

# LAWRENCE HIGH SCHOOL

## 2023-2024 STUDENT HANDBOOK



### Principal Quentin Rials

Lawrence High School  
1901 Louisiana  
Lawrence, Kansas 66046-2999  
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Fax: 785.330.4501

Receptionist Ammie Holden  
785.330.2697

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

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

Twitter: @LHSCHESTYLIONS

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

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**

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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Superintendent of Schools  
[Anthony.Lewis@usd497.org](mailto:Anthony.Lewis@usd497.org)  
785-832-5000

## ***Complaints about School Rules***

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

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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**.

### ***Strategic Plan***

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



### ***Board Policy Information***

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.



### ***Introductory Information***

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#### **Building Leadership**

Quentin Rials, 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  
Libby Martin, L-Q  
Michele Frantz, R -Z

#### **Health Office**

Carol Casteel, School Nurse

#### **Office Staff**

Emily Cates, Athletic Secretary  
Marlo Cohen, Registrar  
Amy Flohrschutz, Bookkeeper  
Ammie Holden, Receptionist  
Katelyn Mask, Attendance Secretary  
David Ruis, Student Services Secretary  
Tracy Urish, Administrative Assistant

## School Psychologist

Dr. Em Meyer

## School Security

Officer Dean Kempainen, School Resource Officer

Spencer Bonner, Security Officer

Jeff Colter, Security Officer

Derrick Johnson, Security Officer

## Social Work Services

Laura Bogart, Social Worker

David Krejci, 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



## *The History of Lawrence High School*

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

Twitter: @LHSCHESTYLIONS

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



### Faculty/Staff Directory

Last Name	First Name	Department
Aguirre	Rosina	Spanish
Arbeau	Stephen	German
Babcock	Michelle	ESOL
Ball	Lisa	Science
Barnard	Cheryl	SPED
Barnett	Mariah	Orchestra
Barry	Rose	Culinary

Bartlett	Fran	Social Studies
Basta	Nanice	Interventionist
Bastemeyer	Paula	English
Battaglia	Julie	Science
Beecham	Emily	Gifted
Bogart	Laura	Social Worker
Bonner	Spencer	Security
Bowen	Clint	PE
Brening	Laura	PE
Bricker	Andy	Science
Brown	Amy	Counselor
Casey	Zach	Science
Casteel	Carol	Nurse
Cates	Emily	Athletic Secretary
Christie	Shelly	English
Cohen	Marlo	Registrar
Cooper	Nathan	Social Studies
Coston	Scott	Math
Coursen	Christine	Math
Cummins	Eve	SPED
Dechant	Mindy	SPED

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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
Flammang	Brandon	English
Flohrschutz	Amy	Finance
Frantz	Michele	Counselor
Fuller	Molly	Social Studies
Fritz	Logan	CTE
Gillman	Mike	Assistant Principal
Gorman	Nury	Spanish
Green	Adam	PE
Hare	Jen	Counselor
Harrell	Britany	Math
Harrison	Jon	English
Hart	Josh	English
Hawks	Kimberly	CTE
Henry	Leah	English
Hite	Isaiah	IT
Holden	Ammie	Receptionist
Holland	Lisa	ESOL
Honas	Elaina	Assistant Principal
Hood	Jack	Social Studies
Hunt	Tom	Band
Hunter	Brian	Math
Hurt	Megan	French
Hutchison	Katie	ESOL/Science
Johnson	Ben	SPED/ED

Johnson	Melissa	English
Johnson	Stephanie	Math
Jones	Mike	Band
Jones	Taylor	Social Studies
Kampfer	Ashley	Athletic Trainer
Kemppainen	Dean	SRO
Klein	Matt	Job Specialist
Krejci	David	WRAP
Landers	Rachel	AG
Lane	Scott	Social Studies/AVID

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Laytimi	Amy	SPED/Autism
Leuschen	Marci	Science
Locke	Caleb	LVS/Cheer
Lown	Michelle	PE
McKanna	Carolyn	Spanish
McKellips	Claudean	SPED
Markaloulatos	Emily	Art
Markstrom	Ruben	SPED/ED
Martin	Elizabeth	Counselor
Mask	Katelyn	Attendance
Merritt	Jeannie	English/Reading
Meyer	Em	Psychologist
Meyer	Rachel	English/Drama
Micka	Susie	English/Reading
Moos	John	Social Studies
Morgison	Kyle	SPED
Murray	Tracy	Social Studies

Olson	TJ	SPED
Oswald	Julie	Math
Peltzman	Erik	Human Growth
Perkins	Angelia	Photography
Plinsky	Jeff	English/Debate
Pobjoy	Tracy	Kitchen Manager
Podany	Christina	Science
Porter	Carrington	English
Poteet	Todd	Art
Preston	Rachelle	Transition
Preut	Mark	Associate Principal
Provost	David	Math
Rathbun	Johnny	SPED
Reimers	Lydia	Science
Rials	Quentin	Principal
Robinson	Rene	WRAP
Rubisoff	Cassidy	ISS/Restorative Practices

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Ruis	David	Student Services Secretary
Rush	Wayne	Math
Rusinak	Kirsten	Librarian
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

Stuart	Taylor	PE
Subramanian	Anitha	PreMed
Summers	Megan	Speech
Tholen	Barb	Journalism
Thomas	Lynisha	Social Worker
Trowbridge	Audrey	Social Workers
Urish	Tracy	Activities Secretary
Welsh	Carissa	Social Worker
White	Brian	Social Studies
Wilson	Steve	Library Assistant
Wingert	Jennifer	SPED
Wood	Nick	Boys Basketball
Woods	Heidi	SPED
Yantzie	Jeanne	SPED



## **Academic Information**

### **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**

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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. 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.



## Accessibility

### 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

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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.



## **Activities and Athletics**

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

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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

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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.



## **Attendance Procedures and Policy**

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.

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### **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.



### ***AVID (Advancement Via Individual Determination)***

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



### ***CI3T***

A comprehensive, integrated, three-tiered (CI3T) model of prevention 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.

## ***Discipline Guidelines***

**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.

<p><b>Level 1 (minors)</b> Impact Student Learning <b>Teacher Managed</b></p>	<p><b>Level 2 (minors)</b> Impact Learning or Safety <b>Teacher Managed and Document</b></p>	<p><b>Level 3 (majors)</b> Unsafe, Illegal, Substantially Disruptive <b>Office Managed</b></p>
<p><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 • Not following classroom phone policy</li> </ul> <p><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><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><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><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><b>Behaviors</b></p> <ul style="list-style-type: none"> <li>• Open defiance</li> <li>• Harassment or degrading others</li> <li>• Aggressive behavior/fighting • 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                             <ul style="list-style-type: none"> <li>• Skipping class or detention •</li> </ul> </li> <li>• Illegal substances or tobacco use •</li> <li>• Consistent Level 2 behaviors</li> </ul> <p><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](#).

[https://www.usd497.org/site/handlers/filedownload.ashx?moduleinstanceid=27113&dataid=25409&FileName= Secondary%20Restorative%20Practice%20and%20Behavior%20Matrix%207.24.23.pdf](https://www.usd497.org/site/handlers/filedownload.ashx?moduleinstanceid=27113&dataid=25409&FileName=Secondary%20Restorative%20Practice%20and%20Behavior%20Matrix%207.24.23.pdf)