

# USD 243 • Lebo-Waverly



## 2025-2026 PreK-12 Student Handbook

Lebo  
High School (620) 256-6341  
Elementary (620) 256-6161

Waverly  
High School (785) 733-2561  
Grade School (785) 733-2551

# USD #243 Lebo/Waverly Public Schools

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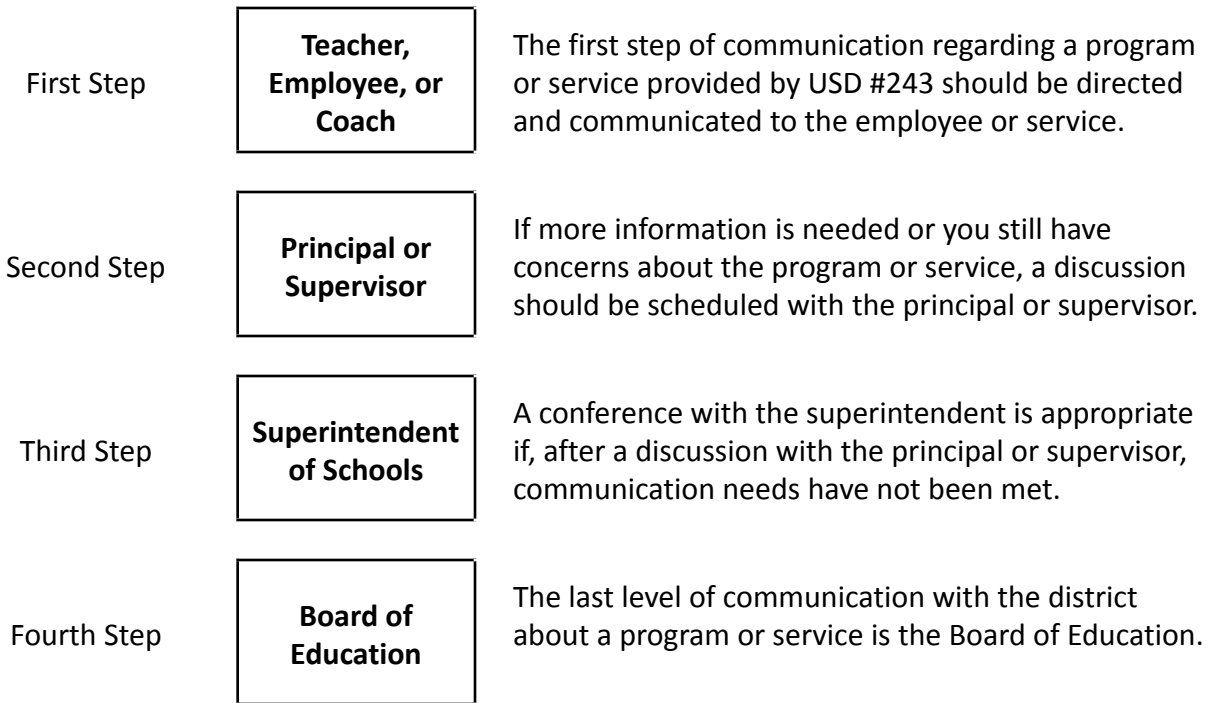
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# COMMUNICATION FLOW CHART

Where Do You Go With A Question Or Concern?



## COMPLAINTS AND GRIEVANCES (JCE)

Complaint Procedure - The principal is responsible for creating an atmosphere free of discrimination and harassment, sexual or otherwise. Further, employees and students are responsible for respecting the rights of their co-workers/students.

If you experience any harassment based on your sex, your race, or other factor, or believe you have been treated in an unlawful, discriminatory manner, promptly report the incident to your principal, who will investigate the matter and take appropriate action. If you believe it would be inappropriate or uncomfortable to discuss the matter with your principal, report it directly to the Superintendent, who will undertake an investigation.

Your complaint will be kept confidential to the maximum extent possible.

USD 243 prohibits any form of retaliation against any employee/student for filing a complaint under this policy or for assisting in any complaint investigations. However, if, after investigating any complaint of harassment or unlawful discrimination, the district determines that any employees/student has provided false information regarding the complaint, disciplinary action may be taken against the individual who gave the false information.

## **EQUAL EDUCATION OPPORTUNITY**

It is the policy of the Lebo-Waverly Schools to comply with all provisions of the Title IX, and at no time discriminate among students on the basis of sex, race, creed, religion, age, national origin, handicap or marital status. Inquiries regarding compliance shall be directed to the office of the superintendent.

## **ATTENDANCE (JB)**

Regular school attendance is important because it is essential to the academic success of students. Regular attendance makes it possible for students to become active and involved participants in the learning process and promote the growth and development of the whole person—physically, emotionally, socially, and intellectually. Numerous research studies have verified that school/student/parent attitudes about attendance have a profound effect on the student’s learning.

The primary responsibility for regular school attendance belongs to the individual student and his/her parent or legal guardian. The school’s responsibility is to provide an appropriate educational program expressed by regular school attendance.

K.S.A. 72-1113 requires mandatory reporting of student nonattendance. All children between the ages of 7 and 18 must attend school continuously. The laws also apply to children under seven who are enrolled in school. Truancy is a legal term. A child who has 3 consecutive unexcused absences, or 5 unexcused absences a semester or 7 in a year, whether part or all of the day is considered truant. Mandatory reporting of student non-attendance is required by KSA 72-1113. Students age 12 and under in violation of attendance laws MUST be reported to DCF officials. Students age 13 or older in violation of attendance laws are to be referred to the Coffey County Attorney. (JBE)

(JBE) In addition, several state regulations and statutes require schools to maintain adequate and accurate attendance records. To promote attendance and provide for effective records the following guidelines have been adopted:

1. On the day of an absence, the parent or guardian shall call the school before 8:20 a.m. to notify the school that the child was not sent to school. This allows the administration to account for all students each morning. This is also a good time to notify the office if you would like to have your child’s assignments gathered up for the day.
2. In cases of prolonged illness, verification of illness by a doctor is required. This practice performs two functions:

- a. It allows the school to monitor communicable diseases (mumps, measles, influenza, etc.) and take early action against them.
- b. It lends more credibility to the records by allowing the school to verify the real illness and, perhaps, identify other issues impacting school attendance

**Advance Notice of Absence or Tardy:** Parents are asked to notify the school office in advance when students are going to be absent or tardy.

**When Returning From Being Absent:** When a student returns to school after an absence, parent or doctor verification of the absence, either written or by phone, is required before being admitted to school. Students arriving at school at any time after the first period must report to the office to receive an admit slip. It is the student's responsibility to see teachers and make arrangements for missed work and instruction.

**EXCUSED ABSENCES (JBD):**

**Absence Verification:** Parents may excuse their child a maximum of 5 times per semester. Doctor's notes should be provided for any appointments to excuse an absence within 1 week. If no Doctor's note is provided then the absence may be marked unexcused.

The principal is authorized to excuse **Up to 5 additional Days per Semester**, the following types of absence:

**Illness** (must have a Doctor's note)

**Family emergency** (must communicate with administration)

**Doctor/Dentist appointments** (must have Doctor's notes)

**Funerals** (must communicate with administration)

**PLANNED family vacations** (2 weeks notice is required to qualify as "Planned".

Students must be in good standing with the school and have no grade lower than a "C")

**Missed Work Policy for Excused Absences other than Illness:**

If an assignment was given before the absence, then the assignment will be due upon the student's return to school. For example: If an assignment is given on September 10, and this assignment is due Oct 1, even if the student is absent during this period of time, the assignment is still due on October 1. Additional time is not given to make up work for each day absent. Work given to the student prior to the absence is due upon the student's return. Work missed but not given to the student prior to the absence will be due as determined by the teacher.

**Missed Work Policy for Excused Absences due to Illness:**

If an assignment was given on the day or days the student was absent, the student will have two school days after your return to make up all school work. An appropriate number of days or time will be given to make up work at the teachers discretion.

**Missed Work Policy for Students in Attendance:**

Teachers will make their missing work policy clear on their syllabus at the start of every school year which will be available on our website and emailed to all parents enrolled in their class.

Students are expected to turn in assignments by the given due date. Teachers may not accept late assignments from students who were 1) in attendance during class or 2) who have exceeded the extension given for an excused absence 3) have exceeded their accommodation for extended time.

**UNEXCUSED ABSENCES (JBD):**

Absences other than those classified as excused will be recorded as unexcused. Students will not receive any grades or makeup work for an unexcused absence.

After a student has accumulated an unexcused absences in any one class or school day a conference will be held with the student discussing the implications of truancy which, for high school, includes loss of credit for the semester.

Making up unexcused absences:

Students must make up all unexcused absences to retain credit for the course according to the following criteria:

- One (1) hour unexcused absence will equal one (1) 45-minute detention.
- All detentions must be scheduled and made up within two weeks of the absence and before the end of each semester in violation or credit will not be issued.
- This must be scheduled with the classroom teacher to understand concepts missed within five school days of the unexcused absence.

**GAME/ACTIVITY ATTENDANCE (Participant and Spectator):**

Per Kansas State High School Activities Association (KSHSAA) rules, a student participant must be a student in good standing and in regular attendance. KSHSAA endorses the local school district definition of regular attendance and supports local district policy for attendance/participation in activities or athletics.

Students are to be at school for the half day (3.5 hours) prior to being released from class for the activity in order to participate or be in attendance at the activity, practice, or event. If the student has an appointment with a medical or legal professional that requires missing a majority of the day, verification from the professional is required in order to participate. Students participating in a school sponsored event are not considered absent. Students not in regular attendance or who have been suspended (in or out of school) on the day of the activity may not attend or participate in USD 243

activities. Students may be asked to leave the event and/or attendance marked as unexcused for that school day.

## **TARDINESS:**

Students who are tardy to school are to report to the office to obtain an admit slip to present to their teacher upon entrance to the class. In each class, students are allowed two tardies without consequence. Upon the third and subsequent tardies, the student will be issued a 30-minute detention with the teacher whose class to which the student was tardy. Teachers may use other methods to reduce or eliminate habitual tardiness. Habitual violators, 4<sup>th</sup> tardy and up, will be turned over to administration.

If you are tardy to any other class (beside first period) your teacher will admit you to class as being tardy. If a student is more than 10 min. late to class (including first, second and third tardies) a detention will be assigned. If the tardy is less than 10 minutes, the teacher will record the student as tardy. Upon the third and subsequent tardies, the student will be issued a 30-minute detention with the teacher whose class to which the student was tardy or to a detention monitor. Fourth and each subsequent tardy will be 60 minutes of detention per tardy.

## **ENROLLMENT (JB)**

### **REQUIRED DOCUMENTS (PK, Kindergarten & Transfer Students)**

Require for PreK, Kindergarten and all students enrolling in the building:

1. Birth Certificate (for students enrolling at this building for the first time)
2. Social Security Number
3. Immunization Records
4. Physical Examination on file PRIOR to the first day of school. The physical must be dated within one(1) year from the first day of school for the year and be signed by a Kansas physician. Forms are available at the school office and doctor's offices.
5. New students under the age of nine(9) who are attending a Kansas school for the first time also require a physical as described above. Documentation of the physical must be provided prior to attending school.

### **RESIDENT STUDENTS (JBC)**

The resident with whom the student is living must be the student's parent or one who has both physical and legal custody and is liable by law to maintain, care for, or support the child or is contributing the major portion of the cost of support of the child. To qualify as living in the district, the residence must be where the student regularly sleeps each night during the school week.

Parent means and includes natural parents, adoptive parents, step parents and foster parents. Person acting as parent means: a guardian or conservator, or a person, other than parent, who is liable by law to maintain, care for, or support the child and is contributing the major portion of the cost of support of the child, or who has actual care and control of the child with the written consent of the person who has legal custody of

the child or who has been granted custody of the child by a court of competent jurisdiction.

Students enrolled at USD 243 will be enrolled in either Waverly Schools or Lebo Schools based on their physical address. Students living East of Kafir Rd will be enrolled at Waverly Schools, and students living West of Kafir Rd will be enrolled in Lebo Schools.

### **NON-RESIDENT STUDENTS (JBC)**

All non-resident students applying for admissions must do so through the building principal's office. New application for attendance at USD 243 by nonresident students will be denied if, through investigation of their former school, the applying student has had disciplinary/conduct and or legal actions filed against them. Continued enrollment by nonresident students will only be approved if this said student is in good standing as pertaining to behavior/conduct as printed in the student handbook.

### **WITHDRAWALS & TRANSFERS FROM 243**

It is the responsibility of the principal or designee to determine whether a student has transferred or withdrawn from school. Any student who is absent from school for more than ten consecutive days shall be presumed to have transferred or withdrawn, unless the principal determines by investigation that such is not the case.

### **TRANSFERS WITHIN USD 243**

USD 243 allows parents to make a request for transfer, within the district. Board policy allows this action based upon exceptional circumstances and for highly justifiable reasons.

Prior to being either approved or denied, by both the Superintendent and the Board of Education, requests for in-district transfers must be submitted to the school in which the student is currently enrolled. The application will be reviewed by building administration before being submitted to the district office.

Applications for in-district transfer must be completed in writing, complete with an explanation of the exceptional circumstances and/or for highly justifiable reasons for the request. A request for transfer under this provision may be granted if it is deemed to be in the best interest of the student and the school district. The request for transfer must include written comments from the parent/guardian. The Superintendent and/or Board of Education has the right to ask parents to provide additional documentation or evidence to support the request.

In-district transfers will only be considered during Summer Break and Christmas Break. It is recommended that paperwork be completed well in advance so transfers can be approved prior to the window opening. The Superintendent and/or Board of Education has the authority to grant an in-district transfer at any time, if the situation warrants.

### **RELEASE OF STUDENT DURING SCHOOL DAY**

This policy applies to students being picked up prior to the regular 3:20 school release time. Before releasing a student during the school day, the building principal or designee shall be responsible for the verification of the identity of any lawful custodian or any representative seeking release of a student. If a lawful custodian, as indicated on the student's permanent record, is not recognized, the principal can require identification before the release. In the case of written or verbal authorization, the principal or designee can verify the message as being from the lawful custodian by phone call or any other means. Students will be released to their designated pick-up location (parent pick-up/bus loading/after school program) at 3:20. Any changes to student pick-up procedure must be communicated to the office prior to 2:45 on the day of.

#### **SCHOOL TRANSPORTATION**

Students not attending school in their attendance-area, whether out of district or in-district, will not have regular transportation provided to them.

### **RIGHTS & RESPONSIBILITIES (JC)**

Students shall comply with the rules and regulations made by the Board of Education, administration or by student groups and approved by the administration.

#### **CIVIL RIGHTS NOTIFICATION**

In compliance with Executive Order 11246; Title II of the Education Amendments of 1976; Title IV of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972; Title IX Regulation Implementing Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, and all other Federal/State school rules, laws and policies, USD #243 shall not discriminate on the basis of sex, race, age, color, national origin, or handicap in the education programs or activities which it operates. It is the intent of USD #243 to comply with both the letter and spirit of the law in making certain discrimination does not exist in its policies, regulations, and operations. Grievance procedures for Title IX and Section 504 have been established for students, their parents, and employees who feel discrimination under Title IX (sex) and Section 504 (handicap) should be referred to the superintendent of schools at the district in Waverly.

#### **LOCKERS (JCAB)**

Students will be assigned lockers. Locks are available for students on request. A copy of the combination or key must be given to the office in order to assist a student in case of a problem. The school will not be responsible for items that are lost or stolen because of lockers that are not locked. Students are strongly encouraged to lock their lockers (academic and athletic.) Administration is allowed to search student lockers.

#### **ACADEMIC DISHONESTY POLICY (JCDA) (6-12)**

Any student caught in an act of academic dishonesty (use of a cheat sheet or copying from any other student's paper), any student allowing another student to use his/her

paper to copy from, submitting printed copies of work from someone else's computer or files, submitting work created using AI (artificial intelligence) as your own, or violating plagiarism policies will be disciplined in the following manner:

All Offenses:

1. A conference with the principal, teacher, and student will be held.
2. The student will receive a zero (0) on the test or assignment.
3. Parents/Guardians will be contacted explaining the situation. Teachers will complete a form to be placed in students' files.
4. Further Offenses will be handled on an individual basis with more severe consequences noted in the Student Code of Conduct.

### **Artificial Intelligence (AI Policy)**

Teachers will use a Red, Yellow, or Green Strategies to communicate with the students what is appropriate use for specific assignments. Students using AI in a way not acceptable by their teacher for a specific assignment will fall into the above mentioned academic dishonesty policy.

Red Light: We expect all work students submit for this course will be their own. In instances when collaborative work is assigned, we expect for the assignment to list all team members who participated. We specifically forbid the use of ChatGPT or any other generative artificial intelligence (AI) tools at all stages of the work process, including preliminary ones.

Yellow Light: Certain assignments in this course will permit or even encourage the use of generative artificial intelligence (GAI) tools such as ChatGPT. The default is that such use is disallowed unless otherwise stated. Any such use must be appropriately acknowledged and cited. It is each student's responsibility to assess the validity and applicability of any GAI output that is submitted; you bear the final responsibility.

Green Light: This course encourages students to explore the use of generative artificial intelligence (GAI) tools such as ChatGPT for all assignments and assessments. Any such use must be appropriately acknowledged and cited. It is each student's responsibility to assess the validity and applicability of any GAI output that is submitted; you bear the final responsibility.

### **CELL PHONE POLICY (JCDA)**

Between the hours of 7:55-3:20, cell phones are only allowed during student's designated lunchtime. Phones, Tablets, Earbuds, and Smart Watches are not to be utilized within the classroom.

Elementary schools will require that all electronic devices be turned off or silenced and put away upon entering the school buildings. These devices should not be used during school hours (7:30 a.m. to 3:20 p.m.).

Violation of these expectations will result in the following steps:

**1st Violation:** The student's phone or electronic device will be confiscated by the

teacher and turned into the office. The device will be returned to the student's parent or guardian only.

**2nd Violation and further infractions:** The student's phone or electronic device will be confiscated by the teacher who will bring it to the office. The device will be returned to the student's parent or guardian only. Any personal electronic device will be turned into the office for the next 3-days of school at 7:55 and returned at 3:20.

### **APPEARANCE (JCDB)**

Appearance does have an effect on the learning atmosphere of the school. Neatness, decency, and good taste are emphasized as guidelines for the understanding and interpretation of this dress code. The code is not intended to work a financial hardship upon any student or family; neatness and good taste are emphasized, not expensive clothing.

1. Clothing must not be unreasonably soiled and must be free of offensive odors.
2. Any clothing that exposes undergarments (underwear, bra, etc.) will not be allowed.
3. Shirts displaying direct and indirect references to liquor, tobacco, slang, and inappropriate references are not allowed.
4. Head coverings of any kind will not be allowed in the building.
5. Shoes must be worn at all times.
6. Tank tops, shirts, and blouses must adequately cover the chest, side, and back (no halter tops, bare midriffs, or open-backed shirts allowed).
7. Shorts/skirts/dresses should be reasonable in length, no rips beyond reasonable areas, and should not expose the parts above the thigh.
8. Pajamas of any kind, should not be worn unless otherwise indicated by a spirit week.
9. Blankets/pillows/stuffed animals may not be worn/carried during the school day.

The Administration will reserve the right to determine if a student's dress is distracting or disruptive and will take the necessary steps to carry out the proper discipline required to remedy the situation.

### **KANSAS SCHOOL & SECURITY ACT (JCDBB)**

Any student bringing or having possession of a "weapon", as defined by law, will be subject to disciplinary actions as mandated by law. Copies of Kansas laws pertaining to this subject may be obtained from the district office.

## **STUDENT DISCIPLINE AND CONDUCT (JD)**

### **DESCRIPTION OF DISCIPLINE**

Discipline is a process to teach, model, and reinforce the responsible behaviors that are necessary to ensure a safe and productive learning environment by changing unacceptable behavior to acceptable and respectful behavior. Teaching and learning of the intended curriculum for all students is the highest priority. The misbehavior of one student will not be allowed to interfere with the learning opportunities of other students, or the teacher's responsibility to teach all students. The administration has final authority over all discipline issues.

Changing behavior takes time. Every discipline situation is an opportunity to teach what the expected behavior should look like. Teaching and modeling appropriate behavior, along with implementing consequences for inappropriate behavior, is imperative to help change unacceptable behaviors to acceptable behaviors. Expected behaviors must be communicated, taught, and modeled on a daily basis throughout the school year. The focus of the discipline for unacceptable behaviors will be on the behavior of the student, not on judging the student. Parents have a responsibility to ensure their children's behaviors do not take away from a safe and positive learning environment for others.

Conference with a student: A private conference to include, but not limited to, the student, teacher(s) and/or principal attempting to resolve unacceptable behavior.

Detention: A period beyond the length of the regular school day.

Parent/Guardian Contact: Written notice, phone conference or meeting in person with school representative regarding student misbehavior.

Parent/Teacher Conference: A meeting between parent and teacher or other school representative.

Suspension or forfeiture of access to computer privilege: Any student found responsible for misuse or inappropriate network or technology practice may have access privileges suspended for a specific period or terminated. This includes district computer access, internet or any technology applications.

Restriction of attendance at school sponsored activities: Cancellation of student privilege to attend school sponsored activities as a spectator for a specific amount of time.

Student action plan: A behavioral agreement outlining positive supports, interventions and if appropriate, consequences.

Loss of Athletic/Activity privilege: Cancellation of student privilege to participate in school sponsored athletics or activities for a specified amount of time.

Restitution: An agreement between the student and school that the student will attempt to restore or replace damaged property, equipment, or supplies to their original condition, or reimburse the school district for the damaged/missing property.

Community Service: An agreement between the student and the school administration for a predetermined number of hours of activity that the student will perform outside of the typical school day that will be of benefit to the school or school community.

In-School Suspension (ISS): The interruption of classroom attendance and regular school participation by the administrator. A designated, supervised, academically conducive, but restrictive atmosphere will be substituted. Administrators will attempt to notify parents prior to placing a student in ISS. Students may not participate in extracurricular activities until the following day or end of suspension.

Short-Term Out of School Suspension: The interruption of school attendance by the administrator for a period of time not to exceed 10 school days. Notification will be provided to the parent/guardian before initiation. Students may not participate in extracurricular activities during suspension. Students may not return to any school property during their short-term suspension without prior arrangements and explicit approval provided by the building administrator.

Long-Term Out of School Suspension: The exclusion from school for a period of up to 90 school days. A Long-Term Out of School Suspension begins with a Short-Term Out of School Suspension (#11). Parental notification is given at the time of the Short-Term Out of School Suspension. Students may not participate in extracurricular activities during suspension. Students may not return to school property during their Long-Term Out of School Suspension without prior arrangements and explicit approval by the building administrator.

Expulsion: The exclusion from school for a period of up to 186 days begin with a Short-Term Out of School Suspension (#11). Parental notification is given at the time of the Short-Term Out of School Suspension. Students may not participate in extracurricular activities during expulsion. Students may not return to school property during their expulsion period without prior arrangements made by phone and explicit approval provided by any building administrator.

## USD 243 Discipline Matrix

<i>Offense</i>	<i>1st Consequence</i>	<i>2nd Consequence</i>	<i>3rd Consequence</i>	<i>4th Consequence</i>
<b>Class I</b>	Conference	Detention	1-3 ISS	Class II - #3
Excessive Tardies				
Dress Code Violation				
Inappropriate/Disruptive Behavior				
Inciting Inappropriate/Disruptive Behavior				
Academic Dishonesty	<i>(no grade)</i>	<i>(no grade)</i>	<i>(no grade)</i>	<i>(no grade)</i>
Minor Technology Violations				
Parking/Driving Violation				
Public Display of Affection				
Other as determined by Administrator				
<b>Class II</b>	Detention	1-3 ISS	3-5 ISS	Class III - #3
Skipping Class/Leaving Class w/o Permission				
Profanity				
Failure to Serve Detention				
Other as determined by Administrator				
<b>Class III</b>	1-3 ISS	3-5 ISS	1-3 OSS	Class IV - #3
Obscenity				
Harassment/Bullying/Intimidation				
Inciting a Fight				
Major Technology Violation	<i>(1-day no tech)</i>	<i>(1-week no tech)</i>	<i>(1-sem. no tech)</i>	
Open/Persistent Defiance				
Disrespect/Insubordination				
Trespassing				
Other as determined by Administrator				
<b>Class IV</b>	3-5 ISS	1-3 OSS	3-5 OSS	Class V - #3
Acts of Discrimination				
Verbal Abuse or Threat				
Theft/Gambling/Extortion				
Vandalism				
Other as determined by Administrator				
<b>Class V</b>	1-3 OSS	3-5 OSS	Expulsion	
Assault/Battery/Physical Altercation				
Theft/Vandalism (>\$50)				

Intimate Acts				
Other as determined by Administrator				
<b>Class VI</b>	3-5 OSS	Expulsion		
Possession/Use of Alcohol, Tobacco, Vape, Marijuana				
Gang like Activities				
Other as determined by Administrator				
<b>Class VII</b>	Expulsion			
Possession/Use of Illegal Substances				
Assault/Battery of School Personnel				
Extortion				
State Weapons Violation				
Arson				
Other as determined by Administrator				

## GRADUATION

### GRADUATION REQUIREMENTS (JFC) (Classes 2024-2027)

Requirements for graduation from USD #243 are a total of 24 units of credit. They are as follows:

1. Four units of English/Language Arts.
2. Three units of History/Government which shall include:
  - a. World History-1 unit
  - b. United States History-1 unit
  - c. Government-1 unit
3. Three units of Science which shall include at least one lab course:
  - a. Physical Science
  - b. Biology
  - c. Earth and Space Science
4. Three units of math which shall include:
  - a. Which shall include both algebraic and geometric concepts
5. One Unit of PE/Health
5. One Unit of Fine Arts which shall include one of the following:
  - a. Band
  - b. Choir
  - c. Art
  - d. Foreign Language
6. Personal Finance-0.5 unit
7. Electives-8.5 units

(New Kansas State Graduation Requirements starting with Class of 2028-21 credits; USD #243 will Require 24 Credits)

1. Students will complete two or more postsecondary assets from either of two categories, aligned with their Individual Plan of Study.
  - Career and Real World Examples: Youth apprenticeships, 40 or more community service hours, client-centered projects, workplace learning experience directly related to the student's IPS, industry recognized certifications, seal of biliteracy, CTE scholar, Eagle Scout or Gold Scout, 4-H Kansas Key Award, Two or more high school athletics/activities, JROTC, 90% attendance in high school
  - Academic Examples: ACT composite (21 or higher), WorkKeys level (silver or higher), 9+ dual and/or concurrent college hours, state assessment scores or 3 or 4 for math, ELA, science (demonstrating college readiness), ASVAB per requirements of military branch selected, senior project/senior exit interviews, completing Board of Regents curriculum, International baccalaureate Exam (4+), Advanced Placement Exam (3+)
2. 3.5 Units of ELA (reading, writing, literature, technical) and 0.5 Units of Communications (speech, debate, forensics, journalism, public speaking)
3. Three units of History/Government which shall include:
  - World History-1 unit
  - United States/American History-1 unit
  - Government-1 unit
4. 1 Unit of Fine arts (introduction to drawing/principles of illustration, band, choir, art, foreign language)
5. 7 Units of STEM
  - 3 Units of Math (algebraic and geometric concepts)
  - 3 Units of Science (physical, biological, earth/space concepts)
  - 1 Unit of STEM Elective (computer science, advanced math, advanced science, robotics, advanced CTE, advanced technology, agriculture, etc.)
6. 6 Units of Employability and Life Skills
  - 0.5 Units of Physical Education
  - 0.5 Units of Health
  - 0.5 Units of Financial Literacy
  - 4.5 Units IPS Choices (emphasis on CTE/Pathway courses)
7. Electives-6 units

\*Any class not offered in house, foreign language and credit recovery classes may be taken online via the district's contracted online provider. Enrollment in said classes must be completed through the school counselor.

\*Cost of the online credit recovery classes will be the responsibility of the student and the class will not be activated until payment has been received by the district.

\*Classes that are offered in house CANNOT be taken via an online provider.

#### **GRADUATION EXERCISES:**

Students who have completed the requirements for graduation may be allowed to participate in graduation exercises unless participation is denied for an appropriate

reason. Graduation exercise shall be under the control and direction of the building principal.

Board policy requires that graduates must:

1. Attend graduation practice.
2. Wear proper attire to graduation.

### **VALEDICTORIAN/SALUTATORIAN**

Students will be considered for Valedictorian/Salutatorian honors only if they have completed the recommended Qualified Admissions Curriculum-see counselor for more information.

Calculations for Valedictorian and Salutatorian will be completed two(2) weeks before the senior's last day at 3:45.

Valedictorian selection procedures:

- a. Student with the highest GPA

In the case of a tie, the following will determine the Valedictorian:

- a. Highest rate of attendance freshman-senior years.
- b. Highest ACT score

Once the valedictorian is decided, the other student(s) will be considered for Salutatorian by the same process.

## **DRUG FREE SCHOOLS & COMMUNITY ACT (JDDA)**

The unlawful possession, use, sale or distribution of illicit drugs and alcohol by students on the school premises or as a part of any school activity is prohibited. This policy is required by the 1989 amendments to the drug free schools and communities act, PA. L. 102-226, 103 ST. 1928.

As a condition of continued enrollment in the district, students shall abide by the terms of this policy. Students shall not unlawfully manufacture, sale, distribute, dispense, possess or use illicit drugs, controlled substances or alcoholic beverages on school district property, or at any school activity. Any student violating the terms of this policy will be reported to the appropriate law enforcement officials and will be subject to the following sanctions: Class 3 or 4 offenses in the student code of conduct.

### **DRUG DOG SEARCHES (JCAB)**

USD 243 will request to have drug searches carried out in all district buildings and grounds. The drug searches will be carried out in all district buildings and grounds. The drug searches will not be announced and will be held in cooperation with the Coffey County Sheriff's department and/or Kansas Highway Patrol. Drug dogs may be utilized in all drug search requests.

## GRADING POLICIES (JF)

Student progress reports will be distributed at the close of each semester period. Mid-term progress reports will be issued during the ninth week of each grading period to all students. Lebo/Waverly Jr. – Sr. High Schools use the letter system approved by the State Department of Education, as shown below. Classroom teachers have individual discretion to weight grades. Students will be informed of this on the classroom syllabus.

- A- Superior (100-90%)
- B- Very Good (89-80%)
- C- Meets Requirements (79-70%)
- D. Meets only minimum requirements (69-60%)
- F- Failing (59 and below)

### STUDENT ELIGIBILITY GUIDELINES

Lebo/Waverly adheres to the eligibility guidelines set forth by KSHSAA for participation in student activities. There is a school policy for student participation in extracurricular activities.

### ACTIVITIES/ATHLETICS PARTICIPATION

Student participation in activities or sports will be determined on a week to week basis.

Definition of sports/activities: Any JH/HS Lyon County League, KSHSAA, school sponsored group or school sponsored activity that is competitive or noncompetitive.

### ELIGIBILITY GUIDELINES & RULES:

- Eligibility report will be created on Friday.
- Students failing any classes will be considered ineligible, and will not be allowed to participate in competitions from Sunday through Sunday.
- Students and parents will be notified of eligibility status. Parents will receive eligibility notices via email.
- Ineligible students cannot attend JH/HS KSHSAA, Lyon County League or school sponsored activities until the new eligibility report shows the student is passing all classes.
- Coaches will decide if ineligible students are able to practice with the team.

Teachers are available from 7:45-8:00 and 3:20-3:45 daily. A student can make arrangements with a teacher(s) to meet before or after school.

Students that are concerned or have questions about their grades are encouraged to contact their teacher(s).

### HONOR ROLL AWARDS

**Superintendent's Honor Roll**-Students who earn a grade-point-average of **4.0**

**Principal's Honor Roll**-Students who earn a grade-point-average of **3.5 to 3.99**

**Honor Roll**-Students who earn a grade-point-average of **3.0 to 3.49**

### **CREDIT RECOVERY**

With administrative approval, students will be allowed to enroll in virtual classes for credit recovery at the expense of the parent. Payment for the course must be received by USD #243 before the student is allowed to take the course. Students must complete the final test at school and be proctored by a school official to receive credit for the course. A credit recovery online class contract must be signed by the student and parent.

### **SEMESTER TESTS (Finals)**

Semester Tests (Finals) will be given in all classes. The tests may either be comprehensive, a test of a particular unit, or project based. The teacher reserves the right to decide the type of test that will be given.

All students are expected to take Finals.

### **PROMOTION AND RETENTION (JFB)**

When it becomes apparent to school personnel that a student should be considered for retention, the parent/guardian will be contacted and apprised of the possibility for retention. In arriving at a decision for either the promotion or retention of a student, input from the teacher, special services personnel, principal and parent/guardian should be considered. When the final decision is made by school personnel that a student should be retained, the parent/guardian will be asked to sign the district form indicating their approval or objection to the recommendation. One copy will be placed in the student's cumulative folder and one copy will be given to the parent/guardian. The complete policy and form are located in the BOE Policy Handbook.

## **STUDENT WELFARE (JG)**

### **CAFETERIA PROCEDURES**

Students may purchase a hot lunch and/or milk. If a sack lunch is brought from home, a student may purchase milk for a drink. No pop is allowed in the cafeteria.

### **CHILD ABUSE (GAAD)**

To comply with the child abuse law, any teacher or other school employee who suspects that a child's physical or mental health or welfare is being adversely affected by abuse or neglect and will immediately report such suspicions to the principal. In the state of Kansas principals and teachers are mandatory reporters and are bound by law to report child abuse or neglect.

### **COMMUNICABLE DISEASES (JGCC)**

Any student noted by a physician or the school nurse as having a communicable disease may be required to withdraw from school for the duration of the illness. The student will be readmitted to regular classes upon termination of the illness, as authorized by the student's physician.

### **24 HOUR RULE & ILLNESS**

Please use the following guidelines to determine when your child should return to school after illness:

- **Vomiting or Diarrhea** - When the child has been symptom free for 24 hours. If a student vomits or has diarrhea during the night or in the morning, keep the student home that day.
- **Flu symptoms** – When the child’s temperature has returned to normal for 24 hours. This is a respiratory illness that usually starts suddenly with fever, headache, extreme tiredness, dry cough, runny or stuffy nose, and muscle aches.
- **Undiagnosed fever or rash** – When symptoms are gone for 24 hours.
- **Strep Throat or Scarlet Fever** – 24 hours after the start of treatment.
- **Chicken Pox** – When old blisters have formed scabs and there are no new ones.
- **Conjunctivitis (pink eye)** – When a student has been treated with antibiotics for 24 hours.
- **Head Lice** – When head is treated with an antiparasitic shampoo. Upon return to school, the student will be checked to ensure no active lice are present.
- **Scabies (body lice)** – 24 hours after the start of treatment.
- **Impetigo** – When skin is clear or the child has been under treatment for 24 hours.

By asking parents to follow these guidelines we hope to decrease the spread of infection and maintain a healthy environment for our students and staff.

Please do not send medication to school with your child. All medication must be brought to the office by a parent/guardian along with a written prescription from your physician.

#### **EMERGENCY DRILLS (JBH)**

- **FIRE DRILLS** - Routes out of the building are posted in each classroom. Four fire drills will be conducted annually.
- **TORNADO DRILLS** - Routes to tornado shelters are posted in each classroom. Drills will be conducted three times a year, one in the fall, one at the beginning of March, and one in April.
- **CRISIS DRILLS** - Conducted per fire marshall requirements to include: intruder, shelter in place, evacuation, nuclear incident, gas leak, etc.

#### **EMERGENCY SAFETY INTERVENTION (ESI) (GAAF)**

Every effort will be made to prevent the need for use of restraint and/or seclusion in our school. It may be used in situations where a child’s behavior poses an imminent danger of serious physical harm to self or others and other interventions are ineffective. Seclusion/restraint will be discontinued as soon as imminent danger to self or others has dissipated. Policies regarding the use of seclusion and restraint apply to all children, not just children with disabilities.

In the event that your child has been restrained/secluded (non-time out situation), parents will be notified as soon as possible and the incident will be documented in

writing. It will be reported to the building administration. All Staff in Lebo-Waverly Schools will be trained as required on ESI guidelines, and on the appropriate use of effective alternatives to physical restraint and seclusion.

### **CLASS CHECK OUT**

Students are to sign out of the classroom on the teacher provided sheet if they have any need outside of the classroom (restroom, office, library, etc.). Teachers will have protocol for their approval process.

### **HEALTH ASSESSMENTS & PHYSICALS (JGC)**

In accordance with K. S. A. 72-5214 the parent/guardian of all students up to the age of nine shall submit evidence that the student has undergone a physical examination during the previous calendar year prior to entering the district preschool or kindergarten or before enrolling in any school for the first time. Should parents fail to comply within 90 days after admission to school, the principal shall send a letter to the parents stating that the student may not attend school until the requirement has been met.

All students engaged in activities covered by appropriate Kansas State High School Activities Association (KSHSAA) rules shall provide the building principal with proof of a physical examination.

### **ILLNESS AT SCHOOL**

Students who become ill at school should report to the office where an effort will be made to contact their parents. At no time are students allowed to leave school without the permission of the principal and/or the parents.

### **IMMUNIZATIONS (JGCB)**

Student immunizations need to be current prior to the first day of school. Students who fail to get immunizations as required may not be allowed to attend until the requirements are met.

#### **PreK-4 years and under**

- 4 doses DTaP (Diphtheria, Pertussis, Tetanus)
- 3 doses OPV/IPV (Oral or Injectable Polio)
- 1 doses of MMR (Measles, Mumps and Rubella)
- 2 doses Hepatitis A
- 3 doses Hepatitis B
- 3 doses Hib
- 4 doses Prevnar
- 1 dose Varicella (Chickenpox)

#### **Immunizations required for students attending K-3**

- 5 doses DTaP (Diphtheria, Pertussis, Tetanus)

- 4 doses OPV/IPV (Oral or Injectable Polio)
- 2 doses of MMR (Measles, Mumps and Rubella)
- 3 Hepatitis B: three(3) doses through 9th grade
- 2 doses of Varicella (Chickenpox)

**Additional ACIP Recommended Vaccinations (not required for school entry)**

- Influenza (flu) vaccine yearly for everyone 6 months and older
- Meningitis vaccine at age 11 years and a booster at age 16
- HPV vaccine (a 3 dose series)

**INCLEMENT WEATHER POLICY**

Parents are encouraged to download the USD#243 Lebo/Waverly app from the iPhone App store or from the Google Play store. Please make sure that you allow the app to send you notifications. The notifications will provide you with up to date information about Lebo, Waverly or District events.

School closing will also be made public information on:

- School Web Page [www.usd243ks.org](http://www.usd243ks.org)
- Local TV & Radio Stations
- Facebook
- Twitter
- App push notifications.

**MEDICATIONS AT SCHOOL (JGFGB) (JGFBA)**

Medication administration for both prescription and over-the-counter are subject to physician approval. Forms are available in the school office. All medication should be checked in and held in the office until needed.

**PROHIBITED ITEMS**

Students are not allowed to **USE OR HAVE IN THEIR POSSESSION** on school premises: tobacco/e-cigarette/vaping materials, alcohol, drugs (unless prescription), weapons, laser pointers, dangerous toys, radios, water guns, pagers, lighters, and or other nuisance items. This includes pocket knives. This list may be expanded if necessary. Nuisance items will be confiscated and held until the end of the day and will only be returned to the student’s parents. Illegal items will be confiscated and other necessary measures will be taken as appropriate.

**SEXUAL HARASSMENT (JGEC)**

Sexual harassment will not be tolerated in the school district. Sexual harassment of employees or students of the district by board members, administrators, certified or support personnel, students, vendors, 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 or another employee, 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.

Sexual harassment is unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written or physical conducts of a sexual nature when made by a member of the school staff to a student or when made by any student to another student when:

- (1) submission to such conduct is made, explicitly or implicitly, a term or condition of the individual's education;
- (2) submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting the individual;
- (3) Such conduct has the purpose or effect of interfering with the individual's academic or professional performance or creating an intimidating, hostile, or offensive academic environment.

Sexual harassment may include, but is not limited to; verbal harassment or abuse; pressure for sexual activity; repeated remarks to a person, with demanding sexual involvement accompanied by implied or explicit threats concerning a student's grades, participation in extracurricular activities, etc.

No district employee or student shall sexually harass, be sexually harassed, or fail to investigate or refer a complaint of sexual harassment for investigation. Complaints of sexual harassment by employees or students will be promptly investigated and resolved. Initiation of a complaint of sexual harassment will not adversely affect the employee or student, or the job security or status of an employee, nor will it affect his or her compensation or work assignment. Violation of this policy shall result in disciplinary action, up to and including termination, against any employee or suspension/expulsion of any student.

Employees who believe that they have been subjected to sexual harassment should discuss the problem with their immediate supervisor. If an employee's immediate supervisor is the alleged harasser, the employee/student should discuss the problem with the building principal or the superintendent of schools.

Employees/students who do not believe that the matter is appropriately resolved through this meeting may file a written complaint. (Harassment Complaint Form – see forms at the back of the handbook.) Confidentiality shall be maintained throughout the complaint procedure.

Any student who believes that he or she has been subjected to sexual harassment should discuss the alleged harassment with the principal, guidance counselor, or another certified staff member. If the matter is not resolved to the satisfaction of the student in

this meeting, the student may initiate a complaint under the district's discrimination complaint procedure. (Harassment Complaint Form)

The filing of a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status nor will it affect grades, future employment or assignments. Confidentiality will be maintained throughout the complaint procedure.

#### **PUBLIC DISPLAYS OF AFFECTION (PDA)**

Holding hands is the only acceptable physical contact between students. PDA may result in discipline consequences and if the problem continues, parents may be contacted.

#### **STUDENT INJURY & INSURANCE (JGA)**

During enrollment or the first weeks of regular classes, parents/guardians will be notified of the availability of the student group insurance program. The cost and procedure for enrolling students in the insurance program and the method of making claims against the group insurance carrier.

Lebo/Waverly Schools do not have a school nurse. In the event of an injury, the school makes the best decision in an effort to take appropriate care of your child. In most cases, parents are notified and can proceed, as they desire. School staff is to fill out an injury report documenting the incident.

The school has a secondary insurance that can be submitted after personal insurance has processed the claim. Forms are available in the office. In order to file for this insurance, the initial incident must have been reported at the time of the injury.

#### **STUDENT PARKING/DRIVING (JGFF)**

Students that drive vehicles to school are expected to park in designated parking areas around the perimeter of the school and in the school parking lot.

Students driving in a reckless or dangerous manner may be prohibited from driving to school. Once students are parked on campus students must leave their vehicle parked until the school day is over. Vehicles are not to be accessed throughout the school day, unless there is permission given from the office. Students who abuse the privilege of parking at school may have their parking privileges suspended or revoked.

Parents of students taking off campus courses can submit, to the building office for administrative approval, a written request to drive themselves to class. Administration has the discretion to approve and suspend privileges as needed.

#### **BUS CONDUCT (JGG)**

Bus Conduct—Any student who rides a school bus at any time will abide by the following rules:

1. The driver is in complete charge of the students and the bus and may assign

- seats, if needed.
2. Students must be at their bus stop on time. Drivers on their routes are asked to stop, blow horn, and wait 30 seconds and if a student is not in sight, to proceed on route.
  3. Unnecessary conversation with the bus driver is prohibited.
  4. Outside of quiet conversation, courteous classroom conduct is to be observed.
  5. Students must not, at any time, extend hands, arms, or head out of the bus window.
  6. Students are not to throw waste paper or other rubbish on the bus floor.
  7. Students must stay in their seats while the bus is in motion.
  8. Any damage to the bus is to be reported to the driver.
  9. When leaving the bus, students must observe the directions of the driver.
  10. No profane language will be tolerated.
  11. Pop cans or bottles are not allowed on a route bus.
  12. Pets or animals are not allowed to ride on school buses.

For violating these rules, students will be reported to the school principal, who will schedule a conference with the student and/or parent. Disciplinary action may result or the student may lose the privilege of riding the bus.

If students will not ride the bus on a given day, the parents are asked to notify the bus contractor.

Lebo- Mark Vannocker at (620) 256-6270 or (620)-341-0330.

Waverly - Jessica Winsky at (785) 418-2553.

### **ACTIVITY/SPORTS TRIPS**

Student participants in school-sponsored events are to ride school-provided transportation to and from the event with the following exceptions:

- A student may ride home from the event with a parent/guardian if the parent/guardian signs an appropriate release form.
- A student may ride home from the event with another set of parents provided written permission has been given by parent/guardian prior to leaving for the event. (no phone messages)
- **Permission forms for all school trips will be signed at enrollment.**

## **STUDENT RECORDS (JR)**

All student records shall be treated as confidential and primarily for local school use unless otherwise stipulated. The student's legal name will be used on all official school records and documents. Under the provision of the Family Educational Rights and Privacy Act (FERPA) parents or guardians of students (those who are 18 or older) are afforded various rights with regard to educational records, which are kept and maintained by the school. In accordance with FERPA, you are required to be notified those rights, which include:

- The right to review and inspect all of your educational records, except those which are

specifically exempted.

- The right to prevent disclosure of personally identifiable information contained in your educational records to other persons, with certain limited exceptions. Your information from your educational record will occur only if:
  - We have your prior written consent for disclosure; the information is directory information and you have not objected to the release of such information (see directory information, page X); or law permits disclosure without consent.

The right to request your educational records be amended if you believe the record is 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.

The right to file a complaint with the Family Policy and Regulations Office in the US. Department of Education if you believe USD 243 has failed to comply with FERPA's requirements. The address to this office is 400 Maryland Ave. SW., MES, Room 4074, Washington, D.C. 20202

Right to obtain a copy of USD 243 policies for complying with FERPA. A copy may be obtained from the Board of Education clerk

#### **DIRECTORY INFORMATION (JRB)**

For purposes of FERPA, USD 243 has designated certain information contained in educational records as directory information, which may be disclosed for any purpose without your consent. Directory information categories may include the following: the student's name, address, telephone number, picture, parent or guardian, date and place of birth, major field of study, weight, height, participation in an eligibility for officially recognized activities and sports, date of attendance or grade placement, honors and awards received, and most recent educational agency or school attended by the student.

You have the 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 243 at the BOE office on or before September 1, 2017. If refusal is not filed, USD 243 assumes that there is no objection to the release of the directory information designated.

## **STUDENT FEES, FINES & CHARGES**

#### **TEXTBOOKS (JS)**

A textbook fee will be assessed to students in grades K-12, as established by the Board of Education. It is the policy of the USD #243 Board of Education that any book which is lost, mutilated, or destroyed in any manner, is to be replaced by the student to whom it was originally checked out, with the students paying the price of a new book.

#### **MUSICAL INSTRUMENT FEES & TEXTBOOK RENTAL (JS)**

There will be a musical instrument rental fee and a textbook rental fee set by the Board

of Education. However, any textbook or musical instrument significantly damaged or lost must be paid for in full.

It is the policy of the USD #243 BOE that any book that is lost, mutilated, or destroyed in any manner is to be replaced by the student to whom it was originally checked out.

### **STUDENT LUNCH ACCOUNTS**

Lunch accounts are expected to remain in good standing. Student balances can be viewed by logging into Powerschool. When student accounts become overdrawn, a reminder slip will be sent or mailed home. Prompt payment is appreciated. If an unusual circumstance exists that you cannot make payment, please notify the building principal.

## **STUDENT LEARNING OPPORTUNITIES**

This policy applies to full time students enrolled at USD 243. Juniors and seniors who are in good academic standing have the opportunity to enroll in dual-credit college courses. These courses may be instructed either by accredited faculty from the partnering college or by qualified staff from USD #243 Lebo/Waverly School District. If a desired course is not part of our current high school offerings, students may supplement their academic transcripts with dual-credit courses. These dual-credit courses serve as elective credits and are aligned with the Kansas Department of Education's graduation requirements.

The cost of tuition for these college credits is the responsibility of the parents. The tuition and fees must be paid within two weeks of the beginning of the class. Students enrolled in two or more online classes will be given two class periods to complete online assignments.

- A college level class that is 3 hours or less credit hours will count as 0.5 USD 243 Credit
- A college level class that is 4 or more credit hours will count as 1.0 USD 243 Credit

To be eligible for dual/concurrent credit through ACC, a student must:

- Be a junior/senior in good standing
- Meet class requirements of USD #243 and institution
- Take the dual credit class during the school day
- Have an updated Individual Plan of Study (IPS)
- Have sufficient credits for high school graduation
- All ACC enrollment be completed through the school counselor including add/drop and withdrawals

Students interested in taking college courses that fall outside the scope of USD #243 Lebo/Waverly School District's Memorandum of Understanding (MOU) agreements are welcome to do so. It's important to note that such courses will not qualify for dual- enrollment

status. Instead, students have two options: They can choose to enroll in a 'work study' program, where they will earn elective credits for the work study rather than receiving credits for the actual college course content. Alternatively, students may opt to complete the course independently, outside of regular school hours.

Current contracts (MOU Agreements): FlintHills Technical College and Allen County Community College. These agreements are year to year.

USD 243 Updates:

Freshmen are not allowed to enroll in dual credit courses.

Sophomore students interested in enrolling in dual-credit college courses can initiate the process during the first semester to become eligible for the second semester of their sophomore year. The following criteria must be met:

- Letters of recommendation: Two letters are required—one from a certified staff member within the school district and another from a non-family member who can speak to the student's character and abilities.
- Social Maturity and Soft Skills Rating: A 1-5 scale will be used to evaluate the student's social maturity and executive functioning skills. The higher the score, the better prepared the student is deemed to be for college-level coursework.
- Written Assessment: A written letter addressing the aforementioned rating should provide additional context and justification for the student's ability to manage the rigor of college-level courses.
- Academic Record: A minimum cumulative GPA of 3.0 is required for eligibility.
- Fastbridge Scores: Students must score above the 90th percentile in both Math and Reading assessments.
- Individual Plan of Study: The student must have a current Individual Plan of Study that outlines a clear progression toward post-secondary goals, aligned with a college study plan in their chosen career field.
- Behavioral Review: Any instances of student behavior resulting in school disciplinary action will be assessed to determine the student's eligibility for dual-credit courses.

Current classes being offered for dual credit:

Lebo - Comp I & Comp II

Waverly - Essentials Math & College Algebra

**FLINT HILLS TECHNICAL COLLEGE/ALLEN COMMUNITY COLLEGE CLASSES**

Juniors & Seniors in good standing are eligible to take dual (taught by the institution) and/or concurrent (taught by a USD 243 staff member) college credit classes in lieu of high school classes. The cost of tuition for these college credits is the responsibility of the parents. The tuition and fees must be paid within two weeks of the beginning of the class.

- A college level class that is 3 hours or less credit hours will count as 0.5 USD 243 Credit
- A college level class that is 4 or more credit hours will count as 1.0 USD 243 Credit

To be eligible for dual/concurrent credit through ACC, a student must:

1. Be a junior/senior in good standing
2. Meet class requirements of USD #243 and institution
3. Take the dual credit class during the school day
4. Have an updated Individual Plan of Study (IPS)
5. Have sufficient credits for high school graduation
6. All ACC enrollment be completed through the school counselor including add/drop and withdrawals

A junior or senior may attend Flint Hills Technical College in lieu of high school classes provided that:

1. The class is held during the regular school day.
2. The class is approved by the principal.
3. Student transportation arrangements must be made with the school.
4. The student will receive 0.5 credits per hour for the hours 1-4 per semester to total four(4) credits per year.
5. IF A STUDENT FAILS TO MAKE SATISFACTORY PROGRESS IN FHTC, THEY WILL NOT BE PERMITTED TO ATTEND DURING THE SECOND SEMESTER. (C OR ABOVE)

### **STUDENT TEACHER AIDES**

Only junior and senior students in good standing will be eligible to become an aide. The principal reserves the right for final approval of aides. Aides are expected to report to their assigned teacher/adult supervisor daily and are to stay in their assigned area. Those who become a disturbance to other classrooms can be removed at semester from their assignment and will be placed in a class. aides are expected to abide by all school rules during this period including checking out with the office if leaving school grounds, following cell phone and computer use guidelines, etc.

Aide duties can include but are not limited to: making copies (except for testing materials), running errands for staff, small jobs, etc.

### **STUDENT WORK STUDY**

Juniors & Seniors in good standing are eligible to complete an approved Work Study by adhering to the following conditions:

1. The student must **NOT** be short of graduation credits.

2. Students participating in any activity governed by the Kansas State High School Activities Association (KSHSAA) including athletics, music competitions, forensics, Scholar's Bowl, clubs and cheerleading must be enrolled and attend courses that total 3 credits for the semester. These courses must be worth at least a .50 credit for the semester, to be considered unit weight by KSHSAA.
3. Courses have to be taken in consecutive hours.
4. All obligations must be fulfilled prior to graduation.
5. Parental permission to attend fewer hours at the high school is required.
6. Valedictorian and Salutatorian Honors are based on a minimum of 24 credits earned during four years of high school, and completion of the recommended Qualified Admissions Curriculum.
7. The student is responsible for getting any necessary information from our high school regarding graduation details.
8. All attendance policies will be enforced in regards to this policy. If a student missed the mandated limit of classes, he/she may lose credits and jeopardize graduation.
9. Transportation to and from the internship will be the responsibility of the student and/or parents.
10. At any time the student is not in good standing, the agreement can be revoked.
11. Any of the above requirements are subject to review by the high school principal.
12. All parties involved (student, parents, counselor, principal, direct supervisor and program supervisor) must sign off on the agreement and outline dates and times that the program will be completed.

### **DRIVER'S EDUCATION**

Driver's Education is an elective course that is offered at Lebo/Waverly Jr.-Sr. High School during a summer session for students meeting the age and any other requirements. There is a fee associated with this course. Students that successfully complete the course will be awarded a half credit of pass/fail credit, which will count toward elective credits. (Board Approved, May 2013)

## **STUDENT ACTIVITIES (JH)**

### **SCHOOL DANCES AND FUNCTIONS (JH)**

USD #243 Students must be in good standing with Administration to attend all Dances and School Functions.

To secure permission for a guest to attend any school-sponsored event, the host student **MUST** secure permission for the out of town guests by submitting the permission slip at

least 24 hours in advance. Guests must be in good standing at their educational institution to be granted permission to attend. Guests must be ninth grade or older, but not older than 20 years of age for the high school functions, and are expected to observe the same guidelines as Lebo/Waverly students. Students are not allowed to re-enter a dance once they have exited the building. The form can be found at the back of this handbook. (See Out of Town Guest form)

As decided by the USD 243 Board of Education, any after-prom activities scheduled to take place outside the city limits of Lebo/Waverly, transportation must be provided.

### **SENIOR TRIP (JH)**

In order to provide quality and reliable sponsorship for our students on the board-approved senior trip, the school administration will recommend sponsors for board approval.

When the sponsor(s) are classroom teachers or classified employees, the board will cover the cost of a substitute.

Other expenses for all of the sponsors shall be paid for by the senior class taking the trip.

Parent/Guardian approval slips are to be signed prior to departure.

All trips must be approved by the building principal, with the principal approving the itinerary and expenses. The details should be submitted to the superintendent four weeks prior to the trip. The Board of Education will have final approval of Senior Trips.

### **SOCIAL EVENTS (JHC)**

Student social events, dances and parties, contribute an important element in the development of the individual. All such events must have the prior approval of the building principal and the faculty sponsor of the club or class sponsoring the event.

### **ELEMENTARY CLASSROOM PARTIES**

Certain holidays or events and student birthdays are recognized with a classroom party. Classroom teachers may determine which types of snacks are permissible. Healthy snacks and drinks are encouraged.

### **ASSEMBLIES**

During the year, assemblies will be held. They are for instructional and entertainment purposes. Assembly courtesy is a necessity at all times:

1. Leave all books and other unnecessary articles in the classroom unless it is announced.
2. Proceed to the assembly area as a group, staying with the other members of your class. Enter the assembly area quietly and promptly.

3. When the chairman of the assembly arises for your attention, give it to him/her immediately.
4. Applause should be courteous and appropriate in keeping with the occasion. Whistling is not accepted as appropriate behavior.
5. Do not leave any assembly until properly dismissed by the presiding officer or other designated person.

### **STUDENT CLUBS & ACTIVITIES**

The Importance of Activities Position Statement by KSHSAA- A strong activities program can and should complement a school's academic program. Activities are an integral part of the total curriculum of Kansas schools. A well-balanced activities program provides the opportunity for physical, social, and emotional development complementing intellectual growth. Participation in school activities encompasses all students without regard to sex, race, or creed and teaches that it is a privilege and an honor to represent one's school. Participants learn to accept success and failures, gain poise and confidence, achieve tolerance and understanding of others and gain the self-satisfaction of accomplishing goals. Under a well-administered school program, students and spectators become better citizens through participation and observation of activities conducted under established rules. It is the duty of the member schools, through their Activities Association, to maintain an appropriate balance between the academic and activities program offered.

#### **ELIGIBILITY (KSHSAA & USD 243)**

Students are required to meet KSHSAA eligibility requirements and USD 243 requirements in order to participate in athletics and sponsored activities. Non-sponsored activities may still fall under the local USD 243 eligibility requirements.

#### **KSHSAA Requirements**

An individual must be enrolled in at least five subjects of unit weight

An individual must have passed five subjects of unit weight in the previous semester

An individual must not be nineteen years of age on or before August 1st of the school year

An individual must be in good standing with the school.

#### **USD 243 Requirements**

Students failing any classes will be considered ineligible, and will not be allowed to participate in competitions from Sunday through Sunday.

### **PARENT EXPECTATIONS/COMMUNICATION**

Open communication with parents sets up for fewer issues and less confusion. Communication is required for the success of students in school and in extra-curricular activities. Coaches/Sponsors are encouraged to have open communication with parents and students. Waverly JH/HS will be using

TeamReach. Parents must refrain from questions about the program until 24 hours past a previous competition/event. Most of the time emotions are heightened following a competition/event and there needs to be a time of reflection afterwards. Allowing for this time will allow for all parties to be calm and think. If a parent's initial communications with the coaches does not resolve the conflict to the parent's satisfaction they should reach out to the athletic director.

**Appropriate Communications with Parents**

The treatment of athlete mentally and physically

Ways to help athlete improve

Concerns about athlete's behavior

**Inappropriate Communications with Parents**

Playing time

Team strategy

Play calling

Other athletes

**KSHSAA RULE 52 (SPORTSMANSHIP)**

The following interpretations and policies were adopted by the KSHSAA Executive Board on November 17, 1988, in regard to Citizenship/Sportsmanship Rule 52. These are meant to clarify and assist member schools in their enforcement of this regulation. (revised June 9, 2014)

Desirable and unacceptable behavior illustrations are “examples” and are not to be considered all inclusive. These examples can occur prior to, during, and after the game or contest.

**52-1-1a - Be courteous to all (participants, cheerleaders, coaches, officials, staff and fans)**

Desirable Behavior – Host cheerleading squads welcome visiting squads; respect shown during National Anthem (hats removed, no talking, never change lyrics or yell mascot at the end); opposing coaches and contestants shaking hands before/after contest; applause during introduction of contestants, coaches and officials; contestants shaking hand of opponent fouling out while both sets of fans recognize contestant’s performance with applause; all showing concern for injured contestant; respectfully addressing officials during competition and thanking them for their performance regardless of agreement with all calls; helping opponents up during a game; host school extending hospitality to visiting contestants, coaches, cheerleaders and fans; any supportive chants and cheers which are directed toward your team, i.e. “I believe we can win,” “we’ve got spirit-how about you,” “defense-defense” and other such supportive expressions.

Unacceptable Behavior – Any non-supportive chants, cheers, or actions which

are directed toward the opposing team; chants or actions which single out individuals; fans or cheerleaders reading newspapers, turning their backs, making disrespectful actions, etc. during introduction of opponents or shooting of free throws; yelling, waving, etc., during opponent's free throws; derogatory/disrespectful yells, chants, songs, gestures, including "goodbye," "you let the whole team down," "air ball," "scoreboard," "you can't do that," "this is our house" at a visitor event, "dribble-dribble-pass," "bong-bong-bong-whooh" while opposing team has ball, and other such expressions directed toward opponents. .

#### 52-1-lb - Know the rules, abide by and respect the official's decisions

Desirable Behavior - Utilize every opportunity to promote understanding of the rules of the contest within the school and community; contestants utilize the team captain or coach for clarification of the call to maintain positive rapport with officials; accept the decisions of the officials; hand ball to officials; cheerleaders lead fans in positive school yells in a positive manner; cheerleaders lead by coordinating signals and timing of cheers with student body section leaders; cooperate with the news media in interpretation and clarification of the rules.

Unacceptable Behavior - Booing or heckling an official's decision; criticizing the merits of officiating; displays of temper and arguing with an official's call; derogatory remarks toward the official, coach constantly questioning calls.

#### 52-1-lc - Win with character and lose with dignity

Desirable Behavior - Handshakes between opposing contestants and coaches at end of contest, regardless of outcome; opposing contestants, coaches and fans engaging in friendly conversations before and following contest; treating competition as a contest, not a war; applause at end of contest for performance of all contestants.

Unacceptable Behavior - Chants or actions which single out individuals; yells that antagonize opponents when you feel you have won the contest; refusing to shake hands or give recognition to winner for good performance; blaming loss on officials, coaching, individual contestant's performance, or other rationalizations; rushing the field/floor or victory celebration on the playing surface/field.

#### 52-1-ld - Display appreciation for good performance regardless of the team

Desirable Behavior - Coach/contestants search out opposing participants to recognize them for outstanding performance or coaching; all fans recognize an outstanding participant's performance by applause, regardless of its impact on the contest; discuss outstanding performance of opponent with visiting and home fans.

Unacceptable Behavior - Laughing, pointing finger, name calling, yelling player

name or number, etc., directed at opponents in an attempt to distract; to degrade an excellent performance by opponents.

52-1-1e - Exercise self-control and reflect positively upon yourself, team and school

Desirable Behavior - Support the activity by learning yells of cheerleaders and displaying total unity as fans in following their lead; cheerleaders leading by coordinating signals and timing of cheers with student body section leaders to redirect crowd from a controversial call.

Unacceptable Behavior - Displays of anger, boasting, use of profanity, bouncing beach balls, antics which draw attention to you instead of the contest; doing own yells instead of following lead of the cheerleaders; doing unsportsmanlike yells/gestures, such as "you can't do that" while pointing finger at opponent; singling out individuals.

52-1-1f - Permit only positive sportsmanlike behavior to reflect on your school or its activities

Desirable Behavior - Positively encourage those around you to display only sportsmanlike conduct; report poor sportsmanship to school officials; member schools insist that sportsmanship be a priority; administrators help coaches teach, model and reinforce sportsmanship; recognize coaches for sportsmanlike conduct; coaches playing those who exhibit positive sportsmanship; administrators taking appropriate action to ensure sportsmanlike behavior.

Unacceptable Behavior - Fans', cheerleaders', contestants', coaches', administrators', or member schools' unwillingness to get involved and take a stand to defend one of the main tenets of school activities - teaching and promotion of SPORTSMANSHIP.

**HAZING**

Hazing is not and never will be tolerated. It is the responsibility of the coaches/sponsors to supervise our students while at extra-curricular activities and ensure their safety and wellbeing.

**INJURIES**

USD 243 provides a weekly visit from a certificated trainer to help with athletic injuries. Students are encouraged to visit the trainer for injury diagnoses and treatment. If an athlete seeks outside medical treatment, a physician's release is required before the athlete can return to practice or competition. If an athlete is injured and seeks outside medical treatment, coaches may be required to complete an insurance claim form. Coaches should use their copy of the injury report form to accurately and completely complete the insurance claim form. Timely completion of the claim form is necessary for parents/guardians to submit for payment.

## **TRANSPORTATION**

Athletes are required to ride school provided transportation to competitions/events. Unusual circumstances will be taken into consideration if advance notification is provided, which must be communicated and approved by administration. All students are encouraged to ride school provided transportation following the competition back to school. If parents request, students may ride home with parents once they sign a sign-out sheet.

Activities offered:

**Junior High Girls** Volleyball, Cross Country, Basketball, and Track

**Junior High Boys** Football, Cross Country, Basketball, and Track

**High School Girls** Volleyball, Cross Country, Basketball, Softball, and Track

**High School Boys** Football, Cross Country, Basketball, Baseball, and Track

**Band:** The Lebo/Waverly High School Band is a musical organization made up of students in the Junior and Senior High Schools. Members of the band participate in a variety of parades, fairs, and other events. Some students will be selected to play in the Pep Band, which performs at home athletic contests.

**Cheerleaders:** Before school is out in the spring, cheerleaders for Lebo/Waverly Senior and Junior High are elected for the following school term. Procedures for Junior High Cheerleaders will be presented during the year. Any student attending Lebo/Waverly Schools at this time as an eighth grader, freshman, sophomore, or junior are eligible to try out. More details will be issued to the student body in the spring.

**Chorus:** The Junior and Senior High Chorus will perform at various events throughout the year.

**FBLA:** Future Business Leaders of America is a vocational student organization. The chapter has officers, working committees, and an adviser dedicated to the performance of many approved activities. Members participate in many projects and may enter events, which are taken to the district, state, and national conferences.

**FCCLA** (Family, Career, and Community Leaders of America) is the vocational student organization for the Family and Consumer Sciences program. Any student who has had or is enrolled in a FaCS class may join. The Lebo and Waverly FCCLA chapters are currently an "in-school" organization. Most of our activities are done during class time with the exception of our SAFE (Seatbelts Are For Everyone) program and a few benefit activities. Although the family is our major focus, FCCLA members are also involved with career and community issues.

**FFA:** FFA is an extracurricular activity specializing in vocational agriculture. Among other things, members learn through active participation how to conduct and take part in a public meeting, to speak in public, to buy and sell cooperatively, to solve their own problems, to finance themselves, and to assume civic responsibility. The foundation upon which the FFA organization is built includes leadership and character development, sportsmanship, cooperation, service, thrift, scholarship, improved agriculture, organized recreation, citizenship, and patriotism.

**King & Queen:** Once you have been King or Queen, you are not eligible to be nominated again.

**NHS:** The purpose of the organization is to honor excellence in scholarship achievement and quality service and citizenship of students to their school. To be eligible for membership, one must be either a junior or senior with a cumulative grade-point-average of 3.5 or above. All eligible students must complete an application for consideration. The five member Faculty Council then considers all the applications and then rates each student in four areas: scholarship, service, character and leadership. Students are inducted into the organization at a special ceremony during the spring semester of each school year. All candidates must have at least 40 hours of documented community service hours with the school counselor to be eligible for consideration.

Line judge, videography at sporting events, babysitting at school meetings/business for parents, teachers, churches

**STUCO:** The main function is to be a service to the student body and community. Student council consists of the president of each class, and then a select group of students who apply. The application and review process is to be determined by the STUCO Sponsor.

### **COMMUNITY SERVICE PROJECT**

Community Service is recognized by Lebo/Waverly High School as a part of lifelong learning. Lebo/Waverly students provide many hours of community service throughout the year. Those who complete the number of required community service hours during their high school career are recognized for the efforts at graduation. These hours will be added to the student's transcript.

Requirements:

- Complete a minimum of 60 hours
- Volunteer hours (no pay can be received)
- Hours must be completed outside the school day unless approved by the school counselor.

Examples:

Volunteer for organizations: American Legion, Lions Club, churches  
Peer tutoring for younger children  
Mentoring-CCLC 21st Century After School Program  
Assist teachers before/after school  
Volunteer work for the city, county or surrounding areas  
Building/construction at public areas  
Mowing lawns for citizens, churches and businesses  
Vacation Bible School and/or Sunday School  
Camp Counselor  
Volunteer work for Heartland Shares  
Boy Scout/Girl Scout activities  
4-H activities

### **DELIVERIES**

Waverly Grade School strongly suggests no arrangements of flowers or balloons to be sent to the school. Those items can be hand delivered when the child leaves school or at home. We appreciate your help in this matter.

### **FOOD AND DRINK POLICY**

Food and drinks are to be consumed in the commons/lunchroom area. During breakfast and lunch, food must be in compliance with federal Child Nutrition Program guidelines. Outside Drinks (Soft drinks, sports drinks, convenience store drinks and energy drinks) are not allowed in school during the school day.

Lebo/Waverly has a closed lunch policy and students are not allowed to leave school for lunch. Students are not allowed to bring in restaurant food, order food to be delivered or bring in convenience store food during the school day without prior administrative approval.

## **TECHNOLOGY**

### **COMPUTER USE POLICY**

All students attending Lebo/Waverly Schools are required to read and abide by the Technology Use Agreement policy to be admitted onto the internet and to receive a school issued Chromebook. Each student and parent or guardian must sign the policy prior to being given computer privileges, Personal laptops or tablets are prohibited during class time as each student is required to use their school issued Chromebook.

The complete document is located on the Lebo/Waverly Schools web page or can be accessed [here](#). A paper copy is available in the office upon request.

### **Penalties for violating the Internet Use Policy:**

1st Violation: Loss of computer privileges for one week. Letter sent to parents.

2nd Violation: Loss of computer privileges for one month. Letter sent to parents and possible suspension from school.

3rd Violation: Loss of computer privileges for one calendar year. A meeting with parents is required and possible suspension from school.