

Wheatland High School
USD 292
Student Handbook



2012-2013

USD 292 MISSION STATEMENT

The mission of the USD #292 learning community is to provide all students with a comprehensive educational program with opportunities for the maximum development of everyone to become a productive member of an ever-changing society.

USD 292 Student Exit Outcomes

1. Students will develop good character, self respect, pride in work, and community stewardship.
2. Students will develop and apply skills in reading, writing, speaking, listening, and critical thinking.
3. Students will possess the ability to solve problems, make decisions, and adapt to change by applying skills in math, science, social science, and technology.
4. Students will have the opportunity to explore areas of creative expression and/or appreciation of the fine arts.
5. Students will develop and apply skills of good management (property, money, time, resources).
6. Students will possess the ability to develop and maintain physical and mental well being.
7. Students will possess the ability to work independently and cooperatively to solve problems in academic and co-curricular activities.

The mission statement and exit outcomes were rewritten when USD 292 began Cycle II of the Quality Performance Accreditation process. These represent the work of teachers, staff, students and parents. These Student Exit Outcomes were approved by the USD 292 Board of Education January 13, 1997.

USD 292 STUDENT HANDBOOK 2012-2013

A MESSAGE FROM THE ADMINISTRATION

On behalf of the faculty and staff I want to extend a warm welcome to all students and their parents. I am excited by the opportunity to work with each and every one of you as together we strive to promote continued academic excellence. As a member of the Wheatland school community you are an important part of something special. Over the years, Wheatland students have earned a reputation for achievement, creativity, and character. This tradition of excellence is something to be proud of – but also carries with it a degree of personal responsibility. Traditions and reputation mean little if our current actions and attitudes do not support and reinforce what has been built in the past. It is my hope that each of you will take advantage of the opportunities Wheatland has to offer. The staff, your fellow students, and I are counting on you to join us in making this a rewarding and memorable year for all.

Sincerely,
Gary Kraus – District Administrator

INTRODUCTION

The policies and procedures contained in this handbook are the work of teachers, students, parents, and others. This information is included to assist you in becoming familiar with guidelines designed to ensure everyone has access to educational opportunities in a safe and orderly environment. Our school community places a high value on self-discipline and personal responsibility and encourages everyone to take the steps necessary to make Wheatland an enjoyable place to work and learn.

NOTICE

The following are but a few of many state laws and policies governing Wheatland USD 292 and in no way are meant to be construed as all inclusive. The full policy and procedures manual governing USD 292 is available for viewing in the USD 292 Board of Education Office, located at Wheatland High School.

NON-DISCRIMINATORY STATEMENT

Unified School District #292, Grainfield, KS, does not discriminate on the basis of race, color, national origin, sex, age, or handicap in admission or access to, or employment in its programs and activities. Anyone having questions regarding the above, please contact the Superintendent of Schools, USD 292, P.O. Box 165, Grainfield, KS 67737; phone (785) 673-4213, Title IX Coordinator and Section 504 Coordinator.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) is a federal law that governs the maintenance of student records. Under the law, students over the age of eighteen or parents of students younger than eighteen have the right to inspect records kept by the school about the student and the right to correct inaccuracies in the records if any exist. Access to the records by persons other than the parent or the student is limited and generally requires prior **written** consent by the student or the parent.

STUDENT RIGHTS

Along with the responsibilities that will be covered in this handbook, the students of USD 292 have certain rights, including but not limited to the following:

1. To a safe and orderly environment where educational opportunity is expressed in student achievement.
2. To attend a public school so long as the student assumes the responsibility not to infringe on the rights of others.
3. To receive, upon the opening day of school or at the time of enrollment a publication outlining policies.
4. To have a classroom atmosphere conducive to learning and to participate in a curriculum that will provide personal satisfaction and prepare the student for the future.
5. To participate with teachers and administrators in recommending school policies and curriculum through the site council, school council, and other advisory means.
6. Of assembly, petition, and expression, as long as such actions do not infringe on the rights of others or disrupt the educational program of the school. Student meetings outside of school hours on school property are subject to approval by the principal and require the presence of a staff member or sponsor.
7. To receive an educational program that allows all students to express their strengths and learning styles through projects, instruction and assessment to the degree feasible.
8. To receive a fair hearing and due process in the case of long term suspension and/or expulsion.

DISTRICT GRADUATION REQUIREMENTS

A student is required to complete twenty-six units of credit in order to graduate from Wheatland High School. These units must include:

- Five units of Language Arts which shall include English I, II, III, communication, and one elective chosen in the senior year. Dual credit will be given for approved college classes.
- Three units of Social Studies which shall include one half unit of American Government and one unit of American History.

- Three units of Science.
- Three units of Mathematics. Dual credit will be given for approved college classes.
- One unit of Health and Physical Education.
- One unit of Computer Applications.
- One unit of a Fine Art (Art, Music, Forensics).
- Nine elective units selected based on the student's interests.

One credit per year of correspondence courses may be counted toward graduation. These credits may be taken only during the junior and/or senior year. They may not replace any course currently offered by the school or substitute for any course which a student may have failed which can be taught by the school's regular instructor(s).

BOARD OF REGENT'S QUALIFIED ADMISSIONS

In 1996 the Kansas Legislature approved House Bill 2668, which established admission standards for the Kansas Regents Universities. These requirements include three possible routes for admission into a regents' institution:

1. Score 21 or better on the ACT; or
2. Rank in the top one-third of the graduating class; or
3. Earn a 2.0 GPA on a fourteen unit pre-college curriculum (see below for details of this curriculum).

Board of Regents Curriculum

- 4 units of English/Language Arts (Eng I, II, III, and IV)
- 3 units of Natural Sciences (at least one must be physics or chemistry)
- 3 units of Mathematics (Algebra I, Geometry, Algebra II)
- 3 units of Social Sciences
- 1 unit of Computer Technology

To achieve "State Scholar" recognition, students must successfully complete an additional math credit, physics and chemistry, and 2 credits in the same foreign language.

CLASSIFICATION OF HIGH SCHOOL STUDENTS

To be classified as a sophomore, junior or senior, students must have earned the following units of credit:

Sophomore – 6 units of credit
 Junior – 12 units of credit
 Senior – 18 units of credit

HONOR ROLL

Calculation to the Honor Roll will be based on a 4.0 grading system and will be used to determine the level of recognition.

- High Honors: 3.75 - 4.00
- Honor Roll: 3.50 - 3.74
- Honorable Mention: 3.00 - 3.49

A student can have no grade lower than C- in order to be eligible for Honor Roll recognition. Names will not be published on the Honor Roll if the building principal has been notified by the student or parent that their name is to be withheld.

GRADUATION – HONOR STUDENTS

Seniors graduating with a grade point average of 3.75 or above will be recognized during graduation as “Honor Students.”

GRADING SCALE

A+ 100	B+ 89-87	C+ 79-77	D+ 69-67	F 59- 0
A 99-93	B 86-83	C 76-73	D 66-63	
A- 92-90	B- 82-80	C- 72-70	D- 62-60	

POWERSCHOOL

PowerSchool is a powerful Internet based student information system utilized by both USD 292 and USD 291. PowerSchool can provide staff, students and parents with real-time information related to student attendance, class schedules, upcoming events, announcements and academic progress. USD 292 and 291 assigns all students and parents a User ID and password to access PowerSchool. By accessing PowerSchool on a regular basis, both students and parents have the opportunity to review their current status and identify potential problems before they become serious and irreversible. PowerSchool can be accessed through the link on the school website: <http://www.usd292.org> or by entering the following URL in the address bar of your browser: <https://usd292.powerschool.com>.

CLASS CHANGES

Class changes will only be made during the first three school days of a semester upon student request and must have teacher, faculty advisor, parent and administrative approval. Any other class changes during the course of the year will only be made if it becomes apparent that the academic placement is inappropriate. Seniors enrolling in college classes must have books and tuition paid in the first three days of class.

COLLEGE VISITS

Seniors will be allowed two (2) days during the year, and juniors one (1) day during the spring semester as excused absences for visiting colleges. Students must notify the guidance office one week in advance of the visit. The student must also make arrangements with his or her teachers and coaches/sponsors in advance. The student must bring a signed slip from the admissions office of the college they attended for the date(s) of the absence. Other days may be taken with prior approval from the administration.

GUIDANCE SERVICES

Guidance counseling services are available to all students, parents and teachers. The counseling office has the primary mission of assisting in educational planning. The Counselor is also available to provide support to those facing personal, social or family concerns. Because of the personal and sensitive nature of issues being discussed, confidentiality is an ethical priority.

INDEPENDENT STUDY AND TEACHERS' AIDES

In order to better meet the educational needs of all students, it is permissible for students to enroll in a course on an "independent study" basis with instructor and administrative approval.

Seniors who are on track to graduate with their class and are in "Good Standing" (see Good Standing Guidelines) may elect to serve as a Teacher's Aide with instructor and administrative approval. Teacher's Aides will be graded on a pass fail basis. Serving as a Teacher's Aide is considered a privilege. Abuse of this privilege will not be tolerated.

SEMINAR PERIOD

Students are to report to their assigned seminar advisor. When attending an activity or meeting, students are to remain under supervision of the sponsor until the completion of the seminar period. Prior arrangements must be made with instructor to attend a different seminar.

ATTENDANCE

Students are expected to be in school except in cases of illness, emergency, or family need. Any student not reporting to school by 8:20 shall be considered absent unless prior arrangements have been made. Parents are encouraged to call the school when a child is absent or is going to be absent. Office personnel will attempt to contact parents if notification has not been received by 9:00 am if a student is absent. In the event a student becomes ill at school, a parent will be notified. Students absent more than three consecutive days or whose absences are excessive may be required to present documentation from a physician. Students who participate in virtual schools and wish to enroll and attend USD 292 must be in attendance on campus 3 hours of the school day. The student must be enrolled in 2 courses offered at USD 292 during the 3 hours. Students must meet KSHSAA enrollment and attendance guidelines to be considered eligible for extra-curricular activities.

PROCEDURES AND GUIDELINES PERTAINING TO STUDENT ABSENCE(S)

1. Upon returning to school, the student will present a note from a parent explaining the reason for the absence. A phone call may be made to confirm this.
2. An admit slip will be given to allow the student back into class. Each teacher will write on the slip the make-up work that is to be done.
3. The student will secure the teachers' signatures when the make-up work is complete.
4. The student must return the completed make-up slip to the office.
5. A student must complete an Advanced Absence Request if he/she has prior knowledge of absence. Their work must be completed prior to absence.

Students absent from school for part or all of a day will not be allowed to participate in or attend any extra-curricular activities scheduled that day unless excused by the building principal. Students absent on a Friday may participate in a Saturday activity if given permission by a parent or guardian and the building principal.

Excessive absences, that may compromise a student's educational opportunity, will be subject to existing state laws and the school shall take appropriate action.

EXCESSIVE ABSENCES

Students may not exceed 6 absences per semester per class. Absences due to participation in school activities are not included as a part of this policy. Beyond 6 absences the student will have 5 school days to make up 20 minutes of each class period missed BEFORE OR AFTER SCHOOL. Make up time will be at the teacher's discretion. It is the student's responsibility to

communicate with their teachers concerning make up work. A doctor's note will be required upon returning to school. Students may appeal to the attendance committee for an extended amount of time to make up work or to have absences not count against the student's 6 days. The attendance committee will consist of the Principal, Counselor, Stuco President, and one teacher.

TARDIES

There is an expectation that students will be punctual and prompt at all times. If a student is tardy to school, he/she must obtain a tardy slip from the office before reporting to class. If a student is delayed during the school day and will be tardy to their next class, he/she must obtain a pass from the sending teacher explaining the delay and whether the tardy should be excused.

TELEPHONE USE

Office phones are for office personnel and business use. Students are allowed to use office phones only in cases of emergency. Likewise, students will not be called from class for phone calls during class time except in cases of emergency. Office personnel will assist in relaying messages to students when necessary.

PERMISSION TO LEAVE SCHOOL

No student shall leave the building during the school day without authorization from the main office. A note or phone call from the parent or guardian will be required in order to leave the school campus. Students must sign-out of the office prior to leaving and sign-in upon returning or arriving late to school. Failure to follow the proper procedure will result in disciplinary action.

MAKE-UP POLICY

Upon returning to school after an absence, students shall have one school day to make up assignments for each day missed. Individual teachers may extend this make up time as needed for a particular class.

ACCIDENTS, ILLNESS & MEDICATIONS

In the event of an accident or illness, school personnel will notify the parent or guardian and advise them of the status of the student. A student will not be permitted to leave the building unless the office has received permission to do so by the parent or guardian. In the event a student becomes ill enough to require leaving the school, a parent or guardian or a designated adult must be available to receive the student at home or a designated place.

Only the school administrator/nurse will administer medication. Medication must not be administered to students by other students. If a student needs to take regular medication, the school nurse should also administer this. School personnel other than the school nurse (or designee) will not hold, administer, or release medication for students.

SCHOOL PROPERTY

The USD 292 Board of Education and administration will seek restitution for loss or damage sustained by the district due to malicious mischief, vandalism, burglary, and other wrongful acts by adults or juveniles according to law. This includes textbooks, computers, uniforms, etc.

DANCES AND PARTIES

Organizations may sponsor dances if given permission by the organization's sponsor and the building principal. It is the intent of USD 292 for dances to provide students with these opportunities for social interaction in an environment free from drugs, alcohol, tobacco, or other unacceptable behaviors. The following guidelines shall apply to these activities.

1. Outside dates are permitted only if the date is signed in with the office and approved by the building principal 48 hours in advance of the event. No dates 21 years of age or older. Students younger than the 9th grade are not permitted.
2. No one will be admitted 30 minutes after the starting time of the event without permission from the sponsor and the building principal.
3. No one will be permitted to leave the event and return without permission of the sponsor.
4. The sponsor and/or building principal shall not admit anyone suspected of being under the influence of drugs and/or alcohol. Parents of such individuals shall be notified.

LUNCH PROGRAM

The Wheatland schools offer all students the opportunity to receive a well balanced, nutritious and economically priced meal through the school lunch program. Meals are purchased in advance through the school office. Lunch balances are available for review through PowerSchool and are updated daily. Any student whose lunch balance is in the red an equivalent of 10 lunches will not be allowed to participate in the school lunch program unless prior arrangements have been made with the administration. Alternative lunches can be made available at a reduced price. Please contact the District Office for further information.

No food or drink is to be taken out of the cafeteria. Students may not leave the cafeteria until the conclusion of their lunch period without permission.

BREAKFAST PROGRAM

Any student desiring to eat breakfast may participate in the school breakfast program at Wheatland High School between the hours of 7:45 - 8:05. Breakfast will not be served if a late start causes the school day to begin within two hours of the normal lunch time.

BEHAVIORAL EXPECTATIONS

It is not the intent of this handbook to attempt to identify or establish a specific rule for every possible situation. Realistically, all schools must rely on the common sense, decency, respect for self and others, and the personal integrity of the students, staff and parents to “do the right thing.” The following are important guidelines that have been established so students, staff, parents and community members can gain a basic understanding of district policies and expectations:

1. Students may not bring outside bottles, cups, or other containers into the building unless authorized by a teacher or sponsor for a specific class or activity. Food or drinks are prohibited in carpeted areas unless approved by an administrator.
2. Students may not bring guns, knives, or other objects that could jeopardize the safety and well being of other students or staff. Guns of any kind are not allowed in vehicles parked on school property.
3. Caps and hats are not to be worn in the building during normal school hours (arrival - 4:00) or during supervised activities except during specially designated days or as specified by a teacher or sponsor.
4. Shirts displaying references to alcohol, drugs, tobacco, gangs, profanity, have sexual connotations or display offensive messages towards groups will not be allowed in school or at school functions.
5. Appropriate student dress and grooming is expected at all times. Any dress or appearance, which may compromise the educational environment, is subject to corrective action by a teacher or the principal. Cutoff shorts, tank tops (straps less than 3 finger’s width unless a half sleeve undershirt is worn), shirts with sleeves cut out, or other inappropriate shorts, skirts, or blouses which expose the midriff or under garments will not be allowed. Shorts and skirts must be long enough to meet the end of the student’s fingertips. Facial jewelry is prohibited other than in the ears.
6. Students are to dress appropriately when attending school-sponsored events. Students not meeting the dress guidelines as set by the sponsor will not attend the event. Sponsors will not allow students not meeting the guidelines to attend the event. Caps, hats, blue jeans, or other inappropriate clothing may not be worn to special school-sponsored functions such as awards assemblies, and prom. Graduating students must dress appropriately for the occasion in order to participate in Commencement exercises. The building administrator will discuss expectations with the senior class and notify parents well in advance of Commencement exercises.
7. Profanity will not be tolerated; use of extreme profanity is subject to an automatic suspension.
8. Illegal drugs including alcohol and tobacco may not be brought on the school premises at any time. Any student suspected of being under the influence of alcohol or drugs will have their parents/guardians notified.
9. Students attending activity trips must follow all school guidelines. Overnight trips require special cooperation and consideration. Sponsors will notify parents in the event a student is involved in any illegal activity.

10. Student lockers are property of the school. Any unauthorized use of lockers is prohibited. You may rent a lock from the office. If a personal lock is used, the combination or extra key must be in the office.
11. Public displays of affection are not allowed during school or sponsored activities.
12. Laser pointers are prohibited except for instructional purposes.
13. Pagers, MP3 players or other music devices are not to be used during school by students. These devices are to be turned off and placed in the student's locker or in the main office.
14. Laptop computers from a student's home may be used at the discretion of the classroom teacher for legitimate educational purposes. Use of personal laptop computers to access the district's internet system is not to be permitted unless approved by an administrator and the computer is inspected by the tech coordinator. Due to the potential for virus contamination, laptop computers are not to be used on the district network without having virus protection.
15. Bags and backpacks are to be left in lockers during school. Backpacks with wheels are prohibited. Locker doors must be able to be closed.
16. Students are allowed in the locker rooms prior to first hour if additional space is needed other than your assigned locker. Other than for class use, students must obtain permission to use the locker room during the day.
17. Image reproducing equipment is prohibited in restrooms and locker rooms. Administration may search a camera's contents for any suspected abuse.
18. Students who drive to school are required to park in the north and south parking lots. No parking is allowed in front of the school. Permission must be obtained from the staff or office to go to the parking lot. The speed limit within the school zone area is 15 miles per hour. Driving privileges on school grounds will be revoked if not followed.
19. Cell phones can be used before and after school and during lunch only. Other than these times they are to be kept in your locker and on silent. For the first violation of this policy the phone will be confiscated until the end of day and a minimum of 15 minute detention, 2nd offense: parents will be asked to pick up the phone and a minimum of 30 minutes detention, 3rd offense: parents pick up and minimum one hour of detention.

INTERNET ACCEPTABLE USE POLICY

The computer system of USD 292 has been established for a limited educational purpose including classroom activities, career development, and limited high quality self discovery activities. The Internet one of many tools utilized to fulfill the mission and learner exit outcomes of Wheatland Schools.

In order to protect the rights and privileges of the students, staff, and patrons of USD 292, the following guidelines shall apply to the use of the Internet.

1. The Internet shall be used as one method to access information, communicate, and solve problems by utilizing sources that are appropriate to Wheatland Schools.

2. Any attempt by faculty, staff, or students to access pornographic sites or to send e-mail of offensive content shall be subject to action.
3. All users of the Internet shall be expected to use proper Internet etiquette as posted and will refrain from abusive, destructive, or threatening behavior.
4. Students shall not use e-mail accounts of teachers or staff.
5. School personnel may issue additional reasonable guidelines unique to particular classes or activities. Users shall be accountable to these guidelines as applicable.
6. Students and parents may be asked to agree to an acceptable use contract regarding e-mail and Internet use to protect the rights of individuals and USD 292.
7. Currently, USD 292 does not provide e-mail services for all students. Students who need to use e-mail for legitimate purposes must obtain permission prior to accessing the account.
8. No instant messaging, chat rooms, face book etc.

Violations of these guidelines shall be subject to the general suspension guidelines of the district:

- The first offense shall result in an in-school suspension of one to three days.
- Repeat offenses shall be subject to longer in-school suspensions or in out of school suspension.
- Any abuse of these guidelines shall be subject to suspension or removal of Internet privileges.

STUDENT IN GOOD STANDING

A student in good standing is eligible to participate in Kansas State High School Activities Association Activities. Student in Good Standing status may be revoked by the building principal should a student's actions violate school policy. Any conduct outside of school or school sponsored activities that brings discredit to the student or the school may also be cause for revocation of good standing status. Rule 14 Article 2 Kansas State High School Activities Association states: "A student who is under penalty of suspension or whose character or conduct brings discredit to the school or to the student, as determined by the principal, is not in good standing and is ineligible for a period of time as specified by the principal."

WHEATLAND HIGH SCHOOL "GOOD STANDING" GUIDELINES

"Good Standing" is a means for identifying levels of student privilege. Students in good standing exemplify acceptable behavior, academic progress, and good attendance and are positive representatives of our community. USD 292 maintains a philosophy that there exists "four levels of good standing." These levels are identified by a specific set of standards and carry certain privileges. The four levels of good standing are:

Level I – Leadership

Leadership Privileges:

- Eligible for Valedictorian or Salutatorian Honors recognition.
- May serve as a class officer, be a member of Stuco, be an NHS member, or serve as a “club” leader.
- May represent the school and student body on advisory councils, special camps, etc.
- Will be afforded all privileges of levels two and three.

Leadership Standards:

- Maintain an attendance rate of 98%.
- Maintain a 3.25 cumulative grade point average with NO failing grades.
- Fewer than ten (10) unexcused tardies during the academic year.

Regaining “Leadership” Student Level I Good Standing:

- Re-evaluation of Leadership Level Good Standing status will be reconsidered following a 9 week period.

Level II – Achievement

Achievement Privileges:

- Run errands off campus for classes or programs such as prom, journalism, etc. with permission from sponsor and release from parent.
- Serve as Teacher/Office Aids
- Represent the school at clubs and other such events.
- Plus all the privileges afforded the Basic Student Level III.

Achievement Standards:

- Maintain an attendance rate of 95% attendance. (Attendance includes medically excused (Dr’s Note) and school related activity absences)
- Minimum cumulative GPA of 2.00 with NO failing grades.
- Fewer than fifteen (15) unexcused tardies per year.

Regaining “Achievement” Student Level II Good Standing:

- Re-evaluation of Achievement Level Good Standing status will be reconsidered following a 9 week period.

Level III – Basic

Basic Privileges:

- Attend after school sponsored social events, dances, etc. as specified by principal’s office.
- Participate in field trips not required for grades.
- Participate or attend school sponsored athletic/non-athletic activities

Basic Standards:

- Maintain an attendance rate of 90%
- Maintain cumulative GPA of 1.25 with NO failing grades.
- Fewer than twenty (20) unexcused tardies per year.

Regaining “Basic” Student Level III Good Standing:

- If attendance standards are met the standard related to grades will be re-evaluated on a weekly basis.
- If attendance standards are lacking the student must appeal to the Principal for re-evaluation.

Level IV - Unsatisfactory

Unsatisfactory Privileges:

- None – all privileges related to participation in school sponsored activities are revoked.
- Student rights for educational opportunities will be protected – if a grade is involved they will participate.

Unsatisfactory Standards:

- Student does not meet the established standards for Level III (see above)

Regaining “Basic” Student Level III Good Standing:

- See “**Student Level III**”

NOTE:

Students under penalty of In-School or Out-of-School Suspension will be automatically deemed “Unsatisfactory” until a meeting is held with the administrator.

Any student deemed “Unsatisfactory” will not be allowed to attend or participate in any school sponsored activity.

Graduation: Students must meet the criteria set by the Kansas State High School Activities Association to be able to participate in the ceremony.

DISCIPLINE ISSUES

USD 292 has adopted the philosophy that behavior is a conscious choice and that young people must be taught that all decisions result in consequences, either good or bad. There is no doubt issues will arise that involving an interpretation of the rules and norms of the building. However, there are certain behaviors that will result in automatic consequences.

General Discipline Definitions

Detention involves a short time before or after school that a student may be required to attend. Detentions may be used to enforce classroom rules or other less serious offenses not requiring a suspension.

In-School Suspension (ISS) means to isolate a student from the student body as a disciplinary measure. The parent(s) or guardian(s) will be notified by a phone call from the building principal and/or by written notice in the event an ISS is warranted. Students in ISS will have their daily assignments brought to them. They are responsible to have all work done on time. Full credit will be given for work, which is completed on time.

Out of School Suspension (OSS) involves time served at home and is reserved for more severe infractions or repetition of ISS type suspensions. The parent(s) or guardian(s) will be notified by a phone call from the building principal and/or by written notice in the event an OSS is warranted. A student **may** be given the option to complete daily work for a grade and will be given the opportunity to make up tests.

Expulsion or removing a student for an extended period of time will be used only as a last resort measure. Procedures for this process are detailed in the District handbook, a copy of which is available for inspection in the District office. These guidelines are in conjunction with board policy and state law. A full explanation of board policy and applicable state law is available at the district office.

Hazing, Harassment, Intimidation, Bullying, Menacing

The USD 292 Board of Education and administration is committed to providing a positive and productive learning and working environment. Hazing, harassment, intimidation, menacing or bullying by students, staff or third parties is strictly prohibited and will 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. Staff whose behavior is found to be in violation of this policy will be subject to discipline, up to and including dismissal. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the superintendent or board. Individuals may also be referred to law enforcement officials.

School Safety Violations

In the event a student's actions endanger the safety of others, Kansas statute requires a school's chief administrative officer to notify the appropriate law enforcement agency and the Division of Motor Vehicles of the Kansas Department of Revenue within ten days. The Division of Motor Vehicles is required to immediately suspend the student's driver's license or privilege to operate a motor vehicle for one year. If timely notice is not given to one of the divisions, then the divisions of vehicles shall not suspend the pupil's driver's license or driving privileges.

HOLDING OFFICE

No student may hold more than one presidency at one time, whether it is class or club. The student must be listed as a full time student and Good Standing standards apply.

FINANCE

All class and organization funds must be deposited in the schools activity fund. The expenditures must be approved by the sponsor and principal. Solicitation of funds or moneymaking projects must be approved according to the policies of the Board of Education. Each class will be allowed one project to make money for their class each year. This does not include money made from concessions. (Exception - the senior class is not allowed to have a moneymaker other than concessions) Seniors will be allotted fifty dollars for invitations and cap and gown only. Entitlement to this money is based on class participation. One hundred dollars of the seniors' final balance will be given to the incoming freshmen class. The remainder of the balance must be used to purchase something for the district of the class's choice upon approval of administration. This must be completed by the end of school term.

TRANSPORTATION ISSUES

Bus occupants are subject to the same general rules and behavior expectations as outlined prior to this section. According to Kansas Statute 36-13-35 "Passenger Conduct" the following will apply to all passengers when they are riding in a school-owned vehicle:

1. The driver shall be in charge of all passengers while they are riding, loading, or unloading from the vehicle. The driver may provide additional rules as approved by the school board.
2. The driver shall have the authority to assign seats.
3. Students shall not extend any part of their bodies out of the window.
4. Students shall not stand in the traveled portion of a roadway while waiting for a bus.
5. Students shall not get on or off the bus or move about while the bus is in motion.
6. Animals shall not be transported on a bus without permission of the bus driver.
7. Students shall not open the emergency exit except in an emergency. Violations of this shall result in suspension of bus privileges.

ACTIVITY TRANSPORTATION GUIDELINES

Bus occupants in an activity are expected to follow the general guidelines above in addition to the following:

1. Students wishing to ride home with parents may be allowed to do so if approval is granted by the sponsor and the parent signs a consent form.
2. Students will be released only to a parent or guardian unless prior written and oral consent is obtained 24 hours prior to the activity and is approved by the building principal. In this case a student will be released only to an adult; **in no case will a student be released to ride home with another student.**
3. Students will not be released except to approved locations.
4. Drinks, food, and music are subject to approval by the sponsor and the bus driver. Sunflower seeds are not allowed in the buses.
5. Track spikes or football cleats are not to be worn in buses.

6. Students are to place any cans, bottles, or other trash after an activity trip in the trash container located in the vehicle.
7. Parents may call 673-4300 for information on return times for Middle/High School activities. Bus drivers update this line with approximate arrival times as they depart from events.

When inclement weather threatens, storm route, early closing, and school cancellation information is posted to the following media: **Radio** - KJLS, KKQY, KXXX/KQLS and KHAZ radio and **Television** - KWCH 12 (Wichita), KBSH TV-7 (Hays/Goodland), KLBY TV-4 (Colby), KSNK TV- 8 (Oberlin), and KAKE TV-10 (Wichita). The school information line 673-4300 is updated as well and has proven to be the most reliable source of information. The principal may require all building occupants to remain in the building until further notice for safety or security reasons.

2012 – 2013 School-wide Elections:

Student Council:

- For the 2012-2013 school year only, election of the following Student Council officers will be held in August, 2012: President, Vice-President, and Secretary/Treasurer.
- Students intending to run for a Student Council office must declare their candidacy no later than 3:30 pm on Friday, August 24.
- Candidates may conduct a general campaign (signs, posters, etc.) on Monday, August 27 and Tuesday, August 28. (No campaigning allowed prior to the days designated.)
- A general assembly will be held the morning of Wednesday, August 29 during which candidates will give a final campaign speech. At the conclusion of the general assembly, all campaigns will end.
- All voting will be conducted by class as soon after the general assembly as possible. Voting will be done utilizing the Promethean Student Response system.
- Election results will be tallied and confirmed by the Student Council sponsor and the administrator or a designated staff member at least one.
- ***Note:*** *The 2012-2013 Student Council will have the responsibility to develop and adopt a new constitution that will establish specific guidelines related to Student Council responsibilities and other forms of student government.*

Homecoming/Snoball:

- All voting will be conducted by class utilizing the Promethean Student Response system.
- Voting for candidate selection will take place on the Friday one week prior to Homecoming/Snoball. Candidates will be announced prior to the end of the school day.

- Voting for King and Queen will be conducted on the Thursday prior to Homecoming/Snoball.
- Election results will be tallied and confirmed by the Student Council sponsor and the administrator or a designated staff member.

ACTIVITIES, SPORTS, EVENTS

Wheatland schools support various co-curricular activities as a part of the overall program offered students. Participation is strictly voluntary unless associated with a class - art, music, or communication. There is an expectation of exemplary conduct when participating in or attending events both home and away. Good sportsmanship appropriate behavior is the expectation from our students at all times. Students not exhibiting appropriate sportsmanship will be asked to leave the event and will be subject to further discipline upon returning to school.

CONFLICTS AMONG EVENTS

In the event two activities fall on the same day, students will be expected to attend the activity of the highest level - for example, a regional event takes precedence over a regular season event. If reasonable arrangements can be made, students may be able to attend both events, but this will be done only if attending the regular event doesn't compromise the ability of contestants to perform at the league, regional or state event. Please consider this policy when enrolling and participating in co-curricular events. Students participating in two sports during the same season must attend both practices daily and participate in all scheduled contests. Students must declare their first priority sport at the beginning of the season should a conflict arise between two scheduled events. Dual participation must begin prior the first contest of the activity's season or upon enrollment into the district.

WEEKLY ELIGIBILITY

At the end of each week, students who are failing or have an incomplete in one or more subject(s) for the current 9 week grading period will be ineligible for one week. If failing grades are not raised to a passing level, an additional week will be added. There will be an ineligibility list issued each week. Grades will be reviewed by 12:00 on Thursday. The period ineligibility shall begin at 11:00 P.M. on Saturday and run until 11:00 P.M. the following Saturday. Check grades on PowerSchool if you have questions. Parents can access the PowerSchool link at <http://www.usd292.org> to check student's grades. Ineligible students will be notified verbally and it is the student's responsibility to communicate this information to their parents.

- Participants or trainers who are ineligible under this policy are required to attend practice during the period of ineligibility unless the teacher of the class he/she is ineligible in feels that non-practice would better serve the student's educational direction.

- An ineligible student may attend but not participate in KSHSAA sanctioned activities held outside of the school day if no portion of the school day will be missed.
- An ineligible student may not leave during the school day for an activity without prior approval from the principal.
- An ineligible student may not attend any one day activities not sanctioned by KSHSAA unless for educational purpose or grade.
- A student that is ineligible will not be allowed to attend an over-night trip sponsored by the school.
- An ineligible student may not participate in any school sanctioned activity outside of the school day such as dances or school play.

PHYSICAL AND INSURANCE

Physicals are required in order to participate in any interscholastic activities or physical education classes. These must be signed by an appropriate medical practitioner and be on file in the office before the beginning of the practice season. In addition, the hold harmless agreement must be on file with the office before practice begins. Proof of insurance is required of all students participating in extra-curricular activities. No student may participate in athletic practice or cheerleading, without insurance coverage.

CONFIDENTIALITY - INFORMED CONSENT

When a student comes in to talk to the school counselor concerning an issue, this information is confidential between the student and counselor. The school counselor is bound ethically to keep all information confidential, unless the student talks about harm to themselves or harm to another individual. When a student talks about harm coming to any individual, the counselor is required to report this information to the proper authorities.

PARENTS, VISITORS, GUESTS

Guest Speakers

Wheatland schools encourage parents, community members, and others to take an active role in the education of our youth. Often we ask guest speakers from the community to help with a class, and we believe there are many people in our communities who have expertise to offer our students and teachers. Parents are always welcome and encouraged to attend any of the programs involving speakers, musicians, or others, which we periodically schedule.

Visitors and Guests

We encourage parents, grandparents, or any interested citizen to visit us and see the exciting educational programs at Wheatland schools. In order to maintain a secure and orderly environment, we ask any visitor or guest to enter the building through the front (west) doors and report to the office. During school hours, only the front (west) doors will be unlocked. We'll be

happy to facilitate your visit and make your experience rewarding and worthwhile. Adults attending sporting events are expected to demonstrate the same sportsmanship attitudes and actions required of students.

FIRE AND TORNADO DRILLS

Fire drills and tornado drills will be held in compliance with the State Law. Maps for evacuation routes are posted in classrooms.

PARENTAL CONCERNS

Occasionally a parent may have a concern or an issue that needs attention. The USD 292 school community believes in open lines of communication to ensure the issues important to parents, teachers, and students are addressed. In the event a parent has an issue they believe needs to be addressed, the following steps should to be followed:

1. Contact the building principal and inform him or her of the issue.
2. The principal will usually ask the parent to contact the teacher and arrange a meeting to discuss the issue.
3. The parent and the teacher involved should report to the principal either a resolution of the issue or a non-resolution of the issue.
4. In the event of resolution, the principal will monitor the solution agreed upon by the teacher and the parent. In the event of non-resolution, the teacher, parent, principal, and if necessary the student will conference and attempt to come to an agreeable solution which will be monitored by the principal.
5. In the event the issue is not resolved by the meeting described above, the principal will contact the superintendent and other appropriate personnel to help facilitate a solution.

STUDENT LEARNING STRATEGIES:

Wheatland High School has chosen the following strategies to improve student learning.

Graphic Organizers: A graphic organizer forms a powerful visual picture of information and allows the mind to “see” undiscovered patterns and relationships. Examples include: Matrix, Flow Chart, Outline, Web, Two Column Proofs, Time Line, and Rubric

Problem Solving Strategies: Using the WHS identity model posted in each classroom, students will be taught to select and use many strategies including the following: Eliminate the possibilities, look for a pattern, draw a diagram, work backwards, use a graph, make a model, act it out, identify sub-goals, and TESL.

Quantitative Literacy Skills: Students will be taught to apply the following skills across the curriculum: Interpret mathematical models, represent mathematical information symbolically, estimate and check math problems, and recognize that statistical methods have limits.

Reflective writing: Reflective writing allows students to think about their thinking processes and the work they have done. Students use reflection to look back at work and evaluate what they have done.

Six Trait Writing Rubrics: Students are taught to apply the rubric posted in each classroom. The six traits include ideas, organization, voice, word choice, sentence fluency, and conventions.