



Chase County Jr/Sr High School Student Handbook Academic Year 2024-25

Welcome to Chase County USD #284 Schools. The goal of our educational team is to unite students, teachers, and parents to work as a team to enhance student achievement. We believe in our students and it is the intent of USD #284 to develop responsible, self-directed, and good citizens for our communities.

The Student Handbook contains important information concerning academic and/or extracurricular questions and situations that may arise during the school year. The administration and USD #284 Board of Education believe that an understanding of the school's policies and procedures by each student and his/her parent or guardian is necessary to create an environment that is safe and provides the best possible learning environment for all students. We suggest that each student discuss the rules and regulations in this handbook with his/her parent or guardian. It is to be used as a guide and is not expected to cover every incident that occurs. It will be followed fairly and consistently in all situations where stated rules and regulations apply. We hope that you will have an enjoyable and successful school year.

**The USD #284 Administrative Team
“GO BULLDOGS”**

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MISSION STATEMENT

Mission Statement:

USD 284 is committed to providing a strong educational foundation in all content areas enabling students to achieve their life goals and benefit our community and nation.

Vision Statement:

Preparing students for their tomorrow

USD 284 Core Beliefs:

Tradition: Focuses on academic excellence and respecting our community's culture.

Family: Supports one another as we work together to achieve our goals.

Pride: Demonstrates personal achievement, student success, and educational excellence in our community.

ARRIVAL / DISMISSAL

School hours:

CCJSHS School Day begins at 8:05 a.m. and ends at 3:35 p.m.

Students are not to arrive before 7:40 a.m. unless they are on a school bus.

EARLY DISMISSAL DUE TO WEATHER OR EMERGENCY

The Superintendent or designee makes all school dismissal decisions. As the weather changes rapidly, weather related decisions regarding school or activities may be made the night before or early in the morning. Please listen to one of the following stations, look for social media, and check your cellular devices for an "all call" announcement. The closing will be listed under USD #284 Cottonwood Falls, Chase County.

Radio Stations

Emporia: 96.1 FM, 101.7 FM & 104.9 FM

Social Media Outlets

www.usd284.org

Twitter - The Chase@thechase_online

Facebook - The Chase, USD 284 Chase County School

Television Stations

Channel 3 Wichita – KSNW

Channel 12 Wichita – KWCH

Channel 27 Topeka – KSNT

Channel 10 Wichita – KAKE

Channel 13 Topeka – WIBW

ATTENDANCE

Regular attendance is expected from ALL students enrolled in USD #284. School attendance is a critical part of the student's school record. Good attendance helps ensure better grades and good work habits. Employers and schools of all types are interested in the attendance record a student has established because it will help reflect future success. The final determination if absence or tardy is excused or unexcused will be made by the principal.

ABSENCE VERSUS TARDY

When a student is more than 10 minutes late arriving at school, he/she will be counted as absent (with the absence counting toward activity attendance or participation.) The student will check in at the office and then go to class and may still get the work and credit for work done. When the student leaves school with more than 10 minutes left in a block they will be considered absent. Approved appointments will not count as a tardy and approved appointments that cause a student to miss more than 10 minutes of class will be an excused absence. All absences will be determined excused or unexcused by the principal.

EXCUSED/UNEXCUSED ABSENCES

Examples of excused absences include the following:

Personal illness

Routine health care-examination, treatment, recuperation

Serious illness or death of a member of the family

Obligatory religious observances

Participation in district approved or school sponsored activity

Absences prearranged by parents and approved by the principal

Students of active military personnel may have additional excused absences at the discretion of the principal for visitations relative to leave or deployment.

All absences, which do not fit into one of the above categories, would be considered an unexcused absence. The principal has been designated to determine the acceptability and validity of excuses presented by parents or the student. In the event of excessive absences, parents will be required to provide a doctor's note for their student's absence.

The school office should be notified by the parent/guardian via note or phone call each day an absence occurs.

Parents need to notify the school by 8:30 a.m. on the day the student is absent for illness or doctor appointments. The school may attempt to notify parents if parents do not notify the school. If no notification is made, absence will be unexcused.

Chronic Absenteeism

Being chronically absent means a student is missing 10 percent or more of school, for both excused and unexcused reasons. This puts the student at a higher risk of not graduating high school and possibly becoming a high school dropout.

The Chronic Absenteeism rate, which now must be reported, is the percentage of students in a school that miss more than 10 percent of the instructional time for any reason, excused or unexcused.

(KSDE- Chronic Absenteeism Factsheet)

Students will be considered chronically absent if they have been absent for 10 percent of the school year with first calculation starting on October 1st. Attendance for students designated chronically absent will be monitored to increase attendance rates.

TRUANCY

Truancy is defined as any three consecutive unexcused absences or five unexcused absences in any semester or seven unexcused absences in a school year (whichever comes first,) the child shall be considered to be not attending school as required by law. This will result in a report being made to DCF, the truancy team from court services, or to the county services or to the county or district attorney.

TARDY POLICY AND PROCEDURE

Tardy is defined as late for class and not excused. When a student is excused, they will not be listed tardy on the attendance record. Each classroom instructor beginning with the third tardy to a class in a semester will assign compensatory time. The fifth tardy will result in an office referral. Students are expected to arrive at school on time. All students should be in their classrooms before scheduled class time. Students arriving late to school must report to the office before going to class.

Students tardy between periods during the school day are considered tardy when the bell for class rings and they are not in their seats prepared for class. If a student needs to return to his/her locker for materials or need to go to the bathroom, the teacher may allow this at their discretion and assign the student a tardy for that class

Students who arrive to class after 10 minutes without proper authorization are considered absent. Excused or unexcused determination will be made by the principal for each incident.)

WITHDRAWAL FROM SCHOOL

If a student 18 years of age or older wishes to withdraw from school (due to moving, etc.), he/she is to report to the school office and ask for a withdrawal form. The student will take the form to his/her teachers for their signatures. Teachers will indicate the grade to date and whether books and other materials are turned in, as well as any fees that might be owed. The completed form is to be turned into the office where fees are paid and/or refunds will be figured (if any).

Students 16 or 17 years of age may be exempt from compulsory attendance regulations if the parent(s) or person acting as parents attends(s) the counseling session required by law and signs the appropriate consent and waiver from; if the student earns a GED; or if the student is exempt from compulsory attendance requirements pursuant to a court order.

ACADEMIC INFORMATION

GRADUATION REQUIREMENTS = 24 Total Credits
 (Required Credits = 15 Elective Credits = 9)

Required Course – a course that all students are required to pass to graduate from CCJSHS.

Elective Course – a course that students may choose to take to meet individual interests.

On the following page, courses listed under USD #284/CCJSHS are the minimum requirements to graduate from USD #284. Courses listed under KSDE Qualified Admissions are the high school requirements to attend a Kansas Regents post-secondary institution or beyond. Courses listed under Kansas Scholars Curriculum are the high school requirements to be designated a Kansas State Scholar and to be eligible for state funding. **Students must have completed the KSDE Qualified Admissions Curriculum to be eligible for cum laude graduation honors at CCJSHS.**

COMPARISON CHART -- Graduation Requirements

Revised June 2018	USD 284 CCJSHS REQUIREMENTS	KSDE QUALIFIED ADMISSIONS	KANSAS SCHOLARS CURRICULUM
Language Arts	4 Units <ul style="list-style-type: none"> ▪ 1 English I ▪ 1 English II ▪ 1 English III ▪ 1 English IV 	4 Units (recommended; not required) <ul style="list-style-type: none"> ▪ One unit of English taken each year of high school. ▪ ½ unit may be Speech 	4 Units <ul style="list-style-type: none"> ▪ One unit of English taken each year of high school.
Natural Science	3 Units Must include: <ul style="list-style-type: none"> ▪ 1 Physical Science ▪ 1 Biology 	3 Units (recommended; not required) Must include: <ul style="list-style-type: none"> ▪ 1 Chemistry OR <ul style="list-style-type: none"> ▪ 1 Physics Additional Units: <ul style="list-style-type: none"> ▪ Biology, Earth/Space Science, Biology II, Physics, Principles of Technology, Chemistry, Physical Science. 	3 Units Must include: <ul style="list-style-type: none"> ▪ Biology ▪ Chemistry ▪ Physics *Must include an average of 1 laboratory period a week.

Math	3 Units <ul style="list-style-type: none"> Must include algebraic and geometric functions. 	3 Units (recommended; not required) Must include 3 units from the following: <ul style="list-style-type: none"> Algebra I Geometry Algebra II <ul style="list-style-type: none"> Any course with Algebra II as a prerequisite. AND must have an ACT score of 22+ OR 4 Units (recommended; not required) <ul style="list-style-type: none"> One unit must be taken in the graduating year designated to prepare student for college. Must include 3 units from the following: <ul style="list-style-type: none"> Algebra I Geometry Algebra II <ul style="list-style-type: none"> Any course with Algebra II as a prerequisite. *Completion of Algebra I in 8th Grade is NOT accepted.	4 Units <p>Must include:</p> <ul style="list-style-type: none"> 1 Algebra I 1 Geometry 1 Algebra II 1 Advanced Mathematics Course <p>Suggested courses:</p> <ul style="list-style-type: none"> Analytical Geometry, Probability and Statistics, Functions of Calculus, Trigonometry, Advanced Algebra. *Completion of Algebra I in 8th Grade IS accepted.
Social Science	3 Units <ul style="list-style-type: none"> 1 World History & Geography 1 U.S. History ½ U.S. Government ½ Economics 	3 Units (recommended; not required) <p>Must include:</p> <ul style="list-style-type: none"> 1 U.S. History ½ U.S. Government ½ Unit from the following: World History, World Geography, International Relations. <p>Approved units to complete the requirement: Psychology, Economics, U.S. Government, U.S. History, Current Issues, Sociology, Anthropology, Race & Ethnic Group Relations.</p>	3 Units <p>Must include:</p> <ul style="list-style-type: none"> 1 U.S. History ½ U.S. Government ½ Unit from the following: World History, World Geography, International Relations. <p>Approved units to complete the requirement: Psychology, Economics, U.S. Government, U.S. History, Current Issues, Sociology, Anthropology, Race & Ethnic Group Relations.</p>
Foreign Language	None	None	2 Units <ul style="list-style-type: none"> Two years of one Foreign Language. Latin and Sign Language are accepted.
PE	1 Unit <ul style="list-style-type: none"> 1 9th Grade Physical Education/Health 	None	None
Fine Arts	1 Unit <p>Must include one combined unit selected from the following:</p> <ul style="list-style-type: none"> band, chorus, voices, into to art, drawing, painting, ceramics, desktop publishing, digital media, drama, photo journalism, photo imaging, web page design, computer graphics. 	None	None
Electives	9 Units	10 or 11 Units	8 Units
Total	24	24	24

USD #284 VIRTUAL LEARNING PROGRAM

The USD #284 Virtual Learning Program provides a meaningful learning experience with a highly-qualified teacher. USD #284 Virtual Learning Program is established in partnership with Greenbush Educational Services and delivers curriculum through Edgenuity. Enrollment must have USD #284 administrative approval. The final decision for

enrollment in the virtual program or in the building must be made before the 14 days from the start of school and will be made for one semester. Enrollment in this program can range from 1 class to fulltime. If a student plans to be considered halftime, the student must enroll in 3 consecutive classes in the building and Greenbush Academy classes will be done off campus. If a class is offered in person by a teacher, a student cannot take an online class.

CREDIT RECOVERY

Credits are received on a semester basis. If a student does not pass a semester of a required course, the work that was failed must be repeated. A student may recover credit through the virtual learning program or regular classroom setting. If a student chooses to recover the credit through the virtual learning program, the student/parent will be responsible for 100% of the cost. Visit the registrar office for further information.

STUDENT CRITERIA TO ATTEND FLINT HILLS TECHNICAL COLLEGE

Junior or senior who is on track to graduate.

Attendance in good standing.

Minimum 2.0 cumulative GPA.

Credit will be awarded as elective credit. Credits will count toward graduation but are not included in GPA.

Must meet Flint Hills Technical College admission requirements.

All expenses will be the student's responsibility.

Transportation by USD #284 is not provided.

Final authority for permission to attend FHTC rests with the Principal or Board of Education for USD #284.

Butler Transcribed Courses

The following courses will be awarded as elective credit. Credits will count toward graduation but are not included in GPA.

*College Algebra, Psychology, Public Speaking, Sociology, US History

HIGH SCHOOL STUDENT ACADEMIC GRADE CLASSIFICATION*

Freshman: until five credits are earned (one English, math, and science).

Sophomore: after five credits are earned and until ten credits (2 each in English, Math, and Science).

Junior: after ten credits and until eighteen credits have been earned (3 each in English, Math, and Science).

Senior: after eighteen credits have been earned and all required courses except English IV and U.S. Government are completed.

*Students who do not pass English, math, and science (2 of 3 classes) each year do not change academic classification.

JUNIOR HIGH RETENTION

Any Junior High student failing any two classes for the year may be recommended for retention. Data such as attendance, class grades, state testing, local testing, work samples, and interviews with parents will be used in making a decision. Each student being considered as a candidate for retention will be considered on an individual basis.

IDEA

The Chase County Schools of USD #284 will provide a free and appropriate public education to all students with disabilities who are residents of this school district, including those attending private/parochial schools, beginning on the child's third (3rd) birthday and through age twenty (20), regardless of the child's disability. Disabilities include learning disabilities, intellectual disability, behavior disorders/emotional disturbance, speech disorders (voice, fluency, or articulation), language disorders, visually impaired, multi-handicapped, deaf/blind, autism, early childhood special education, and traumatic brain injury. Children with disabilities are students in the above age group that have been evaluated and identified in accordance with provisions under public law 94-142.

SECTION 504

This Act provides accommodations and assistance for students that may fall within stated guidelines. This program was developed to prohibit discrimination against persons with difficulties in any program receiving federal financial assistance. Due to mental or physical impairments that limit one or more of the student's major life activities, special accommodations to the student's program may be acquired. An appointed Student Improvement Team (SIT) may design a 504 Accommodation Plan for students according to individual need. A child study may be initiated upon the request of the parent, student, teacher, counselor or principal.

STUDENT IMPROVEMENT TEAM

Student Improvement Team (SIT) is a group of professional individuals working in or around area schools with varying backgrounds and expertise who are committed to building supports for students who are experiencing academic or behavioral problems. Teachers, parents, and others with concerns identify students who need help. These students are then referred to the Student Improvement Team. The team evaluates the needs of the student, creates an action plan, follows through in getting the student the resources he/she needs, and then assures that the student's needs are met. The Student Improvement Team is a support group within schools to make sure that every student has the opportunity to learn and grow.

PRINCIPAL PLACEMENT OPTION

The principal of the attendance center may place students transferring from non-accredited schools into a particular grade. The principal will make the initial placement after consultation with the parents or guardians of the student and guidance personnel. Final placement shall be made by the principal based on the student's documented past educational experience and performance on tests administered to the student to determine appropriate grade level placement.

NON-ACCREDITED SCHOOL POLICY

High school students attending public high school earn units of credit. No credit may be earned until all course assignments are completed and a passing grade issued. A unit of credit is the designation given for the successful completion of any subject meeting a minimum of 45 minutes per day for a period of two semesters or 36 weeks. One-half unit of credit is the designation given for the successful completion of any subject that is only one semester in length, meeting a minimum of 45 minutes per day for a period of 18 weeks.

At least 18 credits, towards the USD #284 required 24 credits, must be completed in an accredited secondary school in order to graduate from Chase County Jr/Sr High School. Students entering Chase County Jr/Sr High School coming from a non-accredited school must take all the required classes established by USD #284. Those students transferring from a non-accredited school may use non-accredited classes as elective classes for up to nine elective units of credit. A student transferring from a non-accredited school, or having earned credits from a non-accredited school, to Chase County Jr/Sr High School shall be eligible to be Summa Cum Laude provided the student has followed the Regents Qualified Admissions curriculum and has earned at least 18 credits from an accredited secondary school.

CCJSHS GRADING SCALE

Teachers at CCJSHS will use the following grading scale:

A	100 - 90%
B	89 - 80%
C	79 - 70%
D	69 - 60%
F	59% and below

PARENT-REQUESTED CONFERENCES

In the event that a parent should wish to have a conference with an instructor (other than on the regularly scheduled P/T conference days), the following procedure should be used:

1. The parent should contact the teacher via email or phone at the school and arrange an appointment at the school at a time convenient to both parties.
2. It is highly recommended that the parent, student, teacher and principal or counselor attend each conference.

All parent conferences regarding pupil progress are to be held at school. This is necessary since grade books and teaching materials are available at this location. In order to give the parent a true evaluation, these materials are essential.

CHEATING

Any student caught cheating or helping another student to cheat will receive a “0” on their test or assignment. There will be no chance for them to retake. If a student cheats more than once, a more stringent discipline action from the teacher and or principal may result up to recording a failing grade for the semester. If a student is caught using a cell phone or other electronic device that has not been sanctioned or authorized during testing, this will automatically be viewed as cheating and a “0” will result as the grade for the test or project. Plagiarism occurs when a student takes someone else’s work and uses it as his or her own. In the event that a student plagiarizes work on an assignment, the student may be required to correct the plagiarized content to demonstrate understanding of the subject matter. Repeated instances of plagiarism could result in a failing grade on the assignment or other consequence determined by administration. The misuse of ChatGPT or any Artificial Intelligence (AI) will be considered cheating.

INCOMPLETE GRADE

An incomplete grade can be issued at CCJSHS. An incomplete grade is not a permanent or passing grade. An “I” (incomplete) designates a student has a set period of time to complete assignments, projects and evaluations in order to complete the requirements for the final grade. After that time has expired, the instructor will grade all work submitted by the student and determine the final grade.

Reasons for an incomplete grade:

1. Illness resulting in hospitalization or extensive home care that prohibits student(s) from completing school work.
2. Excessive excused absences in which student(s) has not had adequate time to complete assignments.
3. Special situations in which the parent, principal, and teacher agree that additional time is justified.
4. At-Risk situations that prohibit student(s) from completing school work.

Upon agreement by the instructor and student, it may be possible to arrange times the instructor can be reached after school hours or during non-school days for examinations, questions, and information.

HOME-BOUND INSTRUCTION

USD #284 will provide homebound instruction for students who are unable to attend school for medical reasons. Homebound instruction is reserved for students who cannot attend school due to a disability, which will prevent the student from attending school for at least two weeks. Students who are experiencing pregnancy, injury, or illness are not eligible for home-bound instruction unless the physician treating the student certifies in writing that the student is unable to attend school and receive regular classroom instruction.

1. If a parent/guardian requests a home-bound placement, a letter from the student’s physician must be sent to the appropriate building administrator. The letter must be on the physician’s official office stationery and must include the following:
 - a. the diagnosis of the condition which requires the student to stay at home for at least two weeks, and

- b. the doctor's estimate as to how long the student will remain at home due to the illness or injury. This should include the estimated beginning and ending date for which home-bound instruction will be needed

Note: If a home-bound placement is approved, after two weeks have passed the physician caring for any student requesting further home-bound instruction must re-certify in writing each week that the student is still physically unable to attend school if home-bound instruction is to continue.

2. If proper medical authorization is sent to the building principal, the principal will consult with the superintendent of schools.

Note: Some classes will not be eligible for home-bound instruction since the student cannot complete the goals and objectives of the course (for example: computer/CTE/lab classes).

3. Students declared eligible for homebound instruction may be placed on a 504 Plan.

ACTIVITY/ATHLETIC ELIGIBILITY

The Kansas State High School Activities Association has an extensive eligibility policy that includes scholarship, enrollment, residency, etc. Assuming students have met all of the requirements set forth by KSHSAA, Chase County Jr/Sr High School has an established Athletic/Activities Policy (**See Appendix I**). The purpose of this policy is to ensure continued eligibility for all students attending Chase County Jr/Sr High School, improving student academic achievement, and enhance communications between the school and parents.

CLASS CHANGE PROCEDURE

Students are allowed to change a class up until the third class meeting, whether it is at the beginning of the year or at the beginning of second semester. At other times, when extenuating circumstances arise, a student must meet with the Principal, Registrar and Teacher showing good reason for the change before instituting a class change procedure.

GRADUATION HONORS

1. In the graduation program, CCJSHS recognizes the traditional levels of graduation honor achievement based on grade point average. These levels are defined as cum laude (3.5 to 3.79 cumulative GPA), magna cum laude (3.8 to 3.99 cumulative GPA), and summa cum laude (4.0 cumulative GPA).
2. To be eligible for cum laude status at CCJSHS a student must have completed the KSDE Qualified Admissions Curriculum.
3. Cum laude status is determined by cumulative GPA (figured only on semester grades) for four years of high school; the decimal will not be rounded to determine cum laude status.
4. Having earned the highest academic grade honors, all graduates earning summa cum laude status have the opportunity to speak at graduation. In the event there are no summa cum laude graduates, these honors will pass on to those graduates earning magna cum laude honors.
5. National Honor Society members will wear white NHS collars during the commencement exercises for recognition.
6. Honor students in the top 10% of the graduating class and completing their core curriculum will wear gold braids at the commencement exercises.
7. Quill and scroll members will wear blue and gold cords during the commencement exercises.
8. Qualifying KAY members will wear multi-colored cords during the commencement exercises.

HONORS BANQUET--High School

CCJSHS, with assistance from donors and the USD #284 Board of Education, will sponsor an annual Honors Banquet. It will be a semi-formal banquet with a catered meal.

Students must meet the qualifications listed below in order to attend.

1. Must be on the 3.5+ Semester Honor Roll and have a cumulative GPA of 3.5 or better.
2. No grade lower than a B in the current school year.
3. Name to be submitted by the principal as student in good standing.

Honors Banquet invited guests shall be:

1. Parents/Step-parents of the above qualified students (guardians or grandparents if parents are absent from the home). A maximum of two guests per student will be allowed. *(Please see number 10 below should an extra seat need to be arranged for accommodating step-parents.)*
2. Current school board members and spouses.
3. High school principal and spouse.
4. High school counselor and spouse.
5. High school teachers and spouses.
6. Superintendent and spouse.
7. News media representative.
8. Selected guest speaker and spouse.
9. Scholarship donors/presenters.
10. Guests approved by the CCJSHS Principal or Superintendent.

HONOR ROLL/ACHIEVEMENT LIST

Each semester CCJSHS will publish an academic honor roll.

The list will include:

Principal's Honor Roll--student semester GPA of 4.0

Honor Roll—student semester GPA of 3.5 to 3.99

Achievement List--student semester GPA of 3.0 to 3.49

BULLYING

USD 284 BULLYING PREVENTION PLAN

(Also see BOE Policies GAAE and JDDC)

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 284 will not tolerate these actions by students, staff, or parents.

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

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

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

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

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

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

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

The school administration may take into account the following factors when determining an appropriate disciplinary action for such prohibited conduct: the ages of the parties involved; the developmental and maturity levels, special education needs of the parties involved, and the severity of the behavior. Offenses over time or single offenses which are severe in nature may result in discipline up to and including suspension and/or expulsion. 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. (See Policies EBC, GAAC, GAACA, JGEC, JGECA and KN)

CCJSHS STUDENT CONDUCT

CLASSROOM GUIDELINES

Students have the right to be in school. With that right comes the responsibility to respect the rights of others and to become actively and productively involved in their own academic learning. All students must be allowed to learn. In order for that to happen, teachers must be allowed to teach and staff must be allowed to do their jobs. A teacher's job is to establish a foundation for growing responsibly. Furthermore, our goal as a school is to treat students in a way that we would all expect to be treated, and always strive to do the right thing.

Teachers will:

1. Clarify what they want.
2. Communicate those expectations simply and directly.
3. Let students know what consequences will occur if they choose to act irresponsibly.

Students will:

1. Show up on time.
2. Be prepared.
3. Do assignments.
4. Respect your own and others' life space.

GENERAL RULES OF CONDUCT

1. Students shall conduct themselves at all times so as to reflect positive credit upon themselves, their school, and their community.
2. Hands-off Policy: All students are expected to be responsible for themselves and their actions while demonstrating respect for other students. All students are expected to keep their hands to themselves and avoid unnecessary pushing, shoving, slapping, hitting, public display of affection, or other personal contact. This includes all student-to-student contact.
3. Every staff member has the authority to correct a student's behavior any time or place within the buildings, on school property, at school activities, or on buses.
4. Articles found in the building should be taken to the office. Items not claimed at the end of school will be discarded in June or given to a worthy cause.
5. All notices placed on bulletin boards must first be approved by the office.
6. Students will not be in the building prior to 7:30 a.m. or after 3:45 p.m. unless under the direct supervision of a staff member. This includes practices, workouts, study time, detentions, etc. Students in the weight room, at workouts, sports practices, music rehearsals, cheerleader practices, in dressing rooms, etc., must be under the DIRECT supervision of a staff member.
7. Once students enter the building in the morning or arrive to school on the school bus, they should not leave the school without permission and signing out in the office.
8. All passengers in USD #284 vehicles are required to wear a seat belt*.
*Currently, only the driver's seat on school buses is equipped with a seat belt.
9. Students serving consequences under the discipline cycle or serving suspension time for violation of chemical substances, alcohol, or tobacco policy may not attend any school sponsored activity that is not required for a grade. If the school participates or hosts an activity and the student is not required to participant for a grade in a class, they may not attend until the consequences assigned to them are served. Students may not participate even if teachers give extra credit for the event. Participating in sports practices as outlined in the Activities Eligibility Policy is allowed.

CONSEQUENCE DEFINITIONS

The following definitions are common forms of discipline for CCJSHS.

REMOVAL FROM CLASS--If a student's behavior is affecting the classroom environment in such a way that other students' learning is affected, that student will be sent from class directly (by the most direct route) to the office. The teacher will submit a discipline referral to the principal at his/her earliest convenience before administrative action will be taken. This notification may be made by e-mail. Before discipline actions are enforced, an attempt will be made to contact the parents/guardians of the student(s).

DETENTION AFTER SCHOOL-- A student may be assigned a detention at the principal or teacher's discretion from 3:40-4:15 p.m. During detention time students are required to work on school assignments. Participation and attendance in school activities is the same as any school suspension when assigned extended detention time. The principal may assign longer detentions as warranted.

IN SCHOOL SUSPENSION—A student may be suspended but remain in school in an isolated environment.

Assignments are given and the suspended student is expected to complete these materials, thus receiving credit for the work. Participation and attendance in school activities is the same as an out of school suspension.

OUT OF SCHOOL SUSPENSION—Suspension time will be spent away from school under the responsibility of a parent or guardian. A student who is suspended from school for any reason will not be allowed to attend class, to participate in or attend school functions, or to represent the school in any activity during the time of suspension.

EXTENDED SUSPENSION—A student on extended suspension is one who has been suspended for the remainder of the semester upon the recommendation of the administration and after a board of education hearing.

EXPULSION—An expelled student is one who has been suspended for the remainder of the school year upon the recommendation of the administration and after a board of education hearing.

* State law requires CCJSHS to report any occurrences to law enforcement officials that result in suspension or expulsion for the following reasons: weapons violations, illegal drug violation, or an incident that causes serious bodily injury or could have resulted in serious bodily injury. The Principal will report all of these incidents to local law enforcement officials within ten days of the incident.

STUDENT RIGHTS

When a student will not conform to reasonable standards of discipline or whenever his/her presence is against the general welfare of other students, the principal may suspend the student according to Kansas Statutes A.

THE LAW READS IN PART AS FOLLOWS:

Section 1: The board of education of any school district may suspend or expel, or by regulation authorize any certificated employee or committee of certificated employees to suspend or expel, any pupil or students guilty of the following:

1. Willful violation of any published regulation for student conduct adopted or approved by the board of education (**STUDENT HANDBOOK**), or—
2. Conduct which substantially disrupts, impedes, or interferes with the operation of any public school, or—
3. Conduct which substantially 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 substantially and materially infringes upon or invades the rights of others.

The board of education extends its authority to suspend and expel any pupil or student as authorized by KSA to the following certified personnel: Superintendent of schools and/or Principal.

Rules and regulations which govern the suspension or expulsion of any student will be under the direct regulations and guidance of Chapter 30, School Laws, Laws #72-8901, a law relating to public schools; suspension and expulsion of pupils, procedure: Kansas Law. Under this law the board of education authorizes the superintendent of schools to hold a hearing for any student suspended for longer than five (5) days.

The reasons for the suspension of a student should be in accordance with those listed in KSA 72-8901. This hearing will be conducted in accordance with the regulations and procedure set forth in the law:

The right of the student:

1. To have counsel of his/her choice present and to receive the advice of such counsel or other person whom he may select; and

2. To have his/her counsel or advisor hear or read a full report of testimony or witnesses against him/her; and
3. To present his/her own witnesses in person or their testimony by affidavit; and
4. To testify in his/her own behalf and give reasons for his/her conduct; and
5. To have an orderly hearing; and
6. To a fair and impartial decision based on substantiated evidence; and
7. The right of the parents and guardians of the student to be present at the hearing.

PARKING LOT & SPEED LIMITS

Parking lot--10 MPH School Zone--20 MPH (slower where buses are loading)

After each school day there is always a rush to leave from the west parking lot. Since buses are loading on the north and east sides of the school campus, vehicles that leave through the north exit onto Main Street are encouraged to wait until all buses are gone for the safety of bus passengers and drivers. Students are not allowed in the parking lot during the day, including lunch break, without consent from the office. Any district employee may report students observed driving recklessly on or near school property to the school principal and/or law enforcement.

VISITORS

School policy is to accept only visitors who have legitimate business at the school. Guests, visitors, and parents must report to the office to sign in upon arrival and sign out when leaving. Parents are always welcome but should only request to meet with a teacher with prior coordination. They should only request to have a student removed from class to meet with them for emergency purposes. Parents are welcome to observe any class with prior coordination but are asked to refrain from making any disruption during the class.

CCJSHS DRESS CODE

It is our philosophy that student dress and grooming are the responsibility of parents and students. However, when in the judgment of the principal, a student's appearance or mode of dress disrupts the educational process, constitutes a threat to health or safety, or is otherwise contrary to the school's objective to maintain a work/school environment which is free of offensive and hostile conduct, the student may be required to make modifications. For example:

- *Wearing of apparel should be neat, clean, and suitable to the school situation.
- *Shoes must be worn in the building.
- *Hats, bandanas, non-prescription sunglasses and hoods are not to be worn in the building at any time.
- *Clothing must be worn according to the original design of the garment.
- *Clothing and accessories that refer to sexual connotations, inappropriate slogans or products dealing with alcohol, tobacco and drugs will not be permitted.
- *Jeans may have holes as long as the holes are not above the end of the palm, and are not excessive in size.
- *Clothing which exposes a bare midriff or back is not permitted. The shirt or blouse should not expose bare skin when the student is standing and arms raised at a T position.
- *No short-shorts or mini-skirts. The shorts or skirt should extend to the end of the palm with the arms extended and/or measure to the mid-thigh.
- *Tube tops, crop tops and cut offs are prohibited.

Students who wear inappropriate clothing or accessories, or wear clothing or accessories inappropriately to school, will be required to make modifications. Repeated offenses or refusal to take corrective modifications are in violation of USD #284 Discipline Policy.

CELL PHONES / ELECTRONIC DEVICES

Cell phones should be turned off and put away during school hours. Cell phones or other electronic devices may be carried on school-sponsored activities and may be used at the discretion, and with the permission, of the coach or sponsor.

The use of any cell phone or other electronic recording devices is prohibited in all restroom and locker-room areas on USD #284 property. The use of these devices is also banned from any restroom or dressing room areas housing USD #284 students on trips off campus. Any person who discovers a violation of this policy will report the violation to the principal immediately. A violation of this policy will be treated as a violation of the school's sexual harassment or bullying policy. The administrator will take possession of the device and contact law enforcement for investigation of possible invasion of privacy. All personal electronics (including cell phones) fall under USD 284 Acceptable Use Policy.

Consequences:

First Offense: The student will turn the phone into the office and can pick the phone up at the end of the day after having a conversation with the principal. Parents will be notified.

Second Offense: The student will turn the phone into the office and parent will pick the phone up from the office after having a conference with the student and principal.

Third Offense: The student will turn the phone into the office. Parents will pick the phone up after having a conference with the student and principal. The student will lose his/her privilege of having a phone at school for the remainder of the year.

All students will be issued iPads from USD #284 for use throughout the school year. These iPads are issued after a student and parent sign a fair use agreement. Rules and expectations for school issued electronics along with private electronic devices are clearly stated and should be followed (**SEE APENDIX II**).

DRUG FREE SCHOOLS

The Drug Free Schools and Communities Act requires schools to adopt certain policies to remain eligible for federal financial assistance. The school district must certify to the Kansas Department of Education that it has adopted and implemented a program to prevent the use of illicit drugs and alcohol. The Kansas Legislature has made it illegal to use tobacco, tobacco products, or electronic cigarettes in school buildings. The following is the policy which USD #284 has adopted and implemented:

In order to ensure the highest possible standards of learning as well as the safety, health, and well-being of all students, USD #284 enforces a policy that will aid all students in abstaining from the use of all illegal drugs, including alcohol and tobacco products, intervene when specific behavior dictates the necessity, take corrective disciplinary action when necessary, and provide aftercare support for the student. Outside agencies may request the cooperation of the school in their work with students and/or families.

State law controls the possession, use, sale, delivery, or transfer of tobacco, alcohol, and controlled substances controlled by the Kansas Controlled Substances Act. USD #284 may adopt policies, which are more stringent than state law.

USD #284 EXPRESSLY PROHIBITS THE FOLLOWING CONDUCT UPON SCHOOL PROPERTY OR AT SCHOOL SPONSORED EVENTS:

1. Possession, use, distribution, transfer, sale, or possession with intent to sell any alcohol, tobacco, tobacco products, or any substance controlled by the Kansas Controlled Substances Act (illegal drugs).
2. Possession, delivery, or possession with the intent to deliver any drug paraphernalia or simulated controlled substances.
3. Delivery, or causing to be delivered, any substance which is not a controlled substance while representing the same to be a controlled substance.
4. Attending school after using or consuming alcohol or a substance controlled by the Kansas Controlled Substances Act.
5. Delivery, transfer, or sale of over-the-counter drugs or prescription medication.

FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT

Under the provisions of the Family Educational Rights and Privacy Act (FERPA) parents of students and eligible students (those who are 18 or older) are afforded various rights with regard to educational records, which are kept and maintained by USD #284. 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. the school has 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 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 #284 has failed to comply with FERPA.

For purposes of FERPA, USD #284 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 the 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 #284 at Chase County Junior Senior High School, 600 Main Street, Cottonwood Falls, KS 66845 on or before the first day of the current school year. If a refusal is not filed, USD #284 assumes that there is no objection to the release of the directory information designated.

FOOD PROGRAMS AND POLICIES

ALL students should pay for meals in advance to the office.

Students may charge no more than \$25 for the purpose of school meals without triggering the district's delinquent debt proceedings as outlined in district policies EE and DP. The student will not be allowed any additional a la carte or extra items.

When the \$25 threshold has been reached, the student's meal account becomes delinquent. He/she will be allowed to purchase a meal if the student pays for the meal when it's received. Students who have delinquent accounts and cannot pay out of pocket for a meal, they will be provided an alternate lunch. Debt collection proceedings will begin in accordance with board policy DP.

School personnel will provide at least one verbal and one written warning to the parent or guardian prior to reaching the delinquent debt threshold. For further information regarding this policy please read board policy EE and DP.

BREAKFAST PROGRAM

Breakfast will be served from 7:40 a.m. - 8:00 a.m. daily.

LUNCH PROGRAM

The school lunch program provides nutritious, well-balanced meals for all students. Students who do not eat the school lunch are encouraged to pack a nutritious sack lunch to eat at school. Students who live within walking distance of the school may request permission to walk home for lunch. Students will not be allowed to walk to any location other than their home. **NO LUNCH DRIVING PASSES WILL BE ISSUED.**

GENERAL FOOD/DRINK POLICY

1. Open containers will attract ants, flies, and cockroaches. If spillage occurs or a mess is made those responsible will see that it is totally cleaned up.
2. NO FOOD OR DRINK will be allowed in classrooms without prior approval of teacher. Teachers will assess penalties.
3. Open containers of food and drink are not allowed in lockers.
4. No pop is allowed while lunch is being served. Water, juice, and milk are acceptable.
5. No outside drinks will be allowed. (ex. Casey's, Subway etc.)

NOTICE OF NON-DISCRIMINATION

Chase County USD #284 does not discriminate on the basis of race, color, national origin, religion, sex, disability, age, or genetic information in its programs and activities and provides equal access to the Boy Scouts and other designated youth programs. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Glenna Grinstead, Superintendent
219 Broadway St., Cottonwood Falls, Kansas 66845 620-273-6303

For further information on notice of non-discrimination, visit <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area, or call 1-800-421-3481

SCHOOL NURSE (HEALTH SERVICES)

Parents are primarily responsible for the health of their children. If a student has any health concerns, parents need to be sure to communicate these needs with the school nurse and student's homeroom teacher. In case of accident or sudden or severe illness, the school has the responsibility of giving immediate comfort to the child, notifying the guardian so the student can go home, to a doctor or to a hospital. Under no circumstances is a student or teacher allowed to decide on his/her own that a student should go home because of illness. If student becomes ill during school hours, they will be referred to the school health services. **Students with fevers should not be sent to school.** Any student with a temperature two degrees or more above baseline will be sent home. Students should not return to school until the temperature has remained normal for an entire **24-hour period**.

Medication Administration

ALL medications must have been administered at home at least once to reduce the risk of a reaction at school.

Student's needing to take OTC types of medications while at school may do so as long as the medication remains in their personal possession, is in the original container, and is not shared with other students.

Prescription medications must be accompanied by a permission slip signed by the parent, and must arrive in the original container with the student's name, dosage, date and name of medication on the package.

Physicals and Immunizations

Students new to the district, including preschool and kindergarten, must provide a current physical or well child check as stated by Kansas state law. State law requires all students to have up-to-date immunizations, pertinent to their age, on file, unless proof of medical or religious exemption is on file. During the school year, basic vision and hearing screenings will be conducted.

Most students in grades 7-12 will need to have a tetanus booster. Tetanus boosters are needed every 10 years. The CDC also recommends that all students receive Hepatitis B and Meningococcal vaccines. Meningococcal vaccination is recommended for all children at 11-12 years of age. The school nurse will send notice for any immunization(s) required by Kansas State Law. Immunizations may be obtained at the health department or your private physician's office. Proof of immunization will need to be brought to school. USD #284 has adopted a policy to only allow students to attend school who have updated immunization status.

PATRON COMPLAINT PROCEDURES

This form has been established for the benefit of patrons of our school to officially lodge a complaint and feel assured their concerns have been listened to and dealt with accordingly. Completion of a complaint form sets in motion a procedure that will guarantee every concern will receive the consideration of the school district's administration.

These forms are available at the school or U.S.D. office.

Explanation of steps:

- STEP 1: The first phase is for the Patron to write out their complaint. In this they must state their concern(s) and what they consider to be appropriate action to alleviate their concern(s).
- STEP 2: The second phase is for the Principal to deliver his/her opinion and what action he/she will take. The Patron will be informed of the Principal's action within three (3) school days.
- STEP 3: If the opinion delivered by the Principal is not considered satisfactory by the Patron, they may submit this form to the Superintendent of Schools. The Superintendent then has five (5) school days to render a decision.

FINAL ACTION: If these steps have been followed and accomplished and the Patron has not received what they consider a satisfactory response, they may approach the Unified School District #284 Board of Education with their case at a regularly scheduled board of education meeting. (Proper Form available at USD #284 Board Office)

SEXUAL HARRASSMENT POLICY

The Board of Education is committed to providing a positive and productive learning and working environment, free from discrimination on the basis of sex, including sexual harassment. Sexual harassment 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. Sexual harassment may include, but is not limited to: verbal harassment or abuse, pressure for sexual activity, repeated remarks to a person with sexual or demeaning implication, unwelcome touching, or suggesting or demanding sexual involvement accompanied by implied or explicit threats.

All forms of sexual harassment are prohibited at school, on school property, using school technology, and at all school-sponsored activities, programs or events. Sexual harassment of employees or students of the district by board members, administrators, certified and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

Sexual harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds. All employees receiving reports of sexual harassment from a student shall notify the Title IX Coordinator, Superintendent Glenna Grinstead, grinsteadg@usd284.org, 620-273-6303. The Title IX Coordinator will respond in the manner as outlined in the USD 284 Board Policy JGEC (see also GAAC, GAAD, GAF, JDDC, and KN).

USD #284 TRANSPORTATION

1. Bus transportation will be provided to and from school for students who qualify. The district will provide transportation for all approved extra-curricular activities.

2. Students must observe the rules and regulations adopted by the Board of Education governing student transportation.
3. Students will also be subject to the school's behavior code.
4. Bus drivers shall report any violation of said rules to the appropriate school administrator who shall take the necessary steps to discipline students according to board policy. As a disciplinary action for violation of board rules, a student may be refused school bus transportation but required to attend school.

DISTRICT BUS RULES

1. Students must wait at their bus stop at the scheduled time. Do not arrive more than ten minutes before your scheduled time. The bus driver will not wait on you.
2. Do not throw any objects at any individual, structure, or property.
3. No loud talking, screaming, or profanity while on a bus.
4. No hitting, kicking, or pushing another student or individual will be tolerated.
5. Wait until bus comes to a complete stop and door opens before leaving assigned waiting area to load.
6. Stand on the sidewalk or side of the road out of the roadway.
7. All school rules and policies are in force.

In addition to the specific rules listed above, all bus riders are expected to abide by the following:

1. When crossing the road go at least ten feet in front of bus; stop, check traffic, watch for bus driver's signal then cross the road. Never walk behind a parked bus!
2. Students living on the right side of the road should immediately leave the bus and stay clear of traffic.
3. Help look after the safety and comfort of small children.
4. The driver will not discharge riders at places other than the regular stop except by proper authorization from the parent and school official.

EXTRA-CURRICULAR TRIPS (ACTIVITY TRIPS)

1. The above rules and regulations will apply to any trip under school sponsorship.
2. Pupils shall obey the bus sponsor appointed by the school officials.
3. Students who have ridden a bus to an activity may be signed out by a parent/guardian to ride home with them.
4. A student who participates in an activity may ride home with their grandparents or another participant's parents if:
 - A. the principal's permission has been received at least one hour PRIOR TO the bus departure time to the event and a signed and dated note for the permanent files explaining the situation has been filed in the school office, including who is transporting the student home. The office staff will fill out a Return Authorization form to be given to the sponsor.
 - B. **Students cannot be signed out to other students (including siblings) who are in high school.**
 - C. The adult who is designated to transport the student home will sign the student out with the sponsor. This procedure will release all liability of USD #284 and place it on the parent/guardian or those transporting the student. These policies have been approved by the USD #284 BOE.

BUS DISCIPLINE POLICY

Misconduct by students on any bus is unacceptable because the safety of all bus riders is involved. Continual abuse of rules and regulations by bus riders will result in the following sequence of disciplinary actions:

FIRST OFFENSE: Bus driver will hold a conference with the student and notify the principal of the conference. A warning will be issued to the student, the student's parent/guardian will be notified and a bus conduct report will be filed with the student's principal, parent/guardian, and the superintendent.

SECOND OFFENSE: The principal will deny student the privilege of riding the bus for three (3) days. A report will be filed as above. The disciplinary action may be appealed by following the appeal procedure below.

THIRD OFFENSE: The principal will deny student the privilege of riding the bus for five (5) days. A report will be filed as above. The disciplinary action may be appealed by following the appeal procedure below.

FOURTH OFFENSE: The principal will deny students the privilege of riding the bus for the remainder of the semester upon recommendation of the bus driver. A report will be filed as above. The disciplinary action may be appealed by following the appeal procedure below.

The principal or bus driver shall initiate corrective action according to the severity of the offense and is not bound by the sequence of disciplinary actions. **Note:** “Bus Driver” as used in this policy shall include regular, activity, and substitute drivers.

BUS DISCIPLINE APPEAL PROCEDURE

The student’s parent/guardian may appeal a bus disciplinary action by doing the following:

STEP 1: Request in writing that the superintendent review the disciplinary action taken by the bus driver or principal. The superintendent within five (5) days will give a written answer to the individual who appealed the disciplinary action. If the individual who filed the appeal with the superintendent regarding disciplinary action taken by the bus driver or principal is not satisfied with the decision of the superintendent, then the individual may proceed to Step 2.

STEP 2: File a written request with the clerk of the board of education requesting the Board of Education review the disciplinary action and the appeal decision made by the superintendent. Within ten (10) days following the next regular board of education meeting a written decision will be sent to the individual who filed the appeal.

USD #284 EVENTS POLICY

The schools of Chase County USD #284 will enforce the following rules and regulations in order to promote a safe and enjoyable environment for all students, spectators, and fans at all school functions, events, and sports contests.

1. All pre-school and kindergarten through grade 6 students will need to be accompanied by an adult.
2. All students, pre-school and kindergarten through grade 12, will be seated in the gymnasium or bleachers during the games. Playing in the hallways, behind the bleachers, or on the grounds during the games will not be allowed.
3. Students (pre-school through grade 12) will not be allowed to go outside or leave the premises during the event or games. Administrators may make exceptions to this policy if permission is obtained in advance.
4. Students (pre-school through grade 12) not abiding by the rules will be asked to leave or sit with parents.
5. Continued misconduct on behalf of the unruly students will result in the students being prohibited from attending the remaining home games.
6. Entrance/Exit doors must be kept clear. (Do not stand in doorways or against the walls. Please be in the bleachers.)
7. Parents of any students asked to leave the premises for any reason will be contacted before the student is allowed to leave the gymnasium or district facility.
8. Everyone entering the contest area must enter through the admissions gate. Anyone caught trying to enter without a pass or paying admission may lose the privilege of attending future home events.
9. Violation of KSHSAA sportsmanship rule 52 on behalf of anyone may result in being asked to leave the event or activity. Repeated violation of KSHSAA rule 52 may result in being barred from future home events. Students in violation of KSHSAA rule 52 will be subject to the USD #284 discipline policy.

All USD #284 school activities and facilities are tobacco and alcohol free areas.

WEAPONS

The Kansas possession of weapons statutes require each board of education to adopt a written policy that requires any student in possession of a weapon at school, on school property, or at a school supervised activity to be expelled from school for a period of up to one calendar year. Procedural protections of the Kansas Pupil Suspension and Expulsion Law apply to expulsions under the possession of weapons statutes to the extent those procedures are not in conflict.

The Definition of "WEAPON" Under the State Law

1. Any weapon which will or is designed to or may readily be converted to expel a projectile;
2. The frame or receiver of any weapon described in the preceding example;
3. Any firearm muffler or firearm silencer;
4. Any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than ¼ ounce, mine, or similar device;
5. Any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant and which has any barrel with a bore of more than ½ inch in diameter;
6. Any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled;
7. Any bludgeon, sand-club, metal knuckles, or throwing star;

8. Any knife commonly referred to as a switch-blade, which has a blade that opens automatically by hand pressure applied to a button, spring, or other device in the handle of the knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward, or centrifugal thrust or movement.

Antique firearms and class C common fireworks are specifically excluded from the definition of weapon under the law. Additionally, any device which is neither designed nor redesigned for use as a weapon, any device redesigned for use as a signaling, pyrotechnic, line throwing, safety, or similar device, and some surplus ordinance are excluded from the definition of “weapon” under state law. The federal law exception for rifles, which the owner intends to use solely for sporting, recreational, or cultural purposes, was consciously eliminated in the state law. Students who leave rifles or shotguns in their vehicles for hunting before or after school and park on school property risk a one-year expulsion. The Kansas Legislature clearly intended this to be the consequence when they removed the exception from the state law in the 1999 amendments.

USD #284 STUDENT ACTIVITIES / ATHLETICS MANUAL

Purpose

The purpose of this manual is to familiarize parents and participants with policies and procedures involved with activities sponsored by USD #284 Chase County. The Kansas State High School Activities Association Handbook contains rules for Middle and High school athletics that will be followed in all activities except in areas where we have stricter regulations on the local level. Due to the length of some documents such as BOE policy and KSHSAA handbook they have not been included in this manual. Copies are available in school offices if person wishes to look at a specific item not covered here.

Philosophy for Interscholastic Sports in USD #284

Students in USD #284 have the opportunity to benefit from participation in extracurricular activities that are offered in a variety of arenas. Such participation fosters the qualities of self-discipline and individual commitment, personal excellence, and team membership. Because every activity offers opportunities to develop these qualities USD #284 is committed to provide a range of activities for students who have the time and desire to participate in them. Members of the activities staff will promote multiple activity participation for students in hope that students will receive a wide range of experiences they can use throughout life. The district opposes recommendations that students specialize in a single, year-long activity.

Students electing to participate in an extracurricular program should strive for self-growth and satisfaction, and promote unity and positive experiences for all participants. This may be obtained through rigorous, persistent practice with a positive outlook and expectations.

The activities staff and administration shall be responsible for implementation of an interscholastic program that is designed to provide opportunities for students with interests and abilities to develop and utilize their talents fully in organized competition. When possible, junior varsity and middle school programs will provide opportunities for participation and development of as many students as possible. Varsity levels of competition will be reserved for those who have been judged to have the talent and ability to compete at the highest level possible.

League Affiliations

Chase County Jr/Sr High School is a member of the Flint Hills Junior League and the Flint Hills League. A league constitution and list of league activities is available in the office of the Principal.

The FHL is made up of the following schools:

Chase County	Council Grove
Central Heights	Lyndon
Northern Heights	Mission Valley
Osage City	West Franklin
Wabaunsee	

Activity Eligibility Policy

Kansas State High School Activities Association has an extensive eligibility policy that includes scholarship, enrollment, residency, etc. Assuming that students have met all of the requirements set forth by the KSHSAA, USD #284 has established the following Athletic/Activities Policy. The purpose of this policy is to ensure continued

eligibility for students attending the Chase County schools, improving student academic achievement, and enhancing communications between the school and parents.

Eligibility requirements for KSHSAA activities are available on the KSHSAA web site. See Activities Manual at www.kshsaa.org (Copies are also available from the AD).

Scholarship to Maintain Eligibility for CCJSHS Participants:

1. Full time students must be passing 5 of 7 credits (classes) to be eligible for activities. Part time students must be passing 4 of 5 credits.
2. Students attending Flint Hills Technical College must be passing all subjects enrolled in at CCJSHS.
3. Ineligibility will cover all activities. Ineligible students will continue to attend sports practices. This is required for liability purposes.
4. Any student (on site, virtual or homeschool) can participate in any activity as long as they live in the district and in good standing.
5. Eligibility will be determined after the 3rd week into each semester. It will be determined weekly thereafter for the remainder of the semester. Grades will be updated weekly. Eligibility status updates will be generated by computer each week (Wednesday morning,) with eligibility taking effect on the following Sunday and continuing until the next Sunday. The principal's office will furnish a list of ineligible students to the faculty and notify parents by mail.
6. Students that are considered ineligible one F will attend a mandatory after school tutoring session until no longer on the ineligible list. Student athletes can attend practice after tutoring session but cannot play in any games until they are off the ineligible list.

Absences on Day of Activity

Absences due to illness, occurring on the date of scheduled school activities will nullify that students' privilege to participate on that date. Cases will be handled on an individual basis. Any unexcused absence occurring during the calendar week of any interscholastic event will nullify that student's participation for that week.

Any student who is involved in an extracurricular activity may not participate in that activity if he/she has a fever and/or is ill. In the afternoon of an activity, if a student has a fever (99.6 or above) or goes home from school due to illness, the student will not participate in that evening's activity. **The student needs to be in attendance all day unless at doctor appointment, funeral or principal discretion.**

Insurance Coverage

Three levels:

1. Parent or guardian personal insurance.
2. USD #284. (Secondary coverage only. Covers up to \$25,000. Does not cover all costs but does cover a wide range of injuries.)
3. KSHSAA Catastrophic Plan (Begins at \$25,000. Covers only KSHSAA activities.)

Copies of insurance forms are available from the AD or school offices for KSHSAA and USD #284 policies.

Facilities, Equipment, and Supplies

The school district is responsible for providing uniforms and equipment required for participation in activities as described in the KSHSAA handbook and associated rule books. Individual equipment (ex. shoes) are the

responsibility of the individual participant. Anyone wishing to donate equipment or clothing to a program within the district must have the items accepted by the BOE in advance of the donation. Facilities necessary for activities will be kept in adequate condition for safe, positive experiences for our athletes and those of our opponents.

Coaches are responsible for issuing and checking out equipment, compiling post-season inventories, and maintenance of equipment in usable condition. Coaches will collect equipment from players at the end of the season and store it in an orderly manner. A list of lost and damaged equipment, along with the player responsible for it, will be provided to the AD and school office. Participants will be held accountable for equipment checked out to them that is lost or damaged unnecessarily.

Practices

Coaches will expect players to attend practice each day that they attend school. If a student is going to be a part of an interscholastic team, they need to be loyal to teammates and put in the work. Coaches may be held responsible for students during practice time. When a player is not at practice the occurrence shall be documented and investigated later. When students are going to miss practice, they should contact a coach prior to the time of practice. Coaches may require notification in writing from a guardian at the time of notification or the next day.

The prescribed daily practice start time for USD #284 is from the time school is dismissed on a school day. Occasionally practice may occur at other times due to coach's schedule, heat schedules, vacations, or half days of school. Practices cannot be required on days when school is not in session nor at times outside the prescribed time, including extending the practice time. Practices may be called at other times by the coach but on a voluntary basis. The only repercussion that may occur is in the case where a student may not meet a required number of practices to be eligible for competition.

Persons who are not students or staff members of USD #284 may not take an active role in any practice. By BOE policy, outside individuals or groups may not attend a practice for the purpose of scrimmage. KSHSAA policy does not allow "volunteer" coaches.

USD #284 has a **no-cut policy** for all athletic teams excluding Cheerleading, Dance/Pompon, and Voices teams. However, students may be removed from teams for violating team, KSHSAA, and/or USD #284 rules, insubordination, illegal activities, etc.

Key KSHSAA Rules that are Often Questioned (All rules are available on the KSHSAA website.)

Sportsmanship Rule 52 (summarized)

Art. 1 Sportsmanship is a general way of thinking and behaving by displaying character and self control in a positive manner.

Art. 2 Enforcement action may result in reprimand, probation, or suspension from activities for participants or spectators. If a school is unwilling to impose discipline on unruly persons, a hearing may be held and penalties imposed on the individual and or the school by KSHSAA.

Outside Competition Rule 22 (summarized)

Art. 1 A student who is a member of a school team may not participate on a non-school team (including practice) in the same sport between the Tuesday following Labor Day and the Friday preceding Memorial Day.

Art. 3 A student becomes a member of a team when they participate in a practice. They remain a member of the team until the season is over or membership is terminated. *Violation will result in suspension for the remainder of the season.*

Private Instruction Rule 26

Art. 1 A student may receive instruction from a parent at any time.

Art. 2 A student may receive private instruction at any time of the school year. Other people may be present in a supportive capacity but not offer or receive instruction at the same time. Link to Rule 30 during the school year (Labor Day to Memorial Day) a coach may not be involved with their athletes in a sport other than the actual season of the sport. (Coaches may not give private instruction to their players)

Art. 4 A student may not participate in a group training or tryout session while a member of a school team in the same sport.

Violations may result in suspension from the sport for one year from the date of violation.

Awards Rule 20

Art. 1a Member schools may provide awards limited to traditional letter, patches, certificates. May also give additional awards, excluding cash, not to exceed \$25.00 (medals, trophies) in value.

Art. 1f Shall not be involved in fund-raising or financing students to attend outside the school training sessions or camps.

Art. 2 Outside Agencies- Medals, ribbons or certificates may be awarded. No cash or merchandise shall be awarded.

Amateur Rule 21

Art. 3a A student may receive pay for teaching sport activities.

Art. 3b A student may not receive pay for coaching teams or individuals involved in competitions.

Art. 5 The acceptance of merchandise, wearing apparel or equipment is a violation of this rule.

Art. 6 Competing for a cash prize applies to one individual or team members. It does not matter whether the amount is sufficient to cover expenses, or whether an individual receives a portion.

Violation of the rule makes the student ineligible for the entire time a student is in middle and/or high school.

Transportation

Participants are expected to ride school transportation to activities except on rare occasions when permission must be granted by administrators in advance on a case by case basis. Students may be signed off the bus at events only by parents or guardians. Students may be signed out to ride with grandparents, or another student's parents, if permission is granted by the principal. Permission may only be gained due to a signed and dated note presented not less than 1 hour before departure time for the trip. The adult designated to transport the student home will present the coach or sponsor a signed and dated note accepting the student.

Students will not be signed out to other students, including siblings who are still in high school.

Alcohol and Tobacco Policy

Participation in extra-curricular activities by students is a privilege, not a right. All students participating in extra-curricular activities are to refrain from the possession, use, delivery, transfer, or sale of alcohol and tobacco products at all times. Students participating in extra-curricular activities who violate this policy are to serve a two-game suspension or a minimum of 20% of the scheduled events. The greater amount will be enforced. In the case of the infraction occurring at or near the end of a season, the penalty will carry over to the next season in which the student athlete participates.

A second offense of this policy will result in a season suspension or 40% of the scheduled events for the season. In the case of the infraction occurring at or near the end of a season, the penalty will carry over to the next season in which the student athlete participates. If the student athlete completes a drug and alcohol prevention class, the punishment may be reduced to a level one offense but the suspension of activities will still be enforced.

A third or subsequent offense of this policy will result in a 90 school day suspension from all extra-curricular activities sponsored by U.S.D. # 284 and/or the Kansas State High School Activities Association.

If a student who is participating in extra-curricular activities is arrested and charged with a crime or infraction involving alcohol, tobacco, or a substance controlled by the Kansas Controlled Substances Act, the student shall be suspended from participation in extra-curricular activities sponsored by USD #284 and/or the Kansas State High School Activities Association. The one exception is that the student may practice until determination of the pending legal action. If the student is found not guilty, the student will be immediately reinstated for participation in the extra-curricular activity. Students do not have to be prosecuted for implementation of this policy.

The 90-day suspension may be reduced if the student receives an evaluation from a competent substance abuse counselor and follows all recommendations of the substance abuse counselor or, if appropriate, attends classes established through the school district. A list of recommended agencies and individuals providing substance abuse evaluations and treatments will be provided to the student and parents/guardians upon request. The student or his/her parents/guardians will pay any costs for the evaluation, treatment, or classes.

Upon completion of the evaluation, class, or program the student and a parent/guardian must meet with the sponsors, coaches, and/or administrators to be reinstated for participation in extra-curricular activities.

U.S.D. # 284 has a student improvement team (SIT) to which students may be referred in order to assist the student and/or parents/guardians in dealing with chemical use problems.

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 will be borne by the student and his/her parents. Drug and alcohol counseling and rehabilitation programs are available for students of the district. A list of available programs along with the names and addresses of contact persons for the program is on file with district guidance staff.

A copy of this policy and available counseling and rehabilitation programs will be provided to all students and the parents of all students upon request.

SPECIAL NOTES

- * "90 SCHOOL DAYS" is defined as days in which school is in operation. For example, if a student is found in violation 10 days before school is out for the present school year, the activity ineligibility will be enforced from that point (which will include the 10 remaining school days of that school year) through the first 80 school days of the following school year. Activity eligibility will be re-established at that time and not before. That student will NOT be eligible to be involved in any summer activities that would involve school sponsorship which would include, but not be limited to, camps and pre-season practices.
 - * "SCHOOL YEAR" is defined as the number of school days students are required to attend by law in an academic year, currently 160 days for USD #284. For example, if a student is found in violation 30 days before school is out for the present school year, the activity ineligibility will be from that point (which will include the 30 remaining school days of that school year) through the first 130 school days of the following school year. Activity eligibility will be re-established at that time and not before. That student will NOT be eligible to be involved in any summer activities that would involve school sponsorship which would include, but not be limited to, camps and pre-season practices.
3. "Due Process" will be followed for all Chemical Policy Offenses.
 4. Parents/guardians and students will be required to sign all appropriate "release of information" forms if any consideration is to be given regarding a reduction in consequences.

Uniform Policy

Athletes will be allowed to participate in a given sport only after all garments and gear that were issued for a previous sport have been returned in acceptable condition. Acceptable condition allows only for the normal wear that would take place over the course of a season. Replacement value will be assessed on garments and gear that

have been damaged or unreturned. Financial restitution will be made or return of such items (in acceptable condition) before participation in a new sport is allowed.

Role of Parents in Activities

Communication- USD #284 expects to maintain the following procedures:

- The administration of USD #284 expects coaches/sponsors to contact parents when necessary, concerning problems with health or behavior of team members.
- Any questions a parent has concerning an extracurricular group should be addressed to the coach/sponsor, before approaching administrators. **Please follow the chain of command.**
- Concerns that **are** appropriate to discuss are behavior of own child, ways to help improvement, or concerns about the mental and physical treatment of your own child.
- Concerns that are **not** appropriate are playing time, strategy, and other team members. Allow for one instructional voice. It is the coaches job to instruct at games and practices. The parent's job is to support. Offering instruction from the sideline is detrimental to both the individual and the team.

*“There are 4 roles at an athletic contest. Player, Coach, Official, Spectator.
A person can only play one role.”*

Complaint Procedure

Chain of Command

The chain of command in the athletic department shall be as follows:

Head Coach -->AD --> Principal --> Superintendent --> BOE

When anyone has a concern with an activity program, that person should first contact the head coach as to the nature of the problem. It is recommended that meetings be held face to face and that a neutral third party be present when possible. The AD will serve in this function upon request.

If an Administrator is contacted they will first inquire if the complaining party has contacted the head coach. If the problem is not resolved, the coach and/or involved party may contact the AD to set up a meeting for the purpose of reaching common ground. If resolution of the situation is not forthcoming, the proper complaint form may be filed with the Principal who will investigate and provide a ruling on the incident.

If this is not satisfactory the complaint may be further expanded to involve the Superintendent. If the complainant still is not satisfied the final level of appeal is with the BOE. Complaint procedures are spelled out on the complaint forms adopted by the BOE.

(Proper Form available at USD #284 Board Office)

Participation Documents for Students

Before any student may participate in a practice, the following documents must be complete with signatures of the student participant and parent/guardian, and received by USD #284 personnel.

1. KSHSAA Physical Form (dated after May 1 of the current school year).
2. Informed Consent (acceptance of chance for injury).
3. General Team Rules.
4. Concussion Form.

(All forms available at CCJSHS Office and USD #284 Office)

Appendix II

USD #284 iPad / Laptop Policy & Procedures

CCJSHS (9th-12th Grade) Bring-Your-Own-Device (BYOD) Policy

Technology plays a large role in our students' lives. Personal devices can enhance and enrich learning opportunities both at home and at school. CCJSHS is committed to allowing responsible use of iPads at school so as to provide as many pathways to understanding as possible for our students. If a teacher is using technology in a classroom lesson or activity, all students will be provided access to a school issued iPad. Students in 11th-12th grade will be allowed to bring their own device, if taking a college course, with approval of building principal and district technology director.

General Info

Access to the CCJSHS wireless network, whether with school-provided or personal devices, is filtered. However, access from personal devices is limited to Internet use only. Students will not have access to any documents that reside on the school network from their personal devices.

Access to the CCJSHS wireless network is a privilege, not a right.

Any use of the wireless network entails personal responsibility and compliance with all school rules. The use of the Chase County USD 284 network also allows administration to conduct investigations regarding inappropriate Internet use at any time.

Guidelines for use

- Use of personal devices during the school day is at the discretion of teachers and staff. Students must use devices as directed by their teacher.
- The primary purpose, and only purpose, of the use of personal devices at school is educational.
- The use of a personal device is not to be a distraction in any way to teachers or students. ● The use of personal devices falls under Chase County USD 284 Acceptable Use Policy, found in the student handbook.
- Students will refrain from using personal devices at school outside of their classroom unless otherwise directed by their teacher.
- Students shall make no attempts to circumvent the school's network security and/or filtering policies. This includes setting up proxies and downloading programs to bypass security. ● Students shall not distribute pictures or video of students or staff without their permission (distribution can be as small as emailing/texting to one other person or as large as posting image or video online)

Consequences for Misuse/Disruption (one or more may apply):

- Device taken away for the period
- Device taken away and kept in the front office until parent picks it up
- Student is not allowed to use personal devices at school
- Disciplinary Referral resulting in ISS or OSS

School Liability Statement

Students bring their devices to use at CCJSHS at their own risk. It is their duty to be responsible in the upkeep and protection of their devices.

CCJSHS is in no way responsible for:

- Personal devices that are broken while at school or during school-sponsored activities
- Personal devices that are lost or stolen at school or during school-sponsored activities ● Maintenance or upkeep of any device (keeping it charged, installing updates or upgrades, fixing any software or hardware issues)

Student's Signature Date

Parent's Signature Date