

# LAWRENCE HIGH SCHOOL

## 2022-2023 STUDENT HANDBOOK



### Principal Jessica Bassett

Lawrence High School  
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Receptionist Cindi McCaleb  
785.330.4812

Main office is open 7:30 am to 4:00 pm

School Website: [Welcome to LHS - Lawrence High School / Homepage](#)

Twitter: @LHSCHESTYLIONS

Student Divisions by Last Name	
<b>Associate Principal</b> A-E Mark Preut	<b>Guidance Counselors</b> A-E Jennifer Hare
<b>Assistant Principals</b> F-K Elaina Honas	F-K Amy Brown
L-Q Mike Gillman	L-Q Lori Stussie
R-Z Greg Farley	R-Z Kelsey Buek

Our Promise: Lawrence Public Schools will ensure that students of all races, backgrounds, and abilities achieve at high levels, demonstrate proficiency in reading by third grade and in math by eighth grade, and graduate on time prepared for success in college and careers.



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## **Board of Education**

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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 to [schoolboard@usd497.org](mailto:schoolboard@usd497.org) or in care of the board clerk at USD 497, 110 McDonald Drive, Lawrence, KS 66044.

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## **Complaints about School Rules**

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Lawrence Public Schools find that the quickest and most effective way to resolve a school concern is by addressing it at the most direct level. The following are [suggested procedures](#):

1. First, talk to a teacher, counselor or another trusted adult at school for assistance.
2. If the concern is not resolved at the classroom level, please visit with the school principal.
3. If the issue persists, please contact the district office, 785/832-5000, and ask to speak to the high school Lead Principal.
4. If after following steps 1-3 your concern has not been resolved to your satisfaction, please contact the district office, 785/832-5000, and ask to speak to the superintendent's office. The administrative assistant to the superintendent may ask you to share some basic information about your concern prior to scheduling an appointment with the superintendent.
5. A [Complaint Form](#) may be filed to trigger a formal investigation of any unresolved school concerns. This form may be submitted to Human Resources online, in person, by mail (USD 497 Human Resources 110 McDonald Drive Lawrence, KS 66044) or by email. Paper copies of the form are available in the Superintendent's Office, Human Resources or school

principal offices. You should expect contact from the district compliance coordinator within ten days of filing a complaint.

### Investigation Steps

1. Review written/verbal complaint
2. Interview complainant and witnesses
3. Determine appropriate course of action
4. Issue disciplinary measures as necessary
5. Communicate with complainant, while protecting student/staff confidentiality

### Other Resources

If you are experiencing an emergency, **dial 9-1-1**. (From a school district landline, dial 9, then 9-1-1.)

The Kansas Legislature appropriated funds in 1999 to assist the State Department of Education, in cooperation with the Kansas Highway Patrol, in establishing a school safety hotline. This hotline is a toll-free number available 24 hours per day, 365 days per year to give students, parents and community members the opportunity to report any impending school violence. As you are aware, students usually have knowledge of potential school violence before it occurs. Communication is the best prevention method! This hotline gives students the opportunity to anonymously report any potential violence. The Kansas School Safety Hotline is **1-877-626-8203**.

You may also call Douglas County Crimestoppers at **785/843-TIPS**.

If you have a non-emergency criminal concern, please contact local law enforcement, **785/832-7509**.



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### *District Strategic Plan*

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[You may view the strategic plan at this address.](#)



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### *Board Policy Information*

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Although Board of Education Policies are referenced many times in this student handbook, it is by no means a comprehensive list of those policies. Policies may be accessed in their entirety on the district website: <http://www.usd497.org/boardpolicy>. Amendments and updates will be posted on the website following approval by the Board of Education.



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### *Introductory Information*

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### **Building Leadership**

Jessica Bassett, Principal

Mark Preut, Associate Principal, A-E

Elaina Honas, Assistant Principal/Activities Director, F-K

Mike Gillman, Assistant Principal/Athletic Director, L-Q

Greg Farley, Assistant Principal/Facilities and Security, R-Z

### **Guidance Counselors**

Jennifer Hare, A-E

Amy Brown, F-K

Lori Stussie, L-Q

Kelsey Buek, R

-Z

### **Health Office**

Carol Casteel, School Nurse

### **Office Staff**

Emily Cates, Athletic Secretary

Marlo Cohen, Registrar

Amy Flohrschutz, Bookkeeper

Chase Hancock, Attendance Secretary

Cindi McCaleb, Receptionist

David Ruis, Student Services Secretary

Tracy Urish, Administrative Assistant

### **School Psychologist**

Dr. Sylvia Treviño-Maack

### **School Security**

Officer Amaury Collado, School Resource Officer, Lawrence Police Department

Daniel Boone Salazar, Security Officer

Jeff Colter, Security Officer

Derrick Johnson, Security Officer

### **Social Work Services**

Laura Bogart, Social Worker

Suzanne Nicolet, WRAP Social Worker

Renee Robinson, WRAP Social Worker

Maren Santelli, Social Worker

Lynisha Thomas, Social Worker

Carissa Welsh, Social Worker

### **Custodial**

Travis McPherson, Building & Grounds Lead



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## *The History of Lawrence High School*

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Lawrence High School has a rich and proud heritage. Its history is one of excellence in academics and extracurricular activities. Public donations in 1857 built the Quincy School, which was held in the basement of the Unitarian church. In 1860, Lawrence received an amended charter which enabled the city to establish a public school system of eight grades. Central School, at Ninth and Kentucky, was built in 1865.

Liberty Memorial High School was brought about when the students supported a bond issue for a memorial to 18 servicemen of World War I. A similar bond campaign went on in 1949 when students assisted in a successful drive to build Lawrence High School at 19th and Louisiana Streets. From that has come the slogan, "a gift of the citizens of Lawrence to their Children". The high school was moved from Liberty Memorial High School at 14th and Massachusetts to Lawrence High School at 19th and Louisiana on March 26, 1954.

### **Red and Black Colors**

As far as can be ascertained, our school colors date back to 1907 when our football teams wore red and black long socks.

### **We Are the Lions**

The Lion was first used as a school symbol in 1930. On Friday, November 8, 1929, *The Budget* (school newspaper) carried the following:

*Lawrence High School has long needed a mascot and the suggestion, growing out of the recent pep rally, to call ourselves the Lions, has been wholeheartedly accepted. A mascot should symbolize the characteristics of the school and no other animal expresses our strength of purpose better than the lion, the king of the beasts, his strength, bravery, and aggressiveness which our competitors find we also have.*

### **Chesty the Lion**

The Chesty Lion symbol was drawn by Paul Coker in 1946. A Lawrence Memorial High School graduate, he went on to become a well-known cartoonist. Chesty the Lion is named "Chesty" because he is proud of LHS and the ideals for which it stands.

#### **Alma Mater**

We praise thee, Lawrence High School;  
To you we're always true;  
And through the years fond memories;  
Bring back the friends we knew;  
Sportsmanship and courage;  
We will never lack;  
And evermore we lift our hearts;  
In praise of Red and Black.

#### **School Pep Song**

Stand up and cheer;  
Cheer loud and long for dear old Lawrence;  
For today we raise the Red and Black above all others;  
Our sturdy band now is fighting,  
And we are sure to win the fray;  
We got the vim;  
We're sure to win;  
For this is dear old Lawrence day.



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## *Social Media*

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Twitter: @LHSCHESTYLIONS

Facebook: <https://www.facebook.com/LawrenceHighSchoolUSD497/>



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## *Faculty/Staff Directory*

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<b>Last Name</b>	<b>First Name</b>	<b>Department</b>
Aguirre	Rosina	Spanish
Babcock	Michelle	ESOL
Ball	Lisa	Science
Barnard	Cheryl	SPED
Barnett	Mariah	Orchestra
Barry	Rose	Culinary
Bartlett	Fran	Social Studies
Bassett	Jessica	Principal
Basta	Nanice	Interventionist
Bastemeyer	Paula	English
Battaglia	Julie	Science
Beecham	Emily	Gifted
Bogart	Laura	Social Worker
Bowen	Clint	PE
Brening	Laura	PE
Bricker	Andy	Science
Brown	Amy	Counselor
Buek	Kelsey	Counselor
Casey	Zach	Science
Casteel	Carol	Nurse
Cates	Emily	Athletic Secretary
Caulfield	Maria	Spanish
Christie	Shelly	English
Cohen	Marlo	Registrar
Cooper	Nathan	Social Studies
Coursen	Christine	Math
Cummins	Eve	SPED
Dechant	Mindy	SPED

Dickson	Jeff	Business/CTE
Dixon-Perkins	Jennifer	Art
Duncan	Clara	Science
Dunn	Dwayne	Choir
Ellis	Matt	Math
Ely	John	Math
Evans	Mike	Cabinetry
Fahy	Liz	SPED
Fairchild	Justin	Science
Farley	Greg	Assistant Principal
Fisher	Craig	Drama/English
Flippin	Lori	Social Studies
Floherschütz	Amy	Finance
Frederick	Christopher	Social Studies
Gibbens	Jeff	SPED
Gillman	Mike	Assistant Principal
Green	Adam	PE
Hancock	Chase	Attendance
Hare	Jen	Counselor
Harrell	Britany	Math
Harrison	Jon	English
Hart	Josh	English
Hawks	Kimberly	CTE
Henry	Leah	English
Holland	Lisa	ESOL
Homeyer	Rosemary	Social Studies
Honas	Elaina	Assistant Principal
Hood	Jack	Social Studies
Hunt	Tom	Band
Hunter	Brian	Math
Hurt	Megan	French
Hutchison	Katie	ESOL/Science
Johnson	Stephanie	Math
Johnson	Ben	SPED/ED
Johnson	Melissa	English
Jones	Mike	Band
Jones	Taylor	English
Klein	Matt	Job Specialist
Lane	Scott	Social Studies/AVID



Larsen	Jacob	SPED
Lauxman	Keri	English
Laytimi	Amy	Autism
Leuschen	Marci	Science
Lippe	Allie	Science
Loganbill	Angela	Choir
Lown	Michelle	PE
Lyster	Jeff	Social Studies/AVID
Markaloulatos	Emily	Art
Markstrom	Ruben	SPED/ED
McCaleb	Cindi	Receptionist
McKanna	Carolyn	Spanish
McKellips	Claudean	SPED
Merritt	Jeannie	English/Reading
Micka	Susie	English/Reading
Miles	Eugene	English/Avid
Moos	John	Social Studies
Murray	Tracy	Social Studies
Nicolet	Suzanne	WRAP
Olson	TJ	SPED
Oswald	Julie	Math
Ousdahl	Denise	Kitchen Manager
Perkins	Angelia	Photography
Plinsky	Jeff	English/Debate
Podany	Christina	Science
Porter	Carrington	English
Poteet	Todd	Art
Preston	Rachelle	Transition
Preut	Mark	Associate Principal
Provost	David	Math
Puckett	Zach	English
Puckett	Zack	English
Rathbun	Johnny	SPED
Reimers	Lydia	Science
Resseguie	Jamie	AVID/PE
Rials	Quentin	Assistant Principal
Rivera	Emmy	Job Coach/Laundry
Robinson	Rene	WRAP
Rubisoff	Cassidy	ISS/Restorative Practices

Ruis	David	Student Services Secretary
Rush	Wayne	Math
Rusinak	Kirsten	Librarian
Salaty	Medina	ESOL
Saltz	Zach	Media/Film
Santelli	Maren	Social Worker
Scarborough	Stephanie	Health
Scholtz	Arne	German/AVID
Schrag	Valerie	Social Studies
Silvers	Angie	Math
Stoll	Brad	Adaptive PE
Stussie	Lori	Social Studies
Subramanian	Anitha	PreMed
Summers	Megan	Speech
Tholen	Barb	Journalism
Thomas	Lynisha	Social Worker
Trevino-Maack	Sylvia	Psychologist
Urish	Tracy	Activities Secretary
Welsh	Carissa	Social Worker
Wilson	Steve	Library Assistant
Wingert	Jennifer	SPED
Woods	Heidi	SPED
Yantzie	Jeanne	SPED




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## *Academic Information*

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### **College Financial Aid**

Access to information regarding financial aid:

1. Special Scholarship Bulletins are published each month and are available in Student Services and on the LHS website.
2. Parents and seniors are invited and strongly encouraged to attend the Financial Aid Informational meeting to be held in conjunction with College Night, sponsored by the district. College Night is usually held in the fall and is sponsored by both high schools and Lawrence College & Career Center. Information about the Free Application for Federal Student Aid (FAFSA) will be given at that time.
3. In February of each year, a list is published of local scholarships available, stating the sponsor's name, the number of scholarships to be awarded, special details about the scholarships, and the deadline for returning the applications. The information is distributed to students in February, and applications are due in mid-March. The presentation of the local scholarships takes place in May at the Senior Recognition Ceremony.

### **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 the failed course during a subsequent semester.

### Grading

Teachers will use the following letters for grading: A, B, C, D, and F.

### Grading Systems

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.

### Graduation Requirements

Graduation requirements are detailed in the High School Course Descriptions handbook which is available in building guidance offices or at [usd497.org/page/10355](http://usd497.org/page/10355). Twenty-three credits (forty-six classes) must be completed to graduate. A half credit is issued for the successful completion of one semester (one-half school year) of a course. The 23 credits must consist of at least eight English classes, six mathematics classes, six science classes, two physical education/health classes, six social studies classes, two fine arts classes, and sixteen or more elective classes. For students to graduate from high school the requirement of 23 credits is the absolute minimum (subject to change by the Board of Education); most students earn more than the minimum. **All students are required to enroll in a full seven-period day each year unless extenuating circumstances dictate otherwise and administrative approval is given.**

### Honor Roll

To be eligible for the honor roll, a student must obtain a grade point average of 3.5 (non-weighted) or higher for the semester. **A minimum of five classes must be taken for a letter grade.**

### NCAA Requirements

NCAA freshman eligibility standards may be found on the internet at [www.ncaaclearinghouse.net](http://www.ncaaclearinghouse.net)

### Progress Reports

All students shall receive a progress report following the 5<sup>th</sup> week of each quarter. The report is available on PowerSchool. Students and parents are encouraged to monitor performance throughout the year.

### Schedule Change Policy

Students may make changes to schedules before the start of each semester. They may also make changes during the first **three** days of Semester 1 with a Class Change Request and the required parent signature. Between days four and six of Semester 1, students may make changes by filling out a drop/add form and obtaining the signatures of both the dropping and receiving teachers and a parent. Any changes made after day six of Semester 1 will be only at the request of a counselor, and with an administrator's approval, for the purpose of balancing class enrollments or other extenuating circumstances.

Schedule changes for Semester 2 must be made prior to the semester starting. Any changes made during Semester 2 will be at the request of a counselor, and with an administrator's approval, for the purpose of balancing class enrollments or other extenuating circumstances.

**No student will be placed into a full classroom. No changes will be made if the request would impede progress toward a student's graduation.**

## Testing

- **ACT: American College Testing Program**

ACT is used by most colleges for admissions purposes. The ACT consists of four objective test areas: English, Mathematics, Reading, and Science Reasoning. Registration and test date information can be found online at [www.act.org](http://www.act.org). The LHS CEEB/ACT code is 171690.

- **Advanced Placement Program (AP)**

Advanced placement exams are administered in May by the College Board, but registration takes place from early February to late March. 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 Lawrence High School 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) is usually taken for scholarship purposes. PSAT/NMSQT can be a good predictor and practice for the SAT (part of the College Boards- the SAT is often used by out-of-state schools for admissions). Although the scholarship competitions can only be entered by juniors, sophomore students may want to take the test for practice. Students can register for this test in the Student Services. Fee waivers are available for juniors meeting income guidelines. See your counselor regarding this.

- **SAT Reasoning Test**

The SAT is used by many colleges for admissions purposes. Two verbal sections assess vocabulary, verbal reasoning, and reading comprehension. Two math sections test ability to solve problems using arithmetic, algebra, and geometry. The SAT includes a mandatory writing section.

- **SAT Subject Tests**

Subject Tests are one-hour examinations in 17 subject areas: English Literature, American History, ESL Proficiency Test, World History, Mathematics Level I and Level II, French, German, Modern Hebrew, Latin, Italian, Spanish, Chinese, Japanese, Korean, Biology, Chemistry, and Physics. A student may take up to 3 exams on a test date.

**The SAT Reasoning Test and SAT Subject Tests cannot be taken on the same test date. Registration and test date information can be found online at [www.collegeboard.com](http://www.collegeboard.com).**

- **State Assessments**

LHS administers state assessments in English/Language Arts, Mathematics, Science, and Social Studies as required by law. ESOL students will also be required to take the English Language Proficiency Assessment.

## Top Ten Percent

The senior top ten percent group for fall activities (i.e. KU Honors Program) is calculated by using six semesters cumulative non-weighted GPA and the September 20 state count of the senior class. The top ten percent group for spring activities (i.e. graduation ceremony) is calculated by using a seven-semester cumulative non-weighted GPA and the September 20 state count of the senior class.

## Valedictorian

To earn valedictorian status, a student shall have completed seven (7) semesters of high school and compiled a 4.0 unweighted cumulative GPA.



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## Accessibility

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### 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 Coordinator at the Lawrence Public Schools, 110 McDonald Drive, Lawrence, KS 66044, (785) 832-5000 or through 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. The ADA Coordinator may refer ADA issues regarding employment to the human resources department.



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## ***Activities and Athletics***

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All official student activities must be sanctioned by administrators. Students who participate in activities shall meet eligibility requirements.

### **Activity Tickets and Identification Cards**

Activity tickets may be purchased for \$25 through the finance office at the beginning of the school year and will admit the student to all home athletic events. Students must present either their activity ticket or their identification card to check out books from the library. All students participating in athletics and/or co-curricular KSHSAA activities (Band, Choir, Orchestra, Debate/Forensics) must purchase an activity ticket. Students who do not purchase an activity ticket will be issued an identification card.

### **Athletics**

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

### **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. Exceptions may include the following:

1. School sponsored field trip;
2. Family emergency;
3. Court appearance;
4. Verified professional appointment.
5. Exceptions may be made by building administration.

### **Clubs**

Lawrence High School is proud to have many clubs. There are no academic requirements for membership in student organizations, except National Honor Society. Every fall a club fair is held in the cafeteria featuring all the clubs available at LHS. A comprehensive list of clubs can be found in Student Services. The criteria and procedures for creating a new club can be found in Student Services.

### **Activities and Criminal Felony Charges and Convictions**

When a student has been charged by state or federal law enforcement authorities with commission of a felony, if the administration has reason to believe there is substantial basis for the charge and that continuation in interscholastic or

other extra-curricular activities might adversely reflect on the school or adversely affect the activity, school personnel, and other students, the student will be suspended from all such activities pending the outcome of the case.

### **Activities—Non-attendance list**

Students who have engaged in violent or aggressive behaviors (i.e. fighting, bullying, etc.) may be excluded from attending all school activities including sporting activities, dances, plays, etc. for the remainder of the school year. At the end of the semester, students may request a review by their administrator to be removed from the non-attendance list.

### **Dances**

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. Generally, all dances will conclude by 11:00PM.

- ***School Rules for Dances/Prom***

1. Students must show their school identification and pay admission to be admitted to a school dance; guests must also show picture identification before entering the dance. Once a student leaves the dance, they may not be re-admitted.
2. Proper conduct and dress is required at all times.
3. School dances will be chaperoned by staff members. They are in charge of the building during a dance and their instructions are to be followed at all times.
4. Dances are limited to students currently enrolled at LHS, except that a student may bring one outside guest (with the exception of the Lion's Leap Dance). The name of the guest must be registered with the Activities Director (or his/her designee) by the end of lunch on the Wednesday before the dance, and the guest must be accompanied to the dance by the LHS student.
5. LHS seniors may bring a LHS underclassman as a guest to prom and the LHS senior must accompany the underclassman.
6. All school rules are in effect and enforced at dances.

- ***Special Procedures at High School Dances and Prom***

1. Before admission to a school dance/prom, students and guests of students will be asked to breathe within close proximity to a portable breath analysis tester. The device provides a digital positive or negative reading in seconds. If this passive test is negative, the student will be admitted to the dance.
2. If this passive test is positive, indicating the presence of alcohol, the student will be escorted to a screening area and asked to wait for 15 minutes before an active or deep-breath test is administered.
  - Any residual alcohol occurring from the use of mouthwash, medications, breath mints, or oral care strips will be dissipated within a maximum of 15 minutes.
  - The date, time, and location of the test will be recorded, and the student will be asked to initial the document.
  - The student will be asked to take a deep breath and blow into a tube attached to the tester. The device provides a blood alcohol content reading in seconds.
3. If this active test registers a positive response, indicating consumption of alcohol, the student may request two additional tests be given within two minute intervals following the initial 15 minute waiting period. If either additional test is positive, the student will not be admitted to the dance.
4. The school will instead notify the student's parents to transport the student home. If the school is unable to reach a parent, the student will remain with an administrator until arrangements can be made to return the student home safely. Arrangements may include involving law enforcement.
5. If a student tests positive for alcohol use, the student will not be allowed to attend school dances for one calendar year from the date of testing.
6. If the student is a senior and the date of testing is the last dance of the school year, this student will not be allowed to participate in senior activities, including graduation ceremonies.
7. Any student refusing breath testing will not be admitted to the dance. Parents will be contacted and school administrators may determine if the above sanctions apply.
8. If a student tests positive for alcohol use, or refuses breath testing, at two school dances, this student will not be allowed to attend school dances for the remainder of the time this student is enrolled in the Lawrence Public Schools.

9. If school personnel observe behaviors indicating a student may have consumed alcohol *after* passing initial screening at a dance, they may administer another test as described above. If the student tests positive, procedures and sanctions outlined in 4, 5 and 6 (if applicable) will apply.
10. If a student tests positive as a result of a testing, disciplinary action may be taken as indicated by Board of Education Policy JCABBC that is reflected in both administrative regulations and the student handbook.

### Eligibility for Interscholastic Athletics/Activities

The requirements to participate in any interscholastic contest are as follows:

1. 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.
2. A student must have a physical examination form signed by his/her parents or guardian and a physician after May 1.
3. 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.
4. Student and parent/guardian must sign the LHS Code of Conduct.
5. Parent/guardian must sign a statement acknowledging possibility of injury and giving permission for treatment of injury.
6. A student must have a notarized medical release form on file in the Athletic Office.
7. Athletes may be required to purchase some equipment.

### Lawrence 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.

### Music Activities

A wide variety of music performance opportunities are available at LHS. 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.

### National Honor Society

Sophomores, juniors and seniors with a 3.50 or higher cumulative GPA may apply to become a member of National Honor Society in the spring of each year. To qualify, students must turn in a completed application form along with three letters of recommendation to the National Honor Society sponsors by the announced deadline. The application form must document involvement in community philanthropic work and participation in school activities at LHS. Membership in the LHS National Honor Society is awarded to honor those who excel in the areas of leadership, scholarship, service, and character. Students who have been suspended or have received more than one D or F are not eligible for membership. Juniors who are inducted must complete a community service requirement of 30 hours in order to be recognized as members in good standing during their senior graduation ceremony. **Any student who is convicted of a crime or receives an Out-of-School Suspension will not be eligible for National Honor Society for the year of the incident, but may apply for reinstatement or admission the following year.** Further details may be obtained from your local advisors.

### Senior Activities

Throughout the year there are many activities that involve only the senior class. These activities include, but are not limited to senior appreciation day, prom, and graduation-related activities. **To be considered a senior and therefore able to participate in these activities, a student must be enrolled at LHS, have completed at least 19.5 credits at the beginning of second semester and/or must be on track to graduate at the end of the school year.**

### 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. Class sponsors, student leaders, and faculty members involved in school-related activities are to work closely with the Director of Student Activities.

### Student Council

The Lawrence High School Student Council serves as a link between the administration, faculty, and students. It is the official student government body. The Representative Council is comprised of those students duly elected by their respective clubs at the beginning of each school year. For clubs to maintain official status, they must send a representative to at least four of the official monthly student council meetings each year. The five-member Executive Board includes the Student Council president, vice-president, secretary, treasurer, and faculty advisor. The officers who complete the student council include a president, vice-president, secretary, treasurer, and representative from each class. Those positions are elected in the spring preceding their year in office by freshmen, sophomores and juniors. Juniors vote on seniors, sophomores vote on juniors, and so on.



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## Attendance Procedures and Policy

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Every school day counts in a student's academic life. A missed school day is a missed opportunity to learn. Students are expected to be at school unless there is a reasonable excuse not to be in attendance.

### Examples include:

- Personal illness
- Illness or death in the family
- Necessary appointments that cannot be made outside the school day
- Obligatory religious observances of the student's own faith
- Participation in a school approved student activity
- **Personal matters\***
- **Emergencies requiring a student's service or presence at home \***
- **Family vacations arranged in advance with the school administration\***

**\*A student absent from school due to personal matters, home emergencies, and/or family vacation is allowed ten (10) excused absences per school year. A parent requesting additional excused absences above this limitation may submit a Parent/Guardian Request for Student Absence to the school administrator.**

Please be advised that at any point when school officials feel that excessive absences for any reason are adversely affecting a student's academics and learning progress, administration may request a meeting with parents and the student. This discussion will explore the causes of the excused/unexcused absences and determine what interventions may be necessary to improve the student's well-being and/or academic and learning progression. School administration or their designees are authorized to request evidence from parents to verify reasons of excessive absences. Please note that excused vs. unexcused absences will be at the discretion of the school administration.

### Absences and Excuses – JBD

In accordance with Board of Education Policy JBD, when a student is absent from school, an attempt shall be made to contact the parent via the student management system to determine the reason for the absence. The building administration shall determine the acceptability and validity of excuses presented by the parent or student. In accordance with Board of Education Policy IHEA, students will be given reasonable opportunities to complete assignments missed due to excused or unexcused absences or suspensions. The time allowed for make-up work will be determined by the length and nature of the absence. It is the student's responsibility to obtain make-up assignments from teachers following an excused or unexcused absence.



### Absences – Tardiness and Unexcused Absences

1. You are expected to be in the appropriate classroom when the tardy bell rings to be considered in attendance and not tardy. If you are not in the appropriate classroom when the tardy bell rings and you do not have a pass that explains your tardiness, you are considered:
  - Tardy – if you are up to 15 minutes late
  - Unexcused - if you are more than 15 minutes late.
2. Tardies and unexcused absences are calculated on a per semester basis. You start each semester with a clean slate.
3. Keep in mind lunch period may split a class period. You are expected to be on time for both parts of the class. You will receive a tardy for each reporting time if you are late.
4. Per district policy, an absence for any fraction of a school day (minimum one class period) shall be considered an absence for the entire day.
5. The following charts indicates the possible consequences for tardies and unexcused absences:

Incident (Per Class)	Possible Consequence
Tardy – 1 <sup>st</sup> Offense	Restorative conversation by teacher of the class
Tardy – 2 <sup>nd</sup> Offense	15-minute detention with teacher (before or after school)
Tardy – 3 <sup>rd</sup> Offense to 9 <sup>th</sup> Offense	Admin assigned detention and/or lunch detention
Tardy – 10 <sup>th</sup> Offense and thereafter	Administrative discretion, including ISS/OSS/Alternate Program
Unex. Absence – 1 <sup>st</sup> – 5 <sup>th</sup> Incidents	Admin. restorative conference Admin. assigned detention
Unex. Absence – 6 <sup>th</sup> and thereafter	Administrative discretion, including ISS/OSS/Alternate Program (Truancy Process)

### Attendance Procedures

1. If a student arrives at school late for zero and/or the first hour of the day they should report directly to class. Students arriving after zero and/or the first hour of the day should report directly to the attendance office.
2. An **unexcused absence** occurs when a parent/guardian does not contact the attendance office or an acceptable reason cannot be determined.
3. **An unexcused absence may become an excused absence if properly resolved by 4 pm the following day.**
4. Parents and students have a responsibility to ensure students are in regular attendance. The school shall accept the parent’s rationale for an excused absence unless these become excessive or there is reason to question the excused absence, at which point documentation from the appropriate professional office is required.

### 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. Exceptions may include the following:

1. School sponsored field trip;
2. Family emergency;
3. Court appearance;
4. Verified professional appointment.
5. Exceptions may be made by building administration.

### Checking Out in the School Day

Parents and/or guardians wishing to check their student out during the school day should call at least an hour ahead to the school attendance office at 785-330-4968. Students may not leave campus (other than lunch) without checking out through the office.

### Leaving Campus

Students may not leave campus at any time during the day unless they:

1. Have an open lunch privilege (you may lose this privilege if you are habitually late coming back to class).
2. Receive authorization through the nurse's office to leave due to illness and have checked out through the attendance office. Failure to check out through the nurse's office shall constitute an unexcused absence.
3. Receive a pass from the attendance secretary to leave for an authorized reason (verified by a prior parent phone call) and have checked out through the main office.
4. Are part of a school-sponsored field trip.

### Truancy

Truancy is defined as any three consecutive unexcused absences, any five unexcused absences in a semester, or seven 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 district attorney.



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## *AVID (Advancement Via Individual Determination)*

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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.



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## *CI3T*

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A comprehensive, integrated, three-tiered (CI3T) model of prevention that 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 by support tiers.

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## *Discipline Guidelines*

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## Behavior Management Reactive Plan

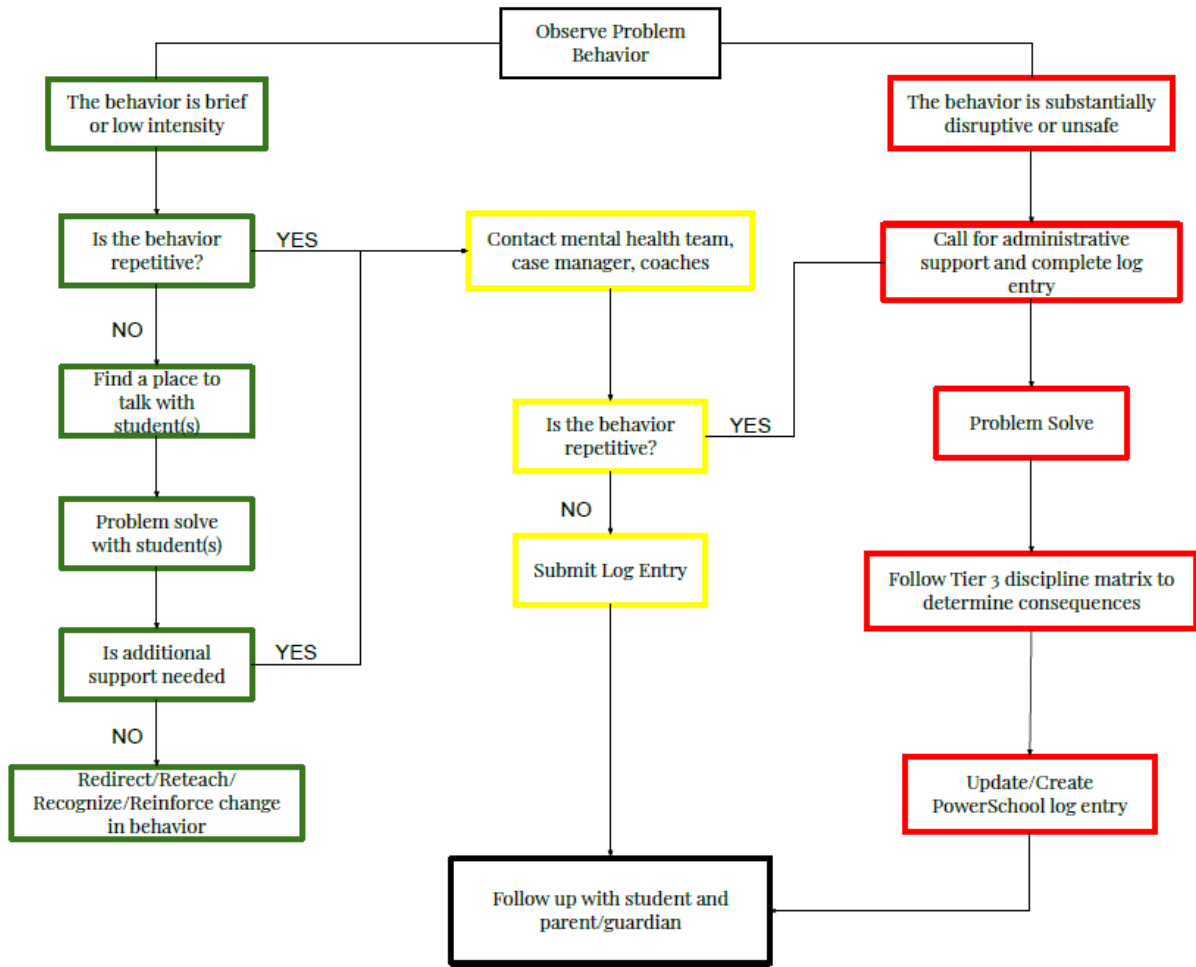
### Classroom Environment and Teacher Strategies

Teach behavioral expectations (matrix)  
 Reinforce positive behaviors (tickets)  
 Problem solve with students (relationships)  
 Continue building relationships (repeat)  
 Offer choices/differentiate. Elicit help from staff and school families.

Level 1 (minors) Impact Student Learning Teacher Managed	Level 2 (minors) Impact Learning or Safety Teacher Managed and Document	Level 3 (majors) Unsafe, Illegal, Substantially Disruptive Office Managed
<p style="text-align: center;"><b>Behaviors</b></p> <ul style="list-style-type: none"> <li>• Distracting behaviors</li> <li>• No homework</li> <li>• Lack of participation</li> <li>• Inappropriate use of materials/equipment</li> <li>• Not prepared</li> <li>• Not taking responsibility for actions</li> <li>• Out of seat or desired area</li> <li>• Sleeping</li> <li>• Talking out of turn</li> <li>• Inappropriate use of technology</li> <li>• Inappropriate use of hall pass</li> <li>• Not following classroom phone policy</li> </ul> <p style="text-align: center;"><b>Teacher Response</b></p> <ul style="list-style-type: none"> <li>• Redirect student</li> <li>• Reteach expected behavior in 1:1 conversation</li> <li>• Recognize/reinforce changed behavior</li> <li>• Differentiate instruction for student</li> <li>• Visit with para (if appropriate) about how they can help</li> </ul>	<p style="text-align: center;"><b>Behaviors</b></p> <ul style="list-style-type: none"> <li>• Inappropriate language, noises, gestures</li> <li>• Repeated talking post redirection</li> <li>• Creating a disturbance</li> <li>• Argumentative behavior</li> <li>• Consistently not following directions</li> <li>• Lying</li> <li>• Academic integrity violations</li> <li>• Excessive tardiness</li> <li>• Consistent Level 1 behaviors</li> </ul> <p style="text-align: center;"><b>Teacher Response</b></p> <ul style="list-style-type: none"> <li>• Re-conference with student 1:1</li> <li>• Contact other teachers of student</li> <li>• Contact parents</li> <li>• Assign detention</li> <li>• Teacher and student create a plan to improve behavior (involving others as needed)</li> <li>• Intensify behavior specific praise regarding improved behavior.</li> </ul> <p style="text-align: center;"><b>Response for repeat offenders</b></p> <ul style="list-style-type: none"> <li>• Student created improvement plan</li> <li>• Contact Mental Health Team, case manager, parents</li> </ul>	<p style="text-align: center;"><b>Behaviors</b></p> <ul style="list-style-type: none"> <li>• Open defiance</li> <li>• Harassment or degrading others</li> <li>• Aggressive behavior/fighting</li> <li>• Bullying or hazing</li> <li>• Threats</li> <li>• Verbal aggression or intimidation</li> <li>• Truancy</li> <li>• Theft</li> <li>• Vandalism</li> <li>• Intent to harm others</li> <li>• Violation of Technology use policy</li> <li>• Refusal to comply with redirection</li> <li>• Inappropriate language towards staff or students</li> <li>• Skipping class or detention</li> <li>• Illegal substances or tobacco use</li> <li>• Consistent Level 2 behaviors</li> </ul> <p style="text-align: center;"><b>Teacher Response</b></p> <ul style="list-style-type: none"> <li>• Office referral</li> <li>• Communication with administration and counselors</li> <li>• Referral to Student Support Team, creation of Student Support Plan</li> </ul>

## Behavior Management Flow Chart

(Note: This color-coding matches the Behavior Management Reactive Plan)



### Discipline Referrals

Positive relationships between students and teaching expectations undergird all discipline strategies. Addressing a discipline situation should begin with consequences, paired with reteaching, so that the student has an opportunity to demonstrate mastery. However, behaviors that are unsafe, are illegal, or substantially disrupt the learning environment must immediately be referred to administrators.

The following guidelines are used in determining the 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.

More specific information can be found in the [High School Discipline Matrix](#).

**High School Tier 3 Discipline Matrix\***  
**Lawrence Public Schools**

Lawrence Unified School District is committed to **contributing to a positive school climate**, ensuring that all students have multiple systems of support focused on sustained and supportive relationships and relational accountability.

Restorative Justice, also called restorative practices, is an **alternative approach to the more traditional punitive discipline** and school culture. It is a worldview deeply rooted in the practices and values of Indigenous Peoples around the globe. Restorative Practices “focuses on community building, belongingness, and peaceably resolving conflicts by creating opportunities for those involved to listen empathetically to one another’s stories, to **repair any harm that may have occurred**, and to **restore positive relationships** within the school community” (*Restorative Schools: An Introduction to Tier 1 Practices Manual*, Restorative Schools Initiative, KIPCOR, 2021, 7).

The following guidelines are used in determining responses to various disciplinary actions. These are guidelines only. Restorative practices are facilitated at every level for any disciplinary action. 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. Building administrators have the discretion to implement any level of discipline based on the severity of the student behavior. When students experience a long-term suspension, restorative justice practices will be implemented as part of the student re-entry process. \*Parent/Guardian communication shall occur in all cases resulting in suspension.

<b>Level 1 Offenses:</b> 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)				
<b>Behaviors</b>	<b>1st Offense</b>	<b>2nd Offense</b>	<b>Subsequent Offenses</b>	<b>USD 497 Board Policy</b>
Academic Misconduct/Plagiarism (including the misuse of technology)	Restorative Conference; ISS with Recovery Room support	1 – 3 Days Recovery Room	Progresses to a Level 2 Referral	<p><b>Student Conduct (JCDA):</b> The superintendent shall develop rules to govern student conduct that are consistent with board policies.</p> <p>Each building shall develop their own code of conduct and will annually review and distribute the code of conduct to parents and students through student handbooks. Building codes of conduct will not conflict with district rules or board policy.</p> <p>Violation of any provision of the behavior code may result in disciplinary action up to and including suspension and/or expulsion.</p>
Attendance				
Classroom Rules (including the misuse of technology)				
Dress Code				
Open Defiance				
Profanity (inadvertent)				
Refusing to Follow Directions or Complete Work				

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

Behaviors	1st Offense	2nd Offense	Subsequent Offenses	USD 497 Board Policy
Subsequent Level One Offenses	1 – 3 ISS with Recovery Room support	1 Day OSS	3-5 Days OSS	
Fighting	1-5 day OSS	6-10 day OSS	10 days OSS with referral to expulsion hearing	<p><b>Student Conduct (JCDA):</b> The superintendent shall develop rules to govern student conduct that are consistent with board policies.</p> <p>Each building shall develop their own code of conduct and will annually review and distribute the code of conduct to parents and students through student handbooks. Building codes of conduct will not conflict with district rules or board policy.</p> <p>Violation of any provision of the behavior code may result in disciplinary action up to and including suspension and/or expulsion.</p> <p>Reviewed by Board Policy Committee on Feb 27, 2008</p>
Sexual Misconduct: Non-violent	1-5 days OSS	6-10 days OSS	10 days OSS with referral to expulsion hearing	
Sexual Misconduct: Forcible	10 days OSS with referral to expulsion hearing	10 days OSS with referral to expulsion hearing	10 days OSS with referral to expulsion hearing	
Use of Illegal Substances (defined as drugs and alcohol)	3 day suspension or 1-2 day suspension with the condition of an alcohol/drug assessment by a mental health practitioner licensed by the Kansas Behavioral Sciences	5 day suspension or 2-4 day suspension with the condition of an alcohol/drug assessment by a mental health practitioner licensed by the Kansas Behavioral Sciences	10 days OSS with referral to expulsion hearing	<p><b>Drug Free Schools (JDDA):</b> 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</p>

	Regulatory Board (KBSRB).	Regulatory Board (KBSRB).		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. Drug Free School last amended on May 12, 2008
Distribution of Illegal Substances (defined as drugs and alcohol)	10 days OSS with referral to expulsion hearing	10 days OSS with referral to expulsion hearing	10 days OSS with referral to expulsion hearing	<b>Alcohol and Drug Assessments Requirement:</b>
Possession of Illegal Substances (defined as drugs and alcohol)	3 day suspension <u>or</u> 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).	5 day suspension <u>or</u> 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).	10 days OSS with referral to expulsion hearing	USD497 will not assume any cost incurred. Completion of the assessment must be verified in writing by the practitioner to the school district in order for the suspension to be reduced as per this policy. The district does not assume liability for costs of inpatient or outpatient treatment resulting from such assessment.
Use or Possession of Tobacco/Related Products	1 day ISS with Recovery Room support  Confiscation of devices and tobacco related products	1 day OSS  Confiscation of devices and tobacco related products	3rd Offense: 3-5 days OSS Confiscation of devices and tobacco related products  4th Offense: 10 days OSS with referral to expulsion hearing and confiscation of devices and tobacco related products	<b>Tobacco Use (JCDA):</b> 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.  Amended December 2013
Distribution of Tobacco/Related Products	1 day OSS  Confiscation of devices and tobacco related products	5 days OSS and Confiscation of devices and tobacco related products	10 days OSS with referral to expulsion hearing and confiscation of devices and	

			tobacco related products	
Harassment and Discrimination	1-5 days OSS	6-10 days OSS	10 days OSS with possible referral to expulsion hearing	<p><b><u>Harassment and Discrimination JGEC:</u></b> 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.</p> <p>Amended April 24, 2017</p>
Bullying In concert or in lieu of consequences, restorative practices such as conferences and mediation may be used.	ISS up to 5 days with Recovery Room support/OSS	1-10 day OSS	10 days OSS with possible referral to expulsion hearing	<p><b><u>Hazing and Bullying (JGECA):</u></b> 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 parents 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.</p> <p>Amended: Feb 22, 2016</p>
Hazing	1-5 days OSS	6-10 days OSS	10 days OSS with referral to expulsion hearing	



				<p><b>Definitions Continued:</b>  <b>“Cyberbullying”</b> means threats or harassment over Internet through web pages, email, instant messaging, text messaging, or by other electronic means. Bullying shall include cyberbullying when it is initiated on school premises and threatens or endangers the safety of students, employees or third parties, or school property, or which substantially disrupts the educational program of the district. “Third parties” include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors or others engaged in district business, such as employees of businesses or organizations participating in cooperative work programs with the district and others not directly subject to district control at interdistrict and intradistrict athletic competitions or other school events.</p>
Theft/Stealing	Recovery Room up to 5 days OSS	1-10 days OSS	10 days OSS with referral to expulsion hearing	<p><b>Student Conduct (JCDA):</b>  The superintendent shall develop rules to govern student conduct that are consistent with board policies.  Each building shall develop their own code of conduct and will annually review and distribute the code of conduct to parents and students through student handbooks. Building codes of conduct will not conflict with district rules or board policy.</p> <p>Violation of any provision of the behavior code may result in disciplinary action up to and including suspension and/or expulsion.</p> <p>Reviewed by Board Policy Committee on Feb 27, 2008</p>

Vandalism	1-5 days OSS	6-10 days OSS	10 days OSS with referral to expulsion hearing	<p><b><u>Vandalism and Property Damage (EBCA):</u></b> 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.</p> <p>Anyone who vandalizes school facilities or property will be reported to law enforcement officials.</p> <p>Amended January 11, 2010</p>
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**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)

Behaviors	1st Offense	2nd Offense	Subsequent Offenses	USD 497 Board Policy
Threats to Safety	1-10 days OSS with possible referral to expulsion hearing	10 days OSS with referral to expulsion hearing	10 days OSS with referral to expulsion hearing	<p><b><u>Prohibited Activity (JHCAA):</u></b> 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.</p> <p>Reviewed by Board Policy Committee on March 26, 2008</p>

**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)

Behaviors	1st Offense	2nd Offense	Subsequent Offenses	USD 497 Board Policy
Threats to Safety	1-10 days OSS with possible referral to expulsion hearing	10 days OSS with referral to expulsion hearing	10 days OSS with referral to expulsion hearing	<p><b><u>Prohibited Activity (JHCAA):</u></b> 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.</p>

				Reviewed by Board Policy Committee on March 26, 2008
Violence Towards Staff	1-10 days OSS with possible referral to expulsion hearing	10 days OSS with referral to expulsion hearing	10 days OSS with referral to expulsion hearing	<p><b><u>Prohibited Activity (JHCAA):</u></b> 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.</p> <p>Reviewed by Board Policy Committee on March 26, 2008</p>
Possession of Weapon	10 days OSS with referral to expulsion hearing	10 days OSS with referral to expulsion hearing	10 days OSS with referral to expulsion hearing	<p><b><u>Weapons (JDD, EBC and KGD):</u></b> A student shall not possess a weapon at school, on school property or at a school supervised event.</p>
Possession of Other Dangerous Object	1-5 days OSS	6-10 days OSS	10 days OSS with referral to expulsion hearing	<p><b><u>Other Dangerous Objects (JDD)</u></b> 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. May result in such penalties as are allowed by district policy This may include suspension or expulsion.</p> <p>Amended January 14, 2008</p>

\*Parent/Guardian Communication in all cases resulting in suspension.

\*Administration has discretion to deviate from the rubric with documentation recorded regarding the reason.

\*These are behaviors that will require a reentry plan be created before the student returns from long-term suspension or expulsion so that strategies can be implemented immediately upon the student's return to school. This can include mediation or additional strategies to restore the relationships.

### Additional Board Policies

#### Investigations

**Investigations (JCAC):**

Principals and others designated by the superintendent may conduct investigations and question students about infractions of school rules or the student conduct code.

Amended: October 28, 2013

#### Reporting to Law Enforcement

**Board Policy for Reporting to Law Enforcement (JDDB):**

Whenever a student engages in conduct which constitutes the commission of any misdemeanor or felony at school, on school property, or at a school supervised activity and/or has been found:

1. in possession of a weapon
2. in possession of a controlled substance or illegal drug, or

3. to have engaged in behavior at school which has resulted in or was substantially likely to have resulted in serious bodily injury to others, the principal shall report such act to the appropriate law enforcement agency  
(Amended: March 21, 2016)

## Searches

### **Searches of Property (JCAB):**

Principals are authorized to search property if there is a reasonable suspicion that district policies, rules, or directives are being violated. All searches shall be carried out in the presence of another adult witness. Any person other than the principal conducting a search of a student's locker or property shall do so only with the consent of and in the presence of the principal, unless circumstances require immediate action in order to preserve the security and safety of staff and students.

District property, including lockers, is under the supervision of the principal. Students should have no expectation of privacy when utilizing district property, including lockers. Lockers shall be subject to random searches without prior notice or reasonable suspicion.

(Amended: April 14, 2008)

### **Searches of Students (JCABB):**

Principals are authorized to search students if there is reasonable suspicion that district policies, rules or directives are being violated. Strip searches shall not be conducted by school authorities. All searches shall be carried out in the presence of another adult and the adult conducting the search shall be of the same gender as the student.

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

(Amended: March 21, 2016)

For more details about USD 497 Board Policies or to read the policies in their entirety, visit  
<https://www.usd497.org/Domain/593>.



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## *Discipline Procedures and Policy*

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**SAFE SCHOOL HELPLINE – (877) 626-8203 - available 24 hours a day, 7 days a week**

Enrollment in Lawrence High School carries with it the presumption that the student will conduct himself/herself as a responsible member of the school community, and, in accord with his/her level of maturity, the student is expected to accept responsibility for his/her own conduct. A responsible student should: obey the law; adhere to the policies of the school district; comply with the policies and regulations of the school; safeguard the property of the school; respect the rights and privileges of others in the school community.

## **Academic Misconduct/Plagiarism**

All forms of academic misconduct are prohibited. The first offense is a Level One Discipline Incident, but future incidents could result in suspension. A student who engages in any form of academic misconduct will be subject to the loss of credit for the work in question. 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.

## **Breath Alcohol Testing**

In accordance with Board of Education Policy JCABBC, Lawrence High School is 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.

## **Bus Riders: Safety and Behavior Code**

Permission to ride a bus is conditional on the student's good behavior and observation of bus rules and regulations. Any student who violates the rules will be reported to the administration and is subject to school discipline. In addition, the student could be denied permission to ride a bus to and from school.

## **Call Slips**

Call slips are used to call students from class to the Main Office or Student Services. Students should report to the appropriate office at the time requested.

## **Detention**

In accordance to Board of Education Policy JBD, students may be required to serve detention for violation of attendance rules or other offenses. The teacher and the student will make arrangements for teacher-assigned detentions. The school administration will make arrangements with the student for administrator-assigned detentions. Detentions can be assigned before school, after school, or during the student's lunch period.

## **Drug Free Schools – Board of Education Policy 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-day suspension or one-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-day suspension or three-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-day suspension and referral for a long term suspension hearing.

***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 days.
  - b. Illegal Drugs or Controlled Substances: The student will be suspended for five days on condition of completion of a drug and alcohol assessment or will be suspended for ten 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 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 days and will be referred to the Superintendent for long-term suspension or expulsion.

**Hall Passes**

Any student who leaves the classroom should have a hall pass unless 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 may result in disciplinary action. **Everyone seated at a table is responsible for that table's cleanliness.**

**Long-term Suspension/Expulsion**

A student receiving an expulsion is entitled to a hearing. See Board of Education Policy JDD for more details.

**Other Dangerous Objects – Board of Education Policy 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.

**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.

### **Prohibited Activity**

In accordance with Board of Education Policy 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.

### **Recovery Room**

Assignment to the recovery room allows the student to continue academic work with credit in a supervised environment and allows a “cool down” time for people to recover.

1. Only an administrator may assign a student to the recovery room.
2. Students in the recovery room during the lunch period will eat lunch under the supervision of the recovery room supervisor.
3. Failure to comply with all rules of the recovery room may result in additional disciplinary action.
4. Students will return to good standing at the end of the school day.

### **Searches of Lockers and Property**

In accordance with Board of Education Policy JCAB, administration is authorized to search property if there is reasonable suspicion that district policies, rules or directives are being violated. In addition, all lockers shall be subject to random searches without prior notice or reasonable suspicion. Students have no expectation of privacy in any school locker. All searches by administration shall be carried out in the presence of another adult witness. Any person other than administration who wishes to search a student’s locker or property shall do so only with the consent of and in the presence of an administrator, unless circumstances require immediate action to preserve the security and safety of staff and students.

### **Searches of Property by Law Enforcement**

In accordance with Board of Education Policy JCAB, 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**

In accordance with Board of Education Policy 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 may 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.



## **Sexual Conduct**

Sexual conduct is defined as any physical or verbal conduct that is sexual in nature.

## **Student in Good Standing**

In general, a “student in good standing” is defined as a student that is not under sanctions for disciplinary issues, is making satisfactory academic progress, and has satisfactory attendance. Students receiving In-School Suspension return to good standing at the end of the school day on the last day in which they are assigned ISS. Students receiving Out of School Suspension (OSS) return to good standing at the beginning of the first school day in which they can return to classes. Building administration may determine that a student is also not in good standing based on a pattern of events indicating persistent issues with discipline, academics, and/or attendance. In these cases, the student will return to good standing at the discretion of building administration.

## **Suspension and Expulsion Procedures – Board of Education Policy 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 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.

## **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 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.

## **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.

## **Telephone Calls**

Students will be notified only of emergency calls from parents or guardians. Telephones are available in the library for the convenience and use of the students and visitors in the school.



### **Tobacco Use – Board of Education Policy JCDA**

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.

### **Use of Electronic Devices**

1. Cell phones should be put away during instructional time (bell to bell).
2. Teachers may only allow headphones if the teacher believes such usage is of educational value to the student. Teachers have complete authority as to the use of electronic devices, including cell phones and laptops in their classrooms.
3. No sounds shall be played over speakers other than headphones. Although headphones are allowed, at no time should music be played at such a volume that it can be heard by other people.
4. Causing a disruption with the use of an electronic device may result in a level one discipline referral and confiscation of the electronic device.
5. Refusal to immediately surrender electronic devices to any staff member upon violation is considered open defiance and will result in a level one discipline referral.

**Failure to follow electronic devices guidelines shall result in the following:**

<b>Incident</b>	<b>Consequences</b>
Use of electronic devices – including cell phones and electronic players under the guidelines above.	<ol style="list-style-type: none"><li>1. Teacher Warning</li><li>2. Parent phone call</li><li>3. (if a teacher has a system to hold on to phones till the end of the class period they have that option before moving to the next step)</li><li>4. Security is called, student brings phone to admin and phone will be returned at the end of the day.</li></ol>

### **Vandalism and Property Damage**

In accordance with Board of Education Policy EBCA, the board will pursue restitution for loss and damage sustained by the district as provided by law. If students willfully destroy or damage school property, suspension or possible expulsion may result. Anyone who vandalizes school facilities or property will be reported to law enforcement officials.

### **Weapons – Board of Education Policy 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.



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## ***Discrimination and Harassment***

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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 LHS website: <https://www.usd497.org/lhs>



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## ***Dress Code – Board of Education Policy JCDB (November 2019)***

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- In support of the district's focus on equity, access to instruction, student learning, and safety, and to ensure that the student dress code is applied equitably to all students in the district, the board adopts the following universal dress code. The student dress code and administrative enforcement of the student dress code should not create, reinforce, or increase marginalization or oppression of any group based on race, gender, ethnicity, religion, sexual orientation, household income, gender identity, gender expression, or cultural observance. The board has determined the following in support of these goals:
- Students should be able to dress and style their hair for school in a manner that expresses their individuality without fear of unnecessary discipline or body shaming. Students and their parent(s)/guardian(s) hold the primary responsibility for determining the student's personal attire, hairstyle, jewelry, and personal items (e.g. backpacks, book bags).
- Students and staff are responsible for managing their own personal distractions without regulating another student's clothing/self-expression. The district's dress code is designed and intended to ensure that student attire does not interfere with the health or safety of any student, and that student attire does not contribute to a hostile or intimidating atmosphere for any student. Students dressed in alignment with the dress code can be free to learn and not face unnecessary barriers to school attendance; staff can focus on teaching and learning without the additional burden of dress code enforcement.

- Students have the right to be treated equitably and with dignity; these rights extend to application and enforcement of the district dress code.
- The restrictions included in the dress code are necessary to support the overall educational goals of the district and its schools.
- Students must wear: Top (shirt, blouse, sweater, sweatshirt, tank, dress, etc.); Bottom (pants, athletic pants, shorts, skirt, dress, leggings, etc.); and Shoes.
- This policy permits additional student attire requirements when necessary to ensure safety and the ability to fully participate in certain academic settings (e.g. physical activity, sports, science, or CTE courses). Additionally, this policy allows for reasonable variation in required student attire for participation in activities such as swimming or gymnastics, or fine arts programming. Courses that include attire as part of the curriculum (e.g., professionalism, public speaking, job readiness, fine arts performances) may include assignment-specific dress.
- Students may wear: Hats, including religious headwear; hoodie sweatshirts; fitted pants, including leggings, yoga pants, and “skinny jeans”; ripped jeans, as long as underwear is not exposed; tank tops, including spaghetti straps, halter tops, and strapless tops.
- Students cannot wear: Violent language or images; images or language depicting weapons, drugs or drug paraphernalia, alcohol, nicotine products, illegal items, or illegal activities, or use of the same; hate speech, threats, profanity, or pornography; images or language that creates a hostile or intimidating environment based on any protected class; visible underwear. Visible waistbands or straps on undergarments worn under clothing are not a violation; bathing suits (except where required for participation in a course or school activity); Helmets, hats, or headwear that obscures the face (except where such is worn as a religious observance or for medical purposes); clothing that intentionally shows private parts (nipples, genitals, buttocks); clothing must cover private parts in opaque (not able to be seen-through) material; clothing or accessories that may endanger the student or others, such as spikes; clothing that covers the student’s face to the extent that the student is not identifiable (except clothing/headwear worn for religious or medical purposes).
- Hairstyles - Except where student health and safety may be implicated (e.g., in chemistry or science lessons, culinary lessons, physical education or sports classes), restrictions shall not be placed on how students choose to wear their hair. Any restrictions that are necessary for student health or safety must be equitably enforced, and must not be enforced differently based on race, gender, ethnicity, religion, sexual orientation, household income, gender identity, or cultural observance.

**Enforcement** - The superintendent shall ensure that all staff are trained regarding application and enforcement of this policy. The dress code policy shall be made available to students and parents through the district’s website and through each school’s website, handbook, or other communications.

Staff shall use reasonable efforts to avoid dress-coding students in front of other students.

Students shall not be disciplined or removed from class as a consequence for wearing attire in violation of this policy unless the attire creates a substantial disruption to the educational environment, poses a hazard to the health or safety of the student or others, or factors into a student behavior rule violation such as malicious harassment or the prohibition on harassment, intimidation, and bullying.

The superintendent or the superintendent’s designee may develop procedures to implement this policy as needed.




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## ***Drug Free Schools – Board of Education Policy JDDA***

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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-day suspension or one-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-day suspension or three-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-day suspension and referral for a long term suspension hearing.

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

2. First Offense:
  - a. Alcohol: The student will be suspended for five days.
  - b. Illegal Drugs or Controlled Substances: The student will be suspended for five days on condition of completion of a drug and alcohol assessment or will be suspended for ten days and referred to the Superintendent for long-term suspension or expulsion.
3. Second Offense (pertains to alcohol, illegal drugs, or controlled substances): The student will be suspended from school for ten 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 days and will be referred to the Superintendent for long-term suspension or expulsion.



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## ***Emergency Safety Interventions***

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### **Emergency Safety Interventions – Board of Education Policy GAAF**

The board of education is committed to limiting the use of Emergency Safety Intervention (“ESI”), such as seclusion and restraint, with all students. Seclusion and restraint shall be used only when a student's conduct necessitates the use of an emergency safety intervention as defined below. 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. Notice of the online availability of this policy shall be provided to parents during enrollment each year.

- ***Definitions*** (See K.A.R. 91-42-1)

“Campus police officer” means a school security officer designated by the board of education of any school district pursuant to K.S.A. 72–8222, and amendments thereto.

“Chemical Restraint” means the use of medication to control a student’s violent physical behavior or restrict a student’s freedom of movement.

“Emergency Safety Intervention” is the use of seclusion or physical restraint, but does not include physical escort or the use of time-out.

“Incident” means each occurrence of the use of an emergency safety intervention.

“Law enforcement officer” and “police officer” mean a full-time or part-time salaried officer or employee of the state, a county, or a city, whose duties include the prevention or detection of crime and the enforcement of criminal or traffic law of this state or any Kansas municipality. This term includes a campus police officer.

“Legitimate law enforcement purpose” means a goal within the lawful authority of an officer that is to be achieved through methods or conduct condoned by the officer’s appointing authority.

“Mechanical Restraint” means any device or object used to limit a student’s movement.

“Parent” means: (1) a natural parent; (2) an adoptive parent; (3) a person acting as a parent as defined in K.S.A. 72-1046(d)(2), and amendments thereto; (4) a legal guardian; (5) an education advocate for a student with an exceptionality; (6) a foster parent, unless the student is a child with an exceptionality; or (7) a student who has reached the age of majority or is an emancipated minor.

“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.

“Physical Restraint” means bodily force used to substantially limit a student’s movement, except that consensual, solicited, or unintentional contact and contact to provide comfort, assistance, or instruction shall not be deemed to be physical restraint.

“School resource officer” means a law enforcement officer or police officer employed by a local law enforcement agency who is assigned to a district through an agreement between the local law enforcement agency and the district.

“School security officer” means a person who is employed by a board of education of any school district for the purpose of aiding and supplementing state and local law enforcement agencies in which the school district is located, but is not a law enforcement officer or police officer.

“Seclusion” means placement of a student in a location where all of the following conditions are 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 he or she will be prevented from leaving the enclosed area.

“Time-out” means a behavioral intervention in which a student is temporarily removed from a learning activity without being secluded.

- ***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.

- ***Use of Emergency Safety Interventions***

ESI shall be used only when a student presents a reasonable and immediate danger of physical harm to such student or others with the present ability to effect such physical harm. Less restrictive alternatives to ESI, such as positive behavior interventions support, shall be deemed inappropriate or ineffective under the circumstances by the school employee witnessing the student’s behavior prior to the use of any ESI. The use of ESI shall cease as soon as the immediate danger of physical harm ceases to exist. Violent action that is destructive of property may necessitate the use of an ESI. Use of an ESI for purposes of discipline, punishment, or for the convenience of a school employee shall not meet the standard of immediate danger of physical harm.

- ***ESI Restrictions***

A student shall not be subjected to ESI if the student is known to have a medical condition that could put the student in mental or physical danger as a result of ESI. The existence of such medical condition must be indicated in a written statement from the student's licensed health care provider, a copy of which has been provided to the school and placed in the student's file.

The written statement shall include an explanation of the student's diagnosis, a list of any reasons why ESI would put the student in mental or physical danger, and any suggested alternatives to ESI. Notwithstanding the provisions of this subsection, a student may be subjected to ESI, if not subjecting the student to ESI would result in significant physical harm to the student or others.

- ***Use of Seclusion***

When a student is placed in seclusion, a school employee shall be able to see and hear the student at all times. All seclusion rooms equipped with a locking door shall be designed to ensure that the lock automatically disengages when the school employee viewing the student walks away from the seclusion room, or in case of emergency, such as fire or severe weather. A seclusion room shall be a safe place with proportional and similar characteristics as other rooms where students frequent. Such room shall be free of any condition that could be a danger to the student, well-ventilated, and sufficiently lighted.

- ***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 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.

- ***Notification and 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.

- ***Law Enforcement, School Resource, and Campus Security Officers***

*Campus police officers and school resource officers shall be exempt* from the requirements of this policy when engaged in an activity that has a legitimate law enforcement purpose. School security officers shall not be exempt from the requirements of this policy. If a school is aware that a law enforcement officer or school resource officer has used seclusion, physical restraint, or mechanical restraint on a student, the school shall notify the parent the same day using the parent's preferred method of contact. A school shall not be required to provide written documentation to a parent, as set forth above, regarding law enforcement use of an emergency safety intervention, or report to the state department of education any law enforcement use of an emergency safety intervention. For purposes of this subsection, mechanical restraint includes, but is not limited to, the use of handcuffs.



- **Documentation of ESI Incidents**

Except as specified above with regard to law enforcement or school resource officer use of emergency safety interventions, 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 ESI,
- Type of ESI,
- Length of time the ESI was used,
- School personnel who participated in or supervised the ESI,
- Whether the student had an individualized education program at the time of the incident,
- Whether the student had a section 504 plan at the time of the incident, and whether the student had a behavior intervention plan at the time of the incident.

All such documentation shall be provided to the building principal, who shall be responsible for providing copies of such documentation to the superintendent or the superintendent's designee 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.

- **Parent Right to Meeting on ESI Use**

After each incident, a parent may request a meeting with the school to discuss and debrief the incident. A parent may request a meeting verbally, in writing, or by electronic means. A school shall hold a meeting requested under this subsection within 10 school days of the parent's request. The focus of any such meeting shall be to discuss proactive ways to prevent the need for emergency safety interventions and to reduce incidents in the future.

For a student with an IEP or a Section 504 plan, such student's IEP team or Section 504 plan team shall discuss the incident and consider the need to conduct a functional behavioral assessment, develop a behavior intervention plan, or amend the behavior intervention plan if already in existence. For a student with a section 504 plan, such student's section 504 plan team shall discuss and consider the need for a special education evaluation.

For students who have an individualized education program and are placed in a private school by a parent, a meeting called under this subsection shall include the parent and the private school, who shall consider whether the parent should request an individualized education program team meeting. If the parent requests an individualized education program team meeting, the private school shall help facilitate such meeting.

For a student without an IEP or Section 504 plan, the school staff and the parent shall discuss the incident and consider the appropriateness of a referral for a special education evaluation, the need for a functional behavioral assessment, or the need for a behavior intervention plan. Any such meeting shall include the student's parent, a school administrator for the school the student attends, one of the student's teachers, a school employee involved in the incident, and any other school employees designated by the school administrator as appropriate for such meeting. The student who is the subject of such meetings shall be invited to attend the meeting at the discretion of the parent.

The time for calling such a meeting may be extended beyond the 10-day limit if the parent of the student is unable to attend within that time period. Nothing in this section shall be construed to prohibit the development and implementation of a functional behavior assessment or a behavior intervention plan for any student if such student would benefit from such measures.

- **Local Dispute Resolution Process**

If a parent believes that an emergency safety intervention has been used on the parent's child in violation of state law or board policy, the parent may file a complaint as specified below. 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. Once an informal complaint is received, the administrator handling such complaint shall investigate such matter, as deemed appropriate by the administrator. 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 within thirty (30) days after the parent is informed of the incident. 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 of fact and recommended corrective action, if any, 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 written findings of fact and, if necessary, appropriate corrective action.

A copy of the written findings of fact and any corrective action adopted by the board shall only be provided to the parents, the school, and the state department of education and shall be mailed to the parents and the state department within 30 days of the board's receipt of the formal complaint. If desired, a parent may file a complaint under the state board of education administrative review process within thirty (30) days from the date a final decision is issued pursuant to the local dispute resolution process.



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## *Equity Statement*

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Lawrence Public Schools recognizes the importance of making and supporting significant shifts in mindset and practice to provide and sustain equitable outcomes for all students. Children, regardless of race, socioeconomic status, and/or other minoritized identities, will be able to access freely the resources and supports necessary to reach their fullest potential. Current and past federal, state, and local failures to act urgently in the pursuit of educational equity contribute to reduced access to academic opportunities, and to disparities in graduation outcomes and disciplinary actions for students from historically marginalized communities. These disparities contradict the beliefs and values the Lawrence Public Schools community articulates about what students can achieve and the adults' role in ensuring conditions for success. To disrupt systemic racism and other forms of injustice that profoundly impact students' current and future quality of life, the board commits to advancing educational equity by applying a systemic change framework to school governance and resource allocation.

The board, district administrators, certified and classified staff will work together to aggressively and efficiently eliminate inequitable practices, systems, and structures that create advantages for some students and families while disadvantaging others. School and district staff at all levels are encouraged to raise issues of inequity and offer solutions to remedy them. Lawrence Public Schools employee behaviors shall contribute to a school district 1) where students' educational outcomes cannot be predicted by race, socioeconomic status, and/or other historically marginalized identities; and 2) where all students and staff are engaged in a positive and academically rigorous environment where educational equity is woven into every single department or division.





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## **Family Educational Rights and Privacy Act**

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[FERPA](#)



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## **Food Service and Fees**

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Under USDA guidelines, free meals will continue to be offered to all children ages 1-18 in the community through the 2021-2022 school year.

### **Competitive Food Rules**

Competitive food is any food or beverage service available to students that is separate and apart from the district's nonprofit federally reimbursed food service program. The Board of Education 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.



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## **General Information**

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### **Bell Schedule**

Lawrence High School follows a 7-period schedule on Mondays, Tuesdays, and Fridays in which classes are approximately 53-54 minutes in length. A block schedule is followed on Wednesdays and Thursdays. Even-numbered periods are attended on Wednesdays and odd-numbered periods are attended on Thursdays. These block classes are approximately 97-100 minutes in length. Zero hour meets at 7 am on Mondays, Tuesdays, Thursdays, and Fridays; zero hour classes are 60 minutes in length.

### **Care of Personal Property**

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

1. Mark all personal property with your name.
2. Do not bring valuable items or large amounts of money to school.
3. Keep hall and gym lockers locked at all times (*lock all valuables in gym locker during gym classes*).
4. Report to the Student Services Office any lockers or locks that do not function properly.
5. While on school property, do not borrow from or lend money or items of value to another student.

6. Report any lost or stolen items to the Main Office as soon as possible and check the “found” items in the custodial office periodically.
7. You are responsible for the contents of lockers checked out to you. Do not share your locker combination with others.

### Early Graduation

1. Application for early graduation must be submitted to the Student Services office at least one semester before the time of intended graduation. Those planning to graduate at the end of the first semester of their senior year should apply by April of their junior year.
2. The student’s guidance counselor will present the application and all necessary background material concerning the student to the appropriate assistant principal. The assistant principal may confer with teachers of the student if additional information is needed.
3. The student and parents will be notified of the decision by the guidance counselor.

### 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.

### Library and Media Center Policies

The Library at LHS serves students and staff. We provide academic, resource and technology support and also books. Our list of resources can be accessed by visiting our webpage. Just type "books" into your browser. The library provides a working environment for individuals, small groups and whole classes. We encourage collaboration, but will limit conversation so that a working environment for all can be maintained.

- Hours: 7:30 AM to 4:00 PM, Monday-Friday
- Individual students must come with a pass signed by teacher.
- Books may be checked out for a period of two weeks.
- Magazines and audio-visual material may be checked out overnight.
- Overdue library books will be handled using the following steps:
  1. Verbal communication with student. We will send the student a notice from the library saying the book is overdue and we need to discuss when it will be returned. We will also email students.
  2. Parents will be notified by email 2-4 weeks from over-due date.
  3. Books will be considered lost after 60 days and/or at the end of a semester and will be sent to collections.

### Reduced Schedule/No 7<sup>th</sup> Period

On rare occasions a student will be placed on reduced schedule or a student may not have a 7<sup>th</sup> period class due to being enrolled in a zero period class. During any class period in which a student is not enrolled in a class, the student is expected to immediately leave school property, unless other arrangements have been approved by administration.

### Senior Finals Exemption

During the second semester, some seniors may be eligible for finals exemption based on the following criteria:

1. No suspensions, **AND**
2. No unexcused absences, **AND**
3. No more than 5 days of excused absences, **AND**
4. No more than 10 tardies, **AND**
5. Must meet the following requirements for the specific class for which they wish to have the final waived:
  - a. 5 or fewer excused absences and an A or B average, **OR**
  - b. 3 or fewer excused absences and a C average, **OR**
  - c. 1 or fewer excused absences and a passing grade.

## **Use of Tobacco/Vape Products**

In accordance with Board of Education Policy GAOC, the use of tobacco products in any form, including electronic smoking devices, is prohibited on any district premises or at school sponsored activities, except in designated areas at non-student attendance centers.

## **Visitors to the Schools**

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 during non-school hours; however, advance approval from the building principal is required.

## **Zero Hour**

Lawrence 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.



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## ***Hazing and Bullying***

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### **Hazing and Bullying**

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 purpose 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 the 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.

### ***Reporting of Prohibited Conduct***

The district encourages all victims of prohibited conduct and persons with knowledge of prohibited conduct as above described to report the hazing or bullying immediately to the building principal or to the District Compliance Coordinator.

Hazing and Bullying can also be reported via the LHS website: <https://www.usd497.org/lhs>



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## *Immunizations and Infectious Diseases*

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A registered professional nurse is on duty at the high school from 8:00 am to 4:00 pm daily to provide services in the areas of health promotion, health prevention and health counseling. In accordance with Kansas School Immunization Law requirements (KSA 720-5209) and Board of Education of Education Policy (JGCB), all students prior to admission and attendance in the Lawrence schools must present proof of immunization

Any student playing competitive sports in high school, those covered by KSHSAA rules, is required to have a sports physical on file. The athletic secretary keeps these in the main office. **The annual sports physical can be obtained after May 1 for the following year.** We strongly encourage those students who plan to participate in sports in the fall to get their physicals in the summer as last minute exams are difficult to schedule. Doctors have the examination forms in their offices.

For the most up to date COVID information, see the district website: [COVID Information](#)



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## *Interrogations and Investigations*

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Principals (or a designee) or others designated by the superintendent, may conduct investigations and question students about infractions of school rules or the student conduct code.

**Violations of Criminal Law** If there is reason to believe a violation of a criminal law has been committed, the principal shall notify the appropriate law enforcement agency and may request further investigation of the alleged violation. Information on criminal conduct shall be turned over to law enforcement officials.

**Coordination with Law Enforcement** School administrators may meet periodically with local law enforcement officials to discuss the district's policies and rules regarding law enforcement contacts with the district.

**Investigations Initiated by School Administrators and Conducted by Law Enforcement Officers** When law enforcement officers conduct an investigation and/or question a student(s), the principal shall contact a parent or guardian prior to questioning unless there is the potential for imminent harm to any person or when in the judgment of law enforcement and/or administration the investigation would be impeded. The administrator involved shall document the notification. If a student's parent or guardian is not present during questioning, the principal shall be present. To the extent possible, reasonable requests from the parent or guardian shall be observed.

**Initiated and Conducted by Law Enforcement Officers** Law enforcement officers shall not be permitted to conduct investigations during school hours except in demonstrated emergency situations. If a demonstrated emergency is found, the principal shall require identification of law enforcement officials and reasons for the interrogation or investigation of a student. If the principal is not satisfied with either the identification or the reason, the request for investigation shall not be granted. The principal shall notify the superintendent and the officer's superiors of the reasons for the refusal.

When a student has been taken into custody or arrested on school premises pursuant to a lawfully issued warrant without prior notification to the building principal, the school staff present shall notify the principal of the circumstances as quickly as possible. The principal shall contact a parent or guardian.

**Taking Students Into Custody** Students shall not be voluntarily released by school officials to law enforcement authorities unless the student has been placed under arrest or taken into custody by law enforcement or the Kansas Department for Children and Families (DCF) pursuant to a lawfully issued warrant. If a student is taken into custody by a school resource officer, or any other law enforcement persons, for any reason other than being the alleged victim of abuse or neglect, school administrators shall contact the parent or guardian. Notification efforts shall be documented.

**Allegations of Child Abuse and Neglect** The administration shall cooperate with DCF and/or law enforcement conducting investigations of suspected child Abuse. School officials shall not notify a parent or guardian when a student is taken into custody by DCF and/or law enforcement as a result of allegations of abuse or neglect.

**Disturbance of School Environment** Law enforcement officers may be requested to assist in controlling disturbances at school and, if necessary, to take students or other persons into custody.

**JGGA – Use of Security Cameras** Liberty Memorial Central Middle School monitors student activity inside the building and on school grounds outside of the building. Security cameras may be used to monitor students using school-provided transportation and to monitor student behavior in or around any district facility. Surveillance records of student behavior shall be secured in a locked file until the media are either reused or erased. These records may be reviewed as needed and either reused or erased as soon as feasible after the reviewer determines that they are not required for the purpose of student discipline. The surveillance records shall be considered a student record and shall be subject to the legal restrictions concerning the release of student record information.



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## *Mental Wellness*

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Lawrence Public Schools is committed to addressing the social-emotional and mental wellness needs of all students. Every building has full-time counselors to work with students to support their academic, social-emotional, or mental wellness needs. If you need to speak with your Counselor, go to Student Services to schedule an appointment. Please visit the [LHS Mental Health homepage](#) for more information.



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## *Native American Student Services*

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Native American Student Services ([NASS](#))



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## *Parent Teacher Conferences*

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Parent teacher conferences are held twice a year and both online and in-person options are available.



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## *Restorative Practices*

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Lawrence United School District is committed to contributing to a positive school climate, ensuring that all students have multiple systems of support focused on sustained and supportive relationships and relational accountability. Restorative Justice, also called restorative practices, is an alternative approach to the more traditional punitive discipline and school culture. It is a worldview deeply rooted in the practices and values of Indigenous Peoples around the globe. Restorative Practices “focuses on community building, belongingness, and peaceably resolving conflicts by creating opportunities for those involved to listen empathetically to one another’s stories, to repair any harm that may have occurred, and to restore positive relationships within the school community” (*Restorative Schools: An Introduction to Tier 1 Practices Manual*, Restorative Schools Initiative, KIPCOR, 2021, 7).

By engaging in a multi-year Restorative Justice Implementation Plan in partnership with the Restorative Schools Initiative of the Kansas Institute for Peace and Conflict Resolution (KIPCOR) at Bethel College, LUSD commits to establishing safer and healthier schools, as well as stronger systems of support for students, families, and the community as a whole.

### Defining Restorative Justice and Restorative Practice

Restorative Justice refers to a **set of principles and values with a foundational orientation towards healing and repair as a relational response to harm and wrongdoing.**

Restorative Practice often refers to these principles and values as applied in the school setting, including particular focus on the **foundation of relationship-building** and positive community culture development.

The core questions of Restorative Justice ask:

- Who was hurt?
- What are their needs?
- Who has responsibility to address those needs?
- What process should be used including those who have been affected?

These questions guide an orientation toward repair and responsibility over punishment, and needs and obligations in relationships rather than broken rules.

Restorative practice requires us to:

- Re-evaluate our understanding of broken rules and consequences.
- View misbehavior primarily as an offense against human relationships.
- Foster awareness by asking questions to help students understand how their behavior has affected others.
- Separate the deed from the doer—to recognize the student’s strengths while acknowledging that the student made a poor choice.

### A Vision for Restorative Schools

**A Restorative School** – a school community with sustained and supported relationships which is capable of repairing harm through relational accountability – demonstrates the values of restorative justice, which include:

- Respect – All members of the community are seen as valuable and worthy, and thus treated with dignity, recognizing the diversity of individual paths and needs.
- Mutuality – A recognition that we are interconnected, and individual wellbeing is dependent on our collective wellbeing. No one is free until all are free. If one is harmed, all are affected. When one rises, all rise.

- Inclusivity – Those who are most impacted have voice and leadership in decision-making.
- Shared Responsibility – We have responsibility for the impact of our actions and behaviors. When harm occurs, we support each other in taking responsibility and hold each other accountable.
- Justice as Healing and Repair – Justice is not seen as vengeance, or arbitrary punishment. Further, our mistakes do not define us. Rather, when harm occurs, the demand is to seek for that which repairs, makes right, and offers opportunity for healing and education rather than arbitrary punishment.




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## *Safe Schools Information*

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- [District Safe Schools site](#)
- **SAFE SCHOOL HELPLINE – (877) 626-8203 - available 24 hours a day, 7 days a week**




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## *Site Council*

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A site council shall be established in each school in the district and shall establish meeting schedules convenient for its membership. The role of the site council is twofold: to act in an advisory capacity and to be an advocate for the school. The membership of each school site council shall include, at a minimum, the principal, and representatives of: teachers and other school personnel, parents of pupils attending the school, the business community, and the community. As much as possible, the membership of the site council should be representative of the demographics of the school. If you are interested in participating in the Site Council, please call the school.




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## *Social Emotional Learning*

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### **Link Crew**

Link Crew is a student mentoring program at Lawrence High School. New students are placed into groups and given a senior or junior to guide and assist them throughout the year. Link Crew provides the structure for freshmen to receive support and guidance from juniors and seniors who have been through the challenges that high school poses, and understand that the transition to a larger school can sometimes be overwhelming.




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## *Special Education Services*

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[Special Education in LPS](#)





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## *Student Health*

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**Vision and hearing screenings** are done on all juniors, all students new to the Lawrence school system, and all students referred by teachers for testing. If you want your student screened call the health office to make a request.

For **prescription medication** to be given at school, a plan **must** be filed in the nurse's office. Medication must be brought to school in a container with the prescription label. The nurse will dispense the medications at the appropriate times. If the student needs an inhaler for asthma treatment, a self-administration plan will be filled out, and the student can carry the inhaler. It is recommended that a duplicate inhaler be supplied to the school nurse in case the student needs the medication and is not carrying one that day. **Controlled substances, including stimulants, such as Ritalin, may not be self-administered.** Please contact the nurse regarding the use of **over-the-counter medication** at school. **Parents are encouraged to keep all herbal and dietary supplements out of the school setting.**

Students who become ill during the school 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 not allowed to go home unless a parent has been contacted. If both parents work out of town or cannot be reached during the day, another adult in the community must be designated to give this approval. Check with the Health Office to make these arrangements.

The school nurse is available to students, staff, and parents for referral to community services, health education, information and materials. If you have any questions or concerns about your student's health status, please contact the school nurse.



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## *Student Search Policies*

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### **Searches of Lockers and Property**

In accordance with Board of Education Policy JCAB, administration is authorized to search property if there is reasonable suspicion that district policies, rules or directives are being violated. In addition, all lockers shall be subject to random searches without prior notice or reasonable suspicion. Students have no expectation of privacy in any school locker. All searches by administration shall be carried out in the presence of another adult witness. Any person other than administration who wishes to search a student's locker or property shall do so only with the consent of and in the presence of an administrator, unless circumstances require immediate action to preserve the security and safety of staff and students.

### **Searches of Property by Law Enforcement**

In accordance with Board of Education Policy JCAB, 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**

In accordance with Board of Education Policy 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 may 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.




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## *Student Privacy*

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Please see [FERPA](#)




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## *Student Services*

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Lawrence 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 LHS. 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 LHS 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 is assigned to a counselor and an administrator.

<b>Student Divisions by Last Name</b>	
<p><b>Associate Principal</b> A-E    <b>Mark Preut</b></p> <p><b>Assistant Principals</b></p> <p>F-K    <b>Elaina Honas</b> L-Q    <b>Mike Gillman</b> R-Z    <b>Greg Farley</b></p>	<p><b>Guidance Counselors</b></p> <p>A-E    <b>Jennifer Hare</b></p> <p>F-K    <b>Amy Brown</b> L-Q    <b>Lori Stussie</b> R-Z    <b>Kelsey Buek</b></p>

**Guidance and Counselor services available to students include:**

Individual counseling; academic planning and advising; 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 students need to see a counselor during the school day, they can 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.

**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 advice as appropriate and can also provide formal instruction and presentations in classrooms. SROs provide a positive law enforcement presence in the school community.

## 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.

## Student Support Teams/General Education Interventions

The Student Support Team (SST) consists of assistant principals, counselors, social workers, and other staff who meet weekly to monitor your progress. This team will work with you to support your academic and social needs. The team accepts referrals from staff, parents, students, and community legal and/or social services.

The General Education Intervention process is designed to help students who are experiencing academic, emotional, or behavioral problems. A student plan is developed based on teacher reports, attendance, discipline, and academic records. The team assists in connecting students to developmentally and educationally appropriate services to maximize academic performance. See also [LHS Mental Health Team](#).



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## Student Transfers

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Lawrence Public Schools does not have an open enrollment policy. Students enroll in and attend the school designated to serve the attendance area in which the parent or legal guardian holds legal residence and in which the student resides. Parents/Legal Guardians may request a transfer to a school outside of their attendance area for special circumstances. Specific details and requirements for the request may be found on the Request for School Transfer Form.

**Please note:** Transfer Request forms are available on the [LPS homepage](#).

School transfer decisions are based on such factors as available classroom spaces and code of conduct issues, which include attendance. Transfer requests may be communicated to each school's administrative office before a final decision. Decisions and notifications regarding transfers may not be made until after the August registration period is completed. On occasion, buildings may be closed to all incoming transfer requests from students outside the assigned attendance area.

The approval of a transfer at one educational level does not set precedence for the next level. A new transfer request must be submitted for each educational level (elementary, middle school, high school). Siblings of students attending a school on a transfer request are not guaranteed approval to attend the same school. They must apply separately and are subject to the same stipulations as all other transfer requests. The district does not provide transportation to students attending a school outside of their attendance area.

Non-Resident students (at any grade level) who move or reside with their parent/legal guardian at a residence outside the USD 497 Lawrence Public Schools district boundaries (another school district) who have applied and been approved, may be required to apply for admission each school year. Non-Resident students who are approved must be enrolled and attending prior to September 15th of any given year.



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## Suspension, Expulsion, Detention

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## ***Technology and Student Devices***

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### **Computer Use**

Computer systems and internet services are for educational and professional use. 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. All users must share the responsibility for seeing that our computer equipment is used in an effective, efficient, ethical and lawful manner.

### **Technology 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 School-Issued 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 students 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 the student handbook.




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**Tier 3 Discipline Matrix**

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[See Discipline Guidelines](#)




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**Title IX Statement**

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**Website and Handbook Notice for Title VI, VII, and IX: REVISED 8/17/2021**

The district does not discriminate based on sex, sexual orientation, gender identity or gender expression in admissions, employment, or the educational programs or activities it operates. Discrimination based upon sex, sexual orientation, gender identity or gender expression is prohibited by Titles VI, VII, and IX. Sexual harassment,\* including but not limited to sexual assault and sexual violence, is unlawful discrimination based on sex under Title IX of the Education Amendments of 1972, Titles VI and VII of the Civil Rights Act of 1964, and the Kansas Act Against Discrimination.

The Director of Human Resources has been designated the district’s Title VI and VII Coordinator. The Executive Director of Human Resources has been designated the Title IX Coordinator. Information concerning the provisions of Title IX, and the rights provided thereunder, are available from the Title IX Coordinator. Inquiries about the application of Title IX to the district may be referred to the Title IX Coordinator or to the Assistant Secretary for Civil Rights at the U.S. Department of Education, Office of Civil Rights, 400 Maryland Avenue, SW, Washington D.C. 20202-1100, (800) 421-3481, or at [OCR@ed.gov](mailto:OCR@ed.gov); or both.

Any person, including staff, students, peers, and/or visitors can be victims of sexual harassment\*. The district encourages all victims of sexual harassment\* and persons with knowledge of such harassment to report the harassment immediately. Complaints of sexual harassment\* will be promptly investigated and resolved. Any person may make a verbal or written report of sex discrimination by any means within 180 days unless the sexual harassment\* is ongoing. Further information regarding reporting sex discrimination or sexual harassment\* and the district’s procedures for handling such complaints may be found in Board Policies GAABA (<https://www.usd497.org/domain/8604>) and JGECAA (<https://www.usd497.org/Page/12894>).

*\*sexual harassment, including but not limited to sexual assault and sexual violence.*




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**Transportation and Parking**

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**Transportation and Parking**

- **Student Vehicles**

In accordance with Board of Education Policy JGFF, all students who drive must register their vehicle with their school's main office. 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**

All cars parked in school parking lots must be registered and display a current LHS parking permit. At the start of the school year, parking stickers will be sold to all students. The lots designated for student parking will be painted with **white** stall stripes. Student permits should be displayed on the driver's side, lower corner of the back windshield. All staff and visitor parking will have **blue** stall stripes. Students who park in the staff lots or park without a visible sticker will be issued a \$10 parking ticket. All vehicles must be parked properly and within the confines of the stall lines; failure to do so will result in a \$10 parking ticket. Vehicles should remain locked at all times. LHS is not responsible for stolen items or damage to vehicles. Students will be required to show current registration and a valid driver's license when purchasing a parking permit.

- **Bus Transportation**

Bus transportation shall be provided to and from school for those students who qualify. If you have questions, please contact **First Student Bus Company at 841-3594**.



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## **Volunteers**

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### **Parent/Community Involvement**

- **Lion's Pride**

Lion's Pride is the PTO of Lawrence High School. Its mission is to support students, faculty and staff in academic and extracurricular activities. Membership forms are available on the school's website.

- **Site Council**

A site council shall be established in each school in the district and shall establish meeting schedules convenient for its membership. The role of the site council is twofold: to act in an advisory capacity and to be an advocate for the school. The membership of each school site council shall include, at a minimum, the principal, and representatives of: teachers and other school personnel, parents of pupils attending the school, the business community, and the community. As much as possible, the membership of the site council should be representative of the demographics of the school.



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## **Weapons**

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[See Discipline](#)