WELCOME

The faculty, support staff and administration welcome you to the 2018-19 school year. This planner has been prepared to provide you with information regarding the expectations and practices at Free State High School. These guidelines are designed to create a caring and safe learning environment for all students.

It is important for students to remember that Free State High School is a learning environment with high expectations for appropriate behavior, academic work requirements, and the equal treatment of all students and staff. We challenge all students at FSHS to always be respectful, be responsible and strive for excellence in and out of the classroom.

We encourage all students to participate in all aspects of the school community so that you may derive maximum benefit from being an active Free State student, and that your contribution will continue the excellent traditions at Free State High School.

With your help, our best is in the near future.
SCHOOL FIGHT SONG

Fight on, Firebirds!

Fight! Fight on, Firebirds,
And wing your way to victory.
The green and silver of Free State
Will show the world its bravery and strength.
We'll soar past the challengers
Who dare to face our fighting machine.
Time to cheer or to fear
Lawrence Free State is here!
We’re the proud silver and the green!
FREE! STATE! GO! FIGHT!
FIREBIRDS! FIGHT! GO, FIGHT, WIN!!

FREE STATE ALMA MATER

We hail thee Lawrence Free State.
Our Alma Mater true.
With courage and with honor
We give our hearts to you.
We'll always cherish memories
Of good times with our friends.
We hail thee Lawrence Free State,
Your legacy will never end.
## 2018-19 STUDENT HANDBOOK

### BOARD POLICY REFERENCE INFORMATION

Some policies referenced herein are abbreviated in content or reflect administrative practice which aligns with Board approved procedures. Policies may be accessed in their entirety on the district website: [http://www.usd497.org/Domain/593](http://www.usd497.org/Domain/593). Amendments and updates will be posted on the website following approval by the School Board.

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### LUNCH SCHEDULES

#### Monday-Tuesday-Friday (5th Hr)

- **1st lunch**: 11:55 – 12:20
- **2nd lunch**: 12:14 – 12:39
- **3rd lunch**: 12:33 – 12:58
- **4th lunch**: 12:51 – 1:16

#### Wednesday (4th Hr)

- **1st lunch**: 10:50 – 11:15
- **2nd lunch**: 11:20 – 11:45
- **3rd lunch**: 11:50 – 12:15
- **4th lunch**: 12:25 – 12:50

#### Thursday (5th Hr)

- **1st lunch**: 11:30 – 11:55
- **2nd lunch**: 12:00 – 12:25
- **3rd lunch**: 12:30 – 12:55
- **4th lunch**: 1:05 – 1:30

#### End of the School Day

Students must leave the building within 20 minutes following the conclusion of the school day, unless under the supervision of an adult.
ADMINISTRATION AND SUPPORT PERSONNEL

Building Leadership
Myron D. Graber, Principal  mgraber@usd497.org  x4471
Steve Heffernan, Associate Principal  sheffern@usd497.org  x2245
Lisa Boyd, Assistant Principal/Activities Director  lboyd@usd497.org  x1661
Amanda Faunce, Assistant Principal/Athletic Director  Amanda.Faunce@usd497.org  x2203
Amy McAnamery, Assistant Principal  amcanam@usd497.org  x2610

Financial Office
Michelle Thornton, Bookkeeper  x4641

Front Office Staff
Kristi Mullinex, Receptionist  x2699
Stephanie Kema, Attendance Secretary  x1927

Guidance Counselors
Bryan Duncan (A-Fa)  x1908
Sarah Leeser (Fe-La)  x2254
Marc Conover (Le-Ri)  x1801
Ken Hile (Ro-Z)  x2274
Tina Mitchell  Tier 2 Interventionist  x2672
Ednice Metz  SOAR Program  x1910

Health Office
Jill Sallman, School Nurse  x 2234

Librarian
Leslie Campbell  x1738

Office Staff
Connie Kesinger, Admin. Asst. to the Principal  x2414
Lisa Jones, Athletic Secretary  x1660
Vicki Lindberg, School Secretary  x2780

School Psychologist
Anita Nelson  x4403

School Security
Shelby Frazier, School Resource Officer  x2264
Ryan Robinson, School Resource Officer  x2711
Mike Evans, Security
Chris Goulter, Security
Demetrius Kemp, Security
Charles Thomas, Security

Social Work Services
Liz Crickard, Transition Coordinator  x4996
Sarah Kindschler, WRAP Social Worker  x2776
Meg Lyles, WRAP Social Worker  x2782
Audrey Pope, Social Worker  x4971

Student Services Staff
Mindy Mesler, Registrar  x2650
Leslie Kuss, Counseling Secretary  x2268
MISSION STATEMENT

“Educate all students and empower them to be responsible citizens and life-long learners in a changing world.”

BELIEF STATEMENTS

As a professional learning community dedicated to improving learning for all students, the Free State staff is committed to:

- Assisting and empowering each other as professionals
- Lifelong learning
- Embracing a growth mindset and modeling it as well
- Modeling and developing a culture in which all are treated with dignity
- A belief that all students are capable of achieving at high levels

As we look to deepen, enhance and grow as a community of learners we look to build a Respectful, Responsible and Excellent community at Free State.

Respect for Diversity
One of Free State’s greatest strengths is its diversity. Students have the opportunity to learn from their peers – and that opportunity extends to matters of language, race, gender, identity, sexual orientation, class, religion, abilities and cultural traditions. Students and staff are expected to respect all.

Respect for the Environment
“Leave no trace” is a fundamental tenet of FSHS stewardship. Leave any school space you use cleaner than when you found it – and with a positive impact. Students should make daily use of available recycling and composting options.

Responsibility
Taking responsibility for one’s own actions is critical in the development of individual accountability. Being in class on time, turning work in on time, caring for and using your computer appropriately and encouraging others are examples of responsible traits that promote a vital individual and school community.

Excellence
Free State has a long-standing reputation and traditions of excellence academically, in the arts and through many extra-curricular activities. More importantly, our students have consistently completed high quality work that provides incredible opportunities after graduation. Our students’ work has been hailed as a state and national model of what engaged students can achieve. Still, we know that much work remains to be done if we are to educate each student to meet rigorous, vital standards as well as to consistently exceed personal bests in scholarship, service and character.
STUDENT PRIVACY POLICY – IDEA

The Superintendent, the Board and staff shall protect the right of privacy of students and their families in connection with any surveys or physical examinations conducted, assisted, or authorized by the Board or Administration. The district shall annually provide parents notice of their rights under the Family Education Rights and Privacy Act, Protection of Pupil Rights Amendment and the Student Data Privacy Act, at the beginning of each school year, and at any other time the school district policies in the area are substantially changed.

NOTICE OF ACCESSIBILITY

Lawrence Public Schools provide services and programs to people with disabilities in the most integrated setting possible. Pursuant to the Americans with Disabilities Act, Title II, the Director of Special Operations, Safety and Transportation has been appointed as the ADA Coordinator. Please call for information on accessibility, ADA compliance procedures or accommodation requests.

In order to facilitate participation, accommodations will be made on an individual basis. If you would like to attend a Board of Education meeting or other public event of the District and require an accommodation for people with disabilities, please contact the ADA Director at the Lawrence Public Schools, 110 McDonald Drive, Lawrence, KS 66044, (785) 832-5000 or the Kansas Relay Center, 1-800-766-3777, at least 48 hours in advance. The ADA Coordinator may refer issues regarding accessibility and accommodations for students to the student services department. ADA issues regarding employment may be referred to the human resources department by the ADA Coordinator.

NONDISCRIMINATION STATEMENT

Lawrence Public Schools are committed to maintaining a learning environment free from discrimination, insult, intimidation, or harassment for any reason. Discrimination, including acts of harassment, against any individual on the basis of race, color, religion, sex, age, national origin or disability is prohibited by federal and state law and district policy. Discrimination, including acts of Harassment, against any individual on the basis of sexual orientation, gender identity, socioeconomic status or physical characteristics is prohibited by district policy thereby making the district complaint procedure available to persons who believe they have experienced such discrimination.

Any incident of discrimination, including acts of harassment, shall be promptly reported for investigation and corrective action by the principal or district compliance coordinator.

The district is an equal opportunity employer. Persons desiring additional information about this policy or assistance to accommodate individual needs under Title VI, Title IX, Americans with Disabilities Act, or Section 504 should contact the Superintendent of Schools, 110 McDonald Drive, Lawrence, KS 66044, (785) 832-5000.
The Lawrence Board of Education welcomes public input. The Board invites public comment about items not included on its agenda at the beginning of each regular Board meeting. There is opportunity for public comment regarding a specific agenda item after the Board discusses the item. Patrons are asked to complete an Audience Participation Form, distributed during board meetings, to assist the Board in keeping an official record of individuals making public comment during its meetings. These forms also assist Board members and staff in responding to questions and issues that may arise during public comment. Written comments also may be submitted.

Melissa Johnson  
mjohnson@usd497.org  
913-940-1730

Rick Ingram  
ringram@usd497.org  
785-864-9819

Jessica Beeson  
jbeeson@usd497.org  
785-691-6678

Shannon Kimball  
skimball@usd497.org  
785-840-7722

Jill Fincher  
jfincher@usd497.org  
785-865-5870

GR Gordon-Ross  
GR.gordon-ross@usd497.org  
785-813-1769

Kelly Jones  
Kelly.Jones@usd497.org  
785-764-1465

Dr. Anthony Lewis  
Superintendent of Schools  
Anthony.Lewis@usd497.org  
785-832-5000

The Board encourages its patrons and parents to visit the district facilities. Visits to district schools must be scheduled in advance and require approval from the building principal. Visitors are required to check in at the office and obtain a visitor’s pass immediately upon entering the building. Any person who visits a building and/or grounds of the district shall be under the jurisdiction of the building principal. Visitors must be accompanied by a district staff member at all times. The principal has the authority to request aid from any law enforcement agency if any visitor to the district's buildings 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 and its rules may be subject to the state trespass law. School-age visitors who are guests of a district student are not allowed to attend classes. Student guests, when accompanied by an adult, may visit the school for a tour; however, advance approval from the building principal is required.
SCHOOL SAFETY

Emergency Drills – EBBC
Principals shall be responsible for scheduling and conducting emergency drills as required by law and for ensuring students are instructed in the procedures to follow during the emergency drill and in an actual emergency. Emergency drills will be held at different times during the day throughout the school year. When the alarm sounds, students should proceed in an organized manner following the specific direction of the adults in charge. Specific procedures for fire drills, tornado drills, lockdown and active shooter drills are outlined in the school crisis plan.

ACADEMIC INFORMATION

Credits for Graduation—IHF
Graduation requirements for USD 497 include 23 credits or Carnegie units earned during the 9th through 12th grades. A half credit is issued for the successful completion of one semester (1/2 school year) of a course. Please consult the High School Course Description Book for more information about requirements.

Credit Recovery
Students may have the opportunity to earn credit for a failed course using a computer-based program. Not all courses are available for recovery through the credit recovery program. Counselors and/or administrators will determine whether a credit is recovered through the credit recovery program, or whether the student retakes in the failed course during a subsequent semester.

Zero Hour
Lawrence Free State High School offers a limited number of courses before the start of the regular school day (7:00-8:00 am). Students are normally restricted to a seven-period schedule; any zero hour students wanting to enroll into a seventh period (making an eight-period day) need administrative approval. Students enrolled in a zero hour not taking a 7th hour class must leave school grounds obtain a pass to remain on school premises.

Grading Systems—IHA
The Lawrence school district uses two different systems to determine grade point averages. The primary system, which is used to determine the class rank, top ten percent, and valedictorian, is a non-weighted, four-point formula where for every class A=4.0, B=3.0, C=2.0, D=1.0, F=0. A second system, which students may use on college or scholarship applications, uses weighted grades for all AP (advanced placement) classes where A=4.5, B=3.5, C=2.5, D=1.0, and F=0. All other non-AP classes are figured on the traditional 4-point system.

Progress Reports
The cutoff dates for 2018-2019 are: September 14, November 9, February 8, and April 12. Reports are posted on PowerSchool Family Access. Parents who would like to have grade cards or progress reports mailed should contact Mindy Mesler, FSHS Registrar at mmesler@usd497.org or 330-2650.
Honor Roll
To be eligible for honor roll, a student must obtain a grade point average of 3.5 (non-weighted) or higher for the semester. **A minimum of five (5) classes must be taken for a letter grade.**

Top Ten Percent
The senior top ten percent group for fall activities (KU Honors Program) is calculated by using six semesters cumulative GPA and the September 20 state count of the senior class. The top ten percent group for spring activities (graduation ceremony) is calculated by using seven semesters cumulative GPA and the September 20 state count of the senior class.

Valedictorian
Preliminary Valedictorian status is determined at the conclusion of the 7th semester. However, a student must maintain a 4.0 grade point average at the conclusion of his/her 8th semester to maintain Valedictorian status. A student who does not meet the Valedictorian status will not be recognized at the Graduation ceremony as a Valedictorian.

Graduation Exercises
Commencement exercises are held in May. Every graduating senior participating in commencement must pay the graduation fee of $45 that includes expenses related to caps, gowns and diplomas. Only those seniors who graduated at first semester of their senior year or who are enrolled in school the final semester of their graduating year will be eligible to participate in the commencement exercises unless specific arrangements are made with the school administration. **In order to participate in commencement ceremonies, a student must not be deficient by more than one credit (2 classes) at the conclusion of the 8th semester in meeting the graduation requirements.**

Early Graduation
Procedures for early graduation are as follows:

- Petitions in writing for early graduation must be submitted to the Guidance Office at least one semester preceding the time of intended graduation. Those planning to graduate in January of their senior year must petition by April of their junior year.
- The student’s guidance counselor will present the petition and all necessary background material concerning the student to the Principal for review of the case.
- The Principal may confer with teachers of the petitioning student if additional information is needed.
- The student and parents will be notified of the decision by the guidance counselor.

Senior Waiver Regarding Spring Semester Finals
To be exempt from taking finals in May, a senior MUST have no out-of-school suspensions and meet the following qualifications:

- No unexcused absences for that particular class.
- Five (5) or fewer excused absences and an A or B average for that particular class.
• Three (3) or fewer excused absences and a C average for the particular class.
• One (1) or fewer excused absences and a passing grade for that particular class.

*All students taking class for AP or college credit are subject to teachers’ course requirements regarding the final exam.
* Any school related absences are not counted toward absences listed above (i.e. band, choir, athletics, field trips, etc.)

Phoenix Awards
The purpose of the Phoenix Awards is to recognize students who have exhibited positive transformations in academics, attendance, citizenship, and extracurricular and co-curricular participation. LEAP partners are instrumental in providing support for the awards ceremony.

Criteria:
Free State faculty members nominate students who have shown exceptional growth over the previous semester, improved their attitude, attendance, have a positive attitude or simply helps other students.

AVID (Advancement Via Individual Determination)
AVID’s mission is to close the achievement gap by preparing all students for college readiness and success in a global society. AVID at the high school level begins with an elective class, where AVID students learn important academic and critical thinking skills. There are also tutorials twice a week with trained tutors. Participation in the AVID program is voluntary, and students are often nominated and interviewed to join. AVID students are usually students who fall into the “academic middle” and are traditionally underrepresented in higher education.

CI3T
A comprehensive, integrated, three-tiered (CI3T) model of prevention is a proactive approach to meet the academic, behavioral, and social needs of students. The CI3T model aims to prevent and respond effectively to the development of learning and behavioral challenges through tiers of support.

JAG Program
Jobs for America’s Graduates (JAG) is a nonprofit youth development program dedicated to helping at-risk young people graduate from high school and make successful transitions to postsecondary education or meaningful employment.

COLLEGE AND CAREER READINESS

Individual Plans of Study (IPS)
Students in Lawrence Public Schools begin working on an individual plan of study (IPS) in the middle grades through Career Cruising. At the high school level, students will periodically work with their counselor and seminar teacher to determine their interests, map high school courses based on those interests, explore career options and identify post-secondary plans.
College Financial Aid
Financial aid encompasses scholarships, loans, grants, work study, scholarship halls, and other forms of financial assistance. Lawrence Free State High School has organized financial aid and scholarship information into three distinct time frames.

- Special Scholarship Bulletins published on the website.
- A Financial Aid evening meeting will be held early in January to discuss need analysis forms and all types of financial aid information.
- Local / Douglas County Scholarship applications are available in February.

Steps in Applying for Financial Aid
- Apply for admission to the college of your choice.
- Have the student’s and the parents’ income taxes figured as soon after January first as possible.
- Contact Financial Aid Office at college to see if a special application or a supplemental form is needed.
- Complete the Free Application for Federal Student Aid by mid-February if possible.
- Keep a copy of everything you mail.

Local Scholarships
In February of each year, a list is published of local scholarships and the scholarship application is posted on the Free State High School Student Services website (fshs.usd497.org/StudentServices). Additionally, email notification is sent to all families and information is distributed to senior social studies classes. Seniors are encouraged to apply to all scholarships for which they meet the criteria. The presentation of the local scholarships takes place in May at the Senior Recognition Ceremony.

Release of Student Records—JRB
Student records will only be released in accordance with the provisions of the Family Educational Rights and Privacy Act (FERPA) and School Board Policy JRB. A request to keep directory information, such as address and phone number, from being printed or released will be sent to parents at the beginning of the school year and will be available in Student Services. Parents have the right to examine their child’s cumulative records and are welcome to make an appointment with an administrator. The school may disclose students’ education records to the following persons without the prior consent of the parents or the student if age 18 or older:

- School officials within the district who have legitimate educational interests;
- Officials of other schools or school systems in which the student intends to enroll. The school district shall forward student records to such institutions without further notice to the parents or eligible student;
- Authorized persons to whom a student has applied for or from whom a student has received financial aid;
- State and local officials or authorities to whom such information is specifically required to be reported or disclosed pursuant to state statutes;
- Organizations conducting studies for educational agencies for the purpose of developing, validating or administering student tests or programs;
- Accrediting organizations;
• Parents of a student age 18 or older if parents claim the student as a dependent for income tax purposes;
• Appropriate persons if knowledge of any information is necessary to protect the health or safety of the student or other persons in an emergency;
• An agency caseworker or representative of a state or local child welfare agency or tribal organization who has the right to access a student’s case plan when such agency or organization is legally responsible for the care and protection of the student and when any further disclosure of such information thereby will be limited in accordance with law; or
• In compliance with a lawfully issued subpoena or judicial order.

Transcript Request
Make your transcript requests online at Parchment.com. It is simple, secure, and fast. A link to Parchment.com and additional information can be found on the Free State High School website by clicking on: Services, Student Services. You may choose to have your transcript sent to any college/university or other destinations such as the NCAA and scholarship providers.

STUDENT SERVICES - www.usd497.org/domain/2051

Lawrence Free State High School is committed to providing all students with both the opportunity and the support that is necessary for success. Your success is dependent on the effort you put forth as well as the overall quality of your experience at Free State. We will respond to academic difficulty on your part by interventions on our part. These interventions will become more structured and powerful if your academic needs dictate as such. The Student Services Team at Free State consists of four administrators, four counselors, the school nurse, the school psychologist, and social workers. This team provides for the academic, personal, social, vocational, and referral needs of the students and their parents. Each student will be assigned to a counselor and an administrator.

Guidance and counselor services available to students include:
Individual counseling; academic planning and advisement; student-centered scheduling; graduation credit check; college and technical school information and planning; career exploration and planning; scholarship and financial aid information; aptitude and interest testing, achievement testing, and college entrance exam information. Although counselors are assigned to students alphabetically, they maintain an open-door policy and encourage students to visit with any available counselor. Before and after school are generally good times to schedule a visit. If a student needs to see a counselor during the school day, he/she should fill out a call slip with the counselor or Student Services secretary. The call slip will be delivered to the student’s class, and the teacher will send the student at a convenient time.

Health Services and Immunizations
A registered nurse is on duty every day from 8 a.m. to 4 p.m. to provide health services. According to Kansas law, all students must have proof of immunizations or have an authorized alternative form in the student’s record. Immunizations must be in compliance with Kansas law within 30 days of admission to school. According to law, after the 30-day period, the principal must exclude the student from school until immunizations are in compliance.
Immunizations may be obtained from the student’s private physician or the Lawrence Douglas County Health Department, 200 Maine.

**Security Officers**
The purpose of the security officers is to ensure the safety of students and staff.

**School Resource Officers**
The purpose of the SRO program is to provide a resource through Lawrence Public Schools and the Lawrence Police Department to address issues directly related to law enforcement. The SROs will assist with formal and informal counseling as appropriate and can also provide formal instruction and presentations in classrooms.

**Social Work Services**
The school social workers and WRAP social workers help students receive maximum benefits from their educational opportunities. They can provide mental health services, crisis intervention, conflict resolution, and psychosocial education with individuals or small groups. They may also provide teacher consultation and truancy intervention and can help parents obtain resources such as clothing and medical and mental health care.

**Health Resource Team (HRT)**
The Health Resource Team at Lawrence Free State High School is comprised of administrators, counselors, social workers and other support personnel. The team reviews data provided by teachers on students who are struggling with attendance, academics, behavior and social/emotional challenges and determines interventions that may be provided for student success.

**Media Center**
The Lawrence Free State High School Library provides students with current and quality resources for recreational reading and for completing school assignments. Materials in both print and non-print formats are available for student use and checkout. Research databases are available for use at school and at home. A full-time librarian is available to assist students in using and locating materials in the library.

*The library is open from 6:30 am - 4:00 pm Monday -Thursday and from 6:30 am to 3:30 pm on Friday's.*

Students are asked to follow these guidelines when using the library:

- Students may check out fiction and nonfiction books for three weeks and books may be renewed one time for an additional three weeks. The library sends weekly emails to both students and parents to notify them about overdue books. Books overdue for 60 days will be marked as lost and the cost of the book will be added to the student’s bill.
- Reference books may be checked out for one day and are due the next school day by 4 pm.
- During the school day, students are required to bring a pass from their classroom teacher and sign in at the circulation desk.
• Talking on cell phones is not permitted in the library at any time. Students who violate this rule will have their phone taken and they will have to pick up the phone from their assistant principal after school.
• Students may bring water to the library. Breakfast and lunch must be eaten in the commons area.

COLLEGE ENTRANCE, PLACEMENT EXAMINATIONS and TESTING

The LFSHS code is 171691

ACT (American College Testing Program)
ACT is used by all Kansas schools for admissions purposes; scores also may determine placement in English and/or math sequences and in college honors programs. Registration packets are available in the Guidance Office, but students may also register on-line at www.act.org. The five national test dates are shown below:

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<tr>
<th>TEST DATES</th>
<th>REGISTRATION DEADLINES</th>
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<tr>
<td>September 8, 2018</td>
<td>August 10, 2018</td>
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<td>October 27, 2018</td>
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<td>April 13, 2019</td>
<td>March 8, 2019</td>
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<td>June 9, 2019</td>
<td>May 3, 2019</td>
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Pre ACT
All freshmen will be administered Pre ACT during the school day in the fall semester free of charge, and results will be available after Winter Break.

SAT I (Scholastic Aptitude Test)
SAT I (sometimes referred to as College Boards) is used by many colleges outside the state of Kansas in making admissions decisions. See following exam schedule. Packets are available in the Guidance Office, or students can register on-line at www.collegeland.com.

SAT II
Achievement Tests are one-hour examinations on 17 subject areas. Selective colleges may require up to three of the SAT II exams. Some colleges designate which tests; others allow the student to choose. The SAT I and SAT II cannot be taken on the same test date.

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<th>TEST DATES</th>
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<td>October 6, 2018</td>
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<td>November 3, 2018</td>
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<td>December 1, 2018</td>
<td>November 2, 2018</td>
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<td>March 9, 2019</td>
<td>February 8, 2019</td>
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<td>May 4, 2019</td>
<td>April 5, 2019</td>
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<td>June 1, 2019</td>
<td>May 3, 2019</td>
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Advanced Placement Program (AP)
Advanced Placement exams are administered in May by the College Board, but registration takes place from January to March. The fee will be $95 per exam. Exams are available for 27 introductory-level college courses in 14 fields, ranging from general biology and calculus to studio art and music theory. Students generally prepare for AP exams by taking a specially-designed Advanced Placement course in their high school, although some students prepare through independent study or by taking several courses in their school’s regular curriculum. Many colleges offer credit and/or advanced placement based on scores.

ASVAB: Armed Services Vocational Aptitude Battery
The Department of Defense sends military representatives once a year to Free State to administer the Armed Services Vocational Aptitude Battery to interested high school students. Any student interested in taking the ASVAB this year should sign up in the Student Services Office.

PSAT / NMSQT Information
The preliminary Scholastic Aptitude Test / National Merit Scholarship Qualifying Test (PSAT / NMSQT) will be given to interested students on Wednesday, October 10, 2018. Students can register for this test in the Guidance Office at LFSHS from September 4 to October 5. A registration fee is required. Fee waivers are available for students meeting income guidelines; see your counselor regarding this.

State Assessments
Free State administers state assessments in English/Language Arts, Mathematics, Science, and Social Studies as required by No Child Left Behind. ESOL students will also be required to take the Kansas English Language Proficiency Assessment (KELPA).

STUDENT ACTIVITIES

Activities Director: Lisa Boyd, lboyd@usd497.org, x1661

WE URGE ALL STUDENTS TO GET INVOLVED IN SCHOOL ACTIVITIES. LAWRENCE FREE STATE HIGH SCHOOL IS ONLY AS STRONG AS YOUR PARTICIPATION. YOU CAN AND SHOULD MAKE A DIFFERENCE!

Attendance of Students Participating in Extracurricular Activities
To participate in athletic or other extracurricular activity practice, competition, performance, and other school sponsored activities; a student must be in attendance at least half the school day. The building administrator may make exceptions.

Activity Tickets and Identification Cards
Activity tickets may be purchased at the beginning of the school year and will admit the students to all home athletic events (boys and girls). In addition, the activity ticket will provide a reduced fee for some specified school events.
Students must present either their activity ticket or their identification card to check books out of the library. Students who do not purchase an activity ticket will be issued an identification card.

**School Clubs and Organizations**
School activities are an important part of school life and of education for adult life. LFSHS organizations will make announcements concerning membership, activities, etc. and more organizations will be formed as the need arises. Make your needs known to the Activities Director. There are not academic requirements for membership in student organizations, except academic honor societies and athletics/activities governed by KSHSAA. Some organizations do have requirements for officers. For this information, check the constitution or rules and regulations of the Student Council and the organizations in which you are interested.

**Guidelines for Clubs and Organizations**
- All clubs/organizations must be nondiscriminatory with regard to their membership.
- All clubs/organizations must have a faculty or staff sponsor who serves as an advisor and a link between club members and the school administration.
- Each club/organization must have a constitution on file which has been approved by the Activity Director and ratified by the Student Council.
- Membership fees must be approved by the Activity Director.
- Each club/organization must hold regular meetings under the supervision of their sponsor.
- Clubs/organizations must operate on a cash-on-hand basis. (Money must be on hand before any purchase agreement can be made.)
- All fund-raising programs must have prior approval of the Activities Director.
- All purchases must be made using school purchase orders. Each purchase order must have prior approval of the Activity Director and the club sponsor before the purchase can be accomplished.
- Transportation to off-campus activities must be arranged through the Activities Office.
- Any materials posted in hallways by individuals or clubs or organizations must be approved by the club sponsor and the Activity Director.

**Criteria for Creating a New Club**
Clubs at Lawrence Free State High School exist to serve the needs of current students, and you are encouraged to submit proposals for a new club. To be eligible for consideration as a club sponsored by Lawrence Free State High School, a club must meet the following criteria:
- Evidence of sufficient student interest (8 or more students).
- Congruence with Board Policy JHC.
- Availability of an appropriate sponsor (a staff member of USD #497).
- No significant duplication of purpose, goals, activities of an existing school-sponsored club.

**Procedure for Creating a New Club**
If you believe the above criteria are met you should do the following:
• Meet with the activities director to ensure the criteria above are met.
• Meet with the sponsor and potential members of the club to draft a constitution.
• Present the constitution to the activities director for approval.
• Present the proposed new club to the Student Council for approval.
• Clubs may be dissolved at any time for lack of membership, lack of regular activities, or by administrative decision.

**Student Conduct at School-Related Activities**

We encourage students to attend school-related events. Students attending school-related activities are subject to all school regulations and are expected to conduct themselves properly at all times. Student leaders and faculty members involved in school-related activities are to work closely with the Director of Student Activities.

**Student Council**
The Lawrence Free State High School Student Council is the official student government body. It is unicameral in nature. Elections for Student Council Officers, Sophomore, Junior, and Senior Class Officers take place in the spring for the following school year. Freshman representatives in the Student Council Leadership Class will be selected in the fall of the current school year. The Student Council is the student's best voice in school affairs, but that voice can only be as strong as every student helps to make it.

**School Elections**
- All major school elections are the responsibility of the Activity Director, with the assistance of the Student Council sponsor and club sponsor.
- All club or organizational elections are under the direct supervision of the club or organization sponsor.
- All ballots must be secret ballot. Ballots must be counted by the sponsor and the results given to the Activity Director.

**Rules for School Activities and Dances**
Most school social functions are held at the LFSHS Campus. Should you desire to hold a function off the LFSHS Campus, you must submit your plans in writing to the Activities Director for prior approval. Traditionally, all school dances are the function of the Student Council. School dances must be scheduled only on Friday or Saturday nights when school is in session. During vacation periods, dances may be scheduled anytime except on Sundays. Generally, all dances will conclude by 11 p.m.

**School Rules for Dances**
- Students must show their school identification and pay admission to be admitted to a school dance.
- Once a student leaves the dance, he/she may not be readmitted.
- All school and state laws pertaining to use of alcohol, tobacco, or other harmful drugs are in effect. **USD 497 District Policy (JCABBC) on the use of breath alcohol testing equipment is in effect.**
- Proper conduct is required at all times.
- Dress restrictions may be placed on certain dances.
• School dances will be chaperoned by administrators, staff, and security. They are in charge of the building during a dance and are to be obeyed at all times.
• Dances are limited to students currently enrolled at LFSHS, except that a student may bring one outside guest. The name of the guest must be registered with the Activities Director by noon the day before the dance, and the guest must be accompanied to the dance by the LFSHS student. Junior High/Middle School students are not allowed to attend LFS dances.

Co-Curricular Activities
A wide variety of co-curricular activities are available at LFSHS. Most require enrollment in a class. Because of the nature of these groups, there are some personal costs that may be involved for such things as meals, lodging, and travel. A fund-raising program is provided to assist with any expenses. Enrollment in these groups will require student participation in activities, concerts and programs outside the regular school hours.

National Honor Society
The National Honor Society was founded in 1921 to create an organization to recognize and encourage academic achievement while also developing characteristics essential to citizens in a democracy- scholarship, character, service, and leadership. Juniors and seniors who have attended Lawrence Free State High School for at least one semester and have a 3.50 or higher cumulative grade point average may be considered for membership. NHS does not round up grades for selection or dismissal. An information packet is sent to each eligible student and must be returned by the designated date in order to be considered. The packet explains all of the requirements for consideration.

Eligible students must have 15 hours of documented community service to apply. One recommendation form from a teacher/coach at Free State must be attached to the packet as well as a signed social contract. In addition, faculty members evaluate students in the areas of leadership and character. The Faculty Council selects members from students submitting complete information forms who excel in scholarship, leadership, community service, and character. If students are invited to join, they must complete four tasks to become members: pay $60 dues (paid once, but may cover two years and include a T-shirt, membership card, pin, and a graduation stole), clear all financial obligations in the Finance Office, attend any induction rehearsals and attend the induction ceremony. The fall induction ceremony is held in the early fall and the date is announced to students by the end of the previous school year. NHS members must attend quarterly meetings and document, complete, and submit (on-time), the prescribed number of community service hours each academic year.

Students who have been suspended or have been implicated in a documented case of academic dishonesty are not eligible for membership in the same academic year they are disciplined. Violation of school regulations or the law will result in discipline, up to and including dismissal from the National Honor Society. Violations include, but are not limited to, not maintaining the 3.50 cumulative GPA, vandalism of school property, cheating, truancy, possession, selling, or being under the influence of drugs or alcohol, or participating in hazing, pranks (i.e. head shaving), or bullying of any staff member or student on or off the school campus. Students who do not uphold the standards will be notified in writing.
Transportation for Activities
Go with the group; come home with the group. Parents may transport their own children to and from an event only if they have received prior approval from the activities director or her designee by filling out the Parent Request to Transport Student Form (www.usd497.org/Page/3983) in the activities office. District policy does not allow parents to transport children other than their own.

Field Trips
Advance requests for field trips including transportation and other resource needs shall be submitted by the teacher to the Activities Director. The notification form needs to be returned to the school with the parent's signature. The notification shall include the nature of the trip, the curriculum connection, departure time, expected return time, name of sponsor(s), and mode of travel. Due to the nature of these trips, there are some personal costs that may be involved for such things as meals, lodging, entry fees and travel.

Music Activities
A wide variety of music performance opportunities are available at LFSHS. Most require enrollment in a class. Because of the nature of these groups, there are some personal costs that may be involved for such things as meals, lodging, and travel. Enrollment in these groups will require student participation in concerts and programs outside the regular school hours.

Student Conduct at School-Related Activities
We encourage students to attend school-related events. Students attending school-related activities are subject to all school regulations and are expected to conduct themselves properly at all times. Student leaders and faculty members involved in school-related activities are to work closely with the Director of Student Activities.

STUDENT ATHLETICS

Athletic Director: Amanda Faunce, Amanda.Faunce@usd497.org, x2203

LFSHS offers a well-rounded athletic program with opportunity to excel as an individual or with a team. LFSHS participates in the following sports: baseball, basketball, bowling, cross country, football, golf, gymnastics, soccer, softball, swimming, tennis, track, volleyball and wrestling.

Cheerleaders and Pom Squads
Lawrence Free State High School has two spirit squads which support all of the athletic programs. Published guidelines on cheerleader and Pom Squad responsibilities, selection process and expenses are available in the athletic office.

Lawrence Free State High School Code of Conduct
Each coach and sponsor will distribute and explain the Code of Conduct as it relates to an activity. Copies of the policy are available from coaches, sponsors or the Athletic Director. Participants will be required to sign an agreement affirming that they have read and understood the policy.
Eligibility for Interscholastic Athletics/Activities
The requirements to participate in any interscholastic contest are as follows:

- A student must pass at least five subjects in the previous semester. Summer school, night school, or any other type of “extended time” that occurs outside the regular semester does not fulfill the above requirement, even if credit is earned in the subject.
- A student must have a physical examination form signed by his/her parents or guardian and a physician after May 1.
- A student must have an accident insurance policy covering him/her while participating in the athletic program. A signed statement verifying insurance coverage is required. If you are financially unable to provide the required insurance, contact the Athletic Office for assistance.
- Student and parent/guardian must sign the LFSHS Code of Conduct.
- A student must have a notarized medical release form on file in the Athletic Office.
- Parent/guardian and student must sign the KSHSAA Concussion & Head Injury form.
- Parent/guardian and student must sign the tryout/participation form.

Athletic Fees
A student must purchase an activity ticket for $25 and pay a school district pay-to-play fee of $50 per sport. He/she may also be required to purchase some equipment.

Division I Academic Eligibility Requirements
The NCAA Clearinghouse will be the agency to review and certify initial eligibility for students to participate in Division I and Division II athletic programs. **Please Note:** Not all courses at LFSHS meet the NCAA Clearinghouse requirements. Therefore, if you are planning to attend a Division I or Division II school and plan to participate in athletics, see your counselor for a complete listing of approved courses.

Transportation for Athletics
Go with the team, come home with the team. Parents may transport their own children to and from an event only if they have received prior approval from the athletic director or his designee by filling out the Parent Request to Transport Student form on the Athletics web page ([www.usd497.org/Page/3983](http://www.usd497.org/Page/3983)) or in the athletic office. District policy does not allow parents to transport children other than their own.

**ATTENDANCE PROCEDURES AND POLICY**

Rationale:
Because there is a correlation between attendance and classroom performance, and regular attendance is an important life-skill, Free State High School enforces an attendance policy.

Excused Absence:
An excused absence is one that is supported by parent/guardian communication with the school. This communication must occur within two school days of the reported absence except when school is not in session. **Absences not excused within the allotted time period will remain unexcused.**
Unexcused Absence:
A reported absence that it is not excused in the time allotted shall be considered unexcused. A student who is beyond 30 minutes tardy to class shall also be considered unexcused. The assistant principals shall determine the acceptability and validity of excuses presented by the parent or student and may request a note from a professional office to support the absence.

Consequences for Unexcused Absences:
For every unexcused absence to class a student shall attend a lunch detention or an after-school detention. A student shall have two school days from the assignment to meet this obligation. Parents will be notified by the office when students have an unexcused absence. If a student is unexcused for more than two class periods in a day, the student will serve an in-school suspension. Upon a third separate day of unexcused absence(s), whether one hour or a full day, the student will be referred to counseling services for attendance.

Truancy – JBE
Truancy is defined as any three (3) consecutive unexcused absences, any five (5) unexcused absences in a semester or seven (7) unexcused absences in a school year, whichever occurs first. **Students who are absent without excuse for one or more class period(s) at the secondary level shall have that time counted as unexcused.** The school year means the period from July 1 to June 30. A letter shall be sent to the student’s parent notifying him/her that the student’s failure to attend school without a valid excuse shall result in the student being reported to the appropriate authority. This letter shall be sent before reporting the truancy to the Department for Children and Families, if the student is under 13, or the Douglas County District Attorney, if the student is over 13. In some circumstances, students 16 or 17 years of age may be exempted from compulsory attendance regulations; however, before considering a waiver, the student will be reported to DCF for consideration as a child in need of care.

Making Up Class Work
All teachers shall supply makeup work assignments. It is the student’s responsibility to obtain makeup assignments following an excused or unexcused absence. Students will receive full credit when they follow the classroom guidelines.

All Day Absence
Call the attendance office direct line, 330-2503 or 832-6050, Ext. 2503 (after-hours 4:00 p.m. - 7 a.m.) Indicate date(s) and reason for absence.

Partial Day Absence
Call the attendance office direct line, 330-2503 or 832-6050, Ext. 2503 (after-hours 4:00 p.m. - 7 a.m.) Indicate date(s) and reasons for absence and times student will leave and return. Students are required to check out of the attendance office or nurse’s office before leaving school. Failure to do so will result in an unexcused absence.
Check-Out
Students must check out with the attendance office before leaving school when classes are in session. An unexcused absence occurs when the attendance office is not contacted by a guardian before and when a student misses more than half of a class period without a pass. Parents may excuse their student only if prior arrangements are made with the Attendance Clerk or the student’s Assistant Principal. Students who become ill during the day must check out with the school nurse or an administrator before leaving school. Failure to check out properly constitutes an unexcused absence. The student is to bring an appointment card or written excuse by the parent to the Health Office the day of the appointment in order to secure a pass to leave school. Appointments are verified when necessary.

Extended Absences
Parents should inform the Attendance Office if a student is going to be absent more than three consecutive days. Arrangements can be made to get assignments for the student.

College Visits
Seniors are allowed two college visits during second semester. These visits will count as school activities.

Absences for Non-Emergency Medical and Dental Appointments
Parents are urged to schedule all medical and dental appointments outside of the regular school hours. We feel very strongly that student class time should not be interrupted by non-emergency appointments and we would appreciate parental cooperation in this matter.

Release of a Student during the School Day – JBH
Students will not be released during the school day without a written or verbal request from the student’s parent. A student may be released to law enforcement authorities if the student has been placed under arrest or taken into custody by law enforcement or Department of Children & Families.

Tardy Policy and Procedure
Because faculty and staff believe timeliness is an important life-skill and leads to improved classroom performance, a school-wide tardy policy exists. The classroom teacher will manage all tardies to class. Teachers may assign 15 to 30 minute detentions. Students shall have three days, including the day of assignment to complete detentions. A student who is more than 30 minutes late to class will be marked as unexcused.

School Closing Announcements (from Evacuations and Emergencies—EBBD)
Tune into area radio and television stations for frequent school closing announcements. Announcements are usually made before 6:00 am. The district tries to avoid unexpected early dismissals; however, on occasion, early dismissal is unavoidable. Parents should make prior arrangements for supervision of their children. It is important for schools to be able to reach parents and designated childcare providers during daytime hours. Please make sure schools have accurate telephone numbers and emergency contact information. If weather
conditions worsen and schools remain open, parents may choose to pick up their children early after informing school staff.

**FOOD SERVICE**

**Food Service Department Information 2018-2019– JGH**
The Food Services Department uses a computerized meal cashier program. Record keeping of money paid and meals eaten by your child are recorded in a computerized database in the school kitchen. Students are able to enter their student ID number or have an ID card that is scanned as each student purchases a meal or an item from the cafeteria. The lunch accounting system is a debit system, which means that you deposit money into an account and as the student eats, the meal charge is deducted from the account balance. It is expected that all balances will be kept positive. **The food services department cannot extend credit to families for purchase of meals or a la carte items. If your account is negative, no purchases are allowed, you must send cash to purchase a meal or send a sack lunch.** We are NOT responsible for any cash sent to school with children. Please pay by check or money order with reference to your student name, ID number, and school. PLEASE NOTE - We cannot be responsible for postdated checks. You may also make debit/credit card payments online via the third-party website known as MySchoolBucks.com. Your first payment for meals needs to be made prior to the first day that meals are served so that there is money in your student’s account. Please DO NOT combine lunch money payment with other school type payments (i.e. enrollment fees/fines/cash/etc.) Meal payment envelopes are available in the cafeteria and most school offices.

**Free and Reduced Lunches**
Families in need **must** fill out an application for free/reduced meal benefits every new school year. Only one (1) application per family is required. New applications for 2018-2019 will be available to download and print on your own printer from the school district website mid-July. Printed applications will be available at the school district Welcome Center mid-July and will also be included in school handbooks and back to school newsletters. You can also obtain an application at individual school buildings when they reopen for the school year. The food services department has 10 days to process applications from the time they are received in the food services office. **Families are responsible for any lunch charges incurred until their application is approved.** Until you receive letter notification of your approval, please deposit money to your child’s account to cover charges for any meals eaten.

**A La Carte Purchases**
The USDA has brought about some changes to the meal selection process. Food groups are now called components consisting of the following: Meat or Meat Alternatives, Fluid Milk, Grains, Fruits, and Vegetables. Students must choose a **minimum** of three of the 5 components to count as a meal. One of the three components must be ½ cup of fruit or vegetable. We encourage all five for a healthy meal. Secondary students may choose a lunch meal of main dish, milk, and 4 side dishes, maximum. Items purchased in addition to lunch/breakfast meal are considered a la carte purchases. **No a la carte charges will be allowed if the student account reaches a zero balance.** All students are considered to have permission to make a la carte purchases unless a
parent/guardian completes Form FS146, blocking or limiting purchases, and returns it to the school cashier.

**Online Debit/Credit Card Payments**
Parents/guardians are able to make payments for school lunches with a debit or credit card and are able to check the balance of their student lunch accounts online at MySchoolBucks.com. Go to the district website at www.usd497.org, link to Food Services, then to MySchoolBucks.com. NEW USER’S ONLY…If you have never used this system before, be aware that you will need each child’s 8-digit student ID# to set up an account with MySchoolBucks.com.

**Low Balance Reminders**
Automated phone calls are made twice weekly to parents via the School Messenger program. You can expect a phone reminder when a student account balance falls to $5.00 or less. Due to program constraints, these calls are made for each individual student account, so you may receive more than one. Many parents have found the service provided by MySchoolBucks.com very helpful. You can register at this site, and then look at student purchase histories or set-up an email notification of low balances if you wish. This service is available to all parents even if they do not want to use the online payment program.

**End of Year Balances**
At the end of the school year, no refunds will be made on the account unless you are leaving the district. The balance in your account will be forwarded to the next school year even if your child is attending a different school. If you have a student graduating high school, any balance remaining will be transferred to a younger sibling(s). If this is your last child graduating from the district, you may request a reimbursement form from the cashier for a refund check from the district.

**Returned Checks**
Lunch payment checks that are returned due to insufficient funds go directly to CCM Enterprises, a collection company in Wichita, KS. There is a $30.00 return check fee that you will be responsible for in addition to any fees that your bank may charge. Payment for the check and fee must be made to CCM. Payment cannot be accepted by the district or your school. Students may not make food purchases with a negative lunch account balance, so you will need to provide funds to keep a positive balance in your student’s lunch account. This is a separate transaction which does not negate the need to settle with CCM. You may reach CCM at 1-800-423-8974.

**Competitive Food Rules**
Competitive food is any food or beverage service available to students that is separate and apart from the districts nonprofit federally reimbursed food service program. The School Board has adopted the following policy.

- **Building Sales** – Competitive food service shall not operate in competition with the district’s food service program, and shall be closed for a period beginning one half hour prior to and remain closed until one half hour after the last regular scheduled school lunch and/or school breakfast period on the campus where the school lunch and/or breakfast is served.
• Fast Foods – Fast foods in the building detract from the emphasis placed upon the Child Nutrition Program and District Wellness Initiatives. The district encourages students to participate in the district's meal program. However, parents have the option to send food for breakfast or lunch if they prefer not to participate in the district's meal program. The district does not recommend students or parents bring fast foods to school; however, if fast foods are brought to school, they may not be in the original packaging.

Questions?
You may call the Food Service Office, 832-5000, for assistance during the hours of 7:30 a.m. – 4:30 p.m. After 4:30 p.m. you may leave a voice message and your call will be returned the next business day.

Additional Charges for Secondary Students
Expenditures which may be required as a part of a course or activity will be specified in the course description book prior to enrollment. All regular course or activity requirements or expenditures must be approved before being listed in the handbook, and any additional requirements must be approved by the principal.

EMERGENCY SAFETY INTERVENTIONS – (GAAF)

The Board of Education is committed to limiting the use of Emergency Safety Interventions ("ESI"), such as seclusion and restraint, with all students. The Board of Education encourages all employees to utilize other behavioral management tools, including prevention techniques, de-escalation techniques, and positive behavioral intervention strategies. This policy shall be made available on the district website with links to the policy available on any individual school pages. In addition, this policy shall be included in at least one of the following: each school's code of conduct, school safety plan, or student handbook.

Definitions (See K.A.R. 91-42-1)
“Emergency Safety Intervention” is the use of seclusion or physical restraint when a student presents an immediate danger to self or others. Violent action that is destructive of property may necessitate the use of an emergency safety intervention.
“Seclusion” requires all three of the following conditions to be met: (1) the student is placed in an enclosed area by school personnel; (2) the student is purposefully isolated from adults and peers; and (3) the student is prevented from leaving, or reasonably believes that the student will be prevented from leaving, the enclosed area.
“Chemical Restraint” means the use of medication to control a student’s violent physical behavior or restrict a student’s freedom of movement.
“Mechanical Restraint” means any device or object used to limit a student’s movement.
“Physical Restraint” means bodily force used to substantially limit a student’s movement.
“Physical Escort” means the temporary touching or holding the hand, wrist, arm, shoulder, or back of a student who is acting out for the purpose of inducing the student to walk to a safe location.
“Time-out” means a behavioral intervention in which a student is temporarily removed from a learning activity without being confined.

Prohibited Types of Restraint
All staff members are prohibited from engaging in the following actions with all students:

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

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

Documentation
The principal or designee shall provide written notification to the student’s parents any time that ESI is used with a student. Such notification must be provided within two (2) school days. In addition, each building shall maintain documentation any time ESI is used with a student. Such documentation must include all of the following:

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

All such documentation shall be provided to the building principal, who shall be responsible for providing copies of such documentation to the Superintendent on at least a biannual basis. At least once per school year, each building principal or designee shall review the documentation of ESI incidents with appropriate staff members to consider the appropriateness of the use of ESI in those instances.
Reporting Data
District administration shall report ESI data to the state department of education as required.

Local Dispute Resolution Process
The Board of Education encourages parents to attempt to resolve issues relating to the use of ESI informally with the building principal and/or the Superintendent before filing a formal complaint with the Board. In the event that the complaint is resolved informally, the administrator must provide a written report of the informal resolution to the Superintendent and the parents and retain a copy of the report at the school. The Superintendent will share the informal resolution with the Board of Education and provide a copy to the State Department of Education. If the issues are not resolved informally with the building principal and/or the Superintendent, the parents may submit a formal written complaint to the Board of Education by providing a copy of the complaint to the Clerk of the Board and the Superintendent.

Upon receipt of a formal written complaint, the Board President shall assign an investigator to review the complaint and report findings to the Board as a whole. Such investigator may be a Board Member, a school administrator selected by the Board, or a Board Attorney.

Such investigator shall be informed of the obligation to maintain confidentiality of student records and shall report the findings and recommended action to the Board in executive session. Any such investigation must be completed within thirty (30) days of receipt of the formal written complaint by the Board Clerk and Superintendent. On or before the 30th day after receipt of the written complaint, the Board shall adopt a report containing written findings of fact and, if necessary, appropriate corrective action. A copy of the report adopted by the Board shall be provided to the parents, the school, and the state Board of Education.

STUDENT VEHICLES AND PROPERTY

Student Vehicles – JGFF
All students who drive must register their vehicle with their school's main office. Parking permits are required at both high schools. Each secondary school has its own set of regulations with regard to student driving and parking rules, and permit fees and fines. Please consult your secondary school student planner to ensure you are in compliance. All district traffic rules and regulations, both written and posted, must be adhered to by student drivers on district property. Failure to observe district rules may result in disciplinary action.

Auto Parking
Posted Staff Parking will be North, South, East and West of the building. Student parking will be limited to the North side of the building and require purchasing a permit. Student parking is in designated areas for specific grade levels. All cars parked in school parking lots must be registered and display an LFSHS Parking Permit in the lower left side of the rear window. Applications will be available at the Financial Office and at the time of enrollment. A permit will cost $10 and be...
for the current school year. Replacement parking permits are $5.00. Please immediately notify the main office if there is a change in vehicle or tag number.

Cars improperly parked will be ticketed or towed.

1. There is a fine of $5 for each ticket. Improperly parked cars may be towed upon a third ticket at the owner’s expense.
2. Students parking in faculty spots will be fined $15 and upon the 2nd violation can be towed at the owner’s expense. Green curbs designate faculty and visitor parking spaces.
3. After repeated infractions, parking privileges may be revoked.
4. In order to give added protection to cars and contents in the parking lot and other areas, all cars should be locked during regular school hours. Items such as CD players, CD's, and cell phones should not be left in vehicles. Owners leave items in their cars at their own risk. FSHS assumes no responsibility for stolen items.

Care of Personal Property
LFSHS will assume no responsibility for the security of personal belongings brought to the LFSHS campus nor assume responsibility for security of assigned lockers. To help protect personal property, we offer the following suggestions:

- Mark all personal property with your name.
- Do not bring valuable items or large amounts of money to school.
- Keep hall and gym lockers locked at all times (lock all valuables in gym locker during gym classes).
- Report to the Student Services Office any lockers or locks that do not function properly.
- While on school property, do not borrow from or lend money or items of value to another student.
- Report any lost or stolen items to the Main Office as soon as possible and check the “found” items in this office periodically.
- You are responsible for the contents of lockers checked out to you. Do not share your locker combination with others.

Searches of Students – JCABB
Administration is authorized to search students if there is reasonable suspicion that district policies, rules or directives are being violated. 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 administrator may contact law enforcement. Items which the administrator believes may be connected with illegal activity shall remain in the custody of the administrator unless the items are turned over to law enforcement officials. If the student refuses to cooperate, the administrator may take disciplinary action and/or seek assistance from law enforcement. The administrator shall remain with the student and be present during any search of the student made by law enforcement officials on school property. If the administrator 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 administrator or any member of the faculty or staff.
Searches of Property by Law Enforcement
If a law enforcement officer desiring to search a student’s locker or property has a search warrant, administration shall permit the search, which shall be made in the presence of an administrator. Prohibited items found during the search could remain in the custody of either the administrator or the law enforcement officer.

Searches of Students – JCABB
Administration is authorized to search students if there is reasonable suspicion that district policies, rules or directives are being violated. 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 administrator may contact law enforcement. Items which the administrator believes may be connected with illegal activity shall remain in the custody of the administrator unless the items are turned over to law enforcement officials. If the student refuses to cooperate, the administrator may take disciplinary action and/or seek assistance from law enforcement. The administrator shall remain with the student and be present during any search of the student made by law enforcement officials on school property. If the administrator 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 administrator or any member of the faculty or staff.

DISCIPLINE PROCEDURES AND POLICIES

SAFE SCHOOL HELPLINE – (877) 626-8203

Enrollment in Lawrence Free State High School carries with it the presumption that the student will conduct himself/herself as a responsible member of the school community. The Code of Conduct is grounded in three components Respect, Responsibility and Excellence.

Positive behavior is defined here as any behavior that promotes constructive learning or contributes to the growth of each individual student and the community. Negative behavior means any behavior that either distracts from learning and/or does some harm to our community or individual members of the community. The following precepts are essential in ensuring that all students feel welcome, safe and supported in their learning.

- Students are responsible for their actions.
- Students respect the rights of others to attend a safe and orderly school.
- Students understand the consequences of negative behavior.
- All students can learn and practice skills essential to self-discipline and positive behavior.

Electronic Devices and Acceptable Use Policy

Cell Phones and Electronic Equipment
Cells phones may be used before school, between classes, during lunch, after school, but otherwise only with explicit teacher permission.

Electronics/Music
• Electronics should be used ONLY to promote learning during instructional time unless by teacher permission first.
• Personal electronics and music may be used before school, between classes, during lunch, after school, but otherwise, only with explicit teacher permission.
• No personal gaming during instructional time (including independent study time).

Consequences: If a personal electronic device is used inappropriately:
• First offense: The device will be confiscated until the end of the day.
• Second offense: The device will be confiscated and returned to family/guardian or upon communication with family/guardian.

District Acceptable Use Policy – IIBG/IIBGA
The Lawrence Public Schools provide access for student use of computer technology for student use of the Internet and transmission of data or other information across the network infrastructure. All users must share the responsibility for seeing that our computer facilities are used in an effective, efficient, ethical and lawful manner. It is an opportunity to have access to these extraordinary resources and therefore, all users must agree that they will comply with these guidelines in accordance with KANSAS STATUTE 21-5839 and Board Policies IIBG; IIBGA.

Expectations for All Students
Students will:
• Use technology in the manner directed by building staff and administration.
• Use technology for educational purposes.
• Take care of any district equipment and report damages, problems, or inappropriate materials immediately to a staff member.
• Comply with all copyright, trademarks, and license restrictions, including citing Internet sources as you would all other reference materials.

Students will not:
• Share passwords or provide personal information to non-approved online sources.
• Have any expectation of privacy when using any mobile device (district owned or personal) at school or a school related function or with respect to e-mail, files or directories.
• Use technology to harass others according to Board Policy JGECA.
• Download, store, distribute, or share any software or digital file (such as movies, music, or text) in violation of copyright laws.
• Intentionally access material through, or with, technology that would not be allowed for educational purposes in your school if presented in other media.
• Intentionally damage, disable, or hinder the performance (or attempt any of the previous) of any district technology system device, software, or network (inside or outside of the district).
• Access or attempt to access any system, file, directory, user account, or network to which you have not been granted access.
• Use technology in a manner that would hinder the learning environment for you or any other student.
• Install or attempt to install any software on a district owned technology device.

Additional Expectation for Students with Personally Assigned Computing Devices
Students will:
• Regularly save any information stored on a computing device to your assigned personal network storage directory.
• Expect any device to be regularly inspected for inappropriate material, which might include unlicensed software or inappropriate content and software. Any inappropriate content or unlicensed software will be removed.

Student Use of Personal Mobile Devices at School or School-Related Activities
• Students may use personal mobile devices in the manner directed by building staff and administration.
• Students may, but are not required or expected to, bring a personal mobile device to school or school-related activities.
• Students who bring personal mobile device(s) to school or school-related activities should access the school district’s network; however, students should not expect the district’s network to be available at all times.
• The district will not be responsible for data or other losses of any kind, economic or otherwise, a student may experience when using a personal mobile device at school or a school-related activity.
• The district will not be responsible for any fees associated with a student’s use of a personal mobile device.
• Students are responsible for their own mobile device(s) and understand district personnel will not repair or perform any set-up options to enable student to use a personal mobile device at school or school-related activities.

Consequences for AUP Violations
• Suspension from use of district technology.
• Suspension or expulsion from school.
• The district may notify law enforcement agencies.
• Any consequence outlined in your school handbook.

Academic Misconduct/Plagiarism
All forms of academic misconduct are prohibited. A student who engages in any form of academic misconduct will be subject to the loss of credit for the work in question. However, students may redo the assignment for a maximum of 59%.
Academic misconduct includes, but is not limited to:
• Cheating –
• Plagiarism
• Knowingly permitting another student to plagiarize or cheat from one's work
Plagiarism includes but is not limited to the following:
• The direct copying of any source without proper acknowledgement that it is someone else’s work.
• Copying of any source in whole or in part with only minor changes in wording or syntax even with acknowledgement that it is someone else's work.
• The paraphrasing of another's work or ideas without proper acknowledgement.

**Bus Riders: Safety and Behavior Code**
Permission to ride a bus is conditional on the pupil's good behavior and observation of these regulations. Any pupil who violates the rules will be reported to the building principal and could be denied permission to ride a bus to and from school.

**Regulations for Students**
• Follow the directions of the bus driver the first time they are given.
• At no time will a student put hands, head or other parts of their body out the window.
• Illegal substances and/or weapons are prohibited on the bus. Do not eat, chew or drink anything on the bus. The use of any tobacco products is prohibited. Items creating potentially unsafe situations are prohibited.
• Students who are involved in any horseplay, unruly behavior, cursing, obscene gestures or loud talking will be subject to disciplinary action.
• Students must remain seated and facing the front of the bus until the bus reaches a complete stop.
• Students will not be permitted to get off the bus at a place other than their regular stop unless written permission is obtained through the building administrator or his/her designee and authorized by a parent or guardian.

**Dress Code**
Student clothing that has the potential to cause a disturbance in the educational program of a school shall not be allowed. The administration, faculty, and staff of Free State reserve the right to enforce reasonable dress guidelines to ensure a safe and orderly educational environment. Guidelines cannot take into account every possibility, so the cooperation of students and parents is requested and appreciated. Students should consider the following guidelines with respect to attire:

• Clothing with references to alcohol, drugs, or gangs is prohibited.
• Clothing with offensive language or symbols is prohibited.
• Clothing which promotes or conveys hate messages is prohibited.
• Clothing that may endanger the student or others, including long visible chains and spikes, is prohibited.
• Clothing that is distracting so that it interferes with the teaching and learning process such as, but not limited to: visible cleavage, see-through garments, visible undergarments (possibly due to sagging pants or extremely short garments), and excessively short skirts or shorts is prohibited.
• A coach, director, or sponsor may extend guidelines that meet or exceed the above.
Drug Free Schools – JDDA
The unlawful manufacturing, sale, distribution, dispensing, possession or use of alcoholic beverages, illegal drugs, or controlled substances by students on school premises or at any school activity is prohibited. Further, presence on school premises or at any school activity by students who have consumed alcoholic beverages or illegal drugs at any other place and which are detected while on school premises or at any school activity is prohibited use. Any student violating the terms of this policy shall be reported to the appropriate law enforcement officials and shall be subject to any one or more of the sanctions set forth in Board Policy. Students who are suspended or recommended for expulsion 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.

Sanctions for Students under the Influence of Alcohol, Illegal Drugs, Non-Prescribed Controlled Substances, or Other Potentially Mind-altering Substances (such as glue, paint, potpourri, etc.):

1. **First Offense**: Three (3) day suspension or one (1) day suspension with the condition of an alcohol/drug assessment by a mental health practitioner licensed by the Kansas Behavioral Sciences Regulatory Board (KBSRB).
2. **Second Offense**: Five (5) day suspension or three (3) day suspension with the condition of an alcohol/drug assessment by a mental health practitioner licensed by the KBSRB.
3. **Third and Subsequent Offenses**: Ten (10) day suspension and referral for a long-term suspension hearing.
4. Students under the influence at extra-curricular activities will be suspended from all such activities for 30 days for the first offense. A second offense will result in a calendar year suspension from such activities.

Sanctions for Possession of Alcohol, Illegal Drugs, Non-Prescribed Controlled Substances, or Other Potentially Mind-altering Substances (such as glue, paint, potpourri, etc.):

1. **First Offense**:
   a. Alcohol: The student will be suspended for five (5) days.
   b. Illegal Drugs or Controlled Substances: The student will be suspended for five (5) days on condition of completion of a drug and alcohol assessment or will be suspended for ten (10) days and referred to the Superintendent for long term suspension or expulsion.
2. **Second Offense** (pertains to alcohol, illegal drugs, or controlled substances): The student will be suspended from school for ten (10) days and will be referred to the Superintendent for long term suspension or expulsion.
Sanctions for Manufacturing, Selling, Distributing, or Dispensing of Alcohol, Illegal Drugs, Non-Prescribed Controlled Substances, or Other Potentially Mind-altering Substances (such as glue, paint, potpourri, etc.):

1. **First Offense:** The student will be suspended from school for ten (10) days and will be referred to the Superintendent for long term suspension or expulsion.

**Breath Alcohol Testing – JCABBC**

All District secondary schools are equipped with breath alcohol testing equipment. During the normal school day or at school-sponsored events (excluding dances and prom), school administrators may determine possible student alcohol consumption by facts which give rise to reasonable suspicion of such use, including the observation of one or more of the following indicators: slurred speech; unsteady gait; impaired motor control; flushed face; smell of intoxicating liquor on breath, clothing or person; vomiting; or unruly conduct. If the administrator has reason to believe that a student has consumed alcohol, based on one or more of the above indicators, or other reasonable indicators, the administrator shall require the student to submit to passive breathalyzer testing. If a student tests positive on the passive test as a result of reasonable suspicion, an active or deep-breath test will be administered as outlined in sections 2 and 3 below. If either additional test is positive, disciplinary action may be taken as indicated by Board of Education Policy JDDA that is reflected in both administrative regulations and the student handbook.

**Fighting**

Fighting or assault on the Lawrence Free State High School campus or at any school activity will automatically subject a student to an out of school suspension from school and possible expulsion.

**Hall Passes**

Any student who leaves the classroom should have a hall pass unless he/she is accompanied by staff. Students in the halls without a pass are considered to be out of class without permission and are subject to disciplinary action.

**Lunch Period Regulations**

1. Students may leave the campus during the lunch period provided they return to their classes on time.
2. Students not returning after lunch or those involved in illegal activities during lunch may have their open lunch privilege restricted or revoked.
3. Lunch and breakfast are to be eaten in the cafeteria only. No food or drink other than water should be taken from the cafeteria.
4. You must clean up all food and trash at your table and return the lunch tray before leaving the lunchroom. Failure to do so will result in disciplinary action. Everyone seated at a table is responsible for that table’s cleanliness.

**Possession of Firecrackers or Explosives**

Students who are in possession of or who set off any type of explosive will be automatically suspended from school and referred to local law enforcement authorities.
Prohibited Activity – JHCAA
Activities that threaten the safety or well-being of persons or property on district property or at school activities, or which disrupt the school environment are prohibited. Disciplinary action will also be taken against any student wearing, carrying, or displaying gang clothing and paraphernalia, or exhibiting behavior or gestures which symbolize gang membership, or causing and/or participating in gang-related activities on district property or at school activities.

Public Displays of Affection (PDA)
PDA (such as prolonged kissing or other contact that could be perceived as sexual in nature) is subject to disciplinary action because such behavior is inappropriate in a public space and is a distraction to the learning environment.

Social Conduct

Bullying by Staff – (GAAE)
The Board of Education prohibits bullying in any form, including electronic means, on or while using school property, in a school vehicle or at a school-sponsored activity or event by any student, staff member, or parent towards a student or staff member. The administration shall propose, and the Board shall review and approve a plan to address bullying on school property, in a school vehicle or at a school-sponsored activity or event. The plan shall include provisions for the training and education of staff members. Staff members who bully others in violation of this policy may be subject to disciplinary action, up to and including suspension and/or termination. If appropriate, staff members who violate the bullying prohibition shall be reported to local law enforcement. The definitions and procedures set forth in policy JGECA are incorporated herein by reference as though fully set out and shall apply to this policy.

Discrimination and Harassment – (JGEC)
In accordance with Board of Education Policy JGEC, the Lawrence Public School district is committed to providing a positive and productive learning and working environment, free from discrimination and harassment. Discrimination is conduct which affords a student different treatment, solely on the basis of race, color, national origin, religion, disability, sex, sexual orientation or gender identity in a manner which interferes with or limits the ability of the student to participate in or benefit from the services, activities or programs of the school. Discrimination as above described against any student in the admission or access to, or treatment in the district's programs and activities is prohibited. Any student or employee who engages in discriminatory conduct as above described shall be subject to disciplinary action, up to and including termination from employment or expulsion from school.
Harassment is conduct which solely on the basis of race, color, national origin, religion, disability, sex, sexual orientation or gender identity:
•affords a student different treatment in a manner which interferes with or limits the ability of the student to participate in or benefit from the services, activities or programs of the school; or
•subjects a student to treatment which is sufficiently severe, pervasive or persistent so as to have the purpose or effect of creating a hostile environment or of interfering with a student's performance or ability to participate in or benefit from the services, activities or programs of the school.
Harassment can be a result of verbal or physical conduct or written material. All
forms of harassment are prohibited at district facilities; on district premises; and on non-district property if at any district sponsored, district approved or district related activity, program or event when the student is under the supervision of the district. Discrimination and Harassment can also be reported via the FSHS website: https://www.usd497.org/fshs

Hazing and Bullying – (JGECA)
In accordance with Board of Education Policy JGECA, the district is committed to maintaining an environment free from hazing and bullying, as herein defined. The board of education prohibits bullying in any form either by any student, staff member, or parent towards a student or by a student, staff member, or parent towards a staff member on or while using school property, in a school vehicle, or at a school-sponsored activity or event.

• Hazing is any act that recklessly or intentionally endangers the mental health, physical health or safety of a student for the propose of initiation or as a condition or precondition of attaining membership in, or affiliation with, any district-sponsored activity or grade level attainment.

• Bullying

“Bullying” shall have the meaning ascribed to it in Kansas law, and that recklessly or intentionally endangers the mental health, physical health or safety of a student or employee or that substantially interferes with a student’s educational benefits, with a student’s or employee’s opportunities or performance, that takes place on or immediately adjacent to district grounds, at any district-sponsored activity, on district-provided transportation or at any district bus stop, and that has the effect of:

• physically harming a student or damaging a student’s property;

• threatening or knowingly placing a student in reasonable fear of physical harm to the student or damage to the student’s property or causing substantial inconvenience;

• taunting, teasing or intimidation that is so severe, persistent or pervasive that it creates an intimidating or threatening educational environment or it substantially disrupts the orderly operations of the district.

• Cyberbullying

Cyberbullying means threats or harassment over Internet through web pages, email, instant messaging, text messaging, or by other electronic means. Bullying shall include cyberbullying initiated on school premises which threatens or endangers the safety of students, employees, or third parties, or school property, or which substantially disrupts the educational program of the district. Bullying shall also include cyberbullying initiated off school premises which threatens or endangers the safety of students, employees, or third parties, or school property, and which substantially disrupts the educational program of the district.

Hazing and Bullying can also be reported via the FSHS website: https://www.usd497.org/fshs

Reporting of Prohibited Conduct – (GAAB, GAAD, KNA)
The district encourages all victims of prohibited conduct and persons with knowledge of prohibited conduct as above described to report the discrimination, harassment, hazing or bullying immediately to the building principal or to the District Compliance Coordinator.
**Teacher and Staff Authority**

Students are under the authority of any school district staff member any time they are on the school grounds, in the school building, or at any school function, wherever it may be held. Disrespectful behavior (for example, obscene language or gestures and/or verbal abuse) or failure to comply with any reasonable request will result in a disciplinary action.

**Threats**

Any student who verbally threatens a LFSHS staff member or his/her property shall be suspended out of school. A parent/guardian conference will be necessary prior to re-admittance to classes. Any student who physically attacks a LFSHS staff member will be suspended and subject to an expulsion from school.

**Tobacco Use – JCDAA**

Smoking by students and/or the possession and use of any tobacco/nicotine product, including electronic smoking devices, is prohibited on school property or at school-sponsored events. For tobacco-related offenses, the student shall be subject to disciplinary action up to and including suspension. Smoking cessation and nicotine addiction information shall be available in school nurses’ offices.

**Vandalism and Property Damage – EBCA**

Students who destroy or vandalize school property will be required to pay for losses or damages. If students willfully destroy or damage school property, suspension or possible expulsion may result as per School Board policy EBCA. Anyone who vandalizes school facilities or property will be reported to law enforcement officials.

**Weapons – JCDBB**

A student shall not possess a weapon at school, on school property or at a school supervised event. A weapon is defined as any object 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 object described in the preceding example; any firearm muffler or firearm silencer; any explosive, incendiary or poison gas (e.g., 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 object 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; or any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun. Possession of a weapon shall result in expulsion from school for a period of not less than one calendar year, except that the Superintendent may recommend this expulsion requirement be modified on a case-by-case basis. A student determined to be in possession of a weapon at school, on school
property or at a school supervised activity shall be reported to the appropriate law enforcement agency(ies), and if a juvenile, to the Secretary of DCF or the Commissioner of Juvenile Justice.

**Other Dangerous Objects – JCDBBC**

Possession at school, on school property or at a school supervised activity of:

- any object not meeting the definition of a weapon in JCDBB but that is used in a threatening manner;
- any object that is a facsimile of a weapon or;
- any object that is inherently dangerous;

may result in such penalties as are allowed by district policy. This may include suspension or expulsion.

**GENERAL DISCIPLINE GUIDELINES**

**Detention Rules and Guideline**

Detention periods may be assigned by administrators and teachers.

*Mak eup Opportunities:* Teachers may assign 15 to 30 minute detentions. Students shall have three days, including the day of assignment to complete detentions.

*Credit for Make-up:*

For a detention to be successfully completed, a student must:

- Be on time.
- Serve the entire amount of time assigned.
- Adhere to all rules and requests.

**In-School Suspension (ISS)**

In-school suspension is the preliminary discipline level before an out-of-school suspension. Assignment to in-school suspension allows the student to continue academic work with credit in a supervised environment.

- Only an administrator may assign a student to the in-school suspension room.
- Students are expected to arrive promptly at the start of the day and will be dismissed at the end of the day. Students will eat lunch under the supervision of the ISS supervisor.
- Absence due to illness will not relieve students from fulfilling required time.
- Failure to comply with all rules of in-school suspension will result in additional disciplinary action.
- Students will return to good standing at the end of the school day of the last day of ISS.

**Out of School Suspension (OSS)**

A student receiving an out of school suspension will not be permitted to return to school and is not to be in the school building, on the school grounds, or at any district functions or property during the time of the suspension. Students will be
granted credit for work done during OSS. Students will return to good standing at the beginning of the first school day in which they can return to classes.

**Long-term Suspension/Expulsion**
A student receiving an expulsion is entitled to a hearing. See Board Policy JDD for more details.

**Suspension Alternative Program (SAP)**
If a student is assigned OSS for a period of 3-10 days, the district provides a Suspension Alternative Program. This is a voluntary alternative to OSS but parents must provide transportation for their son/daughter to and from the learning site. A student attending SAP will not be permitted to be in the school building, on the school grounds, or at any district functions or property during the time of the suspension, with the exception of the SAP. Students will return to good standing at the beginning of the first school day in which they can return to their assigned school.

**Suspension and Expulsion Procedures – JDD**
A student may be suspended or expelled, for reasons set forth in Kansas law, by the following certified personnel: Superintendent, principal or assistant principal. Any student who is suspended or expelled shall receive a copy of the current suspension and expulsion law and this policy. Expulsion hearings shall be conducted by the Superintendent or other certified employee, or committee of certified employees of the school in which the student is enrolled, or a hearing officer appointed by the Board. The Superintendent shall conduct expulsion hearings for weapons possession. A short-term suspension cannot be appealed.

Students identified under Section 504 of the Rehabilitation Act of 1973 or special education students with an Individual Education Plan (IEP) under the terms of Individuals with a Disability Education Act (IDEA) may be subject to other regulations when long-term suspension or expulsion is considered.

Students may be suspended or expelled for one or more of the following reasons:

- Willful violation of any published, adopted student conduct rule;
- Conduct which substantially disrupts, impedes, or interferes with school operation;
- Conduct which endangers the safety or substantially impinges on or invades the rights of others;
- Conduct which could be considered a commission of a misdemeanor or a felony;
- Disobedience of an order of a school authority if the disobedience results in disorder, disruption or interference with school operation; and
  - Possession of a weapon at school, on school property or at a school-sponsored event.
High School Discipline Matrix

The following guidelines are used in determining Free State High School’s response to various disciplinary actions. These are guidelines only. Discipline issues are determined on a case-by-case basis due to circumstances which may affect the school’s response. The steps outlined below are progressive and are considered incident by incident.

*Administrators have the discretion to deviate from this matrix in extraordinary circumstances.

Level 1 Offenses: These are offenses that generally interrupt the classroom environment and can be handled by a teacher, other staff member, or referred to the office. (not a comprehensive list)

<table>
<thead>
<tr>
<th>Behaviors</th>
<th>1st Offense</th>
<th>2nd Offense</th>
<th>Subsequent Offenses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Misconduct/Plagiarism</td>
<td>Conference; Detention; ISS</td>
<td>1 – 3 Days In-School Suspension</td>
<td>Becomes a Level 2 Referral</td>
</tr>
<tr>
<td>Attendance</td>
<td>Conference; Detention; ISS</td>
<td>1 – 3 Days In-School Suspension</td>
<td>Becomes a Level 2 Referral</td>
</tr>
<tr>
<td>Classroom Rules</td>
<td>Conference; Detention; ISS</td>
<td>1 – 3 Days In-School Suspension</td>
<td>Becomes a Level 2 Referral</td>
</tr>
<tr>
<td>Dress Code</td>
<td>Conference; Detention; ISS</td>
<td>1 – 3 Days In-School Suspension</td>
<td>Becomes a Level 2 Referral</td>
</tr>
<tr>
<td>Open Defiance</td>
<td>Conference; Detention; ISS</td>
<td>1 – 3 Days In-School Suspension</td>
<td>Becomes a Level 2 Referral</td>
</tr>
<tr>
<td>Profanity (inadvertent)</td>
<td>Conference; Detention; ISS</td>
<td>1 – 3 Days In-School Suspension</td>
<td>Becomes a Level 2 Referral</td>
</tr>
<tr>
<td>Refusing to Follow Directions or Complete Work</td>
<td>Conference; Detention; ISS</td>
<td>1 – 3 Days In-School Suspension</td>
<td>Becomes a Level 2 Referral</td>
</tr>
<tr>
<td>Use or Possession of Tobacco/Related Products</td>
<td>1 day ISS; Confiscation of devices and tobacco related products</td>
<td>1 day OSS; Confiscation of devices and tobacco related products</td>
<td>3rd Offense: 5 days OSS; Confiscation of devices and tobacco related products</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>4th Offense: 10 days OSS with referral to expulsion hearing</td>
</tr>
</tbody>
</table>
### High School Discipline Matrix* (continued)

**Level 2 Offenses:** These are offenses of published regulations that are generally handled by administration. (not a comprehensive list)

<table>
<thead>
<tr>
<th>Behaviors</th>
<th>1st Offense</th>
<th>2nd Offense</th>
<th>Subsequent Consequences</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bullying (In concert or in lieu of consequences, restorative practices such as conferences and mediation may be used.)</td>
<td>ISS up to 5 days OSS</td>
<td>1 – 10 days OSS</td>
<td>10 days OSS with possible referral to expulsion hearing</td>
</tr>
<tr>
<td>Fighting</td>
<td>1 – 5 days OSS</td>
<td>6 – 10 days OSS</td>
<td>10 days OSS with referral to expulsion hearing</td>
</tr>
<tr>
<td>Harassment and Discrimination</td>
<td>1 – 5 days OSS</td>
<td>6 – 10 days OSS</td>
<td>10 days OSS with possible referral to expulsion hearing</td>
</tr>
<tr>
<td>Hazing</td>
<td>1 – 5 days OSS</td>
<td>6 – 10 days OSS</td>
<td>10 days OSS with referral to expulsion hearing</td>
</tr>
<tr>
<td>Possession of Illegal Substances (defined as drugs and alcohol)</td>
<td>3-day suspension or a 1-2 day suspension with the condition of an alcohol/drug assessment by a mental health practitioner licensed by the Kansas Behavioral Sciences Regulatory Board (KBSRB).</td>
<td>5-day suspension or a 2-4 day suspension with the condition of an alcohol/drug assessment by a mental health practitioner licensed by the Kansas Behavioral Sciences Regulatory Board (KBSRB).</td>
<td>10 days OSS with referral to expulsion hearing</td>
</tr>
</tbody>
</table>
### High School Discipline Matrix* (continued)

**Level 3 Offenses:** These are student actions which create a risk to the security and safety of others. They are handled by school administrators and may be reported to the police or District Office for long-term consequences. (not a comprehensive list)

<table>
<thead>
<tr>
<th>Behaviors</th>
<th>1st Offense</th>
<th>2nd Offense</th>
<th>Subsequent Consequences</th>
</tr>
</thead>
<tbody>
<tr>
<td>Distribution of Illegal Substances</td>
<td>10 days OSS with referral to expulsion hearing</td>
<td>10 days OSS with referral to expulsion hearing</td>
<td>10 days OSS with referral to expulsion hearing</td>
</tr>
<tr>
<td>(defined as drugs and alcohol)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sexual Misconduct (forcible)</td>
<td>10 days OSS with referral to expulsion hearing</td>
<td>10 days OSS with referral to expulsion hearing</td>
<td>10 days OSS with referral to expulsion hearing</td>
</tr>
<tr>
<td>Threats to Safety</td>
<td>1 – 10 days OSS with possible referral to expulsion hearing</td>
<td>1 – 10 days OSS with referral to expulsion hearing</td>
<td>1 – 10 days OSS with referral to expulsion hearing</td>
</tr>
<tr>
<td>Violence Towards Staff</td>
<td>1 – 10 days OSS with possible referral to expulsion hearing</td>
<td>1 – 10 days OSS with referral to expulsion hearing</td>
<td>1 – 10 days OSS with referral to expulsion hearing</td>
</tr>
<tr>
<td>Possession of Weapon</td>
<td>1 – 10 days OSS with referral to expulsion hearing</td>
<td>1 – 10 days OSS with referral to expulsion hearing</td>
<td>1 – 10 days OSS with referral to expulsion hearing</td>
</tr>
<tr>
<td>Possession of Other Dangerous Object</td>
<td>1 – 5 days OSS</td>
<td>6 – 10 days OSS</td>
<td>1 – 10 days OSS with referral to expulsion hearing</td>
</tr>
</tbody>
</table>