

2023-2024

STUDENT

HANDBOOK

Chapman Middle School



USD 473

CHAPMAN, KS

STUDENT HANDBOOK  
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## **INTRODUCTION**

Welcome to Unified School District 473 for the 2023-2024 school year. Each year brings with it high expectations that we all must strive to our utmost to achieve.

In order for each child to have a successful learning experience, we suggest that you take the time to learn, and make a sincere effort to follow the guidelines set forth in this handbook. Get involved in your school's activities, study hard, and prepare to have a great year. Remember that your success during this school year will depend on how much effort you put into each day.

Within this handbook is information about rules, policies, academic requirements, and student privileges and responsibilities. It is impossible to anticipate every situation within this handbook, and the administration certainly reserves the right to announce and initiate policies throughout the year to meet unanticipated situations.

Parent involvement is the most important variable in the development of a child. Parents can enhance that development by being positive, by showing interest in the child's school activities, by listening, by building on previous experiences, by encouraging and expecting high performance in school work and other responsibilities. Parents should praise for successes, no matter how small they may be, read books, magazines, and newspapers in the home, provide proper nutrition and rest, and set a good example by supporting the efforts of the school.

## **VISION**

We do what's best for all kids!

## **MISSION STATEMENT**

Irish educators and students will collaborate together to provide a well-rounded educational experience by challenging students to maximize their potential for success in life.

## **BELIEFS**

- All staff will do whatever it takes to reach every student.
- Student failure is not an option.
- All staff members will be positive role models in the lives of our students.
- All staff will differentiate to ensure all students will achieve high standards.
- All students learn when the environment is safe and welcoming.

## **VALUES**

USD #473 believes in these Core Values of Character:  
Respect, Caring, Responsibility, Trustworthiness, Motivation, Fairness, Tolerance, and Citizenship.

## **NONDISCRIMINATION**

Discrimination against any student on the basis of race, color, national origin, sex, disability, or religion in the admission or access to, or treatment in the district's programs and activities is prohibited. The superintendent or his representative, USD 473 Education Center, 822 N Marshall, Chapman, KS, (785-922-6521) has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and The Americans with Disabilities Act of 1990. Any student who believes he or she has been discriminated against may file a complaint with the building principal or the compliance coordinator.

Policies of USD 473 clearly state that discrimination and harassment based upon race, ethnicity, religion or gender will not be tolerated.



**EDUCATION CENTER**

PO Box 249, 822 N. Marshall, Chapman, KS 67431

785-922-6521

Kevin Suther, Superintendent

**BOARD OF EDUCATION**

Brenda Edleston, Area I, Position 1  
2269 2900 Ave, Chapman, KS 67431

Betsy Edwards, Area II, Position 5  
2394 Vane Road, Chapman, KS 67431

Jerry Wright, Area II, Position 2  
2688 Race Lane, Chapman, KS 67431

Mike Rutz, Area III, Position 6  
316 Tell Avenue, Enterprise, KS 67441

Todd Frieze, At-Large, Position 7  
1904 2650 Ave, Chapman, KS 67431

Brian Rock, Area III, Position 3  
1884 1400 Avenue, Hope, KS 67451

Kelly Kuntz, Area I, Position 4  
3822 Brookfield Drive, Junction City, KS 66441

**IN USD 473, A BOARD OF EDUCATION** is responsible for ensuring that schools provide the best possible education for students. The board is composed of seven members who are elected for four-year terms. Six persons are elected from specific areas of the district while the seventh person is elected from at-large. The Board of Education meets at the Education Center, 822 N. Marshall, Chapman, on the second Monday of each month. Meetings begin at 7:00 pm. Any interested individual is welcome to attend the meeting.

The administrative staff includes a Superintendent of Schools and individual building principals. Chapman High School also has an assistant principal.

**ATTENDANCE CENTERS**

Blue Ridge Elementary School (K-5)  
1539 Hwy 18, Abilene, KS 67410

Afton Diehl, Principal  
(785) 598-2226

Chapman Elementary School (K-5) and Wee Irish Preschool  
500 Irish Dr., PO Box 249, Chapman, KS 67431

Ashley Stearns, Principal  
(785) 922-7171

Enterprise Elementary School (K-5)  
302 S. High, PO Box 247, Enterprise, KS 67441

Afton Diehl, Principal  
(785) 263-8248

Rural Center Elementary School (PreK-5)  
902 1400 Avenue, Abilene, KS 67410

Cheri Simpson, Lead Teacher  
(785) 479-2213

Chapman Middle School (6-8)  
622 N. Marshall, PO Box 249, Chapman, KS 67431

Mary Wright, Principal  
(785) 922-6555

Chapman High School (9-12)  
400 W. 4th, PO Box 249, Chapman, KS 67431

Kate Thornton, Principal  
Clint Merritt, Asst Principal/AD  
(785) 922-6561

Wee Lads & Lasses  
 500 W. 5th, Chapman, KS 67431  
 (Wee Irish located at Chapman Elementary)

Kim Shafer  
 (785) 922-7006

**Chapman Middle School Staff**

Mary Wright	Principal	Allison Chestnut	Counselor
Connie Mitchell	Secretary	Deb Heiman	Assistant Secretary
Brenda Lemon	District Librarian	Rhonda Zook	Head Cook
Marcy Smith	Head Custodian	Tara Tiernan.....	District Nurse

**Chapman Middle School Faculty**

Deb Hammond.....6 – 8 Art	Nicole Karl.....6 – 8 Physical Education
Kirsten Smallwood.....6 - 8 Band	Steve Simpson.....6 – 8 Physical Education
Angeline McGuffin.....7 – 8 Choir	Becky Gaston.....6 <sup>th</sup> Science
Joseph Raat.....8 <sup>th</sup> Industrial Arts	Nanette Lamb.....7 <sup>th</sup> Science
Jim Weller.....8 <sup>th</sup> Intro to Agriculture	Ethan Shippy.....8 <sup>th</sup> Science
Hannah Christofer .....6 <sup>th</sup> Language Arts	Brandon Morse.....6 <sup>th</sup> Social Studies
Annie Opat .....7 <sup>th</sup> Language Arts	Tim Gottschalk.....7 <sup>th</sup> Social Studies
Matt Dalke.....8 <sup>th</sup> Language Arts	Robert Cox.....8 <sup>th</sup> Social Studies
Dwynne Riegel.....6 <sup>th</sup> Math	Brenda Blocker.....6 – 8 Special Education
Timothy Coles.....7 <sup>th</sup> Math	Diana Boley.....6 – 8 Special Education
Alex Cuadra.....8 <sup>th</sup> Math	Jessica Brackett.....Paraprofessional
Shonna Nely.....6 – 8 Piano	Freda Gillen.....Paraprofessional
	TBA.....Paraprofessional
	TBA.....Paraprofessional

**CMS Class Offerings (subject to change)**

**6<sup>th</sup> Core Classes**

Language Arts

Math

10

**7<sup>th</sup> Core Classes**

Language Arts

Math

**8<sup>th</sup> Core Classes**

Language Arts

Math

Science

Science

Science

Social Studies

Social Studies

Social Studies

**6<sup>th</sup> Enrichment Classes**

**\*7<sup>th</sup> Enrichment Classes**

**\*8<sup>th</sup> Enrichment Classes**

Band

Band

Band

Computer Science Experience

PE

Art

Art

Art

Introduction to Agriculture

PE

STEM

Choir

Choir

Construction

PE

STEM

Technology Applications

**Enrichment Opportunities:** Archery/Outdoor Life, Lifetime Fitness, CMS News, Life 101, 3D Art, Stock Market, And others will be added based on staffing.

\*Students have to make choices when it comes to enrichment classes. All classes can't be made available to all students due to scheduling limitations. Enrichment classes are placed in the schedule for students that don't require support classes for Math or Reading. Students requiring support classes, are mandated to receive those supports and may not get to take any enrichment classes due to schedule limitations.

**WHO MAY ATTEND CHAPMAN SCHOOLS?**

All students who live within the boundaries of USD 473 are eligible to attend the Chapman Schools. Also, any non-resident student who desires to be admitted to the schools of the district will make application to the superintendent, who shall report such application to the Board of Education at the next meeting following the receipt of the application, together with his/her recommendation thereon. Persons who have questions about enrollment in the Chapman schools may contact the Education Center, 822 N. Marshall, Chapman, Kansas, 67431 (922-6521).

**Communication:-** All communication to and from parents should be done through the office. If students need to contact their parents during the school day, they need to call from a school phone in the main office. Parents may contact the Chapman Middle school office at 785-922-6555 if they need to talk to their child or leave a message

**Morning Announcements –** A time set aside to provide students information about upcoming events, activities, due dates, and student recognitions. Announcements will be read over the intercom prior to the beginning of class at 7:55. It is important that students listen to the announcements so they do not miss anything.

**Agenda Usage-** Teachers communicate home (through students) using agendas on a regular basis. Student information should be written down in the agenda hourly by students and then brought home daily to help communicate exactly what is happening in classes. Failure to do this is a lack of accountability for any student and will greatly reduce the amount of information for parents and will reduce the likelihood that students will remember to work at home.

- The school agenda is full of tips and interesting information that can help students to be successful.
- The school agenda should be taken care of by all students. The agenda should be kept free of inappropriate art or writing. Students are responsible for everything written in or on their agenda.
- If the agenda becomes lost, stolen, or contains inappropriate writing, students will need to purchase another one. The agenda is required to be brought to all classes daily.

**Arrival** - Busses drop off students in front of the school. Parents drop off students NORTH side of flagpole along curb. Students may enter CMS starting at 7:30 a.m. daily. Upon arrival, students will go directly to the gym to sit in with their assigned grade level until it's time to go to class. Students may only be in a classroom before school if supervised by a teacher. Students shouldn't arrive before 7:30 a.m. due to unpredictable weather conditions. Once a student arrives at school, they are not allowed to leave school grounds and are required to come inside once the doors open at 7:30 a.m. due to supervision.

**Breakfast** - Breakfast starts at 7:30 a.m. and runs till 7:50. Any student eating breakfast will go directly to the cafe upon entering the building. Once students finish, they will report to the gym to sit with their class until dismissal.

**Homework**- Generally, only work done at school will be counted towards the creation of student grades, but some participation points may be earned by completing homework in some classes. The majority of the grade should be a reflection of student knowledge gained after the completion of the lesson. Homework has value, for practice and review. Students are expected to complete homework assignments on time. Any work not completed during the school day becomes homework to be completed at home and returned the next day. Students will most likely never reach their potential by ignoring the responsibility of doing practice at home. A grade can never reflect everything a student knows.

**Injured Students**- Students will need a doctor's note to be excused from PE. It should include how long they will be excused from participating and what restrictions there are for the student. Students will also need to provide a release when they are permitted to resume full activity. Parents will not be able to send a note excusing their student from PE class.

## **ENROLLMENT / WITHDRAWAL FROM SCHOOL**

**Admission Requirements** - All resident students shall be admitted to attend school in the district unless they have been expelled. A resident student is any child who has attained the age of eligibility for school attendance and lives with a parent or a person acting as a parent who is a resident of the district.

All students enrolling in the district for the first time shall provide required proof of identity. Students enrolling in grades 6-12 shall provide a certified transcript or similar pupil records. The enrollment documentation shall include a student's permanent record with a student's legal name as it appears on the birth certificate, or as changed by a court order and the name, address, telephone number of the lawful custodian. The records shall also provide the identity of the student as evidenced by a birth certificate, copy of a court order placing the student in the custody of Kansas Social and Rehabilitation Services, a certified transcript of the student, a baptismal certificate or other documentation the board considers satisfactory. If the proof of identity is not provided within 30 days, the board must notify the local law enforcement agency that will then promptly investigate the identity of the child.

**Non-Resident Students** - Non-resident students are those who do not meet the definition of a resident student. Non-resident students may be admitted only to the extent staff, facilities, equipment and supplies are available. The district is not required to admit non-resident students. If non-resident students wish to attend school as out-of-district students, they must make application annually to the Board of Education. The board must approve initial attendance. Yearly attendance, after initial board approval, will be reviewed and approved by the administration. It will be necessary for out-of-district students to provide their own transportation or meet one of the district buses within the boundaries of USD 473 along an established bus route. Information concerning bus routes and transportation arrangements should be made with the Transportation Route Clerk at 922-6968.

A non-resident student who has been suspended or expelled from another district will not be admitted to the district unless approved by the board.

**Homeless Student - Homeless students shall, by definition, include the following:**

1. Children and youth who are sharing the housing of other persons due to loss of housing, economic hardship or a similar reason; are living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement.
2. Children and youth who have a primary nighttime residence that is a public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings.
3. Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations or similar settings.
4. Migratory children who meet one of the above-described circumstances.

**Enrollment/Placement of Homeless Students** - The administration shall consider the best interest of the child, with parental involvement, in determining whether the child should be enrolled in the school of origin or the school that non-homeless students who live in the attendance area in which the homeless child or youth is actually living are eligible to attend. To the extent feasible, and in accordance with the child or youth's best interest, the child or youth should continue his or her education in the school of origin, except when contrary to the wishes of the parent or guardian. If the youth is unaccompanied by a parent or guardian, the homeless coordinator will consider the views of the youth in deciding where the youth will be educated.

**Student Data Form** - Each year during enrollment, parents and students shall fill out online a Student Data form, which includes the following information:

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

**CMS Enrollment Procedure** - Current grade five students will be pre-enrolled for sixth grade at the end of their fifth grade year. All other students should enroll each year on the dates published by the district for enrollment. All Middle School students should attend the CMS Orientation, which is scheduled prior to the beginning of school. Students may be able to pick up their class assignments, find their rooms and meet the faculty.

**Family Contact Information** - Parents are asked to notify the school immediately if there is a change of address or telephone number during the school year including work numbers and emergency contact numbers.

**Assignment to School/Classes-**

The building principal based on the educational abilities of the student shall determine assignment to a particular grade level or particular class. If the parents disagree, the principal's decision may be appealed to the superintendent. If the parents are still dissatisfied with the assignment, they may appeal in writing to the board.

**Fees** - Students may be assessed fees for the following (not an inclusive list):

- materials for class projects;
- membership dues in student clubs;
- voluntarily purchased pictures, publications, class rings, graduation announcements, etc.;
- voluntarily purchased student accident insurance;

- musical instrument rental and supplies;
- personal apparel, used in extracurricular activities, that become the property of the student;
- activity trip fees.

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

**Transfers from Non-Accredited Schools** - Students transferring from non-accredited schools will be placed by the principal in the appropriate grade level and courses. The principal will make initial placement after consultation with parents or guardians and guidance personnel. Final placement shall be made by the principal based on the student's documented past educational experiences and performance on tests administered to determine grade level placement.

**Withdrawal from School** - Students withdrawing prior to the end of the school year should check out through the building secretary. Upon their departure from USD 473, all district technology (to include chromebook and charger) shall be returned. If technology is not returned, they will be assessed the fee for replacement. All books belonging to the school shall be turned in, including library books. All fees owed to the school shall be paid. A request/permission to transfer records with the name and address of the student's new school shall be completed and signed by the parent/guardian.

**Records** - All student records shall be treated as confidential and primarily for local school use unless otherwise stipulated.

**FERPA (Family Educational Rights and 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 the school. Those rights include:

- The right to review and inspect all of your educational records except those which are specifically exempted.
- The right to prevent disclosure of personally identifiable information contained in your educational records to other persons with certain limited exceptions. Disclosure of information from your educational records to other persons will occur only if:
  - we have your prior written consent for disclosure;
  - the information is considered directory information and you have not objected to the release of such information (see "Directory Information"); and
  - disclosure without consent is permitted by law.
- The right to request your educational records be amended if you believe the records are misleading, inaccurate, or otherwise in violation of your rights. This right includes the right to request a hearing at which you may present evidence to show why the record should be changed if your request for an amendment to your records is denied in the first instance.
- The right to file a complaint with the Family Policy and Regulations Office at the U.S. Department of Education if you believe USD 473 has failed to comply with FERPA's requirements. The address of this office is 400 Maryland Ave. SW, MES, Room 4074, Washington, D.C. 20202.

**Surveys** - Protection of Pupil Rights Amendment (PPRA) governs the administration to students of a survey, analysis, or evaluation as specified below.

**PPRA (Protection of Pupil Rights Amendment)** - The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, requires USD 473 to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas ("protected information surveys"):

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;

4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

USD 473 will provide parents, within a reasonable period of time prior to the administration of the surveys and activities, notification of the surveys and activities and be provided an opportunity to opt their child out, as well as an opportunity to review the surveys. (Please note that this notice and consent/opt-out transfers from parents to any student who is 18 years old or an emancipated minor under State law.)

**Directory Information** - For purposes of FERPA, USD 473 has designated certain information contained in educational records as directory information, which may be disclosed for any purpose without your consent:

- Student's name, address, and telephone number
- Student's attendance center and teacher's name
- Student's picture
- Parent or guardian, date and place of birth
- Student's major field of study
- Student's weight, height, participation in & eligibility for officially recognized activities & sports
- Dates of attendance or grade placement
- Honors and awards received; and
- The most recent educational agency or school attended by the student.

You have a right to refuse to permit the designation of any or all of the above information as directory information. If you refuse, you must file written notification to this effect with USD 473 at the Education Center, 822 N. Marshall, Chapman, KS 67431, on or before September 20, of each school year. If refusal is not filed, USD 473 assumes there is no objection to the release of the directory information designated.

**Pictures** - School pictures are taken within the first month of school. Students are not required to purchase school pictures. School pictures will be used in the yearbook and for student IDs.

**Academics** - The district offers a broad academic program and an extensive activities program. Every student should become involved in their academic program and, in addition, should become involved in some of the activities provided by their school.

Students of Chapman Middle School will:

- Develop skills in reading, writing, speaking, and listening.
- Gain a general education.
- Develop pride in work and a feeling of self-worth.
- Learn how to examine and use information.
- Develop a desire for learning now and in the future.
- Develop good character and self-respect.
- Learn to be a good citizen.
- Learn how to be a good manager of money, property, and resources
- Appreciate culture and beauty in the world.
- Practice and understand the ideas of health and safety.
- Learn about and try to understand the changes that take place in the world.
- Gain information needed to make job selections.
- Understand and practice democratic ideas and ideals.
- Understand and practice the skills of family living.

- Learn how to respect and get along with people who think, dress, and act differently.
- Learn how to use leisure time.
- Develop skills to enter the world of work.

**Testing Program** - The district educational testing program shall consist of multiple assessments. These assessments shall include, as a minimum, individual teacher subject matter tests, district group achievement tests, and any state required tests. There will be a basic testing program designed to evaluate the outcomes of the educational program and to provide information needed in working with individuals. The basic testing program will be supplemented by such individual tests as the needs of the educational program and the district would seem to indicate. This program will be coordinated from kindergarten through grade 12 in order to provide continuity in the total program.

**Final Examinations** - Final examinations may be given at the option of the teacher in every course in grades 6-8, with approval of the building principal.

**Promotion and Retention** - The best interest of the student will be the guiding philosophy for determining acceleration, promotion, or retention. Students may be promoted when they have demonstrated mastery of the board-approved learning objectives. The final decision to promote or retain a student at the middle school level shall rest with the principal after receiving information from parents/guardians, teachers and other appropriate school personnel.

Students in the 8th grade must pass 5 of the six core classes {Math, Science, Language, History, Technology, PE} to participate in the CMS promotion at the end of the school year and to actually receive a promotion certificate. If a student is being allowed to go on to high school, but they did not pass 5 core subjects, they will not be allowed to participate in the promotion ceremony and walk with their class.

### **Grading**

Grade Cards - Reporting student progress to parents is important since both teachers and parents share responsibility with students for their learning. Student grades will be reported at the end of each nine weeks. Report cards will be available both through Powerschool, Parent Portal, and also emailed as a digital PDF.

At CMS, parents may also be notified at mid-quarter of student progress in each subject. Teachers may choose to call or send progress reports at other times and may request conferences with parents concerning other student matters. Progress reports may not be sent out for all classes.

**Parent/Student/Teacher Conferences** - Parent-Teacher Conferences are formally scheduled twice each year - one in the fall and one in the spring months. Parents are encouraged to attend, regardless of the progress of the child. Teachers can do a much better job with students if the teachers share their understanding of the students directly with the parent(s).

It is not necessary to wait for the regularly scheduled conference time if a parent has a special concern. Parents and students are encouraged to request a conference with teachers at any time convenient to all parties.

**Honor Roll**- Students in grades 6-8 will be recognized for academic achievement with grade point averages as follows:

Honor Roll: 3.00 - 3.66 GPA with no D's or F's

High Honor Roll: 3.67 GPA or above with no D's or F's

### **Awards**

**High-5** - This award is given at the end of the 8th grade year to all students who earn a 3.666 or higher final GPA for each year of middle school. Students must have attended CMS all 3 years to qualify.



**Make-Up Work** - It is the student's responsibility to obtain make-up assignments from teachers following an excused absence. Students may also access their google classrooms if they have the ability to work on assignments while at home in order to keep up. If dates of a student's absence are known in advance, the office & teacher should be notified so that planned assignments might be given.

If a student is suspended from school, they will be expected to complete all missing assignments, projects, and tests immediately upon returning to school.

**Academic Dishonesty** - Cheating, defined as copying another student's work and claiming it as your own and plagiarism, defined as the use of another person's original ideas or writing without giving credit to the true author, are both prohibited practices. Materials taken from electronic sources are covered by this policy.

A student who engages in any form of academic dishonesty will be subject to redoing the work and or possible loss of credit for the work in question, as well as other disciplinary measures. (see "Discipline Measures")

**AIDS and Sexuality Curriculum** - The human sexuality and AIDS curriculum is available for inspection from the building principal.

**Opt-Out** - A parent or guardian (or student eighteen years of age or older) may use the district opt-out provision to remove the student from some portion or all of human sexuality and AIDS classes included in the district's required curriculum. To receive information on the opt-out provision, contact the principal's office.

**Special Education Programs** - USD 473 is part of the Central Kansas Cooperative in Education, which is sponsored by the Salina School District. The Cooperative provides services to exceptional children. Placement of students in special programs is done by referral and testing only. Children will not receive these services unless parents have been previously informed and have given written consent for an evaluation.

Special education programs are provided for those with intellectual disabilities, learning and visually impaired, orthopedically handicapped, emotionally disturbed, and the gifted. In addition, school psychologists, hearing conservationists, learning disabilities specialists, speech therapists, and social workers are employed to serve all districts in the cooperative.

Interrelated classrooms are maintained at all grade levels. These classrooms are maintained in the Chapman Middle School.

## **ATTENDANCE**

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

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

The law requires the disclaimer to include the following information:

- the academic skills the child has not yet achieved;
- the difference in future earning power between a high school graduate and a high school dropout; and
- a list of educational alternatives available to the child.

Any student who is not exempt shall be reported as truant.

**Attendance**- Regular and punctual attendance is expected and required of all students. Parents should notify the school by 8:00 a.m. when their child will be absent. When a student is absent from school, without notification from the parent, an attempt

shall be made to contact the parent or guardian to determine the reason for the absence. This procedure is for each child's protection. (see "Truancy")

**Definition of Excused/Unexcused Absences** - The State attendance laws are very explicit in their definition of valid excuses from school. Excused absences **may** be given for illness and injury to the student. All other absences will be unexcused unless prior arrangements have been made by the parent with the principal's office. When a student is or will be absent, the school expects parents to call or write a note stating the reason for the absence. Failure to do so will result in an unexcused absence. The principal will determine the acceptability and validity of excuses presented by the guardian(s) or the student and has final say in determining if an absence is excused or unexcused.

All work missed while students are absent must be made up. When students return to school following any absence, they must report directly to the office. If no phone contact has been made between the school with their parents, students must bring a note from them before returning to school.

**Definition of Significant Part of the School Day** - Absences for two (2) or more periods in one day will be considered a significant part of a school day.

**Prearranged Non-Emergency Absences** - Examples of acceptable non-emergency absences include, but are not limited to, family vacations, participation in activities such as 4-H or church groups, or very important errands which cannot be done outside of the school day. To receive an excused absence for a non-emergency absence from school, students must provide a request from parent or guardian, in the form of a note or phone call, at least three school days prior to the proposed absence.

It shall be the general policy not to approve non-emergency requests following the sixth (6th) absence in a semester. Any deviation from this policy will require a parental meeting with the principal to present overriding reasons for approval of the request. Students will be required to arrange makeup work with teachers in advance of a non-emergency absence. If a non-emergency absence is not approved in advance as per this policy, it will be considered unexcused.

**Consequences for Excessive Absences** - Since excessive absences will affect a student's success in school, the following procedures are a part of our school policy.

Whenever a student has missed 6 days during the school year, a letter may be sent home expressing the school's concern. The building administrator may use some discretion as to the sending of this letter. If all absences of the student have been for documented medical or legal reasons or prearranged non-emergency absences, the administrator may choose to postpone sending the letter unless further non-documented absences occur.

The letter sent will clearly state the following:

- A. The student and parent will be formally notified that the school has concerns about the attendance of the student.
- B. The parent and student will be informed that the only acceptable excuse for absence will be a doctor's statement or statement from a legal authority or a mutually agreed upon reason discussed in a personal conference by the parent and a school administrator prior to the absence.
- C. The parent and student will be informed that failure to comply with the above conditions will result in the school contacting the local authorities and reporting the student as truant. Each absence thereafter, which does not comply with the conditions, will also be reported to the local authorities as truancy.
- D. Parents will be encouraged to contact the administrator signing the letter about this matter.

Future absences of this student that do not meet the criteria set forth in the letter are liable, at the discretion of the building administrator, to be ruled as unexcused. Unexcused absences will be cause for reporting of truancy. Unexcused absences will also make the student liable for disciplinary actions, including in-school suspension, out-of-school suspension, and expulsion, at the administrator's discretion.

Students over eighteen years of age will receive a letter directly and be dealt with directly on matters of unexcused absences. Although they are not liable for truancy, it will be made clear to them that they must also meet the criteria for

excused absences and that unexcused absences may result in disciplinary action including suspension or expulsion.

**Truancy** - Kansas Statute defines a truant as a student under the age of eighteen who is absent without a valid excuse for the absence. Students shall be reported truant after three consecutive unexcused absences, five unexcused absences in a semester or seven unexcused absences in a year, whichever comes first. Students subject to the compulsory attendance laws shall be reported to the proper county authority if suspected of truancy. Students who are absent for a significant part of any school day shall be considered truant. (see “Definition of a Significant Part of the School Day”) If a law enforcement official returns a truant child to school, the principal shall notify the parent or guardian.

**Tardies**

A student is tardy if they are not in the classroom when the bell stops ringing at the beginning of class. Three tardies in a grading period will be considered excessive. The individual teachers and administration will determine the penalty for excessive tardies, which may include detentions, in school suspensions, and out-of-school suspensions. It is important that students are in their seats ready to learn on time.

**Sign In/Sign Out** - Students must sign out in the office before leaving school premises during the school day. Students must sign in when arriving at school after the beginning of the school day.

**Release of Student During School** - If a student must leave the school for any purpose; it must be done with the approval of the principal. If parents want a student excused, they should either send a note to the office with the student or telephone the office. Students shall not be released during the school day except upon a written or verbal request from the student’s parent or person acting as a parent. Before releasing a student during the school day, the building principal shall verify the identity of the person seeking release of the student. If the principal is not satisfied with the identification provided by the person seeking release of a student, the student’s release may be refused.

Upon leaving the school, the student must get the consent of the principal and then check out in the office. **STUDENTS LEAVING SCHOOL ANYTIME DURING THE SCHOOL DAY WITHOUT CHECKING OUT THROUGH THE OFFICE WILL BE UNEXCUSED.**

Students shall not be allowed to run personal errands for school employees off school premises during the school day.

**STUDENT CONDUCT / DISCIPLINE**

**Definition of Discipline** - A process designed to promote responsibility for one’s behavior to ensure that all children experience a safe and productive learning environment.

**Belief Statements:**

- Self-discipline is the expected outcome.
- Parents have a responsibility to assure that their students’ behaviors do not take away from a safe and productive learning environment.
- Staff will act respectfully to students, parents, colleagues, and peers at all times by teaching and modeling appropriate behavior regardless of the students’ and/or parents’ behavior.
- Students have a responsibility to act respectfully to all adults.
- Student behavior should not be allowed to interfere with the learning opportunities of other students.

**School-wide Code of Conduct**

Safety:	Are my actions safe for myself and for others?
Respect:	Do my actions show respect for myself and for others?
Honesty:	Do my words and actions represent the truth?
Responsibility:	Do my actions meet the expectation to take care of myself and be a dependable member of the community?

Courtesy: Do my actions help make this a nice place, where people feel welcome and accepted, and where they can do their work without disruptions?

Students may be disciplined for any of the following reasons:

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

The board of education is committed to limiting the use of Emergency Safety Interventions (“ESI”), such as seclusion and restraint, with all students. Seclusion and restraint shall be used only when a student’s conduct necessitates the use of an emergency safety intervention as defined in Policy GAAF - Emergency Safety Interventions. (See Appendix A)

Violation of any provision of the behavior code may result in disciplinary action up to and including suspension and/or expulsion. (see “Suspension/Expulsion”)

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

**Honor Code (Student)** - The areas listed below will be dealt with in the following manner:

**Human Rights Code.** These rights should apply to all persons - students and staff - and to the entire school day, including travel to and from school:

1. The right to develop one’s own personality (so long as it does not interfere with the rights of others) without disrespectful criticism or pressure from cliques.
2. Freedom from physical abuse and from mental abuse such as name calling, intimidation, or harassment.
3. Freedom from being set apart or mocked because of race, sex, religion, physical strength, size, features, friendship groups, age, culture, handicap, financial status, clothing, classroom performance, etc.
4. The right of privacy and freedom from being harassed in the classroom; the right to be treated respectfully.
5. The right to an education which means that teachers should be free to teach and students free to learn without being interrupted by inconsiderate or unruly students.
6. The right to have personal and school property respected. Our school community should be a safe place for property as well as people.

**Teacher Authority** - Students are under the authority of any teacher at any time they are on school grounds or at a school sponsored activity. Any student who is insubordinate to a teacher or creates any disturbance, which restricts or alters the learning process of themselves or other members of the class or activity, is subject to disciplinary action by the teacher in charge. Teachers have the right to detain students as a disciplinary measure.

**Dismissal from Class** – Teachers have the authority to remove a student from their classroom if they are interfering with the teachers ability to teach, stopping other students from learning, or violating any other school rules. The student will be sent to the office to visit with the Principal about the incident. The student will return to the class once the principal has determined appropriate consequences for the behavior. Parents will be notified of the incident by the teacher.

**Disrespect** - Disrespect of a teacher or any adult will not be tolerated. The teacher/adult will determine disrespect. It will include but not be restricted to: profanity, inappropriate gestures, back talk, arguing, and refusal to do as instructed. Disrespect may result in a detention, in school suspension or out-of-school suspension.

**Substitute Teachers** - Substitute teachers will be treated like any other classroom teacher and have the same authority as that of a classroom teacher concerning student conduct and discipline policies.

**Fighting** - Fighting in school is a serious breach of school conduct. Any specific incident of fighting will be handled as the situation warrants and may result in suspension or expulsion. Any student involved in a fight or striking another student may require the involvement of law enforcement.

**Locker Pilfering** – Any student caught in another student’s locker without that student’s expressed approval is subject to disciplinary action. Certain situations may result in suspension or expulsion.

**Care of Property** - Parents and patrons in the school district have provided excellent school facilities for us. In the event a student is apprehended while willfully and maliciously mutilating, defacing or destroying school property, the student will be required to pay a dollar amount including labor cost for repairing damages.

**Hall Conduct** - The passing period is designed to provide time for students to move from one class to their locker and on to their next class. It is not a break time. Any student in the hallways during class time shall have a signed agenda from their classroom teacher or be under the immediate supervision of their classroom teacher.

**Foul Language** - Any use of profanity, vulgar or obscene language, or gestures is not permitted in the building or on the grounds. Repeated violations will result in detentions or suspensions.

**Firearms and Weapons** - Possession of a firearm shall result in expulsion from school for a period of one school year, except the superintendent may recommend this expulsion requirement be modified on a case-by-case basis (see “Suspension/Expulsion” and “Probationary Status,”). The superintendent or other certificated employee or committee of certificated employees of the school in which the pupil is enrolled or a hearing officer appointed by the board shall conduct expulsion hearings. Students violating this policy shall be referred to the appropriate law enforcement agency(ies) and, if a juvenile, to SRS.

A dangerous weapon is any article that is commonly used or designed to inflict bodily harm. Examples include but are not limited to, firearms, knives, and explosives. Even firearm facsimiles may be in the school only with explicit permission of the administration. Bow and arrows may only be in the school as part of the physical education program and must be under strict supervision of those teachers.

Students’ accused of bringing firearms or weapons to school or to a school activity will be turned over to the local police department.

**Policy on Drugs, Tobacco, and Alcohol** - Students shall not manufacture, distribute, dispense, possess, use, consume, or be under the influence of illicit drugs, controlled substances, tobacco, or alcoholic beverages on school property or at any school activity as outlined in USD 473 policy JDDA.

First time drug and alcohol violations may be suspended from school for up to five days.

First time on campus tobacco violators are required to take a six hour online class in the ISS room with an assigned day immediately following the offense. This online class will have a financial cost to the student and parent. If a parent is unwilling

to pay for the class, it will result in a suspension from school for violating the tobacco policy. Future violations of the tobacco policy after step 1 is no less than a three day suspension.

A written complaint will be filed with the local police department in the cases when school officials and staff are aware of violation of laws pertaining to controlled substances. The School Board of USD 473 reserves the right to allow law enforcement agencies or contracted outside agencies to conduct periodic, unannounced safety sweeps of school facilities and parking areas for illegal drugs and other contraband using trained K-9 dogs. Students in possession of illegal drugs or contraband through these procedures will face all penalties as outlined in the USD 473 substance abuse policy and shall be liable to legal penalties. The School Board of USD 473 reserves the right to allow periodic breathalyzer checks at school functions, particularly student dances. In these cases, students' and guests' submission to the check will be mandatory before attendance to the dance or activity is allowed. Any student who tests positive through these checks shall be liable to the USD 473 substance abuse policy.

**Lewd, Immoral, Disrespectful Acts** - Students who commit illegal, lewd, immoral, or disrespectful acts at school, school events, or while involved in school activities may be liable to discipline up to and including short term suspension and expulsion. Students involved in these situations may be suspended from participation in activities at the discretion of the administration. The administration may involve activity sponsors or coaches and may involve students in recommendations concerning activity suspension.

**Restroom Policy** - Students are expected to use the restroom during passing time between classes. Parents need to notify the school if there is a medical reason for frequent trips to the restroom.

**Electronic Equipment/Cell Phones** - Middle school students may bring cell phones but they must be turned off inside the building and left in their main locker not the locker room. These items are brought at the students' risk. They will not be allowed in the classroom. 1st offense: Return cell phone to student at the end of the day. 2nd Offense and beyond a parent or guardian will need to pick up the phone or electronic device. The other option if a parent cannot pick it up is for the administration to keep the phone for 3 days before returning to the student.

**Public Display of Affection (PDA)** - Students are not to participate in any displays of affection at CMS.

**Fireworks** - The use of fireworks in the City of Chapman is a violation of city ordinances and a misdemeanor. It is also a violation of law to discharge fireworks into or within a public building. The possession and igniting of fireworks at school by students will result in their automatic and immediate suspension from school for three (3) days.

**Disturbing the Peace** - Students creating a substantial disruption of normal school operation may be reported to law enforcement. Charges may be filed. Suspension or expulsion may take place.

**Novelty and Nuisance Items** - Students are not to bring items to school that will interfere with the education of others. This includes, but is not limited to, laser pointers, pagers, water guns, rubber bands, fireworks, toys, knives and weapons of any kind. Any article or novelty of this nature will be taken and may not be returned to the student.

**Drink Containers/Approved Drinks** - Students are allowed to carry water bottles at CMS. The water bottle must be of regular size and contain only water. CMS has a water bottle fill station that provides filtered water for students.

**Food** - No outside food will be allowed in the building except during lunch or breakfast unless approved by staff or administration.

**Hats** - Hats (or other head coverings) are not to be worn in the building! Students must remove hats as they enter the building. (see “Dress Code”)

**Vandalism** - The board shall seek restitution according to law for loss and damage sustained by the district. When a juvenile is involved in vandalism to district property, the superintendent shall contact the parents and explain their legal responsibility. The parents shall be notified in writing of the dollar amount of loss or damage. Juveniles or their parents shall make restitution payments to the business office, and accounts shall be kept. Persons of legal age shall be held responsible for their own payments. If necessary, provisions may be made for installment payments.

The theft or destruction of another’s property is a crime and may be reported to the police and may result in a suspension up to five days.-Administrators may have to rule on whether or not the destruction of property was or was not accidental. In general, if the property was not being used as intended or if horseplay was involved, it will not be termed accidental destruction. Students’ accused of theft or vandalism may be turned over to the local police department.

**Bullying** - The Board of Education prohibits acts of harassment, intimidation, or bullying. “Harassment, intimidation, or bullying” means any gesture or written, verbal, or physical act that takes place on school property, at any school-sponsored function, or on a school bus that:

- A) is motivated by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity, and expression or mental, physical or sensory disability; or,
- B) by any other distinguishing characteristic; and
- C) a reasonable person should know, under the circumstances, that the act(s) will have the effect of harming a student or damaging a student’s property, or placing a student in reasonable fear of harm to his person or damage to his property; or
- D) has the effect of insulting or demeaning any student or group of students in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

In determining the appropriate response to students who commit one or more acts of harassment, intimidation, or bullying, school administrators should consider the following factors: the developmental and maturity levels of the parties involved, the levels of harm, the surrounding circumstances, the nature of the behavior, past incidences or past or continuing patterns of behavior, the relationships between the parties involved, and the context in which the alleged incidents occurred. Concluding whether a particular action or incident constitutes a violation of this policy requires a determination based on all of the facts and surrounding circumstances. It is only after meaningful consideration of these factors that an appropriate consequence should be determined, consistent with the case law, Federal and State statutes, regulations and policies, and district policies and procedures. Consequences and appropriate remedial action for students who commit acts of harassment, intimidation or bullying may range from positive behavior intervention up to and including suspension and expulsion.

In each school, the principal or principal’s designee is responsible for receiving complaints alleging violations of this policy. All school employees are required to report alleged violations of this policy to the principal or principal’s designee. All other members of the school community, including students, parents, volunteers, and visitors are encouraged to report any act that may be a violation of this policy. While submission of a report form is not required, the reporting party is encouraged to use the report form available from the principal of each building. Oral reports also shall be considered official reports. Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of anonymous reports.

**Sexual Harassment** - Sexual harassment shall not be tolerated in the school district. Sexual harassment of employees or students of the district is strictly prohibited. It shall be a violation of district policy for any employee to sexually harass a student, for a student to sexually harass another student, or for any employee to discourage a student from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of district policy.

Sexual harassment is unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written or

physical conduct of a sexual nature when:

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

Sexual harassment may include, but is not limited to:

- verbal harassment or abuse;
- pressure for sexual activity;
- repeated remarks to a person, with sexual or demeaning implication;
- unwelcome touching; or suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning a student's grades, participation in extracurricular activities, etc.
- singing or rapping sexually implicit words
- "sexting"

Specific examples of sexual harassment include:

- making sexual comments or jokes;
- looking or gesturing in a sexual manner;
- touching, grabbing, pinching in a sexual way;
- brushing up against;
- flashing or mooning;
- spreading sexual rumors about an individual;
- pulling clothing in a sexual manner;
- showing or giving sexual pictures, messages or notes;
- blocking passage in a sexual way;
- writing sexual messages or graffiti on walls, locker rooms, etc.;
- forcing a kiss on someone;
- calling someone gay or lesbian;
- forcing someone to do something sexual other than kissing;
- spying while someone is showering or dressing.

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

Any student who believes he or she has been subjected to sexual harassment should discuss the alleged harassment with the principal, guidance counselor, or another certified staff member. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a complaint under the district's discrimination complaint procedure. The filing of a complaint or otherwise reporting sexual harassment shall not reflect upon the individual's status or grades. Confidentiality shall be maintained throughout the complaint procedure.

**Racial Harassment** - Racial harassment is unlawful discrimination on the basis of race, color or national origin under Titles VI and VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. All forms of racial harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events. Racial harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

It shall be a violation of board policy for any student, employee or third party (visitor, vendor, etc.) to racially harass any student, employee or other individual associated with the school. It shall further be a violation for any employee to discourage a student from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy.

Racial Harassment is racially motivated conduct which:



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

Racial harassment may result from verbal or physical conduct or written graphic material.

### **Dress Code**

JCDB Dress Code JCDB Neatness, decency, and good taste are guidelines of the district dress code . Students must dress in a manner that is not obscene; offensive; or substantially or materially disruptive to the learning environment. Apparel that is sexually suggestive; promotes violence, illegal activities, drugs, alcohol, and/or tobacco; or is determined to be gang related is prohibited. Student apparel and grooming must also meet requirements of any courses which are part of the approved curriculum in which they are enrolled. Dress codes shall be published in the appropriate student handbooks. Approved: KASB Recommendation–7/96; 4/07; 12/15 ; 7/18

DRESS CODE - Chapman Middle School respects students' rights to express themselves in the way they dress. All students who attend Chapman Middle School are also expected to respect the school community by dressing appropriately for a school environment. Student attire should facilitate participation in learning as well as the health and safety of students that the adults supervise. This policy is intended to provide guidance for students, staff, and parents.

#### Minimum Requirements:

1. Clothing must cover areas from one armpit across to the other armpit, down to approximately 5 inches in length on the upper thighs (see image below). Tops with shoulder straps should be 1-inch or greater in width . Rips or tears in clothing should be lower than the 5 inches in length.
2. Shoes must be worn at all times and should be safe for the school environment (bedroom shoes or slippers shall not be worn, except for school activities approved by administration.)
3. See-through or mesh garments must not be worn without appropriate coverage underneath that meet the minimum requirements of the dress code.
4. Undergarments are to be concealed at all times
5. Headgear including hats, hoodies and caps are not allowed unless permitted for religious, medical, or other reasons by school administration. Specialized courses may require specialized attire, such as sports uniforms or safety gear or building-wide student recognition programs.

#### Additional Requirements:

6. Clothing may not depict, imply, advertise, or advocate illegal, violent, or lewd conduct, weapons, or the use of alcohol, tobacco, marijuana or other controlled substances.
7. Clothing may not depict or imply pornography, nudity, or sexual acts.
8. Clothing may not display or imply vulgar, discriminatory, or obscene language or images.
9. Clothing may not state, imply, or depict hate speech/imagery targeting groups based on race, ethnicity, gender, sexual

orientation, gender identity, religious affiliation, or any other protected classification.

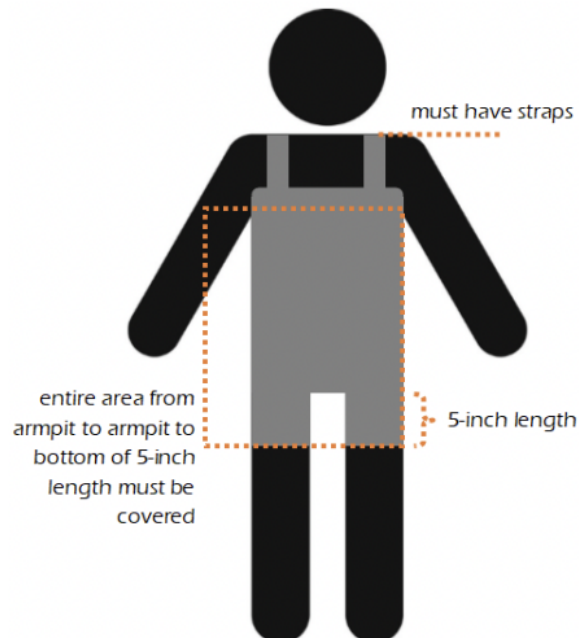
10. Sunglasses may not be worn inside the building.

11. Clothing and accessories that endanger student or staff safety may not be worn.

12. Pajamas are not to be worn in school.

13. Apparel, jewelry, accessories, tattoos, or manner of grooming that, by virtue of its color, arrangement, trademark or any other attribute, denotes membership in a gang that advocates illegal or disruptive behavior is prohibited.

The adult / administration at school reserves the right to determine what constitutes appropriate dress. Students who do not adhere to these guidelines will not be allowed to attend class. Parents will be called if appropriate clothing is not available or the student refuses dress code appropriate clothing offered by the office



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

All district students shall be made aware of the legal, social, and health consequences of drug and alcohol use. Students shall be instructed on effective techniques for resisting peer pressure to use illicit drugs or alcohol. Students shall also be informed that the use of illicit drugs and the unlawful possession and use of alcohol are both wrong and harmful.

The board has adopted a comprehensive drug and alcohol abuse and prevention program as part of the district's curriculum. The curriculum is age-appropriate and developmentally based to reach students at all ages and levels of education within the district.

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

appropriate law enforcement officials, and will be subject to the following sanctions:

**First Offense** - A first time violator shall be subject to one or more of the following sanctions:

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

**Second Offense** - A second time violator shall be subject to the following sanctions:

- A punishment up to and including long-term suspension.
- Suspension from all student activities for a period of not less than one month.
- A student placed on long-term suspension under this policy may be readmitted on a probationary status if the student agrees to complete a drug and alcohol rehabilitation program. (Name(s) of acceptable programs are on file with the board clerk.)

**Third and Subsequent Offenses** - A student who violates the terms of this policy for the third time, and any subsequent violations, shall be subject to the following sanctions:

- A punishment up to and including expulsion from school.
- Suspension from participation and attendance at all school activities for the year.
- A student who is expelled from school under the terms of this policy may be readmitted during the term of the expulsion only if the student maintains regular attendance at an approved drug and alcohol education and rehabilitation program.

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

A list of available programs along with names and addresses of contact persons for the program is on file with the board clerk. Parents or students should contact the directors of the programs to determine the cost and length of the program. Compliance with this policy is mandatory. (see “Suspension/Expulsion”, and “Rules for Student Athletes”)

**Bus Regulations** - Bus transportation shall be provided to and from school for those students who qualify. The district for all school activities may provide transportation. Transportation may be denied to students who are detained after school for disciplinary reasons. Students who use school-provided transportation shall be under the jurisdiction of the vehicle driver while in the vehicle. Students shall be subject to the district’s student behavior code and other regulations.

People other than regular passengers may ride the bus only with the permission of the building principal or from the superintendent’s office.

All bus drivers meet state requirements and are trained in defensive driving and first aid. Each driver holds a commercial driver’s license and must submit to a physical examination every other year.

Students are to be at the stop waiting for the bus. The bus cannot wait for pupils who are tardy. If someone is not riding, the bus driver should be notified in advance or motioned to go on. Bus drivers have been informed that if a student is not in a designated pick-up place in the morning, he/she is not to wait. Students missing the bus after school will be asked to report to the office so the parents can be notified to come after their child.

Students are allowed to ride different buses when necessary as long as the bus driver is given written permission from the parent and school and the bus does not become overloaded. State regulations prohibit standing or overloading the bus. Kansas’s law states that no animals will be transported on school buses.

Middle school bus students must go directly into the school and will not be permitted to go downtown or leave school grounds unless they have written permission from their parents. The parents assume the responsibility for their child’s behavior if they grant permission.

It is hoped that all students ride school transportation. After once boarding a bus, the student is expected to remain on the

bus to either the school or home. A letter or call from the parent should accompany any deviation from the above.

Students are expected to follow the rules and regulations established by the school and individual bus drivers. Remember that your safety is in the drivers' hands.

- The bus driver is in charge of the students and the bus. Students must obey the driver promptly and cheerfully.
- The driver may assign a seat to each passenger.
- Students shall not stand in the roadway while waiting for the bus. Students should wait in an orderly manner and never push a fellow student.
- Outside of ordinary conversation, classroom conduct is to be observed. Unnecessary conversation with the driver is prohibited. Do not talk loud or distract the driver's attention.
- Students must not throw waste paper or other rubbish on the floor of the bus. Help keep your bus clean and sanitary at all times.
- Students shall not get on or off the bus or move about while the bus is in motion.
- When leaving the bus, students must observe the directions of the driver. If you must cross the road, do so at least 15 feet in front of the bus after making sure the highway is clear.
- Students shall not extend any part of their body out of the bus windows.
- During the stormy season, students who ride the bus should listen to the radio for school closings.
- Consumption of food, beverage, and the chewing of gum on regular bus routes is not permitted. Glass containers shall not be transported.
- Smoking inside a bus shall be prohibited.
- Intoxicating liquor or alcohol, or illegal drugs shall not be consumed or carried in a bus.
- No weapons of any type, except side arms carried by law enforcement officers, shall be transported on a bus.

Safety is the responsibility of each bus driver. Bus rules are posted in each bus, and acts of misconduct cannot be tolerated. The principal may suspend or revoke the transportation privilege of a student who violates any rule or regulation.

**Bus Evacuation Drills** - During one week in September and one week in February, bus drivers will conduct an evacuation drill. The purpose of the drill is to acquaint students with the procedures to be followed when disembarking from a school bus in case of an accident or some unusual circumstance.

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

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

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

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

**Hazing/Initiations** - Incidents involving initiations, hazing, intimidations, and/or related activities which are likely to cause bodily danger, physical harm, personal degradation or disgrace resulting in physical or mental harm, or which affect the attendance of another student, are prohibited. Such action will be considered a serious breach of school conduct and dealt with accordingly. Parents or students who know of such activity should let the office know immediately.

## DISCIPLINE MEASURES

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

Also see discipline measures listed under “Consequences for Unexcused Absences”, “Tardies”, “Gangs”, “Firearms and Weapons”, “Vandalism”, “Sexual Harassment”, “Racial Harassment”, “Dress Code”, “Drug Free Schools”, “Bus Regulations”, “Computer Use”, “Food Service”, “Make-Up Work”, Academic Dishonesty”, and “Behavior/Conduct”.

**Detentions**- Student detention notices may be given by teachers or administration as a disciplinary measure. A teacher or administrator will supervise this period. Detentions will initially be 25 minutes and are to be served on Tuesday or Wednesday. If a student should skip their detention time they will have the opportunity to make it up during the next detention time. Failure to serve the detention in its entirety or causing a disruption during detention will result in a conference with the principal with the possibility of additional consequences being assigned.

**In-School Suspension** - In-school suspension will be assigned by administration as cases may warrant. While on in-school suspension, students may complete class work for credit but must abide by the rules of the in-school suspension or face immediate out-of-school suspension. Any student serving an in school suspension may not attend any school activity as a spectator, participant or observer on the day(s) of the suspension unless approved by the administration. No cell phones will be permitted while in In-School suspension. Student will turn cell phone into the CMS secretary until the end of the day.

**Out Of School Suspension/Expulsion**-A student may be suspended or expelled, for reasons set forth in Kansas law, by the following certified personnel: superintendent, principal, assistant principal or administrative designee.

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

Any student who is suspended or expelled shall receive a copy of the current suspension and expulsion law and this policy. Expulsion hearings for weapons possession shall be conducted by the superintendent/designee. The superintendent or other certificated employee or committee of certificated employees of the school in which the pupil is enrolled or a hearing officer appointed by the board, or another person appointed by the board shall conduct expulsion hearings.

### **Rules Which Apply in all Cases When a Student Is to be Suspended or Expelled**

- Refusal or failure of the student and/or the student’s parents to attend the hearing shall result in a waiver of the student’s opportunity for the hearing.
- Students who are suspended for more than 10 days or expelled from school may appeal to the board within 10 calendar days of receiving written notice of the hearing results.
- A student suspended for more than 10 school days or expelled from school shall be provided with information concerning services or programs offered by public and private agencies which provide services to improve the student’s attitude and behavior.
- A student who has been suspended or expelled shall be notified of the day the student can return to school.
- If the suspension or expulsion is not related to a weapons violation, the principal may establish appropriate requirements relating to the student’s future behavior at school and may place the student on probation.
- If the expulsion is related to a weapons violation the superintendent may establish appropriate requirements relating to the student’s future behavior at school and may place the student on probation.

The days a student is suspended or expelled are not subject to the compulsory attendance law. During the time a student is suspended or expelled from school, the student may not:

- Be on school property or in any school building without the permission of the principal.

- Attend any school activity as a spectator, participant or observer.

**Reasons for Suspension or Expulsion** - Students may be suspended or expelled for one or more of the following reasons:

- willful violation of any published, adopted student conduct regulation;
- conduct which substantially disrupts, impedes, or interferes with school operation;
- conduct which endangers the safety or substantially impinges on or invades the rights of others;
- conduct which constitutes the commission of a felony;
- conduct which constitutes commission of a misdemeanor;
- disobedience of an order of a school authority if the disobedience results in disorder, disruption or interference with school operation; and
- possession of a weapon at school, on school property or at a school-sponsored event.
- any other reason the administration has determined warrants a suspension or expulsion.

**Short-term Suspension Procedures** - Except in an emergency, a short-term suspension (not exceeding ten school days) must be preceded by oral or written notice of the charges to the student and an informal hearing. If a hearing is not held prior to the suspension, an informal hearing shall be provided no later than 72 hours after imposition of a short-term suspension. Written notice of any short-term suspension shall be delivered to the student's parent or guardian within 24 hours after the suspension has been imposed. Any person designated in policy as having the authority to suspend may conduct short-term suspension hearings.

At the informal suspension hearing, the student shall be:

- notified of the right to be present;
- informed of the charges;
- informed of the basis for the accusation; and
- allowed to make statements in his/her defense.

When a suspension is imposed during the school day, the student shall not be removed from school until a parent has been notified. If a parent cannot be notified during regular school hours, the student shall remain at school until the regular dismissal time.

**Long-Term Suspension or Expulsion Procedures** - Before a student is subjected to long-term suspension (not to exceed 90 school days) or expulsion (not to exceed 186 school days), a hearing shall be conducted by a hearing officer who has authority to suspend or expel. The superintendent/principal shall designate a hearing officer. Formal hearings shall be conducted according to procedures outlined in current Kansas law and:

- The student and parents or guardians shall be given written notice of the time, date and place of the hearing.
- The notice shall include copies of the suspension/expulsion law, and appropriate board policies, regulations and handbooks.
- The hearing may be conducted by either a certified employee or committee of certified employees.
- Expulsion hearings for weapons violations shall be conducted in compliance with Kansas law by persons appointed by the board.
- Findings required by law shall be prepared by the person or committee conducting the hearing.
- Records of the hearing shall be available to students and parents or guardians according to Kansas law.
- Written notice of the result of the hearing shall be given to the pupil and to parents and guardians within 24 hours after determination of such result.

**Student Rights During a Long-Term Suspension/Expulsion Hearing** - The student shall have the right:

- to counsel of his/her own choice; to have a parent or guardian present; to hear or read a full report of testimony of

witnesses; to confront and cross-examine witnesses who appear in person at the hearing;

- to present his or her own witnesses; to testify in his or her own behalf and to give reasons for his or her conduct;
- to an orderly hearing; and to a fair and impartial decision based on substantial evidence.

### **Appeal to the Board**

The following conditions shall apply if a student or the student's parent or guardian files a written appeal of a suspension or expulsion:

- Written notice of the appeal shall be filed with the clerk within 10 calendar days of the hearing.
- The board shall schedule an appeal with the board or a hearing officer appointed by the board within 20 calendar days.
- The student and the student's parent shall be notified in writing of the time and place of the appeal at least 5 calendar days before the hearing.
- The hearing shall be conducted as a formal hearing using the same rules noted earlier for expulsion hearings.
- The board shall provide a certified court reporter to transcribe the hearing.
- The board shall render a final decision within 5 calendar days after the conclusion of the appeal hearing.

**Corporal Punishment** - Corporal punishment shall not be used in the district.

**Probationary Status** - Any punishment, suspension or expulsion, may be deferred by the principal or designated administrator. The student involved may be placed on probation for a set period of time. The punishment, suspension or expulsion, shall remain deferred so long as the student meets the conditions of the probation. If a student is placed on probation, written notification shall be sent to the student's parent or guardian. Any decisions on probation for students found to be in violation shall be handled by the superintendent.

A student placed on probation shall be given a written list of the terms and conditions of the probation. The student shall sign a statement that: the terms and conditions have been explained, the student understands the conditions, the student agrees to abide by the conditions and failure to abide by the conditions may be reason to reinstate the original punishment.

The superintendent shall handle any probation arrangements resulting from violations of the weapons policy.

**Searches of Students** - Principals are authorized to search students if there is reasonable suspicion that district policies, rules or directives are being violated. School authorities shall not conduct strip searches. All searches by the principal shall be carried out in the presence of another adult witness. (see "Lockers,")

**Interrogations and Investigations** - Building administrators and others designated by the superintendent may conduct investigations and question students about infractions of school rules or the student conduct code.

If there is reason to believe a violation of a criminal law has been committed, the administrator shall notify the appropriate law enforcement agency and may request further investigation of the alleged violation.

When law enforcement officers conduct an investigation and/or question a student(s) during school hours, the building administrator shall make reasonable attempts to contact parents, guardian or representative of the student(s) prior to questioning. To the extent possible, reasonable requests of the parents, guardian or representative shall be observed. The administrator involved shall document notification or attempted notification of parents, guardian, or representative. If a student's parents, guardian, or representative is not present during questioning of a student, the administrator shall be present.

## ACTIVITIES

**Extra Curricular Activities Participation Requirements** - Students who participate in any school activity shall meet the following requirements:

- all applicable KSHSAA regulations;
- academic eligibility requirements; and
- other requirements established by the administration.

**Transportation to and from Activities** - When the district provides transportation to an activity, participating students are prohibited from driving personal automobiles or riding in a vehicle other than the school provided transportation to and from district-sponsored activities held during or after the school day unless a written request is made by the parent and approved by the coach, sponsor, and/or administrator.

**Assemblies and Pep Rallies** - All-school assemblies are scheduled periodically. Assemblies are an integral part of the school day and are a learning experience. Students are expected to be courteous, treat others with dignity and respect, and follow all codes of conduct during pep rallies and assemblies.

**Clubs and Organizations** - Students may form clubs and other groups organized to promote or pursue specialized activities outside the regular classroom. Membership in student organizations, whether school sponsored or non-school sponsored, must be open to all interested and eligible students. The building principal and the board shall approve school sponsored student organizations, and a staff member shall attend the meetings or activities to supervise use of the facilities by all student organizations as an advisor or supervisor.

**School Sponsored Clubs** - The administrator shall establish regulations for the operation of school-sponsored clubs, and for the use of school facilities by non-school-sponsored clubs. School sponsored clubs shall be under the direct control of school personnel. Every school-sponsored club shall have guidelines, which has been approved by the building principal and filed, in the school office. If non-curriculum related school sponsored clubs are allowed to meet on school facilities then, during non-instructional time, non-school sponsored student clubs may also meet in school facilities.

**Non-School Sponsored Student Clubs** - Non-school sponsored clubs shall submit a request for use of school facilities prior to using the facilities. A faculty member (or other adult approved in advance) may attend the meetings as a supervisor.

**Insurance** - Basic health and accident insurance is considered a parental responsibility. In case of an injury, claim forms for this insurance are available from the athletic director or the principal. Claims must be filed within 90 days of the injury. The claimant is responsible for providing all necessary information to have a claim successfully approved. USD 473 **doesn't** take responsibility for any medical expense incurred during school even though coaches, sponsors or administrators may, in the best interest of the child, initiate a treatment procedure.

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

**Parties/Social Events/Dances** - All parties and other school social events must be approved in advance by the principal.



**Athletics** - Interscholastic competition at the middle school level is provided for boys in football, basketball, wrestling, cross country, and track and for girls in volleyball, basketball, wrestling, cross country, and track.

Students are encouraged to participate in activities while in school while keeping the main mission of obtaining an academic education in mind.

**Rules for Student Athletes** - Any student/participant, during a sport season, found to be in personal possession of or found to be using alcohol, tobacco, and/or other illegal drugs, by a USD 473 Faculty/Staff member, by Law Enforcement Personnel, or by personal admission will be disciplined as follows.

1. First offense: suspension from team for a minimum of 1 competition.
2. Second offense: dismissal for the remainder of the season and will automatically be ready for this step 2 for any other sport season while in school at CMS.

**Eligibility** - Chapman Middle School students will abide by the requirements and conditions set forth by KSHSAA as listed below.

Chapman Middle School will abide by the eligibility requirements as set forth by the Kansas State High School Activities Association. You are eligible if:

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

- You passed five new subjects (those not previously passed) of unit weight in your last semester of attendance. (If you are a first semester junior or senior high school student, you must have passed five new subjects (those not previously passed) of unit weight in your last semester of attendance.

- You are enrolled and attending five new subjects (those not previously passed) of unit weight.
- You have not been in more than four seasons in one sport in a four-year high school, three seasons in a three-year high school or two seasons in a two-year high school.

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

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

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

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

- You are not a member of any fraternity or other organization prohibited by law or by the rules of the KSHSAA.
- You have not competed under a false name.
- You have not competed for money or merchandise of intrinsic value, and have observed all other provisions of the Amateur and Awards Rules.

- You have complied with the Undue Influence Rule, which states: "The enrollment in a school, the transfer from one school to another, or the failure to transfer from one school to another because of undue influence by anyone connected, directly or indirectly (including alumni associations, booster groups and similar organizations) with a member school, shall cause the

student to forfeit eligibility for a period not to exceed 365 days. Such conduct shall also jeopardize the school's standing in the Association and shall result in such other action as the Executive Board deems appropriate."

•You have not violated the Anti-Tryout and Private Instruction Rule, which states, "students are eligible if they have not participated in training sessions or tryouts held by colleges or other outside agencies or organizations in the same sport while a member of a school athletic team."

Additionally, all students wishing to participate in any extracurricular activities must also adhere to the following requirement:

- Students must pass 5 of 7 classes (excluding Prime Time) each quarter.
- If a student does not turn in an assignment and earns a zero, the student will be withheld from practice until that assignment is turned in. That student will also be withheld from participating in the next competition of the season.
- If a student earns failing grades during any sport season or activity, they may be removed from participating.

**Field Trips** - Field trips are designed to supplement different aspects of the district curriculum. Parents will receive notices of field trips well in advance of the scheduled trip date and will be asked to sign field trip permission forms. At times, a small amount of money may be requested from each student for facility-use costs. Students may participate in a field trip if the parental consent form for the trip has been turned in and the student is in good standing.

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

No student shall distribute any publication which: (see "Distribution of Materials")

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

## **HEALTH AND SAFETY**

**Vision Screening** – Students in Grades K-5, 7, 9, 11, new students, and IEP students are screened for visual defects during the school year. If the visual screening indicates a need for further examination, parents will be notified. Students in Grades 6, 8, 10 and 12 will be screened upon request.

**Hearing Testing** – Students in Grades K-3, 5, 7 and 10, new students, and IEP students. Should a test indicate a hearing loss, parents will be notified with the recommendation that their child's ears be examined by a doctor.

**Dental Screening** – Students in Grades K-8 will have a dental screening, if you do not want your child to participate in the dental screening the parent or guardian must notify the school nurse in writing. Fluoride treatments and dental sealants are available to students with signed permission from the parent or guardian. If the dental screening indicates a need for further examination, parent or guardian will be notified with the recommendation that a dentist examine their child's teeth.

**Illness and first aid** - First aid will be given at school as necessary. The parents will be informed if it is advisable for their child to see a doctor. No medication will be administered at school (over the counter or prescription) unless the "Request to Administer Medication at School" form has been filled out and signed by the parent, guardian and physician. Any child with a fever of 100 or above or vomiting will be sent home. Students must be fever free without fever reducer such as Tylenol and Ibuprofen and vomit free for 24 hours before returning to school.

**Communicable Diseases** - Any student noted by a physician or the school nurse as having a communicable disease may be required to withdraw from school for the duration of the illness. The student will be readmitted to regular classes upon termination of the illness, as authorized by the student's physician. K.S.A. 65-122; 65-128. The board reserves the right to require a written statement from the student's physician indicating that the student is free from all symptoms of the disease. If a

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

Many illnesses of children are contagious. Very often when a child shows signs of fever, sore throat, cough, or nasal discharge, it may be the incubation or beginning signs of a contagious disease. K.S.A. 65-118 requires mandatory reporting of certain contagious diseases and/or symptoms of contagious disease to local health authorities, the Kansas Department of Health and Environment and/or the Center for Disease Control.

The following guide published by the Kansas State Board of Health shows the number of days it may take for a child to develop a disease. This guide also indicates how long a child should remain out of school after a doctor has diagnosed the disease.

. Influenza (Flu) – Usually 1 to 4 days, with an average of 2 days. Person with influenza are required to remain in home

isolation for 5 days following onset of illness or until fever free for 24 hours without the aid of fever reducing medications, whichever is longer, except when seeking medical care.

- Chicken pox - 2 to 3 weeks (10-21 days). Students should be excluded for six days or until the lesions are crusted over.
- Measles - 7 to 18 days (rash usually day 14). Students should be excluded a minimum of four days after the appearance of the rash.
- Mumps - 12 to 25 days (usually 16-18 days). Students should be isolated for at least nine days from the date of onset and until the swelling is gone.
- Strep Throat - 1 to 3 days. Students should be excluded from onset until recovery - about ten days unless on antibiotics for twenty-four hours.
- Pink Eye - 1 to 3 days. Students may return to school once any prescribed therapy is implemented, unless their behavior is such that close contact with other students can't be avoided.
- Impetigo - 4 to 10 days. Students may return to school as soon as a child is under medical care or on antibiotics for twenty-four hours. Any drainage must be covered.
- Ringworm – 10-14 days for ringworm on the scalp; 4-10 days for ringworm on the body. Students may attend school if receiving treatment, but should not participate in athletic activities involving skin-to-skin contact until skin lesions are completely healed.
- Head Lice - Nits hatch within one week, reach maturity in approximately two weeks. Student should be excluded until treated with adequate shampoo (insecticide) and all live lice have been removed.
- Mononucleosis – 30-50 days. Students may return to school with a physician's permission.
- Fifth Disease – 4 to 14 days. No exclusion from school unless the student has a fever. Children with fifth disease may attend school once the rash appears because they are no longer contagious.
- Hand, Foot and Mouth Disease – 3-6 days. Students with fever and rash should stay home until fever free.

Decisions regarding the type of education and the setting for provision of educational services for a student with a communicable disease of extended duration shall be based on the child's medical condition, the child's behavior and neurological development, and the expected type of interaction with others in the educational setting. These decisions will be made after receiving input from the student's physician, public health personnel, the student's parent or guardian, and personnel associated with the proposed care or educational setting.

**Health Assessments** - In compliance with KSA 72-5214, as amended, the Board of Education of USD 473, in cooperation with the Kansas State Department of Health and Environment, has established the following guidelines.

All students up to the age of nine shall submit evidence they have undergone a health assessment prior to entering kindergarten or before enrolling in a Kansas school for the first time. Students not in compliance with this requirement will be denied the privilege of attending school. As an alternative to the required health assessment, the student shall present a written

statement signed by one parent or guardian of their objection because of religious beliefs or that said assessment will be completed within 90 days of school entrance.

All students engaged in activities covered by appropriate KSHSAA rules shall provide the building principal with proof of a physical examination. (see “Inoculations”)

**Physicals** - Students participating in athletics, cheerleading, and drill team must have an annual physical on file before participating.

Prior to the administration of any non-emergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school, scheduled by the school in advance and not necessary to protect the immediate health and safety of the student, the school shall provide parents with notice of the activity and provide parents with an opportunity to opt their child out of the activity. This requirement does not apply to routine dental, hearing, and vision screening required under Kansas law.

**Safety** - Students shall observe the following safety rules:

- Students who ride bicycles are required to follow all safety and traffic rules. Bicycle riding will not be permitted on school grounds during the school day.
- If parents transport their children to or from school, they can do so before or after the loading of the buses. Students are expected to wait at the entrances in an orderly fashion both before and after school. All roller skates, roller blades, and skate boards are not allowed at school.
- Students shall observe bus safety rules as listed under “Bus Regulations”.
- All students who are transported in a district owned car or suburban shall wear a safety belt.

**Drills** - Students shall be informed of emergency drill procedures at the beginning of each school year. Drills shall be held at times determined by the building principal.

**Emergency Planning Procedures** - A set of emergency plans has been developed for each attendance center. There are some basic administrative regulations that all buildings follow and general guidelines for parents that are applicable, district-wide.

**FIRE** - Each attendance center will follow the regulations of the State Fire Marshall and hold four fire drills per year.

**TORNADO** - Tornado safety drills will be held in August, September and March.

**TELEPHONE** - Parents are asked not to telephone the school during severe weather conditions. The safety of the students may depend upon telephone lines being kept open to transmit warnings and directions to school by Civil Defense and school officials.

**STUDENT DISMISSAL** - As a general rule, school will not be dismissed early. In instances where tornado warnings are in effect for the immediate area at the time of regular dismissal, students will be held until the tornado warning is lifted.

**CHILDREN REMAIN AT SCHOOL** - Parents of children in school are encouraged to leave their children in school during severe storm warnings, rather than attempt to pick them up. The confusion that might result could possibly lead to more injury and disastrous damage than if all students participated in the planned safety measures to be followed in school.

**Weather Emergencies** - The first concern of ALL employees of USD 473 is the safety of the students. Kansas weather sometimes makes it impossible to have school on all the scheduled days.

When the superintendent believes the safety of students is threatened by severe weather or other circumstances, parents and

students shall be notified of school closings or cancellations by announcements on the district Power Announce System by texts and/or emails and also made utilizing local radio and television stations. Parents are requested to update their contact information in PowerSchool anytime there is a change to their information.

Please do not call these stations, as they will be periodically announcing information as soon as it has been received. Telephone calls made prior to radio announcements will not gain information, as no decision will be released in advance.

Only in extreme conditions will a decision be made the previous night to delay or cancel school. If a public announcement is not made, school will be in session. Please make arrangements with your children if you plan to be away from home on stormy days.

If an emergency occurs with less than one hour of warning time, the district will keep all students under school jurisdiction and supervision. Staff will remain on duty with the students during the emergency period. Parents may come to school and pick up their children. Students shall be released according to board policy for release of students during the school day. (see "Release of Student During the School Day") If the buses need to be sent home early, school will be called off at all attendance centers at the same time, and all drivers will be notified.

**Pest Control** - The district periodically applies pesticides inside buildings. Information regarding the application of pesticides is available from the District Maintenance Supervisor, 822 N. Marshall, PO BOX 249, CHAPMAN, KS 67431 or by telephone 785-922-6521.

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

**First Aid** - If a student has an accident, which requires medical treatment, no action shall be taken by an employee except the following:

- send for medical help;
- make the student as comfortable as possible while waiting for competent medical assistance to arrive; and
- notify the principal.

If an employee present is qualified to administer first aid, aid may be given. Qualified employees, for this purpose, are the school nurse or those employees who have successfully completed an approved Red Cross first aid program.

**Administering Medications** - The district nurse shall be responsible for the general conduct of all health programs deemed advisable by the Board of Education and required by current law.

**Supervision of Medication** - The supervision of oral medications shall be in strict compliance with the rules and regulations of the Board of Healing Arts as carried out by district personnel. Diagnosis and treatment of illness and the prescribing of drugs, and medicines are not the responsibility of the public schools and are not to be practiced by any school personnel, including school nurses. In certain circumstances when medication is necessary in order that the student remain in school, the school may cooperate with parents in the supervision of medication that the student will use. However, the medical person authorized to prescribe medication must send a written order to the building administrator who may supervise the administration of the medication or treatment. The parents must submit a written request to the building administrator requesting the school's cooperation in such supervision and releasing the school district and personnel from liability.

The building administrator may choose to discontinue the administration of medication provided that the parents or medical person are notified in advance of the date and the reasons for the discontinuance.

Parents and or guardians are responsible for bringing student medication ( prescription and over-counter ) to school office. Arrangements can be made with the school principal or school nurse if a hardship arises. No medicine will be accepted in any

school office without prior approval from the school principal and/or school nurse. Medications of immediate need (such as inhalers and EpiPens) can be transported by student with prior approval from the school principals and/or school nurse.

**Guidelines for Administering Prescription and Non-Prescription Drugs** - the school employee administering the medication to determine that it appears to be first in the original container, properly labeled and proper dosage for the child's age shall examine Prescription and non-prescription medication. Prescription medication needs to be authorized by the written order of a licensed medical person, and parent or guardian. A school medication permission form signed by the parent or guardian must accompany non-prescription medication. Prescription medication should have two containers, one for home and one for school. They should be requested from the pharmacist. Only oral medications and inhalers should be administered except in emergency situations. New physician and parent permission signatures and a newly labeled pharmacy container should accompany any changes in type of drugs, dosage and/or time of administration.

An individual record should be kept of each medication administered. The record should include student identification, date prescribed, prescribing medical person, name of medication, dosage, route, time and date administered, and the signature of the person administering. After medication is administered, students should be observed for possible reactions to the medication. This observation may occur at the site of administration or in the classroom. In the administration of medication, the school employee shall not be deemed to have assumed any legal responsibility other than acting as a duly authorized employee of the school district.

**Inventory of Medication** - All maintained in the school setting should be kept in a locked container. This includes medication, requiring refrigeration. Medications should be inventoried every semester. Out-of-date stock shall be returned to parent or destroyed. Over-the-counter medications should not be maintained on any school premises, including athletic areas, unless accompanied by written parental or guardian permission.

**Inoculations** - All students enrolling in any district school shall provide the building principal with proof of immunization of certain diseases or furnish documents to satisfy statutory requirements. Booster shots required by the Secretary of the Department of Health and Environment are also required.

In order to comply with KSA 72-5209, as amended 1994, and the Kansas Department of Health and Environment, USD 473 has adopted the following policy and procedures for compliance:

- All students must show proof **upon entry within 30 days from their first day of enrollment into school, to provide documentation required by law** of immunizations in proper sequence required by the American Academy of Pediatrics:
  - 5 Diphtheria, Tetanus, Pertussis (DTaP) doses are required. Dose 1: 2 months, Dose 2: 4 months, Dose 3: 6 months, Dose 4: 15-18 months (4th dose may be given at 12 months provided at least 6 months after dose 3) and Dose 5: prior to Kindergarten entry. Four doses are acceptable if dose 4 is given after age 4 years.
  - 3 Polio (OPV/IPV) doses are required. Dose 1: 2 months, Dose 2: 4 months, Dose 3: 6-18 months, and dose 4 must be given 6 months after 3rd dose, after 4 years of age and prior to Kindergarten entry. Three doses are acceptable with one dose after 4 years of age, 6 months between 2nd and 3rd dose and final dose prior to Kindergarten entry.
  - 2 Measles, Mumps, Rubella (MMR). Dose 1: 12-15 months and Dose 2: prior to Kindergarten entry. Minimum is 12 months of age and the interval between doses may be as short as 28 days.
  - 2 Hepatitis A doses are required. Doses should be given at 12 months with a minimum interval of 6 months between the 1<sup>st</sup> and 2<sup>nd</sup> dose.
  - 3 Hepatitis B doses are required. Dose 1 given at birth, Dose 2: 2 months, and Dose 3: 6-18 months of age.
  - 2 Meningococcal doses are required. Doses should be given at entry to 7<sup>th</sup> grade (11-12 years) and 11<sup>th</sup> grade (16-18 years). For children 16-18 years, only 1 dose is required.
  - 2 Varicella (chickenpox) doses are required. Dose 1: 12-15 months and Dose 2: prior to Kindergarten entry. Students 12 years old and younger a 3 month interval is recommended however, upon record review the interval between doses may be as short as 28 days for the 2nd dose to be counted as valid. Students 13 years and older, a 28 day interval between doses is required. Regardless of the student's age, if the first dose is at 12 months of age with

2nd dose 28 days after 1st dose, both doses are valid. No doses are required when a student has history of varicella disease documented by a licensed physician.

- 1Tdap is required at Grades 7-12 if no previous history of Tdap vaccination regardless of interval since last Td.
- Students who fail to provide the documentation required by law may be excluded from school by the superintendent until statutory requirements are satisfied. (Kansas State Statutes #72-5209 and 72-5211 and 75-5209(b). Notice of exclusion shall be given to the parents/guardians as prescribed by law. Students who are not immunized against a particular disease(es) may be excluded from school during any outbreak.

#### **Alternatives To Required Inoculations:**

- Religious Alternative - A written statement signed by one parent or guardian that the child is an adherent of a religious denomination whose religious teachings are opposed to such inoculations.
- Medical Alternative - The student shall present annually a signed statement by a physician that specific inoculations would seriously endanger the life or health of this child.
- Either alternative shall be presented upon school enrollment.

### **GENERAL INFORMATION**

**Complaints** - Any student may file a complaint with the principal concerning a school rule or regulation as it applies to the student. The complaint shall be in writing, filed within 20 days following the application of the rule or regulation, and must specify the basis for the complaint. The principal shall investigate the complaint and inform the student of the resolution within 10 days after the complaint is filed.

**Distribution of Materials** - The superintendent or designee reserves the right to refuse distribution to students any material by outside individuals or groups which creates a material or substantial interference with normal school activity or appropriate discipline in the operation of the school.

The principal may establish rules and regulations, which control the time, place and manner in which non-school/educational materials are displayed and disseminated in the building or on school property. No student shall be forced to participate in the distribution or receipt of any non-school materials in the schools. The board encourages responsible use of political materials as part of the board-approved curriculum.

No advertising for commercial purposes shall be permitted in the school buildings or on the grounds of the district without prior board approval. Advertising in student publications shall be regulated by rules and regulations developed by the superintendent. Advertising in the student publications may promote products by brand name. Ads promoting the sale of any controlled substance, drug paraphernalia or any other illegal material or activity are prohibited.

**Student Organization Gifts to the School** - Student organizations, with prior approval of the organization sponsor and building principal, may donate a portion of the organization's funds to the district. These donations shall require prior board approval. A gift is defined as any donation, present or endowment in the form of cash, merchandise or personal favor. Any student organization gift to the district shall become district property when accepted by the board.

**Personal Property** - The district is not responsible for students' personal property and does not provide insurance on students' personal property. If a student's personal property is broken, damaged or stolen, repair or replacement is the student's responsibility. Students are strongly encouraged not to bring personal property, such as personal electronic devices, expensive jewelry, etc., to school. While assistance will be given to students who lose personal property at school, the administration and staff cannot be responsible for the loss of such property.

**Posters** - The principal must approve posters, drawings or other materials to be displayed. All unauthorized posting will be removed immediately and become the property of the school.

**Staff-Student Relations** - Staff members shall maintain professional relationships with students, which are conducive to an effective educational environment.

**School Song**

Tho other schools may justly be proud of what they do  
May boast of their equipment and their achievements, too.  
We will gladly swear allegiance with loyal faithfulness,  
To the first and best of high schools--to our own dear C.H.S.

When we proudly join the Irish and study hard and long.  
When we work and play together, in band and speech and song,  
When in basketball and football, our teams to vict'ry press.  
White and Green we all are wearing, for our own dear C.H.S.

And when from our dear high school, we wander far away,  
Whether honor crowns our efforts or sorrow strews our way,  
We will think with happy memories, in failure or success,  
To the days when we were students at our own dear C.H.S.

**Irish Spirit**

The Irish are extremely proud of their school spirit. A true Irishman is a good sport, is proud of his school and its many accomplishments, and feels personally responsible for its reputation and high level of achievement in all of its endeavors.

**Visitors**

To ensure safety and security, all visitors must check in at the office and state the nature of their business. If a parent wishes to visit a classroom, prior arrangements need to be made with the teacher at least 24 hours in advance.

Parents are welcome to eat lunch with their child, but should call the school office before 9:00 a.m. to be included in the lunch count. The adult lunch price will be charged.

Students are not allowed to bring visitors to school without prior permission of the principal.

Persons on school grounds without authorization are loitering and face a possible misdemeanor charge of trespassing.

**Office**-The school office is a place of business. Students are asked to respect this and be in the office only if they have a specific purpose.

**Lost and Found** - Students should put their names (or mark in some way) on everything brought to school. All articles found should be turned into the office where the student may reclaim them. If an item is lost, it should be reported to the office immediately. Objects not claimed at the close of the year will be given to a charitable organization. If an item is lost, students/parents should check with the office to see if that item has been turned in. Large amounts of money should not be brought to school.



**Pets** - Pets should not be brought to school, except with the permission of the teacher; and then the pet should remain only during the sharing time. Kansas's law states that no animals will be transported on school buses.

## **SCHOOL PROPERTY**

**Building Opening and Closing Time** - Students are discouraged from arriving earlier at school than what is necessary. Supervision is not provided before arrival times nor is it provided after school unless students are required to stay for a teacher or a scheduled activity.

Bus students must enter the building immediately upon being discharged from the buses and report to a designated area if arriving before ~~8:00~~ 7:55 a.m. Students residing in Chapman will be permitted to enter the building at 7:30a.m. but must report and stay in their assigned area if they arrive before ~~8:00~~ 7:55 a.m. The exception to this procedure will be for students involved in the "breakfast" program.

Students will be expected to leave the building by 3:30 p.m. unless involved in a school activity or under the direct supervision of a staff member.

Because of transporting students to the various attendance centers, the time schedules are adjusted so that buses will make connections. CMS attendance time will be from ~~8:00~~ 7:55 am to 3:30pm.

**Appropriate Use of Equipment and Supplies** - Use of equipment and supplies is for the performance of official and approved assignments only. Use of district equipment or supplies for personal projects is prohibited without prior permission of the teacher. Students shall handle all school equipment and supplies carefully. Students shall be responsible for any damage they cause to school equipment or supplies.

**Computer Use** - Use of or access to district computers and computer software is limited to district employees and students. Use of computers is for the performance of official and approved assignments only. Use of district computer equipment or software for personal student projects is prohibited without prior permission of the teacher. Only software purchased by the district may be loaded onto district computers. Software licensed to the district shall not be used on computers not owned by the district. District software shall not be copied for personal use. Students shall not use electronic communications, including e-mail and the Internet, to harass staff, students, or other individuals. Students must use appropriate language in all messages. Students are expected to use the system following guidelines approved by teachers or the administration.

**No Right to Privacy** - Students shall have no expectation of privacy or restricted access to any information generated during the course of their work or entered in any district computers. Students waive any right to privacy in e-mail messages and consent to the access and disclosure of e-mail messages by authorized persons. E-mail messages shall be used for approved educational purposes. Students shall only use passwords or other encoding or security mechanisms as assigned by the district computer system(s) administrator or other officials designated by the board. The use of a password does not affect the administration's right to monitor. All forms of electronic communications are monitored by the administration to ensure the systems are only being used for official purposes.

**Ownership** - Computer materials or devices created, as part of any assignment undertaken on school time shall be the property of the district.

**Internet** - Inappropriate use and/or transmission of any material in violation of any United States or state regulation, is prohibited. This includes, but is not limited to copyrighted material, threatening or obscene material, or material protected by a trade secret.

**Computer Network Use Guidelines** - All users of the schools' computers and networks are expected to abide by the generally accepted rules of network etiquette (netiquette). Informal rules of behavior have evolved for the use of and communication on

the Internet and other on-line services. These rules of behavior include, but are not limited to, the following:

- Be polite. Do not write or send abusive messages to others.
- Use appropriate language. Do not swear, use vulgarities or any inappropriate language.
- Do not reveal your personal address or phone numbers or that of other students or colleagues.
- Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to mail. Messages relating to or in support of illegal activities may be reported to the authorities.
- All communications and information accessible via the network should be assumed to be private property which is subject to copyright laws.
- Do not place unlawful information on any network system. Keep paragraphs and messages short and to the point. Focus on one subject per message.
- Do not use the network in such a way that would disrupt the use of the network by other users (e.g., downloading very large files during prime time; sending mass email messages).

**Consequences of Violation of Technology Policies** - The use of the Internet is a privilege, not a right, and inappropriate use will result in cancellation of those privileges. The system administrator and USD school administration will deem what is inappropriate use and their decision is final. Also, the system administrator and district administrators may close a user account any time if deemed necessary. The faculty and staff of the district, in conjunction with central office administrators, building administrators, and system administrators may deny, revoke, or suspend a specific user account.

Any user engaged in unacceptable use of the school district equipment, networks, internet, or e-mail will be denied access to these systems. They are not only subject to loss of use privileges, but may be subject to other district disciplinary actions.

Three levels of punishment may be enforced by the administration. While the levels may be implemented in order, nothing prevents the administration from selecting any step depending on the facts and the severity of the violation.

**Level 1:** Warning: Students will lose computer privilege/Internet access until a parent conference is held. Any additional loss of privileges as determined by the administration will be discussed in this conference.

**Level 2:** Pattern of Abuse, Repeated Abuse or Flagrant Violations: Student who, after a Level I warning, continues to engage in serious or persistent misbehavior by violating the district's previously communicated written standards of conduct may be removed from any computer/Internet privileges for the remainder of the school year or remaining school years and recommended for suspension.

**Level 3:** Expellable Offense: Student could be expelled from school (removal for five days or more) if he/she engages in conduct on the Internet that contains the elements of the offense of criminal mischief, as defined by state and federal law. Any student expelled for misuse of technology will also lose computer privileges for the remainder of the school year or school years.

**Lockers** - Students will be assigned a hall locker in their grade level area. Each individual locker is equipped with a built-in lock. The student will be provided the combination for his/her locker. STUDENTS SHOULD NOT SHARE THIS INFORMATION WITH ANYONE! Students should always lock their lockers after closing it to ensure that their privacy and valuables are kept secure throughout the day and to make sure that no other students place articles of contraband in their locker. To completely lock the locker, close it and spin the dial several times to the right and back to the left. CMS is not responsible for lost or stolen items. It is strongly recommended that students not bring items of value to school. A locker in the gymnasium will be assigned by the physical education teacher. Lockers are the property of the school and the general contents may be searched by school officials at any time without prior notice. Searches will be conducted for reasons of concern for health and safety, evidence of violation of law or school rules, or items believed to be intended to disrupt the orderly operation of school. School officials may take immediate possession of items in lockers that are contraband, a health or safety threat, or could disrupt school operation. If your lock is broken or will not work properly, please report it to the office immediately. Students in physical education classes should LOCK all possessions in their locker during class time. Lockers belong to CMS and are on loan to students.

**Textbooks** - Textbooks and instructional materials support the district’s instructional goals and learning objectives. Library materials support and supplement the curriculum, promote wise use of leisure time, develop literary discrimination and appreciation, and encourage students to become productive citizens.

All students shall use texts on a rental basis. The board will establish the rental charges. Fees will need to be paid at enrollment. If fees cannot be paid at this time, arrangements for payment need to be made with the school office.

The cost to the student for a lost or destroyed text will depend on the number of years the text has been used. The law provides that a system of fines and penalties may be established for lost or damaged books. The administration of such a system is, of necessity, up to the judgment and direction of the teacher and principal.

Challenges to textbooks, instructional materials or media center materials shall be considered in a manner prescribed by board policy. Any person having a complaint about textbooks, media center or other instructional materials shall meet with the principal. If the matter cannot be resolved the principal shall notify the superintendent and ask the complainant to use a request for review form, which is available through building principals or at the district office. After receiving the completed form, the superintendent shall meet with the complainant to discuss the complaint. If the complaint is not resolved at the meeting with the superintendent, the complainant may request that the board consider the complaint. If the board chooses to consider the complaint, it shall forward all appropriate written materials to a review committee.

## **STUDENT SERVICES**

**Counselor** - Counselors are available to serve the needs of students. They are available to help students with academic concerns and or social emotional issues. Students are encouraged to reach out to the school counselor at any time as needed. The counselor is available to provide students and their parents with information about community resources.

**Library** - The library is open during regular school hours. Lost, damaged, or stolen books and other library media resources are the responsibility of the user who must pay when there is damage or loss.

**School Nurse** - The District School Nurse covers all schools in the district. The Nurse’s role is that of implementing:

- Health control procedures
- Direct health care
- Teach health education
- Provide consultative and referral services

It is also the nurse’s goal to provide the fullest possible educational opportunity for each district student by minimizing absence due to illness and creating a climate of health and well-being in district schools. (see “Health Services”)

**Food Service** - The district shall provide a school food service program. Students are asked to maintain a congenial and quiet atmosphere in the lunchroom. Students should clean their table areas and return their trays following their meal.

**Special Diet Procedures and Forms** - Federal Child Nutrition Program regulations require substitutions to the standard meal requirements ONLY for participants who are considered disabled under Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act. They define a disabled person as any person who has a “physical or mental impairment which substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such an impairment.” Major life activities are defined as “functions such as caring for one’s self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.”

The School district is NOT required to provide substitutions for students who are unable to consume regular meals because of medical or other special dietary needs such as food allergies or religious restrictions.

A student with disabilities shall be provided food substitutions ONLY when supported by a statement signed by a physician

licensed by the state. The supporting statement shall identify:

- the individual's disabling condition and an indication of how the disability restricts the student's diet
- the major life activity affected by the condition
- the food or foods to be omitted from the child's diet and the food or choice of foods that must be substituted.

The school district may make a substitution for individual students who are not disabled/handicapped but are unable to consume a food item because of medical or other special dietary needs. Such substitutions may only be made on a case by case basis when supported by a statement signed by a recognized medical authority. The medical statement shall include ALL of the following:

- an indication that the medical or other special dietary need restricts the child's diet
- the food or foods to be omitted from the child's diet
- the food or choice of foods that may be substituted

The medical statements should be updated whenever the recognized medical authority changes the student's diet and at the beginning of EVERY school year. Please contact the school office to obtain the appropriate forms for meal substitutions.

**Free or Reduced Price Meals** - Free or reduced price meals shall be provided for students who qualify under state and federal regulations. Parents are encouraged to apply for free or reduced lunches if family circumstances indicate a need.

**Breakfast Program** - The breakfast program is available to everyone in grades 6-8, but all students do not have to participate.

**Meal Fees** - Lunch and breakfast fees are paid in advance in the school office. When the student lunch/breakfast account balance has reached \$0, parents are requested to add to their child's account balance.

Each student is assigned a bar code. When the code is scanned in the lunch line, the price of the lunch is deducted automatically from the student's account. Parents are assigned a personal user name and password, which gives them access to their student's lunch account information from any computer that is connected to the Internet.

Students may bring lunch from home, but may not store it in the same refrigerator with food prepared in the school kitchen (Page 22-11 of KSDE Food Service Manual). Students are not allowed to bring pop in their sack lunches and are not to share food with other students. Students who bring their lunch from home may purchase milk in the lunchroom.

**Guidelines for Notification of Delinquent Payments** - Payments for school lunch and breakfast is to be made in a timely manner. **If the lunch/breakfast account balance for grades 6-8 reaches -\$10, future hot lunches and/or breakfast may be denied to the student. The parent/student will be responsible for providing payment for hot lunches and/or breakfast.**

**Parent Volunteers** - The schools consider volunteers to be a very special resource and we encourage volunteers to be involved at USD 473. It is now the policy of the district to require anyone interested in being a school volunteer to complete a volunteer screening process online through the Background Investigation Bureau's Secure Volunteer service.

You can find details, resources and outlines of this process on our website at: [www.usd473.net](http://www.usd473.net), click on the Parent Resources tab and look under the Secure Volunteer heading. To get started with volunteering go to the USD 473 website and under the Parent Resources tab, click the Secure Volunteer button (see below) "I want to Volunteer." There is no cost to the volunteers to complete this process. We look forward to seeing you in the schools!

(See GAO, JRB, JQ, and KN)

The board of education is committed to limiting the use of Emergency Safety Intervention (“ESI”), such as seclusion and restraint, with all students. Seclusion and restraint shall be used only when a student’s conduct necessitates the use of an emergency safety intervention as defined below. The board of education encourages all employees to utilize other behavioral management tools, including prevention techniques, de-escalation techniques, and positive behavioral intervention strategies.

This policy shall be made available on the district website with links to the policy available on any individual school pages. In addition, this policy shall be included in at least one of the following: each school’s code of conduct, school safety plan, or student handbook. Notice of the online availability of this policy shall be provided to parents during enrollment each year.

### Definitions

“Area of purposeful isolation” means any separate space, regardless of any other use of that space, other than an open hallway or similarly open environment.

“Campus police officer” means a school security officer designated by the board of education of any school district pursuant to K.S.A. 72-6146, and amendments thereto.

“Chemical Restraint” means the use of medication to control a student’s violent physical behavior or restrict a student’s freedom of movement.

“Emergency Safety Intervention” is the use of seclusion or physical restraint; but does not include physical escort or the use of time-out.

“Incident” means each occurrence of the use of an emergency safety intervention.

“Law enforcement officer” and “police officer” mean a full-time or part-time salaried officer or employee of the state, a county, or a city, whose duties include the prevention or detection of crime and the enforcement of criminal or traffic law of this state or any Kansas municipality. This term includes a campus police officer.

“Legitimate law enforcement purpose” means a goal within the lawful authority of an officer that is to be achieved through methods or conduct condoned by the officer’s appointing authority.

“Mechanical Restraint” means any device or object used to limit a student’s movement.

“Parent” means:

- a natural parent;
- an adoptive parent;
- a person acting as a parent as defined in K.S.A. 72-3122(d)(2), and amendments thereto;

- a legal guardian;

- an education advocate for a student with an exceptionality;
- a foster parent, unless the student is a child with an exceptionality; or
- a student who has reached the age of majority or is an emancipated minor.

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

“Physical Restraint” means bodily force used to substantially limit a student’s movement, except that consensual, solicited, or unintentional contact and contact to provide comfort, assistance, or instruction shall not be deemed to be physical restraint.

“Purposefully isolate” when used regarding a student, means that school personnel are not meaningfully engaging with the student to provide instruction and any one of the following occurs:

1. Removal of the student from the learning environment by school personnel;
2. Separation of the student from all or most peers and adults in the learning environment by school personnel; or
3. Placement of the student within an area of purposeful isolation by school personnel.

“School resource officer” means a law enforcement officer or police officer employed by a local law enforcement agency who is assigned to a district through an agreement between the local law enforcement agency and the district.

“School security officer” means a person who is employed by a board of education of any school district for the purpose of aiding and supplementing state and local law enforcement agencies in which the school district is located; but is not a law enforcement officer or police officer.

“Seclusion” means placement of a student for any reason other than for in-school suspension, detention, or any other appropriate disciplinary measure in a location where both of the following conditions are met:

- School personnel purposefully isolate the student; and the student is prevented from leaving; or has reason to believe, that the student will be prevented from leaving the area of purposeful isolation.

“Time-out” means a behavioral intervention in which a student is temporarily removed from a learning activity without being secluded.

### **Prohibited Types of Restraint**

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

- Using face-down (prone) physical restraint;
- Using face-up (supine) physical restraint;
- Using physical restraint that obstructs the student’s airway;
- Using physical restraint that impacts a student’s primary mode of communication;
- Using chemical restraint, except as prescribed treatments for a student’s medical or psychiatric

condition by a person appropriately licensed to issue such treatments; and

- Use of mechanical restraint, except:
  - Protective or stabilizing devices required by law or used in accordance with an order from a person appropriately licensed to issue the order for the device;
  - Any device used by a certified law enforcement officer to carry out law enforcement duties; or
  - Seatbelts and other safety equipment when used to secure students during transportation.

#### **Use of Emergency Safety Interventions**

ESI shall be used only when a student presents a reasonable and immediate danger of physical harm to such student or others with the present ability to affect physical harm. Less restrictive alternatives to ESI, such as positive behavior interventions support, shall be deemed inappropriate or ineffective under the circumstances by the school employee witnessing the student's behavior prior to the use of any ESI. The use of ESI shall cease as soon as the immediate danger of physical harm ceases to exist. Violent action that is destructive of property may necessitate the use of an ESI. Use of an ESI for purposes of discipline, punishment, or for the convenience of a school employee shall not meet the standard of immediate danger of physical harm.

#### **ESI Restrictions**

A student shall not be subjected to ESI if the student is known to have a medical condition that could put the student in mental or physical danger as a result of ESI. The existence of such medical condition shall be indicated in a written statement from the student's licensed health care provider, a copy of which has been provided to the school and placed in the student's file.

Such written statement shall include an explanation of the student's diagnosis, a list of any reasons why ESI would put the student in mental or physical danger, and any suggested alternatives to ESI. In spite of the provisions of this subsection, a student may be subjected to ESI; if not subjecting the student to ESI would result in significant physical harm to the student or others.

#### **Use of Seclusion**

When a student is placed in seclusion, a school employee shall see and hear the student at all times. The presence of another person in the area of purposeful isolation or observing the student from outside the area of purposeful isolation shall not create an exemption from otherwise reporting the incident as seclusion. When a student is placed in or otherwise directed to an area of purposeful isolation, the student shall have reason to believe that the student is prevented from leaving.

If the area of purposeful isolation is equipped with a locking door designed to prevent a student from leaving the area of purposeful isolation, the door shall be designed to ensure that the lock automatically disengages when the school employee viewing the student walks away from the area of purposeful isolation, or in case of emergency, such as fire or severe weather.

An area of purposeful isolation shall be a safe place with proportional and similar characteristics as ~~other~~

those of rooms where students frequent. Such area shall be free of any condition that could be a danger to the student, well-ventilated, and sufficiently lighted.

### **Training**

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

Each school building shall maintain written or electronic documentation regarding the training that was provided and a list of participants, which shall be made available for inspection by the state board of education upon request.

### **Notification and Documentation**

The principal or designee shall notify the parent the same day as an incident. The same-day notification requirement of this subsection shall be deemed satisfied if the school attempts at least two methods of contacting the parent. A parent may designate a preferred method of contact to receive the same-day notification. Also, a parent may agree, in writing, to receive only one same-day notification from the school for multiple incidents occurring on the same day.

Documentation of the ESI used shall be completed and provided to the student's parents no later than the school day following the day of the incident. Such written documentation shall include:

- The events leading up to the incident;
- student behaviors that necessitated the ESI;
- steps taken to transition the student back into the educational setting;
- the date and time the incident occurred, the type of ESI used, the duration of the ESI, and the school personnel who used or supervised the ESI;
- space or an additional form for parents to provide feedback or comments to the school regarding the incident;
- a statement that invites and strongly encourages parents to schedule a meeting to discuss the incident and how to prevent future incidents; and
- email and phone information for the parent to contact the school to schedule the ESI meeting. Schools may group incidents together when documenting the items in subparagraphs (A), (B) and (C) if the triggering issue necessitating the ESIs is the same.

The parent shall be provided the following information after the first and each subsequent incident during each school year:



- copy of this policy which indicates when ESI can be used;
- a flier on the parent's rights;
- information on the parent's right to file a complaint through the local dispute resolution process (which is set forth in this policy) and the complaint process of the state board of education; and
- information that will assist the parent in navigating the complaint process, including contact information for Families Together and the Disability Rights Center of Kansas.

Upon the first occurrence of an incident of ESI, the foregoing information shall be provided in printed form or, upon the parent's written request, by email. Upon the occurrence of a second or subsequent incident, the parent shall be provided with a full and direct website address containing such information.

#### **Law Enforcement, School Resource, and Campus Security Officers**

Campus police officers and school resource officers shall be exempt from the requirements of this policy when engaged in an activity that has a legitimate law enforcement purpose. School security officers shall not be exempt from the requirements of this policy.

If a school is aware that a law enforcement officer or school resource officer has used seclusion, physical restraint, or mechanical restraint on a student, the school shall notify the parent the same day using the parent's preferred method of contact. A school shall not be required to provide written documentation to a parent, as set forth above, regarding law enforcement use of an emergency safety intervention, or report to the state department of education any law enforcement use of an emergency safety intervention. For purposes of this subsection, mechanical restraint includes, but is not limited to, the use of handcuffs.

#### **Documentation of ESI Incidents**

Except as specified above with regard to law enforcement or school resource officer use of emergency safety interventions, each building shall maintain documentation any time ESI is used with a student. The documentation shall include all of the following:

- Date and time of the ESI,
- Type of ESI,
- Length of time the ESI was used
- School personnel who participated in or supervised the ESI,
- Whether the student had an individualized education program at the time of the incident,
- Whether the student had a section 504 plan at the time of the incident, and
- Whether the student had a behavior intervention plan at the time of the incident.

All such documentation shall be provided to the building principal, who shall be responsible for providing copies of such documentation to the superintendent or the superintendent's designee on at least a biannual basis. At least once per school year, each building principal or designee shall review the documentation of ESI incidents

with appropriate staff members to consider the appropriateness of the use of ESI in those instances.

### **Reporting Data**

District administration shall report ESI data to the state department of education as required.

### **Parent Right to Meeting on ESI Use**

After each incident, a parent may request a meeting with the school to discuss and debrief the incident. A parent may request such meeting verbally, in writing, or by electronic means. A school shall hold a meeting requested under this subsection within 10 school days of the parent's request. The focus of any such meeting shall be to discuss proactive ways to prevent the need for emergency safety interventions and to reduce incidents in the future.

For a student with an IEP or a Section 504 plan, such student's IEP team or Section 504 plan team shall discuss the incident and consider the need to conduct a functional behavioral assessment, develop a behavior intervention plan, or amend the behavior intervention plan if already in existence.

For a student with a section 504 plan, such student's section 504 plan team shall discuss and consider the need for a special education evaluation. For students who have an individualized education program and are placed in a private school by a parent, a meeting called under this subsection shall include the parent and the private school, who shall consider whether the parent should request an individualized education program team meeting. If the parent requests an individualized education program team meeting, the private school shall help facilitate such meeting.

For a student without an IEP or Section 504 plan, the school staff and the parent shall discuss the incident and consider the appropriateness of a referral for a special education evaluation, the need for a functional behavioral assessment, or the need for a behavior intervention plan. Any such meeting shall include the student's parent, a school administrator for the school the student attends, one of the student's teachers, a school employee involved in the incident, and any other school employees designated by the school administrator as appropriate for such meeting.

The student who is the subject of such meetings shall be invited to attend the meeting at the discretion of the parent. The time for calling such a meeting may be extended beyond the 10-day limit if the parent of the student is unable to attend within that time period. Nothing in this section shall be construed to prohibit the development and implementation of a functional behavior assessment or a behavior intervention plan for any student if such student would benefit from such measures.

### **Local Dispute Resolution Process**

If a parent believes that an emergency safety intervention has been used on the parent's child in violation of state law or board policy, the parent may file a complaint as specified below.

The board of education encourages parents to attempt to resolve issues relating to the use of ESI informally with the building principal and/or the superintendent before filing a formal complaint with the board. Once an

**informal complaint is received, the administrator handling such complaint shall investigate such matter, as deemed appropriate by the administrator. In the event that the complaint is resolved informally, the administrator must provide a written report of the informal resolution to the superintendent and the parents and retain a copy of the report at the school. The superintendent will share the informal resolution with the board of education and provide a copy to the state department of education.**

**If the issues are not resolved informally with the building principal and/or the superintendent, the parents may submit a formal written complaint to the board of education by providing a copy of the complaint to the clerk of the board and the superintendent within thirty (30) days after the parent is informed of the incident.**

**Upon receipt of a formal written complaint, the board president shall assign an investigator to review the complaint and report findings to the board as a whole. Such investigator may be a board member, a school administrator selected by the board, or a board attorney. Such investigator shall be informed of the obligation to maintain confidentiality of student records and shall report the findings of fact and recommended corrective action, if any, to the board in executive session.**

**Any such investigation must be completed within thirty (30) days of receipt of the formal written complaint by the board clerk and superintendent. On or before the 30th day after receipt of the written complaint, the board shall adopt written findings of fact and, if necessary, appropriate corrective action. A copy of the written findings of fact and any corrective action adopted by the board shall only be provided to the parents, the school, and the state department of education and shall be mailed to the parents and the state department within 30 days of the board's receipt of the formal complaint.**

**If desired, a parent may file a complaint under the state board of education administrative review process within thirty (30) days from the date a final decision is issued pursuant to the local dispute resolution process.**

**Approved:**

**KASB Recommendation – 6/13; 12/13; 6/15; 6/16; 6/18; 12/18; 6/23**