

SOUTHEAST HIGH SCHOOL
Student Handbook
2019-2020

OUR MISSION

USD 247 will educate and empower every student to achieve success through high levels of learning within a positive culture.

OUR VISION

Success Through Excellence: Everyone, Everywhere, Everyday



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As an Equal Employment/Educational Opportunity Agency USD 247 Southeast does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Superintendent Brad Miner, 506 S. Smelter, Cherokee KS 66724 (620) 457-8350

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CERTIFIED STAFF

Name	Position
Nancy Brunetti	Science
Scott Butler	Math/ Science
Nick Cheney Sr.	Athletic Director
Brad Coots	Video/Robotic Technology
Kaci Coots	Counselor
Melanie Evitts	Art
Danica Gibson	Music
Jerrad Hansen	Math
Ellen Harrington	English
Janet Holdan	Family and Consumer Science
Brad Johnson	Gifted Education
Gary Leiker	Social Studies
Caitlyn McKibben	Agriculture
Jim Rockers	Industrial Technology
Derek Sanders	Math
Cathy Struckle	Spanish
Russell Swisher	Special Education
Jacob Thompson	Physical Education
Rachel Trezona	English
Cherie Witt	Business/Technology
Luke Witt	1:1 Facilitator
Ryan Wydick	Science

SUPPORT STAFF

Denise Burns	VPL Coordinator
Gaye Clark	Food Service
Michelle Coulter-Morrell	School –Based Therapist
Alex Fleck	Custodian
Amber Hale	Food Service
DeAnn Hamblin	Office Manager
Regina Henderson	Para Educator
Janet Humble	Para Educator
Jenna Jones	Para Educator
Ted Jones	Custodian
Colleen Renn	Library/At-Risk
Levi Tate	Custodian
Linda Weston	Receptionist
Lacey Wilbert	School Nurse

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1. ACADEMIC INFORMATION

Academic Letter

The purpose of the academic letter is to encourage and reward academic excellence. The attainment of the academic letter is not an easy task and requires considerable planning of class schedules.

Lettering

Lettering shall be based on a point system. Points will be awarded each semester beginning with the first semester of the freshman year. Points will be awarded for grades received in "academic" classes according to the following points:

A - - - - 4 points

B - - - - 3 points

C - - - - 2 points

Students meeting the following criteria will be awarded a letter and a lamp of knowledge and bar at the end of the 3rd semester. Students meeting academic lettering criteria at the end of their 5th and 7th semesters will receive a bar.

1. Cumulative grade point average of 3.5
2. No grade lower than a "C" in an "academic" class.
3. A total of 45 points at the end of the 3rd semester
4. A total of 77 points at the end of the 5th semester
5. A total of 109 points at the end of the 7th semester

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Definition of “academic” class

Classes considered to be “academic” are those in the areas of English, high level Math, Social Studies, Natural Science, and Foreign Language. Classes offered at Southeast High School considered to be “academic” for purposes of the academic letter are:

Science

Advance Biology
Anatomy & Physiology
Physical Science
Animal Science
Horticulture
Earth Science
General Biology
Chemistry
Physics

English

English I, II, III, IV

Foreign Language

Spanish I, II, Advanced Spanish

Mathematics

Algebra I, II, III
Geometry
Calculus
Trigonometry
Pre-Calculus
Transitional College Algebra

Social Studies

US Government
World History
US History

Concurrent Credit Opportunities

College English (PSU)

Duel Credit

Opportunities from LCC

Grade Point Average

The grade point average (GPA) for Southeast High School students will be computed using the following scale:

A - - - - 4 points
B - - - - 3 points
C - - - - 2 points
D - - - - 1 point
F - - - - 0 points

Only semester grades will be used to compute a student’s GPA, with the exception of the computation of the seniors’ final class ranking. All classes taken will be given equal weight. “Aides” classes and off campus classes taken for college credit will not be counted in the GPA computation. Computation of GPA for selection of valedictorian, salutatorian and honor graduates shall include grades earned during the 8th semester of school. The final class ranking will be computed through the 16th school week of a senior’s spring semester.

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Honor Roll

Honor Rolls are announced after each semester grading period. Selection will be based on the grades received during that period. Students must be enrolled in a minimum of four (4) class periods (not to include XLT, Academic Enrichment, or "Aides" classes) to be eligible for consideration. The two honor rolls are:

"All A" – students must make all A's during the semester period.

"A-B" – students must made a grade no lower than a B during the semester period.

An "Honors Assembly" will be held for students in honor of their academic excellence. Certificates of achievement will be awarded to the students at that time.

Citizenship Award

One boy and one girl student of Southeast High School will be selected by the faculty to receive the citizenship award. The presentation of the award will be made at the Honors Assembly. Eligibility Criteria is as follows:

1. Must have maintained a "C" average (2.0 GPA) or better;
2. Must not be a chronic discipline problem at school or with civil authorities off campus;
3. Must have maintained an adequate school attendance record;
4. Must be an active participant in school clubs, organizations, and activities (Sports are not a requirement);

Must exhibit a positive attitude and demonstrate meritorious conduct

Kansas Scholars Curriculum

English:	English I, English II, English III, English IV
Science:	Biology, Chemistry, Physics
Mathematics:	Algebra I, Algebra II, Geometry, Trigonometry/Pre-Calculus, Calculus
Social Studies:	World History, U.S. History, U.S. Government
Foreign Language:	2 years of same language

Graduation Requirements-26.5 Credits (Effective Class of 2017)

- 4 English Credits
- 3 Math Credits
- 3 Science Credits
- 3 Social Studies Credits
- 1 Fine Arts Credits
- 1 Physical Education and Health Credit
- .5 Personal Finance Credit
- 11 Elective Credits

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Graduation Exercises

Students who have completed the requirements for graduation may be allowed to participate in graduation exercises unless participation is denied for appropriate reasons. Graduation exercises shall be under the control and direction of the building principal. Only students attending Southeast High School on a full time basis shall be eligible to be selected as a distinctive graduate of any graduating class.

Distinctive Graduates of Southeast High School

The Board of Education has established recognition for two graduating seniors who have distinguished themselves academically. The Primoris and Proximus will recognize the top two seniors in the graduating class who have achieved a 4.0 in the Kansas Scholar's Curriculum. Existing ties between distinctive seniors will be broken with the use of the higher recorded ACT score at the conclusion of the 16th week of a senior's spring semester.

Primoris

The Primoris will be the graduating senior who has accumulated the **highest GPA during the four years of high school and is the highest performer over all seniors achieving a 4.0 in the Kansas Scholar's Curriculum.** Computation of GPA for selection of Primoris shall include grades earned during the 8th semester of school. The final class ranking will be computed after the 16th school week of a senior's spring semester. To be eligible for this honor, a person must have been enrolled as a student of Southeast High School no later than the beginning of their senior year and maintain that enrollment until graduation. Students must have completed the Kansas Scholars' Curriculum requirements in to qualify for this honor.

Proximus

The Proximus will be the graduating senior who has accumulated the **second highest GPA during the four years of high school and is the second highest performer of all seniors achieving a 4.0 in the Kansas Scholars' Curriculum.** Computation of GPA for selection of Proximus shall include grades earned during the 8th semester of school. The final class ranking will be computed through the 16th school week of a senior's spring semester. To be eligible for this honor, a person must have been enrolled as a student of Southeast High School no later than the beginning of their senior year and maintained that enrollment until graduation. Students must have completed the Kansas Scholars' Curriculum requirements in order to qualify for this honor.

Valedictorians

The Valedictorian honor will be granted to any graduating senior who has accumulated a GPA of 4.0 during the four years of high school. Computation of GPA for selection of the Valedictorian honor shall include grades earned during the 8th semester of school. The final class ranking will be computed through the 16th school

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week of a senior's spring semester. To be eligible for this honor, a person must have been enrolled as a student of Southeast High School no later than the beginning of their senior year and maintained that enrollment until graduation. **Students must have completed the Kansas Scholars' Curriculum** requirements in order to qualify for this honor. All seniors earning this honor will have the honor noted on their transcript.

Salutatorians

The Salutatorians will be the graduating senior who has accumulated a GPA of 3.90 to 3.99 during the four years of high school. Computation of GPA for selection of the Salutatorian honor shall include grades earned during the 8th semester of school. The final class ranking will be computed through the 16th school week of a senior's spring semester. To be eligible for this honor, a person must have been enrolled as a student of Southeast High School no later than the beginning of their senior year and maintained that enrollment until graduation. **Students must have completed the Kansas Scholars' Curriculum**. All seniors earning this honor will have the honor noted on their transcript.

Honor Graduates

Graduating seniors who achieve a 3.50 or higher GPA earned from their academic efforts through the 16th school week of their senior year, shall be designated as Honor Graduates and be so noted on the graduation program. Students must have completed the Regents Qualified Admissions Curriculum Requirements in order to qualify for this honor. Computation of GPA for class rankings shall include grades earned during the 8th semester of school. The final class ranking will be computed through the 16th school week of a senior's spring semester.

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Graduation Requirements-26.5 Credits

4 English Credits
3 Math Credits
3 Science Credits
3 Social Studies Credits
1 Fine Arts Credits
1 Physical Education and Health Credit
.5 Personal Finance
11 elective credits

NATIONAL HONOR SOCIETY GUIDELINES

Grade Level Requirement:

Students must be a sophomore, junior, or senior to apply for membership into National Honor Society.

GPA Requirement:

3.75--4.0 = 20 points

3.5--3.74= 15 points

For Sections II through V on Candidacy Form:

12 Points possible in each section.

The Faculty Counsel will determine a rating of 1-3 points per item listed.

48 points possible total on Sections II-V.

Faculty Input:

Students who receive one more than 50% of the faculty votes will receive 5 points.

PLEASE NOTE: Students must receive a minimum of 63 points for membership.

Maintaining Membership:

- 1) Members must complete at least 20 hours of community service between May 1st of the current year through May 1st of the following year. Example: May 1, 2016 through May 1, 2017.
- 2) Members must bring in documentation of all community service with the supervisor signature.
- 3) Members must maintain a 3.5 GPA or better
- 4) Membership is an ongoing responsibility and an obligation to continue to demonstrate those outstanding qualities that resulted in your selection.
- 5) Each member must attend at least 50% of the meetings.

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Officer Responsibilities

President Responsibilities:

1. Document meeting attendance.
2. Document community service attained by each member.
3. Be the main speaker at the NHS Induction Ceremony.

Vice President Responsibilities:

1. Keep meeting attendance in the absence of the president. Report this to president.
2. Document community service attained by each member when president is unavailable. Report this to president.
3. Type Notes in the absence of the secretary and get him/her the notes right away to send out via Edmodo.
4. Document all service projects of NHS, including the members who assisted with each project.

Secretary Responsibilities:

1. Type notes at all NHS meetings.
2. Send the notes to all NHS Members who were absent via Edmodo.

2. ATTENDANCE POLICY

It is the intent of our attendance policy to stress the importance of regular attendance to all students enrolled at Southeast High School. Punctual and regular attendance is necessary if all students are to share the benefits of a successful, well-ordered school.

We ask that full cooperation be given in matters dealing with the attendance policy stated below:

1. An absence will be considered EXCUSED when:
 - a. There is documentation from a health care professional (Doctor, Dentist, Court Ordered Appointment, or family emergency deemed unavoidable by the school administration.
 - b. Parent makes phone contact with the school by 9:00 a.m. on the day of the absence stating a **valid reason** for the absence. Absence requires **final approval by school administration.**
 - c. After an extended illness of three days or more, a doctor's note must be presented in the school office upon a student's return.
 - d. Family emergency deemed unavoidable by school administration.

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If a student has an “excused” absence, he/she will be able to make up all assignments with full credit. The amount of time to make up the work will be determined by the classroom teacher, but no less than one additional day per day absent shall be provided. It is the student’s responsibility to get the assignments from their teachers upon returning to school.

2. An absence will be considered UNEXCUSED when:
 - a. The parent does not contact the school the day of the absence by 9:00 a.m.
 - b. A **valid reason** is not given for the absence as determined by administration.
 - c. The student does not bring a note from a health care professional upon returning to school when applicable.

Campus Arrival

Once a student arrives on school grounds, the student must remain and is expected to enter the school building immediately; reporting to their assigned area. This applies to all students regardless of their transportation arrangements. Students arriving before 7:55am are expected to stay in the cafeteria and/or front hall only.

Check-Out Policy

Students wishing to check out of school are expected to adhere to the following policy.

Students who check out of school will receive unexcused absences from those classes missed UNLESS these guidelines are followed:

- (1) Excused and unexcused absence criteria will be implemented
- (2) All students must have office verified parental permission to check out of school.
- (3) Students are only allowed to checkout through the school office. and will be required to sign the checkout log before leaving.
- (4) Students who have checked out, and will be transported by another person, will only be allowed to leave the school grounds with a non-school age adult approved by the parents or a sibling.
- (5) Students will not be allowed to return to school or activities including games or practice on the same day after checking out **UNLESS** they have a note from a health care provider, attended a funeral, or have a court-ordered appointment from an outside

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agency. In the case of an emergency, administrative approval in advance of the checkout may allow a student to return.

- (6) Students with an excused absence must be in attendance for a minimum of four (4) class periods to become eligible for school activities. Students in attendance for less than four class periods must have the building administration's approval in advance of the excused absence.

Excessive Absenteesim

It is a shared responsibility of the students and parents to see that students attend school regularly. The intent of this policy is to reduce excessive absenteeism at Southeast High School. Excused absences will be assigned one (1) attendance point for each class period absent. Unexcused absences will be assigned two (2) attendance points for each class period absent.

Any student who accumulates more that sixty-four (64) attendance points in one semester may be required to obtain a doctor's note stating the student could not be in school in order to clear future absences. Any absence(s) after accumulating (64) attendance points, without a valid doctor's note, will be considered unexcused and the student may be required to make up the absence(s) through the office. Failure to make up the unexcused absence(s) may lead to the student being considered truant and reported to the County Attorney and/or lead to disciplinary measures for noncompliance. Additionally, student(s) with excessive absences may be in jeopardy of not earning course credit.

Exceptions to this policy are as follows:

- 1.. School sponsored trips, events , and activities will not be counted as days absent.
2. Funerals of close family members.
3. Seniors will be allowed a maximum of two (2) days for college campus visits. Students must make the necessary plans early enough to meet the qualifications for the college they plan to visit (i.e. taking the ACT Test) Campus visits must be completed before May 1st.
4. Unusual circumstances not covered by the above exceptions may be submitted, in writing, to the building administration for consideration.

Truancy

The principal, or administrative designee, shall report students who are truant from school to the appropriate authority. Truancy is defined as any three consecutive unexcused absences, any five unexcused absences in a semester or seven unexcused

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absences in a school year, whichever comes first. Students who are absent for a significant part (considered one class period) of any school day shall be considered absent for the purposes of this policy. **Students in excess of sixty-four (64) attendance points may also be considered truant.** Prior to reporting to either S.R.S. (if the student is under 13) or the county or district attorney (if the student is over 13), a letter shall be sent to the student's parent(s) or guardian notifying them that the student's failure to attend school without a valid excuse shall result in the student being reported truant.

Tardies

Students will be considered tardy if they are less than (10) ten minutes late to class. This includes XLT and seminar times as well. Students checking into class after (10) ten minutes will be counted as absent. Designated excused and unexcused criteria will be considered when determining if a student is tardy or absent.

Students will receive disciplinary action upon their fourth (4th) tardy of the quarter and each subsequent tardy during that marking period. Quarterly marking periods for tardies will end on the following dates: October 19, December 19, March 1. Discipline action will be as follows:

4 th – 7 th overall tardy	1 detention
8 th - 9 th overall tardy	1 day ISS

After the 10th overall tardy, students will be considered non-compliant and receive additional disciplinary action. They will also be referred to the County Attorney as truant.

3. MAKE UP WORK POLICY

Unexcused Absences

It will be the responsibility of the student to get his/her assignments from teachers upon returning to school. Students will be allowed one day for each day missed to complete assignments. Students' are not eligible to receive an additional extended time to complete work if the absence was unexcused. Students who have more than three days of unexcused absences (48 attendance points) in a semester, will be expected to make up the class time missed of any future unexcused absence

Excused Absences

It will be the responsibility of the student to get his/her assignment from teachers upon returning to school. The normal student make-up period for full credit is one school day per day of excused absence. Late penalties may be applied after the reassigned due date down to a zero for those students refusing to submit an assignment. A student desiring to submit make-up work beyond the normal make-up work period of one day per excused day of absence must have teacher and administrator approval. The

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superintendent will have the final decision if there are opposing opinions concerning the decision.

The decision to approve the student's request is based on the following criteria:

- 1) Evidence of communication by teacher for student to have completed the make-up work during the normal period.
- 2) Student must be deemed sincere in effort as evidenced by prior communication and attempts to complete assignments.
- 3) Justification through evidence of special circumstances that made it extremely difficult for student to complete assignments.
- 4) Communication and effort by the student needs to begin prior to end of semester IE. Prior to last 2 weeks of the semester.
- 5) Students should not expect to receive consideration to make up missing work that has not been previously communicated and has become excessively late. IE. Four (4) or more weeks late.

It is recommended that no request, without extreme evidence contrary to the fact, be approved in the last two weeks of the semester. Make-up work approved and submitted during this time will be graded without a late penalty applied, but will only carry credit to a maximum of 79%. Teachers are permitted to assign alternative assignments for each assignment approved in the request.

4. ACADEMIC FRAUD

Students are expected to do their own work and to present high quality work samples to their teacher. The Council of Writing Program Administrators (WPA) defines plagiarism this way: "In an instructional setting, plagiarism occurs when a writer deliberately uses someone else's language, ideas, or other original (not common-knowledge) material without acknowledging its source." Students who have been found to use and/or submit the work of others', copied the work of others or intentionally submitted a plagiarized work sample will be assigned discipline. The discipline matrix provides guidelines for consequences in the event of academic fraud. Please note that academic fraud is **not limited** to written material only, but may occur in a student's verbal and digital presentations, as well as other academic work samples.

5. IPAD USAGE

District owned iPads are assigned to each student to enhance their 21st Century educational experience. This technology experience is designed to help students develop and apply skills required for success in today's technology rich environment. In order for them to gain the most from this experience, students are expected to read and follow the USD 247 Technology Acceptable Use Policy. Students found in violation of the acceptable use policy will be assigned discipline as

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indicated in the discipline matrix. Consequences may also include restricted access and/or confiscation of the school assigned iPad.

6. BULLYING/HARASSMENT

Harassment of any student is prohibited by policy of the USD 247 Board of Education. If any student encounters a bullying situation students should feel free to come to the administration. Harassment may include verbal threats, intimidation, and physical abuse. Please refer to the USD 247 Bullying Policy posted at www.usd247.com

7. BUS

General Rules and Safety Regulations

All students being transported by USD 247 vehicles, primarily buses, will be required to follow rules of good conduct as outlined in the USD 247 Transportation Policy. The safety of students is of the first and foremost concern and must not be jeopardized by inappropriate behavior. Failure to behave as expected may result in a student's bus privileges being revoked or other disciplinary measures. If you have questions, please contact the administration or reference the USD 247 Transportation Policy located on the District Website.

Activity Trip Expectations

1. All students must ride the designated school transportation to officially recognized events unless permission to do otherwise is given by the building administration.
2. A parent/guardian may transport his or her child from an out-of-town activity by being present at the event to personally assume custody by signing the student out
3. A parent/guardian of a student wishing his/her child to ride home with an adult member of the immediate family may file a release form stating the name of the individual family member that will transport the child. The release should be filed in the school office on or before the day of the activity.
4. Parents may release their child to ride with another adult (over the age of 21) who is not a family member by following the steps outlined in #3. No student will be released to ride with anyone under the age of 21, regardless of the reasons.
5. All alternate transportation arrangements which are made that do not include the student's parents are subject to revocation by the school personnel in charge of the student. If the sponsor feels that for the safety

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of the student he/she should return on the school transportation, then the student must abide by the decision.

6. Failure to follow this policy may result in the student being suspended from the activity and/or team.
7. Out-of-town trip sponsors may designate alternate pick-up and release stations if they deem it is necessary. District attendance centers shall be the only acceptable alternate stations. Additionally, Fast Break in McCune, Express Lane in Scammon, and the West Mineral City Hall may be determined as release centers when appropriate for the trip.

8. CELL PHONES

Cellular phones are permitted on campus and may be used at designated times and in designated locations only. **Responsible use is expected and violations of the usage policy may result in the loss of cell phone privileges at school.**

- Permitted in the building, but must remain out of sight with ringers off.
- Permitted for use before school, during morning break, passing time and at lunchtime.
- May be used in classrooms, if teacher permission was given in advance.

One of the following consequences will be applied based on the frequency and severity of the cell phone violation:

- Assigned warning. Student will be expected to correct the situation and comply with cell phone guidelines.
- Teacher or Office assigned detention (1-3 detentions)
- Loss of cell phone privileges for 3-10 school days.
- Loss of cell phone privileges and 1-3 days ISS
- The administration retains the right to confiscate student cell phones and other digital devices if the situation warrants that they be locked away.

Please note that students are not permitted to use cell phones or other devices for the purpose of recording video or audio of teachers, staff or students without prior permission of administration and those being recorded or filmed.

Violations involving recording is a minimum Level 3 violation. Please refer to the discipline matrix for guidance.

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9. Concurrent/Dual Credit Opportunities

Senior students wishing to explore concurrent and/or dual credit college opportunities will have that option. PSU offers dual credit College English, while FSCC and LCC provides concurrent credit opportunities.

Students wishing to enroll in an off campus program must apply through the counselor's office and obtain administrative approval in advance of that enrollment. A list of approved concurrent course titles is available in the counselor's office. Specific information, regarding local expectations, about these opportunities are available upon request. Students choosing this option will be expected to report to a designated area to work on their online coursework.

10. COLLEGE RELEASE

The goal of providing for the needs of all students of SHS prompted development of guidelines concerning off-campus education. The purpose is not to discourage the student from participating in off-campus offerings but to assure that district policy is met. Students attending college classes must comply with all rules, regulations, and policies of Southeast High School (ie: attendance, grades, discipline, etc.) Students wishing to enroll in an off campus program must apply through the counselor's office and obtain administrative approval in advance of enrollment.

1. The student must be a senior in good standing academically having demonstrated proficiency in courses taken during high school.
2. The student must meet the credit requirements for graduation and be enrolled in a minimum of four (4) units of high school credit at SHS.
3. Off campus courses must be courses of study that are not available through our on campus dual-credit and/or concurrent credit course offerings.
4. Students will only be eligible for the off campus option during the spring semester of their senior year.
5. The student shall forfeit all elected office positions, if it is determined, by the organization, that they cannot fulfill the duties of the office.
6. A student who attends off campus courses in the morning or early afternoon may be required to complete their day at Southeast High School.
7. When released from school to attend college, the student may not be allowed to return to school during the school day without the proper authorization of school administration.
8. Students must provide documentation of enrollment at the beginning of the semester and documentation of satisfactory attendance and achievement at the end of the semester. Failure to provide this information may result in the suspension of further participation by the student in this program.

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9. Students must continue to perform satisfactorily in their high school classes. This includes performance with regard to classroom and school behavior as well as academic performance and attendance.
10. Off campus college credit classes will not be used in the determination of proximus, primoris, valedictorian, salutatorian, honor roll or other academic recognition.
11. Failure to comply with all college release expectations could result in a discipline assignment and scheduling change.

11. COMMUNICATION

All school notifications will be done through the following methods:

- School District Website
- Alert Solutions
- Powerschool
- Edmodo
- Local Media
- Twitter @SEHS LANCERS

12. CREDIT RECOVERY

All classes taken for credit recovery will be taken through Southeast High School Virtual Prescriptive Learning (VPL) and/or its equivalent.

Students with credit deficiencies for graduation may apply VPL classes toward Southeast High School graduation under the following conditions:

1. The counselor, principal, and VPL Coordinator will consult with the student and parents to develop a plan for the completion of identified deficiencies. Any course or proposed alternate program for graduation must be approved by the counselor and principal.
2. The student must have previously enrolled in the course at Southeast or a previously attended high school, and failed the same subject.
3. A student must have met all graduation requirements in order to participate in graduation ceremonies.

A student must show evidence they are working toward the completion of graduation requirements. Failure to show such evidence may result in a school hearing to determine appropriate future course of action

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13. CRISIS PLAN

The key to eliminating accidents during an emergency situation is to be prepared for the occurrence of such emergencies. The following plans are to be followed by all school personnel, students and faculty, for such an occurrence. We will conduct several tests throughout the year as required by state law. Emergency procedures for fire and tornados are posted in each room. It is important that everyone knows the procedure and displays the appropriate behavior during the drills.

Fire

- 1) Pull fire alarm on your way out
- 2) Phone 911
- 3) Report information to school office
- 4) Turn off lights, lock and pull door shut once all students are out.
- 5) Teachers evacuate students using established evacuation routes
- 6) Move to a safe distance from the building to your designated location
- 7) Move to alternate location/building site when instructed.

Tornado

(Watch)

1. Teachers and staff will be notified that a tornado watch is in effect. All students should remain in class at that time.
2. Teachers will be advised to review the tornado policy and tell students what their designated route to shelter will be.
3. Any class or individual who is outside will return to the main building.

(Warning)

1. Teachers and staff will be advised of the warning.
2. Teachers will instruct students to proceed calmly to their assigned shelter. Gathering their class roster, emergency kit, and then shutting and locking classroom doors once everyone is out.
3. All teachers will escort their classes to the East Gymnasium and immediately enter the appropriate locker room, boys in the varsity boys' locker room and girls in the junior varsity boys' locker room.
4. All teachers will escort their classes to the East Gymnasium and immediately enter the appropriate locker room, boys in the varsity boys' locker room and girls in the junior varsity boys' locker room.
5. Students and staff will remain in the shelter until an "all clear" is given

Emergency drills for **ALICE** will also be conducted throughout the school year. Procedures involving these systems will be communicated to students and practiced regularly.

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14. DISCIPLINE PROCEEDURE

At Southeast High School, it is of paramount importance that the educational environment is not disrupted due to the misbehavior of students. In an effort to correct student behavior, the following procedure will be consulted when determining options for student discipline. The teacher deals with disruption and may assign a detention to be served at the convenience of the teacher or the teacher may determine an office referral is the appropriate course of action.

Office Referral Procedure: Teacher refers the student to the office for a conference with the principal and/or assistant principal.

- 1) Teacher communicates incident details with administrator, completes and submits the discipline referral form.
- 2) If disciplinary action is determined appropriate **the school administration will refer to the discipline matrix and assign discipline accordingly.** This could include: a warning, loss of privileges, detention, ISS, or OSS.
- 3) Detentions assigned through the office will be assigned as morning detentions (7:10 am–7:55am) or after school detentions (3:35pm– 4:20 pm).
- 4) Failure to serve an assigned detention will result in an ISS assignment, with the detention being served after school the same day.
- 5) Students assigned ISS will be expected to follow ISS guidelines. Failure to do so may result in the students being sent home and the ISS assignment extended to the next day.
- 6) Students assigned to OSS will be expected to follow Kansas State Statute 72-8901.

The following is a copy of state law regarding suspension and expulsion. It is included for informational purposes as well as to stress the district's attitude toward chronic or severe student misconduct.

GROUNDS FOR SUSPENSION AND EXPULSION KANSAS STATUTE 72-8901

72-8901. Grounds for suspension or expulsion; who may suspend or expel. The board of education of any school district may suspend or expel, or by regulation authorize any certificated employee or committee of certificated employees to suspend or expel, any pupil guilty of any of the following:

- (a) willful violation of any published regulation for student conduct adopted or approved by the board of education;
- (b) conduct which substantially disrupts, impedes or interferes with the operation of any public school;

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- (c) conduct which endangers the safety of others or which substantially impinges upon or invades the rights of others at school, on school property, or at a school supervised activity;
- (d) conduct which, if the pupil is an adult, constitutes the commission of a felony or, if the pupil is a juvenile, would constitute the commission of a felony if committed by an adult;
- (e) conduct at school, on school property, or at a school supervised activity which, if the pupil is an adult, constitutes the commission of a misdemeanor or, if the pupil is a juvenile, would constitute the commission of a misdemeanor if committed by an adult; or
- (f) disobedience of an order of a teacher, peace officer, school security officer or other school authority when such disobedience can reasonably be anticipated to result in disorder, disruption or interference with the operation of any public school or substantial and material impingement upon or invasion of the rights of others.

8. While assigned to OSS, a student will not:

- (a) be allowed on school property for any purpose,
- (b) be allowed to participate in any school sponsored activity,
- (c) be allowed to return to school until the student and his parent(s) have had a conference with the school administration or until other suitable arrangements have been made to assure the school that disruptive behavior will not occur again.

Students who receive multiple OSS assignments resulting in an excessive number of days removed from school (more than 10 days during the course of the school year) may be considered a disruption to the educational process and therefore subject to long-term suspension or expulsion.

Long-Term Suspension/Expulsion

Long-term suspension/expulsion (periods longer than five school days) is possible under certain conditions. In these cases, USD 247 Board of Education Policy and Kansas State Law will be followed in order to insure that student and parent rights to due process are preserved.

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15. DRESS CODE

All aspects of dress and personal appearance are extremely important in achieving the best atmosphere for educational attainment. Students are expected to keep themselves well groomed and neatly dressed at all times. Dress and appearance must not present health or safety hazards, be indecent, disruptive, distracting, or inappropriate for the school setting. A general rule of thumb is that a student's appearance should be neat, clean and modest. The general appearance of the school's student body will also make an impression on the way visitors feel about our school.

The following guidelines are to be used in planning wardrobes for school:

1. No hats or head coverings including bandanas may be worn; hats need to be left in lockers. Sunglasses shall not be worn in the building.
2. Dress at school activities must be supportive of the educational environment and follow rules of common decency.
3. Shirts must have sleeves and cannot expose the midriff, back, shoulders, and/or cleavage.
4. Holes above the knee in pants, skirts and shorts must not expose skin or undergarments above the mid-thigh.
5. Shorts and skirts must be of a modest length and should not be shorter on the leg than mid thigh.
6. Clothing choices should be worn in a manner that does not reveal a person's undergarments.
7. Yoga pants and tights are allowed, if worn with a top that is long enough to cover the student appropriately.
8. Sleepwear is not appropriate for the school setting.
9. Dresses must meet sleeve and length criteria. Skirts must meet the mid thigh length criteria.
10. No sagging is allowed. (pants, shorts, sweat pants, etc.)
11. All students must wear footwear while on the school campus. Shoes, boots or sandals are all permissible.
12. Visible body piercing must not be disruptive to the educational environment or be a health/safety violation.
13. Clothing cannot endorse alcohol, tobacco, drugs, or display suggestive material inappropriate for a school setting.

Students determined to be in violation of the dress code will not be allowed to attend classes until the violations is corrected. Lack of immediate compliance with the dress code policy will result in disciplinary action. Students who choose to regularly disregard dress code standards will be disciplined.

Fingertip length criteria will be the standard used to finalize any questions and concerns over skirt, shorts, and dress lengths. The final determination of dress code compliance lies with the building administration.

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16. FOOD

Southeast High School maintains a closed campus and does not allow students to leave the campus for lunch. Students may bring their own lunches or purchase a breakfast/lunch from the school cafeteria.

During morning break, students may consume vending machine type items brought from home or purchase snacks from the school vending machine or cafeteria. Snack items brought into the school shall be single serving vending machine type items and not meals. Additionally, students will not be permitted to bring unsealed drinks into the building during school hours. The administration reserves the right to limit or exclude the serving size and types of items brought into the building.

Delivery of “takeout”, food and drinks to students during the lunch period is discouraged. Students receiving such deliveries will be expected to eat them in the ISS room.

Students are to eat their breakfast and lunches in the cafeteria only. During the lunch period; the entire school, including lockers, are off limits to students with the exception of the following areas: main hallway, cafeteria, and the patio area directly outside the doors. Food and/or drinks are not allowed in the auditorium at anytime.

17. ACADEMIC PROGRESS AND GRADE CARDS

Southeast High School submits final course grades on a semester basis. We do not issue quarterly or semester grade cards. Parents and students are encouraged to monitor academic progress through power school and regularly communicate with their teen’s teacher. Grades can be accessed on power school. Southeast High School encourages families to be actively involved in the educational process. If a parent or student wants a hard copy of the grade card, the office will provide one upon request.

18. INSURANCE

Parents are responsible for adequate health and accident insurance for students. **The school district does not carry an accident insurance policy on students.** The school district recommends that all students be covered with some type of accident insurance. Any medical expense not covered by the student's accident insurance is the responsibility of the guardians.

Insurance coverage is especially important for those students involved in athletics where an increased level of risk is assumed through their participation. Medical expense not covered by the student's family accident insurance is the responsibility of the parents/guardians.

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19. LANCER PRIDE

Lancer Pride is a program that honors students for academic achievement, school participation, attendance, and citizenship. Lancer Pride criteria was established by the SHS faculty. SHS administration will monitor the program, while a faculty committee will review student data on the last school day of the month to determine monthly eligibility.

Lancer Pride Criteria is:

- 1) No class average lower than a C
- 2) No tardy
- 3) No discipline referral resulting in an ISS, OSS, Detention
- 4) Must be on the roster of one club or organization and be in good standing therein
- 5) No unexcused absence
- 6) No more than-8 excused absence attendance points
 - a. If there is reasonable cause for the absence, students may appeal to the school leadership team for consideration to be admitted to Lancer Pride. Students are encouraged to make their appeal once they fail to meet eligibility criteria.

Lancer Pride Membership:

- 1) Eligible members will be issued a "Lancer Pride Card".
- 2) A new card will be issued monthly to each eligible Lancer Pride member
- 3) Lancer Pride Cardholders will be admitted free of charge to all SHS athletic events during the term of that month's card.
- 4) Cardholders will be released early for lunch on designated days
- 5) Cardholders names may be entered in a drawing for a variety of privileges or prizes.
- 6) The Lancer Pride Committee may host a reception or special event during the school day for members.
7. Students earning Lancer Pride status will be eligible for special recognition on a monthly, semester, and yearlong basis.

Lancer Pride cardholders will be responsible for meeting the following requirements:

- 1) To participate in any privilege the cardholder will be responsible to present the card at the time of the event.
- 2) A cardholder who in anyway abuses the use of the card will lose the card and its privileges.
- 3) If a card is lost it will not be replaced.

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4) Any error must be brought to the attention of the Lancer Pride Committee within one (1) week of the eligibility list becoming publicized. Students are responsible for checking edmodo to view the monthly Lancer Pride list.

5) Continual and/or serious inappropriate behavior may result in a cardholder losing his/her card privileges. This decision will be left to the discretion of the building administration.

20. LOCKERS & BACKPACKS

For your convenience, students will be assigned a locker with a lock during enrollment. It is expected that students will use the locker they are assigned, keeping it locked at all times. Students are also expected to keep lockers neat and clean. Lockers are expensive so please use care when opening, as to not slam the door against the locker next to you. Students are not to place stickers on the outside of the lockers, as the adhesive can peel the paint. Lockers are under the joint custody and control of the school administration and the student or students assigned to the locker. The office has a master list of combinations to all school issued locks. The use of a personal lock is not allowed and the lock will be removed. Because of the joint control of the locker, the principal has the right to inspect the locker and its contents without warning to the student. Items found as a result of the search may be used as evidence against the student.

Students will be permitted to carry their backpacks at school. Backpacks will only be permitted in the classroom with teacher approval.

21. HEALTH INFORMATION

NOTIFICATION OF INOCULATION REQUIREMENTS

The State of Kansas school immunization law requires that all students' immunizations be current when they enter school. If your child does not have all of the required immunizations when they enroll, they then have 90 days to comply with this requirement or they may be excluded from the school setting. This law is especially applicable to new students, beginning kindergarten students and students who have not had a Tdap booster. For required immunizations please log into Kansas Department of Health & Environment website at www.kdheks.gov/immunize for updated information or contact the school nurse.

Medications

Medications will not be administered to students at school unless a completed and signed REQUEST TO ADMINISTER MEDICATION FORM is on file in the school office. This form must be signed by the physician/dentist prescribing the medication and the parent/guardian of the student.

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All medications:

1. Must come to school in their original containers and should indicate the name of the physician/dentist, student's name, medication name, dosage, date, and RX number.
2. Will be kept in a secure location in the school office.
3. Will be administered by the school nurse or a staff member designated by the school nurse.
4. If the prescription medication is ordered to be given three times a day, it is unnecessary to give the medication during school hours. The medication should be given before school, after school, and before bedtime. Therefore, medication prescribed to be given three times a day will not be given during school hours, unless specifically ordered to do so.
5. The first dosage of any medication must be given at home. School personnel will not initiate the dispensing or administration of medications to students.
6. Will be reviewed monthly by the school nurse. Out of date medications will not be given at school. The parent/guardian of the student will be notified concerning the disposal of the medication.
7. Any changes in type of drugs, dosage and/or time of administration shall be accompanied by a new physician and parent signature required, and a newly labeled pharmacy container.
8. When administered, will be noted on the SCHOOL MEDICATION LOG FORM.

Any adverse reaction to medication will cause the administration of medication to be stopped immediately and the parent/guardian and/or emergency personnel to be contacted.

Fever and Illness Guidelines

Students will be sent to the office if found to have a temperature of 99.6 degrees or above accompanied by a headache, sore throat, nausea, coughing, and sneezing, or other symptoms.

Any student with a temperature of 100 degrees or above shall be sent home even if there are no other symptoms. Bed rest and medical attention is advised if the temperature is above 100 degrees.

The student should remain at home until his/her temperature has been a normal (98.6 degrees) for at least 24 hours without the use of Tylenol or other antipyretics.

Vomiting and Diarrhea

Students should not be sent to school until vomiting/diarrhea has been absent for at least 24 hours.

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Head Lice

The school nurse or delegated staff member will perform periodic head lice checks. If a student is found to have a new case of head lice, the parent and/or guardian will be notified and the student will be sent home.

It is required that the student's hair and scalp be treated with a lice shampoo that contains a pediculicide.

Returning to school protocol: The student may return the following day with proof of treatment (empty bottle of pediculicide shampoo), be free from live bugs and they **MUST** be brought to school by the parent/guardian. The student cannot ride the bus until proof of treatment is approved and the student's head has been checked.

Abstinence Education

All Southeast High School freshmen will receive abstinence education while enrolled in health class. The school nurse will schedule the teaching of this educational unit with the principal and teacher.

22. FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Please note that complete FERPA information can be found at ED.gov

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level.

Age 18 or Older

FERPA also permits a school to disclose personally identifiable information from education records of an "eligible" student to his or her parents if the student is a "dependent student" as that term is defined in Section 152 of the Internal Revenue Code. Generally, if either parent has claimed the student as a dependent on the parent's most recent income tax statement, the school may non-consensually disclose the student's education records to both parents.

Under 18

FERPA gives custodial and noncustodial parents alike certain rights with respect to their children's education records, unless a school is provided with evidence that there is a court order or State law that specifically provides to the contrary.

Directory Information

Schools may disclose without consent, "directory" information. However, schools must tell parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Parents and "eligible students" wishing to not have their directory information released by the school may complete an opt-out form located in the high school office.

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23. MILITARY AND COLLEGE ACCESS

Military and/or college personnel may schedule meetings with students and visits through the counselor's office. If a student wishes to meet personally with a college or military recruiter, they should contact the counselor. Directory information is given out to military branch recruiters and colleges. If you would like to opt-out of having your directory information given out to recruiters, please submit a request, in writing, to the counselor.

24. MULTI-TIERED SYSTEM OF SUPPORT

MTSS is a coherent continuum of evidence based, system-wide practices to support a rapid response to academic and behavioral needs, with frequent data-based monitoring for instructional decision-making to empower each Kansas student to achieve to high standards.

MTSS Core Beliefs

- Every child learns and achieves to high standards
- Learning includes academic and social competencies
- Every member of the learning community continues to grow, learn and reflect
- Every leader at all levels is responsible for every child
- Change is intentional, coherent and dynamic

Southeast High School will deliver Mathematics and Reading interventions to students identified as needing supplemental or intensive instruction in Math and/or Reading. This instruction will be provided during our (XLT) Extended Learning Time period and will follow the MTSS model.

25. (XLT) EXTENDED LEARNING TIME

XLT is Southeast High School's effort to support the core belief of high academic standards for all students. During XLT, students will be provided an opportunity to extend their learning through various skill interventions, supplemental academic support, and/or exploratory opportunities. XLT is an extended learning approach in which students earn grades for their work on enrichment activities based largely on student engagement, effort, performance and attendance. All students will be required to enroll in an XLT course. Additionally, students whose academic performance indicates a need for assistance may be transferred from an XLT course to an academic support class to receive additional support services.

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26. PARKING LOT AND VEHICLES

The privilege of being allowed to drive to school is given by the student's parent/guardian and the school. Failure to practice safe and courteous driving habits on the highway and in the school parking lot may result in the driving privilege being revoked and/or other disciplinary action taken.

1. The student parking permit form must be completed with parent and student signature and valid driver's license in hand. In addition, ALL license plate numbers are required to obtain a parking permit.
2. Inform the office immediately of any changes in vehicle or license plate. Lost parking tags will be replaced for a \$5.00 fee; report losses immediately to the office.
3. ALL students who park a motor vehicle on the school campus must display the parking permit that can be seen through front windshield. Students must display parking permit where it is visible and in plain sight. Students who fail to display the tag will receive a referral (Written Warning). After the second warning, parking on school campus may be revoked for 2 weeks.
4. The safe operation of vehicles is required. Vehicles must not travel in excess of 10 miles per hour. Seat belts are required for driver and all passengers. Failure to wear a seat belt may result in possible citation and or revocation of parking privileges.
5. Supervision is provided for parking lots; however, the school system is not responsible for damages to or theft from vehicles. Students are cautioned NOT to leave valuables in their vehicles. Parked vehicles should be left with windows closed and doors locked.
6. Student vehicles are subject to search if there is reasonable suspicion to believe that drugs, alcohol, stolen property, or other contraband is present in the vehicle.
7. Students are not permitted to go to their vehicles during the school day without an adult escort and permission from the school office.
8. Students will not be issued a parking permit if they have unmet obligations or have not agreed to the drug and alcohol policy.
9. Students are expected to park their vehicles in the assigned areas in an orderly fashion following the regulations outlined. State and County citations take precedence over SEHS consequences. Examples of SEHS consequences may include:
 - Revocation of parking permit
 - Towing at owner's expense if an unauthorized car is in a prohibited parking area
 - Towing at owner's expense if the parked vehicle obstructs traffic or endangers property
 - Use of stolen, forged, or altered parking passes will result in disciplinary action.

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Remember, parking a vehicle on school property is a privilege, not a right. Failure to comply with this policy may result in the loss of parking privileges and/or assigned consequences per the discipline matrix. Please review these school parking regulations with your parents and contact the school if you have further questions.

27. PROTECTED TEACHING TIME

All reasonable efforts will be made to protect instructional time. This includes office interruptions, discussions with teachers, bathroom breaks, and drink breaks. Students are expected to use morning break, lunch time, and passing time to take care of these needs. Exit passes are intended for emergencies only and all attempts should be made to use them only during the last four minutes of a class period. Students should not expect to leave their assigned class to attend another teacher's class except for those moments when teachers and students have made arrangements prior to the student receiving any additional instructional help.

28. SIGNS

All signs, posters, etc. must have approval from the office before being displayed in the school. Organizations should take measures to post them in a responsible manner and in accordance with directions provided from the office. Posters should not be taped to lockers or painted walls. It is also the responsibility of the posting organization to remove posters in a timely manner as well. Any displays not having office approval will be removed and the responsible individual or organization dealt with according to policy.

29. SPORTSMANSHIP

Southeast High School students are expected to demonstrate sportsmanship at all times at contests or events. In accordance with the KSHSAA Rule 52, Southeast High School supports the following belief on sportsmanship:

Art. 1: SPORTSMANSHIP is a general way of thinking and behaving. The following sportsmanship policy items are listed below for clarification:

- a. Be courteous to all. (participants, coaches, officials, staff and fans)
- b. Know the rules, abide by and respect the official's decisions.
- c. Win with character and lose with dignity.
- d. Display appreciation for good performance regardless of the team.
- e. Exercise self-control and reflect positively upon your- self, team and school.
- f. Permit only positive sportsmanlike behavior to reflect on your school or its activities.

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30. STUDENT ACTIVITIES

Active participation in one or more student activities is highly encouraged. The benefit to the student is an opportunity to work as a member of a group or team to accomplish a goal and an experience that will assist in the development of his/her social and leadership skills.

At the beginning of the school year, each organization will explain their purpose, guidelines for membership, cite examples of activities that may be undertaken by the organization, discuss fees, etc., to all interested students. The quality of the experience gained from joining an organization will depend upon the degree to which the members participate; therefore, each member is expected to attend scheduled meetings regularly and take an active role in all phases of the organization.

Activities must be approved, in advance, by the organization's sponsor and building administration. The activity must be adequately supervised with school policies enforced by the sponsor. Any and all funds either raised or dispersed as a result of the activity must be handled through the activity accounts in the office.

Students, with an excused absence, must be in attendance for **a minimum of four (4) class periods to become eligible for school activities**. Students in attendance for less than four class periods must have the building administration's approval, in advance of the excused absence, in order to participate in any school activity. This includes attendance at all school activities.

Organizations available for student participation are: (FFA) Future Farmers of America, Debate and Forensics, Scholars Bowl, Kays, (FCCLA) Family, Career, and Community Leaders of America, Band, Student Council, (TSA) Technology Society of America, (FBLA) Future Business Leaders of America (FBLA), Spirit Shack, National Honor Society, Vocal Music, Science Club, (HOSA) Health Occupations Student Association, and SKILLS USA.

KSHSAA Activities Participation Requirements

Anyone wishing to participate in activities sponsored by the Kansas State High School Activities Association must meet the following criteria to be eligible for interschool competition. The student must have passed 5 new subjects of unit weight the previous semester or last semester of attendance. The activities included are: Athletics, Cheerleading, Band, Scholar Bowl, Vocal Music and Forensics/Debate. Students must have a physical on file with the office in order to participate on any athletic team.

Regulations for KSHSAA Activities:

1. Students may not be nineteen years of age on or before Sept. 1 of the school year in which they compete.

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2. Students may not have completed eight semesters of high school attendance (9th-12th).
3. Students must not have completed eight semesters of competition nor more than four seasons in one sport.
4. Students must have passed 5 or more classes the previous semester and be enrolled in at least 5 classes the current semester.
5. Students ineligible because of transfer reasons may practice with a team but not participate in contests.
6. Students who are serving an out of school suspension will not practice, participate, or attend a Southeast High School Activity.
7. Only students determined by their school as in good standing may participate in KSHSAA activities.

Cheer Squad

There will be a varsity cheer squad consisting of ten (10) cheerleaders and two (2) yell leaders selected from the student body. Prospective squad members will tryout before qualified judges from outside the school system in the spring of each year under a procedure determined by the cheer squad sponsor and approved by the athletic director and building administration.

Selection will be based on an overall scores from both talent and completed administrator/coach evaluations. The selection of team members will be determined by those students meeting a minimum technical efficiency predetermined score. In the event of a tie, callbacks may be required to determine the final decision.

Cheerleaders and Yell Leaders must meet KSHSAA eligibility standards for grades and health identical to high school athletes. They are subject to the same rules as other students regarding out-of-town trips, game day attendance, in-school or out-of-school suspension, or other standards for participation.

The cheer squad sponsor will enforce rules and expectations as deemed necessary for a successful squad. Please note that if the prospective squad has less than 10 cheerleaders and 2 yell leaders, the sponsors and administration may together allow additional cheer and yell leaders to be placed on the squad. Selection of these squad members would first come from the overall tryout pool. At no time shall the collective squad exceed 12 members.

Southeast Activity Participation Guidelines

In addition to required attendance and academic criteria,

1. Students participating in a school-sponsored activity must be considered a student in good standing by meeting all local attendance, academic, and behavior requirements as determined by the school administration.

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2. Students may practice while assigned to ISS, but will be expected to have completed the ISS assignment before they can represent the school in competition or travel to a school sponsored activity.
3. Students serving an OSS assignment are not eligible for any activity participation until the day after their assignment has been completed. Please refer to Section 11-8 under discipline to review OSS guidelines.
4. Students who have been charged or may be charged for violations of the law may be subject to restricted activity participation until the law enforcement investigation has been concluded.
5. KSHSAA requires that only those students determined, to be in good standing, by their school administration may participate in KSHSAA activities
6. There will be no regular activities scheduled for Wednesday nights. Practices should conclude by 6:00 p.m. on Wednesday evening. Sponsors and coaches are also discouraged from scheduling practices and activities on Sunday as well. Guidelines are in place to govern the rare occasion that a Wednesday evening or Sunday afternoon activity may need to be scheduled.

Family and Church Night

There will be no regular activities scheduled for Wednesday nights. Practices should conclude by 6:00 p.m. on Wednesday evening. Sponsors and coaches are also discouraged from scheduling practices and activities on Sunday as well. Guidelines are in place to govern the rare occasion that a Wednesday evening or Sunday afternoon activity may need to be scheduled.

31. VISITORS

In order to maintain adequate security of Southeast High School and its students, visitors are asked to abide by the following rules and procedures:

- Check in the office to obtain permission to visit.
- Make bags, backpacks, luggage and their contents available for inspection by the administration, or school resource officer or administrative designee.
- Accept and conform to the rules adopted for Southeast High School concerning conduct and behavior.
- All visitors must wear an office issued visitor's badge while on campus.
- Visitors conducting business may be escorted to their designated location.
- Southeast students may not have non-parent visitors during any portion of the academic day, including scheduled lunch periods.
- In our efforts to protect instructional time--unscheduled visitors may be required to wait until a teacher's plan period to visit

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32. VOCATIONAL OPPORTUNITIES (OFF CAMPUS)

Juniors and Seniors are eligible to attend vocational programs offered Ft. Scott Community College (FSCC). This program is located in Pittsburg and offers vocational programs to students who can earn a completion certificate once they have met program requirements. To attend a student must be on track to graduate with their class.

Students attending a vocational school are expected to ride school provided transportation to and from the campus. If the need for an alternate means of transportation becomes necessary, it must be approved in advance by the Southeast High School administration, and will be for a limited time only. Once a student is on school grounds, the student must remain on school grounds and report directly to the school office to check in. After checking in, students are expected to go immediately to their assigned class or designated area.

Students attending any vocational program must comply with all Southeast High School rules, policies, and regulations (ie: attendance, discipline, grades, etc.) Failure to meet expectations, may result in discipline and/or removal from the program.

33. OFF CAMPUS INTERNSHIP OPPORTUNITIES

Off campus internship opportunities may be available for a select number of students meeting internship guidelines. An internship is a work study opportunity that takes place during the school day for up to three class periods of credit. It is an opportunity specifically designed for seniors, but juniors with extraordinary circumstance may apply for participation for the spring semester. Please see the counselor and/or principal for an internship application and program details.

34. VIRTUAL LEARNING OPPORTUNITIES

Alternative academic opportunities will be available through a joint partnership with the Crawford County Learning Center (CCLC). Approved students will receive virtual programming through CCLC.

Students enrolled in the CCLC and meeting all requirements for graduation will be permitted to walk with their class. Upon enrollment at CCLC, participation in all other brick and mortar activities shall be forfeited. These include participation in extracurricular and co-curricular activities, school dances, and eligibility for scholarships and designation as an honor graduate.

Students attending CCLC are considered Southeast High School students and expected to meet the same graduation requirements as our brick and mortar

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students. CCLC has determined that a minimum online attendance of 25 hours per week is required to maintain adequate progress.

As a result, USD 247 has determined that Southeast students enrolled at CCLC that log fewer than 25 hours per week may be considered truant and subject to the school filing truancy on them.

35. BLENDED LEARNING OPPORTUNITES

Students who are designated as a blended and/or on-campus virtual student will be considered a Southeast High School student and must adhere to the same student expectations as our traditional brick and mortar students. Blended students who are determined to be full time Southeast High School students will also be eligible to participate in traditional district programming if they meet required eligibility standards. Please note that only those blended students determined to be full-time Southeast High School students will be eligible to be selected as distinctive graduates of their class and compete for senior scholarships.

36. SCHOOL DANCES

While our dances are primarily for our high school students, we realize that there are a few students who wish to bring dates not affiliated with our school. Therefore, these dates must be registered for administrative approval, in the office no later than 12:00 noon the day of the dance.

Failure to register out-of-school guests will result in that person not being admitted to the dance. In order to insure that these events can be enjoyable and safe by our students, no one may leave the building during the dance unless they do not plan to return. Students checking out of the dance may be asked to sign out before leaving. No junior high students will be admitted to the high school dances and out of school dates must be under the age of 21. Students will not be admitted after one hour from the start of the dance.

Students and guests wishing to enter a Southeast school dance must pass an onsite alcohol breathalyzer test. Anyone who is deemed to be under the influence of drugs or alcohol will be detained and not permitted to leave. Parents will be contacted and school policy will be initiated. It is the responsibility of the student to inform their guest of our dance attendance policy.

Students must be in good standing to attend. Inappropriate behavior on the dance floor or other areas of the school grounds will not be tolerated. Examples of inappropriate behavior are: Sexually suggestive dancing, kissing, and/or inappropriate physical contact.

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37. TOBACCO POLICY

The possession or use of a tobacco product existing in any form and/or of any nicotine-delivery device is prohibited. No student shall possess or use any tobacco product or nicotine-delivery device at any time while in or on district-owned or leased, personal or real property. No student shall possess or use any tobacco while at any school-sponsored event, activity or meeting (on or off campus).

For the purposes of this policy, “nicotine-delivery device” means any device that can be used to deliver nicotine to the person inhaling from the device. Such definition shall include, but may not be limited to, any electronic cigarette, cigar, cigarillo, pipe or personal vaporizer.

First Violation:

Possession: The student will be suspended from attendance and participation in school activities for up to three days. The student will also be assigned up to three days of in-school suspension.

Use: The student will be suspended from attendance and participation in school activities for up to five days. The student will be assigned five days of in-school suspension.

Second Violation:

Possession: The student will be suspended from attendance or participation in school activities for up to five days. The student will also be assigned up to five days of ISS and/or OSS.

Use: The student will be suspended from attendance or participation in school activities up to 10 days. The student will also be assigned up to 10 days of suspension, which may include ISS and/or OSS

Please note that with each tobacco violation that law enforcement will be contacted and they may issue a ticket. If a violation occurs at the end of the school year when there is not enough days to complete the suspension, the suspension will continue at the beginning of the next school year.

38. DRUG/ALCOHOL POLICY

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

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First Violation: The student will be prohibited from attendance and participation in extra-curricular activities, school clubs, and organizations for up to 28 days from the date of verification. The student will be short-term suspended from school for up to ten days (ISS and/or OSS) and could face long-term suspension or expulsion.

Second Violation: The student will be prohibited from attendance and participation in extra-curricular activities, school clubs, and organizations for up to 126 days from the date of verification. The student will be short-term suspended from school for up to ten days (OSS) and could face long-term suspension or expulsion.

39. DRUG/ALCOHOL TESTING POLICY

USD #247 STUDENT EXTRACURRICULAR AND/OR CO-CURRICULAR ACTIVITIES DRUG/ALCOHOL TESTING POLICY

The USD #247 Board of Education, in an effort to protect the health and safety of its students from illegal and/or performance-enhancing drug/alcohol use and abuse or injuries resulting from the use of drugs/alcohol, thereby setting an example for all other students of the USD #247 School District adopts the following policy for drug/alcohol testing of students participating in extracurricular and/or co-curricular activities or as a condition of obtaining parking privileges on school district property.

1. STATEMENT OF PURPOSE AND INTENT

a. It is the desire of the USD #247 Board of Education, administration, and staff that every student in the USD #247 School District refrain from using, possessing, or distributing illegal drugs and/or alcohol. The actions of this policy relate solely to limiting the opportunity of any student in violation of this policy to participate in extracurricular and/or co-curricular activities and obtaining parking privileges on district owned parking facilities. This policy is intended to supplement and complement all other policies, rules, and regulations of the USD #247 School District regarding possession and/or use of illegal drugs and/or alcohol.

b. Participation in school sponsored extracurricular and co-curricular activities and access to district owned parking facilities in the USD #247 School District is a privilege. Accordingly, students in extracurricular and co-curricular activities as well as those wishing to drive to school and utilize district owned parking facilities, carry a responsibility to themselves, their fellow students, their parents, and their school to set the highest possible examples of conduct, which includes avoiding the use or possession of illegal drugs and alcohol.

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c. The purpose of this policy is to prevent illegal drug use and to strive within the USD #247 School District for an environment free of illegal drug use and abuse. The sanctions of this policy relate solely to limiting the opportunity of any student found to be in violation of this policy to participate in extracurricular and/or co-curricular activities, and access to parking privileges on district owned parking facilities. **There will be no academic sanction for violation of this policy. Drug test results will not initiate school consequences beyond what is outlined in section 4 of this policy.** If the alcohol policy is violated, the student will be subject to the penalties of the discipline policy.

d. The purpose of this policy is to prevent drug/alcohol use, educate students as to the serious physical, mental, and emotional harm caused by drug use, alert students with possible drug problems to the potential harms of use, prevent injury, illness and harm as a result of drug use and to maintain in the school district an environment free of drug use and abuse. The USD #247 School District has adopted this policy for use by all students participating in extracurricular and co-curricular activities in grades 7-12 and for those students wishing to obtain access to district owned parking facilities.

1. DEFINITIONS

a. "Extracurricular activities" means those activities that take place outside the regular course of study in school and those students involved in those activities including all USD #247 School District sponsored athletics and activities and interscholastic athletics and activities. Examples would include, but are not limited to, competitive athletics, cheerleading, and school sponsored dances.

b. "Co-curricular activities" –Participation in activities, clubs, and organizations **outside of the normal school day hours**. Examples would include, but are not limited to speech, debate, forensics, drama, band, choir, FCCLA, FFA, FBLA, TSA, HOSA, SKILLS, KAYS, Student Council, NHS, and Jazz Band.

c. "Parking facilities" means all district owned property which may be used for the parking of student vehicles. This includes both designated and non-designated areas of the school property. Students who wish to park their vehicles on school property must apply for a Parking Permit. Students who are awarded a permit to park on school grounds will be required to participate in the random drug testing pool.

d. "Drug Use Test" means a scientifically substantiated method to test for the presence of illegal, performance-enhancing drug, alcohol, or the metabolites thereof in a person's urine or saliva.

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e. "Illegal Drugs" means any substance an individual may not sell, possess, use, distribute, or purchase under either Federal or Kansas law. "Illegal Drugs" includes, but is not limited to, all scheduled drugs as defined by Kansas Law, all prescription drugs obtained without authorization, and all prescribed and over-the-counter drugs being used for an abusive purpose as well as alcohol.

f. "Positive" when referring to a drug test administered under this policy means a toxicological test result which is considered to demonstrate the presence of an illegal or the metabolites thereof using the standards customarily established by the testing laboratory administering the drug use test. "Positive" when referring to an alcohol test administered under this policy means a breath analyzer test result that is considered to demonstrate the presence of alcohol.

g. "Reasonable Suspicion" means a suspicion based on specific personal observations concerning the appearance, speech, or behavior of a participating student, and reasonable inferences drawn from those observations in the light of experience. Information provided by a reliable source, if based on personal knowledge, shall constitute reasonable suspicion

h. "Random Selection" - Each participant who has returned a signed Consent Form will be assigned a random number for testing purposes. The Participant's Drug Test Number will be used by the laboratory, which conducts the Drug Tests, to select the participants to be tested. In order to assure privacy, the name of any student who is tested shall be known to District Administrators only on a "need to know" basis.

3. PROCEDURE

a. Each student in extra-curricular and/or co-curricular activities, or wishing to obtain access to USD #247 district parking facilities shall receive copies of the "Student Activities/Parking Drug/Alcohol Consent Form" which shall be read, signed, and dated by the student, parent and/or guardian. Students must turn in the "Student Activities/Parking Testing Consent Form" to the school office by Friday of the first full week of school before the student will be allowed to begin, or continue, to practice or participate in any extracurricular and co-curricular activities, or be allowed to park their vehicle on school grounds. Any student who does not turn in the required forms by Friday of the first full week of the school year will not be eligible to participate in any extracurricular and/or co-curricular activities, or be allowed to park their vehicle on school property during the remainder of the school year. Transfer students will be placed in the testing pool within one week of their enrollment date in USD #247 Schools.

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b. Students will be required to provide urine and/or saliva samples as follows:

On a random selection basis, from a list of all students in the testing pool, 4 Jr. High students and 10 High School students will be drawn at random to provide a urine and/or saliva sample every one to thirty days.

At any time requested by the administration, based upon reasonable suspicion, be tested for illegal or performance-enhancing drugs and/or alcohol.

c. Any drug use test required by the USD #247 School District under the terms of the policy will be administered by, or at the direction of a professional laboratory chosen by the USD #247 School District, using scientifically validated toxicological methods. The professional laboratory shall be required to have detailed written specifications to assure chain of custody of the specimens, proper laboratory control, and scientific testing.

d. Students attending school sponsored extracurricular activities may be required to submit to an alcohol breath analyzer test to determine the presence of alcohol.

e. All aspects of the drug use testing program, including the taking of specimens, will be conducted so as to safeguard the personal and privacy rights of students to the maximum degree possible. The test specimen shall be obtained in a manner designed to minimize intrusiveness of the procedure. In particular, the specimen must be collected in a restroom or other private facility behind a closed stall. The student will empty their pockets and remove their coat and other excess clothing prior to entering the restroom or other private facility. The principal shall designate a drug laboratory employee, a coach, or school employee of the same gender as the student to accompany the student to a restroom or other private facility. The monitor shall not observe the student while the specimen is being produced, but the monitor shall be present outside the stall to listen for the normal sounds of urination in order to guard against tampered specimens and to ensure an accurate chain of custody. The monitor shall verify the normal warmth and appearance of the specimen. If at any time during the testing procedure the monitor has reason to believe or suspect that a student is tampering with the specimen, the monitor may stop the procedure and inform the principal, who will then determine if a saliva sample should be obtained.

f. If the initial drug use test is positive, the initial test result will then be subject to confirmation by a second and different test of the same specimen. In order to keep the results of the initial testing confidential, the school may also choose a certain number of samples for a confirmation test. A specimen school not be reported positive unless the second test is positive for the presence of an illegal drug or the metabolites thereof.

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g. If the test for any student has a positive result, the laboratory will contact the parent or guardians of the student and solicit any information on medication that would create a positive test. A medical review officer will confirm the positive result and contact the principal with the results. Once a positive result is determined, the student will become ineligible to practice, participate, or compete in extracurricular and/or co-curricular activities, and will not be allowed access to school/district parking privileges. The principal will contact the athletic director, activities director, assistant principal, the student, the head coach/sponsor, and the parent or guardian of the student and schedule a conference. At the conference, the principal will solicit any explanation of the positive result.

h. If the student asserts that the positive test results are caused by something other than consumption of an illegal drug, or alcohol by the student, then the student will be given the opportunity to present evidence of such to the principal, athletic director, and the head coach/sponsor. The USD #247 School District will rely on the opinion of the laboratory that performed the confirmation test in determining whether the positive test result was produced by other than consumption of an illegal drug, performance-enhancing drug, or alcohol. The principal, athletic director, and the head coach/sponsor will make the decision within five (5) working days.

i. This decision may be appealed in writing to the USD #247 School District's superintendent within five (5) working days. The superintendent will make a written decision within five (5) working days.

j. The decision of the superintendent may be appealed in writing to the USD #247 Board of Education within five (5) working days. The USD #247 School District's rules and regulations will be followed in the case of an appeal.

k. A student that has tested positive for illegal drugs will be required to undergo one or more additional drug use tests to confirm that the student is no longer using illegal drugs before he/she may rejoin an activity or parking privileges be reinstated. The USD #247 School District will rely on the opinion of the laboratory that performed or analyzed the additional drug use test in determining whether a positive result in the additional drug test was produced by illegal or performance-enhancing drugs used by the student that caused the first positive result or by more recent use. The cost of the retest will be the obligation of the student or the parent/custodial guardian.

l. All parents or guardians of students who test negative for illegal drugs or performance-enhancing drugs in the initial screening will be contacted by personnel of the USD #247 School District within five (5) working days after testing.

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4. VIOLATION

Any student who tests positive in a drug/alcohol use test under this policy shall be subject to the following restrictions:

a. For the first offense, the student shall be suspended from participation in all extracurricular and/or co-curricular activities including all performances and competitions, and parking privileges revoked, for four (4) weeks (28 days). During this time, it is recommended that the parent/guardian obtain a substance abuse evaluation and education/counseling for the student. If the student and/or parent/guardian can provide proof of enrollment and regular attendance at a school approved substance abuse program, the suspension will be reduced to two (2) weeks (14 days). **Any student who voluntarily admits to a positive result in a drug use test under this policy, prior to selection from the random pool of students**, shall have the suspension reduced to one (1) week (7 days) for a first offense only.

b. For the second offense, the student shall be suspended from participation in all extracurricular and/or co-curricular activities including all meetings, practices, performances, and competitions, and parking privileges revoked, for eighteen (18) weeks (126 days) continuous and successive weeks from the date of the initial report of the second offense as stated in this policy. If the student and/or parent/guardian can provide proof of enrollment and regular attendance at a school approved substance abuse program, the suspension will be reduced to nine (9) weeks (63 days).

c. For the third offense, the student shall be suspended from participation in all extracurricular and/or co-curricular activities including all meetings, practices, performances, and competitions, and parking privileges revoked, for the twenty-seven weeks (27) weeks (189 days).

d. For the fourth offense, the student shall be suspended from participation in all extracurricular and /or co-curricular activities including all meeting, practices, performances, and competitions, and parking privileges revoked for one calendar year from the date of the initial report.

Each participant who is suspended from district Extracurricular and/or Co-curricular Activities because of a positive drug test, except those who have received a permanent suspension, will be required to pass a drug test administered by the USD #247's testing service prior to being reinstated to those activities. After passing a drug test and being reinstated, the participant will be placed back into the testing pool and will be eligible for random testing.

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5. REFUSAL TO SUBMIT TO DRUG USE TEST

a. If an extracurricular and/or co-curricular participant, or a student wishing to obtain parking privileges on school district property, refuses to submit to a drug/alcohol use test authorized under this policy, such student shall be considered "positive" for drugs and subject to the appropriate suspension as stated in sections 4a, 4b, 4c and 4d.

b. Any student who has a positive initial test and refuses to complete the required paperwork for a confirmation test will be treated as a refusal to submit to testing.

6. DISCLAIMER

This policy shall not supersede or be in conflict with any state and/or federal law.

40. NON-DISCRIMINATION

QAA Program and Activity Accessibility

JQAA

All district programs, services, activities, and organizations will be accessible to individuals with temporary or permanent disabilities. Reasonable accommodations shall be made to allow access to all programs, services, activities, and organizations. Accountability for such access shall be ensured through active monitoring and intervention when necessary by building and district administrators, the Section 504 Coordinator, the Superintendent (if different from Coordinator), and if required the Board of Education.

Staff members that learn of any violation or potential violation of this policy are to report such knowledge to their building principal or Section 504 Coordinator.

The Section 504 Coordinator will be the district contact for individuals seeking additional information concerning access to district programs, services, activities, or organizations. District handbooks, the district website, and the public bulletins shall publish the contact information for such inquiries

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Southeast High School Discipline Matrix

1	Level 2	Level 3	Level 4	Level 5																		
Affection language n e (*) on ation ition (*) ct on #) ntion)	<ul style="list-style-type: none"> Cheating* (daily work) Discourteous Behavior Refusal to Work Profanity-non-directed Noncompliance Out of Assigned Area Leaving Class/Building without Permission Horseplay-(Extenuating Circumstances) Dishonesty Persona Space Violation Tardy 8-9 (1 day ISS) 	<ul style="list-style-type: none"> Disruptive Conduct Noncompliance of reasonable request Profanity--Directed Skipping Class, School, or Detention Leaving Campus without Permission Disrespect to Visitors Plagiarism* Inappropriate Behavior at school activities Recording Violation(minor) Tardy 10-11 (2 days ISS) 	<ul style="list-style-type: none"> Disorderly Conduct Profanity Towards Staff Tobacco Violation Endangering the Safety or Welfare of Self/Others Intimidation, Bullying, Harassment, Threats Sexual Misconduct Vandalism * Fighting (physical) Verbal Assault Insubordination Truancy Tardy 12 + 	<ul style="list-style-type: none"> Sexual Explicit or Violent Material Battery/Assault Sexual Harassment Illegal Activity Theft Weapons Possession (Possession or Use) Controlled Substance Drugs /Alcohol Drug Paraphernalia Recording Violation (Major) 																		
	1st Violation	1st Violation	1st Violation																			
ct	<ul style="list-style-type: none"> 1-5 Detentions Parent Notification (*) Class Teacher Protocol 	<ul style="list-style-type: none"> 1-3 Days ISS Parent Notification (*) Privileges Lost (TBD) Class Teacher Protocol & ISS 	<ul style="list-style-type: none"> Depending on the severity of the offense, one or more of the following options may be chosen along with Administrative Contact of Parents. 3-5 Days ISS Expulsion Hearing 1-5 Days OSS Law Enforcement Referral 5-10 Days OSS * Restitution 																			
	2nd Violation	2nd Violation	Technology Misconduct																			
it on	<ul style="list-style-type: none"> 1-day ISS Parent Notification (*) Zero on the Assignment 	<ul style="list-style-type: none"> 3-5 Days ISS Parent Contact (*) Privileges Lost (TBD) (*) Zero on Assignment 	<table border="0" style="width: 100%;"> <tr> <td style="width: 33%;">Problematic</td> <td style="width: 33%;">Serious</td> <td style="width: 33%;">Severe</td> </tr> <tr> <td>Not Charged or in Case</td> <td>Inappropriate Content</td> <td>Profile removal</td> </tr> <tr> <td>General Misuse</td> <td>Cleared History</td> <td>Jail Break</td> </tr> <tr> <td>Games /Of Task</td> <td>Private Browsing</td> <td>Firewall Issues</td> </tr> <tr> <td>Left/Forgotten</td> <td>Pornography</td> <td>Intentional Damage</td> </tr> <tr> <td>Letting Others Use</td> <td>Purposely Disabled</td> <td></td> </tr> </table>		Problematic	Serious	Severe	Not Charged or in Case	Inappropriate Content	Profile removal	General Misuse	Cleared History	Jail Break	Games /Of Task	Private Browsing	Firewall Issues	Left/Forgotten	Pornography	Intentional Damage	Letting Others Use	Purposely Disabled	
Problematic	Serious	Severe																				
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	3rd + Violation	3rd + Violation																				
:(TBD)	<ul style="list-style-type: none"> 1-3 Days ISS Admin/Parent Meeting (*) Zero on the Assignment 	<ul style="list-style-type: none"> 1-3 Days OSS Admin/Parent Meeting Privileges Lost (TBD) (*) Zero on Assignment 	<table border="0" style="width: 100%;"> <tr> <td style="width: 33%;">1st Violations</td> <td style="width: 33%;">1st Violation</td> <td style="width: 33%;">1st Violation</td> </tr> <tr> <td>Warning</td> <td>Confiscation 5-15 Days</td> <td>Confiscation-30 Days</td> </tr> <tr> <td>Detention 1-5</td> <td>Limited 15-30 Days</td> <td>Limited-30 Days</td> </tr> <tr> <td>1-3 Days ISS</td> <td>1-3 Days ISS</td> <td>3-5 Days ISS</td> </tr> </table>		1st Violations	1st Violation	1st Violation	Warning	Confiscation 5-15 Days	Confiscation-30 Days	Detention 1-5	Limited 15-30 Days	Limited-30 Days	1-3 Days ISS	1-3 Days ISS	3-5 Days ISS						
1st Violations	1st Violation	1st Violation																				
Warning	Confiscation 5-15 Days	Confiscation-30 Days																				
Detention 1-5	Limited 15-30 Days	Limited-30 Days																				
1-3 Days ISS	1-3 Days ISS	3-5 Days ISS																				
			<p>Severe and Serious violations are assigned a combination of the consequences listed. Problematic violations may be assigned consequences in a graduated manner. Repeat violations will be assigned consequences and may also be considered a non-compliance and/or insubordinate issue.</p>																			

ded or an action involving a combination of offenses may result in consequences that extend beyond this matrix as determined inistration. Conversely, extraordinary circumstances where the minimum consequences are judged, by the superintendent or anifestly unfair or not in the interest of the district may result in a reduction of the consequences listed, as allowed by law.