



Wakefield Junior/Senior High School

Po Box 40, 502 3rd Street

Wakefield, KS 67487

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ADMINISTRATION, FACULTY AND STAFF

Board of Education:

Andrew Auld Jody Cott
Jeff Cannizzo Linda Sleichter
Paige Taddiken Debbie Brown Apryl Peerson

Central Office Staff:

Brett Nelson..... Superintendent
Anita Breen.....Director of Special Education
August Zeller..... Clerk of the Board

Wakefield Office Staff:

Tom DeBauche.....Principal
Rich Steppe.....Athletic Director
Kelly Hughes.....Counselor
Shelley Cannizzo.....Clerk/Office Manager
Melinda Ham.....Secretary/Attendance

Classified Staff:

Dallas Breen.....Custodian
Christer Langley.....Custodian
Amy Chambers.....Para
Kerry Severson.....Para
Angela Tilley.....Para
Jeanette Doll.....Cook
Carrie Douglas.....Cook

Teaching Staff:

Holly Fowler.....Computer/Business
AJ Simon.....Industrial Arts
AnnMarie Langley.....Special Services
Toni Croxton.....Music/Band
Garrett Suesser.....Social Studies
Jordan Carlson.....FACS
Chris Freeman.....Math
Megan Blackburn.....Language Arts
Rich Steppe.....Physical Education
Barbara Bergmeier.....Art
Josh Keim.....Science
Lynn Auld.....Librarian
Jay Sleichter.....Math
Hannah Pickering.....Language Arts, Reading
David Hughes.....Social Studies
Julie Hughes.....Spanish

Class and Club Sponsors:

Freshman.....Josh Keim
Sophomore.....Garrett Suesser
Junior.....Mrs. Langley
Senior.....Mrs. Croxton /
NHS.....Mrs. Hughes
Photo Club..... Hannah Pickering

SECTION I - GENERAL INFORMATION

The mission of Wakefield School, parents, and community is to help students learn in a safe and secure environment free of violence, drugs, and fear so they become lifelong learners and responsible citizens in their society.

Alma Mater

In the heart of the United states,
in the sunny Kansas land,
where the Republican’s blue waters,
slowly wash their silvery stand,
There resting in the valley
is our old Wakefield town,
And from our stately, throne-like hill,
our high school dear looks down.
Oh, Wakefield High, Oh, Wakefield High
The Alma Mater of our youth,
Oh, Wakefield High, Oh, Wakefield High,
We love and reverence thee in truth.

WELCOME TO STUDENTS

Welcome to the 2020-2021 school year at Wakefield Junior/Senior High School, home of the “Bombers”. We hope all of you had a relaxing summer and will be striving to have a great year.

The staff at Wakefield is proud to serve students and parents of USD #379. We strive to meet educational outcomes set forth in the district and building mission statement. We recognize the potential in every individual and together we will strive hard to develop your capabilities. Each of you is responsible for your own successes. We encourage you to be an active participant in the educational process.

This handbook has been prepared to inform you about your school. The information presented cannot possibly anticipate every situation that might arise. Those situations will be handled in the best judgment of the principal. Read this handbook carefully and share the information with your parents. **YOU ARE HELD**

RESPONSIBLE FOR KNOWING THE INFORMATION CONTAINED IN THIS HANDBOOK. Good luck and have an excellent school year!

OBJECTIVES

In order to fulfill the purposes of Clay County USD 379, the schools shall have the following objectives:

1. Provide a comprehensive-type Junior and Senior High School with a balanced curriculum designed to serve the widely varied interests and talents of all the students.
2. Develop a respect for each person's human dignity and realization of his worth.
3. Select and retain the best possible qualified personnel. Provide a school faculty that is located, designed, equipped, operated and maintained so that it will contribute to the education, health, happiness and cultural and civic development of the children and adults of the community.
4. Provide an awareness of career opportunities and requirements in the world of work.
5. Provide and encourage the use of guidance services and develop awareness of such services in the community.
6. Help each student attain the best possible physical and mental health.
7. Provide an atmosphere that encourages and shows the need for self-discipline.
8. Strive for an acceptable and realistic pattern of discipline between staff and students.
9. Provide opportunities for student interaction through involvement in extra-class activities.
10. Encourage parents, school and community to become partners in the educative process.
11. Promote moral, ethical, and patriotic values.

CLASSROOM STANDARDS

1. To be present and on time.
2. To bring learning materials.
3. To exhibit respect for other people and their property.
4. To be prepared to participate.

VISITOR PERMITS AND VISITORS TO SCHOOL

Visitors' permits will be restricted and granted by the administration only to members of approved groups and to those with official business with the counselor or main office. Persons requesting to relay messages to students, teachers, or other employees shall stop in the office to make the proper arrangements. Those who do

not comply with the regulation will be considered an unauthorized person and will be reported to the authorities and charged with trespassing, as loitering on school property is a violation of state law governing public schools. This restriction does not apply to parents of students attending Wakefield Schools as you are encouraged and invited to visit the school to become acquainted with the program.

PARENT VISITS

In an attempt to create a secure environment with limited distractions parents/guardians are asked to follow the Board of Education policy for classroom visits. Copies of this policy can be obtained through the school office.

Both the teacher and principal must approve all classroom visits. Visits should be schedule at least 24-48 hours prior to the visit.

Volunteers

USD 379 takes the responsibility of safeguarding our students very seriously while they are in our care. We have contracted with Background Investigation Bureau (BIB) to conduct high quality background checks on our potential volunteers using their Secure Volunteer Technology. It is district policy to require anyone interested in being a school volunteer to complete a volunteer screening process online through Secure Volunteer. To see a detailed list on what past offenses would prevent a potential volunteer from “passing,” refer to the Past Offenses Guideline at the district website: <http://www.usd379.org>, click the Parent & Community tab and look under the Volunteer heading. The process should only take a few minutes to complete and all information gathered will be confidential.

Volunteers are anyone who will be in the school on a regular basis. School visitors do not need to complete a background screen. Visitors would be guest speakers or parents visiting their own student, for instance to have lunch with their student. To see a more detailed list of what makes you a volunteer vs. a visitor, review the Visitors Vs. Volunteers document under the Volunteer tab.

DISCRIMINATION INFORMATION

In compliance with the Executive Order 11246; Title II of the Education Amendments of 1976; Title VI of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1974; Title IX Regulation Implementing Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; and all other Federal, State, School Rules, laws, regulations, and policies, the Clay County Unified School District #379, shall not discriminate on the basis of sex, color, national origin, or handicap in the educational programs or activities which it operates.

It is the intent of Clay County Unified School District #379 to comply with both the letter and spirit of the law in making certain discrimination does not exist in its policies, regulations and operations. Grievance procedures, for Title IX and Section 504, have been established for students, and their parents and employees who feel discrimination has been shown by the Clay County Unified School District #379.

Specific complaints of alleged discrimination under Title IX (sex) and Section 504 (handicap) should be referred to:

Mr. Brett Nelson
Superintendent of Schools
P.O. Box 97
Clay Center, KS 67432
(785) 632-3176

Title IX Coordinator- Section 504 Coordinator Title IX Complaints can also be filed with the Office for Civil Rights.

Regional Office for Civil Rights 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114.

All students attending Clay County Unified School District #379 may participate in education programs and activities, including but not limited to health, physical education, music, and vocational and technical education, regardless of race, color, national origin, age, handicap, or sex.

**CLAY COUNTY SCHOOLS
UNIFIED SCHOOL DISTRICT #379
807 Dexter, Clay Center, KS 67432
(785) 632-3176 Fax (785) 632-5020**

IMMUNIZATION

Section 1. K.S.A. 1993 Supp. 72-5209 is hereby amended to read as follows:

1. In each school year, every pupil enrolling or enrolled in any school for the first time in Kansas shall present prior to admission to and attendance at school certification from a physician or local health department that the pupil has received inoculations as are deemed necessary by the Secretary of Health and Environment.
2. Pupils who have not completed the required inoculations may enroll or remain enrolled while completing the required inoculations if a physician or local health department certifies that the pupil has received the most recent appropriate inoculations in all required series.
3. Failure to timely complete all required series should be deemed noncompliance.
4. As an alternative to the above required certification a pupil shall present:

- a. An annual written statement signed by a licensed physician stating the physical condition of the child to be such that the inoculations would seriously endanger the life or health of the child.
 - b. A written statement by one parent or guardian that the child is adherent of a religious denomination whose religious teachings are opposed to such inoculations.
5. If a student transfers from one school to another, immunization records must accompany the student's transcripts.

MEDICINE AT SCHOOL

A registered nurse provides health services. Services include health appraisal, emergency care, first aid, evaluation of illness, assistance in securing medical aid, communicable disease control, and a variety of resource information and counseling on various health related topics.

Students with special health concerns are asked to report to the nurse within the first week they are in school so their special needs may be accommodated. Students should not visit the nurse without a teacher or office pass unless it is an emergency.

The Nurse Practices Act makes it illegal for school nurses to administer prescription medications and treatment that have not been prescribed by a medical person authorized to prescribe medication.

ROUTINE MEDICAL ADMINISTRATION

1. Permission document must be on file at the school where the student is attending.
2. In lieu of a physician's written prescription, the following information must be included on the bottle label: a) name of pupil, b) prescription number, c) name of medication and strength, d) dosage and directions for administration, e) date prescription was filled, f) prescribing physician's name, and g) when applicable, expiration date and storage directions.
3. Parental permission and a newly labeled pharmacy container shall accompany any changes on type of drugs, dosage and/or time of administration.

CHANGE OF ADDRESS/CONTACT INFORMATION

All changes of address, name or telephone number must be immediately reported to the school office. For emergency situations that may arise we request both home and work phone numbers of parents/guardians be given to the school.

RECREATIONAL AREAS

Upon arriving at school:

*Grades 6-12 will gather in the gym or eat breakfast in the lunchroom.

*Students are not allowed to go to their lockers until the first bell rings at 8:05 A.M.

*All students on the gym floor must wear soft shoes that are clean.

*No horseplay is allowed in the bleachers.

BULLYING

Bullying shall not be tolerated at school or school activities.

Bullying is defined as the act of one or more individuals intimidating one or more individuals through verbal, physical, mental, electronic or written interactions.

Bullying can cause undue anxiety relative to attending school, participating in co-curricular activities, attending activities, or riding on the bus. Bullying will not be tolerated in USD 379 or at Wakefield Schools. Examples of bullying include, but are not limited to:

1. Intimidation
2. Threats of any kind
3. Assault-verbal, physical, or mental.
4. Battery is the intentional physical contact of another in a rude or insulting manner.

As a school, we enforce the following rules on bullying:

1. We shall not bully other students.
2. We shall try to help students who are bullied.
3. We will include everyone in all school events and activities.
4. When we know someone is being bullied, we will tell an adult at school and an adult at home.

Students must understand that bullying in the school building, on school grounds, on the bus, or at school-sponsored functions will be grounds for disciplinary action, including suspension or expulsion. Students may also be reported to law enforcement, since bullying may be, in some circumstances, a criminal act.

Wakefield Schools will make every effort possible to be award of any intervene in any activities perceived to be bullying.

Parents are encouraged to communicate with teachers and other school officials to learn more about what they can do as parents to prevent bullying. Awareness and intervention are positive ways we can work together.

SEXUAL HARASSMENT

District employees shall not sexually harass, or permit sexual harassment of a student by another employee, student, non-employee or non-student. Neither shall a student sexually harass another student or students or teacher or staff member. Violation of this policy shall result in disciplinary action, including termination of an employee or disciplinary action against the student(s) involved. Supervisors who fail to follow this policy or who fail to investigate complaints shall be in violation of the policy. If the principal is the object of the harassment complaint, the student

may bypass the principal and report directly to the superintendent. The board shall hear complaints against the superintendent.

DEFINITIONS

Sexual harassment may include, but not be limited to:

- ==> Sexually oriented communication, including sexually oriented verbal “kidding” or harassment or abuse;
- ==> Subtle pressure or requests for sexual activity;
- ==> Persistent unwelcome attempts to change a professional relationship into a personal, social-sexual relationship;
- ==> Creating a hostile school environment, including the use of innuendoes or overt or implied threats;
- ==> Unnecessary touching of an individual, e.g., patting, pinching, hugging, repeated brushing against another person’s body;
- ==> Requesting or demanding sexual favors accompanied by an implied or overt promise of preferential treatment with regard to a student’s grades or status in any activity; or
- ==> Sexual assault or battery defined by current law.

Any student who believes he or she has been subjected to sexual harassment should discuss the problem with his/her principal, or another certified staff member.

Initiation of a sexual harassment complaint will not cause any adverse reflection on the student. The initiation of a student’s complaint shall not adversely affect the job security or status of any employee or student until finding of fact determines that improper conduct occurred. Strict confidentiality shall be maintained throughout the complaint procedure.

DAILY ANNOUNCEMENTS

Daily announcements will be read over the PA system at the beginning of school improvement time each day. Daily announcements can also be obtained in the school office. These announcements cover a variety of important topics, meeting times, and schedule changes. It is the student’s responsibility to listen closely for announcement and to follow instructions given.

“R” RATED MOVIE POLICY

Any individual who wishes to show all or a portion of an R rated video or film will need to inform the building administrator prior to the proposed date of use. Also the following guidelines for the video must be met:

- The use of an R rated video or film must be related to an instructional objective.
- Parent permission slips must be sent home must be sent home at least 2 weeks prior to the viewing of the film to the parents / guardians of students explaining how R rated video or film will be used and the instructional objective which it supports.

- Signed parent / guardian authorization will be required of all students prior to viewing an R rated video or film.
- Parent notification must be sent home to the parents / guardians of students explaining how the R rated video or film will be used, the instructional objective which it supports, and an explanation that an alternative assignment can be provided if the parent does not want the student to view the film.
- Students whose parents / guardians do not authorize viewing of an R rated video or film will be provided an alternative assignment.
- No student's grade will be penalized for not taking part in the lesson using the R rated video or film.
- Students who are legally emancipated may sign their own permission slip

SCHOOL FOOD SERVICE

CLOSED NOON HOUR

WHS has a closed lunch, meaning students in grades 6-11, may not leave school without the permission of the administration. Guests are not allowed during lunchtime, without prior administrative approval.

SENIOR LUNCH OPTION

A senior may be permitted to leave the school grounds for the purpose of eating lunch under the following guidelines:

- ==> A completed senior lunch release form is signed by parent/guardian and student is on file in the school office;
- ==> The senior is in good standing: both academics and attendance;
- ==> The senior follows all city/county ordinances;
- ==> The student is not riding in or on any vehicle, (automobile, motorcycle, moped, etc). This is all-inclusive regardless of the owner and/or driver; and
- ==> The senior follows all school policies for appropriate behavior. School policy remains in effect during the lunch period, even if the student chooses to leave campus for lunch. Violation of those policies during the lunch period may result in the loss of the open lunch privilege and/or disciplinary action.

Seniors must either leave the campus or follow the regular lunchroom procedures.

Seniors may lose the open lunch privilege if any of the following situations occur or if agreed it is in the best interest of the student and/or community.

- ==> A complaint is filed with the principal by a citizen or business in the community regarding the inappropriate behavior or attitude of the senior;
 - ==> The student sited for breaking a city/county ordinance;
 - ==> The student is seen using or possessing tobacco, alcohol, or drugs (all school rules apply during the regular school day including lunch)
 - ==> The student riding in a motor vehicle;
 - ==> The student returns late from lunch for the second time within the semester;
- or
- ==> The student repeatedly attempts to bring in outside food and/or drinks.

BREAKFAST PROGRAM

Breakfast will be served from 7:40 to 8:05 AM. For details see the food service personnel.

REGULAR LUNCH MENU

All students are issued a Power School ID number when starting school in USD 379. This number is also used for accessing their Power Lunch account. Students may not purchase meals from another student's account. Balances on lunch accounts may be obtained by a parent the same way as checking for grades

A'LA CARTE LINE

The a'la carte line is available after the regular menu line. We hope that this will add variety and provide choices. All food items are individually priced. A student ID number or cash may be used. A'la carte cannot be bought with a student ID number if the lunch account has a negative balance.

LUNCH CARD POLICY

1. A student will be allowed to charge a maximum of \$10.00 on regular menu items.
2. A STUDENT WILL NOT BE ALLOWED TO CHARGE TO ANOTHER STUDENT'S LUNCH BARCODE.

BREAKFAST/LUNCH PRICES

The following prices will be charged to a student's account for breakfast and lunch:

Breakfast: \$1.45

Lunch: \$3.10

GENERAL RULES

All food and drink is to be consumed in the lunchroom. This includes food and drink brought in sack lunches. Do not carry food or open drink containers from the lunchroom into the hallways or gymnasium.

It is not permissible to have food or drink delivered to you at the school from a food establishment. No fast food or pop is allowed in the lunchroom during the breakfast or lunch serving period.

It is the teacher's discretion whether to allow food or drink in the classroom. The gym, auditorium, music rooms, library, and computer labs are off limits for food and drink without special permission.

All credit lunch balances will be carried forward at the end of the school year.

Seniors and other students will have their balances fully refunded.

Students will be reminded daily when their account is low. If there is no response, a letter will be sent home and the parent will be given one week to make restitution or asked to please send a sack lunch until the account is paid.

Application forms for free and reduced lunches and breakfasts are available in the Wakefield school Office or at the Stuart Administrative Center.

If any questions or concerns about the Lunch program, please contact Rose Landis, Director of Food Service at 632-2133 or landisr@usd379.org.

LUNCHROOM CONDUCT

1. Respect self, others and property.
2. Profanity and inappropriate behavior is not conducive to a secure environment nor allowed.
3. Follow the directions and rules of the lunch supervisor
4. Students are allowed in the lunchroom only during their assigned lunch period.
5. All trays and utensils must be returned to the proper area.
6. All conversation stops when the lights are off.
7. Students must remain seated until dismissed by the lunchroom supervisor or authorized staff.
8. No electronic devices are allowed while waiting in line to get lunch.
9. No school computers are allowed in the lunchroom during lunchtime.

CRISIS PLAN

Clay County Schools have a detailed plan that will be followed in the event of a major emergency or crisis, either at the building or at the district level. Please be sure to listen carefully to any and all directions given to you during the time of crisis and follow them quickly and cooperatively.

TORNADO DRILLS

A tornado procedure has been set up for the school. Students should make certain they understand what they should do in case of a tornado because any delay could mean the difference between injury and safety. At least one window should be left partially open before leaving the room.

When the tornado alarm is sounded, all students and teachers should report to their assigned areas of safety posted in each classroom. There will be no talking at all during the course of a tornado drill. Students should move quietly and quickly to their assigned areas of safety so that they can hear instructions that are given by the principal or teachers. Your safety and health are dependent upon following the rules of tornado safety. The all clear to return to the classrooms will be given over the P.A. system by the office.

FIRE DRILLS

A fire drill plan is posted in each classroom. Students should study the plan and become familiar with it. Students should file quickly and in an orderly fashion from the building. The all clear to return to the building will be given by your teachers following drills.

HANDICAPPED EVACUATION PLAN

In case of tornado, fire, or other building emergencies, where the building must be evacuated, the handicapped student's paraprofessional and/or teachers will escort the student to the nearest exit or shelter.

ANIMALS OR PLANTS IN THE SCHOOL

Persons bringing animals and plants in the school must receive prior permission from the supervising teacher and the building principal. Animals, including vertebrates, invertebrates, and toxic plants such as poison ivy or sumac, may be brought into the classroom for educational purposes.

Under no circumstances are animals to be transported on school buses.

REGULAR CLASS SCHEDULE

12:45 PM DISMISSAL SCHEDULE

2-Hour Late Start Schedule

SECTION II - ACADEMICS

UNITS REQUIRED FOR GRADUATION-25 CREDITS

CREDITS

Students transferring to WHS or enrolled in any other accredited school must produce a certified transcript from that agency to receive credit for those classes.

GRADUATION REQUIREMENTS

- English/Language Arts – 4.5 credits, including one-half credit of oral communications and English 9 -12.
- Science – 3 credits of science, one must be a laboratory course.
- Math – 3 credits
- Social Science – 3 credits, World Cultures, U.S. History, and U.S. Government.
- Kansas History – successfully complete a nine-weeks unit between grades seven and twelve.
- Computer Technology – half a credit
- Fine Arts – 1 credit
- Financial Literacy – half a credit

QUALIFIED ADMISSIONS

Admission to state universities

*Graduated from an accredited high school AND:

Achieve an ACT score of 21 or higher

Complete the Qualified Admissions Pre-college curriculum with a 2.0 GPA.

GPA for specific school.

Pre-college curriculum:

English 4 units (one unit taken each year).

Math 3 units (Algebra I, Geometry, and Algebra II).

Social Science 3 units

Natural Science 3 units

Curriculum

Precollege curriculum. The precollege curriculum is a 16-17 unit curriculum designed to prepare high school students for university –level work.

- 4 Units, English
- 3 – 4 Units, Math units of math with the requirement that students meet the ACT college readiness math benchmark OR 4 units of math and one unit must be taken in the year the student graduates
- 3 Units, Natural Science, At least one unit must be Chemistry or Physics
- 3 Units, Social Science
- 3 Units, Electives

Kansas Scholars Curriculum: The Kansas Scholars Curriculum is one of the requirements Kansas residents must meet in order to receive State Scholar designation during the senior year of high school. It may be used to fulfill the precollege curriculum requirement for admission.

- 4 Units, English: Same as the precollege curriculum
- 4 Units, Math: Algebra I, Geometry, Algebra II and one unit selected from: Analytic Geometry, Advanced Algebra, Probability & Statistics, Trig, Calc and Functions (Algebra I in the 8th grade will count.)
- 3 Units, Natural Science: Biology, Chemistry and Physics
- 3 Units, Social Science: Same as the precollege curriculum
- 2 Units, Foreign Language: Two years of one foreign language

USD 379 VALEDICTORIAN/SALUTATORIAN AWARDS

Within USD 379, at Clay Center Community High School (CCCHS) and Wakefield High School (WHS), beginning with the class of 2015 the policy for selection of valedictorian and salutatorian will be as follows:

Candidate must have attended CCCHS or WHS since the beginning of their first semester of the junior year unless said student participates in a foreign exchange program for a semester or year then returns to the school he/she left prior to graduation.

Only those students that have completed the Kansas Scholars Curriculum will be eligible for selection as Valedictorian/Salutatorian. Overall GPA shall determine selection. In case of a tie, the following steps will be used to break the tie:

- 1. GPA earned in the Kansas Scholars Curriculum.**
- 2. Total composite score on the most recent ACT test.**

HONORS DIPLOMA

Students meeting the following criteria will be granted a diploma bearing a seal designating “academic honors.”

- a. The student shall have completed 26 units of credit and fulfilled all requirements for graduation.
- b. The student shall have accumulated a grade point average of at least 3.6 (on 4.0 scale)
- c. The student shall have successfully completed, during the high school years, a minimum number of units in the following areas:
 - i. 4.5 units of language arts, including English 9,10,11,12 and one-half unit of oral communications
 - ii. 6 units of math and science from among the courses of biology, physics, chemistry, environmental science, human anatomy & physiology, algebra I, algebra II, geometry, pre-calculus, and calculus
 - iii. 2 units of a foreign language. The foreign language requirement may be in different languages.

EARLY GRADUATION

A student who, for educational and/or vocational reasons, wishes to graduate from high school in less time than the normal four year grade 9-12 sequence may request permission for early graduation.

Students who have been approved for early graduation and have terminated their school attendance may participate in awards assemblies, Junior-Senior prom and commencement exercises, but no other school activities.

The student and parents/guardians shall request in writing permission for early graduation a full semester before the intended graduation. The written request should be filed with the building principal who will submit the letter to the superintendent of schools. Examples of reasons to be given consideration are:

- Hardship circumstances
- Enlistment in the military
- Pursuit of a continuous specialized education objective
- College entrance

The student must reasonably be expected to satisfactorily complete all state and local graduation requirements of subjects and credit units or their accepted equivalents in order for consideration to be given to any request.

ELIGIBILITY FOR GRADUATION

Only those students who have actually earned the necessary credits for graduation will be allowed to participate in commencement exercises. All bills and fees must be paid, all books and materials turned in, and all discipline consequences served before a student will be allowed to participate in the graduation ceremonies.

STUDENT GRADE CLASSIFICATION

Students will need the following number of credits for classification purposes:

- 10th grade - 5 units
- 11th grade - 11 units
- 12th grade - 17 units

CLASS LOAD

Every student must carry a full load, except for those students who have received permission from the Superintendent of Schools to attend on a part-time basis. A full load is defined as being enrolled in seven classes for credit.

Part-time attendance at any grade level may also be approved for hardship cases subject to the approval of the superintendent. Application for part-time status may be made to the building principal.

Principals have the autonomy to put students in certain classes.

STUDENT CLASS SCHEDULES/SCHEDULE CHANGES

Class schedules will be developed through a pre-enrollment program. Students are encouraged to consult with their parents, staff members and the school counselor to determine the desired class schedule.

Schedule changes AFTER THE FIRST THREE DAYS OF CLASS of the new semester will be evaluated and approved by the counselor, student's parents, teachers and the principal for the following reasons:

- a. Lacking the prerequisites for the course.
- b. Changing vocational or educational objectives.
- c. Having already successfully completed the class.
- d. Needing to change to meet graduation requirements.

Schedule changes AFTER THE FIRST FULL WEEK OF CLASS (6th day of class) will be permitted if the following conditions are met:

1. The teacher, after meeting with the student, agrees.
2. The parents, after talking to the teacher and student, agree.
3. The counselor, after talking to the student, teacher and parents, agrees.
4. The principal agrees with the schedule change.

GUIDELINES FOR TEACHER INSTRUCTIONAL AIDES

1. A student can only be enrolled as an I.A. once per semester.
2. Students can earn a maximum of one (1) I.A. credit in high school.
3. Students must have written teacher approval to be an I.A.
4. A student who is dropped from a class cannot replace that class with I.A.
5. The principal may only approve exceptions to the above guidelines.

DUAL CREDIT

Dual credit classes will be offered during the school day. Students must meet the specific requirements of the institution offering the dual credit course. Only seniors will be allowed to take English Composition. Students will be required to pay their own tuition and buy their own textbooks.

Future decisions about courses to be offered for dual credit at WHS will be made by a committee of teachers, counselor(s), administrator(s), and parents from the WHS Site Council, all appointed by the building principal.

The committee will meet to review the dual credit program as needed.

CREDIT/NO CREDIT

Junior and senior level students may apply to take one credit elective course per semester credit/no credit.

Credit will be granted should the student receive a passing grade according to the WHS grading scale. No letter grade or percent will be entered upon the grade card or permanent record. The only notation made will be "credit" for passing or "no credit" for not passing the class.

Credit/no credit classes will not be used in computing grade point average or class rank. Only elective courses not specifically required for graduation may be used for this system.

The student interested in credit/no credit must first secure an application from the counseling office. Then a conference must be held between the student and teacher of the course to outline the reasons for wishing to take the course for credit only. The student must then return the completed application to the counseling office for final approval. The application process must be completed before the second day of class.

Once the student applies for and is approved for credit/no credit, a graded system cannot then be requested later in the term.

All students enrolled in Drivers Education will receive a grade of credit/no credit on their permanent record.

REPEATING A CLASS

Students wanting to repeat a class will be allowed to do so if the grade in the class was a D or F. A student will receive credit for the same course only one time but the higher grade will be used in calculating GPA and class rank.

If a student's class has graduated, they are only allowed to take virtual classes. The principal has the discretion to determine if they can physically attend WHS.

GRADE POINT AVERAGE AND GRADING

The grade point average shall be computed by dividing the total grade points by the number of subjects taken. Points shall be computed on the following basis:

A=4, B=3, C=2, D=1, F=0.

Teachers at Wakefield Jr/Sr High School use the following grading scale: 90-100% A, 80-89% B, 70-79% C, 60-69% D, 59% and below F. Teachers using alternative forms of grading such as mastery, rubric, performance, etc. will provide students a written description of the evaluation system used.

Grade cards are issued four times per year and progress reports are e-mailed home on every Monday. Credit is granted by semester and semester grades are printed upon the official transcript.

Questions about grading should be directed to the individual classroom teacher.

ELIGIBILITY FOR ACADEMIC HONORS

To be eligible for the honor roll and other semester academic honors, students must be enrolled in at least five (5) courses for a letter grade. Part-time students, students who may be taking just one class, or students enrolled in a number of credit/no credit classes may be ineligible for honors. Evening classes will not be included in academic honors.

ACADEMIC LETTERING

Students earning at least 3.6 GPA over a semester will earn an academic letter designating them as part of the academic team at WHS. Qualifying students will receive the school letter, a special pin and certificate. A special awards program will be held to distribute the letters.

ACADEMIC HONOR ROLL

Students may earn a place on one of the honor rolls of our school. The honor roll is made up of those students who have achieved a grade point average of 3.6 or above. Those students on honorable mention must have achieved a grade point average of 3.0 to 3.59 and no grade below a C.

Honor rolls will be published based upon first nine weeks, first semester, third nine weeks and second semester.

RENAISSANCE IMPROVEMENT RECOGNITION

Working toward academic progress is a major goal at WHS. In recognition of this goal, special end-of-the-semester Renaissance improvement recognition will be published honoring students who improve their grade point average 3.8 for sophomores, 3.6 for juniors, and 3.4 minimum GPA for seniors. Students will also be recognized for community service hours they turn in each semester.

PERFECT ATTENDANCE

The word “perfect” means just that – a record with no absences, partial or full day. Students who earn perfect attendance for the school year will be recognized and will earn a pre-arranged personal day.

NATIONAL HONOR SOCIETY

Membership is open to any qualified student who has completed three semesters with the last semester being completed at Wakefield High School. Students must have a GPA of 3.8 as a sophomore, 3.6 as a junior, and 3.4 minimum as a senior.

Academically eligible students will be surveyed to determine interest in membership and to obtain information regarding leadership activities. The faculty council shall evaluate potential members for leadership, service and character according to the definitions of these criteria found in the “National Honor Society Handbook.” Each guideline under leadership, service and character shall be awarded one point. A potential member should be able to acquire ten points in a combination leadership, service category and seven points in the character category.

The faculty council will meet each year to select future National Honor Society members.

The faculty council will hold a special membership selection meeting in the spring semester. The purpose of this meeting will be to select transfer students who comply with the local chapter’s standards

ELIGIBILITY GUIDELINES FOR INTERSCHOLASTIC AND COCURRICULAR ACTIVITIES

This requirement will be applicable to all activities governed by the K.S.H.S.A.A. and other individual school clubs and activities.

A student must currently be enrolled in at least five new subjects (those not previously passed) of unit weight and have passed at least five new subjects of unit weight the previous semester.

Scholarship shall be checked during the first and third nine-week grading periods for potential ineligibility. Students in danger of being ineligible will be given three weeks from their date of notification to raise their grades to the necessary standard. Failure to meet this standard will result in the student being ineligible for the remainder of the current semester.

NCAA ATHLETIC ELIGIBILITY

To be considered a qualifier at a Division I institution and be eligible for financial aid, practice and competition during your first year, you must:

1. Graduate from high school.
2. Earn a grade point average of at least 2.0 in a core curriculum of at least 13 academic classes that are listed in the NCAA clearinghouse booklet.
3. Earn a composite score of at least 17 on the ACT or a combined score of at least 820 on the SAT on a National Test Date.

NOTE: See your counselor for more detailed information.

SECTION III - ATTENDANCE

PHILOSOPHY

School attendance is a very important part of a student's school record. Employers, schools of all types, and the armed services are interested in attendance and personal reliability. Regular and punctual attendance by all students is also necessary for the proper functioning of the entire school. Lectures, interpretations, demonstrations and discussions once missed cannot be replicated. One of the major causes of failure in school is absenteeism. The responsibility for school attendance clearly rests on the parent and guardian pursuant to state law. In addition, state law empowers the Board with a legal duty to adopt rules for determining valid excuses for absenteeism.

RESPONSIBILITIES OF STUDENTS, PARENTS, TEACHERS AND STAFF

Student—Attend school regularly, participate in the learning process, meet the attendance expectations of parents and teachers, and complete course requirements, (including make-up work when absences are unavoidable).

Parents—Make school attendance a priority; notify the school of any absences according to school policy, schedule appointments or trips before or after school time.

Teachers—Deliver meaningful instruction, encourage prompt student attendance, and when attendance/tardy problems occur, communicate with students, parents, counselors and/or administrators.

Staff—Develop and maintain a school climate conducive to effective instruction and learning.

COMPULSORY ATTENDANCE

The compulsory attendance law makes it mandatory that any child who has reached the age of seven years and is under the age of eighteen be enrolled in school. Only students that are an exception by law or have been suspended or have been expelled from school are not required to attend school. Additionally, students sixteen years of age or older whose parents or legal guardians sign waivers releasing them from mandatory attendance may terminate their enrollment.

ATTENDANCE PROCEDURES

1. The building principal possesses the authority to determine whether an absence is either excused or unexcused. Therefore, any student determined to be truant according to K.S.A. 17-1113 (inexcusably absent on either three consecutive school days or five or more school days in any semester) will be reported to either the local representatives of DCF or the county attorney. Representatives of these two government entities will make any decisions regarding such students.
2. No credit will be given for work assigned during an unexcused absence.
3. When an illness might lead to the infection of other students, a note from a physician or county health officer will be required before the student will be readmitted to school.
4. A parent or guardian is requested to call the school office before 9:00 AM when the student is absent and previous arrangements have not been made. If there has been no prior communication, a note needs to be presented to the office when the student returns stating the reason for the absence. If there has been no communication by the end of the school day on which the student returns, the absence will be unexcused. Once information is received regarding the absence, the principal or designee will determine if the absence is excused or not.
5. College visits are considered as school activities and will not be counted against perfect attendance.
6. The teacher will assign all make-up work. It shall be the student's responsibility to complete the assigned work with an allotted time of one day for each day of absence plus one additional day. (Excused absences only.)
7. Students must be in attendance by 12 noon of the school day in order to participate/ATTEND in practice sessions, school activities, games, or performances that evening. The administration may waive this regulation for pre-arranged absences, college visits, funerals, and other similar reasons. Students not well enough to attend school for at least half a day will not be admitted to after school events or performances. Those students with an excessive number of absences, excused and/or unexcused, will not be allowed to attend activities during the school day.

ARRIVING AT SCHOOL

Security doors will be open in the morning from 7:40 to 8:10. Doors will be locked during the day while class is in session. Visitors will not be allowed to enter the school until they are buzzed in by the secretary in the office.

Students arriving at school after the final morning bell must report to the office and check in. Failure to check in will result in the student being marked absent until such time he or she does check in.

EXCUSED ABSENCES

The building principal shall be responsible for determining if an absence is excused or unexcused. The following constitute excused absences:

1. Student illness or death in the family.
2. Necessary medical, dental, or legal appointments. Documentation or appointment cards may be required to have the absence excused. Haircut appointments, senior picture appointments, etc. will not be excused. NOTE: Parents are encouraged to schedule appointments either before or after the school day or, if necessary, either early or late in the school day so the student does not miss an excessive number of hours.
3. Personal or family emergencies.
4. Student needed at home for various reasons at the request of the parent or guardian.
5. Attendance at school activities or other functions of an educational nature and approved in advance by the principal or designee.
6. Other approved reasons following a personal request by the parent or guardian at least one day prior to the absence.

NOTE: If a student misses more than one-half (arriving after 8:35 AM) of first period, it will be considered an absence and possibly be unexcused.

UNEXCUSED ABSENCES

Absences not covered will be considered unexcused. Students may do make-up work, but will not receive credit. Procedures to be followed for unexcused absences during a semester are:

1st Unexcused Absence- will result in one detention for each class period missed, up to a maximum of five. The student will receive no credit for missed work during the time of the unexcused absence. Parent or guardian will be notified.

2nd Unexcused Absence- Will result in one day of ISS. The student will receive no credit for missed work during the time of the unexcused absence. Parent or guardian will be notified of the absence.

3rd Unexcused Absence- Will result in one day of ISS. The student will receive no credit for work missed during the time of the unexcused absence. Parent or guardian will be notified of the absence.

4th Unexcused Absence- Will result in two days of ISS. The student will receive no credit for work missed during the time of the unexcused absence. Parent or guardian will be notified of the absence.

5th Unexcused Absence- Will result in two days of ISS. The student will receive no credit for work missed during the time of the unexcused absence. Parent or guardian will be notified of the absence. Any student determined to be truant according to K.S.A. 17-1113 will also be reported to the county attorney.

6th Unexcused Absence and All Succeeding- Will result in three days of ISS. The student will receive no credit for work missed during the time of the unexcused absence. Parent or guardian will be notified of the absence. Any student determined to be truant according to K.S.A. 17-1113 will also be reported to the county attorney.

EXCESSIVE ABSENCES

If a student has missed an excessive amount of school in a semester the following procedure may be utilized:

After the 6th absence (all types) of a semester, a letter may be sent to parents/guardians of the student and a conference may be held between the principal and the student. Any future absences will only be excused with written documentation from a doctor, county health personnel or the school nurse.

NOTE: School activities are exempt from the above procedure and will not count as absences.

NOTE: Should a student miss an excessive number of days because of a serious illness, injury, personal or family crisis, and these absences are verified by the building administration, the above procedure may be waived.

LEAVING THE BUILDING

1. After a student has reported to school he/she is not to leave the building at any time except after reporting to the office and receiving permission.
2. Permission will not be granted unless the student has a written note or a telephone call from the parents giving permission for the student to leave the school.
3. Prior to leaving the building the student will check out through the office and will check back in upon returning.
4. Students are not allowed in the parking lot during the school day without permission from the office.

5. Failure to follow the proper procedures when leaving the building will result in disciplinary action.

ILLNESS DURING SCHOOL

If a student becomes ill during the day, he/she may not leave without checking out through the office. Illness will be based on the student's temperature and the discretion of the principal, office staff, and/or school nurse. If the illness is severe enough, the office will attempt to contact parent/guardian to inform him/her of the student's condition prior to the student checking out.

If unable to contact anyone, the student will remain at school until a contact is made.

COLLEGE VISITATION DAYS

Each junior and senior is permitted a total of three college visitation days. Generally, as a junior one-day is recommended, saving the other two days for the senior year. These days may be taken beginning the second semester of the junior year. Students must make arrangements through the Guidance Office for the days to be considered excused absences. Students are required to have a "C" in every class they are enrolled in and cannot have more than "9" absences or "3" tardies to any class to qualify for college visitation days. College visitation days will not be excused if they are taken on the day before or after a school vacation, or the last two weeks of the school year. No college visits are allowed during state assessments. In order to qualify as a college visitation day, the student must visit with a college official on campus. A college visitation form must be turned into the office prior to the visit or the student will be counted as unexcused. Class work should be made-up in advance.

WITHDRAWAL FROM SCHOOL

The procedure for withdrawal is as follows:

1. Authorization for withdrawal must be made in person by a parent or guardian if the student is less than eighteen years of age.
2. Obtain appropriate forms from the office.
3. Have the forms filled out by the teachers, return all schoolbooks and library books, and make sure all fines are paid.
4. Take completed forms to the office for final clearance.

POST-SECONDARY RECRUITMENT VISITS

Seniors will be allowed to visit with post-secondary recruiters that come to Wakefield High School. Seniors will be limited to six visits a year. Students must sign up for the visits the week before to be allowed to attend.

TARDIES

Teachers are to record unexcused tardies to their class on PowerSchool. Cumulative tardies will be kept track of in the office and handled by the principal.

The tardy policy is as follows:

5 tardies to classes = one detention assigned

10 tardies to classes = two detentions assigned, parent/student conference

15 tardies to classes = one day of ISS, parent/student conference

Additional unexcused tardies will result in ISS or OSS upon the circumstances and past record of the student.

Section IV - STUDENT CONDUCT

A. Philosophy

We want Wakefield Schools to be as pleasant, safe and comfortable a place to be as possible. To that end we expect everyone, staff and students alike, to treat one another with the respect with which each of us would like to be treated.

B. Discipline System

The following information will give general guidelines for assigning consequences as a result of various behavior infractions. Administrators will use their discretion in assigning consequences other than those listed. Consequences assigned for any offense may be more severe or less severe depending upon the facts and circumstances of each case.

Students may be suspended or expelled for any reasons allowed by Kansas Law. This includes the commission of any act on school property or at a school event, which would constitute a misdemeanor criminal offense, as well as the commission of any act, regardless of the location, which would constitute a felony criminal offense.

When In-School Suspension (ISS) or Out-of School Suspension (OSS) is assigned, students will have the opportunity to complete missed class work. Students are the ones responsible for making arrangements to complete class work, not teachers or administrators. Work may not be identical to the classroom experience (i.e. VPL or other alternate schooling). Time allowed to complete this work will generally correspond to the length of the ISS or OSS and be determined by the administration.

For purposes of this policy, recommended Long-Term Suspension or Expulsion will mean a minimum of 46 school days and a maximum of 186 school days.

LEVEL 1: Detention may be assigned by teacher and/or administrator. Violations including but not limited to:

- Cafeteria Violation
- Profanity
- Clothing Violation
- Hall/Grounds Violation
- Display of Affection
- Office Referral
- Parking Violation
- Electronic Violation
- Skipping Teacher Assigned/School Assigned Detention

LEVEL 2: Detention, ISS, and/or OSS. Violations including but not limited to:

- Class Disturbance
- Forging/Altering Passes
- In parking lot without permission
- Lying
- Leaving class without permission
- Throwing snowballs
- Inappropriate Displays of Temper
- Insubordination/Refusing a reasonable request

LEVEL 3: ISS or OSS (up to 3 days). Violations including but not limited to:

- Computer network/internet violation
- Disrespect to Staff (could be level 4)
- Direct swearing to a teacher or staff member
- Disrespect to students (could be level 4)
- Harassment, threats, intimidation
- Fighting – 1st offense
- Theft

- Repeated violations of school rules
- Tobacco (use or possession) – 1st offense

LEVEL 4: Short-term OSS or ISS (up to 10 days).

- Violations including but not limited to:
- Alcohol (use or possession) – 1st offense
- Drug Paraphernalia
- Tobacco (use or possession) – 2nd or 3rd offense
- Disrespect to staff
- Disrespect to students
- Dangerous materials
- Fighting – 2nd and 3rd offenses
- Extortion
- False 911 call/Fire alarm pull
- Leaving campus without permission
- Vandalism/Destruction of school property
- Abuse of over-the-counter or prescription drugs – 1st offense
- Physical or verbal attack of a student (could be level 5)

LEVEL 5: Recommended Long-Term Suspension or Expulsion (46 to 186 school days). Violations including but not limited to:

- Alcohol (use or possession) 2nd or more offense
- Explosives
- Drug (use or possession) – any offense
- Physical or verbal attack of a staff member
- Weapons
- Setting a Fire
- Bomb/bomb threat
- Abuse of over-the-counter or prescription drugs – 2nd or more offense

*When a student accumulates a total of 5 days of OSS in a semester, a letter will be sent to the parents/guardians notifying them of the problem and the possibility of a due process hearing.

*A student who accumulates 10 days or more of OSS during a semester may be recommended for a long-term suspension from school.

C. Alcohol and Tobacco

The use and/or possession of alcohol or tobacco in any form, including the use of e-cigarettes, vaping, or any other type of tobacco deemed inappropriate by school

administration is not permitted in school building, on school grounds, on a school bus, or at any school activity by students. Any student violating the terms of this policy shall be reported to the appropriate law enforcement officials if it is suspected a law has been violated. Students who violate this policy during the school year will be treated as outlined above. In the case of a 2nd or more offenses, in addition to OSS, the student will be required to complete a tobacco and/or alcohol cessation program at the pupil's expense. If a tobacco and/or alcohol cessation program is not completed or in the process of being completed, a hearing for long-term suspension will be recommended.

Students shall not distribute or sell alcohol or tobacco of any sort on school property, or at any school sponsored event. Students violating this policy will be subject to the penalties outlined under drug free schools, paragraph 4 (following), including up to a 186 day expulsion.

D. Suspicion of Alcohol or Drug Use by Student

In accordance with the responsibility of the school district to ensure a safe and orderly environment conducive to learning for all students, the following procedures have been developed:

-Any student reasonable suspected of consuming, possessing, or being under the influence of alcohol or drugs on any school grounds or in any school building or at any school function will be referred to the administrator in charge, where the student will be assessed by an administrator, nurse, counselor or other staff member trained in the approved assessment tool. This suspicion may be based on but not limited to the inability of the student to comprehend, slurred or incoherent speech, uneven or unsteady physical mobility, or the odor of alcohol or other drugs.

-The assessment tool approved for use will be form "Preliminary Student Observation" or the breath analysis tester.

-If it is determined there is a reasonable suspicion a student is under the influence of alcohol or drugs, further testing will ensue. Legal permission must be granted to initiate an alcohol or drug test. (Call the parent or guardian, or obtain the student's permission if the student is 18 or older.)

-Qualified individuals will administer any alcohol breathalyzer or other drug tests when necessary. Except in the case of general breathalyzer screenings at a school dance/Prom, the student will be removed from the presence of other students for testing purposes. A staff member of the same sex as the student will be present. A School Resource Officer (SRO) will likely be the law enforcement contact when available.

-Students found to be under the influence of alcohol or drugs will be disciplined according to established policy. Additionally, it will be recommended

that these students seek outside services for help with alcohol and drug abuse issues.

-Refusal to submit to a breath or urinalysis test will result in the same penalties as if the student had been found to consume alcohol or drugs.

-If it is confirmed by the results of the breath or urinalysis test that a student has in fact consumed alcohol or drugs, the student will be released only to a parent/guardian or law enforcement officials.

-If a student has reached the age of 18 and does not wish for his/her parent/guardian to be notified, the student should be released only to law enforcement officials. The student shall not be allowed to leave school or the school activity on his/her own.

-As per law and policy, illegal activities are to be reported to the appropriate law enforcement agencies.

-If any student successfully completes alcohol or drug treatment, disciplinary consequences may be adjusted or waived. (See 4th paragraph under E. Drug Free Schools)

-District personnel shall provide students and parents with a list of approved programs in the area when a student is reasonably believed to be abusing or incapacitated by the use of alcohol or other drugs. Immunity from civil liability for any such recommendation will be given to district personnel unless such recommendation was made in bad faith or with malicious purpose.

E. Drug Free Schools

As a condition of continued enrollment in USD 379, students shall abide by the terms of this policy during the school year.

The use, possession, distribution and/or sale of illicit drugs, drug paraphernalia, improper use of legal drugs, other controlled substances or materials (facsimiles) that give appearance of use by students on school premises or as a part of any school activity is prohibited.

Students shall not unlawfully manufacture, distribute, dispense, possess, be under the influence of or use illicit drugs or controlled substances on school district property, or at any school sponsored activity or while traveling to and from any school sponsored activity as part of any official school group. Any student violating the terms of this policy shall be reported to the appropriate law enforcement officials.

Violators will be subject to sanctions that include up to a 186-day expulsion. A student who has been expelled from school under the terms of this policy has the

right to appeal for re-admittance, but will not be considered for re-admittance unless the student has completed a drug and/or alcohol education and rehabilitation program at an acceptable institution at the expense of the student. In addition, a student will not be considered for re-admittance before at least ½ of the imposed expulsion or 46 days of the expulsion is served, whichever is longer.

If the student is involved in extracurricular activities at the time of the violation, the student shall be suspended from student activities until such time as the student is reinstated in school and in accordance with the school activities code.

F. Use of Drug Dogs

The Clay County Sheriff, Clay Center Police or Wakefield Police have school board permission to conduct periodic, unannounced random sweeps of school facilities, classrooms, personal belongings and the parking lot for illegal drugs using trained drug dogs. Students in possession of illegal drugs, which includes student lockers, will be turned over to law enforcement authorities.

G. Substance Abuse Policy for USD 379 Extracurricular Activities

Extracurricular activities are school-sponsored activities including:

- a. Competitive extracurricular activities such as any middle school or high school sanctioned or sponsored extracurricular activities involving competition, comparison, or judging of the individuals or groups with other individuals or groups. Competitive extracurricular activities include, but are not limited to, athletic programs, cheerleading, dance team, band, academic teams, choir, scholar bowl, debate teams and forensic teams.
- b. Noncompetitive extracurricular activities such as middle school or high school sponsored clubs or groups, including, but not limited to class officers, Student Council representatives and club membership.
- c. School sponsored events such as any middle school or high school events including, but not limited to King and Queen candidates, attendance at school dances, or other social events.
- d. Non-school sponsored student clubs or groups who perform at school sponsored activities.

These extracurricular programs are a valuable part of the education program in USD 379. These programs teach many things in addition to the aptitudes or skills in which the participant is directly involved. These programs are considered to be a privilege rather than a right for the participants involved. The participants are highly visible representatives of their school, their district and their community. Because of these facts, coaches and sponsors may set more stringent codes of conduct and responsibilities for participants. If more stringent rules are established, the additional rules must be approved by the BOE, and a copy of the additional rules must be provided to each student and his/her parent/guardian prior to the beginning of a season or activity.

Administrators will ensure that all extra-curricular participants have, on file, a signed agreement stating that parents/guardians and participants have received, read, and understand the rules and policies applicable to participation in extracurricular activities in general, and to the particular activity in which they are participating if there are additional rules set forth by that coach or sponsor.

H. Use or Possession of Tobacco, Alcohol or Controlled Substances by Extracurricular Participants

Use of tobacco, cereal malt beverages or other intoxicants, narcotic or hallucinogenic drugs, amphetamines, barbiturates, marijuana or anabolic steroids is prohibited for students involved in extracurricular activities or athletics.

Verification of substance violations will come in one of the following formats:

- a. Self admitted involvement by the student or his/her parent/guardian.
- b. Witnessed student involvement by the sponsor, coach, or staff member
- c. Verification by an official law enforcement report
- d. Investigation by school officials, coaches, or sponsors
- e. Positive result of a certified drug test (pending the adoption of a random drug testing policy)"

The administration will request any information on violations of this policy which occur outside the school jurisdiction from law enforcement officials. This request should be made at the beginning of each school year for the entire year.

I. Consequences for Substance Abuse Violations for Extracurricular Participants

Consequences will carry over into the next sport/activity season, even if this means carrying over into the next academic year. (Clarification: If a student violation occurs towards the end of a season the penalties will carry over to the next activity.)

Students in high school will be afforded only one 1st violation consequence during their years of eligibility at the high school level. Students will be afforded only one 2nd violation consequence at the high school level. Subsequent violations in any category will begin with 3rd violation status.

Tobacco and Over-the Counter Drug Violation:

1st violation: loss of eligibility for the next 7 school days or 2 interscholastic events, whichever is less. The student will continue to attend and participate in practice.

2nd violation: The student will lose eligibility for the next 14 school days or 6 interscholastic events, whichever is less. If the violation is for tobacco abuse, before readmission into any extracurricular activity, the student will show evidence, in

writing, that he/she has received appropriate tobacco abuse counseling from a qualified professional. The student will continue to attend and participate in practice.

3rd and subsequent violations: The student will forfeit eligibility for the remainder of the school term. If the violation occurs during the last quarter of a school year, the student will be ineligible during the first quarter of the next academic school year.

Alcohol Violation:

1st violation: The student will lose eligibility for the next 21 school days or 8 interscholastic events, whichever is less. The student will show evidence, in writing, that he/she has received appropriate alcohol abuse counseling from a qualified professional. The student will continue to attend and participate in practice.

2nd violation: The student will lose eligibility for the next 28 school days or 12 interscholastic events, whichever is less. The student will show evidence, in writing, that he/she has received appropriate alcohol abuse counseling from a qualified professional. The student will continue to attend and participate in practice.

3rd and subsequent violations: The student will forfeit eligibility for one calendar year. The student will show evidence, in writing, that he/she has received appropriate alcohol abuse counseling from a qualified professional. (See Appeals Process.)

Drug Violation:

1st violation: The student will lose eligibility for the next 28 school calendar days or 12 interscholastic events, whichever is less. The student will show evidence, in writing, that he/she has completed an onsite or online educational class related to drug abuse. The student will continue to attend and participate in practice.

2nd violation: The student will lose eligibility for the remainder of the school year. If the violation occurs during the last quarter of a school year, the student will be ineligible during the first quarter of the next academic school year. The student will show evidence, in writing, that he/she has completed an on-site educational course related to drug abuse.

3rd and subsequent violations: The student will forfeit eligibility for one calendar year. The student will show evidence, in writing, that he/she has received appropriate drug abuse counseling from a qualified professional. (See Appeals Process.)

***Note:** Parents/Guardians may obtain suggestions for educational courses related to drug or alcohol abuse, or qualified counseling services, from the school

counselors, but are not required to do so. The school seeks to be helpful to the student, but it is the parent/guardian 's responsibility to choose quality educational or counseling services for their child.

J. Out of Season Infractions

Should a student commit an infraction of this policy while not actively participating in an activity (during dead week or out of season), the violation will be treated as if the violation had occurred in season. The student will be subject to the subsequent penalties during their next season of participation. Should additional violations occur during active participation, or out of season the student will be subject to subsequent penalties as determined by the number of violations accumulated previously.

This applies to summer violations also. In the case of summer violations, no penalty is administered but the student will be counted as having a violation. Thus any subsequent violation penalties will be at the next level.

K. Random Drug Test Policy for Extracurricular Participants

The USD 379 Board of Education recognizes that student drug abuse is a significant health and safety problem for schools. Substance abuse negatively affects students' health, behavior, learning, reflexes, and the overall development of individual students. The administration has noted an increase in the evidence of drug use by our students, including those participating in extra-curricular activities. In an effort to make Clay County Schools' extra-curricular activities as enjoyable and safe as possible, the District has instituted a random drug testing policy for all students participating in any extra-curricular activity. Students will be provided with information concerning the policy each year.

As part of the online enrollment process, parents and students will be provided information on our policy. Further information can be found in the BOE policy JDDA-Drug Free Schools.

*****Any tampering with the sample constitutes a false positive.

*****Students randomly selected will not be allowed to leave until they provide a sample.

*****The use of cell phones is prohibited.

Appeal Process

Students who have violated the Substance Abuse policy will have the option to appeal the penalty to the school district activity council. The council is composed

of five sponsors and/or coaches appointed to serve a one-year term. The USD 379 School Board will approve the appeal board. Students must submit, in writing, a request to the school's athletic director their desire to have an appeal hearing. This request must be made within two school days of the student receiving verbal or written notice of the disciplinary action as addressed in Section IV, Student Conduct, Article I. If the appeal is not made within the two school days the student forfeits their right to appeal. Once the request has been received the athletic director will convene the appeal hearing. This hearing will convene within 5 school days of the request being received. The student will be given the opportunity to appear before the committee to appeal the penalty resulting from their violation. Attendance at the hearing will be limited to the athletic director (conducts the hearing), appeal board members, student, and his/her guardian or parents. After hearing the student appeal the hearing committee will then render a decision within twenty-four hours. The athletic director will then inform the student and his/her parents of the committee's decision. During the appeal process the student will still be required to serve the penalty incurred due to the substance abuse violation. The appeal committee will only consider modifying the penalty incurred by the student, not waiving the penalty entirely.

L. Use of Breathalyzer at Dances and Prom

Before admission to a school dance/Prom, students and guest of students will be asked to breathe within close proximity to a portable breath analysis tester. The device provides a digital positive or negative reading in seconds. If this passive test is negative, the student/guest will be admitted to the dance. If this passive test is positive, indicating the presence of alcohol, the student will not be allowed to enter the dance, but will be detained for further evaluation according to the policy. If further evaluation proves a negative, the student/guest will be admitted to the dance. At the discretion of the administrator, the breath analyzer may be used at any time during or after the dance.

DRESS AND APPEARANCE

Students should dress in a manner, which will not be disruptive to the educational process. This dress code was developed to give students a wider variety of clothing to wear. If at any time the principal or teacher believes that a student's attire is a disruption, that student will be asked to change. This especially applies to clothing fads or trends that become popular for a short period of time. Also, the school reserves the right to disallow or restrict any clothing worn by students to school or school activities that might be associated with a gang or gang activity.

Any extra-curricular group may require a more stringent dress code and those students wishing to participate will also abide by the code for that group.

1. Hair should be clean, combed, and styled in a manner to keep it out of eyes.
2. Shorts as approved by the administration are acceptable for school wear. No shorts that look like underwear are allowed. Spandex shorts are not allowed

unless worn under other shorts. Shorts must be acceptable in length. Acceptable length is coming to the ends of the fingertips when the student's arms are down at their sides.

3. Clothing with inappropriate, abusive, crude/profane/obscene/suggestive/distasteful language or artwork is not acceptable for school wear. Examples: clothing with alcohol, drugs, tobacco, weapons, explosives, gore, sexual innuendoes, etc.
4. Clothing that is inappropriate or that exposes chest, shoulders, bare midsection or buttocks such as: bare midriffs, bare backs, spaghetti strap tops with bra straps showing, fishnet shirts, sheer tops with bra straps showing, halters, tube tops or tops without shoulder straps. Pants, jeans, sweats, overalls and shorts are to be worn at waist level. No excessively loose clothing, undergarments showing, or short-shorts. No "sagging", etc.
5. Clothing that has straps or suspenders must be fastened over the shoulders.
6. Clothing must be worn in the manner for which it was designed. Clothing designed as under garments must not be worn as outer garments.
7. Footwear must be worn at all times during school. Bedroom slippers are not allowed.
8. Students are not allowed to wear hats, caps, or other headgear while in the building prior to or during the regular school day.
9. No colored or dark glasses should be worn except under a doctor's prescription or direction.
10. The wearing of heavy coats in the classroom is discouraged. Coats may be subject to search at any time at the discretion of the administration.
11. Chains longer than six (6) inches, or jewelry that could cause injury (ie. Spikes, sharp edges) will not be allowed.
12. Gang writing and/or symbolism is not allowed on school papers, notebooks or any material at school or school activities. This includes marking(s) on the body. Gang related colors, language, gestures or designs are not allowed in the school or at school activities.
13. Exceptions to the school dress code will be made for formal school events such as Prom and other similar events. Clothing should still be kept in good taste with proper covering of the chest and midriff areas. If in doubt as to what is appropriate, follow the building dress code and/or contact the building administrator.
14. The administration reserves the right to refuse participation if inappropriate clothing is worn.

LOCKERS

A hall locker will be assigned to each student at enrollment. Athletic lockers will be checked out to each athlete by their respective coach. Students are requested to limit trips to their lockers. Students are urged to get all books, pencils, paper, etc., for class periods at the beginning of the period.

Students are not to bring large amounts of money, radios, CD/MP3 players, cameras, cellular telephone, etc., to school. All valuable articles for non-school use should be left at home. WHS is not responsible for articles lost or stolen from lockers, but request that all articles missing from lockers be reported to the office. Lost or stolen locks must be replaced. Students must use lockers assigned to them. No unauthorized trading of lockers is allowed. Sharing lockers or telling locker combinations is not advisable. The school reserves the right to open lockers for inspection at any time.

Lockers should be clean and in order at all times.

TEXTBOOKS

Textbooks are assigned between enrollment and the first week of class. Students are responsible for keeping them damage-free and returning them upon request or when withdrawing from Wakefield Schools. If the textbooks or other school property are defaced, lost or stolen, they must replace them at the student's expense.

The cost of replacing textbooks will be determined by their market values and replacement cost at the time they are lost, stolen or defaced.

Teachers and staff are responsible for periodic textbook inspections to insure all school materials are in good condition.

PARKING LOT REGULATIONS

Students are privileged to have the use of the school parking lot for their vehicles. The parking lot will be supervised by school officials and by Wakefield and/or Clay County law enforcement officers. Stalls are painted on the parking lot so that you might be better able to park your vehicle and protect it and the vehicles of others. Please park within the lines painted for you.

The traffic lanes in the lot need to be kept open at all times. To make this possible, students must follow the guidelines for proper parking. Parking is not permitted along the curb to the north of the building as this area is to be used for loading and unloading buses and for emergency vehicles.

Be advised that handicapped stalls are marked accordingly and are to be used only by those people with a need and an appropriate sticker. Violators of this policy are subject, not only to school disciplinary action, but also legal consequences.

Furthermore, students are advised that they are not to drive in areas other than regular driveways and the parking lot. Students will be in violation of school regulations if they drive on sidewalks, grassy areas and over trees and shrubs. This practice will be subject to punishment by school and law enforcement officials.

Bicycles are to be put in the bicycle racks. Bikes are not to be ridden on the school grounds. Bicyclists are encouraged to wear proper protective gear and follow bicycle safety rules.

Students are required to leave their vehicles immediately after arriving in the parking lot and enter the building.

Students are not allowed to congregate or loiter in the parking lot before or after school and on school grounds after school.

Parking and driving violations may result in loss of using the parking lot, disciplinary action, and/or referral to law enforcement officials.

FOOD AND DRINK IN THE BUILDING

Food and drink should be disposed of before the 8:10 A.M. bell rings. **OPENED AND BREAKABLE CONTAINERS ARE NOT TO BE CARRIED IN.**

Students are encouraged to use the lunchroom area for all food and drink. Food, drink containers, etc. are not to be carried in the halls or classrooms during school hours, 8:10 A.M. – 3:20 P.M without special permission. Such items will be confiscated and thrown away.

The ITV room, library and computer labs are off limits for food and drink.

DRINK/VENDING MACHINES

Soda machines are available for use before and after school only. Soda machines will be off from 8:10am to 3:20pm. Money lost in the machines will be refunded through the office. Be advised rocking, kicking or punching the machines is unacceptable. Damage to machines due to abuse will be considered vandalism and will be handled accordingly. Students are not to use the vending machine in the faculty workroom.

HALL PASSES

A hall pass must be issued by teachers on all occasions requiring a student to be absent from a classroom. Hall passes may also be used by the counselor when requesting a student from classrooms. Usually a counseling appointment will not involve the entire period. Hall passes will also be used sometimes when a student is called to the office.

The teacher will handle other personal reasons for the student to be out of the classroom including locker privilege and restroom. These reasons should be of an emergency nature and not because the student necessarily desires to do so. These will be issued on a limited basis and if abused the privilege will be withdrawn.

HALL CONDUCT

Proper conduct in the building is expected at all times. This means students are to pass quietly through the halls and should not loiter, run, push, or hit others as they

pass. Students are responsible for their conduct to all teachers and support personnel.

SUBSTITUTE TEACHERS

A substitute teacher carries all the authority of a regular teacher. Students are expected to treat a substitute teacher with respect and courtesy. Any student who refuses to cooperate with any reasonable request by a substitute teacher will be subject to appropriate disciplinary action. Remember, a substitute teacher is our guest in the building. Make a good impression.

AFFECTIONATE BEHAVIOR

Any outward physical display of affection in the hallways, in classrooms, in school facilities, or at school sponsored activities is not permitted. Violators will be subject to disciplinary action.

TEACHER OR SCHOOL EMPLOYEE

Teachers and school employees are expected to maintain a proper learning atmosphere. This responsibility extends beyond their own areas and their particular classroom assignment. Pupils who refuse to comply with reasonable requests of any teacher or employee discharging this responsibility will be subject to appropriate disciplinary action. A student is expected to give his/her own name if asked for by a teacher or employee who is dealing with a problem situation.

PROFANITY

Language, which is profane, obscene, or suggestive, is unacceptable and will result in disciplinary action.

WHS DANCE AND PARTY POLICY

1. Any student who wishes to bring a guest must first complete a guest permission form by noon two days preceding the dance.
2. Any student who brings a guest is responsible for that guest's actions including any suspensions or monetary reimbursements.
3. Guests must abide by all school policies and dress codes while on the premises.
4. The administration or sponsor may insist that any student or guest remove themselves from the premises.
5. Each student is allowed only one guest.
6. A guest must be a currently enrolled high school student in good standing.
7. Students that have accumulated five unexcused absences or have received two out of school suspensions during the school year will not be allowed to attend dances. This policy applies to all school dances including Junior – Senior prom.

CEREMONY

All ceremony activities will be the responsibility of StuCo. Activities may include planning the ceremony. StuCo will also pay for crown, gifts, and flowers. Election of candidates will precede the homecoming game by at least two weekends.

PROM

Guests to the Wakefield Prom must be students currently enrolled in a high school (excluding 5th year seniors).

FALL/WINTER HOMECOMING AND PROM

1. Three king and three queen candidates will be selected from the senior class that are out for a fall sport (fall homecoming) if there are enough candidates who meet the eligibility requirements. One king and one-queen candidates will be selected from each class (winter homecoming).
2. For a candidate to be eligible, he or she must be involved in athletics, forensics, music, or be a student council officer. (President, Vice Pres., Secretary or Treasurer of Stuco).
3. The candidate must be a student in good standing with a C average and not excessive absences, tardies or discipline infractions.
4. In the event there are not three senior candidates who meet the eligibility requirements, the candidates will be chosen from the remaining seniors and voted on by the entire student body.
5. If candidates cannot be selected under the above guidelines, the remaining positions will be filled by a junior class attendant who meets the eligibility requirements as stated in Rule Nos. 2&3; the junior attendant will be voted on by the entire student body.
6. For Fall Homecoming the senior class will select all king and queen candidates unless a condition exists which will implement Rules No. 4 & 5 as stated above. This rule applies to all classes for winter Homecoming and the junior and senior class for prom.
7. The selection of King and Queen will be decided by a vote by the entire student body.
8. Above given rules are applied to both the King and Queen candidates

DECORATIONS/SPIRIT WEEK THEMES

Cheerleaders/class presidents will be responsible for gym decorations. All decorating plans must be presented to the principal one-week in advance for approval.

STUDENT-TEACHER CONFERENCES

Teachers should detain after regular school dismissal any student who could benefit from a student-teacher conference. Some signs of the necessity of a student-teacher conference include:

- Back work (daily lesson assignments, book reports, special projects, tests, etc.) that has not been completed within a reasonable amount of time.
- Failing work for the previous week.
- Poor citizenship and/or behavior.

One day's notice will be given to all students scheduled for conference period in order that transportation home can be arranged. Conferences not served may result in suspensions or office detentions, and loss of all extra-curricular privileges.

SPORTSMANSHIP

A school never produces a truly championship team unless students, fans, and spectators collectively have exhibited good sportsmanship. Good sportsmanship is contagious and should be among the top priorities of every school. The acceptable best way to support one's team is do just that—cheer for your team and not against the other team as outlined in Rule 52 of the K.S.H.S.A.A.

Rule 52 requires the following:

- ==> Be courteous to all. (coaches, officials, staff, participants, and fans)
- ==> Know the rules, abide by and respect the officials' decisions.
- ==> Win with character and lose with dignity.
- ==> Display appreciation for good performance regardless of the team and school.
- ==> Exercise self-control and reflect positively upon yourself, team and school.
- ==> Permit only positive sportsmanlike behavior to reflect on your school or its activities.
- ==> All Actions are to be FOR, NOT AGAINST; POSITIVE, NOT NEGATIVE OR DISRUPTIVE!
- ==> Students/fans who violate Rule 52, or who display any type of poor sportsmanship, will be ejected from the activity and, may be subject to loss of privilege of attending school activities, as well as further disciplinary actions

ELECTRONIC DEVICES

Electronic Devices are allowed with permission of the teacher. Cellular phones may be used between class periods and before and after school and during lunch. Headphones can only be used before and after school. No headphones allowed during school from 8:05 A.M. to 3:20 P.M.

Electronic device violations.

- 1st offense: Cell phone confiscated and brought to office for student to pick up at the end of the day.
- 2nd offense: Parent Retrieval and conference,
- 3rd offense: ½ day in school suspension and parent call and conference,
- 4th offense: Full day in school suspension and electronic device no longer allowed at school for a length to be determined by the administrator. Resets every semester.

Social Media

Wakefield Junior/Senior High School allows social media such as Facebook, Twitter, etc. between students during the school day as long as it is not a disruption to normal classroom procedures. Disciplinary action may take place with the following circumstances (disciplinary action taken is in parenthesis):

*Inappropriate emails, Facebook updates, tweets, photos, videos, etc. that occur outside of school hours but disrupt the normal school day's activities **(consequences will vary depending on severity)**.

- Inappropriate, vulgar, or insensitive emails, Facebook updates, photos, videos, etc. that occur using personal or school-issued devices **(device taken away and/or detention/ISS/OSS depending on severity)**.
- A threat towards another student or staff member using social media that occurs during or outside school hours **(out-of-school suspension; law enforcement will be contacted)**.

LIBRARY

Students are to respect the library and the materials in it. Any misuse of library facilities may result in the violator losing the privilege of going to the library.

LIBRARY RULES

1. Students who are visiting or are not working will be sent out.
 2. During school hours, all students must have a pass to enter.
 3. Students who are ejected from class will not be accepted into the library.
 4. Students will be given pass slips to the library from class when necessary.
- Students may also use the library in the morning from 7:45 to 8:05 A.M and after school from 3:20 to 3:45 P.M. on Mondays through Friday.

IN-SCHOOL SUSPENSION

When a student is given an in-school suspension, he/she will receive credit for work done. It is the responsibility of the student to go to their individual teachers and ask for the assignments. In-school suspension gives the opportunity for students to work and receive credit. If the student sleeps, is uncooperative, or disruptive, he/she will be suspended out-of-school. When a student returns to class he/she are not allowed time to make up assignments. These assignments must be presented

when he/she return to class. In-school suspensions are from 8:10 A.M. to 3:20 P.M. While the student is in ISS he/she may not participate or attend school activities.

FEDERAL SAFE SCHOOL ACT

The Federal Safe Schools Act required school officials to report to a law enforcement officer all incidents involving:

- ==> A fight at school or school related activity and/or
- ==> Offensive, obscene, or abusive language directed towards a staff member.

It is the understanding of the school officials that any student involved in such incidents could be charged with disorderly conduct in compliance with statute 21-4101.

VERBAL/PHYSICAL ASSAULT ON A SCHOOL EMPLOYEE

A student shall not intentionally cause or attempt to cause physical injury or to behave verbally in such a way that could reasonably injure a school employee:

1. On the school grounds during, before or after school hours;
2. On the school grounds at any other time when the school is being used by school personnel or school group; or
3. Off the school grounds at a school activity, function or event.

Neither self-defense nor action undertaken on the reasonable belief that it was necessary to protect some other person is to be considered an intentional act under this rule.

PHYSICAL ABUSE OF A STUDENT OR OTHER PERSON NOT EMPLOYED BY THE SCHOOL

A student shall not intentionally do serious bodily injury to any person:

1. On the school grounds during, before or after school hours;
2. On the school grounds at any other time when the school is being used by any school personnel or school group; or
3. Off the school grounds at a school activity, function or event.

Neither self-defense nor action undertaken on the reasonable belief that it was necessary to protect some other person is to be considered an intentional act under this rule.

PLAGIARIZING/CHEATING

Plagiarism is using others' ideas and words without clearly acknowledging the source of that information.

How can students avoid plagiarism?

To avoid plagiarism, you must give credit whenever you use

- another person’s idea, opinion, or theory;
- any facts, statistics, graphs, drawings – any pieces of information – that are not common knowledge;
- quotations of another person’s actual spoken or written words; or
- paraphrase of another person’s spoken or written words.

Cheating comes in many forms and can be as simple as copying a classmate’s homework assignment, exchanging answers on a quiz or test, or using someone else’s work as your own.

Plagiarizing/cheating will not be accepted. Students will be given a zero for their work. Any student caught plagiarizing/cheating will also lose eligibility for the Renaissance program.

WEAPONS AND DANGEROUS INSTRUMENTS

A student shall not knowingly possess, handle or transmit any object that can reasonably be considered a weapon on the school grounds or off the school grounds at a school activity, function or event.

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

Possession of a firearm shall result in expulsion from school for a period of one year (186 school days), except that the superintendent may recommend that this expulsion requirement be modified on a case-by-case basis.

As used in this policy, term “firearm” means any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, or any firearm muffler or silencer; or any destructive device.

As used in this policy, the term “destructive device” means any explosive, incendiary or poison gas: bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or other device similar to any of these devices.

OUT-OF-SCHOOL SUSPENSION

Suspension involves the dismissal of a student from classes, school activities, the school building, and school grounds. Students are responsible for obtaining missed assignments and completing the work. No credit will be given for missed work handed in after the first class period following the suspension from school. Students may not attend nor participate in school activities during the suspension. The

building principal is authorized to suspend any student for a period not to exceed ten school days for the following:

1. Willful violation of any published regulation for student conduct adopted or approved by the Board of Education.
2. Conduct, which substantially disrupts, impedes or interferes with the operation of any public school.
3. Conduct, which substantially impinges upon or invades the rights of others.
4. Conduct which has resulted in conviction of the pupil or student of any offense specified in Chapter 21 of the Kansas Statutes Annotated or any criminal statute of the United States.
5. Disobedience of the order of a teacher, peace officer, school security officer, or other school authority when such disobedience can reasonably be anticipated to result in disorder, disruption, or interference with the operation of any public school or substantial and material impingement upon or invasion of the rights of others

EXAMPLES OF OUT-OF-SCHOOL SUSPENSION

Acts of unacceptable behavior that may result in suspension and/or expulsion but not limited to the following:

1. Possession, consumption or sale of alcoholic beverages, narcotics, marijuana, addictive drugs, deleterious substances, and inhalants
2. Threat or use of lethal weapons
3. Vandalism
4. Extortion of any type and/or amount
5. Possession, use, consumption or sale of tobacco in any of its forms
6. Failure to comply with reasonable request from administrator, teaching staff, and other school employees
7. Fighting and/or provoking a fight
8. Intimidation, threatening by word or deed
9. The use of profanity and/or vulgarities
10. Excessive tardiness
11. Temper tantrums
12. Open defiance of authority
13. Stealing
14. Conduct, which disrupts the school's activities and educational mission
15. Destruction of school property
16. Possession of lethal weapons
17. Repeated violations of school regulations
18. Disrespectful behavior towards a staff member
19. Physical attack of a student or staff member
20. Direct swearing to teacher or staff

DETENTION POLICIES

1. Detention shall be from 3:25 to 3:50 P.M. for all students unless excused by the office.
2. All 8th hours will be served by the following school day unless excused by the office.
3. All students must report immediately to the 8th hour. 8th hour takes precedence over extra-curricular activities held during 8th hour time.
4. Students must bring books, paper and pencils to work on assignments each day.
5. Students who arrive late or do not bring something to work on will not be given credit for the time and will be given an additional 8th hour.
6. Students who are assigned an 8th hour will be given one “day of grace”— they are not required to attend on the first day. However, if the student does not attend after the first day, an additional 8th hour is assigned for each day missed.
7. Students will only be allowed to talk or to leave assigned seats with the permission of the teacher. Sleeping, socializing and other activities not deemed proper by the teacher will not be permitted.
8. Absence from 8th hour due to illness or excused activities will not relieve students from fulfilling required time.
9. Students with passes from other teachers may make up the required time with the teacher if the pass is presented to the 8th hour teacher with the time initialed by the one who gave them a pass.
10. Students receiving detention for disciplinary action within the classroom will serve their detention under the supervision of the issuing teacher. Teachers with after school duties may supervise their detention from 7:45 A.M. to 8:05 A.M. or after school at the site of their activity.
11. Students who cannot function according to the standards or refuse to cooperate with the teacher will receive additional disciplinary action.

COMPUTER POLICY

Students are not allowed to bring personal laptops or Ipads to school.

Students using school computers will not:

1. Destroy or abuse computer equipment or software.
2. Install or modify software on a school computer or violate another user’s workspace.
3. Use broadcast messaging system.
4. Use vulgarity or obscenity in any form.
5. Have food or drinks around the computers.
6. Slander or defamation.

3-Strike Process

- 1st strike: one nine-week suspension from computer usage
- 2nd strike: one semester suspension from computer usage
- 3rd strike: lose of all computer privileges for one school year
(State assessments and NWEA Map testing excluded)

INTERNET POLICY

WHS provides access for students and staff to the Internet—a worldwide network of computer networks. It is a privilege to have access to this extraordinary resource and therefore, all users must agree that they will adhere to the USD #379 Internet Usage Policy. All students will be required to sign an Internet Usage Agreement. Students not completing this agreement will not be allowed on the Internet until they do.

USE OF THE INTERNET

- ==> Students will be supervised at all times.
- ==> Students will only use software assigned by staff.
- ==> Students are expected to use school-appropriate conduct when using the computer equipment or network. Inappropriate conduct will result in the cancellation of privileges. A cost will be assessed for any damages to computer equipment. All users must comply with the USD #379 Internet Use Policy.
- ==> All users will be expected to follow guidelines in using the Internet. Inappropriate use will result in the cancellation of privileges.
- ==> All Internet use must support the educational objective set forth by the teacher.

INAPPROPRIATE USE OF THE INTERNET

- ==> Offensive messages, pictures, email, net ware messages
- ==> Harassing, insulting, or attacking others
- ==> Using the network for commercial or financial gain
- ==> Damaging computers, computer systems, or computer networks
- ==> Vandalizing the data of another user or other networks
- ==> Using another's password, folder, or files
- ==> Using copyrighted materials
- ==> Posting anonymous messages

SECTION V - STUDENT ACTIVITIES

ACTIVITY PARTICIPATION

Participation in inter-school activities is an important part of school life. Trips made by music, athletic, and other groups provide an opportunity for students to learn and to represent their high school before the public. This privilege of representing Wakefield High School should be a cherished one. A student should be proud to represent his/her high school. In order for any student to be eligible as a participant in any competitive activity of WHS, that student must have been in attendance during regular school hours, at least a half-day immediately preceding the activity. Exceptions: school sponsored activities, doctor and dentist appointments, funerals or other activities that are approved through the office. Students must also be eligible as listed in the Eligibility Policy.

ELIGIBILITY POLICY

Wakefield High School believes that a public education is a right, and participation in extra-curricular activities is a privilege. The primary responsibility of school is to emphasize the academic achievement of its students. Extra-curricular activities are a very important addition to school life that students may choose to participate in, but are secondary to academics.

With this philosophical statement as the basis, we operate under a semester eligibility policy because of our membership in the Kansas State High School Activities Association.

To summarize, the rule states:

1. You are a bona fide undergraduate student in good standing. An undergraduate is one who has completed fewer than twenty-one (21) units of high school credit or has not been granted a diploma.
2. Your conduct and standard of sportsmanship are satisfactory and do not bring discredit to yourself or school.
3. You are not nineteen (19) on or before September 1st of the current school year.
4. You have not completed eight semesters of competition and/or attendance, nor more than four seasons in one activity in a four-year school, six semesters and three seasons in three-year school, four semesters and two seasons in a two-year school. Fifteen (15) days of attendance or participation in inter-school activity shall constitute a semester's eligibility.
5. You passed five (5) subjects of unit weight during the previous semester without relying on work that is incomplete. No make up work is permitted after the close of the semester for the purpose of becoming eligible. If you are a first semester high school student, you must have passed five subjects of unit weight in your last semester of junior high attendance.
6. You are attending and enrolled in five subjects of unit weight.
7. The last one semesters of possible eligibility are consecutive.
8. You do not engage in outside athletic competition in the same sport while you are a member of a school squad. You should consult your coach or principal before you participate individually or on a team in any game, training session or tryout conducted outside the organization.
9. You have passed an adequate physical examination by a practicing physician and have the written consent of your parents or legal guardians (the completed form must be in the hands of your athletic director prior to your first practice).
10. You are regularly enrolled and in attendance no later than Monday of the fourth week of the semester in which you participate.
11. If you drop out of school four weeks or less before the semester ends and have completed a sufficient amount of work to give you a semesters worth of credit, without relying on work that is incomplete, you are eligible the following semester.
12. You are a transfer student and have met the requirements of the transfer rule (see athletic director for transfer rules).
13. You are not a member of a fraternity or other organization prohibited by law or by rules of the KSHSAA.
14. You have not competed under a false name.
15. You have not competed for money or merchandise of intrinsic value and have observed all of the provisions of the amateur award rules.

Concussion and Head Injury Information Release Form

The Kansas Legislature has enacted the School Sports Head Injury Prevention Act, which became state law on July 1, 2011. Every school must now obtain a signed Concussion and Head Injury Information Release Form. Forms will be kept on file in the same manner as the student's pre-participation physical exam form. No athletic or spirit squad participation (practice or competition) is allowed until both forms are signed by the student and the parent/guardian, and are on file at the school. The new state law requires written clearance from a healthcare provider before the student is allowed to return to participation following a suspected concussion. The law defines a healthcare provider as someone licensed by the state board of healing arts to practice medicine and surgery. By interpretation of the Kansas Board Healing Arts, this means a medical doctor (MD) or doctor of osteopathic medicine (DO) must provide the written clearance for the student to return to participation. These forms will be available during enrollment and throughout the year in the high school office.

FUNDRAISER WARNING

School clubs, organizations, students and personnel may hold school fund raising activities and events only with prior approval of the building principal. ONLY WAKEFIELD STUDENTS ARE PERMITTED TO SOLICIT DURING GAMES AND ACTIVITIES.

The district office must approve all fundraisers.

Students asked to participate in fundraisers for an activity will be solely responsible for all merchandise given to them at all times. The student MUST return either the merchandise or cash without exception or fail. Students are cautioned to be extremely careful with any cash they receive because they will still be responsible for it, even if it is lost, stolen, or otherwise misplaced.

PEP RALLIES

Pep rallies must be planned and scheduled with the principal by the cheerleaders one week in advance of the desired rally.

STUDENT ASSEMBLIES

From time to time throughout the school year assemblies will be scheduled for the student body. They may be pep assemblies, entertainment assemblies or information assemblies. It is at these assemblies that our school image is portrayed to the public. When anyone comes to the front of the audience to speak or perform they should have complete silence. Respect should be extended throughout the entire assembly. It would be very rewarding to have our visitors give us credit for having the "BEST" student body.

STUDENT ACTIVITY TRANSPORTATION

Bus transportation will be provided to students to and from school for those students who qualify. Transportation will be provided by the school district for all

extra-curricular activities. Students are prohibited from driving automobiles to district-sponsored activities held during the school day.

ACTIVITIES

1. Cheerleaders and athletes must ride in school vehicles to and from out of town school activities.
2. Student participating in in-town school sponsored activities must ride in school vehicles. The only exception is as follows:
 - ==> After obtaining prior approval from the coach or sponsor, students who are participants may ride home or elsewhere with their own parents/guardians. A written note is required prior to the events along with approval by the sponsor to the parents/guardians at the site. Parents must submit their request in writing for the coach or sponsor to approve. A sign out sign will be available at the event.
 - ==> Individuals who are not participants must arrange for their own transportation.
 - ==> Athletics and activity participants must use district transportation for off campus events, games, performances and practices

Students are not permitted to ride to/from activity sites with boyfriends, girlfriends, other students, parents of other students, etc. Should an emergency, or unusual circumstances occur, they should be reported to and arrangements made with the principal/athletic director.

DUAL ATHLETIC PARTICIPATION

Students at Wakefield High School may participate in more than one sport per season if they have obtained written permission from the coaches, parents and athletic director.

ACTIVITY CALENDAR

All requests for school activities should be made through the principal. School events are not to be held unless approved at least one week in advance.

All school events, meetings, etc. should be placed upon the weekly schedule of events. Items for the schedule are due to the principal by the close of school every Thursday.

GAAF - Emergency Safety Intervention

[G](#) > GAAF

GAAF Emergency Safety Interventions (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 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

"Campus police officer" means a school security officer designated by the board of education of any school district pursuant to K.S.A. 72-8222, and amendments thereto.

"Chemical restraint" means the use of medication to control a student's violent physical behavior or restrict a student's 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. 72-1046 (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.

"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" requires all three of the following conditions to be met: (1) the student is placed in an enclosed area by school personnel; (2) the student is purposefully isolated from adults and peers; and (3) the student is prevented from leaving, or reasonably believes that the student will be prevented from leaving the enclosed area.

"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 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 must 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. Notwithstanding 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 be able to see and hear the student at all times. All seclusion rooms equipped with a locking door shall be designed to ensure that the lock automatically disengages when the school employee viewing the student walks away from the seclusion room, or in the case of an emergency, such as fire or severe weather.

A seclusion room shall be a safe place with proportional and similar characteristics as other rooms where students frequent. Such room shall be free of any condition that could be a danger to the student and shall be 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 classified 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 of 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 a 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 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.

Approved: July 11, 2016

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