



Parent/Student Handbook



2019-2020

Cheney High School

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Perseverance Respect Integrity Dependability Empathy

USD 268 MISSION STATEMENT



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Policies listed in the handbook with parentheses following are KASB policy or State Statute.

INTRODUCTION

Welcome!

The faculty, staff and administration welcome you to Cheney High School. We sincerely hope that this school year is an enjoyable and a worthwhile educational experience for you.

This handbook is designed to help you know and understand the basic rules, policies, and expectations of our school, as well as to familiarize you with extracurricular opportunities and procedures within the school. We have highlighted all the handbook changes and revisions for 2019-2020.

We believe you will enjoy your time as a student at Cheney High School. You will be encouraged and challenged by our staff who will want you to perform to the best of your abilities.

Have a great year, and remember that what you contribute to your own education will help to determine the level of success you have.

The CHS Administration

This handbook has been set forth to reflect board policy and district operating procedures at the time it was adopted and approved by the Board of Education. It should be noted, however, that policy and procedures change from time to time to reflect the changing needs of USD #268. Therefore, the accuracy of this handbook may suffer due to the length of time from its initial adoption. Every attempt will be made to keep patrons, students and staff aware of these changes. In all cases, board adopted policy changes and revised operating procedures take precedence. If in doubt, please ask.

Non-Discrimination Statement

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 or activities is prohibited. If you have any questions regarding the above, please contact:

Superintendent of Schools
U.S.D. #268
100 W 6th Ave
Cheney, Kansas 67025

Complaints can also be filed with the office for Civil Rights:
Office for Civil Rights-Region VII
10220 North Executive Hills Blvd, 8th Floor
Kansas City, Missouri 64153

CHS School Calendar

2019-2020

Dates in the following calendar may be changed if such is necessary to schedule makeup days, for days lost to emergency school closings, in order to meet the minimum number of student instructional days required by state law.

SEMESTER SCHEDULES

First Semester	August 15, 2019 - December 19, 2019
Second Semester	January 7, 2020 - May 20, 2020

PROFESSIONAL ACTIVITY DAYS AND HOLIDAYS

Professional Learning Days	August 9 and August 12	
Teacher Workdays	August 13 and 14	
First Day of School	August 15	
Labor Day	September 3	<i>No School</i>
Professional Learning Day	September 23	<i>No School</i>
<i>End of 1st Nine Weeks.....October 15</i>		
Professional Learning Day	November 1	<i>No School</i>
Parent/Teacher Conferences.....	October 21 and 22	
Thanksgiving Break	November 27 - 29	<i>No School</i>
<i>End of 1st Semester (84 days)....December 19</i>		
Workday	December 20	
Winter Break	December 23 – 31	<i>No School</i>
Teacher Workday	January 6	
School Resumes	January 7	
Martin Luther King Day.....	January 20	<i>No School</i>
Professional Learning Day/Presidents Day	February 17	<i>No School</i>
Parent/Teacher (CAP) Conferences	March 9 and 10	
<i>End of 3rd Nine Weeks.....March 6</i>		
No School	March 13	<i>No School</i>
Spring Break	March 16 – 20	<i>No School</i>
Good Friday	April 10	<i>No School</i>
Professional Learning Day	April 27	<i>No School</i>
<i>End of 2nd Semester (87 days)... May 20</i>		
Professional Learning Day	May 21	
Teacher Work Day	May 22	

Bell Schedule

1 ST BLOCK	8:10	-	9:27	(77 MINUTES)
2 ND BLOCK	9:31	-	10:48	(77)
3 RD BLOCK	10:52	-	12:40	(108)

LUNCH 1:	10:52	-	11:16	(24)
LUNCH 2:	11:14	-	11:38	(24)
LUNCH 3:	11:35	-	11:59	(24)
LUNCH 4:	11:55	-	12:19	(24)
LUNCH 5:	12:16	-	12:40	(24)

4 TH BLOCK	12:44	-	2:00	(76)
5 TH BLOCK	2:04	-	3:20	(76)

RED DAY SCHEDULE

2:04	-	2:20	SSR
2:20	-	2:50	STUDY
2:50	-	3:20	TEAM (<i>Teachers-Educating-Advising-Mentoring</i>)

ACADEMICS

Academic Detentions

Academic detentions are assigned by teachers when students do not have their class work completed at the time it is due to be turned in to the teacher. A 30 minute detention will be assigned. Detentions are to be served that day from 3:25-3:55 PM or, if extenuating circumstances, at 7:35-8:05 AM the following morning with administrative approval only.

Class Changes

Class changes can be made only prior to the first day of 2nd semester only if: (1) it is possible in terms of existing schedule and the change will not overload a class; (2) the change results in a reasonable program of studies in terms of the established curriculum; and (3) the change is approved by parents, teachers involved, counselor and principal.

Class Load

All students are expected to enroll in ten (10) classes or the equivalent. Any exceptions to this policy must be made by the Board of Education.

Classification of Students

Classification of students will be determined by the following minimums:

Freshman.....	Promotion from 8th grade
Sophomore	6 units of credit
Junior.....	16 units of credit
Senior	26 units of credit

College/Work Release Program

Students who are on track to complete all state and local graduation requirements may request permission for a work/college release. The student and parents shall consult with high school administrative and/or guidance personnel in order to develop a work-release plan. Each request shall require administrative approval and shall be based on the circumstances of the individual student.

College Release:

Seniors may be released to attend college classes with the following conditions:

- Student must have a 7 semester cumulative GPA of 3.0 or better.
- Student must be in **Good** Standing.
- Student must have sufficient attendance records.
- Student schedule must be Board approved.
- Student request must be Board approved by the December Board meeting.

Work Release:

Seniors may be released to attend work with the following conditions:

- Pre-Planning required on the part of the student to verify a job opportunity.
- Students must be on track to meet the graduation credit requirement by the end of their senior year.
- Verification of a work arrangement must be established before approval.
- Students have two weeks to find a new job if the approved one is terminated during the arrangement. If none can be arranged, then the student will assume full-time student status again at CHS.

KSHSAA regulations:

To be eligible to participate in KSHSAA activities; Rule 13-1-3b states that:

The student shall be enrolled in and attending a minimum of five new subjects (those not previously passed) of unit weight, or its equivalency, during the present semester. High school students dually enrolled in colleges, who have their college hours recorded on their high school transcript, may count five hours of college credit as two subjects of unit weight or three hours of college credits as one subject of unit weight. However, the student must attend at least one class of unit weight at the member, base school per semester.

Concurrent Classes

Students have the opportunity to take concurrent classes their senior year, or with administrative approval prior to the senior year. The requirements are:

1. Student has a cumulative 3.0 GPA, and
2. meets college requirements, and
3. meets Counselor & Principal's approval.

Note: Concurrent class grades are calculated into the CHS G.P.A.

Grading Scale

The following scale has been developed to provide for a uniform grading system for the district.

A = 90-100%	A = 4.0
B = 80-89%	B = 3.0
C = 70-79%	C = 2.0
D = 60-69%	D = 1.0
F = 59 and below	F = 0.0

Graduation Requirements

36 units of credit are required to graduate from Cheney High School. In a student's four-year program of studies, they must successfully complete the following units of credit to graduate from Cheney High School:

4 units -	Language Arts
.5 unit -	Oral Communications
3.5 units-	Social Studies (American History, World Studies, U.S. Government, and Current Events)
3 units-	Math (IMP I, IMP II, and IMP III)
3 units-	Science (Foundations of Physics, Biology & either Applied Science or Chemistry)
1 unit-	Health & PE
1.5 units-	CTE (Career/Tech Ed)
.5 unit-	Consumer Personal Finance
1 unit-	Fine Arts (art, music, etc.)
18 units-	Electives

- Cheney High School requires that students attend 8 semesters of high school before being eligible to graduate, unless otherwise approved by the Board.

Honor Roll

Procedure followed regarding the honor roll:

- 1) Honor rolls will be figured and released each semester by the principal and will be based on semester grades.
- 2) Students with incomplete grades are not eligible.
- 3) Honor Roll awards will be based on semester grades.
- 4) Students must be enrolled **Full Time** in ten CHS classes or the equivalent of, unless otherwise approved by administration.

CHS Recognition:

Principal's Honor Roll (letter): Students who have a 3.8 or higher GPA.

Honor Roll (letter): Students who have a 3.5 to a 3.79 GPA, with no grades below a "B".

Honorable Mention (certificate): Students having a 3.0 to a 3.49 GPA with no more than one "C".

❖ *Boys/Girls Glee grades are not calculated in the student's overall GPA but are reflected on the student transcript. The letter grade is, however, factored into the CHS honor roll recognition process.*

Office/Library Aides

Seniors may be considered for positions as office aides if they meet the following requirements;

1. It corresponds with their future educational or work plans.
2. Cumulative GPA of 3.0 or better.
3. Is a student in good standing.
4. Must be approved by the principal.

*The course as office aide is a .25 credit per semester, Pass/Fail.

Parent-Teacher (CAP) Conferences

Parent-Teacher Conferences are planned for all students once each semester. These student-led conferences will focus on career and academic planning. Each seminar teacher will communicate with their students and help them to prepare for this conference format.

In addition to these annually scheduled events, Cheney Schools provide web access for

students and parents to check on their student's grades at any time. A password is provided to students and parents to go online for this service. If you have questions regarding access to student grades, please contact the high school office so you can receive the information needed.

Report Cards

The CHS current student management system allows twenty-four hour access via internet for parents to check the student's academic progress. This access does require a password that will be given to parents shortly after enrollment of the student(s). For those individuals without internet access:

- Nine-week progress reports will be handed out at Parent-Teacher Conferences.
- Semester grade reports are mailed home to all students.

Sedgwick County Area Educational Services Interlocal Cooperative

Cheney USD 268 is a member of the SCAESIC. Questions pertaining to programs offered through the cooperative may be referred to the principal's or counselor's office. Students with disabilities have an equal opportunity to participate in all extra-curricular and non-academic services and activities. A copy of procedural safeguards and Parents Rights in Special Education is available through the SCAESIC.

Valedictorian/Salutatorian

For a student to be considered for recognition as valedictorian or salutatorian, the following must apply:

1. The student must have been, and currently be, a full time student at Cheney High School.
2. The student must meet the USD 268 course requirements.
3. The student must be enrolled in a semester long math class during their senior year.
4. The student must meet the Board of Regents recommended course requirements. *
5. Students taking college courses in lieu of high school courses must meet full time status as allowed by the KSHSAA, and the dual credit be figured into the student's GPA. **

ACTIVITIES/ATHLETICS

Found in the CHENEY HIGH SCHOOL STUDENT ACTIVITIES HANDBOOK

ATTENDANCE

Attendance Policy

The attendance policy of U.S.D. #268 reflects the shared responsibility between parents and the school district in requiring and maintaining regular attendance. The policy further stresses the importance of consistent attendance with regard to successful academic performance.

The compulsory attendance law (K.S.A.72-3121) makes it mandatory that any child who has reached the age of seven years and is under the age of **eighteen** years, unless exempted by law, be enrolled in and attending school. Students who are absent because of suspension or expulsion from school, are exempted from these compulsory attendance provisions. The building principal will report students who are truant from school to the appropriate authorities. Those authorities may be DCF and/or the District Attorney's office. This determination will be made solely by the building principal. Students are considered truant when any one of the following occur: three (3) consecutive unexcused absences, five (5) unexcused absences in

one semester, or seven (7) unexcused absences in a school year. For the purposes of this policy, an unexcused absence is counted toward truancy when a student is inexcusably absent for all or a significant part of a school day.

A. Notification

Parents/Guardians should notify the office by calling 542-3113 prior to or on the day of the absence. Parents are encouraged to call before 8:30 a.m. A student absence will be labeled as unexcused until parents have contacted the school. A voicemail service at extension 1351 is available during non-school hours. A note may be sent with the student on the day of the student's return.

B. Documentation of Absences

Documentation of all absences with the building administration is required. This documentation will help prevent truancy referrals to either DCF or the Sedgwick County District Attorney's Office. This determination is made solely by the principal.

C. Limited Absences / Unlimited Absences / Unexcused Absences

1. **Limited Absences** are excused absences supported by a telephone call, note or letter from a parent/guardian that would not otherwise be deemed unlimited or excused absences. If a student has exceeded **4 Limited Absences and/or Unexcused Absences** in a class period, the student will lose credit in that class. The student must continue to attend the class and do all work assigned in the class.

The student can regain their credit status in the class through their attendance outside of the regular school day, including Saturday School, Friday school, or other assignments. This process will allow them to make up the time they have missed over the maximum 4 absences. The official record of absences will be recorded in PowerSchool.

2. **Unlimited Absences** are absences that do not count toward the Limited Absences;
 - Personal illness and professional appointments: Excessive absences from a class are sometimes associated with chronic or reoccurring illness such as migraine headaches, asthma, etc. In order to anticipate questions from the attendance administrator for CHS, it is advised to have these circumstances documented with a doctor's signature and on file with the attendance administrator. Documented illnesses, which are chronic in nature, need to be updated quarterly, each semester, or yearly. Documentation of appointments should be turned in to the office within 48 hours of the absence to be considered valid. Contact the assistant principal regarding documentation questions.
 - Absences that are documented due to appearance in court or involvement with other governmental agency.
 - Participation in a district-approved or school-sponsored activity.
 - Absences due to a serious family emergency. Examples would include such events as attendance at a funeral of a family member or a serious family illness. The illness would be such as that of a parent or could be related to the transportation of parents and siblings to a medical appointment that is documented.
 - Absences due to an out-of-school suspension assigned by administration of the high school.
 - Obligatory religious observances
 - Absences prearranged by parents and approved by the principal.
 - Seniors will be allowed a total of 4 days for college/career educational visits. In order for the absence to be documented as a college/career visit, the proper steps need to be followed. An online request form is to be filled out and the visit set up by the counselor.
 - Juniors will be allowed a total of 3 days for college/career visits. An online request form is to be filled out and the visit set up by the counselor.

3. **Unexcused absences** are absences not excused by administration as an unlimited or limited absence, such as those not supported by a phone call, note or letter from a parent, doctor or dentist, etc. Absences not reported within 48 hours will be considered unexcused and Saturday School hours will therefore be assigned. All unexcused class absences will result in one hour of Saturday School per each block/period missed.

D. Check In/Out Procedure

1. Once a student enters the school, or a student gets on a school bus, the student is the school's responsibility. A student who leaves without the school's permission violates the attendance rule. The student must have permission from the principal and **prior notification** to the school by the parent.
2. When it is necessary to arrive or depart from school other than the beginning or the ending of the school day, the student must sign in/out through the office before going to class or leaving the building.
3. Students leaving the building without checking in or out will be assessed an unexcused absence for the hours missed, and any additional disciplinary action for leaving without permission.
4. Students are required to check into the office after any absence before returning to classes.

E. Make-Up Work

- a. If the student is absent for any reason, the class work missed must be made up. The makeup work can be completion of the assignments missed, additional assignments to replace missed classroom experiences, makeup time scheduled with the teacher or any combination of these options. The classroom policy of **One-Plus-One** is used.
Example:
Absent Monday-Tuesday, assignments are due on Friday of the same week (the 3rd day). If the student were to be gone again on the final due date (in this case Friday), the prior assignments are due the day they return (in this case Monday).
- b. If a student knows in advance that he/she will be absent, the student should notify the principal and the teachers in advance and pick up assignments before the absence.
- c. Any absence due to an authorized school activity or Doctor or Dentist appointment requires assignments due prior to the absence. However, a teacher may allow assignments to be handed in later if prearranged. Check with your teacher before the absence, not after. Assignments and make-up work may be denied and loss of credit may result.
- d. Make-up work is strictly the responsibility of the student. It should also be understood that students who are absent are responsible for make-up work.
- e. Make-up work missed due to school activities is due at the discretion of the teacher.
- f. Teachers have the authority to grade students for classroom participation; therefore, students may receive a failing grade (F) in classes where they have repeated unexcused absences.

G. Tardiness

Students will be counted tardy if they are not in class according to classroom procedures when the final bell rings. If a student is detained by a teacher or the office, it is the student's responsibility to obtain a pass to class. Students that are 15 minutes or more late to class will be considered absent.

- The first tardy will be considered a warning.
- 2nd – 6th tardy: 30 minute detention after school
- 7th – 10th tardy: 1 hour of Saturday School for each tardy
- 11th + tardies: In School Suspension for each tardy

Student Withdrawal from School

When it is necessary for a student to withdraw from school, he/she should inform the office of his/her intention. The student will be given a withdrawal form that must be signed by all of the student's teachers, the librarian, and counselor. All fees must be paid, all school-owned items returned, and all work completed. A meeting with the student, parent and principal will complete the withdrawal process.

Truancy

Truancy is defined as any three consecutive unexcused absences, any five unexcused absences in a semester or seven unexcused absences in a school year, whichever comes first. The building principal or designee shall report students who are inexcusably absent from school to the appropriate authority.

STUDENT GUIDELINES/BEHAVIOR

Accidents and Illness at School

A student who becomes ill or injured at school should ask to see the nurse. Parents will be contacted if it is necessary, he/she may not leave without checking out through the office. Students not ill enough to leave school will remain in their classrooms. Those students waiting for parents or rides may wait in the office area. No student will be allowed to leave without parental permission.

Appearance

Students are expected to be dressed appropriately when attending school. The staff, student council, and Board of Education have provided input on dress code provisions. The Board of Education expects everyone to support and enforce this policy. Students, parents and school staff are responsible for appearance that promotes safe, modest, non-disruptive student behavior.

1. **Hats, hoods, caps, etc.** must be removed prior to entering the building, during school hours, and until exiting the school building. "Ball caps" only are allowable in the building for other extra-curricular events such as ball games, group meetings, etc., with the exception of auditorium functions (concerts, plays, performances, etc.) Similar functions held outside of the auditorium (sports specials, etc.) will carry the same expectations. **Hats are NOT ALLOWED on activity/athletic trips** unless the situation is deemed acceptable by the coach or sponsor, with administrative approval.
2. Clothing that is inconsistent with the goals and purposes of CHS and is prohibited includes items that:
 - a. Advocate or encourage violence.
 - b. Promote the use of or make references to alcohol, drugs, tobacco products, or which use sexual innuendoes.
 - c. Contain abusive, rude/profane/obscene or indecent language, pictures, or symbols.
 - d. Demean or ridicule others, including sexually suggestive or racially offensive material.
 - e. Clothing that is inappropriate or exposes the chest or shoulder area, mid-section or buttocks. This includes but is not limited to bare midriffs, mesh shirts, sheer tops, halters, strapless tops, spaghetti straps, one-strap and shorts that do not meet a minimum of "knuckle length". Sleeveless garments for girls must extend to the end of the shoulders and fit closely under the arms. Sleeveless garments for boys are not allowed nor is sagging (undergarments showing) allowed by any

- student.
- f. Jeans or pants with holes/rips that expose skin above knuckle length.
 - g. Pajama pants and slippers.
 - h. Leggings that are skin tight and not covered by appropriate length short or top that reaches knuckle length.
3. Students are to have clean-shaven faces, shall keep their hair clean, neatly cut and groomed, out of the eyes, and in compliance with current styles. Hair styles that disrupt the educational environment will not be allowed. Facial hair should not extend more than a pencil width below the bottom of the ear and no further forward than the hairline “notch” above the ear.
 4. Students may be asked by a staff member to change their clothing when dress or appearance interferes with safety, performance or course goals in a particular class.
 5. Chains, over-sized pants, straps, trench coats, long outer garments, sweat bands, studded collars and bracelets and other items that impact safety and learning at CHS are not permitted. Light jackets are allowed, although some class activities may require students to remove jackets for safety reasons.
 6. The presence of any apparel, jewelry, accessory, or manner of grooming which, by virtue of its color, arrangement, trademark, symbol, or any other attribute that implies membership or affiliation with gangs is prohibited.

Final Note: Students shall adhere to the above standards at all activities of the school in which they participate or are expected to attend. There may be items of apparel that are not specifically covered in the dress code, but may, in the opinion of the administration, be improper attire. When you are representing the school on school-sponsored activities, you are asked to adhere to the policy as a minimum and dress as neatly as possible.

Backpacks

Backpacks may be brought to school but must be stored in student lockers and not be taken into classrooms or the library. Only thin protective bags designed for a laptop are allowed to be carried throughout the building. Laptop bags are not intended to be backpacks and vice versa.

Bullying

ANTI-BULLYING POLICY FOR CHENEY HIGH SCHOOL

What Is Bullying?

According to the Kansas State Department of Education,

1. “Bullying” means:
 - a. *Any intentional gesture or any intentional written, verbal, **electronic**, or physical act or threat that is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for a student or staff member that a reasonable person, under the circumstances, knows or should know will have the effect of:*
 - i. harming a student or staff member, whether physically or mentally;
 - ii. damaging a student’s or staff member’s property;
 - iii. placing a student or staff member in reasonable fear of harm to the student or staff member; or
 - iv. placing a student or staff member in reasonable fear of damage to the student’s or staff member’s property; or
 - b. **Cyberbullying; or**

- c. any other form of intimidation or harassment prohibited by any policy of USD 268 in policies concerning bullying adopted pursuant to this section or subsection (e) of K.S.A 72-8205, and amendments thereto.
2. "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.
3. "School vehicle" means any school bus, school van, other school vehicle and private vehicle used to transport students or staff members to and from school or any school-sponsored activity or event.

Bullying occurs when a person willfully and repeatedly exercises power and control over another with hostile and malicious intent.

Bullying can be:

- Emotional: being unfriendly, excluding, tormenting (e.g. hiding books, threatening gestures)
- Physical: pushing, kicking, hitting, punching or any use of violence
- Racist: racial taunts, graffiti, gestures
- Sexual: unwanted physical contact or sexually abusive comments
- Homophobic: because of, or focusing on the issue of sexuality
- Verbal: name-calling, sarcasm, spreading rumors, teasing
- Cyber: All areas of internet, such as email & internet chat room misuse
- Mobile: threats by text messaging & calls

Response to Bullying

Anyone who suspects or knows that bullying is happening is expected to tell the staff. School employees are mandated reporters and their highest priority is the safety and welfare of children. You can also report bullying on our school web page by clicking the "Bully Report" link. All reports will be kept confidential when possible. If the reported abuse is an act of violence, legal authorities may be contacted for further investigation.

Signs and Symptoms

A child may indicate by signs or behavior that he or she is being bullied. Adults should be aware of these possible signs and that they should investigate if a child:

- is frightened of walking to or from school
- doesn't want to go on the school / public bus
- changes their usual routine
- is unwilling to go to school (school phobic)
- becomes withdrawn anxious, or lacking in confidence
- attempts or threatens suicide or runs away
- cries themselves to sleep at night or has nightmares
- feels ill in the morning
- begins to do poorly in school work
- has possessions which are damaged or "go missing"
- asks for money or starts stealing money (to pay bully)
- has lunch or other monies continually "lost"
- has unexplained cuts or bruises
- becomes aggressive, disruptive or unreasonable
- is bullying other children or siblings
- stops eating
- is frightened to say what's wrong
- expresses concern over a cyber-message

Procedures

1. Report bullying incidents to staff.
2. When appropriate, parents will be informed.
3. If necessary and appropriate, police will be consulted in extreme cases.
4. The bullying behavior or threats of bullying will be investigated.

Outcomes (with reconciliation of pupils being the goal)

1. Notification of parents of both bully and victim.
2. Repeat offenders will have consequences such as meeting with the principal, participating in individual counseling, or detention.
3. In serious cases, ISS or OSS will be considered
4. After the incident/incidents have been investigated and dealt with, each case will be monitored to ensure repeated bullying does not take place.

Prevention

We will use various methods for helping children to prevent bullying. All students and staff are to follow the core values of PRIDE. Students will receive training on topics relevant to bully prevention.

Cafeteria Procedures

Cheney High School maintains a CLOSED lunch period.

1. The cafeteria will serve breakfast and lunch to students and teachers every day of school.
2. Lunch and breakfast are served to students at a minimal cost and according to state guidelines. Some students may qualify for free or reduced meals. Applications for free and reduced meals are available in the main office and are required to be completed and reviewed annually.
3. Separately-priced food items are available in addition to the regular lunch. These items may be purchased with cash only.
4. Each student has access to a PowerLunch account which is accessed with a pin number. The student is expected to know their pin number to access their account and be served lunch.
5. Students are not allowed to overcharge their card account more than \$12. The student will have to pay cash at that point or deposit additional monies into the account. PowerLunch Balances can be checked online in PowerSchool at the same time student grades are checked. Parents may choose to have e-mail reminders sent alerting them of a low lunch balance.
6. All students have individual accounts in PowerLunch. However, you can send one check payment for all of your High School and/or Middle School students. Please indicate how much to deposit in each child's account on your check's memo line.
7. Our school participates in the Federal/State school lunch program for free and reduced meals. There will be an application for this program in the online enrollment packet. If you do apply, please be aware that the full price for meals will be charged until the application is approved.
8. Lunch Passes
 - a. Students are asked to eat a prepared lunch at school or bring a sack lunch to the cafeteria unless a written form has been completed and signed by the parents

requesting permission for the student to eat at home. Permission is granted providing the guidelines set by the contract are met. This contract must be signed by parent and student and be on file in the office. Students are to sign out in the office prior to leaving for lunch and must sign in upon returning.

- b. Excessive tardies (2 or more) or absences without prior approval, and/or the accumulation of 10 disciplinary points, will result in pass being revoked. Permission will not be granted for the student to eat anywhere except their home. The standard disciplinary action is that the lunch pass will be revoked for a minimum of 18 weeks if there are abuses of this privilege.

Care of Building, Equipment, Textbooks, and Electronic Devices

Your parents and other taxpayers of USD #268 use every means available to provide you with the best building and equipment possible. It is your responsibility to take care of your school and school property which includes your electronic device.

Textbooks and laptops are the property of the school district. They belong to students only on a temporary basis. Textbooks should never be marked in with either pencil or pen. Laptops (and related accessories) are expected to be turned in fully functional and without damage. Failure to comply with this policy will result in fines that will need to be paid prior to checkout.

It is a violation of school policy to mark, carve or otherwise mutilate any school property. Student and parents may be held liable for destruction of district-owned property. The principal with the help of the staff is responsible for assessment for lost or damaged books. Fines will be assessed accordingly.

Classroom Behavior

Teachers have a preference on how they wish to conduct any given class. It is the responsibility of each and every student to become familiar with the requests of each teacher and act accordingly.

Students are expected to be prepared for each class prior to the start of class. Students who attend class to learn shall not have their rights of educational opportunity denied by those who do not wish to receive the benefits of an education. In order to accomplish this, the students and the teacher will work together to maximize the use of each class period.

Those students who cannot, or will not exhibit proper behavior, shall be removed from the class and not be allowed to interfere with the educational opportunity of the remainder of the class. When a student has been removed from a class, the school administration will determine what action is to be taken.

Discipline Philosophy

There are multiple interventions that are used to address student discipline.

1) Administrative conferences:

The building administrator meets with the student to develop positive behaviors. The conference may include parents, guardians, and/or faculty, as well as the student.

2) Detention:

One of the first steps for punishment of a minor infraction will be detention before and/or after school. Failure to comply will be considered an act of insubordination and will result in harsher forms of discipline. Detentions refer to an attempt by a teacher to aid the student in completion of work, or a 1st step procedure to resolve a disciplinary issue. Failure to comply to the teacher's request will be considered an act of insubordination. The procedure is as follows;

A. 1st no show:

- I. Principal will record the infraction in the student's file
- II. Student receives 1 disciplinary point.
- III. Student receives One Hour of Saturday School assigned by the administration

B. Saturday School / Friday School no show

- I. Principal will record the infraction in the student's file.
- II. Students receives 1 disciplinary point.
- III. Student will be responsible for serving double the time originally assigned.

C. 2nd Saturday School no show:

- I. ISS (or consequence will be at the discretion of the administration)
- II. 2 disciplinary points
- III. Re-Admittance pending a Parent-Student-Administrative conference.

4) Saturday School:

In an effort to deal with student disciplinary issues, and not infringe on classroom time, Saturday School has been established to deal with disciplinary issues, and mainly, attendance issues;

- a. Saturday School will be held each Saturday from 8:00 a.m. until 12:00 noon.
- b. Saturday School will be used for attendance deficiencies and other discipline offenses identified for Saturday School.
- c. Students may be assigned 1-4 hours of Saturday School depending on the offense identified by the administration.
- d. Students must bring work to Saturday School and keep busy during the time assigned.
- e. Parent will be notified in writing, or personally contacted, when Saturday School is assigned.

NOTE: Friday School may be assigned for students who have either accumulated multiple hours of Saturday School or have not shown an effort to attend Saturday School. Friday School will be held between the hours of 4:00 p.m. and 8:00 p.m.

5) In-School Suspension (Detention):

Students who cannot comply with the rules as stated may find the social aspect of school withheld for a period of one to five days. *Students are to report directly to the office upon arrival to school, and will be in ISS until 3:50 p.m.* During In-school suspension, the student will be allowed to receive full credit for assignments completed on time. However, students will not interact with any other students during the school day or be allowed to attend or participate in extra-curricular activities.

6) Out-of-School Suspension and Expulsions:

Suspensions and expulsions are regarded as very serious matters and are the final disciplinary means at the disposal of the duly authorized certified employees. During out-of-school suspension, the student will be allowed to receive **full** credit for assignments completed on time. Suspension may either be short term or extended.

- Short-Term Suspensions are 1 to 10 days.
- Long-Term Suspensions are 11 to 45 days.
- Expulsion occurs when a student is removed from school for the remainder of the current school year. An expulsion may last for up to 186 school days and extend over two school years.

7) Other possible consequences

- Written notification to parents
- Referral to counselor, social worker, and/or building team
- Alternative educational placement

- Possible police involvement, if deemed appropriate for any offense
- Specific consequences agreed upon by the principal, parent, and teacher

Suspension and Expulsion

The superintendent or principal may suspend or expel, or by regulation authorize a certified employee or committee of certified employees to suspend or expel any student or pupil guilty of any of the following:

1. Willful violation of any published regulation for student conduct, adopted or approved by the Board of Education, or
2. Conduct which substantially disrupts, impedes or interferes with the operation of any public school, or
3. Conduct which impinges upon or invades the rights of others, or
4. Conduct which has resulted in conviction of the pupil or student of any offense specified in Chapter 21 of the Kansas Statutes Annotated or any criminal statute of the United States, or
5. 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 invasion of the rights of others.

The Board of Education of U.S.D. #268 extends its authority to suspend and expel any pupil or student by the following certified personnel:

1. Superintendent
2. Principal and/or assigned designee

Suspension and Expulsion – Long Term

(more than ten days and less than a semester)

The student must first have been suspended for a short term. The written notice of the intent to suspend or expel for a long term will be sent to the student and his/her parents or guardians within 72 hours after the student has had imposed a short-term suspension. The notice shall include the time, date, and place for a formal hearing to be held no later than the last day of the short term suspension. The formal hearing shall contain the following;

The student has a right to counsel and this right may be waived.

- a. The parents or guardian may attend.
 - b. The student shall hear or read a full report of the testimony of witnesses against him/her.
 - c. The student or his counsel has the right to confront and cross-examine witnesses.
 - d. The student may testify in his/her own behalf.
 - e. The student may present his own witnesses.
 - f. The hearing will be conducted in an orderly manner.
3. The student will have a fair and impartial decision based on substantial evidence
 4. A written notice of the result of the hearing, if it results in the suspension or expulsion of the student shall be given to the student and to his parents or guardians within 24 hours after the decision has been reached.
 5. A student or his parents may appeal the decision to the Board of Education by filing a written notice of appeal with the Clerk of the Board of Education no later than 10 days after receiving the written notice explained in Section 4.
 6. The appeal will be heard by the Board of Education no later than 20 days after the notice of appeal is filed.
 7. If the expulsion or suspension is upheld by the Board of Education, then the student or parent may appeal to the district court.

Suspension – Due Process for Short Term (ten days or less)

1. There will be a notice of charges (written or oral) given to the student.
2. An informal hearing will be conducted which will include the following:
 - a. the right of the student or pupil to be present.
 - b. the right of the student or pupil to be informed of the charges against him or her.
 - c. the right of the student or pupil to be informed of the basis for accusation.
 - d. the right of the student or pupil to make statements in defense or mitigation of the charges or accusations.
3. A written or verbal notification of any short-term suspension and the reasons for it will be given to the student involved and to his/her parents or guardians within 24 hours after such suspension has been imposed.

Consequences for Discipline Violations

The administration at Cheney High School reserves the right to administer the following consequences for any infractions of the rules. Specific consequences will depend upon the nature and severity of the infraction, the number and types of previous infractions, student cooperation and attitude, and possible extenuating circumstances. In all cases, students will receive due process in accordance with school board policy. If an alleged student violator refuses to cooperate with an investigation, Cheney High School reserves the right to determine consequences based upon the information gathered. In addition to the consequence chart, below is a list of other possible discipline measures:

1. Referral to outside agencies: police, social services, etc.
2. Loss and/or removal from position as member and/or officer in an organization
3. Financial restitution
4. Community/School service
5. Suspension of bus transportation privileges
6. Suspension of student parking privileges
7. Suspension of computer privileges

Discipline Points

The discipline point system allows for a consistent and fair means of addressing disciplinary issues. The goal of the point system at the high school is to correct unwanted and undesirable behaviors which distract from the learning environment. Each rule infraction has a “point value” assigned to the student behaviors, along with administrative consequence to be enforced for each behavior. Points accumulate on a yearly basis.

Discipline Point Interventions

5 points Parents contacted by administration

10 points Mandatory conference including student, parent, and administrator(s).

15 points Formal hearing involving student, parent, administrator, and possibly a staff member.
This hearing may result in possible long term suspension or expulsion from school.

Discipline Steps

Step 1: Conference/Detention

A school administrator will talk to the student and try to reach an agreement regarding how the student will behave. Student is removed from the class for 1-3 hours. Action will be recorded in student’s file.

- A. Warning
- B. Detention
- C. Saturday School
 - Disciplinary Points; Initial (1 to 3) / Repetitive (2 to 4)

Step 2: In School Suspension

The student is removed from classes, but remains at school and in the in-school suspension room at CHS. Parent will be notified in writing or by phone. Action will be recorded in student's file.

A – one to three days ISS

B - three to five days ISS

C – five days ISS

- Disciplinary Points; Initial (2 to 5) / Repetitive (3 to 5)

Step 3: Short Term Out-of-School Suspension

The student will not be allowed to attend school for the determined amount of days. Parent will be notified. Action will be recorded in student's file. Student is not to be at any school activities or on school property during suspension.

A - one to three days

B – three to five days

C - ten days

- Disciplinary Points; Initial (3 to 5) / Repetitive (4 to 7)

Step 4: Long Term Suspension/Expulsion

The student will not be allowed to attend school, school activities or be on school property for a period of time as determined by the hearing committee.

A – ten day OSS with referral to Expulsion Hearing

- Disciplinary Points; Initial (8 to 15) / Repetitive (15+)

**Due process will be followed in all suspensions or expulsions.

Prohibited Behaviors and Consequences Chart

Infraction/Item	1 st Offense	2 nd Offense	3 rd Offense
1. Possession, use, under the influence of, sale or dispersal of alcohol, controlled substances, mood altering chemicals & paraphernalia on school grounds or at a school function	Step 3 C – 4A; Police referral	Step 4A; Police referral	
2. Possession or use of tobacco, smoking materials including e cigarettes, or lighters on school grounds or at school functions	Step 2A; Police referral	Step 2A(multiple); Police referral	Step 3B; Police referral
3. Possession, use, under the influence of, sale or dispersal of prescription and/or non-prescription medication while under the supervision of the school except as provided for in school policy	Step 3B – 4A; Police referral	Step 4A; Police referral	
4. Possession or use of a *dangerous weapon on school grounds. *Pursuant to state statute.	Step 4A; Police referral	Step 4A; Police referral	
5. Possession or use of a look-alike weapon on school grounds with intent to cause distress and/or harm	Step 3C – 4A; Police referral	Step 4A; Police referral	
6. Engagement in fighting, battery or physical assault	Step 3B-C; Possible Police referral	Step 4A; Police referral	
7. Conveying a false alarm through word or action, Endangerment, Bomb Threat, False Fire Alarms/Other Emergency Alarms, Possession of Weapons or Dangerous Devices	Step 3B-C; Police referral	Step 4A; Police referral	
8. Inappropriate display of affection	Step 1A	Step 2A	Step 2A-3A
9. Inappropriate sexual contact occurring on school grounds or school functions	Step 1A-3B; Possible police referral	Step 3C	Step 4A
10. Verbal, written, physical, or sexual harassment directed at students or staff	Step 1A-3B; Possible police referral	Step 3C	Step 4A
11. Bullying behavior	Step 1B-4A	Step 2A-4A	Step 2B-4A
12. Use of profane, vulgar, or harassing comments while under school supervision	Step 2A	Step 2A-3B	Step 2A-3B
13. Failure to comply with specific direction of school authority	Step 2A-3A	Step 3B	Step 4A
14. Disruptive behavior in school or at school functions	Step 1A-C; Removal from activity	Step 2A-C; Removal from activity for an indefinite period	Step 3A-C; Removal from activity for the rest of the year
15. Removal of student by teacher for problem behaviors exhibited in classroom or supervised area	Step 1A-2A	Step 2A-3A	Step 3A-C

16. Nuisance/Disruptive Objects	Step 1B; Confiscation of item	Step 1C; Confiscation of item	Step 2A; Confiscation of item
17. Inappropriate student dress as addressed in policy	Step 1A; Change clothes	Step 1B - 1C Change clothes	Step 2A
18. Academic Fraud including cheating, copying, and plagiarism	Step 1B; Zero grade	Step 1C; Zero grade	Step 2A; Drop from class
19. Unsafe, unlawful or inappropriate use of a motor vehicle on school grounds including parking, speeding, unsafe backing, failure to display permit, etc...	1A-3B; Police referral Loss of privileges	2A-3C; Police referral Loss of privileges	
20. Vandalism to school or personal property	Step 1C-3B; Damage restitution Police referral	Step 3B-C; Damage restitution Police referral	Step 3C-4A; Damage restitution Police referral
21. Theft of school or personal property	Step 2C-3C; Restitution Police referral	Step 3C; Restitution Police referral	Step 4A; Restitution Police referral
22. Participation in electronic harassment via email, text messaging etc...while under the supervision of school authority	Step 1A-3B; Possible police referral	Step 3C	Step 4A
23. Violation of school's computer use policy and school network devices	Step 1B; Loss of use of school device for one week	Step 1C; Loss of use of school device for nine-weeks	Step 2A; Loss of use of school device for remainder of school year
24. Possession or use of electronic and/or video devices (including cell phones) unless authorized by teacher or supervisor.	Step 1B; Item confiscated for remainder of school day	Step 1C; Item confiscated 24 hours	Step 2B; Item confiscated 48 hours
25. Tardiness to class	Refer to G. Tardies on page 11		
26. Unexcused absences to school or class	Step 1C		
27. Leaving school grounds without permission	Step 2A	Step 2C	Step 3B
28. Falsifying school records Ex: Providing a false attendance excuse, etc...	Step 1C	Step 2A-C	Step 3A-C
29. Failure to serve assigned teacher detention	Step 1C (one hour)	Step 1C (four hours)	Step 3A
30. Failure to serve administrative assigned Saturday School	Step 1C doubled	Step 2A	Step 3A

NOTE: School administration of Cheney High School reserves the right and obligation to impose penalties and take steps necessary to maintain order in the school. The administration reserves the right to impose penalties and sanctions for conduct not specifically covered in the handbook or for those actions that are extremely serious, dangerous, or injurious.

Infraction Definitions

Assault and/or Battery:

An attempt or threatened personal attack, and/or a physical attack on an individual that is with intent of personal harm or injury.

Cheating

Acting dishonestly or unfairly in order to gain an advantage as it relates to students' academic work. This includes plagiarism, taking credit for others' work or providing work for others either in written or electronic form.

Computer Use:

At the beginning of each school year, students are asked to sign a computer use agreement. A copy of this agreement is found on our school website at www.usd268.org under the enrollment information. Hard copies are also available from the school office.

Destruction of Property/Vandalism:

Destroying or mutilating objects or materials belonging to the school, school personnel or other persons. Students guilty of vandalizing school property or the property of a school employee and other associated persons, while on school grounds or engaged in a school related activity. Persons/students guilty of vandalism are expected to make restitution for damages and may face criminal charges depending on the severity of the act.

Disorderly Conduct:

Conduct and/or behavior disruptive to the orderly education procedure of the school (including profanity and obscene behavior).

Disruption of School:

Conduct and/or behavior disruptive to the orderly education procedure of the school.

Endangerment:

Bomb Threat, False Fire Alarms/Other Emergency Alarms, Possession of Weapon(s) or Dangerous Devices

Fighting:

Physical assault towards another party.

Forgery:

Writing or using the signature or initials of another person.

Insubordination:

Refusal to comply with reasonable request of school personnel.

Non-Prescribed Drugs & Alcohol:

The possession, sale, use or transmittal of, or being under the influence of, any non-prescribed drug, alcohol or other intoxicant of any kind or nature (including the inhalation thereof) on or about school property at any time or at any school activity regardless of location.

Plagiarism:

The act of plagiarism violates our expectation that students exhibit ethical behavior as expressed in their academic work. According to Webster's New International Dictionary of The English Language, to plagiarize is:

“To steal or purloin and pass off as one’s own ideas, words, artistic productions of another; to use without due credit the ideas, expressions or productions of another.”

- If a student has any concerns or questions about how to cite material for a particular assignment, the student has a responsibility to consult his/her teacher.
- Plagiarism is cheating. It is academically dishonest as well as an ethical offense. It violates the school’s mission and expectations for students.
- The best way for young people to learn is to struggle with ideas within their own brain, developing their own unique genius with practice, practice and more practice! Plagiarism bypasses this essential practice mode, thus acting as an Academic Burglar.

Public Display of Affection: hugging, kissing, excessive physical contact

Theft

theft of personal property of student, staff, or school property.

Threat:

statements or actions that intimidate or injure another person.

Vandalism: Destruction of Property

Students guilty of vandalizing school property or the property of a school employee and other associated persons, while on school grounds or engaged in a school related activity.

Persons/students guilty of vandalism are expected to make restitution for damages and may face criminal charges depending on the severity of the act.

Weapons/Explosives

The possession of a dangerous weapon or the use of an object to inflict bodily injury to another person.

Driving and Parking

The following rules and regulations are in place to provide mutual protection of students, parents and the school. We feel that such regulations are essential for the safety of students and for liability protection for both parents and school:

Car Registration/Parking Lot Regulations

All student vehicles parked on campus must be registered in the office for \$ 1.00 and permanently display the issued permit from the rear-view mirror. You may register more than one vehicle, but the permit must be present. Registering includes Car Make, Model, and License Tag Number for each vehicle you register. All tickets issued in the parking lot will cost \$2.00 with violations being recorded on a point system.

- 1) Students who drive to school are to park in the west lots.
- 2) Curbside parking is allowed only on north curb along Cardinal Stadium fence.
- 3) Students are not to park in adjacent streets during school hours.
- 4) Students are to park properly in the stalls according to traffic flow; i.e. no backing or pulling through stalls.
- 5) The speed limit on the streets is **20** miles per hour and **10** miles per hour in the lots.
- 6) Students with lunch passes issued from the office may use personal transportation to go home for lunch.
- 7) Cars are not to be entered or removed during the day unless the student is given permission by administration.
- 8) All bicycles of high school students should be parked in the rack provided.
- 9) The local law enforcement officials will enforce local driving laws on school property.
- 10) Students must have a parking permit in order to park on school grounds. The permit is to be displayed on the vehicle if parked on school grounds during school hours and activities.
- 11) The parking area east and south of the middle school is designated teacher/staff parking, and any other designated staff/visitor parking is off-limits to student parking from 7:30 am to 3:45 pm on school days.

Drug Free Schools and Communities Act

Maintaining drug free schools is important in establishing an appropriate learning environment for the district's students. 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.

Students shall not unlawfully manufacture, 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 any one or more of the following sanctions:

- 1st offense –
 - o Up to and including long-term suspension
 - o Suspension from all student activities for a period not less than one month
- 2nd offense –
 - o Up to and including long-term suspension
 - o Suspension from all student activities for a period not less than one semester or four months
 - o A student placed on long-term suspension under this policy may be readmitted on a probationary status if the students agree to complete a drug rehabilitation program. (Name(s) of acceptable programs are on file with the board clerk.)

·3rd and subsequent offenses –

- o Up to and including expulsion from school for the remainder of the school year
- o Suspension from participation and attendance at all school activities for the school year
- o 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 has completed a drug and alcohol education and rehabilitation program at an acceptable program.

Students who are suspended or expelled under the terms of this policy will be afforded the due process rights contained in board policies and Kansas statutes, K.S.A. 72-8901, et seq. nothing in this policy is intended to diminish the ability of the district to take other disciplinary action against the student in accordance with other policies governing student discipline. 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. Drug and alcohol counseling and rehabilitation programs are available for students of the district. 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.

Electronic Devices / Cell Phone

The use of non-school issued electronic devices on school property is prohibited from 8:05 until 3:20. This includes, but is not limited to cell phones, headsets, game systems, iPods, MP3 players, and other communication devices that have a potential to be disruptive to the educational process or used inappropriately. Items intended to look like or simulate such devices are also prohibited. Apple Watch, Fit Bit and other similar devices may be worn but not used during the school day. Devices not stored in lockers, turned off or on vibrate, will be in violation of this policy and will be confiscated.

Emergency Procedures

Notification Service

USD 268 schools use the SwiftK12 parent contact service. Cheney school district will rely on the service to deliver administrative communications within minutes to telephones or any web device, including mobile phones and computers.

Fire and Tornado Drills

These drills will be conducted in accordance with state law.

Inclement Weather

When weather conditions exist that would make it hazardous for students to get to school safely, students and parents should listen to the area radio and television stations for school closing: (TV: KSN, KAKE, KWCH; Radio: FM 95.1, 97.9, 98.3, 101.3)

There should also be a SwiftK12 message through email and/or phone call from the school.

Hall Passes

Any student moving through the halls during class periods must have a pass from the instructor of the class or room to which he is assigned. In order for a student to go to another instructor from the library or any other room, the instructor has to request that the student be sent to his room by issuing a pass to the student prior to that time.

Harassment [Sexual or Racial]

Sexual/Racial Harassment will not be tolerated. Sexual/Racial harassment may include, but not

be limited to:

- Sexually/Racial oriented communication, including sexually/racial oriented "kidding" or harassment or abuse;
- Subtle pressure or requests for sexual activity;
- Creating a hostile school environment, including the use of innuendoes or overt or implied threats or acts;
- Unnecessary touching of an individual, e.g., patting, pinching, hugging, repeated brushing against another person's body;
- Requesting or demanding sexual favors accompanied by an implied or overt promise of preferential treatment;
- Sexual assault or battery as defined by current law.

Students who believe they have been subjected to sexual or racial harassment should discuss the matter with their principal, counselor, or a certified staff member.

Interrogations & Investigations

The administration and others designated may conduct investigations and question students about infractions of school rules or the school conduct code. Notification and involvement of law enforcement officials may be requested if the situation warrants their involvement.

Library Use

The CHS Library Media Center (LMC) serves students and staff by providing equipment and materials in a variety of formats for reference and research, by supporting the curriculum including Accelerated Reader, and by promoting recreational reading. Students checking out books may do so for three weeks at a time – renewable once. A maximum of three books may be checked out at any given time. A 5-cent fine per school day per book will be charged for books that are late. Students may not check out books if their fine exceeds \$1.00. Any damage to a book may result in a repair or replacement fine. Unless accompanied by a teacher, all students are to have a pass to use the library.

Lockers

Each student is assigned a locker for the storage of books and supplies. It is the student's responsibility to see that their locker is kept locked and in order at all times. Do not share a locker, tamper with another locker, or give your combination to another person.

Locks for PE lockers are given to students for a reason – use them! Items left out and unattended are at risk of being stolen. Thefts in unlocked lockers will not be investigated. All lockers are the property of the Cheney Public Schools and are subject to inspection by authorized school personnel.

Medication in the School

Students are not allowed to have medicine or supplements in their possession in the school.

Any medication, prescription or non-prescription (over the counter), brought to school must be in its original container. Prescription medication containers must also have a prescription label with the child's name, medication name, dosage, route of administration, and frequency. Prescription medication must also be accompanied by a doctor's note detailing administration instructions and parent signature. ***Note:** Students at CMS/CHS are allowed to carry their own inhalers if the appropriate form is on file in the office. This form requires a physician and parent signature and is part of the enrollment paperwork. The form can also be obtained from the school office.

If a student needs to take an over the counter medication on a particular day, parents or guardians must send a note to accommodate such needs. The medication must be in its

original container. *Note: The school office does provide Tylenol and Ibuprofen to students upon request if the appropriate paperwork is on file in the office. This form is part of the enrollment paperwork and can be obtained from the school office. Students are strictly prohibited from sharing/receiving drugs (prescription or over-the-counter) with other students. This is why all medicine is to be distributed through the office. Any violation of this policy will be referred to the administration for disciplinary action.

Outside Food and Drink

The snack and beverage machines are located in the commons area. They are available for student use throughout the day. Clear water bottles only are allowed in the halls and classrooms. Pop and food items are allowed in the classrooms only under special circumstances and with the approval of the classroom teacher. CHS student council and all profits are used to finance CHS student council activities.

Energy Drinks/Sports Drinks

There is a noted difference between energy drinks and sports drinks. **Energy drinks** are considered a supplement and are not regulated by the Federal Drug Administration (FDA). Most contain high levels of sugar and caffeine. Excessive caffeine can cause negative effects such as rapid heart rate, shaking, restlessness, gastrointestinal upset, headache, and possible fainting. It can increase chances for dehydration and reduce performance. **Sports drinks** are used primarily before, during, and after athletic practices or competitions to provide fluids and certain nutrients lost in sweating and exercise. The caffeine content in sports drinks is regulated by the FDA due to their classification as a "food".

Parking Lot

Students are not to be in the parking lot without authorization from an administrator during school hours.

- Students going to/from the tech build are to refrain from cutting through the designated parking spaces.
- Students should not loiter in the parking lot more than 10 minutes after school dismissal.
- School rules (PDA, etc.) apply on ALL school grounds

Personal Items

Students are encouraged not to bring valuables or money to school. If valuables or money are brought to school, they should be locked up in the student's locker or left in the office for safekeeping. PE classes and students out for athletics will be given a padlock. The student will be responsible for the lock and locking their lockers. The school will not assume responsibility for the loss of personal items; however, a lost and found box will be maintained in the office.

Physically Disabled Students

Physically disabled students, including those temporarily disabled by illness, operation or accident authenticated by a physician's order, may be eligible for alternative educational services or accommodations in their regular program which allows for meaningful participation in the program.

Reporting Crimes to Law Enforcement

Whenever a student engages in conduct which constitutes the commission of any misdemeanor or felony, at school, on school property, or at a school supervised activity and/or has been found:

- In possession of a weapon
- In possession of a control substance or illegal drug; or

- To have engaged in behavior at school which has resulted in, or was substantially likely to have resulted in, serious bodily injury to others, administration shall report such acts to the appropriate law enforcement agency if any of the behaviors noted above occur.

Reports Filed With Law Enforcement

Whenever a student engages in conduct which constitutes the commission of any misdemeanor or felony, at school, on school property, or at a school supervised activity and/or has been found;

- In possession of a weapon,
- In possession of controlled substance or illegal drug; or
- Sexual or Racial harassment of another student, staff member, etc,
- To have engaged in behavior at school which has resulted in, or was substantially likely to have resulted in serious bodily injury to others, administration shall report such acts to the appropriate law enforcement agency.

School Conduct Policy

The Board of Education of U.S.D. #268 will to the full extent of its legal powers, insure that every student has an opportunity to attend school and receive an education without fear of disruption to their education or fear of injury to person or property. Persons with disruptive intent who create a threat to the safety of pupils, school personnel, or school property, or who would attempt to interfere with the educational process by participating in disturbances and disorders will be handled by Board policy.

Search & Seizure

In regards to school safety concerning weapons, drugs or any illegal contraband or activity, the district administration has the legal right to search a student, his/her locker, and/or vehicle parked on school grounds if reasonable suspicion is warranted. The additional use of trained canines will be used if deemed necessary. Refusal to comply with requests of searches will result in disciplinary action relevant to the specific request for the search.

Student Code of Conduct

Development of good discipline is one of the most important goals in education. Discipline is the development of self-control, character, and proper consideration for other people. Understanding the purposes of discipline in school facilitates the formation of positive attitudes and assists the student in doing his part to make himself or herself a better person and the school a better place.

Student in Good Standing

The following criteria will be referenced in order to determine whether or not a student is in good standing. Student status is at the discretion of the administration and will be determined on a case by case basis.

- ATTENDANCE
 - Excessive tardies
 - Excessive absences
 - Excessive make-up time owed
- ACADEMIC
 - Eligible per KSHSAA guidelines
 - Eligible per CHS academic guidelines
- BEHAVIOR

- At 8 points on the discipline plan, a behavior intervention meeting will take place involving student and administration.
- Lack of participation or effort
- Continual failure to comply with school authority

POTENTIAL REVOKED PRIVILEGES

- Eligibility for activities under KSHSAA
- Eligibility for local activities; ie: field trips, school activities such as dances, prom, Homecoming activities, concerts
- Attendance at activities home and away

NOTE: This is not an all-inclusive list of privileges

Student Purchases

Students should pay for materials used upon receipt of the item. Projects will not be released until they are paid for in full. Students with outstanding fees of any type may have transcripts and/or diplomas withheld.

Student Responsibilities

1. To help keep the school a place for learning.
2. To follow the rules and regulations of the school concerning student behavior.
3. To follow the rules while riding the school buses.
4. To be aware of acceptable and unacceptable behavior.
5. To accept fair punishment for breaking school rules.
6. To learn that school rules must be followed in order to protect everyone's freedom and individual rights.
7. To meet course requirements including make-up work.
8. To show respect for teachers, administrators and other school staff members.
9. To arrive on time, to attend assigned classes and to remain as long as school is in session or as otherwise directed.
10. To consult with teachers concerning work missed due to absences and to make up such work according to policy guidelines.
11. To have parental permission and sign out before leaving school during the school day.
12. To behave properly at all school activities.

Supplements

Supplements are covered under the medical policy which requires prior parent approval.

Telephone

Parents needing to contact their student during the school day should call the high school office. Parents should not call or text their student due to the student not having their phone in their possession.

Weapons

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

Underclassman Initiation

There will be **no** underclass initiations. Hazing of any nature will not be condoned.

OTHER

Change of Address

It is important that the school be able to reach parents or guardians of students for progress reports, in case of emergency, or in the event of disciplinary action. Therefore, please contact the office regarding any change of address, email or telephone number changes as soon as possible. This is very important as it pertains to the SwiftK12 alerts and information provided by CHS and USD 268.

Communicable Diseases

In the event that a student is absent from regular classes for more than three consecutive days or the principal has been notified that a student has a communicable disease, the principal shall determine whether a release shall be obtained from the student's physician before the student re-enters school.

Decisions regarding the type of education and care setting for a student with a severe communicable disease shall be based on the behavior, neurological development, and physical condition of the student and the expected type of interaction with others in that setting. These decisions are best made using the team approach including the student's physician, public health personnel, the student's parent or guardian, and personnel associated with the proposed care or educational setting.

In each case involving a student with a severe communicable disease, the board shall reserve the right to make a final decision regarding the placement of the student after taking into account the recommendations of the health assessment team, the risks and benefits to both the infected student and to the others in the proposed educational setting.

Emergency Safety Interventions

USD #268 is committed to limiting the use of Emergency Safety Interventions, such as seclusion, and restraint, with all students. All employees are encouraged to utilize other behavioral management tools, including prevention techniques, de-escalation techniques, and positive behavioral intervention strategies.

"Emergency Safety Intervention" (see K.A.R. 91-42-1) is the use of seclusion or physical restraint when a student presents an immediate danger to self or others. Violent action that is destructive of property may necessitate the use of an emergency safety intervention.

"Seclusion" requires all three of the following conditions to be met:

- 1) the student is placed in an enclosed area by school personnel
- 2) the student is purposefully isolated from adults and peers; and
- 3) the student is prevented from leaving, or reasonably believes that the student will be prevented from leaving the enclosed area.

"Chemical Restraint" refers to the use of medication to control a student's violent physical behavior or restrict a student's freedom of movement.

"Mechanical Restraint" refers to any device or object used to limit a student's movement.

"Physical Restraint" refers to using bodily force substantially limiting a student's movement.

"Physical Escort" is the temporary touching or holding the hand, wrist, arm, shoulder, or back of a student who is acting out for the purpose of inducing the student to walk to a safe location.

"Time-Out" refers to a behavioral intervention in which a student is temporarily removed from a learning activity without being confined.

Prohibited Types of Restraint

All staff members are prohibited from engaging in the following actions with all students:

- Using face down (prone) physical restraint;
- Using face-up (supine) physical restraint;

- Using physical restraint that obstructs the student's airway;
- Using physical restraint that impacts a student's primary mode of communication;
- Using chemical restraint, except as prescribed by a licensed healthcare professional for treatment of a medical or psychiatric condition; and
- Use of mechanical restraint, except
 - Protective or stabilizing devices required by law or used in accordance with an order from a licensed healthcare professional;
 - Any device used by law enforcement officers to carry out their duties
- Seatbelts and other safety equipment used to secure students during transportation.

All staff members shall be trained regarding the use of positive behavioral intervention strategies, de-escalation techniques, and prevention techniques. Such training shall be consistent with nationally recognized training programs on the use of emergency safety interventions. The intensity of the training provided will depend upon the employee's position. Administrators, licensed staff members, and other staff deemed most likely to need to restrain a student will be provided more intense training than classified staff who do not work directly with students in the classroom. District and building administration shall make the determination of the intensity of training required by each position. Each school building shall maintain documentation regarding the training that was provided and a list of participants.

The principal or designee shall provide written notification to the student's parents any time that ESI is used with a student. Such notification must be provided within two (2) school days. In addition, each building shall maintain documentation any time ESI is used with a student. Such documentation should include the following:

- Date and Time of Intervention
- Type of Intervention
- Length of time the intervention was used
- School personnel who participated in or supervised the intervention.

All such documentation shall be provided to the building principal, who shall be responsible for providing copies of such documentation to the superintendent on at least a bi-annual basis. At least once per school year, each building principal shall review the documentation of ESI incidents with appropriate staff members to consider the appropriateness of the use of ESI in those instances. District administration shall also report ESI data to the state department of education as required.

USD #268 encourages parents to attempt to resolve issues relating to the use of ESI informally with the building principal and/or the superintendent before addressing it with the Board of Education. In the event an issue is resolved informally, the administrator will provide a written report of the informal resolution to the superintendent and the parents and retain a copy of the report at the school. The superintendent will share the informal resolution with the BOE and provide a copy to the state department of education. If the issues are not resolved, the parents may submit a formal written complaint to the BOE by providing a copy of the complaint to the clerk of the BOE and the Superintendent. Upon receipt of a formal written complaint, the Board President shall assign an investigator to review the complaint and report findings to the board as a whole. Such investigator may be a BOE member, school administrator, or Board attorney. Such investigator shall be informed of the obligation to maintain confidentiality of student records and shall report the findings and recommended course of action to the BOE in executive session. Any such investigation must be completed within thirty (30) days of receipt of the formal written complaint by the board clerk and superintendent. On or before the 30th day after receipt of the written complaint, the board shall adopt a report containing written findings of fact and, if necessary, appropriate corrective action. A copy of the report adopted by the Board shall be provided to the parents, the school, and the State Board of Education.

Foreign Exchange Students

U.S.D. #268 will allow foreign exchange students to enroll at a rate of (1) per 75 students based on the preceding year's official headcount;

Example: 75+ = 1 student, 150+ = 2 students, 225+ = 3 students

Foreign exchange students from organizations approved each year by the KSHSAA shall be admitted to the district on a tuition-free basis. Other foreign students who meet the residency requirements may be allowed to enroll in the district under the rules established by the board.

Immunization Requirements

Students' immunization records are monitored by the nurse for compliance with state requirements. Every student enrolled in a school in Kansas who has not already done so is required upon admission to school to present evidence of compliance with the Kansas School Immunization Law as amended. Immunizations required for school entry can be found at <http://www.kdheks.gov/immunize/schoolinfo.htm>. As an alternative to the inoculation certification a pupil shall present:

1. Certification from a licensed physician stating the physical condition of the child to be such that the tests, or
2. inoculations would seriously endanger the life of the child, or a written statement signed by one parent, or
3. guardian that the child is an adherent of a religious denomination whose teachings are opposed to such inoculations, or
4. a guardian that such inoculations are in process of being received and will be completed within 90 days after admission to school.

Non-compliance with the provisions of the K.S.A. 72-5209 as amended will result in the child being excluded from school until compliance of the law has occurred.

The building principal will notify the parent or guardian in writing of the date the child will be excluded from school. The notice shall:

- (1) Indicate the reason for exclusion from school attendance;
- (2) State the pupil shall continue to be excluded until the pupil has complied with the law; and
- (3) Inform the parent or guardian that a hearing shall be afforded them upon request. On the third consecutive day of absence due to exclusion, the student will be reported to the juvenile court as a truant.

Legal Custody

Parents are to provide the school principal with court orders and legal separation agreements pertaining to the custody of children. That responsibility includes providing a mailing address and contact information for joint custodial parents. This will aid the school in corresponding with parents in regards to progress reports, grades, newsletters, and other pertinent information.

Non-Resident Students

Non-resident students are those who do not meet the definition of a resident student. Non-resident students may only be allowed to attend with board approval. Any student who has been suspended or expelled from another district will not be admitted.

Public Building Non-Use of Tobacco Products

In accordance with the state law, use of tobacco products is prohibited in any school building used for regular pupil attendance.

Intent: To comply with state law and to offer a smoke free environment to students, patrons

and staff. Buildings noted by the Board of Education: CHS building including vocational-technology education building, and gymnasium/music complex.

Resident Student Defined

A child is eligible to attend Cheney USD #268 school (1) if the child lives in the district with a resident of the district and the resident is a parent or a person acting as a parent or (2) if the child lives in the district as a result of placement therein by a district court or by SRS. The term "parent" is defined as including stepparents and foster parents. The term "person acting as a parent" means legal guardian or a person, other than a parent who has legal custody of the child or is by law liable to maintain, care for, or support the child, or is contributing the major portion of the cost of support of the child.

School Day and Building Hours

Classes are in session from 8:10 a.m. to 3:20 p.m. Students are required to be in school during the entire day. Students should not report prior to 7:30 a.m. Upon reporting to school or arriving by bus the student cannot leave school grounds without permission. **NO** student should be in the building after 4:00 p.m. unless supervised by a staff member. All entry doors to the building will be locked at 4:00 p.m.

School Health

A school nurse is employed by USD#268 and provides care for the elementary, middle and high school. They are headquartered in the elementary school and can be reached by radio or cell when not in the building. In addition to performing health nurse duties, the nurse will be available by appointment for consultation with parents, students, and teachers.

- **ACCIDENTS AND ILLNESS AT SCHOOL** It is our goal to have students remain in school as much as possible, but feel that a truly sick child will not benefit from the classroom experience, while possibly exposing many other students to the illness. **Students who have a fever of 100.4 or above or are otherwise ill will be sent home.** A student may not return to school prior to 11:45 the day following the illness or the day they were sent home. If a child is ill and has missed 3 or more days of school or per nurse's request, a physician note may be required to return to school. See each building attendance policy for requirements.

A student who becomes ill or injured at school should ask to see the nurse. Parents will be contacted if it is necessary. **No student will be allowed to leave without parental permission and must check out through the office.** Those students waiting for parents or rides may wait in the office area. Students not ill enough to leave school will remain in their classrooms. All decisions about leaving school will be made in the office.

Students with the following health condition(s) shall be excluded from school:

- Oral temperature of 100.4 or higher
 - Vomiting and Diarrhea (exceptions made per nurse's judgment)
 - Rashes suspected of being infectious or contagious will be excluded until an evaluation is made by a physician. May return to school with a written release from a physician.
 - Head lice – excluded until treatment has been initiated and checked by nurse
 - Communicable diseases – until treated per Kansas Department of Health and Environment guidelines
- **INJURIES:** For minor injuries, first aid is administered by the nurse, teacher, principal, secretary, aid; or in some instances by the student themselves.

- **RESTRICTIONS:** If a child comes to school with a disability that will prevent him/her from participating fully in the daily activities, including outdoor recess or P.E., a note should be brought from the parents and in some instances the physician.
- **OFFICE VISITS:** If a student makes repeated visits to the nurse's office in one day, the parent will be notified of the student's complaint and nurse's assessment.

Student Health Records

All PreK-12th grade students enrolling in the district for the first time shall provide required proof of identity. Under K.S.A 72-53, 106 schools are required to accept

1. A certified copy of the student's birth certificate;
2. A court order placing the child in DCF custody;
3. A certified transcript or other student records transferred from another school (grades two-twelve); or
4. Other documentary evidence which the board deems to be satisfactory.

If the school has not received proof of identity within 30 days after the child enrolls, the school must report the lack of identification to a law enforcement agency.

School Health Screenings

The nurse will oversee hearing and vision screenings for the 9th and 11th graders as well as a vision assessment for those students enrolled in Driver's Education.

Student Insurance

The school district will not provide blanket insurance for all students. Third-party supplemental insurance is available for purchase.

Video Cameras

The district may, and will, use video cameras to monitor student activity. Video cameras may be used to monitor students in or around any district facility. Video tapes shall be considered a student record for administrative use.

Visitors

Visitors are welcome in the building as long as the following procedure is followed:

1. All visitors must enter and check in at the main office.
2. Visitors (with the exception of parents and/or guardians) are not allowed to visit a student during school hours. (Exceptions may be granted by the principal. Example: Military or Clergy)
3. Visitors may only visit a teacher on their planning time and must be approved in advance.

Lunch visitors are limited to immediate family (parents/siblings) and are allowed to eat lunch with their child(ren) during the assigned lunch period only. Other guests may be allowed to visit with administrative approval. The following procedures must also be followed:

1. All lunch visitors must check in at the main office.
2. Food may only be brought in for immediate family members.
3. Students must return to class on time.

NOTE: School administration reserves the right to deny visitors request

whenever necessary.

Revised June 19, 2019