



Southeast of Saline Jr./Sr. High School

5056 East K-4 Highway
Gypsum, Kansas
67448

Telephone: 785.536.4287

2022-2023 STUDENT HANDBOOK

Rhonda Wright
Secondary Principal

Doug Minneman
Assistant Principal 9-12 / Activities Director 7-12

Kristen Franklin
K-8 Lead Teacher

“Excellence in Education...Preparing Future
Leaders”

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Mission Statement

We believe that each student has the right and capability to receive the best education possible in our school. In order to do this effectively, we will establish high expectations for achievement through the effective teaching of a consistent and congruent curriculum based on the maximized use of learning time. The effective learning atmosphere of our school will be the joint responsibility of the students and teachers, with the support and help of our administrative leadership and positive involvement of the community and parents within our school.

The expectations for achievement will be realistically assessed and measured and that data used to promote school and staff improvement in reaching student learning goals.

SOUTHEAST OF SALINE U.S.D.#306 BOARD OF EDUCATION

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SES Secondary School Code of Conduct

The SES School is the “home” of about 300 students and staff who come together each school day to learn. When a group of people as large as this spends significant amounts of time together, it is important that clearly defined roles are established and that we all come to agreement on basic issues of how we will treat each other. The Code of Conduct will help reach this goal:

BE SAFE:

I will act and speak in ways that help to maintain the safety and security for all people at SES. I will know and follow the procedures in place to help the school operate efficiently so that everyone can learn here. I will obey the rules established by the USD 306 Board of Education and the laws of the state of Kansas. By doing this, I will be able to come to a safe and supportive learning environment each and every day.

BE RESPONSIBLE:

I will act and speak responsibly to help make this school a great place to be at every day. By being truthful and honest, my classmates and teachers will recognize I have a positive character. I will take my responsibilities and duties seriously and follow through on my obligations to myself and others. By doing this, I will help to create a positive climate for learning at SES.

BE RESPECTFUL:

I will act and speak respectfully to help make SES a positive and supportive place for everyone. I will treat others with courtesy and decency. When I have a conflict with someone, I will be respectful and use appropriate methods to solve the problem. I will not allow others to be cruel or mean to each other and my words and actions will reflect a positive character. By doing this, I will learn how to be a good citizen and ensure that my school is safe and supportive for everyone.

BE A LEARNER:

I will act and speak in ways to take full advantage of my educational opportunities at SES. I will challenge myself to work hard and give my best effort in my studies. I will seek out assistance when I need it and provide it for others when I am able. I will set goals for myself so that I can measure my growth. By doing this, I will over time begin to see remarkable progress in my knowledge, understanding and skills.

BE REPRESENTATIVE:

In everything that I do I will represent myself and my school to the best of my ability. I will try my hardest and do my best. I will do nothing that will hurt the reputation of myself, my family, or my school.

ACADEMICS

GRADUATION REQUIREMENTS

To graduate from Southeast of Saline High School, a student must meet the following minimum requirements in the grades nine through twelve:

A. Earn a total of 28 units* of credit, including a minimum of these following courses:

- 1.** Four (4) units of English/Language Arts
Students are required to complete courses in English 9, English 10, English 11 and English 12 OR school approved college credit composition or literature courses.
- 2.** Three (3) units of Social Science
Students must complete courses in World History, American History and American Government.
- 3.** Three (3) units of Science
Students are required to complete courses in Physical Science, Biology and one other course.
- 4.** Three (3) units of Math
Students are required to complete math courses that provide instruction in Algebra and Geometry concepts.
- 5.** One (1) unit of Physical Education / Health
- 6.** One-Half ($\frac{1}{2}$) unit of Computer Applications
- 7.** One (1) unit of Fine Art
- 8.** One-Half ($\frac{1}{2}$) unit of Financial Literacy (Personal Finance or Living On My Own)

B. All semester grades are final and will be used to calculate cumulative grade point average (GPA).

**** A unit of credit is defined as two semesters of coursework. SES assigns final grades at the end of each semester.***

No student should expect to participate in graduation exercises until she/he has completed all local and state requirements. Students not completing the requirements listed above may make arrangements at an approved summer school program or other credit recovery program. Participation in the graduation ceremony is at the discretion of the principal and may be withheld for any student who is not in good standing, including disciplinary issues or outstanding debt to the school. The diploma may be held until debts are paid.

STUDENT CLASSIFICATION

Freshman	Less than 6 Units
Sophomore	At least 6 units
Junior	At least 12 units
Senior	At least 20 units

Reclassification may be made at semester and at the end of the year upon completion of required courses.

Student promotion in the Junior High is based on the student failing no more than one core subject. If a student is found to be deficient in academic progress, he/she may attend an approved summer school program (as defined by the building principal). Otherwise, the student may not be promoted to the next grade level.

THE KANSAS STATE BOARD OF REGENTS' RECOMMENDED CURRICULUM FOR KANSAS STATE SCHOLARS

The Kansas Board of Regents is charged with the responsibility for establishing and evaluating selection criteria for the Kansas State Scholarship program. There are two methods used to designate state scholars.

The State Scholar designation will be based upon an index ranking which is a mathematical product of the student's seventh semester cumulative GPA and ACT composite score. The index number will reflect both ACT and GPA. A high ACT score can offset a moderate GPA and vice versa. Students must meet two criteria to be applicants to the scholarship program.

- Take the ACT assessment between February of the junior year and December of the senior year.
- Complete the prescribed curriculum.

REGENTS' RECOMMENDED CURRICULUM

English - 4 Years: Four years of composition and grammar, to include content in literature and speech.

Mathematics - 4 Years: Algebra 1, Algebra 2, Geometry and an additional advanced math class

Social Studies - 3 Years: One year of American History, one semester of Government, one semester of Economics

Natural Sciences - 3 Years: Biology, Chemistry and Physics

Foreign Language - 2 Years: Two years of a single foreign language

For more information about the Scholar's Program or the KBOR Qualified Admissions program, please see the counselor or visit www.kansasregents.org.

HONOR ROLL RECOGNITION

Students will be recognized for academic achievement through a published

Honor Roll. Junior High and High school will produce an honor roll each semester. To be eligible for one of the honor rolls, the student must have no D's or F's during the semester.

3.00-3.49.....	Honorable Mention
3.50-3.80.....	High Honor (One "C" allowed)
3.81-4.0.....	Principal's Honor Roll

Grade Points System Used

A=4 points
B=3 points
C=2 points
D=1 point
F=0 points

The student's enrollment will be used in figuring grade point averages. This will include vocational-technical courses for which the student is receiving high school credit.

ACADEMIC LETTER

In accordance with the educational philosophy at Southeast of Saline to promote and motivate student academic excellence, the following guidelines for academic lettering have been established:

Qualifications

- Successful completion of Sophomore, Junior and/or Senior Year
- Maintain a 3.4 cumulative grade point average for the current academic year.

Awards

- Scholastic chenille letter first year plus certificate
- Gold bar and certificate each additional year

Recognition

- All undergraduate letters will be presented in the fall.
- All senior letters will be mailed.

GRADE CARDS

Grade cards will be mailed to students at the end of every semester. These cards do not need to be returned to the office. They will be sent out to students approximately one week following the closure of the semester grading period. It is the final semester grade that is placed on a student's official high school transcript. In addition, each semester a cumulative grade point average will be calculated on the semester grades only. Junior High maintains a quarter based grading system.

PARENT COMMUNICATION

Progress reports are sent to the parents of students that are doing below average work. They will be mailed out approximately five weeks into each nine week grading period. The teachers will indicate on the report the

student's status. You are invited to come in and discuss specifics with the teacher. These forms will be issued through the office.

Parent-Teacher Conferences are scheduled in each school semester. The purpose is to provide an opportunity for parents to visit directly with their child's teachers and develop a connection of communication between school and parent. Please refer to the district calendar and newsletter for published dates of these conferences. Parents are always welcome to contact teachers via email, phone or through a scheduled meeting.

In addition, families are encouraged to sign up for an internet-based communication service called PowerSchool. This service allows parents to view their child's current grades in all classes and their attendance status. Please contact the office if you are interested in this service or you may go to the Southeast of Saline website (www.usd306.org) and follow the links for PowerSchool.

WITHDRAWAL FROM A COURSE

Any class changes must be completed during the first week of school and must be approved by the counselor, principal, and parent. A form must be obtained from the counseling office and completed.

If for some reason a student must drop a class after the first week of school, it may be recorded on the student's transcript as a withdrawal pass (WP) or withdrawal fail (WF) or a fail (F). The building principal can remove a student from a class for emergency or disciplinary reasons.

INCOMPLETE COURSES

Incompleteness for unfinished course requirements must be removed within one week after the first, second, and third nine week grading periods or the grade will be changed to an "F" on school records. All course work will be completed by the end of the fourth nine week grading period. There will be no incompletes given at this time. Exceptions will be made only in the case of prolonged illness or other valid circumstances approved by the principal.

ACADEMIC DISHONESTY

Staff members of Southeast of Saline strive to provide students with as many opportunities as possible to be successful academically. When a student chooses to "cheat" academically, they not only demonstrate a lack of character but they destroy an important bond between teacher and student. Here at SES we would hope that all students would recognize the importance of being honest and forthright in academic endeavors. Unfortunately, instances of cheating and plagiarism sometimes occur. Students who demonstrate academic dishonesty may find themselves losing credit in a

class, failing a class and even being placed on suspension.

FAILING GRADES

At the end of each school semester, students will be provided written documentation of their grade in each class in which they are enrolled. Students are required to satisfactorily pass each of their required courses for graduation and enough elective classes to meet the minimum number of credits to graduate. If a student fails to satisfactorily pass any semester of a required course, they will be required to retake that semester of coursework until a passing grade is achieved. Failure of courses may result in assignment to summer school or the requirement to repeat a grade level.

TEXTBOOK FINES

Students will be assessed a financial penalty, up to and including the cost of replacement, for the loss of, or damage to, school issued textbooks.

GUIDELINES FOR STUDENTS REQUESTING TO ATTEND SALINA AREA TECHNICAL COLLEGE

A USD 306 junior or senior may attend the Salina Area Technical College (SATC) under the following conditions:

1. The student must attend a combination of hours from SATC and SES equivalent to a regular 8 period day.
2. The student must meet all admissions requirements set by Salina Area Technical College, which may include purchasing required clothing, tools, etc. at the student's expense.
3. Transportation to or from Salina Area Technical College will be provided by USD 306 at the request of the student and/or their parents. The student may elect to drive a personal vehicle, but will not receive any compensation from the district.
4. Academic grades from Salina Area Technical College will be entered on the student's USD 306 transcript and will be used to calculate his/hers grade point average.
5. The student must meet minimum academic, attendance and behavior expectations set by Salina Area Technical College for continued enrollment. A student may be dropped from Salina Area Technical College if she/he is not meeting these expectations and credit will be lost both at Salina Area Technical College and at USD 306.

ATTENDANCE

School attendance is important as a part of the student's high school record. Employers, schools of all types, and the armed services are interested in the attendance record that a student has established. Additionally, employers are placing importance on good attendance practices at the workplace, much of

which is based on good habits formed while in school. There is a high correlation between attendance and personal reliability. Regular and punctual attendance by all students is necessary for the proper functioning of the entire school.

One of the major causes of failure and dropout in secondary schools is absenteeism. Students at Southeast of Saline Junior-Senior High School will be punctual and regular in attendance. It is the responsibility of each student to make up any and all work missed within a reasonable time, to be determined by the school.

It is mandatory that any child who has reached the age of seven and is under the age of eighteen be enrolled in school. Kansas has a compulsory school attendance law. (Kansas Statute 72-1113)

Definitions:

- Truancy – Kansas Statute 72-1113 defines truancy as:
 - Any three consecutive unexcused absences
 - Any five unexcused absences in a semester
 - Any seven unexcused absences in a school year
- Excused Absence – an absence from school that has been confirmed by a parent/guardian and validated by the principal. Typical excused absences include, but are not limited to, personal illness, serious illness or a death in the student's immediate family, necessary medical, dental, legal, counseling, etc. appointments and prearranged absences that have been approved by the principal.
- Unexcused Absence – an absence from school that is not confirmed by a parent/guardian AND/OR an absence that is deemed unexcused by the principal. A tardy that extends beyond 15 minutes from the start of the class is considered an unexcused absence.
- Tardy – a student is tardy to class when s/he is not present and/or not prepared for learning at the scheduled starting time for a class. Students are allowed two tardies to the start of the school day per semester without consequence. Any additional tardies will result in disciplinary actions.
- Extended School Day – USD 306 Board of Education policy allows the school to require students to attend school outside of the regular school day. Examples include, but are not limited to,

assigned detention before/after school, extended learning time with teachers, etc.

- Truancy Officer – USD 306 Board of Education has appointed the building administrator and/or his/her designee as Truancy Officer. It is his/her responsibility to determine whether a tardy or absence is excused or unexcused.
- Excessive Absences – A student who has excessive absences, for any reason, is impacted by lost opportunities to learn from a highly qualified adult and the positive academic activities that take place each day. As such, a student who is absent 9 or more days in a semester is considered to have excessive absences. Excused and unexcused absences are factored into this number; approved school activity absences are not. As a student approaches excessive absenteeism, the administration will monitor and review concerns with the student regarding the impact of absenteeism. Once a student has reached 10 absences, administration may require a note signed by a medical professional for an absence to be excused. Further, the administration may recommend the student meet with the Attendance Committee to review his/her situation. The invited members of the Attendance Committee are the student's parent/guardian, the principal, the counselor and at least one teacher with whom the student is enrolled. The committee will review the student's attendance record and make a recommendation for an attendance plan to help the student make improvement. If absences continue, the student's attendance record will again be reviewed and further recommendations made.

DAILY ABSENTEE PROCEDURE

INFORM THE SCHOOL

All absences will be considered unexcused until a valid excuse is received in the office. Notification should come no later than 24 hours after the absence. The attendance secretary will verify all student absences resulting from an approved school activity (no action needed by the student to excuse this type of absence). **Verification for all other absences is the responsibility of the parent.** (A handwritten signed note, email or phone call from a parent/guardian is acceptable.) **Call 785-536-4287 and choose option #1.**

CONTACT INFORMATION

785-536-4287 - Attendance is Option #1

Ann Garrison, K-12 Attendance Secretary

E-mail Address: agarrison@usd306.org

Jeni Wohler, Secondary Secretary

E-mail Address: jwohler@usd306.org

CHANGE OF ADDRESS OR PHONE NUMBER

It is the responsibility of the parents and student to notify the office of any change in residence or telephone number, including the parents' work numbers, that might occur during the school year.

DAILY ABSENCES

A student is deemed absent from school (for truancy purposes) if they are recorded absent from two or more classes on a Purple or White Day or four or more classes on a Gray Day. All other absences are considered period absences on a class-by-class basis.

An absence will remain unexcused under the following conditions:

1. The parent and student fail to provide for the attendance secretary a valid excuse for the absence. It must be received within a reasonable period of time. (Please note the 24 hour reference above.)
2. The reason for the absence falls under the parameter listed in the next section for unexcused absences.
3. As per K.S.A. 72-1112 and U.S.D. 306 Board of Education policy, the principal determines the reason offered for the absence is not justified and/or valid.

CONSEQUENCES OF ABSENTEEISM

At Southeast of Saline, we believe strongly that a student's ability to learn and gain an education is related directly to their commitment to attend school on a consistent basis with the attitude of performing their best daily. Students who are absent from school miss out on opportunities for learning that cannot be recreated or duplicated and ultimately do not gain as much as if they were in school.

ATTENDANCE, ACTIVITIES PARTICIPATION

In order to be eligible to participate, students are required to attend at least one half of the school day in which the activity is scheduled. One half day is defined as in attendance by noon on the day of the activity. This requirement may be waived by administration for special circumstances. (such as an unavoidable, non-illness related reason) This requirement includes practices for school functions. Also see Eligibility under Athletics.

COLLEGE VISIT DAYS:

Up to 3 days for Seniors and 2 days for Juniors will be excused for the purpose of visiting post-secondary institutions if the visits are pre-planned through the counseling center.

VALIDATION OF ABSENCE

The attendance secretary will accept a handwritten signed note, phone call or email from the student's parent/guardian to validate the excuse. Parents/guardians are strongly encouraged to obtain and submit to the office a verification/excuse note from an approved source for all tardies and absences. Most professional offices (medical, dental, legal, etc.) will gladly provide a validation note for absence reasons.

A student with an excused absence will have the opportunity to complete make-up work for full credit within a reasonable amount of time established by the classroom teacher. Failure to complete this work in the allotted time may result in a loss of credit for that missing assigned work. This policy will also be applied for a student who has been assigned In-School Suspension or Out-of-School Suspension.

RETURN TO SCHOOL

Students who are absent from school as a result of participation in an approved school sponsored activity do not need to request an admit slip from the attendance secretary.

Students absent from school for part of a day must check in with the Front Office before going to class and MUST request an admit slip from the attendance secretary. Students do not attend class until an Admit Slip has been filled out for them. It is not necessary to get an admit slip for an all day absence but it is recommended that you check powerschool to verify your absence has been excused.

UNEXCUSED ABSENCES CONSEQUENCES

A student with an unexcused absence will be given the opportunity to complete make-up work from classes missed. However, students will not receive credit for this work. Situations where an overall grade would be severely impacted by this policy may be treated on an individual basis and credit adjusted accordingly when approved by the classroom teacher and principal. A tardy to class that extends beyond 15 minutes from the start of class will be considered an unexcused absence. A student with an unexcused absence will be assigned a disciplinary point(s) and the appropriate consequence based on the student's accumulated point total.

TRUANCY

Students with chronic unexcused absences may find themselves labeled “truant” and action taken as a result. KSA 72-1113 stipulates that school officials must contact either DCF or the Saline County Attorney if a student meets the standards defined by law for truancy.

DAILY OPERATION OF SCHOOL

SCHOOL HOURS - 8:10 to 3:15

The main school building doors will be opened at 7:55 a.m. each morning. Students that are not eating breakfast or are not required to be here before 8:00 a.m. are asked to not enter the building until that time. Students that must be in the building early are expected to remain in the commons area if they are eating breakfast and report to their first/second block class if they are not eating breakfast.

Students shall be out of the building after school by 3:30 p.m. unless they are staying for a school sponsored activity or by request of a teacher. All students needing an absence excuse slip may come to the office at 8:05 a.m. School doors may be locked at 4:00 p.m.

In all cases, a student in the building after school hours must be under the direct supervision of an adult sponsor. If not, the student will be asked to leave. Continued problems in this area will require a disciplinary referral to the principal's office.

BELL SCHEDULE -updated due to new time 8:10 - 3:15

JUNIOR HIGH Purple & White Days

7:55	Teacher at duty location
8:05	Class warning bell
8:10 - 8:57	Block 1
8:59 - 9:46	Block 2
9:48 - 10:35	Block 3
10:37 - 11:24	Block 4
11:24 - 11:49	Lunch
11:50 - 1:05	Block 5 / 6
1:10 - 2:35	Block 7 / 8
2:40 - 2:55	Advisory
2:55 - 3:15	Trojan Time
3:15	Dismissal bell

JUNIOR HIGH Gray Days

7:55	Teacher at duty location
8:05	Class warning bell
8:10 - 8:56	Block 1
9:00 - 9:46	Block 2
9:50 - 10:36	Block 3
10:40 - 11:26	Block 4
11:26 - 11:51	Lunch + 4 min walking
11:59 - 12:45	Block 5
12:49 - 1:35	Block 6
1:39 - 2:25	Block 7
2:29 - 3:15	Block 8
3:15	Dismissal bell

2 Hour Late Start (JH Purple/White):

7th - 8th grade

9:55	Teacher at duty location
10:05	Class warning bell
10:10 - 10:45	Block 1
10:48 - 11:23	Block 2
11:26 - 12:01	Block 3
12:01 - 12:26	Lunch
12:29 - 1:04	Block 4
1:07 - 2:05	Block 5 / 6
2:10 - 3:15	Block 7 / 8

2 Hour Late Start JH Gray Days

7th/8th grade

Block 1:	10:10 - 10:42
Block 2:	10:45 - 11:17
Block 3:	11:20 - 11:52
Lunch:	11:52 - 12:17
Block 4:	12:20 - 12:52
Block 5:	12:55 - 1:30
Block 6:	1:33 - 2:05
Block 7:	2:08 - 2:40
Block 8:	2:43 - 3:15

HIGH SCHOOL Purple/White Days

7:55	Teacher at duty location
8:05	Class warning bell
8:10 - 9:35	Period 1 / 2
9:40 - 11:05	Period 3 / 4
11:10 - 1:05	Period 5 / 6
12:05 - 12:30	Lunch #1
12:40 - 1:05	Lunch #2
1:15 - 2:40	Period 7 / 8
2:40 - 3:15	Trojan Time or Advisory

HIGH SCHOOL Gray Days

7:55	Teacher at duty location
8:05	Class warning bell
8:10 - 8:56	Block 1
9:00 - 9:46	Block 2
9:50 - 10:36	Block 3
10:40 - 11:26	Block 4
11:30 - 12:45	Block 5
11:51 - 12:16	Lunch #1
12:20 - 12:45	Lunch #2
12:49 - 1:35	Block 6
1:39 - 2:25	Block 7
2:29 - 3:15	Block 8

2 Hour Late Start (HS Purple/White):

9th - 12th grade

10:10 - 11:15	Block 1/2
11:20 - 12:25	Block 3/4
12:30 - 2:05	Block 5/6
Lunch #1:12:35-1:00(normal 2nd lunch classes)	
Lunch #2:1:05-1:30 (normal 1st lunch classes)	
2:10 - 3:15	Block 7/8

2 Hour Late Start HS Gray Days

9th - 12th grade

Block 1:	10:10 - 10:42
Block 2:	10:45 - 11:17
Block 3:	11:20 - 11:52
Block 4:	11:55 - 12:27
Block 5:	12:30 - 1:30
Lunch #1:12:30-12:55(normal 2nd lunch classes)	
Lunch #2:1:05-1:30 (normal 1st lunch classes)	
Block 6:	1:33 - 2:05
Block 7:	2:08 - 2:40
Block 8:	2:43 - 3:15

HIGH SCHOOL TROJAN TIME/ADVISORY

The high school will end each Purple/White day with a 35 minute “homeroom” type class. On Purple days students will have an Advisory class while on White days students will have a Trojan Time class. Trojan Time is a time for general studying, completing homework assignments or catching up on missed work from classes. Additionally club meetings will occur during Trojan Time. Trojan Time classes have a mixture of 9th to 12th grade students. Advisory is a time for students to participate in Social-Emotional lessons, Xello activities, relationship building, class meetings as well as career presentations and assemblies. Advisory classes are grouped by grade level.

JUNIOR HIGH ADVISORY/TROJAN TIME

The Junior High School operates an Advisory/Trojan Time period at the end of the school day. The first 15 minutes will include guided work on Social-Emotional lessons, XELLO lessons, class meetings, relationship building and assemblies. The last 20 minutes will be used for studying, completing homework assignments or catching up on missed work from classes. Students are assigned to a “home” Advisory location with a teacher, but they can obtain a pass during the last 20 minutes of class that will permit movement to other classrooms to get additional help. Students are assigned to this period by grade level.

DAILY BULLETIN

A daily bulletin will be available to students for viewing all scheduled events assigned to the day as well as the kitchen menu and any last minute messages for students. Students and staff should check the bulletin often, as it will list bus schedules for athletic events and other school sponsored trips. All planned activities, class parties, organization meetings, etc. must be approved by the sponsor and scheduled through the sponsor and the front office to be placed in the bulletin.

LOCKER REGULATIONS

Students will be issued lockers by the front office and they will be supervised by the faculty.

1. You are strongly advised to not leave money or valuables in your locker.
2. Keep your locker closed and locked at all times.
3. DO NOT give your combination to other students.
4. Do not paste pictures, posters, etc. on the outside of your locker. Please remove messages, meeting notices, etc. from the outside of your lockers as soon as possible.
5. Keep your locker neat and arranged.
6. Locker clean-up and inspection will be set up at specified times by the Administration.
7. Do not leave food in your lockers overnight.

8. The school is not responsible for stolen items.
9. Do not kick or slam locker doors. This will result in the student paying for the damage.
10. Trading or switching lockers is prohibited.

**Students should note that lockers are school property and as such, may be searched at any time by school officials.*

Students may carry normal sized book bags for daily classroom use. Oversized bags and gym/duffel bags are not allowed for daily use and should be kept in either the student's regular locker or their gym locker. School hallways and other public areas are not acceptable places to store bags or books.

TELEPHONE / CELL PHONES / ELECTRONIC DEVICES

Office staff will continue to take and forward messages from parents to students. Students may request to use the phones in the office to communicate with parents as needed and necessary. Students may bring cell phones, earbuds, iPods, MP3 players, etc. to school. Classroom teachers and school staff determine when these devices may be used in a classroom setting for educational purposes. Students are not permitted to have these devices in use or visible unless the staff member has given permission. These devices may be used before/after school, during passing periods and during a student's lunch period. If a student uses a device outside of these times or without staff permission in a classroom/educational setting, the phone will be turned over to the staff member and brought to the office. At any time that the use of an electronic device is disruptive or inappropriate, the device will be confiscated. In these cases, the student will have a disciplinary referral to the office.

1st Cell phone violation: Students assigned appropriate discipline points and cellphones may be picked up by the student at the end of the school day.

2nd Cell phone violation: Students assigned appropriate discipline points and cellphones may be picked up by a parent at the end of the school day.

3rd Cell phone violation: Students assigned appropriate discipline points and cellphones may be picked up by a parent at the end of the school day. A Behavior Contract will be developed.

Under no circumstances should a student use the camera or video applications of a cell phone to take photos/videos of students in restrooms, locker rooms, etc. ~~Students who are joining classes remotely will not record classroom sessions.~~ Students should also note that it is illegal to text, message or send photos of sexually graphic nature as well as harassing or threatening comments. School staff will discourage digital and other photos or video being taken in the school by students or staff, due to privacy concerns. Students and staff should not photograph, film or participate in

being photographed or filmed at school unless the photographs are for official or authorized school publications or broadcasts. Broadcasting and staff recording of live lessons for the purpose of remote instruction are authorized by the school for academic purposes. SES faculty are authorized to record class sessions and release them to other students/staff members, as needed for the purpose of remote learning.

Students and staff who choose to ignore this guidance could face legal or disciplinary consequences.

LIBRARY

The high school library is a central service area to which students and staff members may go for research and study. By its selection of books, magazines, pamphlets, and clippings, the library is especially adapted to meet the needs of the people who use it. The librarian welcomes any questions and will gladly give instruction on the use of the library facilities. Its appearance and atmosphere depend upon the words and actions of you.

It is necessary to have some regulations to provide orderly service. The regulations are:

- No materials will be taken from the library unless properly checked out from the circulation desk.
- All books, except reference books, may be checked out for up to a four week period and can be renewed. Reference books will not be taken from the library without permission of the librarian.
- Current periodicals, including newspapers, will be used in the library only. The student is asked to return the periodical to the proper location.
- If our library books are used to serve a maximum number of students, it is necessary that borrowed books be returned promptly. In order to encourage this, it is necessary to assess fines against books that are kept past the date due, as determined by the librarian. Students will be notified of library obligations.
- Be quiet in the library. Others want to study.
- Keep the library neat and clean.
- Students must have special permission to use the library during their lunch break.
- Computers are available for student use. Follow all Acceptable Use Policy guidelines. Your computer access privileges can be removed for inappropriate behavior and discipline referrals made to the office by the librarian may result in losing library use privileges.

Any student who cannot or will not abide by the regulations of the library may be denied use of the facility.

GUESTS AND VISITORS

All visitors to the school need to check in at the Secondary Office. They will receive a "Visitor" badge to wear while they are in the building. Guests of students during the school day will not be allowed unless approved by the

building principal in advance. The building administration will determine how frequently a guest may visit SES. Once approval has occurred the following conditions must be met:

1. The student will sign in at the office.
2. One guest is allowed at a time.
3. Guest's own school must be on verified recess.
4. Individual classroom visitations will be based on available space and/or instructor's approval.

STUDENTS LEAVING CAMPUS

After a student has reported to school, he or she is not to leave at any time except after reporting to the front office and receiving permission. Permission will not be granted unless the student presents a written request and/or a phone call from a parent that he/she be allowed to leave the building. The student must sign out in the front office before leaving the premises. The principal reserves the privilege to determine if it is necessary for the student to leave the premises. It will be necessary to contact a parent of any student who wants to leave school because of illness before the student is allowed to leave the building. Failure to follow the proper procedure when leaving the building will result in an unexcused absence, regardless of the reason.

PERMISSION TO LEAVE CLASSROOM

Except for special reasons, students should not be allowed to leave the classroom during class time. The instructor, not the bell, is responsible for dismissing the class at the end of the period.

PASSING PERIODS & HALL CONDUCT

At all times, student conduct in the hallways should be appropriate. Students should quickly move to their next class during passing periods and should not litter, run, push, hit or in any way harass other students. Students may not lie down in halls. While classes are in session, students must secure a signed hall pass from a teacher to be out of the classroom. Public displays of affection should be kept to a minimum and always with the knowledge that this is a public setting. Students choosing not to adhere to these guidelines will face disciplinary action and restrictions during passing periods.

PARKING LOT & DRIVING GUIDELINES

To provide for the safety of all parties concerned, the following driving and parking regulations are in effect for Southeast of Saline. The school expects students to drive courteously and at a safe speed at all times and will not hesitate to take steps necessary to eliminate reckless driving and reckless drivers. Driving to school is a privilege and one that will be restricted unless

the basic rules of good judgment and common sense are followed.

- All vehicles must be properly parked in the designated areas.
- Students are allowed in the parking area or in their cars during the school day by permission only from the front office. A pass will be issued from the secretary.
- The parking lot speed is 10 m.p.h. Any unsafe driving behaviors will be reported to the principal.

PERSONAL ITEMS

Students are encouraged not to bring valuables or money to school. If valuables or money are brought to school, the students would be wise to leave them with a teacher or in the office for safekeeping. All personal clothing and equipment should be marked by the student. The school will not assume responsibility for the loss of personal items; however, a lost and found department will be maintained in the commons.

LANGUAGE

Students will not use profanity or obscenities either in speech or written communication. Your language and actions should always be appropriate.

FOOD AND DRINKS IN THE BUILDING

Food and drinks are permissible in the Commons Area during regular school hours. Other areas of the building, including classrooms, are generally off limits for consumption of food and drink; however, staff may permit student use in these areas under their approval and supervision. It is extremely important that students be careful and not create a mess when eating or drinking. Students are expected to clean up after themselves.

SCHOOL BUS—ACTIVITY BUS

U.S.D. 306 provides transportation to and from school and school sponsored events. It is vital for the safety and well-being of all students that the behavior guidelines established by transportation personnel be strictly adhered to at all times. These guidelines will be enforced by school administration. If a violation occurs on a bus, the driver will submit a bus conduct report which will be forwarded to the principal for disciplinary action.

GUIDANCE AND COUNSELING CENTER

The counseling center is located inside the north entrance, to the right. The counselors are available to all students, parents, faculty members and school district parents.

Any person wishing to visit with a counselor should make an appointment. Students will also need a pass which allows them to leave their classrooms at the arranged time.

All students must have their enrollments approved by the counselor and principal and must be completed during the first week of school.

Contact Information

Megan Haden, mhaden@usd306.org - Grades 7-12 Guidance Counselor

Neal Zouzas, nzouzas@usd306.org - Grades 7-12 School Counselor

COLLEGE CREDIT

Southeast of Saline students have the opportunity to earn college credit while taking classes during high school. A variety of courses in college level math, English, social studies and science are available. Some of the classes are taught by an SES instructor in a regular class and others are provided as online classes. Students will have to meet certain enrollment requirements and a fee for tuition and textbooks will be assessed. Juniors and seniors are eligible to enroll in these courses and students will receive both high school and college credit for satisfactorily completing the course. Online courses may not be substituted for on campus courses when available.

FOOD SERVICE PROGRAM

Unified School District No. 306 cooperates with the State of Kansas and the Federal Government in providing meals to be served each day.

1. Some students qualify for free or reduced price meals. Applications are available from the Food Service Secretary.
2. Junior-Senior High students/staff will be issued a computerized card which will be used for all food service meals. If you do not have your food service card or cash in hand, you must go to the end of the line.
3. The cards are not to be tampered with. DO NOT LOSE, FOLD, STAPLE OR MUTILATE YOUR CARD. (Cards showing damage will be collected and will count as one replacement card.) A card can be replaced at no charge twice during the school year. Additional cards will cost \$5.00 cash and a written notice will be sent home. This charge can not be deducted from your account.
4. Students who choose to pay cash for their meals must pay the full cash price. This is to prevent overt identification of students who qualify for free or reduced priced meals.
5. Students who do not have their lunch card and choose not to pay cash for their meal must wait until the end of the serving line and their name/number will be looked up manually by the food service cashier.
6. OFFER VS. SERVE will be available for the Junior-Senior High students. The computer system requires that students must take an entrée item or salad bar and must take a ½ cup of fruit or vegetable and must have a total of three items.
7. Monthly menus will be printed in the district newsletter and posted on the broadcasting screens in the building.

8. Main dish choices are offered daily. In addition to the printed menu, prepackaged items may include cold sandwiches, peanut butter and jelly packets, chef salad, or yogurt.
9. Students bringing a sack lunch from home may purchase milk, juice or water to drink with their meal.
10. Extra portions will be available for Junior-Senior High students to purchase with the purchases of a FULL LUNCH ONLY. Example: Students will not be able to come through the lunch line and order a hamburger or cinnamon roll only, but they may purchase an extra hamburger or cinnamon roll with their lunch.
11. If you have any questions, please call the food service secretary at 785-536-4287 ext 1085 or the secondary office at 785-536-4286.
12. Southeast of Saline will not be responsible for any debts acquired by the student.

BREAKFAST

Breakfast will be served from 7:55 - 8:10. Students will eat in the commons area. Students may not move chairs to add extra people to the table. Tables are limited to 5 or 6 at a table dependent on table size.

LUNCH

Students may spend their lunch time in the *commons*. Students are not permitted to go to their cars during the lunch period. Students should use only the restrooms in the commons area during the lunch period.

- Students are not to use the locker room facilities during the lunch period.
- Students are not allowed in the theater.
- Students keep all books, computers, etc. at the table with them during lunch.
- Students must eat their lunches in the cafeteria area. No lunch sacks or regular lunches will be permitted outside the table area.
- Seats per table is limited. Chairs may not be moved by students from one table to another if it increases the number of students at a table.

MEDICATION POLICY

Diagnosis and treatment of illness and the prescribing of drugs and medicines are not the responsibility of the public school and are not to be practiced by any school personnel, including school nurses, unless authorized. The Nurse Practice Act K.S.A. 65-11112 et seq., makes it illegal for school nurses to administer medications and treatment that have not been prescribed by a medical person authorized to prescribe medication. The law under this statute also prohibits any acts of medical diagnosis.

The school nurse, working in concert with Salina physician Dr. Sean Herrington, M.D., has developed procedures for the dispensation of these designated over-the-counter medications. This procedure will be followed in

accordance with the standing orders approved by Dr. Herrington. Administration of the medications will require the written and/or verbal permission from a parent/guardian. The *first dose* of medication will be given with *verbal consent* from the parent/guardian. Additional doses *will require a parent signature*.

Please notify the nurse about any medication on the list below that you *do not want* made available to your child. Only *four doses of over the counter medication will be available per semester*. If your child needs any of the list over the counter medication(s) or any prescription medication on a regular or frequent basis, it is necessary to have an order signed by the parent and their physician. *The parent/guardian will supply the medication to be given on a regular basis*. It will be labeled and kept in a locked cabinet.

The following oral/topical medications will be available for limited use:

- Tylenol/Acetaminophen (generic equivalent)
- Advil/Ibuprofen (generic equivalent)
- Antacid tablets
- Neosporin/Triple antibiotic ointment (generic equivalent)
- Benadryl (generic equivalent)
- Cough Drops (Students may carry their own.)
- Saline Eye Wash/Contact Solution
- Calamine Lotion

USD 306 Anaphylaxis and Severe Asthma Protocol

Anaphylaxis is a sudden, severe allergic reaction that involves several areas of the body at the same time. In extreme cases, it can cause death. Some people call this type of reaction a general reaction or allergic shock. Possible causes are:

- Insect sting, usually bee or wasp
- Medication or immunizations, usually by injection
- Food or pollen
- Industrial or office chemicals or their vapors
- Latex exposure
- Asthma

The school nurse, working with Dr. Sean Herrington, M.D. has developed the following procedure intended for students with an unknown history of severe allergy and anaphylaxis.

1. An epinephrine injection will be available for use in the school health room. (Epinephrine is adrenaline and is the drug of choice in treatment of anaphylaxis.)
2. An epinephrine injection, if indicated, will be administered by the nurse or by a trained designee in the event that the nurse is not available.
3. "911" will be called and parents will be notified.

Some signs/symptoms that will signal the need for emergency treatment are:

Mouth: *Itching and/or sense of tightness of throat, hoarseness, hacky cough*

Skin: *Hives, itchy rash, and/or swelling about the face or extremities, flushed*

Stomach: *Nausea, abdominal cramps, vomiting, and/or diarrhea*

Lungs: *Shortness of breath, repetitive coughing, and/or wheezing, tightness in chest, unable to speak 1-2 words, respirations over 45/minute*

Heart: *“Thready” pulse, passing out, dizziness*

*Parents/guardians of a student with a known history of anaphylaxis should continue to determine the need for the student’s own epinephrine at school along with written orders for its use from their physician. In these instances, parents or lawful guardians are responsible for supplying the medication to school. A ‘care plan’ will be kept in the student file. If you have any questions regarding this procedure, please contact the school nurse.

STUDENT BEHAVIOR EXPECTATIONS

HONESTY—Truthfulness to oneself and others in both words and actions...

- I tell the truth.
- I respect the property of others.
- I do my own work.

RESPECT—Treating others as you wish to be treated...

- I am courteous.
- I try to understand the viewpoints of others.
- I display gratitude.

RESPONSIBILITY—Doing what you’re supposed to do when it needs to be done, even when no one is watching...

- I choose to make the right choices as an individual.
- I control my own behavior and emotions.
- I give my best effort in everything I do.

TRUSTWORTHY-Exhibiting dependable behaviors

- I keep my promises.
- When I say I will do something, I will do it.
- You can count on me to make good choices.

These attributes of character, while not all-inclusive, form the basis of the staff's desire to create a school climate where quality learning can occur. As adults, we commit to MODEL... MENTOR...MONITOR these qualities in our students and pledge to provide opportunities for students to practice and demonstrate them. It is our hope that the Code of Student Conduct will foster student responsibility, respect for the rights of others and ensure the

safe and orderly operation of the school.

The provisions of the Code of Student Conduct apply in all situations in which students are involved, including:

- School activities on property owned by the Board of Education
- Travel on district transportation
- Off-site school sponsored activities
- Off-site school related problems which are the result or cause of disruptive behavior on school grounds
- Violent acts of behavior which occur off school property and pose a threat to the safety of
- Students and faculty, or disrupt the learning environment.

The code applies at all times when a student's conduct has a direct and immediate effect on maintaining order and discipline in the school.

PROCEDURE FOR STUDENT MISCONDUCT

When students exhibit behavior problems, the following procedures may be followed. These procedures are listed in sequence; however, staff members reserve the right to respond out of sequence if they judge that the situation merits such action.

1. Records of all conference and administrative actions will be maintained.
2. When initial problems begin, teachers should arrange to meet personally with the student and establish expectations for behavior and consequences if the problem persists.
3. If the behavior problem persists, it is recommended that the staff member contact the student's parent /guardian and discuss the problem. Teachers may choose to assign discipline at this time or refer the student to administration.
4. Continuing problems should be referred immediately to administration. Teachers should maintain records to document persistent behavior problems of students for reference purposes. Parental communication will occur as necessary.
5. In extreme situations, it may be necessary to make changes to the student's schedule in order to preserve the educational process for the other students. Parents will be notified of this action.

STUDENT BEHAVIOR CODE AND POINT SYSTEM

Southeast of Saline Schools strive to not only educate students in intellectual content, but also in life skills. Part of this process is to teach the students appropriate and acceptable behavior, including accountability and responsibility for one's own actions. The following point system was created based on consistency and to give both immediate and cumulative consequences for misbehavior. Students will learn that inappropriate actions and poor choices continue to compile and can impact one's life in a negative

way. Students will also learn that they are ultimately responsible for their own actions and can take steps to rectify a bad choice.

The SES Student Behavior Code and Point System can be used whenever a student is representing SES and violates this policy, this includes during athletic events and all extra curricular activities where the student is representing Southeast of Saline.

Class One Violations - Class one violations will be handled on an individual basis by the classroom teacher. These are based on the judgment and discretion of individual teachers as it pertains to the management of their classroom. Class one violations could include, but are not limited to, minor disruptive behavior, no classroom materials, tardy to class, and violation of classroom rules. Consequences for these actions will be up to the discretion of the teacher and could include, but are not limited to, time-outs, teacher-served detention, and academic detention. POINTS WILL NOT BE ASSIGNED.

Repetitive incidences of class one violations can and will result in a class two violation, which will result in points being applied and applicable consequences. If the class one violation is severe enough to warrant referral of the student to the office, it will be considered a class two violation.

Class Two Violations - Class two violations are listed below. Any violation that warrants referral to the office will also be considered a class two violation and will be subject to points being applied to the student's record. The point system is below.

If a student accumulates 5 or more points, he/she will be given in-school suspension (ISS) for 1-3 days. If a student accumulates 8 points, he/she will be given in-school suspension (ISS) for 3 days. If a student accumulates 11 points, he/she will be given out-of-school suspension (OSS) for 3 days. If a student accumulates 15 or more points, he/she will be given out-of-school suspension (OSS) for at least 5, but not exceed 10 days, and recommended for long-term suspension or expulsion.

In an effort to promote student accountability and responsibility, students are given an opportunity to earn back points through community service. The administration will assign all community service. One hour of service will be equivalent to one point. All quality and quantity of service will be verified and must be up to expectations to be accepted. A maximum of 5 points of service is allowed. Once a student reaches 15 points, they are not eligible to make up points. Points will accumulate throughout the school year. Points will return to zero at the beginning of a new school year.

Abbreviations:

LTS – Long-term suspension

SUS – Suspension

EXP – Expulsion

DT – Detention

Offense	Immediate Consequence	Points
Assault on Staff	LTS/EXP	15
Weapons Violation	LTS/EXP	15
Arson	LTS/EXP	15
Terrorist Threat	LTS/EXP	15
Alcohol or Drugs or Mood Altering	1-10 days SUS	10-15
Theft of property not returned	1-5 days SUS/Restitution	8
Fighting/Inciting a fight	1-5 days SUS	8
Tobacco/Vape	1-5 days SUS	8
Gang Activity	1-5 days SUS	8
Disrespect/Insubordination	DT/SUS	3-8
Destruction of Property/Vandalism	DT/SUS	1-8
Intimidation/Harassment/Bullying/Bigotry	DT/SUS	1-8
Physical Confrontation	DT/SUS	2-5
Hazardous Driving	1 st Warning 2 nd -Loss of privileges	3
Skipping DT	Additional DT	2
Unexcused Absence(s)	DT	1-2
Parking Violation	DT	2
Medication Policy Violation	DT	2
Computer Network/Technology Violation	DT	1-4
Inappropriate Language	DT	1-4
Public Display of Affection	DT	1-4
Cheating/Academic Dishonesty	DT	1-3
Cafeteria Infractions	DT	1-3
No Materials	DT	1-3
Lying	DT	1-3
Defiance/Failure to Comply	DT	1-3
Disruptive/Inappropriate Behavior	DT	1-3
Bus Report	DT	1
Excessive Tardies (3+)	DT	1
Dress Code Violation	DT	1
Food/Drink Violation	DT	1
Unsupervised at school	DT	1
Theft	DT	1-2

* The administration reserves the right to assign consequences, points and/or counseling to any violation of school policy that is not listed above. Detentions are held on Wednesday and Thursday each week, unless otherwise noted. Students are expected to report to detention by 3:30 and stay for the remainder of their detention. This is a work time for students and they are expected to bring something to work on or a book to read. Failure to do so will result in dismissal from detention and the student will not earn credit for the time served. Detentions must be served on the day and at the time that is assigned.

STUDENT DRESS CODE

Students are encouraged to practice good taste in choosing school apparel. Neatness and cleanliness rather than slovenly, bizarre, or eccentric practices shall be used to judge the appropriateness of clothing. The administration shall judge if use of these standards as guidelines is being followed. The following rules provide guidance for acceptable dress for a Southeast of Saline student during school hours, traveling to and from school events using district transportation, and when participating in a Southeast of Saline activity.

No article of clothing may be worn:

1. if it displays drug, alcohol or tobacco advertisements or innuendos whether in writing or graphics.
2. if it displays an offensive or derogatory statement or innuendo directed at a particular gender, race, religion or minority.

Shirts are expected to cover the torso, front and back, and have a neckline high enough to cover all cleavage. Sleeveless shirts or tops must have arm holes the size of a standard sleeve. No tops that tie around the neck are to be worn. Tank top straps less than three fingers in width are not to be worn unless as undershirts. "Cold shoulder" tops are acceptable if worn without undergarments showing. Open shoulder tops are not acceptable.

Pants and shorts are expected to be worn at the normal waistline and no underwear should be visible at any time. No shorts shorter than a pair of standard women's athletic shorts (which have a 3" inseam) should be worn at any school function. Holes, rips, and other "distress" marks in jeans are acceptable under the condition that they are below the 3" inseam and that no undergarments are exposed. Dresses and skirts are expected to be at least to mid thigh. Undergarments are expected to be covered in sitting and standing positions.

For all tops and bottoms, no undergarments are to be shown at any time.

Normal ball caps, bandanas, or beanies are permitted so long as the cap does not cover the student's face or ears; however, teachers have jurisdiction over hats within their classes. Students are expected to leave non-regulation hats in their vehicles or in lockers.

Sunglasses may not be worn in the building during school hours unless under a doctor's order for medical/health reasons.

No pocket knives of any type are permitted in the school building and should not be carried by students on school property.

DISCIPLINARY REFERRAL

A disciplinary referral slip may be sent to your parent(s) when an incident occurs that disrupts the normal class proceedings. This referral will state the problem and the action taken to correct the situation.

DETENTION SESSIONS

A detention assignment may be made by any staff member. The detention session may be assigned for violating behavior expectations or for failing to complete academic work. The student may be assigned to serve the detention with the staff member at a designated time or may be assigned to an office detention. Office detention sessions are held on Wednesday and Thursday. Students assigned to detention are expected to bring study or reading materials with them. Students who fail to serve an assigned detention are considered ineligible for all student activities until the detention is completed. Further disciplinary action may be taken if a student does not complete an assigned detention. Parents/guardians are responsible for providing transportation for a student serving detention.

****WEDNESDAY, THURSDAY DETENTION PROCEDURE***

- Session begins promptly at 3:30 p.m.
- A student without an excused tardy to detention will be assigned another hour of detention for the next detention date. If the arrival tardy exceeds twenty minutes, the student will be dismissed and a double session will be assigned for another day. If maximum hours have been assigned, the student will be assigned an additional day for one hour.
- Students should have all work assignments, and materials with them. Students will not be dismissed from class to go to lockers.
- Students are required to stay busy with legitimate school work for the entire time. Work sessions will be held for 60 minutes with a five minute restroom break from 4:30-4:35 p.m.
- Please return from the break period promptly. Late returnees will be assigned an additional hour for tardiness. Leaving early will result in additional detention sessions.
- No food, candy, pop, radios, etc. allowed in the classroom.
- Absolutely no disruptions will be tolerated. Any lack of cooperation, rudeness, sleeping, failure to work, excessive tardiness, horseplay, eating or violation of any detention session policy will result in removal from the session. All acquired time will be forfeited and double time will be assigned to another detention session.
- Supervisors need not ask the student to correct his/her conduct. Students may be dismissed without prior warning, consequently, students must observe all guidelines from the start of the session.
- In order for the detention to be completed, the student must present the signed Detention Notice, serve the assigned time and complete a Detention Reflection sheet to the satisfaction of the supervising teacher.

CONTROLLED SUBSTANCES POLICY

ALCOHOL & OTHER DRUG POSSESSION OR USE

As a condition of continued enrollment in the district, students shall abide by the terms of this policy. Students shall not unlawfully manufacture, distribute, dispense, possess or use illicit drugs, mood altering substances, controlled substances or alcoholic beverages on school district property, or at any school activity. Substances like tobacco and vape, which are controlled under the age of 18, will continue to be subject to this policy for students over the age of 18. Any student violating the terms of this policy may be reported to the appropriate law enforcement officials, and shall be subject to the following sanctions:

1. First Offense

First time violator shall be subject to the following sanctions:

- A punishment up to and including short-term suspension;
- Suspension from all student activities for a minimum of two weeks.

2. Second Offense

Second time violator shall be subject to following sanctions:

- A punishment up to and including long-term suspension or expulsion
- Suspension from all student activities for the remainder of the school year.

A student placed on long term suspension under this policy may be readmitted on a probationary status if the student agrees to complete a drug and alcohol rehabilitation program. [Name(s) of acceptable programs are on file with the Board Clerk.]

At the request of the administration, law enforcement officers or licensed private agencies may use trained dogs on school premises to identify student property which may contain illegal or illicit materials and to determine whether materials are present which may threaten the general health, welfare and safety of students and/or district employees.

Bullying /Harassment/Hazing (JDDC)

The USD 306 Board of Education is committed to providing a positive and productive learning and working environment. Hazing, harassment, intimidation or bullying by students, staff or third parties is strictly prohibited and shall not be tolerated in the district. Bullying is any repeated, intentional act by a more powerful person which causes someone embarrassment, pain or discomfort. Any threat by a student, staff member, or parent toward a student or by any student, staff member, or parent toward a staff member is considered bullying and is prohibited. Students whose behavior is found to be

in violation of this policy will be subject to discipline, up to and including expulsion. Staff whose behavior is found to be in violation of this policy will be subject to discipline, up to and including dismissal. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined by the superintendent of schools and/or the board of education. Individuals may also be referred to law enforcement officials.

A student shall not intentionally cause or attempt to cause physical injury to another person or intentionally behave verbally in such a way as could reasonably be interpreted as a threat of physical violence to another person. A student shall not intentionally cause or attempt to cause damage to any property and/or theft of any property belonging to or under the control of another person. A student shall not use language or exhibit actions or gestures that could reasonably be considered profane, indecent or obscene at or towards another person. These expectations are valid in all situations as noted below where a student is --

- On the school grounds during, before or after school hours
- On the school grounds at any other time when the school is being used by a school group
- Off the school grounds at a school activity, function or event
- Cyber bullying is prohibited by policy at SES. "Cyber bullying" means bullying by use of any electronic communication device through means including, but not limited to, e-mail, instant messaging, text messages, blogs, mobile phones, pagers, online games and websites.

Actions that directly impact the educational environment are subject to this clause regardless of location or time

It is the policy of USD 306 to maintain a learning and working environment that is free from sexual harassment. It shall be a violation of this policy for any student or staff member to harass another person through conduct or communications of a sexual nature, including but not limited to verbal, physical or visual behaviors that are unwanted, unnecessary and offensive.

LEGAL AUTHORITY TO SUSPEND/EXPEL STUDENTS

The Board of Education of U.S.D. 306 has authorized the principal or his/her designee to suspend any student guilty of the following:

- Willful violation of any published regulation for student conduct adopted or approved by the Board of Education;
- Conduct which substantially disrupts, impedes or interferes with the operation of the school;
- Conduct which endangers the safety of others at school, on school property, or at a school supervised activity;

- Conduct which substantially impinges upon or invades the rights of others at school, on school property, or at a school supervised activity;
- Conduct which would constitute the commission of a felony by an adult under state law;
- Conduct which would constitute the commission of a misdemeanor by an adult under state law, but only if such conduct occurs at school, on school property, or at a school supervised activity;
- Disobedience of an order from 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 the school or substantial and material infringement upon or invasion of the right of others. (K.S.A. 72-8901, *et. Seq.*)

All suspensions, initially, will be short term (not to exceed ten days), with written notice of the suspension and reason given to (A) the student involved, (B) the student's parent/guardian, and the superintendent of the schools. Any notice of proposal to suspend for an extended term or to expel the student from school shall state the time, date and place that the student will be afforded a hearing. Such notice of the extended suspension shall be accompanied by a copy of K.S.A. 72-8901 *et Seq.* as amended and the regulations of the Board of Education. Any hearing held in compliance with this state law will be conducted by an administrator in accordance with the due process outlined in Kansas statute. Any student suspended or expelled for an extended term may appeal the results of any hearing.

OUT OF SCHOOL SUSPENSION

A student serving an Out of School suspension assignment may not participate in or attend Southeast of Saline student activities. Unless given express permission by a school official, the student is not allowed on USD 306 property during the time of the suspension. The student will have the right to complete any assigned academic work from teachers and receive full credit for this work if completed in a timely manner. The student's family is responsible for coming to the school to pick up assignments. Upon completion of the suspension, the student will have a conference with the principal or other school official prior to returning to a regular class schedule. The purpose of the conference will be to set guidelines and expectations of behavior for the student.

IN SCHOOL SUSPENSION (ISS)

The In-School Suspension program is an effort to deal with the very important aspect of discipline in a constructive manner. It is an attempt to assist students in the process of maturing, plus helping them to understand the responsibility of their actions without sending them outside the physical structure of the school. There is no intention of substituting the I.S.S. for all discipline problems.

Acts of unacceptable behavior, whether in the classroom or school at large, may result in assignment to the I.S.S. room. The basic format of the suspension room will consist of the following:

1. Students assigned must report by 8:05 a.m. with the regular attendance rules in force.
2. Assignment may be for the hour or total day, dependent on the circumstances.
3. Students will be assigned to a private study area for suspension purposes.
4. Students assigned to I.S.S. will not be able to leave the designated area.
5. Restroom facilities will be available and lunch will be brought to the assigned area.
6. If more than one student is assigned to I.S.S., you are not to correspond with each other at any time.
7. Students will not be allowed to participate in extracurricular or co-curricular activities while assigned to In-School Suspension. It is recommended that the student continues to attend, but not participate in, regular practices while under suspension.
8. Students will not be allowed to select the choice of an in-school or out-of-school suspension. The assignment will be made by the administration.
9. Parents will be notified of a student's assignment.
10. Students in I.S.S. must work toward the completion of assigned work. Credit will be given for all work completed.
11. Students failing to perform in the I.S.S. room may be subject to eventual suspension from school.
12. Students may not have food or drink in the I.S.S. room. In addition, no headsets, radios, CD players, etc. will be allowed.

LONG TERM SUSPENSION OR EXPULSION

A student serving a Long Term Suspension or Expulsion may not be on USD 306 property or participate in or attend USD 306 student activities. The student is not permitted to complete any academic credit with USD 306 while under suspension (some exceptions are made for students with an IEP).

Digital Citizenship

Activities while using an information retrieval system in the school must be in support of education and research and consistent with the curriculum of the USD 306 School system.

In addition, anyone using a district technology device is responsible for all online activities entered into by such person. The use of Southeast of Saline's computer devices is *a privilege, not a right*. Southeast of Saline declares unethical and unacceptable behavior as just cause for taking disciplinary action, revoking computer access privileges, and/or initiating legal action for

any activity initiated from school or any other site through which an individual:

Uses impolite, abusive or otherwise objectionable language in either public or private messages; Uses district computer devices for illegal, inappropriate or obscene purposes or in support of such activities. Illegal activities shall be defined as those that violate local, state, and/or federal laws.

Inappropriate use shall be defined as a violation of the intended use of the District's computer devices and/or purpose and goal. Obscene activities shall be defined as a violation of generally accepted social standards for use of a publicly owned and operated communication vehicle; Uses the district computer devices for any illegal activity, including violation of copyrights or other contracts violating such matters as institutional or third party copyright, license agreements and other contracts.

When accessing USD306 courses remotely, students will respect the confidentiality of all students and staff. Students or family members may not record or photograph classroom sessions which they access for academic purposes during remote learning.

Examples of unacceptable usage:

- Intentionally disrupts network traffic, crashes the network or connected devices;
- Degrades or disrupts equipment or system performance;
- Circumventing or attempting to circumvent Southeast of Saline's security measures from school or remote computers or networks;
- Uses the district's computing resources for commercial or financial gain or fraud;
- Steals data, equipment, or intellectual property;
- Sending or receiving copyrighted materials without appropriate permission;
- Use of district's computer resources to disseminate non-school-related material;
- Gains or attempts to gain unauthorized access to the resources, programs or data of others;
- Vandalizes the data or files of another user including erasing, changing, or making unusable another person's computer files, programs, or disks;
- Knowingly let other persons use their name, login id, password or files for any reason (except for authorized staff members);
- Forges electronic mail messages, or uses an account owned by another user;
- Falsifying one's identity to others;
- Dissemination of personnel or student information when such information is protected by law;
- Invades the privacy of individuals;
- Use of Southeast of Saline's computer resources as a means for advertising or solicitation;

- Placing unlawful information into the system;
- Using the computer to deliberately annoy or harass others with language, images, innuendoes or threats;
- Sending or receiving pornographic material, inappropriate test files or files dangerous to the integrity of the network;
- Writing, producing, generating, coping, propagating or attempting to introduce any computer code designed to self-replicate, damage or otherwise hinder the performance of any computer's memory, file system or software or to damage another person's work. Such software is often called a bug, virus or similar name.
- Subscribing to Listservs, UseNet news, discussion groups or other subscription services without prior permission from the appropriate school personnel;
- Downloading or installing any commercial software, shareware, or freeware unless directed to do so by appropriate school personnel;
- Possesses any data that might be considered a violation of these rules in paper, magnetic (disk), or any other form.

Anyone accused of any of the violations has all of the rights that would normally apply if such person were accused of school vandalism or any other illegal activity.

Students and staff shall have no expectation of privacy for any information created, stored or used on any district computer device.

Southeast of Saline has the right to restrict or terminate computer access at any time for any reason. Southeast of Saline further has the right to monitor network activity in any form that it sees fit to maintain the integrity of the network and its computer devices. Southeast of Saline also reserves the right to access stored records or messages in cases where there is reasonable suspicion to expect wrongdoing or resource misuse.

BOARD OF EDUCATION POLICIES

Human Sexuality and AIDS Education - IKCA

Opt-Out Procedure and Form

Parents or guardians (or a student over eighteen years of age) who does not want the student involved in all or some portion of the district's Human Sexuality and AIDS education classes shall be provided a written copy of the goals and objectives for the student's appropriate Human Sexuality and AIDS class. Following review of the curriculum goals on file at the board of education office, the parent or guardian must complete the district opt-out form and state the portion(s) of the curriculum in which the student is not to be involved.

Opt-Out Form

Parents or guardians (or students eighteen years of age or older) may obtain the opt-out request form from the principal completing and signing the form and returning the form to the principal. The signed form will be kept on file in the principal's office.

The building principal shall receive a copy of the signed form so the named student shall be excused from all or a portion of the Human Sexuality and AIDS classes. Arrangements shall also be made for class reassignment of the student during the opt-out period.

Annual Request Required

Opt-out requests shall be required annually and are valid only for the school year in which they are submitted.

Notice of Availability

Public notice of the availability of the Human Sexuality and AIDS curriculum goals and objectives shall be made by means of newsletters.

Approved: October 23, 2006

COMPUTER USE — B.O.E. HBG

Students shall have no expectation of privacy when using district e-mail or computer devices. E-mail messages shall be used only for approved educational purposes. Students must use appropriate language in all messages. Students are expected to use the device following guidelines approved by teachers or the administration.

Any Email or computer application or information in district computers or computer devices is subject to monitoring by the staff and/or administration. The school retains the right to duplicate any information created by students in a computer device or on any individual computer. Students who violate these rules, or any other classroom rules relating to computer use are subject to disciplinary action up to and including suspension from school.

NOTICE TO PARENTS AND STUDENTS OF RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) OF 1974

The USD 306 policy shall conform to the "Family Educational Rights and Privacy Act of 1974".

Any parent, guardian or student of legal age may inspect the personnel records of the student at any reasonable time. The school district reserves the right to interpret these records to students, parents or guardians at the time of inspection.

Building principals shall be responsible for development of cumulative records of all students enrolled in their buildings. Such records are to be treated as confidential and primarily for local school use. Anecdotal statements shall be written so as to reflect only the necessary facts of a given incident or situation. Professional opinions rendered by counselors or other professional persons may be included in such records. Cumulative records may be destroyed three (3) years after the student leaves the school system.

Permanent records shall be maintained by building principals for each student that enrolls in the schools of the district. These records shall show the student's full name, birth date, parent's name, date entered and left, reason for leaving, attendance record, grade record, standardized test scores, honors, activities and other factual information which may be necessary to identify the student.

Upon request, the District discloses education records, without consent, to officials of another school district in which a student seeks or intends to enroll.

Students, parents or guardians shall have an opportunity for a hearing to challenge the content of the student's school record, to insure that the records are not inaccurate, misleading or otherwise in violation of the privacy or other rights of students, and to provide

an opportunity for the correction or deletion of any such inaccurate, misleading or otherwise inappropriate data contained therein. Any hearing will first be held before the building principal and/or the Superintendent of Schools before a hearing by the Board of Education whose decision shall be final and binding on all parties.

A "Release of Information" request must be received by the school officials duly signed by a parent or legal guardian of the student or by a student of legal age before student information will be released to any outside agency or individual.

When your child becomes eighteen years of age, all rights formerly accorded to you as a parent of said student become the sole rights of the student, and you will no longer have the right of access to said student's records.

FERPA: Notice of Directory Information

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that USD 306, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, USD 306 may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the USD 306 to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for football, showing weight and/or height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories--names, addresses and telephone listings--unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.¹

If you do not want USD 306 to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by September 1 or if received after September 1, within ten days of receiving this information.

USD 306 has designated the following information as directory information:

- Student's name
- Participation in officially recognized activities and sports
- Name(s) of Parent/guardian
- Grade level placement and dates of attendance
- Weight and height
- The most recent educational agency or institution attended
- Honors or awards received
- Photograph
- Date and place of birth

¹These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the No Child Left Behind Act of 2001 (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the National Defense Authorization Act for Fiscal Year 2002 (P.L. 107-107), the legislation that provides funding for the Nation's armed forces.

Civil Rights Statement:

USD 306 does not discriminate on the basis of sex, race, color, national origin, handicap or age in admission or access to, or treatment of students or employees, in its programs or activities. Any questions regarding the district's compliance with Title VI, Title IX or Section 504, including information about the existence and location of services, activities and facilities that are accessible to and usable by disabled persons may be directed to the Title IX Coordinator or Section 504 Coordinator which is the Superintendent of Schools at 785-536-4291. Any student complaint of discrimination shall be resolved under the district's discrimination procedure.

ACTIVITIES & ATHLETICS

SCHOLASTIC ELIGIBILITY

In order to participate in school activities and/or athletics, a student must be in "good standing". A student who is under penalty of suspension or whose character or conduct brings discredit to the school or to the student, as determined by the principal, is not in good standing and is ineligible for a period of time as specified by the principal.

Fundamentally, the following conditions must be met for a student to be eligible to participate in athletics and/or activities. The student must:

1. Be academically eligible.
2. Be in "good standing"
3. Conform to Rule 52 (KSHSAA Sportsmanship guidelines) during performances.
4. Attend at least one half of the school day on the day of a performance (prior to noon).
5. Represent the school in a positive manner in appearance and behavior.
6. Have a current physical on file in the office.

DELINQUENT & INELIGIBLE LIST

Southeast of Saline Junior and Senior High Schools follow a dual eligibility program: Semester and weekly.

Semester eligibility is determined in accordance with the eligibility standards of the Kansas State High School Activities Association. A student must have passed a minimum of five courses (courses not previously passed) during the previous semester or the last semester of attendance (first semester 7th graders and 9th graders are exempted).

Weekly eligibility is determined in accordance with U.S.D. 306 board of

Education policy, and students will not be allowed to participate in any events which represent the school during their ineligible status. Student participation in school activities is based on several factors. One important factor is consistent progress in learning and academics. Our weekly eligibility policy, in accordance with U.S.D. 306 Board of Education policy, follows:

1. Each Wednesday morning a list will be generated of all students with either a "D" or "F". Once a student has been placed on the list, a teacher may not remove a student from the list unless in the event of a clerical error.
2. From that Wednesday noon through the following Wednesday noon, any student who has two or more "F" grades will be placed on a one week probation and considered delinquent.
3. If a student has two or more "F" grades for a second week during that grading period, the student will be declared ineligible for the entire week (Wednesday through Tuesday).
4. When a student is declared ineligible for school activity purposes this means the student may not represent Southeast of Saline. The student may not compete as an individual or team member may not participate in any concerts, festivals, performance etc. Students are encouraged to continue to practice with their teams or groups as long as this is feasible. Ineligible students may be allowed to participate in school sponsored field trips or other educational activities as long as they occur during school time or are directly related to a classroom experience.
5. The names of students who are delinquent or ineligible will be given to their respective sponsors and it will be the sponsor's responsibility to notify the student of their status.
6. Students may be placed on the ineligible list for disciplinary or non-academic reasons at the principal's discretion.
7. Weekly eligibility will also apply to student activities like dances, homecoming festivities, and Prom.

KSHSAA / NCAA

Southeast of Saline High School is a member of the Kansas State High School Activities Association (KSHSAA) and is classified by the association as a 3A high school. Many of our school activities are organized and operated under the guidelines established by KSHSAA.

Further, we have affiliated with several other local schools to organize a competitive league to promote our student activities and athletics. The North Central Activities Association (NCAA). League members include:, Beloit, Ellsworth, Minneapolis, Republic County and Sacred Heart.

PHYSICALS

All students must have a current physical before they can participate in any practice or athletic contest. Current forms to be used by your physician are obtained in the office. SES also requires students to sign a form acknowledging they have received information about the potential of concussions when participating in athletic programs.

Before a student athlete is permitted to report for practice in a sport, he/she must have a physical examination or health review documented by a completed, current physical examination form furnished by the school. The form requires the signature of both student and parent or guardian. The physical forms must be on file in the high school office.

ACTIVITY TICKETS

Students and patrons may purchase an Activity Ticket during enrollment or in the office at any time of the year. An Activity Ticket is used to gain admission into many of the student activities at SES. If an individual does not have an Activity Ticket, s/he must pay regular admission price at the event. A USD 306 Activity Ticket is good only for designated SES events and cannot be used at events located at other schools. Further, the SES Activity Ticket cannot be used at some KSHSAA sponsored events (such as regional or sub-state contests) even though our school is hosting the event.

STUDENT INSURANCE

U.S.D. 306 does not carry any insurance (athletic or classroom) for Southeast of Saline students. Information on insurance will be provided at enrollment time so students may obtain financial protection from an accidental loss.

TRANSPORTATION

The school will provide transportation to all school activities for all eligible participants. The principal must approve any specific exception. The basic premise is that if we ride as a team to an activity, we will return as a team from that activity.

There are times when exceptions may be made to this premise:

- ★ Parents may request at the activity, to the coach or sponsor, that the student return with them. Sponsors/coaches will keep a sign-off sheet for all activities that parents will sign.
- ★ A student may ride home with another parent if the sponsor of the activity has possession of a note signed by the guardian granting permission.
- ★ Additional exceptions due to unusual circumstances must be pre-arranged, including personal communication with the parent, a signed permission note, and approval by the principal.
- ★ Exceptions at the activity site based on unforeseen emergency situations

are at the discretion of the administrator in charge of the event.

Our basic guideline for exceptions is that we will release the students to their parents (or other parents) if written permission has been given prior to the event. Otherwise, the student will be expected to ride home with the team.

One day's notice will be given to all students scheduled for after school conference periods in order that transportation home can be arranged. Students will remain under the teacher's supervision until the bus arrives or other transportation is available.

ACTIVITY HANDBOOK

Each year, students who choose to participate in student activities must review the SES Student Activities Handbook and complete an activities review page. This page must be signed by both the student and parent before participating in the activities program. The handbook has specific information on activity programs that includes lettering, behavior expectations and possible consequences for participation. The handbook is available on the [USD306 website](#) or in the activities director's office any time of the year.

SPECIAL EVENTS

SCHOOL PARTIES OR ACTIVITIES

Organizations wishing to sponsor a school dance must complete a facility request form and a school activity request form from the office and submit to the building principal by the deadline set by the sponsoring organization with agreement from the principal. For junior high dances, only SES junior high students are permitted to attend (no outside guests allowed). For senior high dances, SES students may invite a guest who must be between a current student in high school or a recent graduate not older than 21 years of age. A pre-approved guest list will be maintained in the principal's office. No guests will be permitted to attend if they have not been pre-approved by the published deadline.

Following are some general regulations for school dances:

- A starting and ending time for the dance will be published. School dances must conclude no later than midnight for senior high and 11:00 p.m. for junior high.
- Entry to the dance will be closed forty- five minutes after the start of the dance.
- Students are not permitted to re-enter the dance after leaving the designated area.
- Each dance must be sponsored by a school organization and will have a

minimum of four adult chaperones, two of which must be school staff members.

- Inappropriate dancing will not be tolerated and chaperones will remove students from the dance who choose not to comply.
- All regular school rules and policies for student conduct are in force during dances. Any out of school guests are also expected to follow these rules.
- The Junior-Senior Prom will be held on a Saturday evening in the spring. This is a formal event and a dress code will be established.
- If at any time during a dance or prom a sponsoring SES student leaves the event then the guest that came with them will also be required to leave. If a guest is dismissed then the sponsoring student will be dismissed as well. Guests and sponsoring students should enter together.

ASSEMBLIES

All students are required to attend assemblies and assembly programs. Student behavior should be respectful and courteous at all times. An indication of the cultural level of the school is reflected by the conduct of its student body in an assembly. Each student is personally responsible for the impressions made by the school.

EMERGENCY DRILLS

There will be fire and tornado drills as specified by the state fire regulations. A warning signal will signify these drills. Proper information will be handed out and posted throughout the building showing where to go for these drills and what each signal means.

Do not rush or crowd. Take nothing with you. Please go through drills quietly and quickly. In case of an actual tornado warning, no student will be allowed to leave the building unless they are picked up by their parents.

STUDENT-TEACHER CONFERENCES

Teachers, at their discretion, may detain after regular school dismissal time any student who could benefit from a student-teacher conference. Some signs of the necessity for 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

FAMILY NIGHT

Our community has designated Wednesday night as “family night” and scheduling school activities on Wednesday evenings will be avoided as much as possible. Any school activity scheduled on a Wednesday must have approval from the principal.

KANSAS SCHOOL SAFETY HOTLINE PHONE NUMBER: 1-877-626-8203

The purpose of this number is to give students the opportunity to report information to authorities if they are aware of possible violence directed towards school.

CANCELLATIONS / CHANGES IN SCHEDULE ACTIVITIES

In case of severe weather– snow, ice, flooding, etc., the announcement for school closing may be heard on KSAL (1150 AM), KINA (910 AM), KZBZ (104.9), KCVS (90.7), KY94 (93.7), KHCD (89.5), EAGLE (99.9), KWCH TV-Ch 12; KAKE-TV-Ch. 10; KSN TV-Ch. 3. Check on the “Alert” listing on our Website! The website address is: www.usd306.org.

SCHOOL ORGANIZATIONS

STUDENT COUNCIL

The Student Council of Southeast of Saline High School is established to promote citizenship and scholarship, to provide leadership experience, to create good relations between the faculty, administration, student body and community, and create a sense of pride in our school among the students. High School Stuco is sponsored by Mr. Anderson.

ART CLUB

Art Club is an organization for students who are interested in exploring the arts. This organization sponsors field trips, helps with the Southeast of Saline Art Festival and hosts other art related activities. Membership requires that a student must have been enrolled in one art class. Mr Krehbiel is the sponsor for the Art Club.

BAM (Books and Movies) CLUB

BAM is our high school book club centered around books that have been turned into movies! (BAM = Books And Movies). At our meetings, we talk about the particular book we've read and also watch the movie adaptation together. Join us for some great books, friends, and food! See Mrs. Henry for details.

CHESS CLUB

Chess Club is a group that was formed by students who love the game of chess. They take time to have some friendly competition several times a month at SES. If you enjoy a good game of Chess, you are encouraged to attend their next scheduled event. Chess Club is sponsored by Mr. Keasling.

CLUB 78

Club 78 is our junior high school book club. At meetings, we talk about a particular book we've read. Join us for some great books, friends, and food! Mrs. Henry is the sponsor.

DRAMA AND FORENSICS

The drama and forensics organizations are extracurricular activities. They provide opportunities to perform in musicals, plays and forensics events. Forensics comes under the jurisdiction of the Kansas State High School Activities Association.

FBLA

Future Business Leaders of America is a high school business club that helps students prepare for careers in business through academic competitions. Students will prepare in the business classroom setting and demonstrate these skills by competing in FBLA Competitive events at the state level and at the national level upon qualifications. FBLA is sponsored by Mrs. Weis.

FCCLA CHAPTER

Family, Career, Community Leaders of America is meant to be an integral part of the Family and Consumer Sciences related occupations programs in secondary schools. The chapter functions as a teaching tool, a motivational technique for students, a vehicle for developing leadership skills, a method for extending classroom learning experiences, and a framework for group decision-making and action.

Any student in the SES High School who is currently enrolled in a family and consumer science course or who has successfully completed one semester class in family and consumer science is eligible for membership. Opportunities for involvement are available at the local, district, state and national level. FCCLA is sponsored by Mrs. Wilson.

FFA

FFA is an inter-curricular organization for students in agriculture education. The organization's focus is on developing leadership skills, exploring careers related to agriculture and providing community service. Opportunities for competition are available at local, state, and national levels. FFA members have fun while strengthening their personal skills, learning to manage their time, and discovering how to respect themselves and gain respect from others. FFA is sponsored by Mrs. Petty.

JAZZ BAND

Jazz Band members are required to be in the high school band and are selected by live audition. The group performs at numerous concerts, clinics, and festivals throughout the school year. Students participating in Jazz Band receive .25 credit per school year. The teacher/sponsor for Jazz Band is Mr. Keasling.

MADRIGAL SINGERS

The Madrigal Singers is a select group of singers chosen from the select choir with an emphasis on excellence in performance. The Madrigal Singers will perform in the community through the year with various home concerts and a winter tour. Members of this group will receive .25 credit per school year. Mrs. Boley is the teacher/sponsor for Madrigals.

NATIONAL HONOR SOCIETY

The National Honor Society is an honorary organization. Students are selected on the basis of their grade point average, service, leadership, and character. The group is very active in the community and school, especially as a volunteer organization. NHS is sponsored by Mrs. Haden.

RACE TEAM

Members of the Race Team build, modify and race electric cars that they actually drive and are then used to compete against other Kansas schools at various races throughout the school year. Students who enjoy competition, building, designing and/or racing are encouraged to join this group. Mr. McVay is the sponsor for the Race Team.

SAFE

SAFE is a student centered organization that works to assist law enforcement in the prevention of crime. The SES chapter meets periodically to suggest programs and activities to bring awareness to positive choices and helps develop a positive learning environment at the school. SAFE is sponsored by Deputy Long.

SCIENCE CLUB

Members of Science Club will experience field trips, workshops and various science-related activities. Members must have been enrolled in one science class. Science Club is sponsored by Mrs. Ptacek.

TRUST

This organization is designed to motivate and lead Kansas youth towards healthy drug-free lifestyles. Their focus will be on developing leadership skills, facilitating positive change, and preventing problems with alcohol,

other drugs and related self-destructive behaviors. (Teens Reaching Ultimate Success Together). Mr. Anderson are the sponsors for TRUST.

PUBLICATIONS

The Trojournal - The Trojournal is the official school newspaper, it is published online as events occur.

The Trojan - The Trojan is the yearbook. It records the important happenings of the year, the day-to-day routine, as well as facts for reference in future years. It is scheduled for August delivery. There is usually a discounted purchase price offered at the time of enrollment and into the first part of the school year.

The Trojournal and The Trojan are created by students in the Publications class under the supervision of the instructor. Mrs. Miller is the sponsor for both Publications.

2022-23 CLASS and ORGANIZATION OFFICERS

SENIOR CLASS

President: Jase VanAmburg
Vice President: Brenna Felzien
Secretary/Treasurer: Reagan Goetz

JUNIOR CLASS

President: Austin Hanson
Vice President: Lexi Jacobson
Secretary/Treasurer: Asher Swank

SOPHOMORE CLASS

President: Kennedy Stumpf
Vice President: Maddie Robb
Secretary/Treasurer: Landon Albrecht

FRESHMAN CLASS

President: Abigail Pearson
Vice President: Bryson Lippold
Secretary/Treasurer: Charlotte Knopf

8TH GRADE

President: Scarlett McQuillan
Student Council Representatives: Josh Watkins, Alyssa Lippold,

ReganDuran, Tiernan Ptacek, and Piper Brown

7TH GRADE

President: Tara Richardson

Student Council Representatives: Jackson Tanner, Hannah Thiel, Brooklyn Hartman, Kyiah Samuelson and Reese Heinrich

ART CLUB

President: Sherida Johnson

Vice President: Ryin Engle

Secretary/Treasurer: Ava Mayginnes

CHEERLEADERS (Fall)

Marissa Aguilar

Taylie Hammel

Emily Lauer

Emma Lippold

Brecken Wagner

Olivia Neff

Kaitlyn Watkins

Hayden Carbon

Emma Deatherage

CHEERLEADERS (Winter)

Marissa Aguilar

Taylie Hammel

Emily Lauer

Ava Mayginnes

Brecken Wagner

Raegan Gooden

Josie Heller

Hayden Carbon

Emma Deatherage

FCA (FELLOWSHIP OF CHRISTIAN ATHLETES)

President: Dylan Esch

Vice President: Landon Albrecht

Secretary/Treasurer: Katie Stephenson

FCCLA (FAMILY, COMMUNITY & CAREER LEADERS OF AMERICA)

President: Ava Mayginnes

Vice President: Savannah Sutton

Secretary: Emma Lippold

Treasurer: Asher Swank

VP Of Public Relations: Sherida Johnson

*VP of Membership: Ashlynd Merrill
VP of Community Service: Isabelle Christensen
VP of STAR Events: Kipra Reed
VP of Programs: Kennedy Stumpf
Freshman Representatives: Faith Swank and Abigail Pearson*

FFA

*President: Lane Fritz
Vice President: Caden Isaacson
Secretary: Taylie Hammel
Treasurer: Landon Albrecht
Reporter: Kiley Isaacson
Sentinel: Anna Karber*

NATIONAL HONOR SOCIETY (NHS)

*President: Drake Augustine
Vice President: Landen Allen
Secretary/Treasurer: Brenna Felzien and Savannah Sutton
Public Relations, Parliamentary, Volunteer Hours: Drew Richardson*

SAFE TEAM

Co-Presidents: Ava Mayginnes and Ashlynd Merrill

SCIENCE CLUB

*President: Brielle Ptacek
Vice President: Lexi Jacobson
Secretary: Marissa Aguilar
Treasurer: Maddie Robb*

SR. HIGH STUDENT COUNCIL

*President: Jase VanAmburg
Vice President: Drake Augustine
Academic Representative: Emma Lippold
Athletic Representative: Reagan Goetz
Arts Representative: Sherida Johnson
Underclassman Representative: Cali Augustine
Vocational-Technical Representative: James Friesen
Senior Senators: Brenna Felzien, Eli Sawyers, Ava Mayginnes and Savannah Sutton
Junior Senators: Luke Obermeyer, Brielle Ptacek, Austin Hanson and Isabelle Christenson
Sophomore Senators: Landon Albrecht, Ali Richardson, Allison Modellmog and Kiley Isaacson
Freshman Senators: Bryson Lippold, Manny McVay, Abigail Pearson and*

Suttyn Douglas

SPANISH CLUB

President: Jase VanAmburg
Vice President: Benjamin Grauerholz
Secretary/Treasurer: Josiah Monday

SPARKLERS DANCE TEAM

Captain: Addison Gottschalk
Captain: Amara Turner
Isabelle Christiansen
Mara Mondt
Kennedy Stumpf
April Winters

TRUST AMBASSADORS

Senior Ambassadors: Damian Jackson and Ava Mayginnes
Junior Ambassadors: Brielle Ptacek and ?
Sophomore Ambassadors: Xander Bishop and Allison Modellmog

SCHOOL SONG



Go Southeast Trojans, Win this game tonight
With our colors flying
We will cheer you through the fight.
Rah! Rah! Rah!

Go Southeast Trojans,
We're with you all the way.
Fight on to victory, lead on to victory,
Come on Southeast Trojans, Fight!

Go Southeast Trojans,
This is our great day.
With our colors flying,
We will cheer you all the way.
Rah! Rah! Rah!

Go Southeast Trojans
Fight for victory.
Spread far the fame of our great name.
Southeast Trojans, Win This Game!