

Yates Center High School  
Student Handbook  
2019-2020



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## **Student Welcome**

Welcome to Yates Center High School! WE want to welcome each and every one of you to a new school year here at USD #366. Our goal at Yates Center High School is to develop young people into productive adults. To accomplish this goal we have developed new programs to help our students. Have a great school year and take advantage of all the new opportunities offered to you at YCHS!

Dr. Steve Pegram, Superintendent --- Karl Hamm, Principal

## **Accreditation**

Yates Center High School is a fully accredited public high school that participates in the KESA Accreditation System. Our school is continually evaluating and planning our educational programs in an effort to improve your educational experience.

## **High School Mission Statement**

It is the mission of Yates Center High School to provide students with academic, social and technical skills necessary to succeed in society.

## **Title IX**

Woodson Unified School District 366 does not discriminate on the basis of race, color, sex, age, or disability in admission or access to, or treatment or employment in its programs and activities. If you have any questions regarding the above, please contact:

Dr. Steve Pegram, Superintendent  
101 West Butler, P.O. Box 160  
Yates Center, Kansas 66783  
620-625-8802 or 1-800-776-5378

## **Academic Letter Requirements**

To receive an academic letter for 4.0 or 3.5 GPA, a student must be on the respective honor roll or higher for each of the first three quarters of the school year to qualify. Once students earn an academic honor, students will be given academic bars for remaining years of meeting lettering requirements.

## **Acceptable Use Policy (Internet)**

Yates Center High School is pleased to offer limited Internet access to our students. In order for students to take advantage of the vast resources of the Internet, parents and students must first read and sign the Woodson USD 366 Acceptable Use Policy contract. After the policy is on file and district requirements for training are met, the student will be allowed to access the Internet. Woodson USD 366 Board of Education approved this policy October 12, 1997.

Because the service accessed through the Internet is connected to other computer systems throughout the world, students (and the parents/guardians of students under 18 years of age) need to specifically understand that Woodson USD 366 does not have control of the content of information residing on remote computers. Students and parents/guardians of students under 18 years of age are advised that some systems may contain defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, offensive, or illegal materials and Woodson USD 366 will not permit usage of such materials in the school environment. Parents of minors having access through the district should be aware of the existence of such materials.

In addition, Woodson USD 366 takes no responsibility for any information or materials that are transferred through the Internet. Students will follow the guidelines listed on the contract. Any inappropriate activity will result in loss of privileges as well as enforcement of school discipline procedures.

The most important prerequisite for someone to be eligible for use is that he or she take full responsibility for his or her own actions. Woodson USD 366 will not be liable for the actions of anyone connecting to the Internet. All users shall assume full liability, legal, financial, or otherwise, for their actions.

For further information and a copy of the Acceptable Use Policy contract, please contact the Media Specialist, Woodson USD 366, at Yates Center High School, Yates Center, KS 66783. Students and/or parents may pick up a copy of the Acceptable Use Policy Contract in the Media Center at Yates Center High School.

Students and parents should read the Acceptable Use Policy (AUP) carefully before signing the document. The parents and/or guardian must sign the Acceptable Use Policy Contract before the student will be allowed use of the Internet at Yates Center High School, Woodson USD 366, Yates Center, KS. Disciplinary action could occur if students violate the Acceptable Use Policy Contract.

## **Activity Guidelines**

Yates Center High School is very proud of the positive relations maintained with other schools based on healthy competition, cooperation, and mutual respect. **Students who attend activities may not leave and then return to any home or away school activity.** Students will not be allowed to sit in the commons area or wander around the halls in the main school building during game time.

## **Alternative Learning Center**

Any student who appears to require a high degree of supervision and structure in order to be encouraged to improve his/her functions in school will be assigned to the Alternative Learning Center (ALC) under direct supervision of a supervisor for the purpose of completing regular classroom assignments. The atmosphere within the ALC will be purposely austere, and students will have to successfully complete the days assigned before being allowed back into the regular classroom. Students assigned to ALC will be required to report at 8:00 a.m. and will be dismissed at 4:00 p.m. Students assigned to ALC will be allowed approximately 20 minutes for lunch under the continuous supervision of the ALC supervisor. Students will not be allowed to participate in extra curricular or co-curricular activities while assigned to ALC. Any student dismissed from ALC will be suspended from school for the remainder of the day and be required to finish his/her assigned ALC time when he/she returns to school. Days spent in the ALC will not count as absences. The student's work will be counted for credit. Parents/Guardians will be notified by phone or in writing concerning ALC.

Note: The student will not be allowed a choice of selecting ALC or Out of School Suspension; this assignment will be made by the administration.

## **Announcements**

Announcements will be read on a daily basis. Any announcement to be included must be in the office before 7:45 AM. Please email office staff any announcement additions. Note: All announcements must be generated by an instructor and dated. The public address system will be used for public bulletins that cannot be announced any other way. Classes will be interrupted for these only when necessary.

## **Assembly Conduct**

At all times, the student's behavior should be refined and courteous. Students are assigned to a specific section and must be seated there. The principal must excuse students who cannot attend or remain for the entire assembly. Please follow these general guidelines:

1. Enter quickly, quietly and be seated in your assigned section. Note: Textbooks and other material should be left in the classroom.
2. Give your undivided attention to the presenters.
3. Unnecessary applause, whistling or other noise will not be allowed.

## **Attendance**

We are pleased to have you attend Woodson School District 366. Our very talented and dedicated staff is committed to helping all students achieve success in their educational endeavors. Research indicates that regular school attendance is a vital and necessary factor in students' educational achievement. By attending regularly, you will be taking the first step towards success in education as well as developing important lifelong skills and habits. Our district has provided facilities, equipment, materials, and instructors to ensure that all students are provided great educational opportunities.

The basic responsibility for regular attendance falls upon you and your parent/guardian(s). We consider any absences as a significant loss in instructional time and opportunities. Excused absences typically include but are not necessarily limited to personal illness, death in the immediate family, doctor or dental appointments that cannot be scheduled outside of the school day, participation in school-sponsored academic or extracurricular functions, educational activities when arranged in advance with the administration, and emergencies verified as such by the administration. It is imperative that you schedule events and appointments outside the academic school day whenever possible to prevent loss of educational opportunities.

Students are allowed six (6) days of excused absences per semester with a parent/guardian(s) note or telephone contact. After the sixth (6<sup>th</sup>) absence, students must have a doctor's note in order for the absence to be excused. Any absence after the sixth without a doctor's note is unexcused and disciplinary action will be assigned for that day or class period. Your parents may request a conference with the building principal when emergency or extenuating circumstances are present. Such circumstances will be handled on an individual basis and the building principal will make the final determination concerning all excused or unexcused absences.

Students with unexcused absences for either three consecutive days, five or more days in any semester, or seven days in a school year shall be considered truant as defined by K.S.A. 72-1113, section C. Truant students will be reported to proper agencies/authorities as required by law.

Students enrolled in dual-credit classes are governed by the attendance policy of Allen County College. Students should check with instructors concerning attendance for college courses.

In the rare event that you must be absent from school for any reason your parent/guardian must notify the building office via telephone by 9:00 am in order to document the reason for your absence. The building office will attempt to contact the parent/guardian via telephone in order to verify that they are aware of your absence.

In order to participate in a school activity, the student must attend four (4) hours of the school day. Extenuating circumstances will be handled administratively. The parent/guardian should notify the building administrator in case of these situations.

Students are responsible to request make-up work from instructors and complete all class assignments, tests, and/or homework in advance when possible or immediately upon their

return to school. Students will have one day for each day's absence to make-up the assignments, tests, and homework missed.

*Absence due to school related activity*

Students involved in any school-related activity will not be counted absent from class when it is necessary for the student to leave during school time to participate. However, the student is responsible for all class assignments, tests, and homework for each class missed. The class assignments, tests, or homework must be taken care of the next day the class meets. (Example: if a test is scheduled for Tuesday and the student misses class on Tuesday for a school-sponsored activity, the student must be ready to take the test on Wednesday.) **It is the responsibility of the student to keep up with all class assignments!**

*Skipping Classes*

Skipping class is defined as an absence from class or school without the authorization of the parent, classroom teacher, or office. Please see discipline guide for consequences.

**Automobile Parking**

Students are to park immediately upon arrival in the school zone in the designated student parking area. Student parking is located at the west end of the campus or the parking lot east of the vocational building. Students are not to park vehicles between the Ag shops and the Bus Buildings. All vehicles shall be parked in an appropriate manner. Any parking or driving violations are subject to disciplinary action.

**Backpacks/Book Bags**

Backpacks have become an issue of health and fire code violations. Because of these concerns, backpacks must be placed in lockers before school begins and may not be removed until leaving school for the day. **No backpacks are allowed in classrooms!**

**Behavior**

A basic right of each student at Yates Center High School is the right to learn without interference by the behavior of another student. Students who continuously disrupt the learning of others by unacceptable behavior will not be tolerated.

**Bell Schedule**

First Bell	8:05 a.m.	10 minutes
1 <sup>st</sup> Period	8:15 a.m. – 9:05 a.m.	50 minutes
2 <sup>nd</sup> Period	9:10 a.m. –10:00 a.m.	50 minutes
3 <sup>rd</sup> Period	10:05 a.m.–10:55 a.m.	50 minutes
4 <sup>th</sup> Period	11:00 a.m.–11:50 a.m.	50 minutes
Lunch	11:50 a.m. – 12:20 p.m.	30 minutes
5 <sup>th</sup> Period/Cats	12:25 p.m. –12:45 p.m.	20 minutes
6 <sup>th</sup> Period	12:50 p.m. –1:40 p.m.	50 minutes
7 <sup>th</sup> Period	1:45 p.m. – 2:35 p.m.	50 minutes

8<sup>th</sup> Period

2:40 p.m. – 3:30 p.m. 50 minutes

**Note:** Students are to be in the commons area or the old gym in the morning before school begins. **Students will not be allowed into the main building until the bell rings without permission from an administrator, a teacher, the school nurse, or the ALC coordinator.** (Failure to comply will result in disciplinary action.)

## **Bullying**

Bullying in any form on school property, in a school vehicle, or at a school-sponsored activity or event is strictly prohibited. Students who engage in bullying will be subject to disciplinary action, up to and including suspension and expulsion. If appropriate, students who violate the bullying prohibition shall be reported to local law enforcement.

Bullying is defined as activities or events repeated and purposely attempting to control or intimidate another person by one or more individuals with verbal, written, or physical acts. These acts or threats are severe, persistent or pervasive and create an intimidating, threatening or abusive environment for students or staff.

## **Cafeteria Behavior**

Behavior in the commons should be based on courtesy and cleanliness. Students are not to be in areas other than the commons, old gym, or in front of the school during the lunch period. If you need to get books, pencils, papers, coats, etc. for your next class, wait until the bell rings.

1. Enter and leave the commons at a walk.
2. Form and keep a single line.
3. Be seated and remain seated at your table until finished eating.
4. Leave the commons only when trays have been put up and your eating area is clean.
5. Refrain from pushing, jostling, loud talking, yelling, screaming, etc. during lunch period.
6. Students are not to throw any objects, no matter how small.
7. Leave the table clean and suitable for use by other students.
8. Second trips through the lunch line will only be allowed with the permission of food service personnel.
9. The teachers will take lunch counts at the beginning of first hour. Students have available to them the choice of the regular menu, a salad bar, and a hamburger bar.
10. You must have three (3) full servings from the five food groups.

## **Cafeteria (Lunches)**

Students may bring their own lunches if desired. Any student bringing his or her lunch must eat it in the commons area. Credit on lunches will only be extended for two lunches. School lunch program sheets with free and reduced lunch forms attached will be provided for every student.

## **Closed Campus**

Students will not be allowed to leave the building once they get to school unless office staff obtains parental permission. Unless school is in session, students should not be around the school without good reason.

## **Closed Noon Hour and Lunches**

STUDENTS WILL NOT LEAVE SCHOOL PROPERTY DURING THE NOON HOUR. Students are expected to pass to lunch in an orderly manner, no running. All students, including those who bring their lunch will eat in the commons. Food is not to be taken from the commons, and every effort should be made to keep these areas clean. As we have a closed lunch period, visitors are not to be invited to school at this time.

## **Clubs and Organizations**

Family, Career and Community Leaders of America  
FCA – Fellowship of Christian Athletes  
FFA  
Foreign Language Club  
Forensics  
Future Business Leaders of America  
KAY  
National Honor Society  
Scholar's Bowl  
Student Council  
Youth Coalition (SSTUDD)  
TAUDD

## **Complaint Procedure**

In any institution, it is inevitable that there will arise complaints on a number of subjects. If and when these arise, part of their solution lies in following certain procedures. Therefore whenever a legitimate complaint arises, the following procedures are to be taken:

1. Fill out the form, describing the complaint in detail, sign the complaint (unsigned forms will not be acceptable), and return to the office.
2. If you would like a personal conference, please visit with the principal.

## **Concurrent Courses**

College classes are available to all sophomores, juniors and seniors meeting the minimum placement standards as required by Allen County Community College.

Grade Point Average: All courses taken as a concurrent course will be figured into the students YCHS grade point average and ACCC grade point average.

Withdraw Policy: Students may not drop or withdraw from a concurrent (college) course after the first two weeks of class. (High School Policies apply to withdrawing from the high school courses)



Cost: Concurrent courses are offered as an enrichment and/or extension to the standard YCHS curriculum and it should be noted that the student and/or their legal guardian(s) are solely responsible for all cost incurred.

### **Dropping Classes/Schedule Changes**

Students cannot drop a class or change a schedule after the beginning of a semester, unless approved by the counselor, principal, teacher(s), and parent(s). Only changes, which will benefit the student's educational experience, will be considered.

### **Detentions**

Detention will be served after school from 3:35 p.m. to 4:15 p.m. Students can be assigned one or more detentions, depending on the infraction. All students who have to serve detention are responsible for their own way home. Students will have 24 hours from the date issued to make an assigned detention.

### **Discipline Philosophy**

The philosophy of student discipline at USD #366 is one that employs a structured, **systematic** approach designed to support learning. Classroom management, student motivation, and **positive** reinforcement generate an atmosphere where student rules are viewed as guidelines for academic success. Inappropriate behavior by students at school, school-related events/activities, and on school provided transportation will be identified as either Minor or Major Infractions that will carry varying levels of disciplinary action. Inappropriate behavior by students at school, school-related events/activities, and on school provided transportation would be identified as either Minor or Major Infractions that will carry varying levels of disciplinary action.

#### Minor Infractions

Examples of minor infractions of student behavior include but are not limited to the following:

- Away from assigned area
- Cafeteria disruption
- Dishonesty
- Disruptive behavior
- Disrespectful behavior
- Dress code violation
- Electronic device violation
- Excessive talking
- Failure to attend detention
- Public display of affection
- Tardies (in excess of three)

#### Major Infractions

Major infractions are acts of unacceptable behavior that may result in Alternative Learning Center placement, suspension, removal from school provided transportation, or expulsion upon the first offense, depending upon the severity of the infraction, or which may result in suspension for repeated infractions.

Examples of major infractions of student behavior include but are not limited to the following:

- Alcohol, drug or tobacco related offense
- Bullying

- Failure to comply
- Fighting
- Forgery
- Intimidation/threats
- Open defiance of authority
- Profanity/obscenity
- Plagiarism/cheating
- Theft
- Fireworks
- Vandalism/destruction of property
- Weapon related offense

**A copy of the discipline matrix is available as an appendix to this handbook.**

The administration reserves the right to apply other consequences as appropriate. The local law enforcement may be contacted depending upon the severity of the infraction. Telephone and/or letter will notify a parent/guardian if his/her student has committed a major infraction. A parent/guardian conference may be required before a student is allowed to return to school.

### **Dress Code**

Dress and grooming must adhere to generally accepted local standards and should not be offensive to others or disrupt/distract from the instructional aspect of the school. All of the following are deemed inappropriate:

- Bare feet
- See-through clothing
- Clothing displaying suggestive or vulgar language, symbols or slogans, or anything pertaining to alcohol, tobacco, or drugs
- Clothing advertising the use of substances illegal to minors or promoting establishments that sell alcohol
- Clothing that is determined to be excessively tight and offensive.
- Shorts or skirts shorter than fingertip length with the arms and hands fully extended downward.
- Shorts or pants that fall below your hips
- Swimming suits or cut offs
- Clothing showing the chest, midriff, stomach, back or underclothing. No tube-tops, strapless blouses, racer back tops or shoulder straps less than 2 inches in width. **NOTE:** Shirts or blouses must cover the midriff with your arms extended upward toward the sky.
- Hats, bandannas and sunglasses are not to be worn in the school buildings.
- Gang related clothing

Students violating the dress code are subject to disciplinary action.

### **Drug Free Schools and Communities Act**

Maintaining drug free schools is important in establishing an appropriate learning environment for the district's students. The unlawful possession, use, or distribution of illicit drugs, tobacco and alcohol by students on school premises or as part of any school activity is prohibited. This

policy is required by the 1989 amendments to the Drug Free Schools and Communities Act, P.L. 102-226, 103 St. 1928.

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, use or be under the influence of illicit drugs, controlled substances or alcoholic beverages on school district property, or at any school activity. Any student violating the terms of this policy will be reported to the appropriate law enforcement officials and will be subject to the following sanctions:

1. **FIRST OFFENSE:** A first time violator shall be subject to the following sanctions:
  - a. A punishment up to and including short-term suspension.
  - b. Suspension from all student activities for a period of not less than 10 school days.
2. **SECOND OFFENSE:** A second time violator shall be subject to the following sanctions:
  - a. A punishment up to and including short-term suspension.
  - b. Suspension from all student activities for a period of not less than 30 school days from the confirmation of the violation.
3. **THIRD AND SUBSEQUENT OFFENSES:** A student, who violates the terms of this policy for the third time, and any subsequent violations, shall be subject to the following sanctions:
  - a. A punishment up to and/or including short-term suspension, long-term suspension and or expulsion.
  - b. Suspension from participation in and attendance at all school activities for 60 school days from the confirmation of the violation.

Students who are suspended or expelled under the terms of this policy will be afforded the due process rights contained in board policies and Kansas statutes, KSA 72-8901, et seq. Nothing in this policy is intended to diminish the ability of the district to take other disciplinary action against the student in accordance with other policies governing student discipline.

Any student who is selling or trafficking drugs, drug paraphernalia, and/or other controlled substances at school, on school property, or at a school supervised activity, shall receive a mandatory expulsion from Yates Center Public Schools for one (1) school year or (182) school days.

The superintendent, or designee, shall provide written notice to the local law enforcement agency of the expulsion or suspension of a student for possession, use of, sale or distribution of alcoholic beverages, illicit drugs or controlled substances at school, upon school property or at a school supervised activity. Such notice shall include the student's name, address, and date of birth, driver's license number, if available, and the reasons for the expulsion or suspension.

### **Illegal Substance Use Policy for Students Involved in Extra-Curricular Activities:**

The Woodson County School District opposes the use of drugs, alcohol, tobacco and other illegal substances by our students because it is:

1. Clearly prohibited by law
2. Potentially lethal to drive while under the influence of alcohol or drugs
3. Detrimental to academic and extra-curricular performance

4. A cause for disruptive, violent behavior that can create an unsafe environment for our students; and
5. The potential cause for a connection by our students with criminal subculture characterized by violence and imprisonment.

**Consequently, this policy establishes penalties for student possession, sale and or use of the previously mentioned controlled substances.** This policy is not designed to invalidate or supersede any of the present policies of the school district or replace policies dealing with violations on school district property. Violations of the substance abuse policy shall be considered confirmed when information is gathered from law enforcement agencies, eyewitness accounts from district employees and student confessions. Implementation of this policy will require the support not only of teachers and administrators, but also of parents and other members of the Yates Center Community.

The following penalties will be incurred for any student during the course of a school year:

1<sup>st</sup> Offense - After confirmation of the first violation, the student shall be ineligible to participate in any extra-curricular activity for 10 school days from the confirmation of the violation.

2<sup>nd</sup> Offense - After confirmation of the second violation, the student shall be ineligible to participate in any extra-curricular activities for 30 school days.

3<sup>rd</sup> Offense - After confirmation of the third violation, the student shall be ineligible to participate in any extra-curricular activities for 60 school days.

A participant may practice with the team during a suspension and may sit on the bench in street clothes during a contest. They may not dress for any contest during the suspension. Any student who holds either an elected or appointed position such as team captain or organization president may be required to relinquish his or her position upon the confirmation of the violation.

### *Tobacco*

The use, possession or distribution of any form of tobacco (including smokeless tobacco) on school owned property or at any school sponsored activity or organized trip is strictly prohibited. Violation of this policy constitutes a violation of Kansas State Statutes for minors under the age of 18.

### **Electronic Devices**

All electronic devices must be turned off or disabled and properly stored during class time and passing period. Staff members will confiscate electronic devices seen or heard during class time or passing period.

- The 1<sup>st</sup> and 2<sup>nd</sup> offense will result in the electronic device being confiscated by a staff member. The student may pick up the confiscated electronic device in the office at the end of the school day.

- The 3<sup>rd</sup> offense and every offense thereafter will result in the electronic device being confiscated by a staff member. The parent/guardian will be required to pick up the confiscated electronic device at the end of the school day or during regular school hours thereafter.

Failure to comply or repeated violations of this policy will result in further disciplinary action.

Headphones are not allowed unless they are being used for educational purposes in the classroom.

Students may only use educational electronic devices in academic areas as approved by the instructor.

Note: Woodson School District 366 will not be responsible for damages, loss, theft, etc... of student's personal electronic devices.

### **Extra Curricular Activities**

#### *Extra-Curricular Activities Eligibility Policy*

The KSHSAA and Yates Center USD 366 will determine students' eligibility. These rules are designed to protect students' interests. Specific policies are established by coaching staff or sponsors for each activity. When a student elects to participate in an extra-curricular activity he/she also agrees to abide by these rules or face dismissal from the squad.

The eligibility rules established by the Kansas State High School Activities Association will apply to all extra-curricular activities. The KSHSAA rules are as follows:

You are eligible if you...

1. are a bona-fide undergraduate in good standing.
2. are not 19 years of age (Consult your coach or principal regarding exceptions to this rule.)
3. have not yet completed 8 semesters of high school attendance (This includes your total attendance beginning with the ninth grade.)
4. have not yet completed 8 semesters of competition or more than 4 seasons in one sport (This includes grades nine through twelve.)
5. are passing five subjects of unit weight
6. passed in five subjects of unit weight your last semester in attendance (The last two semesters of possible eligibility must be consecutive.)
7. do not engage in outside competition in which you represent your middle/high school (Consult your coach or principal before you participate in any game, training session or tryout conducted by an outside organization.)
8. have passed an adequate physical examination given by a physician and have written permission of a parent/guardian
9. have met the requirements of the transfer rule
10. have not competed under a false name or for money or merchandise of intrinsic value and have observed all other provisions of the amateur rule
11. are in regular attendance and your conduct and standard of sportsmanship is satisfactory.

In addition to the KSHSAA standards each student in grades 6-12 will be required to pass all classes on a weekly basis in order to remain eligible to participate in extra-curricular activities.

## Extra-Curricular Activities Weekly Eligibility Policy

- Grades will be checked weekly after the third full week of each semester. (Three weeks will establish a pattern of grades.)
- Grade checks will be performed using PowerSchool at 9:00 a.m. each Monday morning or the following day if school is not in session. **Note: Instructors must update grades by 8:15 a.m. each Monday morning.**
- ***Students with two (2) D's or one (1) F after a weekly grade check will be ineligible to participate in any extra-curricular activities for a period of one week.***
- Eligibility or ineligibility shall begin on the day (typically Monday) of the weekly grade check and run through Sunday.
- Students who are deemed ineligible under this policy will be allowed to continue to practice, but will not be allowed to miss school to travel with the team or activity.

The Extra-Curricular Activities Weekly Eligibility Policy shall include the following activities:

- All KSHSAA regulated activities
- Senior college visitation days, club activities, class activities, organization activities
- Any activities outside of the academic setting as determined by the administration.

In order to participate in a school activity, the student must attend four (4) hours of the school day. Extenuating circumstances will be handled administratively. The parent/guardian should notify the building administrator in case of these situations.

The school reserves the right to prohibit participation at any time deemed necessary.

**NOTE: An activity is defined as any school event or practice that takes place beyond the normal school day.**

## Extra-Curricular Transportation

All students participating/involved in any type of school activity are to ride to/from the activity in school transportation unless cleared by the principal/sponsor to ride with their parent/guardian. Students are not to drive their own cars or ride with other students.

## Family Night

Wednesday is family night in the Yates Center community. Therefore, no school activities are scheduled for Wednesday evening. (Unless absolutely necessary.)

## General Classroom Rules

Students are to be on time to class or have a pass explaining their tardiness. Unexcused tardiness is not permitted. Students are considered tardy when they are not in their seats prepared for class when the tardy bell rings.

Always be polite. Extend courtesy to those around you. Use words like please and thank you. Try never to embarrass anyone.

If you need to ask a question, raise your hand, and wait until you are recognized by the teacher. Then ask fully and completely.

Homework is due on the day for which it was assigned. Late work will be penalized if there is no acceptable reason why it is late.

The bell does not dismiss the class – the teacher does. It is expected that you will take pride in your school. Before leaving class, each student is responsible for clearing the area around his/her desk.

Whenever there is a guest in the room, whether a teacher or student, the guest is to be treated with respect.

If you need to go to the lavatory or see the nurse, go to the teacher's desk and ask quietly.

**Obscene, profane, or vulgar language, hitting, mocking, destroying property, cheating, and/or bad manners will not be tolerated at any time.**

### **Graduation Requirements**

Number of Credits Required for Graduation: (24 Credits)

Required Courses for Graduation:

4	Credit Units	English
3	Credit Units	Mathematics
3	Credit Units	Social Studies (1)
3	Credit Units	Science (2)
1	Credit Unit	Fine Arts
1	Credit Unit	Physical Ed/Health
.5	Credit Unit	Financial Literacy
*1	Credit Unit	Computer Applications
7.5	Credit Units (minimum)	Electives

**\* (Incoming Freshman 2020-21 school year will no longer need this credit.)**

- (1) Social Studies – One credit of American History, 1 credit of Government, and one credit of World History/ World Cultures
- (2) Science – One credit each of Earth Science and Biology plus one credit from the following: Advanced Biology, Food Science, Chemistry or Physics.

Academic Honors: Students who are interested in becoming Kansas Scholars or qualifying for Valedictorian or Salutatorian, please consult with the school counselor to determine course requirements.

Correspondence/College Courses: If correspondence or college classes are to count towards graduation requirements, prior approval of the principal will be required.

Qualified Admissions: Any student who is considering a regents institution for post-secondary education must qualify. There are several ways of qualifying for admission. A student can qualify by taking an approved sequence of classes. All students entering high school will be

required to have a parent sign a Qualified Admissions statement. **Please consult the school counselor for Qualified Admissions Requirements.**

Student Classification:

Freshman	0 – 4 credits
Sophomore	5 – 9 credits
Junior	10 – 16 credits
Senior	17 or more credits

Classification will be determined at fall enrollment.

Teacher Aides: Credit may be granted with prior approval.

### **Grading System**

Grading System: Grade cards will be given to the students to take home after each nine-week period. Grades used are A, B, C, D, and F.

A	=	Superior
B	=	Above Average
C	=	Average
D	=	Below Average
F	=	Failure
INC	=	Incomplete

The grade of incomplete is given at the end of any marking term during which the student has not submitted all required work. Such a grade will become an “F” if the work is not made up within 10 school days at the closure of the term. Special arrangements may be made with the teacher on special occasions.

Progress Reports: Reports of substandard work are mailed home during the fifth week of each nine weeks. Additional reports may be sent at the teachers’ discretion. A general progress report may be sent by the principal each week. **Parents may also view their students’ grade, attendance, and school assignments on Power School.** Call the high school office for details about Power School.

### **Hall Conduct**

Students are to pass quietly through the halls, always keeping to the right. Proper conduct in the halls is expected of every student. Running, pushing, and shoving are prohibited. Students are asked to refrain from forming large groups in the hallways, which hinder other students from passing.

### **Hands-Off Policy**

The “Hands-Off” policy for students will be enforced at Yates Center High School. “Hands-Off” includes any display of affection that goes beyond handholding in school or on school grounds.



Teachers will warn students and report those warnings to the office. The second warning will result in disciplinary action.

### **Honor Roll**

Principal's Honor Roll- Straight A's in all subjects

A Honor Roll- 3.50 – 3.99 Grade Point Average in all classes (NO GRADE BELOW A C)

B Honor Roll- 3.00 – 3.49 Grade Point Average in all classes (NO GRADE BELOW A C)

### **Learning by Serving Program**

The primary goal is to create community awareness and teach volunteerism to our youth for a brighter tomorrow. Our program is designed to help meet the need for volunteers within our communities and provide recognition for student volunteers. In order to receive recognition each student must perform and properly document 100 hours of community service while attending Yates Center High School. For more information, contact the high school office.

### **Lockers**

Each student is provided a locker for storage of textbooks and student materials. These lockers are for the personal use of the student and are not to be tampered with by any other students. At no time should a student leave money in his or her locker. Combination locks may be checked out in the office, but must be turned in at the end of the school year. Students may also provide their own lock on their lockers if they provide the office with an extra key or combination. Students are not to store any food or drinks in their lockers or above their lockers. Students' lockers need to be cleaned out before leaving at the end of the school year. The school lockers are the property of Woodson USD 366 and are subject to reasonable searches by school officials at any time, which could include the use of dogs for drug searches.

### **Medications**

If it becomes necessary for a student to take any form of medication at school, written permission from the parent and physician/dentist must accompany the medication. This includes over-the-counter medication such as Tylenol, Ibuprofen, allergy/cold medicine, etc. Medication will be kept in and dispensed through the main office. The student may keep medication, such as asthma inhalers, with permission from the parent, school nurse, and physician.

### **Messages**

Messages for students will be placed on the message board outside the office. Students are expected to check the board daily in order to retrieve messages.

### **Personal Property**

The district is not responsible for students' personal property and does not provide insurance on students' personal property. If a student's personal property is broken, damaged or stolen repair or replacement is the student's responsibility

## **School Closing – Inclement Weather**

This information on the subject of school closing, due to inclement weather or other conditions, is intended to provide all students with relevant information in this regard. The decision to close is made by 6:30 a.m. The following stations will broadcast the school-closing announcement:

Pittsburg KOAM – Channel 7  
Topeka WIBW – Channel 13  
Topeka WIBW – 580 AM  
Wichita KAKE – Channel 10  
Wichita KFDI – 1070 AM  
Joplin KODE – Channel 12  
New Strawn KSNP – 97.7 FM  
Topeka KSN TV

In addition, an attempt will be made to contact households via the SchoolReach System.

## **School Searches**

Principals are authorized to search student's property if there are reasonable grounds for suspicion that the District's policies, rules or regulations are being or have been violated. In addition, all students' lockers shall be subject to random searches without prior notice or reason of suspicion. Any searches conducted by the principal shall be carried out in the presence of one adult witness.

All students' lockers in the district schools shall be under the supervision of the principal. Students shall not have an expectation of privacy in any school locker. Combinations and/or keys to student lockers 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 to the student, and students shall not place personal locks other than those personal locks approved by the school on any locker.

No other person shall be permitted to search a student's locker or property without the principal's consent unless that person has a valid search warrant issued by a court or competent jurisdiction authorized in a search. If a law enforcement officer desiring to search a student's locker or property has a search warrant, the search shall be conducted in the presence of the principal.

Any items found during said search shall remain in the custody of either the principal or the law enforcement officer. If any items are turned over to the law enforcement officer, the principal shall receive a receipt for said items. Principals are authorized to search students if there are reasonable grounds to believe that District policies, rules or regulations have been violated. Strip searches shall not be authorized and any and all searches by the principal shall be carried out in the presence of one adult witness.

Students shall be told why a search is being conducted and the student be requested to empty property, which may include, but not necessarily be limited to pockets, purses, shoulder bags, book bags, and brief cases. The principal shall make an attempt to contact the student's parents or legal guardian and may call any law enforcement officer if necessary. Items which the principal believes may be connected with an illegal activity shall remain in the custody of the principal unless items are turned over to law enforcement officials.

If a student refuses to cooperate in a search, the principal may take a disciplinary action as appropriate or seek assistance from a law enforcement officer. If law enforcement assistance is present, then any search of the student shall be with the cooperation and the 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 of property turned over to the law enforcement officer. If the principal believes a student is in possession of property, which may jeopardize the health, welfare, or safety of the student, other students or faculty, then the student may be removed to a safe location. This determination may be made based upon any information received by the principal or any member of the faculty or administrative staff.

A written report of any search shall be made by the principal and submitted to the Superintendent of Schools. The Superintendent shall keep a copy of all written reports on file.

Whenever the Principal is mentioned under this rule, it shall be construed as to include the Superintendent or a designated representative.

### **Sexual Harassment Policy**

Sexual harassment will not be tolerated in the school district. Sexual harassment of employees or students of the district by board members, administrators, certificate and support personnel, students, vendors, and any other having business or other contact with the school district is strictly prohibited.

Adopted August 9, 1993 (Board of Education Policy)

There is no single definition of sexual harassment. However, there is agreement that it is “unwanted and unwelcome sexual behavior”. Applied to schools, sexual harassment is unwanted or unwelcome sexual behavior, which interferes with one’s right to an education or participation in school activities. Sexual harassment is not limited to males harassing females. It can occur by females harassing males, students harassing teachers, etc

Sexual harassment can come in many forms: Non-verbal - making suggestive gestures with body parts and prohibiting a person to pass or smacking lips and making kissing sounds. Verbal – spreading sexual rumors and making catcalls or telling jokes or stories that are offensive. Physical – brushing up against a person or touching oneself inappropriately. Whatever the case, every student has the right to come to school without any person making repeated and unwanted sexual comments, looks, suggestions, or physical contact that is found objectionable. The administration will take whatever action is necessary to ensure that every student will be free from sexual harassment while at the school.

### **Student Elections**

A student may hold two major offices and two minor offices. A major office includes President, Vice-President, Secretary, Treasurer, and Student Council Representatives. A minor office includes any office of a class/organization other than those listed above. **A student may serve as president of only one organization.**

### **Student Injury or Illness**

Students who become ill in class should be sent to the office with a health referral form provided by the teacher. Office personnel will contact the school nurse if necessary, or arrange to send the student home.

Students should report all injuries in the classroom or laboratory setting to the teacher at the time of the injury. The teacher will send the student to the office or seek help to come to the classroom or laboratory.

## **Student Transportation**

Students living more than two and one-half miles from school will be furnished with free bus service to and from school. Front door service to all is impossible; however, service will be routed to mailbox or nearest county maintained roads. The bus routes shall be planned to accommodate the most pupils, while driving the fewest number of miles. Students are subject to all school discipline policies while riding the bus. Students who do not conduct themselves appropriately may be denied transportation.

On activity trips students will be brought back to the high school and parents are expected to pick them up. The Board does not provide bus service to homes after activity trips.

### **Student Transportation -- Activities**

All students riding in a school vehicle to attend a school- sponsored activity must return in a school-sponsored vehicle. Students must ride in school-sponsored vehicles to be eligible to represent Yates Center High School as a member of a team, squad, or group. Spectator attendance does not require school-sponsored transportation. Any exception to this transportation policy must meet one of the following conditions:

- (a) The parent or legal guardian of a student must be at the activity and personally take responsibility for the student from the sponsor. **(Sign out the student)**
- (b) The parent or legal guardian of a student comes to the school at least one day in advance of a specific activity and personally signs a form, provided by the school, that allows the student to be turned over to the responsibility of another adult, after the activity. The adult must be out of high school, over the age of 18, and personally take responsibility for the student in the presence of the sponsor. Notes and telephone calls will not be acceptable. The parent/legal guardian must come to the school to sign the form releasing the student to ride home with another adult.
- (c) In extreme emergencies, the principal has the authority to release the student without the one-day notice and signing of the release.

**A teacher must be present at all activities, and have a schedule confirmed in the office.**

## **Tardies**

Students are expected to be in the classroom, in their seats and ready for class, at the sound of the tardy bell. Tardiness will not be an acceptable form of student behavior by Yates Center High School students. A student being tardy 20 minutes or more will be counted absent. All students tardy for first hour are to report to the office for an admit to class. Penalties for tardies: See discipline guide

A student is not excused for oversleeping or poor management of time, prior to school starting. Tardies will accumulate whether excused or unexcused.

## **Telephone Use**

Students will not use the office telephone except in an emergency and with staff permission. In the event a student receives a telephone call, he or she will only be called from class if it is an emergency. Normally, telephone calls for students will be handled between classes, during lunchtime, or before and after school.

## **Truancy**

Truancy is defined as any three consecutive unexcused absences, any five unexcused absences in a semester or seven unexcused absences in a year. Truant students will be turned into the county or district attorney.

## **Valedictorian and Salutatorian**

Valedictorian and Salutatorian awards will be presented to the student(s) who has completed the following academic course work. (Kansas Scholars Curriculum)

English	4 credits
Mathematics	4 credits
Science (Bio, Physics, Chem)	3 credits
Social Studies	3 credits
Computer Science	1 credit
Physical Education/Health	1 credit
Foreign Language	2 credits
Electives	6 credits

Valedictorian --The student (s) with the highest grade point average, who has/have completed the above course work, will be considered for this academic honor.

Salutatorian – The student (s) with the second highest grade point average, who has/have completed the above course work, will be considered for this academic honor.

## **Visitors' Permits**

Visitors' permits will be restricted and granted by the administration only to members of approved groups and to those with official business with the counselor or main office. Persons requesting to relay messages to students, teachers, or other employees shall stop in the office to make proper arrangements. Those who do not comply with the regulation will be considered unauthorized individuals and will be asked to leave the school grounds. Those who continue the practice will be reported to the authorities and charged with trespassing, as loitering on school property is a violation of state law governing public schools. This restriction does not apply to parents of students attending Yates Center High School, as parents are encouraged and invited to visit the school to become acquainted with the programs. If parents will contact the office, a guide will be provided and the proper arrangements made. We require all visitors to wear a visitor's badge.

## **Weapons**

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

Weapons and destructive devices as used in this policy shall include, but not limited to:

- Any item being used as a weapon or destructive device
- Any facsimile of a weapon
- Any weapon which will or is designed to or may readily be concerted to expel a projectile by the action of an explosion
- The frame or receiver or any weapon described in the preceding example
- Any firearm muffler or forearm silencer
- Any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than ¼ ounce, mine or similar device.
- Any weapon which will or which may be readily converted to expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than ½ inch in diameter.
- Any combination of parts either designed or intended for use in converting any device into a destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled.
- Any bludgeon, sand club, metal knuckles or throwing star.
- Any knife, commonly referred to as a switchblade, which has a blade that opens automatically by hand pressure applied to a button, spring or other device, the handle of the knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward or centrifugal thrust or movement.
- Any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun.

### **Zeros Aren't Permitted Policy**

Z.A.P. Program Our district believes in the importance of what we teach and work very hard to ensure that our curriculum meets or exceeds the Kansas Curriculum Standards in order to prepare our students for success. Our students, in turn, must do their part and be held accountable for completing assignments in a timely manner in order to meet our curricular standards and achieve academic success. The Z.A.P. Program is intended to provide assistance and an incentive to our students to complete assignments in a timely manner, which will result in greater academic success and lifelong work skills.

Step 1: The instructor informs the student that a minimum good faith effort of 70% correct completion was not made on an assignment and assigns tutorial assistance for the next school day. A referral is immediately sent to the Z.A.P. Program Coordinator to alert them of the situation and begin implementation of step two.

Note: Tutorial assistance will be assigned for the next school day either before-school or after-school so all referrals must be received no later than 3:00 pm.

Step 2: The Z.A.P. Program Coordinator will immediately contact a parent/ guardian by telephone or e-mail in an effort to solicit their support and inform them of the tutorial assistance referral.

Step 3: A. The student correctly completes 70% of the work on the day of the assigned tutorial assistance and turns it in directly to the instructor. Goal achieved—minimum of 65% credit attained and no tutorial assistance required.

B. The student attends the assigned tutorial assistance and correctly completes a minimum of 70% of the assignment. The Z.A.P. Coordinator receives the completed assignment before the student leaves tutorial assistance and places it in the instructor's office mailbox. Goal achieved—minimum of 70% credit attained.

C. The student skips tutorial assistance or does not correctly complete a minimum of 70% of the assignment during tutorial assistance will be placed into the Alternative Learning Center (In-school suspension) for one day in order to complete the minimum of 70% correct completion of the assignment and serve as a reminder that failure to comply with a reasonable request is unacceptable. Goal achieved—minimum of 70% credit attained.

NOTE: If one day of Alternative Learning Center (In-school suspension) placement is not enough time to complete the minimum of 70% correct completion of the assignment the student will remain until completion.

Step 4: Students that are assigned three or more days to the Alternative Learning Center (In-school suspension) in one semester due to ZAP's will be referred to the Student Assistance Team. The Student Assistance Team will meet within three school days to review the student's academic progress and recommend further assistive measures, which may include scheduled routine tutorial assignments and/or removal from elective course(s) for placement into supervised study period(s).

NOTE: Instructors may reduce credit for lateness but no lower than 70% credit. It is imperative to assess the student's work not their behavior. It is the parent/guardian and/or students responsibility to make appropriate travel arrangements to and from before-school and after-school tutorial assistance assignments.

Z.A.P. Program Definitions and Explanations:

Good Faith Effort—Assignments must be 70% or more correctly completed.

Before-School Tutorial—45 minutes before-school tutorial assigned to complete work while supervised by an instructor or para-professional.



After-School Tutorial—45 minutes after-school tutorial assigned to complete work while supervised by an instructor or para-professional.

***NOTE: Allen Community College Instructors and/or courses are not under the direct control of Woodson School District 366; therefore student work and/or grades will not be monitored for assistance by the Z.A.P. Program.***

**Virtual Program:**

Yates Center High School implemented a Virtual School program at the beginning with the 2016-17 school year. This program was developed as an alternate program for USD #366 students to complete their high school graduation requirements. Currently, the Yates Center Virtual Program is designed only for students in grades 9-12. New enrollment into the program must be made prior to September 20. Current enrolled students must be enrolled prior to October 1. Students currently enrolled in Yates Center High School may switch to the virtual program at the end of the first semester. For all further questions please contact the building Principal and/or Virtual Program Director.

