

ATTENDANCE

EXCUSED ABSENCES

The high school principal or his designee will determine whether your absence is excused or unexcused. The school's daily attendance report will indicate what absences are excused or unexcused.

ASK YOUR PARENT/GUARDIAN TO CALL THE SCHOOL EVERY DAY YOU ARE ABSENT. It is the responsibility of your parent/guardian to provide the school with verification of the reason you were absent from school on a specific date.

Students who miss more than five days in a semester will be marked as unexcused unless they have a doctor's note. Students who miss more than a half-day of school will participate in afternoon or night activities only with the permission of an administrator.

UNEXCUSED ABSENCE

If you did not bring an excuse signed by your parent/guardian or your parent/guardian did not call the office, you will be marked unexcused and you are to bring a note on the following morning to get it excused. If a phone call or written excuse is not received on the following morning, the absence will remain unexcused and you are subject to penalties.

A truancy report will be filed with the County Attorney whenever a student has:

- Three consecutive unexcused absences in a semester.
- Five unexcused absences in a semester.
- Seven unexcused absences in a year.

ANTICIPATED ABSENCES

If you know you are going to be absent, you must arrange in advance in the office by bringing a written excuse from your parent/guardian prior to the absence.

SIGN IN/OUT PROCEDURE

When you return to school, go to the office to get an admit before you go to class.

A student must sign in to the office any time they enter the building after the school day has begun. A student must sign out in the office any time they leave the building during the school day.

TARDIES

Each student is allowed two tardies per class per semester without consequences. The third and fourth tardies will result in a 30 minute detention issued by the teacher. Tardies beyond four will result in an office referral from the teacher.

COLLEGE VISITS

Students must pick up a form in the WHS office to take to the college visit. In order for this day to be excused as one of your visit days, you must return the completed form to the WHS office when you return to school. Seniors can have two college visits and juniors are allowed one visit during regular WHS school hours.

SCHOOL AND WEATHER

It is the policy of USD 353 that, during inclement weather, an attempt will be made to hold school. When you or your parent/guardian feel that school may be dismissed because of snow storms or other bad weather, you should tune your radio or TV to any of the following stations:

- SUTV.....Channel 5
- KLEY/KWME.....1130 AM/93.5 FM
- KFH.....1330 AM/98 FM
- KFDI.....1070 AM/101.3 FM
- KSNW.....Channel 3
- KAKE.....Channel 10
- KWCH.....Channel 12

The radio and TV stations will be notified by 7:00 A.M. to alert you

Those signed up for Crusader Alerts through text messaging or email will be notified as well.

PARKING REGULATIONS & VEHICLES

Students who drive to school will be required to pick up a student parking sticker. Parking is on a first come, first serve basis. If driving a vehicle that takes up more than one spot, please park in the back of the lot. Please be courteous and safe.

LOCKERS

Lockers will be assigned to students at the beginning of the school year. Each student will have an individual locker to use during the year and students are not to share lockers. Students need to remember that lockers belong to the school, and officials always have the right to inspect student lockers without notice. This policy applies to any locker owned by the school and issued to students for their use throughout the school year, including physical education lockers, athletic lockers, shop and agricultural education lockers.

CELL PHONES/ALL ELECTRONIC DEVICES

Cell phones and all electronic devices are not allowed to be used in a classroom unless approved by a teacher. Violation of this policy may result in disciplinary action by the teacher or the administration.

TELEPHONE USE

1. Students will not be called from class to accept telephone calls unless there is an emergency situation that requires IMMEDIATE ATTENTION.
2. When you receive a non-emergency call, information will be taken so that you may return the call between classes or after school.
3. One telephone in the High School Office is available to students for school business. The other school telephones are not for student use.
4. When students use the office phone, complete your call as quickly as possible.
5. If students are late to class because of a non-emergency call, you will receive a tardy.
6. Students are not allowed out of class to make personal calls.

HALL PASSES

1. Your signed agenda will serve as your hall pass.
2. Replacement agendas may be purchased from the office.

LUNCH PROCEDURES

Students may buy their meals in the cafeteria. You may not charge at the cashier's station.

1. You may NOT leave the building during your lunch period.
2. Outside food may not be brought in during lunch time.
3. Do not eat lunch in any area other than the cafeteria. You may bring a sack lunch, which you will eat in the cafeteria at the same time as your class eats. Bring your lunch to your class during the hour in which you are to eat.

U.S.D. 353 LUNCH POLICY

1. Unified School District 353 offers school meals each day that comply with the rules and regulations of the National School Lunch Act.
2. A copy of the school lunch policy as adopted by U.S.D. 353 and approved by the State Department of Education is on file for public review at the School District Administrative Center, 221 South Washington.
3. It shall be the responsibility of the principal at each building to accept application for free and reduced priced meals under certain guidelines furnished them.
4. Families will have the opportunity to apply for free or reduced price meals at any time during the school year.

5. All the children are treated the same, regardless of ability to pay. In the operation of child feeding programs, no child will be discriminated against because of his race, sex, color, creed, or national origin.

HIGH SCHOOL LIBRARY POLICIES

- **Library usages:** The agenda signed by your teacher is your pass. Please sign in at the desk when arriving and sign out when leaving for any reason.
- **Computer usage:** Games and music are not allowed. Student will be asked to return to class if in violation.
- **Snacks and drinks** are not allowed in the library. Students may bring in bottled water. Water must be left at the counter if you are using a computer.

Rules for Using Library Materials

- Books are checked out with your student ID for a 2-week period. Students may recheck a book 2 times, totaling 6 weeks of checkout.
- STUDENTS are responsible for any books checked out in their name. Students are not allowed to check out a book for anyone else.
- You will be charged \$2 to reprint a lost barcode.
- Damaged books will be repaired in the library or replaced. Students are responsible for the repair cost. The average cost of a repair is \$2-\$5. When books cannot be repaired, students are responsible for the replacement cost of the book.
- Fines are charged during the last week of school at the compounding rate \$1.00 per day for each book not returned. Fines carry over from one year to the next. Fines are not excused at the end of the school year. No checkout is permitted until all fines are paid.

DAILY BULLETINS

The student bulletin will be updated daily. The bulletin will be published on the USD 353 website. The bulletin will be read over the intercom daily. Items to be published in the bulletin must be submitted to the office by 9 am daily in writing. Club & organizational meetings must have the sponsor's signature before they will be added. All event listings must have a date, time, and location & deadline (if needed).

SCHOOL SUPPLIES

Students are expected to furnish their own pencils and paper. Pencils may be purchased from the pencil machine in the commons before school, after school, and between classes. Additional supplies may be required, check with your teacher.

VISITORS

All visitors must check into the office. All visitors must be approved by the WHS office staff prior to entering the building. A visitor's badge will be issued to all approved visitor's to wear while they are in the building.

FIRE DRILLS AND TORNADO DRILLS

There will be regularly scheduled drills throughout the year. You should become familiar with the exit procedures for each classroom.

Tornado Drills

1. The tornado signal is distinct
2. You should walk and remain quiet
3. Proceed to the Safe Room (wrestling room). Go to the back of the room and be seated.
4. Remain quiet for instructions from the staff in charge.

Fire Drills

1. The fire signal is a prolonged sounding of the alarm.
2. You should walk and remain quiet.
3. Walk away from the building, but stay on the school grounds.
4. Remain quiet for instruction from the staff in charge.

FINALS POLICY

Students who do not miss more than three days per class a semester and have not received a suspension (in or out of school) or an unexcused absence and have a A or better in class will be considered test exempt. Please be aware that for this policy 3 tardies in that class will count as unexcused absence. The only absences which are not counted against this policy are two days of college visitation for seniors and one for juniors. Test exempt students may elect to take the final but their grade will not be lowered from the result of the final. Finals may be worth up to but no more than 10% of the grade for that class.

Classification

Classification is based on entry date to high school.

GRADUATION REQUIREMENTS

You will be eligible for graduation from Wellington High School upon meeting the following requirements:

GRADUATION REQUIREMENTS

- 4 Credits- English
- 3 Credits- Math
- 3 Credits- Social Studies
- 2 ½ credits must be US History, World History, Geography, & Government
- 3 Credits- Science
- 1 Credits- Physical Education
- 1 Credits- Business/Computer

-1 Credits- Fine Arts
-10 Elective Credits

Students may enroll in correspondence classes, from an accredited agency, for the following reasons:

1. Failure of required classes needed for graduation.
2. Failure of elective classes to meet minimum requirements for graduation.
3. Enrichment- the courses are not offered by Wellington High School.
4. Administrative approval.

**VALEDICTORIAN/SALUTATORIAN DESIGNATION and TOP TEN PERCENT
(2016, 2017, 2018 Graduates)**

The valedictorian is determined by the highest GPA at the end of 7 semesters. The salutatorian is the 2nd highest GPA. They must meet the following criteria:

- 1.GPA (all classes to be calculated by Infinite Campus at the end of seven semesters of High School enrollment based on entry date.)
- 2.Kansas Scholar Curriculum completer.
- 3.Enrollment of eight semesters of academic core classes. (Math)(English)(Science)(Social Science)

In the event there is a tie for the highest GPA –all that are tied will be named valedictorian and there will be no salutatorians. If there is a tie for 2nd highest GPA –all that are tied will be named salutatorian.

CUM LAUDE HONORS (2019 Graduates)

	Cum Laude	Magna Cum Laude	Summa Cum Laude
GPA	3.5 or better	3.5 or better	3.5 or better
ACT Score	23	26	29
Kansas Scholar	Must complete State Scholar Curriculum Standards for all levels.		
AP Classes	1 or More	2 or More	3 or More
	Enrollment in eight semesters of academic core classes. (Math, Science, English, Social Science)		

PROGRESS/SEMESTER/FINAL GRADE NOTIFICATION

A grade summary report will be mailed home for any student with the grade of a D or F at approximately the 5 week and 13 week point of each semester.

A grade summary report will be generated for all students in all classes at the 9th week of the semester. This grade summary report will be handed out to the parent(s)/guardian(s) at coinciding Parent/Teacher conferences. Grade summaries not picked up at that time will be given to the student on the next scheduled regular school day.

GRADING STANDARDS

Grade "A" – 90-100%

Grade "B" – 80-89%

Grade "C" – 70-79%

Grade "D" – 60-69%

Grade "F" – Below 60%

Because of the variety of work required in different courses, each teacher has the flexibility to assign grades according to the descriptions printed above.

GUIDANCE AND COUNSELING

The WHS counseling office is here to help each student with all academic, personal, social and post secondary/career issues. Each incoming freshman or new student is assigned a counselor that will remain with them throughout their high school experience. Counselors will receive and disseminate all scholarship information and applications as they become available.

Counselors will assist students with all required state testing and assessments as needed.

The Registrar is also located in the guidance and counseling area and is available to help students with transcripts, grades, scholarships and graduation information.

SCHEDULE CHANGES

Individual student schedules are built from student requests. Once the semester schedule has been established, it is very difficult to change individual schedules. Counselors only have permission to make schedule changes that are on a student's request form.

WITHDRAWAL PROCEDURES

If you must withdraw from Wellington High School, you must obtain a withdrawal form from the Guidance office. You must have this withdrawal form signed by your parent and by each teacher with whom you have class. You are then officially removed from the enrollment list.

CRUSADER YEARBOOK

The *Crusader* is the school's annually-published yearbook. The yearbooks are delivered to the school over the summer and are distributed to buyers during August enrollment. The current year's book may be purchased through the yearbook adviser or online at jostensyearbooks.com from the beginning of the school year until the April purchase deadline. Extra copies are not ordered, so it is crucial that you make your purchase during the sales campaign.

Attention Seniors: All **seniors must take a school photo** during picture day in the fall. This picture is used in the wall panel display of the graduating class located in the commons of the high school. Senior students may submit an alternate formal photo, however, for their senior picture in the yearbook. The yearbook adviser has specifications for the alternate senior photo for the yearbook and will announce the deadline for its submission during the school year.

CLASS RINGS

To receive a Wellington High School class ring from Jostens you must be enrolled as a sophomore in WHS at the time of ordering. If you are a Junior or Senior and need to order a ring you can contact Jostens directly for ordering information. Contact information for Jostens is available in the Guidance Office.

SENIOR ANNOUNCEMENTS- CAPS & GOWNS

The Senior Class announcements are selected by a committee from the senior class. The announcements, caps and gowns are ordered from Jostens in the fall and are delivered to the school in early spring. Payment for the cap and gown, announcements and other items are desired by the student/parent are made directly to Jostens.

SCHOOL ORGANIZATIONS AND SPONSORS

The adult sponsor of each school organization must attend all meetings of a class, organization, or committee.

OUTSIDE DATES AT STUDENT EVENTS

In accordance with the rules of the Student Council, you will be allowed to bring outside dates to these school activities: The Homecoming Dance, The Duke Dance, and the Junior-Senior Prom. You are responsible for the conduct of your guest. All guests must be registered prior to the event. Dates must be a student in good standing, under the age of 21, and a date of a WHS student.

JUNIOR-SENIOR PROM REGULATIONS

1. Students must be in attendance the school day before prom. Otherwise he/she will not be allowed to attend the prom activities.
2. No one in the Wellington school system, or any guest, younger than a junior is eligible to attend.
3. Outside Dates will be allowed according to the following criteria:
 - Minimum age junior in good standing
 - Under the age of 21
 - Have to be a WHS student or a date of WHS student

4. Tickets will be obtained from the high school office in advance. The names of the outside dates should be turned into the office at the time of response to the invitation.
5. Guests will be expected to conform to rules of Wellington High School.
6. Those juniors and seniors who bring outside dates will be held directly responsible for the actions of their dates.
7. A date is not required.
8. Dressy attire is required.
9. Only those juniors & seniors attending the prom will vote for the Lord and Lady.

STUDENT CONDUCT POLICY

USD 353 ANTI-HAZING, BULLYING AND HARASSMENT POLICY

1. Purpose and Philosophy: Student hazing, harassment, bullying and victimization activities that are abusive and illegal behaviors that harm victims and negatively impact the school environment by creating an atmosphere of fear, distrust, and mean-spiritedness. USD 353 is committed to providing a safe and orderly environment for all students that respects respect, civility and dignity, so this policy's purpose is to create and preserve an educational environment free from such activities.
2. Policy: USD 353 strictly prohibits students from engaging individually or collectively in any form of hazing, harassment or bullying/victimization of any related initiation activity on school property, in conjunction with any school activity or involving any person associated with the school regardless of where the incident occurs. Any student who participates: up to and including suspension, expulsion, exclusion and loss of participation in extra-curricular activities. In addition students who participate in hazing, harassment or bullying/victimization may be referred to law enforcement authorities and may face subsequent prosecution.
3. Definitions
 - 4.1 "Hazing, harassment, bullying/victimization" means any action taken or situation created that causes or is reasonably likely to cause, harassment, bodily danger or physical harm, serious mental or emotional harm. Extreme embarrassment or ridicule, or personal degradation or loss of dignity to any person associated with the school.
 - 4.1.1 "Consent" is no defense to such activities i.e., the implied or expressed consent of a person to participate shall not be a defense to discipline under this policy.
 - 4.2 "Related initiation activity" means any method or initiation or pre-initiation into a student organization, club or team, or any past-time or amusement engaged in with respect to such organization, club or team, that causes or is likely to cause, bodily danger or physical harm, serious mental or emotional harm, extreme embarrassment or personal degradation or loss of dignity to any person associated with the school.

- 4.2.1 The terms “hazing” and “related initiation activity” do not include customary athletic events, intramural activities, or similar student consents or competitions.
- 4.3 “Conspire to engage in the same” means to plan, encourage, or fail to report both listed and related initiation activities prohibited by the policy.
5. Prohibited Conduct: Activities that may be construed as hazing, harassment, bullying/victimization include, but are not limited to:
 - 5.1 Any act that involves physical brutality or physical aggression that causes or is reasonably likely to cause bodily danger or physical harm to an individual (including activities commonly known as the “choking game”).
 - 5.2 Any act that involves forced consumption of food, alcohol, drugs, or other substance, or any other forced activity that could adversely affect the physical health or safety of an individual.
 - 5.3 Any activity that would subject an individual to extreme mental stress, embarrassment, or emotional harm, or any other forced activity that could adversely affect the mental health or dignity of the individual.
6. Examples of Hazing, Harassment, and Bullying/Victimization: Many different types of activities can be considered hazing, harassment, bullying/victimization. Although not intended as an exhaustive list, the following examples are provided to inform students, parents, and educators about specific misconduct that may be considered hazing, harassment, bullying/victimization:
 - 6.1 Any activity that might reasonably bring physical harm to an individual, such as slapping, pushing, shoving, bumping, beating, paddling, taping, or otherwise restraining students against their will, forced calisthenics done individually or as a group.
 - 6.2 Activities that unreasonably interfere with a student's academic efforts by causing exhaustion, prolonged loss of sleep or loss of reasonable study time.
 - 6.3 Morally degrading or humiliating games, pranks, stunts, practical jokes or any other verbal, written or electronic activities that make a student the object of amusement, ridicule, or intimidation.
 - 6.4 Forcing, coercing or permitting student to eat or drink alcohol or consume illicit or controlled substances.
 - 6.5 Forcing, coercing or permitting student to eat or drink foreign or unusual substances or foods.
 - 6.6 Throwing or applying whipped cream, shaving cream, toothpaste, paint, honey, eggs or any other substances on an individual's body.
 - 6.7 Requiring personal servitude.
 - 6.8 Harassment including but not limited to pushing, cursing, shouting or yelling (See BOE policy)
 - 6.9 Requiring students to wear uncomfortable, ridiculous, or embarrassing clothing or underclothing.
 - 6.10 Requiring students to participate in acts of vandalism, theft, assault, sexual acts, or other criminal activities

- 6.11 Causing indecent exposure or any other gross and lewd behavior involving nudity.
 - 6.12 Subjecting an individual to cruel or unusual psychological conditions for any reason.
 - 6.13 Compelling an individual to participate in any activity which is illegal, perverse, publicly indecent, contrary to the individual's genuine moral or religious beliefs or contrary to the rule, policies and religions of USD 353.
 - 6.14 **Racial references:** the use of racial slurs, names, or terms that may be offensive to other individuals. This includes joking and "horseplay" type references.
7. Reporting
- 7.1 School personnel and students who become aware of any actions that could be hazing, harassment, bullying/victimization or related initiation activity shall report such incident immediately to the building principal so that prompt, and appropriate action can be taken.

RACIAL HARASSMENT OR INTIMIDATION

District employees and student(s) shall not racially harass or intimidate others by name calling, using racial or derogatory slurs, wear or possess items depicting or implying racial hatred or prejudice. District employees and students shall not at school, on school property or at school activities wear or have in their possession any written material, either printed, or in their own handwriting, or on electrical devices that is racially divisive or creates ill will or hatred. (examples: clothing, articles, material, publications or any given item that denotes Ku Klux Klan, Aryan Nation – White Supremacy, Black Powder, Confederate flags or articles, Neo-Nazi or any other "hate" group. This is not intended to be all-inclusive.)

Any student who believes he or she has been subjected to racial harassment should report the problem to his/her principal, or another certified staff member. Staff members shall refer all complaints of racial harassment or intimidation to a building administrator. Complaints regarding racial harassment or intimidation shall be investigated under the district's discrimination complaint procedure identified in policy JCE, which provides for immediate investigation and disciplinary action where appropriate. Initiation of a racial harassment complaint will not adversely reflect on the student. The initiation of a racial harassment complaint will not adversely affect the job security or status of any employee until a finding of fact determines that improper conduct occurred. Strict confidentiality will be maintained throughout the complaint procedure.

SEXUAL HARASSMENT

District employees will not sexually harass, or permit sexual harassment of a student by another employee, student, non-employee or non-student. Neither shall a student sexually harass another student or students. Violations of the policy will result in disciplinary action, including termination of an employee, or disciplinary action against the student(s) involved. Supervisors who fail to follow this policy or who fail to investigate complaints

shall be in violation of this policy. If the principle is the object of a harassment complaint, the student may bypass the principle and report directly to the superintendent. Complaints against the superintendent will be heard by the board.

Definitions- sexual harassment will include, but not limited to:

- A. Sexually oriented communication, including sexually oriented verbal “kidding” or harassment or abuse;
- B. Subtly pressure or request for sexual activity;
- C. Creating a hostile, or offensive school environment, including the use of innuendoes or overt or implied threats;
- D. Unnecessary touching of an individual, i.e., patting, pinching, hugging, repeated brushing against another person’s body;
- E. Requesting or demanding sexual favors accompanied by an implied or overt promise or preferential treatment with regard to a student’s grade status in any activity, or
- F. Sexual assault or battery as defined by current law.

Any individual who believes he or she has been subjected to sexual harassment should discuss the problem with his/her principle, or another certified staff member. Complaints regarding sexual harassment or intimidation shall be investigated under the district’s discrimination complaint procedure identified in policy JGEC, which provides for immediate investigation and disciplinary action where appropriate. Imitation of a racial harassment complaint will not adversely reflect on the student. The imitation of a student’s complaint will not adversely affect the job security or status of any employee or student until a finding of facts determines that improper conduct occurred. Strict confidentiality will be maintained throughout the complaint procedure.

Violations of these policies shall result in disciplinary action by school authorities. For students there will be a three-day out-of-school suspension for the first offense and having a required parent conference prior to readmittance. The second offense will result in a three to five day out of school suspension will a possible expulsion hearing. The third offense will result in a suspension from school pending an expulsion hearing. Employees who violate this policy will be dealt with in accordance will applicable district policy and procedures.

CHEATING/ACADEMIC DISHONESTY

Administration will deal with academic dishonesty based on the severity of the incident. Consequences will range from no credit for the assignment to no credit for the class and expulsion.

DRESS CODE

Any clothing item deemed disruptive to the educational process by administration will not be allowed.

- No head gear.
- No gang associated clothing.
- No sagging – pants must be worn at the waist.
- Articles of clothing that advertise, depict the use of, or condones inappropriate language, drugs alcohol, tobacco, violence, sexual behavior/innuendo, or suicide are strictly forbidden.
- Articles of clothing that disparages or humiliates any group, individual, national origin, gender, race, religion, or disability.
- Undergarments must not be exposed.
- No sleepwear, loungewear or pajamas. This does not include sweatshirts or sweatpants. Bedroom slippers are prohibited.
- No provocative/revealing clothing.
- Sleeveless, scooped athletic-style undershirts, when worn alone, are prohibited.

DRUG FREE POLICY

United School District 353 and Wellington High School is committed to a Drug Free Policy. All students are subject to random drug testing at any time throughout the school year. Students and guests may also be subject to drug or alcohol testing at any school activity. The use of a drug dog may be utilized.

All students have the right to attend school in an environment free of alcohol and other drugs. A student is forbidden to:

1. use, or have in possession, tobacco products;
2. use, or consume or have possession, a beverage containing alcohol;
3. use or consume any type of mood altering chemical;
4. use or consume, have in possession, buy, sell or give away any illicit or controlled substance defined by law as a drug;
5. Be in possession of paraphernalia determined to be drug related.

If any staff member observes a student in violation of the substance abuse policy they will immediately notify the administration. The administration will act on specific and conclusive evidence brought by staff members, administrators, or law enforcement official. USD 353 will cooperate with outside agencies in their work with students and/or family.

Students found in violation of this policy will be subject to disciplinary action as described up to and including expulsion and referral for prosecution. As a condition enrollment in the district, students shall abide by the terms of this policy. Students shall not lawfully manufacture, distribute, dispense, possess or use illicit drugs, controlled substances or alcoholic beverages on school district property, or at any school activity.

The policy is effective:

1. While in school building.
2. While on school grounds.
3. While at school-sponsored events.
4. While being transported to or from school or school-sponsored events.

5. In any other situation where such students are subject to the authority of the school. Any student violating the terms of this policy may be reported to law enforcement officials when appropriate.

FOOD & DRINK

Food and Drinks are not allowed in a classroom unless approved by the teacher. Students are also asked to use proper food and drink storage and handling in order to help maintain school facilities. If students violate this policy they are subject to disciplinary action by the teacher or the administration.

PUBLIC DISPLAY OF AFFECTION

No touch policy.

VANDALISM AND DESTRUCTION OF SCHOOL PROPERTY

Vandalism, defacing, or destroying school property, the property of any school employees, or other students on school premises or at school-sponsored events will not be tolerated. Disciplinary action will be initiated for any act of vandalism, and, where warrants, charges may be filed with the Police Department.

SEARCH AND SEIZURE

School administration has the right and duty to initiate a search if there is reasonable suspicion to believe that drugs, weapons, dangerous, illegal or prohibited material, or stolen goods are likely to be found on the student's person, in lockers, desks, and other items or space provided to the student, or vehicles which are parked on school grounds. When school officials determine reasonable suspicion, refusal by a student or parent to search will result in a recommendation of expulsion for 90 days.

School Board policy regarding search and seizure permits the use of canine assistance. Be aware that Wellington High School may utilize canine assistance without prior notification.

WEAPONS POLICY

A student shall not knowingly possess, handle or transmit any object that can reasonably be considered a weapon at school, on school property or at a school – sponsored event. This shall include any weapon, any item being used as a weapon or destructive device or any facsimile of a weapon.

As used in this policy the term weapon and/or destructive device means:

- Any weapon 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 weapon described in the preceding example;
- Any firearm muffler or firearm silencer;
- Any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missiles having an explosive or incendiary charge of more than ¼ ounce, mine or similar device.
- Any weapon 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 ½ inch in diameter; an combination of parts either designed or intended for use in converting any device into a destruction 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 stars;
- 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 of by an outward, downward or centrifugal thrust or movement.

Any student in the possession of a knife or gun in school or on school grounds (this includes vehicles on school property) which will be subject to an out of school suspension of three to ten days.

Students may also be subject to an expulsion of one calendar year from school for possession of a knife or gun on school property.

Any other article that could be considered a weapon, which does not specifically meet the definition under state and federal statute, may also result in expulsion for up to one calendar year.

Computer Student Security Policy

USD 353 and Wellington High School are pleased to offer students access to the district computer network resources, electronic mail, and the Internet. The network is provided for students to conduct research, complete assignments, and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Students are responsible for good behavior on school computer networks just as they are in the classroom or a school hallway. **ACCESS IS A PRIVILEGE, NOT A RIGHT!**

Network storage areas will be treated like school lockers. Network administrators and/or school administrators may review files and communication to maintain system integrity and insure that users are using the system responsibly. User should not expect that any file stored on district servers (including email files) will be private.

USD 353 will report to the proper authority any violation of KSA 21-3755

1. Willfully and without authorization gaining or attempting to gain access to and /or damaging, modifying, altering, destroying, or taking possession of a computer, computer system, computer network or any other property.
2. Using a computer, computer system, computer network or any other property for the purpose of devising or executing a scheme or artifice with the intent to defraud or for the purpose of obtaining money, property, service or any other thing of value by means of false or fraudulent pretence or representation.
3. Willfully exceeding the limits of authorization and/or damaging, altering, destroying, copying, disclosing taking possession of a computer, computer system, computer network or any other property.

Compliance With Copyright Laws and Licensing Agreements

The district intends to adhere to all copyright laws ad applied to computer software. The district also intends to comply with the license agreements and/or policy statements contained in the software packages used in the district. Therefore, all software used on district computers shall be purchased by the district, properly licensed and registered with the publisher, and installed only by Computer Services Department personnel. Students are not permitted to load, download, or copy and software.

Unauthorized Access/Sharing Passwords

1. Students shall not tamper with, attempt to gain or gain access to computer data or operating systems (such as, but not limited to student files, teacher files, confidential information, student record data.)
2. Students shall not share or disclose any passwords and shall be held responsible for all physical and monetary damages as a result of any misuse associated with the user account. Students will be held accountable for all computer activity performed under their assigned network account.

Acceptable Use Policy (AUP)

A signed AUP (Acceptable Use Policy) must be on file with the school office before students will be given a network account. General school rules for behavior and communication apply and users must comply with district standards and honor the agreements they have signed.

Violation of Policy

Access to the network resources, the Internet, and e-mail will enable students to use thousands of libraries and databases for educational purposes. Some materials accessible via the Internet might contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. USD 353 currently has filtering software in place (Shelterbelt), but no filtering is capable of blocking 100% of the inappropriate material available on the Internet. Ultimately, parents and guardians of students who are responsible for setting and conveying standards that their children should follow when using media and information sources.

- Any student who abuses the USD 353 Computer Security Policy shall be subject to disciplinary action including, but not limited to, suspension from or denial of access to all district computers and network resources and suspension or expulsion from school. Minimum punishment shall be removal of network access for five days.
- Students who utilize computer data (i.e., other student's work product or a teacher's test) without authorization, to gain an improper academic advantage, may also be subject to discipline under the Board's policies on cheating.
- If student conduct constitutes a violation of copyright laws or KSA 21-3755, the student may be subject to criminal prosecution under such laws.
- Any student who intentionally damages or destroys district hardware and/or software, either directly or indirectly shall be responsible for all costs associated with repair and/or replacement of parts and services.

The activities listed below (but not limited to) are considered a violation of policy. Students will be held responsible for their actions.

- Purposefully sending or receiving and/or viewing obscene or pornographic material or material that facilitates illegal activities.
- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting or attacking others
- Damaging or modifying computers, computer systems, files, or computer networks
- Violating copyright laws
- Using others' passwords
- Downloading programs
- Trespassing in others' folders, work or files
- Intentionally wasting limited resources
- Employing the network for commercial purposes, financial gain, or fraud
- Knowingly spreading computer viruses
- Use of unauthorized software (i.e. anonymizers, tunneling software, etc.)

CLASSROOM REFERRAL

Each teacher shall establish a plan of action for situations when classroom rules are broken. This will be on file with the building administrator and shared with each student in the classroom.

Step 1: Informal conference and/or time after school

The teacher will visit with the student and discuss the problem and how it should be corrected. The teacher may assign time for the student to stay in their room after school as a consequence for inappropriate classroom behavior. Times can vary from 5 minutes to 60 minutes. Teachers have the discretion to assign time limits.

Step 2: Parental Notice

The teacher will notify the parent of the situation and a strategy developed to remedy the situation. Either telephone or personal visit may do this. Parent support is requested.

Step 3: Referral to Office

Should the classroom referral steps be ineffective an office referral will be made and building discipline policy implemented. Each situation will be handled according to the Student Conduct Policy.

OFFICE REFERRAL

Infractions will be dealt with administrative action.

ADMINISTRATIVE ACTION PLAN

Step 1: Informal Talk

A school official (teacher, administrator, or counselor) will talk to the student and try to reach an agreement regarding how the student should behave. Parents may be notified if necessary.

Step 2: Conference

A formal conference is held between the student and one or more school officials. During this conference, the student must agree to correct his/her behavior. This action will be recorded in the student's file. Parents may be contacted and/or written notice will be mailed to the parents or guardian.

Step 3: Time after School

30 to 60 minutes is assigned by the administration for unacceptable behavior. Parents may be contacted and/or written notice will be mailed to parents or guardian.

Step 4: In School Suspension

The student is removed from classes, but remains at school on these days. Parents will be notified. During this time a student will be restricted from participation in school activities and after school day events.

Step 5: Out of School Suspension (Short Term)

The student is removed from the school setting. A parent or guardian will be notified before the suspension goes into effect. During this time a student is not allowed to be on school grounds or participate in extra curricular activities. One to ten days may be assigned.

Step 6: Out of School Suspension (Long Term) and/or Expulsion-*expulsion from school may result in the loss of a student's driver's license if in accordance with KS Statute.*

Long-term suspension from school will be 11 to 90 days of school.

Expulsion from school will be from 91 to 186 school days. Long term suspension and expulsion are enforced under KSA 72-8901 and Board Policy JDD and JDD-R.

BEHAVIOR

Excessive tardies	Step 1-3
Scuffle	Step 3-6
Precipitating a fight	Step 3-6
Fighting	Step 4-6
Physical assault and/or battery	Step 4-6
Unexcused absence	Step 1-5
Truancy	Step 1-5
Threats	Step 1-6
Computer Violation	Step 1-6
Cheating/Academic Dishonesty	Step 1-6
Lying	Step 1-6
Forgery	Step 1-6
Destruction of Property	Step 1-6 (restitution)
Theft	Step 1-6 (restitution)
Failure to comply	Step 1-6
Defiance of school personnel	Step 1-6
Misconduct	Step 1-6
Unnecessary items	Step 1-6
Non-prescribed drugs/alcohol/paraphernalia	Step 1-6
Tobacco	Step 1-6
Unauthorized area	Step 1-6
Leaving school without an excuse	Step 1-5
Obscene language	Step 1-6
Flagrant disrespect/harassment	Step 1-6
Weapons and/or explosive devices	Step 1-6
Misdemeanors	Step 1-6
Felonies	Step 1-6

WHS/ROOSEVELT EDUCATION CENTER **VIRTUAL SCHOOL PROGRAM**

Program Objectives

The Roosevelt Virtual School was created to serve Wellington High School students who experience difficulty in the traditional high school environment or who have life experiences that prevent participation in a traditional school setting, are dedicated to completing graduation requirements, and are sufficiently self-motivated and organize to work in an independent environment. The program is designed to provide an alternative setting supporting the unique needs of these students.

Application to the Program

- Application forms completed
- A review of high school credits and records
- All relevant approvals have been obtained

Acceptance into the virtual school program requires approval of WHS and Roosevelt Education Center building administrators and district administration.

Eligibility

Individuals who are eligible for the virtual school program must meet the following criteria:

- Have a life circumstance warranting an alternative placement
- Have written permission of their legal guardian
- Provide all requested documentation justifying the enrollment (e.g., doctor's recommendation)
- Have the approval of their building administrator
- Apply to the program at the recommendation of their guidance counselor
- Have meet with, requested to attend and have received approval from the district-appointed advisory team and
- Agree to follow the schedule set forth through the Plan of Study/Student Contract

Monitoring Progress

It is a goal of the virtual school program for students to be serious and responsible in their efforts of working towards completing high school. Students will make contracts with the Fresh Start teacher and school administration for continued eligibility for the program, to be reviewed regularly. Progress will be monitored in the following areas:

- Progress towards fulfillment of the Plan of Study/Student Contract
- Daily attendance
- Academic honesty
- Appropriate attitude, behavior, and participation and
- Credits earned

Failure to make progress

Students enrolled in the virtual school program do so with the understanding that their time is extremely valuable while they are working. If a student fails to make adequate progress in the virtual school program as indicated by the plan of study/student contract, they may be excused from the program and required to return to their base school.

Failure to make progress in indicated by:

- Unexcused or excessive absences
- Tardies
- Failing to ear credits in the expected timeline
- Failing to use time wisely while at school
- Demonstrating a poor attitude or behaviors
- Demonstrating work or participation that is at an unsatisfactory level

Plan of Study/Student Contract

The virtual school program is designed to help students earn high school credits efficiently and in accordance with state curricular standards. Students in the program will earn credits by completing requirements outlined in a Plan of Study/Student Contract reviewed by the program teacher, building administrator, student, guardian, and applicable district staff.

School Hours and Class Schedule

The virtual school day schedule for on-site attendees will be the same as the school day schedule at Roosevelt Education Center. On-site attendees are expected to attend during all attendance days as indicated on the district calendar and subject to conditions indicated by the Roosevelt Education Center student handbook. Repeated unexcused absences or tardies may result in the student being dismissed from the virtual school program and required to enroll in their base school. Students in good standing who have made sufficient academic progress and who have completed at least one credit successfully may be allowed to leave the school for lunch; late returns from lunch will be treated the same as a tardy/unexcused absence.

Orientation Days

All students enrolled in the virtual school program, whether attending on-site or off-site, must attend at least two orientation sessions as indicated on the school calendar. Failure to attend these sessions, or approved make-up days, will result in dismissal from the program.

Unit and End-of-Course Tests

Off-site attendees must take end-of-unit and end-of-course tests at Roosevelt Education Center, proctored by a staff member. In addition, off-site attendees may come to the school to complete course work if they would like additional assistance. While in the building, off-site attendees must comply with all rules and standards in the school handbook and district policy. Failure to do so may result in disciplinary action.

EMERGENCY SAFETY INTERVENTIONS

The Wellington USD 353 board of education is committed to limiting the use of Emergency Safety Interventions (“ESI”), such as seclusion and restraint, with all students. The Wellington USD 353 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 www.usd353.com. In addition, this policy shall be included in at least one of the following: USD 353 crisis plan, or student handbook.

Definitions

“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:
 - o Protective or stabilizing devices required by law or used in accordance with an order from a licensed healthcare professional;
 - o
 - o Any device used by law enforcement officers to carry out law enforcement duties; or
 - o
 - o Seatbelts and other safety equipment used to secure students during transportation.

Training

The superintendent shall ensure that all district personnel are trained annually with information about this policy. The superintendent shall ensure that designated district personnel are trained and know the procedures involving the use of seclusion and restraint as defined by the CPI system.

-

Nonviolent crisis intervention

- A continuum of prevention and de-escalation techniques.
 - Use of positive behavioral intervention strategies.
 - The appropriate use of physical restraint.
 - Professionally accepted practices in physical management and use of physical restraint.
 - Methods to explain the proposed restraint methods to students and parents/guardians.
 - The appropriate use of seclusion.
 - Appropriate documentation and notification procedures.
- The training for school employees should be consistent with nationally-recognized training programs to ensure that school employees are trained in the proper use of seclusion and physical restraint to prevent harm to students or other. The Wellington USD 353 employs the use of the CPI system, a nationally-recognized training system.

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 by using patron complaint form 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, or a school administrator selected by the board.

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.

PARTICIPATION IN ATHLETICS/ACTIVITIES

A. You may choose from curricular or extracurricular activities

1. Curricular activities are those which are part of a class for which you receive credit toward graduation. These include the following:
 - a. Debate
 - b. Drama
 - c. Forensics
 - d. Vocal Music
 - e. Instrumental Music
 - f. Yearbook
2. Extracurricular activities are those for which you do not receive credit toward graduation. These include the following.
 - a. Baseball
 - b. Basketball
 - c. BPA
 - d. Cheerleading
 - e. Circle of Friends
 - f. Classic Movie Club
 - g. Color Guard

- h. Crusader Committed
- i. Crusader Creators
- j. Crusaders of the Stage
- k. Cross Country
- l. FCA
- m. FCCLA
- n. FFA
- o. Football
- p. Golf
- q. National Honors Society
- r. Power Lifting
- s. SADD
- t. Scholars Bowl
- u. Softball
- v. Student Council
- w. Tennis
- x. Track
- y. Volleyball
- z. Wrestling

B. You must be a full-time student to participate in extracurricular activities. Second semester senior students would have to attend 6 class periods to be eligible to participate in any KSHSAA sponsored curricular or extracurricular activities.

C. You must meet the requirements of the Kansas State High School Activities Association. Every student must pass 6 classes the previous semester to be eligible the next semester to participate in any curricular and extracurricular activities.

D. On the day of an activity, you must attend all classes unless you have an anticipated absence or a special excuse absence.

E. If you are under suspension, you will not be allowed to participate in any activity.

F. You may be involved in more than one school activity.

1. If the school groups in which you are involved have activities schedules at the same, you should notify the sponsors of these activities so that they can work out an arrangement.

2. If a satisfactory arrangement cannot be made, the decision will be made by the principal. His decision will be binding on everyone.

3. KSHSAA Regional and State events take precedence over other activities.

G. You have a responsibility to the activity in which you choose to participate.

1. You must attend curricular class activities and you must behave as you should in any class.

a. The principal shall take the same steps in assuring discipline and

attendance at activities of performing groups as he does with any class.

b. When you violate any polices, the sponsor will have the authority to suspend you from activities.

(1) A report will then be sent to the principal, who will consider the facts of the case.

(2)The principal may then either extend the suspension, remove the student from the class, or determine what other form of penalty should be imposed.

2. When you ask to be excused from a curricular activity, your request should be submitted to the sponsor of that activity. Within one day, the sponsor will make a recommendation on the request which he must send to the principal, who will then consider all sides of the matter and make the final decision.

H. When you represent Wellington high School in extracurricular activities, you will conform to the personal appearance codes as prescribed by the sponsors of each activity.

RULE 52

INTRODUCTION – The effective American secondary school must support both an academic program and an activities program. We believe that these programs must do more than merely coexist – they must be integrated and support each other in “different” arenas. The concept of “sportsmanship” must be taught, modeled, expected and reinforced in the classroom and in all competitive activities. Therefore, all Kansas State High School Activities Association members stand together in support of the following sportsmanship policy.

PHILOSOPHY – Activities are an important aspect of the total education process in the American schools. They provide an arena of participants to grow, to excel, to understand and to value the concepts of SPORTSMANSHIP, to build school pride, and to increase student/community involvement of society; this ultimately translates into improved academic performance.

Activities are also an opportunity for the community to demonstrate its support for the participants and the school, and to model the concepts of SPORTSMANSHIP for our youth as respected representatives of society. **Sportsmanship is good citizenship in action!**

ALL ACTIONS ARE TO BE FOR, NOT AGAINST; POSITIVE, NOT NEGATIVE or DISRESPECTFUL

Section 1- General regulation (apply to grades 7-12)

Art 1: SPORTSMANSHIP is a general way of thinking and behaving. The following sportsmanship policies items are listed below are clarification:

- a. Be courteous to all (participants, coaches, officials, staff and fans.)
- b. Know the rules, abide by and respect the official’s decisions.
- c. Win with character and lose with dignity
- d. Display appreciation for good performance regardless of the team/
- e. Exercise self- control and reflect positively upon yourself, team and school.

- f. Permit only positive sportsmanlike behavior to reflect on your school or its activities.

Art 2: Enforcement Procedure:

- a. it is encouraged and recommended by the Kansas State High School Activities Association that local boards of education adopt these regulations and reinforce them as indicated herein /
- b. The executive board of the Kansas State High Activities Association shall be responsible for the interpretation including “desirable and unacceptable behavior” and shall publish them in the Association’s Citizenship/Sportsmanship Manual.

RULE 52 INTERPRETATIONS

The following interpretations and policies were adopted by the KSHSAA Executive Board on November 17, 1988, in regard to be new Citizenship/ Sportsmanship Rule 52. These are meant to clarify and assist member schools in their enforcement of this regulation.

Desirable and unacceptable behavior illustrations are “examples” and are not to be considered all inclusive.

RULE 52 VIOLATIONS

Violations of the code of ethics, KSHSAA rule and regulation or citizenship/sportsmanship rule 52 by member schools and/ or individuals shall be subject to consideration by the KSHSAA.

Action may result in the form of reprimand, probation or suspension of the school and/or individual depending upon the degree of the violation.

If a member school is not willing to impose disciplinary measures acceptable to the KSHSAA, a hearing (informal or formal) will be held and restrictions imposed by the KSHSAA.

School/coaches are encouraged to use the NCR Report Form to call attention to the KSHSAA any unusual situations, positive or negative, immediately following the contest.

If a problem is severe then the KSHSAA should be notified by telephone so the situation can be followed up right away.

ATHLETICS/EXTRA CURRICULAR

The use or possession of tobacco, illegal drugs, or alcoholic beverages by a student places that student in violation of Kansas State High School Activities Association rules and Wellington High School and Wellington Middle School athletic/activity policies.

A violation is confirmed by an admission of the student or parent of the student, or personal observation by a member of the faculty, administration, coach, or coaches' aid or law enforcement official. Reliability and validity will be determined by a committee composed of the coach or sponsor, the principal, the assistant principal and the activities director.

This policy will be in effect starting with calendar week number seven (official start of the fall sports season) and end with calendar week number forty-seven (official end of the spring sports season) as determined by the Kansas State School Activities Association. Any activity/athletic event scheduled between the end of the spring sport season and the start of fall sports season will be subject to this policy for the duration of that event. I.e. sport camps, cheerleader camps, summer band, trainer camps and etc.)

This policy encompasses Rules Fourteen, Article Two of the KSHSAA Handbook "A student who is under penalty of suspension or whose character or conduct brings discredit to the school or the student, as determined by the principal, is not in good standing and is ineligible for a period of time as specified by the principal."

The first confirmed violation of this policy will result in loss of eligibility for the next interscholastic event.

The second confirmed violation of this policy will result in the loss of eligibility for the remainder of the season.

This policy applies to all Kansas State High School Activities Association Activities.

LETTERING

Each coach/instructor will inform participants of the lettering policies for the sport/activity at the beginning of the season/year.

ATHLETIC ADMISSIONS

AVCTL tickets prices are set at \$6.00 for adults and \$4.00 for students. Students will be admitted to home games for \$1.00 plus a student ID. Tournaments and post season playoffs do not qualify for these prices.

SELECTION PROCEDURE FOR NATIONAL HONOR SOCIETY

The National Honor Society is an academic honors organization for which membership is by invitation only according to the following procedure:

1. Students' academic records are reviewed to determine scholastic eligibility. To be scholastically eligible, a student must have a 3.500 or better grade point average. (The grade point average is determined to three decimal points; it is not rounded off to 3.5.)
2. Students who are eligible scholastically and their parent/guardian are notified by letter.

3. For further consideration for selection to the National Honor Society, each scholastically eligible student must complete the Student Activity Information Form. The form must be picked up by the deadline stated in the letter and must be returned by the deadline stated in the letter. If either deadline is not met, the student will no longer be eligible for membership.
4. The student will submit all required materials to the NHS Advisor by the deadline.
5. The Faculty Advisory Committee, a committee of five teachers, then reviews the Student Information form, reference letters, and discipline/administrative file for each candidate and selects students for membership.
6. The students selected for membership and their parent/guardian are notified by letter.
7. An induction ceremony is held.
8. Infractions of school policies may result in disciplinary action.

Health Services

***Any Decisions or actions taken by USD 353 Board of Education or changes in Kansas Statutes or Laws after the printing of this information will override what is written here.**

The School Nurse provides a variety of health related services to USD 353 students. Health records, including immunizations and physicals, as required by Kansas State Law are maintained for each student throughout their school career. Vision and hearing screenings are provided every 2 years and dental screenings are offered yearly for our students. If you do not want your student to have these screenings, you must send a written refusal to the school nurse. Specific immunizations are required per grade for each student to follow Kansas Statute. First Aid/ emergency treatment will be handled by the school nurse, if present, or designated personnel. Students will be cared for in the nurse's office and return to class if appropriate and able. General guidelines for dismissal for illness include: temperature of 100.0F or above, vomiting, identification of potential communicable disease, etc and for injury include: loss of consciousness, possible fractures, possible need for stitches, or an injury that prevents them from participating in school. The parent/guardian may chose to take their student home for an illness/injury. Building/District attendance policy will apply any time a student is dismissed as ill or injured. In the event of a serious accident, the school will attempt to contact the parent/guardian. In the event that they are unable to be contacted, or cannot make it to the school quickly and immediate medical care is needed 911 will be called to facilitate transport to the hospital. The parent/guardian has the right to decline EMS transport upon their arrival to the school.

Medication Administration

Per USD 353 Board of Education policy JGFGB & JGFGBA (Administration and Self-Administration of Medication)the following steps must be followed:

1.A written order from a Health Care Provider (Physician, ARNP, PA, or Dentist/Orthodontist) with written parent/guardian consent must be provided each year.

2. The student must receive at least one dose of the medication (except the epinephrine auto-injector) prior to receiving it at school.
3. Medication must be provided in its original container (the pharmacy will usually provide a 2nd labeled container if you request it).
4. If the student needs their medication during a school sponsored event such as a field trip or athletic event, arrangements will be made for the student to receive his/her medication by a supervising adult.
5. Appropriate staff will be notified that the student has a prescribed medication in the nurse's office or carries one with them.
6. All medication will be kept in and administered from the nurse's office except Self-administered medication (see below)
7. Parents/guardians are to be aware that the school district and its officers, employees, and agents aren't liable for damage, injury or death relating to the administration/self-administration of medication and will sign a statement to that effect.

Self-Administered Medications: (Insulin, epi-pen, inhalers)

Medication in this section will be defined as a medication prescribed for treatment of anaphylaxis (severe allergic reaction), asthma, or diabetes. In addition to the above requirements, the following must be met:

1. The health care provider must sign that the student has the skill level necessary to administer the medication as prescribed and to use any device necessary for that administration.
2. If a student abuses this policy by sharing medication with another student or other identified misuse their right to self administration of medication as defined here will be revoked and disciplinary action could be taken.

Physical Exam

Per K.S.A. 72-5214 Kindergarten students and any student, up to the age of nine, who was not previously enrolled in a Kansas school shall present a health assessment/physical prior to their admission/attendance. The physical must have been completed within the 12 months prior to their attendance.

Head Lice

Parents will be notified if their child has nits or live lice. Those with live lice will be sent home for treatment before they can return to school. The student must report to the office to have their hair checked to insure all live lice have been removed. Information regarding method of spread, removal and treatment of head lice is available from the nurse's office. School wide checks are no longer recommended, students may be referred to the nurse for a check if scratching or visible lice are present.

Automated External Defibrillators (AED's)

AED's are available at each school and may only be used by staff, students, or patrons that are trained and certified in their use by American Red Cross or American Heart Association. If the AED is used notify the school nurse so supplies and equipment can be

checked and replaced. WHS has an AED on the wall between the Main and Auxiliary Gym and one located on the wall between the entrance doors to the library. WMS has an AED located on the wall outside their gym. Each of the elementary schools has an AED in a cabinet located in their commons or office hallway. There are mobile AED units available for checkout, through the nurse, during extracurricular activities. Tampering with or vandalism of the AED or it's cabinet will be dealt with as a disciplinary matter through the Principal's office. Replacement/repair costs for the AED or cabinet will be the responsibility of the student &/or student's parent/guardian.

Immunization Requirements

K.A.R. 28-1-20 defines immunizations required for any individual who attends school or early childhood programs operated by a school. There are specific intervals between immunizations and variations on doses depending on dates. Any questions, contact the school nurse, health department or online at:

http://www.kdheks.gov/immunize/download/KCI_Form.pdf

Kindergarten-Grade 6

VACCINE	REQUIREMENT
Dtap/DT (diphtheria, tetanus, pertussis)	5 doses
IPV (polio)	4 doses (1 dose must be after 4 th birthday)
MMR (measles, mumps, rubella)	2 doses
Varicella (chicken pox)	2 doses (or signed doctor's note if had illness)
Hepatitis B	3 doses

Grade 7-12

VACCINE	REQUIREMENT
Tdap	1 dose (regardless of last DtaP or Td (dose)
IPV (polio)	4 doses (one dose must be after 4 th birthday)
MMR (measles, mumps, rubella)	2 doses
Varicella (chicken pox)	2 doses (or signed doctor's note if had illness)
Hepatitis B	3 doses

Immunization exemptions:

Medical: An annual written statement or medical exempt form, signed by a physician, stating the reason for the exemption and the vaccine that the student is exempt from must be turned in to the nurse's office.

Religious: A written statement from the parent/guardian that the student adherent of a religious denomination whose religious teachings are opposed to the required immunizations.

**Non-compliance with the provisions of KSA 72-5209 & K.A.R. 28-1-20 as amended, may result in the student being excluded from school until compliance with the law has occurred. The school nurse or her designee will notify the parent/guardian of needed immunizations.