

LAWRENCE FREE STATE HIGH SCHOOL
2015-2016 STUDENT HANDBOOK

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

Student Name _____

Assistant Principal _____ **Counselor** _____

Principal: Myron Graber

Lawrence Free State High School
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Lawrence, Kansas 66049
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Fax: 785.832-6099

Office Hours: 7:30 AM until 4:00 PM each school day.

School Website: <http://fshs.usd497.org>

PRINCIPAL'S MESSAGE

Dear Students,

On behalf of the faculty, support staff and administration, I welcome you to the 2015-16 school year. It is an honor and privilege to serve as the new principal of Free State High School. Our school has an outstanding reputation and rich history for excellence in all programs, including a culture built around a personable and close-knit community. In addition, a dedicated professional staff is committed to providing all students with a high quality rigorous and relevant education experiences.

I challenge all students at Free State to always represent Free State with dignity and class; treat all facilities with care; treat all students and staff with dignity and respect; to make healthy life decisions; and to set goals that will add meaning to your life during and after high school. We encourage you to take an active interest in all aspects of the school community so that you may derive maximum benefit from being here. Your contribution is necessary to continue the excellent traditions that have been established at Free State.

I hope each and every student has an excellent year at Free State.
GO FIREBIRDS!

Sincerely,
Myron D. Graber, Principal

Student Divisions by Last Name

Assistant Principal:

A-E Amy McAnarney
F-K Steve Heffernan
L-R Mike Hill
S-Z Lisa Boyd

Guidance Counselor:

A-E Bryan Duncan
F-K Joel Frederick
L-R Tina Mitchell
S-Z Ken Hile



SCHOOL FIGHT SONG

Fight on, Firebirds!

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

FREE STATE ALMA MATER

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

2015-16 STUDENT HANDBOOK BOARD POLICY REFERENCE INFORMATION

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

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DAILY SCHEDULE

Monday	Tuesday	Wednesday	Thursday	Thursday+CI3T	Friday
7:00 0 Period 60 min 8:00	7:00 0 Period 60 min 8:00	8:00 PLC 60 min 9:00	7:00 0 Period 60 min 8:00	7:00 0 Period 60 min 8:00	7:00 0 Period 60 min 8:00
8:05 1 st Period 52 min 8:57	8:05 1 st Period 52 min 8:57	9:05 2 nd Period 100 min 10:45	8:05 1 st Period 95 min 9:40	8:05 1 st Period 88 min 9:33	8:05 1 st Period 52 min 8:57
9:02 2 nd Period 54 min 9:56	9:02 2 nd Period 54 min 9:56				9:02 2 nd Period 54 min 9:56
10:01 3 rd Period 52 min 10:53	10:01 3 rd Period 52 min 10:53	10:50 4 th Period 95 min + 25 min Lunch 12:50	9:45 3 rd Period 100 min 11:25	9:38 3 rd Period 89 min + 30 min CI3T 11:37	10:01 3 rd Period 52 min 10:53
10:58 4 th Period 52 min 11:50	10:58 4 th Period 52 min 11:50				10:58 4 th Period 52 min 11:50
11:55 5 th Period 56 min + 25 min Lunch 1:16	11:55 5 th Period 56 min + 25 min Lunch 1:16	12:55 6 th Period 95 min 2:30	11:30 5 th Period 95 min + 25 min Lunch 1:30	11:42 5 th Period 89 min + 25 min Lunch 1:36	11:55 5 th Period 56 min + 25 min Lunch 1:16
1:21 6 th Period 52 min 2:13	1:21 6 th Period 52 min 2:13				1:21 6 th Period 52 min 2:13
2:18 7 th Period 52 min 3:10	2:18 7 th Period 52 min 3:10	2:30 Teacher Plan 40 min 3:10	1:35 7 th Period 95 min 3:10	1:41 7 th Period 89 min 3:10	2:18 7 th Period 52 min 3:10

MISSION STATEMENT

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

VISION STATEMENT

1. *Student Growth and Development*

- Students will be committed to high levels of academic achievement in order to develop skills necessary to become independent, life-long learners.
- Students will grow in their awareness and preparation for careers.
- Students will participate in community service and increase their awareness of and participation in the democratic process.
- Students will give their best efforts to achieve high, yet attainable, goals, and accept personal responsibility for their actions.
- Students will be involved in academic and co-curricular pursuits that will contribute to personal growth and wellness.
- Effort and achievement will be encouraged, recognized and celebrated.

2. *Curriculum*

- Students will engage in comprehensive studies of college preparatory and vocational courses.
- Through active, relevant instruction, teachers will challenge and hold students to attain high standards of achievement.
- Students will attain mastery of essential knowledge and skills
- Staff will collaborate to develop integrated curriculum that raise expectations and hold students accountable for achievement.

3. *Learning community*

- Staff will model life-long learning by participation in effective staff development aimed at student and school improvement.
- There will be open and ongoing communication among all members of the Free State community.
- Free State staff and students will create and sustain effective partnerships with the Lawrence business and civic community.
- Parents will play an active role in the education of their children, monitor their children’s performance, and understand the importance of their children’s attainment of proficiency on all standards.

4. *Co- and Extracurricular Activities*

- Students will be involved in at least one co- or extracurricular activity.
- Staff members will be expected to moderate, coach, assist, or direct at least one co- or extracurricular activity.
- Students, parents, and staff will demonstrate school spirit by attendance at co- or extracurricular activities.

5. *Climate and Culture*

- All members of the learning community will be responsible for promoting a positive atmosphere through collaboration and communication.
- Staff, students, and parents will celebrate student and staff achievements.
- Staff and students will seek wellness physically, emotionally, and intellectually.
- All members of the community will treat each other with mutual respect, consideration and acceptance.

VALUES (COMMITMENTS)

As a professional learning community searching for means to improve learning for all, the Free State staff is committed to:

- Developing regularly scheduled time for professional development and collaboration.
- Developing a more flexible schedule so time is the variable for student and staff learning.
- Teaching students personal responsibility and social skills (soft skills) as part of classroom and school activities.
- Creating and implementing transition processes for students and staff as a part of a pyramid of preventions and interventions.
- Developing a series of privileges for students who act responsibly and are successful (They do the right thing.)
- Developing quality interactions so there are positive relationships and trust among staff and students.
- Acting on and articulating the clear and constant purpose of learning for all students.

NOTICE OF ACCESSIBILITY

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

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

NONDISCRIMINATION STATEMENT

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

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

The district is an equal opportunity employer. Persons desiring additional information about this policy or assistance to accommodate individual needs under Title VI, Title IX, Americans with Disabilities Act, or Section 504 should contact the Superintendent of Schools, 110 McDonald Drive, Lawrence, KS 66044, (785) 832-5000.

BOARD OF EDUCATION 2015-2016

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.

Kristie Adair
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Term Ends: 6.30.2019
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Dr. Rick Doll
Superintendent of Schools
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785-832-5000

ADMINISTRATION AND SUPPORT PERSONNEL

Building Leadership

Myron D. Graber, Principal	mgrab@usd497.org	x4471
Steve Heffernan, Associate Principal	sheffern@usd497.org	x2245
Lisa Boyd, Assistant Principal/Activities Director	lboyd@usd497.org	x1661
Mike Hill Assistant Principal/Athletic Director	mhill@usd497.org	x2277
Amy McAnarney, Assistant Principal	amcanarn@usd497.org	x2610

Financial Office

Michelle Thornton, Bookkeeper	x4641
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Front Office Staff

Lynette Lottinville, Receptionist	x2361
Donna Madl, Attendance Secretary	x2369

Guidance Counselors

Bryan Duncan (A-E)	x1908
Joel Frederick (F-K)	x1992
Tina Mitchell (L-R)	x2672
Ken Hile (S-Z)	x2274

Health Office

Paula Hatcher, School Nurse	x2234
Lisa March, School Nurse	

Librarian

Leslie Campbell	x1738
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Office Staff

Connie Kesinger, Admin. Asst. to the Principal	x2414
Deb Carpenter, Athletic Secretary	x1746
Julie Goulding, School Secretary	x2157

School Psychologist

Anita Nelson	x4403
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School Security

Ty Scheibler, School Resource Officer	x2264
Larry Lindsay, School Resource Officer	x2711
Chris Goulter, Security	
Brett Romme, Security	
Charles Thomas, Security	

Social Work Services

Meg Lyles, Prevention Specialist	x2782
Cindy Trarbach, Social Worker	x4655
Lorna Larson, Transition Coordinator	x2467
April Ramos, WRAP Social Worker	x1759
Jillian Fitzmorris, WRAP Social Worker	x4842

Student Services Staff

Teresa Arevalo, Registrar	x1445
Becky Browning, Counseling Secretary	x1690

ACADEMIC INFORMATION

Credits for Graduation-IHF

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

Credit Recovery

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

Zero Hour

Lawrence 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.

Grading Systems—IHA

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

Progress Reports

The cutoff dates for 2015-2016 are: **September 18, November 13, February 5, and April 15.** Reports are posted on Skyward Family Access. Parents who would like to have grade cards or progress reports mailed should contact Teresa Arevalo, FSHS Registrar at tarevalo@usd497.org or 330-1445.

Honor Roll

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

Top Ten Percent

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

Classification of Students

The number of credits earned (one for each class per semester) determines the classification of a student. Credit requirements are as follows:

Sophomore 5 credits

Junior 10 credits

Senior 16 credits

Early Graduation

Procedures for early graduation are as follows:

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

Senior Waiver Regarding Spring Finals

To be exempt from taking finals in May, a senior **MUST** have a no out-of-school suspensions and meet the following qualifications:

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

*All students taking class for AP or college credit are subject to teachers' course requirements regarding the final exam.

* Any school related absences are not counted toward absences listed above (i.e. band, choir, athletics, field trips, etc.)

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

The library is open from 6:30 am - 4:00 p.m.

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

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

Phoenix Awards

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

Criteria:

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

Guidelines for Exchange Students' Records

Please see your counselor for the most recent guidelines.

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.

Blended Learning

Many of our teachers are teacher courses though the Blended Learning model. Blended learning “blends” traditional teaching and learning methods with 21st century tools to promote hands-on, engaging, inquiry-based, multimedia learning opportunities.

CI3T

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

JAG Program

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

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

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

Guidance and counselor services available to students include:

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

Health Services and Immunizations

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

Prevention Specialist

The purpose of the prevention specialist is to support alcohol and drug-free lifestyles for students. The prevention specialist is committed to providing parents and the community with factual data, education and resources to reduce the incidence of underage drinking and related tragedies.

Security Officers

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

School Resource Officers

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

Social Work Services

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

College Financial Aid

Financial aid encompasses scholarships, loans, grants, work study, scholarship halls, and other forms of financial assistance. Lawrence Free State High School has organized financial aid and scholarship information into three distinct time frames.

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

Steps in Applying for Financial Aid

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

Local Scholarships

In February of each year, a list is published of local scholarships and the scholarship application is posted on the Free State High School Student Services website (fshs.usd497.org/StudentServices). Additionally, email notification is sent to all families and information is distributed to senior social studies classes. Seniors

are encouraged to apply to all scholarships for which they meet the criteria. The presentation of the local scholarships takes place in May at the Senior Recognition Ceremony.

Release of Student Records—JRB

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

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

Transcript Request

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

Testing Information

NOTE: Testing information is current as of May 2015. It is subject to change as we receive additional information. Please check with your counselor or the registrar in the Student Services Office.

COLLEGE ENTRANCE, PLACEMENT EXAMINATIONS and TESTING

The LFSHS code is 171691

ACT (American College Testing Program)

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

TEST DATES	REGISTRATION DEADLINES
September 12, 2015	August 7, 2015
October 24, 2015	September 18, 2015
December 12, 2015	November 6, 2015
February 6, 2016	January 8, 2016
April 9, 2016	March 9, 2016
June 11, 2016	May 6, 2016

*The October, December, April and June tests are given at LFSHS. Other tests are offered at LHS.

SAT I (Scholastic Aptitude Test)

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

SAT II

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

TEST DATES	REGISTRATION DEADLINES
October 3, 2015	September 2, 2015
November 7, 2015	October 1, 2015
December 5, 2015	November 6, 2015
January 23, 2016	December 25, 2015
May 7, 2016	April 8, 2016
June 4, 2016	May 6, 2016

Advanced Placement Program (AP)

Advanced Placement exams are administered in May by the College Board, but registration takes place from January to March 14. The fee will be \$87 per exam. Exams are available for 27 introductory-level college courses in 14 fields, ranging from general biology and calculus to studio art and music theory. Students generally prepare for AP exams by taking a specially-designed Advanced Placement course in their high school, although some students prepare through independent study or by taking several courses in their school's regular curriculum. Many colleges offer credit and/or advanced placement based on scores.

ASVAB: Armed Services Vocational Aptitude Battery

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

PSAT / NMSQT Information

The preliminary Scholastic Aptitude Test / National Merit Scholarship Qualifying Test (PSAT / NMSQT) will be given to interested students on Wednesday, October 14, 2015. Students can register for this test in the Guidance Office at LFSHS from September 3 to October 7. A registration fee is required. Fee waivers are available for students meeting income guidelines; see your counselor regarding this.

State Assessments

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

STUDENT ACTIVITIES

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

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

Attendance of Students Participating in Extracurricular Activities

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

Activity Tickets and Identification Cards

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

School Clubs and Organizations

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

Guidelines for Clubs and Organizations

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

Criteria for Creating a New Club

Clubs at Lawrence Free State High School exist to serve the needs of students, and you are encouraged to submit proposals for a new club. To be eligible for consideration as a club sponsored by Lawrence High School, a club must meet the following criteria:

- Evidence of sufficient student interest (8 or more students).
- Congruence with board policy JHC.
- Availability of an appropriate sponsor (a certified staff member at FREE STATE).
- No significant duplication of purpose, goals, activities of an existing school-sponsored club.

Procedure for Creating a New Club

If you believe the above criteria are met you should do the following:

- Meet with the activities director to ensure the criteria above are met.
- Meet with the sponsor and potential members of the club to draft a constitution.
- Present the constitution to the activities director for approval.
- Present the proposed new club to the Student Council for approval.
- Clubs may be dissolved at any time for lack of membership, lack of regular activities, or by administrative decision.

Guidelines for Student Conduct

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 Activities Director to insure that school rules are followed.

Student Council

The Lawrence Free State High School Student Council is the official student government body. It is unicameral in nature.

Elections for Student Council Officers, Sophomore, Junior, and Senior Class Officers take place in the spring for the following school year. Freshman representatives in the Student Council Leadership Class will be selected in the fall of the current school year.

The Student Council is the student's best voice in school affairs, but that voice can only be as strong as every student helps to make it.

School Elections

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

Rules for School Activities and Dances

Most school social functions are held at the LFSHS Campus. Should you desire to hold a function off the LFSHS Campus, you must submit your plans in writing to the Activities Director for prior approval.

Traditionally, all school dances are the function of the Student Council. School dances must be scheduled only on Friday or Saturday nights when school is in session. During vacation periods, dances may be scheduled anytime except on Sundays. Generally, all dances will conclude by 11 p.m.

School Rules for Dances

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

Co-Curricular Activities

A wide variety of co-curricular activities are available at LFSHS. Most require enrollment in a class. Because of the nature of these groups, there are some

personal costs that may be involved for such things as meals, lodging, and travel. A fund-raising program is provided to assist with any expenses. Enrollment in these groups will require student participation in activities, concerts and programs outside the regular school hours.

National Honor Society

The National Honor Society was founded in 1921 to create an organization to recognize and encourage academic achievement while also developing characteristics essential to citizens in a democracy - scholarship, character, service and leadership.

Juniors and seniors who have attended Lawrence Free State High School for at least one semester and have a 3.50 or higher cumulative grade point average (unweighted) may be considered for membership. NHS does not round up grades for selection or dismissal. A fall induction ceremony is held in early November.

An information packet is sent to each eligible student and must be returned by the designated date in order to be considered. The packet explains all the requirements for consideration. Eligible students must have **15 hours of documented community service**. One letter of recommendation from a teacher/activity sponsor/coach at Free State must be attached to the information form. In addition, all faculty members evaluate students in the areas of leadership and character.

The Faculty Council selects members from students submitting complete information forms who excel in scholarship, leadership, community service, and character. If students are invited to join, they must complete four tasks: paying \$10 dues, \$15 for the NHS graduation stole, clearing all financial obligations in the Finance Office, attending rehearsal, and attending the induction ceremony. Students who have been suspended or have been implicated in a documented case of academic dishonesty are not eligible for membership in the academic year they are disciplined.

Violation of school regulations will result in discipline, up to and including dismissal from the National Honor Society. Violations include, but are not limited to, not maintaining the 3.50 cumulative GPA, destruction of school property, cheating, truancy, and possession, selling, or being under the influence of drugs or alcohol at school or school-related activities.

Students who do not uphold the standards will be notified in writing and will have the right to a pre-dismissal hearing before the Faculty Council. Once a member has been dismissed from NHS, that student can never again be a member.

Once selected, the NHS member must complete one community service project per year as determined by the advisors. The community service requirement must be met before the member is allowed to wear the NHS stole at graduation.

Transportation for Activities

Go with the group; come home with the group. Parents may transport their own children to and from an event only if they have received prior approval from the activities director or her designee by filling out the Parent Request to Transport Student Form (www.usd497.org/Page/3983) in the activities office. District policy does not allow parents to transport children other than their own.

Field Trips

Advance requests for field trips including transportation and other resource needs shall be submitted by the teacher to the Activities Director. The notification form needs to be returned to the school with the parent's signature. The notification shall

include the nature of the trip, the curriculum connection, departure time, expected return time, name of sponsor(s), and mode of travel.

Music Activities

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

Student Conduct at School-Related Activities

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

STUDENT ATHLETICS

Athletic Director: Mike Hill, mhill@usd497.org, x2277

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

Cheerleaders and Pom Squads

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

Lawrence Free State High School Code of Conduct

Each coach and sponsor will distribute and explain the Code of Conduct as it relates to an activity. Copies of the policy are available from coaches, sponsors or the Athletic Director. Participants will be required to sign an agreement affirming that they have read and understood the policy.

Eligibility for Interscholastic Athletics/Activities

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

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

- Parent/guardian and student must sign the KSHSAA Concussion & Head Injury form.
- Parent/guardian and student must sign the tryout/participation form.

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

DIVISION I ACADEMIC ELIGIBILITY REQUIREMENTS

The NCAA Clearinghouse will be the agency to review and certify initial eligibility for students to participate in Division I and Division II athletic programs. Details regarding eligibility can be found on page 5 of the High School Course Description Book. **Please Note:** Not all courses at LFSHS meet the NCAA Clearinghouse requirements. Therefore, if you are planning to attend a Division I or Division II school and plan to participate in athletics, see your counselor for a complete listing of approved courses.

Transportation for Athletics

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

ATTENDANCE PROCEDURES AND POLICY

Rationale:

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

Excused Absence:

An excused absence is one that is supported by parent/guardian communication with the school. This communication must occur within two school days of the reported absence except when school is not in session. **Absences not excused within the allotted time period will remain unexcused.**

Unexcused Absence:

A reported absence that it is not excused in the time allotted shall be considered unexcused. A student who is beyond 30 minutes tardy to class shall also be considered unexcused.

The assistant principals shall determine the acceptability and validity of excuses presented by the parent or student and may request a note from a professional office to support the absence.

Consequences for Unexcused Absences:

For every unexcused absence to class a student shall attend 45 minutes of Extended Learning Time. A student shall have two school days from the assignment to meet this obligation. Parents will be notified by the office when students have an unexcused absence.

If a student is unexcused for more than two class periods in a day, the student will serve an in-school suspension.

Upon a third separate day of unexcused absence(s), whether one hour or a full day, the student will be referred to counseling services for attendance.

Tuancy:

Lawrence Public Schools Board Policy JBE states, “students who are absent without excuse for one or more class periods at the secondary level shall have that time counted as unexcused.” An unexcused absence can be counted towards the Kansas statute on truancy.

In accordance with Kansas statute, a student reported unexcused 3 consecutive school days, or 5 days within a semester, or 7 days within a school year shall be defined as truant. When truant, the student and his/her family shall be referred to the Department of Children and Families and face potential charges from the Douglas County District Attorney’s Office.

Making Up Class Work

All teachers shall supply makeup work assignments. It is the student’s responsibility to obtain makeup assignments following an excused or unexcused absence. For excused absences students will receive full credit when they follow the classroom guidelines. For unexcused absences students may receive credit following teacher guidelines.

All Day Absence

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

Partial Day Absence

Call the attendance office direct line, 330-2503 or 832-6050, Ext. 2503 (after hours 4:00 p.m. - 7 a.m.) Indicate date(s) and reasons for absence and times student will leave and return.

Students are required to check out of the attendance office or nurse’s office before leaving school. Failure to do so will result in an unexcused absence.

Check-Out

Students must check out with the attendance office before leaving school when classes are in session. An unexcused absence occurs when the attendance office is not contacted by a guardian before and when a student misses more than half of a class period without a pass. Parents may excuse their student only if prior arrangements are made with the Attendance Clerk or the student’s Assistant Principal.

Students who become ill during the day must check out with the school nurse or an administrator before leaving school. Failure to check out properly constitutes an unexcused absence. The student is to bring an appointment card or written excuse by the parent to the Health Office the day of the appointment in order to secure a pass to leave school. Appointments are verified when necessary.

Extended Absences

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

College Visits

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

Absences for Non-Emergency Medical and Dental Appointments

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

Release of a Student during the School Day – JBH

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

Tardy Policy and Procedure

Rationale: Because faculty and staff believe timeliness is an important life-skill and leads to improved classroom performance, a school-wide tardy policy exists.

Excused Tardy Prior to the Start of the School Day

An excused tardy is one that is supported by parent/guardian communication with the school. This communication must occur within two school days of the reported tardy. **Tardies not excused within the allotted time period will remain unexcused.**

Reasons for Referral: A teacher **MUST** refer a student to the detention room for violations of the school tardy policy. A tardy exists when a student is not in class when the bell rings. The procedures for dealing with tardies are as follows:

Tardy #1:	Warning from the teacher to the student.
Tardy #2:	15 minute detention to be completed in the detention room within two school days after the detention is assigned. Teachers shall notify parents.
Tardy #3,4,5:	Automatic 45-minute detention to be completed within two school days after the detention is assigned. Teachers shall notify parents.
Tardy #6+	45 Minute detention and further disciplinary action as determined by administrator in conjunction with parent contact by the administrator.

GENERAL INFORMATION

Auto Parking

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

Cars improperly parked will be ticketed or towed.

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

Bell Schedule

Lawrence Free State High School follows a 7-period schedule on Mondays, Tuesdays, and Fridays in which classes are approximately 52 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 95 minutes in length. Zero hour meets at 7 am on Mondays, Tuesdays, Thursdays, and Fridays; zero hour classes are 60 minutes in length. A bell schedule can be found on page 4 of this handbook.

Bullying by Staff – GAEE

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

Care of Personal Property

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

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

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

Children’s Internet Protection Act – IIBGA

The district shall implement and enforce an internet safety plan meeting the requirements of both the federal and the Kansas Children’s Internet Protection Acts (CIPA). The superintendent shall develop a plan to implement the Children’s Internet Protection Acts. Such plan shall include technology protection measures and such other measures as deemed appropriate to address the following issues:

- Access by minors to inappropriate matter on the Internet and World Wide Web,
- The safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications,
- Unauthorized access, including so-called “hacking,” and other unlawful activities by minors online;
- Unauthorized disclosure, use, and dissemination of personal information regarding minors; and
- Measures designed to restrict minors' access to materials that may be harmful to them.

For the purposes of this policy, "minor" shall be defined to mean any student who is under 18 years of age. The board charges the superintendent to develop the CIPA implementing plan so that all of the protections provided by this policy and the corresponding plan may be afforded to all district students, regardless of their age. If the district is providing public access to any computer, the CIPA plan shall also implement and enforce technology protection measures to ensure no minor has access to visual depictions that are child pornography, harmful to minors, or obscene. This plan shall be on file with the board clerk and in each school office with Internet access, and copies shall be made available upon request. The superintendent shall ensure compliance with CIPA by completing Federal Communication Commission forms as required.

Computer Use – IIBG

Computer systems are for educational and professional use. Internet services are provided for educational purposes. The term "educational purposes" includes use of the system for classroom activities and research. Students shall have no expectation of privacy when using district e-mail or computer systems. All information created or accessed by students may be subject to monitoring without notice by district administrators and/or school staff when appropriate. The district retains the right to duplicate any information created by students in a computer system or on any hard drive. When using the system, students are expected to follow the guidelines approved by teachers and/or the administration. Students will be informed annually of the district’s acceptable use policy. Students must use appropriate language in all messages. The district retains the right to impose on any student disciplinary measures that may include expulsion. The district shall implement and enforce an internet safety plan meeting the requirements of both the federal and the Kansas Children’s Internet Protection Acts (CIPA). The superintendent shall develop a plan to implement the Children’s Internet Protection

Acts. Such plan shall include technology protection measures and such other measures as deemed appropriate to address the following issues:

- Access by minors to inappropriate matter on the Internet and World Wide Web,
- The safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications,
- Unauthorized access, including so-called "hacking," and other unlawful activities by minors online;
- Unauthorized disclosure, use, and dissemination of personal information regarding minors; and
- Measures designed to restrict minors' access to materials that may be harmful to them.

For the purposes of this policy, "minor" shall be defined to mean any student who is under 18 years of age. The board charges the superintendent to develop the CIPA implementing plan so that all of the protections provided by this policy and the corresponding plan may be afforded to all district students, regardless of their age. If the district is providing public access to any computer, the CIPA plan shall also implement and enforce technology protection measures to ensure no minor has access to visual depictions that are child pornography, harmful to minors, or obscene. This plan shall be on file with the board clerk and in each school office with Internet access, and copies shall be made available upon request. The superintendent shall ensure compliance with CIPA by completing Federal Communication Commission forms as required.

Discrimination and Harassment – 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.

The Superintendent of Schools (110 McDonald Dr, Lawrence, KS 66044, 785-832-5000) has been designated District Compliance Coordinator to coordinate compliance with non-discrimination requirements contained in Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and The Americans with Disabilities Act of 1990 and the Kansas Act Against Discrimination.

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 nondistrict 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. Any student who believes he or she has been subject to discrimination or harassment, or who has witnessed an act of alleged discrimination or harassment, should report the alleged behavior to the District Compliance Coordinator. Any school employee who receives a complaint of discrimination or harassment from a student shall inform the school Principal and the District Compliance Coordinator and direct the student to report the complaint to the District Compliance Coordinator or the principal shall provide the appropriate form. The District Compliance Coordinator or his/her designee will promptly investigate all complaints of discrimination and harassment and take prompt corrective action to end the discrimination or harassment.

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes discrimination or harassment under the definition outlined above. Unacceptable student conduct may or may not constitute discrimination or harassment depending on the nature of the conduct and its severity, pervasiveness and persistence. Behaviors that are unacceptable but do not constitute discrimination or harassment may be grounds for discipline under the Policy JGECA and any code of student conduct. False or malicious complaints of discrimination or harassment may result in corrective or disciplinary action against the complainant.

Harassment – GAAC

The district is committed to maintaining a working and learning environment free from discriminatory harassment.

Harassment against any individual on the basis of race, color, religion, sex, age, national origin, sexual orientation, gender identity, or disability, in the admission or access to, or treatment or employment in the district's programs and activities is prohibited by federal statutes and district policy. Disability harassment is unlawful discrimination on the basis of disability under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. All forms of racial and disability harassment are prohibited at school, on school property, and at all school-sponsored activities, programs, or events. Racial or disability harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

District Compliance Coordinator, 110 McDonald Dr., Lawrence, KS 66044-1063, 785-832-5000 has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and The Americans with Disabilities Act of 1990.

Any employee who engages in discriminatory harassing conduct shall be subject to disciplinary action, up to and including termination. False or malicious complaints of discriminatory harassment may result in corrective or disciplinary action against the complainant.

Harassment

Harassment on the basis of race, color, religion, sex, age, national origin, disability, sexual orientation or gender identity shall not be tolerated in the school district. The Board of Education is committed to providing a positive and productive learning and working environment, free from discrimination, including harassment, on the basis of race, color, religion, sex, age, national origin, disability, sexual orientation or gender identity. Harassment of employees of the district by board members, administrators, certified or other employees, students, vendors, volunteers and any others having business with the school district is strictly prohibited.

All forms of discriminatory harassment are prohibited at district facilities, district premises and non-district property if at any district sponsored, district approved or district related activity, programs or events, or where the employee is engaged in district business whether or not the harassment occurs on district property.

It shall further be a violation for any employee to discourage an employee from filing a complaint, or to fail when directed to investigate or to refer to the District Compliance Coordinator, any complaint lodged under the provisions of this policy. Harassment is conduct which:

- affords an employee 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 employee to participate in or benefit from the services, activities or programs of the district; and
- is sufficiently severe, pervasive or persistent so as to have the purpose or effect of creating a hostile environment; or
- is sufficiently severe, pervasive or persistent so as to have the purpose or effect of interfering with an employee's work performance or employment opportunities.

Harassment may result from verbal or physical conduct or written graphic material.

Sexual Harassment

Sexual harassment shall not be tolerated in the school district. The Board of Education is committed to providing a positive and productive working environment, free from discrimination on the basis of sex, including sexual harassment.

Sexual harassment is unlawful discrimination on the basis of sex under Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination.

All forms of sexual harassment are prohibited at school, on school property, and at all school-sponsored activities, programs, events, or when an employee is engaged in district business whether or not the harassment occurs on school property.

Sexual harassment of employees of the district by board members, administrators, certified or other employees, students, vendors, volunteers and any others having business with the school district is strictly prohibited.

It shall also be a violation for any employee or student to discourage an employee from filing a complaint, or for any employee to fail to refer for investigation, any complaint lodged under the provisions of this policy.

Sexual harassment may result from verbal or physical conduct or written or graphic material. Sexual harassment may include, but is not limited to:

- verbal harassment or abuse;
- unwelcome advances or pressure for sexual activity;
- the request for sexual favors;

- repeated remarks to a person, with sexual or demeaning implication;
- unwelcome touching;
- suggesting or demanding sexual involvement;
- implied or explicit threats concerning an employee's job status or performance;
- other inappropriate oral, written or physical conduct of a sexual nature.

Sexual harassment occurs when these acts are committed by an employee to a student, or to another employee when:

- submission to or rejection of such conduct explicitly or implicitly has the effect of interfering with a student's performance or ability to participate in or benefit from the services, activities, or programs of school; or
- submission to or rejection of such conduct by an individual is made explicitly or implicitly a term or condition of the individual's employment or used as the basis for other employment decisions affecting that individual; or
- such conduct has the purpose or effect of interfering with an individual's academic or job performance or creating an intimidating, hostile or offensive academic or working environment.

Reporting of Harassment

The district encourages all victims of harassment and persons with knowledge of such harassment to report the harassment immediately to the District Compliance Coordinator. Complaints against the Superintendent should be addressed to the Board of Education. (See JGEC)

Complaints of discriminatory harassment will be resolved using the district's discrimination complaint procedures. (See KN) Any employee who engages in discriminatory harassing conduct shall be subject to disciplinary action, up to and including termination. False or malicious complaints of discriminatory harassment may result in corrective or disciplinary action against the complainant.

The District Compliance Coordinator or his/her designee will promptly investigate all complaints of harassment and take prompt corrective action to end the harassment.

Any employee who believes he or she has been subject to harassment should report the alleged harassment to the District Compliance Coordinator. The District Compliance Coordinator or his/her designee shall discuss the complaint with the employee to determine the appropriate action. If the action is not satisfactory to the employee, the employee may initiate a formal complaint under the district's discrimination complaint procedure (see KN).

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes harassment under the definition outlined above. Unacceptable employee conduct may or may not constitute harassment, depending on the nature of the conduct and its severity, pervasiveness and persistence. Behaviors that are unacceptable but do not constitute harassment may be grounds for discipline. Any employee who engages in discriminating conduct shall be subject to disciplinary action, up to and including termination.

Any employee who witnesses an act of harassment shall report the incident to the District Compliance Coordinator. Employees who fail to report complaints or incidents of harassment to the District Compliance Coordinator may face disciplinary action. Administrators who fail to take appropriate corrective action in response to complaints of harassment may also face disciplinary action.

When a complaint contains evidence of criminal activity or child abuse, the District Compliance Coordinator shall report such conduct to the appropriate law enforcement or DCF authorities. (See GAAD)

To the extent reasonably possible confidentiality will be maintained throughout the investigation of a complaint. The desire for confidentiality must be balanced with the district's obligation to conduct a thorough investigation and to take appropriate corrective action.

The filing of a complaint or otherwise reporting discrimination or harassment shall not reflect upon the employee's status. Any act of retaliation against any person who has filed a complaint or testified, assisted, or participated in an investigation of a discrimination or harassment complaint is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to and including expulsion for a student or termination of employment for an employee.

False or malicious complaints of discrimination or harassment may result in corrective or disciplinary action against the complainant.

A copy of this policy shall be available at each district facility, and a summary of this policy shall be included in employee handbooks.

Emergency Drills – EBBC

Principals shall be responsible for scheduling and conducting emergency drills as required by law and for ensuring students are instructed in the procedures to follow during the emergency drill and in an actual emergency. Emergency drills will be held at different times during the day throughout the school year. When the alarm sounds, students should proceed in an organized manner to the nearest exit as quickly as possible using designated evacuation routes.

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.

Food Service Department Information 2015-2016 – JGH

The Food Services Department uses a computerized meal cashier program. Record keeping of money paid and meals eaten by your child are recorded in a computerized database in the school kitchen. Students are able to enter their student ID number or have an ID card that is scanned as each student purchases a meal or an item from the cafeteria.

The lunch accounting system is a debit system, which means that you deposit money into an account and as the student eats, the meal charge is deducted from the account balance. It is expected that all balances will be kept positive.

The food services department cannot extend credit to families for purchase of meals or a la carte items. If your account is negative, no purchases are allowed, you must send cash to purchase a meal or send a sack lunch. We are NOT responsible for any cash sent to school with children. Please pay by check or money order with reference to your student name, ID number, and school. PLEASE NOTE - We cannot be responsible for postdated checks. You may also make debit/ credit card payments online via the third party website known as MySchoolBucks.com. Your first payment for meals needs to be made prior to the first day that meals are served so that there is money in your student's account. Please DO NOT combine lunch money payment with other school type payments (i.e. enrollment fees/fines/cash/etc.) Meal payment envelopes are available in the cafeteria and most school offices.

Free and Reduced Lunches

Families in need **must** fill out an application for free/reduced meal benefits every new school year. Only 1 application per family is required. New applications for 2015-16 will be available to download and print on your own printer from the school district website mid-July. Printed applications will be available at the school district Welcome Center mid-July and will also be included in school handbooks and back to school newsletters. You can also obtain an application at individual school buildings when they reopen for the school year.

The food services department has 10 days to process applications from the time they are received in the food services office. **Families are responsible for any lunch charges incurred until their application is approved.** Until you receive letter notification of your approval, please deposit money to your child's account to cover charges for any meals eaten.

A La Carte Purchases

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

Online Debit/Credit Card Payments

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

Low Balance Reminders

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

End of Year Balances

At the end of the school year, no refunds will be made on the account unless you are leaving the district. The balance in your account will be forwarded to the next school year even if your child is attending a different school. If you have a student graduating high school, any balance remaining will be transferred to a younger

sibling(s). If this is your last child graduating from the district, you may request a reimbursement form from the cashier for a refund check from the district.

Returned Checks

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

Competitive Food Rules

Competitive food is any food or beverage service available to students that is separate and apart from the districts nonprofit federally reimbursed food service program. The school board has adopted the following policy.

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

Questions?

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

Additional Charges for Secondary Students

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

GAAF EMERGENCY SAFETY INTERVENTIONS

The board of education is committed to limiting the use of Emergency Safety Interventions ("ESI"), such as seclusion and restraint, with all students. The board of education encourages all employees to utilize other behavioral management tools, including prevention techniques, de-escalation techniques, and positive behavioral intervention strategies.

This policy shall be made available on the district website with links to the policy available on any individual school pages. In addition, this policy shall be included in at least one of the following: each school's code of conduct, school safety plan, or student handbook.

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

“Emergency Safety Intervention” is the use of seclusion or physical restraint when a student presents an immediate danger to self or others. Violent action that is destructive of property may necessitate the use of an emergency safety intervention.

“Seclusion” requires all three of the following conditions to be met: (1) the student is placed in an enclosed area by school personnel; (2) the student is purposefully isolated from adults and peers; and (3) the student is prevented from leaving, or reasonably believes that the student will be prevented from leaving, the enclosed area.

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

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

“Physical Restraint” means bodily force used to substantially limit a student's movement.

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

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

Prohibited Types of Restraint

All staff members are prohibited from engaging in the following actions with all students:

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

Training

All staff members shall be trained regarding the use of positive behavioral intervention strategies, de-escalation techniques, and prevention techniques. Such training shall be consistent with nationally recognized training programs on the use of emergency safety interventions. The intensity of the training provided will depend upon the employee's position. Administrators, licensed staff members,

and other staff deemed most likely to need to restrain a student will be provided more intense training than classified staff who do not work directly with students in the classroom. District and building administration shall make the determination of the intensity of training required by each position. Each school building shall maintain documentation regarding the training that was provided and a list of participants.

Documentation

The principal or designee shall provide written notification to the student's parents any time that ESI is used with a student. Such notification must be provided within two (2) school days.

In addition, each building shall maintain documentation any time ESI is used with a student. Such documentation must include all of the following:

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

All such documentation shall be provided to the building principal, who shall be responsible for providing copies of such documentation to the superintendent on at least a biannual basis. At least once per school year, each building principal or designee shall review the documentation of ESI incidents with appropriate staff members to consider the appropriateness of the use of ESI in those instances.

Reporting Data

District administration shall report ESI data to the state department of education as required.

Local Dispute Resolution Process

The board of education encourages parents to attempt to resolve issues relating to the use of ESI informally with the building principal and/or the superintendent before filing a formal complaint with the board. In the event that the complaint is resolved informally, the administrator must provide a written report of the informal resolution to the superintendent and the parents and retain a copy of the report at the school. The superintendent will share the informal resolution with the board of education and provide a copy to the state department of education.

If the issues are not resolved informally with the building principal and/or the superintendent, the parents may submit a formal written complaint to the board of education by providing a copy of the complaint to the clerk of the board and the superintendent.

Upon receipt of a formal written complaint, the board president shall assign an investigator to review the complaint and report findings to the board as a whole. Such investigator may be a board member, a school administrator selected by the board, or a board attorney. Such investigator shall be informed of the obligation to maintain confidentiality of student records and shall report the findings and recommended action to the board in executive session.

Any such investigation must be completed within thirty (30) days of receipt of the formal written complaint by the board clerk and superintendent. On or before the 30th day after receipt of the written complaint, the board shall adopt a report containing written findings of fact and, if necessary, appropriate corrective action. A copy of the report adopted by the board shall be provided to the parents, the school, and the state board of education.

Graduation Exercises

Commencement exercises are held in May. Every graduating senior participating in commencement must pay the graduation fee of \$40 which includes expenses related to caps, gowns and diplomas. Only those seniors who graduated at first semester of their senior year or who are enrolled in school the final semester of their graduating year will be eligible to participate in the commencement exercises unless specific arrangements are made with the school administration. **In order to participate in commencement ceremonies, a student must not be deficient by more than one credit (2 classes) at the conclusion of the 7th semester in meeting the graduation requirements.**

Hazing and Bullying – 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. The administration shall propose, and the board shall review and approve, a plan to address bullying on school property, in a school vehicle or at a school-sponsored activity or event. The plan shall include provisions for the training and education of staff members and students and shall include appropriate community involvement as approved by the board.

- **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. This includes, but is not limited to:
 - forced consumption of any drink, alcoholic beverage, drug or controlled substance,
 - forced exposure to the elements,
 - forced prolonged exclusion from social contact,
 - forced sleep deprivation,
 - assignment of pranks or other activities intended to degrade or humiliate.

Bullying

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

- physically harming a student or damaging a student’s property;
- threatening or knowingly placing a student in reasonable fear of physical harm to the student or damage to the student’s property or causing substantial inconvenience;
- taunting, teasing or intimidation that is so severe, persistent or pervasive that it creates an intimidating or threatening educational environment or it substantially disrupts the orderly operations of the district.

Cyberbullying

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

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. The district will investigate all complaints of such prohibited conduct and take corrective action to end the conduct. Any student or employee who believes that he or she has been subjected to prohibited conduct as above described may file a formal written complaint or informal oral complaint with the building principal. Any school employee who receives from a student a complaint of prohibited conduct as above described shall inform the building principal and provide the student the necessary information regarding both formal and informal complaint procedures to report the conduct to the District Compliance Coordinator, or to the building principal, and provide the applicable forms. It shall also be a violation of this policy for any student, employee, or third party to discourage a student or an employee from filing a complaint either formally or informally, or for any employee to fail to refer for investigation any complaint lodged under the provisions of this policy.

Filing a Formal Written Complaint

Any student who files a formal written complaint of hazing or bullying shall have the matter resolved under the district's Policy KNA complaint procedures. Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes prohibited conduct as above described. Unacceptable student conduct may or may not constitute prohibited conduct as above described, depending on the nature of the conduct and its severity, pervasiveness and persistence. Behaviors that are unacceptable but do not constitute prohibited conduct as above described may provide grounds for discipline under any applicable code of student conduct, regulation or policy.

It shall also be a violation of this policy for any student, employee, or third party to discourage a student or an employee from filing a complaint either formally or informally, or for any employee to fail to refer for investigation any complaint lodged under the provisions of this policy.

An employee who witnesses an act of prohibited conduct against a student shall report the incident to the principal of the building in which the student is enrolled. Employees who fail to report complaints or incidents of prohibited conduct against students to the building principal may face disciplinary action. School administrators who, when requested, fail to investigate and take appropriate corrective action in response to complaints of prohibited conduct may also face disciplinary action.

When any complaint contains evidence of criminal activity or child abuse, the building principal shall report the conduct to the District Compliance Coordinator and the District Compliance Coordinator shall report such conduct to the appropriate law enforcement or DCF authorities. (see GAAD).

To the extent reasonably possible, confidentiality will be maintained throughout the investigation of a complaint. The desire for confidentiality must be balanced with the district's obligation to conduct a thorough investigation, to take appropriate corrective action, to provide due process to the accused, and defend against claims.

The filing of a complaint or otherwise reporting prohibited conduct shall not reflect upon the individual's status or grades. Any act of retaliation against any person who has filed a formal or informal complaint, or testified, assisted, or participated in an investigation of a prohibited conduct complaint is prohibited. Any person who retaliates will be subject to disciplinary action, up to and including expulsion for a student, termination of employment for an employee, exclusion from all district property or programs, or exclusion from doing business with the district. False or malicious complaints of prohibited conduct, or a series of totally unfounded complaints, may result in corrective or disciplinary action against the complainant.

A summary of this policy and related materials shall be available in each district facility. The policy shall also be published in student and employee handbooks as directed by the District Compliance Coordinator.

Notification of the policy shall be included in the school newsletter or published in the local newspaper annually.

Lost and Found

If any object is found around the school, the student finding it should turn it in to the Main Office. In turn, if you lose anything, look in the Main Office.

Visitors to the Schools – KM

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

PARKING AND TRANSPORTATION

Student Vehicles – JGFF

All students who drive must register their vehicle with their school's main office. Parking permits are required at both high schools. Each secondary school has its own set of regulations with regard to student driving and parking rules, and permit

fees and fines. Please consult your secondary school student planner to ensure you are in compliance. All district traffic rules and regulations, both written and posted, must be adhered to by student drivers on district property. Failure to observe district rules may result in disciplinary action.

School Closing Announcements (from Evacuations and Emergencies—EBBD)

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

Student Privacy Policy – IDEA

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

Tuancy – JBE

Tuancy 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 Department for Children and Families, if the student is under 13, or the county attorney, if the student is over 13. In some circumstances, students 16 or 17 years of age may be exempted from compulsory attendance regulations; however, before considering a waiver, the student will be reported to DCF for consideration as a child in need of care.

DISCIPLINE PROCEDURES AND POLICY

SAFE SCHOOL HELPLINE – (877) 626-8203
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Enrollment in Lawrence Free State High School carries with it the presumption that the student will conduct himself/herself as a responsible member of the school community, 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. 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 – JCABBC

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

Bus Riders: Safety and Behavior Code

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

Regulations for Students

- Follow the directions of the bus driver the first time they are given.
- At no time will a student put hands, head or other parts of their body out the window.
- Illegal substances and/or weapons are prohibited on the bus. Do not eat, chew or drink anything on the bus. The use of any tobacco products is prohibited. Items creating potentially unsafe situations are

prohibited (i.e., skateboards, glass containers, flower pots, fishing poles and equipment, etc.).

- Students who are involved in any horseplay, unruly behavior, cursing, obscene gestures or loud talking will be subject to disciplinary action.
- Students must remain seated and facing the front of the bus until the bus reaches a complete stop.
- Be at the bus stop five minutes prior to scheduled bus arrival times. The bus can run five minutes either side of arrival times. Avoid running to catch the bus as you may slip and fall under the vehicle.
- While waiting for the bus, stay clear of the roadway to avoid being hit by passing cars.
- Wait for the bus to stop before trying to board. If you must cross a road, wait for the driver to motion for you to cross. Always cross at least ten feet in front of the bus.
- Please use the handrails when getting on or off the bus. Be extra careful when weather is wet or icy, as the steps can be very slippery.
- State regulations prohibit the transportation of any animals or insects on the bus.
- All books and articles brought on the bus must be held in the lap. This included musical instruments and sports equipment, etc. No objects will be permitted to block the emergency door or aisle or be placed around the driver's area. Oversized objects which require seating space will be permitted on the bus only by special permission.
- Students will not be permitted to get off the bus at a place other than their regular stop unless written permission is obtained through the building administrator or his/her designee and authorized by a parent or guardian.
- Seats may be assigned to students. This is not necessarily a disciplinary action.
- Do not throw anything in or out of the bus, and be sure to keep your area clean.
- Treat bus equipment with respect. Any damage may result in suspension of riding privileges until restitution has been made. Restitution may be monetary and/or other disciplinary measures determined by the principal.
- Absolute quiet at all railroad crossings is required. Your driver stops at crossings to listen for oncoming trains and your talking could drown out all warning signals.
- Electronic equipment may be played on the bus only when the student uses headphones. Cell phones should be turned off.
- Remember, the driver is there to ensure student safety. This is a serious responsibility. Please treat him or her with respect.
- All students must carry a bus pass. Temporary bus passes will be provided by the school no more than two times per semester.

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 with teacher permission.

Cell Phones and Electronic Equipment

Cell phones and other electronic equipment may be used in the commons before school begins and after school ends as well as during the lunch period.

These devices must be kept out of sight and turned off during the instructional program to avoid distraction and disruption of the learning environment. Unauthorized, disruptive use of such devices will result in the following:

First violation: A teacher/security guard will take the student's device to the appropriate assistant principal. The student will pick up the device from the assistant principal after school.

Second violation: A teacher/security guard will take the student's device to the appropriate assistant principal. The student's parent/guardian must pick up the device from the appropriate assistant principal.

Third violation: A teacher/security guard will take the student's device to the appropriate assistant principal. The student's parent/guardian must pick up the device from the appropriate assistant principal. The student will serve one day of in-school suspension.

District Acceptable Use Policy – IIBG/IIBGA

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

Expectations for All Students

Students will:

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

Students will not:

- Share passwords or provide personal information to non-approved online sources.
- Have any expectation of privacy when using any mobile device (district owned or personal) at school or a school related function or with respect to e-mail, files or directories.
- Use technology to harass others according to Board Policy JGECA.
- Download, store, distribute, or share any software or digital file (such as movies, music, or text) in violation of copyright laws.
- Intentionally access material through, or with, technology that would not be allowed for educational purposes in your school if presented in other media.

- Intentionally damage, disable, or hinder the performance (or attempt any of the previous) of any district technology system device, software, or network (inside or outside of the district).
- Access or attempt to access any system, file, directory, user account, or network to which you have not been granted access.
- Use technology in a manner that would hinder the learning environment for you or any other student.
- Install or attempt to install any software on a district owned technology device.

Additional Expectation for Students with Personally Assigned Computing Devices Students will:

- Regularly save any information stored on a computing device to your assigned personal network storage directory.
- Expect any device to be regularly inspected for inappropriate material, which might include unlicensed software or inappropriate content and software. Any inappropriate content or unlicensed software will be removed.

Student Use of Personal Mobile Devices at School or School-Related Activities

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

Consequences for AUP Violations

- Suspension from use of district technology.
- Suspension or expulsion from school.
- The district may notify law enforcement agencies.
- Any consequence outlined in your school handbook.

Dress Code

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

- Caps, hats, sweatbands, or full head coverings are not to be worn in the building from 7:00 AM until school ends (2:30 or 3:10 pm) unless the attire is in keeping with a religious practice or is allowed in the classroom by a teacher due to the nature of the class (shop classes). Parents must request in writing for this guideline to be waived on religious grounds.
- Clothing with references to alcohol, drugs, or gangs is prohibited.
- Clothing with offensive language or symbols is prohibited.
- Clothing which promotes or conveys hate messages is prohibited.
- Clothing that may endanger the student or others, including long visible chains and spikes, is prohibited.
- Clothing that is distracting so that it interferes with the teaching and learning process such as, but not limited to: visible cleavage, see-through garments, visible undergarments (possibly due to sagging pants or extremely short garments), and excessively short skirts or shorts is prohibited.
- A coach, director, or sponsor may extend guidelines that meet or exceed the above.

Drug Free Schools – JDDA

The unlawful manufacturing, sale, distribution, dispensing, possession or use of alcoholic beverages, illegal drugs, or controlled substances by students on school premises or at any school activity is prohibited. Further, presence on school premises or at any school activity by students who have consumed alcoholic beverages or illegal drugs at any other place and which are detected while on school premises or at any school activity is prohibited use. Any student violating the terms of this policy shall be reported to the appropriate law enforcement officials and shall be subject to any one or more of the sanctions set forth in board policy. Students who are suspended or recommended for expulsion will be afforded the due process rights contained in board policies and Kansas statutes, K.S.A. 72-8901, et seq. Nothing in this policy is intended to diminish the ability of the district to take other disciplinary action against the student in accordance with other policies governing student discipline.

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

1. First Offense: Three 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 .

Fighting

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

Hall Passes

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

Lunch Period Regulations

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

Possession of Firecrackers or Explosives

Students who are in possession of or who set off any type of explosive will be automatically suspended from school and referred to local law enforcement authorities.

Prohibited Activity – JHCAA

Activities that threaten the safety or well-being of persons or property on district property or at school activities, or which disrupt the school environment are prohibited. Disciplinary action will also be taken against any student wearing, carrying, or displaying gang clothing and paraphernalia, or exhibiting behavior or gestures which symbolize gang membership, or causing and/or participating in gang-related activities on district property or at school activities.

Public Displays of Affection (PDA)

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

Searches of Lockers and Property – 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 in order to preserve the security and safety of staff and students.

Searches of Property by Law Enforcement

If a law enforcement officer desiring to search a student's locker or property has a search warrant, administration shall permit the search, which shall be made in the presence of an administrator. Prohibited items found during the search could remain in the custody of either the administrator or the law enforcement officer.

Searches of Students – JCABB

Administration is authorized to search students if there is reasonable suspicion that district policies, rules or directives are being violated. The student shall be told why a search is being conducted. The student shall be requested to empty items such as, but not limited to, pockets, purses, shoulder bags, book bags and briefcases. The administrator may contact law enforcement. Items which the administrator believes may be connected with illegal activity shall remain in the custody of the administrator unless the items are turned over to law enforcement officials. If the student refuses to cooperate, the administrator may take disciplinary action and/or seek assistance from law enforcement. The administrator shall remain with the student and be present during any search of the student made by law enforcement officials on school property. If the administrator believes a student is in possession of an object, which can jeopardize the health, welfare, or safety of the student or others, the student shall be removed to a safe location. This determination may be based on any information received by the administrator or any member of the faculty or staff.

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 and/or 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.

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 for the convenience and use of the students and visitors in the school.

Threats

Any student who verbally threatens a LFSHS staff member or his /her property shall be suspended from school for one to three days. A parent/guardian conference will be necessary prior to readmittance to classes.

Any student who physically attacks a LFSHS staff member will be suspended and subject to an expulsion from school.

Tobacco Use – 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.

Vandalism and Property Damage – EBCA

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

Weapons – JCDBB

A student shall not possess a weapon at school, on school property or at a school supervised event. A weapon is defined as any object which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any object described in the preceding example; any firearm muffler or firearm silencer; any explosive, incendiary or poison gas (e.g., bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than 1/4 ounce, mine or similar device); any object which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than 1/2 inch in diameter; any combination of parts either designed or intended for use in converting any device into a destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled; any bludgeon, sand club, metal knuckles or throwing star; any knife, commonly referred to as a switchblade, which

has a blade that opens automatically by hand pressure applied to a button, spring or other device in the handle of the knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward or centrifugal thrust or movement; or any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun. Possession of a weapon shall result in expulsion from school for a period of not less than one calendar year, except that the superintendent may recommend this expulsion requirement be modified on a case-by-case basis. A student determined to be in possession of a weapon at school, on school property or at a school supervised activity shall be reported to the appropriate law enforcement agency(ies), and if a juvenile, to the Secretary of DCF or the Commissioner of Juvenile Justice.

Other Dangerous Objects – JCDBBC

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

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

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

GENERAL DISCIPLINE GUIDELINES

Detention Rules and Guidelines

Detention periods may be assigned by administrators and teachers. *Make-up Opportunities:* Detentions are to be made-up within two school days of the assignment, unless for absences. Detentions for tardies shall be made-up in the detention room.

Credit for Make-up:

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

- Be on time.
- Serve the entire amount of time assigned.
- Adhere to all rules and requests.
- No use of electronic devices.

In-School Suspension (ISS)

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

- Only an administrator may assign a student to the in-school suspension room.
- Students are expected to arrive promptly at the start of the day and will be dismissed at the end of the day. Students will eat lunch under the supervision of the ISS supervisor.

- Absence due to illness will not relieve students from fulfilling required time.
- Failure to comply with all rules of in-school suspension will result in additional disciplinary action.
- Students will return to good standing at the end of the school day of the last day of ISS.

Out of School Suspension (OSS)

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

Long-term Suspension/Expulsion

A student receiving an expulsion is entitled to a hearing. See board policy JDD for more details.

Suspension Alternative Program (SAP)

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

Suspension and Expulsion Procedures – JDD

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

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

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

- Willful violation of any published, adopted student conduct rule;
- Conduct which substantially disrupts, impedes, or interferes with school operation;
- Conduct which endangers the safety or substantially impinges on or invades the rights of others;

- Conduct which could be considered a commission of a misdemeanor or a felony;
- Disobedience of an order of a school authority if the disobedience results in disorder, disruption or interference with school operation; and
- Possession of a weapon at school, on school property or at a school-sponsored event.

DISCIPLINE AND REGULATIONS

Free State has a tiered discipline system based on leveled offenses and consequences. The tables below list the levels of offenses and the accompanying consequences.

DISCIPLINARY ACTION CHART

Level I offenses: These are offenses that generally interrupt the classroom environment and can be handled by a teacher, other staff member, or referred to the office.

OFFENSE	TEACHER ACTION			ADMIN. ACTION	
	Min.	Max.	Mandatory	Min.	Max.
Cheating/Plagiarism	A	I	B/H	M	S
Creating a disturbance	A	H		M	S
Inappropriate attire	A	H		M	S
Inappropriate language	A	H		M	S
Inappropriate use of electronic equipment	A	H		M	S
Inappropriate use of hall pass	A	H		M	S
Providing false information	A	H		M	S
Tardy	A	CDE	B	M	R
Unauthorized use/distribution of resources	A	H		M	S

Level II offenses: These are offenses of published regulations that are generally handled by administration.

OFFENSE	FIRST OFFENSE			MULTIPLE OFFENSES	
	Min.	Max.	Mandatory	Min.	Max.
Attendance	Per school policy			Per school policy	
Failure to comply with ISS rules	M	S		R	S
Failure to respond to a pass	M	R		R	S
Failure to serve assigned detention	B – D R			R	S
Gambling	M	R		R	S
Littering	B – D R			R	S

Open Defiance	M	S		R	S
Parking lot violation	J	L		M	S
Trespassing	M	S	Q	S	S Q
Reckless Driving	J	L	Q	R	S Q
Bus Misconduct	M	R		R	S

Level III 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.

OFFENSE	FIRST OFFENSE			MULTIPLE OFFENSES		
	Min.	Max.	Mandatory	Min.	Max.	Mandatory
Fighting	R	S		S	T	Q
Harassment	R	S		S	T	Q
Hazing	R	S		S	T	Q
Stealing	R	S	Q	R	S	Q
Threats	R	S		S	T	Q
Disruptive Behavior	R	S		R	S	
Tobacco use	R	S		S	T	
Truancy	R	R		R	R	P
Unauthorized activation of alarm	R	S	Q	R	S	Q
Under the influence of drugs/alcohol	R	S		R	S	
Vandalism	R	S		R	S	Q

Level IV Offenses: These are student actions that can, or have, created a serious threat to student/staff safety and security. These actions are reported to law enforcement and will be forwarded to District Office for potential further disciplinary action.

OFFENSE	FIRST OFFENSE			MULTIPLE OFFENSES		
	Min.	Max.	Mandatory	Min.	Max.	Mandatory
Bomb threat	S	T	Q	S	T	Q
Distribution of drugs/alcohol	S	T	Q	S	T	Q
Possession of drugs/alcohol	S	T	Q	S	T	Q
Possession of explosives	S	T	Q	S	T	Q
Possession of weapon	S	T	Q	S	T	Q

EXPLANATION OF CONSEQUENCES

- A. Student Conference with teacher:** Done formally or informally at the discretion of the teacher, this is an attempt on the behalf of the teacher to make clear the expectations for the student and ramifications if those expectations are not met.
- B. Parent and Student Conference with Teacher:** A meeting between the teacher and both parents and student, in person, or by phone, for the purpose of sharing concerns about student behavior. Expectations are made clear by the teacher and potential consequences for continued inappropriate behavior are discussed. Parental advice on ways to assist the student should be considered. A formal record of the conference shall be maintained by the teacher.
- C. 15 Minute Detention:** To be served in the detention room between 3:15 to 4:00 after school. Teachers may choose to have the detention served with them at an alternative time and place if not related to tardies.
- D. 30 Minute Detention:** To be served in the detention room between 3:15 to 4:00 after school. Teachers may choose to have the detention served with them at an alternative time and place if not related to tardies.
- E. 45 Minute Detention:** To be served in the detention room between 3:15 to 4:00 after school. Teachers may choose to have the detention served with them at an alternative time and place if not related to tardies.
- F. Confiscation of Equipment:** Staff may request and obtain student property that is a disruption to the class environment including, but not limited to any electronic equipment. Obtained devices may be picked up at the end of the school day from the teacher or administrator. Repeated violators may have their property confiscated for an extended period only to be released to a parent.
- G. Student Services Referral:** A referral can be made to Student Services if a staff member believes their support is necessary in assisting a student. However, Student Services is not an appropriate place to refer students who are to face disciplinary action.
- H. Office Referral:** When student behavior is unable to be resolved at the classroom level, or becomes a major disruption to the learning environment, an office referral shall be made. Teachers should attempt to resolve all issues with students, including the involvement of parents, prior to making an office referral. Emergency situations and major classroom disruptions should be immediately referred.
- I. Loss of Points:** A consequence of cheating where the student will obtain an automatic 0 on the assignment where cheating/plagiarism occurs.
- J. Ticketing:** Students who violate the rules of the parking lot are subject to ticketing and responsible for fines incurred.
- K. Towing:** Students who acquire a third ticket, or second from parking in staff spots are subject to tow and responsible for any costs incurred as a result.
- L. Loss of Parking Privilege:** Utilizing the school parking lot is a privilege. Those who continually violate the rules of the parking lot, or the school can have these privileges revoked.

- M. Student Conference with Administrator:** Done formally or informally at the discretion of the administrator, this is an attempt on the behalf of the administrator to make clear the expectations of the student and ramifications if those expectations are not met.
- N. Parent and Student Conference with Administrator:** A meeting between the administrator and both parents and student, in person, or by phone, for the purpose of sharing concerns about student behavior. Expectations are made clear by the administrator and potential consequences for continued inappropriate behavior are discussed. Parental advice on ways to assist the student should be considered. A formal record of the conference shall be maintained by the administrator
- O. Loss of Lunch Privilege:** Leaving campus for lunch is a student privilege which can be revoked at the discretion of the administration due to continued rules violations.
- P. Referral to DCF/District Attorney:** In accordance with District policies and state law, students who are unexcused a significant part of the school day for three days in a row, five days within a semester, or seven days within a school year are defined as truant. USD #497 defines a significant part of the day to be one hour or more. When a student obtains truancy, administrators may refer the student and family to DCF (Department of Children and Families) and the District Attorney for violation of truancy laws.
- Q. Report to Police:** Some rules violations require the attention of law enforcement and will be reported to the School Resource Officer.
- R. In-School Suspension:** Students are not allowed to attend the regular class schedule but will be in school, isolated from others and under the direction of a full-time staff member. Students are provided homework and tutoring.
- S. Out-of-School Suspension:** Students are not allowed to attend school, any school activities or be on campus. An alternative educational setting is provided through the Suspension Alternative Program for those who are to serve three or more days suspension. Students have a right to a hearing for suspensions which exceed 10 school days.
- T. Expulsion:** Removal from school as determined through a hearing process held by members of the District administration.

LEVEL I OFFENSES

These are rules violations that generally interrupt the classroom environment and can be handled by the teacher, other staff member, or referred to the office.

Academic Dishonesty:

Plagiarism, cheating on tests, copying assignments or forging staff and or parent signatures.

Creating a Disturbance:

Intentional acts, behaviors or conduct in the classroom which disrupt the educational process.

Attire:

Dress or appearance that is likely to cause disruption to the educational process or to create a health or safety concern. Any reference to alcohol, tobacco, other drugs, sex or profane language on clothes is prohibited.

Language:

The use of any language, act, remark or expression, including obscene gestures, which is offensive to modesty or decency.

Inappropriate Use of Electronic Equipment/Cell Phones

Any electronic device, including cell phones, pagers, music players etc. that interrupt the educational process and serve no educational value.

Hall Passes

Moving from assigned areas without an approved pass, or the misuse or distribution of the pass.

False Information

Providing untrue, misleading or inappropriate information for the purposes of delaying or deceiving investigations by school personnel.

Tardy

Failure to report, without an acceptable excuse, to an assigned area before the bell rings to begin class.

Distribution of Resources

The exchange of resources, including, but not limited to school property, with the intent, or result of violating school policies.

LEVEL II OFFENSES

These are infractions of published regulations that are generally handled by the administration.

Attendance:

An absence from a scheduled class that is not supported by parent/guardian, or staff consent.

Failure to Comply with ISS Rules:

Failure to adhere to requirements of the in-school suspension room.

Responding to Passes:

Failure to respond to a pass from authorized school personnel in a timely manner.

Gambling:

Involvement in games of chance for the purpose of acquiring money.

Littering:

Distribution of trash into areas not designated.

Open Defiance:

Refusal to follow instructions from school staff.

Parking Lot:

Impermissible parking, or violation of traffic laws.

Trespassing:

Appearance on school property or at school event while under suspension or after being commanded to leave.

Reckless Driving:

Driving that is unlawful and dangerous to the safety of others.

Bus:

The failure to comply with or follow established procedures of transportation by the bus company.

LEVEL III 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 District Office or police for long-term consequences.

Fighting:

Intentional efforts to seriously harm another student or staff member.

Harassment:

Including, but not limited to derogatory comments, jokes, slurs, spitting or remarks or questions of a harassing or intimidating nature.

Hazing:

Any activity expected of a member of a group that humiliates, degrades, abuses, endangers, or risks physical or emotional harm regardless of the person's willingness to participate.

Threats:

The intentional, unlawful threat or intimidation by word or act to do violence to the person or property of others, or the doing of any act which creates well-founded fear within another person.

Disruptive Behavior:

Any action that disrupts or impedes a school activity.

Tobacco Use/Possession

Possession, use, sale or distribution of tobacco products at school, on school district property or during a school activity.

Tuancy:

An unexcused absence for one or more class periods per day is considered a significant part of the day. Significant unexcused absences for three days in a row, five within a semester, or seven within a school year is considered truant.

Unauthorized Activation of Alarm:

The intentional activation of fire alarms or like warning devices.

Under the Influence of Drugs/Alcohol:

Attending class, school event, or being on school property under the influence of drugs or alcohol.

Vandalism:

The willful or malicious destruction or defacement of any property.

LEVEL IV OFFENSES

These are student actions that can, or have, created a serious threat to the safety and security of students/staff. These actions are reported to law enforcement and will be forwarded to the District Office and police for further disciplinary action.

Bomb Threat:

Claiming/placing an explosive device on school grounds.

Possession of Drugs/Alcohol:

Upon one’s person or property while at school, on school-district property or at school sponsored events.

Manufacturing, Selling, Distribution or Dispensing of Alcohol, Illegal Drugs or Controlled Substances:

The intent to make, sell or provide illegal materials while at school, on school grounds or at school activities.

Possession of Explosives:

The possession of, or setting off any type of explosive device.

Possession of Weapons:

The knowing possession, handling or transmission of an object that can reasonably be considered a weapon at school, on school property, or at a school-sponsored event.

Violence Towards Staff:

Intentional efforts to seriously harm another student or staff member.

THE SIX TRAITS OF WRITING

IDEAS & CONTENT

My message is clear

ORGANIZATION

My writing has direction and purpose from beginning to end.

WORD CHOICE

My words are clear and capture the reader's attention or imagination.

VOICE

My writing has personality and flavor. I have put myself in my writing.

FLUENCY

My sentences make sense - they have rhythm and flow. My writing sounds natural.

CONVENTIONS

My writing is mechanically correct. It has been edited and proofread.

THE SIX READING STRATEGIES

1. **ASK QUESTIONS** before, during, and after reading
2. **MAKE CONNECTIONS** to oneself, the world, and other texts
3. **DETERMINE IMPORTANCE**
4. **VISUALIZE**
5. **MAKE INFERENCES**
6. **SYNTHESIZE**

THE BIG 6 SKILLS

Information Problem-Solving:

1. Task Definition
2. Information Seeking Strategies
3. Location and Access
4. Use of Information
5. Synthesis
6. Evaluation

How to Use Quotations in Papers (MLA Style)

Quotations are a frequent and essential part of most essays. They serve to support, illustrate, and validate points the writer of the essay makes. The reason for the use of the quotation must always be clear. Therefore, all quotations must be either introduced or integrated in a logical way into the writer's own sentences. Quotations must not be used in isolation.

I. Quotations fewer than four lines:

A. *Introduce the quotation*

1. Put the period after the parentheses, not before the final quotation mark.

Example: Prufrock thinks, "I am no prophet - and here is no great matter" (Eliot 87).

2. Use a comma after a brief introduction.
3. Use a colon after a complete sentence intro.

*Example: Edith Hamilton describes Hera perfectly:
"She was the protector . . ." (23).*

- #### B. Integrate the quotation (note: No comma precedes the quote unless your sentence requires it).

Example: the devil's walking stick seems to turn into a snake, but this may be "an ocular deception" (76).

II. Quotations more than four lines:

- A. Follow the introduction with a colon (:) (unless it is grammatically incomplete).
- B. Indent entire quote 10 spaces from left margin only.
- C. Do not use quotation marks except for an inner quotation.
- D. Double space the quotation.
- E. Put the end punctuation before the parentheses. Do not put a period after the parentheses.

Example: . . . protector. (23)

EDITORIAL SYMBOLS

SYMBOL	MEANING	EXAMPLE
	move text	He wrote five new stories after this event
	delete	as the the title
	insert	the point ^{of} view
	no space	playwright
	add period	leaves. Then he
	add comma	metaphor, similies, and other devices
	add apostrophe	poet's meter
	add quotation marks	↵The Story of an Hour ↵
	transpose	to briefly summarize
	begin paragraph	end the scene. The next event
	lower case	The story begins
	capitalize	In "Storm ending"

