

SOUTHEAST HIGH SCHOOL
MISSION STATEMENT

THE MISSION OF SOUTHEAST HIGH SCHOOL IS TO PROVIDE ALL STUDENTS WITH A SAFE, MOTIVATING, AND POSITIVE ENVIRONMENT THAT PROMOTES THE HIGHEST QUALITY OF EDUCATIONAL OPPORTUNITIES IN ORDER TO PROMOTE LIFE-LONG LEARNING.

EXIT OUTCOMES

We expect that USD #247 students will demonstrate:

1. Proficiency in academic skills and communication.
2. Individual and group decision-making and problem-solving skills.
3. Respect for self, others and society.
4. Understanding of the rights and responsibilities of work or further education or training.
5. Readiness for entry into the world of work or further education or training.

BOARD OF EDUCATION

MEMBER:	POSITION:
Mrs. Mindy Dainty	#1
Mr. Joe Ulery	#4
Mr. Greg Hite	#2
Mrs. Tara Underwood	#3
Mr. Keith Ritchey	At-Large
Mr. Jerry Alexander	#5
Mrs. LaDonna Hartman	#6

ADMINISTRATION

Dr. Glenn Fortmayer
P.h.d Capella University,
B.S. University of Louisiana Lafeyette
M.E.D. McNeese State University
Superintendent

Jeff Spangler
B.S.E., M.S., Pittsburg State University
Principal

Ben Proctor
B.S., McPherson College;M.S. Baker University
Assistant Principal/Activities Director

FACULTY

Cherie Witt:	B.S., Missouri Southern State University, Business M.S., Pittsburg State University, Educational Technology
Bryan Burdette:	B.S., Pittsburg State University; Industrial Arts
Nancy Brunetti:	B.S.E, Pittsburg State University; Science and P.E./Health
Brad Coots:	B.S., M.S., Pittsburg State University, Technology Education
Melanie Evitts:	B.S.E., Pittsburg State University, Art Education
Deena Hickman:	B.S., Missouri Southern State University, Mathematics M.S. Wayne State University, Educational Leadership
Brandy Payne:	B.S.E., Emporia State University, Mathematics
Danica Gibson:	B.M.E., M.M., Pittsburg State University, Music
Gary Leiker:	B.S.E., University of Kansas; Social Studies M.A.T., Emporia State University
Mike Main	B.S.E, M.S., Pittsburg State University, Physical Ed. M.S., Pittsburg State University, Educational Leadership
Kim Longpine	B.S.E., Pittsburg State University; Math and Science
Starla Parsons:	B.S.E., Pittsburg State University; English
Grant Reed:	B.S., M.S., Pittsburg State University; Special Education
Cathy Reed:	B.S.; M.S.; Pittsburg State University; Special Education
Sarah Emerson:	B.A., Western Illinois, History
Kristi Henderson:	B.S., Pittsburg State University; Family and Consumer Science
Lisa Leiker:	B.A., University of Kansas M.L.S, Emporia State University; Librarian
Nikki Webster:	B.S., Pittsburg State University, English Education
Megan Smith:	B.S.E., M.S., Pittsburg State University; Science
Brenda Geier:	B.S.E. Oklahoma State University M.S., M.S. Ed, Ed.S Pittsburg State University
Gina Ulbrich:	B.S.E, M.S., Pittsburg State University, Counselor
John Varsolona:	B.S., Pittsburg State University; Social Studies
Jim Weber:	B.S., Southwest Missouri State; Agriculture M.A., William Woods University, Secondary Administration

PART-TIME FACULTY

Susan Bole

RN, ASN, Labette County Community College, District Nurse

TUTORS

Denise Burns:

B.S., Pittsburg State University

PROFESSIONAL STAFF

SECRETARIES

Jodie White
Cindy Alexander

COOKS

Gay Clark
Patricia McNew

S.R.O

Kurt Grotheer

PARAPROFESSIONALS

Regina Henderson
Joyce Bole
Deborah Turner
Kim Boyer

TEACHER'S AIDE

Coleen Renn

CUSTODIANS

Gary Thompson
Geraldine Brackney
Kathy Rahe

ACADEMIC AWARDS

Academic Letter

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

Lettering

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

A - - - - 4 points

B - - - - 3 points

C - - - - 2 points

Students meeting the following criteria will be awarded a letter at the end of the 3rd semester and a lamp of knowledge at the end of the 5th and 7th semesters:

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

Definition of “academic” class

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

English

English I, II, III, IV

Science

Earth Science

General Biology

Chemistry

Physics

Advance Biology

Anatomy and Physiology

Physical Science

Foreign Language

Spanish I, II, Advanced Spanish

Mathematics

Algebra I, II

Geometry

Trigonometry

Calculus

Social Studies

US Government

World History

US History

Local History

Sociology

Citizenship Award

One boy and one girl student of Southeast High School will be selected to receive the citizenship award. The selection will be made by students and faculty, with presentation of the award made at the Honors Banquet. The criteria for selection are that the student:

1. must have maintained a “C” average (2.0 GPA) or better;
2. must not be a chronic discipline problem at school or with civil authorities off campus;
3. must have maintained an adequate school attendance record;
4. must be an active participant in school clubs, organizations, and activities (Sports is not a requirement);
5. must exhibit a positive attitude and demonstrate meritorious conduct.

Grade Point Average

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

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

Only semester grades will be used to compute the GPA. All classes taken will be given equal weight. "Aides" classes and classes taken for college credit will not be counted in the GPA computation.

Computation of GPA for selection of valedictorian, salutatorian and honor graduates shall include grades through seven semesters.

Honor Roll

Honor Rolls are announced after each semester grading period. Selection will be based on the grades received during that period. Students must be enrolled in a minimum of three (3) class periods (not to include "Aides" classes) to be eligible for consideration. The two honor rolls are:

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

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

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

National Honor Society

The selection of new National Honor Society members will take place in the fall semester. The entire faculty will select the new members and a student must receive one more than the simple majority of the vote. To be eligible for selection a student must be a sophomore, junior, or senior and have a GPA of 3.25 or higher. Selection will be based on the areas of scholarship, character, leadership and service.

Honor Graduates

Graduating seniors who achieve a 3.50 or higher GPA through 7 semesters shall be designated as Honor Graduates and be so noted on the graduation program. Students must have completed the Regents Qualified Admissions Curriculum Requirements in order to qualify for this honor. Computation of GPA for honor graduates shall include grades through seven semesters.

Valedictorian

The Valedictorian will be the graduating senior who has accumulated the highest GPA during the four years of high school. Computation of GPA for selection of Valedictorian shall include grades through seven semesters. To be eligible for this honor, a person must have been enrolled as a student of Southeast High School no later than the beginning of their senior year and maintained that enrollment until graduation. Students must have completed the Kansas Scholars' Curriculum Requirements in order to qualify for this honor.

Salutatorian

The Salutatorian will be the graduating senior who has accumulated the second highest GPA during the four years of high school. Computation of GPA for selection of Salutatorian shall include grades through seven semesters. To be eligible for this honor, a person must have been enrolled as a student of Southeast High School no later than the beginning of their senior year and maintained that enrollment until graduation. Students must have completed the Kansas Scholars' Curriculum Requirements in order to qualify for this honor.

Regents Qualified Admission Curriculum:

English:	English I, English II, English III, English IV
Science:	Biology, Earth Science, Chemistry, Physics, Anatomy & Physiology, Advanced Biology (must take 3 of these courses and one must be chemistry or physics)
Mathematics:	Algebra I, Algebra II, Geometry
Social Studies:	World History, U.S. History, U.S. Government

Kansas Scholars Curriculum

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

Lancer Pride

Lancer Pride is an organization which honors our students for academic achievement, attendance and citizenship. Criteria is set by the SEHS faculty and eligibility is checked on at the end of the 1st and 3rd quarters, and 1st and 2nd semesters. The criteria is: (1) no grade lower than a “C” in a 9-week period; (2) no detentions, suspensions (OSS or all day ISS), or discipline referrals to the office; (3) must be enrolled in 7 classes at Southeast (seniors must be enrolled in at least 6); and (4) accumulate no more than 14 attendance points (regardless of whether the absence is excused or unexcused) per nine week period and have no more than 1 tardy per month. If any member of Lancer Pride commits an offense that warrants a suspension, their Lancer Pride membership will be immediately terminated.

COLLEGE RELEASE POLICY/EARLY OUT

The goal of providing for the needs of all students of SEHS prompted the development of guidelines concerning off-campus education. The purpose is not to discourage the student from participating in off-campus offerings but to assure that district policy is met. Students attending college classes must comply with all rules, regulations, and policies of Southeast High School (ie: attendance, grades, discipline, etc.)

1. The student must be a senior in good standing academically having demonstrated proficiency in the courses taken during high school.
2. The student must meet the credit requirements for graduation and be enrolled in at least three (3) consecutive units of high school credit at SHS.
3. The student shall forfeit all elected office positions.
4. When released from school to attend college, the student will not be allowed to return to school during the school day without proper authorization.
5. Students must provide documentation of enrollment at the beginning of the semester and documentation of satisfactory attendance and achievement at the end of the semester. Failure to provide this information will result in the suspension of further participation by the student in this program.
6. Students must continue to perform satisfactorily in their high school classes. This includes performance with regard to classroom and school behavior as well as academic performance.
7. College credit classes will not be used in the determination of valedictorian, salutatorian, honor roll or other academic recognition.
8. College release will be available 2nd semester only at the administrator’s discretion.

GRADE CARDS/PROGRESS REPORTS/POWERSCHOOL

Grade cards will not be issued for the first semester period. Grades can be accessed off PowerSchool. If a parent or student wants a hard copy of the grade card, the office will provide one upon request. Grade cards will be mailed home at the end of the school year.

GRADUATION REQUIREMENTS

All students must follow these enrollment requirements when determining their schedules. Elective courses may be filled in after these requirements.

FRESHMAN REQUIREMENTS

English
Science
Math
CTE
Computer Technology
Health
Fine Art

SOPHOMORE REQUIREMENTS

English II
Science
Math
World History
PE

JUNIOR REQUIREMENTS

English III
Science
Math
US History

SENIOR REQUIREMENTS

English IV
US Government

Graduation Requirements:

Total Credits Required = 24

Semesters Required = 8

The class requirements for graduation are:

English: 4 credits
Math: 3 credits
Science: 3 credits
Health/PE: 1 credit
Fine Arts: 1 credit
Business: 1 credit
Social Studies: 3 credits

CREDIT RECOVERY

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

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

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

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

Credits to change classification are as follows:

Must have 5 credits, prior to the start of the school year, to be a Sophomore

Must have 11 credits, prior to the start of the school year, to be a Junior

Must have 17 credits, prior to the start of the school year, to be a Senior

ATTENDANCE POLICY

It is the intent of our attendance policy to stress the importance of regular attendance to all students enrolled at Southeast High School. Punctual and regular attendance is necessary if all students are to share the benefits of a successful, well-ordered school. Your education is a matter not to be taken lightly, as it may determine which doors will open to you. Many prospective employers view regular attendance at school as a measure of reliability in making their decision on whether to employ a person, and also as a factor to be used in deciding whether or not to continue a person's employment.

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

1. An absence will be considered EXCUSED when:
 - a. There is documentation from a health care professional (Doctor, Dentist, etc.); or
 - b. Parent contacts the school the day of the absence stating a valid reason for the absence; or
 - c. The student brings in a note to the office upon returning to school (after 3 consecutive days, the note must come from a health care professional) ; or
 - d. Family emergency deemed unavoidable by school administration.

If a student has an "excused" absence, he/she will be able to make up all assignments with full credit. The student will have one day for each day absent to get classwork turned in. For example, if a student is ill Monday and Tuesday and returns to school on Wednesday, the student will have until Friday to turn in the assignments for full credit. It is the student's responsibility to get the assignments from the teachers.

2. An absence will be considered UNEXCUSED when:
 - a. The parent does not contact the school the day of the absence; or
 - b. A valid reason is not given for the absence
 - c. The student does not bring a note from the parents or health care professional upon returning to school

If a student gets an unexcused absence, he/she will not be able to make up missing assignments.

3. If a student has 10 or more absences in a semester, he/she will not be able to go on field trips until following semester.

Check-Out Policy

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

- (1) their parent or guardian calls the school at least an hour prior to the student's check-out time OR the student provides a parent or guardian note to the office prior to when the student checks out; AND
- (2) The student has documentation from a health care professional when he/she returns to school OR the student was checked out due to a family emergency deemed unavoidable by school administration.
- (3) All students must have parental permission to check out of school.

If the student does not meet both criteria, even when checked out by a parent, the absences will be unexcused (*see above for consequences of unexcused absences*).

*Students will not be allowed to return to school or activities including games or practice that day after checking out UNLESS they have a note from a health care provider, attended a funeral, or have a court-ordered appointment from an outside agency.

Truancy

The principal shall report students who are truant from school to the appropriate authority. Truancy is defined as any three consecutive unexcused absences, any five unexcused absences in a semester or seven unexcused absences in a school year, whichever comes first. Students who are absent for a significant part of any school day shall be considered truant. Prior to reporting to either S.R.S. (if the student is under 13) or the county or district attorney (if the student is over 13), a letter shall be sent to the student's parent(s) or guardian notifying them that the student's failure to attend school without a valid excuse shall result in the student being reported truant.

Tardies

The student will receive disciplinary action upon their fourth (4th) tardy per semester and upon each subsequent tardy. Discipline action will be as follows:

4 th – 7 th overall tardies	detention
8 th overall tardy	1 day In School Suspension
9 th overall tardy	2 days In School Suspension
10 th overall tardy	3 days In School Suspension
11 th overall tardy	1 day Out of School Suspension
12 th overall tardy	2 days Out of School Suspension
13 th overall tardy	3 days Out of School Suspension

Each tardy after the 13th will result in 3 days of Out of School Suspension until the total tardies reaches 20, at which time long term suspension will be recommended.

8th HOUR PROGRAM

It is the belief of the administration and teachers at Southeast High School that all students are capable of learning. The majority of students who fail do so because of missing assignments. 8th Hour is a program that raises the expectations for all students who fail to complete their schoolwork. Each Friday from the third full week of each semester until the end of the semester, grade reports for each student at Southeast High School will be completed. The reports will be run at approximately 1:30 p.m. each Friday afternoon. Any student who has an "F" in any class will be assigned to 8th Hour for the following week. An administrator will bring 8th Hour notices to each assigned student during seminar period on that Friday. Any student in the 8th Hour program will have restrictions placed on their laptop usage.

BUS POLICY

General Rules and Safety Regulations

All students being transported by USD 247 vehicles, primarily busses, will be required to follow the following rules. The safety of students is of the first and foremost concern and must not be jeopardized by inappropriate behavior. Failure to behave as expected may result in a student's bus privileges being revoked or other disciplinary measures.

Click below to view:

[USD 247 Transportation Policy](#)

Activity Trips

1. All students must ride the designated school transportation to officially recognized events unless permission to do otherwise is given by the Principal.
2. A parent/guardian may transport his or her child from an out-of-town activity by:
 - (a) Being present at the event to personally assume custody, AND
 - (b) Submitting to the sponsor a signed release form.
3. A parent/guardian of a student wishing his/her child to ride home with an adult member of the immediate family may file a release form stating the name of the individual family member that will transport the child. The release should be filed in the school office on or before the day of the activity.
4. Parents may release their child to ride with another adult (over the age of 21) who is not a family member by following the steps outlined in #3. No student will be released to ride with anyone under the age of 21, regardless of the reasons.
5. All alternate transportation arrangements which are made that do not include the student's parents are subject to revocation by the school personnel in charge of the student. If the sponsor feels that for safety sake the student should return on the school transportation, then the student must abide by the decision.
6. Failure to follow this policy may result in the student being suspended from the activity or team.
7. Out-of-town trip sponsors may designate alternate pick-up and release stations if they deem it is desirable. District attendance centers shall be the only acceptable alternate stations.

Vo-Tech

Juniors and Seniors are eligible to attend the Columbus Vo-Tech Program. A student must have at least 12 credits completed prior to their Junior year, 18 credits completed prior to their Senior year, be on track for graduation, and must be considered a student in good standing.

All students attending Vo-Tech must either ride the bus to and from the school or have alternate means of transportation approved in advance by the Southeast High School administrators. Once a student is on school grounds, the student must remain on school grounds and report to their class or other designated area.

Students attending Vo-Tech must comply with all Southeast High School rules, policies, and regulations (ie: attendance, discipline, grades, etc.)

CARS AND PARKING LOT

The privilege of being allowed to drive a car to school is given by the student's parent/guardian and the school. Failure to practice safe and courteous driving habits on the highway and in the school parking lot may result in the driving privilege being revoked and/or other disciplinary action. The following procedure must be used to assure that everyone wishing to drive a car to school has a place to park:

1. Students will park in their assigned areas in an orderly fashion displaying parking passes. Cars should be parked within the painted parking lanes taking up only one space.
2. Failure to comply with this policy may result in suspended or revoked driving privileges.
3. Drivers will not exceed 10 MPH on the parking lot at any time. Speeding, reckless behavior, or disorderly conduct may result in loss of driving privileges.

DISCIPLINE

At Southeast High School, it is of paramount importance that the educational environment is not disrupted due to misbehavior by students. Any disruption will lead to discipline procedures in order to teach students that misbehavior is unacceptable and cannot be repeated. The Southeast discipline plan is as follows:

- 1) Teacher deals with disruption and may assign a 30 minute detention to be served at the convenience of the teacher.
- 2) Teacher refers the student to the office for a conference with the principal and/or assistant principal.
- 3) Detention – If the student is assigned a detention through the office, it will be served from either 7:00 a.m. – 8:00 a.m. or 3:15 p.m. – 4:15 p.m. Transportation arrangements are the responsibility of the student. Failure to serve an office assigned detention will result in a doubled detention. Failure to serve a doubled detention will result in one day of ISS and student will serve doubled detention the same day as serving the ISS.
- 4) In-School Suspension - Following is a copy of state law regarding suspension and expulsion. It is included for informational purposes as well as to stress the district's attitude toward chronic or severe student misconduct.

GROUND FORS SUSPENSION AND EXPULSION KANSAS STATUTE 72-8901

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

- (a) willful violation of any published regulation for student conduct adopted or approved by the board of education;

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

While assigned to OSS, a student will not:

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

Students who receive more than two OSS assignments during the course of the school year will be considered a disruption to the educational process and therefore subject to long-term suspension or expulsion.

Long-Term Suspension/Expulsion

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

DRESS CODE

In many ways the appearance of a person will influence the way they feel about themselves. The appearance of the student body will also make an impression on the way visitors feel about our school. Both of these concerns indicate the need for some type of policy concerning our appearance.

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

1. No hats or head coverings including bandanas may be worn; hats need to be left in lockers.
2. Shirts must have sleeves and cannot expose the midriff.
3. Holes above the knee in pants and/or shorts must not expose skin or undergarments.
4. Shorts and skirts must be of a modest length.
5. No sagging is allowed.
6. Sleepwear cannot be worn.
7. All students must wear shoes, boots or sandals.
8. Visible body piercings must not be disruptive to the educational environment or a health/safety violation as determined by the administration.
9. Clothing cannot endorse alcohol, tobacco, drugs, or other inappropriate material.
10. Dresses must meet sleeve and length criteria.
11. Physical appearance must not disrupt the educational process.

Students will not be allowed to attend classes until dress code violations are corrected. Lack of immediate compliance with the dress code policy will result in disciplinary action.

DRUG/ALCOHOL ABUSE POLICY

The Board of Education, Administration, and Faculty of USD 247 recognize the dangerous effects that illegal drugs, tobacco products, and alcohol can have on students, the school, and the community.

The policy prohibiting the possession and/or use of alcohol, tobacco products, or other illegal or unauthorized drugs by any student has been adopted by the Board of Education and extends to the school day, to any district property, or to any school event or activity regardless of the time and location.

Every student that attends a dance will be subject to a breathalyzer test to be conducted by the Sheriff's office or school administrator. If a student tests positive, the student will be retested in 15 minutes. If the student again tests positive, his or her parents will be contacted.

Any student violating the above policy will be subject to suspension or expulsion at the discretion of the principal.

APPENDIX C

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

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

1. STATEMENT OF PURPOSE AND INTENT

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

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

c. The purpose of this policy is to prevent illegal drug use and to strive within the USD #247 School District for an environment free of illegal drug use and abuse. The sanctions of this policy relate solely to limiting the opportunity of any student found to be in violation of this policy to participate in extracurricular and/or co-curricular activities, and access to parking privileges on district owned parking facilities. There will be no academic sanction for violation of this policy, except to the extent that if a violation of this policy would also constitute violation of the District's discipline policy. If the discipline drug/alcohol policy is violated, the student will be subject to the penalties of the discipline policy.

d. The purpose of this policy is to prevent drug/alcohol use, educate students as to the serious physical, mental, and emotional harm caused by drug use, alert students with possible drug

problems to the potential harms of use, prevent injury, illness and harm as a result of drug use and to maintain in the school district an environment free of drug use and abuse. The USD #247 School District has adopted this policy for use by all students participating in extracurricular and co-curricular activities in grades 7 – 12 and for those students wishing to obtain access to district owned parking facilities.

2. DEFINITIONS

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

b. “Co-curricular activities” – Academic participation in activities, clubs, and organizations outside of the normal school day hours. Examples would include, but are not limited to speech, debate, forensics, drama, band, choir, FCCLA, FFA, Student Council, NHS, and Jazz Band.

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

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

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

f. “Performance-Enhancing Drugs” includes anabolic steroids and any other natural or synthetic substance used to increase muscle mass, strength, endurance, speed or other athletic ability. The term “Performance-enhancing Drugs” does not include dietary or nutritional supplements such as vitamins, minerals, and proteins that can be lawfully purchased in over-the-counter transactions.

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

h. “Reasonable Suspicion” means a suspicion based on specific personal observations concerning the appearance, speech, or behavior of a participating student, and reasonable inferences drawn from those observations in the light of experience. Information provided by a reliable source, if based on personal knowledge, shall constitute reasonable suspicion. In the context of performance-enhancing drugs, reasonable suspicion could also include unusual increases in size, strength, weight, or other athletic abilities.

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

3. PROCEDURE

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

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

1. On a random selection basis, from a list of all students in the testing pool, 4 Jr. Hi. students and 7 High School students will be drawn at random to provide a urine and/or saliva sample every one to fourteen days.

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

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

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

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

f. If the initial drug use test is positive, the initial test result will then be subject to confirmation by a second and different test of the same specimen. In order to keep the results of the initial testing confidential, the school may also choose a certain number of samples for a confirmation test. A

specimen school not be reported positive unless the second test is positive for the presence of an illegal drug or the metabolites thereof.

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

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

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

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

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

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

4. VIOLATION

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

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

result in a drug use test under this policy, prior to selection from the random pool of students, shall have the suspension reduced to one (1) week (7 days).

b. For the second offense, the student shall be suspended from participation in all extracurricular and/or co-curricular activities including all meetings, practices, performances, and competitions, and parking privileges revoked, for thirty-six (36) weeks (252 days) continuous and successive weeks from the date of the initial report of the second offense as stated in this policy. If the student and/or parent/guardian can provide proof of enrollment and regular attendance at a school approved substance abuse program, the suspension will be reduced to eighteen (18) weeks (126 days).

c. For the third offense, the student shall be suspended from participation in all extracurricular and/or co-curricular activities including all meetings, practices, performances, and competitions, and parking privileges revoked, for the length of the students' enrollment at USD #247 School District from the date of the initial report of the third offense as stated in this policy.

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

5. REFUSAL TO SUBMIT TO DRUG USE TEST

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

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

6. DISCLAIMER

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

CELL PHONES

- 1) Permitted in building, but must remain out of site with ringers off
- 2) May be used in the office with permission
- 3) May be used during the lunch period in the cafeteria, gym, office, or patio only.

Violations:

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

- Cell phone will be taken and returned to student at the end of the day.
- Cell phone will be taken and returned to parent only.
- ISS and loss of cell phone privileges.
- OSS

HARRASSMENT

Harassment of any student is prohibited by policy of the USD 247 Board of Education. This includes verbal threats, intimidation, and physical abuse. Please refer to the USD 247 Bullying Policy posted at www.usd247.com

SCHOOL COMMUNICATION

All school notifications will be done through the following methods:

- 1) School District Website
- 2) Powerschool
- 3) School Reach
- 4) Studywiz
- 5) Local Media

EMERGENCIES

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

Each teacher will be responsible for assisting any disabled student in his/her charge to the nearest accessible exit or safe refuge area. Each building administrator will be responsible for assisting any disabled visitors to the nearest accessible exit or safe refuge area.

Fire

Fire drills are indicated by a continuous ringing of fire alarms. Students are to evacuate the building in an orderly manner with their class according to the evacuation schedule. Each teacher has the responsibility to explain the fire procedure to his/her classes.

Tornados

Tornado drills are to be indicated by use of phone intercom system. The tornado evacuation procedure is posted in each classroom and will be followed in case of an actual emergency.

FOOD

Southeast High School maintains a closed campus and does not allow students to leave the campus for lunch. Students may bring their own lunches or purchase a hot lunch from the school cafeteria. During morning break, students may bring or purchase snacks from the vending machine or cafeteria.

Students are to eat their lunches in the cafeteria only. During lunch and morning break, the entire school, including lockers, is off limits to students except for the main hallway, library, cafeteria, and the patio area directly outside the front doors. Food and/or drinks are not allowed in undesignated areas without administration approval. The parking lot and the east and south hallways are also off limits without permission during the morning break and lunch period.

LOCKERS

Lockers and locks are provided as a convenience for students to store their belongings at school. Students should keep their lockers neat and clean. Lockers are expensive so please refrain from slamming the locker door against the locker next to you. The security of one's personal belongings cannot be assured unless the lock is locked. Lockers are under joint custody and control of the school administration and the student or students assigned to the locker. The principal has a master list of combinations to all school issued locks. The use of a personal lock brought from home is not allowed and the lock will be removed. Because of the joint control of the locker, the principal has the right to inspect the locker and its contents without warning to the student. Items found as a result of the search may be used as evidence against the student.

MEDICATIONS

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

All medications:

1. must come to school in their original containers and should indicate the name of the physician/dentist, student's name, medication name, dosage, date, and RX number.
2. will be kept in a secure location in the school office.
3. will be administered by the school nurse or a staff member designated by the school nurse.
4. will be reviewed monthly by the school nurse. Out of date medications will not be given at school. The parent/guardian of the student will be notified concerning the disposal of the medication.
5. when administered, will be noted on the SCHOOL MEDICATION LOG FORM.

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

SIGNS

All signs, posters, etc. must have an approval from the office before being displayed in the school. Any displays not having this approval will be removed and the responsible individual or organization dealt with according to policy.

VISITORS

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

1. check in with the office to obtain permission to visit.
2. accept and conform to the rules adopted for Southeast High School concerning conduct and behavior.
3. All visitors must wear an office issued visitor's badge at all times while on campus. Southeast students may not have non-parent visitors at school except with advance administrative approval and then only on an occasional basis. Non-parent visitors will not be allowed to accompany students to class.

STUDENT ACTIVITIES

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

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

All activities must be approved in advance by the sponsor of the organization and the principal. The activity must be adequately sponsored with school policies actively enforced by the sponsor. Any and all funds either raised or dispersed as a result of the activity must be handled through the activity accounts in the office.

The organizations which are available for student participation at Southeast High School are:

Cheerleader	FFA	Pep Club
Debate and Forensics	FCA	Scholar Bowl
Drama	Kays	
Family, Career, and Community Leaders of America	Band	Student Council
	National Honor Society	Vocal Music
		Yearbook

KSHSAA Activities

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

Cheer Squad

There will be a varsity cheer squad consisting of ten (10) cheerleaders and four (2) yell leaders which may be freshmen, sophomores, juniors or seniors. They will be elected by qualified judges from outside the school system in the spring of each year under a procedure specified by the cheer squad sponsor.

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

The cheer squad sponsor, with the approval of the principal, will enforce rules and expectations as deemed necessary for a successful squad.

COLLEGE AND MILITARY ACCESS

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

