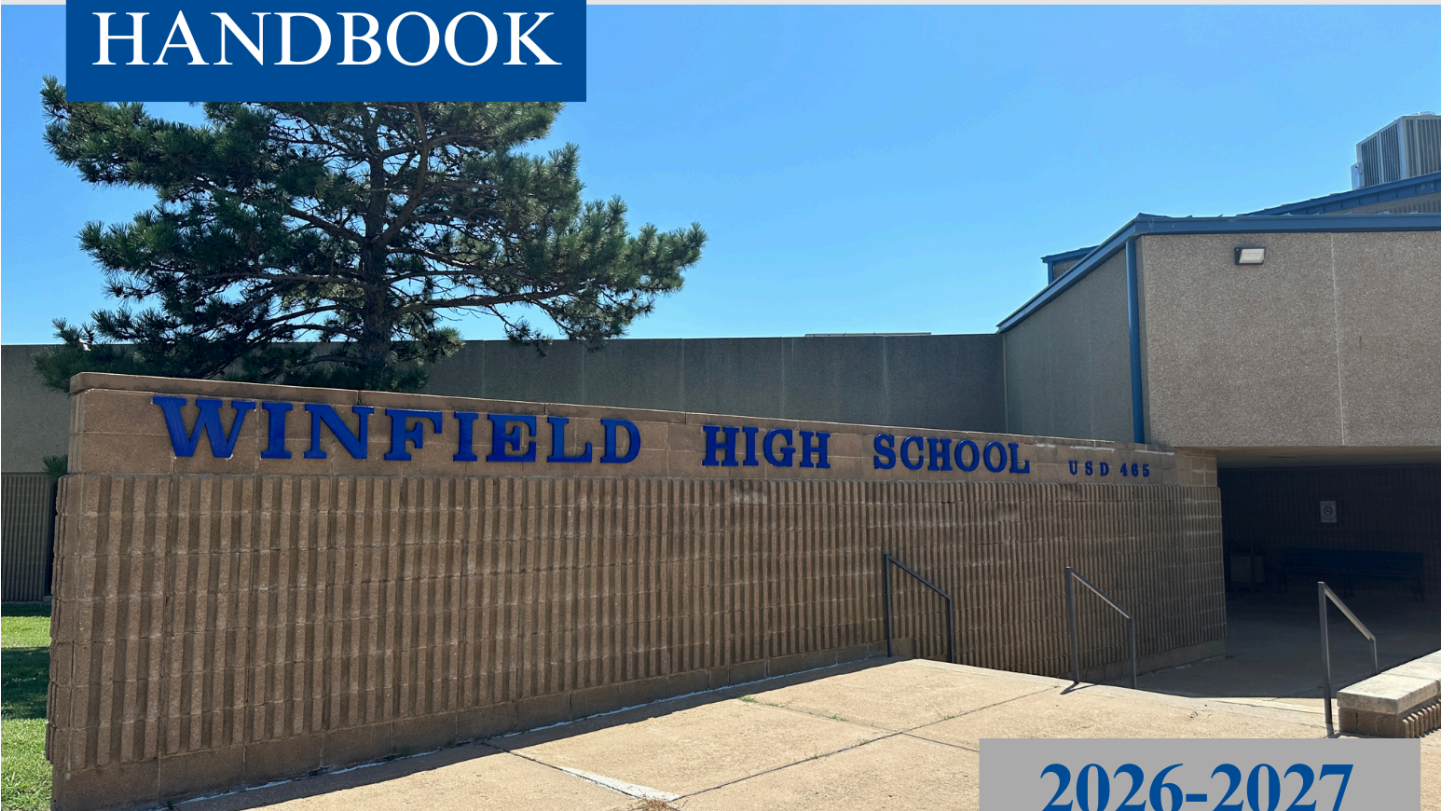




WINFIELD HIGH SCHOOL

STUDENT

HANDBOOK



2026-2027

300 Viking Blvd Winfield, KS 67156
Phone: 620-221-5160 Fax: 620-221-5165

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WELCOME

Welcome to Winfield High School, Home of the Vikings! On behalf of the administration and staff at Winfield High School, we wish to extend a very special welcome to each and every student during the 2026-2027 school year. We challenge you to do your best and to get involved in extracurricular activities during your stay at WHS. The more you involve yourself in school, the more likely you will be to succeed. We are here to support your growth and development throughout the school year. Please let us know if we can assist you in any way. It's a great day to be a Viking!

Best Wishes,

Rhonda Hockenbury, Principal

Ashley Dalian, Assistant Principal

Curtis Phillips, Assistant Principal

Mission Statement

Winfield High School will provide a safe and challenging learning environment in which the staff will encourage and give all students the opportunity to:

- Gain a firm foundation of basic knowledge and skills
- Develop the ability to apply problem-solving, critical thinking, effective communication, and technical skills to academic and applied situations
- Develop lifelong learning strategies, a positive work ethic, and pursue a healthy lifestyle in order to be active, responsible citizens
- Develop an awareness of cultural diversity and its influences on society
- Demonstrate personal integrity and responsibility in their decision-making processes

Fight Song

We're here to cheer for Winfield High School.

Here to win the fight.

(Fight! Fight! Fight!)

Here to cheer the Vikings onward,

Make it a Viking night.

(Night! Night! Night!)

We've got spirit with us tonight

Let us hear it – Go Vikings Fight

Hail, Hail , the gang's all here

And we're ready for a Viking night

Alma Mater

Hail Alma Mater...

Hats off to you!

Ever you'll find us

Loyal and true

Firm and undaunted

Always we'll be...

Hail to the school we love

Here's a toast to thee!

BOARD OF EDUCATION

Unified School District #465

Kinnie Ledford
Ed Trimmer
Roy Andreas
Andrea Ball
Jalaine Richardson
Sarah Morton
Gregg Follmer

DISTRICT ADMINISTRATION

Superintendent –Tricia Reiser
Assistant Superintendent – Phil Bressler

HIGH SCHOOL ADMINISTRATION

Rhonda Hockenbury, Principal
Ashley Dalian, Assistant Principal
Curtis Phillips, Assistant Principal

HIGH SCHOOL ACTIVITIES DIRECTOR

John Kaufman

DISTRICT MISSION STATEMENT

The Mission of USD 465 is developing responsible citizens for the future.

BELIEF STATEMENTS

1. Education is a life-long process.
2. All children can learn and have a right to learn.
3. Individuals learn best in a challenging positive atmosphere.
4. Self-motivation is essential for achievement.
5. Positive self-esteem is vital for student success.
6. Positive parent support will increase student success.
7. Community involvement is an essential element.
8. Everyone has the right to fair and equitable treatment.
9. Collectively, we can accomplish whatever we desire.
10. Each person is responsible for self and to others.
11. There is dignity and value in diligent effort.
12. Honesty is an essential factor in all human relationships.
13. Any compromise in a commitment to excellence is an injustice.
14. The primary purpose of education is teaching to learn in a safe and secure environment.
15. Quality and quantity of time with a student is invaluable.

Enrollment

Proof of Address: Acceptable documents include a current utility bill (gas, water or electric) showing the student's address, or a current rental or purchase agreement. If these documents are not available, an affidavit signed by the parent or the enrolling adult will be accepted.

Proof of Name and Age: Acceptable documents include birth certificate, baptismal certificate, family Bibles that dutifully record births and deaths, or other hospital documents or certificates. An affidavit filled out by the enrolling adult, attesting to the child's name and age, will also be accepted.

Kansas Certification of Immunization: Kansas requires all children entering school for the first time in Kansas to provide their immunization records prior to admission to and attendance at a public school. A health assessment is now required for school entry for children through 8 years of age who have not previously enrolled in a Kansas school.

ENROLLING NEW STUDENTS

Procedures for enrolling new students during a quarter: New students enrolling at WHS during a semester will be handled in the following manner:

- Attempt to match the student's schedule from the previous school.
- Transfer grades will be calculated into WHS grades.

Bell Schedule

BELL SCHEDULE

• • • • • • • • • •

1ST BLOCK 8:00 - 9:34

EXCEL 9:39 - 10:14

2ND BLOCK 10:19 - 11:51

3RD BLOCK 11:56 - 1:58

A - LUNCH 11:56 - 12:26

B - LUNCH 12:31 - 1:01

C - LUNCH 1:06 - 1:36

4TH BLOCK 2:03 - 3:35

ABBREVIATED SCHEDULES

Students must be in the 12th grade **with no fewer than 22 credits** to request an abbreviated schedule.

- Abbreviated schedules are permitted for 2nd semester only.
 - Students must stay enrolled in **6** classes.
 - Deadline for requests for an abbreviated schedule must be turned in to the guidance office by **DECEMBER 1st**.
 - To request an abbreviated schedule, the student will need to pick up the request form in the high school office.
 - Students must schedule a meeting with parent, principal, and counselor to complete the form.
 - Meet with the principal, counselor, and parent to discuss and sign the completed form.
 - The principal reserves the right to not grant an abbreviated schedule request based on first semester grades, behavior, and attendance (including tardies).
 - **During the abbreviated semester if a student's attendance falls below 80%, the student will NOT be allowed to walk at graduation.**
- **Note: It is the student's responsibility to remain in contact with the student services office in regards to completing all requirements for graduation. This includes being prepared for the Portfolio/Exit interview.**

General Information

Building principals shall only release a student during the school day with a written or verbal request from the student's lawful parent or person acting as a parent. **This includes students 18 years of age and older, unless the student has been emancipated.** Before releasing a student during the school day, the building principal or their designee shall be responsible for verifying the identity of the person seeking release of the student. If the principal is not satisfied with the identification provided by the person seeking release of a student or if the safety of student(s), staff members(s), or others would be endangered by orchestrating the student's release from school, the student's release may be refused. Students shall not be allowed to run personal errands for school employees off school premises during the school day.

Students may **NOT** be checked out of the building for lunch. Between the hours of 11:15 am and 1:45 pm, students who are checked out more than three times per semester (without a doctor's note or documentation) will be given unexcused absences. **Students may not make up work for credit when an absence is unexcused.**

STUDENT ID BADGES

Rationale: To increase security at Winfield High School, new student identification (ID) badges will be enforced for the 26-27 school year. Badges will improve the safety of all stakeholders on campus by allowing staff to identify WHS students on a daily basis. They will also enable first responders to identify students in an emergency. ID badges are required for all staff members and students on our High School campus. Students must use ID badges for breakfast, second chance breakfast, and lunch.

Policy: WHS will issue two student identification badges and lanyards at the start of each school year. One of the ID badges will be held in the office in the event the primary ID cannot be located. Replacement ID badges and lanyards may be purchased before 1st period in the office for \$5.00. Students must always wear their ID badges while on campus during the instructional day.

There are two exceptions:

1. During an athletic practice or event.
2. In classrooms where wearing a lanyard would be impractical or potentially unsafe.

Guidelines:

1. ID badges must be visible on a lanyard and worn outside the student's clothing between the shoulders and above the waistline.
2. Students must present their ID badges for breakfast and lunch.
3. Students may **not** wear the ID badge of another student.
4. Students may not alter or deface their ID badge in any way.
5. Students must present their ID badge upon request by school staff.
6. Lost, stolen, damaged or altered ID badges must be replaced immediately.
7. Staff will do periodic ID checks during the school day. Students not in compliance will be removed from class and sent to the office.

Enforcement:

1. Staff members will scan for student IDs before the 1st hour. Students without IDs will be directed to put on their replacement ID or to go to the Office to purchase a replacement.
2. 1st-hour teachers will conduct an ID check at the beginning of the period. Students will be directed to the main office for direction or discipline.
3. WHS staff will conduct random ID checks in the hallways or classrooms throughout the school day. Students out of compliance will be directed to the main office for direction.

Corrective Action Steps for ID usage:

1st offense: Verbal Warning, chance for retrieval or purchase of ID

2nd offense: ISS (1), After purchasing 3 ID badges, students will be assigned ISS

FAQS:

Where do I get replacement ID badges after I have lost my free replacement badge?
Replacements are available in the Office and can be purchased with a lanyard for \$5.00.

Do I have to wear the school-issued lanyard? No. Students may wear a lanyard of their choice as long as it is school-appropriate and does not extend below the waistline.

When do I have to wear my ID badge?

Students must wear their ID badge from the time they arrive on campus until they leave in the afternoon.

How do I pay for a replacement ID badge?

\$5.00 cash or can be charged to the student's account.

What happens if I wear another student's ID badge?

Wearing another student's ID will result in immediate suspension.

CREATIVE LEARNING COMMUNITY

The Creative Learning Community (CLC) is an alternative learning opportunity for students at WHS by application only. For further information about the CLC, please contact Rhonda Hockenbury, Principal or see your assigned counselor. Applications are approved through a committee made up of teachers, counselors, and administrators.

EARLY GRADUATION

School Board Policy JFCA

The student must reasonably be expected to satisfactorily complete all state and local graduation requirements of subjects and credit units or their accepted equivalents in order for consideration to be given to any request. The following procedures will be utilized: Each request is to be determined by the board on the merits of the individual circumstances; one case shall not set a precedent for others. A student who, for educational and vocational reasons, wishes to graduate from high school in less time than the normal four-year grade 9-12 sequence may request permission for early graduation.

- 1) The student and parents shall consult the high school administrative and/or student services personnel in order to develop a graduation plan.
- 2) The student shall request in writing permission for early graduation with reasons supporting his/her plan and request.
- 3) Examples of reasons to be given consideration are hardship circumstances; vocational opportunities; enlistment in the military occupations; pursuit of a continuous specialized education objective; and college entrance.
- 4) A parent or the legal guardian of the student must submit a letter in support of the student's written request. The request letters to the board are to be submitted to the building principal no later than six months prior to the anticipated completion of the required high school program.

GRADES

Board of Education Policy IHA

The superintendent or his/her designated representative shall ensure that a uniform system of achievement-based grading will be implemented, evaluated, and reviewed annually. The policy relates only to the relationship between percentages and letter grades with the teaching staff retaining discretion in the determination of other grading practices.

Board of Education Policy IHA – JF

Grade Level Description and Justification

In the event percentages are not used for evaluating student work, the following descriptors shall apply when appropriate to a specific grading situation:

A level work = Excellent 90 – 100 = A

- Student product highly exceeds standards.
- Shows a high level of student initiative.
- Usually incorporates critical thinking skills.
- Communicates and cooperates effectively with peers at all times.
- Consistent, independent growth and progress shown.

B level work = Above Average 80 – 89 = B

- Student product is above standards.
- Above average initiative shown by the student.
- Often incorporates critical thinking skills.
- Usually communicates and cooperates effectively with peers.
- Growth and progress shown with minimum assistance.

C level work = Average 70 – 79 = C

- Student product meets standards.
- Shows average initiative.
- Some evidence of critical thinking is present
- Completes assignments with peers, though cooperation is not always consistent.
- Growth and progress shown with assistance.

D level work = Below Average 60 – 69 = D

- Student product is approaching standards.
- Initiative may be present sporadically, but is usually absent
- Student has difficulty communicating and cooperating with peers
- Limited growth and progress shown, even with assistance

F level work = Failing Below 60 = F

- Student product does not meet minimum standards.
- Little or no initiative shown.

- Unable to communicate or cooperate with peers.
- No attempt at incorporating critical thinking skills.
- No growth or progress shown, even with assistance.
- Failing may also indicate excessive absences and failure to make up work missed.

I = Incomplete Work

As a general policy, students will be graded “incomplete” only when they have been absent for an extended period of time due to illness and have not had an opportunity to complete their work. The student will then have a maximum of two weeks to make up for this incomplete after their return to school or it will automatically become an “F”. An incomplete will not be the final grade in a course. Students generally can be given a final evaluation even if absent during the last week or two of the term. Exceptions to, or modifications of this general policy, will be made only by the principal and on an individual basis.

Note: Because of the variety of work required in different courses, each teacher has the flexibility to assign grades according to the grade level descriptors immediately preceding this statement.

Grade Point Average and Class Rank

Grades will be counted towards class rank and G.P.A. beginning in grade nine. G.P.A. and rank will be tabulated at the end of the ninth grade year and each semester thereafter. All subjects that give a letter grade will be averaged into the G.P.A. Credit will be on a semester basis. Students will receive 1/2 credit for each semester class and 1 full credit for each year class.

RENAISSANCE CORD REQUIREMENTS

AP	Copper	Two or more AP tests
Art	White	3 credits of Art with a 3.0 GPA. Independent Study is included
Career & Technical Education	Purple/Pathway Color	CTE Concentrator
Debate/Theater Arts	Light Blue/Silver	Debate /.5 credits of Debate or Forensics AND participate in 3 years of tournament competitions. OR 3 accredited college level credits of Speech with a 3.0 GPA or higher AND 2 years of tournament competitions. Theater Arts /1.5 credits including Theater Arts I, II, and Adv. Theater Arts with a 3.0 GPA.

Health/PE	Sage	.5 credit of Health with 4.0 or better and 1 or more credit (2 classes or more) of PE with a GPA of 3.0 or better in all classes.
Language Arts	Light Blue	3.5 credits of English (including at least 1 Pre-AP, AP, or Comp class) with a 3.5 GPA OR 4 credits of English + 2 elective ELA classes (Creative Writing, Mythology, Debate, Forensics, Speech, Communications).
Math	Black	Beyond Alg. II w/3.0 GPA. (Black): 3.5 credits with a 3.0 GPA; the credits must include the completion of Trig/Precalculus and/or Probability and Statistics and/or College Algebra.
Music	Pink	Letter requirements (must letter Senior year).
Science	Peacock	5 credits of Science with a 3.0 GPA; the 5 credits must include 1 credit Earth/Space Science, 1 credit Biology, and 2 credits from Chemistry, Anatomy and Physiology or Physics.
Social Science	Citron	3.5 credits of Social Science courses with a 3.0 GPA.
World Language	Red/ White	Completed 4 credits of SAME foreign language with a 3.0 GPA or better average in the language classes.

LATIN HONORS

<i>College Ready Honors</i>			
	<i>Cum Laude</i>	<i>Magna Cum Laude</i>	<i>Summa Cum Laude</i>
	<i>“With Distinction”</i>	<i>“With Great Distinction”</i>	<i>“With Highest Honor”</i>
<i>Cumulative Weighted GPA</i>	<i>3.50 or higher</i>	<i>3.7 or higher</i>	<i>3.9 or higher</i>
<i>Program Completion</i>		<i>Completion of KS Scholars</i>	<i>Completion of KS Scholars</i>
<i>Math</i>	<i>Algebra 2</i>	<i>Algebra 2 + 1 higher level math</i>	<i>Algebra 2 + 1 higher level math</i>
<i>Science</i>	Chemistry	<i>Chemistry <u>OR</u> Physics</i>	<i>Chemistry <u>AND</u> Physics</i>
Additional Requirements		Additional .5 credit of Social Science	3.5 credits of ELA; 4 credits of Social Science, one of which is an AP course or a concurrent college course
<i>Stole Color</i>	<i>Copper</i>	<i>Silver</i>	<i>Gold</i>

<i>Career Ready Honors</i>			
	<i>Cum Laude</i>	<i>Magna Cum Laude</i>	<i>Summa Cum Laude</i>
	<i>“With Distinction”</i>	<i>“With Great Distinction”</i>	<i>“With Highest Honor”</i>
<i>Cumulative Weighted GPA</i>	<i>3.50 or higher</i>	<i>3.7 or higher</i>	<i>3.9 or higher</i>
<i>Program Completion</i>	<i>Completion of a CTE Pathway /AVTS</i>	<i>Completion of a CTE Pathway /AVTS</i>	<i>Completion of a CTE Pathway / AVTS</i>
<i>Stole Color</i>	<i>Copper</i>	<i>Silver</i>	<i>Gold</i>

Report Cards

Grades are issued at the end of each semester through Skyward. If you would like a paper copy, please contact the Winfield High School office.

Classification of Students

While students are not retained at high school, this table indicates the pacing at which students should be earning credits. Students stay with their cohort year. Students are only enrolled in 4 consecutive years in high school.

Freshman	< 6.5 credits	< 9.0 credits
Sophomore	6.5 credits	9.0 credits
Junior	13.0 credits	15.0 credits
Senior	18.0 credits	21.5 credits

Overtime

Students are able to take part in Overtime, which will allow them two weeks to complete required work. This will be open to students whose final grade is between 52%-59% in core classes. Students will be allowed to complete missing assignments or tests to bring their grade up to a passing. The maximum grade a student can earn through Overtime is a 60%.

Repeating a Course

If a student fails a course required for graduation, the student will need to repeat that course either during the school year or in summer school. Once a passing grade is earned, both grades will remain on the transcript and both will count toward GPA and Class Rank.

GRADUATION REQUIREMENTS

To be eligible for graduation from WHS a student must:

- Be in good standing with the school (grades, attendance, and behavior).
- Earn 25.5 units of credit.
- Students will complete two or more postsecondary assets from either of two categories, aligned with their Individual Plan of Study.

- Must earn the final semester of high school credits through a USD 465 approved educational program.
- Seniors must receive a satisfactory marking from the interview team on both the portfolio and the exit interview.

GRADUATION REQUIREMENTS- STARTING WITH THE CLASS OF 2028

- Instead of four credits of English language arts (ELA), students will now need 3.5 credits of ELA and one-half credit of communication.
- Additional credit of a STEM elective.
- Instead of one physical education credit, students will now need a half credit of P.E. and a half credit for health.
- Instead of six electives, they will now need a half credit for financial literacy and 4.5 electives aligned with their Individual Plans of Study (IPS).

The graduation requirements also include student completion of at least two postsecondary assets (as defined by the KSDE)

Career & Real-World Examples:

- Youth apprenticeships
- 40 or more Community service hours
- Client-centered projects
- Workplace learning experience directly related to a student's IPS
- Industry-recognized certifications
- Seal of Biliteracy
- CTE Scholar
- Eagle Scout or Gold Scout
- 4-H Kansas Key Award
- Participation in Two or more high school athletics or activities
- JROTC
- 90% attendance rate throughout high school

Academic Examples:

- ACT composite (Score of 21 or higher)
 - WorkKeys level (Silver or higher)
 - 9+ college hours
 - State Assessment scores of 3 or 4 for Math, ELA, Science (demonstrating College Readiness)
 - Senior project / Senior Exit Interview
 - SAT score (1060 or higher)
 - Completing Board of Regents Curriculum
 - International Baccalaureate Exam (4+)
 - Advanced Placement Exam (3+)
 - ASVAB per requirement of military branch selected:
- **ASVAB cut scores 31 (USA), 32 (USMC), 35 (USN), 36 (USAF), 40 (USCG)

Must earn the final semester of high school credits through a USD 465 approved educational program. Seniors must receive a satisfactory marking from the interview team on both the portfolio and the exit interview.

GUIDELINES FOR HOME-SCHOOLED STUDENTS

1. Credits will be accepted from home schools on an individual basis.
2. Credit will not be given for a lab science, i.e. biology, physical science, etc.
3. Physical Education credits will not be accepted.
4. The home school is to provide documentation as to courses taken, clock hours for each class, and examples of homework, standardized tests, and other information needed by the school to determine proper placement and the granting of credits.
5. Winfield High School will evaluate correct placement in all levels of coursework including but not limited to Math, Science, English, Social Sciences.

Credits granted from home school will be recorded as “P” for pass on the transcript. The pass/fail grades will not be part of the Grade Point Average. Fifty percent of credits earned are to be letter grades in order to be eligible for the top ten percent of the class.

CLEARINGHOUSE ELIGIBILITY

To play any sports at any four year college you must meet specific eligibility requirements. Division I schools in Kansas are WSU, K-State and KU. Division II schools in Kansas: PSU, ESU, FHSU, Washburn, and Newman University. Students must register for the NCAA Clearinghouse, the official website for students and parents is www.eligibilitycenter.org.

SCHEDULE CHANGES

Enrollment is an important process that every student should take very seriously. Enrollment request forms should be signed by the students’ parents and returned to Student Services. Completed schedules will be considered final at the conclusion of the spring semester. Counselors are available the first six days of each semester and before school starts for any schedule changes first . Any

questions concerning schedules will be resolved at that time. After the six school day counseling period each semester, schedules will only be changed for one of the following reasons:

- i. Medical excuse in writing from family physician
- ii. Failure to meet prerequisites for a class
- iii. Administrative approval/request

There will be no other schedule changes. Changes during the school year will be based on the above reasons only.

To change a schedule more than 6 school days after the start of the semester, without any of the permissions above, the withdrawal will be on the transcript as 'WF' - Withdraw Fail.

Cowley/Southwestern Partnership

WHS partners with Cowley College and Southwestern for students to obtain dual credit. If you are interested please see your counselor.

ATTENDANCE Policy

USD 465 Attendance Policy

Absences and Excuses

JBD

USD 465 is dedicated to collaborating with parents and guardians to ensure regular school attendance for all students. Ensuring your child arrives at school on time every day is crucial for academic success. According to KS Statute K.S.A. 72-3121 school attendance is mandatory (see statute below).

***K.S.A. 72-3121 (c) (1):** Whenever a child is required by law to attend school and is enrolled in school, and the child is inexcusably absent therefrom on either three consecutive school days or five school days in any semester or seven school days in any school year, whichever of the foregoing occurs first, the child shall be considered to be not attending school as required by law. A child is inexcusably absent from school if the child is absent therefrom all or a significant part of a school day without a valid excuse acceptable to the school employee designated by the board of education to have responsibility for the school attendance of such child.*

Chronic Absenteeism: According to the Kansas State Department of Education (KSDE), “being chronically absent means a student is missing 10 percent or more of school, for both excused and unexcused reasons. This puts the student at a higher risk of not graduating high school and possibly becoming a high school dropout.” Chronic absenteeism is not the same thing as truancy. Chronic absenteeism considers excused and unexcused absences, and truancy considers only unexcused absences.

When a student is absent from school, an attempt shall be made to contact the parent or guardian to determine the reason for the absence. The principal has been designated to determine the

acceptability and validity of excuses presented by the parent(s) or the student.

Notification Procedures: Guidelines for notifying parents on the day of a student's absence shall be published in the student handbook.

Excused/Unexcused Absences:

The definition of "excused absence" includes the following:

- Personal illness;
- Health-related treatment, examination, or recuperation;
- Serious illness or death of a member of the family;
- Obligatory religious observances;
- Participation in a district-approved or school-sponsored activity or course;
- Absences pre-arranged by parents and approved by the principal; and
- Students of active duty military personnel may have additional excused absences at the discretion of the principal for visitations relative to leave or deployment.

All absences which do not fit into one of the above categories would be considered unexcused absences. A student serving a period of suspension or expulsion from the district shall be considered inexcusably absent.

Unexcused Absences from School: A student is unexcused when absent without a valid reason. Leaving without permission will be counted as unexcused when school is in session. Students who skip school or arrive late for unexcused reasons will be addressed in accordance with the building policy.

Excessive Absence: Parents may excuse students up to ten (10) absences per year without documentation from a health care provider. Subsequent absences will be considered unexcused unless supported by a healthcare provider's note, except in cases of hospitalization or long-term illness under a physician's care. Long-term illness is defined as an illness that keeps a student out of school for at least four consecutive days.

K.S.A. 72-3121 (d) (1): Prior to making any report under this section that a child is not attending school as required by law, the designated employee of the board of education shall serve written notice thereof, by personal delivery or by first class mail, upon a parent or person acting as parent of the child. The notice shall inform the parent or person acting as parent that continued failure of the child to attend school without a valid excuse will result in a report being made to the secretary for children and families or to the county or district attorney. Upon failure, on the school day next succeeding personal delivery of the notice or within three school days after the notice was mailed, of attendance at school by the child or of an acceptable response, as determined by the designated employee, to the notice by a parent or person acting as parent of the child, the designated employee shall make a report thereof in accordance with the provisions of subsection (a). The designated employee shall submit with the report a certificate verifying the manner in which notice was provided to the parent or person acting as parent.

USD 465 Excessive Absence/Truancy Procedure	
Time Frame	Intervention
Daily	An attempt will be made to contact parents for all unexcused absences.
3 consecutive (in a row) unexcused absences	Per state law, after three consecutive (in a row) unexcused absences, a truancy report will be made to DCF.
5 unexcused absences per semester	Per state law, after five unexcused absences in a semester, another truancy report will be made to DCF.
7 unexcused absences per year	Per state law, after seven unexcused absences per year, another truancy report will be made to DCF.
10 excused or unexcused absences	A note from a health care provider may be required, or verification by the school nurse may be required to excuse further absences.

USD 465 Attendance Policy

Vacations: All vacations must be pre-arranged with the building administrator at least five days before the student leaves. The vacation will be excused only if it falls within the district absence limit. Any days, which exceed the limit, will be counted as unexcused. Students who miss classes for vacations need to make arrangements in advance with their teachers for make-up work and may be required to complete assignments before leaving.

Healthcare Provider Appointments: Appointments after exceeding the district's absence limit require verification by appointment card. Students are typically excused for a maximum of half-day per appointment to minimize class disruption.

School-Sponsored Activities: All absences which result from students participating in school-sponsored activities will be excused. These absences do not count toward the district absence limit or will be counted towards chronic absenteeism. Students who miss class for school-sponsored activities need to make arrangements in advance with their teachers for their make-up work.

Military Families in Attendance: Students of active duty personnel shall have additional excused absences at the principal's discretion for visitations relative to leave or deployment.

Significant Part of a School Day/Class: An absence of two or more hours in any school day shall be considered a half-day absence at all buildings (grades pre-K-12).

Make-Up Work: It is the student's responsibility to obtain make-up assignments from teachers following an excused or unexcused absence. In general, two days are given to complete daily work missed due to each day of absence. Exceptions to this rule can be made through special arrangements with the teacher or administration. Tests, which have been scheduled in advance, and long-term assignments, must be completed on arrival back to school.

ATTENDANCE INCENTIVE - Needs to be updated

EXEMPTIONS

Winfield High School encourages regular school attendance. Students who meet the following criteria per semester will be eligible for final exam exemptions in courses where they meet **ALL** criteria. School activity absences will not count against students for exemptions. Parents/Guardians will be notified prior to finals via a form from the school. Students must return the signed form to the office prior to finals to be considered exempt.

- 1) The student has an A in the class, no more than 5 absences, 3 total tardies, no cell phone violations, no ISS or OSS.
- 2) The student has a B in the class, no more than 4 absences, 2 total tardies, no cell phone violations, no ISS or OSS.
- 3) The student has a C in the class, no more than 3 absences, 1 tardy, no cell phone violations, no ISS or OSS.

TARDY POLICY

Most tardies can be avoided if students plan their time wisely. At times students may be unavoidably late; however, repeated tardiness to school and class are disruptive and detract from the learning process.

- A student is classified as tardy if he/she is not in the classroom when the tone sounds.
- In Period 1-4, after 20 minutes late the student will be classified as absent.
- In EXCEL after 5 minutes late the student will be counted absent.
- If a student is tardy because of a conference with a teacher, counselor, administrator, or school nurse, a hall pass shall be issued. These tardies should not be referred to the office.
- All student tardiness will be recorded by the teacher on the attendance program.
- All student tardies are recorded in the office.
- Discipline for tardiness will be assigned by administrators.

TARDIES (Minimum Consequences)

- Tardies will be calculated monthly.
- 1-3 tardies- 30 minutes detention
- 4-6 tardies- 1 hour detention
- 7 and above- 1 day of ISS and complete learning component
- 2 consecutive months of 7 or more tardies will result in loss of extra curricular events at the discretion of administration (ie- field trips, dances, athletics, performances)

MAKE-UP WORK

If a student is to receive credit and make proper progress in school, it is necessary that they make up all lessons missed. It is the pupil's responsibility to get the make-up assignments from the teacher.

1. If absence from school is excused, credit will be given for work made up. A student has 2 school days for each day absent to complete make-up work.
2. The student is to make up all work missed for any absence. When an absence is unexcused, teachers are not required to give or accept make-up work.
3. A student on out-of-school suspension should make up all missed work during the suspension time and will receive credit for work missed for the duration of the suspension. If the credit involves classroom participation, the teacher will provide an alternate opportunity for credit. Work is expected to be made up for the good of the learning process and continuity in the student's class work.

COLLEGE/TECH SCHOOL VISITS

Junior and Senior students will be allowed two college visits per year. Students must be in good standing with grades and attendance to attend the visits. Proof of attendance to the college may be required.

DROPOUTS

In this district we believe that all students who are at or under the age of 16 or 17 and are considering or have already dropped out of school should be strongly encouraged to continue to attend. According to Kansas State Law, *K.S.A. 72-1111, as amended, Section 1*, (a) and (b), this encouragement will come in the form of a COMPULSORY SCHOOL ATTENDANCE DISCLAIMER wherein the student and parents/guardians will be informed as to the academic skills that have not been achieved and as to the potential loss of future earnings for the student.

In the event the student and parents/guardians continue with this plan of action (dropping out) and in order for the student to remain in compliance with the law of the State of Kansas, the district will request that the student and parents /guardians sign a COMPULSORY ATTENDANCE EXEMPTION FORM verifying that they have attended the final counseling session and therefore release the district of any and all responsibility for the student's future education.

DUAL ENROLLMENT STUDENTS

Eligible students who are enrolled in a board approved dual enrollment program shall not be considered truant, for the hours during the school day they attend classes at a Regent's university, approved private college, community college, technical college, vocational educational school or Washburn University.

BEHAVIOR

Please see the Winfield USD 465 Discipline Handbook for more information on student behavior and discipline consequences.

ASSEMBLIES

All students are required to attend assemblies. Exceptions can be made only through WHS administration. To continue to enjoy assemblies, the following rules must be observed:

1. Respect all guests and presenters.
2. Students are expected to remain attentive and quiet during presentations and be gracious in their appreciation of presenters.

Consequences for violations of the assembly rules are listed in the Student Code of Conduct.

CAMPUS CONDUCT AND CARE

Students are allowed much freedom in the building and on the grounds. This freedom or privilege carries with it an equal amount of student responsibility. The following are some of the acts or behaviors that are unacceptable at WHS:

- Loud or boisterous conduct in the halls, on the property or at school activities
- Running in the halls
- Loitering that blocks traffic
- Congregating in the building entrances or around stairways
- Loitering in parked cars
- Throwing of any objects such as books, snowballs, water- balloons, etc.
- Littering
- Cheating

*Ehallpass is an expectation along with a visual hall pass if this is not adhered to a consequence will be issued.

CONSEQUENCES FOR VIOLATIONS DEFINED

(Please see the USD 465 Discipline Handbook for more information.)

TEACHER ASSIGNED DETENTION (TAD): An extension of the regular classroom used to help students who have used class time unwisely or have provoked a teacher in such a way that time is needed to correct a situation. Detentions may be assigned for failure to do class work, classroom interruptions, etc. Teachers must give students at least one day's notice so they may arrange schedules and rides before the detention can be served. Students who fail to report to teacher assigned detention will be referred to the office for Administrative Assigned detention time. Students are not to be held in teacher assigned detention for more than one hour after school is dismissed for the day.

ADMINISTRATOR ASSIGNED DETENTION (AAD): AAD will be Monday through Thursday from 3:40 to 5:00. Failure to serve AAD on the assigned day will result in the detention time being doubled. Students who repeatedly fail to serve their detention will be deemed "students not in good standing".

LEARNING COMPONENT: Students may be assigned a learning component in Google Classroom for such infractions as vaping, flagrant misbehavior, THC, continuous tardies, etc. These learning modules

will be completed in ISS. Failure to complete the learning modules will result in further disciplinary action.

OUT-OF-SCHOOL-SUSPENSION (OSS) is assigned for major behavior and attendance infractions. This may involve anywhere between one to ten days. All procedures and policies related to OSS are included in the U.S.D. 465 Board of Education Policy. Absences because of OSS are considered unexcused, but school work will be made-up for credit. If the credit involves classroom participation the student will receive no credit. If a student is suspended from school, the student must complete the suspension period (school days) before being allowed to participate in school activities. Students are not to represent Winfield High School in any activity or sporting event on the day, or days, they are serving a suspension. The student becomes eligible again for participation at 8:05am. the next school day after the suspension has been served. Remaining detention time must be completed upon returning from suspension.

IN-SCHOOL-SUSPENSION (ISS) is assigned for major behavior and attendance infractions. This may involve anywhere between one to ten days. All procedures and policies related to ISS are included in the U.S.D. 465 Board of Education Policy. Absences from class because of ISS are considered unexcused, schoolwork will be made-up for credit while the student is serving ISS. If the credit involves classroom participation the student will receive no credit. If a student is serving ISS (not in good standing), the student must complete the ISS period (school days) before being allowed to participate in school activities. Students are not to represent Winfield High School in any activity or sporting event on the day, or days, they are serving a suspension. The student becomes eligible again for participation at 8:05 a.m. the next school day after the ISS has been served. Remaining detention time must be completed.

LONG-TERM SUSPENSION: A long-term suspension extends the period of exclusion from school to a term exceeding 10 days, but not beyond 90 school days. Such action may result in loss of credit for the affected semester. Parental notification is mandatory

EXPULSION: An expulsion extends the period of exclusion for up to 186 school days. Such action may result in loss of credit. Parental notification is mandatory.

PARENTAL NOTIFICATION / NOTICE: The act of giving notice of or reporting to the parent or guardian the consequential or disciplinary action that has been imposed either by telephone or by written notice. In the case of short-term suspension, long-term suspension, and expulsion, written notice is required by Kansas statutes and shall be mailed to the residence of the parents or guardians at the address on file in the school records or by personal delivery. *K.S.A. 72-9802(c)*

CORPORAL PUNISHMENT: No teacher or administrator shall use physical force or physical contact against or strike a student as punishment for a violation of the Code of Student Conduct. Provided, however, nothing in this policy shall be construed to impair teachers or administrators from using reasonable and necessary physical force to restrain a student in order to protect themselves or other persons, prevent the destruction of property, or to prevent any illegal overt act on the part of the student.

Community Service: WHS Administrators are exploring different discipline approaches. In place of and/or in addition to traditional disciplinary approaches. If community service becomes an option, WHS administrators will receive permission from the parents or guardians of the student in question.

DAMAGE TO SCHOOL PROPERTY

In the event a student causes damage to the school or its property, in addition to disciplinary action, there can and/or will be a requirement of some type of reimbursement. Students will be charged for the costs to repair or replace any broken equipment. This includes accidental damage or vandalism.

DRESS CODE

- (a) Students must wear clothing including both a shirt with pants or skirt, or the equivalent (for example dresses, leggings, or shorts) and shoes.
- (b) Shirts and dresses must have fabric in the front and on the sides (under the arms).
- (c) Clothing must cover undergarments. **No camis or backless shirts allowed.**
- (d) Fabric covering breasts, genitals and buttocks must be opaque (not see-through).
- (e) Hats must allow the face to be visible to staff, and not interfere with the line of sight of any student or staff. **Hoods on hoodies must be removed prior to entering the building.**
- (f) Clothing must be suitable for all scheduled classroom activities including physical education, science labs, wood shop, and other activities where unique hazards exist.
- (g) Specialized courses may require specialized attire, such as sports uniforms or safety gear.
- (h) Must not contain profanity or sexual connotations, promote alcohol, drugs, tobacco, violence, "and/or are demeaning toward a person's race, religion, creed, or sexual orientation." Anything that promotes gang affiliation is prohibited. Kansas State Law requires shoes to be worn. If clothing is deemed inappropriate, WHS administrators may ask for the clothing to be changed or covered.
- (i) No blankets allowed, even in place of coats.

SUSPENSION POLICY

The WHS student suspension and expulsion policy is the same as current state statute, and states that the Board of Education may suspend or expel, or by regulation authorize any certificated employee to suspend or expel, any pupil or student who has violated the provisions in the USD 465 Discipline Handbook. The Board of Education extends its authority to suspend and expel any pupil or student as authorized by KSA 72-6115 to the following certificated personnel:

- Superintendent of Schools
- Assistant Superintendent of Schools
- Principal
- Associate/Assistant Principal

Board Policy Concerning Pupil Suspension

Rules and regulations which govern the suspension or expulsion of any student will be under the direct regulations and guidance of current Kansas State Statute, and laws relating to public schools; suspension and expulsion of pupils; procedures; Kansas Law. Under this law, the Board of Education

authorizes the Superintendent of Schools to hold a hearing for any student suspended for longer than ten (10) days.

The reasons for the suspension of a student should be in accordance with those listed in current state statutes. The hearing will be conducted in accordance with the regulations and procedure set forth in the law-

- The right of the student or pupil to have counsel of his own choice present and to receive the advice of such counsel or other person whom he may select; and
- the right of the parents or guardians of the student or pupil to be present at the hearing; and
- the right of the student or pupil and his counsel or adviser to hear or read a full report of testimony of witnesses against him; and
- the right of the student or pupil to present his own witnesses in person or their testimony by affidavit; and
- the right of the student or pupil to testify in his own behalf and give reasons for his conduct; and
- the right of the student or pupil to have an orderly hearing; and
- the right of the student or pupil to a fair and impartial decision based on substantial evidence.

SEARCH AND SEIZURE

The building principal, assistant principals, or their designee are allowed to search students, backpacks, and lockers in order to protect the safety of students under school jurisdiction. Lockers are the property of the school and may be inspected at any time the administration believes that the locker may contain matter prohibited from being on school property by law or school regulations. These searches may include metal detecting devices and drug dog (both passive and non-passive) searches of lockers, the parking lot, and the classrooms, at the discretion of the administration. If any material is found that is illegal, dangerous or stolen, it will be seized and turned over to the proper authorities. **Students refusing to be searched will be disciplined according to the Student Discipline Handbook.**

PERSONAL ELECTRONIC DEVICES

Definitions:

“Personal Electronic Device,” hereinafter referred to as “device,” means any device utilized to access the internet, wi-fi, cellular telephone signals, or to capture images or video. This includes, but is not limited to, cell phones, smart watches, tablets, and gaming devices.

“Personal Electronic Device Accessories,” hereinafter referred to as “device

accessories,” include any wired or wireless accessory or wearable technology that connects to a device and any other accessory commonly used in conjunction with a personal electronic device.

“Authorized for Classroom Use” is defined as the use of a personal electronic device that is explicitly approved by the building administrator. The approval must include alignment with a standards-aligned educational objective that cannot be reasonably achieved using district-owned devices. Students must be provided with clear instructions on the appropriate use of devices and ensure that their use aligns with the approved educational objectives.

Students are extended the privilege of possessing personal electronic devices on school grounds; however, they may not be used inside the school building during the school day (8:00 a.m.-3:35 p.m), and these devices must be in the off position, and stored in one’s locker, not in clothing pockets or backpacks, during the school day. Personal electronic devices can be retrieved from lockers and turned back on at the end of school bell.

*Exceptions to the policy can be made on a case-by-case basis due to medical necessity.

Parents/Guardians are advised that the best way to get in touch with their child during the school day is by calling the school office. Students needing to make an emergency call home during the day, should go to the office to make that call. Students and parents should understand that there is “no right or expectation of privacy” if a communication device is confiscated by school officials. Another method for student/parent communication is email.

The use of personal electronic devices for non-educational purposes, including but not limited to, recording staff and/or students without permission or other inappropriate content is strictly prohibited. In addition, using a cell phone to record a fight, battery, or any other inappropriate content and either sharing with others (e.g., airdrop, nearby share, etc.) and/or uploading the video to any other type of social media/web-based media is also strictly prohibited. Personal electronic devices should be off and put away in the student’s LOCKER during school hours.

Personal property that is lost, stolen or damaged will not be searched for/investigated by the school administration, but instead will be referred to the School Resource Officer. The district is not responsible for loss or damage to any personal property, even if personal property is lost, stolen, or damaged on school grounds.

Electronic Device Violations

- First offense- 1 hour detention, device confiscated, student picks up after school.
- Second offense- 2 hours detention, device confiscated, and parent/guardian must retrieve the device.
- Third offense- 4 hours detention, device confiscated, parent/guardian must retrieve the device, and PED left in the office during the school day.
- Fourth offense and beyond- 2 days of ISS or OSS to be determined by site administrator

Students who refuse to surrender their electronic devices/ headphones/ earbuds to school authorities will be disciplined for defiance of authority.

SPEAKERS AND HEADPHONES

Student speakers are not permitted at WHS. Headphones are not permitted in the Winfield High School Main Office Area. WHS Staff may ask students to remove headphones at any time for safety and instructional purposes. Headphones may be sent to the office and required to be picked up by a parent and consequences may be assigned if a student is insubordinate. WHS will allow wired headphones to be used for academic purposes at the teacher's discretion.

BOE POLICIES AND ADDITIONAL INFO

ALLERGY POLICY

It is the policy of USD 465 to be sensitive to the dangers of students with life-threatening allergies. To that end USD 465 will endeavor to reduce possible exposures to products that endanger students with life-threatening allergens. Within that policy parents, guardians and students have been assigned the following responsibilities:

Responsibilities of parents/guardians:

- Inform the school nurse of your child's allergies prior to the beginning of school (or as soon as possible after a diagnosis).
- Provide school nurse and food service director physician's order from KSDE that includes a list of foods and ingredients to be avoided by the allergic student. This form must be signed and dated by both the physician and the legal representative of the child.
- Meet with the school nurse to develop an allergy action plan for the student and provide medical information from the child's treating physician as needed to write the plan.
- Provide the school a list of foods and ingredients to be avoided, and provide a list of safe or acceptable foods that can be served to your child.
- Provide the school nurse with enough up-to-date emergency medications (including epinephrine auto-injectors) so they can be placed in all required locations for the current school year.
- Complete and submit all required medication forms.
- Consider providing a Medic Alert ID for your child.
- Provide epinephrine auto-injectors/antihistamines to be taken on field trips as stated in the field trip policy.
- Encourage your child to wash hands before and after handling food.
- A parent/guardian is responsible for providing classroom snacks for his/her own child. These snacks will be kept in a separate location from other snacks.

Teach your child to

- a. recognize the first symptoms of an allergic/anaphylactic reaction
 - b. know where the epinephrine auto-injector/antihistamine is kept and who has access to it
 - c. communicate clearly as soon as she/he feels a reaction is starting.
 - d. carry his/her own epinephrine auto-injector/antihistamine when appropriate
 - e. never share snacks, lunches or drinks
 - f. avoid sitting near others who are eating foods to which the student is allergic
 - g. understand the importance of hand washing before and after eating
 - h. report teasing, bullying and threats to adult authority
 - i. take as much responsibility as possible for his/her own safety
- As children become developmentally ready, teach them to:
 - a. communicate the seriousness of the allergy
 - b. communicate symptoms as they appear
 - c. read labels
 - d. carry and administer their own epinephrine/antihistamine and be able to train others in its use
 - Inform the school of any changes in the child's life- threatening status.
 - Provide the school with the licensed provider's statement if the student no longer has allergies.
 - Go on field trips and out-of-school activities with your child, whenever possible.
 - Provide bag of snacks for your child's classroom along with safe foods for special occasions.
 - If accommodations cannot be made in the cafeteria for the child's allergy, parents will provide appropriate lunches.
 - Parent/guardian of non-allergic students are strongly encouraged to avoid sending foods containing peanut/tree nut products to school or to any school function.

Responsibilities of students with food allergies:

- Take responsibility for avoiding allergens which should increase as a student ages.
- Do not trade or share foods, drinks or utensils.
- Wash hands before and after eating.
- Learn to recognize symptoms of an allergic reaction.
- Promptly inform an adult as soon as accidental exposure occurs or symptoms appear.
- Report teasing, bullying and/or threats to an adult.
- Develop a relationship with the school nurse and/or another trusted adult in the school to assist in identifying issues related to the management of the allergy in the school.
- Students with life-threatening allergic conditions may be allowed to carry their epinephrine auto- injectors/antihistamines if the following conditions are met:
 - The student is developmentally ready for this responsibility. This is a joint decision between the parent/guardian and the student's physician. Documentation from the physician is required.
 - The student has been instructed on self-administration of her/his medication.
 - The student must properly secure the medication in the school setting in accordance with school policy.

Responsibilities of students without food allergies:

- Immediately report to an adult if any student is having an allergic reaction, especially problems in breathing.
- Avoid bringing peanut/tree nut products to school.
- Do not trade or share foods, drinks or utensils.
- Wash hands before and after eating.
- Report teasing, bullying and/or threats to an adult.

TECHNOLOGY

Acceptable Use Policy

Before a student is granted access to the district's technology network and the internet, students and parents must agree to comply with the USD 465 Acceptable Use and Internet Safety Policy.

Acceptable Use Policy / Internet Safety Policy / Technology

Acceptable Use and Internet Safety Policy

Acceptable Use Policy (AUP) of Computers, Networks, Internet, Electronic Mail, and Other Online Services

USD 465 is committed to making advanced technology and increased access to learning opportunities available to all students. The goal of the district in providing access to students is to promote educational excellence in schools by facilitating resource sharing, innovations, and communications. The use of computers, networks, the Internet, or other online services shall be consistent with the district's educational objectives.

Administrative Implemental Procedures:

1. Student Responsibilities: Regardless of any measures implemented by the District as may be required by the Children's Internet Protection Act, students are responsible for good behavior on computers, networks, the Internet, or other online services just as they are in a classroom or a school hallway. General school rules for behavior and communications apply.

Network storage areas will be treated like school lockers. Network administrators, teachers, and other appropriate district staff may review student files and study communications from time to time to prevent misuse and to ensure students are using the system responsibly and in compliance with laws and district policies.

Communications on the network are often public in nature; students should not expect that

files stored on district servers would be private.

2. Permission: Students must have permission from and be under the supervision of school district professional staff before utilizing district-provided computers, networks, the Internet, or other online services. Permission is not transferable from one student to another and may not be shared.

Students shall not be allowed to utilize electronic communications unless a signed Student Access Contract is on file. To remain eligible as users, students' use must be consistent with the educational objectives of the district. Access is a privilege, not a right, and inappropriate use will result in the cancellation of those privileges as well as other disciplinary measures.

Students will display school-appropriate conduct when using the computer equipment or network and shall maintain an environment conducive to learning.

3. Violations: Administrators, teachers, and other appropriate district employees will decide what is inappropriate use. Violating this policy may result in:
 - a. Restriction or loss of network access; and/or
 - b. Disciplinary or legal action including, but not limited to, suspension or expulsion from school and/or criminal prosecution under appropriate local, state, and federal laws; and
 - c. Assessment of the cost of damages to hardware/software.
4. Inappropriate Use: The following uses of school-provided computers, networks, the Internet, or other online services are not permitted on the part of USD 465 students:

- a. Accessing, uploading, downloading, or distributing pornographic, obscene, or sexually explicit material;
- b. Transmitting obscene, abusive, sexually explicit, or threatening language;
- c. Violating any local, state, or federal statute
- d. Accessing another individual's materials, information, or files without permission.
- e. Violating copyright or otherwise using the intellectual property of another individual or organization without permission;
- f. Using others' passwords;
- g. Vandalizing, defined as any unauthorized access and/or malicious attempt to damage computer hardware/software or networks or destroying the data of another user, including creating, uploading, or intentionally introducing viruses;
- h. Intentionally wasting limited resources;
- i. Using the network for commercial purposes;
- j. Harassing, insulting, or attacking others;
- k. Using, disclosing, or disseminating personal information online such as full name, home address, phone number, etc., except with approval by certified or administrative district staff;
- l. Using e-mail lists from the district's Internet site, network, or servers to create

- mailing lists for non-school purposes;
- m. Gaining unauthorized access to resources or entities;
- n. Invading the privacy of individuals;
- o. Improperly altering the set up of computers (e.g., desktops, icons, wallpapers, screensavers, installed software) as determined by the network administrator;
- p. Using software that has not been assigned or approved by staff;
- q. Failing to follow a district policy while using computers or failing to follow any other policies or guidelines established by district administration, teachers, or other appropriate district staff; and
- r. Seeking to gain or gaining unauthorized access to information resources or other computing devices.

5. Security Risk: Any student identified as a security risk or having a history of problems with other computer systems may be denied access.
6. Disclaimer: The district makes no warranties of any kind, whether express or implied, for the access it is providing. The district will not be responsible for any damages suffered. This includes loss of data resulting from delays, nondeliveries, misdeliveries, or service interruptions caused by its own negligence or user errors or omissions. Use of any information obtained via the Internet is at the user's risk. The district denies any responsibility for the accuracy or quality of information, or for any commercial transactions conducted through its system.
7. Statements of Personal Belief: Any statement of personal belief found on computers, networks, the Internet, other online services, or other telecommunication system is implicitly understood to be representative of the author's individual point of view, and not that of USD 465, its employees, or the participating school. No representations to the contrary shall be published without written approval from the district. Principals or district administrators may review all content in any Internet or online accounts paid for, in whole or in part, by the district or any school, without notice of any kind.
8. Student Access Contract: Prior to use of school computers or networks, (e.g. the Internet or other online services), each student shall submit a signed Student Access Contract for filing in the school office. Prior to use of computers at any other district facility, each student shall also submit a signed Student Access

Contract for filing with the main office of the facility at which these computers are located. If a student is under the age of 18, a parent/guardian shall also sign the contract(s). New

Student Access Contracts must be signed and submitted each school year. This policy applies to all students regardless of whether they have submitted a signed Student Access Contract. If a student does not have a current Student Access Contract on file as required above, access to computer services and accounts is prohibited.

9. District Technology Plan: The Administrative Implemental Procedures contained in this policy shall be consistent with the District Technology Plan adopted by the Board of Education.

Internet Safety Policy

Introduction

It is the policy of USD 465 to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

Definitions

Key terms are as defined in the Children's Internet Protection Act.*

Access to Inappropriate Material

To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information.

Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the USD 465 online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Education, Supervision and Monitoring

It shall be the responsibility of all members of the USD 465 staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's

Internet Protection Act, and the Protecting Children in the 21st Century Act.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Information Technology Department or designated representatives.

The Information Technology Department or designated representatives will provide age appropriate training for students who use the USD 465 Internet facilities. The training provided will be designed to promote the USD 465 commitment to:

- a. The standards and acceptable use of Internet services as set forth in the USD 465 Acceptable Use and Internet Safety Policy;
- b. Student safety with regard to:
 - i. safety on the Internet;
 - ii. appropriate behavior while on online, on social networking Web sites, and in chat rooms; and
 - iii. cyberbullying awareness and response.
- c. Compliance with the E-rate requirements of the Children's Internet Protection Act ("CIPA").

Following receipt of this training, the student will acknowledge that he/she received the training, understood it, and will follow the provisions of the District's acceptable use policies.

Adoption

This Internet Safety Policy was adopted by the Board of USD 465 at a public meeting, following normal public notice, on 6-11-2012.

*CIPA definitions of terms:

TECHNOLOGY PROTECTION MEASURE. The term "technology protection measure" means a specific technology that blocks or filters Internet access to visual depictions that are:

1. OBSCENE, as that term is defined in section 1460 of title 18, United States Code;
2. CHILD PORNOGRAPHY, as that term is defined in section 2256 of title 18, United States Code; or
3. Harmful to minors.

HARMFUL TO MINORS. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:

1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

SEXUAL ACT; SEXUAL CONTACT. The terms ``sexual act" and ``sexual contact" have the meanings given such terms in section 2246 of title 18, United States Code.

1:1 Technology Initiative- Chromebook Policy and Procedures

USE & OWNERSHIP

Although students will be issued a Chromebook to use for the duration of each school year, USD 465 retains full and complete ownership of the Chromebook device.

CHROMEBOOK CHECK- IN & CHECK-OUT

Every student in grades 9-12 will be issued a Chromebook, power adapter and protective case for educational use in school and at home. The Chromebooks and peripherals will be distributed at the beginning of the school year.

Any student who transfers, withdraws or is expelled prior to the end of the school year will be required to return his/her Chromebook, peripherals, and accessories upon termination of enrollment. Failure to turn in a Chromebook will result in the student being charged the full replacement cost. Additionally, a report of stolen property with the local law enforcement agency may be filed by USD 465. Students will be responsible for any damages.

CHROMEBOOK CARE

Students are responsible for the general care of the Chromebook they have been issued by the school.

- Students are responsible for all damages caused by liquid or food particles.
- Chromebooks are required to be left in the protective “always on” case.
- Do not use the Chromebook with the power cord plugged in when the cord may be a tripping hazard to others.
- Never transport the Chromebook with the power cord plugged connected to the chromebook.
- The Chromebook must remain free of any writing, drawing, stickers and labels.
- Always transport Chromebooks with care and with the screen closed.
- Never lift the Chromebook by the screen.
- The Chromebook screen can be easily damaged if subjected to heavy objects, rough treatment, some cleaning solvents and other liquids. The screens are particularly sensitive to damage from excessive pressure, heat and light.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils or disks).
- Clean the screen with a soft, dry microfiber cloth or anti-static cloth only.
- Do not remove the USD 465 label and barcode from the chromebook.
- Under no circumstances should the Chromebook be left in a car or any unsupervised areas with

- extreme temperature variations and high heat and/or humidity. This will cause damage to the battery and other components.
- Unsupervised areas include the school grounds, the lunchroom, vehicles, bathrooms, computer labs, library, unlocked classrooms, hallways, etc. Any Chromebook left in these areas is at higher risk of being stolen, or damaged. If a Chromebook is found in an unsupervised area, it should be taken immediately to the library.
- Contact a high school staff member if a secure storage for your chromebook is necessary.

CHROMEBOOK LOANERS

- Students are expected to bring their fully charged Chromebook to school with them every day.
- Students may borrow a Chromebook from the library upon request; however students will only be allowed to borrow a Chromebook three times per semester.
- Loaner Chromebooks must be returned to the library at the end of the school day. Failure to do so will count as a second day on loan.
- If a student borrows a Chromebook for the third time, parents will be notified.
- Damaged Chromebooks must be returned for repair.

CHROMEBOOK MONITORING

- Students have no expectation of confidentiality or privacy with respect to any usage of their Chromebook, regardless of whether that use is for school-related or personal purposes.
- The school may, without prior notice or consent, log, supervise, access, view, monitor and record use of student Chromebooks at any time for any reason related to the operation of the school. By using the Chromebook, students agree to such access, monitoring and recording of their use.

CHROMEBOOK AUDITS

Teachers and administration may at any time conduct a Chromebook audit. The student will immediately turn over their device for a Chromebook audit when requested.

DAMAGE OR THEFT PROCEDURES

- All Chromebook problems must be reported to the Library.
- Loaner Chromebooks or Laptops may be issued to students while repairs are completed.
- Students are responsible for any losses or damages resulting from attempts to harm or destroy data of another person. This includes, but is not limited to, “hacking” or creating, loading or sharing malicious software, scripts or code.
- In case of theft, vandalism or other criminal acts, a police report may be filed with the local police department.

- Chromebooks that are broken or fail to work properly must be reported to the library staff or administration as soon as possible so that they can be taken care of properly. The Chromebook should never be taken to an outside computer service for any type of repairs or maintenance.
- Cost of repairs are the responsibility of the student, and could be assessed up to the replacement cost of the Chromebook.

EDUCATIONAL USE

The Chromebook is intended for use at school every day. In addition to teacher expectations for Chromebook use, students may be asked to access school messages, announcements, calendars, handbooks and grades using their Chromebook. Students are expected to bring a fully charged Chromebook to school every day and bring the Chromebook to all classes.

School-issued Chromebooks should be used for educational purposes and students are to adhere to the Acceptable Use Policy and all of its corresponding administrative procedures at all times; including off-site use.

SOUND

- Sound must be muted at all times unless permission is obtained from a teacher.
- Headphones may be used at the discretion of the teachers.
- For sanitary reasons, students will need to use their own personal set of headphones.

DOWNLOADING APPS & ADD-INS

- Students will not be allowed to download or delete apps on the device without prior approval.

MANAGING & SAVING DIGITAL WORK

- The majority of student work will be stored in Internet/cloud based applications and can be accessed from any computer with an Internet connection and most mobile Internet devices.
- Some files may be stored on the Chromebook or Laptop hard drive.
- Students should always remember to save frequently when working on digital media.
- The school will not be responsible for the loss of any student work.

OTHER DEVICES

Students are provided a district Chromebook to equalize access and provide consistent instructional tools. Unless specifically approved for educational use by the classroom teacher *with advanced approval from building administration*, in accordance with the Student Handbook - Wireless Communication Devices, students should not use any personal wireless computing device in class. Wireless communication devices, including smart phones, should be turned off and left in lockers or vehicles.

USING THE CHROMEBOOK OUTSIDE OF SCHOOL

Students may use the Chromebooks at home and other locations outside of school. A WiFi Internet connection will be required for the majority of Chromebook use; however, some applications may be available while not connected to the Internet. Students are expected to follow the USD 465 Acceptable Use Policy, and follow digital citizenship guidelines whenever they use the Chromebooks.

DIGITAL CITIZENSHIP

Students will receive Digital Citizenship training throughout the year as part of their Chromebook training. While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:

1. Respect Yourself. I will show respect for myself through my actions. I will select online names that are appropriate. I will use caution with the information, images, and other media that I post online. I will carefully consider what personal information about my life, experiences, or relationships I post. I will not be obscene. I will act with integrity.

2. Protect Yourself. I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts, and resources.

3. Respect Others. I will show respect to others. I will not record and/or share images or video of others without their explicit permission. I will not use electronic mediums to antagonize, bully, harass, or stalk people. I will show respect for other people in my choice of websites: I will not visit sites that are degrading to others, pornographic, racist, or inappropriate. I will not enter other people's private spaces or areas.

4. Protect Others. I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.

5. Respect Intellectual property. I will request permission to use copyrighted or otherwise protected materials. I will suitably cite all uses of websites, books, media, etc. I will acknowledge all sources. I will validate information. I will use and abide by the fair use rules.

6. Protect Intellectual Property. I will request to use the software and media others produce. I will purchase, license, and register all software or use available free and open source alternatives rather than pirating software. I will purchase my music and media and refrain from distributing these in a manner that violates their licenses.

Frequently Asked Questions

1. Will students/parents/guardians have to purchase a Chromebook?

No, USD 465 will provide a Chromebook for every student in grades 9-12.

2. How will the devices be inventoried?

USD 465 will inventory the Chromebook devices by using the serial number and district asset tag. Students will be assigned a Chromebook during their attendance at Winfield High School. The library circulation system will be used to track and assign Chromebooks to students.

3. Will there be restrictions on the device?

There is a required internet filter and other protective measures on the device. Students will not be allowed to download or delete apps on the device. Careful adult supervision should always occur, as no technical filtering measures are 100 percent effective.

4. Will students be able to take the device home?

Yes, students will be able to take the device home during the school year.

5. Will students have to turn the device into the school for the summer?

No. Students will be allowed to take the chromebook home for the summer to assist in learning opportunities.

6. Will a case/cover be required? If so, will the school purchase the case/cover?

Yes, a case/cover will be required and provided by the school. Upon initial enrollment at WHS, a protective case will be provided at no cost. This cover is meant to be an “always on” case to provide added protection from physical damage.

7. If a student uses the device inappropriately, what discipline procedures are in place?

School administration will follow appropriate discipline procedures consistent with school and district policies.

9. What if a device is stolen?

If a device is stolen, a report of stolen property may be made with the local law enforcement agency by USD 465. These devices cannot be used without having a @usd465.com account to login to the machine.

10. What happens if the device is lost?

If a device is lost, the student may be expected to replace it.

11. How is the technology/software updated?

The device automatically updates after it has been properly shut down and restarted.

12. What if a student does not have Internet at home?

Some Google based apps and items can be accessed when not on the Internet, see the Technology team for more information. Also, students may utilize existing community wifi locations in the area as well as designated USD465 drive in wifi locations.

BREATH ALCOHOL TESTING PROCEDURES

Alcohol use by a student is illegal and poses a serious threat not only to the student's own well-being, but also to the well-being of the entire school community. Alcohol use will not be tolerated during school hours, on school property, or at any school-sponsored activity or event during or after school hours. Students who violate the school policy on use, possession, sales or distribution will be subject to disciplinary action as set forth in the USD 465 Discipline Handbook. When determining possible alcohol use or intoxication by a student at a school-related function the safety of the student is the primary concern. An assessment of a student's suspected alcohol use may be aided by the use of a breath alcohol-testing device, which indicates the presence, or absence of alcohol. The purpose of having breath alcohol testing available is as a deterrent to alcohol use. All USD 465 students and guests are subject to a Preliminary Breath Test (PBT) administered by local law enforcement during school, and/or at any school activity. Administration reserves the right to test every student and guest, any student and guest with cause, or a predetermined patterned scenario as students enter a school activity. Any student or guest with a positive result from the PBT will be placed into law enforcement custody and subject to discipline guidelines according to the USD 465 Discipline Handbook. If administration suspects a student or guest to be under the influence of alcohol, drugs, or both, administration will contact law enforcement.

Procedures-At school or sponsored events:

1. Administrators may determine possible student alcohol/drug/tobacco use without the aid of a testing device by observing one or more of the following indicators:

- ✓ Slurred speech
- ✓ Unsteady gait
- ✓ Impaired motor control
- ✓ Smell of intoxicating liquor on breath, clothing or person
- ✓ Vomiting
- ✓ Evidence of possession

2. If the administrator determines that a student is under the influence or has used alcohol based on one or more of the above indicators:

- ✓ The police will be notified.
- ✓ Parent/Guardian will be notified.
- ✓ Emergency help is called if a student is assessed to be at risk for alcohol poisoning or in need of medical assistance. Disciplinary action will be taken as indicated in the USD 465 Discipline Handbook.

3. If a student is suspected of being under the influence of alcohol or is suspected of having consumed alcohol based on the indicators listed above, the administrator in charge may request a breathalyzer administered by the SRO or local law enforcement.

4. If a student who is suspected of being under the influence of alcohol or who is suspected of having consumed alcohol refuses the test:

- ✓ Police Department will be contacted immediately if not already done so.
- ✓ The administrator or Police Department will notify parents
- ✓ The administrator will consider the refusal as failure to comply or obey an order from an administrator. Disciplinary action will be taken as indicated in the WHS handbook.

5. If any student suspected to be under the influence and leaves the scene against the school official's request:

- ✓ Police Department will be contacted immediately.
- ✓ Parent/Guardian will be notified.

Disciplinary action will be taken as indicated in the USD 465 Discipline Handbook.

USE OF TOBACCO PRODUCTS

The use of tobacco products in any form and/or electronic cigarettes is prohibited in any school building owned and operated by the district and in school vehicles. Disciplinary action will be taken as indicated in the USD 465 Discipline Handbook.

FERPA

Notification of Rights

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

- 1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access.** Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- 2. The right to request the amendment of the student's education records that the parent, or eligible student, believes are inaccurate or misleading.** Parents or eligible student may ask USD#465 to amend a record that they believe is inaccurate or misleading. They should write the school principal clearly identifying the part of the record they want changed and specify why it is inaccurate or misleading. If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parents or eligible student of the decision and advise them of their right to a hearing regarding their request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- 3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.** One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests.

The following are considered school official

- persons employed by the district as an administrator, supervisor, instructor, or support staff members (including health or medical staff and law enforcement unit personnel)
- a person serving on the school board
- a person or company with whom the district has contracted to perform a special task (i.e. attorney, auditor, medical consultant or therapist)
- a parent or student serving on an official committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the district will disclose education records without consent of parents to officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue SW
Washington, DC 20202-4605

OCR VOC/ED GUIDELINES

Civil Rights Comprehensive Notification for Winfield, USD 465. In compliance with the Executive Order 11246; Title II of the Education Amendments of 1976; Title VI 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, regulations, and policies, the USD 465 Winfield, KS. shall not discriminate on the basis of sex, race, religion, color, national origin, or handicap in the education programs or activities which it operates.

Title IX

- It is the intent of Unified School District 465, Winfield, Kansas 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 has been shown by the local education agency.

Section 504

- All students attending USD 465, Winfield, KS may participate in education programs and activities, including but not limited to health, physical education, music and vocational and technical education, regardless of race, religion, color, national origin, age, handicap, or sex.

Complaints on Title IX and Section 504

Specific complaints of alleged discrimination under Title IX (sex) and Section 504 (handicap) should be referred to:

- Title IX - Tricia Reiser, Superintendent,

1407 Wheat Road,
Winfield, KS. Phone: 221-5100.
- Section 504 -Tricia Reiser, Superintendent
1317 Wheat Road,
Winfield, KS. Phone: 221-7021.

Equal Opportunity Statement

- Winfield High School is an Equal/Educational Opportunity Institution and an Equal Opportunity Educational Institution. Winfield High School and USD 465 is in full compliance with the Dept. of Health, Education, and Welfare Regulation under Title VI of the Civil Rights Act of 1964.
- The USD 465, Winfield, KS. does not discriminate on the basis of race, religion, color, national origin, sex, age or handicap in admission or access to, or treatment of employment in its programs and activities. If you have questions regarding the above, please contact:

- Tricia Reiser, Superintendent
1407 Wheat Road
Winfield, Kansas 67156 Phone: 620-221-5100

HARASSMENT/ BULLYING (HB) BULLYING INTRODUCTION STATEMENT

Winfield Public Schools are deeply committed to creating a positive and respectful school environment where every student can learn safely and succeed academically and socially. Any behavior that disrupts learning or harms a student's well-being is not acceptable. The USD 465 School Board shares this commitment and has implemented comprehensive policies and prevention plans to address bullying proactively.

HARASSMENT/ BULLYING (HB) BULLYING POLICY

(The Harassment/Bullying Policy and additional information can also be found on the USD 465 Website)

The Board of Education prohibits bullying in any form either by any student, staff member, or parent towards a student or by a student, staff member, or parent towards a staff member on or while using school property, in a school vehicle, or at a school-sponsored activity or event. For the purposes of this policy, the term "bullying" shall have the meaning ascribed to it in Kansas law.

The administration shall propose, and the board shall review and approve a plan to address bullying as prohibited herein. The plan shall include provisions for the training and education of staff members and students and shall include appropriate community involvement as approved by the board.

Students who have bullied others in violation of this policy may be subject to disciplinary action, up to and including suspension and/or expulsion. If appropriate, students who violate the bullying prohibition shall be reported to local law enforcement.

Respect Initiative Plan (Also see Policies GAAE and JDDC) Bullying

– Bullying means any form of intimidation or harassment prohibited by the board of education of the school district in policies concerning bullying adopted pursuant to K.S.A. 72-8256 or subsection (e) of K.S.A. 72-8205, and amendments thereto. USD465 will not tolerate these actions by students, staff, or parents. Any intentional gesture or any intentional written, verbal, electronic, or physical act or threat either by any student, staff member, or parent towards a student or by any student, staff member or parent towards a staff member that is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment that a reasonable person, under the circumstances, knows or should know will have the effect of:

- Harming a student or staff member, whether physically or mentally;
- Damaging a student's or staff member's property;
- Placing a student or staff member in reasonable fear of harm; or
- Placing a student or staff member in reasonable fear of damage to the student's or staff member's property.

Bullying also includes cyberbullying. "Cyberbullying" means bullying by use of any electronic communication device through means including, but not limited to, e-mail, instant messaging, text messages, blogs, mobile phones, pagers, online games, and websites.

Additionally, bullying means any form of intimidation or harassment prohibited by the board of education of the school district in policies concerning bullying adopted pursuant to K.S.A. 72-8256 or subsection (e) of K.S.A. 72-8205, and amendments thereto. USD465 will not tolerate these actions by students, staff, or parents.

For the purposes of this plan and its authorizing policies, "parent" includes a biological, adoptive, or step-parent; guardian; custodian; or other person with authority to act on behalf of a student.

Similarly, a "staff member" means any person employed by the district.

Any act of bullying by either an individual student or group of students towards a student or staff member of the district is prohibited on or while utilizing school property, in a school vehicle, or at school-sponsored activities, programs, and events. This policy applies to students who directly engage in an act of bullying, to students who, by their behavior, support another student's act of bullying and to all staff members and parents who engage in similar behaviors.

Training concerning identifying, reporting, investigating, and preventing bullying behaviors as outlined in district policies and this plan shall be provided to students and staff members using district resources available for such purpose and shall be provided through school assemblies, staff development, or other appropriate forums at least {annually/biannually}.

The board or the district administration on behalf of the board may seek student, staff, parent, and/or community input on the adoption, revision, and/or implementation of the board's bullying policies or plan as directed or approved by the board.

No teacher, administrator, or school district employee shall engage in, permit, or tolerate bullying.

Retaliation against a victim, good faith reporter, or a witness to bullying is prohibited. A student or staff member who engages in an act of bullying, reprisal, retaliation or false reporting of bullying, shall be subject to discipline in accordance with school district policy and procedures. The school administration and/or board may take into account the following factors when determining an appropriate disciplinary action for such prohibited conduct: the ages of the parties involved; the developmental and maturity levels, special education needs of the parties involved, and the severity of the behavior.

Discipline guidelines for student bullying may be found in student and employee handbooks. Offenses over time or single offenses which are severe in nature may result in discipline up to and including suspension and/or expulsion or termination from employment. Parents participating in prohibited bullying conduct aimed at district students and/or staff members may jeopardize their access to district facilities; district property; school sponsored activities, programs, and events; and/or district students and/or staff members through the district's communication systems. As appropriate, reports to local law enforcement will be filed to report criminal bullying behaviors. (See Policies EBC, GAAC, GAACA, JGEC, JGECA and KN)

SEXUAL HARASSMENT POLICY

District employees shall not sexually harass, or permit sexual harassment of a student by another employee, student, non-employee or non-student. Neither shall a student sexually harass another student or students. Violation of this policy shall result in disciplinary action, including termination, of an employee, or disciplinary action against the student(s) involved. Supervisors who fail to follow this policy or who fail to investigate complaints shall be in violation of this policy. If the principal is the object of a harassment complaint, the complainant may bypass the principal and report directly to the superintendent. Complaints against the superintendent shall be heard by the board.

Definitions

Sexual harassment may include, but not be limited to:

- Sexually oriented communication, including sexually oriented verbal "kidding" or harassment or abuse;
- Subtle pressure or requests for sexual activity;
- Persistent unwelcome attempts to change a professional relationship into a personal, social-sexual relationship;
- Creating a hostile school environment, including the use of innuendoes or overt or implied threats;
- Unnecessary touching of an individual, e.g., patting, pinching, hugging, repeated brushing against another person's body;
- Requesting or demanding sexual favors accompanied by an implied or overt promise of preferential treatment with regard to a student's grades or status in any activity;
- Or Sexual assault or battery as defined by current law.

Any student who believes he or she has been subjected to sexual harassment should discuss the problem with his/her principal, or another certified staff member. Initiation of a sexual harassment complaint will not cause any adverse reflection on the student. The initiation of a student's complaint shall not adversely affect the job security or status of any employee or student until a finding of fact

determines that improper conduct occurred. Strict confidentiality shall be maintained throughout the complaint procedure.

GENERAL

BACKPACKS AND LOCKERS

Backpacks are allowed in the school upon entering and exiting the building. **Backpacks are not allowed in classrooms.** Failure to follow school rules may result in a loss of backpack privileges.

A locker will be assigned to each student during enrollment. Students are requested to minimize going to lockers between classes. Lockers must be kept neat and clean; locker doors should be locked at all times. It is not considered good practice to share or to tell anyone else your locker combination. Students with locker problems should report them to the high school office.

Backpacks and Lockers are subject to search and seizure under USD 465 guidelines.

ENTERING AND EXITING THE BUILDING DURING SCHOOL HOURS

When entering or exiting the building during school hours, regardless of the reason, ALL students must enter and exit the building through the main entrance (Office Doors). The only exception is if entering and exiting the building to go to the weight room or ag building. Students in AVTS, Health Science Careers, OJT, and other College Classes are not exempt from this rule. Appropriate consequences will be assigned if this rule is violated.

BUS INFORMATION

Students are considered to be under school rules from the time they board the first bus in the morning until they leave the final bus at the end of the day. Students are under the supervision of the bus driver, bus aide, or bus stop monitor while riding the bus or waiting at a supervised stop.

The following regulations should be observed with regard to school bus routes:

1. The driver is in charge
2. While on the bus, students must:
 - a. Keep the aisles clear
 - b. Be in their assigned seats, if seats are assigned.
 - c. Talk quietly to other students.
 - d. Not talk to the bus driver.
 - e. Not be a part of horseplay or fighting.
 - f. Keep arms and other objects inside the bus.
3. Students will be expected to move immediately away from the unloading area after getting off the bus.

4. Each student is to be ready for school when the bus arrives.
5. All buses will load and unload in the west parking lot in the designated area.
6. All school rules are in effect during bus transportation.

Discipline Process

1. Initial concern: The driver contacts the parent/guardian about the concern and notifies the Director of Transportation. The Director will record the initial concern.
2. First written report: The report is sent to the principal upon receipt by the Transportation Secretary, with the Director of Transportation and the driver or aide copied on the email. The principal meets with the student and contacts the parent/guardian to review the matter and any disciplinary action taken, as well as outlining consequences for future infractions. The principal shall reply all with any disciplinary action taken and the consequence of a future infraction.
3. Second written report: The report is sent to the principal upon receipt by the Transportation Secretary, with the Director of Transportation and the driver or aide copied on the email. The principal meets with the student, the parent/guardian, and the driver or aide to review the matter and any disciplinary action taken, as well as outlining the suspension of riding privileges. The principal shall reply all to the email with any disciplinary action taken and the consequence of a future infraction.
4. Third written report: The report is sent to the principal. The principal meets with the student, the parent/guardian, the driver or aide, and the director of transportation to review the matter and any disciplinary action taken, as well as outlining the timeline and any requirements of the student for reinstatement of riding privileges. The principal shall reply all to the email with any disciplinary action taken and the consequence of a future infraction.

Building principals may, at their discretion, and in collaboration with the Director of Transportation, skip steps as outlined above based on the nature and severity of the infraction.

CAFETERIA

Winfield High School has a closed lunch policy. Students are not to go to the student parking lot or leave campus during lunch. Parents/Guardians are discouraged from bringing outside fast food to the school setting for students to eat during the lunch period.

Our school operates a Class A hot lunch and sandwich line under the program for federally subsidized school lunch programs. Meals served in the cafeteria are a balanced diet and meet the requirements for the type A meal (milk included each day). To assist students, the following information will help:

- Trays, milk cartons, and napkins will be picked up, returned, or disposed of in the appropriate places.
- Students must have their ID's on according to school policy.
- The cafeteria only accepts cash for payment.
- Students with a balance of over \$25 will be provided an alternate lunch until the balance is paid in full.

- Students will remain in the cafeteria. Meals are not to be taken outside of the cafeteria/harbor area unless approved by the administration. The locker areas and parking lot are off limits during lunchtime.
- Students are expected to return to their classes quietly and on time.

Free and Reduced Lunches

Information regarding free and reduced lunches is available by contacting the WHS Office or WHS Student Services.

STUDENT SERVICES AND COUNSELING

The Student Services Office provides services to assist students and parents with questions concerning classes, future occupational, educational, vocational and career plans, and social and emotional problems. Counselors are available before school and after school or by appointment during the school day and will be available two weeks before and two weeks after the school term. Counselors provide information and help explore possible solutions to problems by helping a student gain a better understanding of self. This could be through:

- Standardized test results
- Assisting him or her in the selection of curriculum while in high school.
- Use of career inventory tests to provide counselors with in-depth information regarding student interests and abilities to help students formulate a plan for post-secondary education and/or career fields.

Seniors

Seniors are encouraged to meet with one of the counselors a minimum of twice during their senior year to:

- Complete requirements for graduation
- Register for ACT or SAT testing
- Plan future endeavors
- Apply for many forms of financial aid
- Work closely with the counselor to receive information on local, state, and federal skill and need based educational aid.
- Get their parents involved in contacting a counselor for information about the student post high school endeavors and financial aid.

Scholarship information is disseminated via Google Classroom and posted on the school website approximately once a month throughout the school year.

Juniors

It is recommended that 11th grade students:

- Take the ACT during 2nd semester. They may choose to repeat it during October or December of their 12th grade year.

- Juniors may elect to take the ACT, WorkKeys, or the ASVAB.
- Scholarship Information – check in student services for availability.

LIBRARY MEDIA CENTER

- Hours for the media center are 7:15 AM-4:00 PM when school is in session.
- Loaner Chromebooks are available for student use upon request. **Students will only be allowed to check out a loaner Chromebook 3 times per semester.** Parents/guardians will be notified when a student gets a loaner Chromebook from the media center. One check out equals one day of use . If the student does not return the Chromebook at the end of the school day, it will be recorded as their second checkout.
- Destiny Discover, the library database, provides searchable access to district owned digital (ebook, audiobook, academic databases) and print resources. <http://destinydiscover.com>
- All items taken from the center must be checked out at the circulation/help desk.
- Circulation rules are as follows:
 - Books -- 4 weeks
 - Loaner Chromebooks - **Must be turned in at the end of the school day**
 - Items may be renewed for one additional circulation period.
 - Notices of overdue items will be sent to the students at school through school email and printed notice at the end of each semester. The student is responsible for all library obligations even if no notice was received.
 - All lost or damaged material fees should be paid by the end of each school year. Items remaining on the account will be marked as lost and charged to the student account.

LOST AND FOUND

All lost articles or books found should be turned into the high school office. If an article is brought to the office with identification, the owner will be notified. If articles are not claimed before June, they will be disposed of or given to a worthy charity.

MESSAGES, DELIVERIES, AND OUTSIDE FOOD AND DRINK

Messages for students could be kept to a minimum. Emergency messages will be delivered immediately. Students will be called to the office for other messages during passing periods.

Deliveries for students would be kept to a minimum. Items delivered to the office will likely be held until the end of the school day. If it is an emergency item, please inform the office staff. This could include but is not limited to backpacks, clothes, flowers, birthday presents, Chromebooks, and other items.

For the safety and security of the building, food deliveries for students are PROHIBITED at Winfield High School. Food deliveries include but are not limited to DoorDash, Pizza Establishments, etc.

Parents and Guardians wishing to bring their student food for special occasions must bring it into the main office. Staff is allowed to bring in food for students on special occasions but must seek administrative approval.

PARKING REGULATIONS

All students who drive to school are expected to park in the (south lot) student parking areas, excluding designated staff parking. The east and west parking lots are reserved for the faculty, staff, and visitors only. According to need and necessity, special arrangements can be made for handicapped parking.

1. All vehicles must be registered in the office and must display parking permits as designated by the district. Initial parking permits are \$2.00. Additional or replacement permits are \$1 each.
2. Each vehicle must be registered at the beginning of each school year or when acquired. Students will need to provide their driver's license, insurance information, and tag number.
3. Students in violation of parking regulations may be ticketed by the administration (\$5 per violation or regulations), revocation of parking privileges, or disciplinary action.
4. After the first violation, subsequent violations can and/or will result in further disciplinary action including but not limited to suspension of all parking privileges.
5. Parking in tow-away zones, fire zones, and reserved areas, including staff parking, is not allowed. Students parking in these areas is subject to having their car towed at the owner's expense.
6. All vehicles on campus are subject to local and state statutes and may be cited by the Winfield Police Department.

POP/ VENDING MACHINES

The machines are provided to the high school as a convenience. Winfield High School is not responsible for lost money or product that becomes stuck in a machine. The machines will not be operational during the lunch period. Students may not visit the vending machines during class periods unless they have a hall pass from their teacher granting them permission to do so.

SALES BY STUDENTS

Sales by students within the school for any cause are prohibited unless they relate to school sponsored activities or functions. Sales must be approved by the activities/athletic director.

STEPS TO EFFECTIVE COMMUNICATION

USD 465 has developed a chain of suggested procedures to promote effective communication between students, parents and staff. USD 465 encourages all concerns regarding the district to be resolved at the closest possible level (Policy KN). If you have missed a link in the process, you may be asked to go back to the appropriate step. Starting at step 1, if your concern has not been resolved move on to the next step.

Step 1. Visit with your child about their concern or problem.

Step 2. If age appropriate, encourage your child to visit with the staff member.

Step 3. Make arrangements to visit with the staff member.

Step 4. Talk to the principal or supervisor.

Step 5. Make an appointment to visit with the superintendent.

Step 6. Share your concern with a board member.

Helpful Suggestions: When your child has brought a concern to your attention...

- Pay close attention to your child's comments, but keep an open mind. There are always two sides to a story.
- Keep in mind that criticizing a staff member in front of your child may cause more problems.
- Communication is most effective when approaching each step with respect for all persons involved.
- Coping constructively with problems will help your child learn to do the same.

STOLEN ARTICLES

Winfield High School students are expected to be responsible for the care of their own property, which includes books and other educational materials that have been checked out to them. Winfield High School is not responsible for any student articles. Any crime may be reported to the administration.

STUDENT EMERGENCY PROCEDURES

FIRE DRILLS

Fire drills will be conducted as required by law. The signal for a fire drill is the activating of the fire alarm system—deep toned horn sound. When this signal sounds, everyone must leave the building. Assemble in your area, remain quiet and re- enter the building after being informed to do so. Teachers should be certain that each class understands what is to be done in case of a fire drill. Procedures will be explained in each class and will be permanently posted on the bulletin board in every classroom. Each classroom will exit to the corresponding door number found in each room. Vo. Ag. Building students will exit the south entrance and/or shop doors.

TORNADO DRILLS

A tornado alert is dependent on the alarm sounded by the City of Winfield and Civil Defense. The signal to move to the shelter will be a continuous ringing of the bell. In case the electricity is off, the signal will be a continuous blast of a whistle. When the signal is sounded, everyone will move quietly and orderly to the shelter area. Enter doorways marked with appropriate shelter number. The following room assignments have been made to certain areas for the tornado drill. Please note instructions for entering the shelter areas.

#1 NORTH STAIRWAY – GIRLS P.E. LOCKER ROOM (NW Gym):

- Rooms: 116, 117, 122, 123, 124, 125, 126, 127, 128, 129, 133, 134

#2 NORTH STAIRWAY—GIRLS VARSITY LOCKER ROOM (NE Gym):

- Rooms: 100, 101, 103, 104, 105, 137, 140, 141, 142, 143, 144, Conf., 501, 502

#3 SOUTH STAIRWAY—CUSTODIAN STORAGE (SE Gym):

- Rooms: 304, 401, 402

#4 ROOM 310 – WOODS SHOP STORAGE (S End of Math Hall):

- Rooms: 312, 313

#5 SOUTH STAIRWAY–ATHLETIC TRAINING ROOM (SE Gym):

- Rooms: 303, 310

#6 SOUTH STAIRWAY–BOY VARSITY DRESSING ROOM (SWGym):

- Rooms: 301, 302, 305, 306, 307, 308, 309, 311

#7 SOUTH STAIRWAY–BOY VARSITY DRESSING ROOM (SW Gym):

- Rooms: 200 (stage), 201 (Auditorium), 202, 203, 207, 208, Aux. Gym

#8 SOUTH STAIRWAY – BOYS P.E. LOCKER ROOM (SW Gym):

- Rooms: 106, 110, 111, 112, 113, 114, 115, 130, 131, 132, 135, Office, Library

VO. AG. BUILDING:

- All persons enter the main building and enter Custodian Storage (SE)

SMH Room

- Rooms 135 & 136 All persons move quickly to the shower area of the SMH room.

WEIGHT ROOM: All persons move quickly to the Custodial Storage Area in room 318.

IN ALL CASES:

1. Teachers lead the way.
2. Go to assigned areas.
3. Move to the back of the respective rooms.
4. Remain in shelter until the all clear is given.

CRISIS DRILLS

Crisis drills will be conducted as required by law. These drills will be conducted using the intercom system. Staff will follow the directions given over the intercom or by building protocol.

STUDENT RECORDS

USD 465, Winfield, Kansas, considers student records as confidential and will protect the rights and privacy of parents and students in the control, use, inspection, and review of such records. All rules and regulations concerning student records, the information contained therein, and the accessibility to those records are available upon request at 221 – 5100.

SOCIAL WORKER

The Student Services Office provides a School Social Worker who works cooperatively with parents, students, and staff to meet the emotional needs of students. Individual counseling, small groups, parenting classes, parent conferences, home visits, and collaboration with community agencies are all offered. Emphasis is placed on resolving issues impeding school progress and to involve parents in the educational process.

VISITING SCHOOL

Visitor requests must be approved by the Winfield High School Administration. Students are not to bring visitors to school while classes are in session. Parents and other legitimate business people will

be welcome. ALL visitors must report first to the office. All visitors must have a visible ID or be given a guest pass.

School Cancellations

School will ordinarily be in session regardless of the weather. School cancellations will be made over local radio stations, news outlets, the district FaceBook Page and the school wide alert system.

HEALTH **SCHOOL NURSE**

The school nurse has an office in the north section of the high school office area, adjacent to the Student Services Office.

- Students should report to the nurse's office in case of illness or injury.
- If the nurse is out of the office, students are to go to the main high school office.
- No student (ill or with medical appointment) is to leave the building without first checking out, either in the nurse's office or the high school office.
- Students using the nurse's office will be expected to either call home to get permission to leave school or go back to class.

Parents/Guardians, the following information must be provided for an acceptable doctor's note:

- The date and time of the appointment
- If restrictions or accommodations, including medical equipment will be implemented at school, a doctor's note is needed stating such.
- When the student can return to school
- Whether or not the health care provider is documenting any time the student missed prior to the appointment. The health care provider must specify all dates including partial days missed.

The absence(s) will remain unexcused until all the criteria are met. If documentation does not meet the required criteria, it is the parent's responsibility to notify the health care provider and obtain additional information as needed.

GENERAL HEALTH INFORMATION FOR STUDENTS AND PARENTS

Bloodborne Diseases

Students should avoid coming in contact with blood because diseases such as AIDS and Hepatitis B can be spread from an infected person's blood to anyone who comes in contact with the infected blood. If contact with blood is unavoidable, wash it off as quickly as possible. Non-Latex gloves are available for school employees to use when assisting someone who is bleeding.

Immunization Requirements

All students entering Kansas schools must follow Kansas laws for immunizations and vaccinations. Proof of immunizations must be presented upon enrollment. Families who have recently moved into the district will be allowed thirty days to obtain immunization records. If your child is in the process of completing his or her required vaccines, documentation must show at least one of each of the required vaccines has been received.

Immunization requirements can change every school year. The school will inform you of additional shots needed for fall enrollment.

Download information for the school at <http://www.kdheks.gov/c-f/school.html>.

Chronic Health Conditions

Please inform the school nurse of any chronic health condition and all emergency medications prescribed for your child. Please keep your school nurse updated on your child's health status, such as surgeries, any new diagnosis and/or other health conditions that may affect your child's academic success.

In accordance with HB 2008, injectable epinephrine (Epipen) may be kept at school for use in the presence of potential anaphylaxis (life-threatening allergic reaction). If the Epipen is administered, an immediate call to 911 and parents will be made. A physician's order is required for this medication. Please contact your school nurse for the Epipen form that parents and the student's physician will need to sign.

Screenings

- Hearing Screenings — to identify hearing loss and to make appropriate audiological, medical, and/or educational referral to maximize hearing and learning potential. Students to be screened annually are:
 - All preschoolers
 - Kindergarten through second, fifth, seventh, and 10th grades.
 - Students new to the district
 - Students with a hearing loss
 - Parent or teacher request
- Vision Screenings — for early identification of students with potential vision problems. Students to be screened are:
 - All preschoolers
 - Kindergarten, first, second, third, fifth, seventh, ninth and tenth grade.
 - Students new to the district
 - Parent or teacher request

USD 465 Winfield Readmittance Policy

Students and staff shall follow the guidelines for readmittance to school following communicable diseases in order to stop disease transmission and prevent outbreaks. Kansas law (K.S.A. 65-122)

directs exactly how we must work to control the spread of communicable diseases. USD 465 follows the Kansas Classroom Handbook of Communicable Diseases authored and provided by the Infectious Disease Epidemiology and Response Section within the Bureau of Epidemiology and Public Health Informatics at the Kansas Department of Health and Environment (KDHE) and is available on the KDHE website at: <https://www.kdhe.ks.gov/documentcenter/view/13715>. *K.A.R. 28 1-5: When the conditions of isolation and quarantine are not otherwise specified by regulation, the isolation and quarantine of persons afflicted with or exposed to infectious or contagious diseases shall be ordered and enforced by the local health officer or the secretary of health and environment in order to preserve the public health, safety, or welfare.

Children with a fever (temperature greater than 100°F) should not come to school until they are fever-free at least 24 hours without fever-reducing medication.

Vomiting and/or diarrhea (≥ 2 episodes):

- May return 24 hours after symptoms resolve.

Streptococcal Infections (strep throat/impetigo):

- May return 24 hours after the initiation of appropriate prescribed therapy.

Respiratory Viral Infections (COVID-19, RSV, Influenza):

- May return when fever free at least 24 hours without fever reducing medication and improvement of symptoms (reduction of cough, body aches, and headache)

Pertussis (Whooping Cough):

- Infected persons may return upon completion of prescribed antibiotic therapy. Otherwise, remain in respiratory isolation for 3 weeks if untreated.

Ringworm (Tinea):

- No exclusion if receiving treatment and taking measures to avoid skin-to-skin contact until skin lesions are completely healed.

Conjunctivitis, Bacterial (Pink-eye):

- May return to school once any prescribed therapy is implemented.

Hand, Foot, and Mouth Syndrome (Vesicular stomatitis):

- No exclusion, however, children with fever and rash should stay home until 24 hours fever free.

Fifth Disease (Erythema Infectiosum):

- No exclusion - may return immediately. Once rash appears, they are no longer contagious.

Scabies:

- May return to school 24 hours after initiation of prescribed antiparasitic therapy.

Head Lice:

- No exclusion - students are sent home at the end of the day and must be treated before returning the following day.

Bed Bugs:

- No exclusion, however, seek pest control treatment and notify the school nurse.

USD 465 Medication Policy

Board Policy:

The supervision of medications shall be in strict compliance with the rules and regulations of the board as carried out by district administrators, K.S.A. 72-8252.

Administrative Procedure:

1. A student is eligible to take medication at school if it is to be given at a specific time during the school day or if it is to be given more than three times a day. When a medication is prescribed three times daily, the medication should be given *before* coming to school, *after* returning home from school, and *before* going to bed.
2. All student medications must be administered under the supervision of the school nurse. The medication must be brought to school in the original container labeled with the student's name. When it is necessary to administer medication during school hours, written requests will be submitted to the student's school signed and dated by both the lawful custodian and licensed physician/dentist containing the following information:
 - a. Name and birth date of student to receive medication
 - b. Diagnosis/reason for medication
 - c. Name of medication to be given
 - d. Dosage/amount to be given (A new physician/dentist written order will be required for dosage changes.)
 - e. Times to be given
 - f. Method of administration
 - g. Expected duration of treatment.
 - h. Lawful custodian signature must authorize school health services personnel to exchange information with prescribing physician/dentist and personnel from the dispensing pharmacy.
 - i. Medication authorization form may be obtained from school nurse or downloaded from the district website.
 - j. The physician order must be updated at the beginning of each school year and dated not prior to May 1 of the previous school year.
3. Short term prescription medication:
 - a. This includes medication that will be given for less than 10 school days such as antibiotics, steroids, etc. Parent signature will be required for administration. Current prescription label

(dated within the current school year, and not expired) may be used as a substitute for the primary healthcare provider written authorization.

4. Self-administration of medications

- a. Students with asthma or allergies may carry and self-administer emergency medication. The self-administration policy requires written lawful custodian and physician signature including information as listed in #2, and information that describes the conditions under which the medication is to be self-administered and verification that the student has been instructed in self-administration, etc.
- b. Self-administration authorization form may be obtained from the school nurse or downloaded from the district website.

5. Self-care of diabetes

- a. Self-care of diabetes may be allowed for students in grades K-12. To be eligible, the following requirements must be met:
 - i. Lawful custodians shall submit a written diabetes management and treat plan from the students health care provider.
 - ii. The student shall provide written authorization from the student's health care provider and parent or guardian stating the student has been instructed on managing and caring for their diabetes and is authorized to do so in school.
 - iii. An annual written renewal of parental authorization for self-care of diabetes shall be required.

6. Lawful custodians are responsible for:

- a. Verbalizing request for medication order to school nurse
- b. Obtaining physician or dentist order
- c. Supplying medication in the original container
- d. Authorizing school health service personnel to exchange information with the attending physician and personnel from dispensing pharmacy

7. The School Nurse is responsible for:

- a. Keeping medications in a locked cabinet.
- b. Counting all regulated medications when received.
- c. Initiating a medication order
- d. Instructing unlicensed school personnel who have been identified as necessary to implement the administration plan and documenting training and supervision according to the delegation regulations of the Kansas Board of Nursing.
- e. Observing students for desired and potential effects.
- f. Completion of necessary medication documentation.
- g. Providing necessary feedback to lawful custodian and physician.

8. Termination of Medication

- a. Short term medication: The medical plan will be terminated when medication supplied by the lawful custodian has been administered.
- b. Long term medication/PRN (as needed): During the school year the termination of a medication plan by the lawful custodian, prescribing physician or school must be by written or verbal notice.

9. Over-the-counter (OTC) medications

- a. Grades Pre-K-5th grade will require written authorization from lawful custodian and licensed physician/dentist.
- b. Grades 6-8 may be administered by the school nurse (or designee) with a signed parent authorization form. This authorization form may be obtained from the school nurse or downloaded from the district website.
- c. Grades 9-12 may carry and self-administer OTC meds.
- d. In addition, these rules apply:
 1. All medication is to be carried in its original container
 2. At no time should a student give medication to another student
 3. The principal may revoke the self-administration privilege of any student found to be in violation of the policy

10. The school nurse or designee will count and record all regulated meds upon receiving.

11. Only FDA approved prescriptions and over the counter medications may be administered by school personnel.

12. In accordance with state law, injectable epinephrine is stocked at student buildings by staff who reasonably believe a student with unknown history is displaying signs and symptoms of a severe allergic reaction (anaphylaxis). Use of the injectable epinephrine requires an immediate call to 911 and notification of parents.

13. In accordance with state law, nasal spray naloxone is stocked at student buildings by staff who reasonably believe a student has a known or suspected opioid overdose, as manifested by respiratory and/or central nervous system depression. Use of the nasal spray naloxone requires an immediate call to 911 and notification of parents.

EMERGENCY SAFETY INTERVENTIONS

The board of education is committed to limiting the use of Emergency Safety Interventions ("ESI"), such as seclusion and restraint, with all students. Seclusion and restraint shall be used only when a student's conduct necessitates the use of an emergency safety intervention as defined below. The board of education encourages all employees to utilize other behavioral management tools, including prevention techniques, de-escalation techniques, and positive behavioral intervention strategies. This policy shall be made available on the district website with links to the policy available on any individual school pages. In addition, this policy shall be included in at least one of the following: each school's code of conduct, school safety plan, or student handbook.

Definitions:

- "Emergency Safety Interventions" is the use of seclusion or physical restraint when a student presents an immediate danger to self or others. Violent action that is destructive of property may necessitate the use of an emergency safety intervention.
- "Seclusion" requires all three of the following conditions to be met: (1) The student is placed in an enclosed area by school personnel; (2) the student is purposefully isolated from adults and peers; and (3) the student is prevented from leaving, or reasonably believes that the student will be prevented from leaving the enclosed area.
- "Chemical Restraint" means the use of medication to control a student's violent physical behavior or restrict a student's freedom of movement.

- “Mechanical Restraint” means any device or object used to limit a student’s movement.
- “Physical Restraint” means bodily force used to substantially limit a student’s movement.
- “Physical Escort” means the temporary touching or holding the hand, wrist, arm, shoulder, or back of a student who is acting out for the purpose of inducing the student to walk to a safe location.
- “Time-out” means a behavioral intervention in which a student is temporarily removed from a learning activity without being confined.

Prohibited Types of Restraints

All staff members are prohibited from engaging in the following actions with students:

- Using face-down (prone) physical restraint;
- Using face-up (supine) physical restraint;
- Using physical restraint that obstructs the student’s airway;
- Using physical restraint that impacts a student’s primary mode of communications;
- Using chemical restraint, except as prescribed by a licensed healthcare professional for treatment of a medical or psychiatric condition; and
- Use of mechanical restraint, except:
 - Protective or stabilizing devices required by law or used in accordance with an order from a licensed healthcare professional;
 - Any device used by law enforcement officers to carry out law enforcement duties; or
 - Seatbelts and other safety equipment used to secure students during transportation.

Training

All staff will be trained on Emergency Safety Interventions (ESI). Additional information on ESI can be found here: <https://ksdetasn.org/ksde/emergency-safety-interventions-esi-resources>

Notification and Documentation

The principal or designee shall provide written notification to the student’s parents any time that ESI is used with a student. Such notifications must be provided within two (2) school days. In addition, each building shall maintain documentation any time ESI is used with a student. Such documentation must include all of the following:

- Date and time of the intervention,
- Type of intervention,
- Length of time the intervention was used, and
- School personnel who participated in or supervised the intervention.

All such documentation shall be provided to the building principal, who shall be responsible for providing copies of such documentation to the superintendent on at least a biannual basis. At least once per school year, each building principal or designee shall review the documentation of ESI incidents with appropriate staff members to consider the appropriateness of the use of ESI in those instances.

Reporting Data

District administration shall report ESI data to the state department of education as required.

Local Dispute Resolution Process

The board of education encourages parents to attempt to resolve issues relating to the use of ESI informally with the building principal and/or the superintendent before filing a formal complaint with the board. In the event that the complaint is resolved informally, the administrator must provide a written report of the informal resolution to the superintendent and the parents and retain a copy of the report at the school. The superintendent will share the informal resolution with the board of education and provide a copy to the state department of education.

If the issues are not resolved informally with the building principal and/or the superintendent, the parents may submit a formal written complaint to the board of education by providing a copy of the complaint to the clerk of the board and the superintendent.

Upon receipt of a formal written complaint, the board president shall assign an investigator to review the complaint and report findings to the board as a whole. Such investigators may be a board member, a school administrator selected by the board, or a board attorney. Such investigators shall be informed of the obligation to maintain confidentiality of student records and shall report the findings and recommended action to the board in executive session.

Any such investigations must be completed within thirty (30) days of receipt of formal written complaint by the board clerk and superintendent. On or before the 30th day after receipt of the written complaint, the board shall adopt written findings of fact and, if necessary, appropriate corrective action. A copy of the written finds of fact and any corrective action adopted by the board shall only be provided to the parents, the school, and the state department of education.

ASBESTOS

This school has complied with the federal Asbestos Hazard Emergency Response Act by completing the following requirements:

1. Inspecting all facilities for both friable and non-friable asbestos-containing building materials.
2. Samples were taken during the inspections of all materials suspected of containing asbestos, and the samples were analyzed at an EPA-accredited laboratory.
3. A management plan written, based upon the inspection report and laboratory findings, outlining the administration's intent in controlling and abating any asbestos-containing building materials.

Some asbestos-containing building materials remain in some school facilities. However, an operations and maintenance plan, which is part of the Management Plan, describes the location of these materials and specific steps for maintaining the existing materials until their ultimate removal.

The inspection results and management plan are available for review in the principal's office.

ACTIVITIES AND ATHLETICS

ACTIVITIES

Student's interests and abilities are varied; therefore Winfield High School offers a wide range of activities. The ability to participate or be included in some type of activity is often a main factor in the student success equation. In short, activities are a path to success for many students. We encourage all students to find and participate in the activities or clubs that hold the greatest interest for them. All students' high school careers will be richer and more memorable for the experience.

ATHLETICS and Competition-Based ACTIVITIES/CLUBS

The extracurricular activities and athletics programs of USD 465 includes any athletic team, club activity, program, class office or group that represents our school district or performs in front of the general public, community, or students. These extracurricular programs are a valuable part of the educational program of our district. These programs teach many things in addition to the aptitude and skills in which the participant is directly involved. Attitudes and values, such as leadership, choosing right from wrong, discipline, sacrifice, cooperation, dedication, sportsmanship, and self-confidence are among the most important products of a successful activities and athletics program. Athletics and Activities are designed to accommodate students who have the ability and emotional stability to handle the competition. Therefore, not all students are capable of competing in this program. One of the most difficult tasks faced is making the judgment as to who should be able to compete in these programs. Students are not obligated to take part in athletics, nor is it required for graduation. It should be stressed that being a member of an athletic team and/or activity is a privilege and not a right. Since it is a privilege, USD 465 has the authority to revoke the privilege when rules are not followed.

These rules/policies will be in effect 365 days a year.

Definitions related to this policy:

Career: the sports and activities career shall be defined as follows: Middle School Career consists of Seventh and Eighth grades. High School Career consists of Ninth, Tenth, Eleventh, and Twelfth grades.

Activities Review Committee: Principal, Athletic Director, Assistant Principal, or any Administrator set forth by USD 465.

We all want an athletic/activities program that will be a compliment to USD 465, and we ask that all of you involved work hard to make this a reality.

Use of Tobacco, Alcohol, or Controlled Substances, Criminal Activity, or Detrimental Conduct

The following sources provide the justification for this policy:

USD 465 Board policies JCDA, JCDAB, JCDAC, JDDA-B

- USD 465 Discipline Handbook rules on Narcotics, Alcohol Beverages, Cereal Malt Beverages, Tobacco, and Stimulant Drugs

Policy Rationale (Intent): The intent is that there is absolutely no trace of any illegal or banned substances in the system of the participant. This policy is designed as a guideline for expected behavior for any student involved in interscholastic activities and supersedes all previous policies that dealt with said guidelines for expected behavior.

This policy also includes, but is not limited to the use, possession, and/or controlled substances, aromatic hydrocarbons and related substances or other inhalants, prescription medication used illegally or over the counter drugs used in an abusive manner, marijuana, cocaine, anabolic steroids, and any substances intended to alter or affect bodily functions.

NOTE: Any student participating in interscholastic competitions will also be subject to disciplinary consequences indicated by the Student Code of Conduct.

“ **Week** ” for the purposes of this policy is defined as stated in the Kansas State High School Activities Association (KSHSAA) transfer rule. The school the student attends must be in session 3 or more days to be considered a “week”. Vacation days/weeks do not count toward time suspended unless school is in session 3 or more days the same week. Suspensions imposed during times when school is not in session at least three days during the week shall continue until the next succeeding full week pursuant to the KSHSAA transfer rule has transpired to be counted as a week of suspension.

First Offense

1) Once it is determined that a violation has occurred, the student shall be suspended as follows:

- a. The student is required to attend practice AND;
- b. A suspension from a minimum of one athletic competition date (any sport) in which he or she is scheduled to participate (event to be determined by school administration) shall be imposed (limited to one calendar year from the date of notification of suspension*) AND
- c. A suspension from a minimum of one non-athletic school sponsored activity in which he or she is scheduled to participate (event to be determined by school administration) shall be imposed (limited to one year from the date of notification of suspension*) AND
- d. The student will be asked to volunteer at an event that gives back to the community.
- e. Any/all consequences as established by school related club charters, constitutions, and rules not covered in “a” and “b” of this policy will apply.
- f. If a violation of this policy takes place on or in school property or at a school sponsored activity, program, or event, additional consequences may apply as provided in USD 465 Board of Education Policy.

Second Offense

2) If it is determined that a second violation has occurred, the student shall be suspended as follows:

- a. The student is required to attend practice AND;
- b. A suspension for a minimum of two athletic competition date (any sport) in which he or she is scheduled to participate (event to be determined by school administration) shall be imposed (limited to one calendar year from the date of notification of suspension*) AND

- c. A suspension from a minimum of one non-athletic school sponsored activity in which he or she is scheduled to participate (event to be determined by school administration) shall be imposed (limited to one year from the date of notification of suspension) and
- d. The student will be asked to volunteer at an event that gives back to the community.
- e. Any/all consequences as established by school related club charters, constitutions, and rules not covered in “a” and “b” of this policy will apply.
- f. If a violation of this policy takes place on or in school property or at a school sponsored activity, program, or event, additional consequences may apply as provided in USD 465 Board of Education Policy.

Third Offense

If it is determined that a third violation has occurred, the student shall not participate in ANY USD 465 athletics or activities for one calendar year. The student may only attend school. This is inclusive of all sports, activities, clubs, dances, etc.

Because the administration, athletic director, coaches, sponsors, and patrons of USD 465 are concerned with the behavior of students, **on or off school property**, involved in interscholastic and other extracurricular activities, students who have any legal involvement with the courts for offenses or conduct which would constitute a crime, or charged with and/or convicted of a **felony** crime who are members of school athletic teams, spirit organizations, or other school extracurricular activities the following procedures and penalties will be enforced.

(A) Upon a student being charged by municipal, state, or federal law enforcement authorities with commission of a **felony** crime, the student will be suspended from all such activities (practice performance, or competition) pending the outcome of the case. If the student is found innocent of a felony offense in municipal, state, or federal court of the charge, or upon dismissal of the charge (other than pursuant to a diversion agreement), the student will be immediately reinstated to participate in such activities. If the student is found guilty or pleads guilty to a felony offense, or enters into a diversion agreement pertaining to the felony charge shall be deemed a student not in good standing for 45 school days. If after the 45 school days the student has met eligibility requirements as set by USD 465 and KSHSAA, the student may be reinstated to participate subject to the following conditions:

1. The student is not thereafter charged with or found guilty of another crime, and has not entered into a diversion agreement with regard to another crime.
2. The student continues to demonstrate proper behavior, both in and out of classes in Winfield Public Schools, including school activities, extracurricular activities, athletic events, dances, assemblies, etc.
3. The student was not removed from any class as a result of disruptive behavior or did not receive either an out of school or an in school suspension for the 45 school days not in good standing period.
4. The administration determines that the student’s participation will not pose a threat to the safety or well- being of other students and school personnel, or will not otherwise adversely affect the school or activity.

Detrimental Conduct Clause

Upon determination by any school administrator or law enforcement that a student participant has engaged in conduct deemed detrimental in any way, on or off school property, related to or not related to school activities, the student may be suspended from participation in school sponsored activities by the Activities Review Committee.

Discipline shall be designed to improve conduct and to encourage students to adhere to their responsibilities as members of the community. Disciplinary action shall draw on the professional judgment of administrators and on a range of discipline management techniques. Discipline shall be correlated to the seriousness of the offense, the student's age and grade level, the frequency of misbehavior, the student's attitude, the effect of the misconduct on the school environment/community, and statutory requirements.

STUDENT-NOT-IN-GOOD-STANDING

A student, who has a current behavior contract, is under penalty of suspension, or whose actions or conduct brings discredit to the school or to the student, as determined by the principal or her designee(s), shall be considered a **Student Not In Good Standing**. Students who are not in good standing may not practice, participate, attend or represent WHS in any extra-curricular activity, including but not limited to; dances, club functions, performances, homecoming events or prom until said student has been reinstated to good student status.

WINFIELD HIGH SCHOOL ATHLETICS/ACTIVITIES SPONSORED BY THE KSHSAA **SPORTS**

Fall: Football, Volleyball, B/G Cross Country, Girls Tennis, Girls Golf, Boys Soccer

Winter: B/G Basketball, Boys Swimming, B/G Wrestling

Spring: B/G Track, Baseball, Softball, Girls Swimming, Girls Soccer, Boys Tennis, Boys Golf

Non-Athletic: Forensics, Debate, Scholars Bowl, Instrumental Music, Vocal Music, Student Council, Drill/Flag Team, B/G Cheer, and Dance Line

ABSENCES & PARTICIPATION IN ACTIVITIES

The following are rules and regulations on absences and how they affect participation in activities:

- No student may participate in a school activity or competition unless he/she is in attendance for two blocks prior to departure time on the day of the event or has administrative permission.
- Students with any unexcused absence for any block are not eligible to participate in any activity on that day.
- Students will not be excused from class to pick up forgotten equipment. Bring all necessary equipment to school.
- Absence due to participating in school sanctioned activities is excused, but work should be made up in advance whenever possible and/or required by the teacher.

ACTIVITY MEETINGS

All athletics and activities are considered extra-curricular. Participation in such requires dedication of time and effort for the individual to be successful. With this in mind, students, parents and staff should be aware that participation in an activity takes a personal commitment on the part of everyone involved in the student and sponsors life.

DIGITAL ACTIVITY TICKETS

Students in grades 7-12 will be assessed a \$25.00 Viking Pass. This entitles each student admission to all home WHS and WMS events with student ID. The Viking Pass **does not** include admission to KSHSAA-sponsored tournaments.

OUTSIDE FOOD AND DRINK

Any outside food or drink that is brought to a WHS activity or event is subject to questioning, search, and confiscation. Law enforcement may be notified. We encourage all patrons to use WHS concession stands.

CLUBS/STUDENT ORGANIZATIONS

Art Club/National Art Honor Society	Art Club/National Honor Society brings school and community together through the arts. The goals of the organization are to inspire and recognize those students who aspire to grow as artists while fostering appreciation and advocacy of the arts. We volunteer at various community and school events to spread the importance of the arts to everyone. There is a \$5 due that is paid each year of membership. After the student has accumulated 10 service hours, they are awarded the NAHS rainbow cord at graduation. Anyone can join! You don't have to be in an art class to be an art club member.
Book Club	To bring together students who share an interest in all things literary. Through book clubs, students will promote communication and reading skills. Book club students meet weekly (on Thursdays) in the library during VCIS. Students may plan events outside of school including field trips to bookstores, libraries, and book-to-movie showings.
Club America	A club that empowers bold student leaders to promote free thinking, engage in grass roots activism and bring their beliefs to life.
Cowley Tiger Stripes Work Ethics Program	Is a scholarship program. Students are given the opportunity to earn one semester of tuition and books scholarship to Cowley College for each year they complete the program. Requirements include community service and

	attendance at work ethics meetings. More information is available in the WHS Student Services Office.
Drama Club/Thespian Troupe	High School students who enjoy and appreciate theater gather together to help with school productions, events, and attend local plays/musicals. There are no dues or fees unless you attend the conference. *This group meets about twice a month after school and has a service project each semester that benefits the community. Students do not have to be in the school play to be in the drama club; everyone is welcome. The Thespian troupe is an honors program for those involved in theater and recognized at the national level. *We have one big trip in January for the Kansas Thespian Conference in Wichita that students can attend for a fee.
FCA	Fellowship of Christian Athletes where students share in a time of faith and fellowship. All people are welcome.
FCCLA	Career and Technical Student Organization with the family as its central focus. FCCLA members will learn how to make a difference in their families, careers, and communities by addressing important personal, work, and societal issues through student leadership, and student-community service projects.
FFA	FFA makes a positive difference in the lives of students by developing their potential for premier leadership, personal growth, and career success through agricultural education.
Foreign Cultures Club	FCC is an environment outside of the classroom where those who have a passion for different cultures can get together, participate in activities, meet other like-minded students, and get to know the foreign exchange students. Additionally, the club honors the importance of helping the community by participating in community service projects. This club is student-led, providing students with the chance to develop their leadership skills and make a difference in their community. By joining FCC, you can celebrate different cultural holidays, learn about different customs, and experience the food, music and art from countries of the world.
Freshman Class	Meetings scheduled around events like homecoming. All freshman are invited. No dues.
Gay-Straight Alliance	The purpose of the GSA is to provide a safe, supportive environment for lesbian, gay, bisexual, transgender, questioning/queer (LGBTQ), and straight youth to meet to discuss sexual orientation and gender issues, and to work to create a school environment free of hate, discrimination, harassment, and intolerance.
HOSA	Stands for Health Occupation Students of America. Anyone can join. No specific meetings, usually just talk in Health Science classes. Students attend Fall & Spring conferences for competitive events, Nationals every other year. 2 State Officers, 1 Alternate. Dues are \$17.
Interact Club	Interact is a club for those who want to connect with others in their community or school. We have fun while carrying out service projects and

	learning about the world. We organize numerous service projects throughout the year: 2-3 of them benefit our school and community and one encourages international understanding. The purpose of Interact is to provide an opportunity
International Thespian Society Troupe #3533	Meets twice a month during VT, \$25 Induction fee due upon Induction (in spring), one can only join (become a Thespian) after earning 10 participation points via different Theater and Drama Club Activities.
Junior Class	Meet throughout the year at various times to plan for events like Homecoming, Prom, etc. Meetings are usually outside of the school day. All Juniors are invited. No dues.
National Honor Society	The National Honor Society (NHS) is the nation's premier organization established to recognize outstanding high school students. More than just an honor roll, NHS serves to recognize those students who have demonstrated excellence in the areas of scholarship, service, leadership, and character. These characteristics have been associated with membership in the organization since its beginning in 1921. The WHS chapter of NHS recognizes juniors and seniors who, because they have demonstrated these characteristics, have been recommended by faculty, and who earn and maintain a 3.5 cumulative GPA or higher. The group engages students in three community service projects each year.
Powerlifting	In this club, students get to see where they stack up against students from other schools during competitions held in the winter and early spring at various high schools around the state. The lifters compete in a variety of weight classes in the bench press, squat, and clean. Participants must pay their own entry fee for each meet.
Scholars' Bowl	Scholars' Bowl is a KSHSAA sponsored activity in which two teams compete head to head to answer academic questions from subject areas including foreign language, language arts, social science, science, math, fine arts, and current events. The competition season is from October through February.
Senior Class	Meet throughout the year at various times to plan for events like Homecoming, Prom, etc. Meetings are usually outside of the school day. All seniors are invited.
Sophomore Class	The primary function of this club is to raise funds for prom each year through a variety of activities.
Spirit Squad	Spirit Squad plans all pep assemblies, prizes or theme related items to ultimately encourage school spirit throughout Winfield High School.
Student Council	The Student Council coordinates school wide activities and promotes unity. The Student Council provides the student body an opportunity to express their opinion in matters relating to the general welfare of the school. Student council members are voted into their positions through yearly elections held for class and executive officers.
WHS Clay Target Club	Compete in trap shooting with other clubs across the state of Kansas.

CLUB BYLAWS

All clubs and student organizations at Winfield High School are required to have an approved set of Bylaws on file with the Student Council. Bylaws are to be approved by the Administration and Stucco. It is the responsibility of Stuco to monitor that all clubs and organizations have filed their approved Bylaws.

In the event a conflict occurs between events or activities, and one of those activities is a state-sponsored competition, the state-sponsored competition will always take precedence.

In the event a conflict occurs between two events or activities and one of those is a practice and the other a competition, the competition will always take precedence. No sponsor and/or coach should threaten the student with neither a reduction of his/her grade nor a reduction in playing time at the next game.

DANCES AND EVENING ACTIVITIES

All school activities must be approved by administration before being scheduled on the school calendar. This must be done at least two weeks before the activity takes place. All school activities which involve a large group must be sponsored by at least two faculty members and at least one set of parents for each fifty students. All dances must have at least one administrator in attendance. A clean-up committee must be designated to make sure the area used is clean and restored to its original condition. Students will not be allowed to bring outside food or drinks into a dance. Glow sticks, glow ropes and other hand held light devices will not be permitted. All students attending must present their school ID card before being admitted. Only students in good standing will be allowed to attend and or invite guests to any WHS dance. Guests who might attend any WHS dance MUST be 19 years old or younger and will be asked to provide verifying identification. Students in good standing that invite an out- of-school date must obtain a guest form from the high school office, in advance, and by the previously designated time. All out of school guests will be screened for eligibility (9th grade or above) and good conduct. Final decision on out-of-school guest eligibility is at the discretion of the WHS administration. All dance guests will be subject to a possible breath alcohol test prior to admittance or at any time during the dance with reasonable suspicion. With reasonable suspicion all guests may be subject to search of their belongings and person for any unapproved items. Dance attire must be school appropriate. Body surfing or the lifting of individuals up into the air which creates a potential safety risk will not be tolerated. Shirts (not undershirts only) must be worn at all times during a dance. Sexually suggestive dancing will not be tolerated. Dancing front to back shall not be permitted. Please use "face to face with appropriate space" as a guideline. Students who exhibit inappropriate dancing behavior will be warned. If the behavior or dancing continues the student/s will be asked to leave the dance. At that time an attempt will be made to contact the parent/guardian by phone. Inappropriate behavior by any guest will result in the individuals being removed from the dance with contact being made to parents/guardians and the proper authorities.

ELECTIONS

Most student elections are held starting at the beginning of the 4th quarter. First election will be for Student Council Officers; second election will be for Class Officers and final election will be for Student Council Representatives.

Student Council Officer Elections

Student Council Officer Elections: Candidates for StuCo executive offices must have been in Student Council at least one year, be in good standing with the organization and have no grade less than a C in the fall semester. Candidates must declare for one of the following offices: President, Vice President or Secretary/Treasurer.

ELIGIBILITY REQUIREMENTS

KSHSAA eligibility requires students to pass 5 classes in a semester in order to be KSHSAA eligible for the following semester.

1. Scholastic eligibility for students will be checked at the end of the third week of a term and each succeeding week thereafter.
2. Students who are failing any class at that time will be placed on probation for one week.
3. If the student is failing any class when eligibility is run the following week, the student will be ineligible for one week.
4. Students who raise their grade during the week will remain ineligible until eligibility is run on Wednesday.

FUNDRAISING

Fundraising as a student activity is important to regulate in order to allow groups to solicit funds from the public and at the same time provide services to the community. In order not to saturate the public with too many or duplicate activities, all high school groups must have their fundraising approved by the Activities/Athletic Director.

PROM

The Junior-Senior Prom held in the spring is funded and organized by that year's Junior Class. Guidelines for the Prom are determined by the Junior Class Student Organizing Committee, the Junior Class Sponsors and administration. Only Juniors and Seniors are eligible to attend the prom but extenuating circumstances may be reviewed by the administration on a case-by-case basis.

REPRESENTING THE SCHOOL IN SCHOOL ACTIVITIES

Board Policy - There shall be an added dimension of good conduct and citizenship for athletic eligibility requirements of the State Activities Association and the public schools in determining who represents the school in athletic or other school activities. The good conduct and citizenship requirements shall

be formulated by a staff committee in Winfield Senior High School and be administered by the high school administration.

Grades and attendance shall be checked prior to any school activity including field trips or any extra curricular activity. A student must be passing all courses, be in attendance no less than 85% of the time, and have no ISS or OSS infractions.

SCHEDULING CONFLICT

At times during the course of the school year, some students involved in several activities may find themselves scheduled to participate in more than one event on the same date. If this occurs, the student must make a choice as to which activity he/she is going to attend. He should notify the coach or sponsor of his/her decision at least one week in advance of the scheduled activity.

TRANSPORTATION

Students will be expected to travel to and from school sponsored events in school operated vehicles. For extenuating circumstances, the activity sponsor or coach will have a form on which parents or legal guardians may sign their student(s) out to be transported in the parent or legal guardian's personal vehicle. Upon release to parent or legal guardian, all school liability is waived.

OUTSIDE COMPETITION RULE FROM THE KSHSAA HANDBOOK

While a student is a member of a school athletic squad, he or she may not participate as a member of an outside team or as an independent competitor in the same sport. Violation of this rule shall make a student ineligible for the remainder of that sport season.