ineligible to receive honor cords (if a senior) or honor roll status</li> <li>● Administrator meets with the student to discuss restorative justice</li> <li>● <b>Student will earn 3 discipline points and receive a detention (level 3 discipline violation)</b></li> </ul> | <ul style="list-style-type: none"> <li>● Student's teachers will be notified of the violation</li> <li>● Student becomes ineligible for any academic or scholastic honor offered by the school or district.</li> <li>● Student will not receive weighted credit for any course</li> <li>● Administrator meets with the student to discuss restorative justice</li> <li>● <b>Student will earn 5 discipline points and receive in-school suspension (level 4 discipline violation)</b></li> </ul> |

### Washburn University Courses

Washburn University will be notified if a student who is enrolled in a WU course violates the WRHS academic integrity policy.

### Restorative Justice

Purpose: This process provides students with an opportunity to make things right.

We believe all students must learn from their mistakes, and in keeping with this belief, student offenders are encouraged to explore the far-reaching effects of academic misconduct. If a student chooses to commit serious violations (Tiers 2 or 3) of our academic integrity policy, he or she may develop and implement a plan to restore a damaged relationship with other community members. The student's work during the restorative justice process should reflect a genuine and committed effort to demonstrate learning and to better understand how the student's actions have affected others. A faculty disciplinary board will review student presentations before deciding whether to reinstate lost privileges.

#### Steps

1. The student will meet with the administrator for an introduction to the process.
2. The student will establish a timeline and submit a plan.
3. The student will present his or her evidence of completion to a faculty disciplinary board for review.

### Guiding Questions

1. How has this experience altered your perception of academic integrity?
2. In what ways and to what extent does academic misconduct victimize our citizens?
3. What have you done to regain the trust of your learning community?
4. What steps have you taken to accept responsibility for your decisions?
5. What have you done to encourage others to learn from your mistakes?

### Responsibilities

#### Teachers

- teach students about academic integrity
- uphold all consequences and report all violations to administration

#### Students

- complete and submit your own work
- hold yourself and others accountable for behavior

#### Parents/Guardians

- promote integrity
- support restorative justice

#### Administrators

- log violations
- inform students of restorative justice opportunities

## GENERAL BUILDING CONDUCT

Students and visitors should enter the building between 8:00 AM and 3:00 PM through the northeast doors nearest the Main Administrative Offices. 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 to do so by any USD 437 employee. ID cards and lunch cards are the same. Lost or defaced ID cards must be replaced at the student's expense.
2. For the safety and welfare of others, no running or horseplay will be allowed.
3. For security reasons, switching or sharing of lockers is not permitted.
4. Lockers will be kept clean at all times. No stickers or tape will be allowed on the inside or outside. A fee may be charged for lockers that require excessive cleaning.
5. During the lunch period, students will remain in the cafeteria, commons, or outside on the North Patio.
6. No student is allowed to use athletic areas unless supervised by approved staff.
7. Personal displays of affection will not be allowed.
8. Lost articles should be turned in to the main high school office. WRHS is not responsible for lost or stolen items.
9. The possession and/or use of items inappropriate for school (as deemed by the WRHS administration) are prohibited.
10. The Washburn Rural Alternative High School is restricted to **ALTERNATIVE STUDENTS ONLY**. WRHS students are not allowed in this area unless they have written, prior approval from the WRHS or WRAHS administration.
11. During class time, students are not permitted in the halls without an appropriate pass.
12. Students should not bring large sums of money or personal valuables to school.
13. In order to ensure the safety of students and staff, access to the building after school hours will be limited to the commons area unless approved by administration or instructional staff.

## CLASSROOM PROCEDURES

Classroom policies and procedures are formulated by the teacher and approved by the administration.

## **SCHOOL PROPERTY**

A student is responsible for the full replacement cost of lost or damaged school property assigned to the student, including athletic uniforms and athletic equipment.

School property lost or damaged by a student will be assessed under the following categories:

- A. Vandalism – payment of all charges, including labor, plus possible suspension.
- B. Damage or destruction unintentional but due to a student violation of a rule, regulation, policy or direction of one in authority – payment of all charges, including labor. Other disciplinary measures may be considered.
- C. Accidental damage created by circumstances beyond the control of the student – student is not charged.

## **DISCIPLINE**

An essential ingredient in the operation of a school is self-discipline. The basic philosophy of WRHS 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 both teacher and student. 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 WRHS.

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

## **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.

## **STUDENT CONDUCT**

As a condition of continued enrollment in the district, students shall abide by the terms of this policy.

## **CONTROLLED SUBSTANCES POLICY (DRUGS)**

USD 437 is committed to the education of every student in drug/abuse awareness and zero substance abuse. 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:
  - a. recommended for an extended-term suspension from school and all related school activities for possession, use or consumption of drugs, or
  - b. recommended 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 and will be recommended for an extended-term suspension from school and all related school activities.



4. 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 by 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 environment.

### **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:

1. 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 immediate suspension from school according to 1a and 1b below. Any student, who comes onto 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 1a and 1b listed below.
  - a. 1st violation – five-day suspension from school and all school-related activities.
  - b. 2nd violation – five-day suspension from school and all school-related activities and will be recommended for extended-term suspension or expulsion.
2. 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.
3. 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 DISCIPLINE 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 his or her parents. A list of available programs, along with names and addresses of contact persons for the programs, 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 programs. A copy of this policy shall be provided annually to all students and their parents. Parents of all students shall be notified that compliance with this policy is mandatory.

## TOBACCO OR SIMULATED TOBACCO POLICY

In order to facilitate a healthy educational environment, at no time are students permitted to possess or use tobacco or simulated products on the WRHS school grounds or in the building. The use or possession of tobacco or simulated products is also prohibited while in attendance at any school-sponsored activities regardless of the location of the activity. Use of these products as a method of vandalism may result in suspension from school.

As per K.S.A. 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 \$200.00 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 for persons under the age of 18) per 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 imposed by the court (K.S.A. 79-3322).

All infractions of the Washburn Rural High School USD #437 Tobacco policy will be subject to implementation of the school district policy and will be reported to the Shawnee County Sheriff's Department.

|              |   |
|--------------|---|
| 1st Offense: | Three-hour Friday or Saturday detention                           |
| 2nd Offense: | One-day suspension  |
| 3rd Offense: | Three-day suspension  |
| 4th Offense: | Five-day suspension and recommendation for a long-term suspension |

**(See Discipline Chart, p. 31)**

## DISCIPLINE OPTIONS

1. Detention hour(s) - students may be assigned detention after school or before school by special arrangement and supervised by the instructor who assigned the detention.
2. Friday three-hour detention (3:10 -6:00 PM) or Saturday three-hour detention (8:00 - 11:00 AM) may be assigned as a more serious consequence for disciplinary problems. Failure to attend Friday or Saturday detention will result in a one-day suspension from school.
3. In severe discipline cases when the welfare or respect of other students and/or school employees is in jeopardy, or when it is determined that a disruption to the normal school day has occurred, the administration will make the determination to suspend the individual(s) from school thus bypassing options 1 and 2. For the purpose of this section, suspension can be either "in-school" or "out-of-school". Students that have been removed from their regular daily classroom environment as a result of "in-school" or "out-of-school" suspension will not be allowed to attend any school related activities at WRHS during the period of suspension. A suspension concludes upon admission back into the regular classroom environment. Short-term suspension will be from one to ten days in accordance with the State of Kansas Suspension and Expulsion Law. **Suspended students will not be allowed on the WRHS campus and will not be allowed to attend any school-related activities during the suspension.**
4. In severe or repeated discipline cases where the welfare of other students and staff are involved, or where it is determined that the student cannot act responsibly while in the school setting, Options 1, 2, and 3 will be by-passed. Long Term Suspension will be through the remainder of the semester (or 90 school days) and expulsion will be for one full school year in accordance with the State of Kansas Suspension and Expulsion Law.
5. Kansas Statute (K.S.A. 72-8901) allows that the board of education of a school district may suspend or expel any student guilty of any of the following:
  - A. Willful violation of any published, adopted student conduct regulation.
  - B. Conduct which substantially disrupts, impedes, or interferes with school operation.

- C. Conduct which endangers the safety or substantially impinges on or invades the rights of others.
  - D. Conduct which constitutes the commission of a felony.
  - E. Conduct which constitutes commission of a misdemeanor.
  - F. Disobedience of an order of a school authority if the disobedience results in disorder, disruption or interference with school operation.
  - G. Possession of a weapon at school, on school property or at a school-sponsored event.
6. **Reporting Crimes to Law Enforcement:** Whenever a student engages in conduct which constitutes the commission of any misdemeanor or felony, at school, on school property, or at a school-supervised activity and/or has been found in possession of a weapon, in possession of controlled substance or illegal drug, or to have engaged in behavior at school which has resulted in, or was substantially likely to have resulted in, serious bodily injury to others, the principal shall report such act to the appropriate law enforcement agency if any of the behaviors noted above occur.
7. Rules which apply in all cases when a student is recommended for a long term suspension or expulsion:
- A. Refusal or failure of the student and/or the student's parents to attend the hearing shall result in a waiver of the student's opportunity for the hearing.
  - B. A student over the age of 18, or the parents or guardian of a student, who is suspended long-term or expelled from school may appeal to the board within ten calendar days of receiving written notice of the hearing results.
  - C. A student suspended long-term or expelled from school shall be provided with information concerning services or programs offered by public and private agencies which provide services to improve the student's attitude and behavior.
  - D. A student who has been suspended or expelled shall be notified of the day they can return to school.
  - E. If the suspension or expulsion is not related to a weapons violation, the Principal may establish appropriate requirements relating to the student's future behavior at school and may place the student on probation.
  - F. If the expulsion is related to a weapons violation the Superintendent may establish appropriate requirements relating to the student's future behavior at school and may place the student on probation. (See Board Policy JDC.)
  - G. The days a student is suspended or expelled are not subject to the compulsory attendance law.
  - H. During the time a student is suspended or expelled from school, the student may not:
    - Be on school property or in any school building without permission of the Principal.
    - Attend any school activity as a spectator, participant or observer.
8. In cases of serious disruptive behavior, a student may be turned over to law enforcement and transported to juvenile intake.

**(See Discipline Chart, p. 31)**

**DRESS CODE AND 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 may be subject to further disciplinary action.

The following list is not all-inclusive:

- No clothing or body adornments with offensive, sexually suggestive, vulgar, profane, ethnically derogatory messages, pictures, or symbols, illegal substances, drug paraphernalia, tobacco, alcohol, or depicts violence.
- No articles of jewelry or articles on clothing, which are potentially hazardous, such as chains or studded bands, or have sharp points, etc.

- No clothing or styles identified to be associated with gangs or gang activities.
- No outdoor clothing, such as headgear (hats, bandannas, dew rags, head scarfs, etc.), sunglasses, jackets or coats that make it difficult for staff to quickly identify students or which may pose a danger, distraction, disturbance to the school environment are allowed. These items are to be put away 7:55 am to 3:00 pm.
- All tops and shirts must have a full front and back, full sides and over the shoulder straps (i.e. no halter tops, tube tops, bare midriffs or tank tops without sides or any other revealing clothing).
- Clothing is inappropriate if any flesh can be seen starting at underarms down to mid thigh.
- Clothing is inappropriate if any undergarments can be seen.
- No sleepwear or slippers.

The final determination as to whether clothing is acceptable or not will be made by the administration. The basis for this judgment is if the clothing is deemed to be a distraction from the educational environment.

## **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, bullying or accessing pornographic materials.
- 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 as determined by a staff member, the student will be directed to turn off the device. On subsequent offenses, the device may be confiscated, a discipline point assigned and the device returned 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. Other consequences outlined in the school discipline policy may be applied when appropriate for any misuse of said electronics.
- 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.

## **FOOD AND DRINK POLICY**

- Drinks contained in sealed containers may be consumed in the classroom at the discretion of the instructor.
- No glass containers are allowed on school property.
- During breakfast and lunch food and drinks must be consumed in the cafeteria and/or patio areas only.
- Food and Drink ARE NOT to be consumed in the following areas:

1. Auditorium
2. Gymnasium
3. Computer Labs (water may be allowed in some labs with teacher permission)
4. Library Media Center

Food may be consumed during passing periods in areas of the building not prohibited above. This policy allows for several privileges. AS SUCH, IT IS THE RESPONSIBILITY OF THE STUDENT BODY TO DISPOSE OF THEIR TRASH APPROPRIATELY. IF THESE PRIVILEGES ARE NOT USED RESPONSIBLY, THEY WILL BE REVOKED. TAKE PRIDE IN OUR SCHOOL AND KEEP OUR CAMPUS CLEAN.

**(See Discipline Chart, p. 31)**

## **SEARCH OF STUDENTS AND PROPERTY**

- A. School officials have the right to search student's person and property on school premises, with reasonable suspicion.
- B. School officials have the right to search student lockers at any time.
- C. WRHS supports and encourages the Shawnee County Sheriffs' Department, in cooperation with other law enforcement agencies, to conduct random canine searches of lockers and possibly book bags, purses and other personal items, as well as the parking lots, for illegal drugs and/or weapons.
- D. The WRHS administration may contact the Shawnee County Sheriff's Department to assist in the search of student's person and property with probable cause.
- E. Metal detectors will be used to assist in random searches during the normal school day and at events outside the normal school day.

## **INTERROGATION POLICY**

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

## **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. This shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon.

1. Definition of weapons and/or destructive devices means:

As used in this policy, the term "weapon" and /or destructive device shall include, but shall not be limited to:

- a. Any weapon which will, or is designed to, or may readily be converted to expel a projectile by the action of an explosive
- b. The frame or receiver of any weapon described in the preceding example
- c. Any firearm muffler or firearm silencer
- d. Any explosive, incendiary or poison gas, (A) bomb, (B) grenade, (C) rocket having a propellant charge of more than four ounces, (D) missile having an explosive or incendiary charge of more than a quarter ounce, (E) mine or (F) similar device
- e. 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 a ½ inch in diameter
- f. 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
- g. Any bludgeon, sand club, metal knuckles or throwing star
- h. Any knife
- i. Any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun

2. 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 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 is designed to replicate any weapon or firearm, regardless of the presence of any color coding which may be placed on the replica by the manufacturer or another to indicate the weapon is a facsimile.
3. 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.
4. Penalties for possession of a firearm or other weapon as defined in K.S.A. 72-89a02 or any infraction of military guidelines shall result in disciplinary action up to and including suspension or 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 DCF or the Commissioner of Juvenile Justice. (Board Policy JCDBB.)

**(See Discipline Chart**

**THE ABOVE POLICY IS IN EFFECT 24 HOURS A DAY, EVERY DAY OF THE YEAR. (p. 31)**

## **TRAFFIC REGULATIONS**

Violation of any of the rules listed below may result in loss of driving privileges and/or suspension from school.

1. Students are to park their cars in the EAST parking lot **ONLY** and lock them. A permit must be purchased from the high school for \$25.00 and displayed in the vehicle.
2. Students found parking outside the East parking lot may receive automatic detention and repeated offenses will result in the loss of driving privileges.
3. All other lots and the North drive are closed to student traffic.
4. A speed limit of 10 miles per hour is to be observed on campus at all times.
5. Reckless or unsafe driving will result in disciplinary action.
6. Students are not allowed to go to their automobiles during the school day unless they have a Blue Pass and/or permission from the administration.
7. The student parking lot is a restricted area during school hours.
8. Freshmen are not allowed to drive to school or school activities.
9. Students who ride the bus are not allowed in the parking lot before or after school.

## **LOCKERS**

Student lockers are assigned by the school. Students are not to change lockers without permission from the administration. Students will be held responsible for all items stored in their lockers. Students must not share lockers with friends. Difficulty with locks should be reported to school security. Since lockers are not security "vaults", the school will investigate any reports of stolen property, but cannot be held responsible for items lost, damaged, or taken from lockers. Lockers should not be banged, kicked, defaced or otherwise damaged. Students are financially responsible for any damage to the locker.

All materials used to decorate lockers must be approved prior to use. No items or materials are to be placed on lockers with tape or any other adhesive material without prior approval. Should any contraband or illegal materials be discovered in a locker, the student who has been assigned that locker will be held accountable.

# WASHBURN RURAL HIGH SCHOOL 2016-2017 DISCIPLINE POLICY POINT AND LEVEL SYSTEM

[This chart is NOT all-inclusive of discipline violations and/or consequences. See the State Statute on Suspensions & Expulsions.]

| <b>LEVEL 1</b>   | <b>LEVEL 2</b>  | <b>LEVEL 3</b>  | <b>LEVEL 4</b>   | <b>LEVEL 5</b>   |
|--|---|---|--|--|
| <b>1 Discipline Point/Referral &amp;/or Teacher/Staff-Assigned Detention w/Teacher or the Teacher's Designee.</b>  | <b>2 Discipline Points/Referrals &amp;/or Teacher/Staff-Assigned Friday Detention from 3-6 PM or Saturday Detention from 8-11 AM</b>  | <b>3 Discipline Points/Referrals &amp; Teacher/Staff/ Administrator-Assigned Friday Detention from 3-6 PM or Saturday Detention from 8-11 AM</b>  | <b>5 Discipline Points/Referrals &amp; Short-Term Suspension from School for 1-10 Days Depending Upon the Severity of the Incident</b>   | <b>13 Discipline Points/Referrals &amp; 5- to 10-Day Suspension with Long-Term Suspension or Expulsion Recommended</b>   |
| Cafeteria violation<br>Clothing violation<br>Inappropriate display of affection<br>Electronic device<br>Food/drink violation<br>Hall violation<br>In cafeteria more than one lunch<br>Parking violation<br>Profanity<br>Skipping teacher-assigned .5 or 1 hr detention | Class disturbance/disruption n<br>Minor damage to school property<br>Fake attendance call<br>Forging/altering or mis-use of a pass<br>Hazardous/dangerous driving<br>LMC disruption/disturbance<br>In parking lot without prior permission<br>In restricted area<br>Leaving class without permission n<br>Lying<br>Refusing a reasonable request related to inappropriate conduct n<br>4th tardy and beyond in a class or an accumulation of 7 tardies in a semester (refer to administration)<br>Tier 1 Academic Violation | Computer network violation<br>Conflict with student<br>Disrespect to staff n (could be Level 4 also)<br>Disrespect to student (could be Level 4 also)<br>Endangering the safety/welfare of others/self (could be Level 4 or 5 also)<br>Intimidation, harassment, threats, &/or incitement (could be Level 4 also)<br>Tobacco (possession or use)<br>Tier II Academic Violation<br><br><b>Note:</b><br><br><b>The tobacco violations &amp; points stay w/the student the entire school year.</b> | Alcohol (possession or use) (1st offense)<br>Dangerous material(s) / instrument(s) (possession or use)<br>Disrespect to staff<br>Disrespect to student<br>Drug paraphernalia (possession)<br>Endangering safety/welfare of others or self (could be Level 5 also)<br>Physical altercation/assault (1st offense)<br>Fire alarm pull &/or 911 call<br>Intimidation, harassment, threats, incitement, &/or bullying<br>Sexual misconduct<br>Leaving campus without permission<br>Theft &/or possession of stolen item(s)<br>Gang-related activity<br>Vandalism &/or damage to school property *<br>Tier III Academic Violation<br><br><b>Note: Level 4 violations &amp; points stay w/the student the entire school year.</b> | Alcohol (2nd offense)<br>Battery &/or assault of staff member<br>Controlled substances (possession or use)<br>Drugs (possession or use)<br>Explosives (possession or use)<br>Physical altercation/assault (2nd offense or serious 1st offense)<br>Setting a fire<br>Weapons (possession or use)<br>Sexual misconduct (2nd offense)<br>Intimidation, harassment, threats, incitement, &/or bullying (2nd Level 4 offense)<br>Endangering safety / welfare of others or self |

*\* Student will be responsible for the cost of replacement/clean-up as determined by the USD 437 Maintenance Dept.*

A student who accumulates **13 points** or more during a semester may be recommended for a long-term suspension from school for the remainder of the semester or 90 school days.

Students may be suspended from school for 1-10 days and a conference will be held with the student, his/her parents/guardians and his/her administrator upon reaching the following points:

|            |  |
|------------|--|
| 6 Points   | 1-5 Day Suspension   |
| 10 Points  | 3-10 Day Suspension  |
| 13+ Points | 5-10 Day Suspension & a Request for a Long-Term Suspension |

**The n indicates class disruption referrals. A student who accumulates four (4) of these referrals from a class during the semester may be recommended for removal from the class with NO credit. The recommendation will be reviewed by a panel made up of the administrator, the student's counselor, and three teachers. The panel will review the four conduct referrals, conference with the student, teacher, and the parents/guardians (if necessary) and make a final recommendation to the administration.**

UNEXCUSED ABSENCE POLICY (Skipping Class Once at School):

|                               |  |
|-------------------------------|--|
| 1st and 2nd Unexcused Absence | Choice of Friday Detention from 3 to 6 PM or Saturday Detention from 8 to 11 AM        |
| 3rd Unexcused Absence         | 1-Day Suspension from School   |
| 4th Unexcused Absence         | 3-Day Suspension from School   |
| 5th Unexcused Absence         | 5-Day Suspension from School & a Request for a Long-Term Suspension to End of Semester |

**TARDY POLICY:** All students are to be in their assigned classes or assigned areas by the five-minute tardy bell. See excessive tardy policy on page 19.

## BULLYING/HARASSMENT

The Board of Education is committed to providing a positive and productive working and learning environment, free from discrimination. The Superintendent or Superintendent Designee, 5928 SW 53<sup>rd</sup>, Topeka, KS (1-785-339-4000) has been designated to coordinate compliance with nondiscrimination requirements. Harassment may address race, religion, sex, national origin, physical attributes or disabilities, scholastic aptitude, sexual orientation, or age. Harassment of employees or students of the district by board members, administrators, certified and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

All forms of harassment will not be tolerated and are prohibited at school, on school property, and at all school-sponsored activities, programs or events. 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 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 provision of this policy.

(JDDC Bullying [See GAAB, GAAE, JCE, JGEC, JGECA and JDD].) 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, written or electronic 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*** is unlawful discrimination on the basis of sex under Title IX of the Education Amendment of 1972, Title VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. The Superintendent or Superintendent Designee, 5928 SW 53<sup>rd</sup>, Topeka, KS (1-785-339-4000) has been designated to coordinate compliance with nondiscrimination requirements.

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 environment.



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

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

***Racial and Disability 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 or disability harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events. Racial or disability harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds. 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.

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, national origin, or disability. 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 or disability 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.

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.
- 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 general, sexual, racial or disability harassment or has witnessed an act of alleged general, sexual, racial or disability harassment shall discuss the alleged harassment with the building principal, another administrator, 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 will 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 (see Board Policy KN).

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes racial or disability harassment under the definitions 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 (see Board Policy JCDA) may be enhanced if the conduct is generally, sexually racially or disability motivated.

An employee who witnesses an act of general, sexual, racial or disability harassment shall report the incident to the building principal. Employees who fail to report complaints or incidents of general, sexual, 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 harassment may also face disciplinary action.

When a complaint contains evidence of criminal activity or child abuse, the building or district coordinator shall report such conduct to the appropriate law enforcement or DCF authorities (see Board Policy GAAD).

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 a process to the accused.

The filing of a complaint or otherwise reporting racial or disability harassment shall not reflect upon a 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 general, sexual, 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 general, sexual, racial or disability harassment may result in corrective or disciplinary action against the complainant.

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

## **PERSONAL COMPUTING 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.

Parents who have questions about allowing their student to bring their own computing device should contact the school office at 339-4100.

# **AUBURN-WASHBURN SCHOOL DISTRICT ACCEPTABLE USE POLICY AND CHILDREN'S INTERNET PROTECTION ACT (CIPA) SAFETY PLAN**

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 KK 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.

## **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.

## **TRANSPORTATION**

### **BUS TRANSPORTATION**

The bus routes are planned so that no student will be required to ride the bus more than one hour each trip or will have to walk more than one mile to board the bus.

The following two paragraphs are inserts published by the Kansas Highway Commission:

1. "Pupils transported in a school bus shall be under the authority of and be responsible directly to the driver of the bus. Continued disorderly conduct, or persistent refusal to submit to the authority of the driver shall be sufficient reason for refusing transportation to any pupil. The driver of any school bus shall be held responsible for the order and conduct of the pupils transported."
2. "When a school bus stops at a point where traffic is not controlled by a human flagman or a clearly visible electrical or mechanical signal to discharge pupils who must cross the street or highway in order to reach their destination, such passengers must cross the street or highway in front of the bus, except when, because of local laws regulating traffic, passengers discharged from a bus cannot cross the street or highway in front of the bus but must cross behind the bus, they may do so. In either case, the bus shall not be moved from such point until all passengers have crossed the street or highway. In either case, the driver of the bus shall not permit the pupils to cross the street or highway until they may do so safely and shall, if necessary, escort such passengers across the street or highway."
3. Any person not enrolled in Washburn Rural will not be allowed to ride transportation to an activity.
4. Rules for riding an activity bus:
  - a. Ride both ways unless PARENT is there to take responsibility.
  - b. No extra riders back.
  - c. Sponsors must take roll before the bus leaves at either location.
5. Bus runs in bad weather will be five minutes early.

### **RULES:**

- Students shall follow the directions of the driver the first time they are given.
- Students shall be courteous and respectful of other persons and property.
- Students shall use appropriate language and tone when speaking.
- Eating, drinking, tobacco products and possession of dangerous objects will not be allowed on any bus.

- Students shall remain seated at all times and keep body parts and belongings inside the bus and out of the aisle.
- Students shall be on time when meeting the bus either at the bus stop or at their school.

#### CONSEQUENCES:

- 1st Warning: The driver verbally warns the student.
- 2nd Warning: The student is given an assigned seat and the driver confers with him/her after other students exit the bus.
- 1st Notice: A conduct notice is given to the student by the driver and a copy is given to the school administrator. The notice must be signed by the parent and returned by the student the next time he/she boards the bus.
- 2nd Notice: A conduct notice is given to the student by the driver and a copy is given to the school administrator. The notice must be signed by the parent and returned by the student the next time he/she boards the bus. Following the issuance of a 2<sup>nd</sup> notice, a letter will be sent to the parent(s) from the Transportation Supervisor informing them that another notice may warrant suspension from the bus by the school administrator.
- 3rd Notice: A conduct notice is given to the student by the driver and a copy is given to the school administrator. The Transportation Department will confirm with the school administrator that the student has received his/her 3<sup>rd</sup> notice. The school administrator may suspend the student's bus riding privileges with the length of suspension to be determined by the offense. Parents and the Transportation Department will be notified by the school administrator of the dates of the suspension.
- Severe Clause: This warrants the same procedure as a third notice.

#### RIDING THE SCHOOL BUS HOME WITH A FRIEND

If your student wants to ride the bus home with a friend, they must have a VERIFIED AND STAMPED BUS NOTE to give the bus driver.

STUDENTS WILL **GET THIS FORM** FROM THE MAIN OFFICE RECEPTION DESK.

Please have your student stop by the reception desk **BEFORE NOON** with the names of those riders involved. The receptionist will call the appropriate parent(s)/guardian(s) to verify permission. Students can pick the completed form up from the Reception Desk in the afternoon.

Parents can also call the Main Office Receptionist at 339-4100 (**BEFORE NOON**) to take care of this. Your student will then be called to the office to pick up their STAMPED form.

#### CAFETERIA GUIDLINES

The cafeteria schedule will operate on a staggered plan, with various rooms going to lunch as indicated on the class schedule. Students will remain in the cafeteria or on the north patio during their lunch period and will not return to the classrooms until the designated time. Students are not allowed in the parking lot unless given special permission from the administration. Students who bring their own lunch will eat in the cafeteria. The school cafeteria is a non-profit, self-supporting organization under government supervision. The lunches served are carefully planned to meet requirements set by the government school lunch project. Several food options are available for students. If a card is identified as lost or stolen, it will be confiscated and the student referred to administration for possible disciplinary action.

## SECURITY

Security Cameras -- Video Monitoring

WRHS buildings and grounds are monitored by closed circuit TV. Video recordings of student activities may be used for disciplinary action and/or criminal prosecution.

Metal detectors will also be used to assist in providing a safe environment and to assist in random searches.

## STUDENT LIFE

### SPECIAL EDUCATION ADVISORY COUNCIL (SEAC)

The USD 437 Auburn-Washburn Special Education Advisory Council offers information and resources for students with exceptionalities. The SEAC is comprised of parents, educators and administration working together to build a strong support for students in special education.

### 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.

**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 attend four periods the last school day prior to the activity if the activity is on a non-school day.

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. A suspension concludes upon readmission to school.

All students participating in a school-sponsored event are expected to travel with the team/group to the event. In the event a student cannot travel with the team/group, prior written approval must be granted by the principal and the sponsoring event coach/teacher. Under no circumstances shall a student transport other students to an event.

Physical forms and Emergency Medical Cards must be turned in to the office or appropriate coach or sponsor before a student may practice or participate in any school activity. (Kansas State High School Activities Association (KSHSAA)).

**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 60 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. Additional stipulations may apply for qualifying for district insurance; please direct questions about procedures or policies to 339-4051.

## **KSHSAA ELIGIBILITY AND PARTICIPATION**

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 eighteen weeks.

Students who participate or wish to participate in KSHSAA activities must successfully earn at least 2.5 credits of unit weight in at least five or more courses the semester prior to any and all such participation. **(These credits can be earned off campus, i.e. college courses.)** WRHS students must be enrolled in 2.5 credits of unit weight. It is strongly recommended that students who participate in activities enroll in at least 3.5 credits. Credits are determined using both the grades received at the end of each semester and the students attendance record (NC's and INC-'s are calculated as zero credit). Incomplete grades completed after the end of a semester are not allowed to be counted for the prior semester's credit total. This is a KSHSAA rule. **(Also, see Grading Policy.)**

Additionally, a student who is under penalty of suspension or whose character or conduct brings discredit to the school or to the student, as determined by the principal, is not in good standing and is ineligible for a period of time as specified by the principal (KSHSAA Rule 14, Article 2).

## **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 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 others. Fans should 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.

## COMMUNITY POLICY

WRHS has a Substance Abuse Policy that applies to ALL participants in activities/sports. The policy is designed to attempt to help students make good decisions to not become involved with illegal substances (alcohol, drugs, tobacco). Involvement with illegal substances at school or at school activities is covered in the school's discipline policy. Additionally there are established consequences for participants who involve themselves with substances while they are not at school. This policy provides participants and coaches at least a minimum set of consequences that will occur when a student is believed to be, and admits to being, involved with illegal substances. This policy will be explained to participants and they and their parents sign a card indicating that they understand their obligation to follow the policy.

It is important to note that ANY violation of the school's substance policy OR a violation of the school's community policy on illegal substances carries a minimum of the following:

- |                          |   |
|--------------------------|---|
| 1 <sup>st</sup> Offense: | Loss of privilege to participate in a percentage of games/contests.                                       |
| 2 <sup>nd</sup> Offense: | Loss of privilege to participate in <u>ANY</u> sport or activity for <u>ONE</u> calendar year.            |
| 3 <sup>rd</sup> Offense: | Loss of privilege to participate in <u>ANY</u> sport or activity for remainder of high school attendance. |

## TICKET PRICES/ACTIVITY TICKETS

Ticket prices for athletic contests are set by the Board of Education of USD 437. Ticket prices for home athletic contests are not to exceed the following:

|                             |                                      |        |
|-----------------------------|--------------------------------------|--------|
| <i>Varsity Contests:</i>    | Adults (9th grade and up) AND        |        |
|                             | Students K-8th <u>without</u> parent | \$5.00 |
|                             | WRHS Student with Student ID         | \$3.00 |
|                             | Students K-8th <u>with</u> parent    | \$3.00 |
| <i>Non-Varsity Contest:</i> | All tickets                          | \$2.00 |

Activity tickets will admit the cardholder to all home athletic contests (excluding tournaments and KSHSAA sponsored events). The cost for the Student and/or Adult Activity tickets have yet to be determined for the upcoming school year. Tickets may be purchased during enrollment or during the first few events. Purchasers of activity tickets can realize substantial savings.

## NCAA ELIGIBILITY

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 sixteen specifically identified core courses for Division I and Division II, which must be taken while in high school. The NCAA has developed a sliding scale to accommodate variations in GPA's. To learn further details, students should see their counselor early in their junior/senior 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).

## DIRECTORY INFORMATION DESIGNATED

The USD 437 board and administration have determined that the following data will be designated "directory information":

- Student's name, address, telephone number, date of birth, and parent's name
- Student's participation in officially recognized school activities and sports
- The weight, height and grade of members of athletic teams
- Date of attendance
- Scholarships and awards received
- The most recent previous school district attended by the student
- Audio or visual recording, photograph, or image of 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<sup>st</sup> 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.

## HEALTH SERVICES

Our school nurse, located next to the east office, is available to students for confidential health counseling, illness and first aid emergencies. A student should obtain a pass from his/her teacher before coming to see the nurse, except in an emergency. During the school year the nurse and health staff will conduct vision and hearing screening as required by state law or upon request of the parent or teacher.

- **Illnesses:** Please do not send your child to school if he/she has been ill (vomiting, diarrhea, etc.) or has had a fever of over 100.4 degrees within the last 24 hours. When at school, students will be expected to participate in all areas, including physical education, unless we receive a written request from your child's physician. Please have the physician communicate with the school nurse if the inability to participate will be lengthy. NOTE: Missed physical education classes (even with a physician's excuse) will need to be made up in order to receive credit since the grade in physical education class is based mainly on participation.
- **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 and/or allowed to continue attending. The school nurse can provide further information on medical and religious exemption.
- **Medications:** Whenever possible, medication should be given outside school hours. Students in grades 9-12 may self-administer prescription and non-prescription medications. If abuse of the self-administration policy is noted, parents will be notified and this privilege may be suspended. If assistance is requested for Health Room Personnel to administer medication, written permission from the parent and the physician will be needed. The prescription label will be considered permission from the physician. It will be the responsibility of the student to report to the Health Room when the medication dosage is due. Inhalers may remain in the student's possession, but there should be written authorization for independent administration on file in the Health Room.
- **Administration of Injectable Medication at School:** School personnel may administer injectable medicines on an emergency basis only after proper training is provided by the School Nurse. Any syringe used on school property will be disposed of in a Bio-Hazard receptacle located in the Health Room in accordance with the Auburn-Washburn District Blood-Borne Pathogen Policy. The appropriate documents must be completed and filed in the student's health folder.
- **Health Procedures:** Any student requiring finger sticks for glucose monitoring and/or insulin injections will be required to perform those procedures in the school Health Room under the supervision of the Health Room staff or their designate, unless otherwise directed.

## FIRE DRILL

Procedure for fire drill evacuation of the building will be as follows: 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).

## TORNADO DRILL

Procedure for tornado drill evacuation from classrooms will be as follows: 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 given.

## SCHOOL LOCKDOWN

Procedure for the school lockdown will be as follows: The signal is an announcement via the P.A. system that "we are going to implement a Phase of a Lock-Down." All teachers will be responsible for locking the classroom doors, accounting for all students, and instructing students where to relocate in the room away from doors and windows, if necessary. No one is to leave a locked area unless directed to do so by the school administrator or law enforcement officers. Phase I will be

cancelled only by a very specific P.A. announcement made either by law enforcement or a school administrator. Phase II will only be cancelled by law enforcement.

## **METAL DETECTORS**

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

## **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 WRHS activities director and adult supervision must be provided by the sponsoring organization.

## **DANCE PARTICIPATION**

WRHS students desiring to bring a non-WRHS date to a school-sponsored dance must register their date by the Wednesday preceding the dance. An administrator must approve ex-WRHS students who were not in good standing when they exited WRHS. The WRHS student who pre-registered them must accompany all dates during the dance. WRHS students are responsible for and will be held accountable for the actions of their dates during the dance. All disciplinary consequences will apply to the sponsoring WRHS student. Student ID cards are required for admission to all WRHS dances. Dates must be of high school age or older. The grade level administrator must approve dates over the age of 20.

Students who come to the dance with any other agendas other than having fun are to be discouraged from coming. Attend the dances, enjoy, but not at someone else's expense. Dances are not an inherent right - they are a privilege.

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, parent chaperones and teachers. If the provocative dancing occurs and the conduct is deemed inappropriate, the student(s) may be asked to leave the dance.

## **TELEPHONES**

Students are not allowed to use the office or teacher phone without permission.

## **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 importance.

These would include, but not be limited to:

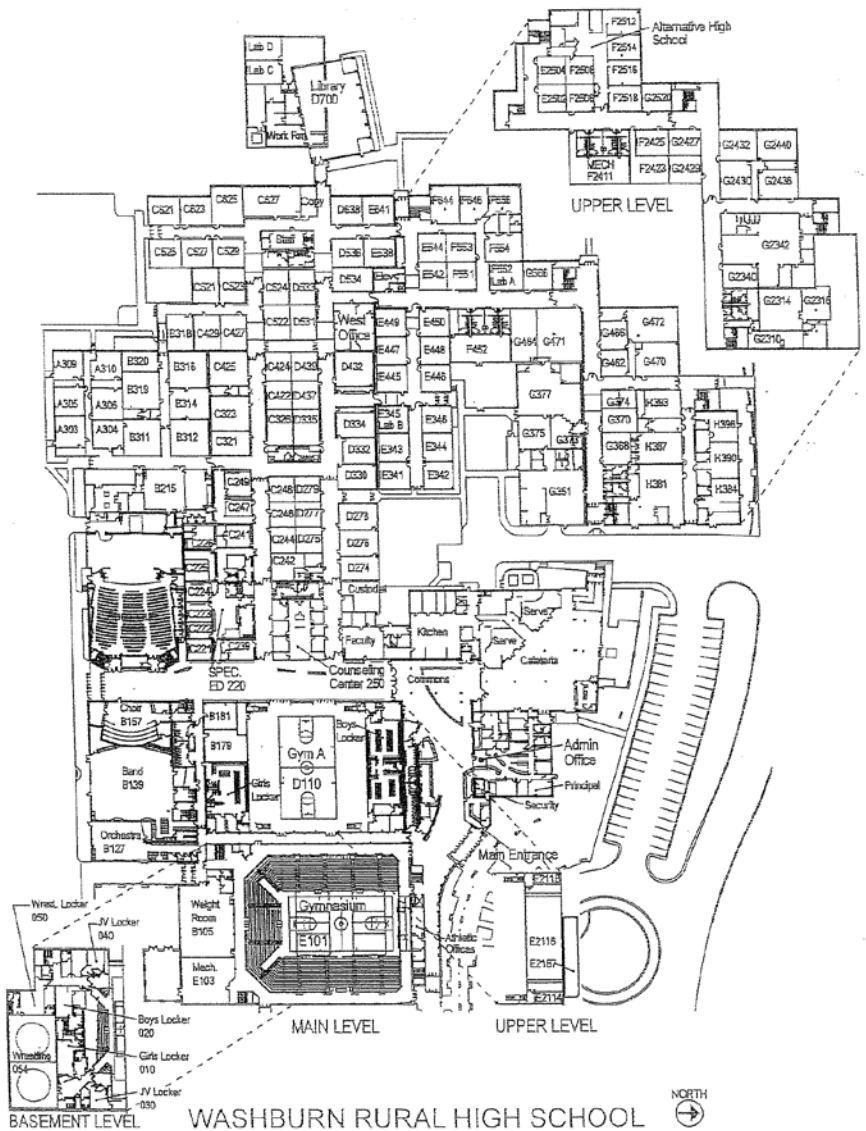
- An emergency from parents
- Doctor and dental appointments of which the student is unaware

## **VISITORS**

During the school day, all visitors to the high school must report to the main office and present government-issued identification in order to receive permission and a visitor's pass before entering any other part of the school. Lunch visitors are prohibited unless approved by administration.

Occasionally students ask to bring a visitor with them to school. For a variety of reasons, WRHS discourages this from occurring. Visitors who are students at other schools are allowed to visit only if they are prospective students and are given prior approval from a WRHS assistant principal. Prospective students and their parents/guardians must first meet with a guidance counselor to discuss enrollment options at WRHS. No student visitors will be allowed to visit during the first or last week of each semester.

# WRHS BUILDING FLOOR PLAN



# WRHS ABBREVIATED CALENDAR OF EVENTS 2016-2017

## AUGUST

- 15 Beginning Football practice without pads,  
Fall Sports Practice, Scholar's Bowl and Debate
- 16 New Student Orientation
- 17 Returning Students Report **SEPTEMBER**
- 5 NO SCHOOL – LABOR DAY
- 23 Homecoming
- 26 NO SCHOOL – Professional Learning Day

## OCTOBER

- 13 End of 1<sup>st</sup> Nine Weeks
- 14 NO SCHOOL – Staff Work Day
- 19 Evening Parent Teacher Conferences –SCHOOL IN SESSION
- 20 Evening Parent Teacher Conferences –SCHOOL IN SESSION
- 21 NO SCHOOL

## NOVEMBER

- 14 Winter Sports Practice Begins
- 23-25 NO SCHOOL – Thanksgiving Break

## DECEMBER

- 21 End of 2<sup>nd</sup> Nine Weeks and 1<sup>st</sup> Semester
- 22 NO SCHOOL – Winter Break Begins for Students

# WRHS ABBREVIATED CALENDAR OF EVENTS 2016-2017

## JANUARY

|     |                                    |
|-----|------------------------------------|
| 3   | NO SCHOOL – Staff Work Day         |
| 4   | Winter Break Ends – SCHOOL RESUMES |
| 16  | NO SCHOOL – Martin Luther King Day |
| TBA | Winter Formal                      |

## FEBRUARY

|    |  |
|----|--|
| 15 | Evening Parent/Teacher Conferences – SCHOOL IN SESSION |
| 16 | Evening Parent/Teacher Conferences – SCHOOL IN SESSION |
| 17 | NO SCHOOL  |
| 20 | NO SCHOOL – Professional Learning Day                  |
| 27 | Spring Sports Practice Begins                          |

## MARCH

|       |                                   |
|-------|-----------------------------------|
| 9     | End of 3 <sup>rd</sup> Nine Weeks |
| 10    | NO SCHOOL – Staff Work Day        |
| 20-24 | NO SCHOOL – Spring Break          |

## APRIL

|     |   |
|-----|---|
| 14  | NO SCHOOL – Staff Work Day                    |
| 17  | NO SCHOOL – Unless Snow make-up day is needed |
| TBA | Prom  |

## MAY

|    |                                       |
|----|---------------------------------------|
| 5  | NO SCHOOL – Professional Learning Day |
| 21 | Graduation                            |
| 25 | Last Day of School                    |
| 26 | NO SCHOOL – Staff Work Day            |
| 29 | Memorial Day                          |

## WRHS PTO BLUE'S BACKERS

|                     |                                 |
|---------------------|---------------------------------|
| Co-Presidents       | Sherry Burton<br>Shannah Sumner |
| Secretary/Publicity | Malinda Lash-Brozek             |
| Treasurer           | Kim White                       |

| <b>WRHS FIGHT SONG</b>                       | <b>THE WASHBURN ALMA MATER</b>               |
|--|--|
| Washburn, Washburn, Hail White and Blue      | Washburn, thy halls in glory dwell           |
| Washburn, Washburn, We're back of you        | Thy words of truth and beauty tell           |
| We'll be loyal come what might               | For knowledge, hope, and friendship true     |
| But we'd like to (GO!) Win this game tonight | Washburn, our praise we sing to you          |
| So Washburn, show us what you can do         | You, in tradition, hold the victors' name    |
| Fight for the White and Blue                 | Your halls of learning known in fame         |
| Work up some steam, get in and fight         | Classmates in honor stand and praise         |
| So we can win this game tonight              | Washburn, our guide through high school days |

## WASHBURN RURAL HIGH SCHOOL TRADITION OF CHAMPIONS

### **BAND**

Superior rating at State contest

1990-1991  
1991-1992  
1992-1993  
1993-1994  
1994-1995  
1995-1996  
1996-1997  
1997-1998  
1998-1999  
1999-2000  
2000-2001  
2001-2002  
2002-2003  
2006-2007  
2007-2008  
2008-2009  
2009-2010  
2011-2012  
2012-2013  
2013-2014  
2014-2015  
2015-2016

### **BASEBALL**

State Champions  
     Class B 1949-1950  
     Class B 1951-1952  
 Centennial League Champions  
     1996-1997  
     1997-1998  
     1998-1999  
     1999-2000

### **BASKETBALL (BOYS)**

State Champions  
 Class A 1959-1960  
 Class 5A 1981-1982  
 Class 5A 1984-1985  
 Centennial League Champions  
     1981-1982  
     1996-1997  
     2010-2011

### **BASKETBALL (GIRLS)**

State Champions  
 Class 6A 1995-1996  
 Class 6A 1998-1999  
 Class 6A 2008-2009



**Centennial League Champions**

1983-1984  
1994-1995  
1995-1996  
1996-1997  
1997-1998  
1998-1999  
1999-2000  
2000-2001  
2003-2004  
2004-2005  
2007-2008  
2008-2009  
2010-2011  
2012-2013  
2014-2015  
2015-2016

1991-1992  
1992-1993  
1993-1994  
1994-1995  
1995-1996  
1996-1997  
1997-1998  
2000-2001  
2001-2002  
2003-2004  
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2006-2007  
2007-2008  
2009-2010  
2010-2011  
2011-2012  
2012-2013  
2013-2014  
2014-2015  
2015-2016

**BOWLING (BOYS)**

Centennial League Champions  
2012-2013

**BOWLING (GIRLS)**

Centennial League Champions  
2015-2016

**CHORUS**

Superior rating at State Large Group  
Festival

Men's Chorus

1987-1988  
1995-1996  
1996-1997  
1997-1998  
1998-1999  
1999-2000  
2000-2001  
2001-2002  
2003-2004  
2005-2006  
2006-2007  
2007-2008  
2009-2010  
2010-2011  
2011-2012  
2012-2013  
2013-2014  
2014-2015  
2015-2016

WRHS Chorale

1985-1986  
1986-1987  
1987-1988  
1988-1989  
1989-1990  
1990-1991  
1991-1992  
1992-1993  
1993-1994  
1994-1995  
1995-1996  
1996-1997  
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2011-2012  
2012-2013  
2013-2014  
2014-2015  
2015-2016

Women's Chorus

1987-1988  
1988-1989  
1989-1990  
1990-1991

## **CROSS COUNTRY (BOYS)**

Centennial League Champions  
1971-1972  
1983-1984  
1997-1998  
2000-2001  
2001-2002  
2009-2010

1981-1982  
1982-1983  
1985-1986  
1989-1990  
1990-1991  
1991-1992  
1992-1993  
1993-1994  
1996-1997

## **CROSS COUNTRY (GIRLS)**

State Champions  
Class 6A 1996-1997  
Centennial League Champions  
1995-1996  
1996-1997  
1997-1998  
1998-1999  
2000-2001  
2003-2004  
2009-2010

## **FORENSICS**

National Placing  
Boys' Extemp 12<sup>th</sup> 1984  
Original Oration 14<sup>th</sup> 1999  
6A State Champion:  
Oratory, 1999-2000  
Oratory, 2000-2001  
Dramatic Interpretation, 1999-2000  
Dramatic Interpretation, 2007-2008  
Lincoln-Douglas Debate, 2004-2005

## **DEBATE**

National Team  
4<sup>th</sup> 1995  
3<sup>rd</sup> 1997  
10<sup>th</sup> 1998  
4<sup>th</sup> 2001  
National Speakers  
9<sup>th</sup> 1988  
3<sup>rd</sup> 1990  
9<sup>th</sup> 1995  
State Champions  
Class 5A 1979-1980  
Class 5A 1982-1983  
Class 5A 1984-1985  
Class 5A 1987-1988  
Class 6A 1990-1991  
Class 6A 1997-1998  
Class 6A 2002-2003  
Class 6A 2007-2008  
Centennial League Champion  
1991-1992  
National Forensic League School of  
Excellence Awards in 1999 and 2001.

## **GOLF (BOYS)**

State Champions  
Class 6A 1996-1997  
Class 6A 2008-2009  
Class 6A 2014-2015  
Centennial League Champions  
1968-1969  
1983-1984  
1985-1986  
1986-1987  
1990-1991  
1993-1994  
1995-1996  
1997-1998  
1999-2000  
2003-2004  
2004-2005  
2007-2008  
2008-2009  
2009-2010  
2010-2011  
2011-2012  
2012-2013  
2013-2014  
2014-2015  
2015-2016

## **FOOTBALL**

State Champions  
Class 5A 1985-1986  
Class 5A 1986-1987  
Class 5A 1989-1990

## **GOLF (GIRLS)**

## **FOOTBALL**

Centennial League Champions  
1962-1963  
1977-1978

State Champions  
Class 6A 2005-2006  
Class 6A 2013-2014  
Class 6A 2014-2015  
Centennial League Champions  
1994-1995

1995-1996  
1998-1999  
1999-2000  
2000-2001  
2001-2002  
2002-2003  
2003-2004  
2010-2011  
2011-2012  
2012-2013  
2013-2014  
2014-2015  
2015-2016

### **GYMNASTICS (BOYS)**

Centennial League Champions

1969-1970  
1970-1971  
1971-1972  
1972-1973  
1973-1974  
1974-1975  
1975-1976  
1979-1980  
1982-1983

### **GYMNASTICS (GIRLS)**

Centennial League Champions

1975-1976  
1978-1979

### **ORCHESTRA**

Superior rating at State contest

1998-1999  
2009-2010  
2010-2011  
2011-2012  
2012-2013  
2013-2014  
2015-2016

### **QUIZ BOWL**

State Champions

1995-1996  
2004-2005  
2007-2008  
2008-2009  
2009-2010

### **CHESS CLUB**

Nationals (unrated division) 3<sup>rd</sup>

2006-2007

State Champions

CLASS 5A 1986

ALL-CLASS 1986

### **SOCCER (BOYS)**

6A State Champions

2002-2003

2009-2010

2012-2013

Centennial League Champions

1995-1996

1996-1997

1997-1998

1998-1999

1999-2000

2000-2001

### **SOCCER (BOYS)**

2001-2002

2002-2003

2003-2004

2004-2005

2005-2006

2006-2007

2007-2008

2008-2009

2009-2010

2010-2011

2011-2012

2012-2013

2013-2014

2014-2015

2015-2016

### **SOCCER (GIRLS)**

Centennial League Champions

1996-1997

1997-1998

2000-2001

2002-2003

2003-2004

2005-2006

2007-2008

2008-2009

2011-2012

2012-2013

2013-2014

2014-2015

### **SOFTBALL**

6A State Champions

1994-1995

2007-2008

2013-2014

Centennial League Champions

1992-1993

1993-1994  
1994-1995  
1996-1997  
2001-2002  
2002-2003  
2005-2006  
2006-2007  
2007-2008  
2008-2009  
2009-2010  
2010-2011  
2011-2012  
2012-2013  
2015-2016

**SWIMMING & DIVING (GIRLS)**

Centennial League Champions

2001-2002  
2005-2006  
2006-2007  
2009-2010  
2011-2012  
2012-2013  
2015-2016

**SWIMMING & DIVING (BOYS)**

Centennial League Champions

2000-2001  
2001-2002  
2002-2003  
2003-2004  
2004-2005  
2006-2007  
2007-2008  
2009-2010  
2010-2011  
2011-2012  
2012-2013  
2013-2014  
2014-2015

**TENNIS (BOYS)**

State Champions

Class 5A (Doubles)  
1982-1983  
Class 5A (Singles)  
1985-1986  
Class 5A (Singles)  
1987-1988  
Class 5A (Team)  
1987-1988  
Class 6A (Doubles)  
2000-2001  
Class 6A (Team)  
2002-2003

Class 6A (Team)  
2003-2004  
Class 6A (Team)  
2004-2005  
Class 6A (Singles)  
2004-2005  
Class 6A (Doubles)  
2004-2005  
Class 6A (Doubles)  
2005-2006  
Class 6A (Team)  
2006-2007

Centennial League Champions

1980-1981  
1981-1982  
1982-1983  
1983-1984  
1984-1985  
1985-1986  
1986-1987  
1987-1988  
1989-1990  
1990-1991  
1991-1992  
1992-1993  
1993-1994  
1995-1996  
1996-1997  
1997-1998  
1998-1999  
1999-2000  
2000-2001  
2001-2002  
2002-2003  
2003-2004  
2004-2005  
2005-2006  
2006-2007  
2007-2008  
2008-2009  
2009-2010  
2010-2011  
2011-2012  
2012-2013

**TENNIS (GIRLS)**

## State Champions

Class 6A  
 1990-1991  
 Class 6A  
 1993-1994  
 Class 6A (Doubles)  
 1994-1995

## Centennial League Champions

1979-1980  
 1980-1981  
 1981-1982  
 1982-1983  
 1983-1984  
 1984-1985  
 1985-1986  
 1986-1987  
 1987-1988  
 1988-1989  
 1989-1990  
 1990-1991  
 1991-1992  
 1992-1993  
 1993-1994  
 1994-1995  
 2001-2002  
 2002-2003  
 2003-2004  
 2005-2006  
 2006-2007  
 2008-2009  
 2010-2011  
 2011-2012  
 2012-2013  
 2013-2014  
 2014-2015  
 2015-2016

**TRACK (GIRLS)**

## Centennial League Champions

1981-1982  
 1995-1996  
 1997-1998  
 1998-1999

**VOLLEYBALL**

## State Champions

Class 6A 2004-2005  
 Class 6A 2006-2007  
 Class 6A 2007-2008  
 Class 6A 2008-2009  
 Class 6A 2009-2010  
 Class 6A 2011-2012  
 Class 6A 2012-2013

## Centennial League Champions

1975-1976  
 1980-1981  
 1984-1985  
 1988-1989  
 1989-1990  
 1996-1997  
 2002-2003  
 2004-2005  
 2005-2006  
 2006-2007  
 2007-2008  
 2008-2009  
 2009-2010  
 2011-2012  
 2012-2013

**TRACK (BOYS)**

## State Champions

Class 5A 1983-1984  
 Class 5A 1986-1987

## Centennial League Champions

1980-1981  
 1982-1983  
 1983-1984  
 1984-1985  
 1985-1986  
 1986-1987  
 1990-1991

**WASHBURN RURAL HIGH SCHOOL**  
**Community Service**  
**EMERGENCY DIRECTORY**

**LIFE THREATENING EMERGENCIES**

|                                       |            |
|---------------------------------------|------------|
| <b>Ambulance Service</b>              | <b>911</b> |
| <b>Fire Department (Rescue Squad)</b> | <b>911</b> |
| <b>Police Department</b>              | <b>911</b> |

**EMERGENCY SERVICES**

|  |          |
|--|----------|
| Pediatric Urgent Care Clinic             | 354-6100 |
| St. Francis Hospital - EMERGENCY DEPT.   | 295-8090 |
| Stormont-Vail Hospital - EMERGENCY DEPT. | 354-6100 |

**HOSPITALS**

|   |          |
|---|----------|
| St. Francis Hospital & Medical Center   | 295-8000 |
| Stormont-Vail Regional Medical Center   | 354-6000 |
| Veteran's Administration Medical Center | 350-3111 |

**EMERGENCY HOTLINES**

|  |              |
|--|--------------|
| Crimestoppers Hotline (confidential)             | 234-0007     |
| Emergency Preparedness                           | 274-1409     |
| Emergency Gas Shutoff - Auburn Gas Co.           | 256-2426     |
| Emergency Electric Shutoff – Kaw Valley Electric | 478-3444     |
| Rural Water District 3C                          | 862-3305     |
| Parent & Youth Helpline                          | 800-children |
| School Safety (Kansas)                           | 877-626-8203 |
| Suicide Prevention Services (24 hours)           |              |
| Valeo Behavioral Health Care                     | 234-3300     |
| Suicide  | 800-784-2433 |
| Anorexia and/or Bulimia                          | 866-956-1718 |
| Depression                                       | 800-273-8255 |
| Domestic Violence                                | 800-799-SAFE |
| Self-Harm  | 800-334-HELP |
| Alcohol  | 800-784-6776 |
| Stress and Anxiety                               | 800-273-8255 |

# WASHBURN RURAL HIGH SCHOOL

## 2016-2017 Calendar

USD 437 Auburn-Washburn  
 Student Calendar 2016-2017  
 BOE Approved: 2-15-16  
 Subject to Negotiations

### 2016-2017 Student School Calendar

| August |    |    |    |    |    |    |
|--------|----|----|----|----|----|----|
| Su     | Mo | Tu | We | Th | Fr | Sa |
|        | 1  | 2  | 3  | 4  | 5  | 6  |
| 7      | 8  | 9  | 10 | 11 | 12 | 13 |
| 14     | 15 | 16 | 17 | 18 | 19 | 20 |
| 21     | 22 | 23 | 24 | 25 | 26 | 27 |
| 28     | 29 | 30 | 31 |    |    |    |

| September |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|
| Su        | Mo | Tu | We | Th | Fr | Sa |
|           |    |    |    | 1  | 2  | 3  |
| 4         | 5  | 6  | 7  | 8  | 9  | 10 |
| 11        | 12 | 13 | 14 | 15 | 16 | 17 |
| 18        | 19 | 20 | 21 | 22 | 23 | 24 |
| 25        | 26 | 27 | 28 | 29 | 30 |    |

| October |    |    |    |    |    |    |
|---------|----|----|----|----|----|----|
| Su      | Mo | Tu | We | Th | Fr | Sa |
|         |    |    |    |    |    | 1  |
| 2       | 3  | 4  | 5  | 6  | 7  | 8  |
| 9       | 10 | 11 | 12 | 13 | 14 | 15 |
| 16      | 17 | 18 | 19 | 20 | 21 | 22 |
| 23      | 24 | 25 | 26 | 27 | 28 | 29 |
| 30      | 31 |    |    |    |    |    |

| November |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| Su       | Mo | Tu | We | Th | Fr | Sa |
|          |    | 1  | 2  | 3  | 4  | 5  |
| 6        | 7  | 8  | 9  | 10 | 11 | 12 |
| 13       | 14 | 15 | 16 | 17 | 18 | 19 |
| 20       | 21 | 22 | 23 | 24 | 25 | 26 |
| 27       | 28 | 29 | 30 |    |    |    |

| December |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| Su       | Mo | Tu | We | Th | Fr | Sa |
|          |    |    |    | 1  | 2  | 3  |
| 4        | 5  | 6  | 7  | 8  | 9  | 10 |
| 11       | 12 | 13 | 14 | 15 | 16 | 17 |
| 18       | 19 | 20 | 21 | 22 | 23 | 24 |
| 25       | 26 | 27 | 28 | 29 | 30 | 31 |

| August  |                                  |
|---|----------------------------------|
| Aug 16  | First Day of Classes             |
| September   |                                  |
| Sep 5   | No School K-12 Labor Day         |
| Sep 26  | No School K-12 Staff Day         |
| October   |                                  |
| Oct 13  | End of First Grading Period      |
| Oct 14  | No School K-12 Staff Day         |
| Oct 19  | Fall P/T Evening Conf. (K-12)    |
| Oct 20  | No School K-8**; 9-12 IN session |
| Oct 21  | No School K-12                   |
| **Fall P/T Conferences K-8: 9-12 IN session. Contact schools for times  |                                  |
| November  |                                  |
| Nov 23-25   | No School K-12 Thanksgiving      |
| December  |                                  |
| Dec 21  | End of First Semester            |
| Dec 22 - Jan 2  | No School K-12 Winter Break      |
| January   |                                  |
| Jan 3   | No School K-12 Staff Day         |
| Jan 4   | Classes Resume; 2nd Sem. Begins  |
| Jan 16  | No School K-12 MLK, Jr. Holiday  |
| February  |                                  |
| Feb 15  | Spring P/T Evening Conf. (K-12)  |
| Feb 16  | No School K-8**; 9-12 IN session |
| Feb 17  | No School K-12                   |
| **Spring P/T Conferences K-8: 9-12 IN session. Contact schools for times  |                                  |
| Feb 20  | No School K-12 Staff Day         |
| March   |                                  |
| Mar 9   | End of Third Grading Period      |
| Mar 10  | No School K-12 Staff Day         |
| Mar 20-24   | No School K-12 Spring Break      |
| April   |                                  |
| Apr 14  | No School K-12 Staff Day         |
| Apr 17  | No School unless snow make-up    |
| May   |                                  |
| May 5   | No School K-12 Staff Day         |
| May 25  | Last Day of School               |
| May 26  | No School - Staff Day            |
| May 29  | Memorial Day - No School         |
| <div style="display: flex; align-items: center;"> <div style="margin-right: 10px;">○</div> <div> <p>EARLY DISMISSAL DAYS</p> <p>Students dismissed and buses arrive home 45 minutes early</p> </div> </div> |                                  |

| January |    |    |    |    |    |    |
|---------|----|----|----|----|----|----|
| Su      | Mo | Tu | We | Th | Fr | Sa |
| 1       | 2  | 3  | 4  | 5  | 6  | 7  |
| 8       | 9  | 10 | 11 | 12 | 13 | 14 |
| 15      | 16 | 17 | 18 | 19 | 20 | 21 |
| 22      | 23 | 24 | 25 | 26 | 27 | 28 |
| 29      | 30 | 31 |    |    |    |    |

| February |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| Su       | Mo | Tu | We | Th | Fr | Sa |
|          |    |    | 1  | 2  | 3  | 4  |
| 5        | 6  | 7  | 8  | 9  | 10 | 11 |
| 12       | 13 | 14 | 15 | 16 | 17 | 18 |
| 19       | 20 | 21 | 22 | 23 | 24 | 25 |
| 26       | 27 | 28 |    |    |    |    |

| March |    |    |    |    |    |    |
|-------|----|----|----|----|----|----|
| Su    | Mo | Tu | We | Th | Fr | Sa |
|       |    |    | 1  | 2  | 3  | 4  |
| 5     | 6  | 7  | 8  | 9  | 10 | 11 |
| 12    | 13 | 14 | 15 | 16 | 17 | 18 |
| 19    | 20 | 21 | 22 | 23 | 24 | 25 |
| 26    | 27 | 28 | 29 | 30 | 31 |    |

| April |    |    |    |    |    |    |
|-------|----|----|----|----|----|----|
| Su    | Mo | Tu | We | Th | Fr | Sa |
|       |    |    |    |    |    | 1  |
| 2     | 3  | 4  | 5  | 6  | 7  | 8  |
| 9     | 10 | 11 | 12 | 13 | 14 | 15 |
| 16    | 17 | 18 | 19 | 20 | 21 | 22 |
| 23    | 24 | 25 | 26 | 27 | 28 | 29 |
| 30    |    |    |    |    |    |    |

| May |    |    |    |    |    |    |
|-----|----|----|----|----|----|----|
| Su  | Mo | Tu | We | Th | Fr | Sa |
|     | 1  | 2  | 3  | 4  | 5  | 6  |
| 7   | 8  | 9  | 10 | 11 | 12 | 13 |
| 14  | 15 | 16 | 17 | 18 | 19 | 20 |
| 21  | 22 | 23 | 24 | 25 | 26 | 27 |
| 28  | 29 | 30 | 31 |    |    |    |