

MISSION STATEMENTS

*The Mission of U.S.D. #103...
To provide its students with
knowledge and with the means to
acquire, use and enjoy
knowledge throughout their lives!*

*The Mission of Cheylin Jr/Sr High School...
Together we are dedicated to
help prepare each student to be a
productive participant in our
changing society.*

*The Mission of Cheylin Elementary School...
to provide students with knowledge, skills, and
attitudes needed for academic achievement
while fostering positive social and
physical growth to attain success in life!*

Board of Education Approved 7.18.17
(updates highlighted in yellow)

Board of Education

Clayton Janicke
Nick Ketzner
Kelly Leach
Brian Miller
Anita Pochop
Kasey Sabatka
Jared Sowers
Jane Young – Clerk

Administration

Steve Raymer - Superintendent/PK-12 Principal

Faculty & Staff

Pre-Kindergarten - Emily Lambert Weishapl
Kindergarten - Kayla Bursch
First Grade - Morgan Reeves
Second Grade - Anne Coon
Third Grade - Forrest Burr
Fourth/Fifth Grade - Tammi Carmichael
Sixth Grade/ Vicki Chance
Title I/Instructional Coach - Janice Churchwell
JH/HS Band/K-6 Music - Rachel Byarlay
NKESC Speech Consultant - Deb Grace
NKESC At-Risk/Migrant/ESOL-Elaine Marcuson
NKESC Special Education - Aaron Byarlay
Trish Delano - NKESC Para
Dana Howard – NKESC Para
Mary Moore – NKESC Speech Para
Anita Pochop – NKESC Para
Bobbie Walden – NKESC Para
Blanca Rodriguez – Para/Migrant/ESOL
Melissa Dart – HS Secretary/Registrar
Bridget Pochop – Elementary Secretary
Chris Walden - Athletic Director

Science - Amy Hendricks
Mathematics - Morgan Sherlock
Bus/Yearbk/Migrant/ESOL- Susan Jensen
Agriculture/Ag. Science - Max Keltz
Industrial Arts - Cristen Black
Social Sciences/Librarian - Darla Dible
JH/HS Choir - Rachel Byarlay.
P.E./Health - Kody Tegtmeier
Language Arts/Speech - Judy Waters
K-12 Counselor - NKESC
Trans Supervisor/Maint. - Randy Miller
Bus Driver - Phyllis Carson
Bus Driver - Sylvia Hubbard
Bus Driver - Jacky Roesener
Head Cook - Wanda Jenkins
Cook - Linda Schneider
Leah Rambat – Kitchen Aide
Linda Doyle - Concessions
Leticia Estrada – Custodian
Ricky Martinez – Custodian

CONTENTS

USD 103 Mission	1
BOE Members/Admin./Staff	2
Table of Contents	3
Asbestos Notice	5
Family Educational Rights Act	5
Inclement Weather Days	5
Notice of Nondiscrimination	5
School Calendar 2017-2018	6
Principles of Operation	7
Guiding Principles	7
GENERAL INFORMATION	9
Access to District/School Report Cards	17
Age of Attendance	9
Attendance & Earning Credits	18
Birth Certificates	9
Calling to Verify Absence	17
Communicable Diseases	12
Computer Use Practices	10
Disbursing of Medication	12
Firearms/Weapons	11
Grievance Procedures	32
Guidance Program	10
Gym Use	11
Health & Nursing Services	12
Lost & Found	9
New Students to District	9
Office Hours	9
Parent Access to Assessment Scores	14
Purchase Orders	10
Safety Drills	12
Sale of Goods	10
School Hours	9
School Lunch/Breakfast	13
School Safety Hotline	12
Surveillance Cameras	9
Telephone	9
Textbook Fees	10
Title 1 Qualified Teachers	14
Visitors	9
Weekly Events Calendar	10
Wellness Center Weight Room	12
STUDENT GUIDELINES	13
Absences	17
Academic Requirements	14
Appearance and Dress Code	20
Arriving at School	13
Assignment Sheet	13
School Issued Equipment	29
Attendance and Earning Credit	18
Awarding Credit from Non-state	
Accredited Schools	16
Bullying, Hazing and Harassment	27
Bus Behavior Guidelines	28
Cafeteria	21
Calling School to Verify Absence	17
Cars	21
Cell Phones	22
Cheating	25
Cheylin Grading Scale	16
Class Designation	15
Classroom Disruptions	

Controlled Substance – Alcohol/Drugs	25
Course Changes	19
Dress Code	20
Driving	19
Eligibility	16
Extra-Curricular Activities	17
Fighting	26
Gang Related Apparel	21
Graduation with Honors	15
Honor Roll	15
Human Sexuality and Aids Ed.	32
Kansas Board of Regents Curriculum	14
KSHSAA	17
Leaving School	19
Library Copier Use	21
Library Guidelines	21
Lockers	20
Lunch Break	19
Nuisance Items	21
Part-time Students	17
Soda Pop	21
Promotion & Retention	15
Public Display of Affection	24
Sexual Harassment	26
Smoking/Chewing Tobacco	26
Special Activities	17
Specific Absence Rules	18
Stairways & Hallways	20
Student Behavior Expectations	22
Student Conduct	23
Student Expectations	13
Student Progress and Report Cards	15
Suspension/Expulsion	24
Tardies	19
Vandalism	25
Weekly Eligibility	16
Written Verification of Absence	18
EXTRA-CURRICULAR ACTIVITY RULES	29
Training Rules	29
SCHOOL ACTIVITIES	29
Activities	29
Activity Trips	29
Card Incentive Program	30
Clubs & Organizations	29
Field Trips	29
Guidelines for Senior Trip	30
Special Education Program	31
Student Government	29
Student Spectator Bus	29
Summer Activities	31
ADDENDUM	
Behavioral Code of Disciplinary Action	34 & 35

INCLEMENT WEATHER DAYS

The following area radio and T.V. stations will broadcast information on school closings due to inclement weather as well as being listed on the Cheylin Website and sent through the Textcaster program.

KSNK/Oberlin	Channel 8	KGCR/Brewster	Station 107.7 FM
KLOE/Goodland	Station 730 AM	KKCI/Goodland	Station 102.5 FM
KWGB/Goodland	Station 97.9 FM	KXXX/Colby	Station 790 AM
KQLS/Colby	Station 100.3 FM	KYVZ/Atwood	Station 106.1

NOTICE OF NONDISCRIMINATION

In compliance with Title VI of the Civil Rights Act of 1964, (P.L. 88-352), Unified School District #103 does not discriminate on the basis of race, color, or national origin in employment or in the operation of any program or activity of the school district.

In compliance with Title IX of the 1972 Education Amendments, School District #103 does not discriminate on the basis of sex in employment or in the operation of any program or activity of the school district.

In compliance with Section 504 of the Rehabilitation Act of 1973 (P.L. 95-602), Unified School District #103 does not discriminate on the basis of handicapped conditions in employment or in the operation of any program or activity of the school district.

Superintendent of Schools, Steve Raymer, is designated the responsibility of compliance with these laws. Any questions should be directed to his office at 605 Bird Ave, Bird City, Kansas 67731. His telephone number is (785) 734-2341.

THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974

The act requires the Board of Education of school districts to notify legal guardians of students and students who are 18 years of age that the information listed below will be released without prior consent unless the superintendent of schools is notified in writing that this information should not become public record. The information involved will include: (1) name, address, and telephone number, (2) date and place of birth, (3) participation in school activities, (4) date of attendance, (5) most recent previous educational agency attended, (6) diplomas and awards received, (7) honors received, (8) Standard of Excellence Achievement, [9] student publications and yearbook information and (10) athletic roster information.

This notice informs parents and students that the district will publish such things as honor rolls, team rosters, and news stories of student activities, as has been the practice in the past. If you do not want the student's name published, the superintendent of schools must be notified in writing to this effect before September 1.

ASBESTOS NOTICE

The Asbestos Hazard Emergency Response Act (AHERA 40 CFR 763) requires Cheylin USD 103 to inspect its buildings for asbestos, and to develop a management plan for those asbestos-containing materials that were located within its buildings. These management plans are available for review during normal business hours at the district's administrative offices. These management plans have been implemented to meet requirements set forth in the regulation.

2017-2018 SCHOOL CALENDAR

AUGUST

07 School Offices Open
09 Enrollment 8:00 a.m. – 6:00 p.m.
11 Teacher In-service/Work Day
14 Teacher In-service/Work Day
15 Classes Begin 1st Term
18 **FRIDAY ATTENDANCE**

SEPTEMBER

04 Labor Day - NO SCHOOL
08 **FRIDAY ATTENDANCE**
18 Parent/Teacher Conferences

OCTOBER

12 End of 1st Term
13 Teacher In-service/Work Day
16 Start 2nd Term

NOVEMBER

17 **FRIDAY ATTENDANCE**
22-24 Thanksgiving Break – NO SCHOOL

DECEMBER

15 Teacher In-service/Work Day
20 End of 2nd Term
21-31 Christmas Break – NO SCHOOL

JANUARY

02 Classes Resume Start 3rd Term
05 **FRIDAY ATTENDANCE**

FEBRUARY

19 Parent/Teacher Conferences

MARCH

01 End of 3rd Term
02 Teacher In-service/Work Day
05 Start 4th Term
14-18 Spring Break – NO SCHOOL
23 **FRIDAY ATTENDANCE**

MAY

10 Seniors Last Day
12 H.S. Graduation
17 Last Day of School
18 Teacher In-service/Work Day

**CHEYLIN USD 103
2017-2018**

PRINCIPLES OF OPERATION AT USD 103

1. **LOYALTY-RESPECT-COMMITMENT**
 - a. to one another
 - b. to our students
 - c. to our district
 - d. to our profession
 - e. to our mission
 - f. to maintain confidentiality

2. **HONESTY-TRUST**
 - a. in communications
 - b. in actions

3. **MAINTAINING A POSITIVE ATTITUDE IN SUPPORT OF:**
 - a. each other
 - b. decisions
 - c. each other's contributions to the successes of students-staff-district

4. **CARING ENOUGH TO MAKE IT WORK**
 - a. be flexible
 - b. be sincere
 - c. be considerate
 - d. be an active listener
 - e. be empathic

5. **CARING ENOUGH TO CONFRONT**
 - a. honestly
 - b. sensitively
 - c. openly
 - d. with a solution orientation

6. **FOCUS ON THE JOYS OF TEACHING**
 - a. love
 - b. laugh
 - c. learn
 - d. live

GUIDING PRINCIPLES

A school is a place that promotes responsibility, respect, civility, and academic excellence in a safe learning and teaching environment. All students, parents, teachers, staff and patrons have the right to be safe and feel safe, in the Cheylin School Community. With this right comes the responsibility to be law-abiding citizens and to be accountable for actions that put at risk the safety of other or oneself.

All participants involved in the Cheylin Schools Community – students, parents or guardians, teachers, staff, and patrons are included as part of this policy whether they are on school property, on school buses or at school authorized events or activities.

All members of the school community are to be treated with respect and dignity. Insults, disrespect, abusive language, and other hurtful acts disrupt learning and teaching. Members of the school community have a responsibility to maintain an environment where conflict and differences can be addressed in a manner that is characterized by the common courtesy principles of respect and dignity.

ROLES AND RESPONSIBILITY

School Board provides direction to the school and ensures opportunity, excellence, and accountability in the education system by:

- developing policies that set out how the school will implement and enforce rules that relate to the standards for respect, civility, responsible citizenship and physical safety;
- seek input from school site council and review these policies regularly;
- provide opportunities for all staff to acquire the knowledge, skills and attitudes necessary to develop and maintain academic excellence and safe learning and teaching environment.

Administration, under the direction of the school board, takes a leadership role in the daily operation of the school. Leadership is provided by:

- demonstrating care and commitment to academic excellence and a safe teaching and learning environment;
- holding everyone, under their authority, accountable for their behavior and actions;
- communicating regularly and meaningfully with all members of the school community.

Teachers and School Staff, under the leadership of the administration, maintain order in the school and are expected to hold everyone to the highest standard of respectful and responsible behavior. As role models, staff uphold these high standards when they:

- help students work to their full potential and develop their self-worth;
- communicate regularly and meaningfully with parents;
- maintain consistent standards of behavior for all students;
- prepare students for the full responsibilities of citizenship.

Parents play an important role in the education of their children and have a responsibility to support the efforts of the school staff in maintaining a safe and respectful learning environment for all students. Parents fulfill this responsibility when they:

- show an active interest in their child's school work and progress;
- communicate regularly with the school;
- help their child be neat, appropriately dressed and prepared for school;
- ensure that their child attends school regularly and on time;
- become familiar with Cheylin Guiding Principles and school rules
- show common courtesy and respect to all: abusive language and aggressive behavior are unacceptable;
- encourage and assist their child in following the rules of behavior
- assist school staff in dealing with disciplinary issues.

Consequences for inappropriate behavior will be based on individual needs, the degree of the problem, and the ability of the person to understand and handle the consequences.

- Student consequences are outlined in the behavior code discipline action.
- Staff and administration consequences follow rules and regulations set forth by the Kansas State Board of Education, Cheylin USD 103 Board of Education, and Kansas Statutes. Consequences will range from verbal warning to termination of employment.
- Parents/Guardians and patrons are governed by Cheylin USD 103 Board policies and Kansas Statutes. Parent/Guardians and patrons consequences will range from verbal or written warning to restricted access to the school.

EXTRA-CURRICULAR ADDRESS TO PARENT CONCERNS

Cheylin Junior and Cheylin High Schools will cooperate with parents as much as possible when parents have concerns about the extra-curricular activities in which their children are involved. In order to maintain the open lines of communications needed to maintain a good working relationship between coaches/sponsors, parents and students the following steps should be followed when addressing those concerns.

- Parents should contact the building principal the **day following** the activity and set up an appointment through the principal to talk to the coach/sponsor during the school day. Every attempt will be made by the administration to have the coach available for this conference at the convenience of the parent.
- Coaches should NEVER be contacted during an event, after an event or at home unless the concern is one involving an injury. Whenever a student is injured the parent should contact the coach immediately and notify him/her of the injury. **ALL OTHER CONCERNS SHOULD WAIT UNTIL THE FOLLOWING DAY TO BE ADDRESSED DURING THE SCHOOL DAY BETWEEN 8:00 AND 4:00.**
- Parents and coaches are encouraged to be open minded and in the spirit of cooperation be willing to listen and compromise whenever possible. In most cases, very little is accomplished when threats are made and tempers are lost. Everyone involved with these concerns should remember that when parents, students, and coaches work together more can be accomplished than working against each other.
- All parties involved in these discussions should make every effort to understand the views expressed by the other party and be willing to discuss the matter in a civil pleasant manner. In some cases, the end result may be agreeing to fact that the other party disagrees with you. **RESPECTING each other and their views should be the foremost goal of all parties involved.**
- Understanding that parents and coaches are here for the good of the entire student body and understanding that all are human and will make mistakes will go a long ways in solving concerns and improving relationship between coaches, parents, and students.

T - together
E - everyone
A - achieves
M - more

GENERAL INFORMATION

SCHOOL HOURS

Classes will commence at 8:15 a.m. and end at 4:15 p.m. Students are not permitted in the building before 7:50 a.m. and after 4:30 p.m. unless accompanied by a staff member or approved in advance by the administration.

OFFICE HOURS

The offices are open from 7:50 a.m. until 4:30 p.m. each school day. Whenever possible, students should take care of school business before or after school.

BIRTH CERTIFICATES AND HEALTH RECORDS

Verification of birthdate is required of all new students who register in school. If your child is enrolling in kindergarten, verification is required by presenting a raised seal, certified birth certificate to the Principal's office. A COPY OF THE BIRTH CERTIFICATE OR HOSPITAL CERTIFICATE WILL NOT BE ACCEPTED AS PROOF OF BIRTH.

NEW STUDENTS TO DISTRICT

1. Students must have a copy of their immunization record that meets KCI requirements.
2. If they have not attended another school in Kansas and are younger than 9 years of age, a Health Assessment form completed by a doctor, physician's assistant or a nurse qualified to give physical exams is required.

AGE OF ATTENDANCE

A child must reach the age of five on or before August 31 in order to be entitled to attend kindergarten or reach age six in order to be entitled to enter the first grade of a school district.

SURVEILLANCE CAMERAS

Surveillance cameras are placed in and around the building to be used by administration, and when needed, local law enforcement in determining violations of school policies.

VISITORS

ALL visitors must first report to the appropriate office. If the visitor needs to talk to a student, administration will make the decision as to the necessity, and if so will call the student to the office to visit there. Non-school personnel are not allowed to loiter on the school grounds. Any request to bring visitors to school should be cleared by the principal of the appropriate building at least one day in advance of the proposed visit. All visitors will be expected to obey all school rules while visiting our school.

Elementary school visitation during the FIRST TWO WEEKS of school, PRECEDING DAYS to vacation and the LAST TWO WEEKS of school is UNDESIRABLE. (Please do not bring other children when you visit your child's classroom as they may cause additional distractions for the students.)

Parents wishing to discuss a child's progress should make arrangements in advance for a non-school time conference. Time should not be taken during classroom visits for such conferences.

Parents are urged to contact the teacher first should questions or misunderstandings arise so that a clear understanding and cooperative solution may be reached. The administration may be contacted second as deemed necessary.

SCHOOL TELEPHONE

Students and teachers **will not** be called out of class for phone calls EXCEPT in case of emergency. All calls requiring a charge must be charged to your home phone. Personal calls may be made before school, at noon, and after school.

LOST AND FOUND

All lost and found items should be brought to the office.

TEXTBOOK FEES and ACTIVITY FEES

The textbook rental fee for grades K-6 is \$30.00; 7-12 is \$50.00 with a \$90.00 family maximum for the school year. This fee does not cover damaged or lost books; Students will be charged the replacement cost for lost or damaged books. If the book is found at a later date, the money will be returned to the student. The Technology fee is \$50.00 for 7-12. The Vocational Agriculture will pay \$30.00 enrollment fee plus cost of project above that amount; The Woodshop will be \$15.00 enrollment fee plus cost of project above that amount. Band students grades 5-12 pay \$15.00 for the enrollment fee.

GUIDANCE PROGRAM

The purpose of the guidance department is to:

1. Provide students support and guidance in their daily lives and assist them in finding solutions to personal problems.
2. Help the students find a place in the extra-curricular program.
3. Develop Individual Plans of Study for students as required by KSDE.
4. Help the students explore different fields of interest and plan for their work.
5. Help students pursue an appropriate vocation or further education.
6. Provide students with information on available scholarships, grants and other forms of financial assistance for further education and/or training.
7. Administer aptitude, interest and achievement tests to help students realize their capabilities.

WEEKLY EVENTS

Weekly events announcements are updated and shared with the faculty and students daily. All are responsible for knowing their contents. Activities are regularly updated and posted on www.cheylin.com.

PURCHASE ORDERS

No charges are to be made to the school without a signed purchase order. Purchase orders are to be signed by the sponsor of the organization, and the superintendent.

SALE OF GOODS

The sale of goods including candy, cakes, shirts, etc. is reserved for recognized school classes and clubs only. Groups interested in selling goods should contact the building principal for permission PRIOR to their sale.

COMPUTER USE PRACTICES AND POLICIES

Technology shall be used for approved education purposes. District google accounts are part of the school owned information retrieval system. All data and software tied to district google accounts are considered the property of USD 103. Students shall have no expectation of privacy when using district email or computer systems. Students are expected to use appropriate content in the system and follow guidelines approved by teachers, administration, and Board policy. Any email or computer application or information in district computers or computer systems is subject to monitoring by the staff and/or administration. The school retains the right to duplicate any information created by students in a computer system or on any individual computer. Students who violate these rules or any other classroom rules relating to computer use are subject to disciplinary action up to and including suspension from school. Students and their parents are required to read and sign the memorandum of understanding that accompanies the Chromebook & Google Apps for Education Policy when checking out chromebooks for the 1 to 1 district technology initiative. Students must have on file student/parent agreement to access information retrieval system at school.

Rules for Computer Use

- Responsible user of technology (digital citizenship)
- Report device damage or loss immediately
- Report any breach of security or inappropriate access
- Use device assigned/checked out to you
- Charge computers regularly
- Provide own ear buds
- Save work on your own removable media/or in the cloud
- Files left on hard drives will be deleted
- Teacher permission before games, music etc.

Rules for Internet Use

Students will be provided Internet/network access while on campus of USD 103, Cheylin Schools. The Internet usage is filtered for the chromebook whether **on campus** or **off campus**. Parents should be aware that, although

there are filter controls on the Internet, the potential exists, as it does with all Internet use, of the student to access material that may contain content that is illegal, inaccurate, or potentially offensive to students and their parents. Even with filtering software, it is not possible to absolutely restrict access (accidental or otherwise) to all such material. It will be each student's responsibility to adhere to the District Acceptable Use Policy, the Student Handbook, and the general usage rules set forth in this document

The following are a list of categories and possible websites deemed inappropriate to access while at school. This is not a complete list, but should only serve to use as examples. Any additional websites deemed inappropriate for school use will be determined and enforced by staff, administration and/or the board of education on a daily basis. Students should remember that computer use is primarily for educational purposes.

Social Networking

Facebook, Twitter, Instagram, Snapchat, etc.

Entertainment

Runescape, Miniclip, Ebaumsworld, College humor, Comedy Central, Joke of the day, etc.

Personal Email

Hotmail, Yahoo, Etc

Consequences for Computer Misuse:

*First offense: Student loses all computer access/ privileges for one day and parent will be notified..

*Second and subsequent offenses: Student loses all computer access/privileges for one week and parent will be notified.

*Administration may alter computer misuse consequences as deemed appropriate/necessary. Teacher directed assignments may require computer misuse consequence exceptions.

GYM USE - BIRD CITY & McDONALD

Senior high and junior high students may use the gym after school hours when a parent or adult is in the gym and is willing to be responsible for the activities of the students. Gym shoes that have NOT been used out-of-doors are required.

Adults responsible for senior and junior high students using the gym after school hours may secure a key from the district school office for such purposes and will be responsible for all persons under their care. All persons checking out a key will sign a contract stating that they agree to abide by all the rules and regulations contained therein.

All persons walking, running or playing on the gym floor shall use gym shoes that have NOT been used for out-of-doors wear. All persons will remain in the gym and will not go into other areas of the school facilities. The person checking out the key will be held responsible for any and all damage that persons using the gym under their supervision may cause.

Use of the McDonald gym will be restricted to Cheylin District affiliated groups only and at the discretion of the administration.

FIREARMS/WEAPONS

Possession of a firearm or weapon shall result in expulsion from school for a period of one-year (154 school days) in accordance with the provisions of the Gun-Free Schools Act, 20 USC 3351. The Superintendent may recommend probation on a case-by-case basis. Weapon or firearm means any object, material or substance, which in the manner it is used, designed to be used, or intended to be used, is capable of producing death or bodily injury.

DISBURSING OF MEDICATIONS AT SCHOOL

USD 103 personnel will NOT provide aspirin or any other type of medication to students. All medications brought to school for a student's use must be brought to the office in a properly labeled bottle, including the student's name, type of medication, dosage and time to be given. Permission for medication form must be completed before any medication will be dispensed.

COMMUNICABLE DISEASES

Any student diagnosed by a physician or suspected by school authorities as having a communicable disease may be required to withdraw from school for the duration of the illness in order to give maximum health protection to other students. The student will be re-admitted to regular classes upon termination of the illness, when approved by the student's physician or by USD 103's school nurse through Cheyenne County.

In each case involving a student with a communicable disease, the board of education reserves the right to make a final decision regarding the placement of the student after taking into account the recommendations of the health assessment team, the risks and benefits to both the student and to others.

HEALTH & NURSING SERVICES

In the event that a student becomes ill or injured at school, we will make every effort to contact the parent or designated substitute. We will not send a child home if they will be unattended. First aide will be limited to the applying of simple bandages or infection preventatives and to any justifiable emergency aid (such as stopping excessive bleeding to prevent further injury, disability or death.) See BOE Policy JCFCA.

Health services offered by the school include:

1. Hearing and Vision Screening
2. Scoliosis Screening
3. Heights and Weights
4. Blood Pressure Screening
5. Routine Checks for Control and Prevention of Communicable Diseases.

If your child is experiencing a fever with his/her illness, please **DO NOT SEND YOUR CHILD TO SCHOOL UNTIL HE/SHE IS FEVER FREE FOR 24 HOURS WITHOUT AID OF A FEVER REDUCING DRUG.**

The Board of Education of U.S.D. 103 requires verification of immunizations as provided by K.S.A. 72-5209.

SAFETY DRILLS

Safety drills for fire and tornadoes are required by state law to be held each year. All students are reminded that they are responsible to know their assigned exit or safety area. Students are not to visit during drills. Quiet and order are essential so that directions that may save your life can be heard.

Inappropriate use of the fire extinguishers is a violation of state and federal law and WILL be reported to the State Fire Marshall's Office for prosecution. Students misusing fire extinguishers will also be suspended out-of-school for a three (3) day period.

Drills for Lockdowns are practiced at least one time each school semester.

SCHOOL SAFETY HOTLINE

HB 2558 establishes a statewide school safety hotline that will be staffed by the Kansas Highway Patrol. The purpose of the hotline is to give students an opportunity to report "impending school violence."

Student calls will be received by a single statewide highway patrol dispatch center; then, transferred to local law enforcement that will relay information to the local school administration.

The KANSAS SCHOOL SAFETY HOTLINE NUMBER IS **1-877-626-8203**.

WELLNESS CENTER WEIGHT ROOM

Children between the ages of 0 and 18 who have not graduated from high school are to be supervised by an adult at all times. Adults are classified as 18 and graduated from high school. Children under 14 years are NOT permitted to use the cardio machines. Adult community members may check out a key to the weight room from the high school office. Any adult checking out a key will be held responsible for the weight equipment, facilities and any damage that may be inflicted. A copy of the Cheylin Wellness Center Rules & Regulations are available in the high school office.

SCHOOL LUNCH & BREAKFAST

Cheylin U.S.D. 103 utilizes the Power-Lunch computer system for lunch/breakfast accounting. Each student's food service account is maintained, credited, and debited within the Power-Lunch unit by dollar amount rather than by number of meals. The Power-Lunch system keeps track of each individual's account. Payment reminders are given when meal accounts are low. Power-Lunch accounts are accessible online using the student/parent access password.

Parents desiring financial help are encouraged to apply for free or reduced price meals through the principals' offices. Forms are included in the enrollment packets. Free and reduced price lunch cards will be issued, but there will be no identification on the card as to this designation.

The **Offer vs. Serve** meal program is observed at U.S.D. 103. Each day the students will be offered the complete lunch which includes a serving of: Milk, Bread, Meat, Fruit, and Vegetable. Students may continue to take all five items or select the minimum three food items required by the National School Lunch Program. If the student chooses to eat only the three required items, the price per meal remains the same as if all five-food items were taken. A copy of the Offer vs. Serve Program is posted in the cafeteria.

Students will be allowed to bring juice to have with their meals, but carbonated beverages are prohibited by State regulations and must not be brought in with a sack lunch.

STUDENT GUIDELINES

JR/HIGH SCHOOL STUDENTS: NO bookbags will be allowed in classrooms or gymnasium. To protect the laptops, reduce clutter & food being brought into classrooms, as well as lowering the risk of violence.

ARRIVING AT SCHOOL

When junior and senior high students arrive at school in the morning, they may mingle in the H.S. and J.H. locker areas or lunchroom. Elementary students should report to the cafeteria in the event that an arrival is necessary before 7:50 a.m.. Supervision of the playground is NOT provided before school.

STUDENT EXPECTATIONS

All students at Cheylin U.S.D. 103 SHALL demonstrate conduct based on the mutual respect for each person's individual rights. The basic right of class membership is contingent on non-infringement of the rights of others. Our classroom teachers shall maintain the proper atmosphere conducive to excellent instruction. All staff will demand that pupils conduct themselves in a respectful manner, be considerate of other's rights, and make their best effort at all opportunities available to them. The PRIVILEGE of remaining in class is based upon students being able to demonstrate all of the above-mentioned positive behaviors and to follow the guidelines listed below.

All students must be diligent in their studies. This means the first priority is completing all assignments and work on time. All current and past due back assignments must be completed prior to leaving for any school day activity or event. Diligent also means students are to report to scheduled classes with necessary work materials; being alert in class and participating in class; being punctual and regular in attendance; having proper respect for the rights of others and for school and personal property; and using good judgment in actions while in the hallways between classes and during noon hour. When work is turned in late the student will receive 50% of the grade earned. Work turned in later than one day will receive no credit. No credit for late assignments will be granted after two school days has elapsed. The teacher will determine late work exceptions if there be any.

Please remember that any school sanctioned or sponsored event is considered a legal extension of the classroom and all school rules and policies are in force. This also includes transportation and activities at locations away from our school.

ASSIGNMENT SHEETS

Teacher signed paper copy assignment sheets will be required of HS and JH students for **Free Days, College visits, Family Vacations, NKESC sponsored activities including Gifted Seminars, Mock Interviews, ACT Prep, and State Officer Assignments.** Student requests for class assignments may be made up to six school days in advance of the planned absences.

ACADEMIC REQUIREMENTS FOR GRADUATION

In order to graduate from Cheylin High School a student must earn a minimum of 24 credits including the following:

1. Four units of ENGLISH (1, 2, 3, 4)
2. Three units of MATHEMATICS (1 unit of Algebra I, 1 unit of Geometry)
3. Three units of SCIENCE (1 unit of General, 1 unit of Biology I & II)
4. Three units of SOCIAL STUDIES (1 unit of U.S History, 1 unit of U.S. Government, 1 unit of World History & Geography)
5. One-half unit of SPEECH (grade 12)
6. One-half unit of COMPOSITION (grade 12)
7. One unit of CONSUMER & PERSONAL FINANCE (9)
8. One unit of Financial Literacy (12)
8. One unit of FINE ARTS
9. One-half unit of PHYSICAL EDUCATION
10. One-half unit of HEALTH
11. ELECTIVES to meet the 24 credit requirement.

Note: Drivers Education is strongly recommended for 8th grade students during the summer prior to their Freshman year. Business Essentials and Kansas History will be required courses in junior high.

No dual credit is offered at Cheylin unless the course is offered from an accredited teacher hired from the college.

TITLE I QUALIFIED TEACHERS

Parents will be notified if their Title I student is taught by a teacher who is not highly qualified for a period of more than four consecutive weeks. Notification will be by written letter to the parent.

PARENT ACCESS TO STUDENT ASSESSMENT SCORES

Student Kansas Assessment Scores will be provided parents after the test results are made available. Parents may request copies of the test scores at any time by calling the office at; ES-785-734-2351 or the JH/HS-785-734-2341.

PARENTS MAY REQUEST INFORMATION ON THE PROFESSIONAL QUALIFICATIONS OF THEIR TEACHER.

Parents may request information regarding the professional qualifications of their child's teacher by contacting the Superintendent of schools at the district office at 785-734-2341.

KANSAS BOARD OF REGENTS REQUIRED HIGH SCHOOL CURRICULUM - QUALIFIED ADMISSIONS

Admissions Requirements: To qualify for admission to any of the six Kansas state universities, you must meet the following requirements:

- * Complete the Qualified Admissions or Kansas Scholars curriculum with at least a 2.0 GPA and achieve one of the following:
- *Achieve an ACT score of 21 or higher
- *SAT score of 980
- *Graduate in the top one-third of your high school class and Achieve a 2.0 GPA or higher on any college credit taken in high school.

Kansas Scholars Curriculum:

Note: 1 unit = 1 year

English - 4 units required

At least one unit of English or language arts must be taken each year of high school. Courses taken in Journalism, Debate/Forensics, and/or Drama **will not** count. ½ unit may be speech.

Natural Science - 3 units required

Three units including Biology, Chemistry and Physics. A fourth year of science is recommended.

Math - 4 units required

Four units include Algebra I, Algebra II, and Geometry and one unit of advanced mathematics such as Trigonometry or Calculus. Completion of Algebra I in 8th grade is acceptable for the KS Scholars Curriculum, but not for Qualified Admissions.

Social Science - 3 units required

U.S. History, U.S. Government and World History & Geography.

Foreign Language - 2 units required

Two years of one language. Latin and Sign Language are accepted.

GRADUATION WITH HONORS

Students with a cumulative grade point average (GPA) of 3.92 or higher will wear a graduation medal for graduation with highest honors. Those with a GPA of 3.75 to 3.92 will graduate with high honors. Those with a GPA of 3.5 to 3.75 will graduate with honors. Only the students who have met ALL of USD 103's academic requirements will be allowed to participate in graduation exercises.

CLASS DESIGNATION

A student's class, i.e., Freshman, Sophomore, Junior, or Senior is determined by counting the number of credits that the student has on permanent record at the beginning of each year. Class rank is determined as follows, starting with Class of 2011:

- Freshman = Less than 6 credits
- Sophomore = 6 credits but less than 12 credits
- Junior = 12 credits but less than 18 credits
- Senior = 18 or more credits

Students wishing to opt out of class activities must have parent and student's signature on form stating intention. Students "opting out" will be denied attendance and participation at any class sponsored activity such as prom and senior trip.

A placement test will be given for any non-accredited student wanting to attend Cheylin.

PROMOTION AND RETENTION

The policy of Cheylin U.S.D. 103 is to encourage and assist each student to progress in a continuous growth pattern of academic achievement in harmony with normal intellectual, social and emotional development. The best interest of the student will be the guiding philosophy for determining acceleration, promotion or retention.

In order to be promoted, JH students are expected to have passing grades in their Core Curriculum subjects (Math, English, Social Studies, Science). Any JH student who fails two (2) or more Core Curriculum subjects will be retained in their current grade level. The year grade (which is determined by averaging the 2 semester percentage grades together) will be used in determining whether a student is promoted or retained. If a student wishes to continue and has not passed the subjects, it will be at the student's expense to take an online class approved by the principal and teacher.

In each case involving either the promotion or retention of a student, the principal will consider the viewpoints of special service personnel, parents, and if applicable medical or other mental health professionals. The final decision in any case pertaining to promotion or retention shall rest with the principal.

STUDENT PROGRESS AND REPORT CARDS

The school year is divided into four nine-week grading terms. The high school and junior high schedule will contain traditional periods with semester grades. Letters for D's and F's will be sent out weekly. Grade cards will be either given to the student or mailed home. The elementary students will receive nine-week grades.

HONOR ROLL

At the end of each nine-week grading term, the office will determine a junior/senior high honor roll. The following 4-point scale is used to determine honor roll members:

- Grade of A = 4 points
- Grade of B = 3 points
- Grade of C = 2 points
- Grade of D = 1 point
- Grade of F = 0 points

A student must be enrolled in 20-quarter credits or 5 subjects for the year to be eligible for the honor roll, **and may not have any grade lower than a C-**. To be named to the Cheylin Honor Roll a student must have a GPA between 3.7 and 4.0. To be named to the honorable mention roll requires a GPA between 3.00 and 3.69.

CHEYLIN USD 103 GRADING SCALE

A+	99-100	
A	95-98	4
A-	90-94	
B+	87-89	
B	83-86	3
B-	80-82	
C+	77-79	
C	73-76	2
C-	70-72	
D+	67-69	
D	63-66	1
D-	60-62	
F	0-59	0

Classes with adapted curriculum will be noted on the student transcript with an *.

AWARDING CREDIT FROM NON-STATE ACCREDITED SCHOOLS

Credit will be awarded for a student transferring from non-state accredited schools based on the student's documented past educational experience and/or performance on tests administered to determine grade level placement. Minimum acceptable tests to be considered: (1) a national normal standardized test taken within (6) six months prior to enrollment. The student must score at a minimum 40th percentile level on standardized test in subject area(s) for which credit is sought, or (2) score at 60% accuracy on test(s) prepared by Cheylin USD 103 staff in subject(s) where credit is sought. Tests using higher standards than those listed will be considered.

ELIGIBILITY

Students must be in attendance the **ENTIRE DAY** to be eligible to **PLAY OR PRACTICE** in that day's extra-curricular activities.

There will be four (4) exceptions to this rule:

1. Attendance at a funeral
(Will require a note from parents verifying attendance at a funeral)
2. Medical appointments and donating blood at Bird City
(Will require verification from the medical office of an appointment)
3. Students participating in Cheylin High School Card Incentive Program Activities
*** Special situations will be handled by the administration.***
4. College visits and special testing situations may be allowed; only if approved in advance by administration.
*** Special situations will be handled by the administration.***

WEEKLY ELIGIBILITY

All students must meet certain academic standards to be eligible for athletic and/or extra curricular activities. Eligibility will be cumulative for the entire semester. Weekly eligibility requirements will commence at the beginning of the third week of each semester period. Any new student that enrolls will be given a 3 week grade period for eligibility from the date they start attending classes. Any student who does not maintain a minimum 2.0 GPA with NO GRADES of F standard will be placed on academic probation. A student on academic probation will be allowed a one-week grace period to meet the standard. If a student fails to raise his/her grades during the grace period, they will be declared ineligible for a minimum of one week and will be required to email parents, coaches, etc., their grades. Students will remain ineligible until the minimum standard is met and will be required to attend after school study. The ineligible period will commence and end at 12:00 p.m. on Monday. If an extracurricular activity begins prior to 12:00 p.m. Monday, the student will be allowed to participate until the activity is concluded. Eligibility is handled electronically. Additionally, if assignments are not complete to the satisfaction of the teacher, the teacher will mark the student ineligible. It is the responsibility of coaches and sponsors to regularly check eligibility, particularly before scheduled activities. The teacher will personally inform students who are ineligible in their classes. The principal or counselor will meet with students who are ineligible or on academic probation. Parents will receive an e-mail or letter informing them of their son/daughter's academic probation or ineligible status. KSHSAA eligibility rules are still in force at all times. The Superintendent may grant an exemption for crisis situations.

KSHSAA RULES

Rule 13, Art. 3: A student in grades 6-12 shall meet the following requirements for eligibility in interschool activities:

- a. Scholarship - The student shall have passed at least five (5) new subjects (those not previously passed) of unit weight, or its equivalency, the previous semester or the last semester of attendance.
- b. Enrollment - The student shall be enrolled in and attending a minimum of five (5) new subjects (those not previously passed), of unit weight, or its equivalency, during the present semester.

A student shall not be permitted to make-up work after the close of the semester for the purpose of becoming eligible. A "condition" or an "incomplete" shall count as a failure in determining KSHSAA eligibility.

EXTRA-CURRICULAR ACTIVITIES

Extra-curricular activities will be defined as all school-sponsored activities, which do not give units of credit toward graduation, including such activities as prom, school sponsored dances, club meetings, class activities, academic contests, music contests, athletic competitions, cheerleading, dance, etc. All outside dates must be registered in high school office prior to dance. Doors will be locked 30 minutes after scheduled time for dance to start. There will be no admittance to dance after doors are locked unless prior exception has been made on an individual basis with dance sponsor.

ACCESS TO DISTRICT/SCHOOL REPORT CARDS

Parents may access district/school report cards at www.ksde.org and go to the report card page. This information is updated annually and will also have a link from our school website at www.cheylin.com.

SPECIAL ACTIVITIES

For 8th graders and seniors only: For High School Commencement: A graduation exemption will be made to allow an alternate discipline option for those students under disciplinary suspension at the time of graduation. For 8th Grade Promotional Exercise: An exemption will be made to allow an alternative academic or discipline option for those students academic ineligible or under discipline suspension at the time of the recognition. These exemptions will not include suspension for alcohol or drug violations.

PART-TIME STUDENTS

Once a student declares part-time student status (less than five courses), the student forfeits participation in all extracurricular activities for the remainder of the year, excepting graduation ceremony.

CALLING SCHOOL TO VERIFY ABSENCE

The day a student is absent, for student safety, we request that the parent/guardian call the school or email, pochopb@cheylin.com or dartm@cheylin.com before 8:30 a.m. to inform school personnel of their child's absence. If no contact has been made by 8:30 a.m., by parent, school personnel will call or an automated call will go out to the parents of the absent student to ensure the safety of the student.

PHONE MESSAGE TO STUDENTS (moved from previous page)

Phone messages to students will not be forwarded to a teacher's classroom except for an emergency situation. Messages will be given to the student, and they may call back before or after school or during lunch hour

ABSENCES

The Cheylin Board of Education recognizes regular attendance as necessary to achieve consistent educational progress. Classroom learning experiences are a meaningful and essential part of the educational system. Time lost from class is irretrievable, particularly a student's opportunity for interaction and exchange of ideas with teachers and other students. Kansas State Law provides local school boards with authority to establish standards for attendance. USD 103 therefore considers encouragement of consistent and timely attendance a major responsibility.

Students are expected to be in the classes to which they are assigned on every school day except in the case of illness or injury, school-related activity, family emergency or religious observance. It is the responsibility of the school administration to monitor student attendance and to communicate with students and their parents when attendance patterns do not meet district standards. It is the parent's responsibility to ensure that their children are in school and to notify the school when their child will be absent.

Personal business-such as senior pictures, banking, shopping etc. and personal grooming should be conducted during times the school is not in session.

ATTENDANCE AND EARNING CREDIT

In order to earn class credit, a student may not have more than a total of five (5) absences per class per semester. In School Suspensions are not considered as absences. Free Days, College visits, School Sponsored extracurricular activities and medical illness and appointments a doctor's note do not count toward the five (5) absences limit for credit per class per semester.

One of the most important parts of a student's permanent record is attendance. Regular and punctual attendance by all students is necessary for the proper functioning of the entire school. One of the major causes of failure in secondary school is absenteeism. Kansas law requires compulsory attendance at school; statute 72-1111 states that "every parent or person acting as parent in the state of Kansas, who has control over or charge of any child who has reached the age of 7 and under the age of 18 and has not attained a high school diploma or GED credential, shall require such child to be regularly enrolled in and attend continuously each school year." Kansas Statute 72-113 discusses enforcement of compulsory school attendance, and requiring school boards to establish policy identifying excused and unexcused absences; our board has established the following for excused and unexcused absences:

Excused:

1. Illness, with a parent's call and note, or a doctor's note, or the school nurse: dental or clinical appointment, legal appointment, or school sponsored activity.
2. Prearranged excuses for funerals, family trips, outside organizations, or any other absence the principal gives prior approval for. These prearranged excuses are done through the principal, and only the principal can excuse these absences.
3. Severe weather that makes it impossible or impractical.

Unexcused:

1. Skipping school.
2. Non-arranged absence.
3. Leaving school without permission.
4. Absent from regularly assigned class.

TRUANCY- Kansas Statute 72-1113: A student who has three (3) consecutive unexcused absences or any five (5) unexcused absences in a semester will be considered truant. Prior to reporting to either SRS or the county or district attorney, a letter shall be sent to the parents and/or guardians of the student notifying them that the failure of that student to attend school without a valid excuse shall result in the student being reported as not attending school as required by state statute. The procedures of K.S.A. 72-1113 will be followed in reporting a truant student.

- When the student reaches 5 absences a formal notification will be sent home detailing the amount of absences and consequences of continued absenteeism. Exceptions to this policy; Any student who is hospitalized, is suffering from a long-term illness (long term illness as defined as an illness of four or more days in a row), or has a chronic medical condition while under the care of a licensed physician.

- **Please call 24 hours in advance, or more, to receive Superintendent/Principal's prior approval for an absence, if you know your child will be missing school. We will work with you if you work with us. This helps all of us to avoid the issues of truancy as defined in school law in our state.**

- Understand that a parent phone call to excuse a student, for personal reasons, is not an excused absence. Only the principal can excuse an absence, because law states that a child attending public school is attending under the compulsory attendance law. They are to be at school, unless they fall under an excused absence, as stated above. The principals are also the truant officers and are bound by state law to enforce attendance and truancy law.

All absences, regardless of the cause will be recorded on the student's cumulative attendance record.

WRITTEN VERIFICATION OF ABSENCE

All absences, SHALL require a written note, and signed by the student's parent/guardian or activity sponsor with the school office. Texting is not considered acceptable documentation. A doctor's note shall be required upon returning to school from an appointment. This note shall be given to the school secretary. This note will include the following:

The note will include the following information:

1. The date of the absence,
2. The reason for the absence,
3. The location of the student during the absence,
4. The parent's/guardian's or activity sponsor signature verifying the information stated.

If any of the above information is missing or is incorrect, the absence will be recorded and no credit given for work missed.

After a student has accumulated two unexcused absences in a semester, the student will receive verbal notification from the principal. The principal will advise the student of the policy and the consequences of losing class credit and a written notice will be given to the parents/guardians as attendance is primarily the responsibility of the parents/guardians.

All absences from class in which the excuse is unsatisfactory and/or without knowledge, consent or approval of the parents/guardians and school administration are unexcused absences. NO CREDIT will be given for daily work or tests missed as a result of an unexcused absence. Examples of unexcused absences include but are not limited to: cutting classes, staying home, leaving school without permission, etc. Administration reserves the right to determine the status of all absences.

TARDIES

A junior or senior high student arriving at school after 8:15 a.m., or after the commencement of the student's first class, whichever comes first, will be considered tardy. Also, when he/she is not IN the classroom when the buzzer sounds. Any student who is tardy due to being detained by another teacher must obtain a pass from the teacher who detained them. In such cases, the tardy will not be marked by the second teacher. When a student is tardy, the teacher will record the tardy. If a student is tardy 1st period, they must come to the office for an admit slip. A student is considered tardy up to (15) minutes. After 15 minutes the student is marked absent for the class. If tardiness become an issue, parents will be contacted.

On the third (3rd) accumulated tardy in a 9-week grading term, and for each additional tardy thereafter, a student will be assigned to a 30 minute detention period. Repeated or habitual tardiness may result in further disciplinary action.

Elementary students arriving at school after 8:15 a.m. will be considered tardy. The first tardy will result in a warning and each tardy after (3) three will result in a 15 minute detention after school.

COURSE CHANGES

Changes in a junior or senior high school student class schedule will be limited to the the first three days of each semester. Changes may be made ONLY with the consent of the principal, parent, and teacher. Any course that is dropped after two weeks will be recorded on your transcript as "withdrawn passing" or "withdrawn failing," whichever is appropriate.

High school students are discouraged from dropping a subject after the first week of school. A student may drop a subject then only by mutual agreement of the student, parent, and counselor and principal. The request to drop a subject should begin with the principal, parent and teacher.

LEAVING SCHOOL

Students may not leave the school buildings or grounds during the school day unless a permission note or verbal contact from parent/guardian is on file or made with the school office. A definite reason for leaving school must be cited before permission is obtained from the office. Students will not be permitted to leave school until contact has been made with a parent/guardian. Once the student leaves the building with or without permission, the school assumes no responsibility or liability for the welfare of the student. Students leaving without first checking out through the office will be recorded as unexcused absences. Students are allowed to ride off campus with a parent, legal age sibling, or legal guardian.

LUNCH BREAK

Students in grades K through 8th must eat lunch in the school cafeteria unless they are picked up by their parent/guardian. All 9th through 11th grade students wishing to go downtown must walk or use non-motorized modes of transportation. Students experiencing problems getting back to class on time, students who reportedly act inappropriately on the way down and back, or who reportedly act inappropriately while downtown will lose their noon time privileges for a period of nine weeks from the day of the violation. No food will be allowed in gym during lunch.

DRIVING

Driving during lunch break will be a privilege allowed for senior students only. Driving parameters during the lunch break are limited to the town of Bird City and south of US 36; Country roads are off limits. Seniors may ride together, but no other students will be allowed to do so. Any student who violates these guidelines will lose their privilege to drive their senior year. If the student in violation is a senior, they will lose their driving privileges for the remainder of the school year.

Before a senior will be allowed to drive during lunch break, ride with another senior student, or have senior passengers, a parent/guardian signed release form must be turned into the office. The release form will be applicable for the entire school year.

STAIRWAYS & HALLWAYS

Stairways are for getting from one floor to another. They are not to be used for sitting or lounging which makes it difficult for others to pass safely. Hallways are also not to be used as lounge areas. Students are not to sit or lie on the floor or furniture in the hallways or classrooms.

LOCKERS

Lockers are provided for all students and will be assigned at enrollment. No permanent shelves, stickers, pictures or posters not suitable for an educational setting (including those of scantily clothed models or those depicting alcohol or drugs and the like) are to be put into the lockers or on the sides of the doors.

Lockers are provided for the purpose of storing books, backpacks, coats, and other personal items at school. The lockers are the property of the school and are open to administrative inspection at any time. The administration reserves the right to seize illegal substances, objects, or recover school property that is not checked out. At the end of the school year, the student will be required to properly clean out the locker before being signed out for the summer. Any damage to the locker beyond normal wear and tear will be charged directly to the student. Padlocks are available in the office. A \$7.00 refundable fee will be charged.

APPEARANCE AND DRESS CODE GUIDELINES

The dress code is established in order for students to make a positive choice of dress that is appropriate for school. In all cases, students are expected to dress in a manner that will project a positive image of themselves, other students, the Cheylin staff and the Cheylin community.

During normal school day all clothing should be worn the way it is supposed to be worn. Dress considered inappropriate includes, but is not limited to the following: clothing with obscene, suggestive, or sexual double meanings, or alluding to or portraying alcoholic beverages, drugs or smoking materials. Students will not be allowed to have their midriffs uncovered. At no time will a student's underwear be allowed to show. Any shirt that reveals bra straps is not allowed. Revealing clothing such as low cut shirts will not be tolerated. Other dress considered inappropriate includes, but is not limited to the following: spaghetti strapped tops, halter tops, strapless shirts and undershirts worn alone. Shorts must have an inseam length of 5" or more and tops need to have at least a strap width of 3". Guys are not allowed

to wear shirts without sleeves. Jeans with open holes will not be allowed. Holes with material across them covering the skin will be allowed. The guideline for skirt, short and dress length is mid thigh. Game Day dress attire is expected when students are representing Cheylin.

Hats/caps may not be worn in the school building while school is in session; The exception will be made on special dress-up days. When entering the school buildings, caps, hats, do-rags and headbands are to be removed and stored in lockers until school is dismissed. Hats/caps may be worn inside the school building at home events in Bird City or McDonald. Hats/caps will be allowed at outside activities. During the national anthem, removal of hats/caps is expected.

During physical education or weight lifting class, the dress code guidelines for all students allow for workout shorts with an inseam length of 5" or more and workout tops including tank tops and sleeveless shirts.

If clothing is found to be inappropriate by a faculty member they will report it to administration. The administrator will assess and further determine necessary changes/adjustments. Students deemed wearing inappropriate dress will be required to change. Repeated occurrences of inappropriate dress may result in detention or suspension.

Parents/guardians please make every attempt to see what your daughter or son is wearing to school before they leave home.

GANG RELATED APPAREL

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

1. Shall not lead school officials to reasonably believe that the behavior, apparel, activities, acts, or other attributes are gang related and would disrupt or interfere with the school environment or activity and/or education objectives;
2. Shall not present a physical safety hazard to self, students, staff, and other employees;
3. 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
4. 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.

SODA POP

According to new KSDE Wellness policy guidelines, the vending machines cannot be turned on until the school day. Pop and candy cannot be brought into the lunchroom during lunch time. Pop may be consumed in the lower hall of the high school building or outside.

CAFETERIA

Students are to leave the lunchroom as they find it when they enter - CLEAN! Students who demonstrate that they cannot use acceptable manners may have their cafeteria privileges suspended or be placed in a separate area from the rest of the student body to eat their lunch. Unacceptable behaviors include loud talking, running in the cafeteria, leaving a mess on your table, throwing food, and other behaviors which do not allow others to eat their lunch in a quiet, pleasant atmosphere.

LIBRARY COPIER USE

The library copy machine is to be used for making student copies of library materials. Any misuse of the copy machine will result in loss of your privilege to use it.

CARS

All motor vehicles driven to school by students are to remain parked during the school day, unless permission to drive is granted through specific written request by parent or guardian for a definite reason. Work on vehicles during the school day is allowed per classroom teacher approval. Students may not leave the school during the school day without first checking out through the office. Students are not to be in their car without permission from the office during the school day. Failure to observe the above regulations governing student use of motorized vehicles will result in disciplinary action. Students are to obey all local and state regulations when driving to and from school. Driving during lunch break will be a privilege for senior students only.

NUISANCE ITEMS

The use of music devices or similar objects that may disrupt the normal school atmosphere are not allowed for personal student use during the school day – 8:15 am – 4:15 pm, except over lunch hour outside the cafeteria. Skateboards, ripsticks, roller blade, roller skates and hoverboards are not allowed at any time on the school grounds or in the school buildings during the school day.

CELL PHONES

Grades 7 - 12

As responsible users of technology in grades 7-12 may carry cell phones. Digital etiquette requires cell phones be turned off during class and during lunch in the cafeteria. Cell phones are typically not to be used between the school hours of 8:15 am and 4:15 pm., except over lunch break outside of the cafeteria and as needed before and after school. Teachers may collect/return student cell phones during class if considered a distraction. Classroom use of cell phones must be approved by the classroom teacher. Teachers have the right to confiscate a cell phone if used in an inappropriate manner and/or without permission during the class period. Administration may also confiscate a cell phone. If a student's cell phone is confiscated, the phone will remain in the office until the end of the school day. If a high school student's cell phone is confiscated a second time, the phone will remain in the office until the end of the day, the parent will be contacted/consulted and the high school student will lose their cell phone carry privileges for a minimum period of (8) eight weeks.

Grades 6 and under

Cell phones are not allowed during school hours for grades 6 and under. Cell phones are not allowed on your person and cannot be used between the school hours of 8:15 am and 4:15 pm., except over lunch break outside of the cafeteria and as needed before and after school. Teachers have the right to confiscate a cell phone if used in violation of the guidelines. Administration may also confiscate a cell phone. If a student's cell phone is confiscated, the phone will remain in the office until the end of the school day. If a student's cell phone is confiscated a second time, the phone will remain in the office until the end of the day, the parent picks it up and the grades 6 and under student will leave their cell phone at home for a minimum period of (8) eight weeks.

STUDENT BEHAVIOR EXPECTATIONS

Students at Cheylin U.S.D. 103 are expected to act in such fashion that their behavior will reflect favorably on the individual student and on the school, showing consideration for fellow students & staff, and creating a harmonious and safe school environment in which teaching and learning can take place. To accomplish this, all students must recognize their individual responsibilities and obligations and discharge them in accordance with the school regulations.

Definition of Terms

Detention - A thirty-minute period of time for secondary students and a 15-minute period for elementary students experiencing behavioral problems. Students will work on their daily class assignments. Not showing up for assigned detentions will lead to in-school suspension.

In-School Suspension - A period of time a pupil is removed from class, not to exceed five (5) school days. Students are permitted to work on assignments and receive credit for work satisfactorily completed.

Short-Term Suspension - A period of time a pupil is removed from classes or school, not to exceed ten (10) school days. (Senate Bill 432) Student may receive NO CREDIT for the duration of the suspension.

Extended-Term Suspension - A period of time a pupil is removed from classes or school which is more than ten (10) school days, but may be extended beyond the current semester, up to 77 school days. Students may receive NO CREDIT for the duration of the suspension.

Expulsion - A pupil is removed from school for the balance of the current school year or up to 154 school days. Students shall receive NO CREDIT for the period in which the expulsion is effective and the student is not in attendance. As of the 1994 Legislative Session, an expulsion can carry over into the next school year and can be honored from one school district to another.

Authority to Suspend - The Board of Education extends its authority to suspend any pupil, within the provisions of state statutes, to the superintendent of schools, building principals, and duly convened hearing committees. The Board of Education is required to notify the Kansas Department of Revenue Motor Vehicle Division of the expulsion of any student per KS 72-89CO2.

Any student guilty of acts of behavior which interfere with the maintenance of a good quality learning environment or which are antagonistic to the welfare of other pupils and specific acts of behavior applicable to students in respect to school activities or school property will be subject to appropriate disciplinary action. Such acts of behavior include, but are not limited to the following:

- a. Willful violation of any written regulation for student conduct adopted or approved by the Board of Education.
- b. Conduct which substantially disrupts, impedes or interferes with the operation of any Cheylin School Building.
- c. Conduct, which substantially impinges upon or invades the rights of others.
- d. Conduct that has resulted in conviction of the pupil of any offense specified in Chapter 21 or the Kansas Statutes Annotated or any criminal statute of the United States.
- e. Disobedience of an order from a teacher or other school authority, when such disobedience can reasonably be anticipated to result in disorder, disruption or interference with the operation of any Cheylin School building or substantial and material impingement upon or invasion of the rights of others.
- f. Possession, consumption, sale, or being under the influence of alcoholic beverages,

- non-prescription drugs or narcotics while present on school property or while attending school sponsored events.
- g. Threats of violence to persons or property. Physical harm to teachers, staff, other students, or administrators.
- h. Habitual use of vile, vulgar or profane language.
- i. Damaging school property or property of staff members or other students.
- j. Possession and/or use of tobacco products, including matches and lighters and tobacco look-likes (mint snuff, etc.) by students on school property and at school-sponsored activities.
- k. Discharge of fireworks on or in school property or buildings.
- l. Possession of lethal weapons in or on school owned property or at a school-sponsored event at a site away from USD 103.
- m. Continued violation of any policies or rules in the school handbook.
- n. Extortion.
- o. Willful disobedience or defiance.
- p. Fighting.
- q. Intimidation.
- r. Obscenity.
- s. Habitual unauthorized absences or tardies.
- t. Unruly conduct that disrupts school.
- u. Vandalism.
- v. Unserved detentions.
- w. Stealing.
- x. Cheating.
- y. Reckless driving on school grounds.

STUDENT CONDUCT - Also refer to the Chart at the end of the handbook

As a condition of continued enrollment in the district, students shall abide by the terms of this policy.

Students shall not unlawfully manufacture, distribute, dispense, possess or use illicit drugs, controlled substances or alcoholic beverages on school district property, or at any school activity. Any student violating the terms of this policy will be reported to the appropriate law enforcement officials, and will be subject to any one or more of the following sanctions:

1. First Offense. A first time violator shall be subject to the following sanctions:
 - a. Punishment - short-term suspension to expulsion.
 - b. Suspension from all student activities for a period of not less than one month.
2. Second Offense. A second time violator shall be subject to the following sanctions:
 - a. Punishment - long-term suspension to expulsion.
 - b. Suspension from all student activities for a period of not less than one semester or four months.
 - c. 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.)
3. 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. A punishment up to and including expulsion from school for the remainder of the school year.
 - b. Suspension from participation and attendance at all school activities for the year.
 - c. A student who is expelled from school under the terms of this policy may be readmitted during the term of the expulsion only if the student has completed a drug and alcohol education and rehabilitation program at an acceptable program.

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

agrees to enter 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 contact the directors of the programs to determine the cost and length of the program.

SUSPENSION AND EXPULSION OF STUDENTS

Suspension and expulsion of pupils shall be imposed in accordance with state statutes K.S.A. 72-8901 through K.S.A. 72-8906, providing appropriate due process to fully protect the rights of all parties concerned, and in compliance with the policies of the Cheylin Board of Education. The following statements apply to the student's rights to due process when a suspension or expulsion proceeding is required.

Suspension

The student has a right to notice (oral or written) of the charges against him/her, and a right to an informal hearing with the principal or other school official who is proposing to suspend the student. At a minimum the student must be afforded the following:

1. The right of the student to be present at the informal hearing;
2. The right of the student to be informed of the charges and basis for the accusation;
3. The right of the student to make statements in defense of the charges.

If the student is a danger to himself/herself or others or is destroying school property, the student may be suspended and removed from school immediately. Written notice of the length of the suspension and the reasons for the suspension must be sent to the student and his parents within 24 hours. An informal hearing must also be held no later than 72 hours after the student is suspended.

Expulsion

Procedures for long-term suspensions or expulsion include:

1. giving the student notice of the reasons for the proposed suspension or expulsion and of his/her opportunity for hearing.
2. giving the parents/guardians of the student the same notice given to the student.
3. affording the student a formal hearing before a hearing officer or committee which must make a written report of its findings and conclusions.
4. allowing the student to appeal the decision to the board.

Suspension/Expulsion Driver's License Suspension

SB 129 requires the school's chief administrative officer to notify law enforcement of suspension/expulsion within ten days for students committing a school safety violation. The following are identified school safety violations: drugs, firearms, fighting.

PUBLIC DISPLAY OF AFFECTION

Displays of affection are not acceptable behavior in the school setting. Students are expected to conduct themselves with good taste and respect for themselves and others in these relationships. Public demonstrations of kissing, embracing, hand holding and other intimate contacts are embarrassing to others and show little respect for you or others. Public display of affection will not be tolerated at USD 103.

VANDALISM

Cheylin USD 103 school buildings are deserving of the respect of our entire student body. Any student who is found defacing or vandalizing the building or other student's property will face the following consequences.

1. Repair of the damage by the individual(s) involved.
2. Payment to replace or repair any and all damage incurred.
3. Incident reported to county law enforcement officials and/or county attorney with possibility of criminal charges being filed.
4. Suspension of the student for up to five (5) days or expulsion, depending upon the severity of the vandalism.

CHEATING

Cheating shows disrespect for yourself, your classmates, your teachers, and your parents. Cheating will not be tolerated at USD 103. Consequences for cheating are as follows:

First Offense

Student will receive a zero on the work or test involved. No opportunities for retakes will be afforded. Parents will be informed of the cheating incident.

Second Offense

Same consequences as 1st offense plus up to a three (3) day in-school suspension.

Third Offense

Student will be recommended for long-term suspension (up to the rest of the current semester) with no credit for work or tests missed during the suspension.

Subsequent Offenses

Student will be recommended for expulsion.

CONTROLLED SUBSTANCE-ALCOHOL ABUSE POLICY

Drug Free Schools

Maintaining drug free schools is important in establishing an appropriate learning environment for the district's students. The unlawful possession, use, sale or distribution of illicit drugs and alcohol by students on school premises or as a part of any school activity is prohibited. This policy is required by the 1989 amendments to the Drug Free Schools and Communities Act, P.L. 102-226, 103 St. 1928.

Any student who appears to be in a state of disorientation or who does not have normal control of self will be subject to drug recognition evaluation. Every student and parent, guardian, or person with whom the student resides will be informed and required to sign a drug policy statement yearly regarding the disciplinary action that can and will be taken if a student is found to be in violation of this policy.

CLASSROOM DISRUPTION

At times when the learning process in the classroom is disrupted by student's conduct, the teacher should, as closely as possible, follow the steps as hereinafter set forth:

1. Keep adequate records for the teacher's protection and the protection of the student of all conference and administrative actions that might be used in later administrative appeals.
2. When the teacher first detects a behavioral problem in a student, the teacher must arrange for a private conference with the individual pupil.
3. In the event that the teacher feels that the discipline problem has persisted or cannot be handled by the individual teacher, the school counselor and principal should be notified of the problem.
4. The counselor and/or principal shall try to schedule a private conference with the individual student, and such conference may include the pupil, the teacher, the counselor and/or principal, and if the counselor and/or principal feel that it is necessary that the parents of the student be present, the parents should be notified immediately. The presence of the parents, however, is not necessary and rests in the sound discretion of the counselor and/or principal and the teacher.
5. From time to time it may be beneficial to the student to have his class schedule changed in order to aid in his behavioral problem. When the principal takes action of this sort the parents shall be notified.
6. Prior to the time a student is removed from class with loss of credit the parents shall be notified.

FIGHTING

For the purposes of this policy, fighting is defined as a physical attempt to strike blows or retaliate. Fighting is NOT an acceptable alternative to dealing with disagreements among students. Students are encouraged to seek help from a counselor, teacher, administrator or parent when problems arise.

In addition, fighting endangers the health and safety of other students and interrupts the learning environment of the school. The following procedure will be used when students are involved in a fight at school or at a school-sponsored extracurricular activity.

First Offense

1. Student will be suspended for up to five (5) days in school.
2. Parent notification.
3. Alternative ways the student can resolve conflicts.
4. Student will be banned from all school activities for up to one week.
5. Report to law enforcement will be made following SB 129 procedures

Additional fighting incidents will result in further out-of-school suspensions and possible expulsion.

SMOKING - CHEWING TOBACCO

The use and/or possession of tobacco products (including chew, cigarettes, lighters, matches, etc.) are not permitted at any time on Cheylin USD 103 school grounds, buildings, or buses. Mint snuff and other tobacco look-likes will be treated as being tobacco products.

Any student seen smoking, chewing, or in possession of smoking materials during regular school hours (8:15 a.m. to 4:15 p.m.) or at anytime you are on school property regardless of whether the student is on school grounds or on private property, will be in violation of USD 103's no smoking, no tobacco policy and subject to suspension. ANY Cheylin staff member or administrator can substantiate violations.

Staff members and administrators will confiscate any cigarettes, smoking materials (lighters, matches, etc.) or chewing tobacco brought on school grounds, school transportation or in school buildings. Furthermore, any student who resists or becomes abusive upon being given a request by any staff member to turn in tobacco products will be treated as having a second violation of this policy.

Consequences for Violations

1st Violation – Detention to short term suspension

Repeated – Short term to long-term suspension.

****A reminder - that during regular school hours (8:15 a.m. through 4:15 p.m.) students are under the jurisdiction of the school district and must follow the guidelines and policies thereof. Students violating this policy between the hours of 8:15 a.m. through 4:15 p.m. whether you are in the school building, outside on school grounds, in a bus, in your car, walking downtown, or standing on the corner across from the school building, will be subject to the consequences listed above.

SEXUAL HARASSMENT

The board of education is committed to providing a positive and productive learning and working environment, free from discrimination on the basis of sex, including sexual harassment. Sexual harassment shall not be tolerated in the school district. Sexual harassment of employees or students of the district by board members, administrators, certified and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

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

It shall be a violation of this policy for any student, employee or third party (visitor, vendor, etc.) to sexually harass any student, employee, or other individual associated with the school. It shall further be a violation for an 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.

Sexual harassment is unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written or physical conduct of a sexual nature when: (1) submission to such conduct is made, explicitly or implicitly, a term or condition of the individual's education; (2) submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual; or (3) 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 result from verbal or physical conduct or written or graphic material. Sexual harassment may include, but is not limited to: verbal harassment or abuse; pressure to 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.

The district encourages all victims of sexual harassment and persons with knowledge of such harassment to report the harassment immediately. The district will promptly investigate all complaints of sexual harassment and take prompt corrective action to end the harassment. Any student who believes that he or she has been subjected to sexual harassment should discuss the alleged harassment with the building principal, the guidance counselor, or another certified staff member. Any school employee who receives a complaint of sexual harassment from a student shall inform the student of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. If the building principal is the alleged harasser, the complaint shall be reported to the district's attorney. The district's attorney shall discuss the complaint with the student to determine if it can be resolved. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a formal complaint under the district's discrimination complaint procedure. (See KN)

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes sexual harassment under the definition outlined above. Unacceptable student conduct may or may not constitute sexual harassment, depending on the nature of the conduct and its severity, pervasiveness and persistence. Behaviors which are unacceptable, but do not constitute harassment may provide grounds for discipline under the code of student conduct.

An employee who witnesses an act of sexual harassment shall report the incident to the building principal. Employees who fail to report complaints or incidents of sexual harassment to appropriate school officials may face disciplinary action. School administrators who fail to investigate and take appropriate corrective action in response to complaints of sexual harassment may also face disciplinary action.

When a complaint contains evidence of criminal activity or child abuse, the building coordinator or district coordinator shall report such conduct to the appropriate law enforcement or SRS authorities. (See GAAD)

To the extent possible, confidentiality will be maintained throughout the investigation of a complaint. The desire for confidentiality must be balanced with the district's obligation to conduct a thorough investigation, to take appropriate corrective action or to provide due process to the accused.

The filing of a complaint or otherwise reporting sexual harassment shall not reflect upon the individual's status or grades. Any act of retaliation against any person who has filed a complaint or testified, assisted, or participated in an investigation of a sexual harassment complaint is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to and including expulsion for a student or termination of employment for an employee.

False or malicious complaints of sexual harassment may result in corrective or disciplinary action against the complainant. A summary of this policy and related materials shall be posted in each district facility. The policy shall also be published in student, parent and employee handbooks as directed by the principal. Notification of the policy shall be included in the school handbook or published in the local newspaper annually.

BULLYING, HAZING AND HARASSMENT

Incidents involving initiation, bullying, hazing, intimidation, 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.

Bullying is an ongoing physical or verbal mistreatment where there is: 1) an imbalance of power and 2) the victim (target) is exposed repeatedly to negative actions on the part of one or more students.

Direct bullying is bullying that results in relatively open attacks on a victim (target). Indirect bullying takes the form of social isolation and intentional exclusion from a group.

BUS BEHAVIOR GUIDELINES

Pupils transported in district school buses shall be under the direction of and responsible to obey the bus driver. Riding the school bus will be considered as an extension of the school day; therefore, the rules governing student conduct apply to students riding any and all district school/activity buses. The following guidelines are for use by bus drivers and administration in the event that student misconduct occurs on a bus.

First Offense

Bus driver verbally warns the student, student assigned to temporary assigned seat on bus. Transportation Disciplinary Report filled out, given to student for parental signature, returned to the driver the next day, filed with building principal.

Second Offense

Bus driver verbally warns student. Bus driver informs parent by phone of inappropriate behavior. Transportation Disciplinary Report filled out, given to student for parental signature, returned to the driver the next day, filed with building principal. Principal meets with student and sends notice home with letter warning of possible removal of bus riding privileges.

Third Offense

Bus driver verbally warns student. Bus driver informs building principal - files Transportation Disciplinary Report. Principal contacts student and parent. Student removed from bus for one (1) week.

Fourth Offense

Same as third offense except student will be removed from bus for two (2) weeks or more (up to remainder of school year) depending upon the severity of the offense.

Subsequent Offense

Subsequent Offenses will be handled as a fourth offense, with the penalty congruent with the severity of the offense and number of previous offenses.

Depending upon the severity of the offense, the building principal reserves the right to bypass the first and second offense levels and apply the third or fourth level consequences, which may include immediate removal of bus riding privileges for extended periods of time (up to the remainder of the school year).

SCHOOL/ACTIVITY BUS BEHAVIOR GUIDELINES

Students are instructed in the following rules and will be expected to follow the bus conduct expectations at all times.

1. Pupils being transported are under the authority of the bus driver at all times.

2. Pupils may be assigned seats by the driver and must remain in their assigned seat unless the driver makes a change.
3. Pupils shall remain seated while the bus is in motion, facing forward at all times.
4. Pupils will not smoke, use any tobacco products, drugs, alcohol, or be in possession of such items at any time while on the bus.
5. Pupils are not to eat while on the bus or bring pop, candy or gum on the bus.
6. Pupils will keep the bus clean at all times.
7. Any student damaging any part of the bus will be held responsible to pay for replacement of the damaged item.
8. Pupils shall not at any time extend their hands, arms, heads, or any other part of their body through the bus windows.

All bus drivers will not permit a student to leave direct supervision of staff or sponsor until they have arrived at their destination, except as granted permission from the building principal in consultation with the parent/guardian and with written signed permission. The written permission must include the date, the student's name, applicable instructions/information and the parent's signature.

Drivers have also been instructed to not allow students, who normally do not ride their bus to ride, except as granted permission from the building principal in consultation with the parent/guardian and with written signed permission. The written permission must include the date, the student's name, applicable instructions/information and the parent's signature.

EXTRA-CURRICULAR ACTIVITY RULES

TRAINING RULES FOR SCHOOL ACTIVITIES

All high school and junior high school head coaches or activity sponsors shall develop training rules for each assigned sport or activity. Specific penalties shall be listed for 1st offense training rule violations. Specific penalties shall be listed for 2nd & subsequent training rules violation. The training rules shall be submitted to the board of education for approval at a BOE meeting prior to the beginning of each regular season sports practice. The training rules shall be explained to the participants in a meeting prior to the season. A statement signed by the participant and his or her parent/guardian, acknowledging receipt of the rules, is to be kept on file with the athletic director. Team members may mutually agree to more stringent rules than those developed by the head coach or sponsor.

SCHOOL ACTIVITIES

ACTIVITIES

Student conduct at all school activities (assemblies, school trips, ball games, etc.) should show courtesy to all guests, hosts and opponents. Our image impressed upon others will be carried across the state. Violation of this rule will be handled in the same manner as any student misconduct.

SCHOOL ISSUED EQUIPMENT:

School issued equipment is assigned to a student with the express provision that it will be maintained in good order and if damaged through carelessness or neglect, the student will be expected to replace or repair the item damaged or lost. All school issued equipment must be returned or paid for after use.

CLUBS & ORGANIZATIONS

The Cheylin Board of Education has provided for the organization of various groups of students. Presently these include FFA and National Honor Society. Students must be in good standing to participate in the activities of these clubs.

STUDENT GOVERNMENT

The Student Government is the representative organization for the student body. It is the student's means for instituting changes in rules and school policies, as well as a forum for controversy among students or between students and faculty.

ACTIVITY TRIPS

Students are required to use school transportation to and from all school activities. Students are not allowed to drive personal vehicles. Special exemption to the rule may be granted through prior written parental permission granted by the principal.

If a parent desires their child to ride home with them following an activity, a written request from the parents will be needed PRIOR to leaving the school. The written note removes the student liability from the sponsor, coach and school district and allows the sponsor/coach to be informed of who will be riding on school transportation prior to the actual trip.

If a parent attends the activity and decides to take their child home from the activity but has not given prior notification to the coach/sponsor, the parent MUST MAKE PERSONAL CONTACT with the coach/sponsor before the student will be released.

Parents may not take other students home from an activity unless PRIOR WRITTEN NOTIFICATION has been presented to the coach/sponsor. A parent may not assume responsibility for transporting a student home without PRIOR notification.

STUDENT SPECTATOR BUS

A student spectator bus may be taken to some away varsity athletic events. A report of poor conduct while riding this bus will result in disciplinary action and the denial of the privilege to ride the spectator bus on future trips. Anyone riding the bus to an event MUST return on the bus unless written permission is given by parent to school.

Cheylin District Transportation Rules will be in force at all times for the spectator bus. It is the parent's responsibility to be at the school to pick up their son/daughter upon return to the school from out-of-town games.

FIELD TRIPS

Educational field trips may be taken by classes during the school year under the teacher's direction. Parents/guardians may be asked to assist with these trips. If there are more parents wishing to assist than seats available a random drawing, based on a percentage of students in each class to ratio of available seats, will be used as the selection criteria.

Parents are welcome to follow along in their own vehicles. If the trip destination is outside the school district boundaries, a parental permission slip must be signed for the student to go. Students will be expected to be in attendance for field trips unless they have a legitimate excuse. Because of the exceptional circumstances of out-of-town field trips, students who have difficulty adhering to rules may be directed to remain at school on subsequent trips when their class goes on a field trip.

GUIDELINES FOR SENIOR TRIP

Seniors will be allowed a trip up to three days, two nights if the following provisions are met.

1. Trip itinerary to board of education meeting one month prior to trip.
2. The trip must conclude at least thirty (30) days prior to graduation, if the trip is more than one day.
3. Itinerary shall contain all departure and arrival times with phone number of places visited.
4. Medical information form notarized prior to departure.
5. Individual student must be in good standing.
6. All class bills and obligations must be paid prior to trip.
7. All expenses including sponsors' must be paid out of class fund at the time of the trip, retaining \$250 in fund for year-end expenses.
8. The student-sponsor ratio must be (6) to 1 and class fund must pay for all special needs expenses.
9. Class will be responsible for any damages incurred that are not individually identified.
10. All fund raising activities must be cleared through the superintendent.

Note: Senior Trips beginning with the **2018 graduating class** will include these guidelines: may miss one day of school, may stay one night, will be allowed to leave at 5 a.m. in the morning and return the following day by 12 midnight = 2 days + 1 night.

CARD INCENTIVE PROGRAM

This card program recognizes all students for some of their positive accomplishments, such as proper behavior, high grades, attendance requirements or by raising their grades from the previous nine weeks. This program is a privilege and will provide opportunities for students to win prizes and extra privileges if they follow the rules and expectations of the program. Each time period is based on the previous nine-weeks. All work must be done PRIOR to leaving. No card may be earned if the student has a "D" or "F" regardless of the total GPA.

Gold Card Requirements:

- 4.0 GPA
- Member of at least one student activity
- No unexcused absences
- No unexcused tardies
- No discipline referrals of any kind

3 or less excused absences per nine weeks

Gold Card Benefits:

Three homework passes
Two tardy passes
One free bottle of Gatorade from Student Government

Blue Card Requirements:

3.50-3.99 GPA
Member of one student activity
No unexcused absences
No unexcused tardies
No discipline referrals of any kind
All nine weeks grades must be passing
3 or less excused absences

Blue Card Benefits:

Two homework passes
One tardy pass
One free bottle of Gatorade from Student Government

White Card Requirements:

3.0-3.49 GPA
Member of one student activity
No unexcused absences
No unexcused tardies
No discipline referrals of any kind
All nine weeks grades must be passing
3 or less excused absences in the prior nine weeks
OR ALTERNATE PLAN
Perfect attendance and raise nine weeks grade average by .5
Member of one student activity
No unexcused absences
No unexcused tardies
No discipline referral of any kind
All nine weeks grades must be passing

White Card Benefits:

One homework pass
One tardy pass
One free bottle of Gatorade from Student Government

WAYS TO LOSE A CARD:

1. Any student deemed “not in good standing” by the administration. To be considered as a student in good standing all office bills must be current and paid with no outstanding balances. Once all school bills are paid for, the student may receive his/her card.
2. Not following conditions set for each nine weeks
3. Behavior at school or at a school sponsored event which would not be considered appropriate behavior for representation of Cheylin High School.
4. Being on ineligibility list.
5. Lost cards will not be replaced.

ONCE A CARD IS LOST, IT IS LOST FOR THE REST OF THE NINE WEEKS

NOTES:

- Students must have completed the previous nine weeks at Cheylin High School in order to be eligible for any card.
- Student Government will be responsible for organization of the program including punch cards to be used. In order to be issued a white card based on the alternate plan, a student must bring his or her grades to Mrs. Hendricks to determine eligibility.
- **In order to earn class credit, a student may not have more than a total of five (5) absences per class per semester. In School Suspensions are not considered as absences. Free Days, College visits, School Sponsored extracurricular activities and medical illness and appointments with a doctor’s note do not count toward the five (5) absences limit for credit per class per semester.**
- No more than 3 students can take a free day on the same day.

Individual circumstances which prevent a card from being issued may be appealed and evaluated by the administration on an individual basis.

GUIDELINES FOR FREE DAYS:

Free days will only be given to a student who has had perfect attendance for the previous nine week period. This is a separate privilege from the incentive cards. Absences excluded to earn a free day include days with doctor's notes, attendance at funerals, free days and days with school activities. All other absences including sick days will count against perfect attendance.

1. Free day requests must have parent note and sign out assignment sheets, signed by teachers in the office two days in advance.
2. Free days may not be taken during the final week of each semester
3. Free days taken by students with cards are not counted in the 5 absence limit a student is allowed per semester.
4. Free days may not be taken immediately BEFORE or AFTER a scheduled school vacation.
5. Any unexcused tardy or absence, not protested within 24 hours, will stand AS IS.

SUMMER ACTIVITIES

Any student participating in any activity representing Cheylin USD 103 will be considered as participating 24 hours PRIOR TO and DURING the entire term of that activity and bound by school rules (Band Trips, Cheerleading Camp and Fund Raising Activities, FFA Activities, etc.).

SPECIAL EDUCATION

Cheylin USD 103 is committed to providing an education that appropriately meets the needs of each student. For some students, supportive educational assistance is needed through special education programs and services. This means that Cheylin will identify all exceptional children and then provide the needed special education for these students in the most normal educational setting possible. Exceptional children are defined as autistic, behavior disordered, deaf-blind, early childhood, special education, gifted, hearing impaired, mentally retarded, other health impaired, physically impaired, severe multiply disabled, specific learning disability, speech/language impaired, traumatic brain injured, and visually impaired.

Cheylin has a comprehensive special education program that adheres to the federal regulations within the Individuals with Disabilities Act (IDEA) and to the Kansas requirements contained within Article 12 of the Kansas Administrative Regulations. The need for these services is determined with parents at each building site. Specific steps in identifying and providing special education services are followed with all parent and student due process rights and confidentiality provided.

If you believe your child may be in need of special education services, you may initiate a referral to your child's teacher or principal. All parents will be informed as soon as their child is referred for one of the special programs. Parents and, in some cases, the child will be closely involved with the school's special service team decision. While parents may request a due process hearing, this is ordinarily not necessary if parents and school personnel work closely together for the child's benefit.

The goal of an appropriate educational program for all exceptional students is a reflection of the philosophy of Cheylin USD 103 to provide quality educational services for all children. For further information concerning the special education programs and referrals, contact your Superintendent of schools, Steve Raymer, at (785) 734-2341. You may also contact the Director of Special Education, Kathy Kerstenbrock-Ostmeyer, NKESC at (785) 672-3125. The Kansas State Department of Education also maintains a toll-free number (1-800-332-6262), which may be called for additional information or resource materials on special education services, rights, and procedures.

HUMAN SEXUALITY AND AIDS EDUCATION

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.

Following appropriate review of the curriculum goals on file at the board of education office, the parent or guardian must complete the district opt-out form and state the portion (s) of the curriculum in which the student is not to be involved.

Any parent or guardian who does not want the student involved in all or some portion of the Human Sexuality and AIDS education classes of the district shall be provided a written copy of the district goals and objectives for the appropriate Human Sexuality and AIDS class to which the student is assigned. This information may be provided to the parent or guardian upon request prior to the opening of school. Board Policy IKCA

GRIEVANCE PROCEDURES

The board encourages all complaints regarding the district to be resolved at the lowest possible administrative level. Whenever a complaint is made directly to the board as a whole or to a board member as an individual, it will be referred to administration for study and possible resolution.

Discrimination against any individual on the basis of race, color, national origin, sex, disability, age, or religion in the admission or access to, the treatment or employment in the district's programs and activities is prohibited.

Harassment of an individual on any of these grounds is also prohibited. The Cheylin Schools Superintendent, 605 Bird Ave., Bird City, Kansas, (785) 734-2341, has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI of the Civil Rights Act of 1964, Title VII 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. Information concerning the provisions of these acts, and the rights provided thereunder, are available from the compliance coordinator.

Complaints of discrimination or discriminatory harassment by an employee should be addressed to the employee's supervisor, the building principal, or the district compliance coordinator. Complaints by a student should be addressed to the building principal, another administrator, the guidance counselor, or another certified staff member. Any school employee who receives a complaint of discrimination or harassment from a student shall inform the student of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. If the building principal is the alleged harassed, the complaint shall be reported to the district compliance coordinator. Complaints by any other person alleging discrimination should be addressed to the building principal or the district compliance coordinator. Complaints about discrimination, including complaints of harassment, will be resolved to the following complaint procedures:

INFORMAL PROCEDURES

The building principal shall attempt to resolve complaints of discrimination or harassment in an informal manner at the building level. Any school employee who receives a complaint of discrimination harassment from a student, another employee or any other individual shall inform the individual of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. The building principal shall discuss the complaint with the individual to determine if it can be resolved. If the matter is resolved to the satisfaction of the individual, the building principal shall document the nature of the complaint and the proposed resolution of the complaint, and forward this record to the district compliance coordinator. Within 20 days after the complaint is resolved in this manner, the building compliance coordinator shall contact the complainant to determine if the resolution of the matter remains acceptable. If the matter is not resolved to the satisfaction of the individual in the meeting with the building compliance coordinator, or if the individual does not believe the resolution remains acceptable, the individual may initiate a formal complaint.

FORMAL COMPLAINT PROCEDURES

*A formal complaint to be filed in writing and contain the name and address of the person filing the complaint. The complaint should briefly describe the alleged violations. If an individual does not wish to file a written complaint and the matter has not been adequately resolved, the building principal may initiate the complaint. Forms for filing a written complaint are available in each building office and the central office.

*A complaint should be filed as soon as possible after the conduct occurs, but not later than one hundred eighty (180) days after the complainant becomes aware of the alleged violation, unless the conduct forming the basis of the complaint is ongoing.

*If appropriate, an investigation shall follow the filing of the complaint. If the complaint is against the Superintendent, the board shall appoint an investigating officer. In other instances, the investigation shall be conducted by the building principal, the compliance coordinator or another individual appointed by the board. The investigation shall be informal but thorough. All interested persons, including the complainant and the person against whom the complaint is lodged, will be afforded an opportunity to submit written or oral evidence relevant to the complaint.

*A written determination of the complaint's validity and a description of the resolution shall be issued by the investigator, and a copy afforded to the complainant no later than thirty (30) days after the filing of the complaint.

* If the investigation results in a recommendation that a student be suspended or expelled, procedures outlined in board policy and state law governing student suspension and expulsion will be followed.

* If the investigation results in the recommendation that an employee be suspended without pay or terminated, procedures outlined in board policy, the negotiated agreement or state law will be followed.

*Records relating to complaints filed and their resolution shall be forwarded to and maintained in a confidential manner by the district compliance coordinator.

*The complainant may appeal the determination of the complaint. Appeals shall be heard by the district compliance coordinator, the hearing officer appointed by the board or by the board itself as determined by the board. The request to appeal the resolution shall be made within twenty (20) days after the date of the written resolution of the complaint at the lower level.

* The appeal officer shall review the evidence gathered by the investigator and the investigator's report, and shall afford the complainant and the person against whom the complaint is filed an opportunity to submit further evidence, orally or in writing, within ten (10) days after the appeal is filed. The appeal officer will issue a written determination of the complaint's validity and a description of its resolution within thirty (30) days after the appeal is filed.

* Use of this complaint procedure is not a prerequisite to the pursuit of any other remedies including the right to file a complaint with the Office for Civil Rights of the United States Department of Education, the Equal Employment Opportunity Commission, or the Kansas Human Rights Commission.

900 Jackson, Suite 851 South
Topeka, Kansas 66612-1258

Equal Employment Opportunity
911 Walnut, 10th Floor
Kansas City, Missouri 64106

Department of Health, Education and Welfare
Office for Civil Rights
10220 N. Executive Hills Blvd.
Kansas City, Missouri 64153

**“Knowing is not enough; we must apply.
Willing is not enough; we must do.”
~~Johann Wolfgang Von Goethe**

**CHEYLIN USD 103
Dedicated to the Education of Our
Children....Yesterday, Today, and Tomorrow!**

**CHEYLIN USD 103
BEHAVIORAL CODE
OF
DISCIPLINARY ACTION**

ACTION TO BE TAKEN

PROBLEM AREA	OCCURRENCE	MINIMUM	MAXIMUM
ABSENCE UNEXCUSED	<u>FIRST</u> REPEATED	<u>DETENTION</u> <u>MAKE-UP TIME</u> SHORT SUSPENSION	<u>DETENTION</u> <u>PARENT</u> <u>INVOLVEMENT</u> LONG SUSPENSION
ALCOHOL AND DRUGS	<u>FIRST</u> REPEATED	SHORT SUSPENSION 1 MONTH BAN <u>ON ACTIVITIES</u> LONG SUSPENSION	<u>EXPULSION*</u> EXPULSION*
AUTOMOBILE MISUSE	<u>FIRST</u> REPEATED	<u>DETENTION</u> PARENT INVOLVEMENT	<u>LONG</u> <u>SUSPENSION</u> EXPULSION*
BUS MISCONDUCT	<u>FIRST</u> REPEATED	<u>CONFERENCE</u> SUSPENSION FROM BUS	LOSS OF BUS <u>RIDING PRIVILEGE</u> LONG SUSPENSION
CHEATING	<u>FIRST</u> REPEATED	PARENT INVOLVEMENT ZERO <u>CREDIT</u> SAME AS FIRST PLUS SHORT SUSPENSION	<u>DETENTION</u> LONG SUSPENSION
DEFIANCE OF AUTHORITY	<u>FIRST</u> REPEATED	<u>CONFERENCE</u> PARENT INVOLVEMENT	<u>SHORT SUSPENSION</u> EXPULSION*
DISPLAY OF AFFECTION	<u>FIRST</u> REPEATED	<u>INFORMAL TALK</u> DETENTION	<u>PARENT</u> INVOLVEMENT

			SHORT SUSPENSION
DISORDERLY CONDUCT	<u>FIRST</u> REPEATED	<u>DETENTION</u> PARENT INVOLVEMENT	<u>SHORT SUSPENSION</u> LONG SUSPENSION
FIGHTING	<u>FIRST</u> REPEATED	<u>PARENT INVOLVEMENT</u> PARENT INVOLVEMENT	<u>SHORT SUSPENSION</u> EXPULSION*

**CHEYLIN USD 103
BEHAVIORAL CODE
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DISCIPLINARY ACTION**

ACTION TO BE TAKEN

PROBLEM AREA	OCCURRENCE	MINIMUM	MAXIMUM
FIREARMS/WEAPONS	FIRST	PROBATION	EXPULSION*
FORGERY OR LYING	<u>FIRST</u> REPEATED	<u>INFORMAL TALK</u> CONFERENCE	<u>SHORT SUSPENSION</u> LONG SUSPENSION
GAMBLING	<u>FIRST</u> REPEATED	<u>INFORMAL TALK</u> CONFERENCE	<u>SHORT SUSPENSION</u> LONG SUSPENSION
PROFANE LANGUAGE	<u>FIRST</u> REPEATED	<u>INFORMAL TALK</u> DETENTION	DETENTION/ <u>SHORT SUSPENSION</u> LONG SUSPENSION
TARDIES UNEXCUSED	<u>AFTER 3 OCCURRENCES</u> REPEATED	<u>DETENTION</u> DETENTION PARENT INVOLVEMENT	<u>PARENT INVOLVEMENT</u> SHORT SUSPENSION
THEFT	<u>FIRST</u> REPEATED	<u>PARENT INVOLVEMENT</u> SHORT SUSPENSION	<u>EXPULSION*</u> EXPULSION*
THREATS HARASSMENT BULLYING	<u>FIRST</u> REPEATED	<u>CONFERENCE</u> PARENT INVOLVEMENT	<u>LONG SUSPENSION</u> EXPULSION*
TOBACCO	<u>FIRST</u> REPEATED	<u>SHORT SUSPENSION</u> LONG SUSPENSION - OSS	LONG SUSPENSION
VANDALISM	<u>FIRST</u> REPEATED	CONFERENCE <u>LAW ENFORCEMENT</u> PARENT INVOLVEMENT LAW ENFORCEMENT	<u>LONG SUSPENSION</u> EXPULSION*

*ALL SCHOOL SAFETY SUSPENSIONS / EXPULSIONS ARE REPORTED TO LAW ENFORCEMENT