

Wabaunsee High School

Student Handbook

2023-2024



Chargers

Welcome to another exciting school year at Wabaunsee High School! One's high school years are an important time with many opportunities to participate in long-standing traditions. Likewise, many opportunities exist to create new traditions, which strengthen the high school program for everyone.

This handbook has been prepared for the students of Wabaunsee High School to serve as an aid in understanding our school policies. It was designed for the following purposes:

- 1. To clarify graduation requirements**
- 2. To promote good student understanding**
- 3. To inform students and parents of school policy**
- 4. To report information to parents as required by law**

We ask that students and parents read this handbook carefully. Please ask questions about any parts that are not understood. We require that all students abide by the policies set forth in the student handbook.

The students at Wabaunsee High School have respect for themselves, their teachers, staff, and fellow students. They have pride in themselves, for everything they do and their school. Finally, Wabaunsee High School students are involved in everything that happens at school. To get the most from your high school years, you must be involved. It is our hope that you, too, will be a Wabaunsee High School student with pride, respect, and involvement.

Mr. Steve Oliver - Principal

**TOBACCO/SIMULATED TOBACCO-FREE
FACILITIES/POSSESSION
AND USE OF TOBACCO/SIMULATED TOBACCO:**

All persons – students, faculty/staff members, administrators, visitors or patrons – are prohibited from using tobacco/simulated tobacco products in any district building or vehicle or on any district grounds. This tobacco-free designation applies not only to normal school/office hours but also to any extracurricular, before or after school, or any unscheduled activity or event.

MISSION STATEMENTS

USD 329 Mission Statement

The mission of the Wabaunsee School District is to academically prepare all students with a foundation of social-emotional and mental health wellness while also becoming responsible, self directed learners and inspired leaders.

Wabaunsee High School Mission Statement

To share with our community the responsibility for educating students to the highest level possible and evaluate the methods utilized and the results achieved to assure an equitable education for all.

Class Bell Schedule – 7-Period Day*

8:10 – 9:05 1st Hour
9:09 – 10:00 2nd Hour
10:04 – 10:55 3rd Hour
10:59 – 11:50 4th Hour
11:50 – 12:20 Lunch
12:24 – 1:15 5th Hour
1:19 – 2:10 6th Hour
2:14 – 3:05 7th Hour
3:09 – 3:30 Advisor Base

*Each class meets every school day.

Advisor Base Teacher: _____

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ACADEMICS

Graduation Requirements

The board may adopt graduation requirements beyond the minimum set forth by the State Board of Education.

Twenty-five units of credit shall be required for graduation. In order to graduate a student must receive credit in the following designated program areas:

<u>Program Area</u>	<u>Credit</u>
Language Arts	4
Social Science	3
Science	3
Mathematics - Minimum to Algebra or Applied (III) Algebra*	3
Physical Education	1
Humanities – Music, Art or Foreign Language	1
Vocational Education – (see list below)	
Consumer Education ½ credit	
Human Growth Development ½ credit	1
Vo Ed Electives	2
Electives	<u>7</u>
Total:	25

**Students with an IEP may be exempt.*

A student must satisfactorily complete the full requirements of a course of study in order to receive credit.

Any student who does not meet the above requirements for graduation will not participate in the commencement ceremony.

Grade Classification

Incoming student's grade classification will be based on qualifying credits and determined cooperatively by administration and counseling staff.



Qualified Admissions

The six state universities in Kansas--Emporia State University, Fort Hays State University, Kansas State University, Pittsburg State University, The University of Kansas, and Wichita State University--use the standards below, set by the Kansas Board of Regents, to review applicants for undergraduate admission.

ACCREDITED HIGH SCHOOL

Freshman applicants, under the age of 21, who graduate from an accredited high school, will be guaranteed admission to six state universities by meeting the Qualified Admissions requirements designated by each university, as follows:

ESU, PSU, FHSU, & WSU:

- Cumulative High School GPA 2.25+ or ACT 21+ (SAT 1060)*

K-State:

- Cumulative High School GPA 3.25+ or ACT 21+ (SAT 1060)*

KU:

- Cumulative High School GPA 3.25+
OR Cumulative GPA 2.0+ and ACT 21+ (SAT 1060)*

ALL Institutions Require:

- Cumulative GPA 2.0+ for College Credits earned in High School

KANSAS SCHOLARS CURRICULUM IS RECOMMENDED BUT NOT REQUIRED: To best prepare for the rigor of college-level courses, the Kansas Scholars curriculum is recommended.

One unit is equivalent to one year, or two semesters:



English
4 units



Math
4 units
1 unit of each:
Algebra 1, Geometry,
Algebra II
1 unit: Advanced Math
See [KS Scholars page](#)
For Math course list



Social Science
3 units
1 unit U.S. History
.5 unit U.S. Gov
.5 unit World History
1 unit: Social Science course
See [KS Scholars Page](#) for
Social Science course list



Science
3 units
1 unit of each:
Biology, Chemistry, &
Physics



Foreign Language
2 units of the same
language

KANSAS SCHOLARS Program: More information about the Kansas Scholars Scholarship & Curriculum can be found [here](#) (pdf).

HOMESCHOOL & UNACCREDITED HIGH SCHOOL

Freshman applicants, under the age of 21, who are homeschooled or graduate from an unaccredited high school will be guaranteed admission to the six state universities by achieving an ACT score equivalent to those outlined above, per each university. If you enroll in college courses while in high school, it is also required that you achieve a 2.0 GPA or higher in those courses.

**If you do not meet the qualified admission requirements, you are still encouraged to apply. Your application will be reviewed individually. Contact the university admissions office for more information.*

This document provides a summary overview of admission requirements at state universities and is not a substitute for or to be used in lieu of the actual detailed admissions requirements, which can be found at: www.kansasregents.org/qualified_admissions_rules_regulations.



KANSAS BOARD OF REGENTS

Kansas Scholars Curriculum & State Scholar Quick Facts

Completion of the Kansas Scholars Curriculum is one of the requirements Kansas residents must meet in order to receive State Scholar designation. This occurs during the senior year of high school.

What are the other requirements to become a State Scholar?

- Students must have taken the ACT between April of the sophomore year and December of the senior year.
- Students must be a Kansas resident.
- Students must have their curriculum and 7th semester GPA certified on the official roster by the high school counselor, registrar, or similar official.

KANSAS SCHOLARS CURRICULUM

English - 4 years

One unit to be taken each year. Must include substantial recurrent practice in writing extensive and structured papers, extensive reading of significant literature, and significant experience in speaking and listening.

Mathematics - 4 years

Algebra I, Algebra II, Geometry, and one unit of advanced mathematics-- suggested courses include: Analytic Geometry, Trigonometry, Advanced Algebra, Probability and Statistics, Functions or Calculus. Completion of Algebra I in 8th grade is acceptable; the student would then only need three years of math in high school.

Science - 3 years

One year each in Biology, Chemistry, and Physics, each of which include an average of one laboratory period a week. Applied/technical courses may not substitute for a unit of natural science credit.

Social Studies - 3 years

One unit of U.S. History; minimum of one-half unit of U.S. Government and minimum of one-half unit selected from: World History, World Geography or International Relations; and one unit selected from: Psychology, Economics, U.S. Government, U.S. History, Current Social Issues, Sociology, Anthropology, and Race and Ethnic Group Relations. Half unit courses may be combined to make this a whole unit.

World Language - 2 years

Two years of one language. Latin and Sign Language are accepted.

What is the benefit of completing the Kansas Scholars Curriculum?

Students that complete this curriculum and meet the other requirements, may be designated as State Scholars, which makes one eligible to receive the Kansas State Scholarship as provided by the Kansas Legislature. The academic profile of recent scholars include an average ACT of 29 and an average GPA of 3.92. State Scholars may receive up to \$1,000 annually for up to four undergraduate years (five, if enrolled in a designated five-year program), based on financial need and the availability of State funds. Financial need is measured by federal methodology using data submitted on the FAFSA.

For more information, contact us at (785) 430-4300 or at scholars@ksbor.org.

Dual Enrollment Programs

Students may apply for permission to earn dual credit by taking college-level courses from approved universities under the following conditions:

1. The student must be a sophomore or older in good academic standing (3.0 GPA or higher).
Students with a gifted IEP may apply earlier for dual credit.
2. The student must formally state his/her intentions, have parental permission, and recommendation from the WHS counselor.
3. Dual credit courses taken to fulfill the graduation requirements of WHS must have prior approval of the counselor and principal.
4. Students must acknowledge to the school counselor their intention to take the class for both college and high school credit or college credit only by the end of the fourth week of class.

The grade and credit will be entered on the student's WHS transcript upon receipt of an official transcript from the college or university indicating the grade and credits earned. Following is the credit conversions:

3 hours of college credit .50 units of H.S. credit

2 hours of college credit .25 units of H.S. credit

Concurrent Credit

WHS will offer concurrent credit classes in which students may attain college credit through Highland Community College for classes taken at WHS during the regular school day. Students must meet Highland Community College requirements. Approved college-level classes taught by WHS instructors on our campus may count for both college and high school credit. Students wishing college credit under this agreement are responsible for paying their own tuition.

Technical School Release

A student may enroll in either Washburn Tech in Topeka or in Manhattan Area Tech in Manhattan. Students must be at least juniors, have a GPA of 2.0 or better, be on track to graduate with their class, and be in good standing at WHS. It is important that both the parents/guardians and the students fully understand that their continued participation/enrollment in technical school is contingent on them remaining in good standing (grades, attendance, behavior, etc.) at Wabaunsee High School. It is important that all involved understand that the students still have classes to pass at Wabaunsee High School in order to graduate, and that failure to remain in good standing may jeopardize completing the requirements necessary for WHS graduation. These WHS requirements are independent of their achievement at technical school. To enroll in a technical school program, a student must notify the counselor and principal prior to the start of the school year in which you plan to attend. Enrollment in an area technical school qualifies students to continue in school activities at Wabaunsee High School. Vocational technical courses shall be credited based upon successful completion of the course. It is possible, with administrative approval, for students to achieve math and science high school credits for specific identified classes taken in those content areas as part of the vocational program. Post high school vocational technical courses will not count toward a high school diploma. The grades earned in the vocational program will also count as part of the student's overall GPA.

Work Study/Release

Policy HB JJ states that there will be no employment of students during the school day. Students will not be excused from school for employment reasons. However, exceptions may be made for second semester senior students through work-study. Students must meet with the counselor to see if they qualify for work-study and for procedures, rules, and employer cooperation requirements. Prior approval by the counselor and the principal is required.

Grading System

Grades can be accessed at any time using the Skyward portals. If you are unable to access this system please contact our office. It is important for parents and students to monitor grades regularly and intervene promptly if there are issues.

The grading system established by the BOE is as follows:

- A. 90 to 100% Superior Achievement
- B. 80 to 89% Above-Average Achievement – Very Satisfactory
- C. 70 to 79% Average Achievement – Competent
- D. 60 to 69% Poor Achievement – Passing on a marginal basis
- E. 59% and below Unsatisfactory – Failing

Honor Roll

The honor roll will be tabulated following each quarter for middle school/junior high and semester for high school. Honor rolls will be published in the local paper and posted on the bulletin boards at the school. Any student who receives a grade letter “D” or “F” in any class is ineligible for making the honor roll list. The honor roll will include three categories as follows:

- A Honor Roll 4.0 Average (All A's)
- High Honor Roll 3.61 – 3.99 G.P.A.
- Honor Roll 3.00 – 3.60 G.P.A.

Weighted Grades and Honor Grades

The following weighted formula is used to figure grade point averages when the classes are taken at Wabaunsee High School.

Honors Class Grades

Students will have .5 added to their grade for the following classes:

- Advanced Biology
- Anatomy
- College Algebra
- College English
- Physics
- Statistics & Trigonometry
- Spanish III, IV

Academic Award

Graduating students will be recognized for academic achievement through the following process (unweighted cumulative GPA):

Cum laude 3.8 to 3.89

Magna cum laude 3.9 to 3.99

Summa cum laude 4.0

Academic Intervention

A. Advisor Base

Teachers of advisor base will take an active role in mentoring and supervising the academic progress of the students enrolled in their advisor base class. Teachers will monitor each student's academic progress and attendance for all classes, communicate with parents, maintain and advise Individual Plans of Study/Xello and work with classroom teachers.

B. Weekly Academic Reports

The WHS office will run weekly grade reports and send home with the student grade statements for any student who has a "D" or below in any class. WHS will send home semester grade cards. Student grades are available for daily viewing by parents on Skyward. If you need assistance logging in to access your student's Skyward account please contact the office.

C. Academic Intervention Class

This class will be offered to students needing remediation. This class counts as an elective credit and is available to students recommended by staff. It is not required.

ATTENDANCE

Philosophy

"You Miss School; You Miss Out"

There is a direct correlation between school attendance and academic achievement. Regular school attendance is essential for satisfactory school progress. No single factor does more to aid progress than regular attendance.

Each student is allowed a total of **10 absences per Class Period**, during the entire school year without written documentation. Once the student exceeds the 10 absences, written documentation is required for the absence to be excused. This requires a doctor's note to be given to the office.

Types of Absences

- **Excused Absences:** Absences will be excused with parent permission for the following: for dental or doctor appointments; for sickness; for travel with family; for court appearances; for illness in the home; for funerals of members of the family; national, state, school, and community sponsored events; and absences for family emergencies. Under exceptional circumstances other absences may be excused provided that the parents have discussed the circumstances with the principal prior to the absence. Absence because of out-of-school suspension for disciplinary reasons is also excused.
- **Unexcused Absences:** Absence with the parent's permission for any reason other than listed above. Absence without parent or school permission.

Proof of Absence

The building principal reserves the right to require proof of the legitimacy of need for excused absences for personal reasons when such absences exceed three in any given class period.

Three consecutive unexcused absences, five unexcused absences in a semester, or seven unexcused absences in a year will result in the school contacting the county attorney and reporting the student as truant.

Skipping school – The county sheriff may be notified as soon as the school becomes aware that a student is skipping school (during the school day). Skipping school will result in a student losing his/her privilege to participate in extra-curricular activities for a specified length of time. The student will make up time during detentions (two hours for every hour of class time missed).

Notification of Absence by Parents

Parents are requested to notify the school of their child's absence by 8:30 a.m. by calling (785) 765-3315. If contact is not made by phone, it is the responsibility of the student to present a note signed by his/her parent or guardian to the office excusing the absence. If parent contact/written, signed note is not obtained, it will result in the absence being classified as unexcused.

Any student who arrives or leaves during the day must check in or out with the office. Students cannot leave the campus until they have secured permission from their guardian and checked out with the office.

Absentee Make Up and Consequence

- **Excused absences:** The student will be allowed to make up all schoolwork missed without penalty. Students have two days for each day absent to have their work made up. However, assignments assigned prior to the student's absence are due the day the student returns.

For travel with family or school sponsored events, the student should give advance notice to the school and garner academic assignments in advance of the absence and make every attempt to complete that work prior to the anticipated absence.

- **Unexcused absences: Students may not be allowed to make up missed schoolwork; a zero grade will be averaged into their score.** The student may also be required to make up the missed time, through detention, before and after school.

Postsecondary Academic/Career Visits

- Students are allowed 5 excused absences for postsecondary institution or military visits while they attend WHS.
 - Students must obtain signed visit form/military form from the institution while on their visit and return to the counselor upon returning to school.
 - Students are responsible for all homework missed during this absence.
- Any additional excused visits require a signed institution visit form/military form AND administrative approval.

Excessive Absences

Excused absences: A student whose absences exceed three class periods in one class may be referred to the counselor. His/Her intervention will integrate strategies that will help assure the student is staying on top of his/her academics and will help the student and parents improve the student's attendance.

Tardy Policy

A student is tardy any time he/she is not in the classroom, as dictated by the instructor, when the tardy bell rings and they are without a pass from a staff member. Students late coming to school must check into the office and secure a pass to class. A tardy student is a disruption to normal classroom procedures.

The following tardy policy begins new each semester. This tardy policy is not based upon a per class count. Tardies will accumulate regardless of which class they are received, including Advisor Base. Detentions will be served before or after school in the main office.

1st Tardy - Teacher warning

2nd Tardy - Office warning – student facilitates communication with guardians

3rd Tardy - Office communication with guardians

4th Tardy - letter/email stating consequence sent to guardians

5th Tardy - letter/email stating consequence sent to guardians

6th Tardy - letter/email and phone call to guardian

7th Tardy - 30 minute detention – letter/email and phone call to guardian

8th Tardy - In-School Suspension – letter and phone call to guardians

9th Tardy - In-School Suspension with possible long-term suspension recommendation made to the superintendent of schools

Health Related Procedure at School

Students becoming ill at school should report to the office. If it is necessary for the student to go home, the office staff will inform the parent. The student will then be released from school. Students not following this procedure will receive an unexcused absence. Repeated health-related absences may require an excuse note from a medical professional.

Absentee Policy During Finals Testing

Students are expected to be at school during finals. The school will work with students who miss finals due to illness, injury, or personal/family emergencies. WHS will also work with students who must miss finals due to circumstances beyond their control or the control of their family. The school requests three weeks' notice prior to finals week in order to allow teachers adequate time to create a final test.

EXTRACURRICULAR ACTIVITIES

Philosophy

Student activities are important in the development of a well-rounded educational program. The staff is encouraged to capitalize on the educational possibilities of student activities. Any activity that involves the expenditure of public funds shall be subject to prior approval by the board.

Eligibility – Sport and Non-Sport Student Activities

We expect all students to perform as good citizens at all times. To be eligible for all activities at school including sports, field trips, plays, music events, and/or any organization and offering listed in the student handbook, students must maintain satisfactory school citizenship and academic requirements stated in this policy. Any misconduct by participants in these activities that is sufficiently serious to warrant internal/external suspension from school will result in ineligibility for the period of suspension. Additionally, violation of the student discipline regulations or related school district policies may lead to a longer period of suspension or exclusion from participation at the discretion of the building administrator.

If the Trip is part of a class assignment and is Graded, they do not need to meet Eligibility Requirements

- **One F- In any Class- After eligibility is run, students have one week of probation to bring up their grades. If they do they come off probation at the end of the next week, if not they are officially ineligible for the next week.**
- **Two or more F's – Students are ineligible immediately. This includes participation in all school activities, athletic and non-athletic. The only exception to this is prom.**
 - Students cannot go on the ineligibility list a second time in a row unless there are at least two grades given in the class where ineligibility occurred.
 - Grades will be figured as of noon every Thursday. Teachers must take time to update grades and to let the office know if they have not had enough grades taken in a class. Notification of eligibility will be mailed to parents on Friday.
 - Students are ineligible for all activities during the calendar week Sunday through Saturday.
 - The first-time eligibility runs in the fall will be a **warning only** for students; they have a probationary period to become eligible. The second time non-participation will take place.
 - All students are eligible to try out for events that require selection and training. However, students must be eligible in order to begin rehearsal or practice. The cutoff date for eligibility purposes is two (2) weeks before the performance. If a student is eligible at that time, the student remains eligible regardless of the student's academic standing at the time of the performance.
- All KSHSAA eligibility requirements must be met.

NCAA Eligibility Requirements

If students plan to participate in athletics as a college freshman at the NCAA division I or II levels, they should apply for certification with the Clearinghouse before graduating from high school. Keep in contact with the counselor to ensure that the core curriculum required by the NCAA is satisfied and that all other conditions for eligibility are fulfilled.

Activity Offerings

Non-Athletic Extra-Curricular Offerings

Future Business Leaders of America
Family, Career & Community Leaders of America
Future Farmers of America
Forensics
Kansas Association for Youth
National Honor Society
Pep Club
Scholars Bowl
SAFE/SADD
SkillsUSA
Student Council
Chess
Fitness Club
Yellow Ribbon

Athletic Extra-Curricular Offerings

Football
Girls Tennis
Volleyball
Cheerleading
Cross Country
Basketball
Baseball
Wrestling
Softball
Track
Golf

Academic Class Offerings

Band
Newspaper
Vocal Music
Yearbook
School Play

Non-School Club Offerings

Fellowship of Christian Athletes
GSA- Gay Straight Alliance
Rooted in Christ

DISCIPLINE GUIDELINES AND POLICIES

Philosophy

WHS philosophy on student conduct is simple: Each student is responsible for his or her own behavior. Teachers are here to instruct and aid students in their academic and social development. Students who choose to not follow rules/policies will be held accountable for those decisions. WHS expectations of students to sustain high standards of self-discipline and work ethic will be maintained.

Purpose of School Code of Conduct

The objective of this code is to establish rules/policies with regard to the conduct of all students at Wabaunsee High School. These rules have been deemed appropriate and necessary for the maintenance of a wholesome school climate. As such, this Code of Conduct should be reviewed by students and their parents.

These rules and standards apply to student conduct:

- **on school premises**
- **on school busses**
- **involving school property**
- **off school premises which directly affects the school**
- **at school functions of any kind**

This code does not define all types and aspects of students' behavior. The Board of Education of USD 329 has the authority to set forth policies, rules, and regulations to help each student conduct himself/herself in a proper manner as a good citizen of the school community.

Academic Dishonesty

Any student receiving unauthorized assistance or giving unauthorized aid on an assignment, quiz, test and/or classroom project, this is to include the use of AI - Artificial Intelligence ,will be treated in the following manner:

- The paper will be confiscated by the teacher.
- A "0" grade will be recorded.
- The teacher will notify the parent or guardian.
- The teacher may choose to notify the principal, which may result in further administrative action, depending upon the circumstances.

Plagiarism is a form of academic dishonesty and will be treated as such.

Alcohol and Illegal Drug Policy

The use or possession of illegal drugs by students is prohibited in the school building, on the school grounds, in school transportation vehicles, on school activity trips, and any school sponsored function, either at the school or away.

Drug Free School – Student Conduct

- 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 property or at any school activity, home or away.
- Any student violating the terms of this policy **shall be** reported to the appropriate law enforcement officials and shall 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 long-term suspension (minimum of 10 school days) with the possibility of expulsion;
B. Suspension from all student activities for a period of not less than 10 school days; C. As a condition of re-admittance to school following this violation, the student will be required to undergo a complete drug and alcohol analysis at an acceptable program with proof of program admittance.

2. **Second Offense:** A second-time violator shall be subject to the following sanctions:

- A. A punishment up to and including long-term suspension (minimum of 20 school days) with the possibility of expulsion;
- B. Suspension from all student activities for a period of not less than 30 school days;
- C. A student who is placed on a long-term suspension under this policy may be readmitted on probationary status if the student agrees to complete a drug and alcohol rehabilitation program at an acceptable program with proof of program admittance.

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 including expulsion from school for one calendar year.
- B. Suspension from participation and attendance at all school activities for one calendar year.

Behavior – Inappropriate and/or Disruptive

Hazing

Hazing is conduct, which impinges upon or invades the rights of others. Students violating this policy will be dealt with by the administration and/or supervising staff. Sponsors for clubs or organized activities may require the students to meet more specific guidelines regarding hazing. Each sponsor or coach will establish his/her own guidelines that are approved by the administration.

Hazing Process –

1. Teacher/Coach/Admin will investigate the reported incident of possible hazing.
2. If hazing did occur, the teacher/coach will determine who was responsible for such action and punish those individuals or groups. Persons or groups that suggested the improper activity will be punished. Possible punishment – extra work, suspension from practice, suspension from activity/school, etc. In the event individuals cannot be found to be accountable, an entire group may be held accountable and punished.
3. Teachers/Coaches will provide students with examples of acceptable and unacceptable behaviors at the beginning of each activity; i.e., acceptable: carry out tackling dummies, put away basketballs, pick up and put away baseball team equipment; i.e., unacceptable: student physically attacking or abusing another student, student being forced to embarrass himself in front of other students.
4. If a parent and/or student is not satisfied with the teacher/coach's action, it should be reported to the building principal for a final decision on the incident and/or punishment.

ELECTRONICS

While not all electronic devices pose the same risk of disruption to the learning environment, it has become necessary to develop a policy that governs the use of some of the more intrusive. These policies include school-issued student iPads.

- Students may possess or use personal and/or school-issued electronic signaling devices (cell phones, iPods, iPads, tablets, Apple Watches, etc.) on school grounds provided that such devices DO NOT disrupt the educational program or school activity and are not used for illegal or unethical activities such as cheating on assignments or tests, bullying, accessing inappropriate materials, etc.

- Electronic signaling devices shall be turned off and placed in an area designated by the Teacher, during class time or at any other time as directed by a school district employee, except when otherwise permitted, for educational purposes, by the teacher, administration or other school personnel. Teachers have the ability to remove cell phones from student use during class periods.
- Confiscated electronic signaling devices shall be stored by school district employees in a secure manner.
- Laser pointers are not allowed at any time.
- Students who bring electronic items to school do so at their own risk and are responsible to secure the item from theft or loss. If a student brings a device and it is visible and/or in use during class, without teacher permission, the student is subject to consequences.
 - Students also assume responsibility for school-issued iPads taken outside the school/off school property and will be held responsible for stolen, lost or damaged iPads.
- NO STUDENT SHALL USE AN ELECTRONIC SIGNALING DEVICE WITH CAMERA, VIDEO OR VOICE RECORDING FUNCTIONS IN A WAY OR UNDER CIRCUMSTANCES WHICH INFRINGE UPON THE PRIVACY RIGHTS OF OTHER MEMBERS OF THE SCHOOL COMMUNITY (INCLUDING STAFF MEMBERS). STUDENTS MAY BE HELD PERSONALLY LIABLE FOR THE DISSEMINATION OF ELECTRONIC MATERIALS THAT INFRINGE UPON OTHER INDIVIDUALS' PRIVACY RIGHTS.

A. Electronic devices used in class without teacher/staff permission:

First Offense: Warning and confiscation of the item until the end of the student's school day.

Second Offense: Confiscation of the device until Parent/Guardian is able to pick up in the office and one hour office detention.

Subsequent Offense: Up to three (3) days, In-School suspension.

B. Electronic devices used for taking pictures/video of tests, homework assignments, or in locker/rest rooms will result in up to five (5) days out of school suspension (OSS) and/or possible involvement of law enforcement.

DRIVING

Leaving school grounds without permission in a vehicle, driving dangerously in or around school property, and/or parking vehicles in restricted or inappropriate ways on school property.

First Offense: Minimum but not limited to office warning, parent contact, and possible suspension.

Subsequent Offense: Mandatory three (3) days , In School suspension.

ENDANGERMENT

Issues that may result in the evacuation of the building and or fire/police intervention and/or expose others, student and/or staff members, to danger or harm. This includes but is not limited to creating a false fire alarm, bomb or similar threat, fireworks (possession and/or use of).

Any Offense: Mandatory five (5) days out-of-school suspension, notification of police, and recommendation for long-term suspension or expulsion.

EXTORTION OR GAMBLING

Any attempt by a student to obtain money or other items by use of threat or coercion.

First Offense: One (1) to two (2) days in-school suspension or up to three (3) days out-of-school suspension and notification of police, contingent upon situation.

Second Offense: Up to five (5) days out-of-school suspension and notification of police, contingent upon the situation.

Subsequent Offense: Five (5) days out-of-school suspension, notification of police, and recommendation for long-term suspension or expulsion.

FIGHTING

First Offense: One (1) to three (3) days out-of-school suspension, contingent upon situation.

Second Offense: Up to five (5) days out-of-school suspension, contingent upon situation.

Subsequent Offense: Mandatory five (5) days out-of-school suspension, and recommendation for long-term suspension or expulsion.

All offenses involving fighting may require a mediation meeting with the counselor and the principal upon the student's return.

BULLYING

Bullying is recognized as a serious concern in schools. Educational activities for both students and teachers will be conducted. Educational activities and policies concerning bullying will be implemented and supported by all school staff.

Bullying is prohibited in any form, including electronic means, on or while using school property, in a school vehicle or at a school-sponsored activity or event. Students who have bullied others in violation of this policy may be subject to disciplinary action, up to and including suspension and expulsion. Students violating the bullying prohibition may be reported to law enforcement for additional action. This may include, but not be limited to, the following:

- Verbal, physical, written or electronic intimidation or abuse
- Derogatory name calling
- Insults
- Practical jokes which may result in awkwardness or embarrassment
- Unwelcome remarks or innuendoes
- Taunting or ridicule of any individual
- Derogatory or offensive pictures, drawings, and materials
- Use of derisive slang terms concerning another individual

A student is being bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more students. This action would include hitting, kicking, shoving, spitting, taunting, teasing, racial slurs, verbal sexual harassment, threatening comments and obscene gestures. This would also include getting another person to assault someone, spreading rumors, and deliberately excluding someone from a group or activity.

The counselor and/or social worker and the principal will be involved in mediating the situation. Consequences of bullying actions will be dependent on the severity and frequency of the actions.

Repeated incidents will lead to more serious consequences that may include short- and long-term suspension, and/or being expelled from school.

First Offense: Office Warning and/or up to three (3) days suspension contingent upon the situation.

Second Offense: Up to five (5) days out-of-school suspension.

Subsequent Offense: Up to ten (10) days out-of-school suspension and possible long-term suspension or expulsion.

HARASSMENT

Harassment may address race, religion, sex, national origin, physical attributes or disabilities, scholastic aptitude, sexual orientation, or age. Sexual harassment may result from verbal or physical conduct or written or graphic material. Sexual harassment may include, but is not limited to the following:

- Verbal harassment or abuse
- Pressure for sexual activity
- Repeated remarks to a person with sexual or demeaning implication
- Unwelcome touching
- Suggesting or demanding sexual involvement accompanied by implied or explicit threats

All forms of harassment will not be tolerated and are prohibited at school, on school property, and at all school-sponsored activities, programs or events.

First Offense: Office warning and/or up to three (3) days suspension contingent upon the situation.

Second Offense: Up to five (5) days out-of-school suspension.

Subsequent Offense: Up to ten (10) days out-of-school suspension and possible long-term suspension or expulsion.

INSUBORDINATION

Any failure by a student to follow a staff member's reasonable request.

First Offense: 30 minutes of classroom detention and/or 1-day In School suspension.

Second Offense: Office detention and/or up to three (3) day In-School suspension.

Subsequent Offense: Up to five (5) days In School suspension.

INAPPROPRIATE LANGUAGE

First Offense: Office warning or up to three (3) hours of detention.

Subsequent Offense: Up to three (3) days In School suspension.

PUBLIC DISPLAYS OF AFFECTION (PDA)

Personal and public displays of affection will not be allowed.

First Offense – Teacher or office warning

Second Offense – One-hour office detention

Subsequent Offense – Two-hour office detention and possible suspension.

THEFT

Each offense shall include the return of the item or payment for that amount of the item taken.

First Offense: One (1) up to three (3) days out-of-school suspension, contingent upon situation. Law Enforcement may be contacted.

Second Offense: Up to five (5) days out-of-school suspension, contingent upon situation. Law enforcement shall be contacted.

Subsequent Offense: Five (5) days out-of-school suspension and recommendation for long-term suspension or expulsion, contingent upon situation. Law enforcement contacted.

TOBACCO OR SIMULATED TOBACCO (E-Cigarette) – USE OR POSSESSION

First Offense: One (1) up to three (3) days, In-School suspension, contingent upon situation.

Second Offense: Up to five (5) days, In-School suspension, contingent upon situation.

Subsequent Offense: Five (5) days, In-School suspension and recommendation for long-term suspension or expulsion, contingent upon situation.

VANDALISM

Any Offense: Two (2) or up to five (5) days out-of-school suspension, possible referral to police, and possible recommendation for long-term suspension or expulsion, contingent upon the situation.

VERBAL/WRITTEN ASSAULT/THREAT: *Towards a School Employee*

First Offense: Up to three (3) days out-of-school suspension and notification of police if appropriate.

Second Offense: Up to five (5) days out-of-school suspension and notification of police if appropriate.

Subsequent Offense: Up to ten (10) days out-of-school suspension and notification of police and recommendation for long-term suspension or expulsion.

WEAPONS – Board Policy JCDB

No student shall knowingly possess, handle or transmit any object that can reasonably be considered a weapon at school, on school property (including school buses) or at a school sponsored event. This shall include any weapon including but not limited to any firearm, “switchblade” or “butterfly” knife, mace, explosive device or other dangerous object and/or any facsimile of a weapon. Or, PROHIBITED ITEMS.

Possession may result in expulsion from school for a period of one calendar year, except the Superintendent may recommend this expulsion requirement be modified on a case-by-case basis. Possession of a facsimile of a weapon may result in suspension or expulsion. Expulsion hearings for possession of a weapon shall be conducted by the Superintendent or their designee.

Students violating this policy shall be reported as having a felony or misdemeanor and also referred to the appropriate law enforcement agency(ies) and if a juvenile, to SRS or the Commissioner of Juvenile Justice.

Wabaunsee High School Dress Code

The way you dress says a lot about what you stand for. Students are asked to wear clothing that is in good taste and appropriate at school and at related functions. In matters of dress, cleanliness and grooming, the building principal shall have the authority to decide whether or not the clothing and method of dress is appropriate. **Inappropriate attire will not be permitted at school or at school events and may result in being asked to leave school/school event if student refuses to change.**

Students shall not be allowed to wear short-shorts, swimwear, midriffs, half-shirts, strapless garments, or fishnet shirts or have their undergarments visible. Clothing with slogans bearing suggestive, abusive, crude or profane language or promoting alcohol, gangs, tobacco or drugs is prohibited.

Hair, Face and Jewelry

- Hat wear will be left to the determination of each classroom teacher/staff, but will not be allowed if they display/represent inappropriate content or become in any way a distraction to the learning environment as dictated by staff; failure to honor individual teacher/staff request with regard to this allowance will be deemed as insubordination (see previous consequences) and cause the hat to be confiscated until the end of the student's school day.
- No articles of jewelry, accessories, or articles on clothing, which are potentially hazardous, such as chains or studded bands, or have sharp points, etc.
- Outdoor clothing should be limited and worn only at the discretion of the classroom teacher/staff as deemed necessary (i.e. shop classes).

Tops

- Clothing inappropriate if any flesh can be seen starting at underarms down to mid thigh.
- Sleeveless tops should have straps a minimum of one inch wide.
- Sleeveless tops must not drop more than an inch below the armpit. Clothing inappropriate if any undergarments can be seen, this includes sports bras.
- Tops cannot be sheer (see through) unless there is a proper outer garment worn underneath.
- Tops should extend below the belt line of the pants.
- During the school day coats/jackets are to be placed in the student's locker upon entering the building. The administration recommends that students keep a sweater or sweatshirt in their locker for cooler days.

Bottoms

- Pants or shorts cannot sag. They should be worn at or above the top of the hipbone line and not low enough to allow undergarments to show.
- Skirts and shorts should be lower than mid-thigh, front and back.

If there is a question in your mind on whether a garment would be deemed inappropriate, don't wear it.

Graduation: The senior class will decide on the color of graduation caps, gowns, stole, etc. These selections must be approved in advance by administration and inappropriately altering or failing to wear them at graduation may result in the diploma being withheld, not being allowed to participate in the graduation ceremony, disciplinary action, etc. as determined by administration.

Search and Seizure

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the health and safety of others. All searches may be conducted with or without a student's consent.

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items that have been confiscated. In the course of any search, students' privacy rights will be respected regarding any items that are not illegal or against school policy. All electronic devices (computers, iPads, etc.) located in classrooms, labs, and buildings, and those checked-out to students are the District's property and are to be used by students appropriately for educational purposes only. The District retains the right to access and review all electronic, computer files, databases, and any other electronic transmissions contained in or used in conjunction with the District's computer system and electronic mail. Students should have no expectation that any information contained on such systems is confidential or private. Review of such information may be done by the District with or without the student's knowledge or permission. The use of passwords does not guarantee confidentiality, and the District retains the right to access information in spite of a password.

WHS Disciplinary Measures

It is Wabaunsee High School's philosophy that students will control their own behavior. On the rare occasion when a student makes poor choices and teacher intervention does not help the student successfully modify his/her behavior, the student will be subject to but not limited to the following disciplinary measures.

****Principal Intervention**

Any student referred to the office for inappropriate behavior can rest assured that regardless of any consequences assigned, parents will be notified. Minor behavior problems can result in short-term consequences – hallway pass suspension, computer/iPad access denied, work duty assigned, change in lunch setting, detention, etc.

****Teacher/Principal/Counselor Conference**

****Parent Conference**

****Detention**

A student may receive one or more detentions for undesirable behavior. Detentions are to be served (before or after school or during lunch) the day they are assigned or the following two days unless arranged and approved differently by the principal. Parents will be notified by phone on the day of the detention, or the student will facilitate transporting a note to and from parents. No student will be detained after school without notifying the parent. Failure to serve detentions on time will result in the student being suspended from school. Chronic violators will be subject to long term suspension from school.

Short Term Out-of-School Suspension

K.S.A 72-8902 - Except in an emergency, a short-term suspension (not exceeding ten school days) must be preceded by oral or written notice of the charges to the student and an informal hearing. If a hearing is not held prior to the suspension, an informal hearing shall be provided no later than 72 hours after imposition of a short-term suspension. Written notice of any short-term suspension shall be delivered to the student's parent or guardian within 24 hours after the suspension has been imposed. Any person designated in policy as having the authority to suspend may conduct the short-term suspension hearings. At the informal suspension hearing, the student shall be:

- Notified of the right to be present.
- Informed of the charges.
- Informed of the basis for the accusation and,
- Allowed to make statements in his/her defense.

When a suspension is imposed during the school day, the student shall not be removed from school until a parent has been notified. If a parent cannot be notified during regular school hours, the student shall remain at school until the regular dismissal time.

Long-term Suspension or Expulsion

K.S.A. 72-8902 – Before a student is subject to long-term suspension (not to exceed 90 school days) or expulsion (not to exceed 186 school days), a formal hearing shall be conducted by any certified employee or committee of certified employees authorized by the board to conduct the hearing.

- Formal hearings shall be conducted according to procedures outlined in current Kansas law.
- The notice shall include copies of the suspension/expulsion law, and appropriate board policies, regulations and handbooks.
- The hearing may be conducted by either a certified employee or committee of certified employees.
- Expulsion hearings for weapons violation shall be conducted in compliance with Kansas law by persons appointed by the board.
- The student and parents or guardians shall be given written notice of the time, date and place of the hearing.
- Records of the hearing shall be available to students and parents or guardians according to Kansas law.
- Written notice of the result of the hearing shall be given to the pupil and to parents and guardians within 24 hours after determination of such result.

Student Rights During a Long-Term Suspension/Expulsion Hearing:

The student shall have the right:

- To counsel of his/her own choice;
- To have a parent or guardian present;
- To hear or read a full report of testimony of witnesses;
- To confront and cross-examine witnesses who appear in person at the hearing;
- To present his or her own witnesses;
- To testify on his or her own behalf and to give reasons for his or her conduct;
- To an orderly hearing; and
- To a fair and impartial decision based on substantial evidence.

Appeal to the Board

The following conditions shall apply if a student or the student's parent or guardian files a written appeal of a suspension or expulsion:

- Written notice of the appeal shall be filed with the clerk within 10 calendar days after receiving notice of the decision.
- The board shall schedule an appeal with the board or a hearing officer appointed by the board within 20 calendar days after notice of appeal is filed.
- The student and the student's parent shall be notified in writing of the time and place of the appeal at least 5 calendar days before the hearing.
- The hearing shall be conducted as a formal hearing using the same rules noted earlier for expulsion hearings.
- The board shall provide a certified court reporter to transcribe the hearing. • The board shall render a final decision within five calendar days after the conclusion of the appeal hearing.

Suspension from Student Activities

Whenever a student is under the penalty of suspension or expulsion from a U.S.D. # 329 attendance center, he/she may not participate in, or attend regular school activities. Regular school activities include athletic events, school plays, musical performances, school dances, graduation ceremonies and other club events. This includes any event home or away. Students may be suspended from future activities without being suspended from regular classes at the school. All suspensions terminate at 12:00 midnight on the last scheduled day of the suspension.

MISCELLANEOUS

Hall Passes

Students are not permitted in the halls during class periods unless a staff member accompanies them or they have pass from a staff member. The official hall pass is the scanned QR code present in each classroom/location within the building and issued by a specific teacher/staff member. The QR code can be scanned using a school-issued iPad ~~or personal cellular device~~, but MUST be authorized by a staff member to be valid. A hall pass will not be issued otherwise, unless it is an emergency or a pass for restroom use designated by the classroom teacher. Students without valid passes will be considered "out-of-area" and progressive consequences issued by teachers/principal.

Care of Building and Equipment

It is each individual's responsibility to see that the building and all the equipment is cared for adequately. Damage or spills to the building or equipment should be reported to the principal at once so that the damage can be repaired or cleaned up immediately. Repair costs including labor will be charged to the person responsible.

Drinks

Beverages in the classroom are at the discretion of the classroom teacher.

Library Media Center

The library media center serves as a quiet place to study or read as well as a classroom. Certain areas are set aside for audiovisual use, for group work, or for computer use. Class use of the library media center and its equipment has priority over individual student use of the facility or equipment. In order to maintain a safe, civil educational environment, students are expected to abide by the posted policies; students who do not comply with the policies will be sent back to class immediately. Repeated incidents will result in a suspension of the student's library privileges. It is a privilege to use the library; that privilege can be revoked if circumstances warrant such action.

Materials and equipment in the library media center are intended to be used by students and staff; however, it is necessary to care for these materials and equipment so that they continue to be available. Students in good standing (no overdues or charges) may check out up to six (6) books at one time. Books check out for three (3) weeks and may be renewed for three (3) weeks for a total check-out time of six (6) weeks. After that, if another patron has requested the book, the student must return the book. If no one has requested the book, the student may renew the book once more, for a total of nine (9) weeks check-out time. Students with overdue books will be notified in the form of a written overdue notice and will not be allowed to check out additional library materials or equipment until the overdue items are returned. Students will be charged full replacement costs for lost, stolen or damaged materials or equipment.

A student is required to present a valid QR code hall pass to enter the library.

Medical Treatment of Students

WHS does not have a school nurse. Students who are injured or become ill at school will receive first aid treatment only and parents will be notified. Students who are more seriously injured or ill will be cared for according to emergency procedures.

Aspirin, acetaminophen, or ibuprofen can be dispensed only with written parent/guardian permission via completed KDHE Authorization for Dispensing Medications to Children or Youth Short-Term Medications on a case-by-case basis. Minor first aid such as first aid cream, bandages, etc., may be administered by office personnel.

Prescription medications can be administered only if brought to the office with a form signed by a physician (available in the office).

The prescription medications must be kept in the office. They will be placed in a locked facility. An exception will be made for personal inhalers, with written parental permission. All medications must be in their original container.

Student Arrival Time and Departure

The building will be open at 7:40 a.m. and will be locked at 3:45 p.m. However, to avoid potential problems and to add to building security, students are not to be in the building earlier than 20 minutes before school and 15 minutes after school is dismissed. Students who will be under the direct supervision of a staff member may report earlier or stay later.

Lunch & Breakfast Policy

The School Board has provided a breakfast & lunch program for all students. Breakfast, served from 7:45 to 8:05 a.m., & lunch, served from 11:50 to 12:20 p.m., are both served in the high school commons.

Any amount of money may be put into a student's account. Lunch & breakfast money is due before the student eats. Parents will be notified when their child's account reaches a negative balance via email and/or mail. Any student with a negative lunch balance will not be permitted to charge extra servings, ala carte or any other items until their account has been credited.

WHS has an open lunch period for eligible JUNIORS AND SENIORS ONLY. Juniors and Seniors who choose to stay on campus are restricted to the school lunchroom or courtyard. No eating in the gymnasium, weight room, upper science hallway, etc.

Problems arising from misbehavior may result in students being restricted to the lunchroom during the lunch period.

During first hour, teachers will take lunch count and report that number to the office. Once students have made a commitment to eat school lunch, they are expected to eat a school lunch.

Juniors/ Seniors who choose to eat off campus will be under the following restrictions:

Students Must be Academically Eligible

- May not drive or ride in vehicles, including motorized bikes.
- May not congregate in large groups in houses.
- School rules and regulations go off campus with the student.

Failure of any senior to maintain open lunch expectations and/or remain in good school standing may lose open lunch privileges.

Students who choose not to follow the established lunchtime policies or misbehave during lunch period may be restricted to an alternate lunch setting.

Computer/iPad Usage and Ethics

Students have access to technology and the Internet. Consequently, all WHS students are required to sign an agreement stating limits for acceptable computer use and consequences for those who violate basic rules. Students who vandalize the system (gain access to another student or teacher's files, who tamper with computer network operating systems, or are on inappropriate sites or e-mails) are both liable for disciplinary action and shall incur the costs of district computer consultants engaged to repair damages. Parents and students will be required to sign the "Acceptable Computer Use" agreement.

Telephone

Students may use the phone located in the main office to call home with office staff permission only. Calls are limited to calling family members or for school business.

Textbooks

Students are responsible for the care of their textbooks. Students who misuse or damage their books will be charged for replacing the damaged book(s).

Students as Vendors

No student is permitted to sell merchandise without the permission of the building principal.

Visitors

Visitors are not permitted to attend high school classes as guests of our students except with permission of the principal. However, parents are always welcome to attend class with their child or to eat lunch with their child after making arrangements with the office. All visitors are required to check in the office upon entering the building.

Student Insurance

USD 329 Wabaunsee purchases a student accident insurance policy. This insurance covers student accidents during the school day only. The district no longer purchases additional coverage for student athletes.

It is the responsibility of each family to provide health care coverage for their families. Coverage for student athletes is available for purchase through the school district or may be acquired through your insurance agent. The coverage is limited but will coordinate benefits with your insurance. If your child does not have health insurance, please be sure to ask for information about the state children's health plan for uninsured children.

Student Activity Tickets

Student activity tickets are \$10 each and will admit a student to all home athletic events with the exception of tournaments. A complimentary activity ticket will be extended to all students who lettered in a KSHSAA recognized activity the previous year.

Student Lockers and Locks

Every student will be assigned a locker at the beginning of the year. This is school equipment provided for you to place and secure your belongings, coat, and books. Locks are made available to all students free of charge with the agreement they are returned undamaged at the end of the school year. If they are not returned or are returned damaged, a fee will be charged. The school is not responsible for items stolen, whether it is from a locked or unlocked locker. However, all thefts will be investigated.

Student Driving

Parking is provided in the immediate area of the school. Students are responsible for properly parking their vehicle so as not to prevent other students from getting in or out of the parking lot. Each student who drives must obtain a permission form. Rules for students driving are as follows:

- Students will park only in the areas designated for students.
- Students are not allowed to park in the lot on the south side of the woodshop/technology building.
- Students will not return to their vehicle without permission from the office or until school is dismissed.
- Students will not use their vehicle for personal business or school activities during the day without prior permission from the building principal/office staff AND with parent consent

(dentist appointment, etc.).

- Students are not permitted to drive, ride, or go to their vehicle during the school day without office permission in the form of a pass.
- If a vehicle needs to be moved and the student is unavailable or refuses to move the vehicle, it will be towed at the owner's expense.

Inappropriate items (tobacco, alcohol, drugs, weapons, etc.) are not to be kept in the vehicle. Students will be held accountable for inappropriate items left in the vehicle. Cars are subject to access and search by the principal and/or law enforcement.

Transfer Students

Students entering high school from another accredited high school are admitted without loss of credit within the framework of accreditation recognized by the Kansas State Department of Education. Transcripts of transfer students must be sent by mail from the school formerly attended. Students are enrolled provisionally until the officially signed transcript is received and evaluated. In the event a student's parents change their residence from one high school to another, it will be necessary that proper procedures be followed in compliance with the Kansas State High School Activities Association. For the student leaving WHS, the form and the procedure must be followed and the proper signatures obtained on the last day of attendance.

Once the student has enrolled in the new school, an official of that school will write or call for the student's records to be forwarded. The transcript will contain courses taken, grades, credits earned, attendance, and test data.

Transfer Credits

Full faith and credit shall be given to units earned in other accredited schools by the counselor. If the counselor finds valid reasons not to award full credit, he/she may do so through the building principal.

Posters

All posters and decorations must have their origin through some school-sponsored activity or organization. Posters will need approval from the sponsor or office prior to display. Please utilize the bulletin boards whenever possible. Use masking tape only when putting posters on the walls. Posters are to be removed the day after the activity starts.

Fire Evacuation Procedure

When the fire signal is sounded, students are to evacuate the building in the following manner:

- Rooms 101, 102, 106, 201, Library - Exit North Door
- Rooms 301, 302 - Exit Fire Escape
- Rooms 202, 203, 204, 206A, 206B - Exit West Door
- Rooms 103, 104, 105, 205, 303, 304 - Exit South Door
- Auditorium - Exit Fire Escape
- New Building – Science Rooms - Exit West Entrance Door of the foyer
- New Building – Computer Lab and Music Room - Exit North door of new building
- Gym/Weight room – Exit the East Doors

All students are to clear the building by 100 feet. The all-clear signal will be an oral communication from the principal's office.

Tornado Warning—Student Dismissal Procedures

Students will be held in their designated “Tornado” shelter during a Tornado Warning until an “All Clear” is sounded and bus routes can be run safely, if the warning coincides with dismissal at the end of the day. Parents can pick up their children at school during a Tornado Warning—at their discretion and only after having signed them out in the office.

The warning will be given by the local civil defense siren and/or school siren from the principal’s office. All students will walk in single file in an orderly fashion to their assigned areas.

Ample warning procedure:

Ag Shop, Wood Shop, & Drafting Officials locker room – Old gym SE Side New building classrooms
Girls locker room – Old gym SE Side WHS main building– all floors Boys locker room – Old gym
North Side In case there is not sufficient time to warn students and staff to move to the old gym, we will have a “short notice” plan for tornado procedure. Notification for “ample time” or “short notice” will be given at the time of the warning. However, due to impending circumstances, teachers may opt to use the “short notice” plan while en route.

Short notice:

New building classes: Girls Locker room – Old Gym
WHS – top floor Room 106 (math room)
WHS – middle & bottom floor FACS room
Drafting Girls & Boys restrooms – New shop Woodworking Office – New shop
Agriculture Restroom – Ag. Building

Wabaunsee County Health Department

The Wabaunsee County Health Department is located in the basement of the Wabaunsee County Courthouse at 215 Kansas Ave., Alma, Kan. Hours are Monday 8am – 6pm, Tuesday – Thursday 8am – 4:30pm, & Friday 8am – 3pm. Immunizations as well as other health care is available by calling for an appointment at (785) 765-2324.

School Closings

School closing and changes in school schedules and cancellations will be announced through School Messenger. This service provides patrons with a call to a designated phone with the announcement. When contacted by the automated system, please wait for the message. When we receive multiple calls at the time the message goes out, it slows down our engagement in the matter at hand.

School closings will also be broadcast on WIBW-AM (580), WIBW-FM (94.5), and WIBW-TV (13). School closing information can also be accessed on the Internet at <http://www.cancellations.com/>

Right of Change Notice

This student manual was created for the benefit of students and staff of WHS. Administration reserves the right to amend or add rules in this student manual to better facilitate procedures. Students, staff, and the Board of Education will be notified of any changes to this manual.