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**WELCOME**

The Caney Valley Junior & Senior High School faculty, staff, administration and Board of Education would like to welcome you to a new school year. We have an excellent school system in Caney. We will continually strive to reach an even higher level of excellence. We encourage you to get involved in school-sponsored activities and clubs and to participate in your school. Make good use of the educational and activity opportunities we provide for you. This student handbook contains some valuable information. It is an effort to provide answers to questions you may have concerning your school. It is by no means a complete listing of everything associated with your school years in Junior and Senior High School give you an opportunity to obtain a vast amount of knowledge. We are willing to help you reach your goals. Your cooperation and a positive attitude will allow you to have a meaningful and rewarding experience at Caney Valley Junior/ Senior High School.

**Student Handbook Interpretation**

The Student handbook has been prepared as a guide and is not meant to be all inclusive of all "school policy." Interpretation of items in the handbook and those things that are not in the handbook shall be the responsibility of the building principal.

**Caney Valley School Song**

**STAND UP AND CHEER**

Stand up and cheer.  
Cheer loud and long for dear ole Caney  
.For today we raise,  
the red and blue above all others.  
The team now is fighting.  
And we are sure to win this game.  
We're sure to win! Rah! Rah!  
We're sure to win! Rah! Rah!  
For this is dear ole Caney's day!  
Rah! Rah! Rah!

**SCHOOL COLORS:** Red, White & Blue

**DISTRICT MISSION STATEMENT**

The mission of Caney Valley School District is to work with the community to provide a quality education for all students in a safe environment.

**USD 436 does not discriminate on the basis of race, religion, color, national origin, sex, age, or disability in employment or in access to or the use of its programs and activities.**

**BOARD OF EDUCATION**

Mr. David Deal, Mr. Kevin McIntosh,  
Mr. John Harmon, Mr. Colby Matthews  
Mrs. Darlene Sanders,  
Mr. Jason Crowe, Mr. Mark Artherton

**ADMINISTRATION**

**Mr. Danny Fulton..... Superintendent**  
Emporia State University, *BS*  
Wichita State University, *MS*

**Mr. Bill Ellis.....HS Principal**  
Pittsburg State University, *BS*  
Southern Nazarene University, *MS*

**Mr. Ron Oyler..... JH/Charter Principal**  
Pittsburg State University, *BS and MS*

**GUIDANCE**

**Mr. Brian Smith ..... Counselor**  
Pittsburg State University, *BS and MS*

**Activities/Athletic Director**

**Mr. Criss Davis.....AD**  
Activities/Athletic Director  
Physical Education and Driver's Education  
Tabor College *BS*

**SCHOOL NURSE**

**Mrs. Kristi Magee..... RN**  
Labette Community College  
School of Nursing,

## FACULTY

**Mrs. Brandy Bailey** ..... Language Arts  
Southwestern A/G University *BS*

**Mrs. Kathi Barlow** ..... Indian Ed.  
Emporia State University, *BS*

**Mrs. Teffany Brandon** ..... English

**Mrs. Lindsey Christian** ..... Math  
Oklahoma State University, *BS*

**Mrs. Cathy Estes** ..... Science  
Kansas State University, *BS*  
Pittsburg State University, *MS*.

**Mrs. Connie Griffin** ..... Spanish  
North Central College, *BS*

**Mrs. Debra Hiner** ..... Math  
Kansas State University, *BS*

**Mrs. Thelma Ivie** ..... Special Education  
Northeastern State University, *BS & MS*

**Mr. Sam Jabben** ..... Industrial  
Technology & Construction Technology  
Pittsburg State University, *BS*

Jason Klien ..... Social Studies  
The Kansas State University *BS*

**Mr. Josh Kristalyn** ..... Science  
Pittsburg State University, *BS*

**Mr. Dwayne Messner** ..... Vo-Ag  
Kansas State University, *BS and MS*

**Mrs. Jami Messner** ..... Music  
*Bethany College, BA*

**Ms. Allie Harvey** ..... Special Education

**Mr. Tom Nelson** ..... Journalism  
Pittsburg State University, *BS and MS*

**Mr. Craig Newby** ..... Social Science  
Missouri Southern State College, *BS*  
Pittsburg State University, *MS*

**Mrs. Julie Newby** ..... English

**Mrs. Wendy Oyler**.... Library/Media Specialist,  
Oklahoma Wesleyan University, *BS*

**Mr. Robert Osburn** ..... Math  
Southwestern College, *BS*

**Mrs. Hannah Puckett** ..... Art  
Rogers State University, *BS*  
Pittsburg State University, *MS*

**Mrs. Amanda Rains** ..... Social Science  
Benedictine College, *BS*  
Pittsburg State University, *MS*

**Mrs. Jennifer Rigdon** ..... Charter/Virtual

**Mrs. Paula Rodgers** ..... Science  
Pittsburg State University, *BS*

**Ms. Karen Schultheiss** . Physical Education  
Kansas State University, *BS*  
Pittsburg State University, *MS*

Chris Goble ..... Science  
Pittsburg State University, *BS*

**Mrs. Jolene Stromberg** ..... Math  
Southeastern State University, *BS*  
SWOSU, *M.S.*

**Mrs. Carla Sullivan** ... Family & Con Science  
Kansas State University, *BS and MS*

**Mrs. Whitney Thompson** ..... English  
Charter School Director  
Oklahoma Wesleyan University, *BS*  
Baker University, *MS*

**Mr. Kirk Duckers** ..... English,  
Kansas University, *BS*

**Mr. Brett Turowski** ..... Math  
University of Tulsa, *BS*

**Mrs. Terrie Welton** ..... Social Science  
Southwestern College, *BS*

**Mr. Jeff Wyrick** ..... Physical Education  
Kansas State University, *BS*

### Support Staff

Mrs. Karen Roper ..... Secretary

Mrs. Linda Walls ..... Secretary

Mrs. Marilyn Fuqua .... Counselor's Secretary

Mr. David Carey ..... Technology Director

Mrs. Elissa Peck ..... Lunch Cashier

Mrs. Brenda Frye ..... Paraprofessional

Mrs. Tamyla Artherton ..... Paraprofessional

Ms. Ann Bryan ..... Paraprofessional

Mr. James Ward ..... Bus Barn

Mr. Blake Miller ..... Groundskeeper

Mr. Brian Orcutt ..... Custodian

Ms. Annie Chaney ..... Custodian

Ms. Mike Brannam ..... Custodian

Mr. Thomas Brown ..... Custodian

Mr. Robert Wall ..... Custodian

Mrs. Shelia Carinder Food Service Director

Mrs. Robin Cowan ..... Cook

Mrs. Janice Orcutt ..... Cook

Mrs. Penny Gulick ..... Cook

Mrs. Carol Johnston ..... Cook

Mrs. Ivonne Leap ..... Cook

Mrs. Jane Stevenson ..... Cook/Print Center

**IMPORTANT DATES TO REMEMBER**

Enrollment ..... August 2 & 3  
Professional Development ..... Aug 9th  
Teacher Workday ..... August 12  
First Day of School..... August 13  
1<sup>st</sup> day of practices .....August 19  
Labor Day.....September 2  
In-Service ½ day.....September 11  
Parent-Teacher Conf.....Sept 17,18 & 19  
No School.....September 20  
End of First Nine Weeks .....October 15  
Professional Development..... October 25  
In-Service ½ day .....November 13  
Thanksgiving Break..... November 27, 28, 29  
End of First Semester ..... December 20  
Professional Devel. ½ day..... December 20  
Christmas Break .....December 23-January 3  
Professional Development .....January 3  
Beginning of Second Semester.... January 6  
In-Service ½ day .....February 5  
Parent-Teacher Conf..... February 11, 12, 13  
No School..... February 17  
End of Third Nine Weeks..... March 7  
Spring Break.....March 17-21  
In-Service ½ day .....April 9  
Good Friday..... April 18  
Graduation..... May 17  
Last Day of School..... May 22  
Teacher Work Day – ½ day .....May 22

**NONDISCRIMINATION**

Discrimination against any student on the basis of race, color, national origin, sex, disability, or religion in the admission or access to, or treatment in the district’s programs and activities is prohibited. The Superintendent, 700 E. Bullpup Blvd., Caney, KS, (620) 879-9200 has been designated to coordinate compliance with nondiscrimination requirements contained in *Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and The Americans with Disabilities Act of 1990*. Any student who believes he or she has been discriminated against may file a complaint with the building principal or the compliance coordinator.

*Any student complaint of discrimination shall be resolved under the district’s discrimination complaint procedure.*

**ENROLLMENT/WITHDRAWAL FROM SCHOOL**

1. Pre-enrollment forms will be completed before enrollment. Students should give this serious consideration. A student is advised to select carefully those courses that will prepare him for his objective.
2. Students are to keep in mind the courses that are required for graduation. If a student has failed or omitted a required course, he must pre-enroll in it for the following year with the assistance of the counselor. All student enrollments will be approved by the parent.
3. Students should not wait if they plan to take a course at the Area Vo-Tech School. Students must complete an application and be pre-enrolled by August. Student progress will be evaluated at the end of each semester to determine if the student will be allowed to continue attending Vo-Tech.
4. Senior students may work in the administration office, in the library or for some teacher’s one-hour, however, this is by appointment only. Students MUST apply through the counselor’s office and be approved by the administration. Office aides, library aides and teacher aides will be given credit on a “Pass” or “Fail” basis and will receive half credit for these positions.
5. **There should be few requests for changes or substitutions after the semester begins. Students who drop a class after two weeks and before the end of the semester will receive a permanent “F” for the course. Students may change classes only at the semester, not at the end of a quarter.** If it becomes necessary to drop a class, this may be done only with the permission of the principal and the counselor. The principal will make the final determination as to whether credit will be granted.  
The parents of any student removed from a class for disciplinary reasons must be notified before the student can be enrolled in another class.

### **Policies & Rules Specific to Junior High**

\*All junior high students will be issued a book bag and a daily planner. Students must use the school issued book bag and may not use one that they purchased outside of the school. Backpacks are not allowed at any time. If a student loses the school issued book bag or planner they must purchase a new one from the office at a cost of \$4.00 each.

\*Junior high students will only be allowed to go to their lockers before the first tardy bell of the day, the start of lunch and after lunch before the 5<sup>th</sup> tardy bell. Students must have a hall pass/planner signed by the teacher to go to their locker at any other time. Students will be required to get all materials and supplies needed for the morning and afternoon classes during these two locker trips.

\*Students should proceed directly to the next class after the bell rings. Without the need to go to lockers between classes a student should not be tardy under normal circumstances. Students will be given one (1) warning. The second (2<sup>nd</sup>), and any subsequent tardies, will be referred to the office.

#### **Junior High ZAP Policy**

\* The Junior high ZAP policy will be the same as the high school with the following exceptions:

1. Students Zapped in math classes have a very poor success rate in handing in assignments from the Zap room that are correctly done. Because of this, students that have excessive Zaps in math will be placed in Math Lab during an elective hour and take the class concurrently with their existing math class. If a student is Zapped in math they will perform the work in math lab the same day.

2. When a student reaches a point in an academic quarter that they cannot pass a class regardless of the effect of Zaps, they will not be Zapped in that class for the remainder of the quarter. Zapping them under these circumstances may at times remove them from attendance in a class they are barely or close to passing. This will ONLY be done with the approval of the principal and consultation with the parents or guardians.

\*At the end of each quarter (9 weeks) special activities will be scheduled to reward

junior high students for good behavior, attendance and performance. To participate in these activities students must have no grade below a "C", have two (2) or less unexcused absences, no tardy referrals and a good behavior record. The behavioral record will include the number of ZAPS. The determination of a student's behavior will be determined by a review of discipline records by the principal.

Students that fail to meet the requirements to attend these events will be assigned a study hall and appropriate work to do for the duration of the activity.

#### **Book Rental and other Fees**

There is no book rental fee in USD 436. However, there will be charges for lost or abused books. Fees are required for Physical Education suits (which are required), lunch tickets and activity tickets (are optional). These may be purchased on the day of enrollment.

#### **Graduation Requirements**

Twenty-four units are required for graduation and these requirements must include:

1. One-unit of Physical Education (PE) and Health.
2. Three-units of Math.
3. Three units of Science, (one Physical Science and one Life Science) which shall include one unit of General Science or Chemistry and one unit of Life Science or Biology.
4. Three units of Social Science which shall include one unit of American History, 1/2 unit of American Government, 1 unit of World History, and one-half additional unit in the Social Sciences.
5. Four units of English Language Arts, which shall include at least three units of basic English and one additional unit in the Language Arts (with the exception being that the Publications class will not count as a language arts credit). The balance of 24 units will be chosen from electives.
6. One unit of fine arts will be required for graduation. This may be selected from the following classes: Forensics, Foreign Language, Photography & Video Production, Beginning, Intermediate, or Advanced Art, Select Choir, Vocal Music, Music Theory, or Band.

Special Education requirements may vary, according to Board Policy, if deemed appropriate in the student's Individual Education Program (IEP) conference.

**Junior High Retention Policy**

Promotion or retention will depend upon the school principal and teacher recommendation based on documented evidence of daily work, regular test scores, standardized test scores and attendance. The final decision to promote or retain any student will be determined by the principal after considering assessment scores teacher recommendations and parental input. A junior high student may be promoted to the 9<sup>th</sup> grade but be required to retake a core 8<sup>th</sup> grade class they failed the previous year.

**Home Schooled Students:** Students transferring to Caney Valley Jr.-Sr. High School that have been home-schooled may be subject to a placement test to determine academic grade level and appropriate grade placement.

**GRADING SCALE**

A+	98-100
A	94 - 97
A-	90 - 93
B+	87 - 89
B	83 - 86
B-	80 - 82
C+	77 - 79
C	73 - 76
C-	70 - 72
D+	67 - 69
D	63 - 66
D-	60 - 62
Failing	59-below

**Teacher's Aide** ..... 3.0

**Classification by Credit**

Classification by Credit

Freshman	0 to 4.75 Credits
Sophomore	5 to 9.75 Credits
Junior	10 to 17 Credits

Senior 18 to 24 Credits

**Grade Cards**

Grade cards will be issued every nine weeks. Parent and teacher conferences will be held once during the course of each semester.

**Finals Exemptions**

Students who have an "A" in class and have 2 or fewer absences and 3 or fewer tardies will be exempt from finals in that particular class. Absences excused in the office for attendance purposes will also be excused for test exemptions, such as doctor's notes, funerals, or school activities.

**HONOR ROLL**

Superior honor roll is attained with a 4.0 average. Principal's honor roll is an average of 3.6 - 3.99. Student's honor roll is 3.2 - 3.59. The GPA will be calculated by a computer, and the honor rolls will be posted at the end of each nine weeks.

**Valedictorian, Salutatorian** - The senior with the highest-ranking GPA will be valedictorian; second highest will be salutatorian. Students that are eligible and have been in attendance at CVHS for the duration of their Senior year and are designation as valedictorian and salutatorian must take at least 3 of the 8 following \*courses:

- \*College Algebra
- \*Trig/Pre-Calculus
- \* Calculus
- \*Advanced Biology
- \*Physics
- \*Human Anatomy
- \*A.P. English
- \* Chemistry II

**\*These courses must be taken at CVHS and cannot be virtual or on-line courses**

All students who have completed the requirements for graduation shall be entitled to participate in graduation exercises unless participation is denied for just cause by the board of education. In emergency situations, either the building principal or superintendent may make such determination.

The exact course sequence is available from the counselor upon request.

**Early Graduation** – seniors may graduate from CVHS at the end of first semester with prior approval by the principal on the first day of school. Students graduating early forfeit the right to participate in high school activities with the exception of graduation.

**Change of grade classification** – A student's grade level status will be determined by the number of credits earned on the first day of the school year. Credits acquired during the summer through the virtual school must be completed and grades posted by the teacher of record on or before August 1<sup>st</sup>. Acquiring enough credits to advance to the next grade level classification during the school year will not change the classification or change the student's status in regard to prom, college visitation or other grade level related activities.

Part-Time Attendance – Students who only need a minimal number of credits and can get those credits in a “back to back class schedule” or “take on-line classes and complete the course work early”, may be allowed to attend only the number of hours needed during the day. This will be approved by administration on a case by case basis.

**Virtual School** – The Virtual program is designed for students that because of unusual circumstances, have been approved to attend. A separate handbook covers the policies and guidelines for virtual school students. Students enrolled in the virtual school CANNOT participate in any extracurricular activities at the school including athletics, school dances, clubs, organizations etc. They may attend athletic events as a spectator. In order to “walk” at the graduation ceremony all graduation requirements must be met and intent to “walk” verified the Monday prior to graduation. Virtual students may transfer to regular classes at the high school ONLY at the end of a quarter (9 weeks). In some

instances, depending on the type of class and curriculum, a student may have to wait until the start of a semester to transfer. Incomplete virtual coursework will not transfer to regular classes. In a situation where a student goes “Virtual” during the school year, regular classroom coursework *may* transfer to virtual classes at the discretion of the virtual teacher of record.

**Concurrent Enrollment:**

Chemistry    Physics    College Algebra  
Advanced Biology    Spanish 4

All Freshmen students will be required to take either Driver's Education or Driving Skills during the school year. Students who miss more than 5 class periods will automatically fail the class.

Driving Skills: Classroom studies held during a nine week period.

Driver's Education: Classroom studies held during a nine week period, five driving hours scheduled during the summer and \$100.00 driving fee.

**Human Sexuality and AIDS Education  
Opt-Out Procedure and Form**

A parent or guardian (or student eighteen years of age or older) may use the district opt-out provision to remove their child from some portion or all of human sexuality and AIDS classes that are included within the district's required curriculum.

**Attendance**

At this age and grade level, school attendance is the responsibility of the student and parent or guardian. Recognizing that some students do not have the maturity to realize these responsibilities, it is often necessary that parents play a dominant role in bringing about this acceptance of responsibility.

We at Caney Valley Jr.-Sr. High School feel that attendance is a very important part of any student's education. We believe that homework and tests alone cannot adequately measure all learning that takes place. Attendance and class participation help ensure that students get the most from their educational experience. Our philosophy also

dictates that proper attendance in school is the development of a good habit to carry to the work place.

It is our purpose to implement an attendance policy that will promote a high percentage of student attendance. The attendance policy will be enforced by academic penalties being placed on any individual who exceeds the maximum number of absences allowed for any semester grading period.

The philosophy and purpose of any academic sanction being used to enforce the attendance policy at C.V.H.S. is to support the educational objective: promote student attendance henceforth, improving a student's academic performance.

### **Absences**

During a semester grading period, a student shall have no more than ten (10) absences in any class. This includes doctor and/or dental visits. Extended absences because of an illness or surgery will be taken into consideration. Students who exceed ten (10) absences in any class, except for the reasons listed below, may receive no credit for that class for that semester. This same policy applies to students attending Vo-Tech School and Caney Valley Charter Academy classes.

Absences must be accompanied by a doctor/dentist note. However, the student may not be excused for the entire day at the discretion of administration. (Office must receive the note within 48 hours of occurrence or absence may not be excused.) Absences that will not count towards the total of ten include:

1. Any absence due to school related activity
2. Bereavement in immediate family
3. College visits. Senior students will be allowed 2 days per semester for college visits. Junior students will be allowed 1 day per semester. Request for additional days must be arranged prior to the visit and with prior approval by the principal.

The office will notify the student and parent when there are five unexcused absences in a semester grading period. If the student exceeds ten (10) absences, the student and parent will be informed of the loss of credit due to excessive absences. They will have ten (10) days to appeal this decision to the C.V.H.S. Attendance Review Committee.

The Attendance Review Committee studies the appeal along with past attendance records to determine whether the student's absences should be waived. The committee may ask the student and/or the parent for more information concerning the absences if it is needed.

The committee will notify the parent whether the appeal has been granted. If the absences are waived, the student will receive the grade he has earned in the class in which he is enrolled. If denied, the student's

grades will be recorded as "No Credit" for the class periods he exceeded ten (10) absences. Appeal of this committee's decision may be made in writing, within ten (10) calendar days to the Principal's office.

Beyond this point the student may (1) remain in the class if his conduct is acceptable to the instructor or (2) he will be assigned to a study area.

It will be necessary for the parent to call the office when the student is absent from school, in order for the absence to be excused. If a call is not received by 10:00 a.m., a contact will be made that day with a parent or guardian.

A student will not need to secure an admit slip to class after an absence if the parent has been contacted on the day of the absence. If the parent has not been contacted, the student's name will appear on the daily absence list and he will be required to obtain an admit slip from the office before he can attend his classes.

Students absent for authorized school activities will not need to obtain a permit to return to class. It is the responsibility of the student to make up work missed; an excused absence for an authorized school activity simply allows the student the privilege of making up the work within the following timeline: one day added to the number of days absent." Example: 1 day absent = 2 days for makeup work, 2 days absent = 3 days for makeup work.

If for personal reasons a parent wishes a child to be absent from school, we request he follow this procedure:

Obtain an administrator's approval in advance of absence



The child shall accept the responsibility to arrange in advance for the make up of his work in coordination with his teachers.

Any portion of the school day will be considered a full day missed for reporting to juvenile authorities.

**The School does not sponsor or recognize any "skip days". Any student participating in a skip day will be considered truant.**

### **Truancy**

If parents do not excuse an absence on the day of the student's return to school, it will be considered a truancy absence. After three consecutive absences or five absences per semester, the school will make contact with the County District Attorney and the Truancy Intervention Program. Other truancy absences include:

1. Not attending school after leaving home to do so.
2. Leaving school without permission from the office.
3. Not attending any class during the day unless legitimately excused.
4. Leaving class without permission.
5. Being absent without parental permission.

### **Tardiness**

Being prompt to class is not only an important habit to develop, it is also good manners. Students should be in class ready to learn when the tardy bell rings. Students that are late because of a valid excuse must enter class excused by the office or a faculty member. Students will receive a warning for the first tardy. Second and third tardies will result in a detention to be assigned by the teacher. Fourth tardy and all following tardies will be handled by administrators according to "Excessive Tardies" policy.

A tardy becomes an absence after 20 minutes of missed class.

### **Visitors**

All visitors must report to the main office to sign the guest register and pick up a visitor's badge.

Parents of students are welcome at the school at any time however, for a conference with a teacher, a parent should pre-arrange an appointment time after school or during

the teacher's plan period. They must go to the main office to find the location of the classrooms and sign the guest register. A pupil may be located by the schedule on file in the office.

**No visitors of school age or younger will be allowed in the building during the school day. This includes the children of current or recently graduated CVHS students.**

### **Classroom Behavior**

A student who repeatedly violates classroom policies or misbehaves in class shall be subject to referral. Misbehavior might include such things as disrespect for authority, disobedience, excessive talking, failure to work or sleeping in class, etc.

When a student is sent to the office for disciplinary action, parents should be contacted by the referring staff member, either by phone, mail, or e-mail. Failure of students to report to the office or students that walk out of class and/or from the building will be disciplined. This could include being suspended from school for open defiance.

All students must secure admit slips before returning to their classes.

### **RULES OF STUDENT CONDUCT**

The Board of Education and school personnel feel that certain activities are detrimental to individual development and undermine effective education. The school district is concerned with the health, safety, and well-being of all students. Unlike some districts that have separate facilities for Jr. High and Sr. High students, we share a facility. Because of this, we attempt to maintain as much separation as possible between Jr. High and Sr. High students. Sr. High students are not to be in Jr. High areas without an approved reason.

Boy-friend/girl-friend relationships between Jr. High and Sr. High students are not permitted in the building. Students will be warned once and after that will be considered to be in open defiance. In order to ensure the highest standards for learning in the classroom, the following procedures will be followed; with consequences for offenses being accumulative.

In addition, each infraction will carry a point value to be assigned with the penalty. When a student reaches 25 points, he or she will have a parent conference with an administrator. When a student reaches 50 points in a semester, he or she will have a hearing scheduled and possible long-term suspension or expulsion from school will be recommended.

### **Peer Mediation**

In some discipline situations administration may recommend students attend peer mediation. Peer mediation is conducted by students selected and trained to conduct this intervention method. Students of the same age-group facilitate resolving disputes between two people or small groups. This process has proven effective in schools around the United States, changing the way students understand and resolve conflict in their lives. Changes include improved self-esteem, listening and critical thinking skills, and school climate for learning, as well as reduced disciplinary actions and less fights. These skills are transferable outside of the classroom.

### **The process is voluntary for both sides;**

peer mediators do not "make decisions" but rather work towards a win-win resolution for both sides in order to avoid further trouble. Administrators in charge of discipline incorporate conflict resolution into their strategies and processes. Types of problems include; rumors and gossip, minor assaults and fights, cheating and stealing, relationship difficulties, harassment and racial and cultural confrontations. In some cases discipline may be avoided or reduced if students successfully go through the process.

### **BULLYING POLICY**

The Board of Education is committed to providing a positive and productive learning community, free from harassment or "bullying". All references to "Bullying" in this hand book are as defined by the Kansas State Legislature. Bullying will not be tolerated on school property, in a school vehicle, or at a school sponsored activity or event.

Bullying is defined as; an intentional act that is severe, persistent and pervasive. Creates an intimidating, threatening or abusive educational environment and results in one of the following; actual physical or mental harm, reasonable fear of physical or mental harm, actual damage to property or reasonable fear of damage to property.

The person being bullied is often unable to defend him or herself. Usually, bullying happens over and over. Bullying behaviors include, but are not limited to:

- Physical hurting (slapping, kicking, tripping, or punching)
- Threatening to hurt someone
- Getting certain people to "gang up" on others
- Excluding someone socially (keeping out of a group)
- Destroying or defacing personal property
- Insulting others
- Teasing in a mean way
- Starting rumors
- Gossiping

Bullying also can happen on-line or electronically. Cyber bullying will not be tolerated. Cyber bullying is when children or teens bully each other using the internet, cell phones, or other cyber technology. This can include, but not limited to:

- Sending mean text, e-mail, or instant messages
- Posting nasty pictures or messages about others in blogs or on web sites
- Using someone else's user name to spread rumors or lies about someone

The school district's discipline plan will be followed for students displaying bullying behavior.

***Any student who believes that he or she has been subjected to bullying or who has witnessed a bullying act should discuss the alleged bullying with the teacher, bus driver, para, or principal. Any complaint must then be relayed immediately to the building principal. Students/parents can also report bullying anonymously through***

*the "Bullying Report Form Link" located on the home page of the school website.*

#### **DISCIPLINE CATEGORIES**

**1. Possession, use, or under the influence of, transfer, or sale of alcoholic or cereal malt beverages and/or restricted substances (drugs) (as defined by state statutes) on school property and/or at school activities, either within or without the school district, is expressly prohibited. The following policy could also be applied to substances that simulate drugs. Students identified by school personnel as being in violation of this policy will be dealt with as follows:**

1<sup>st</sup> Offense - 5 days "out-of-school" suspension. (25 points.) During the period of suspension the following intervention activities will be conducted:

a. Set up an intervention meeting for the student with appropriate significant persons (may include teacher, health service personnel, family members, etc.)

b. Conduct intervention, confronting student with documented evidence of behavior and how it could be related to chemical intake.

c. Recommend that student go to area resource specialists for diagnostic evaluation.

d. Continue follow-up and support for student and parents.

2<sup>nd</sup> Offense - (25 points)

a. Students who have been through treatment as a result of their 1<sup>st</sup> offense will be suspended for 5 days "out-of-school." Continued enrollment in school will be contingent upon following through with recommendations made by health care professionals.

b. Students who have refused treatment recommended at the time of their 1<sup>st</sup> offense will be suspended 5 days "out-of-school" with recommended expulsion. A comprehensive program outlining the effects of drugs will be developed by the professional staff. The use by the professional staff of resource materials developed by local, state and federal agencies is encouraged. Reports will be made to legal authorities as warranted. Any student who voluntarily seeks assistance,

advice, or counseling from school personnel regarding the above will not be disciplined by school authorities. (A student who refers himself-herself after being identified in some other manner, will not be exempt from school administered disciplinary action.)

**2. Open defiance of or swearing to a staff member who requests a student to conform to school policy.**

1<sup>st</sup> Offense - 3 days "out-of-school" suspension (15 points)

2<sup>nd</sup> Offense - 5 days "out-of-school" suspension (20 points)

3<sup>rd</sup> Offense - suspension for remainder of semester and/or expulsion

**2. A. Failure to obey a reasonable request. This is a lesser type of defiance including non-compliance to a request to stop an activity or perform an assigned activity.**

1<sup>st</sup> Offense- 1Day of ISS. (10 points)

2<sup>nd</sup> Offense- 2 Days in School Suspension. (15 Points)

3<sup>rd</sup> Offense- 3 Days in School Suspension. (20 Points)

**3. A Direct threat to a teacher, or staff member (25 points)**

1<sup>st</sup> Offense - 3 days "out of school" suspension.

2<sup>nd</sup> Offense - 5 days "out of school" suspension with an expulsion hearing.

**4. Theft of student, staff or school property, or in connection with an activity trip, or while on the school premises. (15 points)**

1<sup>st</sup> Offense - Replace property and 1 to 3 days "out of school" suspension.

2<sup>nd</sup> Offense - 3 to 5 days "out of school" suspension and/or expulsion hearing. Report to legal authorities if warranted.

**5. Willful destruction of student, staff or school property.**

(This does not include Arson. Arson will result in a long-term suspension hearing being scheduled)

1<sup>st</sup> Offense - Payment for replacement of property and 1 to 3 days "In school" suspension. (15 points)

2<sup>nd</sup> Offense - Payment for replacement of property- 5 days “out of school” suspension (20 points)

**6. Students fighting (or encouraging fighting).**

1<sup>st</sup> Offense – 2 to 3 days “out of school” suspension. (15 - 25 points)

2<sup>nd</sup> Offense - 5 days “out of school” suspension. (25 points) possible hearing for suspension/expulsion.

3<sup>rd</sup> Offense - 5 days “out of school” suspension, and or long-term suspension or expulsion hearing.

**7. Assault and/or physical attack of a student (definitely not precipitated by the student being attacked.) (25 points)**

1<sup>st</sup> Offense - 3 to 5 days “out of school” suspension.

2<sup>nd</sup> Offense – 5 - 7 day suspension “out of school” and/or expulsion hearing.

**7A. Less serious assault and/or physical attack of a student. This could include but is not limited to kicking, slapping, or shoving. (15 points)**

1<sup>st</sup> Offense – 1 to 3 days “In School” suspension.

2<sup>nd</sup> Offense – 3 to 5 days “out of school” suspension.

**8. Physical attack of a staff member. (50 points)**

Expulsion for the remainder of the year and recommend filing a complaint with the police.

**9. Possession of harmful weapon or look-alike on school premises (including pocketknives). (25 points)**

No knives of any kind are allowed on school property. This includes pocketknives. Pocketknives can be defined as a knife that requires two hands to open, are smaller in size and generally less threatening. This includes knives found on multi-functional tools such as “leathermans”.

Pocketknives will result in a short-term suspension.

**1<sup>st</sup> offense – 1 – 3 day suspension**

Knives that can be opened by a button or by flipping them with one hand are not pocketknives. This includes knives with holes in the blade or a post on the blade that assist the operator in opening the blade.

**Knives other than pocketknives can result in a 186-day suspension.** Any student threatening with or using any knife in a threatening manner shall be suspended for up to 186 days.

**1<sup>st</sup> Offense - Suspension/expulsion for a period up to 186 school days. Report to legal authorities.**

**10. Physical attack of a student or a staff member with a harmful weapon. (50 points)**

Expulsion for a period of up to 186 school days and recommend filing of complaint with the police.

**11. Any student in possession of or using tobacco products during the school day and/or as a participant of school activities. This includes tobacco located in any automobile driven by the student. (25 points)**

1<sup>st</sup> Offense - 3 day "In School" suspension.

2<sup>nd</sup> Offense - 5 days " In School " suspension

**12. Cursing or using vulgar and/or inappropriate language or obscene gestures on campus.**

1<sup>st</sup> Offense -1 day ISS (10 points)

2<sup>nd</sup> Offense 2 days In School Suspension (15 points)

3<sup>rd</sup> Offense 2 day “out of school” suspension (20 points)

**13. Known truancy will result in punishment as follows: (10 points) and**

1<sup>st</sup> Offense -1 day In School Suspension

2<sup>nd</sup> Offense -3 day In School Suspension

3<sup>rd</sup> Offense - 5 days of "out of school" suspension and/or expulsion hearing.

**Students who use false calls or notes to excuse an absence, or make calls or write notes for other students, will receive double the specified discipline.**

**14. Students are not allowed to consume or have opened food and drink containers**

**outside of the cafeteria area. Food stored in lockers must be removed daily**

- 1<sup>st</sup> Offense - 2 Hours Detention (5 points)
- 2<sup>nd</sup> Offense - 1 day In School Suspension (10 points)
- 3<sup>rd</sup> Offense - 3 days In School Suspension (15 points)

**15. Boy-friend – Girl-friend Conduct (Public Display of Affection) (5 points)**

Boys and girls may hold hands while passing in the halls. Any other affectionate contact is strictly forbidden.

- 1<sup>st</sup> Offense- Documented Warning
- 2<sup>nd</sup> Offense- 2 Hours Detention
- 3<sup>rd</sup> Offense- 1 day In School Suspension

**16. Un-served Detention.** (Office Assigned)

- 1<sup>st</sup> Offense - Double the first penalty (10 points) and loss of extracurricular privileges until served.
- 2<sup>nd</sup> Offense - 1 day In School Suspension (15 points) and loss of extracurricular privileges until served.
- 3<sup>rd</sup> Offense - 3 days In School Suspension (20 points) and loss of extracurricular privileges until served.

**16B \*Un-served Detention.** (teacher assigned and referred)

If a student does not serve a detention assigned by a teacher, the teacher will write a referral to the office for the original infraction. It will be handled by the office according to the policy handbook. (This does not apply to teacher assigned detentions for the first two (2) tardies.)

**17. For unauthorized fire alarm or AED unit** (25 points) or bomb threat. (50 points)

An hour will be made up the following school day by all students who were in attendance in school and not accountable in their regularly scheduled class at the time the false alarm was set off. However, if the offender is reported or caught immediately, the policy will not apply. The person or persons responsible for these unauthorized activities will be suspended for 5 days and/or expelled for the remainder of the semester. Also, the incident will be reported to the legal authorities.

**18. Inappropriate Behavior**-There are some behaviors that will not fit precisely into categories of other misbehavior and range from mild to extreme.

- 1<sup>st</sup> Offense - 2 hours detention - 1 day ISS depending on the severity of the behavior (5 - 10 points)
- 2<sup>nd</sup> Offense – 1 - 2 ISS (10 - 15 points)
- 3<sup>rd</sup> Offense - 3 days In School Suspension. (15- 20 points)

**19. Threatening, Intimidation, Bullying, Sexual Harassment, or Racial Harassment**

- 1<sup>st</sup> Offense – 1 - 3 days In School Suspension (15 points)
- 2<sup>nd</sup> Offense - 3 days “out of school” Suspension (20 points)
- 3<sup>rd</sup> Offense - 5 days “out of school” suspension and recommended suspension/expulsion.

**20. Lewd/Obscene Behavior (25 points).**

- 1<sup>st</sup> Offense – 3 Day “out of school” suspension.
- 2<sup>nd</sup> Offense - 5 days “out of school” suspension and recommended suspension/expulsion.

**21. Lunchroom Violation. (5 points)**

- 1<sup>st</sup> Offense - 2 Hours Detention
  - 2<sup>nd</sup> Offense - 1 Day In School Suspension
  - 3<sup>rd</sup> Offense - Permanently assigned seat in lunchroom and 3 days “out of school” suspension.
- 21B. Lunchroom violation (Cutting in Line)
- 1<sup>st</sup> Offense – Student moved to the back of the line
  - 2<sup>nd</sup> Offense – student will sit at a table and be last in line for 1 week
  - 3<sup>rd</sup> Offense – Student will be last in line the remainder of the semester

**22. Computer Violation.** Tampering with computer hardware or software or violating computer use agreement. (10 points)

- 1<sup>st</sup> Offense - 1 Day ISS
- 2<sup>nd</sup> Offense - 1 to 3 days “out of school” suspension.

3<sup>rd</sup> Offense - 3 to 5 days "out of school" suspension and recommended suspension/expulsion.  
In all cases above, parents will be notified of action taken.

**23. Disruptive Behavior-** Students will not be allowed to deprive the instructor the right to teach or deprive the other students the right to learn nor will they be permitted to adversely affect the learning environment of the classroom or the school.

1<sup>st</sup> Offense- 4 Hours detention. (10 points)

2<sup>nd</sup> Offense- 1 Day In School Suspension. (15 Points)

3<sup>rd</sup> Offense- 3 Days In School Suspension. (20 Points)

**24. Dress Code Violations**

1<sup>st</sup> Offense- Documented Warning

2<sup>nd</sup> Offense- 2 Hours Detention (5 Points)

3<sup>rd</sup> Offense- 1 Day In School Suspension (10 Points)

4<sup>th</sup> Offense -3 Days In School Suspension (10 Points)

**25. Horseplay-** Students should not engage in acts of horseplay which are disruptive to the learning environment or which could result in injury to others even though there was not any intent to cause injury.

1<sup>st</sup> Offense- Documented Warning

2<sup>nd</sup> Offense-2 Hours Detention.

3<sup>rd</sup> Offense- 4 Hours Detention

**26. Excessive Tardies (5 points)**

1<sup>st</sup> Offense (4<sup>th</sup> tardy) – 2 Hours Detention

2<sup>nd</sup> Offense and all other offenses – 1 day of ISS

There is no set passing period after lunch. Students are expected to report to class in a reasonable amount of time. Students can be counted tardy at the discretion of staff if more than a reasonable amount of time is taken.

**27. Gang related activities are prohibited.**

This could include, but is not limited to, hand signs or signals, distinctive dress or jewelry.

1<sup>st</sup> Offense -2 Hours detention (10 points)

2<sup>nd</sup> Offense 1 day In School Suspension (15 points)

3<sup>rd</sup> Offense 3 day "out of school" suspension (20 points)

**28. Cell Phones, Pagers, Cameras, etc.**

The use of cell phones and other electronic devices in school is proving to be very disruptive to the educational environment. These items are not required because any time there is an emergency the student will be notified by the office.

1. Students may freely use cell phones during passing periods and lunch time.

2. Students may use cell phones in any location EXCEPT the classroom.

3. Cell phones must be turned off "before" the tardy bell rings.

4. Cell phones cannot be used before the end of class bell rings.

5. Students are NOT permitted to use cell phones in the classroom prior to the bell. If they are in the hallway using a phone when the bell rings they are to be counted tardy.

6. Students must place the turned off or silenced phone in a visible location.

Teachers can experiment with the location.

On the student's desk, teacher's desk, etc...

7. Cell phone use is absolutely prohibited during class time in any location.

There are three types of cell phone violation.

1. Visible cell phone rings which disrupts class. (Send e-mail or referral to the office and confiscate the cell phone)

2. Concealed cell phone rings disrupting class. (Send e-mail or referral to the office and confiscate the cell phone)

3. Student caught using concealed cell phone (Confiscate cell phone and send student to the office)

Note; If a student refuses to give the teacher a cell phone they should be sent to the office and written up for Open Defiance. Also, once the teacher takes possession of a cell phone YOU are responsible for it. It is advisable to take the phone to the office as soon as possible.

All cell phone infractions will be logged and a discipline system similar to the way tardiness is handled will be in place. The progression of discipline for each level of infraction will include;

1. Warning, 2- hour detention, 4- hour detention, 1-day ISS
2. 4- hour detention, 1-day ISS, 2 -days ISS, Loss of cell phone privilege for semester
3. One day ISS, 2 -days ISS, 3 -days ISS, Open defiance and loss of cell phone privilege for semester

A student that brings a cell phone to school after losing cell phone privileges will be considered in "Open Defiance" and may be suspended long term.

29. If a student is caught using a camera or other device with picture or video taking capabilities, inside a school locker room or restroom, the following consequences will apply:

1<sup>st</sup> Offense – 1 - 3 days "out of school" suspension. Depending on the content and situation(15 points)

2<sup>nd</sup> Offense - 5 days "out of school" suspension. (20 points)

3<sup>rd</sup> Offense - 5 days "out of school" suspension, and or long-term suspension or expulsion hearing.

\*If there is suspicion that an inappropriate picture or video image may be present on the device, the device may be confiscated and turned over to the police.

### **ZEROS AREN'T PERMITTED (ZAP) POLICY**

Purpose: In short, the Purpose of the ZAP policy is *to effectively eliminate zero's (NHI's) in the classroom by requiring attendance of students with missing assignments at an after-school detention, and, if needed, in-school detention until the zero (NHI) is handed in.*

#### **How it Works:**

The student is late on his/her assignment. Absences due to illness or school activities have been considered.

Steps:

1. Student has an automatic 15% deduction from their grade.
2. The student is assigned ISS the next day. The acceptance of partial work is at the teacher's

discretion. Partial work is sent to the ISS teacher. The student must complete the entire assignment in ISS unless the teacher collected the partially completed work and allows completion in ISS.

3. The hour/period of ZAP will change daily instead of weekly and will be random. Teachers will know the schedule for the week in advance. Students will not!

4. There will be a separate ZAP period for Jr. High and High School students. Same day, different hour.

5. When a student receives their 4<sup>th</sup> ZAP they will be in ISS the entire day. After the 4<sup>th</sup> ZAP we will start over so it will be every 4<sup>th</sup> ZAP for a while. If that doesn't work we can make it every time after the 4<sup>th</sup> ZAP, but we will be returning to the issue of the kids that would rather be in ISS all day.

The period that students are pulled for the ZAP ISS will rotate on a weekly basis with changes made for individuals repeating the same period during a week.

The student will return to class when the assignment is turned in to the ISS teacher.

### **WEAPONS**

A student shall not knowingly possess, handle or transmit any object that can reasonably be considered a weapon on the school grounds or off the school grounds at a school activity, function or event. This policy shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon. Possession of a firearm shall result in expulsion from school for a period of one year (186 school days), except that the superintendent may recommend that this expulsion requirement be modified on a case-by-case basis under the provision of JDC (probation).

As used in this policy, the term "firearm" means any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, or any firearm muffler or silencer; or any destructive device.

As used in this policy, the term “destructive device” means any explosive, incendiary or poison gas: bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or other device similar to any of these devices.

### **Sexual Harassment**

The board of education is committed to providing a positive and productive learning and working environment, free from discrimination on the basis of sex, including sexual harassment. Sexual harassment shall not be tolerated in the school district. Sexual harassment of 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. Sexual harassment is unlawful discrimination on the basis of sex under Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. All forms of sexual harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events. Sexual harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds. It shall be a violation of this policy for any student, employee or third party (visitor, vendor, etc.) to sexually harass any student. Sexual harassment is unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written or physical conduct of a sexual nature when made by a member of the school staff to a student or when made by any student to another student when: (1) submission to such conduct is made, explicitly or implicitly, 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 result from verbal or physical conduct or written or graphic material. 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.

The district encourages all victims of sexual harassment and persons with knowledge of such harassment to report the harassment immediately. The district will promptly investigate all complaints of sexual harassment and take prompt corrective action to end the harassment. Any student who believes that he or she has been subjected to sexual harassment should discuss the alleged harassment with the building principal, another administrator, the guidance counselor, or another certified staff member. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a formal complaint under the district’s discrimination complaint procedure. Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes sexual harassment under the definition outlined above.

Unacceptable student conduct may or may not constitute sexual harassment, depending on the nature of the conduct and its severity, pervasiveness and persistence. Behaviors which are unacceptable but do not constitute harassment may provide grounds for discipline under the code of student conduct. Unwelcome sexual advances, requests for sexual favors and other verbal, visual or physical conduct or communications of a sexual nature may create an intimidating, hostile or offensive learning environment. Sexual Harassment is unwanted, unwelcome behavior of a sexual nature. Sexual harassment is any act or comment (of sexual nature), which makes a person feel uncomfortable. Schools are required by law to maintain an environment free from sexual harassment.

### **Sexual Harassment takes many forms.**

Here are a few examples:  
Displaying of gender-offensive items, photos, posters, etc.



Inappropriate gestures, touching or grabbing.  
Sexual remarks, suggestions, or spreading rumors.  
Pressure for unwanted activities or encounters.  
Offensive jokes, language, or teasing, whistles or catcalls.  
Sexting: To trade images with dirty messages, nude or sexually explicit photos, often in reference to teenagers. Sexting can be considered child pornography when it involves minors. Law enforcement will be contacted if this occurs on school premises. Forms for lodging complaints may be picked up in the office.

### **Racial Harassment**

The board of education is committed to providing a positive and productive learning and working environment, free from discrimination, including harassment, on the basis of race, color or national origin. Discrimination or harassment on the basis of It shall be a violation of this policy for any student, employee or third party (visitor, vendor, etc.) to racially harass any student, employee or other individual associated with the school. It shall further be a violation for any employee to discourage a student from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of race, color or national origin ("racial harassment") shall not be tolerated in the school district. Racial harassment of employees or students of the district by board members, administrators, certificated and support personnel, student, vendors, and any others having business or other contact with the school district is strictly prohibited.  
Racial harassment is unlawful discrimination on the basis of race, color or national origin under Titles VI and VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. All forms of racial harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events. Racial harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds. this policy.

### **JGECA Racial Harassment (Students)**

Racial Harassment is racially motivated conduct which:

Affords a student different treatment, solely on the basis of race, color or national origin, in a manner which interferes with or limits the ability of the student to participate in or benefit from the services, activities or programs of the school;  
Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of creating a hostile academic environment; or  
Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of interfering with a student's academic performance or ability to participate in or benefit from the services, activities or programs of the school.

Racial harassment may result from verbal or physical conduct or written graphic material. The district encourages all victims of racial harassment and persons with knowledge of such harassment to report the harassment immediately. The district will promptly investigate all complaints of racial harassment and take prompt corrective action to end the harassment.

Any student who believes he or she has been subject to racial harassment or has witnessed an act of alleged racial harassment, should discuss the alleged harassment with the building principal, another administrator, the guidance counselor, or another certified staff member. Any school employee who receives a complaint of racial harassment from a student shall inform the student of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. If the building principal is the alleged harasser, the complaint shall be reported to the district compliance coordinator. The building principal shall discuss the complaint with the student to determine if it can be resolved. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a formal complaint under the district's discrimination complaint procedure (see KN).

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes racial harassment under the definition outlined above. Unacceptable

student conduct may or may not constitute racial harassment, depending on the nature of the conduct and its severity, pervasiveness and persistence. Behaviors which are unacceptable but do not constitute harassment may provide grounds for discipline under the code of student conduct. The discipline of a student for violation of any provision of the code of student conduct may be enhanced if the conduct is racially motivated.

.An employee who witnesses an act of racial harassment shall report the incident to the building principal. Employees who fail to report complaints or incidents of racial harassment to appropriate school officials may face disciplinary action. School administrators who fail to investigate and take appropriate corrective action in response to complaints of racial harassment may also face disciplinary action.

When a complaint contains evidence of criminal activity or child abuse, the compliance coordinator shall report such conduct to the appropriate law enforcement or SRS authorities. (See GAAD)

To the extent possible confidentiality will be maintained throughout the investigation of a complaint. The desire for confidentiality must be balanced with the district's obligation to conduct a thorough investigation, to take appropriate corrective action or to provide due process to the accused.

The filing of a complaint or otherwise reporting racial harassment shall not reflect upon the student's status or grades. Any act of retaliation against any person who has filed a complaint or testified, assisted, or participated in an investigation of a racial harassment complaint is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to and including expulsion for a student or termination of employment for an employee.

False or malicious complaints of racial harassment may result in corrective or disciplinary action against the complainant.

A summary of this policy and related materials shall be posted in each district facility. The policy shall also be published in student, parent and employee handbooks as directed by the district compliance coordinator. Notification of the policy shall be included

in the school newsletter or published in the local newspaper annually.

Approved: KASB Recommendation–8/98; 7/03 **KN.....Complaints**

The board encourages all complaints regarding the district to be resolved at the lowest possible administrative level. Whenever a complaint is made directly to the board as a whole or to a board member as an individual, it will be referred to the administration for study and possible resolution.

Discrimination against any individual on the basis of race, color, national origin, sex, disability, age, or religion in the admission or access to, or treatment or employment in the district's programs and activities is prohibited. Harassment of an individual on any of these grounds is also prohibited. (Caney Valley USD 436, 700 E. Bullpup Blvd., Caney Valley, KS. 67333-2542, telephone 620-879-9200, compliance coordinator) has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and The Americans with Disabilities Act of 1990. Information concerning the provisions of these Acts, and the rights provided thereunder, are available from the compliance coordinator.

Approved: KASB Recommendation - 9/97; 8/98; 3/00

**KN-R.....Complaints**

About Discrimination or Discriminatory Harassment (see GAAA, GAAB, GAAC, GAACA, JGEC and JGECA)

Complaints of discrimination or discriminatory harassment by an employee should be addressed to the employee's supervisor, the building principal, or the district compliance coordinator. Complaints by a student should be addressed to the building principal, another administrator, the guidance counselor, or another certified staff member. Any school employee who receives a complaint of discrimination or harassment from a student shall inform the student of the employee's obligation to report the complaint and any proposed

resolution of the complaint to the building principal. If the building principal is the alleged harasser, the complaint shall be reported to the district compliance coordinator. Complaints by any other person alleging discrimination should be addressed to the building principal or the district compliance coordinator. Complaints about discrimination, including complaints of harassment, will be resolved through the following complaint procedures:

#### Informal Procedures

The building principal shall attempt to resolve complaints of discrimination or harassment in an informal manner at the building level. Any school employee who receives a complaint of discrimination harassment from a student, another employee or any other individual shall inform the individual of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. The building principal shall discuss the complaint with the individual to determine if it can be resolved. If the matter is resolved to the satisfaction of the individual, the building principal shall document the nature of the complaint and the proposed resolution of the complaint, and forward this record to the district compliance coordinator. Within 20 days after the complaint is resolved in this manner, the building compliance coordinator shall contact the complainant to determine if the resolution of the matter remains acceptable. If the matter is not resolved to the satisfaction of the individual in the meeting with the building compliance coordinator, or if the individual does not believe the resolution remains acceptable, the individual may initiate a formal complaint.

#### Formal Complaint Procedures

A formal complaint should be filed in writing and contain the name and address of the person filing the complaint. The complaint should briefly describe the alleged violation. If an individual does not wish to file a written complaint and the matter has not been adequately resolved, the building principal may initiate the complaint. Forms for filing written complaints are available in each building office and the central office.

A complaint should be filed as soon as possible after the conduct occurs, but not later than 180 days after the complainant becomes aware of the alleged violation, unless the conduct forming the basis for the complaint is ongoing.

If appropriate, an investigation shall follow the filing of the complaint. If the complaint is against the superintendent, the board shall appoint an investigating officer. In other instances, the investigation shall be conducted by the building principal, the compliance coordinator or another individual appointed by the board. The investigation shall be informal but thorough. All interested persons, including the complainant and the person against whom the complaint is lodged, will be afforded an opportunity to submit written or oral evidence relevant to the complaint.

A written determination of the complaint's validity and a description of the resolution shall be issued by the investigator, and a copy forwarded to the complainant no later than 30 days after the filing of the complaint.

If the investigation results in a recommendation that a student be suspended or expelled, procedures outlined in board policy and state law governing student suspension and expulsion will be followed.

If the investigation results in a recommendation that an employee be suspended without pay or terminated, procedures outlined in board policy, the negotiated agreement or state law will be followed.

Records relating to complaints filed and their resolution shall be forwarded to and maintained in a confidential manner by the district compliance coordinator.

The complainant may appeal the determination of the complaint. Appeals shall be heard by the district compliance coordinator, a hearing officer appointed by the board, or by the board itself as determined by the board. The request to appeal the resolution shall be made within 20 days after the date of the written resolution of the complaint at the lower

level. The appeal officer shall review the evidence gathered by the investigator and the investigator's report, and shall afford the complainant and the person against whom the complaint is filed an opportunity to submit further evidence, orally or in writing, within 10 days after the appeal is filed. The appeal officer will issue a written determination of the complaint's validity and a description of its resolution within 30 days after the appeal is filed.

Use of this complaint procedure is not a prerequisite to the pursuit of any other remedies including the right to file a complaint with the Office for Civil Rights of the U.S. Department of Education, the Equal Employment Opportunity Commission, or the Kansas Human Rights Commission.

About Policy

The superintendent shall report any unresolved complaint about policies to the board at the next regularly scheduled board meeting.

About Curriculum (See IF)

The superintendent shall report a failure to resolve any complaint about curriculum to the board at the next regularly scheduled board meeting.

About Instructional Materials

The building principal shall report any unresolved complaint about instructional materials to the superintendent immediately after receiving the complaint.

About Facilities and Services

The superintendent shall report any unresolved complaint about facilities and services to the board at the next regularly scheduled board meeting.

About Personnel

The superintendent or the building principal involved shall report any unresolved complaint about personnel to the board at the next regularly scheduled board meeting.

Approved: KASB Recommendation-9/97;  
8/98; 3/00

**DRESS**  
**Appropriate Dress for Students**  
**Grades 7-12.**

Caney Valley USD 436 feels that students should dress in a manner that projects a positive image for themselves and Caney

Valley Jr. Sr. High School. Students' dress should be in good taste, clean and neat, meet safety standards of shop and lab classes, and be conducive to a positive learning environment.

The following are guidelines for proper dress and appearance for students of Caney Valley:

Conventional clothing is required: clothing that is distracting, immodest or offensive to others or tends toward a "costume" is

forbidden. Tights, "yoga" pants or other similar tight fitting flexible material pants may only be worn with shorts or a skirt. Holes in clothing must be below fingertip length on pants. T-shirts, clothing, or jewelry advertising tobacco, alcoholic beverage, other illegal substances, or sex or sexuality, will not be allowed. Clothing or jewelry that contain slogans, graphics, pictures, symbols, graffiti, or words that demean race, religion, creed, sex, national origin, intellectual ability or handicapping condition. This would include suggestive items or those with double meanings.

Any type of sleeveless garments must have a 2-inch shoulder strap unless a sleeved shirt is worn under or over the garment. Tank tops and shirts with the sleeves ripped out exposing the body are not permitted. Shirts and sleeveless dresses must fit snugly under the arms. No under garments should be visible. This includes tank tops, dresses and spaghetti strap shirts and sweater tops. Shorts, skirts, skorts, or dresses shorter than fingertip length will not be allowed. Shorts made of t-shirt (knit) type material are not allowed. The mid-section or torso must be covered. Pants and shorts must be worn fastened at the normal waistline.

No house shoes or clothing considered by administration to be pajamas will be allowed.

Measurements should be done before students arrive at school. Students not complying will be provided with alternative clothing and referral.

Chains that hang from the waist to pockets will not be allowed. This includes billfold chains.

Sunglasses cannot be worn anywhere on the head during the school day.

Hats, caps, and other head coverings are not to be worn in the building by students at any

time including before and after school (except for safety or cleanliness when working in shop class), unless special permission has been received from the building principal. Students will not be permitted to carry their hats during the school day. After 1<sup>st</sup> period hats will be confiscated and taken to the office for pickup after school. Administration may ask a student to remove or cover clothing that causes a disruption to the educational process. Clothing that is representative of rival schools often creates animosity and for this reason this type of clothing is discouraged.

Students who participate in interscholastic activities and public performances will be expected to follow the personal appearance code approved by the directors or coaches of those activities and the school administration.

Students will make arrangements for a change of clothing when this policy is violated before they may attend classes. Failure to do so will result in a referral and the students must wear the provided clothing.

#### **DETENTION POLICY**

##### **Office Assigned**

Students' assigned detention by the office will begin serving their time no later than the next day after it is assigned and will attend either before school and/or after school in the specified room. Students will serve the detention in 30-minute increments and will report to the detention room by 3:15 or 7:30. Students will be allowed 1 day for each 30 minutes of detention assigned not counting the day of assignment. A student must make a good faith effort to complete the detention. If a good faith effort is not made the detention will be doubled. **At this point the student may not be allowed to participate in extracurricular activities until the detention is served.** If that detention is not served, ISS will be assigned. Points will be accrued for each failure to serve. (See un-served detention discipline policy #16.)

##### **Teacher Assigned Detention**

Detentions will be assigned by a teacher resulting from a violation of classroom rules. These will be served with the teacher

assigning the detention, as scheduled with that teacher. Failure to serve a teacher assigned detention will result in office referral and implementation of the discipline policy.

#### **Disciplinary Policies**

It is the objective and policy of the Board of Education to recognize, preserve and protect the individual rights of all students, and yet at the same time to encourage and enforce the exercise of these rights within the necessary framework of an orderly, efficient and continuing school program. Within this policy framework it is the continuing duty of the Board of Education, the administrative staff and the faculties of the school to prohibit and prevent types of student conduct that constitute a menace to the continuing educational program or that become dangerous, disruptive or destructive, and therefore endanger the proper maintenance and function of the school program.

The Board of Education further recognizes that students are fully protected and have all rights extended to citizens under the U.S. Constitution and its amendments, and that said rights cannot be abridged except in accordance with due process of the law. Therefore, in order to delineate and clarify the fundamental guidelines of student behavior in the schools, and to establish procedures to be followed should serious disciplinary action by school authorities become necessary, the following rules and procedures have been adopted by the Board of Education.

#### **Single Standard of Discipline**

There will be a single standard of discipline in all schools of the district. Teachers, Principals, and other responsible persons may not excuse any person because of race, social status, or economic status from adhering to reasonable standards of discipline or the rules of the school district. Since it is impossible to list every type of issue that might arise, the administrator has the discretion to discipline students in an appropriate manner when such an instance occurs.

### **Discipline Guidelines**

1. Every school must maintain a common standard of discipline that is sufficient to protect the safety of all students. Behavior that endangers the safety of other children or disrupts the educational environment so as to deprive others of their right to learn will not be tolerated from anyone.
2. All principals are responsible for maintenance of sufficient discipline standards and may designate specific responsibilities. All employees are responsible for assisting the principal in carrying them out.
3. All members of the school district team must cooperate fully to insure that employees have all the support they need in maintaining such standards of discipline. The disposition of serious matters of discipline must be in accordance with established district procedures. In these cases, effectiveness will be administered at the school level.
4. Any attempt to create different standards of discipline based upon sex, race, religion, color, national origin, ancestry, social or economic status is discriminatory and totally unacceptable, and will not be tolerated.
5. It is the obligation of the school district to inform the parents, students, school personnel, and citizens of our discipline procedures. Understanding and support of a system of disciplining is essential.
6. Those persons that administer discipline should be more interested in rehabilitative effects than severity of punishment. However, it must be designed to consider the need to preserve safety and sufficient order required for effective learning. Once these needs of the total student body are met, what's good for the individual student becomes paramount.
7. In dealing with discipline, our focus must be to provide for consistent effort to guide or rehabilitate a child who has a discipline problem. When a sufficient number of offenses brings a student to a point of separation from the regular school program it should be possible to trace back through a history of lesser measures that have been tried without success.
8. Discipline measures can be most effective when parents and school people cooperate; however, any "special treatment" of the student because of his or her parent

influence is unacceptable. Investigations should be full, fair, and equally applied to all segments of the problems.

9. These policies shall be in effect on the property of USD 436, the school buses, and anywhere a school activity is being held.

### **Student's Rights and Responsibilities**

As a citizen of the school, a student has certain constitutional rights, which cannot be disregarded under any circumstances, and it is the responsibility of the school to protect these rights. Recent court decisions recognized these constitutional rights of students.

#### **Rights**

1. In cases of infraction of the rules by students, they have the right to due process.
  - a. The student shall know explicitly the charges brought against him or her.
  - b. The student has the right to be heard in his/her own defense.
  - c. The student has a right for a hearing within a reasonable time.
2. The student has the right to know the behavior expected of him/her as a member of the student body and the penalties for infraction of the rules.
3. Students have the right to be treated with courtesy and respect by all members of the staff and to have their constitutional rights protected by them.
4. Students have the right to attire themselves in accord with dress code as outlined in the student handbook.
5. The student has the right to be respected for difference of opinion on procedures but shall not have the right to argue or belabor his or her difference of opinion.
6. The student has the right to know that any information given to staff members in confidence is privileged and shall not be divulged unless, in the judgment of the staff member, the welfare and safety of the school and student(s) is involved.

#### **Responsibilities**

1. A student is responsible for knowledge of rules and regulations of the school and will obey them at all times.
2. All students will show proper respect for all members of the school staff at all times and will refrain from any word or deed which tends to show disrespect of any kind.

3. Student conduct, which disrupts class work or involves substantial disorder or invasion of the rights of others is not protected by the constitutional guarantee of individual rights.

4. Students must understand that the authority of school personnel applies at all school functions whenever and wherever held.

## **SUSPENSION**

### **In School Suspension**

Students assigned to the In-School Suspension room will be required to complete all regular class assignments and will be denied usual privileges. They will not be allowed to participate in or attend extra-curricular activities during school on the day of ISS. They will not have lunch with the other students. They may bring their own lunch. Parents/guardians of the student will be notified as to why their child is being assigned. Students who violate In School Suspension rules will be suspended out of school for the remainder of their ISS assignment and receive 10 additional points.

### **Short Term Suspensions by Administrators**

1. The principal of a school may suspend, for good cause, any pupil from the school, subject to the provisions of Board policy. The principal shall report the suspension of such a pupil to the governing board of the school district or to the district superintendent in accordance with the regulations of the governing board.
2. Any suspension pursuant to this section shall not exceed ten school days. A student under suspension must be returned to school at the end of ten days even though a parent conference may not have been held or the problem has not been finally resolved.
3. During the period of suspension from school the student shall not participate in any school related activities.
4. Students suspended from school may request the material that they missed during their suspension upon their return to school. They will not receive credit for the work missed during the suspension.
5. Students suspended for 10 days or less are not afforded the right to a formal hearing.

## **SUSPENSION AND EXPULSION POLICY**

Whereas, KSA 72-8901-72-8906 passed by the 1970 session of the Kansas Legislature and amended by the 1982 session of the Kansas Legislature authorizes the Board of Education of any school district to adopt a regulation for the purpose of authorizing any certified employee or committee of certified employees to carry out the suspension and expulsion powers of the Board of Education, and for the further purpose of providing for certain reasons for suspension and expulsion as well as the procedures to be followed, the Board of Education of Caney Unified School District 436 of Montgomery County, Kansas, hereby adopted the following regulation:

### **1. Appointment of Suspension and Expulsion Committee**

The Board of Education of U.S.D. 436 hereby authorizes a committee of four (4) certified employees to be named by the Superintendent of Schools of U.S.D. 436 and to be called the Suspension and Expulsion Committee. Said committee is hereby given the authority for implementing long term suspension or expulsion in accordance with the terms and conditions of this regulation and as provided by law. The committee is to be a standing committee and shall consist of one (1) hearing officer (who shall be an administrator from within the district but from another attendance center), one (1) administrator (who shall be a representative from the student's attendance center), and two (2) certified teachers selected by the administration.

### **2. Reasons for Suspension or Expulsion**

Students may be suspended or expelled by the Suspension and Expulsion Committee herein appointed or by the Board of Education for any one (1) of the following reasons:

- a. Willful violation of any published regulation for student conduct adopted or approved by the Board of Education, or
- b. Conduct which substantially disrupts, impedes or interferes with the operation of any public schools, or
- c. Conduct which substantially impinges upon or invades the rights of others, or

d. Conduct which has resulted in conviction of the pupil or student for any offense specified in Chapter 21 of the Kansas Statutes Annotated or any criminal statute of the United States, or

e. 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.

### **3. Terms of Suspension and Expulsion**

A suspension may be for a short term out of school suspension, not exceeding ten (10) school days, or for an extended term exceeding ten (10) school days. No suspension shall extend beyond the current school semester. The principals of all the schools of U.S.D. 436 are hereby authorized by the Board of Education to impose short-term suspensions that do not exceed ten (10) school days.

The principal may recommend a student for a long-term suspension or expulsion. Such recommendation for a long term suspension or expulsion is to be made to the Suspension and Expulsion Committee which shall hold a hearing on each case submitted as hereinafter provided. If suspension is recommended by the committee the student will be given the opportunity to continue their education off-campus through the virtual school for the duration of the suspension/expulsion.

### **4. Procedure for Suspension and Expulsion**

a. Short Term Suspension: A short term suspension may not be imposed on a pupil by the principal or his designated representative without affording such pupil, or student, or his parents, or guardians a cursory hearing in accordance of due process. The principal or his designated representative has the obligation to afford an informal visit to the parents and/or student if requested. A written notice of any short term suspension and the reason therefore shall be given or mailed to the pupil or student involved, and be given or mailed to his parents or guardians within twenty four (24) hours after the suspension has been imposed by the principal. In all cases wherein a pupil might be suspended for an extended term or

might be expelled, he or she shall first be suspended for a short term as herein provided, but subject to the provision of paragraph "b" of this Section 4.

b. Extended Term Suspension or Expulsion  
A written notice of any proposal to suspend for an extended term or to expel and the charges upon which the same is based shall be given to the pupil or student proposed to be suspended or expelled and to his parents or guardians within seventy-two (72) hours after the pupil or student has had imposed a short term suspension. Any such notice of a proposal to suspend for an extended term or to expel shall state the time, date, and place that the pupil or student shall be afforded a hearing by the Suspension and Expulsion Committee, and such date shall not be later than the last day of the short term suspension or such pupil or student. Said notice shall be accompanied by a copy of KSA 72-8903 as amended, and any other regulation(s) of the Board of Education of Caney Unified School District 436 of Montgomery County, Kansas, adopted pursuant to KSA 72-8903 as amended. Whenever any hearing results in suspension for an extended term or expulsion, the Suspension and Expulsion Committee conducting such hearing may make a finding that return to classes by such student or pupil, pending any appeal, is not reasonably anticipated to cause continuing repeated material disorder, disruption or interference with the operation of any public school or substantial and material impingement upon or invasion of the rights of others in which case such student or pupil may return to his regular classes until the period for filing a notice of appeal has expired with no such notice filed, or until the determination of such appeal if a notice of appeal if filed. Whenever the Suspension and Expulsion Committee conducting such a hearing fails to make the findings specified in this subsection, the report of the hearing shall provide that the suspension shall continue until appeal there from is determined or until the period of suspension or expulsion has expired, whichever is the sooner.

### **5. Hearings**

Whenever a hearing is conducted pursuant to this regulation, whether by the Suspension and Expulsion Committee or by



the Board of Education of Unified School District 436, the student shall be afforded procedural due process, including the following:

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

Upon completion of the hearing which results in long term suspension or expulsion, should it appear to the Suspension and Expulsion Committee conducting the hearing that a violation of a criminal statute or a city ordinance may have occurred concurrently with the acts upon which the long term suspension or expulsion is based, such committee shall report that such violation may have occurred to the juvenile court or other law enforcement agency.

#### **6. Notice Requirements**

Written notice of the findings and results of any hearing resulting in a long term suspension or expulsion whether by the Suspension and Expulsion Committee, or by the Board of Education of Unified School District 436, shall be given to the student suspended or expelled and to his or her parents or guardians within twenty-four (24) hours after determination hereof. A copy of said notice by the Suspension and Expulsion Committee shall also be directed to the Board of Education of Unified School District 436.

Whenever any written notice is required under this regulation to be given to parents or guardians of any student or pupil, it shall be sufficient if the same be mailed to the residence of such parent, parents or guardians at the address on file in the school records of such student or pupil. In lieu of

mailing such written notice, the same may be personally delivered.

Notices to be served upon the Board of Education of Unified School District 436 shall be served upon the Clerk of said Board of Education by mail or in person. A copy of all written notices under this regulation shall be retained by the School District.

#### **7. Right of Appeal**

Whenever any student has been suspended for an extended term or expelled, said student or one of the parents or guardians of said student may appeal such suspension or expulsion to the Board of Education of Unified School District 436 by filing a written notice of appeal with the Clerk of the Board of Education within ten (10) calendar days after receiving the written notice specified in Section 6. Such hearing on appeal shall be conducted under rules consistent with the rules and procedures pertaining to the Suspension and Expulsion Committee as previously provided in Section 5 of this regulation.

Any such appeal shall be heard by the Board of Education not less than twenty (20) days after such notice of appeal is filed. The student and his parents or guardians shall be notified in writing of the time and place of the appeal hearing at least five (5) days prior thereto.

In all expulsion or long-term suspension cases, there shall be a record made of the appeal hearing by mechanical or electronic recording or by an official or certified court reporter, and the cost of said recordings shall be paid by the school district.

The Board of Education shall render its decision on any such appeal not later than five (5) days after the conclusion of the appeal hearing. Written notice of result of said decision shall be mailed to the parents or guardians and the student within twenty-four (24) hours following the determination of said decision. A copy of all written decisions under this regulation pertaining to the student shall be mailed to the school where said was enrolled for his or her file.

#### **8. Right of Informal Discussion**

It is understood that the building principal will at all times cooperate in affording the parents and student an opportunity to talk informally and formally with him regarding the allegations leading to possible suspension or expulsion.

#### **9. Administering of Oaths**

Any person, hearing officer or any member of a committee or the Board of Education holding a hearing under Article 89 of Chapter 72 of Kansas Statutes Annotated may administer oaths for the purpose of taking testimony therein.

#### **Policy Statement for Suspension or Expulsion of Exceptional Students**

Prior to any formal action involving the suspension/expulsion of an exceptional child, a comprehensive review of that child's Individualized Education Program (IEP) will be conducted. The review committee must include representation from the student's special education placement and/or IEP committee(s). Members of the review committee may include; the building principal, school counselor, school psychologist, special education instructor(s), plus other participants at the discretion of the review committee.

The primary responsibility of this review committee is to determine; (1) whether the child's present handicap or exceptionality is a factor in the behavioral incident for which suspension/expulsion is being considered, and (2) whether any changes or alterations in the child's current special education programming is warranted. Should either of these factors be present, then the necessary adjustments must be effected before further consideration be made in regards to suspension/expulsion. Alternative disciplinary actions are encouraged in lieu of suspension/expulsion whenever feasible. Should the comprehensive review committee determine that the child's current handicap was not a relevant factor and that his/her present special education placement is appropriate, then formal suspension/expulsion proceedings may be initiated by the local district. However, for suspension/expulsion exceeding five days, the student will receive homebound instructional programming during the allotted time the child is serving the suspension/expulsion. This is in compliance with state and federal regulations that prohibit the use of suspension/expulsion to deny any handicapped child an educational opportunity.

Documentation of attempts to effect programmatic/curriculum changes in the

student's individualized education program should be ongoing. Alternative placement outside the school district will not be effected until reasonable efforts have been made to exhaust programmatic options at the local level.

Placement of a student from a Personal and Social Adjustment program (PSA) onto a homebound instructional program must adhere to instructions imposed K.A.R. 91-12-55 ©.

#### **Pep Assemblies**

Pep rallies will be scheduled prior to ball games. The backing and spirit, which can be given to our teams at these rallies, may mean the difference between defeat and victory, so let's give the participants our full support. These rallies will be held the last 15 minutes of the school day, if possible.

#### **School Dances**

Students and their guest must arrive no later than 45 minutes after the start of the dance. If a student leaves the dance they will not be permitted back in. Students are to stay in the designated areas of the building. Junior high dances may be attended by Jr. High age students only. Junior high students may not attend High school dances. Students dancing or behaving inappropriately will be asked to leave. Students that want to bring a guest that attends another school must completely fill out the guest application and the guest must be approved by administration to attend. There will be a sign-in/ sign-out sheet at the door. All High School dances are limited to students in grades 9 and above. No guest may be over 20 years of age.

#### **Dance Dress Code**

Casual dances: The dress code written in the student handbook for normal school day dress will apply.

Formal Dances: Boys may wear tuxedos, western cut sport jacket with starched and pressed western pants (includes jeans that are not faded, torn or wrinkled), and dark suits with white shirt or tie. Boys may not wear, casual wear, tennis shoes, Bermuda shorts, t-shirts etc...

Girls may wear formals or evening dresses that meet the dress code in length and in body coverage. Strapless dresses or dresses

with spaghetti straps are permissible for these occasions. Open backs are permissible (from the sides back, but not below the waist). Girls may wear dresses that are of a formal western style but must meet the same criteria as formals and evening wear. Girls may not wear dresses or evening wear that exposes midriff in any way (from arms forward) and with no cut-outs, garments that are see-through, low cut garments that are distracting or immodest, casual wear, etc...

### **Royalty**

Queen and King (escort) candidates may only receive queen/king status once in a current school year. The counting of ballots will be performed either by the administration or by staff members under direct supervision of administration.

### **Homecoming Candidates**

Senior, female students who have not attained Queen status in the current school year and are involved in a school sponsored Fall/Winter extra-curricular activity.

Escorts – Senior, male students who have not attained King status in the current school year and are involved in a school sponsored Fall/Winter extra-curricular activity. **A student must be involved in a KSHSAA sanctioned sport or activity to be a Queen or King candidate.**

Fall candidates include senior students involved in; Football, Volleyball, Cheerleading, Cross Country, Debate and Band.

Winter candidates include senior students involved in; Boys Basketball, Girls Basketball, Wrestling, Cheerleading, Forensics and Scholars Bowl.

### **Snow Ball**

Candidates and escorts are chosen from each class. Candidates may not have received the status of Queen in any other event. Once a King is named, he is ineligible for future escorting.

### **Prom**

Candidates and escorts are chosen from the Senior Class. Kings and Queens from other events are ineligible. Students will be eligible for two (2) proms during high school. Students will be a member of the class they are classified as according to credits earned on the first day of the school

year. Grade status will not change during a school year regardless of the number of credits earned and will NOT affect eligibility for prom or other JR/SR activities. Charter Academy students are guest members of CVHS classes and are classified as juniors or seniors by the Charter Academy principal. Due to accelerated graduation opportunities at CVCA the students will be classified based on credits earned at the end of the 1<sup>st</sup> semester of the school year. CVCA students may attend one CVHS prom as a junior and one as a senior. They must have class dues paid up to date and participate in required fund raising events throughout the school year.

### **Off-School-Grounds Behavior Involving Alcohol, Drugs, and/or Tobacco**

Participation in extracurricular activities is a privilege, not a right. A student may forfeit the privilege of participating in extracurricular activities as a result of being involved with the use of alcohol, drugs and/or tobacco.

Upon the finding of any supporting facts by either the coach or a Caney Valley Schools staff member that support a reasonable belief that the suspicions are warranted, or the student having been ticketed by a law enforcement officer for being involved with the use of alcohol, drugs, and/or tobacco, the student will first be warned and suspended from participation in the next scheduled activity. Upon subsequent offenses, the student will forfeit his/her participation in extracurricular activities for the balance of the activity's season.

For example, if a student athlete or intellect (academic or intellectual competitor) is known (witnessed) to have participated in after school hours or weekend "beer parties" (consumed alcohol), on the first offense, the consequences will be a one game/competition suspension, and a meeting with the parents, student participant, head coach, athletic director and administrator before competing in the next eligible activity. On the second offense, another meeting will be held and the student will lose that privilege for the balance of the season and be required to turn in all school provided clothing, uniforms and equipment regarding the extra-curricular activity(s) in which they are participating.

To provide for policy consistency between activities, each coach is expected to implement this policy into their team rules.

### **Clubs and Activities**

Extra class activities provide an opportunity for students to develop interests outside the regular academic subjects. The activities provide opportunities for the development of leadership and participation in group activities with fellow students of similar interests and for community participation and support. Class money that has already been raised cannot be used for family donations etc. If classes want to raise “new” money for a gift/donation they may with prior approval by administration.

## **SCHOOL ORGANIZATIONS**

### **Senior High Organizations:**

Debate/Forensics – Jason Klien  
National Honor Society – Mrs. Connie Griffin  
Playmakers/Drama – Kirk Duckers  
FCA – Mr. Jeff Wyrick  
FFA – Mr. Dwayne Messner  
FCCLA - Mrs. Carla Sullivan  
Student Council – Mrs. Julie Newby  
Scholars Bowl –

### **Junior High Organizations:**

FFA- Mr. Dwayne Messner  
FCCLA- Mrs. Carla Sullivan  
Student Council – Mrs. Julie Newby  
Quiz Bowl - Mrs. Connie Griffin

## **ATHLETICS**

### **Head Coaches - Senior High**

Football – Mr. Criss Davis  
Volleyball – Mrs. Jennifer Rigdon  
Girls Golf – Mrs. Wendy Oyler  
Cross Country – Mrs. Hannah Puckett  
Basketball – (girls) Mr. Tom Nelson  
Basketball – (boys) Mr. Criss Davis  
Wrestling – Mr. Kirk Duckers  
Boys Golf – Mr. Tom Nelson

Track – (boys) Mr. Jeff Wyrick  
Track - (girls) Ms. Karen Schultheiss  
Softball – Mr. Jerod Rigdon  
Baseball – Mr. Chris Bachman  
Cheerleaders –Mrs. Lindsey Christian

### **Head Coaches - Junior High**

Football – Mr. Sam Wyrick  
Volleyball – Sherry Owen  
Basketball – (girls) Kevin McIntosh  
Basketball – (boys) TBA  
Wrestling – Kirk Duckers  
Golf – (co-ed) Gerald Watson  
Track – (boys) Josh Kristalyn  
Track - (girls) Mrs. Mary Ann Egan  
Cheerleaders – Mrs. Jordan Thiess

### **NHS SELECTION PROCESS**

1. Students must have a 3.2 grade point average.
2. Teachers will evaluate students on leadership and character. Evaluations will not be signed by the teachers.
3. Students that meet the GPA requirement will have to provide 5 hours of community service before being considered. The committee will provide documents for verification of community service that must be signed. The committee will also provide students with ideas for service.
4. Once installed as a member, students will need to complete 8 service hours as a junior and 8 hours as a senior to remain a NHS member.
5. If selected, attendance of the installation service is mandatory. If inductees do not attend the service they will not be allowed to be members.
6. Members of the National Honor Society are selected by a committee. Sponsors and Administrators are not involved in the process.

### **Eligibility Rules**

Class, Organizations and Student Council Offices.

All officers or students selected to hold a special assigned position of any class or organization must meet the student point

system's requirements for student activities set up by the Student Council.

The eligibility rules set up by the Kansas State High School Activities Association will apply to all extra-curricular activities. Virtual school students are ineligible for an entire school year if they are enrolled full time at the Virtual School for any period that school year.

Athletes must participate in a minimum of ten regularly scheduled team practices before they can participate in a competition. This also applies to a student that decides to change sports. A student must have permission from administration to change sports after the first five (5) team practices. Students may not participate in more than one sport per season.

### **Extra-Curricular Activities**

The eligibility rules set up by the Kansas State High School Activities Association will apply to all extra-curricular activities. This will include bands and chorus performances, athletic contests, FFA contests, one-act plays, speech festivals and any other activities in which Caney students take part. The eligibility rules for high school are as follows:

You are eligible if:

1. You are a bona fide undergraduate student in good standing.
2. Your conduct and standard of sportsmanship are satisfactory and do not bring discredit to yourself or school.
3. You are not nineteen years of age (fifteen for junior high school student) on or before September 1 of the school year in which you compete.
4. You have met the following semester requirements: A student shall not have more than two semesters of possible eligibility in grade seven and two semesters in grade eight. A student shall not have more than eight semesters of possible eligibility in grades nine through twelve, regardless of whether the ninth grade is included in junior high in a senior high school. NOTE: If a student does not participate or is ineligible due to transfer, scholarship, etc., the semester(s) during that period shall be counted toward the total number of semesters possible.

5. You have passed five **new** subjects (those not previously passed) of unit weight in your last semester of attendance.

6. You are enrolled and attending five new subjects (those not previously passed or failed) of unit weight. A student may take a maximum of one (1) virtual (online) class during a semester and remain eligible for KSSHSA activities at CVHS. Online classes used to meet the five (5) new passed classes requirement **MUST** be completed by the last day of attendance for the semester. The online class restriction **does not** include online college classes.

7. You have been in more than four seasons in one sport in a four-year high school, three seasons in a three-year high school or two seasons in a two-year high school.

8. You do not engage in outside athletic competition in the same sport while you are a member of a school squad. Consult your coach or principal before you participate individually or on a team in any game, training session, or tryout conducted by an outside organization.

9. You have passed an adequate physical examination by a practicing physician and have the written consent of your parents or legal guardian. (The completed form must be in the hands of your principal prior to your first practice.)

10. You are regularly enrolled and in attendance not later than Monday of the fourth week of the semester in which you participate.

11. You are a transfer student and have met the requirements of the Transfer Rule as explained on your Physical Examination form. Contact the principal concerning this regulation.

12. You are not a member of any fraternity or other organization prohibited by law or by the rules of the KSHSAA.

13. You have not competed under a false name.

14. You have not competed for money or merchandise of intrinsic value, and have observed all other provisions of the Amateur and Awards Rules.

15. If a student has received an out-of-school suspension from Caney Valley High School, he/she is not eligible to participate (practice, observe, play) in any school activity during the day(s) of the suspension.

16. Student managers will be of the same sex as members of team.

17. Students will be in attendance all day on the day of a scheduled interscholastic activity to be eligible to compete that day. Exceptions will be made for doctor/dental appointments that were scheduled at least one day prior to the day of the absence.
18. Students will be in attendance at least 4 periods in order to practice on that day.

### **Cheer/Dance and Sports**

This policy will apply to Jr. High and Sr. High cheerleaders

1. Cheerleaders will be allowed to participate in one sport and one sport only during a sports season.
2. Athletic team practice will take precedence over cheerleading practice. Cheerleaders will not be exempt from any team rules that apply to all sports team members including attendance of practice.
3. Cheerleader/athletes would only be allowed to participate in halftime events at the coaches' discretion.
4. Athletic practice/games will take precedence over cheerleader fund raising activities.
5. Athletic practices and games (Varsity, JV and "C" team) will take precedence over cheerleading activities if the sports coach requires their participation.
6. Participation in State or Regional athletic events as a player takes precedence over participation as a cheerleader at these or any other events.
7. Participation in sports practices/games take precedence over cheerleading at another sports State or Regional event.
8. In most instances, cheerleading and sports coaches can work out agreements that allow exceptions to many of these rules. Cooperation is encouraged for the benefit of the student/athlete and the school.

**Transportation of Students to Athletic Contests or Pep Club Trips:** The following rules are to be observed:

1. All team members and managers travel under the supervision of the coach and/or the bus driver.
2. When pep club members or spirit boosters travel on the bus to games, they are under direct supervision of the sponsor, coach, and/or the bus driver. If they go on the bus, they must return on the bus.

3. Students are not to be on any district vehicle at any time, at any event, without adult supervision.
4. Any student wishing to ride home with his/her parents from an activity or an athletic contest must sign the **Parent Signature Sheet**. Parents must give the head coach written permission **24** hours in advance of a contest or activity for their child to ride home with another student's parent. **Under no circumstance will a student be allowed to ride home with another student.**

### **Fund Raising**

The athletic program is financed for the most part through the gate receipts and season ticket sales. The school board supplements the athletic fund to a certain degree when extra equipment is necessary. All clubs rely on small dues in addition to school-approved moneymaking projects to finance their activities. All organizations collect dues and handle money through the club treasurer under the supervision and cooperation of the club sponsor. When the collected dues are turned in, receipts and proper accounting procedures are followed. Receipts will be given for all money received. All expenditures will be made by check.

Club moneymaking projects are limited to one major fundraiser per school year for each organization. No fundraiser is to be undertaken (even the traditional ones), without prior authorization from the Administration. Remember—we would prefer your fundraiser be a service rather than selling of a product. When enough interest is shown, new clubs may be organized by contacting the principal and by presenting a charter for Student Council approval. All sponsors will be appointed by the administration after consulting the teacher to be assigned.

### **School Parties/Dances**

Each organization and grade classification is allowed one party per year. The only organizations permitted to sponsor all school dances will be Cheerleaders, Student Council, and Playmakers. All other dances will be functions for that particular organization's members only.

Times for school dances are arranged for in the Principal's office. All dances are subject to the following regulations:

1. They must be scheduled at least two weeks in advance.
2. They must be held on Friday night (unless special permission is granted by the Principal) and terminate by 11:45 p.m. (10:45 p.m. for Jr. High dances)
2. Parents and teachers must be present as chaperones. (At least five faculty members) Parents are welcome and encouraged to attend.
3. Students must arrive within 30 minutes of the scheduled starting time of the dance unless prior administrative approval is granted.
4. Students who leave during the evening are not permitted to return.
5. Students must sign the list in the office for outside dates. Students that want to bring a guest that attends another school must completely fill out the guest application and the guest must be approved by administration to attend. Junior High students are not allowed to bring out of school guests. Guests of students who are not abiding by school rules and regulations will cause the guest and the student to be asked to leave. (Jr. High students may not bring guests.)
6. There will be a sign-in/ sign-out sheet at the door.
7. All High School dances are limited to students in grades 9 and above. Junior high students taking classes for high school credit are not eligible to attend high school dances. No guest may be over 20 years of age.

**Prom**

Parents/family will be allowed to view the Prom setting during specified times in the afternoon. Parents/family will not be allowed to enter the building once walk-in begins. Students will be eligible to attend two (2) CVHS proms during high school.

**Publications**

The main publication of Caney Valley High School is the Bullpup Observer, which carries many items of interest to the students, parents, and faculty members. In this publication, current items are discussed, informative editorials are written, students' opinions are expressed, and many other items of interest are shared.

**Immunization Requirements**

K.A.R. 28--1--20 defines immunizations required for any individual who attends school or a childcare program operated by a school. There are changes in requirements for immunizations for the upcoming school year.

Please carefully review the requirements below. The usual number of doses required are listed; however

there are exceptional circumstances that could alter the number of doses a child needs. If you have questions

about your child's immunization status, contact your child's primary care provider or local health department.

Proof of receiving the immunizations must be provided to the school prior to attending the first day of school.

Grades 7 -9

*Tdap	1 dose
IPV (polio)	4 doses
MMR	2 doses
Varicella	2 doses
Hepatitis B	3 doses

Grades 10-12

*Tdap	1 dose
IPV (polio)	4 doses
MMR	2 doses
*Varicella	1 dose
Hepatitis B	3 doses

\*Certain exemptions apply. See the school nurse for details regarding Varicella, and TD vaccination guidelines based on K.A.R. 28-1-20

**First Aid and the Administration of Medication**

Only those school employees qualified by training approved by the district and then only in case of emergency may administer first aid to students.

First aid will be limited to the applying of simple bandages or infection preventatives and to any justifiable emergency aid such as stopping excessive bleeding to prevent further injury, disability or death.

At least one person in every school building in the district will be qualified to administer first aid.

The administration of medicines shall be in strict compliance with the rules and regulations of the board as follows:

### ***School Medication Policy***

The policy as adopted by the board of U.S.D. #436 and recommended by the State Board of Education states that the diagnosis and treatment of illness and the prescribing of medication, including over-the-counter drugs, are not the responsibility of the school and should not be practiced by any school personnel, including school nurses. All prescription medication must be brought to school in its original container with correct name of the student, medication name, and dosage on the bottle. Medication brought to school not meeting the above requirements will NOT be given. Parents need to be aware of these guidelines. The best procedure for giving medication to students would be to adjust the schedule to non-school hours. In certain circumstances, however, when medication is necessary in order for a student to remain in school, the school will cooperate with the parent in the administration of medicine, with the proper authorization on file. Parents will have the opportunity to sign a written consent at enrollment allowing their child to receive over the counter medication such as; Tylenol, Ibuprofen, cough drops and antacids as needed. Over the counter medications will not be administered unless a release has been signed.

### **GENERAL INFORMATION**

Deliveries (flowers, balloons, etc.) made to the school for students will be held in the office until the end of the day. A note will be sent to the student telling them that they have delivery in the office.

### **CHECKING OUT OF SCHOOL**

If a student has reported to school he/she is not to leave at any time except after reporting to the office and receiving permission. Permission will not be granted unless the student presents a written request from a parent that he/she is allowed to leave the building. Errands or other personal problems that can be taken care of outside of school hours should not be allowed to interfere with your classes. Your classes are the most important consideration, (except in extreme emergencies), during regularly scheduled school hours.

Therefore, the administration reserves the privilege to determine if it is necessary for

the student to leave. It will be necessary to contact a parent or guardian of any student who wants to leave school because of illness before the student is allowed to leave the building. Failure to follow the proper procedure when leaving the building will result in a truancy absence regardless of the reason. Refer to the truancy absence policy. Daily, weekly and special bulletins will carry announcements of students who are to be excused to take part in special activities. In such cases, the student is not to be marked absent, and he will be given the opportunity to make up the work missed. Once a student arrives at school via bus, vehicle or walking they are not allowed to leave school property. If a student leaves school property by any means once they have arrived they will be subject to discipline.

### **PASSES DURING CLASS TIME**

Students should not be in the halls during class time, unless they are carrying a hall pass. . Every junior high student is given a student planner. In addition to using it as a planner, it can be used as a hall pass. Students may not leave class without a teacher signed planner (JH) or a restroom hall pass, with the reason, time allotted, and date listed. Students should not use more than three passes a day.

### **Student Insurance**

Caney Valley Jr.-Sr. High School has purchased supplemental insurance on all students enrolled in this school. This insurance is a supplemental policy to your insurance. This means that your student is not fully covered on all accidents but our insurance will work with your insurance to help cover reasonable medical costs incurred if your child is injured at school or in school activities and/or athletics.

If an injury occurs you must request an insurance form from this building so that you may submit it to our insurance company. Our insurance company will only cover injuries after the primary insurance carrier (your personal insurance company) has covered their share of the claim. For further clarification, please contact the school.



Students may purchase additional insurance at a minimal cost that will cover them on a twenty-four hour basis. This insurance is handled through the school office and may be purchased at your request.

### **Signs and Posters**

Signs and posters must be approved by an administrator before they can be posted. They are to be posted in the cafeteria, the main hall, or in classroom hallways and must be fastened with masking tape. These signs and posters are to be removed as soon as the occasion they pertain to is over. Only magnetic backed signs or posters can be placed on lockers.

### **School Phone Usage**

A student will not be called out of class to answer the telephone except in cases of emergency. Parents desiring to contact pupils may request them to call back during a free time. The office telephones are for office use and school business only.

### **Students Driving to School**

Students who drive to school are to park on school grounds in the student parking lots located to the north and east of the school building. Students are not allowed to park in the south lot or in the teacher parking areas adjacent to the building. Students are not to sit in cars or wait in the parking lot. Inappropriate and reckless driving will be reported to the police. Discipline for incidents involving moving vehicles can range from a warning up to revocation of parking privileges depending on the severity of the incident. Improperly parked vehicles may be towed away at owner's expense or parking privileges revoked. Vehicles in the parking lot are subject to search by administration.

### **Senior Class Account**

If, by the end of the school year, a balance remains in the "Senior Class" account and this balance has not been allocated for any other purpose, the balance will be transferred automatically on June 30 (of the year the Senior Class graduates) to the Student Council Account. Class money that has already been raised cannot be used for

family donations etc. If classes want to raise "new" money for a gift/donation they may.

### **Policy Statement on Extended School Year Services for Handicapped Students**

Due to recent court decisions regarding the availability of an extended school year for handicapped students, the Kansas State Department of Education/Special Education has requested a policy statement to be incorporated into each local comprehensive plan. In compliance with this request, Tri-County Cooperative has developed the following policy statement:

"Tri-county Special Education Cooperative will consider the need of handicapped students for an extended school year should it be clearly evident that the discontinuation of an educational program throughout the summer causes the child to regress significantly. The child's IEP/placement committee will review a request for an extended school year on an individual basis.

It is the committee's responsibility to ascertain whether the absence of programming throughout the summer creates a significant regression in the continuum of that child's educational progress. A review of past and present IEP goals and objectives, IEP updates, and pre- and post-test results, will provide a standard by which to evaluate the child's eligibility for extended services."

### **School Property**

Building Use Policy Request to use any of the Caney Valley Jr.-Sr. High School facilities need to be done by filling out the request form that can be obtained in the CVHS office. The request must be received at least two days prior to the event and preferably a week before. School groups and the Caney Valley Recreation group activities will take priority over other requests. Other groups will be given permission to use the building at the Principal's discretion.

### **Arrival and Departure**

Students are not to be in the building prior to 7:50 a.m. or after 3:30 p.m. unless under an adult supervised activity. Upon arrival at school, when the 8:00 bell rings, all students

will enter through the south (main) entrance or through the northwest entrances. Traffic through and/or in the junior high hall will be limited to 7th and 8th graders at all times during the school day. Students are NOT to come in the gym entrances on the east or to be in the gymnasium prior to the 8:00 bell, unless they have prior authorization of a teacher or coach and can verify such. Students are not to pass through the gym between classes.

### **COMPUTER TECHNOLOGY USE BY STUDENTS**

The Caney Valley school district provides Internet access and computer technology resources for employees to use. This document is the "Acceptable Use Policy" for use of the school district's computer resources.

School Internet access has been established for a limited educational purpose to include classroom activities, record keeping, communication, career development, and limited high quality, self-discovery activities for students and staff. It has not been established as a public access or public forum nor has it been established for commercial purposes to offer or provide products or services through the training users need to have before being allowed to use the system and enforce all rules set forth in this policy and the laws of the state of Kansas.

The following use of the Caney Valley school district's computer resources is unacceptable:

1. Personal Safety:
  - a. Users will not post contact information (e.g. address, phone number) about any other person.
  - b. Any contact or receipt of any message a user feels uncomfortable about should be reported to school authorities immediately.
  - c. Users will not conduct live, real-time communication with others via the Internet unless it is pre-approved due to its educational benefit.
2. Illegal Activities:
  - a. Users will not attempt to gain unauthorized access to this or any other computer system or go beyond authorization given by entering any password other than

- his/her own, or accessing another person's files.
- b. Users will not deliberately attempt to disrupt the computer system or destroy data by spreading computer virus or by other means.
- c. Users will not use the Caney Valley district computers resources to engage in any other illegal act.

### **3. System Security:**

- a. Users are responsible for their individual access and should take all reasonable precautions to prevent others from being able to use it. Under no condition should user give any password or access code to another person.
- b. User will immediately notify a teacher or the system administrator if he/she has identified a possible security problem. Do not look for security problems; this may be construed as an illegal act.
- c. Users will avoid the inadvertent spread of computer viruses by not attempting to download from the Internet any software on this system or executable (.exe) files.
- d. Users will not attempt to change the parameters on any system in an effort to circumvent the filtering of Internet content or the desktop security measures employed by the district to protect the system's resources from alteration.

### **4. Inappropriate Language:**

- a. On any and all uses of the Internet, and the district's computer resources, whether in application to public or private messages or material posted on the Web pages, user will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening or disrespectful language.
- b. Users will not post or retrieve information that could cause danger or disruption or engage in personal attacks, including prejudicial or discriminatory attacks.
- c. Users will not harass another person by a persistent action that distresses or annoys another person and he/she must stop if asked to do so.

### **5. Respect for Privacy:**

- a. Users will not repost a message that was sent to them privately without permission of the person who sent you the message.
- b. Users will not post private information about another person.

### **6. Respecting Resource Limits:**

- a. Users will not download extremely large e-mail files. No downloads of software or related files should be attempted without direction from staff.
- b. Users will not post chain letters or engage in “spamming” (that is, sending an annoying or unnecessary message to a large number of people).
- c. User will check his/her e-mail (if provided) frequently, and delete unwanted messages promptly.
- d. User may subscribe to high-quality discussion group mail lists that are relevant to his/her education or career development.

**7. Plagiarism and Copyright**

**Infringement:**

- a. User will not plagiarize words that he/she finds on the Internet. (Plagiarism is taking the ideas or writings of others and presenting them as if they were your own.)
- b. Users will respect the rights of copyright owners. Copyright infringement occurs when a user inappropriately reproduces a work that is protected by copyright. If a work contains language that specifies appropriate use of that work, user should follow the expressed requirements. If a user is unsure whether or not he/she can use a work he/she should request permission from the copyright owner.

**8. Inappropriate Access to Material:**

- a. User will not use the Caney Valley school district’s computer resources to access material that is profane or obscene (pornography) or that advocates illegal acts or violence or discrimination toward others (hate literature). A special exception may be made for specific literature if the purpose of the access is to conduct research with or for a student with advance parental knowledge.
- b. If the user mistakenly accesses inappropriate information, he/she should immediately inform the district’s computer technician in writing through the appropriate channels in order that this site or material can be screened and blocked if appropriate.

**9. Your Rights:**

- a. Use of the Internet is a privilege, not a right. Individuals violating policies pertaining to standards of conduct or Internet use shall be subject to revocation of privileges and potential disciplinary action including dismissal and /or appropriate legal action.

- b. Free Speech: The user’s right to free speech applies also to his/her communication on the Internet. The Internet is considered a limited forum and therefore the district may restrict a user’s right to free speech for valid educational reasons.

- c. Search and seizure: The user should expect no privacy of the contents of his/her personal files on the district system. Routine maintenance and monitoring of the system may lead to discovery that the user has violated this policy or the law.

- d. An individual search will be conducted if there is reasonable suspicion that the user has violated this policy or the law. The investigation will be reasonable and related to the suspected violation. Any material in user’s possession will be viewed in the same context as to its appropriateness for the school setting regardless of the nature of its origin. Additional consequences for the possession of inappropriate material in the school setting may be forthcoming as well as disciplinary measures described by this policy regarding the method of its retrieval.

**10. Legal:**

- a. The district will cooperate fully with local, state, federal officials in any investigation related to illegal activities conducted with the use of the Caney Valley school district’s computer resources. In the event of a claim that the user has violated this policy or the law in his/her usage, the usual procedures according to state and federal law will be followed. Additional restrictions may be placed on the user’s use of the district’s computer resources.
- b. The district makes no guarantee that the functions or the services provided by or through the district system will be error-free or without defect. The district will not be responsible for any damage user may suffer including, but not limited to, loss of data or interruptions of service. The district will not be responsible for financial obligations arising from a user’s personal use of the system.
- c. The administrative staff and/or their designees may review files and monitor all computer and Internet activity to maintain

system integrity and ensure that users are acting responsibly. Privacy is not guaranteed.

d. Electronic footprints can be imprinted on the system whenever an action is performed. Therefore, the district has every intention of monitoring access, the type of material viewed and the subsequent use of that material. All Internet access including e-mail, can be filtered, monitored and logged when deemed appropriate by the district.

#### **Lockers and Book Bags**

Lockers will be issued at the time of enrollment. Built in locks are provided with each locker. (The school will not and cannot be responsible for items lost or taken.) The administration reserves the right to make periodic locker checks. (Do not share your combination with other students.) There are to be no containers with drinks in lockers or any consumption of food or candy in the hallway during the school day. Students who bring their lunch to school should have it in a closed bag or container. Students enrolled in and attending in USD #436 shall leave all book bags, back-packs, duffel bags or any facsimile of such items in their lockers at Caney Valley Junior/Senior High School.

#### **Student Services:**

##### **Counselor**

The counselors are available to help students with any concern that the student or their parents may have. For example, the counselors are available to help with planning a course of study for junior high school, high school or following high school, college or vocational school plans, interpretation of tests you may have taken in school, school problems and personal problems.

##### **Food Service**

A hot lunch program will be provided for all students. There will be three charged lunches and after that the student will receive peanut butter and jelly sandwiches up to three times. Students who desire to bring sack lunches will be permitted to eat their meals in the cafeteria. There are to be no drinks, candy or food in the halls or classrooms at any time. Students are allowed to use vending machines only at lunchtime. Students must return to the cafeteria before opening any items

purchased from the machines. They are off limits the rest of the day.

Students are not allowed to loiter outside of the cafeteria area during lunch.

Lunch deliveries/payments for food purchased outside of the school will no longer be accepted in the office.

#### **Other Rules:**

1. Meal tickets must be paid for in advance or at the time of eating.
2. There will be no exchange of free or reduced lunch tickets.
3. Lunch tickets cannot be shared. Only one student can be served per ticket, per meal.
4. More than one student sharing a tray is prohibited.
5. There will be no food or other items thrown in the cafeteria.
6. Taking more than one meat dish will result in paying for a second meal.

#### **Pupil Transportation**

Transportation by bus is provided for all students who live within the USD 436 School District and who request it at enrollment. Qualified

bus drivers transport persons to and from both grade school and high school.

Instruction to pupils and drivers:

1. Your driver is in charge of both pupils and the bus. Pupils must obey the driver immediately.
2. Keep the bus clean; do not throw trash on the floor.
3. Students shall not, at any time, walk about while the bus is in motion.
4. Any damage to the bus must be reported to the driver.
5. Bus transportation is a privilege, not a right. Protect this privilege.

#### **CANEY VALLEY JUNIOR-SENIOR HIGH SCHOOL SPORTSMANSHIP CODE:**

The administration, coaches, teaching staff and students of Caney Valley Junior-Senior High School subscribe to and support the need to provide good examples to all in exhibiting Good Sportsmanship. We expect our students and fans to:

1. Be courteous to opponents, fans, and cheerleaders.
2. Be respectful in your behavior toward everyone present.

3. Respect and abide by the official's decision.
4. Exercise self-control at all times; never boo an official, coach, cheerleader, or player.
5. Display character in your every action.
6. Learn to win with character and lose with dignity.
7. Display appreciation for a good performance or play regardless of the team.
8. Never exhibit such actions as throwing pieces of confetti, paper airplanes, holding up newspapers when the opposing team is introduced, etc.
9. Speak to adult fans if you observe them violating any of these expectations.

Suggested handling of violations of the above as recommended by the Kansas State High School Activities Association follows: Violations of the Code of Ethics, KSHSAA Rules and Regulations or Sportsmanship Regulations by member schools and/or individuals shall be subject to consideration by the KSHSAA. Action may result in the form of a reprimand, probation or suspension of the school and/or individual depending upon the degree of the violation. If member school is not willing to impose disciplinary measures acceptable to the KSHSAA, a hearing (informal or formal) will be held and restrictions imposed by the KSHSAA. School/coaches are encouraged to use the NCR Report Form to call attention to the KSHSAA any unusual situations, positive or negative, immediately following the contest.

If a problem is severe, then the KSHSAA should be notified by telephone so the situation can be followed up right away

**NOTICE TO PARENTS AND STUDENTS OF RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (FERPA)**

On November 20, 1974, the Family Educational Rights and Privacy Act of 1974 became law. Under the law the parents of students enrolled in any educational institution receiving Federal funds are given certain rights concerning the school records of their children.

The following rights are accorded to you under this Act:

1. You are entitled to have access to your child's school records upon request. This request should be directed to the custodian of the school records in question. Said custodian must grant access to you within 45 days after receipt of the request.
2. The school district will follow the following procedures in granting access by parents to students' records. Parents' right of access shall include:
  - a. The right to be provided a list of the types of education records, which are maintained by the institution and are directly related to their children.
  - b. The right to inspect and review the content of those records.
  - c. The right to obtain copies of those records, which may be at the expense of the parent or the eligible student, but not to exceed the actual cost to the school district of reproducing such copies.
  - d. The right to a response from the district to reasonable requests for explanations and interpretations of those records.
  - e. The right to an opportunity for a hearing to challenge the content of those records; and
  - f. If any material or document in the education records of a student includes information on more than one student, the right to inspect and review only such part of such material or document as relates to such student or to be informed of the specific information contained in such part of such material.
3. Right to a hearing to challenge the content of your children's education record.
  - a. To insure records are not inaccurate, misleading, inappropriate, or in violation of the privacy of the student and
  - b. To insert into the record a written explanation respecting the content of the record.
4. The school district has adopted the following policies to implement this Act: (See part IVI, paragraph C of Research Bulletin 1976-77, No. 1, August 1976, for required policies.) Copies of these policies may be obtained at the Principal's Office.
  1. Before any school records will be released to third parties who have requested copies of your child's

school records, you must give your written consent to said release. This written consent must be presented to the custodian of said records before he will release them. A written consent must include the following:

- a. The student's name, address, telephone number, date of birth;
  - b. The student's major field of study;
  - c. The student's participation in officially recognized activities and sports;
  - d. The weight and height of members of athletic teams;
  - e. Dates of attendance;
  - f. Degrees and awards received;
  - g. The most recent previous school district attended by the student.
6. Right of notification of transfer of your child's/children's student records and the right to challenge the content of the records to be transferred.
7. Right to have the school make a reasonable effort to notify you of the subpoena of your child's education records prior to the school's compliance with the subpoena.
8. Right to have the school make a reasonable effort to notify you of the receipt of judicial order by the custodian of the education records requiring the custodian to turn over your child's/children's education records to the court prior to compliance.
9. Right to file a written complaint with the Family Educational Rights and Privacy Office (FERPA), Department of Health, Education and Welfare, 330 Independence Ave. SW, Washington, D.C. 20201, of alleged violations of this Act by the school district.
10. The School District has designated the following information as directory information:
- a. The student's name, address, telephone number, date of birth;
  - b. The student's major field of study;
  - c. The student's participation in officially recognized activities and sports;
  - d. The weight and height of members of athletic teams;

- e. Dates of attendance;
- f. degrees and awards received;
- g. The most recent previous school district attended by the student.

This information is considered public information that may be released by the School District without your prior consent.

If a parent does not want the District to disclose any of this information, or any specific item of information, without the parent's prior written consent, the parent must notify the district, in writing.

11. The School District is required by federal law to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have notified the District in writing that they do not want this material released without their prior written consent.

12. The custodian of said records will maintain a record of those persons, agencies or organizations that have access to said records. This record will indicate the legitimate educational or other interest that each person, agency or organization had in seeking the student's records. The record will be available only to the parents of said student and the custodian of the records.

13. When your child becomes eighteen years of age, all rights formerly accorded to you as parents of said student become the sole rights of the student, and you will no longer have the right to access to said student's records.

#### **INFORMATION FOR PARENTS REGARDING SECTION 504 OF THE REHABILITATION ACT OF 1973**

Section 504 is an Act, which prohibits discrimination against persons with a disability in any program that receives federal financial assistance. The Act defines a person with a disability as anyone whom: Has a mental or physical impairment that substantially limits one or more major life activities (major life activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working.) In order to fulfill its obligation under the 504/ADA, the Caney Valley School system recognizes a responsibility to avoid discrimination in policies and practices regarding its

personnel and students. No discrimination against any person with a disability will knowingly be permitted in any of the program and practices in the school system. The school has specific responsibilities under the Act, which include the responsibility to identify, evaluate and, if the student is determined eligible under section 504/ADA, to afford access to appropriate educational services. If the parent or guardian disagrees with the determination made by the professional staff of the school, he/she has the right to a hearing with an impartial hearing officer. The Family Education Rights and Privacy Act (FERPA) also specify rights related to educational records.

**Homeless Policy**

Caney Valley JR-SR High School identifies students as “homeless” according to the McKinney-Vento At (Section 725). The criterion is as follows:

Children who lack a fixed, regular, and adequate nighttime residence including children who are:

- o Sharing housing with other persons due to loss of housing, economic hardship, or a similar reason,
- o Living in motels, hotels, trailer parks, or camping grounds due to lack of adequate accommodations,
- o Living in emergency or transitional shelters, abandoned in hospitals or awaiting foster care or placement,
- Children who have a primary nighttime residence that is a public or private place not designated for, or ordinarily used as a regular sleeping accommodation for human beings.
- Children who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings. Migratory children who qualify as homeless because they are living in circumstances described above. This includes youth not in the physical custody of a parent or guardian such as:

Runaways living in runaway shelters, abandoned buildings, cars, on the streets, or in other inadequate housing,

- o Children and youth denied housing by their families (sometimes referred to as

“throwaway children and youth,” and

- o School-age unwed mothers living in homes for unwed mothers because they have no other housing available.

In determining whether or not a child is homeless, consider the relative permanence of the living arrangements. Determinations of homelessness are made on a case-by-case basis. Caney Valley JR-SR High School will do its best to prepare homeless students for success by providing the following:

- Inform parents of their rights
- Supply homeless students with school supplies
- Provide access to free/reduced lunch
- Enroll students in the “Food for Kids” program
- Provide clothing and shoes through the school and local ACTS Thrift Shop
- Notify TAC (The Association of Churches) to assist family
- Provide showers at school for the student
- Wash students clothes when needed
- Transport students to and from school

**ANNUAL ASBESTOS NOTIFICATION**

USD 436 has been complying with state and federal asbestos guidelines for many years. Some of the building materials in our school do contain asbestos. These materials are periodically inspected to ensure that they do not present a health hazard to students, employees and visitors. The asbestos management plan for USD 436 is located in the district administrative office and the administrative office of each school. Interested persons may inspect the plan at any time. If you have specific questions, you may contact the Board of Education Office at 620-879-9200

USD 436 is committed to protecting the health of all students, employees, and visitors and we will continue to ensure that asbestos containing materials are maintained according to federal and state requirements.