

**LAWRENCE HIGH SCHOOL
STUDENT HANDBOOK – 2007-2008**

Student Name _____

Grade Level _____ Seminar Teacher _____

Counselor _____ Assistant Principal _____

Principal: Dr. Steve Nilhas
Lawrence High School
1901 Louisiana
Lawrence, Kansas 66046-2999
(785) 832-5050/Fax (785) 832-5066
Web Site: <http://lhs.usd.497.org>

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Office Hours:
The Main Office will be open from 7:00 AM until 4:00 PM each school day.
Assistant Principal/Counselor Teams:
Ms. Gentry/Mr. Raney (Sophomore A-G, Junior A-Ha, Senior A-He)
Dr. New/Ms. Stussie (Sophomore H-P, Junior Hb-O, Senior Hf-Q)
Dr. Brungardt/Mr. Shandy (Sophomore Q-Z, Junior P-Z, Senior R-Z)
Athletic Director: Mr. Ron Commons

To the students of Lawrence High School,

On behalf of the faculty and staff at Lawrence High School, I welcome you to your school. Lawrence High School continues to honor the traditions and success of the past while accepting the challenges of the present. We strive to maintain a student-centered environment that recognizes the unique needs of each individual student while helping all students excel as a group. LHS has a number of clubs, activities, and programs which exist for the benefit of students. It is our desire that all students find at least one of these to be a part of while at LHS.

Academic success is one component of a successful future. Your teachers are willing and able to give you the support and extra time that is necessary for you to be successful, and our student support teams are there as well for your benefit. We are committed to ensuring your experience is productive as a student at LHS, and we ask you to do your part as well by coming to school on time and being a participant in all your high school has to offer.

Steve Nilhas, Principal

Administrative Personnel

Steve Nilhas, Principal
Matt Brungardt, Associate Principal
Jan Gentry, Assistant Principal
Beryl New, Assistant Principal
Ron Commons, Athletic Director

Main Office

Steve Nilhas, Principal
Julie Way, Administrative Assistant to Principal
Jessica Renteria , Switchboard/Receptionist
Tracy Urish, Secretary
Diane Ash, Drug/Alcohol Peer Education Facilitator
Elizabeth Day, WRAP Worker
Jeanette DeVilbiss, School Psychologist
Rita Kendagor, Social Worker
Angie Logan, Social Worker
Lynisha Thomas, Social Worker
Rachel Wiggins, WRAP Worker

Athletic Office

Ron Commons, Athletic Director
Emily Cates, Secretary

Financial Office

Diannia Affalter, Financial Secretary

Student Services Office

Matt Brungardt, Associate Principal, Director of Facilities
Jan Gentry, Assistant Principal, Director of Student Activities
Beryl New, Assistant Principal, Director of Student Services
David Raney, Counselor
Robert Shandy, Counselor
Lori Stussie, Counselor
Joan Stone, Registrar
Brenda Kirkendall, Secretary
Deb Shmalberg, Secretary
Lisa Werner, Secretary
Michelle McAnderson, Attendance Secretary
Linda Wildgen, Transition Coordinator
Willie Brown, School Resource Officer
Vincent Downing, Security Officer
Donna Fulton, Security Officer
Keith Loneker, Security Officer
Shawn Ledford, In School Suspension Supervisor

THE HISTORY OF LAWRENCE HIGH SCHOOL

Lawrence High School has a rich and proud heritage. Its history is one of excellence in academics and extracurricular activities. Public donations in 1857 built the Quincy School, which was held in the basement of the Unitarian church. In 1860, Lawrence received an amended charter which enabled the city to establish

a public school system of eight grades. Central School, at Ninth and Kentucky, was built in 1865.

In 1869 another grade was added, and in 1870, a three-year high school course was organized. The only subjects that were offered then, and until 1880, were algebra, geometry, trigonometry, English, Latin, Greek, general history, civil government, natural philosophy, and geology. The "high school" was held in one room of Central. The first graduates of the high school were Frank C. Miller and Mary V. Murray in 1875.

Liberty Memorial High School was brought about when the students supported a bond issue for a memorial to 18 service men of World War I. To raise the money for their campaigning, *The Budget* was delivered by 102 students to each home. A circus was given, and a junior-senior play was presented with debates on the bond issue between acts. Liberty High School Week was declared, and students had such bond issue campaign slogans as "It Shall Pass", "Give Us Room to Grow", and "Things Go Wrong When We're All in a Throng". One of the wounded soldiers returned to school and led the mile-long parade for the campaign.

A similar bond campaign went on in 1949 when students of Lawrence assisted in a successful drive to build Lawrence High School at 19th and Louisiana Streets. From that has come the slogan, "a gift of the citizens of Lawrence to their Children". The amount of the bond proposal was \$2,620,000. From this came \$1.8 million for the building, including furniture.

The high school was moved from Liberty Memorial High School at 14th and Massachusetts to Lawrence High School at 19th and Louisiana on March 26, 1954. In 1962, the cafeteria facilities were expanded. That year a new addition of thirteen classrooms was built at the southeast corner of the building.

The Administration Center was completed in 1965. This separate building to the south housed district administrative offices, and had eight classrooms where most of the business classes were located until they were returned to the main building in the fall of 2003.

In November 1966, a bond issue was passed providing for a new cafeteria, library, and additional physical education facilities. The wrestling room and two additional dressing rooms were available for use at the beginning of the 1967 school year. In 1968 the cafeteria and library, complete with central air conditioning, were ready for student use. The old library and cafeteria areas were converted into six additional classrooms.

In May 1973, an ad hoc committee was formed to study the need for expanded facilities at Lawrence High School. Out of this study came the recommendation for expansion in the areas of vocational practical arts, physical education, and fine arts. All three areas were ready for use in the fall of 1976. In the fine arts area, a large rehearsal room for the band and orchestra was added along with an art classroom. In the physical education area, a separate building was constructed.

This building houses a full-sized gymnasium with a seating capacity of 500, a second-story wrestling area with showers, dressing rooms and offices. The vocational and practical arts area was expanded with the addition of a power mechanics shop, an agriculture mechanics shop, a metal technology shop, and two classrooms. Extensive remodeling took place.

A short-course standard swimming pool built adjacent to the new physical education facility was completed and opened to the students in January 1980. The pool is equipped with six lanes for swimming competitions, a diving well with two one-meter boards, special equipment for the teaching of adapted aquatics, bleachers for approximately 275 spectators, and a patio for sun bathing.

In the fall of 1984, the theater area was remodeled and a new stage construction area added. The remodeled theater included new dressing rooms for both boys and girls, an auditorium ceiling to provide better lighting and acoustics, and an electronic control panel. Also, in the fall of 1985, the practical arts area was remodeled to improve classroom facilities for mechanical drawing, journalism and cooperative industrial training. A new woodshop with an adjoining classroom was added to the facility at this time.

In the fall of the 1987-88 school year, the administration center was moved from the LHS campus. Lawrence High School moved several classes and offices into this facility, and the facility became known as the LHS Annex. This changed in the fall of 2003 when the district building at 1919 Delaware was sold, requiring the relocation of Adult Education and Indian Education. When school opened in August of 2003, only one LHS classroom remained in the annex.

In September of 1989, The School Board appointed a committee to "...review the physical plant at Lawrence High School in light of recommendations from the curriculum study to determine the necessary renovation of that building." The list of recommendations from the committee included the construction of a new library and a student commons area; upgrades of electrical, air conditioning/climate control, and plumbing systems; upgrades of physical education/athletic locker rooms, and athletic facilities; construction of a greenhouse. On October 22, 1995, an open house was held at LHS to showcase work that included the remodeling of 14 classrooms and all hallway ceilings, light fixtures, lockers, walls and floor finishes, and the addition of administrative offices, an updated library/computer area, new cafeteria and commons areas, and a new, strongly-defined entrance.

Due to the growth of secondary student population in Lawrence, Kansas, a second high school, Lawrence Free State High School, was opened in the fall of 1997.

Since 1997, there have been continual remodeling projects at Lawrence High School including the renovation of the seating and sound system in the auditorium, replacement of all exterior windows, air conditioning of both gymnasiums, replacement of air conditioning units in the technology and fine arts wings, repair of roofs, and replacement of flooring.

Two bond issues passed in April of 2005 helped to address facility needs at LHS. These included the renovation and construction of science rooms with up-to-date laboratories for chemistry and physics, the renovation of physical education facilities including locker rooms, and technology improvements to enhance computer and telephone access for the students, staff and patrons of Lawrence High School.

We Are the Lions

The Lion was first used as a school symbol in 1930. On Friday, November 8, 1929, *The Budget* (school newspaper) carried the following:

Lawrence High School has long needed a mascot and the suggestion, growing out of the recent pep rally, to call ourselves the Lions, has been wholeheartedly accepted. A mascot should symbolize the characteristics of the school and no other animal expresses our strength of purpose better than the lion, the king of the beasts, his strength, bravery, and aggressiveness which our competitors find we also have.

Red and Black Colors

As far as can be ascertained, our school colors date back to 1907 when our football teams wore red and black long socks.

Chesty Lion

The Chesty Lion symbol was drawn by Paul Coker in 1946. A Lawrence Memorial High School graduate, he is now a well-known cartoonist. The lion is chesty because he is proud of LHS and the ideals for which it stands.



Alma Mater

*We praise thee, Lawrence High School;
To you we're always true;
And through the years fond memories;
Bring back the friends we knew.
Sportsmanship and courage;
We will never lack;
And evermore we lift our hearts;
In praise of Red and Black.*

By R. Wayne Nelson, Judie Anderson, Jan Rosenbaum,
Sandy Smith, Darlene Trovillion, and Francis Ward – 1954.

School Pep Song

*Stand up and cheer;
Cheer loud and long for dear old Lawrence;
For today we raise the Red and Black above all others;
Our sturdy band now is fighting,
And we are sure to win the fray;
We got the vim;
We're sure to win;
For this is dear old Lawrence day.*

LHS SCHEDULE

Lawrence High School follows a modified block schedule consisting of class periods 0 through 6 and a seminar period. During weeks with 4 or fewer days, students attend periods 0 through 6 each day. During 5-day weeks, students attend periods 0 through 6 on Monday, Tuesday, and Friday, periods 0, 1, 3, 5, and seminar on Wednesday, and periods 0, 2, 4, 6, and seminar on Thursday. Seminar occurs after period 1 on block Wednesdays and after period 2 on block Thursdays.

Seminar – 1st Semester

Aug. 22, 23, 30, 2007
Sep. 12, 13, 20, 26, 27
Oct. 3, 4, 25, 31
Nov. 1, 8, 14, 15, 28, 29
Dec. 6, 12, 13

Seminar – 2nd Semester

Jan. 10, 16, 17, 30, 31, 2008
Feb. 7, 13, 14, 20, 21, 28
Mar. 26, 27
Apr. 2, 3, 16, 17, 24, 30
May 1, 8, 15, 16

On some Wednesdays, a late arrival schedule is followed. On late arrival days, teachers work on school improvement, meet in professional learning communities, attend faculty meetings, and take part in staff development activities. Zero and seminar periods are not scheduled on late arrival days, and first period begins at 9:35 a.m.

Late Arrival – 1st Semester

Aug. 29, 2007
Sep. 19
Oct. 24
Nov. 7
Dec. 5

Late Arrival – 2nd Semester

Jan. 9, 2008
Feb. 6, 27
Apr. 23
May 7

Lawrence High School Day Schedule

Monday	Tuesday	Wednesday	Thursday	Friday
7:00 0 Period 60 min. 8:00	7:00 0 Period 60 min. 8:00	No zero hour On Late Arrival days	7:00 0 Period 60 min. 8:00	7:00 0 Period 60 min. 8:00
8:05 1st Period 60 min. 9:05	8:05 1st Period 60 min. 9:05	8:05 Late Arrival or 1st Period	8:05 2nd Period 85 min. 9:30	8:05 1st Period 60 min. 9:05
9:10 2nd Period 65 min. 10:15	9:10 2nd Period 65 min. 10:15	9:30 9:35 1 st Period Or Seminar 90 min.	9:30 9:35 Seminar 90 min. 11:05	9:10 2nd Period 65 min. 10:15
10:20 3rd Period 60 min. 11:20	10:20 3rd Period 60 min. 11:20	11:05 11:10	11:05 11:10	10:20 3rd Period 60 min. 11:20
11:25 4th Period 60 min. plus 30 min. lunch 12:55	11:25 4th Period 60 min. plus 30 min. lunch 12:55	3rd Period 85 min.+30 min. lunch	4th Period 85 min.+30 min. lunch	11:25 4th Period 60 min. plus 30 min. lunch 12:55
1:00 5th Period 60 min. 2:00	1:00 5th Period 60 min. 2:00	1:05 1:10 5th Period 85 min.	1:05 1:10 6th Period 85 min.	1:00 5th Period 60 min. 2:00
2:05 6th Period 60 min. 3:05	2:05 6th Period 60 min. 3:05	2:35 2:35 - 3:05 Teacher Planning 30 min.	2:35 2:35 - 3:05 Teacher Planning 30 min.	2:05 6th Period 60 min. 3:05

**2007-2008
Lawrence Public Schools
Board of Education Members**

Craig Grant	842-8298	cgrant@usd497.org
Mary Loveland	842-9333	mloveland@usd497.org
Marlene Merrill	832-2203	mmerrill@usd497.org
Rich Minder	760-3791	rminder@usd497.org
John Mitchell	843-2954	jmitchel@usd497.org
Linda Robinson	856-3738	lrobinson@usd497.org
Scott Morgan	842-6268	morgans@usd497.org

The Lawrence Board of Education welcomes public input. Contact information for board members is frequently published in the *Lawrence Journal-World*. The board invites public comment about items not included on its agenda at the beginning of each regular board meeting. There is opportunity for public comment regarding a specific agenda item after the board discusses the item. Patrons are asked to complete an Audience Participation Form, distributed during board meetings, to assist the board in keeping an official record of individuals making public comment during its meetings. These forms also assist board members and staff in responding to questions and issues that may arise during public comment. Written comments also may be submitted.

Note: District Policy is currently being reviewed by our Board of Education. Policies and procedures contained in our handbook are open to review pending board action.

2007-2008 SECONDARY PLANNERS
BOARD POLICY REFERENCE INFORMATION

Some policies referenced herein are abbreviated in content or reflect administrative practice which aligns with Board approved procedures. Policies may be accessed in their entirety through the links and URLs included with each policy reference. The complete Board Policy Manual is accessible online through the district's web site (www.usd497.org). To obtain copies of individual board policies, contact the Clerk of the Board or the secretary at any attendance center. Secondary school handbooks are accessible online via the "Schools" tab on the district's web site. To obtain a printed copy of a school handbook, contact the secretary at that school's attendance center.

Policy Name		Policy Name	
Absences and Excuses	JBD	Release of Student during the School Day	JBH
Breath Alcohol Testing	JCABBC	Release of Student Records	JRB
Computer Use	IIBG	School Closing Announcements	EBBD
Curriculum Enhancement Programs	IDAA	School Food Service Program	JGH
Detention	JDB	School Site Councils	IB
Discrimination and Harassment	JGEC (See also JQA IDAC)	Searches of Property	JCAB
		Searches of Students	JCABB
Dress Code	JCDB	Student Activities	JH

Drug Free Schools	JDDA	Student Conduct	JCDA
Emergency Drills	EBBC	Student Intra-district Transfer or Building Reassignment	JBCA
Field Trips	IFCB	Student Records	JR
Grading Systems	IHA	Student Rights and Responsibilities	JC
Graduation Exercises	JFG	Student Support Programs	IDAB
Graduation Requirements	IHG	Student Vehicles	JGFF
Hazing and Bullying	JGECA	Supervision of Medications	JGFGB
Health Assessment and Physicals	JGC	Suspension and Expulsion Procedures	JDD
Immunizations	JGCB	Tobacco Use	JCDAA
Make-up Opportunities	IHEA	Transportation	JGG
Other Dangerous Objects	JCDBBC	Truancy	JBE
Programs for Students with Exceptional Needs	IDAC (See also JGEC)	Vandalism	EBCA
Prohibited Activity	JHCAA	Visitors to the Schools	KM
		Weapons	JCDBB

NOTICE OF ACCESSIBILITY

Lawrence Public Schools provide services and programs to people with disabilities in the most integrated setting possible. Pursuant to the Americans with Disabilities Act, Title II, the Director of Special Operations, Safety and Transportation has been appointed as the ADA Coordinator. Please call for information on accessibility, ADA compliance procedures or accommodation requests.

In order to facilitate participation, accommodations will be made on an individual basis. If you would like to attend a Board of Education meeting or other public event of the District and require an accommodation for people with disabilities, please contact the ADA Coordinator at the Lawrence Public Schools, 110 McDonald Drive, Lawrence, KS 66044, (785) 832-5000 or through the Kansas Relay Center, 1-800-766-3777, at least 48 hours in advance. The ADA Coordinator may refer issues regarding accessibility and accommodations for students to the student services department. ADA issues regarding employment may be referred to the human resources department by the ADA Coordinator.

NONDISCRIMINATION STATEMENT

Nondiscrimination Statement

Lawrence Public Schools are committed to maintaining a learning environment free from discrimination, insult, intimidation, or harassment for any reason. Discrimination, including acts of harassment, against any individual on the basis of race, color, religion, sex, age, national origin or disability is prohibited by federal and state law and district policy. Discrimination, including acts of harassment, against any individual on the basis of sexual orientation, gender identity, socioeconomic status or physical characteristics is prohibited by district policy thereby making the district complaint procedure available to persons who believe they have experienced such discrimination.

Any incident of discrimination, including acts of harassment, shall be promptly reported for investigation and corrective action by the principal or district compliance coordinator.

The district is an equal opportunity employer. Persons desiring additional information about this policy or assistance to accommodate individual needs under Title VI, Title IX, Americans with Disabilities Act, or Section 504 should contact the Superintendent of Schools, 110 McDonald Drive, Lawrence, KS 66044, (785) 832 – 5000.

The district is an equal opportunity employer. Persons desiring additional information about this policy or assistance to accommodate individual needs under Title VI, Title IX, Americans with Disabilities Act, or Section 504 should contact the Superintendent of Schools, 110 McDonald Drive, Lawrence, KS 66044, (785) 832 – 5000.

HAZING AND BULLYING

The Lawrence Public School district is committed to maintaining a learning environment free from hazing and bullying as defined in district policy.

Hazing is any act that recklessly or intentionally endangers the mental health, physical health or safety of a student for the purpose of initiation or as a condition or precondition of attaining membership in, or affiliation with, any district-sponsored activity or grade level attainment. This includes, but is not limited to:

- forced consumption of any drink, alcoholic beverage, drug or controlled substance,
- forced exposure to the elements,
- forced prolonged exclusion from social contact,
- forced sleep deprivation,
- assignment of pranks or other activities intended to degrade or humiliate.

Bullying means any act that recklessly or intentionally endangers the mental health, physical health or safety of a student or that substantially interferes with a student's educational benefits, opportunities or performance, that takes place on or immediately adjacent to district grounds, at any district-sponsored activity, on district-provided transportation or at any district bus stop, and that has the effect of:

- physically harming a student or damaging a student's property;
- threatening or knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property or causing substantial inconvenience;
- taunting, teasing or intimidation that is so severe, persistent or pervasive that it creates an intimidating or threatening educational environment or it substantially disrupts the orderly operations of the district.

Cyberbullying means threats or harassment over Internet through web pages, email, instant messaging, text messaging, or by other electronic means. Bullying shall include cyberbullying initiated on or off of school premises which threatens or endangers the safety of students, employees, or third parties, or school property, or which substantially disrupts the educational program of the district.

Hazing or bullying of students is prohibited by district policy. Any student, district employee, or third party who engages in prohibited conduct as above

described shall be subject to disciplinary action, which may include, but not be limited to, termination from employment, or expulsion from school, or exclusion from all district property and programs and from doing business with the district.

The district encourages all victims of prohibited conduct and persons with knowledge of prohibited conduct as above described to report the hazing or bullying immediately to the building principal or to the District Compliance Coordinator. The district will investigate all complaints of such prohibited conduct and take corrective action to end the conduct. False or malicious complaints of prohibited conduct, or a series of totally unfounded complaints, may result in corrective or disciplinary action against the complainant

TRANSPORTATION

Bus transportation shall be provided to and from school for those students who qualify. Refer to Laidlaw Bus Company at 841-3594 if you have questions.

SAFETY AND BEHAVIOR CODE FOR BUS RIDERS

Permission to ride a bus is conditional on the pupil's good behavior and observation of these regulations. Any pupil who violates the rules will be reported to the building principal and could be denied permission to ride a bus to and from school.

Regulations for Students

1. Follow the directions of the bus driver the first time they are given.
2. At no time will a student put hands, head or other parts of their body out the window.
3. Possession of illegal substances or weapons is prohibited. Do not eat, chew or drink anything on the bus. The use of any tobacco products is prohibited.
4. Students who are involved in any horseplay, unruly behavior, cursing, obscene gestures or loud talking will be subject to disciplinary action.
5. Students must remain seated and facing the front of the bus until the bus reaches a complete stop.
6. Students should be at the bus stop five minutes before scheduled pick-up time due to traffic and other unforeseen circumstances that might occur.
7. While waiting for the bus, stay clear of the roadway to avoid being hit by passing cars.
8. Wait for the bus to stop before trying to board. If you must cross a road, wait for the driver to motion for you to cross. Always cross at least ten feet in front of the bus.
9. Please use the handrails when getting on or off the bus. Be extra careful when weather is wet or icy, as the steps can be very slippery.
10. State regulations prohibit the transportation of any animals on the bus.
11. All books and articles brought on the bus must be either held in the lap or put under the seat. No objects will be permitted to block the emergency door or aisle or be placed around the driver's area. Oversized objects which require seating space will be permitted on the bus only by special permission.
12. Students requesting to ride a different bus or wishing to get off at a different location must have obtained written approval from the building administration. Phone communication with Laidlaw Educational Services is desirable to be sure the request is possible (841-3594).
13. The driver reserves the right to assign seats to any or all students who ride the bus. This is not necessarily a disciplinary action.

14. Do not throw anything in or out of the bus and be sure to keep your area clean.
15. Treat bus equipment with due respect. Any damage may result in suspension of riding privileges until restitution has been made. Restitution may be monetary and/or other disciplinary measures determined by the principal, with input from the contractor.
16. Absolute quiet at all railroad crossings. Your driver stops at crossings to listen for oncoming trains and your talking could drown out all warning signals.
17. Radios and/or tape players are permitted to be played on the bus only when the student uses headphones.
18. Remember, your driver is only human, so greet him/her cheerfully and treat him/her with respect.
19. Temporary bus passes will be provided only 2 times per semester.

SAFETY ON BICYCLES AND OTHER WHEELED CONVEYANCES

Use of Protective Helmets

City of Lawrence Ordinance No. 7738, section 17.706 states:

- (A) No person fifteen (15) years of age or younger shall ride a bicycle, wear, ride or use any roller skates, inline skates, roller blades, skateboards, or scooter, as these things are commonly defined, within the city limits without properly wearing an approved skate or bicycle helmet securely fastened by chin or neck strap.
- (B) An approved skate or bicycle helmet is headgear which meets or exceeds the impact standard for protective helmets set by the U.S. Consumer Products Safety Commission Safety Standard for Bicycle Helmets.

City of Lawrence Ordinance No. 7738, section 17.707 states:

There shall be no fine or jail sentence for violation of Section 17-706. In lieu of a fine, any person fifteen (15) years of age or younger found violating section 17-706 shall be eligible to receive a coupon from a Lawrence law enforcement officer or a Lawrence/Douglas County Fire Medical Department staff person; such coupon shall be valid for one (1) free bicycle helmet redeemable at a designated Lawrence – Douglas County Fire and Medical facility as supplies of helmets are available.

FOOD SERVICE DEPARTMENT INFORMATION

All students are encouraged to make use of the cafeteria services provided by their school. We ask that students conduct themselves as ladies and gentlemen and observe the regulations set forth by the school at all times. If a student prefers to bring lunch from home, milk or juice may be purchased separately.

No food is to be taken from the cafeteria. Students are expected to take their trays to the receiving table when they are finished eating.

Students will be able to enter their student ID number or will have an ID card that will be scanned as each student purchases a meal or an item from the cafeteria.

The cards should be treated with respect and should not be used by other students. After the student is served the appropriate amount is deducted from the account which is managed by a computerized cashier program.

The lunch program accounting system is a debit system, which means that you deposit money into an account and as the student eats, the meal charge is deducted from the account balance. Students will not be allowed to charge items against their account if the account has a zero or negative balance.

The food services department does not extend credit to families for purchase of meals or a la carte food items. It is necessary to keep money in the account so students can continue to purchase against it. When the account starts to get low, your child may be given a verbal or written notice when he/she goes through the lunch line. It is important for the student to communicate low balance warnings to parents so that students can continue to purchase against the account.

If the account falls to a zero balance, the students will need to pay cash or bring a lunch from home. Parents will be asked to designate how the student may use money in the account (meals only or meals and a la carte purchases). Forms for designating usage may be obtained from the food services office, the district web site or from the cashier in the school.

Payment of lunches should be mailed to the food services office at 110 McDonald Drive, Lawrence, KS 66044, or dropped off at your school. Parents may also pay by credit card and will need to fill out a credit card permission form. A new form is required each school year and can be obtained from the food services office, the school or the school's website.

We are NOT responsible for any cash money sent to school with children. If at all possible, please pay by check or money order with reference to your student's number and school. Your first payment for meals needs to be made prior to the first day that meals are served so that there is money in the account. Please DO NOT combine lunch money payment with other school type payments (i.e. enrollment fees/fines/cash/etc.) Meal payment envelopes are available in the cafeteria and most school offices. At the end of the school year, no refunds will be made on the account unless you are leaving the district. The balance in your account will be forwarded to the next school year even if your child is attending a different school.

The meal includes a choice of main dish, milk and one time through the Food Choice Bar with a large variety of fruits and vegetables. In addition to the items listed above, students are allowed to purchase additional items. Items purchased in addition to lunch/breakfast menu are considered a la carte purchases. These purchases can be debited from the account if a parental permission form is on file and the account balance remains positive. The form is included in this section.

Families have to reapply for free/reduced meal benefits every year. You will be responsible for purchases unless you have a current approved application on file in the food services office. Children with current applications on file and have a signed a la carte permission form can purchase items (including extra milk) but will require money to be deposited into the account.

A cashier is normally in the kitchen of your school from approximately 8 a.m. – 1:30 p.m. to assist in answering questions and receiving money. You may contact the school cashier for a current balance or an itemized statement of what or how much your child had debited from the account.

Private business enterprises shall not be allowed to solicit, sell or deliver food or drink items on school property in competition with the non-profit food service program. This includes bringing in of private labeled food items from outside vendors during meal service times.

You may also call the Food Service Office, 832-5000, for assistance during the hours of 7:30 a.m. – 4:30 p.m. you may leave a voice message.

Health Services and Immunizations

A registered professional nurse is on duty at the high school from 8:00 am to 4:00 pm daily to provide services in the areas of health promotion, health prevention and health counseling. In accordance with Kansas School Immunization Law requirements (KSA 720-5209) and Lawrence Board of Education Policy (JGCB), all students prior to admission and attendance in the Lawrence schools must present proof of immunization. The minimum requirement for initial attendance is that at least one dose of each required vaccine has been received: one MMR, one DPT and one OPV. Verification in the form of past school immunization records, physicians statements, or public health records must be presented to the LHS Health Office before attending classes. Students who need additional doses to complete the required series will have 30 days from admission to comply with state law. At the end of that time, the principal shall exclude from school, any pupil who has not complied with the requirements. Permissive alternatives to the immunization requirements are provided for on the Kansas Certificate of Immunization form.

Students can complete immunizations at their physician's office or at the Lawrence -Douglas County Health Department which is located at 200 Main Street, Suite B. (Phone 843-0721). There is a minimal cost for immunizations, but no one is denied services because of an inability to pay. Note: Children under 18 years of age must have a parent/guardian accompany them when receiving immunizations at the Health Department. If your student is immunized over the summer for any reason (e.g. tetanus given due to injury), please present the documentation to the school nurse in August so it can be added to their record.

All students are encouraged to see a dentist on a regular basis for preventive care. Members of the Douglas County Dental Society provide **dental screenings** to children free of charge each summer. When you make an appointment, please make sure that your dentist participates in this program. Whether you choose to have a full dental checkup or free screening only, your child will be given a pink dental card explaining the results of the examination. This card should be turned into the school nurse when school starts.

Any student playing competitive sports in high school, those covered by KSHSAA rules, is required to have a sports physical on file. These are kept in the main office by the athletic secretary. **The annual sports physical can be obtained after May 1 for the following year.** We strongly encourage those students who plan to participate in sports in the fall to get their physicals in the summer as last minute exams are difficult to schedule. Doctors have the examination forms in their offices.

Vision and hearing screenings are done on all juniors, all students new to the Lawrence school system, and all students referred by teachers for testing. If you want your student screened call the health office to make a request.

For **prescription medication** to be given at school, a plan **must** be filed in the nurse's office. Medication must be brought to school in a container with the prescription label. The nurse will dispense the medications at the appropriate times. If the student needs an inhaler for asthma treatment, a self-administration plan will be filled out, and the student can carry the inhaler. It is recommended that a duplicate inhaler be supplied to the school nurse in case the student needs the medication and is not carrying one that day. **Controlled substances, including stimulants, such as Ritalin, may not be self-administered.** Please contact the nurse regarding the use of **over-the-counter medication** at school. **Parents are encouraged to keep all herbal and dietary supplements out of the school setting.**

Students who become ill during the school day **must** check out with the school nurse or an administrator before leaving school.

Failure to check out properly constitutes an unexcused absence. The student is not allowed to go home unless a parent has been contacted. If both parents work out of town or cannot be reached during the day, another adult in the community must be designated to give this approval. Check with the Health Office to make these arrangements.

The school nurse is available to students, staff, and parents for referral to community services, health education, information and materials. If you have any questions or concerns about your student's health status, please call Cindy Murray, RN in the LHS Health Office at 832-5050 ext. 2704.

Library and Media Center Policies

- Hours: 6:30 AM to 4:00 PM, Monday-Friday
- Books may be checked out for a period of two weeks (\$.05 per day for overdue materials).
- Magazines and audio-visual material may be checked out overnight. (\$.25 per day for overdue materials).
- E-mail access is before and after school, or during lunch, only.
- Seminar passes to the library are available before and after seminar.
- The award winning library's web page offers 24-hour access to its on-line catalog as well as various electronic databases and curricular websites. The website is updated daily and features many school and community activities.
- All students are expected to comply with the District Acceptable Use Guidelines. Failure to comply will result in the loss of all computer privileges.
- Trivia contests, word puzzles, and reading awareness programs are available during the school year.

The library contains approximately 20,000 items for students and faculty to borrow, including books, videos, and magazines. The library has 30 networked computers that contain many electronic resources:

American National Biography	Library On-Line Catalog
Blue Skyways	Microsoft Excel
Choices 2003 (Career Exploration)	Microsoft Power Point
Contemporary Authors	Microsoft Word
Encyclopedia Britannica	SIRS
History Resource Center	Student Resource Center

Computer Use

Computer systems are for educational and professional use only. Internet services are provided for limited educational purpose. The term "educational purpose" includes use of the system for classroom activities and limited research.

Students shall have no expectation of privacy when using district e-mail or computer systems. All information created or accessed by students may be subject to monitoring without notice by district administrators and/or school staff when appropriate. The district retains the right to duplicate any information created by students in a computer system or on any hard drive.

When using the system, students are expected to follow the guidelines approved by teachers and/or the administration. Students must use appropriate language in all messages. The district retains the right to impose on any student disciplinary measures that may include expulsion.

Student Visitors

Guest students must have an adult sponsor and must receive prior approval from the administration **at least** one day before visiting the building.

STUDENT SERVICES

Academic Support

Lawrence High School is committed to providing all students with both the opportunity and the support that is necessary for success. Your success is dependent on the effort you put forth as well as the overall quality of your experience at LHS. We will respond to academic difficulty on your part by interventions on our part. These interventions will become more structured and powerful if your academic needs dictate as such. The steps below are a guideline for you to use to understand our response to academic difficulties at LHS.

Academic Status	School Response(s)
Level One - failing for three weeks	Meeting with seminar teacher
	Student Success Team notification
	Seminar tutoring
	LINK Crew Support (Soph. Only)
	Parent contact
	After school tutoring
	Learning lab support
Level Two - failing for six weeks	Student Success Team meeting
	Parent contact
	Directed Studies support
	Assignment verification
	VPL support

Level Three – failing for nine weeks	Directed Studies referral
	VPL support
	Mandatory learning lab
Level Four – failing for eighteen weeks	VPL (credit recovery)
	SIT referral

Student Success Team

A team consisting of your assistant principal, counselor, and a social worker will meet weekly to monitor your progress. This team will work with you to support your academic and social needs.

Link Crew

Link Crew is a student mentoring program at Lawrence High School. New students are placed into groups and given a senior or junior to guide and assist them throughout the year. If a sophomore needs a helping hand, his/her Link Leader will be there to problem solve with them. In addition, Link Crew Leaders will help plan social events for the sophomore class. We believe that Lawrence High School has incredible young men and women, and it is our goal to assist their success throughout the year.

Virtual Prescriptive Learning (VPL)

Students will have the opportunity to use VPL for credit recovery. VPL is a computer-based program which will allow students to learn those outcomes which have not been mastered in a given subject area. VPL may also be used at times as a tutorial for students who are having difficulty in a subject area or areas.

Student Services Team

The Student Services Team at LHS consists of three counselors, the school nurse, a school psychologist, two social workers, and three administrators. This team provides for all academic, personal, social, vocational, and referral needs of the students and their parents.

Each student will be assigned to a counselor/administrator/support person team. (See page 1.) Although counselors are assigned to students alphabetically, they maintain an open-door policy and encourage students to visit with any available counselor. Before and after school and during seminar are generally good times. If a student needs to see a counselor during the school day, he/she should fill out a call slip with the counselor or student services secretary. The call slip will be delivered to the student's class, and the teacher will send the student at a convenient time.

The Student Services Team hopes that every student will be able to utilize the services offered to help ensure a smooth and effective school experience. The team will make every effort to meet and work with all students. Students and parents should feel free to communicate any need, problem, or concern that may arise during the school year.

Guidance and counselor services available to students include:

Individual counseling; academic planning and advisement; student-centered scheduling; graduation credit check; college and technical school information and

planning; career exploration and planning; scholarship and financial aid information; aptitude and interest testing, achievement testing, and college entrance exam information.

School Social Work Services

The school social workers help students receive maximum benefits from their educational opportunities. The school social workers can provide mental health services, crisis intervention, conflict resolution, and psychosocial education with individuals or small groups. The school social workers provide teacher consultation and truancy intervention and can help parents obtain resources such as clothing and medical and mental health care.

WRAP

The WRAP (Working to Recognize Alternative Possibilities) Program's purpose is to promote school success and positive experiences for students at LHS. This is a joint effort between USD #497 and Bert Nash Mental Health Center. WRAP staff is available for all students and deal with a variety of non-academic student problems including crisis intervention, absences, discipline referrals, and truancy.

School Resource Officer

The purpose of the SRO program is to provide a resource through USD #497 to address issues directly related to law enforcement. The SRO will assist with formal and informal counseling as appropriate. He will also provide formal instruction and presentations in classrooms upon request. Our current resource officer is Officer Willie Brown. The SRO office is located in Student Services.

Student Improvement Team

The Student Improvement Team (SIT) has been combined to include the Student Assistance Program (SAP). The SIT Team is made up of LHS staff members. The team accepts referrals from staff, parents, students, and community legal and/or social services.

The SIT process is designed to help students who are experiencing academic or behavioral problems. A student SIT plan is developed based on teacher reports, attendance, discipline, and academic records. The team assists in connecting students to developmentally and educationally appropriate services to maximize academic performance.

The SIT Team provides education, assistance, and support for students with alcohol and drug-related problems. SIT Team recommendations may include: participation in substance abuse education classes at LHS; participation in support groups at LHS; specific monitoring at school; individual counseling at school; community drug/alcohol assessment; professional counseling in the community.

NOTE TO STUDENTS: LHS is part of the community and as such, all community, state, and federal alcohol/drug laws apply. You and your classmates hold the power to make our school environment drug-free. The policy as outlined above will be enforced, and consequences will be given. More importantly, help is always available. Remember, any teacher, counselor, or administrator will act quickly and maintain confidentiality if you or a friend need help with substance use questions or problems. The solution is all of us working together.

SAFE SCHOOL HELPLINE – (877) 626-8203

ACADEMIC INFORMATION

Credits for Graduation

Forty-six credits (23 units) must be completed to graduate. One credit is issued for the successful completion of one semester (one-half school year) of a course. One unit equals one school year. The 46 credit units must consist of at least eight English credits (including 10th grade English, 11th grade American Literature I, and one senior-only English course), four mathematics credits, four science credits, two physical education credits, six social studies credits (including 9th grade social studies, 11th grade Survey of US History I and II, and 12th grade government), and 22 or more elective credits. Most students graduate with 48-52 credits, and **all students are required to enroll in a full six-hour day each year unless extenuating circumstances dictate otherwise.** Beginning with the Class of 2009, course requirements for graduation will increase as follows – from four to six mathematics credits, from four to six science credits, from six to seven social studies credits (including a course of Modern World History for one semester or a course of AP European History for two semesters during the 10th grade year), and one credit of fine arts. For students to graduate from high school, the requirement of 46 credits is the absolute minimum. Most students earn more than the minimum.

How to Drop a Class

A student who drops a class (other than interdepartmental transfers) after the first three weeks of any semester will receive a semester grade of “F”. This grade will be part of the student’s transcripts and GPA. In cases of extended illness or extenuating circumstances, the grade of “F” may be appealed.

Classification of Students

The number of credits earned (one for each class per semester) determines the classification of a student. Minimum grade level standings are as follows:

Sophomore.....	10 credits
Junior.....	20 credits
Senior.....	32 credits

Progress Reports

All students shall receive a progress report following the 5th week of each quarter. Students and parents are encouraged to monitor performance throughout the year. Students receiving an “F” at three week intervals shall be notified, and a plan for improvement shall be put in place.

Grade Point Average

Grade point average is based on a four-point scale:
A=4.0, B=3.0, C=2.0, D=1.0, and F=0.

Grading

Teachers will use the following letters for grading: A, B, C, D, CR, and F.

The Lawrence school district uses two different systems to determine grade point averages. The primary system, which is used to determine the class rank, top ten percent, and valedictorian, is a non-weighted, four-point formula where for every class A=4.0, B=3.0, C=2.0, D=1.0, F=0. A second system, which students may use on college or scholarship applications, uses weighted grades for all AP (advanced placement) classes where A=4.5, B=3.5, C=2.5, D=1.0, and F=0. All other non-AP classes are figured on the traditional 4-point system.

Honor Roll

To be eligible for honor roll, a student must obtain a grade point average of 3.5 (non-weighted) or higher for the semester. **A minimum of five classes must be taken for a letter grade.**

National Honor Society

Juniors and seniors with a 3.50 or higher cumulative GPA may apply to become a member of National Honor Society in the spring of each year. To qualify, students must turn in a completed application form along with three letters of recommendation to the National Honor Society sponsors by the March deadline that will be announced in the spring semester. The application form must document involvement in community philanthropic work and participation in school activities at LHS. Membership in the LHS National Honor Society is awarded to honor those who excel in the areas of leadership, scholarship, service, and character. Dues will be approximately fifteen dollars which will cover local and national membership. There is a **mandatory** practice initiation ceremony in the spring. Students who have been suspended or have received more than one D or F are not eligible for membership. Juniors who are inducted must complete a community service requirement of 30 hours in order to be recognized as members in good standing during their senior graduation ceremony. **Any student who is convicted of a crime or receives an Out-of-School Suspension will not be eligible for National Honor Society for the year of the incident, but may apply for reinstatement or admission the following year.** Further details may be obtained from your local advisors.

Top Ten Percent

The senior top ten percent group for fall activities (KU Honors Program) is calculated by using six semesters cumulative GPA and the September 20 state count of the senior class. The top ten percent group for spring activities (graduation ceremony) is calculated by using an eight semester cumulative GPA and the September 20 state count of the senior class.

Senior Finals Exemption

Any senior who has five or fewer absences **in all classes** is exempt from taking finals in the spring semester. Any senior who qualifies as “exempt” from 2nd semester finals in regular classes is also exempt from finals in Advanced Placement classes. All students who take AP exams for specific classes are “exempt” from taking the final exam for that given AP class.

Release of Student Records

Under the Family Educational Rights and Privacy Act, parents have the right to examine their child’s cumulative records. Parents are welcome to make an appointment with the principal.

Student records will only be released in accordance with the provisions of the Family Educational Rights and Privacy Act (FERPA) and School Board Policy JRB. A request to keep directory information, such as address and phone number, from being printed or released will be sent to parents at the beginning of the school year and will be available in Student Services.

Guidelines for Exchange Students’ Records

Please see your counselor for the most recent guidelines.

Notification of Rights under the Protection of Pupil Rights Amendment (PPRA)

The Protection of Pupil Rights Amendment (PPRA) affords parents certain rights regarding conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. The complete amendment is available through the district office, the high school, and will be published in the July newsletter from Lawrence High School.

Early Graduation

1. Application for early graduation must be submitted to the Student Services office at least one semester before the time of intended graduation. Those planning to graduate in January of their senior year should apply by April of their junior year.
2. The student's guidance counselor will present the application and all necessary background material concerning the student to the Assistant Principal for Student Services review.
3. The Assistant Principal for Student Services may confer with teachers of the student if additional information is needed.
4. The student and parents will be notified of the decision by the guidance counselor.

Commencement

For the commencement exercises to be held at the end of May, gowns, tassels, and caps are purchased by every graduating senior. Announcements and name cards are available to all students who desire to purchase them. Diplomas are furnished by the Board of Education to all graduating seniors. Measurement for senior caps and gowns constitutes an order at a cost of approximately \$30.

Only those seniors who graduated at semester of their senior year or who are enrolled in school the final semester of their graduating year will be eligible to participate in the graduation ceremonies unless specific arrangements are made with the Assistant Principal in charge of graduation. In order to participate in commencement ceremonies, a student who is 2 or fewer credits deficient must show proof of enrollment in summer school in a sufficient number of classes to meet graduation requirements.

College Information

College Night

College night will be held at Lawrence High School on Thursday, October 11, 2007 from 7:00 - 8:30 PM. All students and parents are invited to attend and meet representatives from Kansas and out-of-state colleges and universities, two-year colleges, and vocational schools. A list of participating schools will be made available prior to College Night.

<p>NOTE: Testing information is current as of 6/2007. Costs are subject to change.</p>

PSAT/NMSQT Information

The Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test (PSAT/NMSQT) will be given to interested students on **Saturday, October 20th** at Lawrence High School. Students can register for this test in the Student Services office at LHS from September 3 – October 12. The registration fee will be \$16.00. Fee waivers are available for juniors meeting income guidelines. See your counselor regarding this.

The PSAT/NMSQT is usually taken for scholarship purposes. A junior may enter the scholarship competitions administered by the National Merit Scholarship Corporation (National Merit Scholarship Program, National Achievement Scholarship Program for Outstanding Negro Students, and National Hispanic Scholar Awards Program). The following year the top half of one percent of all seniors in each state are declared National Merit Semi-Finalists. Approximately the top 5% of all seniors may be declared commended scholars. Some companies award scholarships to sons/daughters of their employees based on these scores (example: Santa Fe Railroad, Hallmark, FMC, K-Mart, Quaker Oats, etc. **NOTE: for these scholarships, the PSAT must be taken as a junior.**)

PSAT/NMSQT can be a good predictor and practice for the SAT (part of the College Boards- the SAT is often used by out-of-state schools for admissions). Although the scholarship competitions can only be entered by juniors, sophomore students may want to take the test for practice.

College Entrance and Placement Exams

ACT: American College Testing Program: ACT is used by most colleges for admissions purposes. Scores also may determine placement in English and/or math sequences and in college honors programs. The test may also help seniors qualify as Kansas Board of Regents Scholars. The ACT consists of four objective test areas: English (Usage/Mechanics, Rhetorical Skills); Mathematics (Pre-Algebra, Elementary and Intermediate Algebra, Coordinate and Plane Geometry, and Trigonometry); Reading (Social Studies, Sciences, Arts/Literature); and Science Reasoning. Sub-test and composite scores are also reported. The ACT now includes an optional writing assessment which has an additional fee. The basic ACT fee will be \$30.00. An optional writing exam will cost an additional \$14.50. Registration packets are available in the Student Services Office. Registration must be mailed and postmarked no later than the registration deadline. Late registration costs an additional \$19. The exams are administered at LHS on the national test dates shown:

ACT TEST DATES	REGISTRATION DEADLINES
October 27, 2007	September 21, 2007
December 8, 2007	November 2, 2007
February 9, 2008	January 4, 2008
April 12, 2008	March 7, 2008
June 14, 2008	May 9, 2008

**NOTE: ACT registration is now available at www.act.org
THE LHS CEEB/ACT CODE IS 171690**

SAT Reasoning Test:

The SAT is used by most colleges in making decisions. It is administered seven times a year at the University of Kansas. The test fee for 2007-2008 is \$43.00. Two verbal sections assess vocabulary, verbal reasoning, and reading comprehension. Two math sections test ability to solve problems using arithmetic, algebra, and geometry. The SAT includes a mandatory writing section. Each exam includes one experimental section that does not count on the student's score. Verbal and math scores are reported on a scale of 200-800. Late registration is available for an additional cost and standby or "walk in" testing may be possible but requires an additional fee. See your counselor for information.

SAT Subject Tests:

Subject Tests are one-hour examinations in 17 subject areas: English Literature, American History, ESL Proficiency Test, World History, Mathematics Level I and Level II, French, German, Modern Hebrew, Latin, Italian, Spanish, Chinese, Japanese, Korean, Biology, Chemistry, and Physics. All are multiple choice questions except for the Writing exam. A student may take up to 3 exams on a test date. More exams can be taken on another day for another fee payment. Selective colleges may require up to three of the SAT exams; some colleges designate which tests while others allow the student to choose. There are now six test dates each year, but not all subject tests are administered on each date. Tests are used by colleges for admissions and/or placement. Scores are reported on a 200-800 scale. **The SAT Reasoning Test and SAT Subject Tests cannot be taken on the same test date.** Costs for exams are listed on the registration packet. Late registration is available. Standby or "walk in" testing is sometimes possible but requires an additional fee.

SAT TEST DATES	REGISTRATION DEADLINES
October 6, 2007	September 10, 2007
November 3, 2007	October 2, 2007
December 1, 2007	October 30, 2007
January 26, 2008	December 26, 2007
March 1, 2008	January 29, 2008
May 3, 2008	April 1, 2008
June 7, 2008	May 6, 2008

Note: SAT registration is available at www.collegeboard.com.

ASVAB: Armed Services Vocational Aptitude Battery

The Department of Defense sends military representatives once a year to Lawrence High School to administer the Armed Services Vocational Aptitude Battery to interested high school students.

The purpose of the test is to provide the students with aptitude measurements to help them become aware of their potential capabilities in relation to careers after graduation. The Department of Defense also uses the ASVAB results to qualify individuals for military services and to predict performance in military technical training. Statistical data show that the test is used most effectively with juniors and seniors. More information will be made available from the Student Services Office. Any student interested in taking the ASVAB this year should sign up in the Student Services Office. The ASVAB test will be given at LHS on April 13, 2008.

Military Academics and ROTC

Information about military academics and ROTC will be given to students in their seminar classes in April.

Financial Aid**Financial Aid Meeting: Wednesday, January 9, 2008 – 7:00 PM, Free State High School**

Access to information regarding financial aid:

1. Special Scholarship Bulletins are published each month and are available in Student Services and on the LHS website.
2. Parents and seniors are invited and strongly encouraged to attend the Financial Aid Informational meeting to be held at Free State High School on January 9th. Information about the Free Application for Federal Student Aid (FAFSA) will be given at that time.

3. In February of each year, a list is published of local scholarships available, stating the sponsor's name, the number of scholarships to be awarded, special details about the scholarships, and the deadline for returning the applications. The information is distributed to the senior seminar classes in February, and applications are due in mid-March. Seniors are encouraged to apply for as many local scholarships as they desire. The presentation of the local scholarships takes place in May at the Senior Recognition Ceremony.

Advanced Placement Program (AP)

Advanced placement exams are administered in May by the College Board, but registration takes place from February 4th – March 28th. The exam fee for 2007 - 2008 will be approximately \$85.00 per exam. Exams are available for 35 introductory-level college courses in 19 subject areas, ranging from general biology and calculus to studio art and music theory. Students generally prepare for AP exams by taking a specially-designed Advanced Placement course in their high school, although some students prepare through independent study or by taking several courses in their school's regular curriculum. Exams contain both multiple-choice and free-response sections. Exams are evaluated on a five-point scale (five is highest). Many colleges offer credit and/or advanced placement based on scores.

NCAA Requirements

NCAA freshman eligibility standards may be found on the internet at www.ncaaclearinghouse.net.

EXPECTATIONS AND CONSEQUENCES

Student Rights and Responsibilities

The Board of Education believes that students have rights that should be recognized and respected. It also believes that every right carries with it certain responsibilities.

Students have the right to a quality education and the responsibility to put forth their best efforts during the educational process. Students have the right to expect school personnel to be qualified in providing that education. Students have the responsibility to respect the rights of other students and all persons involved in the education process. If all rights and responsibilities of all individuals are clearly understood, the elements of respect and cooperation will result in the harmonious and constructive education of the student.

If the policies adopted by the Board are to be successful, it must be understood that school officials and teachers have the authority to interpret and apply them to particular situations. Students must obey any such interpretation subject to an appeal.

The district has the responsibility to afford students the rights that are theirs by virtue of guarantees offered under the federal and state constitutions and statutes. In connection with rights, there are responsibilities that must be assumed by students. Among these rights and responsibilities are the following:

- Civil rights, including the rights to equal educational opportunity and freedom from discrimination; the responsibility not to discriminate against others;

- The right to attend free public schools; the responsibility to attend school regularly and to observe school rules essential for permitting others to learn at school;
- The right to due process of law with respect to suspension, expulsion, and decisions that the student believes injure his or her rights;
- The right to free inquiry and expression; responsibility to observe reasonable rules regarding these rights, and
- The right to privacy, which includes privacy in respect to the student's school records.

The Board believes that as part of the educational process students should be made aware of their legal rights and of the legal authority of the Board of Education to make, and delegate authority to its staff to make, rules regarding the orderly operation of the schools. Students have the right to know the standards of behavior that are expected of them, and the consequences of misbehavior. The rights and responsibilities of students, including standards of conduct, shall be made available to students and their parents through handbooks distributed annually.

Make-up Opportunities

Students will be given reasonable opportunities to complete assignments missed due to excused or unexcused absences or suspensions. The time allowed for make-up work will be determined by the length and nature of the absence.

Searches of Property

Principals are authorized to search property if there is reasonable suspicion that district policies, rules or directives are being violated. In addition all lockers shall be subject to random searches without prior notice or reasonable suspicion. All searches by the principal shall be carried out in the presence of another adult witness.

Searches of Lockers

Lockers in the district schools shall be under supervision of the principal. Students shall have no expectation of privacy in any school locker. The combinations and/or keys to all locker locks shall be in the possession of the principal and stored in a place designed to guard against unauthorized access or use. The principal may search any locker at any time without notice. Students shall not place locks, other than those approved by the school, on any locker.

Searches of Property

Any person other than the principal who wishes to search a student's locker or property shall do so only with the consent of and in the presence of the principal. If a law enforcement officer desiring to search a student's locker or property has a search warrant, the principal shall permit the search, which shall be made in the presence of the principal. Prohibited items found during the search shall remain in the custody of either the principal or the law enforcement officer. If any items are turned over to law enforcement officials the principal shall receive a receipt for the items.

Searches of Students

Principals are authorized to search students if there is reasonable suspicion that district policies, rules or directives are being violated. The student shall be told why a search is being conducted. The student shall be requested to empty items such as, but not limited to, pockets, purses, shoulder bags, book bags and briefcases.

The principal shall attempt to call the student's parent and may call law enforcement. Items which the principal believes may be connected with illegal activity shall remain in the custody of the principal unless the items are turned over to law enforcement officials. If the student refuses to cooperate, the principal may take disciplinary action and/or seek assistance from law enforcement.

The principal shall remain with the student and be present during any search of the student made by law enforcement officials on school property. If the principal believes a student is in possession of an object, which can jeopardize the health, welfare, or safety of the student or others, the student shall be removed to a safe location. This determination may be based on any information received by the principal or any member of the faculty or staff.

Student Responsibilities

Enrollment in Lawrence High School carries with it the presumption that the student will conduct himself/herself as a responsible member of the school community, and, in accord with his/her level of maturity, the student is expected to accept responsibility for his/her own conduct. A responsible student should: obey the law; adhere to the policies of the school district; comply with the policies and regulations of the school; safeguard the property of the school; respect the rights and privileges of others in the school community.

Teacher and Staff Authority

Students are under the authority of any school district staff member any time they are on the school grounds, in the school building, or at any school function, wherever it may be held. Students are expected to give respectful attention to and immediate compliance with any reasonable request or direction by any school district staff (administrator, teacher, paraprofessional, clerical worker, cafeteria worker, custodian, security officer, or sponsor). Disrespectful behavior (for example, obscene language or gestures and/or verbal abuse) or failure to comply with any reasonable request will result in a disciplinary action.

Building Hours of Operation

Students remaining in the building for more than 30 minutes following the conclusion of their last class must be under the supervision of an adult.

Use of Electronic Equipment

1. Use of electronic devices is prohibited from the hours of 7:00 AM until 3:05 PM on regular school days and 2:35 PM on block schedule days except as noted below:
 - You may use headphones or a cell phone in the cafeteria before and after school and during lunch time.
 - Teachers may allow headphone usage in a classroom as a privilege or if the teacher believes such usage is of educational value to the student.
2. Headphones, cell phones, and other electronic devices are not to be used in the hallways, or classrooms except as noted above from 7:00 AM until the conclusion of the school day – (3:05 or 2:35 PM).
3. Wearing headphones around the neck or carrying headphones with the sound turned on shall be considered a violation of these requirements.
4. Cell phones and other electronic equipment should be stored in your locker or backpack and set to the "off" position from 7:00 AM until the conclusion of the school day – (3:05 or 2:35 PM).

Failure to follow electronic equipment guidelines shall result in the following:

Incident	Consequence
Use of electronic devices – this includes possession of a cell phone or use of headphones under the guidelines above.	Device is taken to student services and may be picked up by the student at the end of the following day. A parent may come and get the device before the following day if the device is needed by the parent.
Use of electronic devices – repeated offenses	Detention and / or ISS Loss of headphone privilege in classes

Student Appearance

The administration, faculty, and staff of LHS reserve the right to enforce reasonable dress guidelines to ensure a safe and orderly educational environment. Any dress which may infringe upon the ability of other students to learn or may present a safety hazard is subject to administrative action. Students should consider the following guidelines with respect to attire:

1. Caps, hats, sweatbands, or full head coverings are not to be worn in the building from 7:00 AM until 4:00 PM unless the attire is in keeping with a religious practice or is allowed in the classroom by a teacher due to the nature of the class (shop classes). Parents must request in writing for this guideline to be waived on religious grounds.
2. Clothing with references to alcohol, drugs, or gangs is prohibited.
3. Clothing with offensive language or symbols is prohibited.
4. Clothing which promotes or conveys hate messages is prohibited.
5. Clothing that may endanger the student or others, including chains and spikes is prohibited.
6. Clothing that is distracting so that it interferes with the teaching and learning process is prohibited.
7. A coach, director, or sponsor may extend guidelines that meet or exceed the above.

Fighting

Fighting on the Lawrence High School campus or at any school activity will automatically subject a student to a suspension from school up to a ten-day suspension with the student being subject to expulsion from school. Assault with any object will result in a ten-day suspension with the student being subject to expulsion from school.

Public Displays of Affection (PDA) Inappropriate Physical Contact

PDA that creates a distraction or interferes with the learning environment is subject to disciplinary action.

Hall Passes

Any student who leaves the classroom should have a hall pass unless he/she is accompanied by the teacher. Students in the halls without a pass are considered to be out of class without permission and are subject to disciplinary action.

Call Slips

Call slips are used to call students from class to the Main Office, Attendance Office, or Student Services. Students should report to the appropriate office at the time requested.

Telephone Calls

Students will be notified only of emergency calls from parents or guardians. Telephones are available for the convenience and use of the students and visitors in the school.

Lunch Period Regulations

1. Students may leave the campus during the lunch period provided they leave and return through the commons area, where classes are not in session, and return to their fourth-period classes on time.
2. Students not returning after lunch or those involved in illegal activities during lunch may have their open lunch privilege restricted or revoked.
3. Lunch and breakfast is to be eaten in the cafeteria only – **not the rotunda, hallways, or other areas of the school.** No food or drink other than water should be taken from the cafeteria.
4. You must clean up any food or trash at your table and return the lunch tray before leaving the lunchroom. Failure to do so will result in disciplinary action.
5. Students who bring food back to campus are expected to eat in the cafeteria only.

GENERAL DISCIPLINE GUIDELINES

Suspension and Expulsion Procedures

Students attending LHS may be required to serve a detention, Saturday school, in-school or out-of-school suspension, or may be expelled depending on the nature of the infraction. One or more of the above responses are used when the following has occurred:

1. Willful violation of any published, adopted, student conduct policy.
2. Conduct which substantially disrupts impedes or interferes with school operation.
3. Conduct which endangers the safety or substantially impinges on or invades the rights of others.
4. Conduct which could be considered a commission of a misdemeanor or a felony.
5. Disobedience of an order of a school authority if the disobedience results in disorder, or interference with school operation.
6. Possession of a weapon at school, on school property, or at a school-sponsored event.

Detention

Students may be required to serve detention for violation of attendance rules or other Level One offenses. The teacher and the student will make arrangements for teacher detentions. The school administration will make arrangements with the student for school detentions.

Saturday School

Students may be required to attend Saturday School which runs from 9:00 AM to 12:00 PM. Students assigned to Saturday School are expected to bring something to work on and are to follow the guidance of the person in charge.

In-School Suspension (ISS)

In-school suspension is an alternative to out-of-school suspension. Assignment to in-school suspension allows the student to continue academic work with credit.

1. Only an administrator may assign a student to the in-school suspension room.
2. Students are expected to arrive promptly at the start of the day and will be dismissed at the end of the day. Students will eat lunch under the supervision of the ISS supervisor.
3. Absence due to illness will not relieve students from fulfilling required time.
4. Failure to comply with all rules of in-school suspension will result in additional disciplinary action.

Out of School Suspension (OSS)

A student receiving an out of school suspension will not be permitted to return to school and is not to be in the school building, on the school grounds, or at any USD #497 school functions during the time of the suspension. Students will be granted credit for work done during OSS.

Expulsion

A student receiving an expulsion is entitled to a hearing. See board policy JDD for more details.

The following guidelines are used in determining the school’s response to various disciplinary actions. These are guidelines only. Discipline issues are determined on a case-by-case basis due to circumstances which may affect the school’s response. The steps outlined below are progressive and are considered incident by incident. This means a student progresses to the next step only when the student has a repeated behavior involving the same offense.

LEVEL ONE DISCIPLINE REFERRALS

- Insubordination/Disrespect of Authority
- Misuse of hall pass (lack of pass or misuse of hall pass)
- Profanity
- Student dress code
- Lunchroom rule
- Inappropriate physical contact

Offense Number	Consequence
First Referral	Conference with principal and/or detention
Second Referral	Saturday School
Third Referral	1-3 days In School Suspension
Fourth Referral	1-4 days Out of School Suspension
Fifth Referral	Long term suspension/alt program

LEVEL TWO DISCIPLINE REFERRALS

- Fighting
- Behavior which compromises safety or an orderly environment
- Theft
- Hazing/harassment
- Misdemeanor vandalism
- Profanity directed at another individual
- Academic misconduct or plagiarism

Offense number	Consequence
First Referral	1-5 days Out of School Suspension
Second Referral	6-10 days Out of School Suspension
Third Referral	Long term suspension/expulsion

LEVEL THREE DISCIPLINE REFERRALS

- Felony vandalism
- High level threats to another person or persons
- Possession of weapons

Offense Number	Consequence
First Referral	Long term suspension and/or expulsion

ATTENDANCE PROCEDURES AND POLICY

You must attend all classes and seminars unless your absence is excused. Not only is daily attendance required by the State of Kansas, it is essential for the successful completion of your courses. The most common cause of academic failure is absence. Since we sincerely want you to succeed at Lawrence High School, we will respond to every unexcused absence from a class or seminar.

Period Absences – Tardiness and Unexcused Absences

1. In order to maximize instructional time, you are expected to arrive to all classes and seminars before the tardy bell rings. A warning bell will sound two minutes before the tardy bell.
2. You are expected to be in the appropriate classroom when the tardy bell rings to be considered in attendance and not tardy. If you are not in the appropriate classroom when the tardy bell rings and you do not have a pass that explains your tardiness, you are considered:
 - Tardy – if you are up to 10 minutes late
 - Unexcused - if you are more than 10 minutes late.
3. Your school detentions may be served after school from 2:40 to 3:10 PM on seminar days or 3:15 to 3:45 PM on regular days. Teacher detentions will be scheduled by the teacher and student.
4. Failure to report to detention or Saturday school will result in a conference with your parents and extended consequences.
5. Tardies and unexcused absences are calculated on a per semester basis. You start each semester with a clean slate.
6. Keep in mind lunch period may split a class period. You are expected to be on time for both parts of the class. You will receive a tardy for each reporting time if you are late.

Incident (Per Class)	Consequence
Tardy – 1 st offense	Warning by teacher of the class
Tardy – 2 nd offense	One 15 minute detention with teacher of class
Tardy – 3 rd offense	One 30 minute detention with teacher of class
Tardy – 4 th offense and thereafter	Administrative detention
Tardy 5 th offense to 9 th offense	Saturday School may be assigned by Administrator
Tardy – 10 offense	Saturday School may be assigned and meet with social worker and parents/alt program

Incident (Per Class)	Consequence
Unexcused 1 st incident	One thirty minute detention with teacher of class
Unexcused 2 nd incident and thereafter	Administrative detentions / truancy filed after five absences

Attendance Procedures

1. If a student arrives at school late for zero and/or the first hour of the day he/she should report directly to class. Students arriving after zero and/or the first hour of the day should report directly to the attendance office.
2. All student absences must be excused by a telephone call from a parent or guardian to the attendance office before the absence occurs if the absence is known ahead of time.

3. Parents/guardians are to contact the school no later than 30 minutes after classes begin if the student will be late, or if the absence falls under the guidelines below:
 - Illness verified by parent contact by a phone call or in person;
 - Dental or medical appointments verified by parent contact either by phone or by a signed appointment card;
 - Family emergency;
 - Exposure to infectious or contagious diseases;
 - Observances of obligatory religious holidays;
 - Extremely inclement weather; or
 - Other reasonable and justified parental requests made either orally or in written form.
4. When a student is absent from school, and the attendance office has not received a call from a parent or guardian, an attempt shall be made to contact the parent or guardian to determine the reason for the absence.
5. An **unexcused absence** occurs when the attendance office is not contacted by a parent/guardian or an acceptable reason can't be determined (see # 3 above).
6. An unexcused absence may become an excused absence if properly resolved by the attendance office on the day of the absence.
7. An unexcused absence not resolved on the day of the absence will be considered by the student's division principal.
8. Parents and students have a responsibility to ensure students are in regular attendance. The school shall accept the parent's rationale for an excused absence unless these become excessive (more than ten a semester) or there is reason to question the excused absence. Absence for 50% of the day or more is considered to be a full day.
9. Principals may enlist the help of school nurses, counselors, and/or school social workers to investigate the reasons for excessive absences. In instances where evidence so indicates, a letter will be sent to the child's parents requesting a note from the appropriate professional office to justify future absences.
10. It is the student's responsibility to obtain make-up assignments from teachers following an excused or unexcused absence.

Truancy

Truancy is defined as any three consecutive unexcused absences, any five unexcused absences in a semester or seven unexcused absences in a school year, whichever occurs first. Students who are absent without excuse for one or more class period(s) at the secondary level shall have that time counted as unexcused. The school year means the period from July 1 to June 30. A letter shall be sent to the student's parent notifying him/her that the student's failure to attend school without a valid excuse shall result in the student being reported truant. This letter shall be sent before reporting the truancy to either S.R.S., if the student is under 13, or the county attorney, if the student is over 13.

Leaving Campus

Students may not leave campus at any time during the day unless they:

1. Have an open lunch privilege (you will lose this privilege if you are habitually late coming back to class).
2. Receive authorization through the nurse's office to leave due to illness and have checked out through the attendance office. Failure to check out through the nurse's office shall constitute an unexcused absence.

3. Receive a pass from the attendance office to leave for an authorized reason (verified by a prior parent phone call) and have checked out through the attendance office.
4. Are part of a school-sponsored activity or event that is listed on the school calendar of activities.
5. Are part of a school-sponsored field trip – the student should notify all teachers and get the field trip notification form signed by each teacher at least one day in advance of the trip.

Food and Drink

Students are not to bring food or drink into a classroom without permission of the teacher. Bottled water is allowed in all classrooms unless otherwise directed by the teacher.

Tobacco Use

Smoking by students and/or the possession and use of any tobacco product is prohibited on school property or at school sponsored events. For tobacco-related offenses, the student will be subject to one of the following sanctions:

- ***First offense:*** Suspension and/or completion of the district tobacco cessation program.
- ***Second offense:*** Suspension and requirement for the district tobacco cessation program. The sanctions for subsequent offenses shall be at the discretion of the superintendent.

Substance Abuse – Philosophy

The Board of Education recognizes that the use of alcohol and other drugs along with the associated problems is becoming increasingly common in our society. One's own chemical use or that of a loved one can have serious and lifelong consequences. One cannot perform to his or her full potential while under the influence of alcohol or drugs. Everyone has the right to a drug-free educational environment.

The Board of Education acknowledges that students and staff need education, assistance, and support regarding drug use and for drug-related problems. Many will require support for the decision to remain drug-free. Education and/or assistance for any student or staff member displaying signs of harmful involvement are necessary because chemical dependency is preceded by the abuse of alcohol or other drugs. There is an increased chance for recovery from chemical dependency if there is early intervention.

As part of the LHS commitment to a drug-free school, students who participate in athletics/activities will sign a contract pledging to remain drug-free. (See Student Activities "Code of Conduct.")

Substance Abuse Intervention Policy

The possession, use, or distribution of alcohol and other illegal drugs, or improper use of legal drugs by students and staff, is expressly forbidden while they are in school, in school transportation vehicles, or at school-sponsored events. Guidance and assistance for students with alcohol and other drug problems are available at LHS.

Breath Alcohol Testing – JCABBC (See also JDDA)

All District secondary schools are equipped with breath alcohol testing equipment. During the normal school day or at school-sponsored events (excluding dances and prom), school administrators may determine possible student alcohol consumption by facts which give rise to reasonable suspicion of such use, including the

observation of one or more of the following indicators: slurred speech; unsteady gait; impaired motor control; flushed face; smell of intoxicating liquor on breath, clothing or person; vomiting; or unruly conduct. If the administrator has reason to believe that a student has consumed alcohol, based on one or more of the above indicators, or other reasonable indicators, the administrator shall require the student to submit to passive breathalyzer testing. If a student tests positive on the passive test as a result of reasonable suspicion, an active or deep-breath test will be administered as outlined in sections 2 and 3 below. If either additional test is positive, disciplinary action may be taken as indicated by Board of Education Policy JDDA that is reflected in both administrative regulations and the student handbook.

Summary of Procedures at High School Dances and Prom

1. Before admission to a school dance/Prom, students and guests of students will be asked to breathe within close proximity to a portable breath analysis tester. The device provides a digital positive or negative reading in seconds. If this passive test is negative, the student will be admitted to the dance.
2. If this passive test is positive, indicating the presence of alcohol, the student will be escorted to a screening area and asked to wait for 15 minutes before an active or deep-breath test is administered.
 - Any residual alcohol occurring from the use of mouthwash, medications, breath mints, or oral care strips will be dissipated within a maximum of 15 minutes.
 - The date, time, and location of the test will be recorded, and the student will be asked to initial the document.
 - The student will be asked to take a deep breath and blow into a tube attached to the tester. The device provides a blood alcohol content reading in seconds.
3. If this active test registers a positive response, indicating consumption of alcohol, the student may request two additional tests be given within two minute intervals following the initial 15 minute waiting period. If either additional test is positive, the student will not be admitted to the dance.
4. The school will instead notify the student's parents to transport the student home. If the school is unable to reach a parent, the student will remain with an administrator until arrangements can be made to return the student home safely. Arrangements may include involving law enforcement.
5. If a student tests positive for alcohol use, the student will not be allowed to attend school dances for one calendar year from the date of testing.
6. If the student is a senior and the date of testing is the last dance of the school year, this student will not be allowed to participate in senior activities, including graduation ceremonies.
7. Any student refusing breath testing will not be admitted to the dance. Parents will be contacted and school administrators may determine if the above sanctions apply.
8. If a student tests positive for alcohol use, or refuses breath testing, at two school dances, this student will not be allowed to attend school dances for the remainder of the time this student is enrolled in the Lawrence Public Schools.
9. If school personnel observe behaviors indicating a student may have consumed alcohol *after* passing initial screening at a dance, they may administer another test as described above. If the student tests positive, procedures and sanctions outlined in 4, 5 and 6 (if applicable) will apply.
10. If a student tests positive as a result of suspicionless testing, disciplinary action may be taken as indicated by Board of Education Policy JCABBC that is reflected in both administrative regulations and the student handbook.

Drug Free Schools – JDDA (See also JCABBC)

The unlawful manufacturing, sale, distribution, dispensing, possession or use of alcoholic beverages, illegal drugs, or controlled substances by students on school premises or at any school activity is prohibited. Further, presence on school premises or at any school activity having consumed alcoholic beverages or illegal drugs at any other place and which are detected while on school premises or at any school activity is prohibited use. Any student violating the terms of this policy shall be reported to the appropriate law enforcement officials and shall be subject to any one or more of the following sanctions:

Sanctions For Students Under the Influence of Alcohol, Illegal Drugs, or Non-Prescribed Controlled Substances

1. First Offense: Three day suspension or one day suspension with the condition of an alcohol/drug assessment by a mental health practitioner licensed by the Kansas Behavioral Sciences Regulatory Board (KBSRB).
2. Second Offense: Five day suspension or three day suspension with the condition of an alcohol/drug assessment by a mental health practitioner licensed by the KBSRB.
3. Third and Subsequent Offenses: Ten day suspension and referral for a long term suspension hearing.

Sanctions for Possession of Alcohol, Illegal Drugs, or Non-Prescribed Controlled Substances

1. First Offense:
 - a. Alcohol: The student will be suspended for five days.
 - b. Illegal Drugs or Controlled Substances: The student will be suspended for five days on condition of completion of a drug and alcohol assessment or will be suspended for ten days and referred to the Superintendent for long term suspension or expulsion.
2. Second Offense (pertains to alcohol, illegal drugs, or controlled substances): The student will be suspended from school for ten days and will be referred to the Superintendent for long term suspension or expulsion.

Sanctions For Manufacturing, Selling, Distributing, or Dispensing of Alcohol, Illegal Drugs, or Controlled Substances

1. First Offense: The student will be suspended from school for ten days and will be referred to the Superintendent for long term suspension or expulsion.

Students who are suspended or recommended for expulsion will be afforded the due process rights contained in board policies and Kansas statutes, K.S.A. 72-8901, et seq. Nothing in this policy is intended to diminish the ability of the district to take other disciplinary action against the student in accordance with other policies governing student discipline.

Weapons – JCDBB

A student shall not possess a weapon at school, on school property or at a school supervised event. A weapon is defined as any object which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any object described in the preceding example; any firearm muffler or firearm silencer; any explosive, incendiary or poison gas (e.g., bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than 1/4 ounce, mine or similar device); any object which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any

barrel with a bore of more than 1/2 inch in diameter; any combination of parts either designed or intended for use in converting any device into a destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled; any bludgeon, sand club, metal knuckles or throwing star; any knife, commonly referred to as a switchblade, which has a blade that opens automatically by hand pressure applied to a button, spring or other device in the handle of the knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward or centrifugal thrust or movement; or any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun.

Possession of a weapon shall result in expulsion from school for a period of not less than one calendar year, except that the superintendent may recommend this expulsion requirement be modified on a case-by-case basis.

A student determined to be in possession of a weapon at school, on school property or at a school supervised activity shall be reported to the appropriate law enforcement agency(ies), and if a juvenile, to the Secretary of SRS or the Commissioner of Juvenile Justice.

Other Dangerous Objects

Possession at school, on school property or at a school supervised activity of:

- any object not meeting the definition of a weapon in JCDBB but that is used in a threatening manner;
- any object that is a facsimile of a weapon or;
- any object that is inherently dangerous;

may result in such penalties as are allowed by district policy. This may include suspension or expulsion.

Vandalism and Property Damage

Students who destroy or vandalize school property will be required to pay for losses or damages. If students willfully destroy or damage school property, suspension or possible expulsion may result as per School Board policy EBCA. Anyone who vandalizes school facilities or property will be reported to law enforcement officials.

Criminal Felony Charges and Convictions

When a student has been charged by state or federal law enforcement authorities with commission of a felony, if the administration has reason to believe there is substantial basis for the charge and that continuation in interscholastic or other extra-curricular activities might adversely reflect on the school or adversely affect the activity, school personnel, and other students, the student will be suspended from all such activities pending the outcome of the case.

Auto Parking

All cars parked in school parking lots must be registered and display a current LHS parking permit. At the start of the school year, parking stickers will be sold to seniors and students taking a zero hour class. A lottery method will be used to sell remaining stickers to juniors. The lots designated for student parking are the 19th Street lot (Chesty Lion lot), the annex lot, and the tennis court lot. This permit should be displayed on the back windshield, lower corner, driver's side. Vehicles without a proper parking sticker will be wheel locked, and \$25.00 will be charged to remove the wheel locks. Vehicles will be towed at the owner's expense on the third violation. Vehicles should remain locked at all times. LHS is not responsible for stolen items. **Note: Blue curbs designate staff parking only.**

Care of Personal Property

LHS will assume no responsibility for the security of personal belongings brought to the LHS campus nor assume responsibility for security of assigned lockers. To help protect personal property, we offer the following suggestions:

1. Mark all personal property with your name.
1. Do not bring valuable items or large amounts of money to school.
2. Keep hall and gym lockers locked at all times.
3. Report to the Student Services Office any lockers or locks that do not function properly.
4. While on school property, do not borrow from or lend money or items of value to another student.
5. Report any lost or stolen items to the Main Office as soon as possible and check the "found" items in this office periodically.
6. You are responsible for the contents of lockers checked out to you. Do not share your locker combination with others.

STUDENT ACTIVITIES

Guidelines for Student Conduct

Students attending school-related activities are subject to all school regulations and are expected to conduct themselves properly at all times. Class sponsors, student leaders, and faculty members involved in school-related activities are to work closely with the Assistant Principal in charge of activities.

Field Trips

Advance requests for field trips including transportation and other resource needs shall be submitted by the teacher. The notification form needs to be returned to the school with the parent's signature. The notification shall include the nature of the trip, the curriculum connection, departure time, expected return time, name of sponsor(s), and mode of travel.

Rules for School Activities and Dances

Most school social functions are held at the LHS Campus. Should you desire to hold a function off the LHS Campus, you must submit your plans in writing to the Activities Director for prior approval.

Traditionally, all school dances are the function of the Student Council. School dances must be scheduled only on Friday or Saturday nights when school is in session. Generally, all dances will conclude by 11:00 PM.

School Rules for Dances

1. Students must show their school identification and pay admission to be admitted to a school dance.
2. Once a student leaves the dance, he/she may not be re-admitted.
3. All school and state laws pertaining to use of alcohol, tobacco, or other harmful drugs are in effect.
4. Proper conduct and dress is required at all times.
5. Dress restrictions may be placed on certain dances such as Prom or Homecoming.
6. School dances will be chaperoned by administrators, teachers, security, and off-duty police officers. They are in charge of the building during a dance and are to be obeyed at all times.
7. Dances are limited to students currently enrolled at LHS, except that a student may bring one outside guest. The name of the guest must be registered with the Activities Director by noon the day before the dance, and the guest must be accompanied to the dance by the LHS student.

Lawrence High School Code of Conduct

Each coach and sponsor will distribute and explain the Code of Conduct as it relates to an activity. Copies of the policy are available from coaches, sponsors, or the Athletic Director. Participants will be required to sign an agreement affirming that they have read and understood the policy.

Activity Tickets and Identification Cards

Activity tickets may be purchased at the beginning of the school year and will admit the students to all home athletic events (boys and girls). In addition, the activity ticket will provide a reduced fee for some specified school events.

Students must present either their activity ticket or their identification card to check out books out of the library. All students participating in athletics and/or fine arts programs must purchase an activity ticket. Students who do not purchase an activity ticket will be issued an identification card.

Athletics

LHS offers a well-rounded athletic program with an opportunity to excel as an individual or with a team. LHS participates in the following sports: Boys: football, basketball, bowling, tennis, golf, track, swimming, cross country, soccer, baseball, and wrestling. Girls: volleyball, basketball, bowling, gymnastics, tennis, golf, track, swimming, cross country, soccer, and softball.

Eligibility for Interscholastic Athletics

The requirements to participate in any interscholastic contest are as follows:

1. A student must pass at least five subjects in the previous semester.
2. A student must have a physical examination form signed by his/her parents or guardian and a physician after May 1, 2007.
3. A student must have an activity ticket.
4. A student must have an accident insurance policy covering him/her while participating in the athletic program. A signed statement verifying insurance coverage is required. If you are financially unable to provide the required insurance, contact the Athletic Office for assistance.
5. Student and parent/guardian must sign the LHS Code of Conduct.
6. Parent/guardian must sign a statement acknowledging possibility of injury and giving permission for treatment of injury.
7. A student must have a notarized medical release form on file in the Athletic Office.
8. Athletes may be required to purchase some equipment.

Cheerleaders and Pom Squads

Lawrence High School has two spirit squads which support all of the athletic programs. Published guidelines on cheerleader and Pom Squad responsibilities, selection process and expenses are available in the athletic office.

Student Council

The Lawrence High School Student Council is the official student government body. It is unicameral in nature (one house) but has two main bodies within that house.

The Representative Council is comprised of those students duly elected by their respective seminars at the beginning of each new semester. The representative chosen at the first of the year is frequently re-elected for a second term; however, this is not compulsory if a change is desired. An alternate is elected along with the representative to serve when the representative is unable to attend.

The six-member Executive Board includes the Student Council president, vice-president, secretary, treasurer, faculty advisor, and a representative-at-large from each class known as the senior, junior, and sophomore representatives. The president, vice-president, secretary, and treasurer are elected in the spring preceding their year in office by the sophomores and juniors. Juniors vote on the senior representative, and sophomores vote on the junior representative. The sophomore representative is elected in the fall by the new sophomores.

The Student Council is the student's best voice in school affairs, but that voice can only be as strong as every student helps to make it. LHS has had a Student Council since the 1912-1913 school year.

Student Elections

1. All major school elections are the responsibility of the Student Council with the assistance of the Student Council sponsor:
 - Student Council elections
 - Class elections
 - Homecoming election
 - King and Queen of Courts
2. All club or organizational elections are under the direct supervision of the club or organization sponsor. All ballots must be secret ballots. Ballots must be counted by the sponsor and the results given to Administration.

Planning Committee

The Senior Planning Committee is an advisory entity for the senior class. There are also similar planning committees for the sophomore and junior classes.

Music Activities

A wide variety of music performance opportunities are available at LHS. Most require enrollment in a class. Because of the nature of these groups, there are some personal costs that may be involved for such things as meals, lodging, and travel. A fund-raising program is provided to assist with any expenses. Enrollment in these groups will require student participation in concerts and programs outside the regular school hours.

Clubs and Student Organizations

Lawrence High School is proud to have more than 30 clubs. There are no academic requirements for membership in student organizations, except National Honor Society and athletics. Some organizations do have requirements for officers. For this information, check the constitution or rules and regulations of the Student Council and the organizations in which you are interested. *We urge all students to get involved in school activities. Lawrence High School is only as strong as your participation. You can and should make a difference.*

Current clubs at LHS include:

Alliance for Social Awareness	Environmental Club
Animation Club	FCA (Fellowship of Christian Athletes)
Aviation Club	FCCLA (Family , Career& Community Leaders of America)
Bicycle Club	FCS (Fellowship of Christian Students)
FBLA (Future Business Leaders of America)	FFA (Future Farmers of America)
Chess Club	Forensics
Computer Club	French Club
Debate	FTA (Future Teachers of America)
DECA	
Disc Golf Club	

FYI	Native American Club
Gay-Straight Alliance	Outdoor Club (OLE)
Geography Club	Ping Pong Club
German Club	Science Knowledge Bowl&
International Club	Olympiad
Intramurals	Spanish Club
Key Club	Theater Club
Latin Club	VICA Club
Martial Arts Club	Writers Club
Media Club	Young Democrats of America
Mock Trial	Young Republicans of America
Model UN	Youth Entrepreneurs of Kansas
NAACP Youth Council	Youth in Local Government

Procedures for Starting a New Club

Clubs at Lawrence High School exist to serve the needs of students, and you are encouraged to submit proposals for a new club. To be eligible for consideration as a club sponsored by Lawrence High School, a club must meet the following criteria:

1. Evidence of sufficient student interest (10 or more students).
2. Congruence with board policy JHC.
3. Availability of an appropriate sponsor (a teacher at LHS).
4. No significant duplication of purpose, goals, activities of an existing school-sponsored club.

Creating a New Club

If you believe the above criteria are met you should do the following:

1. Meet with the activities director to ensure the criteria above are met.
2. Meet with the sponsor and potential members of the club to draft a constitution.
3. Present the constitution to the activities director for approval.
4. Present the proposed new club to the Student Council for approval.
5. The new club will be placed on "Pilot Status" for one year.

Successful Completion of Pilot Status

A group initially approved as a pilot club may be approved for full status as a school-sponsored club upon application to the Activities Director demonstrating it has:

1. Been in existence for at least one year (two semesters).
2. Maintains membership of at least 10 members.
3. Has activities on a regular basis.

The "Lion's Den" Bookstore

The "Lion's Den", located in the Commons Area, is operated by students enrolled in the Marketing Education Program/DECA Club. The store is open before and after school and during all lunches. The store caters to the students' scholastic as well as snack needs.

Lost and Found

If any object is found around the school, the student finding it should turn it in to the Main Office. In turn, if you lose anything, look in the main office.

SEMINAR

Seminar is a 90-minute block of time that is to be used for homework, projects, lab work, reading, studying, tutoring, and/or testing, as well as assemblies and other school-assigned tasks. Students must bring materials and use seminar time appropriately.

Rules and Procedures

1. At the beginning of seminar, attendance will be taken, announcements will be read, and any school-assigned activities will be completed. Students may then stay and work in the seminar room, or they may sign out and travel according to the following guidelines:
 - Sophomores:
Travel must be teacher-initiated.
 - Juniors/Seniors:
Travel may be student-initiated if the student is passing every class. Students may travel only to their current teachers unless they have a pre-pass from another teacher.
2. Students may travel only at the times shown below. When the travel bell rings, students are to go directly to their destinations without lingering in the hallways.

9:45 am	Bell 1 – Go to first destination.
10:20 am	Bell 2 – Go to second destination.
10:55 am	Bell 3 – Return to seminar class.
3. A student who is tardy to seminar will be grounded until the 10:20 am bell. No Gold Cards, laminated passes, or teacher passes can be used until the 10:20 am bell if the student is tardy.
4. A student who is failing a class will be sent to that teacher for help.
5. While traveling, students must show the planner pass to any hall monitor who asks.
6. Upon returning to their seminar, students must show their stamped passes to their seminar teacher.
7. One-half credit will be earned for each semester that a student consistently comes to seminar on time, uses seminar time appropriately, and follows all of the travel rules.
8. Chronic tardiness or absenteeism, abuse of seminar time, and/or violation of travel rules will result in a grade of "No Credit" for the semester. Students who receive "No Credit" may be removed from the current seminar and placed in a more restrictive environment.

Gold Card Guidelines

1. A Gold Card will be awarded at the beginning of 2nd Quarter to any Senior who earns only A's, B's, and/or C's for 1st Quarter.
2. Starting with 2nd Quarter, progress reports and quarter grades will be checked to see if students may keep their Gold Cards.
3. If a student receives any grade below a C-, the Gold Card will be taken away until the next grade check. At that time, Gold Cards will again be awarded to all Seniors who earn only A's, B's, and/or C's.
4. The Gold Card allows a Senior to travel to the following places during the designated travel periods: Cafeteria, Library, East Gym, Computer Lab.
5. All destinations require a stamped pass in the planner.
6. Seniors with Gold Cards must go directly to their destination when the travel bell rings and remain there until the next travel bell. The Gold Card must be worn in an obvious location so that it is clearly visible to hall monitors.
7. Any violation of travel rules or inappropriate behavior at Gold Card destinations will result in loss of the card until the next grade check.

8. All Gold Cards must be returned to the seminar teacher at the end of each seminar. Failure to return the card will result in loss of Gold Card privileges until the next grade check.
9. Lost Gold Cards may be replaced for a \$5.00 fee. A new card will not be issued until the next grade check.
10. Seminar teachers must return all Gold Cards to the Student Services Office at the end of the school year.

SEMINAR PASS CHART

1. Seminar teacher stamps under **Sending Teacher** and writes name of **Receiving Teacher**.
(**Receiving Teacher** stamps one or both times in advance for a pre-pass.)
2. **Receiving Teacher** becomes next **Sending Teacher** and writes name of next **Receiving Teacher**.

Date	Time Out	Sending Teacher	Receiving Teacher
8/22	9:45		
8/22	10:20		
8/22	10:55		
8/23	9:45		
8/23	10:20		
8/23	10:55		
8/30	9:45		
8/30	10:20		
8/30	10:55		
9/12	9:45		
9/12	10:20		
9/12	10:55		
9/13	9:45		
9/13	10:20		
9/13	10:55		
9/20	9:45		
9/20	10:20		
9/20	10:55		
9/26	9:45		
9/26	10:20		
9/26	10:55		

Date	Time Out	Sending Teacher	Receiving Teacher
9/27	9:45		
9/27	10:20		
9/27	10:55		
10/3	9:45		
10/3	10:20		
10/3	10:55		
10/4	9:45		
10/4	10:20		
10/4	10:55		
10/25	9:45		
10/25	10:20		
10/25	10:55		
10/31	9:45		
10/31	10:20		
10/31	10:55		
11/1	9:45		
11/1	10:20		
11/1	10:55		
11/8	9:45		
11/8	10:20		
11/8	10:55		
11/14	9:45		
11/14	10:20		
11/14	10:55		
11/15	9:45		
11/15	10:20		
11/15	10:55		
11/28	9:45		
11/28	10:20		
11/28	10:55		

Date	Time Out	Sending Teacher	Receiving Teacher
11/29	9:45		
11/29	10:20		
11/29	10:55		
12/6	9:45		
12/6	10:20		
12/6	10:55		
12/12	9:45		
12/12	10:20		
12/12	10:55		
12/13	9:45		
12/13	10:20		
12/13	10:55		
1/10/08	9:45		
1/10	10:20		
1/10	10:55		
1/16	9:45		
1/16	10:20		
1/16	10:55		
1/17	9:45		
1/17	10:20		
1/17	10:55		
1/30	9:45		
1/30	10:20		
1/30	10:55		
1/31	9:45		
1/31	10:20		
1/31	10:55		
2/7	9:45		
2/7	10:20		
2/7	10:55		

Date	Time Out	Sending Teacher	Receiving Teacher
2/13	9:45		
2/13	10:20		
2/13	10:55		
2/14	9:45		
2/14	10:20		
2/14	10:55		
2/20	9:45		
2/20	10:20		
2/20	10:55		
2/21	9:45		
2/21	10:20		
2/21	10:55		
2/28	9:45		
2/28	10:20		
2/28	10:55		
3/26	9:45		
3/26	10:20		
3/26	10:55		
3/27	9:45		
3/27	10:20		
3/27	10:55		
4/2	9:45		
4/2	10:20		
4/2	10:55		
4/3	9:45		
4/3	10:20		
4/3	10:55		
4/16	9:45		
4/16	10:20		
4/16	10:55		

Date	Time Out	Sending Teacher	Receiving Teacher
4/17	9:45		
4/17	10:20		
4/17	10:55		
4/24	9:45		
4/24	10:20		
4/24	10:55		
4/30	9:45		
4/30	10:20		
4/30	10:55		
5/1	9:45		
5/1	10:20		
5/1	10:55		
5/8	9:45		
5/8	10:20		
5/8	10:55		
5/15	9:45		
5/15	10:20		
5/15	10:55		
5/16	9:45		
5/16	10:20		
5/16	10:55		

**IT'S A GREAT DAY
TO BE A LION!!**



**2007 - 2008 SECONDARY HANDBOOK
BOARD POLICY REFERENCE INFORMATION
TABLE OF CONTENTS**

Some policies referenced herein are abbreviated in content or reflect administrative practice which aligns with Board approved procedures. Policies may be accessed in their entirety through the links and URLs included with each policy reference. The complete Board Policy Manual is accessible online through the district’s web site (www.usd497.org). To obtain copies of individual board policies, contact the Clerk of the Board or the secretary at any attendance center. Secondary school handbooks are accessible online via the “Schools” tab on the district’s web site. To obtain a printed copy of a school handbook, contact the secretary at that school’s attendance center.

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Absences and Excuses – JBD ([Policy Link](#))

Regular and prompt attendance is essential to the academic success of students.

Parents/guardians are to contact the school no later than 30 minutes after classes begin if the student will be absent or tardy. If a student arrives at school late, he/she should report to the office first.

When a student is absent from school, an attempt shall be made to contact the parent to determine the reason for the absence. Student absences for elementary and secondary school students are considered excusable when they result from the following:

- Illness verified by parent contact, either oral or written;
- Dental or medical appointments verified by parent contact either oral or written or appointment card;
- Severe affliction in the family;
- Exposure to infectious or contagious diseases;
- Observances of religious holidays;
- Extremely inclement weather; or
- Other reasonable and justified parental requests made either orally or in written form.

The principal shall determine the acceptability and validity of excuses presented by the parent or student. Absences due to students being released to attend school athletic events, school music events, and/or school field trips are considered as an excused absence.

Principals may enlist the help of school nurses, counselors and/or school social workers to investigate the reasons for excessive absences. In instances where evidence so indicates, a letter will be sent to the child's parents requesting a note from the appropriate professional office to justify future absences.

It is the student's responsibility to obtain make-up assignments from teachers following an excused or unexcused absence.

URL: <http://lpsnet.usd497.org/Conferences/BoardPolicyManual/JBD>

Breath Alcohol Testing – JCABBC ([Policy Link](#))

All District secondary schools are equipped with breath alcohol testing equipment. During the normal school day or at school-sponsored events (excluding dances and prom), school administrators may determine possible student alcohol consumption by facts which give rise to reasonable suspicion of such use, including the observation of one or more of the following indicators: slurred speech; unsteady gait; impaired motor control; flushed face; smell of intoxicating liquor on breath, clothing or person; vomiting; or unruly conduct. If the administrator has reason to believe that a student has consumed alcohol, based on one or more of the above indicators, or other reasonable indicators, the administrator shall require the student to submit to passive breathalyzer testing. If a student tests positive on the passive test as a result of reasonable suspicion, an active or deep-breath test will be administered. If either additional test is positive, disciplinary action may be taken as indicated by Board of Education Policy JDDA that is reflected in both administrative regulations and the student handbook.

Special Procedures at High School Dances and Prom

All school students upon entering the school building or premises where any school-sponsored dance, including the school Prom, is held will be required to take an initial passive alcohol breath test by use of a portable breath alcohol tester. This test will be administered by trained District personnel designated by the Superintendent.

Procedures at Junior High School Dances

If school personnel observe behaviors indicating a student may have consumed alcohol designated school personnel may administer the passive breathalyzer test. If a student tests positive on the passive test as a result of reasonable suspicion, an active or deep-breath test will be administered.

URL: <http://lpsnet.usd497.org/Conferences/BoardPolicyManual/JCABBC>

Computer Use – IIBG ([Policy Link](#))

Computer systems are for educational and professional use only. Internet services are provided for limited educational purpose. The term "educational purpose" includes use of the system for classroom activities and limited research.

Students shall have no expectation of privacy when using district e-mail or computer systems. All information created or accessed by students may be subject to monitoring without notice by district administrators and/or school staff when appropriate. The district retains the right to duplicate any information created by students in a computer system or on any hard drive.

When using the system, students are expected to follow the guidelines approved by teachers and/or the administration. Students must use appropriate language in all messages. The district retains the right to impose on any student disciplinary measures that may include expulsion.

URL: <http://lpsnet.usd497.org/Conferences/BoardPolicyManual/IIBG>

Curriculum Enhancement Programs – IDAA ([Policy Link](#))

The district shall provide resources which may include Board-approved partnerships with business or service organizations and/or educational institutions to improve, support and/or expand the quality of curricular offerings.

URL: <http://lpsnet.usd497.org/Conferences/BoardPolicyManual/IDAA>

Detention – JDB ([Policy Link](#))

Detention periods for each class will be established by the teacher and posted in each classroom.

URL: <http://lpsnet.usd497.org/Conferences/BoardPolicyManual/JDB>

Discrimination and Harassment – JGEC ([Policy Link](#))

The Lawrence Public School district is committed to providing a positive and productive learning and working environment, free from discrimination and harassment.

Discrimination is conduct which affords a student different treatment, solely on the basis of race, color, national origin, religion, disability, sex, sexual orientation or gender identity in a manner which interferes with or limits the ability of the student to participate in or benefit from the services, activities or programs of the school. Discrimination as above described against any

student in the admission or access to, or treatment in the district's programs and activities is prohibited. Any student or employee who engages in discriminatory conduct as above described shall be subject to disciplinary action, up to and including termination from employment or expulsion from school.

The Superintendent of Schools (110 McDonald Dr, Lawrence, KS 66044, 785-832-5000) has been designated District Compliance Coordinator to coordinate compliance with non-discrimination requirements contained in Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and The Americans with Disabilities Act of 1990 and the Kansas Act Against Discrimination.

Harassment is conduct which solely on the basis of race, color, national origin, religion, disability, sex, sexual orientation or gender identity:

- affords a student different treatment in a manner which interferes with or limits the ability of the student to participate in or benefit from the services, activities or programs of the school; or
- subjects a student to treatment which is sufficiently severe, pervasive or persistent so as to have the purpose or effect of creating a hostile environment or of interfering with a student's performance or ability to participate in or benefit from the services, activities or programs of the school.

Harassment can be a result of verbal or physical conduct or written material. All forms of harassment are prohibited at district facilities; on district premises; and on nondistrict property if at any district sponsored, district approved or district related activity, program or event when the student is under the supervision of the district.

Any student who believes he or she has been subject to discrimination or harassment, or who has witnessed an act of alleged discrimination or harassment, should report the alleged behavior to the District Compliance Coordinator. Any school employee who receives a complaint of discrimination or harassment from a student shall inform the school Principal and the District Compliance Coordinator and direct the student to report the complaint to the District Compliance Coordinator and provide the form. The District Compliance Coordinator or his/her designee will promptly investigate all complaints of discrimination and harassment and take prompt corrective action to end the discrimination or harassment.

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes discrimination or harassment under the definition outlined above. Unacceptable student conduct may or may not constitute discrimination or harassment depending on the nature of the conduct and its severity, pervasiveness and persistence. Behaviors that are unacceptable but do not constitute discrimination or harassment may be grounds for discipline under the Policy JGECA and any code of student conduct. False or malicious complaints of discrimination or harassment may result in corrective or disciplinary action against the complainant.

URL: <http://lpsnet.usd497.org/Conferences/BoardPolicyManual/JGEC>

Dress Code – JCDB ([Policy Link](#))

Student clothing that has the potential to cause a disturbance in the educational program of a school shall not be allowed.

URL: <http://lpsnet.usd497.org/Conferences/BoardPolicyManual/JCDB>

Drug Free Schools – JDDA ([Policy Link](#))

The unlawful manufacturing, sale, distribution, dispensing, possession or use of alcoholic beverages, illegal drugs, or controlled substances by students on school premises or at any school activity is prohibited. Further, presence on school premises or at any school activity having consumed alcoholic beverages or illegal drugs at any other place and which are detected while on school premises or at any school activity is prohibited use. Any student violating the terms of this policy shall be reported to the appropriate law enforcement officials and shall be subject to any one or more of the sanctions set forth in board policy.

Students who are suspended or recommended for expulsion will be afforded the due process rights contained in board policies and Kansas statutes, K.S.A. 72-8901, et seq. Nothing in this policy is intended to diminish the ability of the district to take other disciplinary action against the student in accordance with other policies governing student discipline.

URL: <http://lpsnet.usd497.org/Conferences/BoardPolicyManual/JDDA>

Emergency Drills – EBBC ([Policy Link](#))

Principals shall be responsible for scheduling and conducting emergency drills as required by law and for ensuring students are instructed in the procedures to follow during the emergency drill and in an actual emergency.

Emergency drills will be held at different times during the day throughout the school year. When the alarm sounds, students should proceed in an organized manner to the nearest exit as quickly as possible using designated evacuation routes.

URL: <http://lpsnet.usd497.org/Conferences/BoardPolicyManual/EBBC>

Field Trips – IFCB ([Policy Link](#))

Advance requests for field trips including transportation and other resource needs shall be submitted by the teacher to the principal. Requests should include the nature of the trip, the curriculum connection, departure time, expected return time, name of sponsor(s) and mode of travel. Parents shall be notified in writing in advance of a field trip. A district field trip consent form signed by a parent must be on file for each student for local trips. A permission form signed by a parent is required for each out of town trip.

Non-sanctioned student trips organized by employees acting as independent contractors/agents involving students on a volunteer, self-supporting basis are not considered a part of the curriculum and do not receive Board approval. Total responsibility for privately planned student trips or tours rests with the individual(s) and agency sponsoring them. The district assumes no legal or financial responsibility or liability for non-sanctioned student trips.

URL: <http://lpsnet.usd497.org/Conferences/BoardPolicyManual/IFCB>

Grading System – IHA ([Policy Link](#))

The Lawrence school district uses two different systems to determine grade point averages. The primary system, which is used to determine class rank, top ten percent, and Valedictorian, is a non-weighted, four-point formula where for every class A=4.0, B=3.0, C=2.0, D=1.0, and F=0. A second system, which students may use on college or scholarship applications, uses weighted grades for all AP (advanced placement) classes where A=4.5, B=3.5, C=2.5, D=1.0, and F=0. All other non-AP classes are figured on the traditional 4-point system.

URL: <http://lpsnet.usd497.org/Conferences/BoardPolicyManual/IHA>

Graduation Exercises – JFC ([Policy Link](#))

Students who have completed graduation requirements may be allowed to participate in graduation exercises. Graduation exercises shall be under the control and direction of the principal.

URL: <http://lpsnet.usd497.org/Conferences/BoardPolicyManual/JFC>

Graduation Requirements – IHF ([Policy Link](#))

Graduation requirements are detailed in the *High School Course Descriptions* handbook which is available in building guidance offices.

URL: <http://lpsnet.usd497.org/Conferences/BoardPolicyManual/IHF>

Hazing and Bullying – JGECA ([Policy Link](#))

The Lawrence Public School district is committed to maintaining a learning environment free from hazing and bullying as defined in district policy.

Hazing is any act that recklessly or intentionally endangers the mental health, physical health or safety of a student for the purpose of initiation or as a condition or precondition of attaining membership in, or affiliation with, any district-sponsored activity or grade level attainment. This includes, but is not limited to:

- forced consumption of any drink, alcoholic beverage, drug or controlled substance,
- forced exposure to the elements,
- forced prolonged exclusion from social contact,
- forced sleep deprivation,
- assignment of pranks or other activities intended to degrade or humiliate.

Bullying means any act that recklessly or intentionally endangers the mental health, physical health or safety of a student or that substantially interferes with a student's educational benefits, opportunities or performance, that takes place on or immediately adjacent to district grounds, at any district-sponsored activity, on district-provided transportation or at any district bus stop, and that has the effect of:

- physically harming a student or damaging a student's property;
- threatening or knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property or causing substantial inconvenience;
- taunting, teasing or intimidation that is so severe, persistent or pervasive that it creates an intimidating or threatening educational environment or it substantially disrupts the orderly operations of the district.

Cyberbullying means threats or harassment over Internet through web pages, email, instant messaging, text messaging, or by other electronic means. Bullying shall include cyberbullying initiated on or off of school premises which threatens or endangers the safety of students, employees, or third parties, or school property, or which substantially disrupts the educational program of the district.

Hazing or bullying of students is prohibited by district policy. Any student, district employee, or third party who engages in prohibited conduct as above described shall be subject to disciplinary action, which may include, but not be limited to, termination from employment, or expulsion from school, or exclusion from all district property and programs and from doing business with the district.

The district encourages all victims of prohibited conduct and persons with knowledge of prohibited conduct as above described to report the hazing or bullying immediately to the building principal or to the District Compliance Coordinator. The district will investigate all complaints of such prohibited conduct and take corrective action to end the conduct. False or malicious complaints of prohibited conduct, or a series of totally unfounded complaints, may result in corrective or disciplinary action against the complainant

URL: <http://lpsnet.usd497.org/Conferences/BoardPolicyManual/JGECA>

Health Assessments and Physicals – JGC ([Policy Link](#))

The parents of each student up to the age of nine shall submit evidence that the student has undergone a physical examination during the calendar year prior to entering a district preschool or kindergarten or before enrolling in any school for the first time. Should parents fail to comply within ninety days after admission to school, the principal shall send a letter to the parents stating that the student may not attend school until the requirement has been met.

All students engaged in activities covered by relevant KSHSAA rules shall provide the building principal with proof of a sports Pre-Participation (PPE) form. The physical examination reflected on the form must be completed after May 1st, preceding the school year for which it is applicable.

URL: <http://lpsnet.usd497.org/Conferences/BoardPolicyManual/JGC>

Immunizations – JGCB ([Policy Link](#))

The students or parents of students enrolling in any district school or district program shall provide the principal with proof of immunization for specified diseases or furnish documents to satisfy statutory requirements. Proof of booster shots as mandated by the Secretary of the Department of Health and Environment is also required.

URL: <http://lpsnet.usd497.org/Conferences/BoardPolicyManual/JGCB>

Make-up Opportunities – IHEA ([Policy Link](#))

Students will be given reasonable opportunities to complete assignments missed due to excused or unexcused absences or suspensions. The time allowed for make-up work will be determined by the length and nature of the absence.

URL: <http://lpsnet.usd497.org/Conferences/BoardPolicyManual/IHEA>

Other Dangerous Objects – JCDBBC ([Policy Link](#))

Possession at school, on school property or at a school supervised activity of:

- any object not meeting the definition of a weapon in JCDBB but that is used in a threatening manner;
- any object that is a facsimile of a weapon or;
- any object that is inherently dangerous;

may result in such penalties as are allowed by district policy. This may include suspension or expulsion.

URL: <http://lpsnet.usd497.org/Conferences/BoardPolicyManual/JCDBBC>

Programs for Students with Exceptional Needs – IDAC ([Policy Link](#))

In accordance with statutory requirements, the district shall provide programs to meet exceptional needs. Annual notice will be provided to parents regarding the availability of special education programs and services.

URL: <http://lpsnet.usd497.org/Conferences/BoardPolicyManual/IDAC>

Prohibited Activity – JHCAA ([Policy Link](#))

Activities that threaten the safety or well being of persons or property on district property or at school activities, or which disrupt the school environment are prohibited. Disciplinary action will also be taken against any student wearing, carrying, or displaying gang clothing and paraphernalia, or exhibiting behavior or gestures which symbolize gang membership, or causing and/or participating in gang-related activities on district property or at school activities.

URL: <http://lpsnet.usd497.org/Conferences/BoardPolicyManual/JHCAA>

Release of a Student During the School Day – JBH ([Policy Link](#))

A principal shall not release a student during the school day without a written or verbal request from the student's parent. Before releasing a student during the school day, the principal shall be responsible for verifying the identity of the person seeking release of the student. A student may be released to law enforcement authorities if the student has been placed under arrest or taken into custody by law enforcement or SRS.

URL: <http://lpsnet.usd497.org/Conferences/BoardPolicyManual/JBH>

Release of Student Records – JRB ([Policy Link](#))

Student records will only be released in accordance with the provisions of the Family Educational Rights and Privacy Act (FERPA) and School Board Policy JRB. If parents prefer to keep directory information (e.g., address, telephone number) from being printed or released, they must notify the school in writing in accordance with deadlines published in the Annual Notice which is included in the parent newsletter sent at the beginning of school, published in the newspaper, and available at all school offices.

URL: <http://lpsnet.usd497.org/Conferences/BoardPolicyManual/JRB>

School Closing Announcements: Referenced in policy EBBB – Evacuations and Emergencies ([Policy Link](#))

Tune into area radio and television stations for frequent school closing announcements. Announcements are usually made before 6:00 am. The district tries to avoid unexpected early dismissals; however, on occasion, early dismissal is unavoidable. Parents should make prior

arrangements for supervision of their children. It is important for schools to be able to reach parents and designated childcare providers during daytime hours. Please make sure schools have accurate telephone numbers and emergency contact information. If weather conditions worsen and schools remain open, parents may choose to pick up their children early after informing school staff.

URL: <http://lpsnet.usd497.org/Conferences/BoardPolicyManual/EBBD>

School Food Service Programs – JGH ([Policy Link](#))

Free or reduced price meals shall be provided for students who qualify under state and federal rules and regulations. The eligibility forms and the rules governing this program shall be provided by the administration to students or their parents.

URL: <http://lpsnet.usd497.org/Conferences/BoardPolicyManual/JGH>

School Site Councils – IB ([Policy Link](#))

A site council shall be established in each school in the district and shall establish meeting schedules convenient for its membership. Each council shall be responsible for providing advice and counsel for evaluating state, school district, and school site performance goals and objectives and in recommending methods which may be employed at the school site to meet these goals and objectives. Site councils may discuss and make recommendations to the Board regarding the district budget and administrative and management functions.

The membership of each school site council shall include, at a minimum, the principal, and representatives of: teachers and other school personnel, parents of pupils attending the school, the business community, and community leaders.

URL: <http://lpsnet.usd497.org/Conferences/BoardPolicyManual/IB>

Searches of Property – JCAB ([Policy Link](#))

Principals are authorized to search property if there is reasonable suspicion that district policies, rules or directives are being violated. In addition all lockers shall be subject to random searches without prior notice or reasonable suspicion. All searches by the principal shall be carried out in the presence of another adult witness.

Searches of Lockers

Lockers in the district schools shall be under supervision of the principal. Students shall have no expectation of privacy in any school locker. The combinations and/or keys to all locker locks shall be in the possession of the principal and stored in a place designed to guard against unauthorized access or use. The principal may search any locker at any time without notice. Students shall not place locks, other than those approved by the school, on any locker.

Searches of Property

Any person other than the principal who wishes to search a student's locker or property shall do so only with the consent of and in the presence of the principal. If a law enforcement officer desiring to search a student's locker or property has a search warrant, the principal shall permit the search, which shall be made in the presence of the principal. Prohibited items found during the search shall remain in the custody of either the principal or the law enforcement officer. If

any items are turned over to law enforcement officials the principal shall receive a receipt for the items.

URL: <http://lpsnet.usd497.org/Conferences/BoardPolicyManual/JCAB>

Searches of Students – JCABB ([Policy Link](#))

Principals are authorized to search students if there is reasonable suspicion that district policies, rules or directives are being violated. The student shall be told why a search is being conducted. The student shall be requested to empty items such as, but not limited to, pockets, purses, shoulder bags, book bags and briefcases.

The principal shall attempt to call the student's parent and may call law enforcement. Items which the principal believes may be connected with illegal activity shall remain in the custody of the principal unless the items are turned over to law enforcement officials. If the student refuses to cooperate, the principal may take disciplinary action and/or seek assistance from law enforcement.

The principal shall remain with the student and be present during any search of the student made by law enforcement officials on school property. If the principal believes a student is in possession of an object, which can jeopardize the health, welfare, or safety of the student or others, the student shall be removed to a safe location. This determination may be based on any information received by the principal or any member of the faculty or staff.

URL: <http://lpsnet.usd497.org/Conferences/BoardPolicyManual/JCABB>

Student Activities – JH ([Policy Link](#))

The principal shall be responsible for approving all student activities. Students who participate in activities shall meet eligibility requirements.

9th graders may participate at the high school in any sport that is not offered at the junior high. If that sport is offered at the junior high, a student may move up and compete only after the completion of the junior high season.

URL: <http://lpsnet.usd497.org/Conferences/BoardPolicyManual/JH>

Student Conduct – JCDA ([Policy Link](#))

Each building will develop its own code of conduct and will annually review and distribute the code of conduct to parents and students through student handbooks.

URL: <http://lpsnet.usd497.org/Conferences/BoardPolicyManual/JCDA>

Student Intradistrict Transfer or Building Reassignment – JBCA ([Policy Link](#))

Students shall attend schools according to the boundaries set by the Board. A student shall enroll in the school designated to serve the attendance area in which the parent or legal guardian holds legal residence, and, in which the student resides.

At the elementary and junior high levels, parents may request a transfer to an alternate school in special circumstances. Such requests can be made for three reasons: (1) relocation during the school year, (2) school preference, or (3) documented legal, health, or emergency situations.

At the high school level, parents may request a building reassignment to an alternate school in special circumstances. Such requests can be made for two reasons: (1) relocations during the school year, (2) documented legal, health, or emergency situations. At the high school level, building reassignments are not permitted for school preference.

The superintendent may reassign a student at any level to ensure an environment that is beneficial to that particular student and/or all students.

URL: <http://lpsnet.usd497.org/Conferences/BoardPolicyManual/JBCA>

Student Records – JR ([Policy Link](#))

Under the Family Educational Rights and Privacy Act (FERPA), parents have the right to examine their child's cumulative records. Parents are welcome to make an appointment with the principal to examine their child's records.

URL: <http://lpsnet.usd497.org/Conferences/BoardPolicyManual/JR>

Student Rights and Responsibilities – JC ([Policy Link](#))

The Board of Education believes that students have rights that should be recognized and respected. It also believes that every right carries with it certain responsibilities.

Students have the right to a quality education and the responsibility to put forth their best efforts during the educational process. Students have the right to expect school personnel to be qualified in providing that education. Students have the responsibility to respect the rights of other students and all persons involved in the education process. If all rights and responsibilities of all individuals are clearly understood, the elements of respect and cooperation will result in the harmonious and constructive education of the student.

If the policies adopted by the Board are to be successful, it must be understood that school officials and teachers have the authority to interpret and apply them to particular situations. Students must obey any such interpretation subject to an appeal.

The district has the responsibility to afford students the rights that are theirs by virtue of guarantees offered under the federal and state constitutions and statutes. In connection with rights, there are responsibilities that must be assumed by students. Among these rights and responsibilities are the following:

- Civil rights, including the rights to equal educational opportunity and freedom from discrimination; the responsibility not to discriminate against others;
- The right to attend free public schools; the responsibility to attend school regularly and to observe school rules essential for permitting others to learn at school;
- The right to due process of law with respect to suspension, expulsion, and decisions that the student believes injure his or her rights;
- The right to free inquiry and expression; responsibility to observe reasonable rules regarding these rights, and
- The right to privacy, which includes privacy in respect to the student's school records.

The Board believes that as part of the educational process students should be made aware of their legal rights and of the legal authority of the Board of Education to make, and delegate authority

to its staff to make, rules regarding the orderly operation of the schools. Students have the right to know the standards of behavior that are expected of them, and the consequences of misbehavior. The rights and responsibilities of students, including standards of conduct, shall be made available to students and their parents through handbooks distributed annually.

URL: <http://lpsnet.usd497.org/Conferences/BoardPolicyManual/JC>

Student Support Programs – IDAB ([Policy Link](#))

In addition to the general educational program approved by the Board, the district also provides student support services. Students needing assistance should check with their teacher, counselor, or a building administrator.

URL: <http://lpsnet.usd497.org/Conferences/BoardPolicyManual/IDAB>

Student Vehicles – JGFF ([Policy Link](#))

The district recommends that junior high school students do not drive a motor vehicle to school. All students who do drive must register their vehicle with their school's main office. Parking permits are required at both high schools. Each secondary school has its own set of regulations with regard to student driving and parking rules, and permit fees and fines. Please consult your secondary school student planner to ensure you are in compliance. All district traffic rules and regulations, both written and posted, must be adhered to by student drivers on district property. Failure to observe district rules may result in disciplinary action.

URL: <http://lpsnet.usd497.org/Conferences/BoardPolicyManual/JGFF>

Supervision of Medications – JGFGB ([Policy Link](#))

A *Permission for Medication* form must be signed by a parent in order for a student to take medication at school. Please contact the school nurse for specific instructions and forms.

URL: <http://lpsnet.usd497.org/Conferences/BoardPolicyManual/JGFGB>

Suspension and Expulsion Procedures – JDD ([Policy Link](#))

A student may be suspended or expelled, for reasons set forth in Kansas law, by the following certified personnel: superintendent, principal or assistant principal. Any student who is suspended or expelled shall receive a copy of the current suspension and expulsion law and this policy. Expulsion hearings shall be conducted by the superintendent or other certified employee, or committee of certified employees of the school in which the student is enrolled, or a hearing officer appointed by the Board. The superintendent shall conduct expulsion hearings for weapons possession.

Students identified under Section 504 of the Rehabilitation Act of 1973 or special education students with an Individual Education Plan (IEP) under the terms of Individuals with a Disability Education Act (IDEA) may be subject to other regulations when long-term suspension or expulsion is considered.

Students may be suspended or expelled for one or more of the following reasons:

- Willful violation of any published, adopted student conduct rule;
- Conduct which substantially disrupts, impedes, or interferes with school operation;
- Conduct which endangers the safety or substantially impinges on or invades the rights of others;

- Conduct which could be considered a commission of a misdemeanor or a felony;
- Disobedience of an order of a school authority if the disobedience results in disorder, disruption or interference with school operation; and
- Possession of a weapon at school, on school property or at a school-sponsored event.

URL: <http://lpsnet.usd497.org/Conferences/BoardPolicyManual/JDD>

Tobacco Use – JCDA (Policy Link)

Smoking by students and/or the possession and use of any tobacco product is prohibited on school property or at school-sponsored events. For tobacco-related offenses, the student will be subject to sanctions as set forth in board policy.

URL: <http://lpsnet.usd497.org/Conferences/BoardPolicyManual/JCDA>

Transportation – JGG (Policy Link)

Transportation shall be provided to and from school for those students for whom transportation is required by state law. The district may provide transportation for students for whom transportation is not required by state law. Such students may be charged a fee in an amount no greater than the difference between the cost to the district and any reimbursements. The fee may be less and shall be established annually by the Board. The Board will comply with all federal and state statutory or regulatory provisions for waiver of fees for students who qualify for either the federal free or reduced lunch program. The district may provide transportation for school activities. Transportation may be denied to students who are detained after school for disciplinary reasons.

Students who use school-provided transportation shall be under the jurisdiction of the vehicle driver while in the vehicle. Students shall be subject to the district's student behavior code and other rules developed by the superintendent.

Bus drivers shall report violations of the rules to the principal who may discipline students. The principal may suspend or revoke the transportation privilege of a student who violates any rule or regulation.

When the district provides transportation to a school-sponsored activity, participating students are prohibited from driving personal automobiles to and from that activity.

URL: <http://lpsnet.usd497.org/Conferences/BoardPolicyManual/JGG>

Truancy – JBE (Policy Link)

Truancy is defined as any three consecutive unexcused absences, any five unexcused absences in a semester or seven unexcused absences in a school year, whichever occurs first. Students who are absent without excuse for one or more class period(s) at the secondary level shall have that time counted as unexcused. The school year means the period from July 1 to June 30. A letter shall be sent to the student's parent notifying him/her that the student's failure to attend school without a valid excuse shall result in the student being reported truant. This letter shall be sent before reporting the truancy to either S.R.S., if the student is under 13, or the county attorney, if the student is over 13.

In some circumstances, students 16 or 17 years of age may be exempted from compulsory attendance regulations; however, before considering a waiver, the student will be reported to SRS for consideration as a child in need of care (CINC).

URL: <http://lpsnet.usd497.org/Conferences/BoardPolicyManual/JBE>

Vandalism – EBCA ([Policy Link](#))

Students who destroy or vandalize school property will be required to pay for losses or damages. If students willfully destroy or damage school property, suspension or possible expulsion may result. Anyone who vandalizes school facilities or property will be reported to law enforcement officials.

URL: <http://lpsnet.usd497.org/Conferences/BoardPolicyManual/EBCA>

Visitors to the Schools – KM ([Policy Link](#))

The Board encourages its patrons and parents to visit the district facilities. Visits to district schools must be scheduled in advance and require approval from the building principal. Visitors are required to check in at the office and obtain a visitor's pass immediately upon entering the building. Any person who visits a building and/or grounds of the district shall be under the jurisdiction of the building principal. Visitors must be accompanied by a district staff member at all times. The principal has the authority to request aid from any law enforcement agency if any visitor to the district's buildings or grounds refuses to leave or creates a disturbance. Violation of this rule may lead to removal from the building or grounds and denial of further access to the building or grounds. Violators of this board policy and its rules may be subject to the state trespass law.

School-age visitors who are guests of a district student are not allowed to attend classes. Student guests, when accompanied by an adult, may visit the school for a tour; however, advance approval from the building principal is required.

URL: <http://lpsnet.usd497.org/Conferences/BoardPolicyManual/KM>

Weapons – JCDBB ([Policy Link](#))

A student shall not possess a weapon at school, on school property or at a school supervised event. A weapon is defined as any object which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any object described in the preceding example; any firearm muffler or firearm silencer; any explosive, incendiary or poison gas (e.g., bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than 1/4 ounce, mine or similar device); any object which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than 1/2 inch in diameter; any combination of parts either designed or intended for use in converting any device into a destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled; any bludgeon, sand club, metal knuckles or throwing star; any knife, commonly referred to as a switchblade, which has a blade that opens automatically by hand pressure applied to a button, spring or other device in the handle of the knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward or centrifugal thrust or movement;

or any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun.

Possession of a weapon shall result in expulsion from school for a period of not less than one calendar year, except that the superintendent may recommend this expulsion requirement be modified on a case-by-case basis.

A student determined to be in possession of a weapon at school, on school property or at a school supervised activity shall be reported to the appropriate law enforcement agency(ies), and if a juvenile, to the Secretary of SRS or the Commissioner of Juvenile Justice.

URL: <http://lpsnet.usd497.org/Conferences/BoardPolicyManual/JCDBB>