

# **STUDENT HANDBOOK**



**Chase Kats**



**Raymond Bulldogs**

**Chase High School  
Raymond Junior High**

**2017-2018 School Year**

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## **MISSION STATEMENT**

“The purpose of Unified School District #401 is to assure that students will acquire basic academic and decision-making skills necessary to become resourceful, responsive, and responsible members of the world community.”

## **WELCOME**

The policies and procedures contained in the handbook are the result of a concerted effort on the part of the faculty and the administration. This information has been carefully prepared and presented so that it will be of great value in helping you adjust to our school and become an integral part of it.

The ultimate purpose of education is to help each student become an effective citizen in a democracy and to develop and accept the responsibilities and obligations of good citizenship so that they will participate successfully in the world of tomorrow. We hope that you will participate in our varied activities and thus find those things within our school that will prepare you to live a better life and finally take your place in this complex society. Remember that your success in this school will be directly proportional to your efforts.

Our school welcomes you to its ranks and we hope that you will always be conscious of its traditions and requirements. This school will be whatever you make it. Let us always have the spirit to do the things that will make it outstanding.

## **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. Glenna Grinstead, 313 East C Avenue, (620) 938-2913 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 will be resolved under the district's discrimination complaint procedure.

## **Academics**

### **Admission Requirements**

All resident students will be admitted to attend school in the district unless they have been expelled. A resident student is any child who has attained the age of eligibility for school attendance and lives with a parent or a person acting as a parent who is a resident of the district. All students enrolling in the district for the first time will provide required proof of identity. Students enrolling in kindergarten or first grade will provide a certified copy of their birth certificate or other documentation that the board determines to be satisfactory. Students enrolling in grades, 2-12 will provide a certified transcript or similar pupil records. The enrollment documentation will include a student's permanent record card with a student's legal name as it appears on the birth certificate, or as changed by a court order and the name, address, and telephone number of the lawful custodians. The records will also provide the identity of the student as evidenced by a birth certificate, copy of a court order placing the student in the custody of Kansas Social and Rehabilitation Services, a certified transcript of the student, a baptismal certificate or other documentation the board considers satisfactory.

### **Non-Resident Students**

Nonresident students are those who do not meet the definition of a resident student. Nonresident students may be admitted only to the extent staff, facilities, equipment and supplies are available. A nonresident student who has been suspended or expelled from another district will not be admitted to the district unless approved by the board.

### **Address/Phone Number Change**

Please notify the school secretary within seven days if any of the following change: numbers for home or parents' work; mailing or a street address; or emergency contacts.

### **Assignment to School/Classes**

The superintendent will assign students to the appropriate building. Any student desiring to attend a school outside the attendance area in which the student resides may do so only with the prior written permission of the superintendent. The building principal, based on the educational abilities of the student, will determine assignment to a particular grade level or particular classes. If the parents disagree, the principal's decision may be appealed to the superintendent. If the parents are still dissatisfied with the assignment, they may appeal in writing to the board.

### **Dual Credit Courses**

Students taking approved college courses (list of approved courses may be obtained from the school counselor) may receive both high school credit and college credit for the course. College credit will be awarded by the college, with the student being responsible for all fees. High School credit will be awarded based on the following guideline: ½ unit of high school credit (one semester) will be awarded for any college class of three to five college credit hours. Any college class taken for less than three college credits or more than five college credit hours will be given proportional high school credit as determined by the building principal.

## **Work Release**

Students with approval from the Counselor, Principal and the Board of Education may be permitted to attend school half time provided the following guidelines are met:

1. The student must be classified as a Senior, in their second semester of attendance at Chase High School.
2. The student must be in good academic standing and be in enrolled in four classes each day.
3. Students will not be eligible to participate in athletics and cheerleading and must meet KSHSAA guidelines to participate in forensics, vocal, or other non-athletic related activities.
4. Attendance at work and proof of continuing employment will be monitored by the employee and Chase High School.
5. Students who become unemployed may be asked to return to school on a full time basis.

Applications will be considered during the first semester with the final decision being made by the Board of Education.

## **Transferring Credit**

In the senior high school, full faith and credit shall be given to units earned in other accredited schools, unless the principal determines there is valid reason for not doing so.

## **Transfers from Non-Accredited Schools**

The principal will place students transferring from non-accredited schools after consultation with parents or guardians and guidance personnel. Final placement will be made by the principal based on the student's documented past educational experiences and performance on tests administered.

## **Qualified Admissions**

Under Kansas law, a graduate of an accredited Kansas high school is entitled to admission to a State Board of Regents' Institution if the student has completed the pre-college curriculum prescribed by the State Board of Regents with a minimum grade point average of 2.0 on a 4.0 scale AND achieve one of the following: ACT score of 21 or higher or SAT score of 980 or higher or graduate in the top one-third of their class; AND achieve a 2.0 GPA or higher on any college credit taken in high school. \* This law applies to students who graduate in the year 2015 or later.

Take notice that the pre-college curriculum consists of:

- § Four units of English;
- § Three units of mathematics and a minimum of 22 on the ACT **or** 4 complete units;
- § Three units of social studies;
- § Three units of natural science (1 must be Chemistry or Physics);
- § Three approved units of electives

This district for graduation from high school requires the following units of credit. Consult with the school counselor to determine specific graduation requirements.

Graduating Class of 2012 and following years – 28 credits

## ACT Payment

USD 401 Board of Education and Chase High School would like to encourage all juniors to take the ACT. As a result, the BOE has agreed to pay the registration fee for each junior to take the ACT one time during the student's junior year. The school will purchase an ACT Prebilled Registration Voucher for each junior and make the voucher available to the student to pay for one registration fee. Students should contact the school counselor to obtain a voucher at least one week prior to the registration deadline.

### Test Date

September 9, 2017  
October 28, 2017  
December 19, 2017  
February 10, 2018  
April 14, 2018  
June 9, 2018

### Registration Deadline Date

August 4, 2017  
September 22, 2017  
November 3, 2017  
January 12, 2018  
March 9, 2018  
May 4, 2018

## Records

All student records will be treated as confidential and primarily for local school use unless otherwise stipulated. Under the provisions of the Family Educational Rights and Privacy Act (FERPA) parents of students and eligible students (those who are 18 or older) are afforded various rights with regard to educational records that are kept and maintained by the school. In accordance with FERPA, you are required to be notified of those rights, which include:

- # The right to review and inspect all of your educational records except those which are specifically exempted.
- # The right to prevent disclosure of personally identifiable information contained in your educational records to other persons with certain limited exceptions. Disclosure of information from your educational records to other persons will occur only if:
  - We have your prior written consent for disclosure;
  - The information is considered directory information and you have not objected to the release of such information; and
  - Disclosure without consent is permitted by law.
- # The right to request your educational records be amended if you believe the records are misleading, inaccurate, or otherwise in violation of your rights. This includes the right to request a hearing at which you may present evidence to show why the record should be changed, if your request for an amendment to your records is denied in the first instance.
- # The right to file a complaint with the Family Policy and Regulations Office at the U.S. Department of Education if you believe USD #401 has failed to comply with FERPA's requirements. The address of this office is 400 Maryland Ave. SW, MES, Room 4074, Washington, D.C. 20202.
- # The right to obtain a copy of USD #401 policies for complying with FERPA. A copy may be obtained from USD #401 District Office.

## **NOTICE: NEW FEDERAL RIGHTS OF ACCESS TO STUDENTS BY MILITARY RECRUITERS**

USD #401, as required by federal law, provides to military recruiters and institutions of higher education, upon request, the name, address, and telephone number of each secondary school student, unless the student or the student's parent has advised the District that this information is not to be disclosed without prior written 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.

### **Promotion and Retention Policy**

In arriving at a decision for either the promotion or retention of a student, the teacher will consider the viewpoints of the special services personnel, parents and the building principal.

These decisions will take into account classroom performance and student readiness. The final decision will be based upon what is academically best for the student, and will rest with the appropriate building principal.

### **Progress Reports**

Approximately halfway through each quarter, your parents/guardians will receive a report of your progress, compiled by your teachers. These reports will state how well you are doing in particular classes, and will include recommendations for improvement, if improvement is necessary.

### **Parent/Student/Teacher Conferences**

Parents and students are encouraged to request a conference with teachers at any time convenient to all parties.

### **Honor Roll**

Scholastic achievement as well as improvement deserves special attention during the course of the year. Each nine weeks, two honor rolls will be announced. They will be:

1. "A" Honor Roll -- Requires a minimum of five (5) "A's", with no grade lower than a "B".
2. "B" Honor Roll -- Requires a "B" average with no grade lower than a "C".

Special recognition will be given to students maintaining straight "A's" with no "B's" at all.

Students will be honored, in conjunction with athletic recognition and the vocational open house, at the Awards Night held each spring.

### **Student Aides**

Seniors who have accumulated sufficient credits and have demonstrated academic success (2.5 GPA) will be eligible to register as a student aide at the beginning of each semester. Juniors can be assigned as a student aide by administrative appointment only. The administration will assign student aides. Students may request a specific teacher, but requests might not be honored. Students accepted into this program will receive 1/4 unit of credit for



each semester, upon recommendation of the cooperating teacher. It will be the responsibility of the aide to report to their assigned instructor and perform the various duties requested. Duties can include filing, typing, grading, creating, or tutoring. Willful neglect of the tasks assigned can result in the student being reassigned to a class.

### **Curriculum Requirements for Graduation**

A student will be eligible for graduation from grade twelve (12) upon completion of the state required classes, and elective courses. These units will include:

- A. three (3) units of Social Science – shall include world history, United States history, and United States Government
- B. three (3) units of Science – shall include physical, biological, and earth and space science concepts
- C. four (4) units of English Language Arts
- D. one (1) unit of Physical Education – shall include health
- E. three (3) units of Mathematics – including algebraic and geometric concepts
- F. one (1) unit of Fine Arts – which may include one (1) unit of vocal music, one (1) unit of instrumental music, or one (1) unit of art

Also, take notice that this district for graduation from high school requires the following units of credit. Consult with the school counselor to determine specific graduation requirements. Transfer students will consult with the school counselor about their circumstances. Final decisions about any transfer issues will be determined by the administration.

Graduating Class of 2012 and following years – 28 credits

All students will be required to enroll in eight (8) class subjects. See USD #401 Board Policy for more information.

### **Senior Portfolios**

Every senior will complete a portfolio as a requirement for graduation. They must complete the portfolio and have it evaluated before participating in graduation ceremonies. Students who have an English class will receive some class instructional time on the requirements; therefore, it will also be part of their class grade. Students who do not have an English class will not receive class time, but they will be able to receive help before or after school. In addition to the basic written portfolio, students may choose to present a digital portfolio to add to their presentation.

## **Graduation Exercises**

Graduation from Chase High School requires successful completion of twenty-eight (28) units of credit. If credit is being transferred from another institution to count toward graduation requirements (including independent study courses, learning center courses, etc.), then the credit must be completed and transferred to the Chase High School office by May 1 of the year graduation is planned. The building principal prior to May 1 must approve any exception. In order for a student to participate in the Chase High School graduation ceremony, they must have met all of the following criteria:

1. Student has met all requirements for a high school diploma.
2. Student is one/half (1/2) unit or less away from earning a high school diploma and has an approved plan for completing their diploma within the next year. Approved plans are developed by the student, their parent or guardian, the school counselor, and have the approval of the building principal.
3. Student has successfully completed their Senior Portfolio.

**Graduation exercises will be under the control and direction of the building principal.**

## **Early Graduation**

Students who complete all state and local graduation requirements may request permission to graduate early. A student who wishes to graduate from high school early may request permission to do so. The student and parents will consult with high school administrative and/or guidance personnel in order to develop a graduation plan. Each request will require board action and will be based on the circumstances of the individual student. The student's request will be in writing, addressed to the superintendent, will state the reasons supporting the request, include a copy of the graduation plan and a letter of support from the student's parents. The letters of request will be sent to the superintendent who will forward them to the board.

## **Junior High Promotion**

All 8<sup>th</sup> Graders must be passing all core subjects in order to participate in 8<sup>th</sup> Grade Promotion Ceremonies. They must also not be failing more than one elective.

# Attendance

## Compulsory Attendance Requirements

Kansas law requires students to attend school until the age of 18. Sixteen and seventeen-year-olds may be exempt from the compulsory attendance requirement if:

- They have attained a diploma or GED; or
- They are enrolled in an approved alternative education program, recognized by the local board of education; or
- A court orders exemption; or
- Parent or person acting as parent consents in writing to their child being exempt from the requirement and the child and parent attend a final counseling session conducted by the school to sign a disclaimer.

The law requires the disclaimer to include the following information:

- The academic skills the child has not yet achieved;
- The difference in future earning power between a high school graduate and a high school dropout; and
- A list of educational alternatives available to the child. Students age 16 or 17 who are not exempt will be reported as truant.

## Attendance/Absences

Students leaving school prior to the end of the day **MUST** check out through the office. This would include those students leaving during the noon hour.

Students returning to school following any absence **MUST** check in with the office before attending any classes.

Students who are tardy to their first hour class or after lunch **MUST** check in with the office before attending class.

Students who have good attendance generally achieve higher grades, enjoy school more and are much more attractive to prospective employers after leaving high school. Frequent absences of students from regular classroom learning experiences disrupt the continuity of the instructional process for everyone. Our school cannot teach students who are not present. To allow for certain circumstances, the following attendance policy is to be implemented.

### Unexcused Absences:

Parents need to call or go by the school **prior to 10:00 a.m.** the day of the absence; any absence in which the school is not notified will be considered unexcused. **Students that are unexcused will receive a zero (0) for the day. No make-up work shall be permitted for any unexcused absence and the student may not participate in any school function after school hours on the day absent.** Unexcused absences will also carry the following disciplinary action:

1. First unexcused absence: Student will have a conference with the counselor/building administrator to have consequences of the next unexcused absence explained and will serve a Wednesday Detention. The student will not be able to participate in or attend extracurricular activities that day. Parents will be notified.
2. Second unexcused absence: Student will receive one day of in-school suspension and will not be able to participate in or attend extracurricular activities the day of the suspension. Parent will be notified.

3. Third unexcused absence: Student will receive two days of in-school suspension and will not be able to participate in or attend extracurricular activities the day of the suspension. Parent will be notified.
4. Fourth unexcused absence: Student will receive three days of in-school suspension and will not be able to participate in or attend extracurricular activities the day of the suspension. Parent will be notified.
5. Fifth unexcused absence: Student will receive five days of in-school suspension and will not be able to participate in or attend extracurricular activities the day of the suspension. Parent will be notified.
6. Loss of credit.

### **Doctor's Excused Absences:**

If a student sees a doctor for a medical reason, the school needs a note from the doctor's office stating that the student is excused from school and the dates the doctor excuses. These days will **not** count as absences toward a student's excused absence count.

### **Excused Absences:**

All absences (except doctor's excused and unexcused) will fit in one category of excused absences.

Illness—this includes both illness of the student and illness of another family member in which the student is needed to help care for them.

Each student will have 10 days per semester of excused absences: all 10 days could be used for illness. After these 10 days are used up, all further absences are considered unexcused. If the parent feels an unexcused absence is unjustified, an appeal may be made to the principal, the superintendent, or the board of education.

### **Make-up Work:**

Any student who misses class due to a school-sponsored activity should arrange to have the work made up ahead of time. It is the responsibility of the student to make arrangements with each individual instructor. School sponsored activities are treated as absences that require prior arrangement. Work is due in advance. Instructors will allow the appropriate amount of time but can allow more if they deem it necessary.

## **Attendance Incentives**

1 day or less of absences per 9 weeks with no tardies

1. A gift certificate from Sonic for each student.

## **Tardies**

Students are allowed two tardies to each class each semester before serving a one-hour detention on the third and subsequent tardies. Excessive tardies to class may result in more serious disciplinary consequences.

## **Truancy**

The building principal will report students who are inexcusably absent from school to the appropriate authority (student's 13 and under will be reported to the local office of Social Rehabilitation Services and students over 13 will be reported to the county or district attorney.) Truancy is defined as any three consecutive unexcused absences, any five unexcused absences in a semester or seven unexcused absences in a school year, whichever comes first. Students who are absent for a significant part of any school day will be considered truant. If a law enforcement official returns a truant child to school, the principal will notify the parent or guardian.

## **College Visits**

Seniors will be allowed two absences per year for post-secondary visitations. These must be arranged in advanced. Please follow these guidelines when scheduling a college visit.

- 1) Call the admissions office of the school that you wish to visit and schedule an appointment.
- 2) Stop by the counselor's office and request a pre-arranged absence form. Obtain a signature from each of your teachers and make arrangements to complete the assignments that will be missed.
- 3) Have a parent or guardian call the high school office to excuse the absence.

# Student Services

## Counselor

### Academic Counseling

Students are encouraged to talk with a school counselor, teachers and principals in order to learn about the curriculum, course offerings, graduation requirements, qualified admissions for Regents Universities and other academic issues. The counselor can provide information about vocational training schools, colleges and universities, careers and financial aid.

### Personal Counseling

The counselor is available to assist students with personal concerns. The counselor may make available information about community resources to address personal concerns. Students who wish to meet with the counselor should.

## Library

All students should acquaint themselves with the school library early in the year and become familiar with the rules about library use and book checkout. Teachers may allow students to work in the library either individually, or in small groups. Students are required to have a pass to use the library. Keep in mind that the library is a quiet place for study. Students not adhering to the rules and regulations may or will have their library privileges suspended.

## Breakfast/Hot Lunch Program

Students are encouraged to participate in the hot lunch and breakfast programs. Breakfast is provided each morning in the grade school cafeteria. **All students are encouraged to eat lunch in the cafeteria, but they are able to go home or downtown for lunch. Students are not allowed to drive during lunch or ride in a vehicle unless driven by their parents and are required to stay in the lunchroom or at the high school during lunch if they stay for lunch. Student must also return on time, or they can lose the privilege of leaving.** Lunch prices are available in the office and should be paid in advance at the beginning of each month, unless special arrangements are made through the principal's office or unless the family qualifies for free or reduced meals through the state hot lunch program. Applications for this program will be available in the high school office at the time of enrollment. Students may be allowed to participate on a charge basis for a period of ten (10) days. Students will be asked to discontinue using the lunch program if their lunch bill is not paid.

# Activities

## Activities/Assemblies

From time to time, opportunities are presented for the student body to enrich their educational exposure. Assemblies will be scheduled when opportunities arise. Students will be expected to show the performers proper courtesy and respect.

Schools and the communities they represent, are often judged by their hospitality to visitors, as well as their behavior when visiting others. Students are expected to be courteous, treat others with dignity and respect and follow all codes of conduct during pep rallies and assemblies.

- Remember that you represent both the Chase community and the High School.
- Pay attention—whether listening to a speaker or attending a ball game.
- Treat our opponents the way you would like to be treated.
- Enter and leave assemblies quietly and orderly.

## Student Council

It is recognized that the school is an arm of the national democratic process. The staff and administration wish to acknowledge students as contributing members to the school's continued growth and development. With this in mind, the Student Council will be established and will consist of student representatives, grades 9 - 12. Meetings will be scheduled on a regular basis to determine policy revisions, future projects, new ideas, etc. Students are encouraged to visit with their council representatives and give them input relative to school improvement.

## Classes, Clubs, and Organizations

<b>Sixth Grade</b>	Fund-Raising sales in November
<b>Seventh Grade</b>	Leftover Concession Stands Sales in November Decorate for the RJH Dance
<b>Eighth Grade</b>	Leftover Concession Stands Sales in November Eighth Grade Promotion
<b>Freshmen</b>	Concession Stands Sponsor basketball homecoming dance Provide refreshments for basketball homecoming dance Clean-up after basketball homecoming dance
<b>Sophomores</b>	Concession Stands Sponsor football homecoming dance

	Provide refreshments for football homecoming dance
	Clean-up after football homecoming dance
	Student Council Representative does the announcement board by the gym doors. (Updates each month)
<b>Juniors</b>	Concession Stands – First Choice of Signup
	Junior and Senior Prom
	One fundraiser in October if needed but cannot be the same thing as the Sixth Grade/CClub
<b>Seniors</b>	Backdrop for both homecomings
	Graduation speaker and extras such as flowers
	Approximately \$400-\$500 will cover #2 & #3.
<b>C-Club</b>	Queen’s crown for FB Homecoming
	Flowers for BB Homecoming
	Dummy for FB Homecoming
	Will have one fundraiser in early September
<b>Cheerleaders</b>	Flowers for FB Homecoming
	Queen’s crown for BB Homecoming
	Community pep rally for FB Homecoming
	Will have one fundraiser in May. They will be allowed other summertime service projects, such as a car wash if necessary.
<b>Dance</b>	Will have one fundraiser in May. They will be allowed other summertime service projects, such as a car wash if necessary.
<b>PBL</b>	PBL Carnival
	Corn Hole Board Auction
<b>STUCO</b>	Plan crowning ceremony for both football and basketball Homecomings.
	Plan “Spirit Week” for FB and BB
	Will furnish music for homecoming dances
	Provide music for the RJH Dance if asked
	STUCO will have dances for fundraisers. They will not be doing any fundraising unless approved
<b>Sports</b>	Leftover concession stands
	One fundraiser with prior approval but none is the same month as another group unless the other group is NOT doing that fundraiser.

\*All classes decorate for both homecomings together.

### **Fund-Raising**

It is recognized that various school organizations require funds to operate. So that we don’t have a glut of fund-raising activities that prove burdensome to the public, the above guidelines will apply. Any class funds left over after the class graduates and after all bills have been paid will be used for enhancements to the school.



## **Dances**

Chase High School dances will be arranged and sponsored by the Student Council except for Prom which is arranged and sponsored by the junior class. Dances are to be scheduled through the principal's office with adequate supervision provided. Dances are for Chase High School students only. Past graduates of Chase High School will be permitted to attend, providing they are dates of Chase students and approved by the principal. Out of town dates should be high school age, must be in good standing at their schools, and must be approved by the principal. Any out of town dates older than high school age must be approved by the principal. These guests must be registered in the office at least one (1) day prior to the event.

The Raymond Junior High dance will be arranged and sponsored by the seventh grade. This dance is for RJH students only. No outside dates are allowed.

## **Extra Curricular Activities Participation Requirements**

Students who participate in any school activity will meet the following requirements:

- t All applicable KSHSAA regulations (including the Concussion Rules);
- t Academic eligibility requirements; and
- t Other requirements established by the administration.

## **Athletics/Activities**

Participating in extracurricular activities is a privilege, not a right. In order for activities to be educationally worthwhile and successful, the following guidelines should receive primary attention from the student:

1. A commitment to success, including an adherence to specified training rules and KSHSAA Concussion Rules and other regulations. The rules will be universally adopted by the activity sponsors and govern all activities.
2. Establishment of a well rounded, good sportsmanship attitude, and an ability to work with all members of the organization in an effective and productive manner.
3. Representation of Chase High School at all times in a manner suggestive of a school committed to excellence.
4. Development of a feeling of pride in our school, both academically and athletically.

Each student choosing to participate in school-sponsored activities will receive a general information booklet on training rules that he/she will be required to sign before being allowed to participate. Failure to adhere to the rules as they are established will result in dismissal from the activity. In addition we will follow the KSHSAA Concussion Rules

## Student Eligibility

The following academic eligibility policy will be in effect for USD 401 students participating in all extra-curricular activities. Academic eligibility is applicable to any activity resulting in public performance, competitive event, or an event in which a student represents their school or even resulting in loss of class time. An event that a class grade is connected or an event deemed educationally important by the principal is exempt from the above definition.

The eligibility policy will be in effect starting the first full week of school (eligibility will be run during the first week of the 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> nine weeks using the grades from the last week of the prior nine weeks).

When eligibility is run, students who are **failing two or more classes** will be ineligible. It does not matter what classes the student is failing, more than one F results in ineligibility. For example, a student is failing math and English; the student is ineligible. On the following Monday, the student is failing math and science; this still results in ineligibility.

The building principal will run eligibility on Monday and the principal or coaches will inform students who are ineligible. Ineligibility will be in effect for one week beginning on Tuesday of that week through Monday of the next week. A student's eligibility status will remain in effect for one week regardless of academic achievements.

A student must not be failing more than one class in order to participate in activities and field trips (longer than one class period). KSHSAA requires students to pass five subjects of equal weight during his or her last semester of attendance. USD 401 rules are more stringent.

Again, this applies to any activity in which a student represents our school or resulting in loss of class time. Students who are ineligible may not participate in any out-of-school functions: athletic competitions, dances (including Prom), plays, field trips (longer than one class period), forensics, cheerleading, band, or choir during the week of ineligibility. Students can work concessions stands, but they are not allowed to work bake sales unless working with an adult.

## Activity Attendance

**All students participating in extracurricular or school related activities must be in attendance the entire school day in order to be eligible for that afternoon or evening activity. If a student misses more than half of one class period, that is an absence due to an unexcused absence. For an activity trip scheduled for early morning departure or Saturday activity, students must be in attendance the entire day before the trip in order to be eligible to participate in the trip. This does not include those absences excused by a doctor's note or approved by the principal.**

## Field Trips

From time to time, various classes will take field trips. All students will be eligible to participate in these activities as long as:

1. They have not accumulated ten (10) total absences from school on the day of the trip.
2. They have not received more than one "F" on their report card for the previous quarter, or are **currently** not failing a class.
3. They were in attendance at school the entire day **prior** to the field trip, unless arrangements have been made in advance with the principal.

## **Special Awards and Honors**

### **Graduating with Honors**

To graduate with honors students must have been in attendance at the school the equivalent of one semester. Students must have a cumulative grade point average of 3.0 on a 4.0 scale, or the equivalent standard of excellence, and no semester grade lower than a “C”.

### **Perfect/Excellent Attendance Award**

Each year students with excellent attendance are recognized and awarded certificates and pins at Awards Night. There are two classes of awards: PERFECT ATTENDANCE - Students who have no tardies and have been absent ½ day or less for the school year. EXCELLENT ATTENDANCE - Students who have no tardies and have five days or fewer absences for the school year.

### **Outstanding Academic Achievement Award**

This honor will be given to those students in the senior class with a grade point average in the top ten (10) percent of their class.

### **Paul Coffman Athlete of the Year Awards**

The coaches, athletic director, and high school principal will choose the recipients of this award. Criteria for determining the winner will be participation in three sports, a positive attitude, and a team player, as demonstrated by his/her desire, dedication, and cooperation. The recipient does not have to be a senior, and students may be eligible to win the award more than once. A two-sport participant may be considered if there is a legitimate medical reason that prevents him/her from participating in all three seasons.

### **Citizenship Awards**

This award will be given to a senior boy and a senior girl who have demonstrated goodwill toward students and faculty alike. The faculty will choose the winners.

### **Salutatorian and Valedictorian**

Each year the highest ranked student in the Senior Class, according to their grade point average, will be designated as class Valedictorian. The second ranked will be designated Salutatorian. In addition to having the privilege of delivering a message at commencement, these students will be honored with a trophy. In order to be considered a candidate, a student must be classified as a full-time student, and enrolled in at least six (6) solid classes. Any deviation from this will disqualify the student from consideration, although they will still be ranked accordingly.

### **RJH Promotion Awards**

Bronze Star: Students who maintain a 3.0-3.39 cumulative GPA (over 5 semesters) while working on grade level for junior high.

Silver Star: Students who maintain a 3.4 – 3.69 cumulative GPA (over 5 semesters) while working on grade level for junior high.

Gold Star: Students must maintain a 3.7 or above cumulative GPA (over 5 semesters) while working on grade level for junior high.

## **Health and Safety**

### **Reporting of Accidents**

Students should report any injury incurred at school or a school-sponsored activity to the principal or appropriate sponsor. When appropriate, a parent will be notified of a student injury as soon as possible to determine appropriate action. If the student needs medical attention and the parents cannot be reached, the principal will seek emergency medical treatment.

### **First Aid**

If a student has an accident which requires medical treatment, no action will be taken by an employee except the following: send for medical help; make the student as comfortable as possible while waiting for competent medical assistance to arrive; and notify the principal. If an employee present is qualified to administer first aid, aid may be given. Qualified employees, for this purpose, are the school nurse or those employees who have successfully completed an approved Red Cross first aid program.

See "Accident, Reporting of," above.

### **Administering Medications**

The supervision of oral and injectable medications will be in strict compliance with the rules and regulations of the board. School employees may not dispense or administer any medications, including prescription and non-prescription drugs, to students except as outlined in board policy. In certain explained circumstances when medication is necessary in order that the student remains in school, the school may cooperate with parents in the supervision of medication the student will use; but the medical person authorized to prescribe medication must send a written order to the building administrator who may supervise the administration of the medication or treatment, and the parents must submit a written request to the building administrator requesting the school's cooperation in such supervision and releasing the school district and personnel from liability. School personnel will not be required to be custodians of any medication except as required by a written order of a licensed medical person. The medication will be examined by the school employee administering the medication to determine if it appears to be in the original container, to be properly labeled and to be properly authorized by the written order of a licensed medical person. Two containers, one for home and one for school, should be requested from the pharmacist. Only oral medications should be administered except in emergency situations. New physician and parent permission signatures and a newly labeled pharmacy container should accompany any changes in type of drugs, dosage and/or time of administration. The building administrator may choose to discontinue the administration of medication provided he has first notified the parents or medical person in advance of the date of such discontinuance with the reasons therefore. In the administration of medication, the school employee will not be deemed to have assumed to himself any other legal responsibility other than acting as a duly authorized employee of the school district.

## **Inoculations**

All students enrolling in any school in USD #401 will provide the building principal with proof of immunization of certain diseases or furnish documents to satisfy statutory requirements. Booster shots required by the Secretary of the Department of Health and Environment are also required.

The superintendent may exclude students who fail to provide the documentation required by law from school until statutory requirements are satisfied. Notice of exclusion will be given to the parents/guardians as prescribed by law. Students who are not immunized against a particular disease(s) may be excluded from school during any outbreak.

## **Communicable Diseases**

Any student noted by a physician or the school nurse as having a communicable disease may be required to withdraw from school for the duration of the illness. The student will be readmitted to regular classes upon termination of the illness, as authorized by the student's physician or as authorized by a health assessment team. The board reserves the right to require a written statement from the student's physician indicating the student is free from all symptoms of the disease.

## **Drills**

Students will be informed of emergency drill procedures at the beginning of each school year.

## **Weather Emergencies**

When the superintendent believes the safety of students is threatened by severe weather or other circumstances, parents and students will be notified of school closings or cancellations by announcements made over the following radio/TV station(s):

KHOK (100.7 FM) Great Bend, KHUT (102.9 FM) Hutchinson, KVGB (104.3 FM and 1590 AM) Great Bend, KSNC TV Channel 2, KAKE TV Channel 10, and KWCH TV Channel 12.

If an emergency occurs with less than one hour of warning time, the district will keep all students under school jurisdiction and supervision. Staff will remain on duty with the students during the emergency period. Parents may come to school and pick up their children. Students will be released according to board policy for release of students during the school day.

## General Information

### Student Responsibilities

It is the responsibility of each student at Chase High School to:

1. Apply themselves to the best of their ability to the learning tasks assigned.
2. Attend school and classes regularly and punctually.
3. Act in a manner which will enhance the learning environment for all students.
4. Use school facilities in a way which will conserve their continued usefulness.
5. Abide by school regulations and assist in their development and enforcement.
6. Take an active role in school government and assist in the modification of rules and regulations for general school improvement.

### Insurance

Unified School District #401 will provide each student in the district with a limited school accident insurance. The policy will provide for co-insurance type coverage. Any doctor, hospital, or medical expense not covered by school insurance is the responsibility of the parents.

### Personal Property

The district is not responsible for students' personal property and does not provide insurance on students' personal property. If a student's personal property is broken, damaged or stolen repair or replacement is the student's responsibility. Students are prohibited from bringing to school beepers and pagers. Headphones and CD players will not be allowed in the classroom.

### Telephone Calls

District telephones are for school business. **Use of phones for personal business should be avoided except in case of an emergency. Students needing to use the phone to call home need to come to the office.** Students will not make long distance calls on district telephones without the prior permission from the principal.

## **Cell Phones and other Electronic Devices**

Cellular phones and electronic devices shall not disrupt the educational process. Cell phones shall not be used during instructional times *without the permission of the teacher* (from the beginning bell until the ending bell of each class period, during testing times, or during student assemblies). Cell phone usage will be allowed in the hallway only during passing periods; if class is going on, cell phones are not allowed in the hallway.

Any electronic device with a camera or any item capable of taking pictures are banned from the bathrooms and locker rooms and will be punished accordingly.

Any electronic item used during instructional time may be confiscated by staff members observing the infraction and turned into the office. The student will serve a one-hour detention for each infraction.

## **Student Driving**

Student parking is restricted to the north side of the street between the high school and the grade school. Students are not allowed to park on the west end of the school.

All vehicles will remain parked and unoccupied during the school day (including lunch period) unless approved through the office. Wednesday Detentions will be assigned for violations.

## **Vehicles Subject to Search**

Any vehicle that is parked on the school parking facility is subject to search by school authorities and law enforcement personnel working with them. Such search may be conducted without warrant for any reasonable purpose. Search of the vehicle includes all compartments and components thereof. Once search begins, the person in control of the vehicle will not be permitted to remove it from the premises during the reasonable duration of the search. **Failure to comply with a search of a vehicle, when there is reasonable suspicion, will result in a short-term suspension of 5 days and loss of the school parking facility.**

## **Visitors**

Patrons and parents are encouraged to visit the district facilities. All visits will be scheduled with the building principal. To ensure safety and security, all visitors must check in at the office before proceeding to contact any other person in the building or on the grounds. Students are not allowed to bring visitors to school without prior permission of the principal.

## **School Hours**

Classes will begin at the high school at 8:00 a.m. and will dismiss at 3:30 p.m. School will be dismissed at 2:00 p.m. on Fridays. The class schedule is available at the office and on the website. Even though bells ring, the teacher ultimately dismisses class.

## Student Publications

School-sponsored student publications will be under the supervision of the building principal or designated faculty representative. Non-school sponsored publications may not be distributed without prior permission.

No student will distribute any publication which:

- Is obscene according to current legal definitions;
- Is libelous according to current legal definitions; or
- Creates a material or substantial interference with normal school activity or appropriate discipline in the operation of the school.

## Lockers

Lockers in the district schools will be under the supervision of the building principal and assigned to the student to store necessary school materials and clothing. The combinations and/or keys to all locker locks will be in the sole possession of the principal and stored in a place designed to guard against unauthorized access or use. The principal may search any locker at any time without notice to the student to whom the locker is assigned if there is reason to believe the locker contains matter prohibited by law or school regulations. Students will not place locks, other than those issued by the school, on any locker. The following rules also apply:

- Lockers are assigned at the time of enrollment. You are to use the locker assigned to you unless permission is granted through the office for you to change.
- Do not SLAM your locker doors. If you have a problem with your locker, report it to the office. Lockers are expensive to repair, and we would rather spend that money on students rather than lockers.
- Do not attach pictures, mirrors, or other articles to the locker that cannot be removed without marring the finish. Students will be financially responsible for lockers that are defaced or vandalized.
- At the end of the school year, each locker will be inspected for cleanliness and vandalism before students are released.
- The school is **not** responsible for items stolen from your lockers, so keep them locked.
- Keep your locker and the area around it clear.

## Textbook Rental/Band Fees

Textbook rental and band fees will be set up by the Board of Education, and must be paid at the time of enrollment, unless prior arrangements are made with the principal. There will also be an activity fee, as set by the Board of Education, and must be paid at the time of enrollment.



## **Parent Involvement Policy**

The Kansas State Board of Education endorses the six National Standards for Family School Partnerships (NSFSP) to promote parent involvement in all Kansas schools. We are incorporating these standards into our parent involvement as well as the other schools in USD 401. The standards are listed below:

### **Welcoming All Families in the School Community**

1. Office staff will be friendly and willing to help parents and community members in a positive way.
2. Signs are posted to help parents, students, and community members navigate through the school.
3. A district-wide picnic is held each year to invite parents and students into the school the week school starts.
4. Parents and grandparents are invited to have lunch with their child(ren) at any time they desire.
5. An awards night is held each year to celebrate the successes of the students each year in May.

### **Communicating Effectively**

1. Letters are sent home with upcoming activity information.
2. SchoolReach phone calls are used to update parents on events, school closures, cancellations, etc.
3. Information about school activities is posted on the school website ([www.usd401.com](http://www.usd401.com)) and the school calendar which is available every year in July and throughout the year in the school buildings.
4. Teachers are to contact parents by phone, after school, and/or at home (around town) with positive news regarding their child(ren).
5. Parents have access to Parents Online through our student information systems to check grades and attendance.
6. Assessment results are offered and shared with parents and the community.

### **Supporting Student Success**

1. GoEduStar is available and parents are encouraged to use.
2. The district library an increasing supply of books for checkout.
3. Parent-Teacher Conferences are held twice a year. Students are encouraged to attend.

### **Speaking Up for Every Child**

1. SITE Council meetings are held once a month during the school year. Parents are encouraged to attend.
2. Parents are encouraged to be involved in their child(ren)'s education by attending parent-teacher conferences and other school activities.

### **Sharing Power**

1. SITE Council meetings are held once a month during the school year. Parents are encouraged to attend.
2. Student, parent, and faculty surveys are sent randomly to collect information on how to provide better services to our students.

### **Collaborating with Community**

1. Local businesses donate prizes to our students for various activities and events throughout the year.
2. The County Health Department provides vaccines at a reduced rate to all students on designated days before school begins in the fall.
3. Local businesses allow class to visit for educational purposes (mini field trips).

## MEMORIAL POLICY

### Hangings of Plaques or Pictures in Memory Within School Facilities

#### Gifts to the district that are designated as memorials:

These will be dealt with on an individual basis. Parents desiring to donate a gift to the schools that carries with it a stipulation that it be a memorial needs to approach the administrator in charge of the facility where the memorial is to be located. When considering acceptance of the gift, the administrator will be bound by the following guidelines:

- < No pictures will be attached to the memorial.
- < Information on the nameplate on the memorial shall be limited to:  
“Donated by \_\_\_\_\_ In Memory of \_\_\_\_\_ And the date.”
- < The memorial must serve a useful purpose for current students.

### SUGGESTED MEMORIALS

- < Donations to the Memorial Scholarship Fund.
- < Outdoor plantings, furniture, etc.
- < Funds to support prevention activities.
- < Funds for the purchase of books or equipment.

### PAGES IN THE YEARBOOK

Should a student and/or staff member die anytime during the current coverage period, the staff will treat the death in a tasteful, respectful manner. Whenever possible, the portrait of that individual will appear as it would under normal circumstances with the notation of birth and death included in appropriate style. If coverage by deadline precludes this possibility, the staff will place a sidebar that will accommodate a small portrait/appropriate candid shot with the birth/death information on class pages or in some other section as is appropriate.

- < School publications will not be dedicated to anyone.
- < Memory ads would be allowed but limited to no more than one page. The memory ad must be submitted by the parents of the deceased student. The editor of the yearbook shall review any memory ads to determine if they are done in a tasteful and respectful manner and do not violate law or school policy.

# **Student Conduct/Discipline**

## **Behavior/Conduct**

Chase High School maintains a high level of expectations for both student behavior and academic performance. Students are therefore expected to behave in a manner representative of the Chase Schools and their respective communities. Our goal is to create an attitude and an atmosphere that will reflect the positive values of our community. In order to accomplish this goal, each of us must accept responsibility for our actions and at all times conduct ourselves in a proper manner.

Students' conduct during school is greatly determined by their attitude toward fellow students, teachers, staff, and their appreciation of the educational opportunities before them. The degree of success our students achieve will be determined by the amount of cooperation and the observance of the rights of others.

## **General Rules**

The following is a partial list of behaviors that will not be allowed. It is not only unnecessary, but also impossible to list all the unacceptable behaviors that could occur therefore, students should conduct themselves using common sense and simple decency. Violations not covered below will be handled at the discretion of the faculty and the building principal.

- Rude or disrespectful behavior will not be tolerated.
- Possession or use of tobacco products will not be permitted.
- Possession or use of alcoholic beverages or other intoxicants will not be permitted.
- Sunflower seeds in the shells or other similar seeds will not be permitted on the premises.
- Threats, intimidation, assault, harassment will not be tolerated
- The use of profanity, obscene language, or malicious teasing will not be allowed.
- Hands, feet, and other objects will be kept to yourself, including public displays of affection.
- No water guns, water balloons, fireworks, or snowballs will be allowed on the premises. Devices used as such will be confiscated and will not be returned.
- Persons caught vandalizing the school premises will be detained and, depending on the severity of the damage, will either be turned over to local law enforcement and prosecuted, or be held responsible for repairs or replacement and disciplinary action will be taken.

Students may also be disciplined for any of the following reasons:

- Willful violation of any published, adopted student conduct regulation;
- Conduct which substantially disrupts, impedes, or interferes with school operation;
- Conduct which endangers the safety or substantially impinges on or invades the rights of others;
- Conduct which constitutes the commission of a felony;
- Conduct which constitutes the commission of a misdemeanor;
- Disobedience of an order of a school authority if the disobedience results in disorder, disruption or interference with school operation; and
- Possession of a weapon at school, on school property or at a school-sponsored event.

Violation of any provision of the behavior code may result in disciplinary action up to and including suspension

and/or expulsion.

The district will cooperate with law enforcement in security matters and will, as required by law, report criminal acts committed at school, on school property or at school-sponsored activities.

## **Bus Regulations**

Bus transportation will be provided to and from school for those students who qualify. Transportation may be provided by the district for all school activities. Transportation may be denied to students who are detained after school for disciplinary reasons.

Students who use school-provided transportation will be under the jurisdiction of the vehicle driver while in the vehicle. Students will be subject to the district's student behavior code and other regulations.

The principal may suspend or revoke the transportation privilege of a student who violates any rule or regulation.

## **Dress Code**

### **Dress Code**

Because of the relationship between appearance and appropriate behavior conducive to learning, the BOE of education charges students with the responsibility to use common sense, decency, and good taste in their clothing. Neatness and decency are emphasized as guidelines for the dress code.

Head garments or hats are regarded as inappropriate dress and are not to be worn during the school day. Students wearing other garment items regarded as disruptive to the educational process will not be allowed to attend class until the garment is removed. Any article of clothing such as T-shirts, etc. which in the opinion of a staff member implies obscenity will not be permitted. Students will be allowed the privilege of wearing shorts under the following conditions: bike shorts and boxer shorts will not be allowed; cut-offs must be hemmed or rolled so that no ragged edges are showing; shorts must be worn at an appropriate length.

Other dress code requirements are as follows:

- No halter tops, tube tops or mid-drift shirts will be allowed.
- Skirts must be worn at an appropriate length.
- No undershirts will be allowed unless another shirt is worn over it.
- No house shoes or slippers are allowed to be worn.
- No spaghetti straps will be allowed. All straps must be one inch in width.
- Underwear of any type should not be visible (no sagging, low cut arm holes, etc.).
- Pajamas are not to be worn to school.

Students will be required to either change their clothing or be sent home from school. School dress will be acceptable, as long as it is neat. Some exceptions to the above rules will be applicable during spirit weeks or during special events.

The principal will make the final determination regarding the appropriateness of a student's appearance. Students who are inappropriately dressed will be required to change their clothing.

## **Sexual Harassment Policy**

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

It will be a violation of district policy for any employee to sexually harass a student, for a student to sexually harass another student, or for any employee to discourage a student from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of district policy. 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:

- # Submission to such conduct is made, explicitly or implicitly, a term or condition of the individual's education;
- # Submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual; or
- # Such conduct has the purpose or effect of interfering with an individual's academic or professional performance or creating an intimidating, hostile or offensive academic environment.

### **Sexual harassment may include, but is not limited to:**

- # Verbal harassment or abuse;
- # Pressure for sexual activity;
- # Repeated remarks to a person, with sexual or demeaning implication;
- # Unwelcome touching; or suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning a student's grades, participation in extracurricular activities, etc.

### **Specific examples of sexual harassment include:**

- # Making sexual comments or jokes;
- # Looking or gesturing in a sexual manner;
- # Touching, grabbing, pinching in a sexual way;
- # Brushing up against;
- # Flashing or mooning;
- # Spreading sexual rumors about an individual;
- # Pulling clothing in a sexual manner;
- # Showing or giving sexual pictures, messages or notes;
- # Blocking passage in a sexual way;
- # Writing sexual messages or graffiti on walls, locker rooms, etc.;
- # Forcing a kiss on someone;
- # Calling someone gay or lesbian;
- # Forcing someone to do something sexual other than kissing;
- # Spying while someone is showering or dressing.

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

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

The filing of a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status or grades. Confidentiality will be maintained throughout the complaint procedure.

## **Anti-Bullying Policy**

Bullying on USD 401 property, in a USD 401 vehicle, at any USD 401-sponsored activity or event, or using any USD 401 electronic equipment is prohibited.

Bullying means: Any intentional gesture or any intentional written, verbal, electronic, or physical act or threat either by any student, staff member, or parent towards a student or by any student, staff member or parent towards a staff member that is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment that a reasonable person, under the circumstances, knows or should know will have the effect of:

- Harming a student or staff member, whether physically or mentally;
- Damaging a student's or staff member's property;
- Placing a student or staff member in reasonable fear of harm; or
- Placing a student or staff member in reasonable fear of damage to the student's or staff member's property.

Bullying also includes cyberbullying. "Cyberbullying" means bullying by use of any electronic communication device through means including, but not limited to, e-mail, instant messaging, text messages, blogs, mobile phones, pagers, online games, and websites.

Additionally, bullying means any form of intimidation or harassment prohibited by the board of education of the school district in policies concerning bullying adopted pursuant to K.S.A. 72-8256 or subsection (e) of K.S.A. 72- 8205, and amendments thereto. USD 401 will not tolerate these actions by students, staff, or parents.

For the purposes of this plan and its authorizing policies, "parent" includes a biological, adoptive, or step-parent; guardian; custodian; or other person with authority to act on behalf of a student.

Similarly, a "staff member" means any person employed by the district for any purpose.

Any act of bullying by either an individual student or group of students towards a student or staff member of the district is prohibited on or while utilizing school property, in a school vehicle, or at school-sponsored activities, programs, and events. This policy applies to students who directly engage in an act of bullying, to students who, by their behavior, support another student's act of bullying, and to all staff members and parents who engage in similar behaviors.

Training concerning identifying, reporting, investigating, and preventing bullying behaviors as outlined in district policies and this plan shall be provided to students and staff members using district resources available for such purpose and shall be provided through school assemblies, staff development, or other appropriate forums at least annually.

The board or the district administration on behalf of the board may seek student, staff, parent, and/or community input on the adoption, revision, and/or implementation of the board's bullying policies or plan as directed or approved by the board.

No teacher, administrator, or school district employee shall engage in, permit, or tolerate bullying.

Retaliation against a victim, good faith reporter, or a witness to bullying is prohibited. A student or staff member who engages in an act of bullying, reprisal, retaliation or false reporting of bullying, shall be subject to discipline in accordance with school district policy and procedures. The school administration and/or board may take into account the following factors when determining an appropriate disciplinary action for such prohibited conduct: the ages of the parties involved; the developmental and maturity levels, special education needs of the parties involved, and the severity of the behavior.

Discipline guidelines for bullying are as follows. Offenses over time or single offenses which are severe in nature may result in discipline up to and including suspension and/or expulsion or termination from employment. Parents participating in prohibited bullying conduct aimed at district students and/or staff members may jeopardize their access to district facilities; district property; school sponsored activities, programs, and events; and/or district students and/or staff members through the district's communication systems. As appropriate, reports to local law enforcement will be filed to report criminal bullying behaviors.

## **CONSEQUENCES AND SUPPORT SERVICES**

Bullying behavior can take many forms and can vary dramatically in its seriousness and its impact on the target and other students and staff members. Accordingly, there is no one prescribed response to verified acts of bullying and retaliation.

Consequences and disciplinary action will be applied. The range of disciplinary action includes, but is not limited to, one or more of the following: verbal warnings, written warnings, reprimands, reflective writing assignments intended to educate the aggressor, detentions, short-term or long-term suspensions from school as determined by the school administration, subject to applicable procedural requirements. These actions may escalate in severity for repeated offenses or with the severity of the implication of the negative conduct. Actions may be accompanied by the referral to counseling or other therapeutic support. The specific action will be appropriate, concrete, and immediate. The nature and extent of disciplinary action imposed or consequences applied, is a matter within the sound discretion of the building administrator or designee and will be based on the facts gathered. The administrator will balance the need for accountability and safety with the need to teach appropriate behavior.

Nothing in this plan is intended to prevent the school administration from taking disciplinary action against a student for conduct that does not meet the definition of bullying or cyberbullying, as defined above, but nevertheless is inappropriate for the school environment. Disciplinary actions will be in accordance with administrative disciplinary policies and applicable state and federal laws.

Consequences and discipline for acts of retaliation will be imposed at the same, or more severe, level as the underlying bullying, cyberbullying or inappropriate behavior. Students who are not primary participants in the reported act of bullying, cyberbullying, or retaliation but join in, may be subject to disciplinary action or consequences as if they were primarily involved. "Joining-in" is a form of endorsing the behavior.

Consequences or disciplinary actions taken in an instance of bullying will be shared with the appropriate school staff members to ensure awareness and follow through.

When it is determined that a target is in fear or is being threatened, the administrator will develop a safety plan to immediately take steps to limit and control the behavior of aggressor(s) who are causing the threat. The safety plan will be developed in collaboration with the appropriate staff and shared with staff to ensure enforcement and follow-up.

Mediation will seldom be used.

The administrator or designee will periodically follow-up with the target(s), and his/her parents when applicable, in an incident to ensure the student or staff member believes the situation has improved and that any threat or fear has been significantly reduced or eliminated.

The administrator or designee will consider what adjustments, if any, are needed in the school environment to enhance the target's sense of safety and that of others as well. It is up to the administrator or designee's judgment

as to what steps may be taken to promote a safe school environment, and the administrator may consult with the target, counselor or psychologist, teachers, etc. in determining what approaches might be used.

Within a reasonable period of time following the determination and the ordering of remedial and/or disciplinary action, the administrator or designee will contact the target to determine whether there has been a recurrence of the prohibited conduct so that the administrator may determine whether additional supportive measures are needed.

## **Drug Free Schools and Communities Act**

The unlawful possession, use, sale or distribution of illicit drugs and alcohol by students on school premises or as a part of any school activity is prohibited. This policy is required by the 1989 amendments to the Drug Free Schools and Communities Act, P.L. 102-226, 103 St. 1928.

As a condition of continued enrollment in the district, students will abide by the terms of this policy. Students will not unlawfully manufacture, sell, distribute, dispense, possess or use illicit drugs, controlled substances or alcoholic beverages on school district property, or at any school activity. Any student violating the terms of this policy will be reported to the appropriate law enforcement officials, and will be subject to the following sanctions:

### **First Offense**

A first time violator will be subject to one or more of the following sanctions:

- § A punishment up to and including short-term suspension.
- § Suspension from all student activities for a period of not less than two weeks.
- § An evaluation from an acceptable drug and alcohol program.

(Name(s) of acceptable programs are on file with the board clerk.)

### **Second Offense**

A second time violator will be subject to the following sanctions:

- § A punishment up to and including long-term suspension.
- § Suspension from all student activities for a period of not less than one month.
- § A student placed on long-term suspension under this policy may be readmitted on a probationary status if the student agrees to complete a drug and alcohol rehabilitation program.

(Name(s) of acceptable programs are on file with the board clerk.)

### **Third and Subsequent Offenses**

A student who violates the terms of this policy for the third time, and any subsequent violations, will be subject to the following sanctions:

- § A punishment up to and including expulsion from school.
- § Suspension from participation and attendance at all school activities for the year.

§ A student who is expelled from school under the terms of this policy may be readmitted during the term of the expulsion only if the student maintains regular attendance at an approved drug and alcohol education and rehabilitation program.

Students who are suspended or expelled under the terms of this policy will be afforded the due process rights contained in board policies. Nothing in this policy is intended to diminish the ability of the district to take other disciplinary action against the student in accordance with other policies governing student discipline. In the event a student agrees to enter into and complete a drug education or rehabilitation program, the cost of such program will



be borne by the student and his or her parents. A list of available programs along with names and addresses of contact persons for the program is on file with the board clerk. Parents or students should contact the directors of the programs to determine the cost and length of the program. Compliance with this policy is mandatory.

### **Definition of Firearms and Destructive Devices**

As defined in district policy, the term "firearm" means any weapon 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. 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.

### **Weapons**

A student will not knowingly possess, handle or transmit any objects that can reasonably be considered a weapon at school, on school property or at a school-sponsored event. This will include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon.

### **Possession of a Firearm or Weapon**

Possession of a firearm will result in expulsion from school for a period of one year (186 school days), except the superintendent may recommend this expulsion requirement be modified on a case-by-case basis. Expulsion hearings will be conducted by the superintendent or other certificated employee or committee of certificated employees of the school in which the pupil is enrolled or a hearing officer appointed by the board.

Students violating this policy will be referred to the appropriate law enforcement agency (ies) and, if a juvenile, to SRS.

### **Gangs**

Gang activities which threaten the safety or well-being of persons or property on school grounds or at school activities, or which disrupt the school environment, are prohibited.

The type of dress, apparel, activities, acts, behavior or manner of grooming displayed, reflected or participated in by any student:

- < Will not lead school officials to reasonably believe that the behavior, apparel, activities, acts, or manner of grooming displayed is gang-related;
- < Will not present a physical safety hazard to self, students, staff, and other employees;
- < Will not create an atmosphere in which a student, staff, or other person's well-being is hindered by undue pressure, behavior, intimidation, overt gesture, or threat of violence; or
- < Will not imply gang membership or affiliation by written communication, marks, drawing, painting, design or emblem upon any school building, any personal property or on one's person.

If the student's behavior or other attribute is in violation of these provisions, the principal will request the student to make the appropriate correction. If the student refuses, the parent/guardian may be notified and asked to make the necessary correction. The principal will take appropriate corrective and disciplinary action as necessary.

### **Searches of Students**

Principals are authorized to search students' lockers, clothing and belongings if there is reasonable suspicion that district policies, rules or directives are being violated.

### **Tobacco**

Possession and/or use of any tobacco product or banned tobacco items (lighters, matches, etc.) by students is prohibited in any attendance center, in any school-owned vehicle, at school-sponsored events or on the school grounds.

## **Discipline Measures**

The discipline measures listed in this section may be applied on a case-by-case basis depending on the severity of the behavior code violation. The administration reserves the right to apply other consequences as appropriate.

### **Guidelines for Suspension or Expulsion**

1. Direct use of profanity or obscenity to teacher or staff
  - 1<sup>st</sup> Offense -- Three days suspension
  - 2<sup>nd</sup> Offense -- Five days suspension
  - 3<sup>rd</sup> Offense -- Five days suspension
  - 4<sup>th</sup> Offense -- Suspension for remainder of semester or expulsion
2. Verbal threat to teacher or staff
  - 1<sup>st</sup> Offense – Five days suspension
  - 2<sup>nd</sup> Offense – Suspension for remainder of semester or expulsion
3. Physical attack of a teacher or staff member
  - 1<sup>st</sup> Offense – Suspension for remainder of semester or expulsion; possible criminal action
4. Students fighting or physical attack of another student or verbal threat to another student
  - 1<sup>st</sup> Offense – Three days suspension
  - 2<sup>nd</sup> Offense – Five days suspension
  - 3<sup>rd</sup> Offense – Suspension for remainder of semester or expulsion
5. Willful destruction of school property
  - 1<sup>st</sup> Offense – Three days suspension and restitution for damage; possible criminal action
  - 2<sup>nd</sup> Offense – Suspension for remainder of semester or expulsion; possible criminal action
6. Theft of student, staff, or school property
  - 1<sup>st</sup> Offense – Three days suspension; report to legal authorities if warranted
  - 2<sup>nd</sup> Offense – Five days suspension; report to legal authorities if warranted
  - 3<sup>rd</sup> Offense – Suspension for remainder of semester or expulsion; report to legal authorities if warranted
7. Possession or use of tobacco at school or at a school activity
  - 1<sup>st</sup> Offense – Three days suspension and notification of law enforcement
  - 2<sup>nd</sup> Offense – Five days suspension and notification of law enforcement
  - 3<sup>rd</sup> Offense – Suspension for remainder of semester and notification of law enforcement.
8. Open defiance of authority. Failure to respond to a reasonable request by a teacher, administrator, or other staff member
  - 1<sup>st</sup> Offense – In school suspension
  - 2<sup>nd</sup> Offense – Three days suspension
  - 3<sup>rd</sup> Offense – Five days suspension
  - 4<sup>th</sup> Offense – Suspension for remainder of semester

9. Classroom disruptions and interference are to be handled by the classroom teacher. If actions taken by the teacher do not change the student's behavior the teacher will refer the student to the principal
  - 1<sup>st</sup> Offense – Wednesday detention
  - 2<sup>nd</sup> Offense – Two Wednesday detentions
  - 3<sup>rd</sup> Offense – Three days suspension (in-school)
  - 4<sup>th</sup> Offense – Three days suspension (out of school)
  - 5<sup>th</sup> Offense – Suspension for remainder of semester
10. Use of profanity or obscenity
  - 1<sup>st</sup> Offense – Wednesday detention
  - 2<sup>nd</sup> Offense – Wednesday detention
  - 3<sup>rd</sup> Offense – One day suspension
  - 4<sup>th</sup> Offense – Three days suspension
  - 5<sup>th</sup> Offense – Five days suspension
  - 6<sup>th</sup> Offense – Suspension for remainder of semester

**Any student who has been suspended or expelled may not participate or attend any school activities or events, home or away.**

**Students who have been suspended will not be allowed to make up their work. Students will receive zeros for the work they missed while suspended.**

Written records of all conferences and administrative action will be maintained by the principal and become part of the student's permanent record.

Detentions are to be served the same day as the infraction occurred. Parents of students requiring transportation must be contacted prior to the detention, or the detention will occur the following day.

Failure to attend an assigned detention will result in double detention time. Failure to attend the second assigned detention will result in Wednesday detention. Parents will be notified of all disciplinary action requiring more than a detention by mail and/or phone. A parent conference with the principal will be required before a student may return to school after an out of school suspension.

### **Rules for Wednesday Detention**

1. Wednesday morning detention will start at promptly 7:00 a.m. and afternoon detention begins promptly at 3:35 p.m., and ends promptly at 5:35 p.m.
2. A "no show" will result in two (2) Wednesday detentions. Late to detention, no work or books, talking, sleeping, or not abiding by the rules will be considered a "no show."
3. Failure to attend the two (2) Wednesday detentions will result in a two-day suspension (ISS).
4. Parents and/or students are responsible for transportation from Wednesday detention.
5. Parents or guardians will be called if a student does not appear at Wednesday detention.
6. There will be no breaks during detention time except to go get breakfast and bring back to detention.
7. Students must have books, assignments, paper and pencil when they report to Wednesday detention.
8. The supervisor will report to the principal on each student's performance at Wednesday detention.

**Electronic Information**  
**(Internet, Email, and Computer Usage)**  
**Student Acceptable Use Policy**

Chase-Raymond School District is now offering Internet access for student use. This document contains the Acceptable Use Policy for Internet Access.

**Student Internet Access**

All students may have access to Internet World Wide Web information through their classroom, library or school computer lab; however, this access is a privilege NOT a right and may be revoked by the school at any time and for any reason.

1. Elementary students will have access only under their teacher's direct supervision. They will not be allowed to use personal e-mail accounts at the school and may only use e-mail with a classroom account under direct supervision of the teacher.
2. Junior High and High School students may obtain an individual e-mail account with the approval of their parent. This account will be through USD #401 and will be monitored by administration. A reminder that all emails sent or received are not completely private. The district reserves the right to read all emails being sent or received.
3. Users will display appropriate conduct and observe the conventions of "Netiquette" as explained by staff; examples include:
  - ! users will respect the rights and privacy of others
  - ! student messages sent to others in the district will be signed
  - ! only appropriate language which is not abusive, profane, or offensive will be used for all electronic messages sent
4. If approved by the building principal and the technology coordinator, students may create personal web pages on the school's computer system. All material placed on the web page must be pre-approved and related to the school or career preparation activities of the student. The school may remove any web page at any time and for any reason.
5. Students will not participate in "chat rooms" using school technology.

**Unacceptable Uses**

1. Personal safety
  - ! No student will post personal contact information about themselves or other people. Personal contact information includes address, phone number, etc.
  - ! Students will NOT agree to meet with someone they have met online without their parent's approval; the parent should accompany the student to the meeting.
  - ! Students will promptly disclose to their teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable.
2. Illegal Activities
  - ! No student will attempt to gain unauthorized access to any other computer system through the Internet or go beyond his or her authorized access, which includes entering sites restricted by age requirements.
  - ! Students will not use any school technology to produce illegal products or engage in any illegal activity.

**Consequences**

1. Any user's Internet privileges may be suspended or revoked at any time and for any reason.
2. The first violation of any of these policies will result in a minimum of a two-week loss of all technology privileges.
3. The second violation will result in a minimum of a one-month loss of all technology privileges.
4. The third violation will result in a minimum of a loss of all technology privileges for a remainder of the school year.

## **Summer Driver Education Policies**

### **I. Attendance**

A student must not miss more than one day of the ten scheduled classroom sessions. If a second day is missed, the student will be dropped from the class with no refund. If the instructor determines that the student's behavior is inappropriate, that student will be removed from class with no refund.

### **II. Student Eligibility**

Driver Education is a summer class that usually will begin within a week of the last day of the school term. The class will be a two-phase class: classroom and behind the wheel. Kansas law requires a student pass BOTH in order to receive credit and be eligible to receive a restricted driver's license. The classroom phase will consist of studying the Kansas Driving Handbook, the textbook Drive Right, as well as class work, lectures, discussions, videos, guest speakers, and testing. The classroom is ten consecutive days, 3-hour sessions, and it is necessary for students to attend ALL sessions to receive credit. An eleventh day will be available for those needing make-up work.

### **III. Grading Procedure**

No student will be eligible for credit unless he/she successfully passes each module at the stated criteria. This will be graded on a pass/fail basis. This includes both the classroom phase and driving phase. If a student does not pass the classroom module, he/she will have a chance for make-up on the 11<sup>th</sup> day of class. If the test is not passed at that time, the student will receive a failing grade.

### **IV. Make-up Procedures**

There will be one make-up day. All make-up work must be completed at this time.

### **V. Testing Procedure**

No student may take more than two (2) exams per day, with the exception of the make-up day.

### **VI. Test Out Procedure**

No student will be eligible for test out of the driver education program.

### **VII. Time In Car**

Each driver education instructor will not spend more than eight (8) hours per day of in-car supervising students. Students will have a minimum of five (5) driving sessions. If after five driving sessions it is determined the students need extra work, they will be encouraged to work with parents for a period of time before a final driving assessment.

### **VIII. Cost of Drivers Education**

The cost for Drivers Education will be as follows: CHS Students currently enrolled \$75.00. Out of District or non-attending students \$150.00.