



LEAVENWORTH HIGH SCHOOL

2012 10th Avenue
 Leavenworth, KS 66048
 PH 684-1550 FAX 684-1555
<http://www.usd453.org/lhs/>

Welcome to Leavenworth High School. You will find LHS to be a great place to learn and develop. We hope the atmosphere here will be one of "family," where all of us cooperate, care about each other, and treat each other with respect.

Everyone at Leavenworth High School has a job to do. The staff is responsible for providing the best possible learning environment and opportunities for each student. Each student's job is to give their best effort toward learning. Teaching, learning, and attendance are not optional activities at our school.

We trust this handbook/calendar will serve as a reference aid to you. Please acquaint yourself with the school and its many activities. It also should give direction and provide parameters for behavior so we can all effectively perform our educational tasks.²¹

MESSAGE FROM THE ADMINISTRATION

Welcome to Leavenworth High School and the 2023-24 school year. We all look forward to helping our students to learn, excel, and prepare for their future. Through hard work, perseverance, performance and cooperation this can be the best school year ever at Leavenworth High. We are proud of our students and our school.

This document is designed to provide you information that will help you be a successful student. School procedures, expectations and rules are included along with a calendar for planning. We have also included a section on how to write research papers titled MLA Writing Guidelines. Please review all the information provided and make sure to keep this planner with you at all times while at school as it also serves as a hall pass when teachers give you permission to leave the classroom.

Our mission is to provide all students the best possible education and preparation for their future. Please commit to your responsibility toward working hard and hopefully exceeding our expectations.

The Administration

LHS MISSION

LHS is a community of individualized learners focused on an innovative, rigorous, and civic-minded education that equips all Pioneers for lifelong success.

LHS CORE VALUES

1. Care and Respect for All
2. Continuous Improvement
3. Collaborative Community
4. Value Diverse Cultures
5. Positive Relationships and Learning Environment
6. High Expectations For All
7. Value Instructional Time
8. Family First



BE A PIONEER, BE A CHAMPION!

Alma Mater

We sing our praise to LHS, our Alma Mater, hail!
 Her hallowed halls stand firm in their quest that right and truth prevail.
 Since pioneers first built her walls along the river's view,
 Their strength and courage we recall; their spirit we renew.
 So raise the blue and white on high, all pioneers salute her.
 So faith on us she can rely; her honor we'll preserve.

Fight Song

"Loyalty"

We're loyal to you, Pioneers,
 We're the blue and the white, Leavenworth High,
 We'll back you to stand against the best in the land,
 For we know you have sand Leavenworth High,
 Rah!Rah!
 So pack out that ball Pioneers,
 Go crashing ahead Leavenworth High;
 Our team is our faith protector.
 Come boys, for we expect a touchdown from you, Pioneers!

Che-cha! Cha-Ha-Ha!
 Che-cha! Cha-Ha-Ha!
 Hit em high! Hit em low!
 Come on team! Let's go!

Fling out that dear old flag of blue and the white,
 Lead on your sons and daughters,
 Fighting for right, like men of old young giants,
 Placing reliance, shouting defiance Os-ki-wa-wa!
 Across these broad green fields that nourish our land,
 For honest labor and learning we stand,
 And unto thee we pledge our heart and hands
 Dear Alma Mater Leavenworth High.



LHS SCHEDULE 2024-2025

Leavenworth High School Bell Schedule 2024-2025

HOUR 1 7:45 - 8:32

HOUR 2 8:37 - 9:24

HOUR 3 9:29 - 10:16

HOUR 4 10:21 - 11:08

ADVISORY 11:13 - 11:46

HOUR 5 11:51 - 1:21

FIRST LUNCH 11:51 - 12:21

SECOND LUNCH 12:21 - 12:51

THIRD LUNCH 12:51 - 1:21

HOUR 6 1:26 - 2:13

HOUR 7 2:18 - 3:05

Building Leadership

James Vanek	Principal
Chuck Mahon	Assistant Principal (A-E)
Brenden Olesen	Assistant Principal (F-L)/Activities Director
Mike Koontz	Assistant Principal (M-R)/Athletics Director
Stacey Cole	Associate Principal (S-Z)

Guidance Office

Jennifer Baptista	Counselor (A-E)
Triston Richardson	Counselor (F-L)
Michael Sullivan	Counselor (M-R), International Students
Karen Ross	Counselor (S-Z)
Erin Sullivan	Registrar
Lauren Wendt	Secretary



GUIDANCE OFFICE & ACADEMIC INFORMATION

Requirements for Graduation – Credits Required

A half credit is defined as the completion of a class which meets for a full semester. To earn a diploma from Leavenworth High School students graduating 2023 must earn a minimum of **26** credits.

Note: If a student is currently failing a requirement for graduation, he/she cannot replace the credit from another institution until the semester is over.

Graduation Requirements/ Credit(s) Subject(s)

Explanation of Terms

AP=Advanced Placement

.5 credit=1 successful semester

Credit(s)	Subject	
1	Fine Arts	1 credit
4	English Language Arts	4 credits
	A minimum of 3 of these 4 credits must be in the area of English.	
3	Social Studies	
	AP United States History or United States History	1 credit
	AP European History, World History, or AP World History	1 credit
	US Government, AP US Government, or Law	.5 credit
	Other Social Studies Elective .5 credit	
3	Mathematics	3 credits
	(Shall include algebraic and geometric concepts)	
	(Must include Algebra I or equivalent or prior completion of Algebra)	
3	Science	3 credits
	Biology	1 credit
	Physical Science (Int Science: Chemistry/Int Science: Physics or Chemistry))	
	1 credit	
	Other Science	1 credit
2	Physical Education (Must include .5 credit of Health)	2 credits
	Freshman: PE/Health	1 credit
	Sophomores-Seniors: ROTC or PE	1 credit
.5	Practical Arts	.5 credit

A student must attend 7 semesters in grades 9-12 in an accredited junior and/or senior high. Summer school attendance will not be counted as a semester of attendance. Any student failing a class required for graduation during his/her final semester cannot replace the credit until the semester has ended, and he/she will not be allowed to participate in the graduation ceremony.

High School Graduation Cords/Stoles

For graduating seniors participating in traditional commencement ceremonies, the only cords/stoles that are allowed are those earned and received directly through participation with Leavenworth High School athletics and activities and/or academic recognition. Below is the list



of approved cords/stoles that are authorized to be worn during commencement ceremonies at Leavenworth High School:

- White National Honor Society Stole
- Thespian Cords
- White AVID Stole
- Leadership Cords
- Student Council Cords (Members and officers)
- Top 10% Cords
- TSA Honor Society Cord or Stole
- Kansas Honor Scholar Medal
- Quill and Scroll Cord
- DECA Honor Society or Cord

NOTE: LHS students are expected to be full-time students. Freshman & sophomore students must enroll in seven classes. Junior and senior students may enroll in six classes and a non-credit teacher helper* or eight classes.

**Teacher Helper*

A student **MUST** have at least a 2.8 cumulative GPA in order to be a Teacher Helper. Those students who have volunteered to be a teacher helper must remain with the assigned teacher or the assigned office for the entire period. It is the student's responsibility to find a teacher prior to enrollment. A form may be picked up in Guidance and must be returned with the teacher's signature. Aides may not leave the room or office without an appropriate hall pass. Students may only have one teacher helper assignment per semester. Teachers may only have one teacher helper per hour. Teachers may not have a teacher helper during their plan.

College Preparatory Program

As stated on the Kansas Board of Regents website, state universities in Kansas follow Qualified Admissions (QA) criteria when admitting undergraduate students. These criteria are set by the Kansas Board of Regents, the governing body for the six state universities. The purpose of QA is to enhance success at the university level by ensuring students are prepared for the rigors of a university education. The institutions that use QA for admission are: Emporia State University, Fort Hays State University, Kansas State University, Pittsburg State University, University of Kansas, and Wichita State University.

The Kansas Scholars Curriculum is a rigorous curriculum outlined by the Kansas Board of Regents. Students who complete this curriculum have fulfilled one of the requirements to meet State Scholar designation. Please see the information below for a detailed explanation.

See your counselor and/or check college websites for admission requirements for the school you plan to attend.

(I think the Qualified Admissions page and KS Scholars page should go after this section.)

AP Class Information



Currently, Leavenworth High School offers the following Advanced Placement (AP) courses: AP English Language & Composition, AP English Literature & Composition, AP Art & Design, AP Studio Art, AP Pre Calculus, AP Calculus AB, AP Statistics, AP Spanish Language Culture & Culture, AP European History, AP United States History, AP World History, AP Government & Politics, AP Psychology, AP Biology, AP Chemistry, and AP Physics 2. Additional information concerning the AP Program regarding exams, exam schedules, etc. is available at: <https://apstudent.collegeboard.org>. Students also can get information from their AP teacher or their school counselor.

Area Vocational-Technical Schools

There are several opportunities throughout the year for students interested in pursuing post-secondary education. This includes a number of area vocational and/or technical schools, including a variety of courses offered locally through KCKCC at the Pioneer Career Center. Courses for 24-25 include: Baking, Construction Technology, Criminal Justice, Culinary Arts, Early Childhood Education, Electrical Technology, Health Careers (CNA/M&T), and HVAC. Other opportunities include, but are not limited to, dual enrollment programs, College & Career Night, lunch meetings that allow students to meet with representatives from these schools, as well as classroom visits. The vast majority of these schools have unique criteria to ensure admission, and it is important that each student visit with his/her counselor to discuss the various options and admissions criteria.

Dual-Enrollment via Post-Secondary Institutions

Students may earn dual credit through post-secondary institutions if they have sophomore, junior or senior status or are a freshman with a gifted IEP, and if they obtain approval of their counselor and the building principal (paperwork is available in the Guidance Office).

A three-hour college class equals one high school credit. A five-hour college class equals two high school credits. A student may elect to take one high school class in their schedule for a three-hour college class; two high school classes for a five-hour college class. Students are responsible for submitting their college grade to their counselor as soon as possible (not to exceed two weeks) or an "F" will be posted on their transcript.

Students taking a college class during the regular school day will receive a grade and credit for the college course. They should have a section of KCKCC or other colleges on their schedule. Students taking a college class after the regular school day have the choice to receive or not receive the grade and credit.



Qualified Admissions

The six state universities in Kansas--Emporia State University, Fort Hays State University, Kansas State University, Pittsburg State University, The University of Kansas, and Wichita State University--use the standards below, set by the Kansas Board of Regents, to review applicants for undergraduate admission.

ACCREDITED HIGH SCHOOL

Freshman applicants, under the age of 21, who graduate from an accredited high school, will be guaranteed admission to six state universities by meeting the Qualified Admissions requirements designated by each university, as follows:

ESU, PSU, FHSU, & WSU:

- Cumulative High School GPA 2.25+ or ACT 21+ (SAT 1060)*

K-State:

- Cumulative High School GPA 3.25+ or ACT 21+ (SAT 1060)*

KU:

- Cumulative High School GPA 3.25+
OR Cumulative GPA 2.0+ and ACT 21+ (SAT 1060)*

ALL Institutions Require:

- Cumulative GPA 2.0+ for College Credits earned in High School

KANSAS SCHOLARS CURRICULUM IS RECOMMENDED BUT NOT REQUIRED: To best prepare for the rigor of college-level courses, the Kansas Scholars curriculum is recommended.

One unit is equivalent to one year, or two semesters:

				
English 4 units	Math 4 units 1 unit of each: Algebra 1, Geometry, Algebra II 1 unit: Advanced Math See KS Scholars page For Math course list	Social Science 3 units 1 unit U.S. History .5 unit U.S. Gov .5 unit World History 1 unit: Social Science course See KS Scholars Page for Social Science course list	Science 3 units 1 unit of each: Biology, Chemistry, & Physics	Foreign Language 2 units of the same language

KANSAS SCHOLARS Program: More information about the Kansas Scholars Scholarship & Curriculum can be found [here](#) (pdf).

HOMESCHOOL & UNACCREDITED HIGH SCHOOL

Freshman applicants, under the age of 21, who are homeschooled or graduate from an unaccredited high school will be guaranteed admission to the six state universities by achieving an ACT score equivalent to those outlined above, per each university. If you enroll in college courses while in high school, it is also required that you achieve a 2.0 GPA or higher in those courses.

**If you do not meet the qualified admission requirements, you are still encouraged to apply. Your application will be reviewed individually. Contact the university admissions office for more information.*

This document provides a summary overview of admission requirements at state universities and is not a substitute for or to be used in lieu of the actual detailed admissions requirements, which can be found at: www.kansasregents.org/qualified_admissions_rules_regulations.

December 2022



KANSAS BOARD OF REGENTS

Kansas Scholars Curriculum & State Scholar Quick Facts

Completion of the Kansas Scholars Curriculum is one of the requirements Kansas residents must meet in order to receive State Scholar designation. This occurs during the senior year of high school.

What are the other requirements to become a State Scholar?

- Students must have taken the ACT between April of the sophomore year and December of the senior year.
- Students must be a Kansas resident.
- Students must have their curriculum and 7th semester GPA certified on the official roster by the high school counselor, registrar, or similar official.

KANSAS SCHOLARS CURRICULUM

English - 4 years

One unit to be taken each year. Must include substantial recurrent practice in writing extensive and structured papers, extensive reading of significant literature, and significant experience in speaking and listening.

Mathematics - 4 years

Algebra I, Algebra II, Geometry, and one unit of advanced mathematics-- suggested courses include: Analytic Geometry, Trigonometry, Advanced Algebra, Probability and Statistics, Functions or Calculus. Completion of Algebra I in 8th grade is acceptable; the student would then only need three years of math in high school.

Science - 3 years

One year each in Biology, Chemistry, and Physics, each of which include an average of one laboratory period a week. Applied/technical courses may not substitute for a unit of natural science credit.

Social Studies - 3 years

One unit of U.S. History; minimum of one-half unit of U.S. Government and minimum of one-half unit selected from: World History, World Geography or International Relations; and one unit selected from: Psychology, Economics, U.S. Government, U.S. History, Current Social Issues, Sociology, Anthropology, and Race and Ethnic Group Relations. Half unit courses may be combined to make this a whole unit.

World Language - 2 years

Two years of one language. Latin and Sign Language are accepted.

What is the benefit of completing the Kansas Scholars Curriculum?

Students that complete this curriculum and meet the other requirements, may be designated as State Scholars, which makes one eligible to receive the Kansas State Scholarship as provided by the Kansas Legislature. The academic profile of recent scholars include an average ACT of 29 and an average GPA of 3.92. State Scholars may receive up to \$1,000 annually for up to four undergraduate years (five, if enrolled in a designated five-year program), based on financial need and the availability of State funds. Financial need is measured by federal methodology using data submitted on the FAFSA.

For more information, contact us at (785) 430-4300 or at scholars@ksbor.org.



Academics

Students are welcome in the Guidance Office for any matter they wish to discuss. Some of the reasons include: Individual Plans of Study, enrollment, post-secondary plans, scholarships, and personal concerns.

Honor Roll

Leavenworth High School will publish two Honor Rolls at the end of each semester during the school year. The Honor Rolls will reflect the academic achievement of the full-time student for the semester, and will be figured on the basis of grade point average. The "PIONEER HONOR ROLL" will consist of those students earning at least a 3.8 grade point average with no grade below a C. The "REGULAR HONOR ROLL" will consist of those students carrying at least a 3.2 G.P.A., but less than a 3.8, with no grade below a C.

Grades

Grades are reported at the end of each semester. Grade cards are distributed to students at the end of first semester and will be mailed at the end of second semester. Leavenworth High School has a weighted grading system. Weighted grades are awarded for Advanced Placement courses on the following basis: A (5.0), B (4.0), C (3.0), D (1.0), and F (0.0). All other classes are based on a 4-3-2-1 system. Cumulative GPA is computed by grades earned and credits attempted, which determines weighted class rank.

The LHS grading scale is:

Grades		Unweighted GPA	Weighted GPA (AP)
90-100	A	4 points	5 points
80-89	B	3 points	4 points
70-79	C	2 points	3 points
60-69	D	1 point	1 point
59 and below	F	0 points	0 points

Academic Letters

Students earn an academic letter and an invitation to a ceremony at Leavenworth High School by meeting the following requirements:

9th Grade Students: 4.0 and above cumulative GPA

10th - 12th Grade Students: 3.75 and above cumulative GPA

Once a student has earned an academic letter, they are awarded a bar for all subsequent years that they meet the requirements.

Graduation Procedure for International/Foreign Exchange Students

International/Foreign Exchange students can graduate from Leavenworth High School if: 1) They provide a transcript translated into English from their previous school or a government agency, 2) They meet all Leavenworth High School graduation requirements.

Accredited/Non-Accredited Private School Policy

Students who have attended a private school that is accredited by the Kansas State Department of Education or another state department will receive credit, and grades will be granted as listed on their transcript.

Students who have attended a non-accredited private school or home school may earn credit through the following process: 1) Students' transcripts and documentation will be reviewed by the building principal and



department representatives, 2) Based on their review and recommendation, credit may be granted and a grade of P (passing) may be issued..

Make-up/Replacement Credits

Make-up/Replacement credits may be earned through the Virtual Learning program according to the following guidelines:

- Students must have prior approval from their LHS counselor.
- Students cannot earn credit through the Virtual Learning program for required coursework, unless they have already failed the course or a special arrangement has been approved with the school counselor.
- Students cannot earn credit to replace a requirement that they are currently enrolled in and failing until the semester is completed. Credit can be granted for the following semester, but will not be issued for the current semester.
- Students may not have virtual learning classes for their entire schedule.

Exceptions to these guidelines can be made with approval of the counselor and/or building principal. Make-up/replacement credit work must be completed by the end of each respective semester.

Transcript Translation Procedures

Leavenworth High School translates transcripts according to the following guidelines:

- Leavenworth High School has a weighted grading system for all Advanced Placement (AP) and International Baccalaureate (IB) coursework on the following basis: A (5.0), B (4.0), C (3.0), D (1.0), F (0.0).
- All other classes, including Pre-AP, Pre-IB, and Honors classes are based on a 4-3-2-1 system. Rank in class is figured on a cumulative GPA for all classes. GPA is computed by the total number of units attempted.
- If a sending school posts transcripts using letter grades, those grades are honored regardless of the sending school's grading scale.
- If a numeric grading system is used and the grading scale is printed on the transcript from the sending school, this scale is honored and letter grades are issued according to the sending school's scale.
- If the grading scale is not indicated on the transcript, Leavenworth High School contacts the sending school to obtain the grading scale and issues letter grades according to the sending school's scale.

Class Drop Procedure

Students are expected to maintain a full course schedule throughout the semester. Students are encouraged to maintain the courses selected at pre-enrollment with their guidance counselor. Students may make a schedule change before or after school only during the first five days of each semester. After this time period, no schedule changes are allowed unless they meet the requirements set for by LHS. These include:

- The need for the school to balance class size.
- Errors made by the school in developing the schedule.
- Medical reason with documentation.
- Placement by the school for students with academic difficulties.
- Request to take courses in order to qualify for the Kansas Scholars/Board of Regents.
- Request to add a course required for post-secondary admissions (with documentation required from the college).
- Adding a required course in lieu of an elective class.
- Administrator approval of student enrollment in a higher-level course.
- Failure of a course required for graduation.



- Failure of a prerequisite, i.e., anything that would prevent a student from going on to a requisite course as published in the Course Guide (e.g., failing Honors Algebra II prevents a student from enrolling in PreCalculus).
- Second-semester senior schedules may change as a result of qualifying for shortened days.

Class sections and teachers are assigned randomly at LHS. Every attempt will be made to balance class size. Students will not be allowed to switch teachers. An acceptable reason for a class change might include moving from a higher level to a lower level course. For example: Advanced Placement to Honors, or Pre-Calculus to Trigonometry. Administrative approval and paperwork, located in Guidance, are required in order to complete the change.

In special and limited circumstances where a change is approved by administration after the first two weeks of a semester, a WP (withdraw passing) or WF (withdraw failing) will be recorded on the student transcript.

Class changes are not effective until all completed paperwork is returned to your counselor and all books/materials are returned to teachers.

No changes may be made after the first quarter during the first semester, or after the third quarter during the second semester.

Standardized Testing

Students should start discussing their post-secondary plans with their counselor as they enter high school. If a student is considering a service academy, he/she should start the planning process immediately. Students need to begin taking college entrance exams (ACT and/or SAT) before the end of the junior year. Many awards and scholarships require the ACT and SAT be taken before February of the junior year. In order to be considered for the National Merit Scholarship, students must take the PSAT in October of their junior year; and sophomores are encouraged to take the PSAT as practice for future college entrance exams.

Standardized Testing Dates

National ACT and SAT are not available at Leavenworth High School. St. Mary's College in Leavenworth does administer the National ACT on several Saturdays throughout the year.

PSAT Testing (grades 10-11)
October 23, 2024

PreACT Testing (grade 9)
TBA - Sept. 30 - Nov. 8

WorkKeys Testing - State Sponsored (grade 11)
TBA - Oct. 7 - Nov. 5

ACT - State Sponsored) Testing (grade 11)
Feb. 25, 2025

Local AP Exams
May 5-16, 2025 @ LHS
Specific times TBA
www.collegeboard.org



Sophomores and Juniors can sign up for the PSAT in the Guidance Office. Limited slots are available on a first come, first served basis. The PSAT test is administered at LHS. Additional information concerning both the SAT and the PSAT is available at: www.collegeboard.org.

Kansas State Assessment
TBA

Informational Nights

Senior Information Night
September 23, 2024
6:30 p.m. – LHS Performing Arts Center

College and Career Night
October 8, 2024
6:30-8:00 p.m. – LHS Gymnasiums

Transitioning to LHS – Becoming a Pioneer
March 3, 2025
6:30 p.m. – LHS Performing Arts Center

Senior Awards Night
TBA

PowerSchool/Student Academic Progress

Leavenworth USD 453 uses a web-based, parent communication system in all schools. The easy-to-use tool enables students, parents, teachers, and administrators to work together to improve student achievement. Online access to grades, homework, and attendance information will allow parents and teachers to stay connected regarding student progress. The information is current and allows students to take more responsibility for their learning. Information is typically provided at enrollment, and parents can set up an account through the school website at www.usd453.org. The school secretary can help you with any challenges you may have utilizing the program.

Tutoring

Tutoring is available for students needing assistance outside of school. Typically, this includes tutoring through the math department and National Honor Society. Specific information can be received through the guidance office. Additionally, students can plan times with teachers for extra help before and/or after school.

Make-Up Work Policy

Homework is given by the classroom teacher and is scheduled to meet the needs of the course content. Students are generally allowed two days for each day he or she has missed in order to make up missed work. Students are responsible for collecting their own homework if they are absent for only one or two days. Parents may contact their student's guidance counselor to collect homework for missed school if absent three or more



days, and extended time will be given to collect work. Additionally, students in ISS and/or OSS will be allowed to make up work for full credit.

Procedures for Students Absent During Finals

Finals occur at the end of each semester (December/May). Missing finals is difficult for students and teachers, thus parents should do their best to make sure students are present during these days. However, the school is aware that this sometimes cannot be avoided. To take finals early, parents must submit written notice to the guidance counselors two weeks prior to finals. Exceptions to this policy will only be made in cases of a dramatic event with administrative approval. If students are sick during finals and prior notification is not possible, it is the student's responsibility to ensure that teachers are contacted in order to make plans to make up finals as soon as possible. Make up finals should be completed within 10 school days after the end of the semester.

Special Education Services

Programs within the special education area are designed to assist and support students that are experiencing skill deficits in learning, language, or speech, or are considered to be gifted. Students must qualify for these programs based on state and district guidelines. Parents are an integral part of the special education process from evaluation to placement as well as the development of an Individualized Education Plan (IEP). The IEP is updated annually, but may be modified more often as needed. If you need further assistance you may contact your child's building administrator or the Director of Special Education at 200 N. 4th Street, Leavenworth, KS, 66048, or 913-684-1400

Fees

Fees will be set annually by the Board of Education. The Board of Education has adopted a policy authorizing the collection of fees and the qualifications of a fee waiver. The following guidelines will be used:

The Parent/Guardian must fill out a new application for child nutrition benefits each year. If a family has more than one student in the district, only one application is needed, provided that all students are listed on the application.

Students approved for free meals are also eligible for free class fees if a confidentiality waiver is signed. A fee payment agreement MUST also be completed at enrollment for any outstanding balances. Students who qualify for reduced price meals are not eligible for a waiver of fees.

All fees and charges are due and payable at enrollment. If the full amount of the fees cannot be paid at the time of enrollment, a fee payment agreement must be signed. **Fees and charges not paid in full by March 1st will be turned over to a collection agency.** Returned checks are subject to a \$30.00 service charge.

Refunds/overpayments will be applied to next year's fees, UNLESS the student withdraws or graduates.

Graduating students with outstanding debts must pay with cash, money order, credit, or debit card if paying after May 1st. All debts must be satisfied prior to participating in graduation exercises.

Textbook Policy

Issued Books/Materials Policy: A receipt signed by the student is kept on file with the instructor and/or the materials checked out within the textbook management system.

Returned Books/Materials Policy



Textbooks, some classroom materials, and Chromebooks are checked in and out electronically. Students must turn in all textbooks and materials prior to the last day of class, or within five days from the day they withdrew from or dropped the class. After the five days, students will be charged for the items until they are returned to the instructor or to the bookkeeping office. This policy also applies to the return of sports, ROTC, band uniforms and equipment.

Attendance Policy

Leavenworth High School strongly believes that for a student to be successful, daily attendance is vitally important. Whenever a student is absent from class, a valuable part of the student's education is missed. Attendance in school is the legal responsibility of the student and the student's parents/guardians. The school's responsibility is to provide instruction and to inform parents/guardians of absences from class. In view of this philosophy, the following procedures will be followed:

Attendance is reported every period of the day. Any absence requiring a student to miss class time will be recorded. School sponsored activities and in-school suspension will be recorded in the computer and students marked as present at school, although absent from class. Absences will be initially recorded as unverified. Once parents notify the school about the absence and provide documentation as required, absences will be marked using the following descriptors:

- (UNV) Unverified Absence – Unexcused absences without notification
- (EAB) Excused absences – The parent must notify the attendance office within **two days** of the marked absence to change it to an excused absence. (684-1550) and leave a message. **This is a twenty-four hour number**). The **two days** include the day of absence and the following day.
- (UNX) Unexcused absences – An absences without school or parent permission
- (ACT) School Activity – The teacher/sponsor of the activity requiring a student to miss class will notify the attendance office.
- (ISS) In-School Suspension – The ISS staff will send a student list to attendance.
- (OSS) Out-Of-School Suspension – Assistant Principals report suspension to the attendance office.
- (LEG) Court
- (TDY) Tardy to 2nd hour-7th hour less than five minutes late; 1st hour less than 10 min. late
- (EXT) Excused tardy – A tardy caused by situations outside the student's control. An excused tardy requires notification to the attendance office by a staff member. Tardies cannot be excused by parents. The only exception is 1st hour, and this can only be excused in extreme situations with the approval of administration.
- (MED) Medical Absence – Requires verification from a doctor's office
- (HMB) Homebound – With doctor notification and arrangements made in the guidance office
- (NUR) Nurse
- (OFC) Office
- (FML) Family absence (must be approved by administration)
- (ADM) Administrative approval only

The attendance office has an automated caller service; this computerized caller will notify parents/guardians two times a day about any absence that is not excused. You may leave a message at that time or call the next day. Parents may call at any time and request absence information from the attendance office or use PowerSchool to access attendance.

Consequences of Unverified and Unexcused Absences

All absences are recorded as unverified until notice is received from a parent/guardian or a staff member.



- Any absences which the attendance office has not received notice about within two school days will become an unexcused absence.
- The school will attempt to contact the parent/guardian of each unverified absence by telephone.
- Outside action is taken as required by Kansas Law.
- Truant students (unexcused and unverified absences) will be reported to the truancy officer when students accumulate three absences in a row, five absences in a semester, and seven absences in a school year. This includes unexcused absences accumulated due to excessive excused absences described above.
- Any unexcused absence will result in disciplinary action, which may include ISS or OSS. This will also include a student who is unexcused due to being over five min late to class, as this means they have been in the hall more than ten minutes with the passing period included.

Parent Procedure to Excuse Absences

The parent/guardian is to call the school before or on the day of the student's absence. If a parent/guardian decides to take a student out of school during the school day (appointments, court, etc.), the parent/guardian should notify their child's attendance secretary prior to the student's dismissal from school. With this notification, the absence could be considered an excused absence.

How to Excuse an Absence that was Recorded As Unexcused

The process for requesting that an unexcused absence be changed to excused includes submitting a written request to the administration specifying the dates missed and the reason for the absences. The administration may request that additional verification be provided, and will consider the request based on the categories for excused absences listed above.

Parental Responsibility Regarding School Notification

Parents should contact the school any time a student is absent. If at all possible, parents should call the school office before 9:00 a.m. on the day of the absence. This call serves several purposes including:

- Notifying school personnel that the student is safe at home,
- A reason for the absence can be recorded in the school attendance files, and
- Arrangements made for homework to be picked up.

If a call cannot be made the day of the absence, a written note may be sent with the child on his/her return to school.

Skip Days

Known skipping and mass-organized skip days, walk-outs (not approved and organized through administration), etc., are not condoned by this school. Students who violate the school attendance policies will be subject to disciplinary action. Students who skip school will be assigned one day ISS for each day they skip class.

Student Check Out

Students leaving the building as part of their academic school day, such as Pioneer Career Center or other college credit courses, are expected to sign out through security. All other students must have parent/guardian permission, and **must sign out through the main office before leaving the building.**

Leaving School without Permission

Leaving school grounds during the designated school day without teacher, principal, or parent permission is not allowed. In the event that a student leaves school grounds without permission, his/her parents will be



contacted. They may receive In School Suspension. Additionally, students are not to be outside of the building for any reason during Pioneer Hour without permission from LHS staff.

Tardies

Our mission states that our primary job is to prepare young people for success as adults. We expect students to be on time to each class. A tardy to 1st hour occurs if a student arrives after the bell, but within the first 15 minutes. In this time period, students must sign in through the attendance center, where they will receive a pass to allow entrance to class. After 8:00 students are to sign in to school through the main office. A student will be considered absent from 1st hour if they arrive after 8:00. One variation for these two hours is that detentions will not start until the 4th tardy. Parents may only excuse two start of the day tardies per semester.

1st Hour Tardy Policy

<u>Number of Unexcused Tardies</u>	<u>Action taken</u>
4 or more	detention

For all periods other than 1st hour, a tardy will be counted if a student arrives after the bell, but within 5 minutes. After the 5 minutes mark a student will be considered absent.

Tardies will be reported by teachers to the office on a Tardy Report Form. Teachers will deal in their own manner with students' first two tardies to class. Second semester, tardies will begin at zero, providing all students with a fresh start. Teachers are responsible for referring students to the office for subsequent tardies. Tardies may only be excused by staff.

<u>Number of Unexcused Tardies</u>	<u>Action taken</u>
3	Detention – office
4	Detention – office
5	Detention – office
6	Detention - office
7	1 day ISS – referral to Asst. Principal
8	2 days ISS – referral to Asst. Principal
9 or more	OSS

STUDENT EXTRACURRICULAR ACTIVITIES

Attendance Policy for Students Involved in Athletics/Activities

Students must be in attendance a full day to participate in any activity scheduled for that day. Exceptions are granted with **administrative approval** only. A student who is absent from any class without obtaining prior approval may not participate in practices or contests on the day he/she is absent. Students who do not obtain prior approval and do practice will result in the loss of playing time in the first contest after the violation is verified. Students must also be in attendance the day after a competition. Loss of playing time in the first contest after the violation is verified will occur.

F Policy

LHS requires all students to follow the following academic eligibility requirements in addition to the KSHSAA eligibility requirements:



1. If a Student Athlete has three (3) F's on a progress report, the Student Athlete will be placed on academic probation. During academic probation, the student athlete will still be able to participate in their sport, but they need to work with teachers to bring their grades up.
2. If at the next progress report, the Student Athlete still carries three (3) F's, in any subject; the Student Athlete will be ineligible to participate in sports for three (3) weeks, to include practices and games.
3. At the end of the three (3) weeks of ineligibility, if the student-athlete still carries three (3) F's, they will continue to be ineligible until they no longer carry three (3) F's. However, if the student athlete no longer carries three (3) F's, they will be eligible to participate.

Student Activities

The clubs of LHS are open to any student who can meet the requirements and has an interest in joining the club.

Co-Curricular Activities – Acapella Choir, Band, Concert Choir, Jazz Band, Power and Life Show Choir, Junebug (Yearbook), Leadership, LV TV, Debate & Forensics, Scholars Bowl, JROTC, (the following are special JROTC teams) Cadet Chorus, Cannon Crew, Cavalry Angels, Color Guard,, Drum and Bugle Corps, Honor Guard with Weapons, Honor Guard without Weapons, Junior Guard Commander/First Sergeants, Cadet Raiders, Rifle Team, and Saber Team

Clubs – Art Club, Book Club, Chess Club, DECA, Fellowship of Christian Athletes, Dungeons and Dragons , FCCLA (Family, Career & Community Leaders of America), French Club, GSA (Gay Straight Alliance), Interact Club, KAYS, Math Club, Model United Nations, People of Color (POC), Pioneer Ambassadors, Pioneer Robotics, PowerLifting Barbell Club, Project Planet, Science Club, Science Olympiad, Skills USA, Special Olympics, STELLA/Thespians, STEM Club, TSA

Elected Organizations – Student Council, Junior Class Cabinet, and Senior Class Cabinet Selected Organizations - National Honor Society and Pioneer Mentoring

Student Council

The Student Council consists of five elected officers and a representative elected group of eight persons from each of the classes (freshman, sophomore, junior and senior) at Leavenworth High School. The officers of the student council are: President, Vice President, Secretary, Treasurer, and Public Relations Officer. Officers and representatives are elected in the spring of the year in order to function at the beginning of the next academic year. Freshman representatives, new student representatives (one from each grade), and two international representatives are elected in the fall.

The student council is the forum through which members of the student body may exchange ideas via their representatives. The council is the body with direct access to the administration and the school district administration.

At the beginning of each academic school year the student council is required to review the council's constitution and set specific dates for holding meetings. The council is responsible for reviewing and approving the constitutions of all other student organizations in the school.

National Honor Society

National Honor Society is an organization within Leavenworth High School which creates enthusiasm for scholarship, stimulates a desire to provide service, promotes leadership, and develops character among students. Requirements for selection into the organization include a minimum cumulative grade point average



of 3.5, full-time enrollment at LHS for at least one semester, a demonstrated record of community service and leadership, and high teacher recommendations. The selection process is as follows:

- Seniors are eligible for consideration in the fall, and second semester sophomores and juniors will be eligible in the spring. Each group will receive a letter explaining eligibility.
- An informational meeting for parents and their students will be held prior to receiving student information packets.
- Teachers will be notified and asked to evaluate each eligible student.
- A faculty committee will meet and review student information packets based upon a scoring rubric.
- Students will be notified of their selection by letter upon conclusion of the faculty committee's meeting.
- Induction for seniors will be November and sophomores and juniors in March.

Upon induction, students will be required to attend weekly meetings and participate in several community service activities. Prior to induction, students will be assessed a one-time fee of \$45.00. This fee covers the cost of dues, induction ceremony, T-shirt, and graduation stole.

Student Body

The student body is divided into four classes; freshman, sophomore, junior, and senior. Sophomore, junior, and senior student council representatives are elected in the fourth quarter of the school year and serve the entire following year. Additional members, international members, and freshman representatives are elected in the fall. Class officers and cabinet members are elected in the fall of the year in which they serve.

RULES & REGULATIONS

Administrative Discretion/Disclaimer

The building administrator may deviate from the policy guidelines when warranted by extenuating circumstances. This student handbook has been prepared for your information to help you understand our rules and regulations, as well as the philosophy of our building and school district. Every student will sign a form verifying that he/she understands all the policies and regulations. It is virtually impossible to have everything included in this manual, but we have tried to list those things of greatest concern. Any other items that you would have questions about should be covered in the Board of Education Policies and Regulations. Any questions regarding these items should be brought to the attention of the building administrator. Thank you for your interest, and please do not hesitate to contact us to clarify any of your concerns.

Discrimination

Discrimination against any student on the basis of race, color, national origin, sex, disability, or religion in the admission or access to or treatment in the district's programs and activities is prohibited. The superintendent of schools, 200 N. 4th Street, Leavenworth, Kansas has been designated 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. Any student who believes he or she has been discriminated against may file a complaint with the building principal or the compliance coordinator. Any student complaint of discrimination shall be resolved under the district's discrimination complaint procedure.

Personal Conduct and General Behavior



Students are expected to conduct themselves in a proper manner at all times while at school, whether during school hours or at any extracurricular activity. Students who persist in disturbing the teaching/learning process will face disciplinary action. The use of profane or inappropriate language in school and/or at school activities will not be tolerated. Students are required to respond to all staff in a proper manner. Failure to comply will result in disciplinary consequences up to and including suspension and/or expulsion.

Hazing/Harassment/Intimidation/Bullying/Menacing

The board is committed to providing a positive and productive learning and working environment. Hazing, harassment, intimidation, menacing, or bullying/cyberbullying by students, staff, or third parties is strictly prohibited and shall not be tolerated in the district. Students whose behavior is found to be in violation of this policy will be subject to discipline, up to and including expulsion. Individuals may also be referred to law enforcement officials.

School Disruptions

The Board of Education adopted policy JCDA regarding student conduct. Student learning time is valuable, and any disruption that causes a loss of instructional time is considered a discipline issue, and students will be subject to disciplinary action.

Vandalism

It is the responsibility of each student to exercise proper care and treatment of the school buildings and equipment. Students who vandalize school property will be suspended and may be recommended for expulsion. Full restitution will be made for repair and/or replacement of damaged property, including labor costs.

Theft

Theft of student or school property will result in disciplinary consequences up to and including suspension and/or expulsion. Additionally, charges may be filed with the local law enforcement.

Inappropriate Language

Students who use inappropriate language (i.e. profanity, defamation of character) will be subject to disciplinary action. This includes instructional time, as well as non instructional time.

Disorderly Conduct

Disorderly conduct is, with knowledge or probable cause to believe that such acts will alarm, anger, disturb others, provoke an assault, or other breach of peace. Students engaging in this activity are subject to disciplinary action, up to and including long-term suspension or expulsion. Additionally, charges may be filed with local law enforcement.

- Engaging in brawling or fighting
- Disturbing an assembly, meeting, or procession not unlawful in its character
- Using offensive, obscene, or abusive language or engaging in noisy conduct tending reasonably to arouse alarm, anger, or resentment in others.

Fighting

Physical fights between students will not be tolerated. Students who engage in a physical altercation, regardless of reason, will receive an automatic suspension. Students who are involved in repeated fights, multiple fights, or students who are unprovoked yet attack another student or staff member, will be suspended for up to 10 days and may be recommended for long term suspension. Those involved may be arrested for



battery and/or disorderly conduct, and these students may be taken into custody by the Leavenworth Police. Students who cause serious disruption to the school environment and/or who do not stop fighting when staff intervene will be subject to a potential long term suspension that may last one calendar year. Additionally, students determined to be instigating a fight will also be subject to disciplinary action, which may include ISS, OSS, and possible long term suspension or expulsion.

Verbal altercations disrupt the learning environment. Students involved in verbal fights which disrupt the educational process at school will be subject to disciplinary action and/or suspension.

Students who voluntarily participate in a disruptive situation or occurrence may be subject to disciplinary action. Examples include but are not limited to: videoing fights or other inappropriate videos, disruptive posts to social media, etc.

Threats

Any student who makes a threat towards another student, group of students, staff, or the school will be subject disciplinary action up to and including long-term suspension or expulsion.

Fire Alarms

Pulling a fire alarm is against state law. Anyone caught pulling a fire alarm will be suspended. In addition, the fire department will be notified and charges may be filed.

Tobacco and Nicotine Delivery Devices

Use and/or possession of tobacco product or nicotine delivery device (e.g. electronic cigarette, cigar, cigarillo, pipe, or personal vaporizer "vape") is prohibited in any district facility; in school vehicles; at school-sponsored activities, programs or events; and on school owned or operated property. Student violations may result in parent/guardian notification, participating in tobacco education programs, suspension and/or expulsion from school and/or extracurricular activities, community service, and/or notification of law enforcement.

Administrators may report students who are in violation of this policy to the appropriate law enforcement agency, and disciplinary action will be taken as deemed by the administration. If a student is under 18, he or she will be referred to the Leavenworth Police. Various restrooms are equipped with detection devices that alert administration. Students in the restroom at the time of the alert are subject to search and potential disciplinary action.

Weapons

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. For the purposes of this policy, "facsimile of a weapon" shall not include weapon facsimiles specifically authorized by the building principal for use in academic or approved school sponsored student activities, programs, or events, which shall include facsimile weapon use in school sponsored student theatrical productions and JROTC drill team practice, competitions, and performances.

Weapons and Destructive Devices

As used in this policy, the term "weapon" and/or destructive device shall include, but shall not be limited to: any item being used as a weapon or destructive device;

- any facsimile of a weapon



- 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, missile having an explosive or incendiary charge of more than 1/4 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 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.
- any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun.

Penalties for Possession

Possession of a firearm or other weapon listed under the "Weapons and Destructive Devices" heading above shall result in expulsion from school for a period of one calendar year, except the superintendent may recommend this expulsion requirement be modified on a case-by-case basis.

Students violating this policy shall be reported to the appropriate law enforcement agencies. For further information, refer to the Board of Education adopted policy JCDBB.

Teacher Detentions

1. Students may be required by a teacher to serve detention with that teacher for breaking class rules and/or incomplete work.
2. The teacher decides the length of the detention and when the detention is to be served, not to exceed 30 minutes.
3. Students who do not serve teacher detentions will be referred to an administrator.

School Detentions

School detentions are served in the Library classroom during a student's scheduled lunch. Students are to get their lunch if they are eating school lunch and report immediately to the detention room. The following regulations apply.

- If a student is absent, additional day(s) will be allotted. This does not include checking out unless a medical note is provided.
- Failure to serve detentions may result in ISS.
- Students are responsible for having enough school work to occupy their time. Students failing to provide themselves with viable academic work, or those that cause disruptions shall be removed from and no credit for time served will be given.
- At the high school level, it is the responsibility of students to inform their parents of detentions.



On the rare occasion that a before or after school detention is assigned, it will be served in the holding area under the supervision of the office.

In-School Suspension

In School Suspension is in room 268 from 7:50 a.m. to 3:00 p.m. In-School Suspension is assigned by an administrator. If a student is removed from In-School Suspension, the student will receive Out-of-School Suspension for the remainder of the day. Students who are sent home on Out-of-School Suspension will have to make up a full day of In School Suspension the next day they return to school. Students placed in the ISS (in-school-suspension) room receive credit for attendance in school. Students are allowed to leave ISS to attend school sponsored activities. Teachers send work to the ISS room, where the ISS instructor assists students in the completion of the assigned work.

Following is a list of ISS Rules:

1. Students are expected to report to the ISS room at 7:50 am. Tardies to ISS will count towards first hours, following the school tardy policy.
2. Students will come prepared to do academic work and must bring with them all books, materials, tissues, sweaters/coats, calculators, and other necessary items needed to complete ISS work for that day. (No tissue in the ISS room.)
3. Use the restroom before reporting to the ISS room. Restroom breaks are taken in the morning, at lunch, and in the afternoon. (NO PASSES)
4. Students who are absent from school on the day they are assigned ISS will serve the ISS when they return.
5. Generally, students must make up time missed in the ISS room.
6. Book bags must be placed on a shelf. Books and materials must be placed under your desk.
7. No reading material, other than library books and textbooks, will be allowed unless it is part of the assignment indicated by the teacher.
8. Work will be provided for students who complete their assignments early, providing the student has not brought in additional school work and/or appropriate academic reading materials.
9. Silence will be observed at all times. No distracting noises. No talking, to include passing notes.
10. Students must stay in their seats at all times. If you need anything in the classroom, you must raise your hand.
11. Sleeping is not allowed in the ISS room. There will be no eating, drinking (other than water), grooming, or chewing gum. This will result in removal from ISS.
12. Electronic devices are not allowed. Students seen with or using electronic devices will be removed from ISS.
13. Students will be expected to work at all times; any student wasting time will be removed from ISS.

Students on Out-of-School Suspension

A student suspended out-of-school from Leavenworth High School is temporarily not a member of the student body. An OSS student is not to be on school property (this includes all schools and property of USD 453), or at school events, home or away, for any reason. This student is not allowed to participate in school sponsored activities. Students who are suspended out-of-school may be recommended for expulsion.

Personal Appearance of Students

The Board of Education and Administration believe certain standards of dress and grooming habits are necessary to maintain a wholesome, safe, non-disruptive, and inspiring learning atmosphere for students. USD 453 will endeavor to work with parents to ensure students come to school each day in clean, neat, and



appropriate attire, and school attire shall be based on COMMON SENSE and GOOD TASTE by both students and parents.

The district reserves the right at all times to regulate the dress and/or grooming of any student deemed to be a distraction to the learning process, indecent or offensive to the normal decorum of the school community, and/or creates a health, discipline, or safety hazard.

The administration shall have full responsibility and authority for enforcing the dress code regulations and shall take necessary steps, including disciplinary action as appropriate, as may be required to maintain appropriate standards of student dress and appearance. Students' attitudes toward school and behavior at school are affected by their dress. To foster a pleasant school environment conducive to teaching and learning, students are expected to dress appropriately for school and for the weather.

The body must be sufficiently covered to ensure modesty (some examples of inappropriate clothing include: pajama pants, tube tops, halter tops, muscle shirts, bare midriffs or displaying navel, bare chests, extremely short shorts, overly short skirts, plunging necklines, baggy or sagging jeans showing the posterior, and other articles of clothing as determined by staff and administration). Dressing appropriately for school includes the following guidelines:

- Students are expected to dress appropriately for the school setting at all times.
- Students may not wear T-shirts, jackets, and other articles of clothing which have slogans, lettering, pictures, or graphics which advertise or promote the use of tobacco, alcohol, sex, violence, illegal substances or contain profanity.
- Students may not wear clothing, emblems, badges, symbols, or colors that promote gang affiliation or activity.
- Shirts must cover the body adequately, no custom cutoff sleeves, no spaghetti straps, no visible midriffs, etc.
- No sagging pants.
- No head covering that covers the entire head (i.e. hats, hoods, etc.).
- Shoes must be worn at all times. For the safety of students, students without appropriate shoes will be excluded from P.E. and recess activities. Heelys are not appropriate for school. House slippers are not acceptable.
- No exposed undergarments.
- No sunglasses are to be worn in the building.
- Face painting is not permitted during school hours without permission of the principal.
- Students will have the option to wear face masks/coverings in accordance with public health concerns.

Inappropriately dressed students will be given the choice of changing to appropriate clothing or calling parents to bring appropriate clothing to school. A final decision of appropriate dress will be made by the administration. Chronic dress code infractions may result in disciplinary action.

Gang Activity/Behavior/Association

The Board of Education adopted the JHCAA policy on gangs.



The policy reads: Gang activities which threaten the safety or well-being of persons or property on school grounds or at school activities, or which disrupt the school environment, are prohibited.

The principal will establish procedures and regulations to ensure that any student wearing, carrying, or displaying gang paraphernalia, or exhibiting behavior or gestures which symbolize gang membership or causing and/or participating in activities which intimidate or affect the attendance of another student shall be subject to disciplinary action.

The types of dress, apparel, activities, acts, behaviors or manner of grooming displayed, reflected, or participated in by the student shall not:

- Lead school officials to reasonably believe that such behavior, apparel, activities, acts, or other attributes are gang related and would disrupt or interfere with the school environment or activity and/or educational objectives;
- Present a physical safety hazard to self, student, staff and other employees;
- Create an atmosphere in which a student, staff, or other person's well-being is hindered by undue pressure, behavior, intimidation, overt gesture, or threat of violence;
- Imply gang membership or affiliation by written communication, marks, drawing, painting, design, and emblem upon school or personal property or on one's person.

If the student's behavior or other attribute is in violation of these provisions, the principal or designee will request the student to make appropriate correction. If the student refuses, the parent/guardian may be notified and asked to make necessary corrections. The principal will take appropriate corrective and disciplinary action. Disciplinary action may include suspension and expulsion in extreme and repeated cases.

Discipline Policies

Each student will have access to this Parent/Student Handbook as well as the supplemental policies and procedures electronically via the school website, as it includes Leavenworth High School's Disciplines Policies. Additionally, students are responsible for all information in the handbook as well as the supplemental policies and procedures. Parents and/or students may request a paper copy through the main office.

Safe and Drug-Free Schools and Community Policy

The Board of Education adopted policy JDDA on drug-free schools and communities' policy. Maintaining drug-free schools is important in establishing an appropriate learning environment for the district's students. Unless otherwise specified in this policy, the possession, use, sale, distribution, and/or being under the influence of illicit drugs, controlled substances, and/or alcohol by students at school, on or in school property or at school sponsored activities or events is prohibited.

Possession, use, and/or being under the influence of a controlled substance by a student for the purposes of this policy shall only be permitted if such substance was:

1. Obtained directly from, or pursuant to a valid prescription or order, issued to such student from a person licensed by the state to dispense, prescribe, or administer controlled substances;
2. In the case of use or possession, approved and administered, if administered at all, in accordance with board policy JGFGB and/or board policy JGFGBA; and used, if at all, in accordance with label directions.

Students who are in violation are subject to disciplinary action, up to and including long term suspension or expulsion.



Student Conduct

As a condition of continued enrollment in the district, students shall abide by the terms of this policy.

Students shall not manufacture, sell, distribute, dispense, possess, use and/or be under the influence of illicit drugs, controlled substances, or alcoholic beverages at school, on or in school district property, or at any school activity, program, or event.

Any student violating the terms of this policy will be reported to the appropriate law enforcement officials, and may be subject to sanctions listed in policy JDD Suspension and Expulsion Procedures.

Students who are suspended or expelled under the terms of this policy 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. If a student agrees to enter and complete a drug education or rehabilitation program, the cost of such a program will be borne by the student and his or her parents.

A list of community resource programs is on file in the Counselor's office. Parents or students should contact the directors of the programs to determine the cost and length of the program.

A copy of this policy will be provided to all students and the parents of all students. Parents of all students will be notified that compliance with this policy is mandatory.

Searches of Property

Principals are 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. All searches by the principal shall be carried out in the presence of another adult witness.

Whenever the principal is mentioned in this policy, it shall be construed to include the superintendent "or designated representative."

Search of Lockers

Lockers in the district schools shall be under the supervision of the principal. Students shall have no expectation of privacy in any school locker.

The combinations and/or keys to all locker locks shall be in the possession of the principal and stored in a place designed to guard against unauthorized access or use. The principal may search any locker at any time without notice. Students shall not place locks, other than those approved by the school, on any locker.

Searches of Property

Any person other than the principal who wishes to search a student's locker or property shall report to the principal before proceeding. In no event shall any person be permitted to search a student's locker or property without the principal's consent unless the person has a valid search warrant authorizing a search.



If a law enforcement officer desiring to search a student's locker or property has a search warrant, the principal shall permit the search which shall be made in the presence of the principal.

Prohibited items found during the search shall remain in the custody of either the building principal or the law enforcement officer. If any items are turned over to law enforcement officials the principal shall receive a receipt for the items.

Searches of Vehicles on School Property

When there is reasonable suspicion to search a vehicle on school property, administration will attempt to notify a parent as well as ensure that the student is present for the search. Searches will be done by administration, with at least two adults present. When there is probable cause, the police may perform the search instead. Refusal to cooperate with the investigation may result in school discipline, including ISS, OSS, and possible long-term suspension.

Use of Trained Dogs to Search

At the request of the principal or on a schedule agreed upon by the service provider and the principal, law enforcement officers or licensed private agencies contracting with the school for such service, may use trained dogs on school premises to identify student property which may contain illegal or illicit materials and to determine whether materials, such as drugs, weapons, or other materials which may threaten the general health, welfare and safety of students and/or staff are present in the district parking lot, hallways, lockers, classrooms, and/or locker rooms. Students will never be sniffed by the dogs used to conduct the sweeps. This is in accordance with board adopted policy JCAB.

Prohibited items found during the search shall remain in the custody of either the building principal or the law enforcement officer. If any items are turned over to law enforcement officials, the principal shall receive a receipt for the items. Whenever the principal is mentioned in this rule, it shall be construed so as to include the superintendent "or designated representative."

Searches of Students

In accordance with board adopted policy JCAB, principals are authorized to search students if there is reasonable suspicion that district policies, rules or directives are being violated. Strip searches shall not be conducted by school authorities. All searches by the principal shall be carried out in the presence of another adult witness.

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 principal shall attempt to call the student's parent/s and may call law enforcement. Items which the principal believes may be connected with policy violations shall remain in the custody of the principal unless the items are turned over to law enforcement officials. If the student refuses to cooperate, the principal may take disciplinary action and/or seek assistance from law enforcement.

If law enforcement assistance is present, further search of the student shall be with cooperation and assistance from law enforcement officials. The principal shall remain with the student and be present during any search of the student made by law enforcement officials on school property. The principal shall receive and file a receipt for items turned over to law enforcement officials.



If the principal 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 principal or any member of the faculty or staff.

A written report of each search shall be made by the principal and submitted to the superintendent. The superintendent shall keep a copy of the written report on file. (Whenever the principal is mentioned in this policy, it shall be construed so as to include the superintendent "or designated representative.")

Students who refuse to be searched are subject to disciplinary action, to include a 10 day suspension and possible long-term hearing.

Surveillance Cameras

Surveillance cameras are located in Leavenworth High School in the halls, cafeteria, gymnasium, parking lots, and in locker areas. There are NO cameras in the restrooms or locker room. These cameras continually capture and record information. Viewing of this recorded footage is restricted to staff.

Visitors to School

In accordance with Leavenworth Public Schools, it is imperative that we provide a safe and orderly learning environment with limited disruptions to instructional time. Therefore, the following expectations have been developed specific to school visitations.

Guidelines for Visitors Check-In and Check Out

1. All visitors to our schools are required to check in and present a government-issued ID at the attendance center on the south side of the building.
2. All visitors will receive a badge from security when checking in via Hall Pass.
3. Visitors must wear and display the visitor badge at all times during their stay, as this will indicate that a visitor's presence in the building is authorized.
4. When a visitor leaves the building, they are to return the visitor's badge and sign out of Hall Pass to record the time of their departure.

Guidelines for Classroom Observation

- Observer/Visitor must be a parent or legal guardian of the child in the class to be observed.
- Scheduling shall take place at least twenty-four hours prior to the visit and must be done with the consent of both the principal and teacher. The principal or designee will notify the parent.
- Visits/observations are limited to not more than 30 minutes per visit to avoid disruption or distractions in the classroom.
- The number of visits/observations will be limited to assure the least amount of disruption to instruction.
- The principal or designee reserves the right at any time to ask the visitor to leave.
- The principal or designee reserves the right to refuse, cancel, or change the observations, the time, or duration.
- Visitors are required to check in at the school office and obtain a visitor's pass before proceeding in the building or on school grounds.
- Observers are asked to sit in the area designated by the classroom teacher.
- Pictures and video/audio recording devices and use of cell phones are prohibited.
- Visitors/Observers must not engage in interaction with the staff or students in the classroom.
- A conference should be scheduled at another time if the visitor/observer wishes to discuss issues with the teacher.

Third Party Observations



- Observations of students by third parties are permitted if the observation is legally required, in the best interest of the child or is otherwise designed to improve the district's educational program.

Student Visitors

Student guests are only allowed when they are a student considering attendance at LHS. Visits for these students should be scheduled through the guidance office prior to the visit. No visitors will be allowed the first two and last two weeks of each semester, without administrative approval.

LHS graduates are welcome to visit before or after school.

Student ID

Students must carry or be in possession of their school ID at all times.

- ID cannot be defaced or altered in any way
- ID is used to check out books in the library.
- ID is required to be admitted to school activities at home and away, as well as dances
- In the event that a student must get a new ID, a fee will be charged.

Note: Students may be asked to present/show their ID upon request from a staff member at any time throughout the school day.

Electronic Devices

Personal electronic devices belonging to students are **not** the responsibility of Leavenworth High School. Items brought should never be left unattended. Should a student choose to bring this equipment, the school is not responsible for theft or damage.

Electronic devices are not to be seen or heard during class times, other than chromebooks provided by the school. At no time is texting, use of social media and web browsing, game playing or phone calls an appropriate use of class time. These devices may be used during passing and student lunch periods. If music is being played, it should be played for the individual only, and is not to be played out loud for others to listen either via a phone or a portable speaker. All electronic devices seen or heard during class time will be confiscated and returned to the student at the end of the day. Students in the hall or other locations outside of the classroom during class time are still expected to adhere to the electronic device policy.

Emergency messages from parents for students will be taken over the office phone and delivered to the student. Phone calls by students are to be made between classes, during lunch periods, and before or after school in the office. In cases of emergency, students will report to the office in order to make a call. Messages will not be delivered to students from friends or employers.

Consequences for violations are as follows.

- 1st violation: student signs for it, and student picks the item up at the end of school;
- 2nd violation: parent notified, student sign for it and student picks the item up at the end of school;
- 3rd violation: parent notified, parent sign for it and pick up device, student receives one day of ISS;
- 4th violation: parent notified, parent sign for it and pick up device, student receives one day of ISS;
- *After the 4th violation a parent, student, and administrator meeting will be required and consequences will be assigned including possible OSS;
- Students who violate the policy will be asked to turn over the device. Refusal may result in ISS or OSS.

Students are solely responsible for their devices and should never leave them unattended.



Parent Contact of Student Through LHS

Emergency messages from parents for students will be taken over the office phone and delivered to the student. Phone calls by students may be made between classes, during lunch periods, and before or after school, except in cases of emergency. Students should not be excused from class to make phone calls, and messages from friends or employers will not be delivered by the main office.

Skateboards/Bicycles/Hoverboards

Skateboards and hoverboards will be carried while the student is on school property and bikes will be walked while on school property and should be secured in the bicycle rack located in the circle drive. Skateboards, hover boards and bikes will be confiscated and returned to a parent/guardian only. Bringing equipment to school is discouraged; should students choose to bring this equipment, the school is **not** responsible for theft or damage to them. Disciplinary action for a second offense will be at the administrator's discretion.

Lockers

Students may request a locker to secure articles needed for school. All valuable articles for non-school use should be left at home. The school is not responsible for articles lost or stolen from lockers. We request that all articles missing from lockers be reported to security immediately. All questions about lockers should be handled through the principal's secretary, Mrs. Walton. Students are not to share lockers or give out their combinations to another student.

Parking Lots

Due to construction at the start of the 2023-2024 school year, parking for faculty and students will be announced at the start of the year. All faculty and students using the parking lots must be registered and properly tagged in the office. Note: we understand parking is limited. Parking in the student lots is on a first come, first park basis and absolutely no student parking is allowed on the circular drive. Parking illegally, blocking drives or the normal flow of traffic, and cars not registered and tagged will result in a parking ticket. Students will be issued a \$10 parking ticket per violation. Students are not to be in the parking lots during school hours unless they have checked out through the attendance office.

Dances

Dances and mixers are held throughout the school year as social activities for LHS students. Class organizations and clubs may sponsor these activities. It is the policy of the Board of Education that all high school social events must end by 11:00 p.m. (Prom and ROTC Ball are the only dances that may last until midnight.) Students must have a school ID to get into the dance. Attendance at dances is limited to Leavenworth High School students and their approved high school aged guests. Students leaving the dance or mixer may not return and must leave school grounds. No student may enter the dance in the last hour. Any student exhibiting inappropriate behavior will be removed from the dance and disciplinary action may be taken; in addition, the student and/or students will not be allowed to attend future school sponsored activities. Student ID's from the current school year will be required of all students attempting to enter a LHS dance or mixer. Guests will be required to have their ID.

Guests to Dance

A "guest" is defined as one's invited guest to a school sponsored dance or mixer. All guests must be signed up in advance, in the office, at least two days prior to the activity. All guests are subject to approval by the administration. Sign-up for dances will begin in the main office ten days prior to the dance and will end two days prior to the dance. It is the student's responsibility to meet the deadlines. No exceptions will be made. The guest must be accompanied by the LHS student at the time admission to the activity is sought, and some form of identification by the guest is required. The guest must currently be enrolled in a high school grade 9-12



and in good standing. The guest may also be a former graduate of LHS in the past two years who was in good standing while enrolled. Exceptions to this policy will require principal approval and a parent chaperone.

Requirements to Be a Representative for Homecoming, Winter Royalty, and/or Prom

Any student who wishes to be a candidate for any of the above must have a GPA of 2.2 or above and have no disciplinary action which would have resulted in ISS and/or OSS in the current school year. Students may only be nominated to one royalty court per academic year with the exception of PROM. PROM court is open to any senior who meets the criteria listed above and who has not already been crowned as king/queen during the current school year.

Assemblies

Assemblies are held periodically throughout the school year for both the educational benefits and the entertainment of the student body. All students are expected to behave in a manner appropriate to the nature of the assembly. Assembly presenters are often visitors to **LHS**. Their impression of student behavior in Leavenworth can be carried to many geographical areas.

Semester Examination Policy

An important part of the lives of the students is semester exams. The semester exam policy is as follows:

- Each teacher will give an exam.
- Exams will not be worth more than 10% of the overall semester grade (including exams for AP and concurrent college credit courses).
- There will be an exam schedule for each semester.
- Teachers may require demonstrations, projects, or papers as assessments.
- The expectation is that all classes will be involved in meaningful activities through the entire hour and every school day.

Food/Drink

At the individual teacher's discretion there may be rules prohibiting the possession or consumption of food or beverages in the classroom. This is your school, and it is your responsibility to keep it clean. If you make a mess, it will be your responsibility to clean it up. All drinks must have a lid or cover that will stay in place if the item is tipped. **Outside food / beverages that cannot be readily identified are not allowed. School officials reserve the right to check all outside items.**

Closed Lunch

LHS has a closed lunch policy. Students are not to leave campus during this time. Lunch is eaten in the cafeteria or outside on the patio. Students are responsible for cleaning up after themselves in a responsible fashion. No deliveries from food establishments/restaurants will be accepted.

Other regarding lunch

- Outside food may **only** be brought to the main office by individuals on a student's check out sheet.
- Food brought in should be for an individual, not a group, if it is being taken into the cafeteria.
- Meals delivered by parents should be picked up and eaten during a student's assigned lunch period, and are not to be taken back to the classroom during academic time.
- No deliveries to students from outside sources will be accepted.



- If an individual on the student check out sheet wants to stay to eat with an LHS student, they will need to do so in the main office. Other individuals may only make drop offs if the parent has notified the office.
- LHS has a closed lunch. Students are not allowed to leave. Students are expected to bring their lunch; or purchase it in the cafeteria.
- Friends and acquaintances are neither allowed to eat in the cafeteria; nor allowed to eat in the main office with students.
- Additionally, students are not to be in the cafeteria outside of their assigned lunch period.

LOST & FOUND

If you find anything, it should be turned in to the office at once. If you have lost anything, report it to security. Items not claimed by the end of each month will be donated to a charitable organization. Students found in possession of items which have been reported lost or stolen will be suspended and legal action may be taken. Students looking for lost items should check in with security to gain access to lost & found items.

AFTER SCHOOL HOURS

LHS offers a variety of athletic and non-athletic activities in which students may participate. Such activities are always under the supervision of a school employee. In addition, students are encouraged to seek the help and advice of teachers, administrators, and counselors before and after school hours. However, for safety reasons, students must be under the direct supervision of a faculty member after 3:05 PM or waiting for their transportation in the south foyer.

PUBLIC DISPLAYS OF AFFECTION

Public displays of affection are not appropriate behavior for school. Students will be warned against such actions. If further displays continue, appropriate disciplinary action will follow.

SCHOOL ANNOUNCEMENTS

If you would like an announcement submitted for your club and/or activity for an upcoming event in the Daily Announcements, they must be approved by administration prior to the event. A good rule of thumb is to submit announcements at least 48 hours in advance to ensure inclusion.

DRIVER EDUCATION

Driver Education registration is scheduled near the beginning of the fall for fall enrollment, in December for spring enrollment, and in May for the summer enrollment. Student notification of registration will be part of school announcements, and information may be obtained through the office. It is the student's responsibility to pre-register in the main office before the registration day, as well as to be present on the mass enrollment date. We are limited to the number of students who may enroll each semester. Students must have the correct amount of money, a student ID and/or another form of ID, and have pre-registered in the main office.

HONESTY

Students and staff are expected to be honest in dealing with one another. Students who are caught cheating, lying, stealing, or forging school documents will be disciplined. College credit class will follow the College or University Cheating/Plagiarism Policy.

CHEATING/PLAGIARISM POLICY

Plagiarism is legally and ethically wrong. At Leavenworth High School, plagiarism is inconsistent with Core Value 4 of The Pioneer Way: "We maintain absolute honesty and integrity in all we do." Plagiarism is the "taking and



using as one's own the writings or ideas of another" without citation of the source. (American Heritage Dictionary. 1996 ed.). For example:

A student commits plagiarism when he or she submits without proper citation:

- A copy of part or all of another student's assignment.
- Part or all of an assignment copied or paraphrased from a source such as a book, magazine, pamphlet, newspaper, speech, graphic, or Internet site.

A student also commits plagiarism when he or she:

- Allows his or her assignment to be copied and submitted as the work of another.
- Prepares a written assignment for another student and allows it to be submitted as his or her work.

Students caught plagiarizing or cheating can be subject to the following discipline or penalties depending on the severity or repetition of the offense:

- 1st Offense: Zero on the assignment and parent notification
- 2nd Offense: Zero on the assignment and 1 day of ISS
- 3rd Offense: Zero on the assignment and 2 days ISS
- 4th Offense: Zero on the assignment, OSS, and possible loss of credit

RESEARCH PAPER GUIDELINES

Information taken from a source should be documented carefully. The two forms for using information are quotation and paraphrase. For quotation, quote the source wording exactly without changing any words, letters, or symbols. Use regular (double) quotation marks for all quotations. Cite each quotation with a parenthetical in-text citation. For paraphrasing, make sure to put all ideas into your own words. This means changing every word and not using a word that is even a form of the original word. Make sure not to simply rearrange the words; instead, change all words into different ones. Failure to change all wording constitutes plagiarism. Cite each paraphrase with a parenthetical in-text citation.

The alphabetical listing of all works cited in the research are placed at the end of the paper as Works Cited (not as bibliography).

FORMS FOR WORKS CITED

Print Media

1. Use the title page first to find information. Then use the copyright page.
2. Punctuate and capitalize titles according to rules of conventions.
3. If more than one city or publishing company is given on the title page, use only the first or the one in the largest print.
4. Omit the state if the city is well known.
5. Use the date closest to the current date.
6. End all entries in periods.
7. Present the information in the following order for books:
 - A. Author, last name first.
 - B. Title of book, italicized.
 - C. Publication information (city: publishing company, year.)
8. Present the information in the following order for magazines:
 - A. Author of article, last name first
 - B. Title of article in quotation marks



C. Publication information (title of periodical italicized; date of publication; page numbers)

9. Finish the citation with the medium of publication – Print.

A Book with One Author

Vendler, Helen. *The Art of Shakespeare's Sonnets*. Cambridge: Harvard University Press, 1997. Print.

In-Text Citation: (Vendler 27).

A Book with One Editor

Bloom, Harold, ed. *William Shakespeare: The Tragedies*. New York: Chelsea House Publishers, 1985. Print.

In-Text Citation: (Bloom 42).

A Book with Two or Three Authors

Gourevitch, Philip, and Errol Morris. *Standard Operating Procedure*. New York: Penguin, 2008. Print.

In-Text Citation: (Gourevitch and Morris 40).

A Book with Four or More Editors

Greenblatt, Stephen, et al., eds. *The Norton Shakespeare: Based on the Oxford Edition*. New York: W. W. Norton and Company, 1997. Print.

In-Text Citation: (Greenblatt, et al. 18).

A Book with an Author and Editor Listed on the Title Page

Plath, Sylvia. *The Unabridged Journals of Sylvia Plath*. Ed. Karen Kukil. Oxford: University Press, 2000. Print

In-Text Citation: (Plath 114).

A Book with a Volume Number Listed on the Title Page

Andrews, John F., ed. *William Shakespeare: His World, His Work, His Influence*. Vol. 2. New York: Charles Scribner's Sons, 1985. Print.

In-Text Citation: (Andrews 323).

A Poem, Short Story, or Work in an Anthology

Yamada, Mitsuye. *Asian-American History: An Anthology*. Ed. Shirley Geok-Lim. Austin: Holt, 2000. 301-382. Print.

In-Text Citation: (Yamada 303).

An Article in a Reference Book that is Arranged Alphabetically (i.e., Encyclopedia)

"Freud." *The World Book Encyclopedia*.

1990 ed.

In-Text Citation: ("Freud").

An Article in a Magazine or Newspaper

Lanting, Frans. "Life: A Journey through Time." *Audubon*. Nov.-Dec. 2006: 48-52. Print

In-Text Citation: (Lanting 51).

An Article with No Author Given

"Where Angels No Longer Fear to Tread." *Economist*. 22 Mar. 2008: 89+. Print.

In-Text Citation: ("Where Angels" 90).

A Government Document

U.S. Department of Health, Education, and Welfare. National Center for Educational Statistics. *Digest of Educational Statistics*. Washington: Government Printing Office, 1982. Print.



In-Text Citation: (HEW).

Electronic Media

1. If using an online citation machine such as Easy Bib or Landmark, check the citation carefully for capitalization, indenting, alphabetical order, double spacing, and underlining or quotation marks for titles.
2. Punctuate and capitalize titles according to rules of conventions.
3. End all entries in periods.
4. Present the information in the following order for sources from a database:
 - A. Author, last name first.
 - B. Title of article or other source, in quotation marks.
 - C. Title of publication, italicized.
 - D. Date of publication.
 - E. Page numbers
 - F. Database, italicized
 - G. Medium – Web.
 - H. Date of accessing the site.
5. Present the information in the following order for Internet web sites:
 - A. Author (if given), last name first
 - B. Title of the specific web page in quotation marks
 - C. Title of the hosting web site, italicized
 - D. Medium – Web.
 - E. Date of accessing the site

For an Article Found in a Database

"Enter a Youthful Dane." *The Economist*. 1 May 2004: 55-56. Ebsco. Web. 29 May 2004.

In-Text Citation: ("Enter").

Barrera, Rebeca. "A Case for Bilingual Education." *Scholastic Parent and Child* Nov.-Dec. 2004: 72-73. Academic Search Premier. Web. 1 Feb. 2009.

In-Text Citation: (Barrera).

For an Internet Web Site

Pressley, J. M. "The Authorship Question." *Shakespeare Resource Center*. Web. 28 May 2004.

In-Text Citation: (Pressley).

Other Media

A Personal or Telephone Interview

Perry, Nellie. Telephone interview. 23 April 2004.

In-Text Citation: (Perry).

NATIONAL OBSERVANCE

Participation in a national observance for a club and/or activity must be requested in writing and approved by administration 30 days prior to the date of the event. Additionally, any such approved activity must **in no way impede or infringe** upon the daily learning activities within each classroom. Thus, approved days of silence will not be supported in the classroom.



NEW CLUB APPROVAL

- Meet eight step plan for forming a constitution
- Submit and be approved by STUCO
- Submit and be approved by building level administration
- Submit for final approval by Board of Education

ACCEPTABLE USE POLICY AGREEMENT

Unified School District No. 453 (USD 453) has adopted a policy (IIGBA) intended to allow for the appropriate use of all USD 453 technology resources for limited educational purposes, including classroom activities, career development, and limited high-quality self-discovery activities. Access to these resources imposes certain responsibilities and obligations, and is granted subject to USD 453 policies and local, state, and federal laws. Appropriate use should always be legal, ethical, reflect academic honesty, reflect community standards, and exhibit restraint in the use of shared resources. Individual users agree to the following guidelines:

DO

- Use only your file folder and password and keep your password private.
- Use common courtesy and respect for others.
- Use resources responsibly.
- Employ high standards of academic honesty and integrity.
- Exercise responsibility for all activities under your password.
- Report to a teacher or administrator any security problems or information that makes you uncomfortable.
- Use the resources in accordance with Leavenworth High School's Mission and Core Values.

DO NOT

- Use, copy, or otherwise access anyone else's files.
- Connect to computers without explicit permission from the teacher.
- Use computers to libel, slander, or harass anyone.
- Circumvent security or limitations mechanisms.
- Deliberately degrade performance, disrupt, or deny service.
- Create or propagate computer viruses.
- Damage files, equipment, software, or data belonging to others.
- Use or attempt to use unauthorized access methods or abilities.
- Install unauthorized devices or software on any computer.

Consequences for Acceptable Use Policy Violation

- 1ST Offense may include: ISS and two week suspension from computer use
- 2nd Offense may include: Three days ISS and/or suspension from computer use for the remainder of the semester
- 3rd Offense may include: Three days OSS and/or 365 day suspension from computer use

LHS MEDIA CENTER

- Library hours are from 7:00 a.m. through 3:30 p.m. on regularly scheduled school days.
- During regular school hours, a student may come to the library with a pass signed by an academic teacher. If a student desires to leave the library, they must return to the classroom. Library staff will not issue passes from the library to other facilities.
- A student may choose to use the library during Pioneer Hour for silent studying, reading, or phone use after signing in at the circulation desk. Food will not be allowed in the library during Pioneer Hour.



- Computers are available for educational use in the library. The student is required to have a signed AUP (Acceptable Use Policy) on file and to use the equipment and to register on the sign-in/out sheet when using library computers. Failure to do so appropriately or misuse may result in loss of the privilege.

The following general library policies are in effect:

1. All library books must be checked out at the circulation desk before removal from the library.
2. Library books are checked out for ten school days and may be renewed for an additional ten school days by presenting them at the desk.
3. Books that are not overdue may be turned in by dropping them in the slot at the circulation desk.
4. Students are responsible for lost materials and damage done to materials while in their possession.

The library is an area designated for study and use of the collection. Each student is expected to conduct himself/herself so as not to disturb others who are using the library facility.

ADVISORY

Overall Goal

The primary goal of **Advisory** is to serve as a resource for students to be mentored by teachers for college and career readiness and to receive academic support for all the curricular programs at Leavenworth High School. The specific purposes of **Advisory** include: Individual Plan of Study completion, career exploration, academic planning and support. Advisory will also be used for mentoring, assemblies, class meetings and other activities to ensure a value for classroom time.

Expectations for Advisory

- Any activity or behavior that is inappropriate during regular class time is also considered inappropriate during Advisory.
- Attendance is Mandatory

LHS STUDENT GMAIL

USD 453 provides Leavenworth High School students with access to Google Apps for Education. This includes web-based programs providing email, word processing, spreadsheet, presentation, and collaboration tools for USD 453 students and teachers. Email is provided for students over the age of 18. It is also available to students over the age of 13 with parent/guardian permission.

Fire Drill

Students will evacuate the building and proceed to their designated area. Roll will be taken to ensure that all students are accounted for. The fire alarm will activate the drill.

Tornado Drill

Every room has a Tornado Procedure Map in it. This map will show students which direction they are to proceed for their safety. Students will get in a "duck-cover" position to minimize an injury. Announcement over the intercom and bells will activate this drill.



Intruder Alert

Announcement of this drill will come over the intercom. Students will clear the hallways quickly to the nearest classroom or just stay in their classroom until the alert is over. Teachers will turn the lights off, lock the door and keep their students away from the door or windows at all times. The "All Clear" code will be announced over the intercom when finished.

Off-Site Relocation

Relocation of students will be to Warren Middle School (3501 New Lawrence Rd.) or Trinity Church (2101 10th Ave.) and will be used in case of clearing the school grounds or inclement weather during a drill. Teachers will take attendance to make sure all students are accounted for.

In case of a major emergency at LHS, the first priority is to see to the safety of the students. Parents will then be contacted through the activation of the district crisis plan calling system. If the building is in a lockdown for an emergency, parents may have to wait until an all clear has been issued before checking out their student.

COLLEGE/CAREER READINESS

Aligned with the recommendation of the Kansas State Department of Education, Leavenworth High School is committed to assisting students as they navigate into college and career. KSDE recommends a 6-year plan, beginning in 8th grade and extending through the first year out of high school. Partnering with parents, LHS staff will assist students each year to review and revise their 6-year plan.

9th Grade Checklist

- Select courses related to your career goal
- Assess study habits and organizational skills; seek help as necessary
- Work hard to do well in your classes, seeking help as needed (tutoring)
- Plan for post-secondary options (college, military, technical programs, &/or world of work)
- Become involved in school/community activities and explore volunteer opportunities
- Record school activities, community service, awards, etc.
- Review career goals and rewrite as necessary
- Explore career options utilizing Career Cruising
- Attend career events (College & Career Night, etc.)
- Begin exploring college admission requirements
- Notify your counselor if you are considering NCAA/NAIA athletics
- Research possible summer programs, internships, educational opportunities, and scholarships available to you
- Review your transcript and graduation requirements with your counselor and discuss your career goals as you pre-enroll for grade 10

10th Grade Checklist

- Review your 6-year plan and make revisions as needed
- Work hard to do well in your classes, seeking help as needed (tutoring)
- Consider taking the PSAT as practice for junior year (test administered @ LHS each October; signups begin late August on a first come, first served basis in Guidance)
- Remain involved in school/community activities and continue volunteering
- Continue recording activities, community services hours, awards, etc.



- Continue to explore career interests utilizing Career Cruising
- Attend College & Career Night @ LHS and take advantage of other career exploration opportunities
- Research possible summer programs, internships, educational opportunities, and scholarships available to you
- Review your transcript and graduation requirements with your counselor and discuss your career goals as you pre-enroll for grade 11

11th Grade Checklist

- Review your 6-year plan and make revisions as needed
- Work hard to do well in your classes, seeking help as needed (tutoring)
- Register for national tests (PSAT, ACT, SAT, ASVAB, etc.) that align with your career goals; see your counselor for assistance
- Remain involved in school/community activities and continue volunteering
- Continue recording activities, community services hours, awards, etc.
- Continue to explore career interests utilizing Career Cruising
- Attend College & Career Night @ LHS and take advantage of other career exploration opportunities
- Participate in College Visits
- Research possible summer programs, internships, educational opportunities, and scholarships available to you
- Review your transcript and graduation requirements with your counselor as you pre-enroll for grade 11
- If considering college athletics, review core curriculum for NCAA (www.ncaa.org) or NAIA (www.playNAIA.org) and register online
- Prepare your resume prior to the start of your senior year

12th Grade Checklist

- Review your 6-year plan and make revisions as needed
- Work hard to do well in your classes, seeking help as needed (tutoring)
- Attend LHS Senior Night to obtain critical information for your senior year
- Re-take national tests (ACT, SAT, ASVAB, etc.) that align with your career goals; see your counselor for assistance
- Remain involved in school/community activities and continue volunteering
- Update your resume (or create it if not already completed) with senior year activities, community service hours, honors, and awards
- Continue to explore career interests utilizing Career Cruising
- Attend College & Career Night @ LHS and take advantage of other career exploration opportunities
- Participate in College Visits
- Narrow your post-secondary plans by speaking to college admissions representatives, military representatives, etc.
- Review your transcript and graduation requirements with your counselor
- Apply for scholarships & summer programs (see your counselor, LHS website link ([LHS Scholarships](#)), and scholarship drawer in Guidance Office)
- Apply for financial aid as soon as possible after January 1 of your senior year (<https://fafsa.ed.gov/>)
- If considering college athletics, complete final requirements for NCAA