2026 - 2027
Labette County High School
Student Handbook

Labette County High School Mission:

To provide a relevant education and teach core values to every student every day.

Labette County High School Vision:

To develop productive citizens and decision makers through academic, vocational, and extracurricular opportunities.

LCHS Core Values:

INTEGRITY – Having the confidence to be honest while staying true to our morals.

ACCOUNTABILITY – Being reliable and accepting responsibility for our actions.

WORK ETHIC – Working to our full potential daily.

PERSEVERANCE – Fighting through difficulty & adversity while never giving up.

COMPASSION – Being aware of other's struggles and taking action to assist them
– Getting along with others by being thoughtful and decent.

Principal Mrs. Stacy Smith & Assistant Principal Trey Thompson
Labette County High School, 601 S. High School, Altamont, KS 67330 (620) 784-5321

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Labette County High School
Daily Schedule

Breakfast- 7:40 AM – 8:00 AM

Period	Start Time	End Time
1ST	8:00 AM	8:50 AM
2ND	8:55 AM	9:45 AM
(Daily Morning Announcements) **ADVISORY TIME-**Monday & Friday **GRIZZLY TIME-** Tuesday & Thursday **ACTIVITY PERIOD-** Wednesday	9:50 AM	10:15 AM
3RD	10:20 AM	11:10 AM
1st lunch	11:10 AM	11:30 AM
1st Lunch 4TH HOUR CLASS	11:35 PM	12:25 PM
2nd Lunch 4TH HOUR CLASS	11:15 AM	12:05 PM
2nd lunch	12:05 PM	12:25 PM
5TH	12:30 PM	1:20 PM
6TH	1:25 PM	2:15 PM
7TH	2:20 PM	3:10 PM

Labette County Schools

2026-2027 District Calendar

LABETTE COUNTY SCHOOLS

2026

JULY

M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

AUGUST

M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

SEPTEMBER

M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

OCTOBER

M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

NOVEMBER

M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

DECEMBER

M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

2027

JANUARY

M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

FEBRUARY

M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26

MARCH

M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

APRIL

M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

MAY

M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

JUNE

M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

- 8th Grade Orientation/Open House
- Enrollment
- 1/2 Day for Students
- Beginning/End of School Year
- No School In-Lieu of P/T Conferences
- End of Quarter
- No School - Holiday
- Teacher Work Day
- Staff Development
- Elementary Parent/Teacher Conferences
- LC Academic Work Sessions

	Students	Teachers
Students in Class	167.5	167.5
P/T Conferences	2.0	2.0
Staff Development	2.75	5.5
Work Days	0.0	4.0
Totals	172.25	179

August

3-4	Elementary Enrollment
3-5	High School Enrollment
17/18	Staff Development
19	Teacher Work Day
20	Half Day of School for K-9 - School(0.5)/Work Day(0.5)
21	Full Day of School K-12
24	First Day of Pre-School

September

7	Labor Day - NO SCHOOL

October

13/15	Elementary Parent/Teacher Conferences
16	End of 1st Quarter (40 Days) School(0.5)/Work Day(0.5)
21	LC Academic Work Sessions 3:15 - 5:30 pm

November

9	Staff Development - NO SCHOOL
11	LC Academic Work Sessions 3:15 - 5:30 pm
23	No School (In Lieu of P/T Conf.)
24 - 27	Thanksgiving Break - NO SCHOOL

December

2	LC Academic Work Sessions 3:15 - 5:30 pm
18	End of 2nd Quarter (38.5 Days) End of 1st Semester (78.5 Days) School (0.5)/Work Day (0.5)
21-31	Christmas Break - NO SCHOOL

January

1	Christmas Break - NO SCHOOL
18	MLK Jr. Day - NO SCHOOL

February

8	Staff Development - NO SCHOOL
16/18	Elementary Parent/Teacher Conferences

March

5	End of 3rd Quarter (42.5 Days) - School (0.5)/Work Day (0.5)
8-9	8th Grade Orientation/Open House 5:00 - 8:15 pm
15-19	Spring Break - NO SCHOOL
26	No School (In Lieu of P/T Conf.)

April

16	Staff Development - NO SCHOOL

May

19	Last Day of Pre-School
20	End of 2nd Semester (89 Days) End of 4th Quarter (46.5 Days) School (0.5)/Staff Development (0.5) Last 1/2 Day of School K-11
21	Teacher Work Day

LCHS STAFF CONTACT INFORMATION

Room:	Ext:	Name:	Email:
Admin	804	Stacy Smith	ssmith@usd506.org
Admin	807	Trey Thompson	tthompson@usd506.org
Admin	801	Susan Cunningham	scunningham@usd506.org
Admin	805	Wanda McGuire	wmcguire@usd506.org
HA271	875	Bradley Argabright	bargabright@usd506.org
A104	853	Rocky Becker	rbecker@usd506.org
215	862	Todd Berry	tberry@usd506.org
104	817	Kylie Booth	kbooth@usd506.org
W101		David Brown	dabrown@usd506.org
116	847	Misty Burke	mburke@usd506.org
F105	815	Tyler Cares	tcares@usd506.org
208	836	Carrie Case	ccase@usd506.org
117	811	Lisa Chapman	lchapman@usd506.org
Nurse	823	Audra Cochran	acochran@usd506.org
109	838/871	Josh Cochran	jcochran@usd506.org
119	859	Kelsey Crissman	kcrissman@usd506.org
Grizzly Nation Hall	861/878	Megan Gabehart	mgabehart@usd506.org
Library	839	Lewis Goins	lgoins@usd506.org
204	841	Kelsey Haverfield	khaverfield@usd506.org
202	824	Travis Hurley	thurley@usd506.org
121	870/866	Erin Johnston	ejohnston@usd506.org
212	845	Allie Jones	aljones@usd506.org
207	803	Jack Leake Sr.	jleake@usd506.org
105	818	Teresa Leake	tleake@usd506.org
ISS	865	Scott Mattison	smattison@usd506.org
206	832	Juliana Moffatt	jmoffatt@usd506.org
C101/C102	855/852	Jim Gilpin	jgilpin@usd506.org
219	828	Laci Harding	lstrickland@usd506.org
103	820	Jentry Page	jpage@usd506.org
128	834	Nikkii Rosenstiel	nrosenstiel@usd506.org
209/210	816	Joe Royer	jroyer@usd506.org
F101	858	Clint Ruttgen	cruttgen@usd506.org
118	827	Shandy Kepley	skepley@usd506.org
125	802	Matt Shields	mshields@usd506.org
213	806	Terry Smedley	tsmedley@usd506.org
204	831	Adam Smith	asmith@usd506.org
110	809	Sylas Stone	sstone@usd506.org
114	812	Rhianne Taylor	rtaylor@usd506.org
NEW Hall	861/829	Shawna Terrell	sterrell@usd506.org
214	848	Brad Tucker	btucker@usd506.org
HA272	879	Brianna Volmer	bvolmer@usd506.org
217	844	Christian Wacker	cwacker@usd506.org
113	842	Donald Walker	djwalker@usd506.org
F100	864	Marty Warren	mwarren@usd506.org
A103	851	Dustin Wiley	dwiley@usd506.org
T101	810	Heather Wilson	hwilson@usd506.org
118	835	Lindsey Wilson	lwilson@usd506.org
127	826	Angela Wininger	awininger@usd506.org
B101	849	Bryanna Winters	bwinters@usd506.org
D101	856	Luke Wolgamott	lwolgamott@usd506.org
112	808	Caleb Worsley	cworsley@usd506.org
A102	850	Kyle Zwahlen	kzwahlen@usd506.org

Guidance and Counseling

Guidance and counseling services are available to all students. Appointments to see the counselor can be made before or after school and during class time with teacher's permission. Guidance services consist of class scheduling, credit information, curriculum planning, information about national tests, colleges, scholarships, and financial aid for college. The counselors welcome the opportunity to assist students with any social or personal matter.
*Additional support services are available through a collaboration with Community Health Center of Southeast Kansas and Labette Center for Mental Health Services.

Enrollment and Schedule Changes
Prior to enrollment, a letter is sent to parents explaining the enrollment process and providing them the opportunity to discuss their student's prospective schedule.

- Schedule Changes may be made prior to the 1st day of either semester. Schedule changes may be made by filling out the change request form in the Counselor's Office.
- Class changes after the first day of school are not allowed unless approved by the Student Improvement Team based upon an educational need.
- Changes will be considered until the capacity of the course is reached.
- The Accuplacer test must be completed and meet the required score needed for enrollment in certain LCC classes, prior to the 1st day of the semester.

College Courses
Students who successfully complete coursework at the college level will be awarded dual credit toward completion of graduation requirements, if prior administrative approval has been granted.

- Credit for three (3) college hours in one core class shall be equal to .5 units of high school credit.
- Credit for five (5) college hours in one core course shall be equal to 1 unit of high school credit.

No credit for a course of less than three (3) college hours will be counted toward awarding high school credit.

- The student shall provide official college transcripts within one week of the completion of the college semester as proof of completion of college coursework.

Concurrent Credit
Concurrent credit toward completion of graduation requirements may be earned for college level courses taught by LCHS teachers during the regular school day.

- -Students/Parents are required to either pay the College from which they are taking the course fees owed at the time of enrollment or set up an automatic payment plan with the College Business Office. .

Online and Dual Credit

- Students are responsible for all materials related to the course. I.e.: Books, Labs, etc.
- Students will not be allowed to take an online class during the school day that is offered at LCHS.
- Students enrolling in any college courses during the school day for concurrent or online credit will be required to complete the course, or they will receive a grade of an "F" on their high school transcript if they drop/withdraw from the class at the college.

LCHS Graduation Requirements & Recognition

A student is eligible for graduation from grade twelve upon the successful completion of twenty-five, (25) units. These units shall include the following required credits:

Subject	Required Courses	Class of 2027	Class of 2028	Class of 2029	Class of 2030
English Language Arts/ Communications		4 credits	3.5 credits of English .5 credit of Communications	3.5 credits of English .5 credit of Communications	3.5 credits of English .5 credit of Communications
Mathematics	Intro to Algebra or Algebra I	3 credits	3 credits	3 credits	3 credits
Science	Physical Science or Biology	3 credits	3 credits	3 credits	3 credits
Social Studies	World History, U.S. History, Constitution	3 credits Including Economics	3 credits	3 credits	3 credits
Physical Education & Health		1 credit	.5 credit Physical Education .5 credit Health	.5 credit Physical Education .5 credit Health	.5 credit Physical Education .5 credit Health
Fine Art		1 credit	1 credit	1 credit	1 credit
Career and Technical Education		1 credit	1 credit	1 credit	1 credit
Electives		8.5 credits	8 credits	8 credits	8 credits
College or Career Orientation		.5 credit	.5 credit	.5 credit	.5 credit
Personal Finance			.5 credit	.5 credit	.5 credit
Total Credits		25 credits	25 credits	25 credits	25 credits

Career and Technical Education Pathway Completion
Students wanting to receive this recognition will complete the following criteria and be recognized at graduation with a white cord:

- Complete all CTE Pathway Coursework with no less than a 3.0 GPA.
- Complete 3 units of CTE Coursework in a single pathway including the following levels: Introductory, Technical, and Application
- A Completer must also earn or complete at least one or more of the following: Earn an end of pathway assessment/certification for completer status (industry-recognized certification or a passing score on a thirdparty, end-of-pathway assessment); earn an Excel in CTE Qualifying Recognized Credential aligned to the Pathway; earn nine (9) + college hours leading to completion of a certificate or post-secondary program aligned to the Pathway's Program of Study; and/or complete a high-quality work-based learning career preparation experience

NCAA Division I & II and/or NAIA
Requirements vary, seek guidance counselor's assistance and to refer to the following website:
NCAA Registration site

Kansas Qualified Admissions
Quick Facts sheet may be picked in counselor's office or found using the following link:
Kansas Qualified Admission link

Valedictorian and Salutatorian
Each year a Valedictorian and Salutatorian from the graduating class will be determined based upon the following criteria after the final grades for the senior year are recorded.

1. To be considered for this award, a student must have completed the Kansas Honors Scholar Curriculum set by the Kansas Board of Regents.(See counselor or use link below) Kansas Scholar Curriculum Guide Sheet
2. Selection will be based upon the highest overall grade point average for the four years of high school using a 4.0 scale. (25 Credits - Highest Overall GPA on Kansas Honors Scholars Curriculum and LCHS Graduation requirements only.)
   Course percentages will be used as well in figuring GPA for those Kansas Honors Scholar Curriculum courses and those courses required for LCHS Graduation.
3. In the event of more than one student having a GPA of 4.0, percentages in the Kansas Honors Scholars Curriculum classes will be used to break the tie.
4. In the event of a tie, the Composite score of the ACT will be utilized in order to establish the Valedictorian.
5. In the event of a tie at this point, those tied will be declared, multiple Valedictorians, and the Salutatorians will not be recognized.

(Teacher's Assistant credit hours cannot be counted toward GPA for Val and Sal.)
TOP 10% of Senior Class will be figured upon the same criteria as listed above for Val and Sal.

Course Weighting
There will be no “weighted courses” or “weighted grades” given.

Transcripts
Applications for Transcripts must be requested from the Guidance Office.

Test Out Procedure
Application for Testing Out must be completed and approved by the high school principal in the previous semester by **December 1** & **May 1**, respectively.*See Guidance counselor for application form.

Credit Recovery
Students needing to recover credit may do so in situations the administration deems appropriate. Recommendation for credit recovery will be sought through the supervising teacher, student improvement team, and the administration. Students will receive a Pass/ Fail grade for credit recovery.

**Credit recovery may only be utilized by students at risk of not graduating, based upon the amount of time remaining in their program and units of credit needed.*

Withdrawal from School
If students plan to withdraw from school, the parent should report those intentions to the counselor’s office. The student shall return all properties belonging to the school, reconcile any outstanding debts, and receive a clear checkout sheet from teachers before records may be transferred to the next school.

Reporting Student Progress

- Students and Parents can check current progress on PowerSchool at any time.

(Teachers will update student grades in Power school by Wednesday of each week.)

- Grade Cards will be issued at the end of each semester via electronic means or mail depending on preference of parent/guardian stated at enrollment.
- Incompletes for unfinished course requirements have to be reconciled one week after the completion of a semester grading period. All course work has to be completed unless extenuating circumstances approved by the principal are taken into account.

Daily Procedures

Equipment and Property
Each student is expected to assume responsibility for the care of all personal and school property.
Any student found guilty of damaging or defacing school property is subject to disciplinary action, including suspension. The expenses incurred for replacement or repair of damaged equipment or materials will be the responsibility of the student.

Extended Day
Students may be required by the teacher or administrator to attend school beyond the established school day. This determination will be based upon the students' need for additional resources in order to gain academic success, and is not intended as a disciplinary action.However, non-compliance with this requirement will be dealt with as a disciplinary issue.

Finals
Final Examinations will occur at the end of each semester. If students are unable to take any final at the prescribed time a grade of Incomplete will be issued. The student has one week to complete the examination at the beginning of the next semester.

- **FALL & SPRING Semester Finals Opt-Out**
  Students who maintain at least an 80% in a Semester class may opt-out of participating in Semester Finals. As long as they meet the following criteria for the entire year:
  - No discipline resulting in ISS, OSS.
  - No more than four tardies to any one class period.
  - No more than FIVE absences to any one class period.

  (College Credit courses are NOT allowed to Opt-Out)

Hall Passes
Students will secure a Hall Pass from their supervising teacher in order to be in the hallway during class.

Student Identification Badges
Each student enrolled at Labette County High School will be issued a Student Identification Card. This card will be used by the student for library checkout and scanned at lunch to track payments.
The first card issued bears no cost to the student.

- The Student Identification Card should be in the student's possession AT ALL TIMES while in attendance at Labette County High School.
- **Students ID Card must not be altered in any manner – no alteration to student picture.**

If a Student I.D. Card is lost, a new one must be purchased for a fee of $5.00. A student who does not have the money to pay for a new card can serve a community service assignment as an alternative.

Late Work
All Late work must be completed prior to December 12th of the first semester, and May 8th of the second semester.

Lockers
Every student at Labette County High School who requests a locker for their school supplies will be issued one from the attendance office. Students are "joint tenants" of the lockers that are the property of USD 506. Locker searches will be conducted by school officials.

Leaving Campus During the School Day

- At no time does a student leave the buildings without permission from **office personnel.**
- Teachers cannot give a student permission to leave campus, only guardians.
- If a student leaves the building without obtaining permission and signing out in the office, the absence will be considered unexcused.

Vocational Work Areas
Students are not permitted in the shop areas unless enrolled in class or by permission of the instructor. All vocational classes are designed to simulate on-the-job working conditions. Because of the danger involved around machines, students must conform to the following safety regulations:

- Long, loose hair must be covered, pinned, or styled so that it does not hang loose.
- Footwear must be worn so that both the top and the bottom of the foot are covered.
- Safety glasses must be worn as required by state law.
- Loose fitting clothing that is dangerous around machinery shall not be worn.
- A covering apron or coveralls may be required.

Visitors
Student visitors will not be allowed during regular class hours.
All adult visitors must report to the principal's office to register and obtain a visitor badge. No pre-school children are allowed to visit unless accompanied by a parent.

STUDENT SERVICES

Bus Transportation
Arrangements for bus transportation occur during enrollment or can also be made by contacting the Bus Barn directly at (620) 784-5412.

- Violation of the bus rules is a violation of the school discipline code. Students violating bus rules may be denied bus-riding privileges.
- All school rules are in effect from the time the students leave home for the bus, until they return home.

Change of Address
The attendance office should be notified of any changes in address, telephone number, name, or parent's marital status occurring after enrollment.

Library
The Library's purpose is to serve as the hub of learning and research for the students and staff of Labette County High School. In today's information age, the Library's physical holdings are supplemented with online databases, periodicals, and an interlibrary loan service. The library also houses a media room that contains supplies for both students and staff to use. Students are allowed to check out books for a period of two weeks. It is their responsibility to return the book within that time frame. If they fail to do so a fine of .05 per day will be assessed. Failure to return books and pay fines by specified dates may result in disciplinary action and having library privileges suspended for a period of time. This will be determined by the administration.

Lunch prices

Breakfast for students	$2.20	Reduced	$ .30
Lunch for students	$3.30	Reduced	$ .40
Extra milk or juice	$ .50		

Nurse
Students should report to the Nurse's Office (located in the Administration Office) in case of illness or injury. No ill/injured student is to leave the building without first checking out through the office.

Medication:
When possible, students are advised to take medication at home. If it is necessary that a medication be taken during school hours, the following regulations will be followed.

- Written permission must be obtained from the parent/guardian in advance of the administering of any medication.
- The school nurse or personnel as designated by Board policy will supervise the administering of medication. Administering of any medication will be completely and accurately documented.
- Medication must be brought to school in the original container with the appropriate label intact. This includes, but is not limited to, Tylenol, Advil, ibuprofen, aspirin, ointments, cough/cold medication, dietary supplements, etc.
- All medications will be kept in a locked, safe place that is inaccessible to students.
- Medication must be picked up prior to the last day of school. Any medication left in the nurse's office will be disposed of if not picked up.
- In the nurse's absence, illness or injury will be evaluated by an administrator or its designee and appropriate measures taken.

Payments for Fees, Charges, Rent and Fines
Student accounts should be kept current. Payments can be made in the main office or online at https://usd506.RevTrak.net

Severe Weather and School Closings
In case of severe weather, snow, ice, etc., the announcement for school closing may be heard on KKOW Radio (FM 96.9 or AM 860), or KOAM-TV(Channel 7) in Pittsburg, KGGF Radio (AM 860) in Coffeyville, and KLKC Radio(FM 93.5or AM 1540) in Parsons, KODE-TV (Channel 12) in Joplin, or KOBC Radio (FM 90.7) in Joplin. Also, please refer to all LCHS social media outlets.

**Parents will be notified by the automated phone service in the event of school closure.*

Out-of-district Students

Reference board policy JBCC regarding non-resident enrollment, or contact Dr. John Wyrick at (620) 784-5326 with further questions.

ACADEMIC STUDENT INTERVENTION OPPORTUNITIES

Grizzly Time

The purpose of Grizzly Time is as a Tier I intervention – used for reteaching and understanding. Our Tier II intervention is Academic Assistance after school once a week – used for missing assignments (zeros). Our Tier III intervention is addressed through our Student Improvement Team.

During Grizzly Time students will have 25 minutes of academic time built into their day, twice a week, to receive individualized support for any class in which they are currently enrolled.

If a student has been verbally asked to attend Grizzly Time by a teacher it is because a teacher deems it beneficial to provide necessary academic assistance. The student's attendance during Grizzly Time in order to provide additional instructional support is expected. Non-compliance will result in discipline referral.

Grizzly Time Schedule-(During Advisory Period)

Priority will be given to subject with lowest grade percentage

Tuesday –Math or Social Studies
Thursday –English or Science

Academic Assistance

The purpose of Academic Assistance (along with Grizzly Time) is to establish and reinforce a school culture communicating that teaching and learning is the priority, and that we are willing to support our students in order to accommodate that priority.

Academic Assistance will be assigned at the discretion of the individual teacher/department to all students who are repeatedly not staying current with their daily work. The primary goal of Academic Assistance is to address the student's continual habit of not completing assignments on time.

AA will be provided after the regular school day ends on Tuesday and Thursday. Students participating will have the option to leave campus at 3:40 if they are providing their own transportation, or if they wish to utilize the late bus which runs at 5:45, they will report to the LCHS Library until that time.

Schedule: Tuesday – Math and Science
Thursday – English and Social Studies

Failure to report to the AA assignment when assigned will be treated as a discipline issue.
Please be aware that an assignment to the AA will take precedence over any/ all extra/ co-curricular practices.

Advisory

Students will report to their Advisor Teacher Monday thru Friday of each week, noted on their schedule.
Priorities during Advisory:
-Student/Teacher Relationship
-Individual Plans of Study
-Social/Emotional Learning
-Academic Support

Student Trips

The policies of USD 506 require that when school trips are taken by the students, and with the approval of school officials, they must travel by the means of transportation designated by the school. An exception would be a student driving to a designated bus pick up point to meet the bus in another district community other than Altamont, or the student obtaining permission to drive to an activity that is taking place in another district community other than Altamont.

On all trips away from the school, the student must return by the same means of transportation as they had assigned to them for the outgoing trip. The sponsor in charge of the students may excuse the student to their parents after obtaining their signature on the bus trip sheet. The sponsor in charge of the students may excuse the student to someone other than the parents only with written permission of the parents signed and affirmed by the administration.

Overnight Student Trips

All overnight student trips will be governed by the following policy:

1. All Baggage and excess clothing can be searched at the discretion of the administration.
2. Students will be in their assigned rooms no later than 10:30 p.m.
   (Except when under the direct supervision of a coach or sponsor.)
3. Persons other than (Same Sex) members of the team or group, their parents, coaches, or sponsors are not allowed in school rented rooms after 10:30 p.m.
4. Students may not occupy a room at any time with members of the opposite sex.
5. The conduct policy in the student handbook is in effect on all out-of-town trips. Members of teams or school sponsored groups who violate the rules established for student conduct may be:
   a. Suspended
   b. Removed from the group/ team & not be allowed to participate for a designated time
   c. Expelled

Discipline Policy

PART 1- THE FIRST PRIORITY OF LABETTE COUNTY HIGH SCHOOL:

The first priority of Labette County High School is the "Teaching and Learning of the Intended Curriculum for All Students, Including Misbehaving Students."

Everything done at Labette County H.S. must support the first priority, "Teaching and learning of the intended curriculum for all students, including misbehaving students." Discipline is one of many ways of supporting the teaching and learning process. The focus of all discipline procedures is to lessen the negative impact the misbehaviors will have on a safe, orderly, and academically productive environment.

PART 2- THE DISCIPLINE FOUNDATION (LCHS FOUNDATION)

INTEGRITY – having the confidence to be honest while staying true to our morals.
demonstrate self-respect, respect for others, and respect the environment.
WORK ETHIC – working to our full potential daily.
be on task at all times while in the classroom or at other learning activities.
ACCOUNTABILITY – being reliable and accepting responsibility for our actions.
help maintain a safe and orderly environment through self-discipline.
COMPASSION – being aware of other's struggles and acting to assist them/ getting along with others
by being thoughtful and decent. Handle all conflicts without the use of or threat of violence or bullying and with respect for the rights of all.
PERSEVERANCE – fighting through difficulty and adversity while never giving up.
misbehaving students will work to properly manage their behaviors with support from parents/guardians and staff.

A. DEFINITION OF DISCIPLINE:

Discipline is a process that uses teaching, modeling, communication, clear expectations, and other appropriate strategies to maintain the behaviors necessary to ensure a safe, orderly, and productive learning environment by CHANGING UNACCEPTABLE BEHAVIOR TO ACCEPTABLE BEHAVIOR.

B. BELIEF STATEMENTS:

The consistency of a discipline process is found not in the administration of the same consequences for the same misbehavior for all students but, rather, in the beliefs that staff share in the handling of all discipline situations. Teaching and learning of the intended curriculum for all students is the highest priority and will be protected. Parents, guardians, and students have a responsibility to support the expectations of the school community that ensure a safe, productive learning environment for others.

C. EXPECTATIONS:

The belief statements and the definition of discipline will provide us with the structure and consistency necessary to maintain a safe, orderly, and academically productive environment.

Part 3- Expectations For All

Staff, students, and parents will be asked to meet the following expectations:

-Demonstrate self-respect, respect for others, and respect for all things in the environment.
-Help maintain for all individuals at school and at school-related activities a safe and orderly environment through the use of self-discipline.
-Handle all conflicts without the use of violence or threats of violence and with respect for the rights of all – Emotional Control
-Be on task at all times while in the classroom or at other learning activities.
-Provide learning opportunities for misbehaving students with support from parents and guardians.
-Assist misbehaving students to change their unacceptable behavior to acceptable behavior.

The LCHS Discipline Foundation is expected to direct all decisions in the area of discipline.

Our purpose is to make Labette County High School a safe and highly productive educational environment for all students. Typically, each misbehavior will be dealt with on a case-by-case basis. Our top goal is to keep students on-campus and in the classroom as much as possible. However, sometimes long-term suspensions or expulsions are needed. If behaviors create a clear pattern or threat, the behavior will be dealt with on a more serious level. All directives set out by state or federal laws and all guidelines established by IDEA for special needs students will be adhered to.

Teacher Authority

Students are under the direct supervision of the teachers, staff and administration of Labette County High School. Students shall comply with all reasonable requests of authority.

Student in Good Standing

A student is considered to be in good standing if they meet certain academic and behavioral requirements as set by the USD 506 Board of Education. A student who is under penalty of suspension or whose character or conduct brings discredit to the school or to the student, as determined by the principal, is not in good standing. This includes behaviors inside or outside school during the current or previous school year that reflect poorly upon the school. Excessive unexcused absences, chronic absenteeism as well as chronic tardiness,as determined by the principal, will also cause the student to be considered not in good standing. A student who is not in good standing is not eligible for non-resident enrollment consideration. Current students not in good standing are ineligible for any/all extracurricular activities or athletics for a period of time as specified by the principal.

The following discipline actions may be taken in accordance with violations:

Out of School Suspension

All students on Out of School Suspension (OSS) are expected to make up missed work while on suspension. Any student assigned OSS is not considered a student in good standing and cannot be on school property until their OSS requirement is completed.

In-School Solutions

Students who do not comply with expected discipline policy could be assigned In-School Solutions, from 7:45 to 3:10. This will be used to allow students the opportunity to work through discipline issues with the intent to get them back into the classroom as soon as the student is able to do so.

After School Solutions

Students that have displayed unacceptable behaviors will be held accountable. After School Solutions will be used for students to work through their behaviors with the LCHS trained staff.
After School Solutions will be assigned from 3:15 to 5:30.
**LCHS administration will select the number of After School Solutions the student will be expected to attend.*

RULES

1. Students will report to the library no later than 3:15pm and will be dismissed at 5:30pm. Students will not be excused early.
2. Students are expected to keep busy on school related work. It is the student's responsibility to bring all necessary material including collecting assignments from teachers and/or have a book to read.
3. Students are expected to remain in their seats and follow the supervisor's instructions.
4. Students are expected to remain awake and sitting up.
5. Any student not complying with these guidelines will be dismissed from After School Solutions and will face ISS, additional After School Solutions, or OSS.
6. Restroom use will be determined by the supervisor. There will be one restroom break given to all students.
7. Students will turn in their phones at the beginning of After School Solutions.
8. The Supervisor will determine the use of computers.
9. Students are not permitted to bring radios, headsets, food items, or drinks.
10. Work or school related activities are not legitimate excuses for missing After School Solutions.

Failure to serve the assigned After School Solutions will result in the following consequences:
1st offense: 1 day ISS and serve the After School Solutions that was assigned
2nd offense: 2 days ISS and serve the After School Solutions that was assigned
3rd offense: 1 days OSS and serve the After School Solutions that was assigned
4th offense: 3 days OSS and serve the After School Solutions that was assigned
5th offense: 5 days OSS and a formal hearing with the recommendation for long term Expulsion

Behavioral Expectations and Rules/Policies

Academic Dishonesty

Any action taken with the intention of obtaining credit for work which is not one's own is considered academic dishonesty. The action may include, but not limited to, the following:

*Submitting another student's work as one's own work.
*Obtaining or accepting a copy of tests or scoring devices.
*Giving or obtaining test questions or answers from a member of another class.
*Copying from another student's test or computer file, or allowing others to copy from you.
*Using materials which are not permitted during a test.
*Plagiarism (presenting as one's own taking ideas, writings, etc. from another and submitting that work.)
*Copying or having someone other than the student prepare the student's homework, paper, project, laboratory report, computer program or take-home test for which credit is given.
*Permitting another student to copy, or writing another student's homework, project, report, paper, and computer program or take-home test.
*Accessing restricted computer files without authorization.
*Copying materials including computer software, in violation of the copyright law

Individual Teachers in conjunction with the Administration will be responsible for determining the consequences for a student in violation of the Academic Dishonesty policy.

Consequences for Academic Dishonesty / Cheating:
1st Offense: Parent Contact, No Credit on Assignment, 1 Hour After School Solutions
2nd Offense: Parent Contact, No Credit On Assignment, After School Solutions
3rd Offense: Parent Contact, No Credit On Assignment, In School Solutions
4th Offense: Wrap Around Meeting, Interventions Assigned, Admin Discretion
5th Offense and Beyond- Addressed using the administration's discretion.

**Administration has the discretion to modify consequences in more extreme circumstances regarding these behaviors.

Assault/Battery/Fighting

Any student who initiates physical contact with any part of the body with the intent to cause physical discomfort to another student or staff member will be considered to be the aggressor in a fight. Any student who responds to such aggression with physical contact of this sort will be considered the defender in the fight. Any student who urges or provokes a fight to occur will be considered to be an instigator in a fight. Videotaping an altercation will be considered instigating a fight and will be punished accordingly. Both the aggressor and the defender (and possibly the instigator) are in the wrong and will be disciplined. The exception to the foregoing statement would be during competitive sports.
The foregoing list is not all-inclusive, nor is it intended to be. It is impossible to list every action that may occur; however, repeated misconduct on the part of the student may result in suspension. In the event of any offense (in the opinion of the administration), the student will be suspended immediately by LCHS administration.
It will be at the discretion of the administration to determine the length of suspension, beginning with a three (3) day minimum. If administration determines that the fight was instigated or initiated by a specific student, that student's educational placement could be moved to the URSA Program or LCHS Alternative School. Administration will determine if any additional consequences are necessary on an incident-by-incident basis in accordance with district policy.

A fight is defined as an exchange of physical contact between two or more parties. A physical battery is defined as the use of physical force to resolve a conflict.

1st Offense 3-5 days OSS, possible virtual placement
2nd Offense 3-5 days OSS–Due Process Hearing if applicable

A fight, threat, or any other act that may be considered violent in nature may be handled in the following manner:

1. Local authorities will be called to transport the student to the local police station.
2. The authorities shall then release the student to the custody of the parents.

Physical battery or physical intimidation towards a staff member will result in five (5) days OSS and Due Process

**Administration has the discretion to modify consequences in more extreme circumstances regarding these behaviors.

ATTENDANCE POLICY & PROCEDURES

A high correlation exists between regular attendance and success in school. It is expected that each student will attend all classes every day. The primary responsibility for attendance rests with the student and parent.

Kansas Statute in regards to Attendance

K.S.A. 72-1111 - Every parent or person acting as parent in the state of Kansas who has control over or charge of any child who is under the age of 18 years and has not attained a high school diploma or general educational development (GED) credential, shall require such child to attend continuously each school year.
K.S.A. 72-1113 - Whenever a child is required by law to attend school and is enrolled in school, and the child is inexcusably absent there from on either three consecutive school days or five school days in any semester or seven school days in any school year, whichever of the foregoing occurs first, the child shall be considered to be not attending school as required by law. A child is inexcusably absent from school if the child is absent from all or a significant part of the school day without a valid excuse acceptable to the school employee designated by the board of education to have responsibility for the school attendance of such child.
The employee designated by the school board shall report to the appropriate county or district attorney all cases of children who are less than 18 years of age and not attending school as required by law.

Procedure

When a student is absent, a parent/guardian must call the school attendance office within 24 hours of the absence. If absence is planned, prior notice is appreciated.

Attendance office – (620)784-5329. Leave a message to report the absence if office personnel are unavailable.

(The school will accept a signed note from the parent/guardian when the student returns to school.)

If a telephone call or note is not received from the parent or guardian within 24 hours, the absence will be recorded as Unexcused.

Absences related to school approved activities or resulting from homebound education will not be included in the attendance policy.

Excused Absence

Parents state the reason for the absence, and then **an administrator will determine whether the absence is excused or unexcused.**
Absences for the following reasons will be administratively excused:

- Illness
- Medical and dental appointments with written verification are excused.
- Funerals, family emergencies, and court hearings.
- Anticipated absences that have been requested in writing or by phone call to an administrator and approved in advance by the building administrator. An assignment form will be given to the student by the principal. This form will have to be signed by all of the student's teachers before the trip absence occurs.

**Make-up work for an Excused Absence –
It is a student's personal responsibility to make-up for missed assignments.
Such work should be completed within two days of the student's return to school.

College Visitation
Seniors will be excused from school to make three (3) college visits; and Juniors will be excused to make two (2) college visits. Visitation to any college must be arranged through the counselor's office. Students must Sign-Up and pick up a Verification Form in the counselor's office to be signed and completed at the college visitation.
Students must have a Legal Guardian call the attendance office and turn in the Verification Form to the attendance office in order for the absence to be excused.

Unexcused Absence
All absences that do not fall in the categories of the excused absences listed shall be unexcused. In addition, leaving school when school is in session without obtaining permission and signing out in the attendance center shall be deemed an unexcused absence.

School related absences during the school day
Students missing school due to a school related absence, such as clubs or athletics, must have all work completed and turned in within two school days after absence.

Attendance requirements pertaining to Activities/Athletics
Students must be present for at least 5 of 7 class periods in order to be eligible to participate or attend any/all school sponsored activities. This does not include Advisory as one of the seven class periods.

7-day documentation

Any student who misses at least 7 class periods (in one class) will be required to have professional documentation, i.e. doctor's notes to excuse any further absences in ANY classes the rest of that semester. This does not include school activities, doctor's visits with a doctor's note, court appearances with a note from the court, or funerals. After the 7th absence, failure to provide professional documentation will result in consequences for Absenteeism. Any student who is absent more than this policy allows may be placed as "not in good standing", making them ineligible for extra-curricular activities.

A letter confirming the student's placement on the 7-Day List will be sent home.

-A meeting with parent/guardian will be scheduled to discuss attendance concerns.

-Absences without prescribed documentation after notice will result in an unexcused absence.

-Assignments & requirements must be met prior to being released to any school activity during the school day.

Consequences For Absenteeism

1st Offense: After School Solutions
2nd Offense: After School Solutions
3rd Offense: 1-3 Days of In School Solutions
4th Offense: Wrap Around Meeting, Interventions Assigned, In School Solutions at Admin Discretion
5th & Beyond: Addressed using the Administrator's Discretion.

** Administration has the discretion to modify consequences in more extreme circumstances regarding these behaviors.

Truancy

By Kansas State Statute, upon 3 consecutive unexcused absences, 5 within a semester or 7 within a year. An official letter will be sent to the Labette County Attorney's office and to the parent/guardian. Once Truancy has been filed on a student by the County Attorney, that student must provide Official Documentation to excuse any further absences for the remainder of the school year, or until such a time as the student has been released from the Truancy program by the County Attorney.

Perfect Attendance Award

Students will be recognized for perfect attendance on a semester and yearly basis.
Absences due to school activities or school related events would not qualify as an absence for this award.
Any/All Excused or Unexcused absences will disqualify students from receiving this award.

Bullying Policy

USD 506 Board of Education prohibits bullying in any form on school property, in a school vehicle, or at any school-sponsored event.

Bullying is defined as: Any intentional gesture or any intentional written, verbal, or physical act or threat that is sufficiently severe, persistent, or pervasive that creates an intimidating, threatening, or abusive educational environment for a student or staff that a reasonable person, under the circumstances, knows or should know will have the effect of:

- Harming a student or staff member, whether physically or mentally;
- Damaging a student or staff member's property;
- Placing a student or staff member in reasonable fear of damage to the student or staff member's property; or
- Any form of intimidation or harassment prohibited by the Board of Education of USD 506 adopted policies concerning bullying.

Cyber bullying is all forms of harassment over the Internet or other forms of electronic communications, which cause, or have the potential to cause, a significant disruption to the learning environment.

This shall include any form of intimidation or harassment prohibited by the USD 506 Board of Education in policies concerning bullying adopted pursuant to this section or subsection (e) of K.S.A. 72-8205 and amendments thereto.

Students and Staff have a responsibility to report bullying and harassment when it's occurring to them or others.

Bullying is the act of intentionally harming others as defined by the approved policy.

Consequences For Bullying

1st Offense: Depending upon the severity, After School Solutions or OSS, No Contact Order
2nd Offense: 1 to 3 OSS, No Contact Order
3rd Offense: 1 to 5 Days OSS, Wrap Around Meeting, No Contact, Due Process Hearing if applicable
4th Offense and Beyond: Administrator Discretion

**Administration has the discretion to modify consequences in more extreme circumstances regarding these behaviors.

**Law Enforcement may be contacted at Administrator's Discretion.

**Violation of a No Contact order will result in suspension.

KANSAS BULLYING LAW

Defiance/Disrespect Toward Staff Member

Inappropriate behavior directed towards administrators, teachers, staff members, or guests. This includes, but is not limited to an exhibition of rude, uncooperative, argumentative attitude towards staff members or refusing to go to the office when directed to do so.

Consequences for Disrespect/Defiance:
1st Offense- After School Solutions
2nd Offense- After School Solutions
3rd Offense- 3 Days OSS
4th Offense- 5 Days OSS
5th Offense and Beyond- Addressed using the administration's discretion.

**Administration has the discretion to modify consequences in more extreme circumstances regarding these behaviors.

Disruptive Behavior (Horseplay)/Refusal of A Reasonable Request

Student behavior that deprives the instructor of the right to teach or deprives another student of the right to learn. Students who refuse reasonable requests by staff members can also cause a disruption to the learning environment.

Consequences for Disruptive Behavior:
1st Offense: After School Solutions
2nd Offense: After School Solutions
3rd Offense: In School Solutions
4th Offense: 1 Day of OSS
5th Offense & Beyond: Addressed using the administration's discretion.

**Administration has the discretion to modify consequences in more extreme circumstances regarding these behaviors.

Dress Code

1. All students must wear shoes or sandals when attending regular academic classes.
    - Shoes worn in the gymnasium must not leave marks on the floor.
    - Steel-toed boots are recommended for some classes.
    - Decorative house slippers are not appropriate school footwear for any class.
2. No decorative chains, wallet chains or loose ropes/straps will be allowed to hang from a student's clothing or body.
3. Shorts and skirts can be worn, but they must be sufficient in length.
4. All tops/shirts should appropriately cover the neckline and midriff.
5. Clothing cannot promote or advertise alcohol, tobacco, or drug use.
6. Clothing cannot suggest, promote or state any profanity or sexually suggestive messages.
    - Clothing cannot bear slogans, graphics, pictures, symbols, or words that demean race, religion, creed, sex, national origin, intellectual ability, or handicapped condition.
7. Clothing must cover all undergarments including underwear, boxer shorts, and any bra.
    - All upper body clothing must cover the complete shoulder area.
    - Spaghetti strap blouses and tank tops are not allowed.

8. All students will be permitted to wear appropriate head coverings that are not considered a distraction to the educational environment during school hours. Such head coverings cannot violate the student dress code policy for promotion of inappropriate or suggestive subject matter.
    -A classroom teacher has the right to impose restriction of headwear in their classroom, per classroom handbook and/or guidelines. All students are expected to follow the guidelines set in each individual classroom.

The final decision on the appropriateness of apparel will be made by the school administration.

Drugs, Narcotics, and Alcohol Products

A student shall not possess, sell, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, simulated drug, amphetamine, barbiturate, marijuana, alcoholic beverage, inhalant or intoxicant of any kind:

1. On school grounds during, before, or after school hours;
2. On school grounds at any other time when the school is being used by school personnel or school group;
3. Off the school grounds at any school activity, function, or event.

Suspicion of being under the influence will be grounds for all consequences.

The use of a drug prescribed to the student by a medical physician from a registered pharmacist shall not be considered a violation of this rule. The use of this prescribed medication is for the student under the physician's care only. Such medication should be reported to the Main Office as described in the Medication section of the Student Handbook.

School administrators may use dogs trained to detect contraband to conduct random searches for contraband in student lockers, or other common areas of school buildings, and vehicles parked on school grounds at the high school.

Consequences for Drugs, Narcotics, and Alcohol Products:
5 days OSS, Due Process, Contact Police Department

Possible suspension from all activities for a period of up to the remainder of a school year.

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 discipline.

**Administration has the discretion to modify consequences in more extreme circumstances regarding these behaviors.
**Any student in possession of prescribed or over the counter medication, which has not been checked into the office, is subject to school discipline.

Drug Testing Policy- LCHS

Informed Consent for Testing

At the beginning of each semester, students choosing to participate in any extracurricular activities and their parent/guardian/custodian will complete and sign the Informed Consent Agreement and Release of Information Form for the Medical Review Officer. All students wishing to participate in extracurricular activities as defined must have the forms completed, signed, and on file with the Labette County High School administration before participating, including practices, no later than 10 days after the start of the semester. Student forms from 1st semester will be carried over to 2nd semester. Transfer students will have 10 days from their date of enrollment to complete and return paperwork.

-Failure to turn in properly completed and signed forms by the appropriate date will render the student ineligible for extracurricular activities during the current school year. Those students enrolled in classes which result in graded performances or competitions will be given alternate but equivalent assignments in place of performances or competitions when necessary.

-Any student participating in extracurricular activities with the proper paperwork on file will be included in the pool of students who are subject to random drug testing.

- "Extracurricular activity" means any school-sponsored activities outside the regular course of study including:

A. Activities involving competition, judging, or comparison of individuals or groups. Activities included are, but not limited to, all athletic programs, cheerleading, dance, band, choir, Skills USA, HOSA, FCCLA, FFA, and FBLA.

Activities considered noncompetitive but school sponsored are National Honor Society, KAY, SADD, STUCO, Yearbook, ITH, drama productions, school dances, and weightlifting. This is not an all-inclusive list.

Selection Process

-Upon receipt of all Informed Consent paperwork, students will be assigned an ID number
-Student selection will be done randomly by SEK CHC using a computer random selection program.
-Student samples will be collected each month by a SEK CHC trained employee.
-Labette County High School **may** opt to test all students in activities prior to the season of activity.
-In situations where a student is absent, an alternate student will be randomly selected.

Sample Collection

Random samples will be collected by the Urine Drug Screen Collector, as determined by Labette County High School administration and the USD #506 approved collection agency's administration, each month school is in session beginning in September and lasting through May. Selected students will be called to the office, will have a sample collected, and be returned to class. The specific dates of sample collection will remain confidential between Labette County High School and the collection agency. Samples will be tested by the Medical Review Officer as selected by the drug testing agency. Preliminary positive test samples will automatically be required to undergo further testing in order to have a Confirmatory Positive test.

1st Offense

For the first Confirmed Violation, the student shall be suspended from participation in all activities including meetings, practices, performances, or competitions either as a spectator or participant for nine (9) weeks.
It is recommended, not required, that the student schedule a drug and alcohol assessment from a local Mental Health agency and follow all recommendations, at the parent's expense.
Ineligibility may be reduced to three (3) weeks if this option is pursued.
(Session 1- Initial Contact, Session 2- Admissions Intake, Session 3 and beyond- Drug and Alcohol Counseling)
Treatment will occur until a recommendation of completion from the Mental Health agency is communicated to school administration by the parent.
A student may be eligible for activities after three (3) weeks as long as weekly documentation requirements are met.
*Weekly reports requested by the student and/or parent from the Mental Health agency must be provided to LCHS Administration, indicating:

a. Student is fully participating in treatment.
b. Student is attending all scheduled appointments.

Note: Failure to provide weekly documentation will result in a reinstatement of the 9-week suspension from activities, from the date of the original infraction.

2nd Offense

For the second positive test, the student shall be suspended from participation in all extracurricular activities for 1 calendar year. Any further offenses after the second positive test will result in suspension from all extracurricular activities while the student is enrolled at Labette County High School.

Notice:

1. -Suspensions under this policy may carry over into the following school year.
2. -Written documentation with dates and facilitator signatures on office letterhead is required to acknowledge completion of an evaluation/education program.
3. -A student refusing to submit a sample upon being randomly selected will be considered in violation. The refusal will be treated as a positive test.
4. -The building administrator will notify the parent/guardian/custodian first then the student upon confirmation from the Medical Review Officer of a Confirmatory Positive test.
5. -Any Confirmatory Positive test may be appealed to the testing agency's designated Doctor within 72 hours of notification. Contact information is provided upon parent notification by the school administrator.

Non-Academic Punitive Nature of Policy

Students will not be penalized academically for testing positive for illegal drugs. Those students enrolled in classes which result in graded performances or competitions will be given alternate but equivalent assignments in place of performances or competitions when necessary. The results of a random urine drug test will not be documented in any student's academic records. Information regarding the results of drug tests may be disclosed to criminal or juvenile authorities through court order or subpoena. In the event of such communication, the student's parent/guardian/custodian will be notified prior to the release of information.

Electronic Devices

Student Use of Cell Phones and Other Personal Electronic Communication Devices:
Kansas law prohibits students from using or having access to their cell phones and other personal electronic communication devices from the start of school at 8:00 a.m. until the dismissal bell at 3:10 p.m., except as otherwise provided in board policy JCDC.

Any personal electronic communication devices not issued by USD 506 will not be allowed during the school day, per board policy, in response to Kansas State Law.

Students will be issued a school locker with a lock on the first floor to store all personal electronic devices brought into the building. They will not be allowed to access those lockers during school hours, unless they are leaving for a school activity or signed out with the attendance office to leave the building.

ANY VIOLATION OF THIS POLICY WILL RESULT IN THE FOLLOWING DISCIPLINARY ACTION:

1st Offense:
- After School Solutions
- The student will call a parent to communicate the violation.
- The phone will be released to the student at the end of his/her school day.

2nd Offense:
- After School Solutions
- The student will call a parent to communicate the violation.
- An assigned adult must come to the main office to pick up the phone.

3rd Offense:
- In School Solutions
- An assigned adult must come to the main office to pick up the phone.
- All electronics will be turned in every morning for the remainder of the semester.

4th Offense:
- OSS (1) Day
- An assigned adult must come to the main office to pick up the phone.
- All electronics turned in every morning for the remainder of the semester.

5th Offense:
- Administration discretion

Computer Use
- Students may not use any school computer without a signed USD 506 acceptable use policy form on file.
- Students shall have no expectation of privacy when using district computer systems.

USD 506 utilizes Go Guardian to monitor student computer use and activity.
- Any student who violates the Acceptable Use Policy or any other classroom rules relating to computer use is subject to disciplinary action up to and including suspension from school.

Extra-Curricular Activities

School Activities Participation

All students participating in activities within the USD 506 school district, whether sponsored by KSHSAA or LCHS, must comply with the following rules as outlined by the Kansas State High School Activities Association.

1. **They are bona fide, undergraduate students in good standing, with regular attendance.**
    a. **Good Standing is determined by the administration of the school the student is attending.**
    b. **Students who are not in good standing as determined by the administration may be excluded from attending or participating in any or all school-sponsored activities.**
2. **A student in "good standing" must:**
    a. **Follow all rules and procedures as set forth by the coach/sponsor.**
    b. **Students who have excessive absenteeism and have reached at least 7 unexcused absences in any one class during the semester will be deemed not in good standing and will not be eligible until they have 10 days of good attendance.**
        i. **The only exceptions are hospitalization, contagious disease, prolonged illness under the care of a physician, school sponsored trips/activities, or absences excused with a doctor's note, funeral, court or administrator approval.**
    c. **Be clear of any suspension from school (not currently suspended).**
    d. **Have no more than 9 tardies in any one class, or 10 consecutive days without a tardy.**
    e. **Be clear of any detentions or other school disciplinary actions. (detentions/ISS have all been served)**
    f. **To be eligible for KSHSAA activities – must have passed 5 classes during the previous semester**
    g. **Attend an appropriate number of practices, meetings, events, etc., as determined by the coach/sponsor.**
3. **Good standing may be removed for:**
    a. **Any single act deemed by the school administration to be severe enough to remove "good standing status" from a student, including:**
        i. **Behaviors inside or outside of school that reflect poorly upon the school.**
        ii. **Behaviors inside or outside of the school that reflect poorly upon the team.**
        iii. **Unexcused absences, chronic tardiness, or infractions of the student discipline code.**

Activity/Extracurricular "F" Policy

- A student must be passing in all subjects he/she is enrolled in during the school year.
- If a student is not passing all subjects enrolled in on Wednesday each week, he/she will be placed on probation for the week period. If a student is still failing one or more classes at the end of their probationary one-week period they will not be eligible to miss school to participate in or attend any school activity during that following one week period. The period will begin on Wednesday and end on Tuesday.
- Students who are failing any class two consecutive weeks will not be allowed to miss school for a School Activity (i.e. – field trip, performance, contest, college visit, etc.…).

An "F-List" will be compiled on Wednesday each week starting with week 4 of each semester.
Students on the Weekly "F-List":

1st Occurrence = PROBATION – Student has one week to raise all grades to passing.
2nd Consecutive Occurrence = On "F-List" – **Students are not eligible to miss school** to participate in or attend any school activity as mentioned above.

- -Students can be on Probation multiple weeks and still be eligible to miss school – Has to be Consecutive weeks with a grade of "F" in an individual class.
- -Teachers are expected to update student grades in Power school by Wednesday of each week. Any appeals due to grading issues are to be addressed with the Principal.
- -Co-Curricular Activities (those that are part of a daily scheduled class that are for a grade) - Students may be subject to exemption based on Administrative decision.

(LCHS will follow KSHSAA Eligibility guidelines for ALL Extracurricular Activities)

Clubs and School Organizations

- Local, State and National Future Farmers of America – FFA
- Local, State and National Family, Career, and Community Leaders of America – FCCLA
- Local, State and National SKILLS/USA
- Future Business Leaders of America – FBLA
- National Honor Society (Grade Point Average requirement)
- Tri-M (Choral Music students)
- KAY - Kansas Association for Youth
- Student Council (elected by classmates)
- Rachel's Challenge
- SADD - Students Against Destructive Decisions
- "L" Club - Letterman's Club
- Chess Club
- FCA - Fellowship of Christian Athletes
- FEA- Future Educators of America
- International Thespian Society (Speech & Drama students)
- Stage Band (Instrumental Music students)
- Art Club
- Math Club
- JAG - Jobs for America's Graduates
- TRAP Shooting Team

Activity periods are Wednesday mornings from 9:50 am to 10:15 am.
*A club card is needed for a student to be released to an activity.
(Any student who does not attend an activity/club must remain in their Advisory class.)

Their instructor may give permission to be in another class by receiving an approved hall pass. Students may hold conferences this period by appointment with teachers or the counselor to receive help and to make up back work.

Extra-Curricular Activities

Labette County High School offers the following KSHSAA activities for students:

- Girls / Boys Tennis
- Girls / Boys Cross Country
- Girls Volleyball
- Boys Football
- Girls / Boys Basketball
- Boys / Girls Wrestling
- Boys Baseball
- Girls / Boys Track
- Girls Softball
- Girls / Boys Golf
- Instrumental music – Concert band, solos and ensembles
- Vocal music – Large group, solos and ensembles
- Spirit Groups – Cheerleading & Dance Team
- Student Council
- Scholar's Bowl

You are eligible to participate if:

1. You passed at least five new subjects (those not previously passed of unit weight, or its equivalency, the previous semester or the last semester of attendance.
2. You shall be enrolled in and attending a minimum of five new subjects (those not previously passed), of unit weight, or its equivalency, during the present semester.
3. You are a bona fide undergraduate member of your school and a "student in good standing."
4. A student who uses any form of tobacco, illegal drugs, alcoholic beverages, etc., at school events is not in good standing.
5. A student who uses anabolic steroids would be ineligible for interscholastic competition until such time as medical evidence can be presented that his/her system is free of that drug.
6. A student shall be in attendance for a significant part of the school day to be eligible to participate in a school sponsored activity.
7. Summer school is not to be used for making up credit deficiencies for the purpose of becoming eligible.
8. A student cannot compete under an assumed name.

These guidelines are in accordance with KSHSAA eligibility guidelines. (See link below)

https://www.kshsaa.org/School/EntryForms/PDFs/HS/Eligibility.pdf

Failure To Serve An Assigned Detention

An assigned detention may be assigned for a variety of reasons. Failure to attend will result in a reschedule of the detention plus an additional consequence assigned.

CONSEQUENCES FOR FAILURE TO SERVE AN ASSIGNED DETENTION

1st Offense: After School Solutions

2nd Offense: After School Solutions

3rd Offense: 1 Day of In School Solutions

4th Offense: 1 Day of OSS

5th Offense & Beyond: Addressed using the administration's discretion

**Administration has the discretion to modify consequences in more extreme circumstances regarding these behaviors.

Flagrant Misbehavior

Flagrant misbehavior is any apparent act, behavior, or item that could have a negative impact on the learning environment of the classroom or jeopardize the health, safety, or physical well-being of any student or school employee. This includes but is not limited to, pushing, shoving, or touching of another person.

Consequences For Flagrant Misbehavior

1st Offense: After School Solutions
2nd Offense: After School Solutions
3rd Offense: After School Solutions/1-3 Days OSS
4th Offense: Depending Upon The Severity, 3-5 Days OSS/ Due Process Hearing
5th Offense & Beyond: Addressed using the administration's discretion.

**Administration has the discretion to modify consequences in more extreme circumstances regarding these behaviors.

Hallway Expectations

While in the halls, students are expected to talk quietly. There should be no profane language, gestures, or public displays of affection. Excessive amounts of public displays of affection may result in disciplinary consequences. Students are to not impede the flow of traffic in the hallways or the stairwells. Students will have five (5) minutes to pass from one class to the next. Students are prohibited from using the elevators unless an elevator key has been assigned to them.

Consequences for Violation of Hallway Expectations:

1st Offense: 1 Hour Detention
2nd Offense: 1 Hour Detention
3rd Offense: TNS
4th Offense: 1 to 3 Days of TNS
5th and Beyond: Addressed using the administration's discretion

**Administration has the discretion to modify consequences in more extreme circumstances regarding these behaviors.

Harassment

Unsolicited and unwelcome behavior by any individual that interferes with work, study, or everyday life and creates an intimidating, hostile, or offensive environment. This policy includes harassment that could be considered sexual in nature.

Sexual harassment shall not be tolerated. Sexual harassment of employees or students of the district by board members, administrators, certified and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited. It shall be a violation of this policy for any employee to sexually harass a student, for a student to sexually harass another student, or for any employee to discourage a student from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy.

Consequences For Harassment

1st Offense: Depending upon severity: 1 to 5 Days After School Solutions/In School Solutions, OSS Counseling, No Contact Order
2nd Offense: 3-5 Days OSS, No Contact Order, Counseling, Law Enforcement Contact, Due Process If Applicable

**Administration has the discretion to modify consequences in more extreme circumstances regarding these behaviors.

Hazing Prohibited

Kansas law prohibits **"hazing."** Since this issue could be related to gang activity, the following handbook language is included: Incidents involving initiations, hazing, intimidations, and/or related activities which are likely to cause bodily danger, physical harm, personal degradation, or disgrace resulting in physical or mental harm, or which affect the attendance of another student, are prohibited. **Such incidents will not be tolerated. All incidents will result in strong disciplinary action being taken by the administration. These behaviors should not and will not be associated with any USD 506 program.**

Consequences for Hazing Violation:

1st Offense: Depending upon severity: In School Solutions, 1 to 5 days OSS, Counseling
2nd Offense: 3-5 days OSS, Due Process Hearing if applicable

**Administration has the discretion to modify consequences in more extreme circumstances regarding these behaviors.

**Law Enforcement may be contacted at Administrator's Discretion.

Parking and Traffic Regulations

The vehicle parking and traffic program is designed to provide a safe parking area for students and staff, with proper and safe driving habits by all drivers.

Students driving vehicles to and from school activities are expected to make proper use of them. Reckless driving or misuse of cars will result in suspension of the privilege of driving on school property or banishment of the vehicle for specific periods of time.

- Students may park in any of the unrestricted areas of the student parking lots. Restricted areas include faculty, visitors, handicap, plus any other restricted "NO PARKING AREAS."
- No unauthorized vehicles shall be in the staff parking lot between 7:00 a.m. and 4:00 p.m. Vehicles found parked in restricted areas may be towed away at the owner's expense and/or result in disciplinary action.
- Students will not be allowed to loiter in the student parking lot before or after school. Students should be prepared to enter the building upon arriving at school. Students will not be allowed to leave the school area unless permission is properly verified. The parking lot should be vacated after the dismissal bell.
- Students who drive to school are responsible for the contents of any vehicle they drive onto school property.
- Students are not allowed to go to their vehicles without approval from administration.
- Students are not allowed to sit in or occupy vehicles during any part of the school day.
- Students who drive their own automobiles to school are not allowed to move their automobiles during the day without the permission of the administration.

Parking Areas For Students

- Seniors may park to the east of the administration building in the asphalt lot as well as east of Haury Hall in the new gravel lot.
- Underclassmen (9^{th}-11^{th}) are to park in the Harrison parking area.
- No student parking is allowed on the streets that surround the campus.

Consequences for Parking and Traffic Regulations Violation:

Students can lose privileges to park on school property, and police may be notified depending on the violation.
1^{st} Offense- After School Solutions
2^{nd} Offense- After School Solutions
3^{rd} Offense- In School Solutions and loss of parking lot privileges
4^{th} Offense and Beyond- Addressed using the administration's discretion

**Administration has the discretion to modify consequences in more extreme circumstances regarding these behaviors.

Restroom/Locker Room Expectations

While using the restrooms, there should only be one person per stall.

Consequences For Restroom/Locker Room Expectations:

1st Offense: After School Solutions
2nd Offense: After School Solutions
3rd Offense: In School Solutions
4th Offense: 1 Day OSS
5th Offense and Beyond: Addressed using administration's discretion

**Administration has the discretion to modify consequences in more extreme circumstances regarding these behaviors.

School Dances

Admission to school dances will be closed forty-five minutes after the start of the function.

- All school and district rules and policies are in effect at all school related events.

**All students who wish to attend dances will be required to participate in a breathalyzer test prior to admittance.*

Positive identification for alcohol will result in:

1. Parents being required to come to school to pick up their student.
2. Student will be suspended from school for a minimum of 5 school days.
3. Student will be held accountable per the Athletic & Activities Drug/Alcohol-Free Policy.

The following criteria for Winter Formal attendance are utilized:

1. All students are eligible to attend the LCHS Winter Formal if:
    a. They are currently 9th-12th grade students.
    b. This does not include URSA students-application for out of school date must be filled out.
2. Are enrolled in the Drug Screening Pool.
3. Meet all KSHSAA Eligibility guidelines.
4. No more than 6 unexcused absences to any class, or 10 days of good attendance.
5. No more than 9 tardies to any class, or 10 days of good attendance.
6. Student is not currently suspended from school.

The following criteria for Prom attendance are utilized:

1. All students except Freshmen students, are eligible to attend the LCHS Jr./Sr. Prom if:
    a. They are currently 11th/12th grade students.
    b. This does not include URSA students-application for out of school date must be filled out.
2. Escorted by a current LCHS 11th/12th grade student.
3. Are enrolled in the Drug Screening Pool.
4. Meet all KSHSAA Eligibility guidelines.
5. No more than 6 unexcused absences to any class, or 10 days of good attendance.
6. No more than 9 tardies to any class, or 10 days of good attendance.
7. Student is not currently suspended from school.

Guests of LCHS students will be permitted for Winter Formal and Prom, if:

1. Application for out of school date is approved.
2. Student is not older than 20 on the date of the event.
3. Student is in grade 10 or higher in their home school (home, public, or private), or 16 years old.(PROM)
4. Inappropriate behavior including “Grinding” or other explicit forms of dancing will result in the student not being eligible to attend future dances, for the remainder of the current school year.

School Bus Rules/Regulations

While riding school buses, all students will be subject to school district rules and regulations as well as traffic/safety rules and regulations. Board policy and individual school bus rules and regulations supersede the following bus rules and regulations:

1. The driver is in full charge of the bus and the passengers.
2. While at the bus stop or pick-up points, students must
    a. Conduct themselves in an orderly manner
    b. Respect nearby private property and rights of others
    c. Avoid littering
3. Students shall take their seats promptly after boarding the bus. Should the driver assign seats, students must comply. Pupils will remain in their seats while the bus is in motion.
4. Students must not extend hands, arms, or heads out of bus windows.
5. No radio or tape players will be permitted on the bus without the use of headsets on activity trips.
6. While on the bus, students must not:
    a. Smoke or have open flames
    b. Throw objects within or outside of the vehicle
    c. Disturb the driver
    d. Litter the bus
    e. Eat food or drink beverages of any kind
    f. Transport items which may endanger the health or safety of other passengers
    g. Tamper with the bus or bus equipment
7. No weapons, knives, pepper spray, mace, or guns (real or fake) are allowed on the bus.
8. Fighting on the bus will result in an immediate suspension of bus privileges for all students involved, up to an entire school year in length.
9. Students must report to the driver any damage to seats or bus equipment.
10. Any student who enters or exits the bus through the rear emergency door in a non-emergency situation will receive an immediate five-day suspension of bus riding privileges.
11. The bus will not transport animals of any kind.
12. Infraction of these bus rules and regulations will have consequences at school as well as on the bus.

Consequences for School Bus Rules and Regulations:

1st Offense Warning, Parent Contacted
2nd Offense Warning, Parent Contacted
3rd Offense 5-Day Suspension from Bus Riding
4th Offense Suspension from Bus Riding Privileges for the remainder of the semester
5th and Beyond Addressed using the administration's discretion

**Administration has the discretion to modify consequences in more extreme circumstances regarding inappropriate use.

Skipping Class
Students who are intentionally missing a portion or all of a regularly scheduled class without a pass (nurse/office/teacher) will be given a consequence. Absences of this manner WILL count as an unexcused absence and will count toward the total absences in any one class.

Consequences For Skipping Class
1st Offense: After School Solutions
2nd Offense: After School Solutions
3rd Offense: 1-3 Days of In School Solutions
4th Offense: Wrap Around Meeting, Interventions Assigned,In School Solutions at Admin Discretion
5th & Beyond: Addressed using the Administrator's Discretion.

** Administration has the discretion to modify consequences in more extreme circumstances regarding these behaviors.

Smoking/Tobacco/Nicotine Products (Possession or Use)
Possession of tobacco, including E-Cigarettes, smoking, and the use of smokeless tobacco, including E-Cigarettes, are not permitted on school grounds or in school buildings.

- Students in violation of the "minor in possession of tobacco" will be reported to law enforcement.
- A student who uses any form of tobacco, Electronic Nicotine Delivery System (*ENDS) devices, illegal drugs, alcoholic beverages, etc., at school or school events is not in good standing and will face disciplinary action.

**Note: ENDS is defined to be any device that delivers a vaporized solution (including nicotine, THC or any other substance) by means of cartridges or other chemical delivery systems. This includes, but may not be limited to, any electronic cigarette, vape pen, hookah pen, cigar, cigarillo, pipe, or personal vaporizer.*

Consequences For Smoking/Tobacco/Nicotine Products
1st Offense: 1 Day In School Solutions, Law Enforcement Referral
2nd Offense: 2 Days In School Solutions, Law Enforcement Referral
3rd Offense: 1-3 Days OSS, Law Enforcement Referral
4th Offense and Beyond: Addressed using administration's discretion

**Administration has the discretion to modify consequences in more extreme circumstances regarding these behaviors.

Tardiness
Tardiness is defined as not being in your assigned classroom ready to work when the tardy bell rings. (*Teachers have the discretion of requiring a student to be seated under this definition.*)
If students are tardy arriving at school during 1st period, they must secure a tardy slip from the attendance office.
Because of unforeseen circumstances, a student is allowed 3 forgiven tardy violations during 1st period.

- Being late to class more than 15 minutes will count as an unexcused absence.
- The individual teachers will handle any tardy occurring after the 1st period.

Consequences For Tardiness
5th-8th Offense: After School Solutions
9th Offense and Beyond: In School Solutions, Ineligibility for extra-curricular activities

Theft/Possession of Stolen Items

Local law enforcement will be involved in any situation where students are suspected of possessing stolen items.

Consequences for Theft/Possession of Stolen Items:
1st Offense: 3 to 5 Days OSS, Replacement of Item(s), referral to Law Enforcement, Due Process Hearing (if applicable)

** Administration has the discretion to modify consequences in more extreme circumstances regarding these behaviors.

Vandalism/Destruction of Property

Any student who intentionally destroys or damages property or who defaces by cutting, painting, writing, or illustrating on any fence, furniture, building or other school or personal property shall immediately compensate for such damage.

Consequences for Vandalism/Destruction of Property
1st Offense: In School Solutions/1-3 Days OSS, Replacement(s) of Items, referral to Law Enforcement
2nd Offense: Depending upon the Severity, 1 to 5 Days OSS, Restitution, referral to Law Enforcement
3rd Offense: 1 to 5 Days OSS, Restitution, referral to Law Enforcement, Due Process if applicable

** Administration has the discretion to modify consequences in more extreme circumstances regarding these behaviors.

Verbal Assault/Criminal Threat

Any overt act, behavior, or item that could adversely affect the learning environment of the classroom or jeopardize the health, safety, or physical well-being of any student or school employee. This could include but not limited to extortion, gambling, fireworks, smoke bombs, pepper spray, lighters, mace, false alarms, or intimidation. Intimidation or threats made on social networks or electronic devices that disrupt the school day could result in school discipline.

Consequences for Verbal Assault:
1st Offense: After School/In School Solutions, 2 to 5 days OSS, Possible No Contact Order, counseling/therapy
2nd Offense: 5 Days OSS, Due Process Hearing

****Any threat made by word or deed toward a staff member will result in 5 days OSS and a possible Due-Process Hearing.****

** Administration has the discretion to modify consequences in more extreme circumstances regarding these behaviors.

Weapons Policy (KS State Statute)

A student shall not knowingly possess, handle, or transmit any object that can reasonably be considered a weapon on the school grounds or off the school grounds at a school activity, function, or event. This policy shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon. Possession of a firearm shall result in expulsion from school for a period of one year (186 school days), except that the superintendent may recommend that this expulsion requirement be modified on a case-by-case basis under the provisions of board policy concerning student conduct.

As used in this policy, the term “firearm” means any weapon which will, or is designed to, or may readily be converted to, expel a projectile by the action of an explosive, the frame or receiver of any such weapon, or any firearm muffler or silencer, or any destructive device.

As used in this policy, the term “destructive device” means any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than 4 ounces, missile having a propellant charge of more than one-quarter ounce, mine, or other device similar to any of these devices.

Also, under this policy will be any knife, commonly referred to as a switch-blade, 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 pocket knife with a blade of longer than 3.5 inches can also be considered a weapon under this policy. Any knife, no matter the type or blade length, that is used to threaten or harm another student will be considered a weapon.

FERPA – FAMILY EDUCATIONAL RIGHTS and PRIVACY ACT

Under the provision of the Family Educational Rights and Privacy Act (FERPA), parents of students and eligible students (those who are 18 or older) are afforded various rights with regard to educational records, which are kept and maintained by Labette County USD 506. In accordance with FERPA, you are required to be notified of those rights, which include:

1) The rights to review and inspect all of your educational records, except those, which are specifically exempted.
2) The right to prevent disclosure of personally identifiable information contained in your educational records to other persons with certain limited exceptions. Disclosure of information from your educational records to other persons will occur only if:
   a. we have your prior written consent for disclosure;
   b. the information is considered "directory information" and you have not objected to the release of such information; or
   c. disclosure without consent is permitted by law.
3) The right to request that your educational records be amended if you believe that the records are misleading, inaccurate, or otherwise in violation of your rights. This right includes the right to request a hearing at which you may present evidence to show why the record should be changed if your request for an amendment to your records is denied in the first instance.

4) The right to file a complaint with the Family Policy and Regulations Office at the U.S. Department of Education if you believe that USD 506 has failed to comply with FERPA's requirements.
5) The right to obtain a copy of USD 506's policies for complying with FERPA. A copy may be obtained from the office of the superintendent, 401 S. High School Street, Altamont, Kansas 67330.

For purposes of FERPA, USD 506 has designated certain information contained in educational records as directory information; which may be disclosed for any purpose without your consent. The following information is considered directory information: student name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous school attended by the student, class designation, major field of study and photographs.

You have a right to refuse to permit the designation of any or all of the above information as directory information. If you refuse, you must file written notification to this effect with USD 506 at the office of the Superintendent, 401 S. High School Street, Altamont, Kansas 67330 on or before September 10 of each school year. Unless a formal refusal is filed, USD 506 assumes implied consent to release the designated directory information.

Notice of Non-Discrimination

The school district of Labette County USD 506 does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries or complaints regarding the nondiscrimination policies, including requests for accommodations or access to District buildings and programs.

Complaints in regard to Discrimination

Discrimination against any student or employee 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 or activities is prohibited. The Superintendent of Schools, PO Box 189, Altamont, Kansas 67330-0188, 620-784-5326, has been designated to coordinate compliance with nondiscrimination 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, Age Discrimination Act of 1975, and Americans with Disability Act of 1990. Superintendent of Schools, 401 S High School Street, PO Box 189, Altamont, KS 67330, 620-784-5326, 620-724-6280 (telecommunications device for the deaf), 620-328-3121 (speech impaired), jwyrick@usd506.org.

GRIZZLY FIGHT SONG

Onward Grizzlies, onward Grizzlies,
Fight on for your fame,
Pass the ball from every angle
Till we win this game
RAH! RAH! RAH!
Onward Grizzlies, onward Grizzlies,
Fight on for your name,
Fight fellows, fight
And we will win this game!