Tallgrass Student Learning Center

5740 SW 61st Street Topeka, Kansas 66619 Office: 785-339-4270 Fax: 785-339-4275

Student Handbook 2026-2027

Auburn – Washburn School District USD 437

Inspiring, Challenging, and Preparing Every Child, Every Day

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WELCOME TO YOUR SCHOOL

The staff at the Tallgrass Student Learning Center welcomes you to another new school year. We look forward to supporting your development and refinement of the necessary success skills of Scholarship, Humanity, Integrity, and Perseverance.

The purpose of this handbook is to acquaint all students, parents, and staff with the basic policies and procedures at this school. Parents, please take the time to go over the handbook with your student. Students are responsible for knowing the contents of their handbooks.

Good luck in your year with us at the Tallgrass Student Learning Center. Please let me know if we can do anything to help you have a successful school year.

Mr. Chris Appuhn – 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 Designee, 5928 SW 53rd St, Topeka, KS (1-785-339-4000) has been designated to coordinate compliance with nondiscrimination requirements.

DISTRICT OFFICE PERSONNEL: Shuler Education Center 5928 SW 53rd Street • Topeka, KS 66610 • (785) 339-4000		
SUPERINTENDENT OF SCHOOLS	Dr. Katie Collier	collikat@usd437.net
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BOARD OF EDUCATION	
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USD 437's MISSION STATEMENT

Auburn- Washburn strives to deliver exemplary, world-class education for all students, instilling in them the academic knowledge, skills for success, and character required to be happy, responsible and productive citizens.

USD 437's VISION STATEMENT

Auburn- Washburn schools provide a safe, enjoyable, and challenging school environment where students have the opportunity to achieve their maximum individual education potential. All students receive a balanced education where traditional academics are taught, creativity and innovation are cultivated, and skills for success are developed; preparing them to assume roles as responsible citizens in a global community, the work place, and in life.

USD 437's CORE VALUES

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

1. We believe in the value and uniqueness of each student:
    a. Each student has different needs.
    b. Each student should have the opportunity, and be encouraged, to reach their potential.
    c. Each student is entitled to a safe, current and well-maintained school environment.
2. We believe that excellence in education is a multifaceted process:
    a. Excellence requires building meaningful relationships with all stakeholders and especially with students.
    b. Excellence requires the commitment and judicious stewardship of community resources.
    c. Excellence prepares students to become happy, responsible and productive citizens; to successfully live and work in a complex, ever-changing world.
    d. Excellence is a combination of academic performance and skills for success.
    e. Excellence must be a dynamic and engaging process in order to meet changing needs.
    f. Excellence requires rigorous assessment and feedback of both students and staff.
    g. Excellence requires focus on the future.
    h. Excellence depends upon effective resource management
    i. Excellence, both academic and skills for success, should be recognized and celebrated.
3. We believe that respect and responsibility are essential components of an excellent education:
    a. Everyone deserves to be treated with dignity and respect.
    b. Effective communication enhances trust and cooperation.
    c. Each student is responsible for their own actions.
    d. Responsibility for public education rests jointly with students, parents, teachers, and community.

PROMISE STATEMENT
Tallgrass Student Learning Center

We will provide a safe structured environment in which to build lasting academic achievement and responsible social skills with all students.

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.

STUDENTS ATTENDING TALLGRASS

All students attending the Tallgrass Student Learning Center are officially students of Washburn Rural Middle School if they are 6th, 7th, or 8th graders, and are officially students of Washburn Rural High School if they are 9th, 10th, 11th or 12th graders. Each student at the TSLC has an Individual Education Plan (IEP) which states the student's placement is at the TSLC and special education services are being provided at the TSLC. Therefore, students who meet graduation requirements will receive their diploma and transcript from WRHS.

A TSLC student's IEP Team may determine that a student can take classes at either the WRMS or WRHS. In this situation, such student must comply and will be held accountable with all the rules, procedures, and expectations in that school's Student Handbook and the school's administration / staff expectations. Of specific note for parents/student are the rules regarding class attendance, grades, and Code of Conduct. These students, and parents, will receive from the TSLC principal the school's (WRHS or WRMS) Student Handbook upon such placement by the IEP Team.

TALLGRASS' OFFICE HOURS

The school's main office is open during school days from 7:20 am – 3:30 pm. Please feel comfortable contacting the school regarding any question or comment you may have.

TALLGRASS' DAILY SCHEDULE

The school has a seven-period school day. The core academic classes and elective classes are offered throughout the school day. These core academic classes include various leveled courses among the required subjects of reading, math, science, social studies, and English.

All students are offered a social skills class. They will be enrolled in either Life Skills, Self-Management, Personal Development, or Social Development Instruction. These courses cover a variety of real-world topics. Life Skills emphasizes such topics as goal-decision making, and setting priorities; money and time management; relationships; and the development of the self. Self-Management introduces students to the skills and strategies in becoming more focused, productive individuals. Personal Development is more focused on the individual strengthening self-esteem, recognizing and resisting negative peer pressure, and developing coping skills for dealing with changes within one's self and within others. Social Development Instruction teaches students the social skills needed for independent functioning within the community. Topics may include self-control, self-expression, obeying rules, decision-making, appropriate situational behavior, interacting with others, and maintaining relationships.

TALLGRASS DAILY SCHEDULE	
PERIOD	**TIME**
Teacher PLC	**7:25 - 8:03**
Social Skills/Breakfast	**7:25 - 8:03**
1st Hour	**8:03 – 8:47**
2nd Hour	**8:49 - 9:31**
3rd Hour	**9:33 - 10:15**
4th Hour	**10:17 - 10:59**
Lunch: 11:05 - 11:40	
Intervention: 11:42 - 12:26	
5th Hour	**12:28 - 1:10**
6th Hour	**1:12 - 1:54**
7th Hour	**1:56 - 2:38**
Social Skills	**2:40 - 2:56**

Dedicated Staff of the Tallgrass Student Learning Center

Chris Appuhn - Principal
Carolyn Popkess - Secretary
Ashley O'Neal - School Social Worker
Kinnie Mapes - Nurse
Erica Wheat - Middle School Teacher
Brett Becker - Middle School & High School Teacher
Keli Van Camp - Middle School Teacher
Michelle Dollahon - High School Teacher
Victoria Sanders - High School Teacher
Duane Zlatnik - Critical Case Manager
Jennifer Bombardier - Critical Case Manager
Tinesya Russell - Critical Case Manager
James Lee - Critical Case Manager
Floyd White - Critical Case Manager

SEVERE WEATHER OR DISASTER

Severe Weather Warning: Students will remain at Tallgrass during a tornado warning, unless a parent comes to the school to take them home. An announcement will be made for a tornado drill or warning. All staff and students are to take cover in the designated areas within the Tallgrass building. Your classroom teacher will give you directions and correct procedures. The principal, or his designee, will inform students and staff when they may return to their classes and other areas.

SEVERE WEATHER – SNOWSTORMS

The decision to close school because of severe weather is made by the superintendent. School closing will be announced over WIBW radio and TV, KSNT-TV, KTKA-TV, and WIBW's Cityline. During inclement weather, calling 785-339-4000 can access a recorded message containing school closing information.

It will always be the right and privilege of parents to call for children at the school during severe weather, extreme heat, or any other good reason when the pupil's health and safety may be questioned.

EMERGENCY DIRECTORY

LIFE THREATENING EMERGENCIES

Ambulance Service
911
Fire Department (Rescue Squad)
911
Life Star
862-5433
Police Department
911

EMERGENCY SERVICES
Pediatric Urgent Care Clinic
785-354-6100
St. Francis Hospital - EMERGENCY DEPT.
785-295-8090
Stormont-Vail Hospital - EMERGENCY DEPT.
785-354-6100
SUICIDE PREVENTION SERVICES (24 hours)
Valeo Behavioral Health Care
785-234-3300
HOSPITALS
St. Francis Hospital & Medical Center
785-295-8000
Stormont-Vail Regional Medical Center
785-354-6000
Veterans Administration Medical Center
785-350-3111

EMERGENCY HOTLINES
Crime Stoppers Hotline (confidential)
785-234-0007
Emergency Preparedness
785-274-1409
Emergency Gas Shutoff - Auburn Gas Co.
785-256-2426
Emergency Electric Shutoff – Kaw Valley Electric
785-478-3444
Rural Water District 3C
785-862-3305
Parental Stress Hotline
888-281-3000
School Safety (Kansas)
877-626-8203
Youth Hotline
800-442-4673

ENROLLMENT PROCESS AT TALLGRASS

The Tallgrass Student Learning Center (TSLC) provides special education services for students who have severe emotional and/or behavioral disorders. All students attending the TSLC receive special education services and have an Individualized Education Plan (IEP). For students previously placed at Tallgrass, yearly enrollment takes place in August. Students new to Tallgrass will undergo the enrollment process upon placement at the school from their IEP.

TEXTBOOK, INSTRUCTIONAL MATERIALS AND TECHNOLOGY FEE

Fees are due at the time of enrollment. Following is the payment and refund schedule for students who enroll late or withdraw early from the district:

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

ENROLLMENT, COURSE AND MISCELLANEOUS FEES
Enrollment, course and miscellaneous fees are due upon notification. A list of secondary course fees is available on the school website.

INSTRUMENT RENTAL
Students enrolled in instrumental music may rent school owned music instruments if available with permission of the music teacher.

LIBRARY MATERIALS/TEXTBOOKS
When students check out library materials or textbooks, it is the responsibility of the student to return them in the same condition as they received them. Library materials or textbooks not returned or returned damaged may result in the student being assessed a charge for the lost or damaged item. A unique identification number is recorded for each item. It is the responsibility of the student to check in the item that bears the exact same identification number that was checked out to them.

UNRETURNED OR DAMAGED PROPERTY
Any school property not returned or returned damaged may result in the replacement or repair cost of the item being charged.

OUTSTANDING FEES
A notice of outstanding fees will be mailed to your home each semester. 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 may turn these over to a COLLECTION AGENCY/ATTORNEY.

RETURNED CHECKS
Checks returned for any reason are sent directly to the District Business Office. If the returned check is not resolved by the deadline specified in the notification letter, the returned check may be forwarded to a COLLECTION AGENCY/ATTORNEY for collection. The COLLECTION AGENCY/ATTORNEY will 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.

OTHER FEES
Students may be responsible for fees and admission costs associated with some field trips. Students will be notified in advance in these circumstances. These fees must be paid in advance and cannot be billed for payment at a later date.

DISTRICT / BOE POLICY

STUDENT TECHNOLOGY ACCEPTABLE USE POLICY
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:

1. Internet access
2. Wireless and wired computer access
3. Interactive Distance Learning opportunities
4. E-mail
5. WIKIs and Blogs
6. Electronic blackboards
7. Required local and State testing
8. Computer based instructional programs and curriculum

As a technology user in the Auburn-Washburn School District you should be aware:

1. The District wide-area network is used by staff and student to communicate with others in a manner that is consistent in an educational environment Student communications using networked resources will be considered publications and be governed by Board of Education policy regarding Student Publications.
2. Communication using district technology resources should not be considered private. Network supervision and maintenance may require review and inspection of directories or messages. Students are responsible for good behavior when using district technology resources, just as they are in a classroom or a school hallway. Communications on the network are often public in nature. Board Policy that dictates general school rules for behavior and communications applies when using district technology resources.
3. Any user identified as a security risk or having a history of problems with other computer systems may be denied access.
4. Unsupervised student use of any faculty computer in the classroom is prohibited. No user may disclose, use, or disseminate unauthorized personal identification information regarding minors.
5. 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.
6. Only software (computer programs) legally licensed and owned by the Auburn-Washburn School District may be installed on computers in the school district. This includes lab computers, faculty computers, and office computers. The district technology department will provide a list of educational programs approved for use on all district computers.
7. As mandated by the federal law enacted by Congress to address concerns about access to offensive content over the Internet on school and library computers, the Children's Internet Protection Act (CIPA) was passed. All Internet access provided by the Auburn-Washburn School District is filtered to protect the students and staff in the district from viewing objectionable materials easily. However, the Internet is designed in such a manner that all materials contained within it are accessible using various search and retrieval tools. Inappropriate materials could be encountered during students' research required to achieve valid instructional objectives. Families should be aware that some material accessible over the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. In addition, it is possible to purchase certain goods and services over the Internet which could result in unwanted financial obligations for which a student's parent or guardian would be liable. If such inappropriate material is inadvertently encountered, it shall be disengaged from immediately. Students and teachers will be instructed in the necessary procedures of evaluation of information and resources as part of their ongoing education for life in modern society.
8. Students in the Auburn-Washburn School District may bring wireless devices to school for educational use only. Students using their personal computer on the district wireless network will not have access to any district technology resources such as printers and personal files. Internet access will be available for educational use, but filtered at its most restrictive level. *(At Tallgrass with permission by Principal)*

9. 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 service. 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 will not be responsible for personal property used to access District computers or 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.
10. This policy and all its provisions are subordinate to Board of Education Policy, local, state, and federal statutes.

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 this policy. Failing to abide by this policy may result in removal of privileges to access all technology resources, as well as other disciplinary or legal action.

Access to district technology resources may be revoked for abusive or inappropriate conduct. Such conduct would include, but is not limited to:

- Sending or displaying offensive messages or pictures
- Using obscene language
- The placing of unlawful information on or through the computer system
- Harassing, insulting or attacking others
- Damaging computers, computer systems or computer networks
- Violating copyright laws
- Unauthorized installation of software
- Using another's password
- Unauthorized access including "hacking" and other unlawful activities by minors online
- Trespassing in another's folder, work or files
- Deletion, examination, copying, or modification of files and/or data belonging to other users without their prior consent
- Intentionally wasting limited resources
- Using the network for commercial purposes
- Attempt to alter or disrupt the Districts technology services from a remote location.
- Downloading music, videos, and other copyrighted material for personal use
- Using school networks to enter billable areas or purchase or attempt to purchase products/services
- Share confidential information on students or employees

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

- Business or Technology classes
- Computer Programming classes
- Classes requiring use of district or Internet databases for research
- Classes requiring district software to create papers, brochures, etc.
- Computer-based instructional programs
- Required local and state testing

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.

DISTRICT - TRANSPORTATION POLICY

The Auburn-Washburn USD #437 Board of Education policy states that transported students are entitled to only one designated pick-up address and one designated drop-off address per student. The pick-up and drop-off locations may be different, but each must remain constant.

Occasionally, your child may need to ride a different bus home to a different location. In this situation, you must send a note of permission with your child to be signed or stamped in the school office. Your child will then give the note to the driver as he/she boards the bus in the afternoon. Phone calls by the student's parent/guardian may be made to the Principal if needed.

If an emergency arises and your child must ride a different bus or get off at a different location on their own route, please contact the school or the Transportation Department at 785-339-4270 to notify them of the situation. The driver will in turn be notified as to where your child is to be delivered.

The purpose of this policy is to ensure accurate accountability of students on the buses. We appreciate your cooperation in understanding and abiding by this policy.

TO CANCEL THE BUS, CALL: Transportation Department: 785-339-4050

On-Bus Safety Regulations

1. The driver is in charge of the students. Students must obey the driver promptly.
2. Unnecessary conversation with the driver is prohibited. Do not talk loudly or distract the driver's attention.
3. The driver may assign a specific seat to a student whenever necessary.
4. Keep arms and head inside the bus at all times.
5. Assist to keep the bus clean and free from trash.
6. Any vandalism to the bus will be paid by the offender.
7. Students should never tamper with the controls of the equipment on the bus.
8. Do not throw anything inside the bus or out of the bus windows.
9. Keep books, packages, coats, feet and all other objects out of the aisle. Balloons, large stuffed animals, skateboards, and large objects made in wood or metal shop will not be allowed on the bus.
10. Students are to remain seated while the bus is in motion.
11. Absolute quiet is necessary when approaching a railroad crossing.
12. No glass containers, animals, firearms, explosives or other dangerous objects are permitted on the bus.
13. Smoking and possession of liquor or illegal drugs are prohibited.
14. Students are not permitted to eat or drink on the bus.
15. Musical instruments may be transported on route buses if space is available. Small instruments may be held on the student's lap. Large musical instruments must be placed beside the student either on the floor or on the seat but not directly in front of the student. The bus driver will determine space availability.

DISTRICT - DRUG FREE SCHOOLS POLICY

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. Approved: KASB Recommendation 7/97; 9/97.

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, purchase, distribution or sale of drugs and/or simulated drugs, or intent to distribute, purchase or sell drugs and/or simulated drugs (controlled substances as defined by the Uniform Controlled Substances Act, as per state statue), 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 to the appropriate Administrative Hearing Officer or the Board of Education who agreed to the probationary conditions. Conditions of probation may include, but 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 Officer or Board of Education agree would aid and assist the student and continue to provide a drug free school environment.

DISTRICT – 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 per state statue) or cereal malt beverages (as defined per state statute) on public school property or at public school activities is strictly prohibited and any such possession, use consumption, 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:

- First violation – five days suspension from school and all school related activities.
- Second 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 thirty 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 Officer'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 born 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.

TOBACCO PRODUCTS AND ELECTRONIC CIGARETTES POLICY

In order to facilitate a healthy educational environment Smoking by students and/or the possession and use of any other tobacco product or electronic cigarettes is prohibited in any district facility, in any attendance center, in school vehicles; at school-sponsored activities, programs, and on school owned or operated property. Students who are in violation of this policy shall be reported to the appropriate law enforcement agency.

As per state statute, 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 state statute 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).

WEAPONS OR DANGEROUS MATERIALS: POLICY IS IN EFFECT 24 HOURS A DAY, EVERY DAY OF THE YEAR.

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. Penalties for possession of a firearm or other weapon as defined in as per state statue may 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(s) and, if a juvenile, to DCF or the Commissioner of Juvenile Justice. (Board Policy JCDBB.)

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's Designee, 5928 SW 53rd, 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, while using or on 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's Designee, 5928 SW 53rd, 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, students, 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 ~~or~~ 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.

DISTRICT – STUDENT DIRECTORY INFORMATION DESIGNATED:

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

a. student's name, address, telephone number, date of birth, and parent's name
b. student's participation in officially recognized school activities and sports
c. the weight, height and grade of members of athletic teams
d. date of attendance
e. scholarships and awards received
f. the most recent previous school district attended by the student
g. 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 1st 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.

HS/MS ATHLETICS 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 day prior to the activity if the event is an all school day or Saturday event.

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.

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)).

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 coursework. It is strongly recommended that students who participate in activities enroll in at least 3.5 credits. Credits are determined using the grades received at the end of each semester (NC's and IN'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, pp. 15-16.)

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, and 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:

- 1st offense Loss of privilege to participate in games/contests
- 2nd offense Loss of privilege to participate in ANY sport or activity for ONE calendar year.
- 3rd offense Loss of privilege to participate in ANY sport or activity for the remainder of high school attendance.

TRUANCY

Excessive or unexcused absences may cause the student to be considered truant. Every parent/guardian has the responsibility to require their child to attend school regularly each year. After three consecutive unexcused absences, five nonconsecutive unexcused absences in one semester, or seven (7) or more days in any school year, shall be reported to the appropriate state agency. The truancy will be reported to SRS (for students 12 years and younger) or to the District Attorney's Office (for students 13 years and older).

INTERROGATION POLICY

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

EMERGENCY SAFETY INTERVENTIONS

GAAF (See GAO, JRB, JQ, and KN)

The board of education is committed to limiting the use of Emergency Safety Intervention ("ESI"), such as seclusion and restraint, with all students. Seclusion and restraint shall be used only when a student's conduct necessitates the use of an emergency safety intervention as defined below. The board of education encourages all employees to utilize other behavioral management tools, including prevention techniques, de-escalation techniques, and positive behavioral intervention strategies.

This policy shall be made available on the district website with links to the policy available on any individual school pages. In addition, this policy shall be included in at least one of the following: each school's code of conduct, school safety plan, or student handbook. Notice of the online availability of this policy shall be provided to parents during enrollment each year.

Definitions

"Area of purposeful isolation" means any separate space, regardless of any other use of that space, other than an open hallway or similarly open environment."

"Campus police officer" means a school security officer designated by the board of education of any school district pursuant to K.S.A. 72–6146, and amendments thereto.

"Chemical Restraint" means the use of medication to control a student's violent physical behavior or restrict a student's freedom of movement.

"Emergency Safety Intervention" is the use of seclusion or physical restraint, but does not include physical escort or the use of time-out.

"Incident" means each occurrence of the use of an emergency safety intervention.

"Law enforcement officer" and "police officer" mean a full-time or part-time salaried officer or employee of the state, a county, or a city, whose duties include the prevention or detection of crime and the enforcement of criminal or traffic law of this state or any Kansas municipality. This term includes a campus police officer.

"Legitimate law enforcement purpose" means a goal within the lawful authority of an officer that is to be achieved through methods or conduct condoned by the officer's appointing authority.

"Mechanical Restraint" means any device or object used to limit a student's movement.

"Parent" means: (1) a natural parent; (2) an adoptive parent; (3) a person acting as a parent as defined in K.S.A. 72-3122(d)(2), and amendments
thereto; (4) a legal guardian; (5) an education advocate for a student with an exceptionality; (6) a foster parent, unless the student is a child with an exceptionality; or (7) a student who has reached the age of majority or is an emancipated minor.

"Physical Escort" means the temporary touching or holding the hand, wrist, arm, shoulder, or back of a student who is acting out for the purpose of inducing the student to walk to a safe location.

"Physical Restraint" means bodily force used to substantially limit a student's movement, except that consensual, solicited, or unintentional contact and contact to provide comfort, assistance, or instruction shall not be deemed to be physical restraint.

"Purposefully isolate" when used regarding a student, means that school personnel are not meaningfully engaging with the student to provide instruction and any one of the following occurs: (1) removal of the student from the learning environment by school personnel; (2) separation of the student from all or most peers and adults in the learning environment by school personnel; or (3) placement of the student within an area of purposeful isolation by school personnel.

"School resource officer" means a law enforcement officer or police officer employed by a local law enforcement agency who is assigned to a district through an agreement between the local law enforcement agency and the district.

"School security officer" means a person who is employed by a board of education of any school district for the purpose of aiding and supplementing state and local law enforcement agencies in which the school district is located, but is not a law enforcement officer or police officer.

"Seclusion" means placement of a student for any reason other than for in-school suspension, detention, or any other appropriate disciplinary measure in a location where both of the following conditions are met: (1) school personnel purposefully isolate the student; and (2) the student is prevented from leaving or has reason to believe that the student will be prevented from leaving the area of purposeful isolation.

"Time-out" means a behavioral intervention in which a student is temporarily removed from a learning activity without being secluded.

Prohibited Types of Restraint

All staff members are prohibited from engaging in the following actions with all students:

- Using face-down (prone) physical restraint;
- Using face-up (supine) physical restraint;
- Using physical restraint that obstructs the student's airway;
- Using physical restraint that impacts a student's primary mode of communication;
- Using chemical restraint, except as prescribed treatments for a student's medical or psychiatric condition by a person appropriately licensed to issue such treatments; and
- Use of mechanical restraint, ***except***:
    - Protective or stabilizing devices required by law or used in accordance with an order from a person appropriately licensed to issue the order for the device;
    - Any device used by a certified law enforcement officer to carry out law enforcement duties; or
    - Seatbelts and other safety equipment when used to secure students during transportation.

Use of Emergency Safety Interventions

ESI 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. Less restrictive alternatives to ESI, such as positive behavior interventions support, shall be deemed inappropriate or ineffective under the circumstances by the school employee witnessing the student's behavior prior to the use of any ESI. The use of ESI shall cease as soon as the immediate danger of physical harm ceases to exist. Violent action that is destructive of property may necessitate the use of an ESI. Use of an ESI for purposes of discipline, punishment, or for the convenience of a school employee shall not meet the standard of immediate danger of physical harm.

ESI Restrictions

A student shall not be subjected to ESI if the student is known to have a medical condition that could put the student in mental or physical danger as a result of ESI. The existence of such medical condition shall be indicated in a written statement from the student's licensed health care provider, a copy of which has been provided to the school and placed in the student's file.

Such written statement shall include an explanation of the student's diagnosis, a list of any reasons why ESI would put the student in mental or physical danger, and any suggested alternatives to ESI. In spite of the provisions of this subsection, a student may be subjected to ESI, if not subjecting the student to ESI would result in significant physical harm to the student or others.

Use of Seclusion

When a student is placed in seclusion, a school employee shall see and hear the student at all times. The presence of another person in the area of purposeful isolation or observing the student from outside the area of purposeful isolation shall not create an exemption from otherwise reporting

the incident as seclusion. When a student is placed in or otherwise directed to an area of purposeful isolation, the student shall have reason to believe that the student is prevented from leaving.

If the area of purposeful isolation is equipped with a locking door designed to prevent a student from leaving the area of purposeful isolation, the door shall be designed to ensure that the lock automatically disengages when the school employee viewing the student walks away from the area of purposeful isolation, or in case of emergency, such as fire or severe weather.

An area of purposeful isolation shall be a safe place with proportional and similar characteristics as those of rooms where students frequent. Such area shall be free of any condition that could be a danger to the student, well-ventilated, and sufficiently lighted.

Training

All staff members shall be trained regarding the use of positive behavioral intervention strategies, de-escalation techniques, and prevention techniques. Such training shall be consistent with nationally recognized training programs on ESI. The intensity of the training provided will depend upon the employee's position. Administrators, licensed staff members, and other staff deemed most likely to need to restrain a student will be provided more intense training than staff who do not work directly with students in the classroom. District and building administration shall make the determination of the intensity of training required by each position.

Each school building shall maintain written or electronic documentation regarding the training that was provided and a list of participants, which shall be made available for inspection by the state board of education upon request.

Notification and Documentation

The principal or designee shall notify the parent the same day as an incident. The same-day notification requirement of this subsection shall be deemed satisfied if the school attempts at least two methods of contacting the parent. A parent may designate a preferred method of contact to receive the same-day notification. Also, a parent may agree, in writing, to receive only one same-day notification from the school for multiple incidents occurring on the same day.

Documentation of the ESI used shall be completed and provided to the student's parents no later than the school day following the day of the incident. Such written documentation shall include: (A) The events leading up to the incident; (B) student behaviors that necessitated the ESI; (C) steps taken to transition the student back into the educational setting; (D) the date and time the incident occurred, the type of ESI used, the duration of the ESI, and the school personnel who used or supervised the ESI; (E) space or an additional form for parents to provide feedback or comments to the school regarding the incident; (F) a statement that invites and strongly encourages parents to schedule a meeting to discuss the incident and how to prevent future incidents; and (G) email and phone information for the parent to contact the school to schedule the ESI meeting. Schools may group incidents together when documenting the items in subparagraphs (A), (B) and (C) if the triggering issue necessitating the ESIs is the same.

The parent shall be provided the following information after the first and each subsequent incident during each school year: (1) a copy of this policy which indicates when ESI can be used; (2) a flyer on the parent's rights; (3) information on the parent's right to file a complaint through the local dispute resolution process (which is set forth in this policy) and the complaint process of the state board of education; and (4) information that will assist the parent in navigating the complaint process, including contact information for Families Together and the Disability Rights Center of Kansas. Upon the first occurrence of an incident of ESI, the foregoing information shall be provided in printed form or, upon the parent's written request, by email. Upon the occurrence of a second or subsequent incident, the parent shall be provided with a full and direct website address containing such information.

Law Enforcement, School Resource, and Campus Security Officers

Campus police officers and school resource officers shall be exempt from the requirements of this policy when engaged in an activity that has a legitimate law enforcement purpose. School security officers shall not be exempt from the requirements of this policy.

If a school is aware that a law enforcement officer or school resource officer has used seclusion, physical restraint, or mechanical restraint on a student, the school shall notify the parent the same day using the parent's preferred method of contact. A school shall not be required to provide written documentation to a parent, as set forth above, regarding law enforcement use of an emergency safety intervention, or report to the state department of education any law enforcement use of an emergency safety intervention. For purposes of this subsection, mechanical restraint includes, but is not limited to, the use of handcuffs.

Documentation of ESI Incidents

Except as specified above with regard to law enforcement or school resource officer use of emergency safety interventions, each building shall maintain documentation any time ESI is used with a student. Such documentation must include all of the following:

- Date and time of the ESI,
- Type of ESI,
- Length of time the ESI was used,
- School personnel who participated in or supervised the ESI,
- Whether the student had an individualized education program at the time of the incident,
- Whether the student had a section 504 plan at the time of the incident, and whether the student had a behavior intervention plan at the time of the incident.

All such documentation shall be provided to the building principal, who shall be responsible for providing copies of such documentation to the superintendent or the superintendent's designee on at least a biannual basis. At least once per school year, each building principal or designee shall review the documentation of ESI incidents with appropriate staff members to consider the appropriateness of the use of ESI in those instances.

Reporting Data

District administration shall report ESI data to the state department of education as required.

Parent Right to Meeting on ESI Use

After each incident, a parent may request a meeting with the school to discuss and debrief the incident. A parent may request such meeting verbally, in writing, or by electronic means. A school shall hold a meeting requested under this subsection within 10 school days of the parent's request. The focus of any such meeting shall be to discuss proactive ways to prevent the need for emergency safety interventions and to reduce incidents in the future.

For a student with an IEP or a Section 504 plan, such student's IEP team or Section 504 plan team shall discuss the incident and consider the need to conduct a functional behavioral assessment, develop a behavior intervention plan, or amend the behavior intervention plan if already in existence.

For a student with a section 504 plan, such student's section 504 plan team shall discuss and consider the need for a special education evaluation. For students who have an individualized education program and are placed in a private school by a parent, a meeting called under this subsection shall include the parent and the private school, who shall consider whether the parent should request an individualized education program team meeting. If the parent requests an individualized education program team meeting, the private school shall help facilitate such meeting.

For a student without an IEP or Section 504 plan, the school staff and the parent shall discuss the incident and consider the appropriateness of a referral for a special education evaluation, the need for a functional behavioral assessment, or the need for a behavior intervention plan. Any such meeting shall include the student's parent, a school administrator for the school the student attends, one of the

student's teachers, a school employee involved in the incident, and any other school employees designated by the school administrator as appropriate for such meeting.

The student who is the subject of such meetings shall be invited to attend the meeting at the discretion of the parent. The time for calling such a meeting may be extended beyond the 10-day limit if the parent of the student is unable to attend within that time period. Nothing in this section shall be construed to prohibit the development and implementation of a functional behavior assessment or a behavior intervention plan for any student if such student would benefit from such measures.

Local Dispute Resolution Process

If a parent believes that an emergency safety intervention has been used on the parent's child in violation of state law or board policy, the parent may file a complaint as specified below.

The board of education encourages parents to attempt to resolve issues relating to the use of ESI informally with the building principal and/or the superintendent before filing a formal complaint with the board. Once an informal complaint is received, the administrator handling such complaint shall investigate such matter, as deemed appropriate by the administrator. In the event that the complaint is resolved informally, the administrator must provide a written report of the informal resolution to the superintendent and the parents and retain a copy of the report at the school. The superintendent will share the informal resolution with the board of education and provide a copy to the state department of education.

If the issues are not resolved informally with the building principal and/or the superintendent, the parents may submit a formal written complaint to the board of education by providing a copy of the complaint to the clerk of the board and the superintendent within thirty (30) days after the parent is informed of the incident.

Upon receipt of a formal written complaint, the board president shall assign an investigator to review the complaint and report findings to the board as a whole. Such investigator may be a board member, a school administrator selected by the board, or a board attorney. Such investigator shall be informed of the obligation to maintain confidentiality of student records and shall report the findings of fact and recommended corrective action, if any, to the board in executive session.

Any such investigation must be completed within thirty (30) days of receipt of the formal written complaint by the board clerk and superintendent. On or before the 30th day after receipt of the written complaint, the board shall adopt written findings of fact and, if necessary, appropriate corrective action. A copy of the written findings of fact and any corrective action adopted by the board shall only be provided to the parents, the school, and the state department of education and shall be mailed to the parents and the state department within 30 days of the board's receipt of the formal complaint.

If desired, a parent may file a complaint under the state board of education administrative review process within thirty (30) days from the date a final decision is issued pursuant to the local dispute resolution process.

SCHOOL POLICY / PROCEDURES

VISITORS
All visitors are required to report to the school's main office immediately upon arrival into the building. Students not attending TSLC or guests of students are not allowed at the TSLC. All visitors are allowed to enter the building only upon the administration's permission.

SECURITY CAMERAS -- Video Monitoring
TSLC buildings and grounds are monitored by closed circuit TV. Video tapes of student activities may be used for disciplinary action and/or criminal prosecution.

PHYSICAL MANAGEMENT
Physical intervention of behavior will only be used as a last resort, after non-physical strategies have been attempted. Physical management may be used under the following conditions: the student is an immediate threat to themselves, a threat to others, or poses a continued threat to property.

Every effort will be made to limit the use of hands-on intervention techniques. At all times, staff is to ensure that students are managed in a safe and proper manner. Security or Law Enforcement may be called.

METAL DETECTORS
Hand-held and a walk-in metal detector are used at TSLC as a means of providing a safe and secure learning environment for all students and all staff.

STUDENT DRIVING RESPONSIBILITIES
Some high school students attending TSLC may be allowed to drive to school **with administrator permission.** The driving privilege will be revoked if the student's IEP team determines that this privilege has a detrimental effect on the school's ability to deliver the student's IEP. *(Example: lack of attendance.)*

TRAFFIC REGULATIONS: Violation of any of the rules listed below may result in suspension from school and/or suspension of driving privileges:

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 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 off limits during the entire school day. A student's day starts when the student arrives on school grounds. No loitering will be allowed in the parking lot.
8. Violation of any state or federal law on school grounds may result in suspension.
9. Freshmen are not allowed to drive to school or school activities.
10. Students who ride the bus are not allowed in the parking lot before or after school.

ATTENDANCE

The responsibility for attending classes lies with the student and the parent/guardian. Only through regular class attendance and a commitment to personal and educational growth can students achieve optimum benefits. Our attendance policy is not intended to penalize students who have an occasional illness or who miss infrequently for approved reasons. This policy does emphasize that students are responsible for their attendance, including excessive absences.

Parents, and/or guardians, of students who are absent are to call their local district bus transportation department as early as 6:45 AM. After contacting the transportation department, please call the school's main office after 7:30 AM. If we have not heard from a parent/guardian by 8:00 AM, school personnel will attempt to reach the parent at home or at work. If there is no verification of the reason for the absence, it will be labeled as unexcused.

Important Telephone Numbers for Attendance Notifications

Tallgrass Student Learning Center: 785-339-4270
District's Transportation Department: 785-339-4050

MAKE-UP WORK

Students are expected to complete work missed. Arrangements must be made with each teacher. If missed work is not completed, students will receive a zero for that portion of their grade.

ABSENCE FROM SCHOOL

When a student's absence extends beyond *three consecutive school days or a pattern of absences (excused or unexcused) exists, the school may request a written statement verifying the necessity of the student's absence from a medical agency, court service agency, etc*. When school officials believe a student's absences have seriously affected the student's achievement, the school will arrange a conference with the parent/guardian to determine what action to take.

Excused Absence. Some examples for excused absences are:

a. Illness of the student which causes him/her to remain at home or a serious illness in the family demanding the student's presence at home.
b. Medical or dental treatment, examination or recuperation.
c. Family emergencies.
d. Required court appearances.
e. Psychological treatment.
f. Circumstances or conditions, which, in the opinion of the Principal are appropriate.

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

1. 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 school secretary.
3. Family Crisis
4. Extended absences – (i.e.: family vacation) of the student when expressly requested by the parents or guardian and prior arrangements have been made in preparation for the absences.
5. School approved activities
6. Obligatory religious observances

Excessive Absences. If the school staff determines that a student has a total number of excused or unexcused absences that are having a negative effect on the student's ability to earn a passing grade in one or more classes, then the staff will meet with the student and/or parent/guardian to determine a

specific plan of action. This plan would include specific due dates for missed assignments, support interventions when appropriate, and a specific plan of action for the student.

Students sent home from school. Students may be sent home from school for two reasons: first, when a student has become ill or has come to school ill; and second, when a student has been displaying unmanageable behavior or has done something that has resulted in the student being suspended out-of-school**.** It is the parent/guardian's responsibility to transport the student home upon notification by the school.

TARDY POLICY

All tardies are classified as excused or unexcused. Students are expected to arrive to school and to class on time, be prepared to engage in active learning with appropriate assignments and materials, including textbooks, paper, pencils or pen, or project materials. Teachers will assess a 10-point fine penalty for unexcused tardiness to class. If a staff member delays you and causes you to be tardy, please ask the staff person to notify the teacher of the next class.

Unexcused Tardies To School:
Students are issued an unexcused tardy to school if they arrive after 8:00 AM without a valid notification from a parent/guardian ***that is approved and determined reasonable justification for the tardy to be excused by the principal.***

Unexcused Tardies To Class:
Students are issued an unexcused tardy to class (or lunch) if they arrive late or not prepared to engage in active learning. (Other specific behaviors that will result in an unexcused tardy are: not going directly to the next class period, going to the restroom between classes without permission, not entering the classroom with appropriate behavior.)

Promptness to school and class is needed to ensure a desirable academic climate.
• A student's tardies are immediately reported into the tracking system for attendance.
• Students and parents should frequently check for this information in the campus portal.
• When a student is tardy, they will be notified of the following consequences:
    - Tardies 6-10 cumulative tardies: One-hour detention
    - Tardies 11-14 cumulative tardies: Three-hour detention
• A student's tardy count will refresh/restart each semester and previous tardies will not be counted toward the new semester.

CLOSED CAMPUS

TSLC has a **CLOSED CAMPUS.** Once students arrive on campus for their school day, they may leave campus ONLY by permission from the main office. The following student checkout procedure will be as follows:

1. Parents are to notify the TSLC Main Office (785-339-4270) and explain why their student must leave campus during the day.
2. Before a student leaves campus, he/she must first go to the Main Office and check-out. No student is to leave the campus until they have been approved to do so through the Main Office. If a parent cannot be reached, the principal can give permission if there is a legitimate reason.
3. The principal will contact the district's security officers when a student leaves campus without permission or is unaccounted for after reporting to school.
4. Upon returning to school, at any time, students are to check in at the Main Office and go through the Check-in procedures.

HEALTH SERVICES

Our school nurse, located next to the 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 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: Students taking medications (prescriptions and over-the-counter) at school must bring the medication to school in the prescription bottle that indicates the dosage level and times of day to be given. Once medications for a student have been sent to school, we cannot release them to anyone but a parent/guardian or someone who has written parental consent. Students should not bring any other medicines (prescription or otherwise) to school in their pockets, purses, etc. Any such medicine brought will be confiscated.

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.

BREAKFAST/LUNCH

Breakfast and lunch will be served on site. Students will remain in the lunchroom and follow rules and procedures stated by administration.

TELEPHONE CALLS

STUDENTS ARE NOT ALLOWED TO USE SCHOOL TELEPHONES. Students may receive phone calls in the main office, but only in emergencies; otherwise a message will be taken. To use an office phone, the student must have permission from the principal. Staff will dial telephone numbers and verify reason for use.

EMERGENCY DRILLS

Every school must conduct emergency drills, including crisis drills that cover intruder responses and lockdown procedures as mandated by the State of Kansas. Schools must conduct fire drills, tornado drills, and a series of crisis drills.

Fire Drills

The fire drill warning will be the sounding of the fire alarm. Students and staff should exit the building in a quick, bur orderly manner once it has been announced to do so from the office. Teachers will account for all students once they have moved a safe distance away from the building. Administration will notify all when it is safe to return to the building. All fire exits shall be posted in each classroom and other areas.

Tornado Drills

The tornado warning shall be the sounding of the “severe weather alarm”. The designated shelter areas for tornadoes shall be posted in all classrooms and other areas. When the severe weather signal sounds, all students and staff shall move quickly and quietly to their designated areas. Students are to assume the sitting position with their back toward the wall, head down, knees up and hands/arms covering their heads. If a tornado occurs without adequate warning, teachers will move students as far from doorways and windows as possible, and get them as low as possible. Students are not to leave the shelter areas until the all clear signal is given. Teachers should account for all students after the conclusion of the drill.

Secure Campus

If there is an external threat in the vicinity of the school area, administration will announce that the school is following our Secure Campus protocol. All exterior doors will be locked, including the main entry. All students and staff should remain inside the building, and those outside should return inside in a quick, but orderly manner. All activities within the building should continue without change. Once the threat has been omitted, an “all clear” announcement will be made by office staff to resume all normal activities, including outside.

Lock Down

If there is an imminent threat on the school premises or within the school building, administration will announce that the school is in “Lock Down” mode and will follow set procedures. Our school follows the “Run, Hide, Fight” system approved by Homeland Security and the Federal Bureau of Investigation. Teachers and staff will enact any of the three options depending on the circumstances presented.

Evacuations

The school also has procedures in place for evacuation purposes, including, but not limited to fire, gas, chemicals, explosions, or hazardous materials. Alternate locations have been identified, including off-site destinations. Procedures and locations will be utilized as needed depending on the emergency.

AUTHORIZATION TO PICK UP STUDENTS

In order to avoid problems getting students home at the end of the day or to appointments during the day, anyone other than a parent picking up a student requires a verbal authorization from the parent **to the TG main office.** For someone other than parents to pick up a student, please call the school's office (785-339-4270) stating the authorization and specifically indicating whom has authorization. Written notification alone is not allowed due to the restricted setting of the school. Verbal confirmation with a parent is required for the student to be released. The school will make attempts to assist this verification if the situation allows. Once verified, the office will issue to the student a building pass authorizing the student to leave the HS/MS property.

STUDENT CHECK-IN PROCEDURES

In order to help increase the safety of all students and staff, all students will be scanned with a metal detector each day. Each daily check-in event is held in a positive manner to not only assist in providing a secure learning environment, but to also greet and welcome the students to the school. Upon arrival at school, the students will be asked to follow the school’s check-in procedures to ensure the student is school ready. School ready means all materials are turned in from their person

Daily procedure:

1. Students will place all belongings on the check-in cart.

2. Students must empty all of their pockets, remove any metal items and demonstrate that they are empty to the check-in staff.
3. The student walks through the metal detector. If the metal detector isn't activated the student is free to enter the building. If the metal detector is activated during the scanning, the student will again be asked to remove and give to the staff any object from their person. Step 3 is repeated until the metal detector does not activate.
4. If the student refuses, or if the metal detector is activated again after the student claims he/she has no more metal containing possessions, the student will be told that the next step is to exit the check in area until they comply. The student will be given another chance to turn in all possessions. Students that do not comply or do not complete the security check-in procedure will not be allowed to enter the building. Under certain circumstances the student will be kept supervised in a containment area until district security arrives to assist. Violation of the school's check-in procedures will result in In-School or Out Of-School Suspension. If a weapon, drugs or drug paraphernalia is found, the school administration staff will notify legal authorities and will handle the incident as dictated by state and federal law and by school policies, JCDBB: Weapons, and JDD: Suspension and Expulsion Procedures.
5. Staff will place all personal items and valuables from the check in procedure into the secure restricted area, to be stored during the school day. Any containers, purses, and other possessions the student brings may also be searched / checked. Students may have access to these at appropriate times during the day. Those possessions that are not allowable (ex. lighters, cigarettes) will be held until a parent or guardian retrieves the items from school. In some cases, property may not be returned.
6. Unopened drinks with a twist cap bottle are allowed with the student during the day and given back to the student after completion of the check in procedures. Drinks that are not allowed with the student during the day are fast food drinks, or colored drinks such as red, blue or purple. These drinks must be consumed prior to entering the building or held in the student locker in the secure restricted area.

STUDENT SALES

The sale of non-school sponsored fundraising items is prohibited.

LIFE SKILLS COMMUNITY EXPERIENCES AND TRANSPORTATION:

As part of the educational program at Tallgrass, students may participate in supervised life skills and community-based learning experiences designed to build independence, social skills, career readiness, and real-world problem-solving abilities. These experiences may include trips within the community and will require transportation in a district-owned vehicle.

To allow students to participate in these educational opportunities, parents/guardians will be asked to complete a Transportation Opt-Out Form during the enrollment process when their student begins attending Tallgrass. Unless a signed opt-out form is received, students may be transported in a district vehicle to participate in approved, school-sponsored life skills and community-based learning activities. Parents/guardians who choose to opt out understand that their student may be unable to participate in certain off-campus educational experiences that are part of the Tallgrass program.

MS/HS DANCE PARTICIPATION

Students at the TSLC may participate in student life activities at the WRMS and WRHS. Students at TSLC in the 6-8th grades may participate at the WRMS and students in the 9-12th grades may participate at the WRHS. To participate, students must meet the following TSLC requirements.

1. Notify the main office of your desire to attend.
2. The TSLC principal must receive confirmation for the student's attendance from the hosting school (WRMS or WRHS).
3. Upon the TSLC principal's approval, the school will purchase a dance admission ticket if one is required for the student's attendance. The student must provide the money for this ticket.
4. Be in good behavior standing at TSLC. The student must be on Level 3 at the end of the school day for which the dance occurs. If the student received a ticket they purchased in advance, but does not meet this requirement, then the ticket price is not refundable and is forfeited.
5. Meet any specially assigned requirements that the principal deems necessary for an individual student.
6. Follow all WRMS or WRHS school rules while at the dance.
7. The TSLC principal assists WRMS and WRHS principals supervise all attending TSLC students while at these dances. If the student's behavior is not appropriate, the student will be removed from the dance and be assigned appropriate consequences.
8. *Parents/guardians are responsible for timely transportation for the student.

SEARCH OF STUDENTS AND PROPERTY

As stated in this handbook's section on Student Check-In Procedures, all items that students of the Tallgrass Student Learning Center bring to the school building are searched as part of the daily check-in process for all students.

1. School officials have the right to search student's person and property on school premises, with reasonable suspicion.
2. School officials have the right to search student lockers at any time.
3. The school 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.

STUDENT REWARD STORE

The points that the student has earned on their Daily Point Sheets can be used to purchase items in the store. The Student Store is offered on Fridays. Students may earn bonus points throughout their day when recognized to demonstrate appropriate communication, movement, and participation in the academic and social expectations.

MATERIALS BROUGHT TO SCHOOL

Due to the restrictive and highly structured environment of the TSLC, many restrictions are in place to ensure student safety and the integrity of the learning environment of the classroom.

Personal Items: Students should not bring personal items to school. The TSLC provides all materials necessary for students to learn and enjoy the school. The school provides notebooks, pencils, paper, etc. as needed. Any personal items (i.e. electronic signaling devices, magazines, books, wallet/purse, keys and/or keychains, hygiene items, etc.) brought to school must be checked in upon arrival to school. Items not approved may be held until parent/guardian retrieves them. Cigarettes, lighters, vaping devices and other contraband will be disposed of and not returned. Students will be issued a citation from school police for having tobacco under age.

Money at School: Students should not bring money to school unless they are adding money to their meal account. Students can only purchase food items via their meal account. The school does not have the means or district procedures to accept cash during a food serving situation. There are no

situations where students can use money to purchase other items. This includes on field trips or class outings. The school does not have vending machines.

ACADEMIC INFORMATION

POST SECONDARY EDUCATION OPPORTUNITIES

Students are encouraged to visit the Main Office to discuss post-secondary plans. The High School Guidance Office maintains a library of materials describing various post secondary opportunities. The students are encouraged to read the materials and visit with the guidance counselors about post secondary plans. These arrangements can be made with the principal.

TECHNICAL EDUCATION

Today, a high school diploma alone is no longer adequate for the jobs of tomorrow. Many jobs will require technical knowledge as well as problem solving, decision making and teamwork. Even though successful completion of WRHS graduation requirements will allow a student to enter college, this is not necessarily the best option for every student. Today's students must seriously consider the need for at least 14 years of formal training and a commitment of lifelong learning. Whether students attend a technical school, a community college or a four-year university, they should acquire the skills that will be necessary for success.

USD 437 GRADUATION REQUIREMENTS

SUBJECT AREA	CREDITS	SPECIFICALLY
English	4	3 credits in English 0.5 English Elective 0.5 credit Speech (Debate, Forensics or Theatre I; Intro to Theatre will substitute)
Social Studies	3	1 credit in World History (Hon Hum 1, 2, AP Art History or AP European History will substitute) 1 credit in U.S. History 0.5 credit in Government 0.5 credit in Social Studies
Science	3	1 credit in Biological Science 1 credit in physical science (Chemistry, Physics or Comprehensive Forensic Science) 1 additional Science credit
Mathematics	3	3 credits in any Math
Physical Education/Health	1	1 credit in Boys or Girls PE, 9th Grade Strength, or JROTC 1 & 2
Fine Arts	1	1 credit in Music, Theatre or Art
Practical Arts	0.5	0.5 credit in Business, Industrial Technology, Family and Consumer Science, Agriculture, Computer Science, or Stagecraft
Computer Technology	0.5	0.5 credit in Keyboarding, Computer Applications, Computer Science or Business Essentials
Electives	9	All other classes beyond the minimum requirements
TOTAL CREDITS REQ.	**25**	

(* Students attending Tallgrass will meet certain course requirements for this subject area via the instruction and content delivered during the Integrated Studies and Practical Art courses.)

RECOMMENDED HIGH SCHOOL COURSES FOR COLLEGE PREPARATION

The high school preparation necessary for college will vary, depending mainly upon two factors: (1) choice of college or university, and (2) choice of major. Since few high school students are completely sure of these factors, it is recommended that they take as many college prep courses as possible in high school so that their choice of a college and of a major may be kept as broad as possible.

KANSAS BOARD OF REGENTS REQUIRED HIGH SCHOOL CURRICULUM

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

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

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

NOTE: 1 unit = 1 year

English – 4 units required

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

Natural Science – 3 units required

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

- Biology
- Advanced Biology (2nd year)
- Chemistry
- Physics
- Agri-Science

Math – 3 units required

Students must take one unit each of Algebra I or higher (taken in grades 9-12, Algebra II, and Geometry. Completion of any of the three before entering high school counts toward satisfying the requirement for that course.

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.act.org and/or www.collegeboard.com. It is recommended that these tests be taken either in the spring of a student's junior year or as early as possible in the senior year. This is especially true if the student is applying to an out-of-state college or if the student is applying for some scholarships or other types of financial aid. Taking the test early also gives students more opportunity to retake the test if they need to try to raise their scores. This is especially important if a student's first set of scores is slightly lower than those required for admission to a college, meeting a scholarship standard, or participation in intercollegiate athletics at a NCAA Division I or Division II school.

The TSLC main office will provide registration deadlines and test dates.

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

MS PROMOTION / HS GRADUATION EXERCISES

Eighth grade and twelfth grade students at the TSLC may participate in the assigned graduation/promotion exercises for their grade level. Eighth grade students may participate in the WRMS Eighth Grade Promotion and twelfth grade students may participate in the WRHS Graduation Exercises. TSLC students must meet the assigned school's requirements to attend.

WRHS 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. While the IEP Team has the primary responsibility of tracking each student's progress toward graduation requirements, students are expected to monitor their own progress by periodically checking with the principal 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.

WRMS PROMOTION EXERCISES: To participate in the Promotion ceremony an 8th grade student must successfully complete the 8th grade. The student will receive a promotion certificate and have their name called at the ceremony. Permission to participate in the ceremony from the TSLC and WRMS administration is required. Students are expected to be in good behavior standing.

TRANSCRIPTS

FEE**:** WRHS will mail, at no charge, transcripts to universities and colleges upon proper request. A written or in person request must be made when a transcript is requested for personal use. A charge of $1.00 will be assessed for transcripts requested for personal use.

TRANSFER CREDITS**:** TSLC will accept all transfer credits from other accredited high schools and middle schools.

GRADING POLICY

The grading policy is based on the belief that all students can learn and succeed. Students may learn at different rates and in different ways. The school has clarified the instructional strategies, learning activities, and the system for assessing student learning that align with the approved learner outcomes. Learner outcomes, minimum requirements outlined for each course, reflect the school's high expectations. 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 the outcomes found in the approved program and/or the students individualized educational program.

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

It is the teacher's responsibility to notify the office as soon as an INCOMPLETE (INC) is changed to a passing grade. The student should check with the teacher and TGLC Principal to insure this has occurred.

HONOR ROLLS

All students at the TSLC are eligible for either the WRMS or WRHS honor rolls. WRMS students at the TSLC must meet the WRMS requirements and WRHS students at the TSLC must meet the WRHS requirements. The TSLC main office will assist and notify the student and parents if honor roll requirements have been met. Each is listed below.

WASHBURN RURAL HIGH SCHOOL HONOR ROLLS:

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.

HONOR ROLL EACH SEMESTER: To be eligible for the **Outstanding Scholar Roll**, a student must be enrolled full time (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 (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 (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-Fail courses will not be counted in the average; however, such courses do count toward full time enrollment. Students enrolled in 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.

WASHBURN RURAL MIDDLE SCHOOL HONOR ROLLS:

Honor rolls will be determined at the end of each quarter according to the following criteria:

"A" Honor Roll:	4.0 GPA for the quarter
High Honor Roll:	3.65 – 3.99 GPA for the quarter
Honor Roll:	3.30 – 3.649 GPA for the quarter.

WRHS 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.

ACADEMIC PROGRESS REPORTS

The classroom teacher writes student academic progress reports. The parent/guardian and the student will receive each teacher's progress reports each quarter. The student progress report aids in establishing communication between the school and home. More importantly, it gives the student up-to-date information about their progress in each class.

STUDENT BEHAVIOR

2026-2027 DISCIPLINE POLICY
POINT AND LEVEL SYSTEM

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

LEVEL 1 1 Discipline Point	LEVEL 2 2 Discipline Points	LEVEL 3 3 Discipline Points	LEVEL 4 5 Discipline Points/Referrals & Short-Term Suspension from School for 1-10 Days Depending Upon the Severity of the Incident.	LEVEL 5 13 Discipline Points/Referrals & 5- to 10-Day Suspension with Long-Term Suspension or Expulsion Recommended
- Cafeteria violation - Clothing violation - Inappropriate display of affection - Electronic device - Food/drink violation - Hall violation - In cafeteria more than one lunch - Parking violation - Profanity	- Class disturbance/disruption - Minor damage to school property - Fake attendance call - Forging/altering or miss-use of a pass - - Hazardous/dangerous driving LMC disruption/disturbance - In parking lot without prior permission -in restricted area - Leaving class without permission - Lying - Refusing a reasonable request related to inappropriate conduct	- Computer network violation - Conflict with student - Disrespect to staff n (could be Level 4 also) - Disrespect to student (could be Level 4 also) - Endangering the safety/welfare of others/self (could be Level 4 or 5 also) Intimidation, harassment, threats, &/or incitement (could be Level 4 also) -Tobacco (possession or use) Tier II Academic Violation **Note: The tobacco violations & points stay w/the student the entire school year.**	- Alcohol (possession or use) (1st offense) - Dangerous material(s)/instrument(s) (possession or use) - Disrespect to staff - Disrespect to student - Drug paraphernalia (possession) - Endangering safety/welfare of others or self (could be Level 5 also) - Physical altercation/assault (1st offense) - Fire alarm pull &/or 911 call - Intimidation, harassment, threats, Incitement, &/or bullying - Sexual misconduct - Leaving campus without permission	- Alcohol (2nd offense) - Battery &/or assault of staff member - Controlled substances (possession or use) - Drugs (possession or use) - Explosives (possession or use) - Physical altercation/assault (2nd offense or serious 1st offense) - Setting a fire - Weapons (possession or use) - Sexual misconduct (2nd offense) - Intimidation, harassment, threats, incitement, &/or bullying (2nd Level 4 offense)

	Tardy Violations - Tardies 1-5: Written warning - Tardies 6-10: Ace room - Tardies 11-14: - Three-hour detention - Every subsequent tardy: Administrator action - Tier I Academic Violation		- Theft &/or possession of stolen item(s) - Gang-related activity - Vandalism &/or damage to school property* - Tier III Academic Violation **Note: Level 4 violations & points stay w/the student the entire school year.**	- 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.

GENERAL BUILDING AND CAMPUS CONDUCT

Students and visitors should enter the TSLC building between 7:25 AM and 3:00 PM. The following policies will apply to students and visitors. A conduct violation may result in loss of privileges or suspension for students.

A. Students and visitors will be required to walk through the metal detector and be scanned with the handheld wand by a staff member. Any bags or backpacks will be scanned through the metal detector and are subject to search if the metal detector alerts a staff member to the presence of items that require further inspection.
B. Students are expected to follow their class schedule and participate in each class.
C. To promote safety, emotional regulation, and skill development, students remain in their assigned classroom during instructional time. When a student needs a break or additional support, they will work with staff to identify and use appropriate DBT strategies. If leaving the classroom is necessary, staff approval and/or accompaniment is required.
D. Opening the school building or classroom doors, to allow students or visitors in without staff approval is prohibited.

E. When a student is dysregulated, all students must remain in their assigned classroom and the classroom door must remain closed until a staff member gives approval to dismiss.
F. During breakfast and lunch, students will remain in the cafeteria until the meal is completed. Once the meal is completed, students have the opportunity to stay in the cafeteria or go outside in the school courtyard, located behind the building until their next scheduled class begins.
G. Personal displays of affection will not be allowed.
H. No running, horseplay, throwing or bouncing balls will be allowed inside the building.
I. The possession and/or use of items inappropriate for school (as deemed by TSLC administration) are prohibited.
J. Students must have permission to enter the front office staff.
K. Students must use headphones when the volume and/or content becomes a distraction to other students or the learning process.
L. Outings beyond the TSLC premise must be approved each time by the Principal, including but not limited to obstacle courses and the pond.
M. Touching or using staff phones, computers, keys, radios, or personal belongings is prohibited.
N. Students must use the gates to leave the premises to retrieve property, balls/equipment.
O. Students must not climb fences, gates, basketball goals, or field goal posts.
P. Students must not excessively kick, throw, or do anything that causes balls/equipment to leave TSLC premises or get stuck on the building's roof.
Q. Students must respect the classroom activity that is being conducted outside at any location on campus.
R. Students must keep track of and bring back all balls/equipment that is taken outside.
S. Climbing the outside of the bleachers or going under the bleachers is prohibited.
T. Other than TSLC, students must be escorted by a staff member to enter campus facilities.
U. Students must get staff approval to participate in activities/classes not related to TSLC.
V. Entering the pond water for any reasoning is prohibited.

STUDENT EXPECTATIONS AND CLASSROOM PROCEDURES

At Tallgrass Student Learning Center, we believe that all students can grow, learn, and develop the skills needed to be successful in school and beyond. A safe and supportive learning environment is created through respect, responsibility, communication, and collaboration between students and staff.

Classroom procedures and student expectations are designed to provide structure, consistency, and predictability while supporting students' academic, social, and emotional growth. Procedures are developed by teachers, aligned with school-wide expectations and the mission of Tallgrass Student Learning Center, and approved by administration. Classroom expectations will be taught, practiced, and reinforced throughout the school year. Staff recognize that students may have different experiences, strengths, and challenges that impact their ability to engage in the learning environment. Through a trauma-informed approach, staff will provide consistency, clear communication, and opportunities for students to develop self-awareness, emotional regulation, and problem-solving skills.

Students are expected to contribute to a positive learning environment by respecting the rights, safety, and learning opportunities of others. Students are responsible for practicing appropriate communication, making responsible choices, and developing self-awareness and self-regulation skills. Through a trauma-informed approach, staff recognize that behavior is a form of communication and will support students in identifying needs, learning coping strategies, and developing effective problem-solving skills.

Tallgrass utilizes DBT-informed practices to help students strengthen skills in mindfulness, emotional regulation, distress tolerance, and interpersonal effectiveness. When students experience challenges with behavior, emotions, or decision-making, staff will assist students in identifying triggers, using coping strategies, repairing relationships, and returning to a successful learning environment.

Students are expected to read and understand this handbook and are encouraged to communicate with staff regarding questions, concerns, or support needs. Faculty and support staff work collaboratively and regularly communicate regarding student progress, individual goals, academic needs, and strategies that promote student success.

This handbook is not intended to provide a complete list of all behaviors or situations that may occur. Positive choices, appropriate behaviors, and the use of effective coping strategies will be recognized and reinforced. When student behaviors interfere with learning, safety, or the rights of others, staff will respond with interventions designed to promote accountability, skill development, and growth. Responses may include reteaching expectations, problem-solving conversations, restorative practices, parent/guardian communication, loss of privileges, or disciplinary action when appropriate.

All student conduct expectations and disciplinary procedures will align with USD #437 district policies.

STUDENT BEHAVIOR POINT SYSTEM

All students at the TSLC are on the school's point system. This point system reflects a student's behavioral and academic performance. Points are earned for appropriate communication, movement, and participation, based on CHAMPs, a proactive and positive approach to classroom management, by Randy Sprick's Safe & Civil Schools. (See Appendix A)

COOL-DOWN PROCEDURES

The school has two Cool-Down rooms located in the hallway areas of the school and the ACE room in the office. These spaces are monitored and accessed with staff support to ensure appropriate supervision, safety, and effective use of the environment.

Cool-Down opportunities may be initiated by a student or requested by a staff member. A Student Requested Cool-Down allows students to recognize when they need additional time and space to regulate before a situation escalates. A student may utilize this space for up to 10 minutes per class period. A Staff Requested Cool-Down may be utilized when a student's emotional state or behavior is impacting their ability to learn, maintain safety, or respect the learning environment of others.

Cool-Downs are not intended as a punishment or removal from learning. Instead, they provide students with an opportunity to practice DBT-informed skills, including mindfulness, emotional regulation, distress tolerance, and problem-solving strategies. Students may use this time to identify emotions, recognize triggers, practice coping strategies, and develop a plan for returning to the classroom successfully.

Students will return to the classroom when they have demonstrated readiness to participate safely and successfully in the learning environment. Re-entry may include a brief check-in with staff, reflection on the situation, identification of coping strategies used, and a plan for continued success.

If a student continues to experience difficulty regulating emotions or maintaining safety after utilizing available supports, additional assistance may be requested from administration, the school social worker, or other appropriate staff members. All responses will align with Tallgrass' trauma-informed approach and USD #437 district policies.

BEHAVIOR REFERRALS

At Tallgrass Student Learning Center, we believe that behavior is a form of communication and that students can develop new skills to successfully navigate challenges. When a student experiences ongoing behavioral difficulties, staff will utilize a trauma-informed and DBT-informed approach to understand the needs behind the behavior, teach replacement skills, and provide appropriate supports.

Behavior concerns will be addressed through collaboration with the student's Individualized Education Program (IEP), including the student's Behavior Intervention Plan (BIP). Staff will implement identified interventions, accommodations, supports, and strategies outlined within the student's BIP while incorporating DBT-informed skills such as mindfulness, emotional regulation, distress tolerance, interpersonal effectiveness, and problem-solving.

Behavior referrals are generally utilized when patterns of behavior continue despite documented interventions, supports, and skill-building opportunities. Decisions regarding behavior referrals should be based on collected data that identifies patterns, including frequency, duration, intensity, triggers, and the effectiveness of current interventions. A single behavioral event, unless involving a significant safety concern or requiring immediate administrative response, should not determine the need for ongoing behavioral consequences.

If a student's behavior continues despite the implementation of current supports, the team will review available data, evaluate the effectiveness of the current BIP, and collaborate with appropriate staff to determine whether additional interventions, skill instruction, environmental changes, or DBT-based supports should be implemented. The goal of this process is to increase student success, strengthen coping and regulation skills, and support positive behavioral growth.

When necessary, behavior referrals may result in additional problem-solving, parent/guardian communication, team collaboration, or administrative involvement. All responses will align with the student's IEP, BIP, trauma-informed practices, DBT-informed supports, and USD #437 district policies.

DESTRUCTION OF PROPERTY

Whenever a student damages, defaces, or breaks any school (or state) property, the student/parents may be sent a bill for the repair of the damage or replacement of the property. Students may have to stay after school to help in the repair of some property (for example, painting over graffiti on a wall, patching a hole in the wall). In some situations, the sheriff may be notified and a report filed. Student may also receive an Out-Of-School Suspension.

LEAVING SCHOOL WITHOUT PERMISSION

Students are expected to be in the designated area during school day. Since safety and well –being of each student is our primary concern, any student who leaves school grounds without permission may be assigned an Out-Of-School Suspension. Parents/guardians will be notified immediately. The district's security personnel are contacted immediately.

FIGHTING AND OTHER DISTURBANCES

Malicious and/or willful attempt or action to injure or damage a person or property including fighting or throwing objects are prohibited everywhere. Such behavior may result in Out-Of-School Suspension. Such behavior may also result in the security and/or sheriff being called and a report filed.

DRESS AND PERSONAL APPEARANCE CODE

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, the principal will ask the student to make the necessary changes. In the event that the change does not take place in the time allowed, the administrator will prescribe the 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, depictions or styles of Satanism, illegal substances, drug paraphernalia, tobacco, or alcohol.
- No articles of jewelry, or articles on clothing, which are potentially hazardous, such as chains, removable straps, or studded bands, or have sharp points, etc.
- No clothing, markings on clothing or person, or styles identified to be associated with gangs or gang activities.
- No outdoor clothing or accessories, such as headgear, capes, blankets, 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 is allowed.
- No short-shorts or short skirts.
- All pants and shorts are to be worn at the student's waistline (i.e., no sagging). Belts will be provided to assist students if available.
- 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).
- Excessive make-up or colored hair is not allowed.

The final determination as to whether clothing or appearance 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 to the educational environment. Students that do not meet the dress/appearance code will not be allowed to enter the learning environment. Students will either be assigned to the **ACE** Room or Out-Of-School Suspension. In all instances, parents/guardians and the students are expected to support this code and send their student to school in appropriate appearance. (Parents/guardians may be asked to supply proper clothing so that their student may continue in the school day based upon the principal's decision.)

GRAFFITTI

Teachers may not accept papers or assignments that have graffiti on them. A teacher who receives papers with graffiti will turn those papers in to the principal. A consequence will be given to those students who do not comply with this rule. Staff will not accept point sheets that have graffiti on them.

OBSCENITY / PROFANITY

Profane or abusive language is inappropriate. The use of racial slurs and/or slang terms are prohibited under all circumstances. Profanity or obscenity printed on clothing or material is also not permitted. The staff will make the final decision as to whether something falls in this category.

ACADEMIC DISHONESTY

Students in school will have many opportunities to become actively involved in the learning process. The benefits derived from original learning can be great. Students who are engaged in study will be responsible for doing their own work. In the event that students are found to be involved in academic dishonesty (i.e., cheating, plagiarism, etc.) they must realize that serious consequences will follow. No credit grade will be awarded for the assessment in which the dishonesty occurred, and no opportunity to re-do the assignment will be given.

THREATENING BEHAVIOR CONSEQUENCES

Incidents of students threatening or intimidating other students will not be tolerated. Threats may be either verbal (example – I'm going to kick your butt…etc.) or physical (example – shaking a fist in

someone's face, kicking at someone without hitting them, etc.). Because of the serious nature of these and the inappropriate behaviors they may cause, the consequence for making a threat (verbal or nonverbal) toward another person, students may be assigned Out-Of-School Suspension and/or law enforcement will be contacted.

BEHAVIORAL CONSEQUENCES FOR ASSAULT BEHAVIOR

Some forms of threatening behavior may be considered assault, from a legal perspective. When someone makes a threatening remark or acts in a physically threatening manner toward another person, and the other person is in fear because he/she believes that he/she is at risk for injury, then a legal assault has occurred. Consequences for such behavior may include suspension and filing a report with the Shawnee County Sheriff's Office.

AGGRESSION / INTIMIDATION TOWARD STUDENTS OR STAFF

Physical aggression or intimidation toward other students or staff will not be tolerated. Such behavior may result in an extended Cool Down or Out-Of-School Suspension. In some situations, district security may be called and a report filed.

STUDENT ACCIDENT INSURANCE

If a student is injured during the school day or while participating in a school activity, the District has catastrophic accident insurance to cover expenses exceeding $25,000. 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 is catastrophic only. 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 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 a claims, please call the Business Office at 785-339-4000.