

LEAVENWORTH HIGH SCHOOL

2012 10th Avenue
Leavenworth, KS 66048
PH 684-1550 FAX 684-1555
<http://www.usd453.org/lhs/>

This agenda belongs to:

Welcome to Leavenworth High School. You will find LHS to be a great place to learn and develop. We hope the atmosphere here will be one of "family," where all of us cooperate, care about each other, and treat each other with respect.

Everyone at Leavenworth High School has a job to do. The staff is responsible for providing the best possible learning environment and opportunities for each student. Each student's job is to give their best effort toward learning. Teaching, learning, and attendance are not optional activities at our school.

We trust this handbook/calendar will serve as a reference aid to you. Please acquaint yourself with the school and its many activities. It also should give direction and provide parameters for behavior so we can all effectively perform our educational tasks.

Message from the Principal

Welcome to Leavenworth High School and the 2016-17 school year. We all look forward to helping our students to learn, excel, and prepare for their future. Through hard work, perseverance, performance and cooperation this can be the best school year ever at Leavenworth High. We are proud of our students and our school.

This planner is designed to provide you information that will help you be a successful student. School procedures, expectations and rules are included along with a calendar for planning. We have also included a section on how to write research papers titled MLA Writing Guidelines. Please review all the information provided and make sure to keep this planner with you at all times while at school as it also serves as a hall pass when teachers give you permission to leave the classroom.

Our mission is to provide all students the best possible education and preparation for their future. Please commit to your responsibility toward working hard and hopefully exceeding our expectations.

The Administration

Our District Mission

The mission of the Leavenworth Public Schools is to ensure high levels of learning for all students.

Our District Vision

The Leavenworth Public Schools will be a caring and professional community of learners united in purpose, working in collaborative teams, with a personal commitment to the academic success and well-being of all students.

Our Commitments

- Effective teaching is student-centered, research-based and applicable to real life situations.
- All students will be active and proficient readers.
- All students will be academically proficient.
- The district focus is on the achievement gap to ensure that all students are proficient.
- Every person is worthy of respect and therefore valued.
- Teachers build positive relationships with students, parents, and staff by building a caring, collaborative classroom community and developing a sense of fairness, respect, and success for all.
- There are high expectations for student and staff performance with appropriate responses to successes and failures.
- The district is an environment in which staff set high expectations for professional appearance and presentation.
- We are consistently engaged in improving the quality and success of school programs and their impact on learning.

Our District Goals

- Maximize the academic performance of each student.
- Attract and retain quality teachers and administrators.
- Improve collaboration and engagement with our parents and community
- Ensure adequate facilities and safe schools.
- Maximize funding and prioritize spending based upon the educational needs of students.

LHS Mission

Our mission is to create a partnership between academic subjects and real world experience in an active learning environment that will prepare students for successful careers, promote responsible citizenship and healthy lifestyles in a diverse society. All students will be given the opportunity to succeed.

LHS Core Values

1. Care and Respect for All
2. Continuous Improvement
3. Collaborative Community

4. Value Diverse Cultures
5. Positive Relationships and Learning Environment
6. High Expectations For All
7. Value Instructional Time
8. Family First



BE A PIONEER, BE A CHAMPION!

Alma Mater

We sing our praise to LHS, our Alma Mater, hail!
Her hallowed halls stand firm in quest that right and truth prevail.
Since pioneers first built her walls along the river's view,
Their strength and courage we recall; their spirit we renew.
So raise the blue and white on high, all pioneers salute her.
So faith on us she can rely; her honor we'll preserve.

**Fight Song
"Loyalty"**

We're loyal to you, Pioneers,
We're the blue and the white, Leavenworth High,
We'll back you to stand against the best in the land,
For we know you have sand Leavenworth High,
Rah!Rah!
So pack out that ball Pioneers,
Go crashing ahead Leavenworth High;
Our team is our faith protector.
Come boys, for we expect a touchdown from you, Pioneers!

Che-cha! Cha-Ha-Ha!
Che-cha! Cha-Ha-Ha!
Hit em high! Hit em low!
Come on team! Let's go!

Fling out that dear old flag of blue and the white,
Lead on your sons and daughters,
Fighting for right, like men of old young giants,
Placing reliance, shouting defiance Os-ki-wa-wa!
Across these broad green fields that nourish our land,

For honest labor and learning we stand,
And unto thee we pledge our heart and hands
Dear Alma Mater Leavenworth High.

Table of Contents

After School Hours.....	34
Announcements.....	34
Assemblies.....	32
Athletic/Activities Policy.....	18
Attendance Policy.....	15
Board of Education.....	5
Cameras.....	28
Cheating.....	35
Child Nutrition.....	33
College/Career Readiness.....	51
Crisis Management.....	46
Dances/Guests.....	32
Directory.....	41
Distribution of Publications.....	34
Drivers Education.....	34
Electronic Devices.....	30
Emergency Safety Information.....	44
Fees/Textbooks.....	1
4 Food/Drink/Lunch.....	3
3 Gmail.....	4
1 Guidance Office Information/Grades/Graduation Requirements	6
Health Policies.....	42

Important LHS Information Nights.....	11
LHS Media Center.....	39
LHS Daily Schedules.....	6
Lockers.....	27, 31
Lost and Found.....	34
National Honor Society.....	19
Parent Teacher Conferences.....	14
Parking Lots.....	32
Personal Appearance/ Dress Code.....	30
Progress Reports.....	13
Public Display of Affection.....	34
Research Papers/MLA Format.....	35
Respect for Authority.....	34
Rules And Regulations.....	20
(Disruption, Theft, Bullying/Fighting, Tobacco/ECig.)	
Detentions.....	2
3	
Out of School Suspension.....	23
In School Suspension.....	23
Gang Activity.....	24
Safe and Drug Free Schools.....	25
Searches.....	26
Semester Exams.....	32
Seminar Rules.....	39
Site Council.....	27
Skateboards/Bicycles.....	31
Skip Days.....	18
Student Activities.....	18
Student Council.....	19

Student ID's.....	29
Testing Dates.....	11
Transcript Information.....	10
Tutoring/Make-up Work/Absences for Finals.....	14
Visitors.....	2
8	

Leavenworth Board of Education

The Leavenworth School District, as all districts in Kansas, is governed by a seven member Board of Education. In Leavenworth, school board members are elected at large by the entire community. The only legal qualification for a citizen to be eligible for the board of education is that they be a registered voter in the school district. School board members serve four-year staggered terms, so there is a stream of consistency and history and not all board members are new at the same time. School board elections are held the first Tuesday in April of each odd year.

There are four main goals of a Board of Education: establish clear policy for a school system; set short and long term goals for the system; select and evaluate the superintendent; and hold the superintendent accountable for accomplishing the goals of the district. You may contact members of the Board of Education regarding issues of concern, but it is important to know that decisions are made with a quorum of the Board when it is in session. Board members commit time, energy, and vision in making Leavenworth the best school district in the state of Kansas. The Board of Education changes every two years, and we have been fortunate to have determined and committed members to provide advocacy and support for students, parents, community, and teachers/staff.

Please check the district website for the meeting schedule for the upcoming year. Parents and community members are encouraged to attend the meetings and to learn about your school district.

Members of the Leavenworth School Board

- Mike Carney
- Doug Darling
- John Goodman
- Jose Morales
- Nancy Klemp
- Verna Raines
- Loyal G. Torkelson

Members of the Leavenworth Administration

- Mr. Michael Roth, Superintendent
- Mr. Kevin Gullett, Chief Financial Officer
- Ms. Christy Lentz, Director of Teaching and Learning

LHS Schedule 2016-2017

Seven Period Day (Mon/Tues/Wed)

- 1st Hour 7:55 – 8:44 a.m.
- 2nd Hour 8:49 – 9:44 a.m.
- 3rd Hour 9:48 – 10:38 a.m.
- 4th Hour 10:43 – 11:32 a.m.
- 5th Hour/Lunch 11:37 a.m. – 1:07 p.m. (lunch)
- 6th Hour 1:12 – 2:01 p.m.
- 7th Hour 2:06 – 2:55 p.m.

Late Start Seven Period Days

- 1st Hour 9:25 – 10:00 a.m.
- 2nd Hour 10:05 – 10:40 a.m.
- 3rd Hour 10:45 – 11:20 a.m.
- 4th Hour 11:25 – 12:00 a.m.
- 5th Hour/Lunch 12:05 a.m. – 1:35 p.m. (lunch)
- 6th Hour 1:40 – 2:15 p.m.
- 7th Hour 2:20 – 2:55 p.m.

Wednesday Late Start Dates:

- September 14, 2015
- October 12, 2015
- November 9, 2015
- December 14, 2015
- January 11, 2016
- February 8, 2016
- March 8, 2016
- April 12, 2016

Block Thursdays

- 2nd Hour 7:55 – 9:20 a.m.
- 4th Hour 9:25 - 10:50 a.m.
- Seminar C 10:55 – 11:25
- 6th Hour 11:30 – 1:25 a.m. (lunch)
- Seminar A 1:30 – 2:55 p.m.

Block Fridays

- 1st Hour 7:55 – 9:20 a.m.
- 3rd Hour 9:25 a.m. – 10:50 p.m.
- Seminar B 10:55 - 11:25 a.m.
- 5th Hour/Lunch 11:30 a.m. – 1:25 p.m. (lunch)
- 7th Hour 1:30 – 2:55 p.m.

Guidance Office And Academic Information
Requirements for Graduation – Credits Required

A credit is defined as one full class period, which meets for a full semester. To earn a diploma from Leavenworth High School, a student must earn a minimum of 23 credits, to include the following curricular requirements listed.

Note: If a student is currently failing a requirement for graduation, he/she cannot replace the credit from another institution until the semester is over. Any student failing a class required for graduation during his/her final semester cannot replace the credit until the semester has ended, and he/she will not be allowed to participate in the graduation ceremony.

Graduation Requirements/ Credit(s) Subject(s)

1 Fine Arts (Art, Drama, Forensics, Journalism, Music)	1 credit
4 English/Language Arts	4 credits
A minimum of 3 of these 4 credits must be in the areas of English. Language Arts credits can satisfy the remaining 1 credits.	
3 Social Studies	3 credits
Freshmen Requirement	
Sophomore Requirement	1 credit
US History or AP US History	1 credit
United States Government or Law	.5 credit
Economics, Sociology, or Psychology	.5 credit
3 Mathematics	3 credits
(Shall include algebraic and geometric concepts) (Must include Algebra I or equivalent or prior completion of Algebra I)	
3 Science	3 credits
Biology	1 credit
Integrated Science I or Chemistry	1 credit
Integrated Science II or Physics	1 credit
2 Physical Education (Must include .5 credit of Health)	1.5 credits
Freshman-PE/Health	.5 credits
JROTC or PE	.5 credits
.5 Practical Arts (Business, Family & Consumer Sci., or Tech Ed.)	.5 credit

A student must attend 7 semesters in grades 9-12 in an accredited junior and/or senior high. Summer school attendance will not be counted as a semester of attendance.

NOTE: LHS students are expected to be full time students. Freshman & sophomore students must enroll in seven classes. Junior and senior students may enroll in six classes and a non-credit teacher helper* or seven classes.

***Teacher Helper**

A student **MUST** have at least a 2.8 cumulative GPA in order to be a Teacher Helper. Those students who have volunteered to be teacher helper must remain with the assigned teacher or the assigned office for the entire period. It is the student's responsibility to find a teacher prior to enrollment. A form may be picked up in Guidance and must be returned with the teacher's signature. Aides may not leave the room or office without an appropriate hall pass. Students may only have one teacher helper assignment per semester. Teachers may only have one teacher helper per hour. Teachers may not have a teacher helper during their plan.

College Preparatory Program Recommended

It is *recommended* that a student preparing for college include the following courses:

English	<i>Four years:</i> Students are encouraged, but not required, to take four years of extensive reading and writing concepts.
Social Sciences	<i>Four years:</i> Social Studies elective, US History, Government or Law, and one of the following Psychology, Sociology, or Economics.
Mathematics	<i>Four years:</i> Algebra I, Geometry, Algebra II, Pre-Calculus, or Trigonometry
Science	<i>Four years:</i> Biology, Integrated Science, Biology, Integrated Science II, Chemistry, Physics
Foreign Language	<i>At least two years</i> of the same language

See your counselor and/or check college websites for admission requirements for the school you plan to attend.

AP Class Information

Currently, Leavenworth High School offers the following Advanced Placement (AP) courses: AP English Language & Composition, AP English Literature & Composition, AP Art History, AP Calculus AB, AP European History, AP United States History, AP World History, AP Government, AP Biology, AP Chemistry, and AP Physics B. Additional information concerning the AP Program regarding, exams, exam schedules, etc. is available at:

<http://www.collegeboard.com/student/testing/ap/about.html>. Students also can get information from their AP teacher or Mrs. Shepard, LHS AP Coordinator, in the Guidance Office.

Area Vocational-Technical Schools

There are several opportunities throughout the year for students interested in pursuing post-secondary education. This includes a number of area vocational and/or technical schools, including a variety of courses offered locally through KCKCC in the former West Intermediate building. Courses for 15-16 include: Building Maintenance, Computer Repair, Construction Technology, Culinary Arts, Electrical, Health Careers, HVAC, and Office Assistant. Other opportunities include, but are not limited to, dual enrollment programs, College & Career Night, lunch meetings that allow students to meet with representatives from these schools, as well as classroom visits. The vast majority of these schools have unique criteria to ensure admission,

and it is important that each student visit with his/her counselor to discuss the various options and admissions criteria.

Guidance Office

Jennifer Baptista	Counselor (A-E)
Chandra Fairley	Counselor (F-L)
Lisa Shepard	Counselor (M-R), International Students
Trish Klima	Counselor (S-Z)
Sheila Boaz	Registrar
Lorinda Wilt	Secretary

Academics

Students are welcome in the Guidance Office for any matter they wish to discuss. Some of the reasons include:

1. Enrollment
 - a. Course Selection/4-year planning
 - b. Dual Enrollment (KCKCC, University of St Mary, area Vo-Tech schools)
2. Discussion of future plans
 - a. Community College
 - b. Vocational-Technical
 - c. 4-year College
 - d. Work
 - e. Armed Forces
 - f. Scholarships
3. Personal concerns
4. Any other pertinent points the student wishes to discuss

Honor Roll

Leavenworth High School will publish two Honor Rolls at the end of each semester during the school year. The Honor Rolls will reflect the academic achievement of the student for the semester, and will be figured on the basis of grade point average and enrollment in five classes. The "PIONEER HONOR ROLL" will consist of those students earning at least a 3.8 grade point average with no grade below a C. The "REGULAR HONOR ROLL" will consist of those students carrying at least a 3.2 G.P.A., but less than a 3.8, with no grade below a C.

Grades

Grades are reported at the end of each semester. Grade cards are distributed to students at the end of first semester and will be mailed at the end of second semester. The LHS grading scale is:

90-100	A
80-89	B

70-79	C
60-69	D
59 and below	F

Unweighted Grades

90-100	A – 4 points
80-89	B – 3 points
70-79	C – 2 points
60-69	D – 1 point
59 and below	F

Weighted Grades

For those students who elect AP courses, grade points will be awarded as follows:

- A - 5 points
- B - 4 points
- C - 3 points
- D - 1 point
- F - 0 points

Academic Letters

Academic letters are awarded each year to students who fall in the top percentage of their class at the end of the third quarter (2.5% of freshmen, 5% of sophomores, 10% of juniors, 15% of seniors). Chevrons will be awarded to students qualifying for more than one academic year. Percentages are based upon cumulative GPA.

Special Education Services

Programs within the special education area are designed to assist and support students that are experiencing skill deficits in learning, language, or speech, or are considered to be gifted. Students must qualify for these programs based on state and district guidelines. Parents are an integral part of the special education process from evaluation to placement as well as the development of an Individualized Education Plan (IEP). The IEP is updated annually, but may be modified more often as needed. If you need further assistance you may contact your child's building administrator or the Director of Special Education at 1000 3rd Ave., Leavenworth, KS, 66048, or phone (913) 684-1450.

Graduation Procedure for International/Foreign Exchange Students

International/Foreign Exchange students can graduate from Leavenworth High School if: 1) They provide a transcript translated into English from their previous school or a government agency, 2) They meet all Leavenworth High School graduation requirements, including regular education English.

Accredited/Non-Accredited Private School Policy

Students who have attended a private school that is accredited by the Kansas State Department of Education or another state department will receive credit, and grades will be granted as listed on their transcript.

Students who have attended a non-accredited private school or home school may earn credit through the following process: 1) Students' transcripts and documentation will be reviewed by the building principal and department representatives, 2) Based on their review and recommendation, credit may be granted and a grade of P (passing) may be issued..

Make-up/Replacement Credits

Make-up/Replacement credits may be earned through the Credit Recovery program according to the following guidelines:

- Students must have prior approval from their LHS counselor.
- Students cannot earn credit through the Credit Recovery program for required coursework, unless they have already failed the course.
- Students cannot earn credit to replace a requirement that they are currently enrolled in and failing until the semester is completed. Credit can be granted for the following semester, but will not be issued for the current semester.

Exceptions to these guidelines can be made with approval of the counselor and/or building principal. Make-up/replacement credit work must be completed by the end of each respective semester.

Dual-Enrollment via Post-Secondary Institutions

Students may earn dual credit through post-secondary institutions if they are sophomore, junior or senior status or a student with a gifted IEP, and if they obtain approval of their counselor and the building principal (paperwork is available in the Guidance Office).

A three-hour college class equals one high school credit. A five-hour college class equals two high school credits. A student may elect to take one high school class in their schedule for a three-hour college class; two high school classes for a five-hour college class. Students are responsible for submitting their college grade to their counselor as soon as possible (not to exceed two weeks) or an "F" will be posted on their transcript.

Transcript Translation Procedures

Leavenworth High School translates transcripts according to the following guidelines:

- Leavenworth High School has a weighted grading system for all Advanced Placement (AP) and International Baccalaureate (IB) coursework on the following basis: A (5.0), B (4.0), C (3.0), D (1.0), F (0.0).
- All other classes, including Pre-AP, Pre-IB, and Honors classes are based on a 4-3-2-1 system. Rank in class is figured on a cumulative GPA for all classes. GPA is computed by the total number of units attempted.

- If a sending school posts transcripts using letter grades, those grades are honored regardless of the sending school's grading scale.
- If a numeric grading system is used and the grading scale is printed on the transcript from the sending school, this scale is honored and letter grades are issued according to the sending school's scale.
- If the grading scale is not indicated on the transcript, Leavenworth High School contacts the sending school to obtain the grading scale and issues letter grades according to the sending school's scale.

Class Drop Procedure

Students are expected to maintain a full course schedule throughout the semester. Changes to a schedule can be considered during the first week of each semester.

Class sections and teachers are assigned randomly at LHS. Every attempt will be made to balance class size. Students will not be allowed to switch teachers and classes without a valid reason. An acceptable reason might include moving from a higher level to a lower level course. For example: Advanced Placement to Honors, or Pre-Calculus to Trigonometry. Administrative approval and paperwork, located in Guidance, are required in order to complete the change. Approved changes should be made within 1 week of the start of a semester.

In special and limited circumstances where a change is approved by administration after the first two weeks of a semester, a WP (withdraw passing) or WF (withdraw failing) will be recorded on the student transcript, per state requirements.

Class changes are not effective until all completed paperwork is returned to your counselor and all books/materials are returned to teachers.

No changes may be made after the first quarter during the first semester, or after third quarter during the second semester.

Standardized Testing

Students should start discussing their post-secondary plans with their counselor as they enter high school. If a student is considering a service academy, he/she should start the planning process immediately. Students need to begin taking college entrance exams (ACT and/or SAT) before the end of the junior year. Many awards and scholarships require the ACT and SAT be taken before February of the junior year. In order to be considered for National Merit Scholarship, students must take the PSAT in October of their junior year; and sophomores are encouraged to take the PSAT as practice for future college entrance exams.

Standardized Testing Dates

ACT Testing Dates at LHS

October 22, 2016

February 11, 2017

April 8, 2017

Register at www.actstudent.org
LHS Test Center Code: 175980
LHS School Code: 171700

ASVAB Testing (tentative) Test Date: November 4, 2016
Register with LHS Guidance Office

SAT Testing Dates

November 5, 2016

Register at www.sat.collegeboard.org
LHS Test Center Code: 17145
LHS School Code: 171700

Local AP Exams

May 1-12 2017 @ LHS
Specific times TBA
www.collegeboard.org

PSAT Testing (grades 10-11)

November 2, 2016

Sophomores and Juniors can sign up for the PSAT in the Guidance Office. Limited slots are available on a first come, first served basis. The PSAT test is administered at LHS. Additional information concerning both the SAT and the PSAT is available at: www.collegeboard.org.

ACT Aspire Testing

TBA

KANSAS STATE ASSESSMENT

TBA

GUIDANCE INFORMATIONAL NIGHTS

Athletic Night

August 10, 2016
6:00 P.M.

New Student Night

August 11, 2016
6:30 p.m.

Back to School Night

August 23, 2016
6:30 – 8:15 p.m.

Senior Information Night
September 19, 2016
6:30 p.m. – LHS Performing Arts Center

College and Career Night
TBA – Anticipated October 2016
6:30 p.m. – Large Gymnasium

Junior Night
October 3, 2016
6:30 – LHS Performing Arts Center

Transitioning to LHS – Becoming a Pioneer
March 6, 2017
6:30 p.m. – LHS Performing Arts Center

Senior Awards Night
May 19, 2017
6:30 p.m. – LHS Performing Arts Center

Power School/Student Academic Progress (Progress Reports)

Leavenworth USD 453 uses a web-based, parent communication system in all schools. The easy-to-use tool enables students, parents, teachers, and administrators to work together to improve student achievement. Online access to grades, homework, and attendance information will allow parents and teachers to stay connected regarding student progress. The information is current and allows students to take more responsibility for their learning. Information is typically provided at enrollment, and parents can set up an account through the school website at www.usd453.org. The school secretary can help you with any challenges you may have utilizing the program.

For those parents without access to the internet, it is our intent to distribute progress reports to students in order to keep students and parents informed. Please check at enrollment and/or www.usd453.org/lhs for schedule of distribution.

SEMESTER 1

September 16th Hand out Progress Report during Seminar B
October 7th Hand out Progress Reports Seminar B
October 21st and 22nd Hand out Grades at Parent Teacher Conferences
November 20th Hand out Progress Reports Seminar B
December 11th Hand out Progress Reports Seminar B
End of 1st Semester January 4th
o January 6th Hand out Grade Cards Seminar B

SEMESTER 2

January 22nd Hand out Progress Reports Seminar B

February 10th-11th Hand out Grades at Parent Teacher Conferences

February 26th Hand out Progress Reports Seminar B

March 21st Hand out Progress Reports Seminar B

April 8th and 29th Hand out Progress Reports Seminar B

May 13th Hand out Progress Reports Seminar B

End of 2nd Semester May 25th

- o June 6th Mail Grade Cards

Parent Teacher Conferences

Parent teacher conferences are an excellent opportunity for parents and teachers to increase communication in order to help students find success. The dates for 2016-2017 conferences:

Fall Conferences: October 20 2016

Spring Conferences: March 16, 2017

Tutoring

Tutoring is available for students needing assistance outside of school. Typically, this includes tutoring through the math department, the English department, National Honor Society, and the Science Club. Specific information can be received through the guidance office. Additionally, students can plan times with teachers for extra help before and/or after school.

Make-Up Work Policy

Homework is given by the classroom teacher and is scheduled to meet the needs of the course content. Students are generally allowed two days for each day he or she has missed in order to make up missed work. Students are responsible for collecting their own homework if they are absent only one or two days. Parents may contact their student's guidance counselor to collect homework for missed school if absent three or more days, and extended time will be given to collect work. Additionally, students in ISS and/or OSS will be allowed to make up work for full credit.

Procedures for Students Absent During Finals

Finals occur at the end of each semester (December/May). Missing finals is difficult for students and teachers, thus parents should do their best to make sure students are present during these days. However, the school is aware that this sometimes cannot be avoided. To take finals early, parents must submit written notice to the guidance counselors two weeks prior to finals. Exceptions to this policy will only be made in cases of a dramatic event with administrative approval. If students are sick during finals and prior notification is not possible, it

is the student's responsibility to ensure that teachers are contacted in order to make plans to make up finals as soon as possible. Make up finals should be completed within 10 school days after the end of the semester.

Fees

Fees will be set annually by the Board of Education. The Board of Education has adopted policy authorizing the collection of fees and the qualifications of a fee waiver. The following guidelines will be used:

The Parent/Guardian must fill out a new application for child nutrition benefits each year. If a family has more than one student in the district, only one application is needed, provided that all students are listed on the application.

Students approved for free meals are also eligible for free textbook fees and class fees if a confidentiality waiver is signed. A fee payment agreement **MUST** also be completed at enrollment for any outstanding balances. Students who qualify for reduced price meals are not eligible for a waiver of fees.

All fees and charges are due and payable at enrollment. If the full amount of the fees cannot be paid at the time of enrollment, a fee payment agreement must be signed. **Fees and charges not paid in full by March 1st will be turned over to a collection agency.** Returned checks are subject to a \$30.00 service charge.

Refunds/overpayments will be applied to next year's fees, **UNLESS** the student withdraws or graduates.

Graduating students with outstanding debts must pay with cash, money order, credit, or debit card if paying after May 1st. All debts must be satisfied prior to participating in graduation exercises.

Textbook Policy

Issued Books/Materials Policy: A receipt signed by the student is kept on file with the instructor.

Returned Books/Materials Policy

Textbooks and some classroom materials are checked out/in electronically, via the LEAF system. As an extra record keeping strategy, students will sign a receipt. This signed receipt is returned to the student when the books/materials are returned to the instructor. Students must turn in all textbooks and materials within five days from the last day of class or within five days from the day they withdrew from or dropped the class. After the five days, students will be charged for the items until they are returned to the instructor or to the bookkeeping office. This policy also applies to the return of sports, ROTC, band uniforms and equipment.

Attendance Policy

Leavenworth High School strongly believes that for a student to be successful, daily attendance is vitally important. Whenever a student is absent from class, a valuable part of the student's

education is missed. Attendance in school is the legal responsibility of the student and the student's parents/guardians. The school's responsibility is to provide instruction and to inform parents/guardians of absences from class. In view of this philosophy, the following procedures will be followed:

Attendance is reported every period of the day. Any absence requiring a student to miss class time will be recorded. School sponsored activities and in-school suspension will be recorded in the computer and students marked as present at school, although absent from class. Absences will be initially recorded as unverified. Once parents notify the school about the absence and provide documentation as required, absences will be marked using the following descriptors:

- (UNV) Unverified Absence – Unexcused absences without notification
- (EAB) Excused absences – The parent must notify the attendance office within **two days** of the marked absence to change it to an excused absence. (684-1550) and leave a message. **This is a twenty-four hour number**). The **two days** include the day of absence and the following day.
- (UNX) Unexcused absences – An absences without school or parent permission
- (ACT) School Activity – The teacher/sponsor of the activity requiring a student to miss class will notify the attendance office.
- (ISS) In-School Suspension – The ISS staff will send a student list to attendance.
- (OSS) Out-Of-School Suspension – Assistant Principals report suspension to the attendance office.
- (LEG) Court
- (TDY) Tardy to 2nd hour-7th hour less than five minutes late; 1st hour less than 10 min. late
- (EXT) Excused tardy – A tardy caused by situations outside the student's control. An excused tardy requires notification to the attendance office by a staff member. Tardies cannot be excused by parents. The only exception is 1st hour, and this can only be excused in extreme situations with the approval of administration.
- (MED) Medical Absence – Requires verification from a doctor's office
- (HMB) Homebound – With doctor notification and arrangements made in the guidance office
- (NUR) Nurse
- (OFC) Office
- (FML) Family absence (must be approved by administration)
- (ADM) Administrative approval only

The attendance office has an automated caller service; this computerized caller will notify parents/guardians two times a day about any absence that is not excused. You may leave a message at that time or call the next day. Parents may call at any time and request absence information from the attendance office or use PowerSchool to access attendance.

District Attendance Policy

For students to be successful in school, consistent daily attendance is vitally important. Whenever a student is absent from class, a valuable part of the student's education is missed.

Attendance in school is the legal responsibility of the student and the student's parents/guardians. The school's responsibility is to provide instruction and to inform parents/guardians of absences from class.

Students who arrive to class more than five minutes late and are not excused will be considered unverified or unexcused for the period, and students will be subject to disciplinary action. Attendance is taken every class period at the high school level.

An attendance letter will be sent to the parents of students whose attendance has become an issue due to excessive excused and/or unexcused absences (absences for reasons other than absences substantiated by a doctor's statement or caused by emergency family situations or other extenuating circumstances known to the principal).

Absences– Excused

Absences which are approved by both the parents and the principal will be considered excused. Parents should contact the school any time a student must be absent. Whenever possible, arrangements should be made to complete the work prior to an absence.

All "excused" absences will fall within the following categories:

- School Activities
- Illness of the student
- Professional appointments for medical or legal reasons
- Deployment of parent/guardian
- Serious personal or family problems
- Death of a family member
- Family emergencies
- Special religious reasons specifically approved by the building principal
- Other approved special or unusual circumstances

Family vacations may be excused by the principal provided the request is made two weeks prior to the trip, the student has good attendance history, and the student is in good standing academically.

Absences – Unexcused

All absences not approved by both the principal and the parent will be considered unexcused. When students are absent from school and the reason for the absence is unknown, the absence shall be deemed unexcused. Absences occurring because of suspension or expulsion from school are considered unexcused. Students are not allowed to attend school functions on days of suspensions or expulsion.

Excessive Excused Absences

After ten excused absences, all additional absences can be considered unexcused and students may be asked to provide medical notes, or other documentation, such as legal proceedings verified by court documents, or other extenuating circumstances excused by the building principal. Additionally, students who miss a single period more than 6 times may be subject to disciplinary action.

Consequences of Unverified and Unexcused Absences

All absences are recorded as unverified until notice is received from a parent/guardian or a staff member.

- Any absences which the attendance office has not received notice about within two school days will become an unexcused absence.
- The school will attempt to contact the parent/guardian of each unverified absence by telephone.
- Outside action is taken as required by Kansas Law.
- Truant students (unexcused and unverified absences) will be reported to the truancy officer when students accumulate three absences in a row, five absences in a semester, and seven absences in a school year. This includes unexcused absences accumulated due to excessive excused absences described above.
- Any unexcused absence will result in disciplinary action, which may include ISS or OSS. This will also include a student who is unexcused due to being over five min late to class, as this means they have been in the hall more than ten minutes with the passing period included.

Truancy

In accordance with state regulations and district policy, students who have excessive unexcused absences; three consecutive days; five days in a semester; or seven or more school days in any school year, will be considered truant. Additionally, excessive excused absences will be counted UNX. This includes excused absences totaling over 10 days. It is the responsibility of the building administrator to notify parents of the pupil's absences and to report cases of truancy to the District Truant Officer.

Parent Procedure to Excuse Absences

The parent/guardian is to call the school before or on the day of the student's absence. If a parent/guardian decides to take a student out of school during the school day (appointments, court, etc.), the parent/guardian should notify their child's attendance secretary prior to the student's dismissal from school. With this notification, the absence could be considered an excused absence.

How to Excuse an Absence that was Recorded As Unexcused

The process for requesting that an unexcused absence be changed to excused includes submitting a written request to the administration specifying the dates missed and the reason for the absences. The administration may request that additional verification be provided, and will consider the request based on the categories for excused absences listed above.

Parental Responsibility Regarding School Notification

Parents should contact the school any time a student is absent. If at all possible, parents should call the school office before 9:30 a.m. on the day of the absence. This call serves several purposes including:

- Notifying school personnel that the student is safe at home,
- A reason for the absence can be recorded in the school attendance files, and
- Arrangements made for homework to be picked up.

If a call cannot be made the day of the absence, a written note may be sent with the child on his/her return to school.

Skip Days

Known skipping and mass-organized skip days, walk-outs, etc., are not condoned by this school. Students who violate the school attendance policies will be subject to disciplinary action. Students who skip school will be assigned one day ISS for each day they skip class.

Leaving School without Permission

Leaving school grounds during the designated school day without teacher, principal, or parent permission is not allowed. In the event that a student leaves school grounds without permission, his/her parents will be contacted. They will receive In School Suspension.

Tardies

Our mission states that our primary job is to prepare young people for success as adults. We expect students to be on time to each class. A tardy to 1st hour occurs if a student arrives after the bell, but within the first 15 minutes. In this time period, students must sign in through the library classroom, where they will receive a pass to allow entrance to class. After 8:00 students are to sign in to school through the main office. A student will be considered absent from 1st hour if they arrive after 8:10. One variation for 1st hour is that detentions will not start until the 4th tardy.

For all periods other than 1st hour, a tardy will be counted if a student arrives after the bell, but within 5 minutes. After the 5 minutes mark a student will be considered absent.

Tardies will be reported by teachers to the office on a Tardy Report Form. Teachers will deal in their own manner with students' first two tardies to class. Second semester, tardies will begin at zero, providing all students with a fresh start. Teachers are responsible for referring students to the office for subsequent tardies. Tardies may only be excused by staff.

Number of tardies

Action taken

3	Detention – office
4	Detention – office
5	Detention – office
6	1 day ISS – referral to Asst. principal
7	2 days ISS – referral to Asst. principal
8	3 days ISS – referral to Asst. principal
9 or more	OSS

Student Extracurricular Activities

Attendance Policy for Students Involved in Athletics/Activities

Students must be in attendance a full day to participate in any activity scheduled for that day. Exceptions are granted with **administrative approval** only. A student who is absent from any

class without obtaining prior approval may not participate in practices or contests on the day he/she is absent. Students who do not obtain prior approval and do practice will result in the loss of playing time in the first contest after the violation is verified. Students must also be in attendance the day after a competition. Loss of playing time in the first contest after the violation is verified will occur.

F Policy

LHS requires all students to follow the following academic eligibility requirements in addition to the KSHSAA eligibility requirements:

1. If a Student Athlete has two (2) F's on a progress report, the Student Athlete will be placed on academic probation. During academic probation, the student athlete will still be able to participate in their sport, but they need to work with teachers to bring their grades up.
2. If at the next progress report, the Student Athlete still carries two (2) F's, in any subject; the Student Athlete will be ineligible to participate in sports for two (2) weeks, to include practices and games.
3. At the end of the two (2) weeks of ineligibility, if the student-athlete still carries two (2) F's, they will continue to be ineligible until they no longer carry two (2) F's. However, if the student athlete no longer carries two (2) F's, they will be eligible to participate.

Student Activities

The clubs of LHS are open to any student who can meet the requirements and has an interest in joining the club.

Co-Curricular Activities – Acapella Choir, Band, Concert Choir, Jazz Band, Power and Life Show Choir, Junebug, LV TV, Forensics, JROTC, (the following are special JROTC teams) Cadet Chorus, Color Guard, Drum and Bugle Corps, Honor Guard with Weapons, Honor Guard without Weapons, Junior Guard Commander/First Sergeants, Cadet Raiders, Rifle Team, and Saber Team

Clubs – Art Club, Chess Club, DECA, Drama Club, Fellowship of Christian Athletes, Future Educators of America, FOR Club, Future Business Leaders of America (FBLA), French Club, German Club, Interact Club, KAYS, Math Club, People of Color, Pioneer Ambassadors, Pioneer Pantry, Power Lifting Club, Scholar's Bowl, Science Club, Sew Creative, Skills USA, Special Olympics, STELLA (Drama), TSA, Thespians, United Nations Association of LHS (and Model UN), GSA (Gay Straight Alliance)

Elected Organizations – Student Council, Junior Class Cabinet, and Senior Class Cabinet
Selected Organizations - National Honor Society and Pioneer Mentoring

Student Council

The Student Council consists of five elected officers and a representative elected group of eight persons from each of the classes (freshman, sophomore, junior and senior) at Leavenworth High School. The officers of the student council are: President, Vice President, Secretary,

Treasurer, and Public Relations Officer. Officers and representatives are elected in the spring of the year in order to function at the beginning of the next academic year. Freshman representatives, new student representatives (one from each grade), and two international representatives are elected in the fall.

The student council is the forum through which members of the student body may exchange ideas via their representatives. The council is the body with direct access to the administration and the school district administration.

At the beginning of each academic school year the student council is required to review the council's constitution and set specific dates for holding meetings. The council is responsible for reviewing and approving the constitutions of all other student organizations in the school.

National Honor Society

National Honor Society is an organization within Leavenworth High School which creates enthusiasm for scholarship, stimulates a desire to provide service, promotes leadership, and develops character among students. Requirements for selection into the organization include a minimum cumulative grade point average of 3.5, full-time enrollment at LHS for at least one semester, a demonstrated record of community service and leadership, and high teacher recommendations. The selection process is as follows:

- Seniors are eligible for consideration in the fall, and second semester sophomores and juniors will be eligible in the spring. Each group will receive a letter explaining eligibility.
- An informational meeting for parents and their student will be held prior to receiving student information packets.
- Teachers will be notified and asked to evaluate each eligible student.
- A faculty committee will meet and review student information packets based upon a scoring rubric.
- Students will be notified of their selection by letter upon conclusion of the faculty committee's meeting.
- Induction for seniors will be November and sophomores and juniors in March.

Upon induction, students will be required to attend weekly meetings and participate in several community service activities. Prior to induction, students will be assessed a one-time fee of \$45.00. This fee covers the cost of dues, induction ceremony, T-shirt, and graduation stole.

Student Body

The student body is divided into four classes; freshman, sophomore, junior, and senior. Sophomore, junior, and senior student council representatives are elected in the fourth quarter of the school year and serve the entire following year. Additional members, international members, and freshman representatives are elected in the fall. Class officers and cabinet members are elected in the fall of the year in which they serve.

Rules and Regulations

Administrative Discretion/Disclaimer

The building administrator may deviate from the policy guidelines when warranted by extenuating circumstances. This student handbook has been prepared for your information to help you understand our rules and regulations, as well as the philosophy of our building and school district. Every student will sign a form verifying that he/she understands all the policies and regulations. It is virtually impossible to have everything included in this manual, but we have tried to list those things of greatest concern. Any other items that you would have questions about should be covered in the Board of Education Policies and Regulations. Any questions regarding these items should be brought to the attention of the building administrator. Thank you for your interest, and please do not hesitate to contact us to clarify any of your concerns.

Discrimination

Discrimination against any student on the basis of race, color, national origin, sex, disability, or religion in the admission or access to or treatment in the district's programs and activities is prohibited. The superintendent of schools, 200 N. 4th Street, Leavenworth, Kansas has been designated to coordinate compliance with non-discrimination requirements contained in Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and The Americans with Disabilities Act of 1990. Any student who believes he or she has been discriminated against may file a complaint with the building principal or the compliance coordinator. Any student complaint of discrimination shall be resolved under the district's discrimination complaint procedure.

Personal Conduct and General Behavior

Students are expected to conduct themselves in a proper manner at all times while at school, whether during school hours or at any extracurricular activity. Students who persist in disturbing the teaching/learning process will face disciplinary action. The use of profane or inappropriate language in school and/or at school activities will not be tolerated. Students are required to respond to all staff in a proper manner. Failure to comply will result in disciplinary consequences up to and including suspension and/or expulsion.

Hazing/Harassment/Intimidation/Bullying/Menacing

The board is committed to providing a positive and productive learning and working environment. Hazing, harassment, intimidation, menacing, or bullying/cyberbullying by students, staff, or third parties is strictly prohibited and shall not be tolerated in the district. Students whose behavior is found to be in violation of this policy will be subject to discipline, up to and including expulsion. Individuals may also be referred to law enforcement officials.

School Disruptions

The Board of Education adopted policy JCDA regarding student conduct. Student learning time is valuable, and any disruption that causes a loss of instructional time is considered a discipline issue.

Vandalism

It is the responsibility of each student to exercise proper care and treatment of the school buildings and equipment. Students who vandalize school property will be suspended and may be recommended for expulsion. Full restitution will be made for repair and/or replacement of damaged property, including labor costs.

Theft

Theft of student or school property will result in disciplinary consequences up to and including suspension and/or expulsion. Additionally, charges may be filed with the local law enforcement.

Inappropriate Language

Students who use inappropriate language (i.e. profanity, defamation of character) will be subject to disciplinary action.

Disorderly Conduct

Disorderly conduct is, with knowledge or probable cause to believe that such acts will alarm, anger, disturb others, provoke an assault, or other breach of peace. Students engaging in this activity are subject to disciplinary action.

- Engaging in brawling or fighting
- Disturbing an assembly, meeting, or procession not unlawful in its character
- Using offensive, obscene, or abusive language or engaging in noisy conduct tending reasonably to arouse alarm, anger, or resentment in others.

Fighting

Physical fights between students will not be tolerated. Students who engage in a physical altercation, regardless of reason, will receive an automatic suspension. Students who are involved in repeated fights, multiple fights, or students who are unprovoked yet attack another student or staff member, will be suspended for up to 10 days and may be recommended for long term suspension. Those involved may be arrested for battery and/or disorderly conduct, and these students may be taken into custody by the Leavenworth Police. Students who cause serious disruption to the school environment and/or who do not stop fighting when staff intervene will be subject to a potential long term suspension that may last one calendar year. Additionally, students determined to be instigating a fight will also be subject to disciplinary action, which may include ISS, OSS, and possible long term suspension or expulsion.

Verbal altercations disrupt the learning environment. Students involved in verbal fights which disrupt the educational process at school will be subject to disciplinary action and/or suspension.

Students who voluntarily participate in a disruptive situation or occurrence may be subject to disciplinary action. Examples include but are not limited to: videoing fights or other inappropriate videos, disruptive posts to social media, etc.

Fire Alarms

Pulling a fire alarm is against state law. Anyone caught pulling a fire alarm will be suspended. In addition, the fire department will be notified and charges may be filed.

Tobacco Use or Possession and Electronic Cigarettes

The Board of Education adopted policy JCDA.A. If a student is caught either using or in possession of tobacco products -- including matches or lighters -- on school grounds, he or she will be disciplined. If a student is under 18, he or she will be referred to the Leavenworth Police. Smoking by students and/or the possession and use of any other tobacco product or electronic cigarette is prohibited in any district facility; in school vehicles; at school-sponsored, activities, programs or events, and on school owned or operated property.

Administrators may report students who are in violation of this policy to the appropriate law enforcement agency, and disciplinary action will be taken as deemed by the administration.

Weapons

A student shall not knowingly possess, handle or transmit any object that can reasonably be considered a weapon at school, on 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. For the purposes of this policy, "facsimile of a weapon" shall not include weapon facsimiles specifically authorized by the building principal for use in academic or approved school sponsored student activities, programs, or events, which shall include facsimile weapon use in school sponsored student theatrical productions and JROTC drill team practice, competitions, and performances.

Weapons and Destructive Devices

As used in this policy, the term "weapon" and/or destructive device shall include, but shall not be 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 converted to expel a projectile by the action of an explosive;
- the frame or receiver of any weapon described in the preceding example;
- any firearm muffler or firearm 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 1/4 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 1/2 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 in 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.

Penalties for Possession

Possession of a firearm or other weapon listed under the "Weapons and Destructive Devices" heading above shall 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.

Students violating this policy shall be reported to the appropriate law enforcement agencies. For further information, refer to the Board of Education adopted policy JCDBB.

School Detentions

The before and after school detention program is designed to serve as a disciplinary action for minor rule infractions. This program shall be quiet study time for students, and students must attend those specific days they are assigned. Detentions are served: Wednesday and Friday morning from 7:25 - 7:50 a.m. in room 268 and Monday, Tuesday, and Thursday in the afternoon from 3:00- 3:25 p.m. in room 268. The following regulations apply to the detention program:

1. Students have two days to complete their detention assignment. If a student is absent the entire day(s), additional day(s) will be allotted. No other excuses will be accepted.
1. Failure to serve detention within two days may result in ISS.
1. Students are responsible for having enough school work to occupy their time in the program. Students failing to provide themselves with viable schoolwork or who are disturbances shall be removed from the detention room with no credit for time served.
1. At the high school level, it is the responsibility of students to inform their parents of detentions.

Teacher Detentions

1. Students may be required by a teacher to serve detention with that teacher for breaking class rules and/or incomplete work.
1. The teacher decides the length of the detention and when the detention is to be served.
1. Students who do not serve teacher detentions will be referred to an administrator.

Students on Out-of-School Suspension

A student suspended out-of-school from Leavenworth High School is temporarily not a member of the student body. An OSS student is not to be on school property (this includes all schools and property of USD 453), or at school events, home or away, for any reason. This student is not allowed to participate in school sponsored activities. Students who are suspended out-of-school may be recommended for expulsion.

In-School Suspension

In School Suspension is in room 268 from 7:55 a.m. to 2:55 p.m. In School Suspension is assigned by an administrator. If a student is removed from In School Suspension, the student will receive Out of School Suspension for the remainder of the day. Student will be sent home

Out of School Suspension and will have to make up a full day of In School Suspension the next day they return to school. Students placed in the ISS (in-school-suspension) room receive credit for attendance in school. Students are allowed to leave ISS to attend school sponsored activities. Teachers send work to the ISS room, where the ISS instructor assists students in the completion of the assigned work.

Below is a list of the ISS Rules:

1. Students are expected to report to the ISS room at 7:55 am. Tardies to ISS will count towards first hours, following the school tardy policy.
2. Students will come prepared to do academic work and must bring with them all books, materials, tissues, sweaters/coats, calculators, and other necessary items needed to complete ISS work for that day. (No tissue in the ISS room.)
3. Use the restroom before reporting to the ISS room. Restroom breaks are taken in the morning, at lunch, and the afternoon. (NO PASSES)
4. Students who are absent from school on the day they are assigned ISS will serve the ISS when they return.
5. Generally, students must make up time missed in the ISS room.
6. Book bags must be placed on a shelf. Books and materials must be placed under your desk.
7. No reading material, other than library books and textbooks, will be allowed unless it its part of the assignment indicated by the teacher.
8. Work will be provided for students who complete their assignments early, providing the student has not brought in additional school work and/or appropriate academic reading materials.
9. Silence will be observed at all times. No distracting noises! No talking!
10. Students may not talk or write and/or pass notes.
11. Students must stay in their seats at all times. If you need anything in the classroom, you must raise your hand.
12. Sleeping is not allowed in the ISS room. There will be no eating, drinking, grooming, or chewing of gum. This will result in removal from ISS.
13. Electronic devices are not allowed. Students seen with or using electronic devices will be removed from ISS.
14. Students will be expected to work at all times; any student wasting time will be removed from ISS.

Gang Activity/Behavior/Association

The Board of Education adopted policy JHCAA policy on gangs.

The policy reads: Gang activities which threaten the safety or well-being of persons or property on school grounds or at school activities, or which disrupt the school environment, are prohibited.

The principal will establish procedures and regulations to ensure that any student wearing, carrying, or displaying gang paraphernalia, or exhibiting behavior or gestures which symbolize gang membership or causing and/or participating in activities which intimidate or affect the attendance of another student shall be subject to disciplinary action.

The types of dress, apparel, activities, acts, behaviors or manner of grooming displayed, reflected, or participated in by the student shall not:

- Lead school officials to reasonably believe that such behavior, apparel, activities, acts, or other attributes are gang related and would disrupt or interfere with the school environment or activity and/or educational objectives;
- Present a physical safety hazard to self, student, staff and other employees;
- Create an atmosphere in which a student, staff, or other person's well-being is hindered by undue pressure, behavior, intimidation, overt gesture, or threat of violence;
- Imply gang membership or affiliation by written communication, marks, drawing, painting, design, and emblem upon school or personal property or on one's person.

If the student's behavior or other attribute is in violation of these provisions, the principal or designee will request the student to make appropriate correction. If the student refuses, the parent/guardian may be notified and asked to make necessary correction. The principal will take appropriate corrective and disciplinary action.

Disciplinary action may include suspension and expulsion in extreme and repeated cases.

Discipline Policies

Each student will be given a copy of this Parent/Student Handbook which includes Leavenworth High School's Disciplines Policies. Additionally, students are responsible for all information in the handbook.

Safe and Drug-Free Schools and Community Policy

The Board of Education adopted policy JDDA on drug-free schools and communities' policy. Maintaining drug-free schools is important in establishing an appropriate learning environment for the district's students. Unless otherwise specified in this policy, the possession, use, sale, distribution, and/or being under the influence of illicit drugs, controlled substances, and/or alcohol by students at school, on or in school property or at school sponsored activities or events is prohibited.

Possession, use, and/or being under the influence of a controlled substance by a student for the purposes of this policy shall only be permitted if such substance was:

1. Obtained directly from, or pursuant to a valid prescription or order, issued to such student from a person licensed by the state to dispense, prescribe, or administer controlled substances;
2. In the case of use or possession, approved and administered, if administered at all, in accordance with board policy JGFGFB and/or board policy JGFGBA; and

Used, if at all, in accordance with label directions.

Student Conduct

As a condition of continued enrollment in the district, students shall abide by the terms of this policy.

Students shall not manufacture, sell, distribute, dispense, possess, use and/or be under the influence of illicit drugs, controlled substances, or alcoholic beverages at school, on or in school district property, or at any school activity, program, or event.

Any student violating the terms of this policy will be reported to the appropriate law enforcement officials, and may be subject to sanctions listed in policy JDD Suspension and Expulsion Procedures.

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, K.S.A. 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. If a student agrees to enter and complete a drug education or rehabilitation program, the cost of such program will be borne by the student and his or her parents.

A list of community resource programs is on file in the Counselor's office. Parents or students should contact the directors of the programs to determine the cost and length of the program.

A copy of this policy will be provided to all students and the parents of all students. Parents of all students will be notified that compliance with this policy is mandatory.

Searches of Property

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

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

Search of Lockers

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

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

Searches of Property

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

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

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

Searches of Vehicles on School Property

When there is reasonable suspicion to search a vehicle on school property, administration will attempt to notify a parent as well as ensure that the student is present for the search. Searches will be done by administration, with at least two adults present. When there is probable cause, the police may perform the search instead. Refusal to cooperate with the investigation may result in school discipline, including ISS, OSS, and possible long-term suspension.

Use of Trained Dogs to Search

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

Prohibited items found during the search shall remain in the custody of either the building principal or the law enforcement officer. If any items are turned over to law enforcement officials, the principal shall receive a receipt for the items. Whenever the principal is mentioned in this rule, it shall be construed so as to include the superintendent "or designated representative."

Searches of Students

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

The student shall be told why a search is being conducted. The student shall be requested to empty items such as, but not limited to, pockets, purses, shoulder bags, book bags and briefcases. The principal shall attempt to call the student's parent/s and may call law enforcement. Items which the principal believes may be connected with illegal activity shall

remain in the custody of the principal unless the items are turned over to law enforcement officials. If the student refuses to cooperate, the principal may take disciplinary action and/or seek assistance from law enforcement.

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

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

A written report of each search shall be made by the principal and submitted to the superintendent. The superintendent shall keep a copy of the written report on file. (Whenever the principal is mentioned in this policy, it shall be construed so as to include the superintendent "or designated representative.")

School Site Councils

Leavenworth schools each have a School Improvement Program to plan and manage activities within the school in a way that promotes desirable staff and parent participation or involvement. This, in turn, helps provide desirable student learning and behavior. This process allows the school to review its goals and methods and to identify concerns and opportunities in a "no fault" atmosphere. The plan helps develop creative ways of dealing with concerns and to implement them using collective good judgment of the school staff and parents. Site Councils are one aspect of the School Improvement Program.

Site Councils are composed of the principal, parents, teachers, non-certified staff, and community members. This group operates in accordance with a decision making charter which defines membership, recruitment and a decision making process. The Site Council is a critical group, which determines school policy and assists with problem solving activities. All Site Council meetings are open to the public.

Surveillance Cameras

Surveillance cameras are located in Leavenworth High School in the halls, cafeteria, gymnasium, parking lots, and in locker areas. There are NO cameras in the restrooms or locker room. These cameras continually capture and record information. Viewing of this recorded footage is restricted to staff.

Visitors to School

In accordance with Leavenworth Public Schools, it is imperative that we provide a safe and orderly learning environment with limited disruptions to instructional time. Therefore, the following expectations have been developed specific to school visitations.

Guidelines for Visitors Check-In and Check Out

1. All visitors to our schools are required to check in and sign our guest book located at the security desk on the south end near the main entrance. Visitors will be expected to show identification at check in.
2. Sign in on the IDENT-A-KID. IDENT-A-KID takes each visitor's photo and prints a badge.
 - ✓ You must wear and display your visitor badge at all times during your stay, as this will indicate that your presence in the building is authorized.
3. When you are leaving, return your badge and sign out of our guest book and IDENT-A-KID to record your time of your departure.

Guidelines for Classroom Observation

- ✓ Observer/Visitor must be a parent or legal guardian of the child in the class to be observed.
- ✓ Scheduling shall take place at least twenty-four hours prior to the visit and must be done with the consent of both the principal and teacher. The principal or designee will notify the parent.
- ✓ Visits/observations are limited to not more than 30 minutes per visit to avoid disruption or distractions in the classroom.
- ✓ The number of visits/observations will be limited to assure the least amount of disruption to instruction.
- ✓ The principal or designee reserves the right at any time to ask the visitor to leave.
- ✓ The principal or designee reserves the right to refuse, cancel, or change the observations, the time, or duration.
- ✓ Visitors are required to check in at the school office and obtain a visitor's pass before proceeding in the building or on school grounds.
- ✓ Observers are asked to sit in the area designated by the classroom teacher.
- ✓ Pictures and video/audio recording devices and use of cell phones are prohibited.
- ✓ Visitors/Observers must not engage in interaction with the staff or students in the classroom.
- ✓ A conference should be scheduled at another time if the visitor/observer wishes to discuss issues with the teacher.
- ✓ Third Party Observations
 - o Observations of students by third parties are permitted if the observation is legally required, in the best interest of the child or is otherwise designed to improve the district's educational program.

Guidelines for Volunteers

- ✓ Background Checks
 - o For the safety of our students, school district volunteers will be asked to complete a form authorizing a criminal background check before volunteering. This form will be processed through the Human Resources Department of the Leavenworth School District.
- ✓ Volunteers must always sign in at the office and wear an identification badge.
- ✓ Always work with students in the presence of another adult or in an area where you are easily observed.
- ✓ Please do not bring younger children with you when you volunteer.
- ✓ Please turn off your cell phone when in the classroom.

- ✓ Student discipline is the responsibility of the teacher and/or principal.
- ✓ Remember to dress appropriately for the activity.
- ✓ Learn your way around the school, including location of exits, restrooms, supply and workroom areas, and designated parking areas (if applicable).

Ask for assistance before using unfamiliar equipment. The Board encourages patrons and parents to visit district facilities. Patron visits shall be scheduled with the teacher and the building principal. Notices shall be posted in school buildings to require visitors to check in at the office before proceeding to contact any other person in the building or on the grounds. Any person who visits a building and/or grounds of the district will be under the jurisdiction of the building who shall be responsible for developing rules and regulations governing the presence of visitors in the buildings. The principal has authority to request assistance from law enforcement if any visitor to the district's building or grounds refuses to leave or creates a disturbance. Violation of this rule may lead to removal from the building or grounds and denial of further access to the building or grounds. Violators of this Board policy may be subject to the state trespass law.

Additionally, LHS graduates are welcome to visit before or after school.

Student Visitors

Student guests are only allowed when they are a student considering attendance at LHS. Visits for these students should be scheduled through the guidance office prior to the visit. No visitors will be allowed the first two and last two weeks of each semester, without administrative approval.

Student ID

Student must carry or be in possession of school ID at all times.

- ID cannot be defaced or altered in any way
- ID is used to check out books in the library
- ID is required to be admitted to school activities at home and away, as well as dances

Note: Students may be asked to present/show their ID upon request from a staff member at any time throughout the school day.



PIONEER PRIDE CARDS



<p>PLATINUM CARD 3.7 G.P. A. and Above No more than 2 tardies No office referrals</p> <p>Travel 5 min before bell Seminar B Get into home sporting events free 6 free homework passes Exempt from 2 semester exams if the student has an A in the class</p>	<p>BLACK CARD 3.2-3.6 G.P.A. No more than 4 tardies Only 1 office referral</p> <p>Travel 5 min before bell Seminar B 5 free homework passes Exempt from 1 semester exams if the student has an A in the class</p>
<p>BLUE CARD 2.8-3.1 G.P.A. No more than 6 tardies Only 2 office referral</p> <p>4 free homework passes</p>	<p>WHITE CARD</p> <p>No Privileges</p>

Personal Appearance of Students

The Board of Education and Administration believe certain standards of dress and grooming habits are necessary to maintain a wholesome, safe, non-disruptive, and inspiring learning atmosphere for students. USD 453 will endeavor to work with parents to ensure students come to school each day in clean, neat, and appropriate attire, and school attire shall be based on COMMON SENSE and GOOD TASTE by both students and parents. The district reserves the right at all times to regulate the dress and/or grooming of any student deemed to be a distraction to the learning process, is of questionable decency, is offensive to the normal decorum of the school community and/or creates a health, discipline, or safety hazard. The administration shall have full responsibility and authority for enforcing the dress code regulations and shall take necessary steps, including disciplinary action as appropriate, as may be required to maintain appropriate stands of student dress and appearance. Students' attitudes toward school and behavior at school are affected by their dress. To foster a pleasant school environment conducive to teaching and learning, students are expected to dress appropriately for school and for the weather.

The body must be sufficiently covered to ensure modesty (some examples of inappropriate clothing include: pajama pants, bare midriffs or shirts displaying navel, bare chests, extremely short shorts, overly short skirts, or plunging necklines, baggy or sagging jeans showing the posterior, leggings that are transparent in nature, or other articles of clothing which cause disruption or do not meet administrative approval.

Dressing appropriately for school, on school grounds, and at school activities includes the following guidelines:

- Students are expected to be neat and clean at all times
- Students may not wear T-shirts, jackets, and other articles of clothing which have slogans, lettering, pictures, or graphics which advertise or promote the use of tobacco, alcohol, sex, violence, or illegal substances or contain profanity.
- Students may not wear clothing, emblems, badges, symbols, or colors that promote gang affiliation or activity.
- No tank tops, halter tops, tube tops, diagonal shirts, or shirts with cut out sides.
- No baggy or sagging pants.
- No hats, hoods, or bandanas in the school or at school activities without permission from the principal.

- No trench coats.
- Shoes must be worn at all times. Heelys are not appropriate for school. Bed slippers are not acceptable.
- No mesh tee shirts or boxer shorts exposed under other garments.
- No sunglasses worn in the building.
- No gloves, picks, combs, pocket chains, or do-rags may be worn in the building.
- Face painting is not permitted during school hours without permission of the principal.

*Some flexibility

Inappropriately dressed students must change to appropriate clothing before attending class. A final decision of appropriate dress will be made by the administration.

Electronic Devices

Personal electronic devices belonging to students are **not** the responsibility of Leavenworth High School. Items brought should never be left unattended. Should a student choose to bring this equipment, the school is not responsible for theft or damage.

Electronic Devices should not be seen or heard during class time, unless a teacher specifically allows their use for academic purposes. For all other times during class, electronic devices should remain silent and out of sight or these items will be confiscated by staff, including hall travel that is during class time. If confiscated, the phone will be turned into the office for disciplinary action following our cell phone policy listed below.

- 1st violation: parent is notified and student picks the item up at the end of school;
- 2nd violation: parent pickup and sign for it and student receives one day of ISS;
- 3rd violation: parent pickup and sign for it and student receives two days of ISS;
- *After the 3rd violation a parent, student, and administrator meeting may be required and consequences will be assigned including possible OSS;
- Students who violate the policy will be asked to turn over the device. Refusal may result in ISS or OSS.

The use of electronic devices will be permitted during passing periods, during lunch, and before or after school.

Parent Contact of Student Through LHS

Emergency messages from parents for students will be taken over the office phone and delivered to the student. Phone calls by students may be made between classes, during lunch periods, and before or after school, except in cases of emergency. Students should not be excused from class to make phone calls, and messages from friends or employers will not be delivered by the main office.

Students are solely responsible for their devices, and should never leave them unattended.

1st time: parent is notified and student picks the item up at the end of school

2nd time: parent pickup and sign for it and student receives one day of ISS

3rd time: parent pickup and sign for it and student receives two days of ISS

*After 3rd violation parent, student, and administrator meeting may be required and punishment will be assigned including possible OSS.

Students caught with electronic devices will be asked to turn over the device. Refusal may result in an Out-of-School Suspension.

Parent Contact of Student Through LHS

Emergency messages from parents for students will be taken over the office phone and delivered to the student. Phone calls by students may be made between classes, during lunch periods, and before or after school, except in cases of emergency. Students should not be excused from class to make phone calls, and messages from friends or employers will not be delivered by the main office.

Skateboards and Bicycles

Skateboards will be carried while the student is on school property and bikes will be walked while on school property. Skateboards and bikes will be confiscated and returned to a parent/guardian only. Bringing equipment to school is discouraged; should students choose to bring this equipment, the school is **not** responsible for theft or damage to them. Disciplinary action for a second offense will be at the administrator's discretion.

Lockers

Students are provided a locker to keep articles needed for school under lock. All valuable articles for non-school use should be left at home. The school is not responsible for articles lost or stolen from lockers. We request that all articles missing from lockers be reported to the office immediately. All questions about lockers should be handled through the assistant principal. Students are not to share lockers or give out their combinations to another student.

Parking Lots

Seniors only may park in the **South Lot** in spaces not designated for visitors. Additionally, the South Lot is designated for drop off and pick up. The **North Lot** may be used by Staff and buses only. The **West Lot** is to be used for parking for all students. All faculty and students using the parking lots must be registered and properly tagged in the office. Note: we understand parking is limited. Parking in the student lots is on a first come, first park basis and absolutely no student parking is allowed on the circular drive. Parking illegally, blocking drives or the normal flow of traffic, and cars not registered and tagged will result in a parking ticket. Students will be issued a \$10 parking ticket per violation. Students are not to be in the parking lots during school hours unless they have checked out through the attendance office.

Dances

Dances and mixers are held throughout the school year as social activities for LHS students. Class organizations and clubs may sponsor these activities. It is the policy of the Board of Education that all high school social events must end by 11:00 p.m. (Prom and ROTC Ball are the only dances that may last until midnight.) Students must have school ID to get into the dance. Attendance at dances is limited to Leavenworth High School students and their approved high school aged guest. Students leaving the dance or mixer may not return and must leave school grounds. No student may enter the dance in the last hour. Any student exhibiting inappropriate behavior will be removed from the dance and disciplinary action may be

taken; in addition, the student and/or students will not be allowed to attend future school sponsored activities. Student ID's from the current school year will be required of all students attempting to enter a LHS dance or mixer. Guests will be required to have their ID.

Guests to Dance

A "guest" is defined as one's invited guest to a school sponsored dance or mixer. All guests must be signed up in advance, in the office, at least two days prior to the activity. All guests are subject to approval by the administration. Sign-up for dances will begin in the main office ten days prior to the dance and will end two days prior to the dance. It is the students' responsibility to meet the deadlines. No exceptions will be made. The guest must be accompanied by the LHS student at the time admission to the activity is sought, and some form of identification by the guest is required. The guest must currently be enrolled in a high school grade 9-12 and in good standing. The guest may also be a former graduate of LHS in the past two years who was in good standing while enrolled. Exceptions to this policy will require principal approval and a parent chaperone.

Requirements to Be a Representative for Homecoming, Winter Royalty, and/or Prom

Any student who wishes to be a candidate for any of the above must have a GPA of 2.2 or above and have no disciplinary action which would have resulted in ISS and/or OSS in the current school year. Students may only be nominated to one royalty court per academic year with the exception of PROM. PROM court is open to any senior who meets the criteria listed above and who has not already been crowned as king/queen during the current school year.

Assemblies

Assemblies are held periodically throughout the school year for both the educational benefits and the entertainment of the student body. All students are expected to behave in a manner appropriate to the nature of the assembly. Assembly presenters are often visitors to LHS. Their impression of student behavior in Leavenworth can be carried to many geographical areas.

Semester Examination Policy

An important part of the lives of the students is semester exams. The semester exam policy is as follows:

- Each teacher will give an exam.
- There will be an exam schedule for each semester.
- Teachers may require demonstrations, projects, or papers as assessments.
- The expectation is that all classes will be involved in meaningful activities through the entire hour and every school day.

Food/Drink

At the individual teacher's discretion there may be rules prohibiting the possession or consumption of food or beverages in the classroom. This is your school, and it is your responsibility to keep it clean. If you make a mess, it will be your responsibility to clean it up. All drinks must have a lid or cover that will stay in place if the item is tipped. **Outside food /beverages that cannot be readily identified are not allowed. School officials reserve the right to check all outside items**

Closed Lunch

LHS has a closed lunch policy. Students are not to leave campus during this time. Lunch is eaten in the cafeteria or outside on the patio. Students are responsible for cleaning up after themselves in a responsible fashion. No deliveries from food establishments/restaurants will be accepted.

Other regarding lunch

- Outside food may **only** be brought to the main office by individuals on a student's check out sheet.
- Food brought in should be for an individual, not a group, if it is being taken into the cafeteria.
- No deliveries to students from outside sources will be accepted.
- If an individual on the student check out sheet wants to stay to eat with an LHS student, they will need to do so in the main office. Other individuals may only make drop offs if the parent has notified the office.
- LHS has a closed lunch. Students are not allowed to leave. Students are expected to bring their lunch; or purchase it in the cafeteria.
- Friends and acquaintances are neither allowed to eat in the cafeteria; nor allowed to eat in the main office with students.

Child Nutrition Information

Eat well--learn well!

Breakfast & lunch are served every school day; additionally, healthful snack options are available in the a la carte area (similar to snack bar). School meals are low fat, contain whole grains and include fresh fruits and vegetables every day. Multiple entrees are offered daily. Additional characteristics of the menu include regular service of deep green, red/orange vegetables and legumes (beans), as well as having water available at meals.

Deposits to meal accounts may be made in two easy ways. Visit www.mealpayplus.com to make payments 24/7, check available balances, set up low balance e-mail alerts & track purchases. There is no cost to access these options. Meal payments may also be sent to school with your student. Please be sure your child's meal account has funds available.

High school students have a choice of the traditional meal or purchasing from the a la carte area. We request money be placed on account for purchases in either area to provide more time for eating! Parents determine whether money placed on account can be used in either area—the general account allows sales in any Child Nutrition area and the meal account allows only the purchase of a traditional meal. If you are eligible for reduced price or free meal benefits, your family must reapply each school year. Parents are responsible for the cost of meals until the benefit application is approved.

Questions about school meals? Contact Taneya Eubank, LHS Child Nutrition leaders at 684-1558 or the Child Nutrition Department at 684-1568.

Lost and Found

If you find anything, it should be turned in to the security office at once. If you have lost anything, report it to security. Items not claimed by the end of each month will be donated to a charitable organization. Students found in possession of items which have been reported lost or stolen will be suspended and legal action may be taken.

Distribution of Publications

The Board of Education of USD 453 has an established policy of the distribution of publications on campus. Any individual or group wishing to distribute printed material on campus must secure prior permission from the administration using the procedures outlined in this policy. Failure to follow this procedure will result in disciplinary action.

After School Hours

LHS offers a variety of athletic and non-athletic activities in which students may participate. Such activities are always under the supervision of a school employee. In addition, students are encouraged to seek the help and advice of teachers, administrators, and counselors before and after school hours. However, for safety reasons, students must be under the direct supervision of a faculty member after 3:00 PM.

Public Displays of Affection

Public displays of affection are not appropriate behavior for school. Students will be warned against such actions. If further displays continue, appropriate disciplinary action will follow.

School Announcements

If you would like an announcement submitted for your club and/or activity for an upcoming event in the Pioneer Pulse, they must be approved by administration prior to the event. A good rule of thumb is to submit announcements at least 48 hours in advance to ensure inclusion.

Respect and Authority

Students must courteously and respectfully comply with reasonable requests of any teacher, staff member, or administrator in or out of the classroom and at school sponsored activities. Students are expected to give their names if asked and to comply with the directions of school personnel. Failure to comply will be considered insubordination and defiance, subject to disciplinary action and possible suspension.

Driver Education

Driver Education registration is scheduled near the beginning of the fall for fall enrollment, in December for spring enrollment, and in May for the summer enrollment. Student notification of registration will be part of school announcements, and information may be obtained through the office. It is the students' responsibility to pre-register in the main office before the registration day, as well as to be present on the mass enrollment date. We are limited to the number of students who may enroll each semester. Students must have the correct amount of money, a student ID and/or another form of ID, and have pre-registered in the main office.

Honesty

Students and staff are expected to be honest in dealing with one another. Students who are caught cheating, lying, stealing, or forging school documents will be disciplined. College credit class will follow the College or University Cheating/Plagiarism Policy.

Cheating/Plagiarism Policy

Plagiarism is legally and ethically wrong. At Leavenworth High School, plagiarism is inconsistent with Core Value 4 of The Pioneer Way: "We maintain absolute honesty and integrity in all we do." Plagiarism is the "taking and using as one's own the writings or ideas of another" without citation of the source. (American Heritage Dictionary, 1996 ed.). For example:

A student commits plagiarism when he or she submits without proper citation:

- A copy of part or all of another student's assignment.
- Part or all of an assignment copied or paraphrased from a source such as a book, magazine, pamphlet, newspaper, speech, graphic, or Internet site.

A student also commits plagiarism when he or she:

- Allows his or her assignment to be copied and submitted as the work of another.
- Prepares a written assignment for another student and allows it to be submitted as his or her work.

Students caught plagiarizing or cheating can be subject to the following discipline or penalties depending on the severity or repetition of the offense:

1st Offense: Zero on the assignment and parent notification

2nd Offense: Zero on the assignment and 2 days of ISS

3rd Offense: Zero on the assignment and OSS

4th Offense: Zero on the assignment, OSS, and possible loss of credit

RESEARCH PAPER GUIDELINES

Information taken from a source should be documented carefully. The two forms for using information are quotation and paraphrase. For quotation, quote the source wording exactly without changing any words, letters, or symbols. Use regular (double) quotation marks for all quotations. Cite each quotation with a parenthetical in-text citation. For paraphrasing, make sure to put all ideas into your own words. This means changing every word and not using a word that is even a form of the original word. Make sure not to simply rearrange the words; instead, change all words into different ones. Failure to change all wording constitutes plagiarism. Cite each paraphrase with a parenthetical in-text citation.

The alphabetical listing of all works cited in the research are placed at the end of the paper as Works Cited (not as bibliography).

FORMS FOR WORKS CITED

PRINT MEDIA

1. Use the title page first to find information. Then use the copyright page.
2. Punctuate and capitalize titles according to rules of conventions.
3. If more than one city or publishing company is given on the title page, use only the first or the one in the largest print.
4. Omit the state if the city is well known.
5. Use the date closest to the current date.
6. End all entries in periods.
7. Present the information in the following order for books:
 - A. Author, last name first.
 - B. Title of book, italicized.
 - C. Publication information (city: publishing company, year.)
8. Present the information in the following order for magazines:
 - A. Author of article, last name first
 - B. Title of article in quotation marks
 - C. Publication information (title of periodical italicized; date of publication; page numbers)
9. Finish the citation with the medium of publication – Print.

A Book with One Author

Vendler, Helen. *The Art of Shakespeare's Sonnets*. Cambridge: Harvard University Press, 1997. Print.

In-Text Citation: (Vendler 27).

A Book with One Editor

Bloom, Harold, ed. *William Shakespeare: The Tragedies*. New York: Chelsea House Publishers, 1985. Print.

In-Text Citation: (Bloom 42).

A Book with Two or Three Authors

Gourevitch, Philip, and Errol Morris. *Standard Operating Procedure*. New York: Penguin, 2008. Print.

In-Text Citation: (Gourevitch and Morris 40).

A Book with Four or More Editors

Greenblatt, Stephen, et al., eds. *The Norton Shakespeare: Based on the Oxford Edition*. New York: W. W. Norton and Company, 1997. Print.

In-Text Citation: (Greenblatt, et al. 18).

A Book with an Author and Editor

Listed on the Title Page

Plath, Sylvia. *The Unabridged Journals of Sylvia Plath*. Ed. Karen Kukil. Oxford: University Press, 2000. Print

In-Text Citation: (Plath 114).

A Book with a Volume Number

Listed on the Title Page

Andrews, John F., ed. *William Shakespeare: His World, His Work, His Influence*. Vol. 2. New York: Charles Scribner's Sons, 1985. Print.

In-Text Citation: (Andrews 323).

A Poem, Short Story, or Work in an Anthology

Yamada, Mitsuye. *Asian-American History: An Anthology*. Ed. Shirley Geok-Lim. Austin: Holt, 2000. 301-382. Print.

In-Text Citation: (Yamada 303).

An Article in a Reference Book that is Arranged Alphabetically (i.e., Encyclopedia)

"Freud." *The World Book Encyclopedia*.
1990 ed.

In-Text Citation: ("Freud").

An Article in a Magazine or Newspaper

Lanting, Frans. "Life: A Journey through Time." *Audubon*. Nov.-Dec. 2006: 48-52. Print

In-Text Citation: (Lanting 51).

An Article with No Author Given

"Where Angels No Longer Fear to Tread." *Economist*. 22 Mar. 2008: 89+. Print.

In-Text Citation: ("Where Angels" 90).

A Government Document

U.S. Department of Health, Education, and Welfare. National Center for Educational Statistics. Digest of Educational Statistics. Washington: Government Printing Office, 1982. Print.

In-Text Citation: (HEW).

ELECTRONIC MEDIA

1. If using an online citation machine such as Easy Bib or Landmark, check the citation carefully for capitalization, indenting, alphabetical order, double spacing, and underlining or quotation marks for titles.
2. Punctuate and capitalize titles according to rules of conventions.
3. End all entries in periods.
4. Present the information in the following order for sources from a database:
 - A. Author, last name first.
 - B. Title of article or other source, in quotation marks.
 - C. Title of publication, italicized.
 - D. Date of publication.
 - E. Page numbers
 - F. Database, italicized
 - G. Medium – Web.
 - H. Date of accessing the site.
5. Present the information in the following order for Internet web sites:
 - A. Author (if given), last name first
 - B. Title of the specific web page in quotation marks
 - C. Title of the hosting web site, italicized
 - D. Medium – Web.
 - E. Date of accessing the site

For an Article Found in a Database

"Enter a Youthful Dane." *The Economist*. 1 May 2004: 55-56. Ebsco. Web. 29 May 2004.

In-Text Citation: ("Enter").

Barrera, Rebeca. "A Case for Bilingual Education." *Scholastic Parent and Child* Nov.-Dec. 2004: 72-73. *Academic Search Premier*. Web. 1 Feb. 2009.

In-Text Citation: (Barrera).

For an Internet Web Site

Pressley, J. M. "The Authorship Question." *Shakespeare Resource Center*. Web. 28 May 2004.

In-Text Citation: (Pressley).

OTHER MEDIA

A Personal or Telephone Interview

Perry, Nellie. Telephone interview. 23 April 2004.

In-Text Citation: (Perry).

National Observance

Participation in a national observance for a club and/or activity must be requested in writing and approved by administration 30 days prior to the date of the event. Additionally, any such approved activity must ***in no way impede or infringe*** upon the daily learning activities within each classroom. Thus, approved days of silence will not be supported in the classroom.

New Club Approval

- Meet eight step plan for forming a constitution
- Submit and be approved by STUCO
- Submit and be approved by building level administration
- Submit for final approval by Board of Education

Acceptable Use Policy Agreement

Unified School District No. 453 (USD 453) has adopted a policy (IIGBA) intended to allow for the appropriate use of all USD 453 technology resources for limited educational purposes, including classroom activities, career development, and limited high-quality self-discovery activities. Access to these resources imposes certain responsibilities and obligations, and is granted subject to USD 453 policies and local, state, and federal laws. Appropriate use should always be legal, ethical, reflect academic honesty, reflect community standards, and exhibit restraint in the use of shared resources. Individual users agree to the following guidelines:

DO

Use only your file folder and password and keep your password private.

Use common courtesy and respect for others.

Use resources responsibly.

Employ high standards of academic honesty and integrity.

Exercise responsibility for all activities under your password.

Report to a teacher or administrator any security problems or information that makes you uncomfortable.

Use the resources in accordance with Leavenworth High School's Mission and Core Values.

DO NOT

Use, copy, or otherwise access anyone else's files.

Connect to computers without explicit permission from the teacher.

Use computers to libel, slander, or harass anyone.

Circumvent security or limitations mechanisms.

Deliberately degrade performance, disrupt, or deny service.

Create or propagate computer viruses.

Damage files, equipment, software, or data belonging to others.

Use or attempt to use unauthorized access methods or abilities.

Install unauthorized devices or software on any computer.

Consequences for Acceptable Use Policy Violation

1ST Offense may include; ISS and two week suspension from computer use

2nd Offense may include: Three days ISS and/or suspension from computer use for the remainder of the semester

3rd Offense may include: Three days OSS and/or 365 day suspension from computer use

LHS Media Center

- Library hours are from **7:00 a.m. through 3:30 p.m.** on regularly scheduled school days.
- During regular school hours, a student may come to the library with a pass signed **by an** academic teacher. If a student desires to leave the library, **they** must return to the classroom. Library staff will not issue passes from the library to other facilities.
- A student may choose to use the library as an alternative to going to lunch. A pass is not required; however, **the student must bring their lunch from home and sign in and stay the entire lunch period.** The student must **arrive within five minutes** of the beginning of the lunch period.
- Computers are available for academic use in the library. To use the computer, a student is required to have a signed AUP (Acceptable Use Policy) on file and to register on the sign in/sign out sheet when a library computer is used. Failure to do so appropriately or misuse may result in loss of the privilege.

The following general library policies are in effect:

1. A photo I.D. will be necessary to check out library materials. All library books must be checked out at **the circulation desk** before removal from the library.
2. Library books are checked out for ten school days and may be renewed for an additional ten school days by presenting them at the desk.
3. Books that are not overdue may be turned in by dropping them in the slot at the circulation desk.
4. Students are responsible for lost materials and damage done to materials while in their possession.

The library is an area designated for study and use of the collection. Each student is expected to conduct himself/herself so as not to disturb others who are using the library facility.

SEMINAR RULES

OVERALL GOAL

The primary goal of **Seminar** is to serve as an academic support for all the curricular programs at Leavenworth High School. Students will have the opportunity to make choices in order to take advantage of this time. The specific purposes of **Seminar time** include: completing back assignments, making up exams, tutoring, homework assistance, technology labs, Media Center access, and guidance services access. Seminar Time will also be used for mentoring, assemblies, class meetings and other activities to ensure classroom time is not interrupted.

SEMINAR SCHEDULE

Seminar A: Students will be assigned to all teachers during Seminar A. When Seminar A is designated for Academic Resource Time for students, any student wishing to visit another teacher should retain a pre-pass from the teacher in order to receive their Seminar travel pass. When the student is returning to class before the end of the Seminar A, the teacher should record the time and sign the travel pass to return.

Seminar B: Seminar B time will generally be used for the following purposes: study time, school improvement, activities, announcements, and for movement to another available teacher for short-term academic activities (20 minutes or less).

(NOTE: a pre-pass and seminar travel pass for Seminar B are always needed to move to another teacher's classroom during seminar).

Seminar C: Seminar C will generally be used for the following purposes: study time, school improvement, activities, announcements, and for movement to another available teacher for short-term academic activities (20 minutes or less).

(NOTE: a pre-pass and seminar travel pass for Seminar C are always needed to move to another teacher's classroom during seminar)

APPROPRIATE SEMINAR TIME ACTIVITIES

- Seminar time will focus primarily on academics, but it also offers the flexibility for mentoring sessions, pep assemblies, large scale presentations, club meetings, class meetings and school improvement activities.
- Completing make up exams, quizzes, labs, projects (by appointment/pre-pass)
- Teacher tutoring (by appointment only/pre-pass)
- Peer tutoring (by appointment only/pre-pass)
- Meeting with support groups and other guidance activities (by appointment/pre-pass)
- Special assemblies and pep assemblies
- Use of the Media Center for projects and research (pre-pass)
- Use of computer labs (pre-pass)
- School Improvement activities designed to meet school improvement goals

INAPPROPRIATE SEMINAR TIME ACTIVITIES

- Any activity or behavior that is inappropriate during regular class time is also considered inappropriate during **Seminar time**.
- Some specific inappropriate student activities can include but are not limited to: going to one's locker for a non-academic purpose; going to one's car, vending machines, or telephone; playing cards; sleeping; computer games; socializing; using electronics for a non-academic purpose; visits to the nurse with the exception of emergencies/preplanned medical needs; and sports practices/team meetings cannot occur during this time period.

EXPECTATIONS

1. **Attendance is mandatory**

2. **Student expectations:**

- A. Plan ahead, bring reading and/or study materials to Seminar time (there are no locker passes for non-academic purposes during this time frame)
- B. Pre-pass for pre-arranged activities for **Seminar time** must be made by the students prior to 9:25 a.m. on or before **Seminar** day, and should be written and signed by the teacher.
- C. All student interactions will be tutorial or cooperative toward intended curricular outcomes
- D. Students will be granted the responsibility to move during **Seminar time** to meet their academic needs with a pre-pass

- E. Sign in and out of each location
 - F. Students should always be in possession of their signed Seminar travel pass
- 3. Seminar Room Teachers:**
- A. Take attendance during the first 5-minutes as students watch or listen to announcements. There is no travel during announcements.
 - B. Make sure students have a completed travel pass before seminar movement; check passes at the conclusion of **Seminar time** for appropriate teacher signatures.
 - C. Monitor and assist students who remain in the room.
 - D. Assist students who have made an appointment for help or make-up work
 - E. Supervise students at all pep or special assemblies
 - F. Provide leadership and direction in all school improvement activities scheduled during the **Seminar time** period.
 - G. Write passes for students to leave the room only for a necessary restroom break or to visit the office.
 - H. Have students sign out when leaving your class room and sign in when visiting your classroom.
 - I. Freshmen seminar teachers will monitor freshmen mentoring.

CONSEQUENCES of MISUSE OF SEMINAR TIME

Unexcused absences from all or part of Seminar time will be handled in the following manner:

1. Unexcused absences will be referred to the office for disciplinary action, just as with any other class period.
2. Inappropriate behavior by students during **Seminar time** movement will be referred directly to the office and likely result in a loss of Seminar movement/privileges for a designated amount of time.
3. Students will be brought back to their Seminar teacher if they are without a pre-pass.

All students are expected to meet the expectations of seminar usage. We encourage all students to use their time wisely and to benefit from the opportunity being provided to address their academic needs.

ADDITIONAL GUIDELINES

- Students should go directly from one location to another in an expedient manner.
- Students should obtain teacher signatures and departure time on their Seminar travel pass to document their usage of **Seminar time**.
- To make appointments for the Media Center, students will need to have a pre-pass issued acknowledging the reasons/need to use the Media Center from their appropriate teacher(s). **IMPORTANT NOTE: Media Center guidelines must be followed completely in order to gain admittance into the Media Center. Students can only enter the Media Center at the beginning of the session after announcements. Going to the Media Center, other than at the beginning of seminar, requires a specially designated pre-pass from the library. Students who start out in the Media Center can leave the Media Center for another teacher as their second move:**
- Students without pre-arranged appointments will remain in Seminar class and use the time for studying and other academic work.

- Announcements will be made to direct students and provide information.

The most important thing a student needs to remember is that movement during Seminar time requires prior approval, pre-pass appointments made before 9:25 a.m. on the day of Seminar.

LHS Student Gmail

USD 453 provides Leavenworth High School students with access to Google Apps for Education. This includes web-based programs providing email, word processing, spreadsheet, presentation, and collaboration tools for USD 453 students and teachers. Email is provided for students over the age of 18. It is also available to students over the age of 13 with parent/guardian permission.

Directory Information

The *Family Educational Rights and Privacy Act* (FERPA) requires that USD 453, with certain exceptions, obtain written consent from the parent or eligible student prior to disclosure of personally identifiable information from the student's educational records. However, USD 453 may disclose designated "directory information" without written consent, unless the district has been advised in writing by the parent or eligible student that such information is not to be disclosed.

Directory information is information that is generally not considered harmful or an invasion of privacy if released. Directory information is used in a number of school publications, including honor rolls, yearbooks, sports and activity programs, and graduation programs. Directory information can also be shared with outside organizations, including, but not limited to, companies that sell high school rings or publish yearbooks. In addition, federal laws require schools to provide military recruiters' names, addresses, and telephone numbers, unless parents or eligible students have advised the school or district in writing that the student's information is not to be disclosed without prior written consent.

USD 453 has designated the following information as directory information: student name, address, phone number, picture, parent/guardian, date/place of birth, major field of study, weight, height, participation in/eligibility for officially recognized activities/sports, dates of attendance or grade placement, honors/awards, and the most recent educational agency or school attended.

Parents or eligible students must notify their school in writing immediately after the beginning of the school year each fall, if they do not want this information released without specific prior written consent. If refusal is not filed, USD 453 assumes there is no objection to the release of the directory information designated.

HEALTH POLICIES

(See USD453 Board of Education policies JGC, JGCB, JGCC, JGFG, JGFGB)

All students enrolling in any district school shall provide the school nurse with proof of immunizations of certain diseases or furnish documents to satisfy state requirements.

Immunization

All students enrolling in Kansas schools are required to provide the school nurse with proof of immunization record documenting that the following vaccinations have been administered by a licensed physician or local health department:

- Diphtheria
- Hepatitis B
- Measles (Rubella)
- Mumps
- Pertussis (Whooping Cough)
- Poliomyelitis
- Rubella (German measles)
- Tetanus
- Varicella (Chickenpox), unless proof of prior Varicella disease is provided.

Booster shots required by the Secretary of the Department of Health and Environment are also required.

Students must have proof of having received all required vaccinations before entering school. Students entering school while completing a catch-up schedule for immunizations must be current in catch-up schedule. All minimum intervals for receiving vaccines must be met. Students will be given 30 days from minimum interval date to receive vaccine and provide proof before being excluded from school. Students who fail to comply with timeliness for immunizations may be excluded until such time as they comply with the policy.

The school board of every school affected by this act may exclude from school attendance any student who has not complied with the requirements of K.S.A. 72-5209. A student shall be subject to exclusion from school attendance until such time as the student has complied with the requirements of K.S.A. 72-5209.

Notice of exclusion shall be given to the parents/guardians as prescribed by law. Students who are not immunized against a particular disease(s) will be excluded from school during any outbreak.

Kansas School Immunization Law does not permit exemptions to vaccination solely on the grounds of personal or philosophical beliefs. The legal alternatives to this requirement are: an annual written statement signed by a licensed physician stating the physical condition of the child to be such that tests or inoculations would seriously endanger the life or health of the child, or a written statement signed by one parent or guardian that the child is an adherent of a religious denomination whose religious teachings are opposed to such tests or inoculations.

The following constitutes proof of immunization:

- Kansas Certificate of Immunization
- Kansas Immunization Record
- Passport or similar official governmental document that clearly denotes the number and kind of immunizations received and the dates thereof.

- Signed statement by a physician, nurse, or public health official that indicates the kind, number, and dates of immunizations received.

Timeliness of Immunization:

- Students with no immunizations: after completing the first series of immunization, students will follow a catch-up schedule until completion of all series.
- Students with partial immunization: students who enroll with partial immunizations will follow a catch-up schedule until completion of all required immunizations.

Each school nurse shall forward evidence of compliance with the immunization statutes to other schools or school districts when requested by the school or by the student's parents/guardians.

"Health Assessment" forms are to be filled out by a parent/guardian each year. Please be sure to include all information that your school nurse needs to care for your child on that form each year.

Communicable Diseases

Any student diagnosed by a physician or nurse practitioner as having a communicable disease may be required to stay home from school for the duration of the illness. The student will be readmitted to regular classes upon termination of the illness, as determined by the student's physician or the school nurse. This provision applies to the full range of communicable diseases from colds and flu, where the student is running a temperature or vomiting, to measles and chicken pox, to blood-borne pathogens, including Hepatitis.

The Board of Education reserves the right to require a written statement from the physician indicating the student is free from all symptoms of the disease or illness (e.g. a student should not return to school until free of temperature or vomiting for a full 24 hours).

To avoid the spread of illness, students may not attend school with the following:

- Colds, severe coughing, sore throat.
- A temperature of 100 degrees or higher. Students should not return to school until the temperature has been normal for 24 hours without medication.
- Elevated (or possible normal) temperature combined with any of the following: a severe cold with yellow-green nasal discharge, excessive coughing, swollen glands or skin rash.
- Vomiting or diarrhea – student should remain home until 24 hours without an episode.
- Undiagnosed rashes, skin lesions, earaches, swollen glands, eyes which are red and have discharge.
- Communicable disease (see below)

The Kansas State Health Department has ruled children must be excluded from school if they have certain communicable diseases. Following is a partial list of those diseases for which children must be excluded:

- Head lice: See **Head Lice** policy below.
- Ringworm: Infection must be covered while at school and be treated with anti-fungal treatment.

- Chickenpox/Shingles: Exclude until six days after first eruption.
- Impetigo: Exclude until under treatment by a physician.
- Measles: Exclude until 4 days after the rash appears.
- Mumps: Exclude for 10 days after onset of illness.
- Pertussis (Whooping Cough): Exclude until 5 days after appropriate antibiotic treatment has begun.
- Strep Throat: Exclude until 24 hours after appropriate antibiotic treatment has begun, or 10 days, if antibiotics are not given.
- Pinkeye (Conjunctivitis): Exclude until there is no discharge from the eye.
- Rubella (German Measles): Exclude for seven days after rash appears.
- Scabies: Exclude until treated with scabicide.
- Hepatitis A: Exclude until seven days after onset of jaundice.

Head Lice

Head lice infestation is a difficult and time-consuming problem. All lice and nits must be removed before the student can re-enter school. Further treatment of all infested family members, carpet, bedding, draperies, car seat, and stuffed animals is required to prevent a reoccurrence of the problem. Contact your school nurse if you need information regarding head lice treatment. It is acknowledged that head lice infestation can create serious family issues. However, all action needed to deal with the situation and to prevent re-infestation simply must be done. Absences due to head lice will be considered excused only on the day the student is sent home and the following day. Further absences are considered to be unexcused. A parent must accompany the child back to school to be cleared by the nurse, so the child can return to class.

Accidents and Emergency Information

When a student is ill or hurt at school and is sent to the office, normal first aid procedures will be followed. If the injury warrants, parents may be called to inform them about the injury and to allow the parents to decide whether to take the child to the doctor.

In the event of an illness, accident or emergency, it is important that we be able to contact the parents. The only way we can do this is if we have accurate and up-to-date home addresses and phone numbers. Please help keep this information up-to-date by contacting the school office any time an address or phone number changes.

Dismissal for Illness

When the parent/school nurse feels it is in the child's best interest to be dismissed from the school for illness, parents/guardians will be called to make arrangements for the child's transportation home in a timely manner. (Walking/bussing will be at the discretion of the school nurse/building administration and with parental permission) The usual criteria for dismissal are presence of fever, and/or vomiting/diarrhea, or a communicable disease.

Chronic Health Conditions

- Please inform school nurse of any chronic health conditions and all emergency medications prescribed for your child.

- Use of an Epi-pen requires an immediate call to 911 and to parent/guardian. Parents of students with a known history of potential for a serious allergic reaction are advised to visit with their physician regarding the need for student-specific medication. Refer to the **Medication Policy** section for procedures to follow in order to allow a student to self-carry emergency allergy or asthma medication.

Medication Policy

Each school in the Leavenworth School District has a full – time nurse on duty. School nurses provide valuable services, including emergency care, medication dispensing, and health screenings. School nurses solicit cooperation with parents to uphold the following policies and procedures, which are for the protection of each and every student in the schools.

- All student medications, including over-the-counter medications, must be administered under the supervision of the school nurse and are to be sent to school in the original container labeled with the student’s name.
- All prescription medications require a **“Permission for Dispensing of Medication”** form.
- Some over-the-counter medications are available as stock items in each school nurse’s office. These medications are not guaranteed to be available to your student. These medications may be administered to your student with an **“OTC (Over-the-Counter) Medication form”** on file.
- Students may carry and self-administer emergency medications (Example – albuterol inhaler or Epi-pens). In order to do this, the self-administration policy requires that a **“Self-Administration”** permission form be completed by parent and physician.
- All medication is to be carried in its’ original container. Prescription medication must have prescription label on bottle.
- At no time should a student give medication to another student.
- The principal may revoke the self-medication privilege of any student found to be in violation of the policy.

Diabetes Guidelines

Leavenworth Public Schools recognizes the growing number of students enrolling in our schools with diabetes and the need for a set of consistent practices for addressing the needs of students with diabetes. We recognize our responsibility to develop individualized healthcare plans for such students that include steps to follow in the event of an emergency. Collaboration between the parent, supervising physician and the school is essential in the development and success of these plans.

These guidelines are intended to serve as a “best practice” model to utilize with applicable students. The school nurse will serve as the lead school employee implementing these guidelines.

Most students with diabetes need to be considered for eligibility under Section 504 of the Rehabilitation Act as a student with a disability as defined in these regulations requiring accommodations at school. The school nurse will coordinate with the building 504 coordinator to facilitate the Section 504 as indicated.

All students with diabetes:

Upon parent report of the condition, the school nurse will obtain a history regarding the student's current health status and management. The parent will provide physician orders (usually multi-page document from the primary physician and/or nurse diabetes educator) and discuss the management procedures including administration of medication at school and an emergency care plan. The age of the student, length of time with the diagnosis, and individual self-management skills will be considered in individualizing care. Based upon typical developmental skills and recommendations from experts in the field, Leavenworth Public Schools recommends the following graduated independence in care continuum:

High School

Student works toward independence in diabetes care upon agreement of school nurse, student, parents, and physician. Nurse contact during the day will vary with each student based on individual needs and student competency with self-care. All students regardless of age will need assistance in treating low blood sugars.

Screenings

Hearing and Vision screenings will be done on all 10th and 12th graders, anyone that has an Individualized Education Plan (IEP) and by parent or teacher request. In the event of a failed exam a notification letter will be sent to parent with results.

Food Allergies and Disabilities

Food allergies and disabilities must be identified by the student's physician. USDA forms, to clarify communication regarding allergies and disabilities, are available from the school's nurse. Child Nutrition cannot honor any restrictions without the use of the USDA form ("**Medical Statement to Request School Meal Modification**").

Crisis Management

The primary objective of a Crisis Plan is to provide a road map showing the way from chaos to stability. Increasing emergency preparedness is essential for the safety of students and faculty. There is an Emergency Management Team set up in the building which includes: administrators, teachers, counselors, nurses, security personnel, and the school resource officer. The Emergency Operations Plan calls for the faculty and students to practice these following safety drills:

Fire Drill – this drill will be practiced once a month. Students will evacuate the building and proceed to their designated area. Roll will be taken to ensure that all students are accounted for. The fire alarm will activate the drill.

Tornado Drill – this drill will be practiced three times a year. Every room has a Tornado Procedure Map in it. This map will show students which direction they are to proceed for their safety. Students will get in a "duck-cover" position to minimize an injury. Announcement over the intercom and bells will activate this drill.

Intruder Alert – announcement of this drill will come over the intercom. Students will clear the hallways quickly to the nearest classroom or just stay in their classroom until the alert is over.

Teachers will turn the lights off, lock the door and keep their students away from the door or windows at all times. The “All Clear” code will be announced over the intercom when finished.

Off-Site Relocation – relocation of students will be to Warren Middle School or Trinity Church, and will be used in case of clearing the school grounds or inclement weather during a drill. Teachers will take attendance to make sure all students are accounted for.

In case of a major emergency at LHS, the first priority is to see to the safety of the students. Parents will then be contacted through the activation of the district crisis plan calling system. If the building is in a lockdown for an emergency, parents may have to wait until an all clear has been issued before checking out their student.

Emergency Safety Interventions (ESI) For All Students Seclusion and Physical Restraint

Purpose:

1. Promote safety and prevent harm to students, school personnel, and visitors in the school district.
2. Foster a climate of dignity and respect in the use of discipline and behavior management techniques.
3. Provide school personnel with clear guidelines about the use of seclusion and restraint in response to emergency situations.
4. Provide parents/guardians information about state guidelines and district policies related to the use of discipline, behavior management, behavior interventions, and responses to emergency situations.
5. Promote the use of non-aversive behavioral interventions, including positive behavior support techniques.

Procedure Applicability:

These guidelines apply to all district school personnel. School personnel assigned to programs not located on district premises (hospitals, detention centers, juvenile facilities, and mental health facilities) shall follow the policy and procedure of the facility/program where they work. The terms of any written agreement between the district and any facility that provides services to district students will require that facility to have a policy on the use of ESI that complies with state and federal law.

Parents who consent to their child receiving services by facilities not located on district premises also consent to the use of that facility’s ESI procedures.

Definitions:

Assistive Technology Device—Any item, piece of equipment or product system that is used to increase, maintain, or improve the functional capacities of a student with a disability.

Aversive Behavioral Intervention or Aversive Intervention—An intervention that is intended to inflict pain or discomfort upon a student for the purpose of eliminating or reducing maladaptive behaviors, including such interventions as: contingent application of noxious, painful, or intrusive stimuli or activities; any form of noxious painful or intrusive spray, inhalant or tastes; or

other similar interventions. The term does not include such interventions as voice control limited to loud, firm commands; time limited ignoring of a specific behavior; token fines as part of a token economy system; brief physical prompts to interrupt or prevent a specific behavior; interventions medically necessary for the treatment or protection of the student; or other similar interventions.

Behavioral Intervention- An individualized instructional and environmental support that teaches students appropriate behaviors to replace problem behaviors. Behavioral interventions are guided by a functional behavioral assessment that identifies the communicative intent of the problem behavior and takes into consideration any known medical, developmental, or psychological limitation(s) of the student.

Behavior Intervention Plan (BIP) - A plan that sets forth the specific behavior interventions for a specific student who displays chronic patterns of problem behavior.

Chemical Restraint- Administration of a drug or medication to manage a student's behavior that is not a standard treatment and dosage for the student's medical condition.

Confinement- The act of preventing a student from leaving an enclosed space.

Discipline- Consequences for violating the district's student code of conduct.

Emergency Situation- A situation in which a student's behavior poses a serious, probable threat of imminent physical harm to self or others, or destruction of property that will result in imminent bodily harm.

Functional Behavior Assessment (FBA) - A formal assessment to identify the function or purpose the behavior serves for the student so that classroom interventions and behavior support plans can be developed to improve behavior. The assessment could include observations and charting of the behavior and interviews with family, teachers, and the student to determine the frequency, antecedent, and response of the targeted behavior.

Imminent risk of harm- Immediate and impending threat of a person causing substantial physical injury to self or others. Violent action that is destructive of property may involve a substantial risk of injury to a person.

Individualized Education Program (IEP) - A student's Individualized Education Program as defined by the Individuals with Disabilities Education Act (IDEA).

Law Enforcement Officer- Any public servant having both the power and duty to make arrests for violations of the laws of this state.

Locking Hardware- Mechanical, electrical, or other material devices used to lock a door or to prevent egress from a confined area.

Mechanical Restraint- The use of any device or equipment to restrict a student's freedom of movement. This term does not include devices implemented by trained school personnel, or utilized by a student that have been prescribed by an appropriate medical or related services professional and are used for the specific and approved purpose for which such devices were designed, such as:

- Adaptive devices or mechanical supports used to achieve proper body position, balance, or alignment to allow greater freedom of mobility than would be possible without the use of such devices or mechanical supports;
- Vehicle safety restraints when used as intended during the transport of a student in a moving vehicle;
- Orthopedically prescribed devices that permit a student to participate in activities without risk of harm.

This term does not include any device used by a law enforcement officer.

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

Physical Restraint- A personal restriction that immobilizes or reduces the ability of a student to move his or her torso, arms, legs, or head freely. The term physical restraint does not include a physical escort.

Positive Behavior Interventions and Supports (PBIS) - A multi-tiered school-wide approach to establishing the social culture that is helpful for schools to achieve social and academic gains while minimizing problem behavior for all students.

School or District Employee or Personnel- Employees of a local Board of Education; any person, paid or unpaid, working on school grounds in an official capacity; any person working at a school function under a contract or written agreement with the school system to provide educational or related services to students; any person working on school grounds or at a school function for another agency providing educational or related services to students.

Seclusion- The involuntary confinement of a student alone in a room or area from which the student is physically prevented from leaving, or reasonably believes that the student will be prevented from leaving. It does not include a timeout, which is a behavior management technique that is part of an approved program, involves the monitored separation of the student in a non-locked setting, and is implemented for the purpose of calming.

Section 504 Plan- A student's individualized plan as defined by Section 504 of the Rehabilitation Act of 1973.

Time Out- Brief removal from sources of reinforcement that does not meet the definition of seclusion or seclusion. The purpose of time-out is to separate the student from the attention of staff and other students.

Use of Seclusion and Restraint

Seclusion:

Seclusion shall only be used:

1. In an emergency situation, or
2. When less restrictive measures have not effectively de-escalated the situation, or

Seclusion shall never be used as a form of punishment or for the convenience of district personnel.

Only district personnel who have been trained in seclusion and restraint should place a student in a seclusive setting, which includes getting the student to the seclusive setting. A student in seclusion must be monitored by district personnel who are in close proximity and able to see and hear the student at all times. Monitoring shall be face to face unless personal safety is significantly compromised; in which case technology supported monitoring may be utilized. The total time in seclusion is to be reasonably calculated based on the age of the student and the circumstances, and is not to exceed 40 minutes without a reassessment of the situation and consultation with parents/guardians or administrative staff, unless otherwise specified in an IEP, Section 504 plan or other parentally agreed upon plan to address a student's behavior. The seclusive setting characteristics are as follows:

1. Each seclusive setting to be used for any particular student should be of a size that is appropriate to the student's chronological and developmental age, size, and behavior.

2. Each seclusive setting should have a ceiling height that is comparable to the ceiling height of other rooms in the building in which it is located.
3. The seclusive setting should be equipped with heating, cooling, ventilation, and lighting systems that are comparable to the systems that are in use in the other rooms of the building in which it is located.
4. Each seclusive setting should be free of any object that poses a danger to the student who is being placed in the room.
5. Any seclusive setting should be equipped with a door that locks only if the lock is equipped with a device that automatically disengages the lock in case of an emergency, such as a fire or tornado.

Physical Restraint

Physical restraint shall only be used:

1. In an emergency situation, or
2. When less restrictive measures have not effectively de-escalated the situation and the school has a plan for how to respond in such situations, or

Physical restraint will:

1. Only be used for as long as necessary to resolve the actual risk of danger or harm that warranted the use of physical restraint.
2. Be no greater than the degree of force necessary to protect the student or other persons from imminent physical harm.
3. Not place pressure or weight on the chest, lungs, sternum, diaphragm, back, neck, or throat that restricts breathing.
4. Only be done by district personnel trained in the proper use of physical restraint.

District personnel who use physical restraint shall only use restraint methods in which they have received district-approved training. Further, district personnel who use physical restraint may only do so in the presence of at least one (1) additional adult who is in the line of sight unless no other adult is immediately available due to unforeseeable emergency situation.

Physical restraint should never be used as a form of punishment or for the convenience of district personnel.

Mechanical Restraint: PROHIBITED

Mechanical restraints employed by law enforcement officers in school setting should be used in accordance with appropriate professional standards and applicable polices.

Chemical Restraint: PROHIBITED

Chemical restraints shall never be used by district personnel, unless stated in a doctor's order to be administered by a licensed registered nurse.

Positive Behavior Intervention Supports

The superintendent or designee is responsible for implementing the district-wide use of appropriate PBIS designed to support or alter the behavior of all students.

Training

The superintendent shall ensure that all district personnel are trained annually with information about this policy. The superintendent shall ensure that designated district personnel are trained

and know the procedures involving the use of seclusion and restraint as defined by the MANDT system.

1. A continuum of prevention and de-escalation techniques.
2. Environmental management techniques.
3. The appropriate use of physical restraint.
4. Professionally accepted practices in physical management and use of physical restraint.
5. Methods to explain the proposed restraint methods to students and parents/guardians.
6. The appropriate use of seclusion.
7. Appropriate documentation and notification procedures.

The training for school employees should be consistent with nationally-recognized training programs to ensure that school employees are trained in the proper use of seclusion and physical restraint to prevent harm to students or others. Leavenworth USD 453 employs the use of the MANDT system, a nationally-recognized training system.

Use of Seclusive Setting and Physical Restraint; Reports and Notification

The superintendent or designee will maintain records documenting the use of seclusion and restraint showing:

1. A building administrator was notified at the time a staff member initiated the use of a seclusive setting and 15 minutes after the initiation of the seclusive setting;
2. Date, time location and duration the seclusive setting or physical restraint was used;
3. Events leading up to the incident;
4. Names of district personnel involved;
5. Whether students or school personnel were injured;
6. The name and age of the student;
7. Whether the student has an IEP, Section 504 plan or BIP;
8. When the parents/guardians were notified;
9. If the student was disciplined; and
10. Plan to prevent the need for future use of seclusion and or physical restraint;

Further reporting is required by the state of Kansas for any building that has a seclusive setting. Each building administrator will report the following to the state director of special education annually.

1. Name of the school and the grades offered at the school; and
2. The length, width and height of each of the seclusive settings located in the school.

Each building administrator that has a seclusive setting in the building will report the use of the seclusive setting quarterly to the state director of special education through the state reporting system KAN-DIS. Information to be included is as follows:

1. The number of students placed in a seclusive setting during the reporting period;
2. The maximum amount of time any child was in a seclusive setting on a single occasion; and

3. The maximum number of times during a single day that a student was placed in a seclusive setting.

Notice to Parents/Guardians

Except as otherwise specified in a student's IEP, Section 504 plan or other agreed upon plan to address the student's behavior, following an emergency situation involving the use of seclusion or restraint, the parent/guardian of the student shall be notified through verbal or electronic means of the incident as soon as possible, but no later than the end of the day of the incident unless circumstances render it unreasonable or impossible to notify the parent/guardian by the end of the day, in which case the parent/guardian shall be notified through verbal or electronic means of the incident no later than noon the next day.

The parent/guardian shall receive a written report of the emergency situation within five (5) school days of the incident. The written incident report shall include all of the following:

1. Date, time location and duration the seclusive setting or physical restraint was used;
2. Events leading up to the incident;
3. Names of district personnel involved;
4. Whether students or school personnel were injured;
5. The name and age of the student;
6. Whether the student has an IEP, Section 504 plan or BIP;
7. When the parents/guardians were notified;
8. If the student was disciplined; and
9. Plan to prevent the need for future use of seclusion and or physical restraint;
10. This documentation should be completed no later than the school day following the day on which the seclusive setting or physical restraint was used.

College/Career Readiness

Aligned with the recommendation of the Kansas State Department of Education, Leavenworth High School is committed to assisting students as they navigate into college and career. KSDE recommends a 6-year plan, beginning in 8th grade and extending through the first year out of high school. Partnering with parents, LHS staff will assist students each year to review and revise their 6-year plan.

9th Grade Checklist

- Select courses related to your career goal
- Assess study habits and organizational skills; seek help as necessary
- Work hard to do well in your classes, seeking help as needed (tutoring)
- Plan for post-secondary options (college, military, technical programs, &/or world of work)
- Become involved in school/community activities and explore volunteer opportunities
- Record school activities, community service, awards, etc.
- Review career goals and re-write as necessary
- Explore career options utilizing Career Cruising
- Attend career events (College & Career Night, etc.)

- Begin exploring college admission requirements
- Notify your counselor if you are considering NCAA/NAIA athletics
- Research possible summer programs, internships, educational opportunities, and scholarships available to you
- Review your transcript and graduation requirements with your counselor and discuss your career goals as you pre-enroll for grade 10

10th Grade Checklist

- Review your 6-year plan and make revisions as needed
- Work hard to do well in your classes, seeking help as needed (tutoring)
- Consider taking the PSAT as practice for junior year (test administered @ LHS each October; signups begin late August on a first come, first served basis in Guidance)
- Remain involved in school/community activities and continue volunteering
- Continue recording activities, community services hours, awards, etc.
- Continue to explore career interests utilizing Career Cruising
- Attend College & Career Night @ LHS and take advantage of other career exploration opportunities
- Research possible summer programs, internships, educational opportunities, and scholarships available to you
- Review your transcript and graduation requirements with your counselor and discuss your career goals as you pre-enroll for grade 11

11th Grade Checklist

- Review your 6-year plan and make revisions as needed
- Work hard to do well in your classes, seeking help as needed (tutoring)
- Register for national tests (PSAT, ACT, SAT, ASVAB, etc.) that align with your career goals; see your counselor for assistance
- Remain involved in school/community activities and continue volunteering
- Continue recording activities, community services hours, awards, etc.
- Continue to explore career interests utilizing Career Cruising
- Attend College & Career Night @ LHS and take advantage of other career exploration opportunities
- Participate in College Visits
- Research possible summer programs, internships, educational opportunities, and scholarships available to you
- Review your transcript and graduation requirements with your counselor as you pre-enroll for grade 11
- If considering college athletics, review core curriculum for NCAA (www.ncaa.org) or NAIA (www.playNAIA.org) and register online
- Prepare your resume prior to the start of your senior year

12th Grade Checklist

- Review your 6-year plan and make revisions as needed

- Work hard to do well in your classes, seeking help as needed (tutoring)
- Attend LHS Senior Night to obtain critical information for your senior year
- Re-take national tests (ACT, SAT, ASVAB, etc.) that align with your career goals; see your counselor for assistance
- Remain involved in school/community activities and continue volunteering
- Update your resume (or create it if not already completed) with senior year activities, community service hours, honors, and awards
- Continue to explore career interests utilizing Career Cruising
- Attend College & Career Night @ LHS and take advantage of other career exploration opportunities
- Participate in College Visits
- Narrow your post-secondary plans by speaking to college admissions representatives, military representatives, etc.
- Review your transcript and graduation requirements with your counselor
- Apply for scholarships & summer programs (see your counselor, LHS website link ([LHS Scholarships](https://lhs.edu/scholarships)), and scholarship drawer in Guidance Office)
- Apply for financial aid as soon as possible after January 1 of your senior year (<https://fafsa.ed.gov/>)
If considering college athletics, complete final requirements for NCAA

Vocabulary Lessons for 16-17

LESSON 16 – November/December
11. Ambivalence
12. Antagonism
13. Apocryphal
14. Avaricious
15. Cautious
16. Cerebral
17. Cynical
18. Desultory
19. Disparagement
19a. Disparage
19b. Disparaging
19c. Disparagingly
19d. Disparagingness
19e. Disparagingnesses
19f. Disparagingnesses
19g. Disparagingnesses
19h. Disparagingnesses
19i. Disparagingnesses
19j. Disparagingnesses
19k. Disparagingnesses
19l. Disparagingnesses
19m. Disparagingnesses
19n. Disparagingnesses
19o. Disparagingnesses
19p. Disparagingnesses
19q. Disparagingnesses
19r. Disparagingnesses
19s. Disparagingnesses
19t. Disparagingnesses
19u. Disparagingnesses
19v. Disparagingnesses
19w. Disparagingnesses
19x. Disparagingnesses
19y. Disparagingnesses
19z. Disparagingnesses

LESSON 16 – November/December
11. Ambivalence
12. Antagonism
13. Apocryphal
14. Avaricious
15. Cautious
16. Cerebral
17. Cynical
18. Desultory
19. Disparagement
19a. Disparage
19b. Disparaging
19c. Disparagingly
19d. Disparagingness
19e. Disparagingnesses
19f. Disparagingnesses
19g. Disparagingnesses
19h. Disparagingnesses
19i. Disparagingnesses
19j. Disparagingnesses
19k. Disparagingnesses
19l. Disparagingnesses
19m. Disparagingnesses
19n. Disparagingnesses
19o. Disparagingnesses
19p. Disparagingnesses
19q. Disparagingnesses
19r. Disparagingnesses
19s. Disparagingnesses
19t. Disparagingnesses
19u. Disparagingnesses
19v. Disparagingnesses
19w. Disparagingnesses
19x. Disparagingnesses
19y. Disparagingnesses
19z. Disparagingnesses

LESSON 16 – November/December
1. Acclaim
2. Amass
3. Anarchist
4. Banter
5. Blithe
6. Cacophonous
7. Commensurate
8. Complacency
9. Desiccate
10. Diminution
11. Elicit
12. Incessant
13. Jollity
14. Kindle
15. Parsimony
16. Penury
17. Perspicacious
18. Pliable
19. Quell
20. Rectify
21. Rue
22. Sluggard
23. Stealthy
24. Succinct

