

Silver Lake Jr/Sr High School

STUDENT HANDBOOK

2025 - 2026

ENGAGEMENT

INTEGRITY



RESPONSIBLE

RESPECT

Silver Lake Jr/Sr High School Vision Statement

Silver Lake Jr./Sr. High School, with the community's support, will guide all students through their development into globally competitive and engaged citizens. We will continue to grow our tradition of excellence by building a collaborative and cohesive culture in our staff and students and utilizing student-centered learning opportunities anchored in 21st-century skills. (2018)

Mr. Ryan Luke
Principal

Mr. David Schooler
Assistant Principal/
Athletic Director

Mrs. Sandra Liggatt
K-12 Counselor

Mrs. Macey Gooden
K-8 Counselor/Social Worker

200 East Lake Street
Silver Lake, KS 66539

Telephone: 582-4639
FAX: 582-4265

www.silverlakeschools.org

PURPOSE OF HANDBOOK

This handbook contains general information of interest to the student body of Silver Lake Junior-Senior High School. It has been prepared as a service to students, parents, and school personnel in the hope that it may answer some questions about the school program.

Students are requested to read the handbook carefully. The handbook should help them become real citizens of the school. Parents are asked to read the handbook to promote a better understanding between school and home. As a result of this information, there should be fewer misunderstandings, and a better school year will be possible.

OCR REVISED

NON-DISCRIMINATION STATEMENT

U.S.D. #372, Silver Lake, Kansas, does not discriminate based on race, color, national origin, sex, age, or handicap in admission, access to, or treatment or employment in its programs and activities. If you have questions, please contact Mr. Greg Harmon, Box 39, Silver Lake, Kansas, 582-4026. (Title IX Coordinator)

SCHOOL HOURS

The school will be open to students at 7:45 each morning. Students arriving before 7:45 a.m. may expect to remain in the commons area until the first bell. The Flex Time period begins at 7:55. All students will be responsible for managing and attending the correct Flex Time period. School will be dismissed at 3:05. All students must be out of the building by 3:30 unless conferring with a teacher or participating in a school activity.

BELL SCHEDULE

7:55 – 8:25	Flex Period (4 days)	30 minutes
8:29 – 9:52	1 st Period = O 2 nd period = E	83 minutes
9:56 – 11:19	3 rd period = O 4 th period = E	83 minutes
11:23 – 11:43 (HS)	Advisory Period (4 days) 20 minutes (JH Advisory 11:49 - 12:09)	
11:47 – 1:38	5 th Period = O 6 th period = E (Lunch 86 minutes + 25 Lunch)	
1:42 – 3:05	7 th period = O 8 th period = E	83 minutes

JH Lunch/ Advisory Schedule

JH Lunch - 11:19 - 11:39 - Activity - 11:39 - 11:49 (30 Minutes)
JH Advisory - 11:49 - 12:09 pm (20 Minutes)
JH Class (5th/6th) - 12:13 - 1:38 pm (85 Minutes)

HS Lunch/ Advisory Schedule

HS Advisory 11:23 - 11:43 am 20 Minutes
HS 1st Lunch - 11:43 - 12:08 12:13 - 1:38 pm (85 Minutes)
HS 2nd Lunch - 12:29 - 12:54 1st HS lunch HS Class Period - 11:47 - 12:29 (42) 12:59 - 1:38 (39) (81) Minutes

8 period day/ Fast Day (Fast Days are "C" days and will most often be on Friday)

7:55 – 8:42	1 st period 47
8:46 – 9:33	2 nd period 47
9:37 – 10:24	3 rd period 47
10:28 – 11:15	4 th period 47
11:19 – 12:06	5 th period 47
12:10 – 1:23	6 th period+ Lunch
1:27 – 2:14	7 th period 47
2:18 – 3:05	8 th Period 47

12:06 – 12:31 JH lunch JH Class Period – 12:35 - 1:23 (48) Minutes
12:32 - 12:57 1st HS lunch HS Class Period – 12:10-12:32 (23) 12:59 - 1:23 (24) Minutes
12:58 - 1:23 2nd HS Lunch HS Class Period – 12:10 – 12:58 (48) Minutes

Late Start Schedule

9:00 – 10:07	1 st Period = O	67 Minutes
10:11 – 11:19	3 rd period = O	68 minutes
11:23 – 11:43 (HS)	Advisory Period (4 days) 20 minutes (JH Advisory 11:49 - 12:09)	
11:47 – 1:38	5 th Period = O (Lunch 86 minutes + 25 Lunch)	
1:42 – 3:05	7 th period = O	83 minutes

REQUIREMENTS FOR GRADUATION

All Silver Lake Junior-Senior High graduates must complete coursework in four years of high school. The State Department of Education and U.S.D designates these requirements. #372 as being necessary to graduate from a recognized four-year high school. In addition to the required subjects, a student selects from the various other curricular areas offered by the school to complete the minimum number of credits. Students attending the Silver Lake Junior-Senior High School are expected to earn more than the minimum credits. Students failing required subjects must repeat subjects at the next regular enrollment period. If a student plans to attend college, he should pay particular attention to those subjects preparing him for college and those leading toward his chosen vocation. All seniors will be enrolled in eight hours during the first semester.

All required subjects must be attempted in the traditional classroom setting at Silver Lake before credit will be accepted from another institution. However, this may be waived if the course is taken from an accredited institution. No more than two (2) credits may be transferred to Silver Lake for the purpose of credit recovery.

Students who transfer to USD# 372 in the foster care system or a ward of the State of Kansas during their senior year will be awarded a diploma by meeting either USD #372's requirements or those of the State of Kansas.

All students must be in good standing to participate in the graduation ceremonies.

26 Credits = Class of 2026 27 Credits = Class of 2027 28 Credits = Class of 2028

JUNIOR HIGH PROMOTION

1. If a student fails a year-long core course, a committee composed of the student, the student's parents, administration, and staff will determine if the course will need to be repeated.
 2. Any students who fail two courses will be considered for retention by the committee.
 3. Any student who fails three courses or more will be retained. These courses will be yearlong core subjects.
- In all cases of promotion and retention, the final decision shall rest with the building principal.

ALT PROGRAM

ALT is a program for students who have incomplete assignments. They will stay after school on designated days until the assignments are completed.

CHANGE OF ENROLLMENT

Classes are scheduled, and teachers are hired and assigned based on selections made during the spring pre-enrollment. Therefore, class changes will not be possible except as follows:

- Necessary to meet graduation requirements
- Academically misplaced (change must be recommended by the teacher/counselor/parent and approved by the principal)

WITHDRAWING FROM CLASSES

A student who withdraws from a class during or after the sixth week will receive an "N" – no credit and an "F" on the transcript.

PASS/FAIL OPTION

No more than one course during a student's eight high school semesters may be taken on the pass/fail option. The pass/fail option must be initiated before the start of the sixth week of the semester once this option has been approved, it cannot be changed.

Courses taken on the pass/fail option DO NOT count toward qualified admission requirements.

STUDENT LOAD AND ELIGIBILITY

Eight subjects per semester constitute a normal load for high school and junior high. Music, physical education, theatre, foreign language, and career-technical education classes mostly augment the normal load. A student must be enrolled as a full-time student at all times or have permission from the principal to be enrolled in less than eight.

Students who expect to represent their school in inter-school activities must pass five subjects. A student must have passed five subjects the previous semester to represent the school in any activity. In addition, students must maintain passing grades in all classes throughout the semester. Any five consecutive week period with a failing

grade in any one class will cause a student to be deemed ineligible. All school equipment must be returned before the student can participate in the following sports season.

Students may retake a required class they already passed to better their grades. The class must be retaken at Silver Lake High School. The grade from the second attempt does not replace the grade from the first attempt of the class. The class will be an elective credit for the student and be a part of their GPA. The student may not replace a student taking the class for the first time.

RELEASE POLICY

Seniors; will only be excused from taking eight classes in the second semester. This must be cleared through the principal's office in advance. A release form must be on file in the office. The form can be obtained from the counselor. **Seniors will leave the school directly after their last class and will not arrive more than five minutes early for class periods. The building principal may grant exceptions upon request.**

TEXTBOOK RENTAL

High School textbooks are issued on a rental basis.

SCHOOL LUNCHES

A well-balanced meal will be served each day. In addition to the regular school lunch, students may purchase additional meals, entrées, milk, and other items from a la carte. All prices are set yearly by the BOE. Students who receive free or reduced lunch benefits must take the regular school lunch to receive the discounted price. Entrees and extra meals will be charged at the full price to all students whether or not they qualify for free or reduced meals. The meal card can purchase all items (including a la carte and extra entrees). Lunch payments can be turned in to the office or the lunch cashier. Students are not allowed to charge more than two weeks' worth of meals, and they are not allowed to charge a la carte items.

ACADEMIC LETTER

Any senior high student; with a grade point average of 3.5 or above for the school year, with no grade below a "C" and enrolled in all eight hours for the entire year (except for seniors in their final semester) will receive an academic letter. Semester grades will be used for the GPA.

GRADE REPORTS

Reports are sent to parents at the end of each semester. In case of below-standard work, more frequent reports may be made. Inquiries from the parents are always welcome.

GRADING SYSTEM

Teachers at Silver Lake Junior-Senior High School will determine students' grades using the following grading system. No extra credit for an individual student will be allowed in any class. If a student fails a required class, he must repeat the class at the next enrollment. **All high school grades will be truncated to three decimal places.**

GRADING SYSTEM

<u>Letter</u>	<u>Percentage</u>	<u>Pt. System</u>
A+	97 - 100	4.000
A	94 - 96.99	4.000
A-	90 - 93.99	4.000
B+	87- 89.99	3.000
B	83 - 86.99	3.000
B-	80 - 82.99	3.000
C+	77 - 79.99	2.000
C	73 - 76.99	2.000
C-	70 - 72.99	2.000

D+	67 - 69.99	1.000
D	63 - 66.99	1.000
D-	60 - 62.99	.000
F	0 - 59.99	.000

1. Students may complete and turn in assignments in each class until the end of the current unit being studied. Each teacher will set the ending date of the unit.
2. Students not making satisfactory progress may be recommended by the student success team to attend additional study time outside of school hours, be assigned a tutor, report for extra help from their teachers before or after school, or be referred to special education.

SEMESTER EXAM SCHEDULE

1. Semester exams are to be given in all regularly scheduled classes for which credit is given.
2. Semester exams must be taken at the time designated by the principal unless there is an excused absence.
3. The semester exam will not count more than 1/10 of the final grades.
4. Senior exemption: Seniors having an A- or greater in a class do not have to take the semester exam.

HIGH SCHOOL HONOR ROLL

Honor Roll - any student carrying at least 8 subjects and who has a grade point average of 3.0 with no grade below "C" will be listed on the honor roll. Honor rolls are published at the end of each semester.

JUNIOR HIGH HONOR ROLL

Principal Honor Roll - A student must make all A's.

Honor Roll - A student must have a 3.0 or above grade point average, with no grade below a "C" to be on the honor roll.

VALEDICTORIAN

The valedictorian will be determined using the following criteria:

1. Must have the highest simple GPA at the end of the seventh semester.
2. May not have taken any courses using the Pass/Fail option.

No salutatorian will be selected if more than one valedictorian is recognized for the graduating class.

NATIONAL HONOR SOCIETY CRITERIA

Silver Lake Chapter of the National Honor Society, sponsored by the National Association of Secondary School Principals, is designed to recognize students who reflect outstanding accomplishments in academics, character, leadership, and service. Thousands of schools hold charters in this national organization, designed to recognize students who have proven that they can achieve academic endeavors and other exemplary qualities in leadership, character, and service.

The following process will be used in selecting students for the Silver Lake Chapter of the National Honor Society:

Students must be a junior or senior. They will need an accumulative grade point average of 3.5 for a junior and 3.4 for a senior.

Students meeting the GPA qualifier will be allowed to complete a Data Sheet, which will allow them to list their accomplishments in service, leadership, and academics. Students will be required to complete and return the Data Sheet. Students must also complete two signed forms indicating service with an organization, either within or outside the school, regarding their volunteering or the hours of service they have done with that organization. Failure to return a Data Sheet or verification form will disqualify the student from the NHS ballot.

The entire high school faculty will be able to provide feedback on those students who meet the qualifications for entrance into the National Honor Society. A five-person Faculty Council will review all valid data sheets and Faculty Feedback Forms. The faculty council will recommend to the building principal those students

who should be selected for the National Honor Society. The principal will review, make changes if he deems necessary, and certify the list of students. Students will then be notified as to whether or not they have been accepted into NHS. Following the acceptance of membership, an induction ceremony will be scheduled with those students and their families to formally induct them into the Silver Lake Chapter of the National Honor Society.

ATTENDANCE POLICY

Students are expected to be punctual and in attendance regularly. The parent is responsible for keeping the student's attendance regular. Parents are to notify the school on the day of each absence. The following regulations are to be observed:

Types of absences:

Excused- -An absence will be classified as excused in cases of personal illness, family illness, death in the family, personal emergencies, religious observances, or other special situations deemed excusable by the administration.

Unexcused --Any absences will be classified as unexcused absences when, in the administration's judgment, the reason given does not justify the absence or if the parents fail to provide written or verbal communication to the school explaining the cause of absence. Unexcused absences will also be issued when a student has missed school without the prior knowledge and/or consent of his/her parents or when there is any evidence of forgery or untruthfulness regarding an absence.

Making up work missed for an excused absence is the pupil's responsibility. Each student will get the number of days missed plus one additional day to make up work for an excused absence. After such time has elapsed, a reduction in the credit of 60% of the score earned on work submitted, or zero if not turned in by the end of the unit, will be issued. Special arrangements may be made with individual teachers for an extension in time.

No student is, at any time, to leave during school hours without checking out through the office. A student who is sick at school will call his/her parents before going home. Absent students will be issued an "admit slip." The date indicated on the slip will reflect the date of absence. Whether the admit slip is excused or unexcused will be indicated on that slip. An unexcused absence will result in a ZERO for the day missed in all subjects affected.

Types of tardies:

"Tardy Policy Defined": A student must be in the classroom and adhere to additional expectations as determined by individual classroom teachers (i.e., in the seat, at the lab station, etc.) Missing more than 30 minutes of a single class will result in an absence versus a tardy being recorded.

"Tardies" will fall under two categories:

Excused -- Students are admitted to class without penalty with a pass from another teacher or the office. A pass must be presented to enter the classroom.

Unexcused -- If a student's tardy is not excused, it will be considered unexcused.

EXCESSIVE ABSENTEEISM/LOSS OF CREDIT

It is important for each student to be in attendance at school and in all classes enrolled to earn credit. Written notice of the number of absences will be sent to parents on the 5th and 7th absences. The parents should call one of the administrators after notification of the 5th absence to discuss the seriousness of this problem. Once a student has accumulated 10 absences (excused or unexcused), the parents and student will be notified of the student's PLACEMENT ON PROBATION. Students on probation must make up an amount of time as determined by the attendance committee at a time designated by the school principal or his designee. Failure to make up time will result in ineligibility until time has been made up. The student and parents have 5 school days to submit an appeal and justification to the Attendance Committee after notice that the student has been placed on probation. The Attendance Committee, consisting of the student's teachers, principal and/or assistant principal, and counselor, will rule on the appeal at a time designated by the building principal or his designee. The Attendance Committee has 2 options:

- A. Uphold the Probation and issue a recommendation to the principal.
- B. Determine that the case is a hardship case and that the student's excessive absenteeism could not have been avoided.

TRUANCY

State law requires that when a valid reason for a student's absence cannot be determined, the student may be reported truant after 3 consecutive unexcused absences, 5 unexcused absences in one semester, or 7 unexcused absences per year. Students under 18 will be reported to the truancy officer and juvenile court as law requires. Students over 18 will be reported to parents as "dropped from school."

GUIDELINES FOR TECHNOLOGY

Acceptable Use

Use of Silver Lake's technology, computers, and networks must be consistent with the educational outcomes of the Silver Lake School District and in support of education and research. It is the user's responsibility to access files and other information consistent with Silver Lake U.S.D's learning outcomes. #372.

Unacceptable Use

1. Use for commercial activities is generally not acceptable. Use for product advertisement or political lobbying is also prohibited.
2. Transmission of any material in violation of any United States or State of Kansas regulation is prohibited. This includes, but is not limited to, Copyrighted material, threatening or obscene material(Sexting), or material protected by trade secrets.
3. Vandalism is not acceptable. Vandalism is any malicious attempt to harm, modify, or destroy data or equipment. This includes, but is not limited to, the uploading or creating of computer viruses. Deliberate attempts to degrade or disrupt the performance of any computer system on the network, either locally or on the Internet, are not acceptable.
4. Harassment is not acceptable. Harassment is defined as the persistent the annoyance of another user or the interference with another user's work.
5. Use of the network to access or process materials not consistent with the learning outcomes of the district is not acceptable.
6. Downloading or installing programs onto network computers without permission of the district technology coordinator is prohibited.
7. Erasing, changing, renaming, or making unusable anyone else's computer files, programs, or storage media is not acceptable.
8. Sharing passwords or login information with other users is prohibited.
9. Any other process or act which results in the disruption of computer services are prohibited.

Network Etiquette

All users are expected to abide by the generally accepted rules of network etiquette. Use the network so that you are not disruptive to other users.

District's Website

The purpose of the district website is to provide information to patrons, students, and staff. The district webmaster will be responsible for maintaining the site. As space on the website will be limited to a specific size, the webmaster will determine what information will be posted on the web. Priority inclusion will be district information, instructional information, and classroom projects. Individual students or commercial websites will not be posted. The website will not reveal personal information.

No Warranties

Silver Lake USD 372 schools and staff make no warranties, expressed or implied, that the network and equipment will be error-free or uninterrupted system. Nor shall the school and/or staff be liable for any direct, indirect, incidental, or consequential damages (including lost data, information, or files) sustained or included in connection with the use, operation, or inability to use the system. The District is not responsible for the accuracy or quality of the information obtained through or stored on the system.

Encounter of Controversial Material

Users may encounter material that is controversial and which users, parents, teachers, and/or administrators may

consider inappropriate or offensive. However, it is impossible to control the data content on a global network. It is the user's responsibility not to initiate access to such material. If encountered, the user must exit from that material promptly and notify the instructor.

Intellectual Freedom

Because the internet is an open forum for expression, including unusual, unorthodox, or unpopular viewpoints, the District is not responsible for expressing personal opinions on the network. Any personal belief statement is understood to represent the author's individual point of view and not that of Silver Lake USD 372.

Penalties

Users who willfully or intentionally violate these rules will face disciplinary action. Any user who has knowledge of and does not report an incident that violates this policy is likewise open to disciplinary action. Violations of acceptable use of technology will start at level 2 on the discipline policy. More serious violations could result in a higher level of the discipline policy.

USE OF CARS

Any high school student of proper age and with a valid license may drive to school, but this is a privilege, not a right. Cars must be parked upon entering the school grounds and left until the student is dismissed to go home. Student cars are to be parked in the west parking lot!

A temporary driving suspension may be offered when the SRO initiates a traffic stop for violations involving student drivers going to or from school. The student will be provided the option of being suspended from driving on school property for 10 school days or receiving further disciplinary action. For more information on this procedure, please contact the SRO.

TELEPHONE USE

Students must remember that school phones are intended for business purposes and are to be used by students only upon permission.

Students will not be called to the telephone during school hours except in emergencies. Messages will be taken and given to students between classes.

GUESTS

Students may bring a guest to school, providing they follow the procedure listed is completed at least one day in advance:

- 1) Seek permission from building administration.
- 2) The parent of the student must confirm the guest.
- 3) Receive permission from all teachers involved.
- 4) All guests are subject to SL Jr/Sr HS conduct rules.
- 5) Meet the approval of their home school administrator.

DISCIPLINARY POLICY

LEVEL 1

Minor Infraction

***Reported to the office
accumulation of 3 or
minor infractions will
result in a 1-hour detention***

Major Infraction

***First infraction will be
a 2-Hour detention***

Excessive talking
Cafeteria violation
Clothing violation
Display of affection
Electronic device
Food/drink violation
Hall violation
In cafeteria/too many lunches
Not bringing materials to class
Parking violation
Profanity/inappropriate language
Skipping teacher-assigned
after-school detention
Unexcused tardy
Teasing
Exclusion
Physical Bullying
Cyber Bullying

LEVEL 2

Minor Infraction

***Reported to the office
accumulation of 3 or
minor infractions will
result in a 1-hour detention***

Major Infraction

***First infraction will be
a 2-Hour Detention***

Class disturbance
Fake attendance call
Forging/altering passes
Hazardous driving
In parking lot without permission
In restricted area
Leaving class without permission
Lying
Refusing a reasonable request
Cheating
Inappropriate behavior at
school activities
Tech violation &/or Cell Phone
Phone violation
Physical Bullying
Cyber Bullying

LEVEL 3

Major Infraction

***3-Hour Detention
assigned Wed. detention
from 3-6 PM.***

Conflict with student
Disrespect to staff (could be
Level 4)
Disrespect to student (could be
Level 4)
Cyber Bullying
Leaving campus w/o permission
911 call

LEVEL 4

Major Infraction

***Short-term suspension
from school for 1-5
days depending upon
the severity of the incident.***

Alcohol (possession or use)
Dangerous materials
Drug Paraphernalia
E-Cigarettes/Vapes
Fighting
Fire Alarm Pull
Intimidation/Harassment/Threats
Theft
Vandalism to school property
Tobacco (possession or use)
Cyber Bullying
Skipping Class/School

Note: tobacco & alcohol violations stay with the student for one calendar year.

LEVEL 5

Major Infraction

Long-term suspension or expulsion recommended

Alcohol (2nd offense)
Drugs (possession or use)
Explosives (possession or use)
Fighting (2nd offense)
Setting a fire
Weapons (possession or use)

**These violations of the Student Policy
stay with the student the entire school
year.**

Teasing - name calling, insulting, or other behavior that would hurt others' feelings or make them feel bad about themselves

Exclusion - starting rumors, telling others not to be friends with someone, or other actions that would cause someone to be without friends

Physical Bullying - pushing, slapping, grabbing, flicking, poking, pinching, tripping, or other violations of personal space

Severe Physical Bullying - punching, kicking, and similar behavior that could result in injury to others

Threat of serious violence – threats of using a weapon, or other conduct, which should be immediately reported to the police

Harassment – racial-ethnic, or sexual name-calling or other severe harassment

A total of 3 tardies will be combined to result in a 30-minute detention.

Once the detention has been served, the tardy count will start over; however, a running total will be kept, and more severe consequences may result for excessive tardies.

Once the detention has been served for minor infractions, the count will start over; however, a running total will be kept, and more severe consequences may result for excessive infractions.

A student who accumulates 10 or more minor infractions or a combination of major and minor infractions during a semester may be recommended for a long-term suspension from school for the remainder of the semester.

A student who accumulates three unexcused absences in an advisory will receive a 1 1/2 hour detention. (No points will be given.)

A student accumulating 6 or more unexcused absences in an advisory will be deemed a student NOT in good standing.

** Teachers will have input on the discipline level and points, but the administration will make the final determination.*

LOCKERS

Lockers will be assigned to all students. Each student will be given the combination to his locker. Students are asked not to write on the inside or outside of lockers. Lockers are school property and subject to search by school personnel.

Students are reminded not to leave money and other valuables in their lockers, dressing rooms, or elsewhere in the building. Items of value may be checked into the office for safekeeping during school hours.

Keep your locker clean and orderly. Be sure that the doors are always closed. Do not get into anyone else's locker. Respect the property and privacy of other students.

Students will be allowed to carry a backpack to and from classes. Backpacks will be allowed in the classroom as long as they do not block walking paths or impede movement within the classroom. Teachers may ask students to leave backpacks in their lockers if they impede classroom movement and become a safety hazard.

Students will not be allowed to carry multiple or athletic bags to their classrooms. All classroom items needed should fit in one backpack.

PROHIBITED ITEMS

The following items are NOT allowed in school as they are a distraction in classes and have also been associated with negative behavior: small pocket knives, lighters, laser pointers, hacky sacks, music-playing devices without the permission of the instructor*, and personal laptops/tablets*.

*(*The exception to this rule would be if the student has an IEP, which indicates it would be to their advantage to have such devices, then these will be allowed in the classroom; otherwise, they will be banned during the school day.)*

HANDHELD DEVICES

Handheld devices may not be used during class periods. Violations of the district's technology use policy or the building's student discipline policy may result in a ban on all handheld devices for the student(s) for a period of time designated by the building administration.

SEARCHES

When a reasonable suspicion arises that a student is involved in illegal, illicit, or disruptive behavior, the principal can search and confiscate items considered illegal, illicit, disruptive, or a general nuisance to the educational process. Searches will be conducted per the regulations set forth by the State of Kansas. Without notice, the school resource officer may utilize trained dogs to assist in preventing and detention of controlled substances on school property.

The school is not responsible for the loss or theft of improperly secured items or prohibited items.

Medications

Prescription medication: The medication is to be brought to school in the original container appropriately labeled by the pharmacy, or physician, stating the name of the medication, the dosage, and the time to be administered. Ask the pharmacist about an extra bottle for school. The first dose of ANY medication must be given by the parent/guardian. Medications are kept in a locked cabinet in the health room and given by the school nurse or a trained staff member. Exceptions for non-controlled prescriptions will be made on a case-by-case basis.

Non-Prescription Medications (over-the-counter)

Non-prescription medications must be kept in the nurse's office and must have a written parent/guardian consent on file in the nurse's office. These medications must be in the original container. Dosage will be administered per the bottle directions (based on age/weight) unless there is a written order from the doctor. ALL MEDICATIONS must be kept in a locked cabinet in the nurse's office.

Health Room Stock: During enrollment, parents may choose to authorize the use of frequently requested OTC medications to be given by the school nurse or delegated staff. These include Acetaminophen/Tylenol, Ibuprofen/Motrin/Advil, Tums, antihistamine(diphenhydramine or cetirizine), antibiotic ointment, hydrocortisone cream, cough drops, and sunscreen. The nurse will contact the parent whenever the health room stock is administered to an elementary student and on a case-by-case basis with middle and high school students. No physician order is needed for the health room stock. Our goal is to minimize absenteeism and student discomfort while in the school setting and maximize instructional time. Dosing of medication will be according to the package labeling based on age/weight. Brand names list some medications to assist in recognition of the medication, although a comparable brand or generic equivalent may be stocked/used.

Emergency Medications

The carry and self-administration of emergency medication used for the treatment of anaphylactic reasons or asthma is permitted for students K-12 if the student meets the following criteria:

- A written physician's order and parental consent are on file in the school health office. Written consent must include the name and purpose of the medication, the prescribed dosage, the conditions under which the medication is to be self-administered, any additional special circumstances under which the medication is to be administered, and the length of time for which the medication is prescribed.
- The written consent from the physician and parent or guardian will also show that the student has been instructed on self-administration of the medication and is authorized to do so in school.
- The medication will be brought to school in the original container appropriately labeled by the pharmacy or physician, with the student's name, the medication name, dosage, and times to be administered. It is recommended that the pharmacy label be applied to the mouthpiece of the asthma inhalers rather than the box. This helps in the identification of inhalers that might be lost or misplaced.
- The school district and its employees are not liable for lost or misplaced inhalers or epi-pens.

SMOKING, DRINKING, AND ILLEGAL DRUGS

The use, possession, or disbursement of tobacco/nicotine products (including e-cigarettes and vapes), alcoholic beverages, or illegal drugs by students is prohibited in the school building, on the school grounds, in school transportation vehicles, and on school activity trips, or any school-sponsored function, either at the school or away. Silver Lake The School District will actively enforce this policy.

Drug-Free School - Student Conduct

As a condition of continued enrollment in the district, students shall abide by the terms of this policy. Students shall not unlawfully manufacture, distribute, dispense, possess, use, or be under the influence of illicit drugs, controlled substances, tobacco, vapes, or alcoholic beverages on school district property or at any school activity.

If a school official or School Resource Officer has reasonable suspicion that a student is under the influence of alcohol violating this policy, s(he) may request the student submit to a calibrated Preliminary Breath Test (PBT) test to determine the presence of alcohol. The breath-screening device used shall be approved by the Kansas Department of Health and Environment for the purpose of determining the presence of alcohol in a person's breath. The School Resource Officer or another law enforcement officer shall administer this test. If neither the School Resource Officer nor another law enforcement officer can be available in a timely manner, then a school administrator trained on how to use the approved Preliminary Breath Test device and how to evaluate test results may administer a breath test.

The results of the Preliminary Breath Test, or the fact that a student refused to submit to breath testing, may be used in any hearing or proceeding regarding a student's discipline, suspension, or expulsion. Students who violate this policy shall be subject to disciplinary action per Board policies and established procedures.

An offense must be verifiable via student admission, police reports, documents from a court of law, direct observation by school personnel, or other evidence that is found to be reliable. Activities suspensions may carry over from one season to the next and/or from one school year to the next.

Any student violating the terms of this policy shall be reported to the appropriate law enforcement officials and shall be subject to the following sanctions:

1. First Offense: A first-time violator shall be subject to the following sanctions:

- A. A punishment up to and including long-term suspension, with the possibility of expulsion;
- B. Suspension from all student activities for a period of not less than ten and no more than twenty calendar days;
- C. As a condition of re-admittance to school following this violation, the administration may require the student to undergo a complete drug and alcohol analysis at an acceptable program, with proof of program admittance.

(Names[s] of acceptable programs are on file with the board clerk.)

D. Students in possession will be subject to a drug test.

2. Second Offense:

A second-time violator shall be subject to the following sanctions:

- A. A punishment up to and including long-term suspension, with possibility of expulsion;
- B. Suspension from all student activities for a period of not less than thirty calendar days;
- C. A student placed on a long-term suspension under this policy may be readmitted on probationary status if the student agrees to complete a drug and alcohol rehabilitation program at an acceptable program, with proof of program admittance.

(Name[s] of acceptable programs are on file with the board clerk.)

3. Third and Subsequent Offenses: a student who violates the terms of this policy for the third time, and any subsequent violations, shall be subject to the following sanctions:

- A. A punishment up to and including expulsion from school for the remainder of the school year;
- B. Suspension from participation and attendance at all school activities for the year;
- C. A student who is expelled from school under the terms of this policy may be readmitted during the term of the expulsion only if the student has completed a drug and alcohol education rehabilitation program at an acceptable program, with proof of completion.

(Names[s] of acceptable programs are on file with the board clerk.)

Students who are suspended or expelled under the terms of this policy will be afforded the due process rights contained in board policies and Kansas statutes, K.S.A. 72-6115, et seq. nothing in this policy is intended to diminish the ability of the district to take other disciplinary action against the student per other policies governing student discipline. If a student agrees to enter into and complete a drug education or rehabilitation program, the cost of such program shall be the responsibility of the student and his/her parents. Drug and alcohol counseling and rehabilitation programs are available for students of the district.

A list of available programs with names and addresses of the contact persons for the program is on file with the board clerk. Parents or students should contact the program director to determine the program's cost and length.

USD 372 RANDOM DRUG TESTING ACTIVITIES POLICY

The purpose behind the USD 372 Random Drug Testing Policy is to provide a safe, drug, alcohol, and nicotine-free educational setting for all students. This policy is designed to help students manage the social and peer pressure that may lead to the use of illegal substances. Our mission is to help guide all students in making positive decisions and to provide a proactive platform in the battle against substance abuse.

USD 372 highly encourages all students experiencing alcohol or substance abuse issues to seek support and resources to quit. All students are able to confidentially report issues to school nurses and counselors at any time without consequence.

The use or possession of alcohol, illegal substances in any form (e-cigarettes, nicotine pouches, chewing tobacco, etc.), including electronic nicotine or other substance delivery devices, vaping in any form, illegal drugs, or prescription drugs without a valid medical prescription is prohibited. Students representing Silver Lake High School in school-sponsored activities are subject to the provisions of the USD 372 Random Drug Testing Policy. Additionally, parents are encouraged to opt-in their student(s) to the Random Drug Testing Policy regardless of activity participation. Please see the policy and procedures below.

Participation in extracurricular activities is a privilege. Any student who chooses to abstain from the USD 372 Random Drug Testing Policy will relinquish their ability to participate in activities. This includes, but is not limited to:

**Participating in KSHSAA-sponsored activities, such as Musical or Theater performances
School dances, including Homecoming, Winter Royalty, Prom, School Clubs, and Organizations:**

FFA	NHS
Art Club	Green Thumb Club
E-Sports	Mu Alpha Theta
Spanish Club	Powerlifting
Eagles Nest	S.A.L.T.

Testing Procedures

1. The Kansas Drug Testing Facility will randomly select students for testing throughout the school year. All tests initiated through this program will use a urine sample. All individuals participating in any extracurricular activity must have a completed consent form on file yearly by the date designated by the school administration (August 25th, 2025).
2. Both the parent/guardian and the student are required to sign the consent form. Students who do not have written consent on file by the determined date, must participate in a test before becoming eligible to participate in district activities/events as specified in this policy. The test will be at the expense of the parent/student.
3. The Kansas Drug Testing Facility will be on-site on the day of testing to conduct all sampling procedures. Kansas Drug Testing will collect, seal, and transport all samples to the lab testing facility. USD 372 administration or employee designees will NOT be involved in the sampling process or procedure.
4. Students will have up until the time of collection to self-report. Students will still test, be given an automatic after school detention and parent/guardian will be contacted and informed of the self-report and substance reported. A positive test for a substance other than what was self-reported will be communicated to the parent or guardian. A student that utilizes the self-report option would not be allowed to utilize that option again until 12 months have passed. The administration will contact all parents/guardians by phone regarding positive test results.
5. Students who test positive will meet with their parents/guardians and a member of the administration to review results and policy implementation.
6. Positive test results are considered cumulative for 12 months following the first positive result.
7. A positive test result will result in the following action:
 - A: Students will NOT be allowed to attend or participate in any activities or events during their suspension. The level of participation in practices for return to play purposes will be determined by coaches, sponsors, and administrators.
 - B: To ensure students are taking restorative steps in abstaining from use, any student who tests positive, self reports, or is found to be in possession will be required to retest at the next testing opportunity.
 - C: USD 372 will support the student and the parents/guardians by providing information regarding drug education and/or treatment program options.

Offense	Self- Report	First Positive Test Result	Second Positive Test Result
Tobacco/ Nicotine/Alcohol	Detention/Parent Notification	10 calendar days	30 calendar days
Marijuana, THC	Detention/ Parent Notification	15 calendar days	35 calendar days
Prescription Meds, Methamphetamine, Cocaine, Fentanyl, Heroin, Opioids	Detention/ Parent Notification	20 calendar days	40 calendar days
Refusal to Test		20 calendar days	40 calendar days

8. A THIRD cumulative positive test result will result in the following consequences:

A: Suspension from all student activities, participation, and attendance for a full school calendar year (180 school days).

B: USD 372 will support the student and the parents/guardians by providing information regarding drug education and/or treatment program options.

9. Prevention and Resiliency Services (PARS) provides drug and alcohol evaluations and education for youth and adults referred by schools, courts, therapists, community agencies, and families to assist and empower them to make healthy changes. Students found in violation of the USD 372 Random Drug Testing Policy may be referred to PARS to receive assessment and services. PARS will provide confirmation of the completed assessment and recommendations to school officials if the parent and/or student consent to the PARS services.

10. Test results will be available only to the student, the parents/guardians, and school officials with a legitimate need to know the information.

11. Students may be tested more than once during the school year and several times during their four years at Silver Lake High School.

12. If parents or guardians question the validity of the test results, they may request a second test to be administered at their own expense (by KDTF). Test results may be challenged in writing by a parent or guardian within 24 hours of notification of a failed test. A new sample will be collected within 24 hours of the written challenge to the original test results.

13. After being randomly selected, refusal to submit to a drug test will constitute a failed test, and the listed consequence will be enforced.

BUILDING AND SCHOOL PROPERTY

The parents and the members of this community spend money annually to maintain the buildings and equipment in excellent condition so that students may secure a sound education. Students must respect all school property at all times. Parties responsible for defacing, breaking, or destroying school property will be charged accordingly.

1. Respect all adjoining property—use the sidewalks at all times. Avoid walking on the school lawn or the lawns of the neighboring properties.

2. During the summer, the building is cleaned, painted, and repaired. Please, keep the building clean and sanitary. This makes the school welcome to students, staff, and visitors.
3. Anyone using the gym must wear gym shoes to protect the floor. In addition, students need to follow instructions from the coaches and the staff to keep the gym and locker rooms in order.
4. Custodians in the building work to keep the building neat and clean. Proper disposal of waste materials will help keep the school orderly.
5. Every student and staff member should contribute to the neatness and organization of the campus.

LIBRARY USES AND SERVICES

The library is a central area where students and staff members may be for information and pleasure reading. By its selection of books, magazines, and newspapers, the library is especially adapted to meet the needs of the people who use it.

Although each library patron should be able to use the library efficiently, the librarian welcomes any questions and will gladly instruct in using library facilities. Its appearance and atmosphere depend upon your words and actions, the student. Since the library is yours, you should make it a place where all feel welcome and everyone will feel proud.

To provide orderly service, it is necessary to have some regulations.

1. No material should be taken from the library unless it is properly checked out from the circulation desk.
2. All books, except reference books, are to be checked out for a three-week period and can be renewed for an additional two weeks. Reference books are not to be taken from the library without permission from the librarian.
3. Current periodicals, including newspapers, will be used only in the library. The student is asked to return the periodical to the proper location.
4. The library hours will be 7:55 - 3:05 each day. The library closed during one lunch period.
5. Further rules and regulations concerning the use of the library will be made at the discretion of the librarian.

STUDENT DRESS POLICY

Appearance does affect the learning atmosphere of a 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. The board advocates a dress code for all students attending the district's schools. The universal dress code for school days (**including physical education and conditioning classes**) and activities for which the district is being represented both home and away are as follows:

1. Appearance must be neat and clean.
2. Decency and good taste are required.
3. Shorts/skirts may be worn if an appropriate length and fit.
Appropriate fit **MUST** be at a length, which is no shorter than a fully extended arm with a fist.
5. Hats and hoods are to be removed upon entering the building. They will be kept in lockers except on days designated by the principal.
6. All garments worn must be free of drug, alcohol, or other themes and/or pictures, which may be construed to have a meaning that is not in good taste for an educational setting.
7. Garments worn must cover all undergarments, midriff, and back.
8. Certain jewelry and accessories can cause a safety concern; all such jewelry is prohibited.
9. Shoes must be worn at all times while on school premises other than while showering. Types of footwear not appropriate includes but not limited to: house slippers, one-piece pajamas, etc.

Teachers' requests should be obeyed; **however, should a disagreement arise, the administrator's decision is final.** Because of the safety hazards involved in some class activities (e.g., shops, field trips, etc.), students in these classes must dress suitable for the conditions, as the instructor requires.

Any student involved in extracurricular activities in which the student represents Silver Lake schools in outside school activities must abide by the dress policy outlined both here and by the sponsor, subject to approval by the administration.

HIGH SCHOOL DANCES

At all high school dances only students from Silver Lake High School and their dates are to be admitted. Students below high school level will not be admitted. No dates over the age of 19 will be admitted.

There will be no drinking of intoxicants or alcoholic beverages by anyone present. Anyone who has been drinking or does drink during the dance will be subject to the Drug and Alcohol Policy of the district.

All dances will end no later than 12:00 a.m. Once the dance has started, no student or guest will be permitted to return after leaving the building. Students bringing an outside date must have a signed permission form on file in the office from the parent, and both Silver Lake and their date's home-school administration before each dance.

JUNIOR HIGH DANCES

A minimum of two teachers must sponsor a dance if one is to be held. Once students arrive, they must remain in the designated dance area. Parents will be informed if students leave early. No alcohol, drugs, bullying, or fighting will be allowed. If this rule is broken, the dance will end immediately. Only SLJH 7th or 8th graders may attend the dance. Students are required to be in school the day of a dance in order to attend.

NO outside students can attend junior high dances.

ORGANIZATION AND CLASS PARTIES

Organizations and classes may hold one party during the year. The organizations and classes and the sponsors, with administration approval, will decide the time, place, and date of the party. All school social events during the week will be terminated by 10:00 p.m. Invitation to social events may be made only to students of SLHS and their guests, or its employees. Parties must be held prior to May 1. All money making projects must be completed by May 1.

CLASS AND ORGANIZATIONAL MEETINGS

Class sponsors must be present at the time of the meeting. The principal must approve all class and organizational projects. Meeting times will need to be on file in the office. No student is eligible to hold more than one major office or position each year. Major offices or positions are defined as follows:

Class President
Organizational Presidents

STUDENT COUNCIL

Under the direction of the faculty, the student government is operated by the Student Council, which is representative of the whole school. It is a means by which students can express their opinions to the faculty and administration. The Student Council is responsible for such activities as school parties, community service projects, school elections, and other activities closely connected with student life.

HAZING

Hazing is conduct, which is an abuse of power and violation of human dignity, which impinges upon or invades the rights of others. Each sponsor or coach will establish his/her own guidelines that are approved by the administration. Students violating this policy will be addressed by the administration and supervising staff. Sponsors of organized activities may require the students to meet more specific guidelines regarding hazing.

1. Sponsor(s) and administration will investigate the report of possible hazing.
2. If hazing did occur, the sponsor and administration will discuss consequences, with administration having the final decision on all consequences. In the event individuals cannot be found to be accountable, an entire group will be held accountable and consequences will be applied to all in the group.
3. Teacher/coaches will provide to students examples of acceptable and unacceptable behaviors at the beginning of each activity; i.e., acceptable: carry out tackling dummies, put away basketballs, pick up and put away baseball team equipment; i.e., unacceptable: student physically attacking or abusing another student, student being forced to

embarrass himself in front of other students.

TORNADO, FIRE, & LOCKDOWN DRILLS

Tornado drills will be held regularly. Students need to follow the directions given by their teachers.

Fire drills will be held regularly.. The purpose of any fire drill is to clear a building of its occupants as quickly, quietly, and effectively as possible. All students will vacate the building as directed by their instructors.

Lockdown drills will be held regularly. The purpose of the lockdown drill is to familiarize students and staff with procedures and guidelines intended to ensure safety during various emergencies.

During the school year, if it is necessary to either dismiss school early or not to have school because of bad weather, parents and students will be informed by Topeka WIBW TV, radio stations, and School Reach. Please do not call the school.

