

# COUNCIL GROVE JUNIOR-SENIOR HIGH SCHOOL

## SECTION ONE

### GENERAL INFORMATION AND DAILY OPERATION

#### Mission Statement

We at Council Grove Jr.-Sr. High School are dedicated to the mission that all students will have the knowledge, skills, and the attitudes to develop into lifelong learners, who respect themselves and others, contribute to their community, and can succeed in a changing world in a safe environment.

In order to achieve this mission, we seek to provide within our curriculum an opportunity for personal development of communication skills, computational and problem-solving skills, scientific exploration, artistic creativity, abstract thinking, physical activity, democratic participation skills, vocational training, and life skills. The curriculum reflects respect for individual difference, independent thinking, and informed decisions.

We expect our students to achieve their academic potential. We offer our students the opportunity for college preparation, vocational technical training, and basic vocational skills consistent with individual ability. We want them to develop a broader sense of the world and the sense of duty to perform service to others.

We believe in providing a safe and non-threatening school climate. We stress the importance of proper physical facilities and the right of students to learn in a comfortable, friendly atmosphere. We accept a variety of teaching styles and are committed to enhancing student growth through the professional growth of our faculty.

Therefore, we at Council Grove Jr.-Sr. High School believe in educating the mind, body, and spirit of each student. We emphasize the principle of dignity, self-worth, and the concern for others. We stress acceptance of individual differences, and we prize the unique worth of each individual.

To achieve these goals, we recognize the importance of parental involvement and encouragement.

#### Annual Notification - Family Educational Rights and Privacy Act

Under the provisions of the Family Education 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 which are kept and maintained by USD #417. In accordance with FERPA, you are required to be notified of those rights which include:

1. The right to review and inspect all of your educational records except those which are specifically exempted.
2. 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:
  - a. We have your prior written consent for disclosure;
  - b. The information is considered "directory information" and you have not objected to the release of such information; or
  - c. Disclosure without consent is permitted by law.

3. The right to request that your educational records be amended if you believe that the records are misleading, inaccurate, or otherwise in violation of your rights. This right 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.
4. The right to file a complaint with the Family Policy and Regulations Office at the U.S. Department of Education if you believe that USD #417 has failed to comply with FERPA's requirements.
5. The right to obtain a copy of USD #417 policies for complying with FERPA. A copy may be obtained from USD #417 Central Office, 17 South Wood Street, Council Grove, Kansas 66846.

For purposes of FERPA, USD #417 has designated certain information contained in educational records as directory information, which may be disclosed for any purpose without your consent. The following information is considered directory information: name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous school attended by the student, class designation, major field of study and photographs.

You have a right to refuse to permit the designation of any or all of the above information as directory information. If you refuse, you must file written notification to this effect with USD #417 at 17 South Wood Street, Council Grove, Kansas 66846 within 10 days of enrollment. If a refusal is not filed, USD #417 assumes that there is no objection to the release of the directory information designated.

#### OCR VOC/ED Compliance Notifications

##### Notice of Non-discrimination

USD #417 does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

The following person has been designated to handle inquiries regarding the non-discrimination policies:

Tyson Eslinger  
Superintendent  
17 South Wood Street  
Council Grove, KS 66846  
(620) 767-5192

In compliance with Executive Order 11246; Title II of the Education Amendments of 1976; Title VI of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972; Title IX Regulation Implementing Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; and all other Federal, State, School rules, laws, regulations, and policies, Council Grove High School shall not discriminate on the basis of sex, race, color, national origin, or handicap in the educational programs or activities which it operates.

It is the intent of Council Grove Jr.-Sr. High School to comply with both the letter and spirit of the law in making certain discrimination does not exist in its policies,

regulations and operations. Grievance procedures, for Title IX and Section 504, have been established for students, their parents and employees who feel discrimination has been shown by the school.

Specific complaints of alleged discrimination under Title IX (Sex) and Section 504(Handicap) should be referred to:

Dr. Tyson Eslinger  
Superintendent  
17 South Wood Street  
Council Grove, KS 66846  
(620) 767-5192 Title IX

complaints can also be filed with the Office for Civil Rights:

Regional Office for Civil Rights  
324 East 11th Street  
Kansas City, Missouri 64106

All students attending Council Grove Jr.-Sr. High School students may participate in education programs and activities, including but not limited to health, physical education, music and vocational and technical education, regardless of race, color, national origin, age, handicap, or sex.

### **Compulsory Attendance Law**

Pursuant to the 1997 Senate Bill 38, the compulsory school age was changed to 18. If the student is 16 or 17 years of age, the parent or the person acting as parent, by written consent, or the court, pursuant to a court order, may allow the student to be exempt from the compulsory attendance requirements. If the student is 16 or 17 years of age, the child shall be exempt from the compulsory attendance requirements of this section if:

- (1) the student is regularly enrolled in a program recognized by the local Board of Education as an approved alternative educational program; or
- (2) the student and the parent or person acting as parent attend a final counseling session conducted by the school during which a disclaimer to encourage the student to remain in school or to pursue educational alternatives is presented to and signed by the student and the parent or person acting as parent.

The disclaimer shall include information regarding the academic skills that the child has not yet achieved, the difference in future earning power between a high school graduate and a high school dropout, and a listing of educational alternatives that are available for the student. The exemption form and disclaimer may be seen upon request in the Office or the Counselors Office.

### **Emergency Safety Intervention Parent Information**

ESI parent information is posted on the USD 417 website, [www.usd417.net](http://www.usd417.net). To access this information, go to the website, click on the Parents-Community tab, and choose ESI Parent Information. Or, click on the school's tab and find the link on the Council Grove Jr.-Sr. High School home page.

### **Exclusion from School for Non-Immunized Students**

Non-immunized students, including those with a religious, medical, or other statutory exemption, shall be excluded from attending school during an outbreak of a vaccine- preventable disease in their attendance building. This will be determined on a case-by-case basis by a licensed employee. Recommendations from a licensed physician and/or local health department official shall determine the duration of exclusion from school. Vaccine preventable diseases may include but are not limited to the following diseases: diphtheria, tetanus, pertussis, poliomyelitis, measles, mumps, and rubella.

Any such child may be readmitted earlier to school upon the written authorization of the parent/guardian. The parent/guardian's signature on the prescribed release form signifies knowledge of the outbreak and risks to the child.

### **Enrollment Information**

#### **A. Admission Requirements**

All resident students shall 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 shall provide required proof of identity. Students enrolling in grades 9-12 shall provide a certified transcript or similar pupil records.

The enrollment documentation shall 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, telephone number of the lawful custodian. The records shall 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 the state of Kansas, a certified transcript of the student, a baptismal certificate or other documentation the board considers satisfactory.

#### **B. Non-Resident Students**

Non-resident students are those who do not meet the definition of a resident student. Non-resident students may be admitted only to the extent staff, facilities, equipment and supplies are available.

#### **C. Pupil Information Form**

Each year during enrollment, parents and students must fill out a pupil information form including the following information:

- \*Name(s), phone number(s), and address of the student's parent(s)/guardian(s);
- \*Name of individual(s) to contact in case of emergency;
- \*Name of the student's physician; and
- \*Description of any medical conditions of which the staff needs to be aware.

This information is kept on file and made part of the student's record.

#### **D. Address/Phone Number Change**

Please notify the school secretary within seven days if any of the following change: \*Number for home or parents' work;

- \*Mailing or street address; or
- \*Emergency contacts.

#### E. Transfer from a non-accredited school

According to the Kansas State Department of Education, “homeschools are classified as non-accredited private schools in Kansas. If a student transfers from a non-accredited private school to an accredited school, the accredited school is not required to accept the transfer of credit.”

The parent of any student transferring to Council Grove Jr.-Sr. High School from a non-accredited high school will have 10 school days from the student’s first day of attendance to submit data to the CGJSHS Principal to be considered for credit. Following receipt of this data, the CGJSHS Principal will have 10 school days to determine if any credits are to be awarded and, as such, reply to the student and his/her parents.

#### F. Assignment to Classes

Assignment to a particular grade level or particular classes shall be determined by the building principal based on the educational abilities of the student. 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.

#### CGJSHS Bell Schedule

8:05 AM	Warning Bell
8:10-9:20	1st Period
9:23-10:33	2 <sup>nd</sup> Period
10:36-11:08	Seminar
11:11-12:49	3rd Period
	11:11-11:36 – 1 <sup>st</sup> HS lunch
	11:49-12:14 – JH lunch
	12:24-12:49 – 2 <sup>nd</sup> HS lunch
12:52-2:02	4th Period
2:05-3:15	5th Period

#### Textbook and Rental Fees

Each student is required to pay a textbook rental fee at the time of enrollment: Activity fees include locker fee, activity/lunch/library card, and school agenda. Student fees are payable at the time of enrollment. Application for free textbook rental is to be made at the USD Office, 17 South Wood Street, Council Grove, KS 66846, within 30 days of enrolling. Students may be assessed additional fees for the following (not inclusive list):

- \*Technology fee;
- \*Workbooks, class supplemental materials;
- \*Materials for class projects;
- \*Membership dues in student clubs;
- \*Voluntarily purchased pictures, publications, class rings, graduation announcements, etc.;
- \*Voluntarily purchased student accident insurance;
- \*Musical instrument rental and supplies;
- \*Personal apparel, used in extracurricular activities, that become the property of the student;

\*Activity trip fees.

#### Student Agenda (Handbook)

Each student is given an agenda at USD 417 cost. The purpose of this agenda is to assist each student in being better organized for his/her classes. The agendas are also used as hall passes, telephone passes, etc. If students lose or misplace the agendas, they will be required to purchase one at school cost.

#### Lost and Found

A lost and found container is maintained in the school. Students are asked to check this area frequently if they have suffered a loss, such as textbooks or personal articles. Students and staff are asked to bring all “found” articles to the office.

#### Insurance

Accident insurance is available for all students who participate in KSHSAA activities; a separate policy is available to those students who participate in football. Brochures explaining the benefits are available during registration and may also be obtained from the Athletic Director. In addition, the Unified School District 417 provides catastrophic injury insurance at no cost to the student.

It covers loss caused solely by accidental bodily injury incurred while practicing for or competing in KSHSAA activities supervised by a school employee, or injury received when traveling in a group of two or more in a motor vehicle specified by the school and operated by an adult driver to an activity in which the involved student is to be a participant.

#### Activity/Lunch/Library/ID Card

At enrollment, each student is issued an activity/identification card. This card is used for your lunch and library card, as well as for your activity card and you should carry this card at all times. Show it upon request at any home athletic activity requiring admission charge. There is a \$5.00 fee for replacement of lost or damaged cards. The card will be turned in to the Office when the student withdraws from school.

#### School Activity Calendar

The official School Activity Calendar is maintained by the Principal. Groups or individuals who want activities placed on the calendar should first have approval of the organization sponsor before making requests, and should request calendar dates at least 10 days prior to the event. No school sponsored activity will take place off the school grounds without approval of the Principal.

#### Daily / School Activity

Students will be allowed to enter the school at 7:50 a.m. All students are expected to go directly to his/her 1<sup>st</sup> period class. Students may pick up breakfast and access their locker prior to entering the classroom, if time permits.

After school, all students should go directly home either by bus or by the most convenient way possible. Students may not remain in school buildings, on school grounds, or in faculty parking lots without the permission of school personnel after 3:45 p.m. or after an activity is completed. Only students who have been

assigned detention time by one of their teachers, or are completing school work, or are involved in an organization activity with adult supervision may remain on school grounds after 3:45 p.m. Students in the school building for no apparent reason after 3:45 p.m. will be asked to leave.

### **Daily Bulletin**

The "Daily Bulletin" is read during the first or second period each day from PowerSchool. The daily bulletin will carry changes, organization news, upcoming events and other information concerning the student body. Students are responsible for all bulletin notices that concern him/her. Items for the bulletin are to be turned in to the office by 4:00 PM each day. Sponsors should approve all organization bulletin items.

### **Lunch Cards/Lunch Count**

A student Activity/ID/Lunch/Library card will be issued in the office to everyone during enrollment. The lunch program is automated and meals are deducted from your account through a computerized register. Individual meals may be purchased at the cafeteria on a cash basis. Deposits can be made to your lunch account in the office or the cafeteria. A student may use his/her lunch account to purchase ala carte items if adequate funds are available in the account to cover desired purchase. Lunch prices will be announced prior to school starting each year.

The menu will be announced daily. Application forms for Free or Reduced priced meals will be provided to every student at enrollment time, or can be obtained in the office.

### **Lunch Period**

Council Grove Jr.-Sr. High School has a closed lunch period. Students are not allowed to leave school for lunch or to run errands.

Each student will be assigned a lunch time. Students should report to the cafeteria during that time. They may select a hot lunch, a la' carte items or bring a sack lunch from home. All food and drink must be consumed in the cafeteria area.

Students are to remain in the cafeteria during their entire lunch period unless otherwise directed by cafeteria supervisors or school administrators. Students may not go to their cars or parking areas or loiter in other parts of the building as classes will be in session.

### **Medical Care**

The District School Nurse will be available at least once a week at the school. If a student gets hurt or becomes ill during the day, the student is to report to the office for assignment to the nurse or to be sent home.

### **Fire and Tornado Drills**

Students shall be informed of emergency drill procedures for fire and tornado drills at the beginning of each school year. Each classroom will have fire and tornado evacuation information posted. Each teacher will go over evacuation procedures with each class hour.

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

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 shall be released according to board policy for release of students during the school day.

### **Library**

Council Grove Jr.-Sr. High School has an exceptional library collection that serves as a resource center for staff and students. The library will work closely with all students and teachers in purchasing, borrowing or helping locate materials needed for class work. Students who lose library materials checked out to them will be asked to pay for the cost of replacement. This regulation applies to those who return materials in bad condition.

### **Withdrawals from School**

If it becomes necessary for a student to withdraw from school, please follow this process:

1. Inform a Guidance Counselor and ask for a "Withdrawal Form School" form;
2. Check out with each of your teachers, and have them assign you an exit grade and sign your form that you are cleared of all obligations;
3. Check out with your coaches and activity sponsors to make sure all obligations are taken care of;
4. Check out through the high school office by:
  - a. leaving your withdrawal and exit grade form;
  - b. checking on general school obligations;
  - c. requesting that your school records be forwarded to your new school.

To withdraw a student from school, the parent should come to the school or be available by phone to confirm the withdrawal.

### **Asbestos Notification**

We are required by federal law to yearly notify patrons and students about the presence of asbestos in our school buildings. At Council Grove High School there is some asbestos material in the boiler room. This asbestos is checked on a regular basis and was found to be in good condition, and not a hazard to health in our 2014 inspection. All buildings are re-inspected every three years. USD 417 Asbestos Management Plans are located at each attendance center and also at the Central Office.

### **Homeless Student Regulation (McKinney-Vento Act)**

If your family lives in any of the following situations: doubled up with other people due to loss of housing or economic hardship; in a car or abandoned building; or in a motel or campground due to the lack of an alternative adequate

accommodation...your school-age children may qualify for certain rights and protections under the federal McKinney-Vento Act. If you believe your children may be eligible, contact the USD 417 Homeless Liaison, at the district office 620-767-5192, or your school office, to find out what services and supports may be available.

## **SECTION TWO** **ACADEMIC INFORMATION**

### **Graduation Requirements**

To be eligible for graduation from Council Grove High School a student must:

- A. Be in good standing with the school district.
- B. Have completed a minimum of 24 units of credit during grades 9 through 12. Of these, the following are requirements in various areas of the curriculum:
  - (1) Four units of English language arts, which include English I, English II, English III and English IV (for the class of 2027 and prior).
  - (2) Three and half units of English language arts, which include English I, English II, English III, English IV A, and one-half unit of Communications (for the class of 2028 and beyond).
  - (3) Three units of social studies which shall include one-half unit of World History, one-half unit of World Geography, one unit of United States History, one-half unit of Government, and one-half unit of Economics.
  - (4) Three units of science shall be required, including one unit as a laboratory course.
  - (5) Three units of mathematics shall be required.
  - (6) One unit of physical education/health.
  - (7) One-half unit of financial literacy (for the class of 2028 and beyond).
  - (8) One unit of Fine Arts credit will be required.
  - (9) One unit of STEM credit will be required (for the class of 2028 and beyond).

The remaining units of credit may be selected by the student as electives.

Technical School units are counted toward graduation. Students who have completed the requirements for graduation may be allowed to participate in graduation exercises unless participation is denied for appropriate reasons. Graduation exercises shall be under the control and direction of the building principal.

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 shall consult with high school administrative and/or guidance personnel in order to develop a graduation plan.

### **Senior Academic Awards Policy**

A Valedictorian will be recognized with a medallion for the senior who has met the following criteria:

1. Completed the Kansas Board of Regents Scholars Curriculum
2. The highest GPA for their entire high school career.
3. If ties remain after #2, the highest composite ACT score of those tied
4. If more than one student is tied after #3, those tied will be

recognized and no one will be recognized as Salutatorian

A Salutatorian will be recognized with a medallion for the senior who has met the following criteria:

1. Completed the Kansas Board of Regents Scholars Curriculum
2. The second highest GPA for their entire high school career
3. If ties remain after #2, the highest composite ACT score of those tied
4. If more than one student is tied after #3, those tied will be recognized

**Senior Honor Scholars** will be recognized with blue/gold cords for the top 10% of the senior class based on GPA. To qualify, a student must have completed the Kansas Board of Regents Scholars Curriculum. All those tied for the final spot will be recognized as Senior Honor Scholars.

**Senior Honor Students** will be recognized at graduation for those who have met the following GPA minimum requirements for his/her high school career: Summa Cum Laude (With Highest Honor) for 3.9 or higher, Magna Cum Laude (With Great Honor) for 3.7 or higher, and Cum Laude (With Honor) for 3.5 or higher.

### **Other Cords to be Awarded and Worn at Graduation**

1. Complete 24 or more Butler Community College Credits (Purple/Gold)
2. Earn a Certificate/Associate's at Flint Hills Technical College (Navy Cord)
3. CTE Pathway Completers
  - a. Health Science-Green
  - b. Business, Marketing, and Management-Purple
  - c. Environmental and Agricultural Systems-Silver
  - d. Arts, Communication, and Information-Yellow
  - e. Industrial, Manufacturing, and Engineering Systems- Blue
  - f. Human Resources and Services-Red

### **Junior High Academic Awards Policy**

8<sup>th</sup> Grade students will be honored at the 8<sup>th</sup> grade promotion with a "Brave of Character" Award if they meet the following criteria:

1. Are involved in any two of the following activities: Kay Club, FBLA, Robotics, CGJSHS Musical, CGJSHS Play, Quiz Bowl, Band, Choir, Student Council, Cross Country, Football, Volleyball, Cheer, Basketball, Wrestling, Track.
2. Have 90% attendance or better for both 7<sup>th</sup> and 8<sup>th</sup> Grade.
3. Have a minimum cumulative GPA of 3.25.
4. Have no suspensions during 7<sup>th</sup> and 8<sup>th</sup> grade.

### **Kansas Scholars Curriculum**

Students who are planning to attend a four-year college or university following high school and who want to qualify for State of Kansas scholarship programs should consider the following Board of Regents profile:

- 4 Units of College Prep Math -
  - Algebra I
  - Geometry
  - Algebra II
  - Trigonometry/Pre-Calculus or College Algebra
  - Calculus
- 3 Units of Science -
  - Biology
  - Chemistry
  - Physics
- 3 Units of Social Science -
  - US History
  - US Government
  - 1.5 Units of Other Approved Social Science Courses
- 4 Units of Language Arts -
  - English I
  - English II
  - English III
  - English IV or College English
- 2 Units of Foreign Language

### **Qualified Admissions**

Any CGHS student wishing to attend Emporia State University, Fort Hays State University, Pittsburg State University, and Wichita State University would require a 21 ACT or higher or a 2.25 GPA, and Kansas State University would require a 21 ACT or 3.25 GPA. The University of Kansas requires a minimum 21 ACT score and a 3.25 grade point average or a minimum 24 ACT score and a 3.0 GPA.

### **Honor Roll**

Three Honor Rolls (Principal's, Gold, and Blue) are announced by the office after each trimester. The Honor Roll computation formula is based upon GPA (A = 4 points, B = 3 points, C = 2 points, D = 1 point, and F = 0 points). The GPA exception is that Advanced Placement (AP) course grades are weighted with a 1-point increase for each grade (A=5, B=4, C=3, and D=2) The total number of points earned would be divided by the number of classes.

The following criteria apply:

1. Students must be enrolled in four or more graded classes to be eligible for the Honor Roll.
2. A 4.0, or higher, GPA qualifies a student for the Principal's Honor Roll.
3. A 3.70 – 3.99 GPA with no failing or incomplete grade qualifies a student for the Gold Honor Roll.

4. A 3.20 – 3.69 GPA with no failing or incomplete grade qualifies a student for the Blue Honor Roll.

### **Enrollment and Classification**

High school enrollment is held prior to the beginning of school. Enrollment dates are published in the Council Grove Republican. A normal class load of five courses is considered a must for each student.

Changes in enrollment at the beginning of each trimester may be made through the first three class days. Subjects dropped after this time will, in most cases, be recorded as failing. All schedule changes are to be made through the counselor's office, and approved by the principal.

Students will be classified according to their projected year of graduation based upon their first year in high school.

### **High School National Honor Society - Academic Letters**

1. A student may earn an academic letter if he/she has a grade point average of 3.8 or above for three consecutive trimesters. The student must be enrolled in at least four graded classes each trimester. Pass/Fail classes are not eligible classes.
2. A chenille award will be given for the 1st academic letter earned. Bars will be awarded for successive letters earned.
3. If a student has a letter jacket, the academic letter may be worn on it. A letter jacket may be earned through an academic letter.
4. An academic letter does not qualify a student for membership in CG Club.

### **Advanced Placement Courses**

College Board certified Advanced Placement (AP) courses are available to qualifying students. AP courses are for students who desire challenging coursework at a brisk pace. Currently AP courses are available through an online format. Students must apply to be considered for placement in such coursework in the following school year. For specific information on AP online courses see the USD 417 website.

### **Concurrent Credit Classes**

Quality concurrent classes are a reality with the cooperation of USD 417 and Butler Community College. The following guidelines will be followed:

- \*The college and the unified school district have a cooperative agreement to allow such enrollment. (Required by SB2011) (June 1998)
- \*The course being taught is a college course approved by the Kansas State Board of Education, taught with the same requirements and rigor as any other college course. \*The college course offered will be open to high school juniors and seniors that qualify\* to enroll in the course.
- \*The district has the option of limiting enrollment to its own high school students or opening the course for enrollment to other members of the community. Concurrent classes will be offered during the regular CGHS school day.

\*All students enrolled will pay tuition and fees to Butler Community College and purchase the required textbook for the course.

\*Students wishing to take a college course must meet GPA and/or placement scores.

College level classes can be approved for concurrent credit - for college hours and for high school credit - toward meeting graduation requirements from Council Grove High School.

### **AIDS and Human Sexuality Curriculum - Opt-Out**

The human sexuality and AIDS curriculum is available for inspection from the guidance counselor. A parent or guardian (or student eighteen years of age or older) may use the district opt-out provision to remove the student from some portion or all of human sexuality and AIDS classes included in the district's required curriculum. To receive information on the opt-out provision contact the guidance counselor.

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

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

## **SECTION THREE** **STUDENT ACTIVITIES**

### **Council Grove Jr.-Sr. High School Co-Curricular Activities**

The co-curricular activities programs give all students the opportunity to participate in activities outside the regular classroom. These activities are organized to provide the student with meaningful and worthwhile school experiences. The activities help to develop the student physically as well as mentally.

**CGHS** offers the following interscholastic activities:

#### **Music**

Choir  
Marching Band  
Concert Band  
Musical/Play  
Pep Band

#### **Clubs and Organizations**

Art Club  
Band  
Bravettes  
Cheerleaders  
CG Players  
eSports  
Fellowship of Christian Athletes (FCA)  
Future Business Leaders of America (FBLA)  
Family Career and Community Leaders of America (FCCLA)  
Future Farmers of America (FFA)  
KAY  
Key Club  
National Honor Society (NHS)  
Robotics

Scholars Bowl  
Spanish Club  
Student Senate

#### **Athletics**

<u>Girls</u>	<u>Boys</u>
Golf	Football
Volleyball	Cross Country
Cross Country	Basketball
Basketball	Wrestling
Wrestling	Golf
Track	Track
Softball	Baseball

#### **Speech**

Forensics  
Stage Plays  
Dramatic Performances

### **Council Grove Junior High School Co-Curricular Activities Music**

Choir  
Band  
Musical/Play

#### **Clubs and Organizations**

Cheerleaders  
FBLA  
Fellowship of Christian Athletes (FCA)  
KAY  
Quiz Bowl  
Student Council

#### **Athletics**

<u>Girls</u>	<u>Boys</u>
Volleyball	Football
Cross Country	Cross Country
Basketball	Basketball
Wrestling	Wrestling
Track	Track

### **KSHSAA - Council Grove High School Eligibility Policy**

For CGHS students on a trimester schedule, KSHSAA requires that a student have passed at least four units of credit and be currently enrolled in at least four new classes to be eligible for KSHSAA competition.

Also, in the middle of each trimester academic eligibility will be checked. Parents of students who are in danger of failing the KSHSAA minimum requirement will be sent letters informing them of possible eligibility suspension. Three weeks later, these students' grades will be checked with their respective teachers. If these students are not passing four credits at this time, they will be ruled ineligible for the rest of the trimester.

### **Council Grove Junior High Eligibility Policy**

The Weekly Academic Eligibility Report is published each Tuesday and lists students with less than satisfactory grades of D's and F's. Students with an F in one

or more subjects are considered "ineligible" (not allowed) to participate in extracurricular activities from Tuesday – Monday. Extracurricular/athletic activities include any school-sponsored activity (i.e. school dances, student organization activities, school sponsored competitive teams, athletics, etc.)

Ineligible student activity participant or athlete with an F in one or more subjects must report to the teacher in the related subject area(s) immediately after school on Tuesday then daily until a passing grade is achieved. Following each work session, the teacher will issue an admit slip for the student athlete to participate in the rest of athletic practice for the day. Ineligible students are required to stay after school each afternoon until the teacher issues a clear slip to the student. If the student has an F in more than one subject, work after school is required until all instructors have issued a clear slip for each F. Ineligible students shall attend but will not compete in extracurricular/athletic activities.

### **Sportsmanship**

A school never produces a truly championship team unless students, fans, and spectators have exhibited good sportsmanship. Good sportsmanship is contagious and should be among the top priorities of every school. The best way to support one's team is to do just that---cheer FOR your team (as outlined in Rule 52 of the KSHSAA Handbook) not against the other team.

We never get a second chance to make a good first impression. Let us strive to ensure that Council Grove Jr.-Sr. High School's sportsmanship is noticeable.

### **Assemblies and Pep Rallies**

Students are expected to be courteous, treat others with dignity and respect and follow all codes of conduct during pep rallies and assemblies.

### **Fund-Raising**

Solicitations by students of students or school personnel during school hours and on school property shall be done only when they are related to school sponsored activities. All student sales projects shall require the principal's prior approval.

### **Attendance at High School Dances**

Students/dates may not leave and return at these activities or loiter outside on school property. A student and their guest can expect to submit to a breathalyzer and/or a search of their person prior to being admitted to any extracurricular event.

All outside dates, age 19 and under must be registered through the high school office prior to the posted deadline. Outside dates are only allowed for the Bellhop and Prom. All outside dates must have an outside date form completed and returned along with a copy of the outside dates driver's license. No outside dates that are over the age of 19 will be allowed. No dates will be allowed that have not yet entered 9<sup>th</sup> grade.

### **Expectations for School Sponsored Activities**

All school-sponsored functions, including those held at sites other than the school, shall be drug and alcohol free. Possession, distribution or sale of drugs, drug paraphernalia, inhalants, alcohol, tobacco or any materials (facsimiles) that give the

appearance of alcohol, tobacco, or other controlled substances or other illegal substances is not permitted.

Students and their guests, regardless of age, are to arrive free of these substances. Those who disregard these expectations will be excluded from the event and will be subject to disciplinary actions that may include one or more of the following: parent notification, police involvement; suspension / expulsion; and/or exclusion from future extracurricular activities.

## **SECTION FOUR** **ATTENDANCE**

### **Attendance - If you miss school----you miss out!**

The entire process of education requires a regular continuity of instruction, classroom participation, learning experiences, and study in order to reach the goal of maximum educational benefits. Regular contact with other students in the classroom and participation in well planned instructional activity under the guidance of a competent teacher is vital to this purpose.

With the above statement in mind, please be aware of the following:

1. The value of regular and prompt attendance at school and in class is unquestioned.
2. Council Grove Jr.-Sr. High School is, and will always be, in the business of educating students and teaching responsibility.
3. Any absence from school or class must be substantiated by your parent(guardian) by calling the office prior to, or the day of, the absence (620767-5149) during the school office hours of 7:30 a.m.–4:00 p.m. In some cases, written notes will be accepted.
4. The student is responsible for completing all missed class work within the time period specified by the instructor. It is the student's responsibility to obtain make-up assignments from teachers following an absence.
5. Students have one (1) day to substantiate an absence from school or the absence will be counted as unexcused and detention may be assigned.
6. Unexcused absences may be made up with detention. Students who (a) leave the school building without checking out through the Office, or (b) "skip out" of school, or (c) "cut" classes with no excuse will be considered "not in good standing" with the school. Parent(s) will be notified of the unexcused absence of the detention time assigned, and the student will lose eligibility and will not be allowed to participate in activities until all detention time has been served.

Haircuts, hair appointments, shopping trips, hunting trips, car repair or maintenance, and other unnecessary reasons are not considered as "excused" and should be avoided. Teachers may require students to make up time for such absences.

**Excused Absences:** The School will determine whether the absence is excused or unexcused. A note from a medical/health/dental office will be required to excuse medical/health/dental appointments. Kansas State Law allows USD 417 to accept **only** the following as valid reasons for excusing an absence:



1. Personal illness and professional appointments (Long-term illness must be verified by notification from a doctor. A long-term absence shall be considered any absence in excess of three days.)
2. Serious illness or death of a member of the family
3. Emergencies calling for the student's services or presence at home
4. Obligatory religious observances
5. Participation in a district-approved or school sponsored activity
6. Absences pre-arranged by parents and approved by the principal

### **Students 18 Years or Older**

A student 18 years old who is self-supporting and not living at home (with parents or guardian) may call in and excuse an absence. A student 18 years old living at home must have a parent or guardian call to excuse an absence. The same rule will apply to leaving the building during the school days.

The only tardies or absences that are excused are those mentioned above. If a parent calls in and excuses a student, that excuses them for truancy purposes but does not necessarily excuse them from school disciplinary action.

### **Tardy / Late**

Tardy 1-2: No consequence

Tardy 3: 15 minutes of detention

Tardy 4 +: 30 minutes of detention

Excessive tardiness may lead to further administrative action including but not limited to: Saturday School, In School Suspension or Out of School Suspension.

### **Truancy**

The building principal shall report students who are inexcusably absent from school to the County 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 shall be considered truant. If a truant child is returned to school by a law enforcement official, the principal shall notify the parent or guardian.

### **Signing In**

Students must sign in when arriving at school after 8:10 a.m.

### **Illness or Injury at School**

If a student is injured or becomes ill at school, he/she is to report to his/her teacher and ask for a permit to come to the Office. If necessary, we will try to contact his/her parents. All students who are injured or become ill must check out through the Office before leaving school.

### **Medication**

Students are not allowed to carry any medications on their person unless it is an emergency med such as an Epi Pen, Inhaler, or diabetic medication. Even then, policy must be followed to allow the student to carry such medications.

The following policy is practiced by USD #417 for the administration of medication to students, as recommended by the Kansas State Department of Health and Environment. If a student must receive a prescribed or OTC (over-the-counter) medication during school hours, the following steps have to be completed before the student may receive medication at school:

1. Inform the school nurse.
2. A written medication order from the licensed medical authority (prescribed meds only) and student health record must be on file with the nurse. In the case of carrying an EpiPen, Inhaler, or meds for diabetes management, the medical authority must have also signed that the student is capable of his/her own medication administration.
3. A signed parent consent form must be on file for all medications.
4. The medication is to be brought to school in the original container and cannot be expired. For prescribed medications, the label must state the name of medication, child's name, dosage and when to be given at school.
5. The medication must be brought to school by a parent or guardian. Do not send any medication to school with the student.

School personnel may not administer the initial dose of medication. A dose must have been given at home or by another medical authority first. School personnel may not alter a prescribed dosage. For OTC meds, school personnel may only administer according to label instructions. Medications are kept in a safe place and individual records are charted. All medications will be administered by the school nurse or delegated, trained school personnel unless a consent to carry for emergency meds has been signed by the medical authority and parent/guardian.

### **Absence Due to Illness - Activity Participation**

Please be aware of the following policy concerning illness and participation in after school activities:

1. If you are absent from school because of illness, he/she will not be allowed to participate in after school activities that day.
2. In order for any student to be eligible as a participant in any activity, that student must have been in attendance during regular school hours by 11:00 a.m., in order to practice/compete following school.
3. This policy deals only with absences from classes due to illness on the day of an activity. Doctor appointments, funerals, school sponsored activities, etc., are not part of this policy.
4. This policy is not just for athletics or athletes, but covers participation in all after school activities.
5. This policy is not intended to penalize any individual or any program, but is based on the general assumption that if one is too ill to be in the classroom, he/she is too ill to safely participate in practice sessions or activities.
6. Students are expected to be in school the day following any participation the night before unless they are ill.

### **Release of Student During School**

Students shall not be released during the school day except upon a written or verbal request from the student's parent or person acting as a parent. Before releasing a student during the school day, the building principal shall verify the identity of the person seeking release of the student. If the principal is not satisfied with the identification provided by the person seeking release of a student, the student's release may be refused. A student who leaves the Council Grove Jr.-Sr. High School campus without such permission will be unexcused. Students shall not be allowed to run personal errands for school employees off school premises during the school day.

## **SECTION FIVE** **STUDENT CONDUCT / DISCIPLINE CODE**

If a student accumulates 5 or more points on the following discipline point system, he/she will receive a 1-2 day Out of School suspension. If a student accumulates 10 points he/she will receive a 3-5 day Out of School suspension. If a student accumulates 15 or more points he/she will be given an Out of School suspension not to exceed 10 days and will be recommended for a long-term suspension or expulsion.

In an effort to promote student accountability and responsibility, students will be given an opportunity to earn back points through community (school) service. The principal or assistant principal will assign all community service. Two hours of service will be equivalent to one point. All quality and quantity of service will be verified and evaluated by the assigning administrator. A maximum of 5 points of service can be done during the school year. Once a student reaches 15 points, he/she is not eligible to make up points.

The administration reserves the right to assign consequences and points to any violation of school policy that is not listed above and may deviate from the consequences and points listed above as deemed necessary.

### **(DISCIPLINE POINT SYSTEM AT END OF HANDBOOK)**

#### **Detention - Detention Center**

Detention hall will be held Monday through Thursday from 3:10 until 3:45 p.m. Detention is intended to be a corrective action and should be an incentive to avoid future problems of a similar nature. Students required to stay for detention hall are responsible for arranging their own transportation. Students will have five school days to serve detention from the date it is assigned. If a student chooses not to serve the detention time within the allocated week the time will be doubled. If the doubled amount of time is not served within two weeks of the date of issue, Out of School suspension for a minimum of 1 day may result.

#### **In-School Suspension (ISS)**

Council Grove Jr.-Sr. High School may utilize "In-School Suspension" as an alternative to suspension from school.

The following procedure will be used with students who are assigned to In-School Suspension (ISS):

1. Parent(s) will be notified by telephone and by letter of the suspension.
2. Students assigned to ISS will be isolated from contact with other students during the school day.
3. Students on ISS will not enter the building until 8:15 a.m. and will report directly to the office. At 3:20 p.m. ISS students will leave the building immediately.
4. Students on ISS will not be permitted to participate in or attend school activities or practice/rehearsal sessions until the suspension time has been completed. (This does not include "one-class-period" ISS.)
5. ISS students will eat the regular school lunch at the regular school lunch cost or may opt not to eat lunch.
6. Restroom breaks will be restricted.
7. ISS students will not be allowed to use lockers. Materials will be transferred from your locker to the ISS room.
8. Teachers will provide ISS students with ample classroom work to do.

#### **Suspension/Expulsion**

A suspension may be for a short term not exceeding ten school days, or for an extended term not exceeding 90 school days. An expulsion may be for a term not exceeding 186 school days.

Any student who is suspended or expelled shall receive a copy of the current suspension and expulsion law and this policy. Expulsion hearings for weapons possession shall be conducted by the superintendent/designee. Expulsion hearings shall 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, or another person appointed by the board. A weapons violation carries a mandatory 365 calendar day expulsion.

Copies of the rules which apply to suspension or expulsion may be obtained from the Principal's Office.

#### **Alternative School**

As an alternative to suspension from school, or when normal disciplinary actions may not produce desired results, the principal or assistant principal may assign a student to Alternative School. Alternative School will be scheduled on non-school days, teacher workdays or staff development days. Students assigned to Alternative School will be required to bring their own lunch, as food service will not be provided. Students failing to attend Alternative School assignment will be suspended from school for a minimum of one school day.

#### **Prohibited Activities: (See JDD and JDDA)**

Acts of behavior which interfere with the maintenance of a good learning environment or which are antagonistic to the welfare of other pupils or teachers will be considered unacceptable. Examples, without limitation, of those specific acts of misbehavior by students in respect to school activities or at any school activity home or away which are deemed to be grounds for disciplinary action, including suspension or expulsion are:

1. Breaking of school or class rules

2. Extortion
3. Failure to comply with reasonable request (willful disobedience)
4. Fighting
5. Obscenity
6. Intimidation
7. Open defiance
8. Using, possessing, furnishing, or having been under the influence of any controlled substance, alcoholic beverage, intoxicant of any kind, tobacco, vaping, or smoking paraphernalia.
9. Use of Energy Drinks or supplements on school property.
10. Possession or use of weapons including fireworks on school property.
11. The improper use/abuse, possession, selling, furnishing of any prescription or nonprescription drug or any materials (facsimiles) that give the appearance of alcohol, tobacco, or other controlled substances.
11. Profanity
12. Smoking, chewing or possession of any tobacco product is prohibited
13. Stealing
14. Excessive tardies
15. Temper tantrum
16. Threats (by word or deed)
17. Unruly conduct that disrupts the school, including unauthorized demonstrations or walkouts
18. Vandalism
19. Other matters covered by KSA 72-8901
20. Disrespect to staff members or school employees
21. Inappropriate conduct at activities
22. Promotion of gang-related affiliations or activities including graffiti, gang signs, or gang clothing.

### **Weapons (BOE Policy JCDBB)**

A student shall not knowingly possess, handle or transmit any object that can reasonably be considered a weapon on the school grounds or off the school grounds at a school activity, function or event.

This policy shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon.

Possession of a firearm shall result in expulsion from school for a period of one year (186 school days), except that the Superintendent may recommend that this expulsion requirement be modified on a case by case basis.

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

As used in this policy, the term "destructive device" means any explosive, incendiary or poison gas; bomb, grenade, rocket (having a propellant charge of more than 4 ounces); missile (having an explosive or incendiary charge of more than one-quarter ounce); mine or other device similar to any of these devices.

### **False Fire Alarms**

False fire alarms constitute sufficient disruption of the educational process, and tend to destroy the seriousness of fire drills. Violators will face immediate suspension from school, and will be charged with a misdemeanor in keeping with state laws.

### **Telephone**

School telephones are to be used as business telephones, and are to be used for school business, or emergency calls only. If appropriate, staff may approve student usage of a classroom phone. Messages will be carried to students and return calls may be made with permission of office staff only.

Students are not to use any telephone during class hours unless they seek permission from a staff member. Cell phones and pagers are not to be on or used during classes and will be placed in cell phone holders when in a classroom.

First Offense: Any school adult may take the phone from the student and turn it into the office where the student may pick it up at the end of the school day.

Repeated

Offenses: Any school adult may take the phone from the student and turn it in to the office.

The cell phone will be held until the parent/guardian can come to school and pick up the cell phone.

### **Tobacco/Vaping**

Possession and/or use of any tobacco product or vaping device by students is prohibited in any attendance center, in any school-owned vehicle, at school-sponsored events or on the school grounds. If such action violates a law or ordinance, it will be reported to the appropriate law enforcement agency.

### **Dances/Athletic Contests/Activities**

All school rules and policies apply to dances, school athletic contests (home and away) and all other school activities. Do not bring outside drinks in the building. Please leave them outside or place them in a trash container. All school rules and policies apply to all school sponsored field trips.

### **Traffic Regulations**

Speed zones have been posted in the school area and they will be enforced:

Wood Street	15 MPH- Main to Hockaday
Hockaday Street	15 MPH- Mission to Wood
Highway 177	15 MPH- School Zone

Speeding or reckless driving will be reported to the City Police Department.

### **No Driving/Riding Policy**

School Board Policy states that vehicles are not to be driven during the school day and that students are not to ride in vehicles driven by another student or non-student.

## **Parking Regulations**

### **Parking Regulations**

Vehicle Operation and Parking - The legislature of the State of Kansas has enacted Kansas Statutes 72-9101 to 9104 inclusive to empower the school district to regulate and control traffic and parking on school property. These statutes authorize the imposition and collection of fees and provide that ordinances of the city or county pertaining to parking and traffic regulations shall apply. Persons violating such ordinances shall be subject to summons and prosecution in the police court of the city or county. The following regulations and procedures apply:

1. Vehicles are to be parked in a marked parking space between the parking space divider lines.
2. Speed limit around the school campus is 15 MPH.
3. Student vehicles are not to be parked in any reserved spaces, including the visitor parking, the staff lots, grass lawn areas, and school bus loading area.
4. Vehicles parked in a no parking zone may be ticketed by the City Police.
5. Vehicles are not to be parked, stopped, or left in any driveway or at any location marked with a yellow curb, no parking sign, or fire lane.
6. Handicapped reserved spaces are to be used only by the handicapped.
7. Traffic control signs are to be obeyed at all times.
8. There will be no loitering in the parking lots. Students are to enter the school immediately upon arrival and to leave immediately after entering their vehicles.
9. Students are not allowed to go to their cars or parking areas during the school day without permission.
10. Student parking is provided south and east of the building.
11. All students parking on school property will be required to display a school issued parking permit on the rear-view mirror of their vehicle.
  1. School issued Parking Permits will be required between the hours of 8:10 and 3:15.
  2. Students will be issued a student parking permit at the beginning of each school year.
  3. Student vehicles failing to display a school issued permit will be given a warning for the first violation and will be charged a \$2.50 fine for each following violation.
  4. Transferring or selling permits to another student or person will result in the loss of the permit and disciplinary action.

Failure to comply with these and other traffic/parking regulations, as defined in Administrative policies, will result in disciplinary actions, which may include fines, towing and/or loss of parking privilege.

## **Caps & Shoes**

Students will not wear hats, caps, or other head coverings inside the building. Leave your caps in your locker, or better yet, at home. All students are to wear shoes at all times for health and safety reasons.

## **Locker Policy**

Lockers are assigned to students at the beginning of the school year, and are not to be exchanged unless prior approval is obtained from the High School Office. You are responsible for the condition of the locker at all times, and you will be held financially responsible for any damage to the locker. There shall be NO writing of any kind on the locker, and ONLY masking tape or magnets may be used to hang materials on the inside of the locker. Scotch tape is not to be used.

Gummed stickers and labels are NOT to be placed on the locker. All tape and materials must be removed from the locker prior to checking out of school. The locker is to be left in the same condition as it was when you checked it out. Report any problems with your locker or combination lock to the Office.

Lockers are school property and are subject to inspection by the Principal at any time. Thefts from unlocked lockers are almost a certainty.....**keep your locker locked at all times.** The school is not responsible for any items stolen at school.

## **Pilfering**

Any student caught going through another student's locker, school bag, purse, personal belongings, etc., without the students' expressed approval is liable for suspension and possible theft charges.

## **Gym Floor**

Considerable money has been spent on refinishing the gym floor. All traffic through the gym is to stay outside of the wide blue lines. Shoes that have been worn outside are not to be worn on the floor. Only approved gym shoes may be worn.

## **Vandalism**

The Board shall seek restitution according to law for loss and damage sustained by the district. When a juvenile is involved in vandalism to district property, the principal shall contact the parents and explain their legal responsibility. The parents shall be notified in writing of the dollar amount of loss or damage.

Restitution payments shall be made by juveniles or their parents to the business office, and accounts shall be kept. Persons of legal age shall be held responsible for their own payments. If necessary, provisions may be made for installment payments. Accounts not paid in full within the specified time may be processed for legal action.

## **Bullying- USD 417 Bullying Plan**

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. 72-6147 or subsection (e) of K.S.A. 72-1138, and amendments thereto. USD 417 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.

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 consider 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 student bullying may be found in student and employee handbooks. 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.

#### **Passing in Halls**

Student movement within halls during classes is to be held to a minimum. Students using the halls during class time must have a "hallway passport" or agenda properly filled out by his/her teacher. The "sending" teacher and the "receiving" teacher must both sign and time the passport.

#### **Throwing Snowballs**

Because it is a safety hazard, students found throwing snowballs on or onto school property can face immediate suspension from classes.

#### **Care of Textbooks**

All basic textbooks are rented to students for their use during the school year. Book rental fees do not cover damaged or lost textbooks. Students will be required to pay for lost or damaged textbooks.

#### **Academic Dishonesty**

Academic dishonesty is not acceptable. Cheating, defined as copying another student's work and claiming it is your own and plagiarism, defined as the use of another person's original ideas or writing without giving credit to the true author, are both prohibited practices. Materials taken from electronic sources are covered by this policy.

A student who engages in any form of academic dishonesty will be subject to the loss of credit for the work in question, as well as, other disciplinary measures up to and including suspension or expulsion.

#### **Public Display of Affection (PDA's)**

Public displays of affection are not appropriate in the school setting and will not be tolerated. One warning will be given and then parents will be notified if the problem continues. This included but is not limited to kissing, inappropriate touching, etc.

#### **Special Occasion Flowers and Other Gifts Delivered To CGJSHS**

Flowers and other gifts that are delivered to the school for students and staff will be held in the Office until after classes in the afternoon. Notes informing students of the flowers/gifts will be delivered to students and they can be picked up after school dismisses.

#### **Dress Code**

Neatness and decency are emphasized as guidelines for the dress code. The principal shall make the final determination regarding the appropriateness of a student's appearance. Some items of clothing are inappropriate to be worn at

CGJSHS. Students who are inappropriately dressed will be required to change their clothing.

The Board approved dress code for school days and school activities is as follows:

1. Appearance must be neat and clean -
  - \*Hair must be clean and well-groomed.
  - \*Facial hair must be trimmed and maintained.
  - \*Clothing must not be unreasonably soiled or badly worn.
2. Decency and good taste are required. Wearing apparel that is excessively short, excessively tight, or excessively low-cut may not be worn
3. Writing or pictures on clothing or jewelry shall not display or promote alcoholic beverages, illegal drugs, suggestive or obscene language or violent acts. No sexually suggestive clothing will be permitted, i.e., Big Johnson, Coed Naked, etc.
4. Caps, hoods, or hats or other head coverings shall not be worn in the building.
5. Any student involved in extra or co-curricular activity in which the student represents the district, shall dress in accordance with the sponsor's requirements, subject to approval by the administration.

### **Copyright**

The copyright law of the United States (Title 17, United State Code) governs the making of photocopies or other reproductions of copyrighted material.

Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for, or later used, a photocopy or reproduction for purposes in excess of "fair use," that user may be held liable for copyright infringement.

This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of that order would involve violation of copyright law.

### **Technology**

Students are expected to read, understand, and abide by the Acceptable Use Procedures, Chromebook Use Contract, and District Technology Guidelines and Procedures that can be found on the enrollment page of our website at [www.usd417.net](http://www.usd417.net)

### **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 shall abide by the terms of this policy. Students shall not unlawfully manufacture, sell, distribute, possess drug paraphernalia, 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.

### **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.

### **Harassment**

Harassment of any form, whether verbal or physical, against another person based on age, color, creed, disability, gender, marital status, national origin, race, or religion will subject a student to timely and appropriate discipline.

Any act of harassment is prohibited. Harassment is defined as inappropriate or unwelcome language or behavior which has the purpose or effect of:

1. Demeaning an individual.
2. Unreasonably interfering with an individual's school performance.
3. Creating an intimidating, hostile or offensive school environment.

### **Sexual Harassment (BOE Policy JGEC)**

Sexual harassment shall 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.

Sexual harassment is unlawful discrimination on the basis of sex under Title IX of the Education Amendments of 1972. Title VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. All forms of sexual harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events. Sexual harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

### **Racial Harassment (BOE Policy JCECCA)**

Discrimination or harassment on the basis of race, color or national origin ("Racial harassment") shall not be tolerated in the school district. Racial harassment of employees or students of the district by board members, administrators, certificated and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited. Racial harassment is unlawful discrimination on the basis of race, color or national origin under Titles VI and VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. All forms of racial harassment are prohibited at school, on school property, and at all school sponsored activities, programs or events. Racial harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

### **School Activity Bus Transportation**

Every student who rides USD 417 transportation to a school sponsored activity, function, or event is required, and expected to ride back using the same transportation. Any exceptions to this policy may be outlined in the USD 417 Athletic and Transportation Policies.

### Seminar

A seminar period will be held each day. All students will be assigned to a seminar teacher. Students will use this time for individual study, to attend activity meetings, for individual assistance in areas of academic need, or other purposes as designated by the principal. Students must remain in their assigned seminar classroom unless authorized to proceed elsewhere. Students must have passes from their seminar teacher before they proceed to other authorized activities.

### **DISCIPLINE POINT SYSTEM**

<b><u>OFFENSE</u></b>	<b><u>IMMEDIATE CONSEQUENCE</u></b>	<b><u>POINTS</u></b>
Excessive Tardies	Detention	1
Unexcused Absence	Detention / Make up time	1 to 2
Leaving Building w/o Permission	Detention	1 to 2
Food/Drink violation	Detention	1
Dishonesty / Lying	Detention	1 to 2
Public Display of Affection	Detention	1
Bus Referral	Bus Consequences /Suspension	2
Skipping Detention	Additional Detention / Suspension	2
Non-compliance / Disruptive	Detention / Suspension	2 to 3
Parking Violation	Detention / Suspension	1 to 2
Dress Code Violation	Detention	1 to 2
Inappropriate Language	Detention / Suspension	1 to 2
Cheating	Detention / Suspension	1 to 2
Cell Phone Violation	Detention / Suspension	1 to 2
Computer Violation	Detention / Suspension	2 to 8
Cafeteria Violation	Detention / Suspension	2 to 8
Harassment of Student or Staff	Detention / Suspension	3 to 8
Bullying of Student or Staff	Detention / Suspension / Policy	3 to 8
Disrespect / Insubordination	Detention / Suspension	3 to 8
Property Destruction < \$50	OSS suspension / Restitution	3 to 8
Property Destruction > \$50	OSS suspension / Restitution	5 to 10
Gang Activity	1 -5 day Out of School Suspension	3 to 8
Tobacco/Vaping Use/Possession	1 - 5 day Out of School Suspension	3 to 8
Fighting	1 - 5 day Out of School Suspension	3 to 8
Under Influence of Drugs / Alcohol	1 - 5 day Out of School Suspension	5 to 10
Theft	OSS suspension / Restitution	5 to 10
Drug Possession/Sales	1 – 5 day Out of School Suspension	15
Terroristic Threat	Long-term Suspension/Expulsion	15
Arson	Long-term Suspension/Expulsion	15
Weapons Violation	Long-term Suspension/Expulsion	15
Assault of Staff	Long-term Suspension/Expulsion	15

