

# SEAMAN HIGH SCHOOL

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## Student Handbook

2023-2024

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Seaman High School  
4850 NW Rochester Road  
Topeka, KS 66617-1398  
(785) 286-8300  
FAX: (785) 286-8320  
School Website: [shs.seamanschools.org/](https://shs.seamanschools.org/)

# Important Links (these links open to an external site)

[USD 345 Board Policies](#)

[Calendar](#)

[Concern Chain of Communication](#)

[Student Acceptable Usage Agreement](#)

[Unemployment rates and earnings by educational attainment](#)

## School Safety Information

### School Safety

School Safety is everyone's responsibility. Students are generally more likely to become aware of potential problems before staff. Therefore; students can help keep our school safe by reporting potential problems to staff, school administrators, school resource officers, the Kansas School Safety Hotline or Seaman Crime Stoppers.

### See Something, Say Something

[If you have a concern, please let us know.](#)

### Seaman Crime Stoppers

To report a crime or any information leading to solving a crime, contact Deputy Fehr, Officer McKay or any administrator.

### Kansas School Safety Hotline

To anonymously report possible school violence, anyone can call the Kansas School Safety Hotline 1-877- 626-8203.

## **Absence Calling System**

To report a student absence to the automated calling system, call 286-8517 or email [shsattendance@usd345.com](mailto:shsattendance@usd345.com).

# **Welcome from Administration**

Welcome to the 2023-2024 school year, Vikings! We have made several changes to this handbook in an effort to clarify school information. We hope that these changes make all of our interactions as positive, productive, and collaborative as possible. Please contact an administrator with any questions about the information within this document. We welcome your feedback as we aspire to all get better together. Finally, please embrace the efforts and support of your teachers, coaches, and the entire Seaman High staff as we embark on a new school year. It's always a great day to be a Viking!

**Dr. Laura Lyons**, Principal

# **Welcome from Students**

Hello everybody! The Student Council representatives welcome you! We are extremely excited for this year and we hope it will be memorable and exciting for all students! It is very important to us that students and community members get involved in school activities. Our members of Student Council are all involved in a variety of other school activities and hope that other students do the same. We are always open to suggestions and questions to make this school year the best yet! We hope you enjoy this year! Thanks!

STUCO President

# **About Us**

## **History**

Seaman High School opened for students in grades nine through twelve on October 4, 1920. Seven faculty members conducted classes for the sixty-five young people who were enrolled. Seaman was one of the first three rural high schools in Kansas. Five students were in the first graduating class. The first Senior class colors were cardinal red and royal blue.

The Seaman High School Bank was founded in 1927. The Viking was chosen as the school's official emblem in 1932.

November 24, 1954 Seaman moved into a new school located one half mile west of the former school. Enrollment in 1958 was 483 students. Twenty-two teachers were on the faculty.

On December 1, 1970, the new high school at 4850 NW Rochester was dedicated. The former structure at 1124 W Lyman now houses Logan Elementary school.

August 2008 witnessed the opening of a new wing which included the Freshman Center and other enhancements.

### **Seaman High School Song**

Seaman High, our fair school,  
Seaman High, We sing to you,  
Cheering on, loud and strong  
Coach and team to victory.  
Red and Blue colors true.  
May we fight to keep them bright,  
They're waving o'er, forever more  
For our dear old Seaman High.

### **Colors**

The school colors are Cardinal Red and Royal Blue.

### **Mission Statement**

Seaman High School develops in each student skills essential to achieving personal, academic and career success.

### **Motto**

Preparing Today's Students for Tomorrow's World.

### **Core Beliefs**

SHS Vikings create a welcoming and safe environment.

SHS Vikings practice empathy and respect, showing sensitivity for relationships, cultures, beliefs, and values of other people.

SHS students develop critical thinking and problem-solving skills, equipping them to make educated decisions.

SHS students are challenged with rigorous and relevant coursework to guide them towards personal, academic, and career success.

# Personnel

## USD #345 Board of Education Members

Michelle Caudill, President  
Christy Weiler, Vice President  
Dianna Brodine  
Donna McGinty  
Kyle McNorton  
Chris Travis  
Braden Werner

Board Contact Info

[www.seamanschools.org/board\\_of\\_education/board\\_members](http://www.seamanschools.org/board_of_education/board_members)

Mr. Brad Willson, *Superintendent*

## High School Administration

Dr. Laura Lyons, *Principal*  
Travis Brown, *Assistant Principal (A-K) Activities Director*  
Steve Bushnell, *Athletic Director*  
Dr. Tonya Monhollon, *Assistant Principal (L-Z)*  
Shelly Prengel, *Assistant Principal, Freshman Center*  
Karen Williams, *Assistant Principal, Pleasant Hill Learning Campus*

## High School Staff

Refer to the [SHS Staff Directory](#) on the district website for a list of current SHS staff.

# Attendance

Research shows that the single greatest factor contributing to student achievement is attendance at school. Although we realize that there will be occasions when students legitimately need to be gone from school, it is the combined responsibility of the school officials, students, and parents to see that these absences are kept to a minimum.

- In the event of any absence, the student's parent/ guardian is required to call the school and explain the reason for the absence. A reason must be given, including specifics about an illness. The necessity for this information is three-fold: 1) The school and teachers are interested in your child's welfare, 2) The principal will decide if the absence is going to be considered excused or unexcused, 3) The district can track and report illnesses to the State of Kansas as necessary. If a call to the school has not been made by 9:30 am, a call will be placed to the parent/ guardian to inquire as to why the student is not in attendance. If the school has not heard from the parent/guardian the absence will be unexcused.
- Students are limited to 8 days of excused absences per semester. Any absences beyond 8 days per semester will be considered an unexcused absence unless a medical statement by a physician is submitted to the school upon returning.

Secondary = 8 days excused absences per semester

### **Examples of excused absences for USD 345**

- Personal illness
- Personal medical or dental treatment, examination or recuperation
- Serious illness in immediate family
- Family emergency
- Funeral service for a member of the immediate family
- Personal court appearance
- Observance of a religious holiday or ceremony (recommend three days advance notice to school)
- College days for Seaman High School seniors only, at the discretion of the building principal
- Other reasons that are within the discretion of school administrators and based on the factors of the pupil's circumstances, are deemed to constitute a valid excuse.

### **Pre-arranged excused absences for USD 345**

- No pre-arranged absences will be excused during semester exams, final exams or state testing periods.
- Up to five (5) days per school year for a student whose parent/guardian is an active duty, Guard or Reserve member of the military who has been called to duty for, is on leave from, or has returned from deployment to a combat zone or combat support posting. Requests for make-up work must be made at least three (3) days in advance. (See assignment make-up policy for more information.)

### **Guidelines for family trips**

Every effort should be made to schedule family trips outside of school days. No more than five (5) school days in a school year will be excused for family trips. Family trips exceeding five (5) days, consecutive or nonconsecutive, will be considered unexcused. The office must be notified at least three (3) days in advance of a family trip to request make-up work. (See assignment make-up policy for more information).

## **Unexcused Absences**

Students will be assigned detention(s) or Friday School for unexcused absences. Consequences may escalate based on frequency and/or severity.

Teachers may reduce credit for assignments due during an unexcused absence.

Once a student has accumulated eight absences per semester, any additional absences will be considered unexcused and handled as an unexcused absence, including vacations or trips. Exceptions to this policy are absences, which can be verified by a physician or clergyman, and other situations which the administration has determined to be emergencies. Absences without proper documentation will result in points being assigned. Note: this policy does NOT automatically excuse a student for his/her first eight absences from school, as the administration has the final authority to determine whether or not any absence will be excused.

- Attendance and Extracurricular Activities: A student must attend two blocks of the school day in order to participate in extracurricular activities that day or evening. Exceptions will require administrative approval.
- Late Arrivals: A student who arrives after 8:15 A.M. will receive one unexcused absence. An unexcused absence will be given for blocks 2 through 8 if a student is more than 5 minutes late to class. Oversleeping and personal transportation problems are not considered to be excused absences or tardies.

## **Examples of unexcused absences for USD 345**

An unexcused absence can be defined as, but is not limited to:

- Any absence that a parent/guardian does not notify the school
- Truancy
- Family trip days in excess of five (5) days
- An illness that lasts more than 3 consecutive days that is not verified by a medical note
- Habitually missing the bus or personal transportation issues
- Seaman High School Does Not Sanction Skip Days

## **Truancy**

Under the laws of the state of Kansas all students between the ages of seven and eighteen years (twenty-one for special education students) must be in regular and continuous attendance at school unless lawfully excused. The law in Kansas (K.S.A. 72-1113) states that students are truant when they are inexcusably absent for three (3) consecutive school days or five (5) or more school days in one semester, or seven (7) days in a school year.

[JBE Truancy](#)

## **Tardy Policy**

When students have accumulated 3 unexcused tardies in a class, they will be expected to make up time in detention.

The consequences for tardies will be as follows:

- 3rd tardy - 20 minute detention
- 4th tardy - 50 minute detention
- 5th tardy & up - Friday School - 1 point

Students will not be excused from any assigned detention or Friday School in order to participate in extracurricular activities or work.

## **Sign In and Sign Out**

When students arrive late to school or leave school for any reason, they are expected to come to the attendance counter to sign in or out. Students outside the building without a pass will receive a 50 minute detention and 2 points. It is our responsibility to know the whereabouts of our students during school hours. Students who leave without checking out will not be excused even if parents call in later.

## **Calling Students Out Of School**

Seaman High School has a closed lunch policy. Students should not be called out of school to go eat. Students should not be called out of school to go home to get forgotten items.

Pre-Absence Forms: If a student knows in advance that he/she will have a personal absence or will be gone on a field trip, he/she should have a pre-absence form signed by all his/her teachers. These forms may be picked up in the office. If all teachers do not approve the slip, the absence will not be approved.

# **Academics**

## **GRADE CARDS**

Parents can access their students' grades and missing assignments via the Internet, by signing onto Powerschool. If you do not have your parent login information, please contact the school. At the end of each semester final grade reports are issued and these are the grades that are recorded on the students' official transcript.

## **GRADUATION REQUIREMENTS**

25 credits are required for graduation.

4 credits English

1 credit Biological Science

2 credits Additional Science (including one year of physical and a second year of either biological or



physical science)  
3 credits Social Studies (including American History and Government)  
3 credits Math  
1 credit Physical Education (including one credit Physical Dimensions)  
9 credits Electives (Students should strongly consider using electives to enroll in vocational clusters)  
.5 credit Career Exploration (Success 101 or Career Corrections)  
1 credit Fine Arts (Music, Art, Theater, Journalism, Speech, Debate, Forensics)  
.5 credit Personal Finance

The above credit requirements include ninth grade credits.

Students who dropout of school during their senior year cannot participate in commencement exercises.  
Students who are lacking more than three credits cannot participate in commencement exercises.

## **WEIGHTED GRADES**

Seaman High School has a weighted grade scale which affects grade point average, rank in class, and honor roll. Courses in which weighted grades apply can be found in the Seaman High School Program Planning Guide.

At the culmination of their high school career, students will receive academic honors based upon three categories of honors: Summa Cum Laude (highest honors), Magna Cum Laude (high honors), and Cum Laude (honors). In order to be named Summa Cum Laude, students may not take classes pass/fail, nor can they have served as a library, office, video or teacher assistant at the high school. Students must be fully enrolled all eight semesters of their high school career, and complete the following criteria:

To qualify for Summa Cum Laude, a student must take 11 of 16 Honors/AP classes offered, earning all A's, or 12 classes while earning 2 B's (in Honors classes) and the rest A's. The student must take at least 3 classes in English, 3 classes in Math, 1 in Social Studies, and 1 in Science. The other 3 or 4 can be in any of the areas. If a student takes more than 12 Honors/AP classes, then their best 11 or 12 will be used to figure the designation of Summa.

Honors will be awarded according to the following scale:

- Summa Cum Laude: above criteria
- Magna Cum Laude: 4.05 – up, but not Summa
- Cum Laude: 3.75 - 4.04

## **GRADING SCALE**

Students must be working at grade level or above to be eligible for graduation honors.

Traditional Scale

A=4  
B=3  
C=2

D=1  
F=0

Weighted Scale

A=5  
B=4  
C=3  
D=2  
F=0

## **KANSAS GOVERNOR'S SCHOLARS CRITERIA**

All Summa students are considered and ranked by the highest ACT scores. Class size determines the number of students selected, 3 students when class size is under 300 and 4 students when enrollment is over 300.

## **CLASSROOM MAKE-UP WORK**

Students who have been absent for justifiable reasons will have the opportunity to make up work. Teachers may reduce credit for assignments due during an unexcused absence. It is the responsibility of the student to contact the teacher(s) involved to determine make-up assignments and establish mutually agreeable times for daily work and test make-up times.

## **PASS-FAIL COURSES**

Junior or senior students may elect to take any one of their subjects each semester on a pass / fail basis for a maximum of two credits per year. No more than four such credits shall apply for graduation. Students wishing to receive Summa Cum Laude honors may not take courses pass / fail.

Furthermore, in the current pass-fail system, an A earned in a class taken pass-fail shall be posted on the official transcript as an A. If the grade earned is a B, C, or D, then the grade shall be posted as "Pass" on the official transcript. If the grade earned is an F, then an F shall be posted on the official transcript.

Students electing this option must make the decision before the end of the **ninth week** of the semester or receive permission from the principal.

## **WITHDRAWALS**

Class changes are strongly discouraged after the enrollment period and only may be done with approval from the administration. If students withdraw after the twentieth day of attendance, a failing grade (WF) will be recorded on their transcript.

Students who withdraw or who are long-term suspended from SHS before the end of a semester may not receive any credit for any courses begun or not completed that semester unless allowed to complete the semester at Pleasant Hill's Learning Center. A student must complete a semester in order to receive

credit. This applies to all students, whether they are dropping out of school or transferring to another school.

## **NCAA GUIDELINES**

In order to be eligible to practice and participate in intercollegiate athletic competition and receive an athletic scholarship the first year of attendance, a freshman student entering a NCAA Division I institution must successfully complete an NCAA approved core curriculum in high school and must achieve a minimum grade-point average in this core curriculum, as well as present a minimum score on the ACT or the SAT.

If you feel you may be eligible for an athletic scholarship at a Division I school, please see your counselor to complete the form required for NCAA eligibility.

## **TRANSCRIPT TRANSLATION PROCEDURES**

Seaman High School translates transcripts according to the following guidelines:

- Seaman High School has a weighted grade scale which affects grade point average, rank in class, and honor roll. Courses in which weighted grades apply can be found in the Seaman High School Program Planning Guide.
- If a sending school posts transcripts using letter grades, those grades are honored regardless of the sending school's grading scale.
- If a numeric grading system is used and the grading scale is printed on the transcript from the sending school, this scale is honored and letter grades are issued according to the sending school's scale.
- If the grading scale is not indicated on the transcript, Seaman High School contacts the sending school to obtain the grading scale and issues letter grades according to the sending school's scale.

## **WASHBURN TECHNICAL EDUCATION**

SHS has an exceptional partnership with Washburn Tech that affords students the possibility to graduate high school with an industry recognized credential. To participate students need to:

- Be a student in good standing
- Discuss with the counselors options
- Take and pass the entrance exam, Accuplacer.

Once a student is admitted in to the program they must follow the following protocols for checking in and out of our building

- Students must sign-out each day at the attendance center.
- Students may not leave the building prior to 10:50 am.

Once SHS students are at Washburn Tech they are expected to follow and are subject to that institution's norms, rules and regulations.

## **GREENBUSH VIRTUAL ACADEMY POLICY**

Students wishing to attend virtually who are in good academic and attendance standing can enroll in USD 345 and register to complete all courses through Greenbush Virtual Academy (GVA). Enrollment shall be full-time and not part-time. Coursework will correspond with on-site grade level credit requirements. GVA is a program that provides delivery of virtual curriculum primarily through asynchronous recorded modules. Additionally, synchronous support will be available at specified times for each student on a weekly basis. Virtual learning does rely on families to guide and direct their child(ren) through the curriculum with Greenbush's support. Students will not attend a full daily schedule of live, teacher-led virtual instruction.

## **NATIONAL TESTING INFORMATION**

### **ACT**

<http://www.act.org/content/act/en/products-and-services/the-act/test-day.html#In%20the%20US%202016-2017>

Information regarding the ACT can also be found at the Counseling Department's website. All juniors who are interested, will have one opportunity to take the ACT test during the school day at Seaman High School while the state provides the funding.

Students are encouraged to take the ACT in October if they did not take it in the spring. This ensures consideration for the State of Kansas Scholarship Program. Also, it is helpful for the counselors to have this information during senior conferences.

### **SAT**

Please contact your counselor for test and registration dates.

### **PSAT/NMSQT**

Students may retrieve study materials and register in October each year at the Seaman High School Counseling Center for this assessment. The PSAT/NMSQT can qualify students for the National Merit Scholarship Program and other scholarships.

#### Bell Schedule (Rolling 8-block schedule)

7:55-9:20 (Red 1; Blue 2)

9:25-10:50 (Red 3; Blue 4)

10:55-12:50 (lunch) (Red 5; Blue 6)

12:55-1:35 (Red CaLP; Blue CaLP)

1:40-3:05 (Red 7; Blue 8)

#### Three lunch periods

11:25-11:50 - First lunch

11:55-12:20 - Second lunch

12:25-12:50 - Third lunch Remainder of Classes

## **CAREER AND LIFE PLANNING TIME (CALP)**

This time is designed to ensure students are on track for career and life post high school. Students will use this time to:

- enhance workplace soft skills,
- learn positive social-emotional behaviors
- create and maintain individual plans of study (IPS)
- receive additional help
- complete homework
- make up assignments and tests as time allows

It is the responsibility of the student to best utilize their time by generating an e-hallpass to visit teachers as needed. Student initiated travel may begin at the conclusion of Viking Vibes time (1:05 pm). Students will be required to sign in and out of the seminar classroom using e-hallpass. Students can only go to one location at a time and must have an approved appointment e-hallpass.

Teachers may request that a student come to their classroom before the beginning bell by sending an appointment pass via e-hallpass to the teacher of that student. Students **MUST** go to that teacher at the assigned time. The misuse of a pass will result in a student not being allowed to leave home room for a period of time.

Students will receive a grade for CaLP (A, B, C, D, or F).

If a student on probation for the semester needs academic help they may request an appointment pass from the helping teacher and the student will be expected to arrive in that teacher's room before the start of class and will remain there until the bell ending CaLP period.

Students who have been absent from school may obtain makeup work several ways. Some examples include: Check Schoology, Email teachers, Create an e-hallpass to visit a teacher to get makeup work.

## **FINALS SCHEDULE**

Students are not permitted to take finals early. Students may arrange with teachers to make-up the final after the last day of school. The finals schedule will be published in Schoology and in the parent newsletter.

# **Senior Information**

## **EARLY GRADUATION**

- [Policy JFCA](#)

## **PART TIME SCHEDULES**

The following guidelines pertain to any senior who wishes to take a part time schedule:

- Part time schedules can only be taken in the second semester, senior year.
- Part time students must take courses which meet consecutive hours.

- Part time students cannot be in the Seaman High School building unless they are attending class. In addition, part time students who do not have a 5th or 6th hour class will not be allowed in the lunchroom.
- Part time seniors (second semester) who end their day with 5th or 6th hours and who have last lunch may leave before lunch.
- Part time seniors will receive no textbook/fee refund if they choose to take a part time schedule.
- Part time students will serve detentions at the same time that all students are required to serve detentions.
- Students may not take required core classes independent study. This would include any required language arts, math, science, or social studies courses.
- Students must be enrolled in five classes of full unit weight in order to participate in any KSHSAA sponsored activity. These activities include all sports, cheerleading, debate, forensics, music festivals and contests, or scholar bowl. Students must also be enrolled in five classes of full unit weight to participate in the musical, or to be eligible for Snowball king or queen.
- Part-time students may decide whether or not they want to participate in Career and Life Planning period; however, it is an “all or none” decision. Part time students must choose to come to CaLP each time it is held, or to not attend CaLP at all. The exception would be a part time student enrolled in both 1st and 5th hours. That student is required to attend CaLP. Students may also attend with a gold pass from a teacher.
- Part time students will have the opportunity to participate in the May Commencement exercises, providing they are in good standing.
- Part time students will be eligible for the high honor roll if they are enrolled in a minimum of 5 classes of full unit weight.
- All students are responsible for reading the daily bulletin sometime during each day because it may be read aloud when they are not at school. It contains important information for which they will be held responsible whether they hear it read or not.

## **COMMENCEMENT SPEAKERS**

Any seniors who are interested in earning the privilege of being a commencement speaker should submit a copy of their commencement addresses to a building administrator by April 15th. A faculty committee will make the final selections.

# **General Information**

## **ANIMALS IN THE SCHOOL**

[Policy ING](#)

## **BACKPACKS**

In order to keep aisles clear, backpacks should be directly under desks or in a teacher-approved area.

## **DAILY BULLETIN**

All students are responsible for reading the daily bulletin sometime during each day because it may be read aloud when they are not at school. The daily bulletin contains important information for which they will be held responsible whether they hear it read or not.

## **FIRE AND TORNADO DRILL PROCEDURES**

Fire and tornado drill procedures are posted in every classroom. Students need to note appropriate exits and traffic patterns for each drill. Wheelchair-bound or otherwise handicapped students not capable of going downstairs should proceed to the vault for a tornado drill.

## **FOOD AND DRINK**

No food or drink is allowed in the library or auditorium. Teachers will decide if food or drink will be allowed in their classrooms.

## **INFORMATION ON ASBESTOS**

The Environmental Protection Agency required schools to look for asbestos building materials during 1988. Seaman USD 345 conducted such an inspection and completed an Asbestos Management Plan. Although most schools in our district have asbestos building material, it does not pose a health problem at this time. The district has taken the necessary steps and precautions to ensure safety. The management plan for each building contains detailed information regarding inspections, re-inspections, results of inspections, location(s) of asbestos building materials, and other management procedures that ensure the maintenance of any asbestos in a harmless state. More detail is available in both the school offices and the district central office. The public may view the asbestos plan documents and/or visit with Jason Golder, the Seaman USD 345 Designated Asbestos Person.

## **LOCKERS**

Any student may request a locker. Lockers should not be shared. Lockers should be kept neat and locked. A malfunction of lock or locker should be reported to the office immediately. The school is not liable for losses from lockers. Do not keep valuables or money in lockers. Students are not allowed to go to lockers or be in the academic wing of the building until fifteen minutes before school starts in the morning. School officials have the right to inspect lockers without any prior notice.

## **POSTERS**

All posters and bulletins to be placed in the school must have administrative approval or club sponsor approval PRIOR to posting.

## **PUBLIC INFORMATION**

Seaman High School will furnish students' names and addresses to any college, university, or military recruiter which requests such information. Students who wish to have their names eliminated from the list must notify their counselor by the 15th day of the new school year.

## **RESIDENCY POLICY**

Any student who lives in the district may attend Unified School District #345. No new students will be accepted from outside the district unless by approval of the superintendent. The only exception to this policy regards students residing with an adult who is a "person acting as a parent," per BOE policy. (Please see an administrator if this is applicable.) Students moving outside the district may finish the semester in which they are enrolled. Senior students who start school in the Seaman district may finish the school year if parents request attendance at Seaman. New students must present written proof of residency or residency of "person acting as a parent" before attending school.

## **SCHOOL BUSES**

State laws and regulations require that pupils transported in a school bus are under the authority of the driver and are to obey his/her instructions. "Continued disorderly conduct, or persistent refusal to submit to the authority of the driver shall be sufficient reason for refusing transportation to any pupil." Questions concerning bus routes should be directed to [Transportation](#) at (785) 286-8440.

## **STATEMENT OF NON-DISCRIMINATION**

Students, their parents/guardians, and the employees of Unified School District #345 are hereby notified that this school district complies with the Americans with Disabilities Act of 1990, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and Title VI of the Civil Rights Act of 1964. Board of Education policy prohibits discrimination on the basis of sex, handicap, age, race, creed, color or national origin in district programs and activities.

Any person having inquiries concerning Unified School District #345's compliance with the policies is directed to contact the following designees who coordinate the district's efforts to comply. Title IX - Marty Nienstedt, phone 575-8600; Rehabilitation Act of 1973 and Title VI - Dedra Raines, phone 575-8670. Offices of both coordinators are located at 901 West Lyman Road, Topeka, KS 66608.

## **STUDENT RESTRAINT POLICY**

The Seaman Board of Education is committed to limiting the use of Emergency Safety Interventions ("ESI"), such as seclusion and restraint, with all students. The board of education encourages all employees to utilize other behavioral management tools, including prevention techniques, deescalation techniques, and positive behavioral intervention strategies.

Seaman's Emergency Safety Intervention (ESI) policy and resources are available on the district's website at: <https://www.seamanschools.org/common/pages/DisplayFile.aspx?itemId=24595919>



For more information regarding ESI, please contact the Seaman Special Services Director, 901 NW Lyman Road, Topeka, KS 66608, 785-575-8670.

# **Illnesses, Medication, & Immunizations**

## **ILLNESS AT SCHOOL**

Students who become ill during the school day will report to the school nurse. Ill students will not be dismissed from school without first seeing the nurse/ nurse para. If no one is available at home, students may rest in the clinic until someone can be reached. No oral medication will be given. An R.N. is in the building daily from 8:00 A.M. until 3:00 P.M. Students will not be excused if they spend sick time in a restroom if they have not first reported to an office. Freshmen who are ill should report to the nurse in the Freshman Center Office.

## **ADMINISTRATION OF MEDICATIONS**

The Superintendent shall be responsible, in conjunction with the school nurse, for developing rules and regulations governing the administration of medication, prescription and nonprescription, including emergency protocols.

## **MEDICATION**

When students are required to take medication at school, staff that observe or store the medication must observe the following rules:

1. Any medication that can be administered at home should be, unless the physician prescribes otherwise.
2. Prescription medicine must be in the original container and be prescribed to the student by a physician. A permission note must accompany the medicine from the parent that, also, contains the amount of medication being sent to school.
3. Non-prescription or "over-the-counter" medications, such as acetaminophen or ibuprofen, should be in the original container and must be accompanied by a permission note from the parent. If school personnel note misuse, a physician's order may be required.
4. Parents or legal guardians may choose to come to school to administer the medication.
5. The school nurse shall be informed of all new medications.

Because schools do not administer medications, the school personnel will only observe and record that the medication was taken. Violation of this policy will result in disciplinary action.

## **KANSAS CERTIFICATE OF IMMUNIZATIONS**

In accordance with the Kansas Statute 72-5209 (amended 1994), all students must have a Kansas Certificate of Immunization on file. This certificate must show that the student is currently immunized. The Seaman District abides by the Immunization Law and will notify parent/guardian if further

immunizations are needed. Those students who are not current with their immunizations may be excluded from school according to the law.

# Student Behaviors & Expectations

## Bus Responsibility

- Follow adult directions and bus procedures
- Report all bullying and unsafe behavior
- Use Self-control (appropriate language)

## Bus Rigor

- Keep bus clean
- Remain seated
- Use indoor voice

## Bus Respect

- Be kind and respectful to the bus driver
- Respect peers on the bus

## Classroom Responsibility

- Follow classroom policies and procedures
- Treat school property with respect
- Report bullying and unsafe behavior
- Exercise self-control

## Classroom Rigor

- Enroll in challenging courses
- Complete quality work on time
- Be an active and engaged learner

## Classroom Respect

- Be considerate of others' opinions
- Collaborate and problem-solve with others
- Use classroom voice level

## Hallway Responsibility

- Keep your hands and feet to yourself
- Keep traffic flowing
- Report bullying, PDA and unsafe behavior
- Keep locker combinations private

## Hallway Rigor

- Keep locker and bay area clean
- Be on time to class
- Be aware of your surroundings/keep traffic flowing

## Hallway Respect

- Problem solve disagreements peacefully
- Use appropriate language

- Be aware of your surroundings

#### School Events Responsibility

- Keep the facilities clean
- Create a welcoming and safe environment for all

#### School Events Rigor

- Display school spirit
- Attend and be involved with events
- Follow school policies and procedures

#### School Events Respect

- Display good sportsmanship (follow Rule 52)
- Be courteous with all
- Win with character and lose with dignity

#### Cafeteria Responsibility

- Follow lunchroom procedures
- Report all bullying and unsafe behavior
- Clean up after yourself

#### Cafeteria Rigor

- Use appropriate volume and language
- Create a welcoming environment for all

#### Cafeteria Respect

- Engage in positive social interactions
- Use your manners
- Show lunch and maintenance staff respect and appreciation

#### Restroom Responsibility

- Report all bullying and unsafe behavior
- Flush the toilet every time
- Wash your hands with soap

#### Restroom Rigor

- Keep restroom clean and graffiti-free
- Use bathroom in timely manner

#### Restroom Respect

- Problem-solve disagreements peacefully
- Keep restroom clean and graffiti-free
- Respect privacy

#### Technology Responsibility

- Follow teacher instructions
- Use only your computer and keep logins and passwords private
- Report any technology misuse, damage or loss immediately

#### Technology Rigor

- Use your computer appropriately every day

- Keep computer clean, charged and in its case
- Follow AUA Guidelines

#### Technology Respect

- Practice good Digital Citizenship
- Keep all communication respectful
- Ask before taking a photo or video of others

## **DISCIPLINARY POINT SYSTEM**

Secondary schools in the Seaman District use a discipline point system. If a student violates school rules they will be subject to consequences such as receiving detention, in-school suspension, out-of-school suspension, or expulsion. However, violations can also carry a point value.

- A student who accumulates 24 points may be recommended for long-term suspension (11 to 90 school days) from school, with the potential loss of class credit.
- When a student accumulates over 18 points and does not receive any more points for the next calendar month, 2 points will be taken off their point total. In these cases, however, a student's total points will not fall below 18.
- Students returning from a long-term suspension, within the same school year, will return with the same number of points in which they left.
- Students who transfer to another school district and return to SHS later in the school year will re-enter Seaman with the same number of points with which they left.
- Once a student accumulates 12 disciplinary points, parents will be notified of the situation in writing.
- Any student who is provided support through an IEP will have a meeting scheduled once they have accumulated 12 points.

\*Administration may, at their discretion, modify point values based on the severity of the offense. Administration may also assign points as necessary to non-stated offenses.

## **DETENTION POLICY**

20-minute detentions will be served from 7:30-7:50 a.m. OR 3:15-3:35 p.m.

50-minute detentions will be served from 7:00-7:50 a.m. OR 3:15-4:05 p.m.

Afternoon detentions will be held on Monday and Wednesday afternoons.

Morning detentions will be held on Tuesday and Thursday mornings.

- Detention will be served on the assigned date.
- Students not attending, or arriving late to, or being dismissed from an assigned 20 minute detention will serve a 50 minute detention and receive the corresponding number of points. 1 point.
- Students not attending, or arriving late to, or being dismissed from an assigned 50 minute detention will receive a Friday school, and the corresponding number of points. 2 points.
- Absences from assigned detention due to illness will not relieve students from fulfilling required time.
- Transportation is the responsibility of the student.
- Detention policies will be posted and must be followed by students.

- The front doors entering into the main hallway remain locked until 6:30. Students arriving for detention should enter through the commons area or north doors and proceed to the detention room.
- Students will not be excused from any assigned detention or Friday school in order to participate in extracurricular activities or work.
- Students are expected to bring materials to read or work on during detention.

## **FRIDAY SCHOOL**

Friday School is a structured setting where students are allowed to work on school work under the supervision of a staff member. Friday School will be held from 3:15 pm. until 6:00 pm in room 902. Students being assigned a Friday school may choose from one of the next two available Fridays. Students who miss or are dismissed from an assigned Friday School will receive one day of ISS and 3 points or will be reassigned Friday School and 3 points at the administrator's discretion. Students will not be excused from any assigned detention or Friday school in order to participate in extracurricular activities or work.

## **IN-SCHOOL SUSPENSION**

ISS is an alternative to removing students from the school setting because of behavioral problems or violation of certain school rules. Under the ISS Program, students are provided the opportunity to continue their school work. At the same time, they lose their privileges to socialize with the student body.

- Students will stay in the same room all day and eat their lunches there.
- Students who receive ISS will receive 3 points per day.
- Absence from ISS due to illness or other emergency reasons will not relieve the students from fulfilling their required time.
- Guidelines will be posted and students will follow these rules or face possible OSS.

## **OUT OF SCHOOL SUSPENSION**

- Administrators may suspend any student from school for cause, subject to review by the Board of Education.
- Students who receive OSS will receive 4 points per day.
- Students who are suspended from Washburn Tech will receive the same consequences as when suspended from SHS.
- Students who are suspended/expelled may not attend school activities (on or off campus). Students who are suspended are not permitted on school property at any time during the suspended period.
- SHARP students receiving OSS will lose SHARP privileges for that semester.

Requests to participate in commencement for seniors who are long-termed their second semester, and are attending Pleasant Hills Learning Center, will be considered by the administration based on meeting the following criteria:

- maintain satisfactory attendance according to PHLC administration
- no major discipline issues at PHLC
- successfully complete/pass all required graduation requirements

## JDD Board Policy for Suspension and Expulsion of Student

\*\*This is not a complete list, it is impossible to list every infraction that could possibly occur.

### **DISCIPLINARY POINT VALUES AND BEHAVIORS**

Incident Type, Point Value, Consequence Continuum

**Academic Dishonesty/Cheating:** 2 points, Partial or complete loss of credit

**Alcohol (use/possession):** 12 points, 3 days OSS

**Bus Violation:** 0-5 points, Possible points/loss of transportation; Privilege per transportation handbook

**Bullying:** 2-24 points, Restorative/Detention/ISS/OSS - per USD345 bullying Procedures Handbook

**Cell Phone/Electronic Device:** 1+ points, detention/Friday school

**Computer/Network Violation:** 1-3, points detention/ISS/loss of privileges

**Disrespect to Staff:** 2+ points, restorative/detention/ISS/OSS

**Dress Code:** 1+ points, warning/detention

#### **Fighting**

- Horseplay: 1-3 points, Detention
- Shoving: 3-9 points, ISS
- Inciting a fight: 4-12 points, OSS
- Taking/posting videos/photos of fight: 4-12 points, OSS
- Punching/Slapping (1st offense): 4-20 points, OSS
- Punching/Slapping (2nd offense): 20 points, 5 days OSS pending expulsion hearing
- Battery (1st offense): 20 points, 5 days OSS (refer to law enforcement)
- Battery (2nd offense): 20 points, 5 days OSS pending expulsion hearing (refer to law enforcement)

**Fireworks/Explosives:** 24. points, OSS pending expulsion hearing

**Harassment:** 2-24 points, restorative/detention/ISS/OSS

**Illegal Drug Violation; Possession/Use/Distribution:** 24 points, OSS pending expulsion hearing

#### **Inappropriate Behavior**

- Inciting inappropriate behavior, 1-2 points, detention/Friday school
- Inappropriate Behavior, 1-2 points, detention/Friday school
- Office Referral, 2 points, detention/Friday school/ISS

**Loitering:** 1+ points, detention/Friday school/ISS

**Lunchroom Violation:** 2-12 points, detention/ISS/OSS

**Pass Violation:** 1-3 points, detention/Friday school

**Public Display of Affection:** 1-3 points, warning/detention/ISS

**Parking Lot Violation:** 1-3 points, detention/citation/loss of privileges

**Theft/Possession of Stolen Property:** 3-12 points, ISS/OSS

**Threats:** 4-12 points, restorative/detention/ISS/OSS/expulsion hearing

#### **Tobacco/Vaping violations**

- Possession of Lighter: 2 points, Detention
- Possession of tobacco/vape: 3 points, Friday school (additional offenses TBD by admin)
- Usage (1st offense): 5 points, Friday school/1 day OSS/21-day Parking & Activities Suspension
- Usage (2nd offense), 8 points, 2 days OSS/90-day Parking & Activities Suspension
- Usage (3rd offense), points TBD, TBD by admin/180-day Parking & Activities Suspension

**Unexcused absence:** 1-4 points, detention/ISS

**Vandalism:** 2-12 points, restorative/detention/Friday school/ISS/OSS

#### **Weapons**

- Weapon: 24 points, OSS pending expulsion hearing
- Pocket Knife: 12 points, confiscate/OSS

## ACADEMIC DISHONESTY & CHEATING

As members of an academic community, students and faculty have the responsibility to foster and maintain academic honesty. Academic dishonesty is a serious violation of the trust upon which an academic community depends. Not being aware of the examples listed below or other forms of cheating will not be considered a valid excuse or defense. If a student is ever in doubt about an issue of academic honesty, the student should consult with his instructor, counselor or assistant principal.

- **Academic Integrity:** respecting and upholding the school's academic rules and submitting work that reflects a student's own efforts.
- **Cheating:** attempting to use prohibited materials, information, or study aids in any academic exercise (e.g. Googling an answer or asking a friend for an answer)
- **Plagiarism:** stealing or passing off the ideas or words of another as one's own without crediting the source
- **Collusion:** unauthorized collaboration with another person in preparing academic assignments

## BUS BEHAVIOR

Students referred to administration by bus drivers for inappropriate behavior may receive discipline points as determined by their administrator.

[USD 345 District Transportation Student/Parent Handbook](#)

## DRESS CODE

Board policy states that neatness, decency, and good taste are guidelines of the district dress code. Students must dress in a manner that is not obscene, offensive, or substantially or materially disruptive to the learning environment. Apparel that is sexually suggestive, promotes violence, illegal activities, drugs, alcohol, and/or tobacco; or is determined to be gang-related is prohibited.

Student apparel and grooming must also meet requirements of any courses which are part of the approved curriculum in which they are enrolled.

Traditional tribal regalia or objects of cultural significance shall not be prohibited at a public event.

Universal dress code for school days and school activities at USD #345 secondary schools:

- Health standards require that shoes are to be worn at all times.
- Decency and good taste are required.
  - a. Clothing that promotes disruptive and demoralizing values, which are inconsistent with and counter-productive to education and/or containing symbols and words that are patently contrary to the school's educational mission may not be worn.
  - b. Symbols representing hate groups, such as Confederate flags and swastikas, will not be allowed.

## **ELECTRONIC DEVICES**

We recommend electronic devices not be brought to school. The school is not responsible for the loss or theft of personal electronic devices.

- Electronic devices may be used during passing periods and during lunch as long as they do not cause a disruption. They should be turned off at all other times and placed in school authorized phone holders.
- Electronic devices not issued by the district and laptops (whether wireless or Ethernet) or any device used to access the district's network are prohibited unless permission is granted from the administration. Students should have no expectation of privacy of communication if using the handheld device during the school day.
- School telephones are available in the office for urgent/necessary phone calls.
- Students who solicit, possess, or disseminate sexually suggestive or inappropriate electronic messages and images via electronic device during the school day or school activity will be investigated by administration. Students may receive up to 5-10 days OSS, 24 points, and a long-term suspension per incident. Other policy violations may apply. District and local law enforcement will be notified as an offense of this nature could constitute possession and/or distribution of child pornography or violate other state statutes. This may also be considered a crime of electronic solicitation.
- Students should not possess laser devices at school. Laser devices will be confiscated.
- Messaging on any electronic device during inappropriate times will be treated as a cell phone violation.

### **Electronic Devices Code of Conduct**

1. I understand carrying an electronic device is a privilege and not a right.
2. I understand that each teacher has the right to create their own handheld device user policy within their classroom, and I will follow those rules. Failing to follow classroom policies can result in disciplinary action. The use of any handheld device, including video recording, during any type of exam or class work without teacher approval will be considered cheating and the school's policy on cheating will apply.
3. I can use the device during passing periods and during lunch as long as I am not tardy to class or creating a disruption.
4. I understand that during lunch I cannot use the device to contact students in class.
5. I understand that camera phones of any kind cannot be used in locker rooms, restrooms, or any location that would violate another's privacy.
6. I understand that if I take a photo/video, which violates another's privacy, I could face both school punishment and/or criminal charges.
7. I understand by calling/texting another student with threats, etc. I could face criminal charges and/or school consequences.
8. I understand that any violation of this agreement will result in disciplinary action as outlined in the student handbook for cell phones and other electronic devices

## **FIGHTING**

School safety is the responsibility of all members of the school community. Therefore, bystanders of a fight or students who encourage a fight may face school consequences.

*Based on the severity of the offense, administration has the right to adjust the stated consequence.*



## **INAPPROPRIATE BEHAVIOR**

Students are expected to exhibit behavior that is conducive to a learning environment and are consistent with the behaviors outlined in the Seaman High School Behavior Matrix. Behaviors inconsistent with these expectations may result in consequences.

## **LOITERING IN RESTROOMS**

Students should not spend time in bathrooms other than utilizing the facilities. Students who are found loitering in restrooms will be subject to school discipline.

## **LUNCH/CAFETERIA RULES**

Seaman has a closed lunch hour. Students are not allowed to leave the school grounds unless the school nurse releases them due to illness. It is recommended that parents keep their students' accounts up to date.

- Students who eat first lunch must report to their classrooms prior to going to lunch. All bags must be in the classroom and students will be released to the lunchroom when the tardy bell rings.
- Students are responsible for their own clean-up.
- Students are to remain in the commons area during lunch with the exception of going to the bank.
- Outside visitors will be allowed during lunch if a student completes a request form and submits it to an assistant principal for approval by 8:00 am of that day. Visitors are limited to Seaman graduates or parents/guardians. Students may have only one student visitor per week.

Lunchroom violations that could result in consequences:

- Not cleaning up and/or returning tray
- Throwing food
- Leaving lunchroom without permission

## **PASS VIOLATIONS**

Students are expected to be in class unless they have an eHallpass that is approved by a teacher.

## **PUBLIC DISPLAYS OF AFFECTION**

Parents of students who are involved in public displays of affection will be informed by the school, and appropriate disciplinary action will be taken based on the incident. Holding hands is permissible. Any other public display of affection is not acceptable.

## **PARKING LOT REGULATIONS AND SEARCH OF VEHICLES**

By entering the parking lot area, the person in charge of any vehicle consents to search of the entire vehicle and its contents by school officials or police officers upon reasonable suspicion of violation of school policy or law. Driving to school is a privilege extended to sophomores, juniors, and seniors. Freshmen are not allowed to drive on school property. Students can lose that privilege for not abiding by the following regulations:

- Must be a participating member of the Random Drug Testing Policy
- All vehicles must have a SHS parking permit hanging on the rearview mirror. Permits cost: \$20
- Students must park in assigned parking spaces. Students are not allowed to park in the Optimist parking lot.
- The speed limit is 10 mph.
- Students will observe safe driving practices.
- Students will enter school promptly upon arrival and exit immediately after school via appropriate exits.
- Violations may result in citations in the form of detentions or fines. Fine schedule for violations is listed below
- Students may not return to their cars until they are through for the day unless they obtain a special pass from the office.
- Moving violations, including reckless driving, will be dealt with much more severely.
- Student concerns dealing with parking lot accidents/problems should be referred immediately to the School Police Officer or School Resource Officer.

## **SPORTSMANSHIP- RULE 52**

In accordance with the Kansas State High School Activity Association's requirement to encourage and enforce good sportsmanship, we ask that all students and fans assist us by abiding by Rule 52:

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

*Students/fans who violate Rule 52 or who display any type of sportsmanship may be ejected from the activity and may be subject to losing the privilege of attending future school activities, as well as other disciplinary actions.*

## **STAFF RESPECT**

Students are expected to give respectful attention and appropriate responses to the requests and directives of all teachers, administrators, security officers, custodians, secretaries, or other staff members. Students are required to give their names to staff members upon request.

## **THEFT AND/OR POSSESSION OF STOLEN PROPERTY**

Each case will be investigated on an individual basis. The School Resource Officer and School Police Officer will be notified.

## **THREATS, BULLYING AND HARASSMENT**

### **Threats**

Threats against an individual (such as threats due to racial and/or ethnic identity, gender, LGBTQ+) including, but not limited to physical attacks will be investigated. Threats made by students toward other students, faculty, staff, or administration will not be tolerated. All threats (including “veiled” or implied threats) will be taken seriously, and violators will be subject to suspension or expulsion, depending upon the severity of the threat. Students must not make threats in jest, as they will be treated as actual threats, and disciplinary action will be taken. Students receiving suspensions for making threats may be requested to undergo an evaluation by a mental health professional.

Assault and/or Battery (as defined by state statute)

### **Bullying**

In keeping with Kansas Statute KSA 72-6147, bullying will not be tolerated. Bullying means: Any intentional gesture or any intentional written, verbal, electronic or physical act or threat that is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for a student or staff member that a reasonable person, under the circumstances, knows or should know will have the effect of:

- Harming a student or staff member, whether physically or mentally
- Damaging a student or staff member’s property
- Placing a student or staff member in reasonable fear of harm to themselves
- Placing a student or staff member in reasonable fear of damage to their property

### **Cyber/Social Media Bullying**

Cyber Bullying is bullying by use of any electronic communication device through means including, but not limited to, email, instant messaging, text messages, blogs, mobile phones, pagers, online games and websites.

Some of these include:

- A threatening email
- Nasty instant messaging sessions
- Repeated notes sent to a cell phone
- A website set up to mock others
- “Borrowing” someone’s identity and pretending to be them while posting a message
- Forwarding supposedly private messages, pictures, or video to others

### **Prevention of Cyberbullying/Social Media Bullying**

There are prevention techniques that you can use to avoid being bullied online. These techniques can also help protect you from online predators:

- You should never give out private information such as passwords, pins, name, address, phone number, school name, or family and friends’ names. This information can be used by bullies and other harmful people on the Internet. Don’t even reveal your password to your friends. They might reveal it or use it against you in a fight.
- Don’t exchange pictures or give out email addresses to people you meet on the Internet. Ask permission from parents when it is necessary to give such information.
- Don’t send a message when you are angry-it’s hard to undo things that are said in anger.
- Never open, read, or respond to messages from cyber bullies.

- Do not erase the messages. They may be needed to take action.
- When something doesn't seem right, it probably isn't. Get out of the site, chat room, etc.
- Realize that online conversations are not private others can copy, print, and share what you say or any pictures you send
- If you are being bullied, tell a trusted adult and keep telling them until they take action.
- If you are threatened with harm, call the police.

### **Consequences of Cyberbullying**

Students who participate in cyber-bullying may face disciplinary consequences at school. Even though the actual infractions may occur away from school, the effects of what has been done may have a direct impact at school.

Depending upon the severity of the action, the follow consequences could take place:

- Notification of parents/guardians
- Detention or In school suspension

In severe cases, students may face discipline including the possibility of out of school suspension.

### **Harassment**

The USD #345 School District is committed to providing a school environment that is free of all forms of harassment, including racial/ethnic identity, gender, LGBTQ+ harassment. Harassment includes verbal abuse, physical threats, and visual displays. Harassment of or by any district student will not be tolerated. Violations of this policy will result in disciplinary action.

Any individual who reports harassment will not be retaliated against for making a report. Complaints will be handled as quickly, confidentially, and fairly as possible.

Harassment is conduct which has the effect of creating, in a reasonable person, an intimidating, hostile, or offensive educational or work environment and may take the following form:

- **Comments:** Demeaning comments directed at an individual or an individual's group, including, but not limited to slurs, jokes, insults, and name-calling.
- **Written Material:** Written material which directly degrades an individual or an individual's group including, but not limited to graffiti, notes, epithets, computer bulletin entries, etc.
- **Visual Displays:** Displays which create a hostile, intimidating and/or demeaning school environment including but not limited to pictures, posters, cartoons, and/or written material.
- **Defacing of Damaging Personal Property and/ or School Property:** Any incident involving the defacing and/or damaging of property belonging to an individual or the school that intimidates or harasses the individual shall be dealt with as a hostile and or demeaning act.
- **Threats:** Threats against an individual including, but not limited to physical attacks.

### **Sexual Harassment**

Sexual harassment will not be tolerated in the school district. Sexual harassment of employees or students of the district by board members, administrators, certificated and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

It is a violation of this policy for any employee to sexually harass a student, for a student to sexually harass another student, or for any employee to discourage a student from filing a complaint or to investigate or refer for investigation, any complaint lodged under the provisions of this policy.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written or physical conduct of a sexual nature when made by any student to another student when: (1) submission to such conduct is made, explicitly or implicitly, a term or condition of the individual's education; (2) submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual; or (3) such conduct has the purpose or effect of interfering with an individual's academic or professional performance or creating an intimidating, hostile or offensive academic environment. Sexual harassment may include, but is not limited to: verbal harassment or abuse; pressure for sexual activity; repeated remarks to a person, with sexual or demeaning implication; unwelcome touching; or suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning a student's grades, participation in extracurricular activities, etc.

When acts of sexual harassment or other violations of this policy are substantiated, appropriate action will be taken against the individual.

Enforcement: Any student who believes that he or she has been subjected to sexual harassment should discuss the alleged harassment with the principal, guidance counselor, or another certified staff member. If the matter is not resolved to the satisfaction of the student, the student may initiate a complaint under the district's discrimination complaint procedure.

The filing of a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status nor will it affect grades, future employment or assignments. Confidentiality will be maintained throughout the complaint procedure.

### **Disability Harassment**

Disability Harassment is unlawful discrimination on the basis of disability under Section 504 of the rehabilitation Act of 1973 and the Americans with Disabilities Act.

## **VANDALISM**

Students who deliberately damage, deface, or destroy school property will be subject to disciplinary action and restitution.

## **WEAPONS**

Students shall not possess, handle or transmit any object that can reasonably be considered a weapon on the school grounds including cars, etc. or off the school grounds at a school activity, function, or event. This includes any item being used as a weapon or destructive device, or any facsimile of a weapon.

Small pocket knives are considered weapons, but may or may not be considered weapons warranting expulsion at the discretion of the building administration.

Students expelled or long-term suspended for weapon possession will have this information relayed to law enforcement authorities.

## **ALCOHOL, DRUG & TOBACCO RESPONSE**

**The following policy addresses possession of or individuals under the influence of tobacco, e-cigarettes, vaping devices, narcotics, alcohol, illegal drugs, and prescription abuse on district grounds or at district activities.**

USD 345 district facilities are drug, alcohol, and tobacco free zones. Students will not possess, use, be under the influence of, sell/intend to sell an illegal substance or paraphernalia in the school building, on school grounds, or at any USD 345 school activities. Consequences for these violations can be found on the second page of this policy.

### **Violations**

Seaman High School and Seaman Middle School will follow the Kansas Highway Patrol Drug Recognition Policy procedures when they feel that a student is actively under the influence of an illegal drug. High School administrators, nurses, and security personnel receive training to administer these programs. Information may be relayed to law enforcement authorities. Seaman High School and Seaman Middle School will comply with The Shawnee County Sheriff's Office regarding the detaining of juveniles who are intoxicated, possessing cereal malt beverage or alcoholic liquor, or possessing controlled substances.

Seaman High School and Seaman Middle School reserve the right to randomly use a breathalyzer for students participating in school activities including, but not limited to, school dances.

### **Prevention and Resiliency Services (PARS)**

Prevention and Resiliency Services provides drug and alcohol evaluations and education for youth and adults referred by schools, courts, therapists, community agencies, and families to assist and empower them to make a healthy change. Students found in violation of the Seaman High/Middle School Drug and Alcohol Policy may be referred to PARS to receive assessment and services. PARS will provide a written summary of the assessment, recommendations, and progress to school officials.

### **Partnering With the Shawnee County Sheriff's Department**

To assist in maintaining a safe learning environment, the school may utilize the Shawnee County Sheriff K-9 Unit, or other certified K-9 Units, throughout the course of the school year to conduct unannounced sweeps of the school building, property inside of the school building, and vehicles in school parking lots. The use of K-9 sweeps is a less intrusive way of attempting to reduce the presence of tobacco, e-cigarettes, vaping devices, narcotics, alcohol, and other illegal drugs, for the protection of all students, staff, and visitors who may enter the school zone. This includes, but is not limited to, school lockers, parking lots, backpacks, and locker rooms.

### **Exceptions:**

Use of a drug authorized by a medical prescription from a registered physician shall not be considered a violation of this rule so long as a student's use is in accordance with label directions. Students who take prescription drugs at school must check in with the nurse's office, where all medication will be kept.

### **Possession of Tobacco and Tobacco/Vaping Paraphernalia**

Offense #1: 1 Friday School, 3 points, Reported to SRO for ticketing

Multiple Offenses: Detention/Friday School TBD, Points TBD, Reported to SRO for ticketing

### **Consumption of Alcohol and/or Tobacco/Vaping Products**

Each offense includes confiscation of paraphernalia, a referral to the PARS program, and being reported to the SRO for ticketing. The student/family will be responsible for costs associated with the recommendations from PARS, and the results of an assessment from PARS must be received by administration on or before 21 days from the infraction in order for parking and activities consequences to be lifted.

### **Self-Reporting (1x option)**

- A student or parent/guardian may self-report alcohol/drug usage any time prior to being contacted for questioning about alcohol/drug usage by a school official.
- The student may avoid some consequences by self-reporting.
- A subsequent violation will count as a second offense.

### **Smoking, Vaping, Chewing Tobacco**

#### **Offense #1**

- 1 day OSS
- 1 Friday School
- 4 points
- 21 calendar day suspension of parking privileges OR The student will follow the PARS recommendations in order to regain parking privileges.
- 21 calendar day suspension from activities and events OR The student will follow the PARS recommendations in order to remain eligible for KSHSAA and USD 345 activities and events.\* Students will not be allowed to participate in competition until notification of completion of PARS assessment is received by an administrator. Coaches/sponsors may add additional consequences. \*This policy is not applicable for graded co-curricular events or competitions.

#### **Offense #2**

- 2 days OSS
- 8 points
- 90 calendar day suspension from parking privileges in the SHS parking lots.
- 90 calendar day suspension from participation or spectating beginning the day of the offense.

#### **Offense #3**

- TBD by Administrator
- 180 calendar day suspension from parking privileges in the SHS parking lots.
- 180 calendar day suspension from participation or spectating beginning the day of the offense.

### **Alcohol**

#### **Offense #1**

- Minimum 3 days OSS; Minimum 12 points
- 21 calendar day suspension of parking privileges OR The student will follow the PARS recommendations in order to regain parking privileges.
- 21 calendar day suspension from activities and events OR The student will follow the PARS recommendations in order to remain eligible for KSHSAA and USD 345 activities and events.\* Students will not be allowed to participate in competition until notification of completion of PARS assessment is received by an administrator. Coaches/sponsors may add additional consequences. \*This policy is not applicable for graded co-curricular events or competitions.

#### **Offense #2**

- Minimum 3 days OSS
- Minimum 12 points
- Recommended for Long Term Suspension Hearing
- 90 calendar day suspension from parking privileges in the SHS parking lots.
- 90 calendar day suspension from participation or spectating beginning the day of the offense.

#### **Offense #3**

- 180 calendar day suspension from parking privileges in the SHS parking lots.
- 180 calendar day suspension from participation or spectating beginning the day of the offense.

### **Narcotics, Over the Counter Medication Abuse, and Other Illegal Drugs**

Drug Violations: Drug violations, including possession, intention to sell, or the transmission of drugs, and being under the influence will result in 24 points and a short-term suspension with a recommendation for long-term suspension or expulsion. A ban from all KSHSAA and USD 345 activities and events will occur for the duration of the suspension or expulsion.

# **Extracurricular Activities**

Please review the following pages for information and policies regarding Extracurricular Activities at Seaman High School.

## **ATHLETIC PHYSICAL EXAMINATION**

Before any student may compete in any interscholastic sport or cheerleading they must have a Physical Examination, Assumption of Risk, Concussion, and Medical Consent form must be on file in the SHS athletic office.

## **KSHSAA ELIGIBILITY**

The KSHSAA requirements are:

- A. An individual must be enrolled in at least five subjects of unit weight.
- B. An individual must have passed five subjects of unit weight the previous semester.
- C. An individual must not be nineteen years of age on or before August 1.
- D. An individual must be in good standing with the school.
- E. An individual must be a participating member in the district's Random Drug Testing Program.

## **ATHLETICS AND ACTIVITIES**

### **KSHSAA sponsored Extracurricular Activities**

- Band
- Orchestra
- Band Auxiliary Dance
- Scholar's Bowl
- Baseball
- Soccer - Boys/Girls
- Basketball- Boys/Girls
- Softball Student Council
- Bowling- Boys/Girls
- Student Council
- Cheerleading



Swimming/Diving - Boys/Girls  
Choir-Show/Concert  
Tennis - Boys/Girls  
Cross Country - Boys/Girls  
Theater  
Debate  
Track - Boys/Girls  
Football  
Unified Bowling - Coed  
Forensics  
Vikette Dance Team  
Golf - Boys/Girls  
Volleyball  
Golf - Boys/Girls  
Wrestling - Boys/Girls

## **CLUBS AND ORGANIZATIONS**

Students are invited to participate in (some require tryouts) approved clubs, activities and organizations.

### **Non-KSHSAA Extracurricular Activities**

AMERICAN WELDING SOCIETY  
MODEL U.N.  
ART CLUB  
NATIONAL HONOR SOCIETY  
BOOK CLUB  
ROBOTICS CLUB  
CHAMBER CHOIR  
SADD  
CHESS CLUB  
SCIENCE CLUB  
CLOSE-UP  
SHARP COMMITTEE  
CRIME STOPPERS  
SHS BANK  
DUNGEONS & DRAGONS CLUB  
SPIRIT CLUB  
EQUITY ACTION NETWORK  
SVTV  
FCA  
TRI-M  
FFA  
VIKING BREW  
FISHING CLUB  
VIKING CREW  
GSA CLUB  
VIKING GAMERS  
INTERACT CLUB  
VIKING UNITED  
HISTORY DAY  
VIKING VOICES

JAZZ ENSEMBLE  
WORLD LANGUAGE CLUB  
KEY CLUB  
YOUNG INVESTORS  
MATH CLUB  
YOUNG REPUBLICAN/DEMOCRATS  
MOCK TRIAL

### **SCHOOL ACTIVITY/CLASS/SPORT T-SHIRT**

For a T-shirt to be considered “school approved,” the shirt must be approved by a class sponsor, activity sponsor, or a coach. The sponsor/coach must approve the exact design and then take it to the administration for final approval. Money will be collected in the SHS bank, and the sponsor will place the order.

- If this is done, then announcements may be placed in the daily bulletin, signs may be put up, and tables may be set up for sales during lunch. Any student who risks ordering shirts without going through these steps could be told that they cannot wear their T-shirts to school, sporting events, or activities if deemed inappropriate by the administration.

### **CANDIDATES FOR HOMECOMING AND SNOWBALL ROYALTY**

Any senior student who is in good standing and meets KSHSAA eligibility requirements and participates in extracurricular activities is eligible to become a candidate. The senior class will be given a list of all the seniors enrolled, and from that list, they will nominate five girls and five boys to be their Homecoming or Snowball royalty. The ten candidates will then be presented to the entire student body, who will select their top choices for King and Queen. If a senior fails to meet the eligibility requirements, his or her name shall be removed from the list.

### **DANCES**

1. All students, including outside dates, must present his or her ID at the door.
2. Students will park in the north lot, exit their vehicles immediately and enter the dance through the north doors.
3. Students who leave the dance will not be readmitted. The doors will be locked one hour before the end of the dance, and students will not be allowed to enter after that time.
4. Dress should be in good taste and appropriate conduct is expected. Students will leave the building and the parking lot immediately after the dance. There will be no loitering in the building or lot after the dance.
5. SHS students desiring to bring a non-SHS (outside) date to a school-sponsored dance must register their date by 3 p.m. on the Tuesday prior to the dance. In the case of the prom, outside dates also include SHS sophomores and freshmen. Ex-SHS students who were not in good standing when they exited SHS must be approved by an administrator. All outside dates must be accompanied during the dance by the SHS student who pre-registered them. SHS students are responsible for and will be held accountable for the actions of their dates during the dance. Outside dates must be at least a freshman in high school, but under the age of 21. All outside dates currently attending school must be in good standing with their host school. After their class has graduated, outside dates may not attend any dances if they were long-term suspended during their high school tenure.

### **TRANSPORTATION**

For all activities, students needing rides home are expected to have transportation awaiting them at the conclusion of each event.

## **EXTRACURRICULAR ACTIVITIES**

Participation in extracurricular activities is a privilege. School activities are a positive influence for students and the community. The expectation for all SHS students is to be lawful in the conduct of their daily lives. Students who voluntarily represent Seaman High School in various activities are held to a high standard of conduct. A student's representation of Seaman High School begins once he/she enrolls and henceforth includes weekends, summer months, and school holidays. Infractions are cumulative throughout each student's high school tenure.

## **RANDOM DRUG AND NICOTINE TESTING PROGRAM**

USD 345 district facilities are drug, alcohol, and tobacco-free zones. Seaman students in grades 7-12, who participate in KSHSAA-sponsored activities or obtain an SHS parking pass, will be subject to random drug testing. Additionally, students and their families may agree to opt-in their student to the Random Drug and Nicotine Testing Program at any time, regardless of activity participation or parking status.

The goal of the Random Drug and Nicotine Testing Program is to help guide students to refrain from the use of nicotine and illegal drugs.

### **Drug Testing Procedure:**

1. The Testing Facility randomly selects students to be tested from the eligible pool of students for testing throughout the school year.
2. The Principal or designee will clip a sample of hair from the student and place it in an envelope. The student will witness the sealing of the envelope, confirm their identification number, and verify accuracy by initialing the envelope.
3. The collected samples will be sent to the testing facility for analysis.
4. Parents/guardians will be contacted by the Principal or designee by phone and given the results of each test within two to three weeks of the hair sample submission.
5. Positive test results will result in a meeting with the student, parent/guardian, and the Principal or designee and require students to be tested two additional times in 90-100 day increments. Additional follow-up testing may be required per Administrative discretion.
6. A negative follow-up test result requires no further action, and the student's name will be returned to the random drawing pool.

Test results will be available only to the student, parents/guardians, and to school officials who have a legitimate educational interest in the student. Once a student has been tested and the results have been returned, their number is placed in the general pool for further random testing. Therefore, it is possible that a student may be tested more than once during the school year and several times during their years at SMS and SHS. If parents/guardians question the validity of the test results, they may request a second test be conducted on the same hair specimen at their expense. The Testing Facility uses a liquefying method for processing hair samples. To help ensure valid test results, students will designate any prescription medications and/or any supplements on the envelope that will be sent to the lab. Any student who refuses

to submit to a drug test after being randomly selected will be deemed a positive result and will follow the disciplinary actions outlined on the back of this page.

**Exceptions:**

Use of a drug authorized by a medical prescription from a registered physician shall not be considered a violation of this rule so long as a student's use is in accordance with label directions. Students who take prescription drugs at school must check in with the nurse's office, where all medication will be kept.

**Prevention and Resiliency Services (PARS)**

Prevention and Resiliency Services provides drug and alcohol evaluations and education for youth and adults referred by schools, courts, therapists, community agencies, and families to assist and empower them to make a healthy change. Students found in violation of the Seaman High School Drug and Alcohol Policy may be referred to PARS to receive assessment and services. PARS will provide confirmation of completed assessment and recommendations to school officials.

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Each positive test result includes a referral to the PARS program and the completion of two follow-up drug tests that will be scheduled in 90-100 day increments. The results of an assessment from PARS must be received by administration on or before 21 days from the date that the student and guardian(s) are notified of the positive drug test in order for the first positive test's suspension to be lifted after 7 days.

Additional follow-up testing may be required per Administrative discretion.

A positive follow up test will result in the student being moved to the next offense column and restarting the processes for that offense. Note that test results are cumulative over a student's 7-12 school years.

**Self-Reporting (1x Option)**

- Parking/KSHSAA/USD 345 Activities & Events: A student or parent/guardian may self-report alcohol/drug usage any time prior to being contacted for questioning about alcohol/drug usage by a school official. The student may avoid some consequences by self-reporting. A subsequent violation will count as a second offense.

**Positive Result #1**

- Parking: 21 days suspension from parking privileges or until notification that the PARS assessment is complete is received by an administrator
- KSHSAA/USD 345 Activities & Events: 21 calendar day suspension from participation or spectating beginning the day of notification of positive test. After 7 days' suspension from activities and events, students may participate with verification of completed PARS assessment as long as the student follows the PARS recommendations\*. Coaches/sponsors may add additional consequences. \*This policy is not applicable for graded co-curricular events or competitions.

**Positive Result #2**

- Parking: 90 calendar day suspension from parking privileges in SHS parking lots
- KSHSAA/USD 345 Activities & Events: 90 calendar day suspension from participation or spectating beginning the day of the notification of positive test

**Positive Result #3**

- Parking: 180 calendar day suspension from parking privileges in the SHS parking lots
- KSHSAA/USD 345 Activities & Events: 180 calendar day suspension from participation or spectating beginning the day of the notification of positive test

