

STUDENT HANDBOOK

2019 - 2020



LAKIN HIGH SCHOOL

“Home of the Broncos”

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Nate Schmitt, Assistant Principal/Activities Director
Kinlee Scheer, Counselor
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TABLE OF CONTENTS

Academic Honesty/Responsibility	11	Graduation Cap/Gown Requirement	8
Activity Ejection/Dismissal	17	Graduation Requirements	7-8
Address/Telephone Changes	5	Graduation Req. - Community Service	8
Announcements	5	Guidance & Counseling	8
Assemblies/Programs	13	Health Services	6
Athlete of the Year	16-17	Honor Roll	8
Athletic/Activities Code of Conduct	17-18	Interrogation/Investigation	23-24
Athletic/Academic Eligibility Policy	14-15	Language	11
Athletic/Activity Drug and Alcohol Policy	16	Law Interaction With Students	21-22
Athletic/Activity Transportation	14	Lockers	6
Athletic/Activity Awards	14	Lunch Tickets	6
Athletic Council	15-16	Mission Statement	3
Athletic Dual Participation	17	National Honor Society	8
Athletic Equipment	16	Personnel Listing	4
Athletic Insurance	16	Posters	14
Athletic Physicals	14	Public Displays of Affection	11
Attendance Responsibilities/Procedures	9-10	Purchases	6
Away Activities	16	Saturday School	12
Book Rental	5	School Hours	5,27, 28
Bullying/Harassment/Threats	11, 19-20	School Song	4
Cheerleaders	14	Searches-Property	22
Civil Rights Notification	3	Searches-Students	22-23
Class Changes	7	Semester Finals	19
Class Schedule	27-28	Skateboards and Roller Blades	6
Concealed Observations	24	Smoking and Tobacco Products	12
Conflict of Activities	17	Student Behavior	10
Dance Policies	20-21	Student Cars	7
Detention	12	Student Council	14
Directory Information	5	Student Clubs	14
Discipline Matrix	12-13	Surveillance Cameras	24
Dress and Appearance	11	Suspension/Expulsion	13
Drug/Alcohol Policy	12	Tardies	10
Electronic Devices	5	Telephone & Messages	6
Eligibility	14-16	Unexcused Absences	10
Emergency School Closing	5	Visitors	7
Equal Employment/Education Agency	3	Weapons	12
ESI Board Policy	24-26	Weekly Eligibility	14-15
Excused Absence Policy	9	Weighted Grades	7
Fire and Tornado Drills	5	Welcome/Philosophy	2
Grade Cards	7	Withdrawal From School	8
Grading System/Scale	7		

PRINCIPAL'S WELCOME

Welcome to Lakin High School for the 2019 – 2020 school year! My name is Craig Rust and I am so excited to introduce myself as the new principal of Lakin High School. LHS is my alma mater and I am proud to return to this great school district and community. I am thrilled and excited to be your principal for year #1! Together we have, we can, and we will do great things.

Our theme this year will be #getBETTER. The hashtag is catchy, and has proven to be very successful for the athletic department. Our coaches and teachers love it, and want to see it become a school wide motto. We can all #getBETTER in one way or another, and we must strive for that each and every day. Let's all #getBETTER in the areas of: 1) Character; 2) Relationships; 3) Scholarship; 4) Service to others; 5) Involvement; 6) Leadership; and 7) Citizenship.

This handbook contains most of the policies and information needed to help our school run safely, smoothly, and effectively. The more you know its contents, the better your year will be and the easier we can all focus on learning – which is why we are here. Let's make this the best year ever at LHS. It can and will happen if you do your part to make it so.

And remember.....IT'S A GREAT DAY TO BE A BRONC!

PHILOSOPHY

The school district attempts to prepare students to meet life's situations by providing them with opportunities to obtain those education experiences which will enhance better citizenship. It is the school's intent to accept students at their own degrees of educational development and help them progress as far as possible according to their abilities and efforts.

The Lakin USD 215 Board of Education has written policies which are used to conduct school business. Included in these policies is information pertaining to personnel, practices, student policies, responsibilities, handling of complaints, etc. From time to time, official actions of the board become school board policy.

The board believes all students: should respect the policies and rules necessary for the operation of the school; respect those administrators, teachers, and school employees who have authority to administer the school program; respect the rights and property of others; work according to their abilities; take pride in their work; be punctual and regular in attendance; and be courteous, decent, honest, and wholesome.

In addition to the above, the board believes in the worth of the individual and that it is an obligation of the school to give optimum assistance to each student. Diligence and sincere desire to profit from the opportunity offered is an obligation of the student. Failure on the part of the student to exercise such diligence may result in discipline, suspension, or expulsion.

The board shall give its complete support to the administration and faculty as they apply the policies and rules necessary to effectuate the education program.

Board of Education, Lakin USD 215

Lakin Unified School District #215

OUR MISSION

“Unlocking potential for future success”

PURPOSE: USD 215 will provide a safe, caring environment in which to grow academically, socially, physically, and emotionally. Through this environment, students will be prepared to achieve individual success in becoming a contributing member of a changing society.

INSTRUCTION: Teachers will maintain a balanced and sequenced program stressing learning outcomes using various instructional techniques and strategies.

ACCOUNTABILITY: Our goal will be achieved through the shared responsibility of the parents, students, board of education, administration, faculty, support staff, and the community.

EXIT OUTCOMES: Students will be able to -
Demonstrate the ability to work cooperatively with others
Demonstrate effective written and verbal skills
Demonstrate the ability to use effective problem-solving skills
Demonstrate responsible citizenship
Demonstrate competency in basic academic skills
Demonstrate the ability to make responsible decisions
Demonstrate respect for themselves and others
Understand the necessity for being a life-long learner

AN EQUAL EMPLOYMENT/EDUCATIONAL OPPORTUNITY AGENCY

Lakin Unified School District No. 215 does not discriminate on the basis of sex, race, color, national origin, disability, or age in admission or access to, or treatment or employment, its programs or activities. Any questions regarding Lakin USD #215's compliance with Title VI, Title IX, ADA or Section 504 may be directed to the Coordinator, who is Superintendent of Schools, Larry Lyder. He can be reached at (620) 355-6761 or at 1003 W. Kingman, Lakin, KS 67860. The Assistant Secretary for Civil Rights, U.S. Department of Education is also available.

OCR VOC/ED Guidelines Civil Right Comprehensive Notification for Lakin USD 215

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

It is the intent of Lakin USD 215 of Lakin, Kansas to comply with both the letter and the spirit of the law in making certain discrimination does not exist in its policies, regulations, and operations. Grievance procedures for Title IX and Section 504 have been established for students, their parents, and employees who feel discrimination has been shown by the local education agency.

Specific complaints of alleged discrimination under Title IX (sex) and Section 504 (handicap) should be referred to Larry Lyder, Superintendent, Lakin Unified School District 215, 1003 West Kingman, Lakin, KS 67860, Telephone (620) 355-6761.

Title VI, Title IX, and Section 504 complaints can also be filed with the Regional Office for Civil Rights. Address correspondence to U.S. Dept. of Education, Region VII, Office of Civil Rights, 10220 North Executive Hills Boulevard, Kansas City, MO 64153.

ADMINISTRATION

Larry Lyder
Craig Rust

Superintendent
Principal

FACULTY

Jennifer Bachman
Chris Bamberger
Bre Beitz
Kaci Bell
Monica Campbell
Andrew Harris
Wendy Hill
Travis Johnson
Leah King
Trevor Leeper
Jessica Lofquist
Taylor Lovelady
Catelyn Manly
Shawn Martin
Charity Medill
Chris Pollart
Kinlee Scheer
Nate Schmitt
David Shelden
Carly Smith
Kevin Thompson
Mitchell Watson
John White
Michelle Wilk
Daniel Woellhof
Jennifer Wright

Science
Weight Training
Interrelated
Family and Consumer Sciences
Media Center Coordinator
Technology
Career & Life Planning/Consumer Math
Social Studies/P.E.
Art
Technology Coordinator
Gifted Coordinator
Mathematics
Mathematics
Instrumental Music
Business
Vocational Education--Woods/Drafting
Counselor
Activities Director
Social Studies
Vocal Music
Language Arts
Language Arts
Science
Language Arts
Vocational Education--Welding/Mechanics
Agriculture

CLASSIFIED STAFF

Kay Riedl, Secretary
Betty Hilger, Food Service Director
Bretta Heinitz, Food Service
Alex Holmes, Custodian/Maintenance
Michael Hendricks, Maintenance

Roelfina VanDerKnaap, Secretary
Becky Coyne, Food Service
Petra Leyva, Custodian
Someone?, Accompanist
Randy Richter, Maintenance/Transportation

LAKIN HIGH SCHOOL SONG

*To Lakin High we sing
Let her praises be told.
We love her colors royal—
The purple and the gold.
To her, we will loyal be
In victory or defeat.
Yes, we will cheer for Lakin
The school that can't be beat.*

GENERAL INFORMATION

SCHOOL HOURS

School hours are from 8:00 a.m. to 3:30 p.m. Doors to the main building and the office will be open at 7:30 a.m. Lunch break is from 12:11 p.m. to 12:46 p.m.

ADDRESS/TELEPHONE CHANGES

All changes in addresses or telephone numbers are to be reported to the office. Should you desire not to publicize your address or phone number, you should make this request known in writing.

ANNOUNCEMENTS

The daily bulletin provides the means for the administration, staff, and students to communicate. The bulletin will be e-mailed to all staff and students during first hour, shared on the school website and posted on the bulletin board in the main building daily.

BOOK RENTAL

The purpose of this fee is to cover textbooks and most supplementary materials. Books will be checked out to students by number and will be checked back in at the end of the year. **Students will be expected to reimburse the school for lost or damaged books.** The book rental fee does not include materials used in some classes like vocational education and art classes. Students will be expected to pay for such materials.

DIRECTORY INFORMATION

Certain directory information will be published about students attending our school. Should you or your parents wish to have this information withheld from publication, you should contact the office. The following information is defined as directory information: name, address, telephone listing, date and place of birth, athletic programs, honors and awards, honor rolls, names of parent(s) or guardian(s). This kind of information is released to the public routinely through school publications, and school news in the local newspaper.

ELECTRONIC DEVICES

Any electronic devices that cause a disruption to the educational setting will be confiscated and returned to a parent/guardian only. Teachers will be given the discretion to allow any audio devices in their classroom (I-pods, MP3 players, etc.). Cell phones can be used only during passing periods and lunch. Please turn off your phones when you enter the classroom during regular school hours. (Regular school hours are designated as 7:30 a.m. – 4:00 p.m.) Games, social media, etc. on any electronic device should not be used during regular class time. All other electronic devices are still not allowed. The school will not be held responsible for any of these items being lost or stolen.

EMERGENCY SCHOOL CLOSING

Parents are encouraged to listen to the radio and television stations for any announcements concerning school and school activities during stormy weather. Announcements will be made on radio stations KBUF, KIUL, KWKR, KJIL, KULY, and on TV stations KSNG, CHANNEL 11; KUPK, CHANNEL 13; and KBSD, CHANNEL 6. **Notifications will also be made via the District's electronic notification system by text, email and/or phone message.**

FIRE AND TORNADO DRILLS

The school conducts monthly fire drills and periodic fire, tornado and crisis drills for the purpose of preparing the students and staff to respond safely to such a hazard. Procedures will be discussed by your teachers and posted in all rooms.

HEALTH SERVICES

FIRST AID: First aid will be given for minor injuries at school. Injuries that are more serious will result in the parents or guardians being notified for treatment to be obtained from the family health care provider or hospital.

HEALTH SCREENINGS: Health screenings for vision, hearing, and dental will be conducted each year by the school and/or county nurse.

IMMUNIZATIONS AND PHYSICAL EXAMINATIONS: Students entering school in Kansas for the first time must present a certificate from a licensed physician stating the student has been immunized except, wherein legal alternatives are exercised. Legal alternatives require annual documentation (KSA 72-5909 and KSH 72-5211a).

TB SKIN TEST: All students new to the district regardless of age or prior attendance in a Kansas school must supply proof of a current (not over six month) negative tuberculin skin test within seven days of admission; or in the case of a positive tuberculin skin test suitable proof of follow up referral and treatment must be received within 30 days. Written permission from the student's attending physician will be required for school attendance for positive test results.

MEDICATIONS: The nurse practice act KSA 65-113 et seq., as amended makes it illegal for school authorities 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 diagnosis. School personnel will not even dispense aspirin to students unless we receive written permission from a doctor and the parents or guardians.

ILLNESS: A student who becomes ill during school hours is required to check with the office before leaving the campus.

LOCKERS

Lockers without locks are provided for all students. A student may put a combination or keyed padlock on the locker if he/she desires. Valuables, such as money, calculators, purses, etc. should not be left in an unlocked locker. **The school cannot be held responsible for lost items taken from ANY locker.**

LUNCH/BREAKFAST TICKETS – “No Negative Balance” Policy

USD 215 lunch and breakfast program has a no negative balance policy. This means that no student or adult may eat a meal, get seconds or get extra milk without adequate funds in their lunch account prior to eating. A meal may also be purchased with cash in the meal line. A food service account with a \$10.00 balance or below will receive a daily notice by e-mail or paper statement.

As per KDHE and Wellness program, students are not allowed to bring nor have meals delivered that have been purchased from a fast food or other restaurant during breakfast or lunch periods. Personal sack lunches from home are allowed. In addition, no carbonated beverages can be sold or consumed during school meal periods.

PURCHASES

When it is necessary to make a purchase for a school organization, the students must first have the approval of the sponsor and then must be cleared through the office. Under no circumstances is a student to charge an item to the school without permission.

TELEPHONE & MESSAGES

There is a telephone in the main office that students may use to make local calls. Only emergency calls and messages will be delivered to students during classes, all other telephone calls or messages will be delivered to students at the end of class periods. Students should be informed of all appointments and schedule changes before they come to school. **Cell phone policy will be enforced.**

SKATEBOARDS, ROLLER BLADES, AND MOTORIZED VEHICLES

Skateboards, roller blades, and motorized vehicles are not allowed on school property between the hours of 7:30 a.m. and 3:45 p.m. on school days or at any time during school-sponsored activities.

STUDENT CARS

Students' cars are to be parked in the student parking lot in front of the building or in the parking area behind the building. Students who abuse the driving privilege by driving recklessly will be dealt with by the school administration. Students exiting the parking lot at noontime **MUST** exit by the south drives. **Students are not allowed to drive between buildings during the regular school day.**

VISITORS

Lakin High School does not allow any student visitors during the regular school day. Students wishing to visit the school for possible enrollment will be given a school tour.

STUDENT AND CLASS INFORMATION

CLASS CHANGES

Students will have only three (3) days to change classes at the beginning of each semester. Exceptions may arise after a parent, student, counselor, teacher and principal conference takes place. Class changes will be allowed only with the approval of the principal and counselor.

GRADE CARDS

Report cards will be mailed out to parents soon after the close of each reporting period. When parent-teacher conferences are held, they will be handed out to parents at those conferences. Semester grades will be a cumulative grade.

GRADING SYSTEM/SCALE

“A” – Superior (90% and above); “B” – Above Average (80-89.9%), “C” – Average (70-79.9%); “D” – Below Average (60-69.9%) and “F – Not Passing (59.9% and below).

GRADUATION REQUIREMENTS

A senior must meet all of the following requirements to receive one of the following diplomas and participate in the graduation exercises.

GENERAL DIPLOMA

Language Arts (three of which must be English I, II, & III)	4 credits
Laboratory Science (physical science is required)	3 credits
Mathematics	3 credits
Social Science (1 credit Am History, ½ credit Govt. & ½ Economics required)	3 credits
Physical Education (1/2 credit must be Health)	1 credit
Fine Arts (chosen from: Art, Band, Adv. Band, Music Appreciation, or Vocal)	1 credit
Elective Credits	11 credits
TOTAL CREDITS	26 credits

REGENCY DIPLOMA

Language Arts (English I, II & III required. Other may be either English IV, College Composition 1 & 2, Literature & Creative Writing)	4 credits
Laboratory Science (Biology, Chemistry & Physics required)	3 credits
Mathematics (Algebra I or higher)	4 credits
Social Science 1 credit Am History, ½ credit Govt. & ½ Economics required)	3 credits
Physical Education & Health	1 credit
Foreign Language (two years of the same language-i.e. Spanish I & II)	2 credits
Fine Arts (chosen from: Art, Band, Adv. Band Music Appreciation or Vocal)	1 credit
Elective Credits	8 credits
TOTAL CREDITS	26 credits

Regency College admission requirements include completion of the Regency Diploma curriculum with the exception of the Foreign Language, three math instead of four and Anatomy and Physiology may be substituted for either chemistry or physics. You must also graduate with a 2.0 GPA. Other admission options include an ACT score of 21 or above or ranking in the top 1/3 of your class. To qualify for the State Scholarship program, a student must meet the Regency Diploma requirements listed above and have taken the ACT.

GRADUATION REQUIREMENT - COMMUNITY SERVICE

Students must complete community service hours to graduate from Lakin High School. The hours must be verified by an adult and approved by the counselor/administration. A complete record will be kept by the counselor. Freshmen are required to complete 5 hours, sophomores 10 hours, juniors 15 hours, and seniors 20 hours. New students during a school year will complete a prorated amount of hours.

A senior that fails to complete the community service hours will not graduate.

Any underclassman that fails to complete the required hours will have to complete double the amount from that year, plus the number of hours needed the following year to make up for it.

GRADUATION CAP AND GOWN REQUIREMENT

Seniors will graduate in school colors only – purple gowns and caps.

GUIDANCE AND COUNSELING

The counselor is available each day for consultation concerning class selection, schedule changes, educational and vocational planning, and personal problems.

Juniors and seniors who plan to enter college or a vocational school upon graduation need to begin early in their Junior year to use the counselor for support in gathering information concerning college and vocational school information, scholarship applications, and registration for the ACT test. The earlier students plan, the greater their chances are for scholarships and admission to college or vocational schools.

HONOR ROLL

The high school honor roll is published at the end of each semester in two lists—Honor Roll (3.5 to 4.0) and Honorable Mention (3.0 to 3.49). The number of grade points earned determines the honor roll status. Grade points are earned at the rate of A=4, B=3, C=2. Grades of D, F, or incomplete will automatically eliminate the student from the honor roll.

NATIONAL HONOR SOCIETY

The National Honor Society has been established to recognize academic achievement of students while developing other characteristics essential to citizens in a democracy. Scholarship, character, service and leadership are the characteristics used to determine membership in this society. To gain membership, the student must display outstanding achievement in all of the areas. Membership is outlined by the NHS constitution. It provides eligibility for sophomores, juniors and seniors. Those students with a cumulative grade point average of 3.0 will become prospective candidates. Qualified students are selected for NHS membership by a majority vote of the faculty council on the basis of scholarship, character, leadership and service. Membership is an honor bestowed upon a select group of students by the faculty council on behalf of the school faculty. Students who question the fact that they were not selected do not have legal right to a hearing, but they and their parents will be given an opportunity to present their complaints to the principal or chapter advisor.

WITHDRAWAL FROM SCHOOL

In order for all necessary records to be completed, parents or legal guardian should notify the principal's office stating their intention to withdraw their son or daughter from school. This notice should be given at least two days before leaving. Students are required to check out of each class the last day they are in attendance, turn in all textbooks and pay all outstanding bills.

ATTENDANCE RESPONSIBILITIES AND PROCEDURES

PHILOSOPHY

The Board of Education, administration and staff of USD 215 believe that regular attendance is necessary to fully realize the benefits of the educational opportunity. Students who attend on a regular basis will have a better opportunity to receive instruction that is continual and in a logical progression. The best learning takes place when students are present on a daily basis, contributing through the regular exchange of ideas, and receiving direction under the supervision of a certified staff member.

COMPULSORY ATTENDANCE POLICY

As required by Kansas Statute, students must attend school until 18 years of age. Furthermore, schools have the legal right to set attendance standards. A student will be considered “truant” from school if the student is inexcusably absent the major portion of either three consecutive school days, five or more school days in a semester, or seven school days in a school year. A student is considered inexcusably absent from school if the student is absent for all or a significant part of a school day without a valid excuse. As required by Kansas Statute, the administration is authorized to report students not attending school to the appropriate authorities (County District Attorney). A letter will be sent home to the parents/guardians of the student notifying them that the failure of that student to attend school without a valid excuse is in violation of the Kansas Compulsory School Attendance laws. Students wishing to drop out of school are required to have a conference with the principal. The principal must obtain required signatures from both the student and the parent/guardian.

ATTENDANCE PROCEDURES

If the student is absent, we ask a parent/guardian call the high school office at 355-6411. Please do so as early as possible on the day of the absence. Someone will answer the office phones by 7:30 a.m. each day, or you may leave a message. **Students have one day from the time of the absence to clear up unexcused absences. Students who are absent from school due to illness will not be allowed to participate or attend school activities the day of the absence. “Morning after game/activity” policy: If a student misses AM classes and returns to school in the afternoon, the student may not practice or participate in any scheduled activity that day.** The principal will make the final determination of whether an absence is excused or unexcused.

EXCUSED ABSENCES

Excused absences include illness, death in the family, medical or dental appointments, pre-arranged absences by parents, and severe weather. For excused absence make-up work, the student will be given one day for each day missed plus one day. Example: three days missed plus one, or four days, will be allowed for make-up work. **For any school activity, if a student is absent the day an assignment is due, the assignment will be handed before the absence. Students who know that they will be absent from class due to school activities should make arrangements with their teachers prior to leaving or face possible consequences from their teachers. Students who are absent from school for reasons other than school related activities will be required to turn in any assignment or take any missed test/quiz (that was assigned before they left) the day they return. The “one day plus one” rule does not apply in this case. (A primary example of this would be a term paper that was assigned months in advance). Teachers have the right to work with the student to turn in some work early or extend the deadline if they choose.** If work is not made up in that length of time and no other arrangement has been made, a failing grade will be recorded.

EXCESSIVE ABSENCE

Students will be limited to 10 excused absences per semester. Each day you are absent from school, it does count toward the 10 day limit. If you reach 10 days of absence, in order for any further absences to be excused, the absence must be verified by your physician or approved in advance by the administration. Any absences in excess of 20% of the semester will result in the student needing to make up “seat time”. Exceptions: 1) students who are hospitalized; 2) students who are suffering from a long-term illness while under the care of a licensed physician (long-term illness is defined as an illness which keeps a student out of school for at least 4 consecutive days); 3) students who contract normal childhood health problems for which the state requires exemption from school such as chicken pox, measles, head lice, swine flu, etc.

PROCEDURE FOR EXCESSIVE ABSENCES

When a student has a total of 7 days of absence, a written communication will be sent to the home stating the number of days missed and the consequences for continued absenteeism. Should the student reach 10 days of absence, a parent/guardian conference may be scheduled to discuss the attendance requirements for the remainder of the semester. **Excessive absences will be reported to appropriate authorities.**

DOCTOR AND DENTAL APPOINTMENTS

To be excused, all doctor and dental appointments after the 10-day limit must be verified by an appointment card or a doctor's excuse. Every effort should be made to ensure that the student does not continue to miss the same class period for these appointments. In most cases, students will be excused for a maximum of 1/2 day for these appointments.

VACATIONS

All vacations must be prearranged with the office prior to the student leaving. The vacation will be excused only insofar as it falls within the 10-day absence limit. Any days which exceed the 10-day limit will be counted as unexcused. The student will be responsible for notifying each teacher. It is the responsibility of the student to complete all assigned/missed work.

TARDIES

Students who are ten or fewer minutes late to class will be recorded as tardy. See discipline matrix for results of tardiness.

UNEXCUSED ABSENCES FROM SCHOOL

A student is unexcused when he/she is absent without a valid excuse for absence. When school is in session, leaving without receiving permission from the office will be counted as unexcused. Examples of unexcused absences (this is not intended to be an all-inclusive list): senior pictures, hair appointments, over-sleeping, missing the bus, working, car trouble without verification from the parents, running errands or personal business, job interviews, working on homework, and skipping school. **Failure to check out when leaving school for any reason and failure to check in upon arrival at the main office may also result in an unexcused absence.**

BEHAVIORAL EXPECTATIONS AND RESPONSIBILITIES

STUDENT BEHAVIOR

Students are expected to assume responsibility for maintaining an atmosphere conducive to learning in all classes and activities in which they participate. Unacceptable behavior will be dealt with through campus beautification, closed lunch, suspension, expulsion, or the alternative school.

The most important element in the operation of the school is self-discipline. Students at Lakin High School are expected to conduct themselves in a manner that will not interfere with the rights of others and are expected to be responsible for their own behavior. We will not allow one student to disrupt the educational process for the majority. It is not our intent to provide a list of all behavioral guidelines that are to be followed. Good common sense will help dictate the appropriate behavior necessary to have a satisfactory experience at Lakin High School.

ACADEMIC HONESTY AND RESPONSIBILITY

Students are expected to maintain academic honesty and integrity at all times throughout their high school career. Forms of academic dishonesty include cheating in any form, plagiarism, using the work of others without giving proper recognition, and misrepresentation of any work done in the classroom or preparation for a class. **Students caught cheating or plagiarizing will lose credit for that work turned in.** Repeated occurrences could result in the student losing credit for that class.

It is the responsibility of each student to complete all schoolwork assigned by the teacher. Students are also responsible for bringing materials such as pencil, paper, iPads, and textbooks to class each day.

DRESS AND APPEARANCE

Students are expected to dress in a manner that will present a positive image for themselves as individuals as well as the school they represent. The basic guidelines are neatness, cleanliness, and good taste based on the principles of common sense.

The dress and appearance guidelines will serve in helping students and parents determine what is appropriate school dress and appearance. Short tops that show the student's bare skin when lifting arms will not be allowed. No spaghetti straps, strapless, and/or one-strap tops and/or dresses will be allowed for girls. No "A-Undershirts" for boys will be allowed. The length of shorts has to measure to the bottom of the student's fingertips when his/her arms are dangling from his/her side. **Cheer and other certain athletic shorts are not acceptable as school appropriate dress.** When students are not in compliance with the guidelines, parents will be notified and will be expected to provide appropriate clothing.

Inappropriate dress includes--but is not limited to--the following: clothing, jewelry, or appearance that presents a physical danger to the health or safety of himself/herself or others; evidence of obscenity and/or indecent or immoral appearance; clothing that presents a clear and present danger or distraction to the educational process; evidence of commercial advertisement of alcohol-, drug-, or

tobacco-related products; hats or other headwear worn inside the building except in conjunction with the approved spirit week activities; torn clothing, such as with regards to sleeves on shirts or shorts; clothing which displays undergarments or parts thereof; shorts that are not visible when standing due to shirts or jackets that are of an oversized nature; clothing which displays evidence of gang-related style, symbols, or race superiority.

The administration reserves the right to determine if clothing worn by students is appropriate. Parents will be contacted when their student is in violation of these guidelines. Students will be asked to change clothes or will be provided with appropriate clothing for the day.

Students representing the district in an activity will be expected to adhere to the Dress and Appearance guidelines as well as any set by the coach or sponsor.

LANGUAGE

Language should always be that which is becoming of a lady or gentleman. It should be as nearly correct as possible. The school is a good place to develop clean, proper use of the English language **whether the student is in the classroom, on the athletic field, on campus, or in any school building.**

PUBLIC DISPLAY OF AFFECTION

Public display of affection is not appropriate on school property and will not be permitted. Violations of the policy will result in a verbal warning on the first incident. Any further problems will result in other consequences being assigned.

BULLYING, HARASSMENT, INTIMIDATION, THREATS

Lakin High School is committed to providing a positive learning and working environment for its students and will not tolerate sexual harassment, intimidation, or bullying. Sexual harassment is a violation of Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972. See page 16 or the discipline matrix for further information.

SMOKING AND TOBACCO PRODUCTS

A student shall not knowingly possess or use tobacco in any form (including electronic cigarettes) in or on school property during and immediately before or immediately after school hours, at any other time when the school is being used by any school group, or off school property when such student is a participant in a school activity, function, or event.

SUBSTANCE SALE, TRANSFER, POSSESSION, USE, AND/OR BEING UNDER THE INFLUENCE

The sale, transfer, consumption, possession, or being under the influence of any alcoholic beverage including cereal malt beverages, anabolic steroids, narcotic drug, hallucinogen, amphetamine, barbiturate, marijuana, inhalant, or any other intoxicant drug, or controlled substance, or “look alike” substance by students is prohibited.

WEAPONS – POSSESSION OR USE OF

A student shall not knowingly possess, handle, or transmit any object that can reasonably be considered a weapon on the school grounds or off the school grounds at a school activity, function, or event. This policy shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon.

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

DISCIPLINE

The following consequences will be used for students not meeting behavior and/or attendance expectations while at Lakin High School.

Category I (5-15 Points)

<u>Offense</u>	<u>Pts.</u>	<u>Penalty</u>
Tardies -Teachers will assign(First two are free)	0-5	3-4 30 minutes 5-7 60 minutes 8+ Th and Fr School
*Tardies restart @ semester, points are continued		
Behavior - (dress code, PDA, electronic devices, profanity, hallway and educational areas (behavior during class could be Th/Fr school not Detention)	5	1st Warning w/possible Closed Lunch (1 Day) 2nd 30 min detention 3rd Th or Fr School 4th Th and Fr School
Insubordination - (failure to participate/comply leaving w/o permission)	5	1st Th or Fr School 2nd Th or Fr School 3rd Th and Fr School 4th 2 Th and Fr School
Language - (Inappropriate profanity or derogatory remarks towards student)	5	1st Warning w/possible Closed Lunch 2nd Th or Fr School 3rd Th and Fr School 4th OSS
Inappropriate Language/Gesturing (towards staff)	15	1st Th or Fri 2nd Th and Fr School 3rd 3 Days OSS
Detention - (Missed/No Show/Unexcused skip)	5-15	1st Time Doubles 2nd Th or Fr School 3rd Th & Fr school (Detention still owed)

<u>Offense</u>	<u>Pts.</u>	<u>Penalty</u>
Miscellaneous School Rule Violation	0-15	1st Warning w/possible Closed Lunch
		*Consequences need to fit the behavior
Parking Lot Violation- (includes driving, parking, speeding, reckless driving) (Consequence based on severity of incident)	5-25	Warning w/possible Closed Lunch Closed Lunch for a Week Th or Fr School, 20 days closed lunch Th and Fri School, up to 90 days closed lunch
Tobacco or Illicit Paraphernalia- (use or possession)	10-25	1st/2nd Th and Fr School 3rd OSS
Computer Violation- (any student using computer equip w/o authorization or in an unauthorized manner)	5-25	1st/2nd Th and Fr School 3rd OSS
Cell Phone/Electronic Device Violation	5	1st Device Confiscated, returned @end of the day 2nd Device Confiscated, parent picks up 3rd Device Confiscated, parent meeting, student loses cell phone privileges
Harassment- (sexual, racial, or other)	5-15	Th and Fr School or OSS 1 to 5 days suspension
Assault: Student Threat Verbal, Written or Other (any offense includes, but not limited to intimidation and verbal abuse)	15	1st 1-5 Days OSS

Behavior: Disruptive- (horseplay, instigating/inciting)

15	1st	Warning w/possible Closed Lunch
	2nd	Th or Fr School
	3rd	3 Days OSS

Offense

Pts.

Penalty

Open Defiance-

5-15	1st/2nd	Th or Fr School
	3rd	3 Days OSS, with a sub 3-5 days

Forgery- (false call/note altering records)

10	1st	Th or Fr School
	2nd	Th and Fr School
	3rd	3 Days OSS

Possession of Stolen Property

15	1st	1 to 3 Days OSS Sub- 5 OSS (Restitution/Police Report)
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Trespass (School District Property)

15	1st	3 Days OSS
	2nd	4 Days OSS
	3rd	5 Days OSS

Possession of Dangerous Devices- (includes weapons, knives, explosive devices such as firecrackers, stink bombs, or a weapon, etc.)

5-15	1st	3 Days OSS
	2nd	4 Days OSS
	3rd	5 Days OSS

Other Behaviors

5-50		Up to 5 Days OSS
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<u>Offense</u>	<u>Pts.</u>	<u>Penalty</u>
Dress Code-		
		1st Office Referral
		*Student may change clothes at school or can be unexcused to go home and change clothes
	5	2nd 30 min. detention
		*Same options as above
	5	3rd 2- 30 min. detentions

Academic Dishonesty- (cheating, plagiarism, etc)

5-50	1st	Grade Reduction
	2nd	Grade Reduction, parent meeting

Category II

(25 points) Police Report filed as needed

<u>Offense</u>	<u>Penalty</u>
Alcohol (use/possession or under the influence of)	5 Days OSS (3 with assessment)
Extortion	5 Days OSS
Fighting	3-5 Days OSS, possible police report
Fire Alarm/Emergency Alarm	5 Days OSS, possible police report
Theft > \$250	5 Days OSS, possible police report
Theft- (< \$250)	1st 1 to 3 Days OSS
	Sub- 5 OSS
	(Restitution/possible Police Report)
Vandalism- (< \$250)	1st 1 to 3 Days OSS
	Sub- 5 OSS
	(Restitution/ possible Police Report)
Vandalism > \$250	5 Days OSS, possible police report
Assault Against a School Employee (verbal, written, electronic)	5 Days OSS
Other Behaviors	5 Days OSS

*All subsequent offenses in Category II may result in recommendations for long-term suspension or expulsion

Category III (50-75 Points)

Mandatory 5 - 10 day suspension with possible Long Term, Suspension or Expulsion. Police Report Filed.

- **Alcohol (Sale or Distribution)**
- **Bomb Threat**
- **Drug/Drug Look-Alike (Sale or Distribution)**
- **Drug/Drug Look-Alike (Use or Possession or Under the Influence)**
- **Endangerment**
- **Physical Assault: School Employee**
- **Physical Assault: Student/Battery**
- **Possession of Weapons or Facsimile of - (See KS State Law 72-8901) (Blade over 2 ½ in.)**
- **Use of Weapons**
- **Other Behaviors**

20 Points - Students reaching a total of 20 points any time through-out the year parent will be contacted.

40 Points - Students reaching a total of 40 points any time through-out the year will have a parent conference with their administrator. With possibility of alternative school @ discretion of admin.

80 Points - Students reaching a total of 80 points will have a hearing scheduled and possible long-term suspension from school will be recommended.

*While serving any consequences, students will be will remain under the jurisdiction of the handbook policies. (Closed Lunch, Detention, Academic Detention, Th/Fri School, ISS, Alternative School)

1. Administrator's discretion can be used at any time, on any step.

LONG-TERM SUSPENSION/EXPULSION

The Board of Education extends its authority to suspend and expel any students as authorized by law to the superintendent of schools and the building principals. Building principals have the authority to determine whether they will enforce in-school or out-of-school suspension.

It should be noted that this list is not all-inclusive. Other acts--which disrupt the normal educational environment--will be dealt with according to individual merit. **Any step may be skipped depending on the severity of the incident.** Additional consequences may be recommended by the administration for any of the above infractions. **Students that have been given an out-of-school suspension will not be eligible for participation in or attendance at any school function during the entire duration of the suspension.** Students will be given the opportunity to do missed classwork during the suspension and take any missed tests immediately upon return to school for full credit. Students will not be afforded extra days to make up the class-work

STUDENT ACTIVITIES

Lakin High School provides a variety of activities. Participation can provide many meaningful learning experiences that cannot be duplicated in the academic setting. The faculty and administration believe that activities offer students opportunities to put into practice some of the ideals and principles that lead to happy and well-adjusted lives.

ASSEMBLIES, PEP ASSEMBLIES, SCHOOL PLAYS, AND MUSICAL PROGRAMS

Periodically, the school will schedule assemblies, pep assemblies, plays, and musical programs for the purpose of promoting school activities. Students attending assemblies need to give their undivided attention during the assembly. Some assemblies will interest some more than others; however, all students should be courteous and quiet so fellow students and staff may hear and enjoy the program. When programs are held during the school hours, all students are required to attend unless excused by the principal.

CHEERLEADERS

Cheerleaders are elected on a year-to-year basis. The cheering squads will be called the football cheering squad and the basketball cheering squad and will be elected in the spring prior to the next school year. Eligible students may try out for positions on both squads. A panel of qualified judges will select the cheerleaders.

The primary function of a high school cheerleading program is to support interscholastic athletics and to promote school spirit. A high school cheerleading squad has the responsibility to uphold, reflect, and project the goals and ideals of the school, community, and KSHSAA.

STUDENT COUNCIL

The Student Council assumes an active role in school plans and affairs. Members of the council plan student parties and dances and homecoming celebrations. Special days and spring fling activities are also the responsibility of the council. Members of student council must maintain academic eligibility.

STUDENT CLUBS

Any new student club must have prior approval from the principal and Board of Education. It is required that all clubs have a faculty sponsor.

SCHOOL/STUDENT POSTERS

All school/student posters must have the approval of the principal before being hung in the school.

ATHLETIC PHYSICAL EXAMINATIONS

KSHSAA rules state a student may not practice until that student has a completed physical on file with the activity director. The parent and the doctor must have signed the school release form.

ATHLETIC/ACTIVITY TRANSPORTATION

USD 215 students going on activity trips are required to ride in school vehicles. On the return trip only, a parent may take their child, provided they have signed the school release form prior to the event.

ATHLETIC/ACTIVITY AWARDS

- A. No awards other than medals and cloth, felt, or chenille athletic letters shall be made to players participating in interscholastic athletics/activities, unless provided by the Executive Board of KSHSAA.
- B. All awards will be in accordance with the requirements set down by the coach/sponsor of the activity in which the student participates.
- C. First-year varsity letter winners will receive the official letter "L". This letter will be awarded at the end of the year. A certificate of participation will also be awarded.
- D. Any participant who received a provisional letter will receive a varsity letter if he/she letters the next year. They will then have lettered two years in that sport.
- E. Managers, trainers, filmers, and statisticians will receive appropriate awards.

ATHLETIC/ACTIVITY ELIGIBILITY POLICY

Participation in Lakin High School activities is a privilege, not a right. To earn and maintain this privilege, students must abide by all athletic/activity eligibility policies, both academic and non-academic.

HIGH SCHOOL WEEKLY ELIGIBILITY

All students must meet the requirements of the weekly eligibility procedure. Eligibility check will be by 12:00 p.m. (Noon) on Monday beginning the third full week of each semester. A list of students reported with one or more grades lower than 60% will be compiled. Students, coaches, sponsors, and parents will be notified Monday afternoon regarding students on the Failing list and the Ineligible list. **Students will receive one probation week per semester. If, at any time during the same semester, a student is on the list after the probation week, he/she will be ineligible. The ineligibility/probation period will begin at 12:00 a.m. Tuesday and last until 12:00 a.m. the following Tuesday.**

Students who are ineligible will attend Academic Study Hall on Tuesday, Wednesday and Thursday from 3:35 – 4:05 the week they are ineligible. Students who are participating in a school activity/sport may continue to practice with their team (after attending the Academic Study Hall) with coach's permission but cannot suit up for competitions or travel with the team while ineligible. Students who are ineligible two consecutive weeks will attend study hall during interest groups until they are no longer failing any class(es). Coaches/sponsors reserve the right to remove a student from an activity for repeated ineligibility.

This policy will be enforced for all school-sponsored activities that are not part of a curricular grade including (but not limited to) athletics, cheerleading, vocal and band performances, forensics and scholars bowl competitions, plays or musicals, and dances (including homecoming and prom).

KANSAS STATE HIGH SCHOOL ACTIVITIES ASSOCIATION ELIGIBILITY

K.S.H.S.A.A. requires that any student who does not pass at least five (5) classes in a semester is automatically ineligible to participate in any activity governed by the Activity Association for the entire proceeding semester.

NON-ACADEMIC ELIGIBILITY

A. Conduct of Athletes During the Season

1. The head coach of each sport is responsible for determining and announcing the official start and end of the sport season as determined by KSHSAA regulations.
2. The coaches of each sport shall handle incidents within that particular sport in accordance with team rules and school activity policies. All suspensions shall be discussed by the principal and athletic director.
3. Any student may drop a sport if reasons are stated to the coach personally, all equipment is returned, and all financial responsibilities cleared with the school.
4. If a student is "cut" from one sport, eligibility to participate in another sport during that season will be at the discretion of the coaches of that particular sport. An athlete faced with this situation is encouraged to go out for another sport. An athlete who quits a sport will not be allowed to take part in another sport until the termination of the former sport. Termination of the sport would include any playoff games.
5. If an athlete would like to change from one sport to another during a season, it MUST: 1.) occur before the first competition in either activity, and 2.) the head coaches of both sports must agree.

B. Athletic Council

1. The athletic council shall be comprised of the principal, all school coaches, and the athletic director. The athletic director will be designated as the chairman and will vote only to break a tie.
2. Any coach, administrator, or athlete may submit an eligibility problem to the athletic council. Before submitting a problem to the athletic council, it should be discussed by the principal, athletic director and head coach of the athlete in question.
3. Each case shall be treated individually, and it shall be kept in mind that the school exists to benefit the student.
4. Definition of Terms:
 - a. "Drop a Sport" – The athlete chooses not to continue in the sport.
 - b. "Cut" – An athlete is not allowed by the coach to continue in the sport since only a limited number can make the team. (Example: 100 out for basketball and only 20 on the team.)
 - c. "Suspension" – Probationary period when athlete will not be allowed to participate in an interscholastic event; however, the athlete must report to practice.
 - d. "Expulsion" – An athlete is not allowed to continue in a sport because of serious infraction of rules.

C. Athletic and Activities Drug and Alcohol Policy

First Offense:

- a. Student loses ten percent of scheduled season in the activity.

Second Offense:

- a. Student will not be allowed to participate in current activities for remainder of the sports season.

Third Offense:

- a. Student will not be allowed to participate in activities for the rest of the school year.
- b. If a student of his or her own volition and expense becomes a participant in a chemical dependency treatment program, student may be certified for reinstatement in KSHSAA activities after a minimum period of six weeks suspension from activities.

ATHLETIC EQUIPMENT: LOSS AND DAMAGE OF

The athlete is responsible for the care of assigned equipment. Loss or damage of equipment that belongs to the school means that the athlete will pay for the equipment. The athletic director and the coach of the sport will determine the amount to be paid.

INSURANCE

The school does not provide student accident insurance. Students participating in athletics are required either to show proof of coverage through a family policy or to purchase insurance through the school. It should be noted that the insurance plans through the school are for limited coverage.

AWAY ACTIVITIES

Students who attend away activities are considered representatives of the school. While at the activity, all Lakin students are under the supervision of the Lakin school personnel present as well as bound by the rules and regulations set forth by school policies. **Any student attending a school activity and not wishing to come back on school transportation must be signed out by parents.**

ATHLETE OF THE YEAR

The "Athlete of the Year" award will be given annually to a senior male and female of Lakin High School who has attended LHS for at least two years. The award is based upon a system of points acquired by the athlete during his/her high school career, and upon the point rating of their head coaches regarding attitude, leadership, ability to be coached, and contributions to Lakin High School athletics.

To be eligible for the "Athlete of the Year" award, students must participate in an average of at least two interscholastic sports per year.

Point System

Points will be given for participation in competitive sports only. The athletic director will compile the points each year.

10 points – Participation

5 points – Letter Winner

Points will be awarded yearly for scholastic grade point average. The guidance counselor will compile these points each year.

5 points – GPA 3.6 to 4.0

3 points – GPA 2.5 to 2.99

4 points – GPA 3.0 to 3.59

2 points – GPA 2.0 to 2.49

All head coaches will receive a ballot by the first Friday of May marked with the following rating scale. Each coach will complete a form for each senior athlete under his/her tutorship. The forms will be turned in to the athletic director by the second Friday of May. Each athlete will receive a point total equal to his/her average score.

	Excellent 10-9	Good 8-6	Fair 5-1	Poor 0
Attitude				
Leadership				
Coachability				
Contributions				

The athletic director will compile the scores for each senior athlete and add them to his/her total accumulation. The senior (male and female) with the highest number of points will be the recipient of this award. The athletic director will announce the winners at the Activities Banquet.

DUAL PARTICIPATION

Students of Lakin High School may participate in more than one KSHSAA-sponsored athletic sport and/or activity in the same season of play. For example (but not limited to), a student may participate in football and cross country or volleyball and cheerleading during the fall season.

The student must have a 3.0 GPA at the end of the preceding semester of the dual sport season. If the student is on academic probation one time because of the school's weekly eligibility policy, that student will no longer be able to participate in multiple activities. but will be allowed to participate in the primary activity.

Before allowing dual participation and before the season practices begin, the student must set up a meeting with a committee which will include the head coaches and/or sponsors and the activities/athletic director. At said meeting, the student must designate a primary sport/activity. If both activities have an event on the same date, the student must participate in the primary activity.

If at said meeting mutual agreements between the coaches regarding practices and event days cannot be reached due to the number of conflicts between the two activities, then the student must choose only one activity or sport for that particular season.

CONFLICT OF ACTIVITIES

At times during the course of the school year, some students involved in several activities may find themselves scheduled to participate in more than one event on the same date. If this occurs, the student must make a choice as to which activity he/she is going to attend. The student should notify the coach or sponsors of the decision at least one week in advance of the scheduled activity.

In an event a conflict occurs between two events or activities, if one of those activities is a state-sponsored competition, the state-sponsored competition will always take precedence.

No sponsor or coach should threaten the student with either a reduction in class points or a reduction of playing time due to conflict of activities.

EJECTION/DISMISSAL FROM AN ACTIVITY

Good sportsmanship and favorable representation of the school is a requirement of all Lakin USD #215 student participants. If an athlete is ejected from a game/contest by a referee or umpire, the coach, athletic council, and/or administration will determine additional discipline, which could include missing the next game/contest. This also includes any activity in which a student displays unfavorable behavior that results in any official dismissing a participant from that activity that is sponsored by Lakin High School and/or K.S.H.S.A.A. including (but not limited to) scholar's bowl, forensics, music contest, etc.

ATHLETIC AND ACTIVITIES CODE OF CONDUCT

Mission Statement of Lakin Athletics and Activities

Athletics and activities play an integral part of Lakin USD #215's mission to educate the whole child to his/her fullest potential in preparation for a productive and fulfilled life. Lakin athletics and activities serve as a source of tradition and pride for our students, faculty, staff, alumni, friends, and community. We strive to create an environment through athletics and activities that contribute to the physical, mental, emotional, social health, and development of every student. The emphasis of our programs is based on discipline, dedication, sportsmanship, desire and effort rather than winning at all costs

It is the mission of Lakin USD #215 to provide quality athletic and activities programs for students that generate the following outcomes: discipline, self-esteem, values, character, sportsmanship, responsibility, participation, education, and skill development.

Code of Conduct

A student's self-discipline and abiding with all law enforcement and school rules and regulations are integral parts of the athletic/activities program. Student athletes should keep in mind that their character is always on display whether they are representing LHS in an activity, athletic event, in the classroom, or outside of the educational environment.

If a student wants to participate in Lakin High School athletics and activities and represent LHS and the community of Lakin, our school has standards that he/she must meet that are non-negotiable:

1. Meet all academic requirements (addressed in weekly and semester eligibility).
2. Must not commit any serious criminal acts, such as a felony, assault, rape, weapons possession, etc. (will result in dismissal from the team).
3. Must not display behavior that brings discredit to a student athlete involved in an activity or sport at LHS. Such behaviors will be monitored not only during school hours and activity hours, but include behaviors outside the educational setting during the school year. (See consequences in next paragraph).
4. No cyber-image violations or "bullying" tactics on Facebook, Twitter, Snapchat, or other social media/internet sites.
5. No drug and alcohol possession or consumption (addressed in the alcohol and drug policy).
6. Absolutely no hazing or bullying at any time.
7. Use of performance-enhancing drugs or supplements is prohibited (consequences the same as alcohol and drug policy).

Unless addressed by state statute or board of education policy, if a student athlete is in violation of Items 3, 4, and 6 or is referred to the office for "poor character" misbehavior during his/her season, that student will miss that day/night of the activity, whether it is a practice or a contest. On the second offense in that same activity season, that student athlete will miss two days of practice and/or contests that occur during those two days. If a third infraction or referral to the office occurs, that student will miss a week of practice and any contests that occur during that week. A fourth infraction will mean dismissal from the team. All incidents will continue to accumulate throughout the school year.

Semester Finals

Most students will be required to take finals at the end of each semester. Final tests will be comprehensive and will test the knowledge of the student over each semester. Finals will be conducted over the last three days of each semester. Order of hours tested may be determined based on school activities, core classes or events. An **example** of a testing schedule is listed:

1st Day

1 st Hour	8:00 – 10:00
2 nd Hour	10:10 – 12:10
Lunch	12:10 - 1:10
3 rd Hour	1:10 - 3:10

2nd Day

4 th Hour	8:00 – 10:00
3 rd Hour	10:10 – 12:10
Lunch	12:10 - 1:10
Makeup	1:10 - 3:10

3rd Day

6 th Hour	8:00 - 10:00
7 th Hour	10:10 – 12:10
Lunch	12:10 – 1:10
Makeup	1:10 – 3:10

Students who are absent will have an opportunity to make up tests on the appropriate days and time. Student will be responsible for making arrangements with their teachers to make up tests.

USD 215 BULLYING, HARASSMENT, INTIMIDATION AND THREAT POLICY

Lakin USD #215, in its desire to provide a safe environment for all students, will not allow students to bully, harass, intimidate, or threaten other students with any actions that may cause physical and/or emotional stress that interferes with the student and the district's learning environment.

Bullying, harassment, intimidation, and threats may include (but are not limited to) the following: any expression written, verbal, graphic, or physical (including electronically transmitted acts) that can reasonably be perceived as being motivated by race, color, religion, gender, sexual orientation, or physical/mental/sensory disability; disturbing or tormenting either singularly or in a group (slurs, rumors, jokes, innuendos, pranks, gestures), overt or implied threats to cause physical/emotional harm; or any action that cause the other person(s) to fear or be afraid for this/her person while at school or attending school activities.

Since bystander support of bullying, harassment, intimidation, and threats can encourage these behaviors, the district prohibits both active and passive support for these actions.

If a student is found guilty of bullying, harassment, intimidation, and/or threats, the following consequences will be followed:

First Offense – the student will be warned and the parents will be notified.

Second Offense – the student may be suspended from school for 1-5 days and placed on probation for 30 days.

Third Offense – the student may be suspended from school from 5-10 days and placed on probation for the rest of the semester.

Fourth Offense – the student may be suspended or expelled from school for the remainder of the semester or school year. Assurances by the student and his/her parents must be made before the student will be allowed to re-enroll in the school system following completion of the suspension/expulsion.

Any or all of the steps may be skipped depending on the severity of the incident. Law enforcement may be notified at any step. Students will be aware that legal action may be initiated by the person offended.

False reports, reprisal, or retaliation will constitute a violation of this policy.

LAKIN HIGH SCHOOL DANCE POLICIES

It is the goal of USD 215 to provide dances for the students of USD 215 as a fun and social activity in which they can come together as a student body. It is a joint responsibility of the administration, dance sponsors, and the students to provide a safe, alcohol- and drug-free environment for students and their guests.

As with all extra-curricular school activities, student attendance at a school dance is voluntary. Students must meet eligibility requirements in order to attend any LHS dance (including Prom). Upon entering the dance, all students and guests, in order to gain attendance, shall agree to following USD 215 and Lakin High School policies and guidelines or otherwise be denied access to the dance.

1. All students and guests wishing to gain admittance to the dance must follow the Lakin High School rules in the student handbook. (This includes, but is not limited to dress code, eligibility, behavior, etc.). Law enforcement can be called for any infraction.
2. Students wishing to bring an outside guest to any dance must submit a guest admission sheet that will provide information about the guest. Administration or sponsor approval is necessary before a guest will be allowed to attend. Students wishing to bring guests must understand that their guest may be denied up to the day of the dance. No guest will be

allowed into the dance without filling out an admission sheet. All guests must be under 21 years of age.

The student is totally responsible for getting the admission sheet done and turned in on time so a decision by the administration or dance sponsor can be made in a timely manner.

- A. Students who bring guests are responsible for that guest. Any concerns with the guest will result in removal of the person and the student who brought the guest to the dance.
3. No middle school students will be admitted to any dance.
 4. All students and guests may be submitted to a random alcohol and drug test. The random process will be determined prior to the dance.
 - A. Any student or guest who acts suspiciously will be tested immediately no matter what the random process is.
 - B. Any student or guest who tests positive will be subject to observation and additional testing. If any student or guest continues to test positive, their parents/guardian will be notified and must be picked up. They will not be allowed to drive.
 - C. Students who continue to test positive will be subjected to the school's drug and alcohol policy.
 - D. If, at any time, the student or guest becomes disruptive or refuses to be tested, the Kearny County Sheriff's Department will escort the student and/or guest to the sheriff's office for further disciplinary action. Parent(s) or legal guardian(s) will be notified at that time.
 5. Student and guests will sign in for all dances. No student or guest will be admitted to the dance one hour after the dance has started unless prior arrangements have been made.
 6. Any student/guest that leaves the dance will not be re-admitted unless prior arrangements have been made. Once a student or guest leaves, they must sign out indicating the time that they left the dance.
 7. Prom is a very special event and as a result guest restrictions are amended as stated below:
 - A. Prom is for any junior and senior student and their date/guest. Sophomore servers will also be allowed to attend prom with their date/guest. No other underclass students will be allowed to attend the junior-senior prom unless they are attending as a date or guest of a senior, a junior, or a sophomore server.

It should be noted that these rules are not all-inclusive. Other acts that could disrupt any activities of the dance will be dealt with by the administration or dance sponsor. These rules are a result of a student and faculty committee.

LAW ENFORCEMENT INTERACTION WITH STUDENTS

It is the desire of the school district to cooperate with federal, state, county, and municipal agencies in the enforcement of laws and regulations pertaining to all matters that affect education and the welfare of children. It is paramount that the rights of the school, home, legal authorities, and individuals be clearly understood and protected.

The Kearny County Sheriff's Department, in cooperation with the Kearny County Schools (USD 215 Lakin and USD 216 Deerfield), employ a full time SRO (School Resource Officer) to provide law enforcement assistance to schools. The SRO's first duty is that of a sworn law enforcement officer. The SRO strives to promote a positive interaction with students, parents, faculty, and administrators. The SRO takes a proactive approach with students to identify those at risk and, if necessary, intervene with appropriate action to build healthy and trusting relationships.

The SRO is granted the authority to assist the principal at the principal's discretion.

The SRO, with school personnel approval, is granted the authority to speak with students in the performance of prevention programs such as DARE and any other prevention program that the School District deems necessary to foster a safe atmosphere for the students and staff. The SRO is also granted the authority to speak with students on matters to include (but not limited to) bullying, hazing, threats, or general safety issues that would not be considered a criminal investigation or result in a student being charged with a crime.

When students become involved with law enforcement at the request of school personnel pertaining to an incident that occurred at school or a school-sponsored activity or pertaining to an incident that could adversely affect the safety of students at school, the SRO will be granted the authority to speak with witnesses and victims of crimes. If a student is being questioned as an alleged suspect in a criminal matter, the following conditions will be met:

1. The SRO or other law enforcement officer must be properly identified.
2. Permission must be given by the principal or designee.
3. A reasonable effort should be made to contact the parents or lawful guardian and give them the opportunity to be present during the interview.
4. The student is to be removed from the classroom by school personnel.
5. The discussion must be conducted in private with the principal or designee present.
6. The student shall be afforded the same rights he/she has outside the school, including the right to be informed of his/her rights, the right to protection from coercion and constraint, and the right to remain silent. The school principal will maintain a record of time, place, persons, and summary of the interview.

Law enforcement will not be allowed to speak with students regarding incidents that occurred off school grounds or does not pertain to the school in any way unless an emergency can be demonstrated. Arrest will be made in accordance with state and federal law and only when a warrant or probable cause exists. State law does grant law enforcement and the State Department of Social Rehabilitation Services (SRS) the authority to speak with students regarding child abuse without parent notification and may be conducted without school personnel present.

Searches of Property

Principals are authorized to search property if there is reasonable suspicion that district policies, rules, or directives are being violated. In addition all lockers shall be subject to random searches without prior notice or reasonable suspicion. All searches by the principal shall be carried out in the presence of another adult witness.

Whenever the principal is mentioned in this policy, it shall be construed to include the superintendent "or designated representative."

Search of Lockers

Lockers in the district schools shall be under supervision of the principal. Students shall have no expectation of privacy in any school locker.

The combinations and/or keys to all locker locks shall be in the possession of the principal and stored in a place designed to guard against unauthorized access or use. The principal may search any locker at any time without notice. Students shall not place locks, other than those approved by the school, on any locker.

Someone other than Principal

Any person other than the principal who wishes to search a student's locker or property shall report to the principal before proceeding. In no event shall any person be permitted to search a student's locker or property without the principal's consent unless

the person has a valid search warrant authorizing a search.

If a law enforcement officer desiring to search a student's locker or property has a search warrant, the principal shall permit the search which shall be made in the presence of the principal.

Prohibited Items

Prohibited items found during the search shall remain in the custody of either the building principal or the law enforcement officer. If any items are turned over to law enforcement officials the principal shall receive a receipt for the items.

Use of Trained Dogs in Conducting Sweeps

At the request of the principal or on a schedule agreed upon by the service provider and the principal, law enforcement officers or licensed private agencies contracting with the school for such service, may use trained dogs on school premises to identify student property which may contain illegal or illicit materials and to determine whether materials, such as drugs, weapons, or other materials which may threaten the general health, welfare, and safety of the students and/or staff are present in the district parking lot, hallways, lockers, classrooms, and/or locker rooms. Students will never be sniffed by the dogs used to conduct the sweep.

Searches of Students

Principals are authorized to search students if there is reasonable suspicion that district policies, rules or directives are being violated. Strip searches shall not be conducted by school authorities. All searches by the principal shall be carried out in the presence of another adult witness.

The student shall be told why a search is being conducted. The student shall be requested to empty items such as, but not limited to, pockets, purses, shoulder bags, book bags and briefcases. The principal shall attempt to call the student's parent/s and may call law enforcement. Items which the principal believes may be connected with illegal activity shall remain in the custody of the principal unless the items are turned over to law enforcement officials. If the student refuses to cooperate, the principal may take disciplinary action and/or seek assistance from law enforcement.

If law enforcement assistance is present, further search of the student shall be with cooperation and assistance of law enforcement officials. The principal shall remain with the student and be present during any search of the student made by law enforcement officials on school property. The principal shall receive and file a receipt for items turned over to law enforcement officials.

If the principal believes a student is in possession of an object which can jeopardize the health, welfare or safety of the student or others, the student shall be removed to a safe location. This determination may be based on any information received by the principal or any member of the faculty or staff.

Documentation

Written documentation of each search shall be maintained by the principal. (Whenever the principal is mentioned in this policy, it shall be construed so as to include the superintendent "or designated representative.")

Interrogation and Investigations

Building administrators and others designated by the superintendent may conduct investigations and question students about infractions of school rules or the student conduct code.

If there is reason to believe a violation of a criminal law has been committed, the principal shall notify the appropriate law enforcement agency as necessary and may request further investigation of the alleged violation.

Coordination with Law Enforcement

School administrators {and/or school security officers} shall/may meet periodically with local law enforcement officials to discuss the district's policies and rules regarding law enforcement contacts with the district.

Investigations Conducted by Law Enforcement Officers

When law enforcement officers question a student on a topic unrelated to a report of child abuse during school hours the building principal shall make a reasonable attempt to contact a parent, guardian or representative of the student(s) prior to questioning. Notification or attempted notification of parents, guardian or representative shall be documented by the administrator involved. If a student's parents, guardian or representative is not present during such questioning of a student, the principal may be present.

Child Abuse Investigations Conducted by Law Enforcement Officers

The administration shall cooperate with law enforcement officers who are conducting investigations of suspected child abuse. For any investigations concerning known or suspected child abuse, school staff shall follow the procedures outlined in board policy instead of the requirements of this policy.

Law Enforcement Initiated Investigations at School

In cases not involving the investigation of known or suspected child abuse, law enforcement officers shall not be permitted to initiate and conduct investigations involving the questioning of students during school hours unless the student's parent or guardian has given the school permission to allow the questioning, a valid warrant has been presented to the principal for such purpose, or in demonstrated emergency situations. If a demonstrated emergency is found, the principal shall require identification of law enforcement officials and reasons for the interrogation or investigation of a student. If the principal is not satisfied with either the identification or the reason, the request shall not be granted. The principal shall attempt to notify the superintendent and the officer's superiors of the reasons for the refusal.

Violations of Criminal Law

Information on criminal conduct shall be turned over to law enforcement officials.

Taking Students Into Custody

Students shall not be voluntarily released by school officials to law enforcement authorities unless the student has been placed under arrest or taken into custody by law enforcement or Department for Children and Families ("DCF") authorities pursuant to a child abuse investigation. Except as otherwise specified in this policy, reasonable effort shall be made to notify the student's parents, guardian or representative when students are removed from school for any reason. Parents shall not be notified by school officials when their child is taken into custody by DCF and/or law enforcement as a result of allegations of abuse or neglect. Notification efforts shall be documented.

When a student has been taken into custody or arrested on school premises without prior notification to the building principal, the school staff present shall ask the law enforcement officer to notify the principal of the circumstances as quickly as possible and shall themselves contact the principal with any information they have regarding the child being taken into custody.

Disturbance of School Environment

Law enforcement officers may be requested to assist in controlling disturbances at school and, if necessary, to take students or other persons into custody.

Use of Surveillance Cameras

The district may use surveillance cameras to monitor student activity.

Surveillance cameras may be used to monitor students riding in district vehicles and to monitor student behavior in or around any district facility.

Surveillance footage which is a record of student behavior shall be secured in a secure location until the digital storage mechanism or tape on which the footage is maintained is either reused or erased. Surveillance footage of personally identifiable students depicting their involvement in an altercation or other violation of law or district policy shall be considered a student record and shall be subject to current law for the release of student record information.

Concealed Observations

Individuals are prohibited from recording students, employees, and/or board members surreptitiously or through the use of concealed audio and/or visual recording devices. This prohibition is in effect at school, on or in district property, and at meetings and conferences held for educational or disciplinary purposes.

Exceptions to this prohibition include the use of video surveillance throughout district facilities and in district vehicles, provided in accordance with the use of surveillance cameras; the recording of meetings subject to the Kansas Open Meetings Act; the recording of due process hearings or student disciplinary hearings for evidentiary purposes; recording of students for use during the student's evaluation or provision of special education services with the principal's prior permission; and the recording of a school sponsored activity, program, or event which is open to the general public.

Individuals wishing to record students, employees, or board members at school, on or in district property, or at meetings and conferences as previously described shall first notify the superintendent or building principal in advance. If such recording is not prohibited by law or policy, the administrator may allow the recording and may make arrangements to record on behalf of the district.

ESI Board Policy

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

This policy shall be made available on the district website with links to the policy available on any individual school pages. In addition, this policy shall be included in at least one of the following: each school’s code of conduct, school safety plan, or student handbook.

Definitions (See K.A.R. 91-42-1)

“Emergency Safety Intervention” is the use of seclusion or physical restraint when a student presents an immediate danger to self or others. Violent action that is destructive of property may necessitate the use of an emergency safety intervention.

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

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

“Mechanical Restraint” means any device or object used to limit a student’s movement.

“Physical Restraint” means bodily force used to substantially limit a student’s movement.

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

“Time-out” means a behavioral intervention in which a student is temporarily removed from a learning activity without being confined.

Prohibited Types of Restraint

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

- Using face-down (prone) physical restraint;
- Using face-up (supine) physical restraint;
- Using physical restraint that obstructs the student’s airway;
- Using physical restraint that impacts a student’s primary mode of communication;
- Using chemical restraint, except as prescribed by a licensed healthcare professional for treatment of a medical or psychiatric condition; and
- Use of mechanical restraint, except:
 - Protective or stabilizing devices required by law or used in accordance with an order from a licensed healthcare professional;
 - Any device used by law enforcement officers to carry out law enforcement duties; or
 - Seat belts and other safety equipment used to secure students during transportation.

Training

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

Each school building shall maintain documentation regarding the training that was provided and a list of participants.

Documentation

The principal or designee shall provide written notification to the student’s parents any time that ESI is used with a student. Such notification must be provided within two (2) school days.

In addition, each building shall maintain documentation any time ESI is used with a student. Such documentation must include all of the following:

- Date and time of the intervention,
- Type of intervention,

- Length of time the intervention was used, and
- School personnel who participated in or supervised the intervention.

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

Reporting Data

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

Local Dispute Resolution Process

The Board of Education encourages parents to attempt to resolve issues relating to the use of ESI informally with the building principal and/or the superintendent before filing a formal complaint with the board. In the event that the complaint is resolved informally, the administrator must provide a written report of the informal resolution to the superintendent and the parents and retain a copy of the report at the school. The superintendent will share the informal resolution with the Board of Education and provide a copy to the state department of education.

If the issues are not resolved informally with the building principal and/or the superintendent, the parents may submit a formal written complaint to the Board of Education by providing a copy of the complaint to the clerk of the board and the superintendent.

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

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

LHS Class Schedule

(Mon., Tues., Fri.)

1 st Hour	8:00 – 8:51
2 nd Hour	8:56 – 9:47
3 rd Hour	9:51 – 10:21 (Advisory)
4 th Hour	10:25 – 11:16
5 th Hour	11:20 – 12:11
Lunch	12:11 – 12:46
6 th Hour	12:46 – 1:39
7 th Hour	1:43 – 2:34
8 th Hour	2:38 – 3:30

LHS Class Schedule

(Wednesday/Thursday)

Wednesday

1st Hour

3rd Hour

5th Hour

Lunch

6th Hour

7th Hour

8:00 – 9:46

9:51 – 10:21

10:25 – 12:11

12:11 – 12:46

12:46 – 1:39

1:44 – 3:30

Thursday

2nd Hour

3rd Hour

4th Hour

Lunch

6th Hour

8th Hour