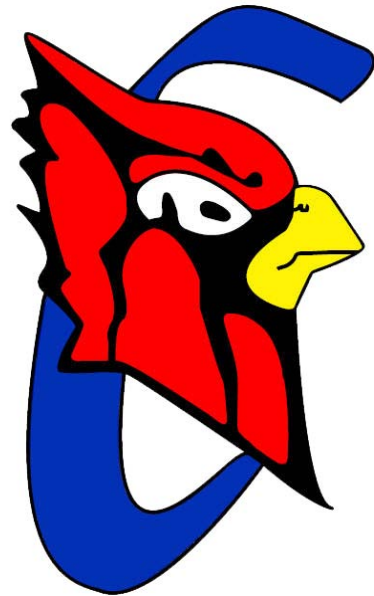


Parent/Student Handbook 2009•2010



Cheney High School
100 West 6th Street
Cheney, Kansas 67025

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Tom Alstrom – Superintendent

Eileen Sagner – Secretary to the Principal/Registrar
Molly Amsink – Secretary to the Asst. Principal/Activities Director
Christina Jacobs – Secretary to the Counselor/Substitute Teachers/Lunch Program

USD 268 MISSION STATEMENT



Table of Contents

I. INTRODUCTION

Welcome Letter	3
Non-Discrimination Statement	3
Handbook Notice	3
School Calendar.....	4
Bell Schedule.....	5
Tickets & Admittance.....	5

II. ACADEMICS

Academic Detentions.....	6
Class Changes.....	6
Class Load	6
College/Work Release	6
Concurrent Classes	7
Examinations	7
Grading Scale	7
Graduation Requirements	7
Honor Roll.....	7-8
Office Aides.....	8
Report Cards.....	8
SpEd Resource.....	8
Valedictorian/Salutatorian	8

III. ACTIVITIES & ATHLETICS

Coaches & Sponsors.....	9
Co-Curricular Code of Conduct.....	10-15
Dances and Dance Related Activities..	15-17
Organizations.....	17-18

IV. ATTENDANCE

Attendance Policy.....	18
• Notification	19
• Documentation	19
• Limited Absences.....	18-19
• Unlimited Absences	19
• Unexcused Absences.....	19
• Significant part of Day	19
• Check In/Out Procedure	20
• Make-Up Work	20
• Tardiness	20
Change of Address.....	20
Communicable Diseases.....	21
Foreign Exchange Students	21
Immunization Requirements.....	21
Resident Student	21
Non-Resident Student.....	21
School Day & Building Hours.....	21
Student Withdrawal	21

V. STUDENT GUIDELINES/BEHAVIOR

Accidents and Illness at School.....	22
Appearance (dress code).....	22-23
Assembly behavior	23
Back Packs.....	24
Cafeteria Procedure	24-25
Care of Building, Equipment, Etc.....	25
Cardinal Crimestoppers Program	25
Classroom Behavior	25
Discipline/Procedures	
• Discipline Philosophy	26
• Discipline	26
• Discipline, Forms of	26-29
• Discipline Points	29
Code of Conduct/Consequences	29-30
• Chart	30-32
• Infraction Definitions.....	33-35
Driving and Parking.....	36
Drug Free Schools Policy	36
Electronic Devices	37
Emergency Procedures & Notification:	
• AlertNow.....	37
• Fire & Tornado.....	37
• Inclement Weather	37
Interrogations & Investigations	38
Medicine In The School	38
Nuisance Items	38
Hall Passes.....	38
Harassment, Sexual & Racial	38
Library Use	38
Lockers	39
Lunch Period Guidelines	39
Parking Lot	39
Personal Items	39
Physically Disabled Students.....	39
Public Building Non-Use of Tobacco.....	39
Reports To Law Enforcement.....	40
Safety	40
School Conduct Policy	40
Search & Seizure	40
Skateboards.....	40
Snowball Throwing	40
Student Agendas	40
Student Insurance	40
Student Code of Conduct.....	41
Student Passes	41
Student Purchases	41
Student Responsibility	41
Teacher Authority.....	42
Telephone	42
Underclassmen Hazing	42
Reports Filed With Law Enforcement	42
Vending Machines & Usage.....	42
Video Cameras	42
Visitors	42

I. INFORMATION

Welcome Letter,

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

This handbook is designed to help you know and understand the basic rules, policies, and expectations of our school, as well as to familiarize you with extracurricular opportunities and procedures within the school. *We have used italics to highlight all new items and changes for 2009-2010.*

We wish each of you the best, and we challenge you to accept the opportunities offered to you with an open mind, a clear purpose, and a determination to succeed.

Have a great year, and remember that what you contribute to your own education will determine a large part what you derive from it.

The CHS Administration

NOTICE

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

NON-DISCRIMINATION STATEMENT (JCE)

The U.S.D. #268, Cheney, Kansas, does not discriminate on the basis of race, color, national origin, sex, age or handicap in admission or access to, treatment or employment in its programs and activities. If you have any questions regarding the above, please contact:

Superintendent of Schools
U.S.D. #268
Cheney, Kansas 67025

Title IX complaints can also be filed with the office of the Civil Rights:
Regional Office for Civil Rights
324 East 11th Street
Kansas City, Missouri 64106

**CHS SCHOOL CALENDAR
2009-2010**

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

SEMESTER SCHEDULES

First Semester..... August 20, 2009 through January 8, 2010

Second Semester January 11, 2010 through May 26, 2010

STAFF DEVELOPMENT DAYS AND HOLIDAYS

Staff Development August 17 through August 19, 2009
Labor Day September 7, 2009
Staff Development/No School September 14, 2009
End of 1st 9 Weeks..... October 21, 2009

Test Fest/No School For Seniors October 21, 2009
Parent-Teacher Conferences October 22 & October 26, 2009 / 5:00 to 8:30 p.m.
Staff Development/No School October 30, 2009
Staff Development/No School November 9, 2009
Thanksgiving Break November 25-27, 2009
Staff Development/No School December 7, 2009
Winter Break December 24, 2009 to January 1, 2010
End of 2nd 9 Weeks/1st Semester January 8, 2010

Staff Development/No School January 18, 2010
Staff Development/No School February 15, 2010
End of 3rd 9 Weeks..... March 12, 2010

Spring Break March 15 - 19, 2010
Parent-Teacher Conferences March 25 & 30, 2010 / 5:00 to 8:30 p.m.
Good Friday/No School..... April 2, 2010
Staff Development/No School April 19, 2010
Last Day of School..... May 26, 2010
Staff Development May 27-28, 2010

BELL SCHEDULE

Normal Period Day	
Glee /Pops	7:40 -8:10
1st Period	8:20 - 9:45
<i>Passing</i>	9:45 – 9:54
2nd Period	9:54 - 11:19
<i>Passing</i>	11:19 – 12:24
3rd Period / Lunch	11:24 – 1:16
Lunch I	11:55 – 12:22
Lunch II	12:22 – 12:49
Lunch III	12:49 – 1:16
<i>Passing</i>	1:16 – 1:24
4th Period	1:24 - 2:47
<i>Passing</i>	2:24 – 2:52
Seminar	2:52 - 3:20
<i>Dismissal</i>	3:20

ALL SEASON SPORTS PASS

An ALL SEASON SPORT PASS Season Tickets can be purchased at the high school office. This pass admits the cardholder into all home football, volleyball & basketball games during the 2009-10 school year. Prices are:

Family (2 adults/2 students)	\$130.00
Each additional student	\$ 25.00
Individual Adult	\$ 45.00
Individual Student (K-8)	\$ 25.00

NOTICE: 2009-2010 CPL gate admission prices:

Adult	\$4.00
Student (K-12)	\$3.00

GATE ADMISSION INFORMATION

Varsity Football, Volleyball and Basketball:

- Current CHS students will be admitted free at home with their student ID. If not in possession of ID, the student will have to pay admittance.
- All other students, grades K-8, will pay regular admission.
- There are no charges for sub varsity and middle school activities at home. However, this is not the case for all schools. There may be charges at this level at other places.

II. ACADEMICS

ACADEMIC DETENTIONS

Academic detentions are assigned by teachers when students do not have their class work completed at the time it is due to be turned in to the teacher. A 30 minute detention will be assigned. Detentions are to be served that day from 3:25-3:55 PM or, if extenuating circumstances, at 7:45-8:15 AM the following morning with administrative approval only.

CLASS CHANGES

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

CLASS LOAD

All students are expected to enroll in eight (8) classes or the equivalent. Any exceptions to this policy must be made by the Board of Education.

COLLEGE/WORK RELEASE PROGRAM

Students who are on track to complete all state and local graduation requirements may request permission for a work/college release. The student and parents shall consult with high school administrative and/or guidance personnel in order to develop a work-release plan. Each request shall require administrative approval and shall be based on the circumstances of the individual student. The student's request shall be in writing, addressed to the superintendent, shall state the reasons supporting the request, and include a copy of the graduation plan and a letter of support from the student's parents. The letters of request shall be sent to the superintendent who shall forward them to the board.

College Release:

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

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

Work Release:

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

- Pre-Planning required on the part of the student to verify a job opportunity.
- Students must be on track to meet the 28 graduation credit requirement by the end of their senior year.
- Verification of a work arrangement must be established before approval.
- Students have two weeks to find a new job if the approved one is terminated during the arrangement. If none can be arranged, then the student will assume full-time student status again at CHS.

KSHSAA regulations:

To be eligible to participate in KSHSAA activities;

13-1-3

The student shall be enrolled in and attending a minimum of five new subjects, of unit weight, or its equivalency, during the present semester.

High school students dually enrolled in colleges, who have their college hours recorded on their

high school transcript, may count five hours of college credit as two subjects of weight or three hours of college credits as one subject of unit weight. However, the student must attend at least one class of unit weight at the member, base school per semester.

CONCURRENT CLASSES

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

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

EXAMINATIONS

Students will be required to take semester assessment exams. Semester exams serve as part of the Local Assessments at CHS. Semester exams count as one-tenth of the semester grade.

GRADING SCALE

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

A = 90-100%

B = 80-89%

C = 70-79%

D = 60-69%

F = 59 and below

Grades will be figured as follows:

A = 4.0; B = 3.0; C = 2.0; D = 1.0; F = 0.0

GRADUATION REQUIREMENTS

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

4 units -- Language Arts

3 ½ units -- Social Studies

(American History, World Studies, U.S. Government and Current Events)

3 units -- Math (IMP Math I, II & III)

3 units -- Science (Physical Science, Biology & a 3rd)

1 unit -- Health & P.E.

1 unit -- Computer Technology (Computer Applications I & Computer Applications II)

1 unit -- Fine Arts (art, music, etc.)

11 ½ units -- Electives

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

HONOR ROLL

Procedure followed regarding the honor roll:

- 1) Honor rolls will be figured and released each nine weeks by the principal and will be based on nine-week grades.
- 2) Students with incomplete grades are not eligible.
- 3) **Honor Roll awards will be based on the first three nine weeks.** Only students maintaining some form of honor roll status during each of the first three nine weeks will be recognized.
- 4) Students must be a **Full Time** student enrolled in eight CHS classes, or unless otherwise approved by administration.

CHS Recognition:

Principal's Honor Roll & Honor Roll -- Letter

Hon. Mention Honor Roll -- Certificate

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

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

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

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

OFFICE AIDES

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

1. Have a cumulative GPA of 3.0 or better.
2. A student in Good Standing.
3. Must be approved by the principal.

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

PARENT-TEACHER CONFERENCES

Parent-Teacher Conferences are planned for all students once each semester, usually after the first nine-week period and the third nine-week period. Parents may also call the school to schedule a conference with a teacher whenever the need arises.

In addition to these annually scheduled events; Cheney Schools provide web access for students and parents to check on their student's grades at anytime. A password is provided to students and parents to go online for this service. If you have not received this information, or obtain internet access during the year, please contact the office so you can receive the information needed.

REPORT CARDS

The CHS current student management system allows 24/7 access via internet for parents to check the student's academic progress. This access does require a password that will be given to parents shortly after enrollment of the student(s). For those individuals without internet access:

Nine-week report cards will be handed out at Parent-Teacher Conferences. Semester grades will be mailed to parent/guardian. Progress Cards will be mailed approximately halfway through each nine weeks. Forms will be made available for parents to request mailings if internet access is unavailable to them.

SEDGWICK COUNTY AREA EDUCATIONAL SERVICES INTERLOCAL COOPERATIVE

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

VALEDICTORIAN/SALUTATORIAN

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

1. The student must have been, and currently be, a full time student at Cheney High School.
2. The student must meet the USD 268 course requirements.
3. The student must meet the Board of Regents recommended course requirements.*
4. Students allowed to take college courses in lieu of high school courses must meet full time status as allowed by the KSHSAA, and the dual credit be figured into the student's GPA.**

III. ACTIVITIES/ATHLETICS

CHENEY HIGH SCHOOL 2009-2010 COACHES/SPONSORS

Class Sponsors

Freshman Class Sponsor(s)	Joe Shellhammer	Justin Bearley	Brenda Berry
Sophomore Class Sponsor(s)	Than Underwood	Jill Albers	Stan Dohm
Junior Class Sponsor(s)	Lance Custer	Tim Hiebert	Lee Nikkel
Senior Class Sponsor(s)	Nathan Jones	Shawny Montgomery	Rod Scheer

Activities Sponsors

Art Club	Shawny Montgomery
Book Club	Mary Butel
Debate	Jonna Murphy
BPA	Carla Hibbs
Forensics Coach	Carla Simmons
Friends Of Rachel	Ann Asbury & Jill Albers
Instrumental Music	Travis Johnson
Junior-Senior Play	Carla Simmons
National Art Honor Society	Shawny Montgomery
National Honor Society	Brenda Berry
Prom Coordinator	Carla Simmons
Scholars' Bowl	Joe Shellhammer
Student Council	Debbie Hillman
Vocal Music	Layton Nance
Yearbook & Newspaper	Ann Asbury

Athletic Coaches

Boys Basketball:	Stan Dohm	Steve Petz (asst.) Tim Hiebert (Fr.)
Girls Basketball:	Rex Casner	Rod Scheer (asst.)
Bowling (Boys/Girls):	Justin Bearley	Marty Hopper (asst.)
Cheerleaders:	Jill Albers	Heather Harrison
Cross Country(Boys/Girls)	Rich Simmons	Kori Hague (asst.)
Dance Team	Aubrea Winkler	
Football	Dustin McEwen	Justin Bearley (asst.) Craig Higgins (asst.) Layton Nance (asst.)
Boys Golf:	Tim Hiebert	
Girls Golf:	Randy Leroux	
Softball:	Robi Alstrom	Matt Johnson (asst.)
Track (Boys/Girls)	Randy Weber	Kori Hague (asst.) Linda Patterson (asst.) Rich Simmons (asst.) Ron Ball (asst.)
Volleyball	Sara Lungran	Jill Augustyne (asst.) Matt Johnson (asst.)
Wrestling	Than Underwood	

CHS CO-CURRICULAR CODE OF CONDUCT

I. Preface/Philosophy

Co-curricular activities, in which students appear, perform and/or compete as representatives of Cheney High School (CHS). Examples of these include athletics, cheerleading, dance team, drama, NHS, forensics, Homecoming court, scholars' bowl team, plays/musicals, and student council. Activities in which students represent CHS as an extension of a specific course are governed by the student handbook, KSHSAA & CHS student behavior expectations, and are not considered co-curricular activities.

This code incorporates the standards and guidelines for eligibility and participation established both by the Kansas State High School Activities Association (KSHSAAA) and the Cheney High School. The CHS administration reserves the right to make policies and decisions as needed to address specific issues that may arise which may not be explicitly covered in this code.

II. Philosophy

The activities programs should be supplemental to the overall educational process of the students of CHS. It should be a means whereby students are afforded the opportunity to improve their talents and to display these talents in competition with other schools. At no time should "winning" take precedence over a student or a student's well-being physically or emotionally. Sportsmanship, participation and character development should receive highest priority.

The activities program should provide students with the opportunity to:

- 1) Improve self-respect.*
- 2) Develop an attitude of self-discipline.*
- 3) Develop leadership roles.*
- 4) Aid in developing pride in community and school.*
- 5) Learn the importance of teamwork in working toward a specific goal.*
- 6) Learn to work within a given set of rules.*
- 7) Carry over those values learned during activities into classroom work.*

III. Eligibility Rules and Code Violations

In order to represent CHS in any co-curricular activity, a student must meet all eligibility requirements of this code. Athletes are also subject to all KSHSAA policies, and rules.

The Co-Curricular Code of Conduct starts the first day of the school year, or the start of team activities, which ever comes first.

A. Eligibility

- 1) You are a bona fide undergraduate in good standing.**
- 2) Your conduct and standard of sportsmanship are satisfactory and you do not bring discredit to yourself or your school.**
- 3) You are not nineteen years of age (sixteen, fifteen, or fourteen for a junior high student) on or before September 1 of the school year in which you compete.**
- 4) You have not completed 8 semesters of competition and/or attended no more than four seasons in one activity in a four- year school, six semesters and three seasons in a three-year school, four semesters and two seasons in a two-year school.**
- 5) You pass five new subjects of unit weight your last semester of attendance.**
- 6) You are attending and enrolled in **five** subjects of unit weight.**
- 7) The last two semesters of possible eligibility are consecutive.**
- 8) You do not engage in outside athletic competition in the same sport while you are a member of the school squad. Consult your coach or principal before you participate individually or on a team in any game, training session, or tryout conducted by an outside organization.**

- 9) You have passed an adequate **physical examination** by a practicing physician and have the written consent of your parents or legal guardian. (The completed form must be in the hands of your principal prior to your first practice.)
- 10) You are regularly enrolled and in attendance not later than Monday of the fourth week of the semester in which you participate.
- 11) You are a transfer student and have met the requirements of the Transfer Rule. Contact the principal concerning this regulation.
- 12) You are not a member of any fraternity or other organization prohibited by law or by the rules of KSHSAA.
- 13) You have not competed for money or merchandise of intrinsic value, and have observed all other provisions of the Amateur and Award rules.

B. Attendance

- 1) Students must be in school attendance for a minimum of at least 3 hours on the day in question in order to participate in the co-curricular activity. Exceptions to this are excused school trips and appointments that are approved in advance by the building principal. Illness is not included as an exception.
- 2) Students may not compete, perform, practice, or attend on days of in-school or out-of-school suspension.
- 3) Students suspended from co-curricular activities are expected to remain in attendance as a part of the team or group, where applicable.

C. Use of, Possession of, and/or Association With Prohibited Substances

- 1) The use of, possession of, and/or association with tobacco products, alcohol, inhalants, steroids, and controlled substances is prohibited by this code and the KSHSAA. All infractions in this area will be dealt with by suspension from the activity. The length of those suspensions is defined in the individual section pertaining to each activity in this code.

D. Conduct Unbecoming of a Co-Curricular Participant

- 1) *Examples of such conduct include, but are not limited to, the following;*
 - a) *Failure to comply with school rules*
 - b) *Failure to comply with coach/advisor rules*
 - c) *Lying to school personnel during an investigation*
 - d) *Other extenuating circumstances*
- 2) *Violation of Kansas Criminal Code or State Statutes;*
If charges have been filed but no legal judgment has been rendered, CHS reserves the right to conduct its own investigation and come to its own judgment for the purpose of enforcing this code.

E. Signed Co-Curricular Code and Examination/Permit Cards

- 1) *Any student participating in co-curricular activities must, along with their parents, sign the agreement to follow the code of conduct during their participation at CHS.*
- 2) *A student may not participate in interscholastic athletics until the school has an examination/permit card on file in its office attesting to:*
 - a) *Parental permission for emergency treatment; and*
 - b) *Physical fitness as determined by a qualified medical professional as per current KSHSAA guidelines.*
- 3) *Students will not be allowed to participate in any contest until the proper forms are completed and turned in to CHS.*

IV. Consequences for Code Violations

A. Code Administration

The administration of the code will be handled by the athletic director for all matters

concerning athletics, and by the building principal for all other activities. Consequences for violations of the Co-Curricular Code shall be administered as directed by this handbook.

B. Reports of Violations

1. Incidents of code violations shall be reported to the building principal or the athletic director. Any report deemed reasonable by the athletic director or building principal will be investigated.
2. Violations of the code may also be enforced based on reports confirmed by law enforcement officials or self-admission.
3. If an alleged student violator refuses to cooperate with an investigation, CHS reserves the right to determine consequences based upon the information gathered.
4. Once a penalty has been levied during the school year, any report of a violation prior to that date is invalid.

C. Response to Allegations

No penalties will be enforced until after this investigation is concluded and until after the student has had the opportunity to be heard. A formal letter will be sent to the student and his/her parents if the student is being suspended from activities according to the code.

D. Violations on School Grounds or During School Activities

See; Drug Free Schools and Communities Act. CHS-SHB pg. 36

E. Athletic Consequences for Code Violations

1) First Offense

- a) A student will be suspended for 25% of the total number of competition dates; the athletic director and/or building principal will determine the exact number of contests. The total will be rounded up in a decimal situation.
- b) Students guilty by association will be suspended for 10% of the total number of competition dates; the athletic director and/or building principal will determine the exact number of contests. The total will be rounded up in a decimal situation.

“Guilty by association” is defined as being present at a student gathering where alcohol or other drugs are being used by minors. Situations in which a student who leaves such a gathering promptly may be given consideration when levying penalties.

2) Second Offense

- a) A student will be suspended for 50% of the total number of competition dates; the athletic director and/or building principal will determine the exact number of contests. The total will be rounded up in a decimal situation.
- b) Any combination of first offense code violations, including guilty by association, will result in a second offense.

3) Third Offense

- a) A student will be suspended for the remainder of the school year. This affects all sports, not just the sports that the student currently participates in.
- b) Any second offense plus an additional code violation, including guilty by association, will result in a third offense.

F. Completion of Suspension

If a violation occurs toward the end of a sports season and there are not enough contests left in the season to fulfill the required percentages of the suspension, then the suspension will be recalculated and applied toward the next sport or activity in which the student participates.

A student who is on suspension for part of the season must complete the season of his/her sport or activity, or his/her ineligibility will be carried over to the next sport or activity. Periods of ineligibility will be carried over to the next sports or co-curricular season, if that is necessary to fulfill the suspension requirements.

In order to receive regular season-ending awards (i.e. letters, certificates, etc.) for the season in which the violation occurred, a student must complete the season in good standing. A student will be given the appropriate awards upon the successful fulfillment of any co-curricular suspension.

G. Suspension Guide

The chart shows the average number of contests per sport. Actual suspensions will be based on the number of contests scheduled that year in the sport. Percentages will be adjusted in situations involving JV/Varsity participation.

SPORT	AVERAGE NUMBER OF CONTESTS	GUILTY BY ASSOCIATION (10%)	OTHER FIRST OFFENSE (25%)	SECOND OFFENSE (50%)
FALL SPORTS				
Cross Country	7	1	2	4
Football	9	1	2	5
Girls Golf	8	1	2	4
Volleyball	36 pts.	4 pts.	9 pts.	18 pts.
WINTER SPORTS				
Basketball	20	2	5	10
Bowling	10	1	3	5
Wrestling	30 pts.	3 pts.	8 pts.	15 pts.
SPRING SPORTS				
Boys Golf	8	1	2	4
Softball	20	2	5	10
Track	8	1	2	4

H. Non-Athletic Consequences for Code Violations

1) Affected Activities

This section pertains to drama, forensics, homecoming court, musicals, dance team, cheerleading, scholars' bowl, student council, NHS, and other non-athletic co-curricular activities in which students appear, perform, or compete as representatives of CHS.

2) Suspension Guide

Students violating the school's co-curricular guidelines shall be sanctioned according to the following guidelines;

- a) **First Offense**
Up to 20 hours of school/community service and/or suspensions from participation in non-athletic activities as determined by the building principal.
- b) **Second Offense**
The student will serve up to 50 hours of school/community service and/or be suspended from participation in non-athletic activities as determined by the building principals.
- c) **Third Offense**
The student will be suspended for the remainder of the year.

I. Simultaneous Athletic/Non-Athletic Consequences

Students may participate in simultaneous activities where allowed; however, if a student incurs a violation, he/she shall be penalized according to the code for both activities.

J. Special Awards Restrictions

Students who violate the co-curricular code will be ineligible for any special awards during the season of participation or any season in which the suspension is served. No student with a code violation may be nominated for any special end of season award. This shall include MVP, MIP, captain, all-league, etc. The exception to this is the first offense guilty by association clause.

K. Grievous Violations

If violations are of an extreme or grievous nature, the administration reserves the right to treat the violation as if it were a second or third code violation.

V. Other Information

A. Activities, Scheduling of,

Cheney High School is a member of the Central Plains League and participates in all league activities. All league activities are scheduled by the league members a minimum of one year in advance. Non-league and non-varsity activities are scheduled through the activities director.

B. Appearance

Cheney High School students have an excellent reputation for their appearance and conduct at their activities. Participants are expected to follow the school dress code with more or no less emphasis on it. On game or contest days, it is tradition that our athletes & participants dress up. No hats are allowed to be worn to, from, and at school sponsored activities unless approved by administration.

C. Behavior at Activities

When students attend an activity, the same type of behavior will be expected as for a regular school day. This includes home activities as well as away situations. The school has definite policies regarding inappropriate behavior. Disregarding these policies will be handled the same as during regular day of school.

D. Equipment

Each student is responsible for the equipment issued to him/her. Care labels should be carefully followed when washing the uniform. All equipment must be returned in good condition at the end of the activity. Failure to return such equipment shall result in one or several of the following:

- 1) The student shall be excluded from any continued involvement in other co-

curricular activities.

- 2) Awards earned by the individual shall not be presented until such equipment is returned.
- 3) Lost or damaged equipment must be paid for by the individual to whom it was issued at the current replacement cost.
- 4) An individual who knowingly continues to retain equipment shall be reported to the proper law enforcement.

E. Injuries

Any student who is injured during a co-curricular practice or event must report the injury to the coach or advisor at once. If a student has any "special medical problems," the student and/or parent must ensure that the coach or advisor is informed in advance.

F. Lettering

Letters may be earned in all varsity athletics. Requirements for lettering are based primarily upon participation in varsity competition. Head coaches may waive the competition participation requirement in cases of injury or illness. A student must complete the season to qualify for a letter.

G. Meals

The school will not provide meals for teams unless it is necessary at the State level.

H. Travel

Any time a student travels to or from an event or competition in which CHS provides Transportation, students must ride to and from the event or competition using school-approved transportation. The only exception to this is when there has been both written and verbal confirmation/approval from the parent of the student with the administration to allow alternate transportation.

In the case of activities in which the school does not provide transportation, students can arrange their own transportation to and from activities or practices. It is not recommended that students ride or take other students in their car under any circumstances.

If there is a school sponsored activity in which the parent wishes to take their student home from, there will need to be verbal confirmation at the site with the coach/sponsor and a written note given to the coach/sponsor. Students will be released only to the parent of the student, unless prior approval has been given to the coach form administration.

I. Senior Plaques

Senior plaques will be awarded to students who have lettered their last two years in a given sport or have participated in a given sport for the last three years in high school. These identical requirements also apply to cheerleading

J. Student Participation in Outside Sports

A student in any given sport may not participate in the same sport in activities outside of the school, either as a team member, or individual, or independent entry during the same time that he/she is a member of a school sponsored team.

DANCES & DANCE RELATED ACTIVITIES

I. Dance Guidelines;

1. All regular school policies will be in effect
2. Dances will be held in the MS gym; with the exception of the Back-To-School dance, it

- is held in the commons.
3. Only neatly dressed students in compliance with the particular dance guidelines will be admitted.
 4. Dances will end by 11:30 unless it's a homecoming dance, then it will be 12:00 midnight.
 5. Students will not be admitted to a dance after one hour of the doors opening,
 6. Students may **not** re-enter a dance once they have left the designated area.
 7. Students absent from school on the day of a dance or under current school suspensions are not permitted to attend dances.
 8. Inappropriate dancing and behavior will result in removal and loss of the privilege of attending the next dance, or dances for the remainder of the year.
 9. Dances are for Cheney High School students. Out of school dates have to be approved within the prior time allotted through the office. If approved, their behavior is the responsibility of their date, with disciplinary actions affecting the CHS student.
 10. The principal or his/her designee reserves the right to cancel school dances at his/her discretion.

A. Back To School Dance (August 21, 2009)

- ❖ This dance is provided by Student Council. Only students from Cheney High School are allowed.
- ❖ Cost of admittance is one box of Kleenex per person
- ❖ The dance will start at 8:30 and end at 11:30 pm

B. Fall Homecoming (October 9, 2009)

Floats –

- ❖ Class parents are responsible for getting the trailer, housing the float, bringing the float to the parade, and driving it in the parade. [The float is to be in the parking lot by 2:05 p.m.]
- ❖ NO STUDENT IS TO DRIVE THE FLOAT AT ANY TIME / MAXIMUM OF STUDENTS WHO CAN RIDE ON THE FLOAT IN THE PARADE IS 3.
- ❖ NO STUDENT IS TO RIDE IN VEHICLE DURING THE PARADE AND/OR OR THE FLOAT BACK TO THE SCHOOL AFTER THE PEP RALLY DOWNTOWN.
- ❖ STUDENTS WILL NOT BE RELEASED EARLY FROM SCHOOL TO DECORATE CLASS FLOATS ON FRIDAY.
- ❖ Time limits for the **week of September 4th**;
 - Sunday (Sept. 4th) -- 1:00 to 5:30 p.m.; Homecoming activities 5:30 to 8:30 pm at HS
 - Monday - Thursday 6:30 to 9:30 p.m.
 - Friday -- 2:15 to 3:15 p.m. (Parade & Pep Rally)
- ❖ At least one school sponsor will be present with the class parents each evening during decorating.

Crowning –

- ❖ Senior class parents are responsible for the backdrop for the homecoming royalty at the football field, and then bringing it to the dance.

Dance –

- ❖ Senior class parents are in charge of setting up the royalty backdrop, setting up tables, providing the refreshments, sponsoring the dance with the class sponsors, and cleaning up afterwards.
- ❖ The dance will start 15 minutes after the end of the game and end at 12:00 midnight

C. Heart-To-Heart Winter Homecoming (February 12, 2009)

Crowning –

- ❖ Sophomore class parents are responsible for the backdrop for the homecoming royalty after the game, and then bringing it to the dance.

Dance –

- ❖ Sophomore class parents are in charge of setting up the royalty backdrop, setting up tables, providing the refreshments, sponsoring the dance with the class sponsors, and cleaning up afterwards.
- ❖ The dance will start 15 minutes after the end of the game and end at 12:00 midnight

D. JUNIOR-SENIOR PROM (April 17, 2010)

- ❖ Junior class officers are in charge of choosing a prom theme, planning the purchase of prom items, planning and making preparations for the meal, etc.
- ❖ Junior class parents are in charge of gym decorations, sponsoring the dance with the class sponsors, providing refreshments for the dance, and cleaning up afterward.
- ❖ Decoration times for prom:
 - Sunday -- 3:00 to 9:00 p.m.
 - Monday – Friday -- 6:00 to 9:30 p.m.
- ❖ At least one school sponsor will be present with the class parents each evening/afternoon during decorating.
- ❖ The dance will start at; 8:30 and end at 11:30 pm.

ORGANIZATIONS / CLUBS

Art Club

Not available at this time.

Business Professionals of America

Business Professionals of America is the leading CTSO (Career Technical Student Organization) for students pursuing careers in business management, office administration, information technology and other related career fields. BPA is a "co-curricular" organization that supports business and information technology educators by offering curriculum based on national standards. Resources and materials are available on-line and designed to be customized to a school's program.

The Workplace Skills Assessment Program (WSAP) prepares students to succeed and assess real-world business skills and problem solving abilities in finance, management, IT and computer applications.

BPA members at Cheney High School are responsible for fundraising, are encouraged to attend meetings and leadership conferences, and to prepare for event competition at the regional, state and national levels.

Friends of Rachel (F.O.R.) is an organization that promotes positive relationships and service for others within the school and community. Members are involved in community service activities as well as safe, fun activities for the student body. All students are welcome to attend meetings and events sponsored by F.O.R.

National Art Honor Society

Not available at this time.

National Honor Society

National Honor Society is a national award. Selection to NHS is a privilege, not a right. NHS is an honor bestowed upon a student by the faculty. It is considered one of the highest honors a high school student can receive.

1. In order to receive invitation to apply to the National Honor Society, a student must have a 3.5 cumulative grade point average, be enrolled as a full-time student, and have completed three (3) semesters of high school with at least one semester at Cheney High School.
2. To be considered for induction into NHS, a candidate will be asked to submit an

- information packet with references to the faculty council.
3. The Council will then invite the faculty to comment on the candidates.
 4. Finally, the Faculty Council screens each candidate on the basis of the national guidelines on Leadership, Service, and Character.
 5. A student's selection to NHS is determined by a majority vote of the Faculty Council.

Once inducted, members are expected to complete 16 hours of community or school service per year and participate in chapter activities, while continuing to exhibit exemplary leadership, service, character, and scholarship (3.5 GPA) for which they were selected. Any member who violates the Society's by-laws or falls beneath the standards will face disciplinary action such as probation or dismissal.

Science Club

Not available at this time.

Student Council

The Cheney High School Student Council is a representative body of all classes and organizations of their school. Their responsibilities include:

1. Planning and providing activities for the student body throughout the school year;
2. Involvement in community projects;
3. Maintaining a line of communication between the student body and the administration

IV. ATTENDANCE

ATTENDANCE POLICY (JBD, JBD-R, JBE)

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

The compulsory attendance law (K.S.A.72-1113) makes it mandatory that any child who has reached the age of seven years and is under the age of **eighteen** years be enrolled in school. The law makes the exception for those children who are physically or mentally incapacitated. A certificate of a physician stating these facts is required. Students who are absent because of suspension or expulsion from school, are exempted from these compulsory attendance provisions.

A. Notification

Parents/Guardians should notify the office by calling 542-3113 prior to or on the day of the absence. Parents are encourage to call before 9:30 a.m. IT IS IMPORTANT THAT THE PARENTS CONTACT THE SCHOOL. A voicemail service at extension 1351 is available during non-school hours. A note may be sent with the student on the day of student's return.

B. Documentation of Absences

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

C. Limited Absences / Unlimited Absences / Unexcused Absences:

1. **Limited Absences** are excused absences supported by a telephone call, note or letter

from a parent/guardian. If a student has exceeded **5 Limited Absences and/or Unexcused Absences** in a class period, the student will lose credit in that class. The student must continue to attend the class and do all work assigned in the class.

The student can regain their credit status in the class through their attendance at Saturday School sessions. This process will allow them to make up the time they have missed over the maximum 5 absences. This process is as follows;

- Time can only be made up in the Saturday School program or by administrative approval.
- The official record of absences will be the one that is kept in the office.
- After recorded, the student has to serve their time within the following two Saturdays.
- Any student reporting to Saturday School after 8:00 a.m. will be considered absent.

2. Unlimited Absences are absences do not count toward the Limited Absences;

- Personal illness and professional appointments: Excessive absences from a class are sometimes associated with illness such as migraine headaches, asthma, etc. In order to anticipate questions from the attendance administrator for CHS, it is advised to have these circumstances documented with a doctor's signature and on file with the attendance administrator. Documented illnesses, which are chronic in nature, need to be updated quarterly, each semester, or yearly. Contact the assistant principal regarding documentation.
- Absences that are documented due to appearance in court or involvement with other governmental agency.
- Participation in a district-approved or school-sponsored activity.
- Absences due to a serious family emergency. Examples would include such events as attendance at a funeral of a family member or a serious family illness. The illness would be such as that of a parent or could be related to the transportation of parents and siblings to a medical appointment that is documented.
- Absences due to an out-of-school suspension assigned by administration of the high school.
- Obligatory religious observances
- Absences prearranged by parents and approved by the principal.
- Senior students would be allowed a total of 5 days for post-secondary educational visits. **Counselors have College Visit forms that must be taken to the college for documentation of time spent at the college or university. Failure to document time for the visit will void the absence as excused. All visits must be documented for attendance purposes.**
- Junior students would be allowed a total of 2 days during 2nd semester for post-secondary educational visits. **College Visit form mandatory.** The student must provide documentation from the institution confirming the visit.

3. Unexcused absence are absences not excused by administration, not supported by a phone call, note or letter from a parent, doctor or dentist, etc. **IT IS IMPORTANT THAT PARENTS CONTACT THE OFFICE WITHIN 48 HOURS OF THE ABSENCE.**

Absences after 48 hours will be considered unexcused. Any day listed as an Unexcused Absence will result in zero (50%) credit in the class missed on that day. All unexcused class absences will result in one hour of Saturday School the next calendar Saturday scheduled by administration.

D. Significant part of a school day

If a student misses more than one class period in a school day, this shall be considered a significant part of the day. 10 minutes or more late to class will be considered an absence.

E. Check In/Out Procedure

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

F. Make-Up Work

- a. If the student is absent for any reason, the class work missed must be made up. The makeup work can be completion of the assignments missed, additional assignments to replace missed classroom experiences, makeup time scheduled with the teacher or any combination of these options. Procedure: The classroom policy of **One-Plus-One** is used. Example;

Absent Mon.-Tue, assignments are due on Friday of the same week (the 3rd day). If the student were to be gone again on the final due date (in this case Fri.), the prior assignments are due the day they return (in this case Mon.).
- b. If a student knows in advance that he/she will be absent, the student should notify the principal and the teachers in advance and pick up assignments before the absence.
- c. Any absence due to an authorized school activity or Doctor or Dentist appointment requires assignments due prior to the absence. However, a teacher may allow assignments to be handed in later if prearranged. Check with your teacher before the absence, not after. Assignments and make-up work may be denied and loss of credit may result.
- d. Make-up work is strictly the responsibility of the student. It should also be understood that students who are absent are responsible for make-up work.
- e. School activities do not count against a student's absences.
- f. Teachers have the authority to grade students for classroom participation; therefore, students may receive "F's" in classes where they have repeated unexcused absences.

G. Tardiness

Students will be counted tardy if they are not in class according to classroom procedures when the final bell rings. If a student is detained by a teacher or the office, it is the student's responsibility to obtain a pass to class. Otherwise, any tardy will result in an unexcused tardy;

- The first unexcused tardy will be considered a warning.
- 2nd & 3rd unexcused tardy: 30 minute detention after school
- 4th unexcused tardy: 1 hours of Saturday School for each additional tardy

*Accumulated tardies start over each semester. This policy applies to the building as a minimum guideline. Stricter enforcement by classroom teachers are backed by administration when student classroom guideline have been established

CHANGE OF ADDRESS

It is important that the school be able to reach parents or guardians of students for progress reports, in case of emergency, or in the event of disciplinary action. Therefore, please contact the office regarding any change of address, email or telephone number changes as soon as

possible. This “very important” as it pertains to the AlertNow information provided by CHS (pg. SHB)

COMMUNICABLE DISEASES (JGCC)

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

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

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

FOREIGN EXCHANGE STUDENTS (JQKA)

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

150+ = 2 students

225+ = 3 students

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

IMMUNIZATION REQUIREMENTS (JGCB)

Every student enrolled in a school in Kansas who has not already done so is required upon admission to school to present evidence of compliance with the Kansas School Immunization Law as amended. Immunizations required for school entry include: diphtheria, pertussis (whooping cough), tetanus, polio-myelitis, mumps, rubella (German measles) and measles (rubella). As an alternative to the inoculation certification a pupil shall present:

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

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

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

- (1) Indicate the reason for exclusion from school attendance;
- (2) State the pupil shall continue to be excluded until the pupil has complied with the law; and
- (3) Inform the parent or guardian that a hearing shall be afforded them upon request. On

the third consecutive day of absence due to exclusion, the student will be reported to the juvenile court a truant.

RESIDENT STUDENT DEFINED (JBC)

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

NON-RESIDENT STUDENTS (JBC)

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

SCHOOL DAY AND BUILDING HOURS

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

STUDENT WITHDRAWAL FROM SCHOOL

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

V. STUDENT GUIDELINES/BEHAVIOR

-School Goal-

The implementation of fair, consistent classroom and total school expectations for students, teachers and administrators.

ACCIDENTS AND ILLNESS AT SCHOOL

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

APPEARANCE (JCDB)

The following policy is an outgrowth of recommendations from a parent advisory council, the Student Council, the staff, and Board of Education working cooperatively to arrive at a workable solution. In view of this development, the Board of Education should and will expect everyone's support in the enforcement of this policy. Students, parents and school staff are responsible for appearance that promotes safe, modest, non-disruptive student behavior. In recognition of the interrelationships between good appearance, proper behavior and educational success, the guidelines for appearance will encourage students to become positive community contributors.

1. ALL OUTER HEADWEAR MUST BE REMOVED UPON ENTERING THE BUILDING, DURING SCHOOL HOURS, AND UNTIL THE END OF THE SCHOOL DAY AT 3:45

PM. Ball caps may be worn at some activities after school. However, if administration deems any headwear as disruptive, it must be removed. Hats are NOT ALLOWED on activity/athletic trips unless the situation is deemed acceptable by the coach or sponsor, with administrative approval.

2. Clothing that is inconsistent with the goals and purposes of CHS and is prohibited includes items that:
 - a. Advocate or encourage violence.
 - b. Promote the use of or make references to alcohol, drugs, tobacco products, or which use sexual innuendoes.
 - c. Contain abusive, rude/profane/obscene or indecent language, pictures, or symbols.
 - d. Demean or ridicule others, including sexually suggestive or racially offensive material.
 - e. Clothing that is inappropriate or exposes the chest or shoulder area, mid-section or buttocks. This includes but is not limited to bare midriffs, mesh shirts, sheer tops, halters, strapless tops, spaghetti straps, one-strap and short shorts [sleeveless garments for girls must extend to the end of the shoulders and fit closely under the arms. Sleeveless garments for boys are not allowed]. "Sagging" (undergarments showing) is not allowed.
 - f. Ripped or shredded or inappropriate and/or excessive holes in pants that are deemed inappropriate by administration.
3. Shoes must be worn at all times.
4. Students are to have clean-shaven faces, shall keep their hair clean, neatly cut and groomed, out of the eyes, and in compliance with current styles. Students with their hair colored red, blue, green, purple, etc., will not be allowed to represent CHS in school extracurricular activities
5. When groups represent CHS in public activities, the coach, director or sponsor will determine what is appropriate with regard to grooming and attire.
6. The classroom teacher may ask that students change their clothing when dress or appearance interferes with safety, performance or course goals in a particular class.
7. Chains, over-sized pants, straps, trench coats, long outer garments, sweat bands, studded collars and bracelets and other items that impact safety and learning at CHS are not permitted. Light jackets are allowed, although some class activities may require students to remove jackets for safety reasons.
8. RELATED TO GANG POLICY (JHCAA): The presence of any apparel, jewelry, accessory, or manner of grooming which, by virtue of its color, arrangement, trademark, symbol, or any other attribute that implies membership or affiliation with gangs is prohibited.

Final Note: Students shall adhere to the above standards at all activities of the school in which they participate or are expected to attend. There may be items of apparel that are not specifically covered in the dress code, but may, in the opinion of the administration, be improper attire. Again, your choice of selection is quite broad; however, we ask that your appearance is neat and decent at all times. When you are representing the school on school-sponsored activities, you are asked to adhere to the policy as a minimum and dress as neatly as possible.

ASSEMBLY BEHAVIOR

Students will travel to assemblies with the classroom teacher and sit where directed. Students should display appropriate behavior by being RESPECTFUL, POLITE, AND APPRECIATIVE. Assembly presenters/performers are guests and should be treated in the most complimentary way. Assembly time is still class time, and students may NOT leave the building or loiter on school premises during the assembly.

BACK PACKS

Students bringing back packs to school are to store them in their lockers. Backpacks will not be allowed in the classrooms or library.

CAFETERIA PROCEDURE

Cheney HS maintains a CLOSED LUNCH PERIOD

1. The CHS cafeteria will serve breakfast and lunch to students and teachers every day of school.
2. A regular lunch is available at a cost of \$2.10 for students; breakfast is \$1.00 for students. Those students who qualify for reduced meals pay \$.40 for lunch and \$.30 for breakfast. (Applications for free and reduced meal prices are available in the main office; the application must be completed and reviewed annually.)
3. Separately-priced food items such as frozen pizza, sandwiches, ice cream products, etc. are available in addition to the regular lunch. **Students must pay with cash for the a la carte items.**
4. Lunch accounts are available. Each student has PowerLunch lunch account which is accessed with a pin number. The student is expected to know their pin number to access their account and be served lunch.
5. It is best to always have enough lunch money credited to accounts so that “charging” is not necessary. However, students will be allowed to overcharge their card account to a maximum of -\$12.00. Students will be warned prior to the initial account being depleted up to the maximum of \$12.00 charge. **When the overcharge limit is reached, the lunch account is suspended** and the student will have to pay cash until the account is monetarily covered once again. Please be aware that students are given reminder slips to take home prior to reaching this point, so several warnings are given before account suspension becomes necessary. PowerLunch Balances can be checked online in PowerSchool at the same time you check your student’s grades. You can also choose to have email reminders sent to you alerting you of your child’s low lunch account balance.
6. All students have individual accounts in PowerLunch. However, you can send one check payment for all of your High School and/or Middle School students. Please indicate how much to deposit in each child’s account on your check’s memo line.
7. Our school participates in the Federal/State school lunch program for free and reduced meals. There will be an application for this program in the enrollment packet. If you do apply, please be aware that the full price for meals will be charged until the application is approved.
8. During the lunch hour, students can use the courtyard adjacent to the commons if they wish to go outside. Students other than those with lunch passes should not be outside the building or in the parking lots. Students leaving or returning from lunch should not loiter in the parking lot.
9. Lunch Passes
 - a. Students are asked to eat a prepared lunch at school or bring a sack lunch to the cafeteria unless a written form has been completed and signed by the parents requesting permission for the student to eat at home. Permission is granted providing the guidelines set by the contract are met. This contract must be signed by parent and student and be on file in the office.

- b. Excessive tardies (2 or more) or absences without prior approval, and/or the accumulation of 50 disciplinary points, will result in pass being revoked. Permission will not be granted for the student to eat anywhere except their home. The standard disciplinary action is that the lunch pass will be revoked for a minimum of 18 weeks if there are abuses of this privilege.

NOTE: The limit for overcharging (negative balance) is – \$12.00, once that negative balance is reached; the lunch account is suspended until payment is made.

CARE OF BUILDING, EQUIPMENT AND TEXTBOOKS

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

Your custodians work hard to maintain and keep the building clean and attractive. Cooperate with them by not throwing paper or litter on the floor or ground. Be proud of your school so your community will be proud of you.

Textbooks are the property of the school district. They belong to students only on a temporary basis. The ordinary life of a book is five to seven years provided it has been properly cared for. Textbooks should never be marked in with either pencil or pen. Failure to comply with this policy will result in a fine when the books are checked in at the end of the year.

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

CARDINAL CRIMESTOPPERS

The Cheney High School's Cardinal CrimeStoppers program encourages the student body to be actively involved in maintaining a safe and orderly environment within the school and at school activities. This program is designed to maintain confidentiality while protecting students, student's personal property, and school property. The intent is to allow the student to take charge of situations before, during and after they occur by taking responsibility for your school, your community, and your future. Information can be given to Mr. Traxson by calling 542-3898. Your identity will not be disclosed.

CLASSROOM BEHAVIOR

Teachers have a preference on how they wish to conduct any given class. It is the responsibility of each and every student to become familiar with the requests of each teacher and act accordingly. There is a very limited time available for the teacher and the class to cover the subject matter; therefore, the time should be put to good use.

Students are expected to have the proper books and/or materials ready when they enter the classroom. Talking, sharpening pencils, depositing materials in the wastebasket and similar movement should be done before the class convenes. Students who attend class to learn shall not have their rights of educational opportunity denied by those who do not wish to receive the benefits of an education. In order to accomplish this result, the teacher shall have the maximum opportunity to use the time available for schoolwork.

Students who are not in the classroom ready for the class to begin will be considered tardy.

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

DISCIPLINE

A. Philosophy

Good discipline is usually positive rather than negative in nature. It is the result of keeping pupils interested and actively engaged in constructive and worthwhile learning activities, rather than punishing pupils for doing things, which are destructive and anti-social. The purpose of discipline is to help the pupil to develop self-control with due respect for constituted authority.

Good discipline in the schools is extremely important to the whole community, but particularly important to the pupils, teachers, Principal, Superintendent, Board of Education and parents. In the end, good discipline is important to the educational process for it is a vital factor influencing the kind of schooling pupils will receive.

Cheney Public schools realizes that there is more to the educational process than "book learning". It is this school's goal to teach responsibility, consideration, liability and acknowledgement of acceptable and non- acceptable behavior in our society.

B. Discipline

Good discipline is an absolute must throughout the school year so those educational goals can be met. If discipline problems should arise, the parent can expect to be in close communication with the school.

The principal is authorized to initiate short-term suspension (up to 10 days) and to recommend long term suspension or expulsion of students who violate school policy or cause disruption of the school through their actions.

Students are to follow school rules at any school-sponsored function. All rules pertain to after school as well as during school functions.

C. Forms of Discipline

It is the firm belief of the Board of Education, administrators and teachers that the large majority of pupils are well behaved, industrious and eager to learn. The taxpayer's money and the school's efforts should not be misspent by permitting the few unruly pupils to waste time, upset classes and distract others who wish to learn. For a small percent of the pupils who do not respond to a positive approach, punishment of some kind is sometimes necessary. When involving punishment or restraint, good discipline should be fair, dignified and administered without anger or malice.

Possible disciplinary actions students and their parents must be aware that inappropriate behaviors result in consequences to be determined by the principal in consultation, if necessary, with the teacher involved. The consequences may include, but not limited to:

1) Administrative conferences:

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

2) Detention (JDB):

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

A. 1st no show:

- I. Principal will record the infraction in the student's file
- II. Students receives 5 disciplinary points.
- III. Student receives One Hour of Saturday School assigned by the administration

B. Saturday School no show

- I. Principal will record the infraction in the student's file.
- II. Students receives 5 disciplinary points.
- III. Student receives Four Hours of Saturday School assigned by the administration

C. 2nd Saturday School no show:

- I. Two-day OSS
- II. 10 disciplinary points
- III. Re-Admittance pending a Parent-Student-Administrative conference.

3) Conduct Probation(JDC): Conduct probation may include non-attendance at school functions other than classes. A student on probation who causes further problems will be suspended.

4) Saturday School:

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

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

5) In-School Suspension (Detention):

Students who cannot comply with the rules as stated may find the social aspect of school withheld for a period of one to five days. *Students are to report directly to the office upon arrival to school, and will be in ISS until 4:00 p.m.* During In-school suspension, the student will be allowed to receive full credit for assignments completed on time. However, students will not interact with any other students during the school day or be allowed to attend or participate in extra-curricular activities.

6) Out-of-School Suspension and Expulsions:

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

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

7) Other possible consequences

- Written notification to parents

- Referral to counselor, social worker, and/or building team
- Alternative educational placement
- Possible police involvement, if deemed appropriate for any offense
- Specific consequences agreed upon by the principal, parent, and teacher

SUSPENSION OR EXPULSION (JDD)

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

1. Willful violation of any published regulation for student conduct, adopted or approved by the Board of Education, or
2. Conduct which substantially disrupts, impedes or interferes with the operation of any public school, or
3. Conduct which impinges upon or invades the rights of others, or
4. Conduct which has resulted in conviction of the pupil or student of any offense specified in Chapter 21 of the Kansas Statutes Annotated or any criminal statute of the United States, or
5. Disobedience of an order of a teacher, peace officer, school security officer or other school authority, when such disobedience can reasonably be anticipated to result in disorder, disruption or interference with the operation of any public school or substantial and material impingement upon invasion of the rights of others.

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

1. Superintendent
2. Principal and/or assigned designee.

LONG TERM SUSPENSION AND EXPULSION(JDD-R, -R-2, -R-3, -R-4)

(more than ten days and less than a semester)

1. The student must first have been suspended for a short term.
2. The written notice of the intent to suspend or expel for a long term will be sent to the student and his/her parents or guardians within 72 hours after the student has had imposed a short-term suspension. The notice shall include the time, date, and place for a formal hearing to be held no later than the last day of the short term suspension. The formal hearing shall contain the following;
 - a. The student has a right to counsel and this right may be waived.
 - b. The parents or guardian may attend.
 - c. The student shall hear or read a full report of the testimony of witnesses against him/her.
 - d. The student or his counsel has the right to confront and cross-examine witnesses.
 - e. The student may testify in his/her own behalf.
 - f. The student may present his own witnesses.
 - g. The hearing will be conducted in an orderly manner.
3. The student will have a fair and impartial decision based on substantial evidence
4. A written notice of the result of the hearing, if it results in the suspension or expulsion of the student, shall be given to the student and to his parents or guardians within 24 hours after the decision has been reached.
5. A student or his parents may appeal the decision to the Board of Education by filing a written notice of appeal with the Clerk of the Board of Education no later than 10 days after receiving the written notice explained in Section 4.
6. The appeal will be heard by the Board of Education no later than 20 days after the notice of appeal is filed.
7. If the expulsion or suspension is upheld by the Board of Education, then the student or parent may appeal to the district court.

STUDENT DUE PROCESS SHORT TERM SUSPENSION (Ten days or less)

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

CHS DISCIPLINE POINTS

When problems are recognized with a student's behavior, the discipline guidelines provide objective guidance for school administration in dealing with the problems. We believe the points will provide each student a measurable indicator of their accumulated rule infractions. The goal of the point system at the high school is to correct unwanted and undesirable behaviors, which distract from the learning environment. An effective discipline plan, applied fairly, will provide a safe, orderly and productive environment.

Each rule infraction has a "point value" assigned to the student behaviors, along with administrative consequence to be enforced for each behavior. When a student accumulates fifty points, a mandatory conference will be held involving the student, parents, administration, and others as appropriate. The purpose of these meetings is to communicate what type of behavior has been exhibited, what long-term consequences may occur should this behavior continue, and what support is required from the school and parents to provide a positive learning environment.

When a student accumulates seventy-five points, a formal hearing will be held to recommend removal of the student from further attendance at the high school. Points accumulate on a yearly basis. If a student is removed from school attendance for a period of time less than the end of a school year, the student returns to the school with a balance of forty-five points.

25 points Students reaching a total of 25 points will have their parents contacted by an administrator

50 points Students reaching a total of 50 points will have a parent conference with the administrator.

75 points Students reaching a total of 75 points will have a hearing scheduled and possible long term suspension or expulsion from school will be recommended.

CODE OF CONDUCT/CONSEQUENCES

Step 1: Conference/Detention

A school administrator will talk to the student and try to reach an agreement regarding how the student will behave. Student is removed from the class for 1-3 hours (action recorded in student file);

- A. Warning
 - B. Detention
 - C. Saturday School
- Disciplinary Points; Initial – 5 to 15 / Repetitive – 10 to 20

Step 2: In School Suspension

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

- A – one to three days ISS
- B - three to five days ISS
- C – five days ISS

- Disciplinary Points; Initial – 10 to 25 / Repetitive – 15 to 25

Step 3: Short Term Out-of-School Suspension

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

- A - one to three days
- B – three to five days
- C - ten days

- Disciplinary Points; Initial – 15 to 25 / Repetitive – 20 to 35

Step 4: Long Term Suspension/Expulsion

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

- A – ten day OSS with referral to Expulsion Hearing

- Disciplinary Points; Initial – 40 to 75 / Repetitive – 75

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

PROHIBITED BEHAVIORS AND CONSEQUENCES CHART

Students involved in misconduct may be referred for discipline according to the chart.

Infraction/Item	1 st Offense	2 nd Offense	3 rd Offense
1. Possession, use, sale or dispersal of Alcohol, controlled substances, mood altering chemicals & paraphernalia on school ground	Step 3 C – 4A Police referral	Step 4A Police referral	
2. Being at school or a school function, or on school grounds while under the influence of alcohol, controlled substance, or mood altering chemicals	Step 3 C – 4A Police referral	Step 4A Police referral	
3. Possession, use, sale or dispersal of prescription and/or non-prescription medication while under the supervision of the school except as provided for in school policy	Step 3 C – 4A Police referral	Step 4A Police referral	
4. Possession or use of a *dangerous weapon on school grounds. *Pursuant to state statute.	Step 4A Police referral	Step 4A Police referral	
5. Possession or use of a look-alike weapon on school grounds with intent to cause distress and/or harm	Step 3 C – 4A Police referral	Step 4A Police referral	
6. Engagement in fighting, battery or physical assault	Step 3B-C Police referral	Step 4A Police referral	
7. Conveying a false alarm through word or action	Step 3B-C Police referral	Step 4A Police referral	
8. Inappropriate sexual contact occurring on school grounds or school functions			
9. Verbal, written, physical, or sexual harassment directed at students or staff	Step 1A-3B Possible police referral	Step 3C	Step 4A
10. Failure to comply with specific direction of school authority	Step 2A-3A	Step 3B	Step 4A
11. Participation in electronic harassment via email, text messaging etc...while under the supervision of school authority.	Step 1A-3B Possible police	Step 3C	Step 4A

	referral		
12. Violation of school's computer use policy and school network devices.	Step 1B Loss of use of school computers for one week	Step 1C Loss of use of school computers for nine-weeks	Step 2A Loss of use of school computers for remainder of school year
13. Possession or use of tobacco, smoking materials, or lighters on school grounds or at school functions	Step 2A Police referral	Step 2A(multiple) Police referral	Step 3B Police referral
14. Disrespectful or insubordinate behavior directed at school employees or their agents	Step 2A-3B	Step 3B	Step 4A
15. Inappropriate display of affection	Step 1A	Step 2A	Step 2A-3A
16. Use of profane, vulgar, or harassing comments while under the supervision of the school	Step 2A	Step 2A-3B	Step 2A-3B
17. Academic Fraud including cheating, copying, and plagiarism	Step 1B Zero on assignment or test	Step 1C Zero on assignment	Step 2A Drop from class
18. Tardiness to class	Step 1A	Step 1B	Step 2A on 5 th and every tardy after
19. Unexcused absences to school or class	Step 1C		
20. Leaving school grounds without permission	Step 2A	Step 2C	Step 3B
21. Inappropriate student dress as addressed in policy	Step 1A Change cloths	Step 1C Change cloths	Step 2A
22. Possession or use of electronic and/or video devices unless authorized by teacher or supervisor.	Step 1B Item confiscated for 24 hours	Step 1C Item confiscated for 7 days and returned only to the parent	Step 2A Item confiscated for 14 days and returned only to the parent
23. Cell phone	Step 1B Item confiscated for 24 hours and returned only to the parent	Step 1C Item confiscated for 7 days and returned only to the parent	Step 2A Item confiscated for 14 days and returned only to the parent
24. Possession or use of skateboards, rollerblades, or other similar devices on school grounds	Step 1B Item confiscated for 24 hours	Step 1C Item confiscated for 7 days and returned only to the parent	Step 2A Item confiscated for 14 days and returned only to the parent
25. Falsifying school records Ex: Providing a false attendance excuse, etc...	Step 1C	Step 2A-C	Step 3A-C
26. Unsafe, unlawful or inappropriate use of a motor vehicle on school grounds including parking, speeding, unsafe backing, failure to display parking permit, etc...	1A-3B Police referral Loss of parking privileges	2A-3C Police referral Loss of parking privileges	
27. Willful, persistent or disruptive behavior in school or at school related functions.	Step 1A-C Removal from activity	Step 2A-C Removal from activity for an indefinite period	Step 3A-C Removal from activity for the rest of the year
28. Removal of student by teacher for problem behaviors exhibited in classroom or supervised area	Step 1A-2A	Step 2A-3A	Step 3A-C
29. Failure to serve assigned teacher detention	Step 1C (one hour)	Step 1C (four hours)	Step 3A
30. Failure to serve administrative assigned Saturday School	Step 1C doubled	Step 2A	Step 3A
31. Vandalism to school or personal property	Step 1C-3B Restitution for damage Police referral	Step 3B-C Restitution for damage Police referral	Step 3C-4A Restitution for damage Police referral
32. Theft of school or personal property	Step 2C-3C Restitution Police referral	Step 3C Restitution Police referral	Step 4A Restitution Police referral
33. Inappropriate physical behavior, i.e. scuffling, horseplay, etc...	Step 1A-2A	Step 2A-3A	Step 3A-C
34. Inappropriate behavior	Step 1A-C	Step 2A-C	Step 3A-C

35. Nuisance/Disruptive Objects	Step 1B Confiscation of item	Step 1C Confiscation of item	Step 2A Confiscation of item
Repeated failure to comply with school rules resulting in 25 points	Conference with student, asst. principal, and parents		
Repeated failure to comply with school rules resulting in 50 points	Conference with student, asst. principal, principal, and parents		
Repeated failure to comply with school rules resulting in 75 points	Expulsion Hearing with student, asst. principal, principal, hearing officer, and parents		

Notes and comments:

1. *Students engaging in unlawful behavior per Kansas laws may be referred to police.*
2. *Students engaged in repeated acts will be referred for special hearings based on the following:*
 - a. *Student who accumulates 25 discipline points during the current will be required to meet with the Assistant Principal and parents.*
 - b. *Student who accumulates 50 discipline points during the current will be required to meet with Assistant Principal, Principal, and parents.*
 - c. *Student who accumulates 75 discipline points during the current will be required to meet with the Expulsion Hearing Officer (Superintendent).*
3. *School administration of Cheney High School reserves the right and obligation to impose penalties and take steps necessary to maintain control and order in the school. The administration reserves the right to impose penalties and sanctions for conduct not specifically covered in the handbook or for those actions that are extremely serious, dangerous, or injurious.*

CONSEQUENCES FOR VIOLATIONS

The administration of Cheney High School reserve the right to administer the following consequences for any infractions of the rules. Specific consequences will depend upon te nature and severity of the infraction, the number and types of previous infractions, student cooperation and attitude, and possible extenuating circumstances.

In all cases, students will receive due process in accordance with school board policy. If an alleged student violator refuses to cooperate with an investigation, CHS reserves the right to determine consequences based upon the information gathered. The following is a list of possible consequences;

1. *Conference with student.*
2. *Conference and/or phone contact with parent/guardian.*
3. *Verbal and/or written reprimand.*
4. *Counseling by school staff.*
5. *Referral to outside agencies: police, social services, etc.*
6. *Athletic and /or co-curricular restrictions.*
7. *Financial restitution.*
8. *Community/School service.*
9. *Loss and/or postponement of lunch pass privileges.*
10. *Loss and/or postponement of work release privileges.*
11. *Removal from class with a grade of "F".*
12. *Detention.*
13. *Suspension of bus transportation privileges.*
14. *Suspension of student parking privileges.*
15. *Suspension of computer privileges.*

16. Suspension: in-school and/or out-of-school.
17. Pre-expulsion hearing
18. Expulsion.

Infraction Definitions:

Assult and/or Battery:

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

Bullying: According to the Kansas Department of Education, “Bullying” means:

(A) Any intentional gesture or any intentional written, verbal or physical act or threat that is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for a student or staff member that a reasonable person, under the circumstances, knows or should know will have the effect of:

- (i) Harming a student or staff member, whether physically or mentally;
- (ii) Damaging a student's or staff member's property;
- (iii) Placing a student or staff member in reasonable fear of harm to the student or staff member; or
- (iv) Placing a student or staff member in reasonable fear of damage to the student's or staff member's property; or

(B) Any other form of intimidation or harassment prohibited by any policy of USD 268.

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

Bullying can be:

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

CHEATING (PLAGIARISM) #17

The mission of Cheney High School calls for all members of the school community to be responsible and productive citizens. The act of plagiarism violates our expectation that students exhibit ethical behavior as expressed in their academic work. According to Webster's New International Dictionary of The English Language, to plagiarize is:

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

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

Computer Violation:

Each August students and parents are asked to sign a computer use agreement. A copy of this agreement is found on our school website at www.cheney268.com under the enrollment information. Hard copies are also available from the school office.

Destruction of Property/Vandalism:

Destroying or mutilating objects or materials belonging to the school, school personnel or other persons. DESTRUCTION OF PROPERTY/VANDALISM (07-18) Students guilty of vandalizing school property or the property of a school employee and other associated persons, while on school grounds or engaged in a school related activity, are to be suspended from school for the maximum of five days and are subject to possible expulsion for the remainder of the semester. Persons/ students guilty of vandalism are expected to make restitution for damages and may face criminal charges depending on the severity of the act. Persons not enrolled as a student in U.S.D. #268 will be subject to criminal charges from the local law enforcement agencies.

Disruptive Objects (Nuisance Items): Including (but not limited to) cell phones, pagers, MP3 players, I-pods. Such devices are to be turned off and kept in lockers. **They should not be heard or seen at all during the school day** unless special permission has been granted.

Disorderly Conduct:

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

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

Dress Code: see policy on page 22 & 23 of SHB.

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

Fighting: Both parties physically assaulting each other.

Forgery: Writing or using the signature or initials of another person.

Harassment: [Sexual or Racial] (JGEC – JGECA)

Sexual/Racial harassment may include, but not be limited to:

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

Insubordination: Refusal to comply with reasonable request of school personnel.

Public Display of Affection: hugging, kissing, hand holding

Scuffle: Engaging in physical contact for no purpose, no intent to harm another person.

Skipping Class/Unexcused Absence: If a student is more than 5 minutes late to class, it will

be considered a skipped class. For a complete list of excused and unexcused absences, see the attendance policy on page 18 - 23 of SHB .

Tardy: means late. If a student is tardy more than 10 minutes, it will be considered an unexcused absence.

THEFT

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

Threat: statements or actions that intimidate or injure another person.

Vandalism: Destruction of Property (07-18)

Students guilty of vandalizing school property or the property of a school employee and other associated persons, while on school grounds or engaged in a school related activity, are to be suspended from school for the maximum of five days and are subject to possible expulsion for the remainder of the semester. Persons/ students guilty of vandalism are expected to make restitution for damages and may face criminal charges depending on the severity of the act. Persons not enrolled as a student in U.S.D. #268 will be subject to criminal charges from the local law enforcement agencies.

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

Weapons/Explosives: The possession of a dangerous weapon or the use of an object to inflict bodily injury to another person. WEAPONS AND DANGEROUS INSTRUMENTS (JCDBB)
A student shall not knowingly possess, handle, and transmit any object that can reasonably be considered a weapon:

- On the school grounds before, during or after school hours;
- On school grounds at any other time when the school is being used by any school personnel or school group; or
- Off school grounds at a school activity, function or event.

Violation of this policy will result in expulsion from school for 186 days, except that the superintendent may recommend that this expulsion requirement be modified on a case by case basis and may include a probationary period of time. Local law enforcement agencies will be contacted.

These guidelines have been provided for your understanding of initial to subsequent discipline points for various disciplinary situations. This is not 'all inclusive', administration will deal with variations fairly...not necessarily equally.

Administration follows guidelines set in dealing with the various disciplinary actions that constitute a fair enforcement of these discipline procedures.

DRIVING AND PARKING (JGFF)

The following rules and regulations have been drawn up for the mutual protection of students, parents and the school. We feel that such regulations are essential for the safety of students and for liability protection for both parents and school;

- 1) Students who drive to school are requested to park in the west lot under the direction of the building principal.
- 2) Students are not to park in the street adjacent to the school during school hours.
- 3) The speed limit of the school area is **20** miles per hour and in the parking lots, **10** miles per hour.
- 4) Only students having written permission from both the office and parents may remove their cars from the lot during the noon hour for eating at home. Only the shortest route home and back should be used. (See Lunch Passes)
- 5) Careless driving or violation of any of the above rules may result in revoking the driver's privileges of parking on the school grounds and streets adjacent to the school grounds.
- 6) Cars are not to be entered or removed during the day unless the student is given permission by the principal.
- 7) All bicycles of high school students should be parked in the parking stalls provided.
- 8) The local law enforcement officials on school property will enforce local driving laws.
- 9) Students must have a parking permit in order to park on school grounds. The permit is to be displayed on the vehicle if parked on school grounds during school hours and activities.
- 10) Only students who are listed as a 9-12 student are allowed a parking permit and parking privileges during the school day.
- 11) The parking area east and south of the middle school is designated teacher/staff parking, and is off-limits to student parking from 7:30 am to 3:45 pm on school days.
- 12) Going to vehicles during the day is prohibited. Students will not be excused to their vehicles during the school day unless there are extenuating circumstances.

Bicycles;

- 1) are to be parked in designated zones,
- 2) all traffic rules followed, and
- 3) personal security measures are to be taken to prevent theft.

DRUG FREE SCHOOLS AND COMMUNITIES ACT (JDDA & JDDA-R)

1. 1st Offense. A first time offender shall be subject to the following sanctions:
 - a. A punishment up to and including long-term suspension,
 - b. Suspension from all student activities for a period of not less than one month.
2. 2nd Offense. A second time violator shall be subject to the following sanctions:
 - a. A punishment up to and including long-term suspension,
 - 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.
3. 3rd 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.

A student who is expelled from school under the terms of this policy may be readmitted during this term of expulsion only if the student has completed a drug and alcohol education program and rehabilitation program at an acceptable program.

ELECTRONIC DEVICES / CELL PHONE

The use of electronic communication devices by pupils on school property during the school day is prohibited; (the school day begins when the student enters the building, and the end is at 3:20 pm.

This includes, but is not limited to pagers, cellular phones, headsets, CD players, game systems, iPods/MP3's and other communication equipment that has a potential to be disruptive to the educational process. Items intended to look like or simulate such devices are also prohibited. Devices not stored in lockers, turned off or on vibrate, will be in violation of this policy and will be seized.

EMERGENCY PROCEDURES

AlertNow Notification:

USD 268 schools uses the AlertNow, parent contact service. Cheney school district will rely on the AlertNow Rapid Communication Service to deliver all administrative voice and text messages within minutes to telephones or any Internet-enabled device, including mobile phones and computers.

AlertNow, designed specifically to address USD 268 communication needs, supplements conventional school communications and replaces outdated phone trees and automated dialing tools that require staff resources and large blocks of time to deliver messages to multiple recipients.

In addition to this service being a rapid source for emergency information, it will also be used in building weekly memos, class, group, etc. information notice. This eliminates paper notices being lost, timely follow-up by office staff, and miscommunication through student-to-parent. This informational service will be identified separate from emergency information.

Fire and Tornado Drills:

There will be one fire drill each month and three tornado drills per year in accordance with state law:

- a. **Fire Drill:** A continuous signal on the alarm bell will signal a fire drill. At that time, the students will file out of the classroom in a pre-arranged route, usually through the nearest exit. **All students will move in silence and as quickly as possible. There will be absolutely no running.** Students should never stop at lockers or for any other purpose. Books and pencils should be left on desks. Do not get hats and/or coats. Classes should stay together at least 50 feet from the building so that the instructor can make a quick check to ascertain if any students are left in the building. A bell will signal the return to the classroom.
- b. **Tornado Drill:** An intermittent signal of the intercom bell will signify a tornado drill or warning. Students will proceed quietly to the assigned area.

Inclement Weather:

When weather conditions exist that would make it hazardous for students to get to school safely, students and parents should listen to the area radio and television stations for school closing;

TV: KSN 3, KAKE 10, KWCH 12

Radio: KFDI - FM 101.3 or AM 1070

There should also be an AlertNow message through email and/or phone call from the school. *
See AlertNow

INTERROGATIONS & INVESTIGATIONS (JCAC...)

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

MEDICINE IN THE SCHOOL (JGFGFB)

Students are not allowed to have medicine in their possession in the school;

- A. Any medication, prescription or non-prescription (over the counter), brought to school must be in its original container. Prescription medication containers must also have a prescription label with the child's name, medication name, dosage, route of administration, and frequency.
- B. If a student needs to take an over the counter medication on a particular day, parents or guardians must send a note to school which states the name of the medication dosage, frequency, the date, and parent's signature. The school will try to accommodate such needs.
- C. It is the goal of the school to have children remain in school as much as possible, but feel that a truly sick child will not benefit from the classroom experience, while possibly exposing many other children to the illness. If a student has a fever of 99.6 F or above in the morning, they should remain at home.

Students are strictly prohibited from sharing/ receiving drugs (prescription or over-the-counter) with other students. This is why all medicine is to be distributed through the office. Any violation of this policy will be referred to the administration for disciplinary action.

NUISANCE ITEMS

Nuisance items of any kind are not to be brought to school. They have no part in the educational process, and are only disruptive. Nuisance items will be confiscated and kept by the administration. Students who bring such items will receive disciplinary action. Cigarette lighters, playing cards, game players, pagers, laser lights, skateboards, communication devices, etc. are considered to be nuisance items.

HALL PASSES

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

HARASSMENT [Sexual or Racial](JGEC – JGECA)

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

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

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

LIBRARY USE

Students using the library resources will be expected to be responsible for those items checked out in their names. Books or magazines damaged or lost must be replaced or the purchase price paid to the school.

LOCKERS

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

Locks for PE locker are given to students for a reason – Use Them!
Items left out and unattended are at risk of being stolen.

All lockers are the property of the Cheney Public Schools and are subject to inspection by authorized school personnel.

LUNCH PERIOD GUIDELINES

During the lunch hour, students can use the courtyard adjacent to the commons if they wish to go outside. Students other than those with lunch passes should not be outside the building or in the parking lots. Students with a lunch pass leaving or returning from lunch should not loiter in the parking lot.

Lunch Passes

Cheney HS maintains a CLOSED LUNCH PERIOD. Students are asked to eat a prepared lunch at school or bring a sack lunch to the cafeteria unless a written form has been completed and signed by the parents requesting permission for the student to eat at home. Permission is granted providing the guidelines set by the contract are met. This contract must be signed by parent and student and be on file in the office.

Note: Excessive tardies (2 or more) or absences without prior approval, and/or the accumulation of 30 disciplinary points, will result in pass being revoked. Permission will not be granted for the student to eat elsewhere. The standard disciplinary action is that the lunch pass will be revoked for a minimum of 18 weeks if there are abuses of this privilege.

PARKING LOT

Students are not to be in the parking lot without authorization from an administrator during school hours. Students going to/from the tech build are to refrain from cutting through, rather you are to go around the designated parking spaces.

PERSONAL ITEMS

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

PHYSICALLY DISABLED STUDENTS (JQA)

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

PUBLIC BUILDING NON-USE OF TOBACCO PRODUCTS (JCDA)

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

Intent: To comply with state law and to offer a smoke free environment to students, patrons and staff. Buildings noted by the Board of Education: CHS building including vocational-technology education building, and gymnasium/music complex.

REPORTING CRIMES TO LAW ENFORCEMENT (JDDB)

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

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

SAFETY

U.S.D. #268 is committed to having a school environment that is safe and secure for all pupils, personnel and patrons. The district will endeavor to meet all regulations assigned by the federal, state and local governments as well as to meet viable recommendations as made by school personnel.

Procedure:

- 1) All safety concerns shall be directed to the principals of the buildings.
- 2) Principals shall investigate and inspect those concerns and report to the superintendent as to the severity of the situation.
- 4) The Superintendent shall make the concerns known to the Board of Education and make the appropriate recommendation.

SCHOOL CONDUCT POLICY (JCDA)

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

SEARCH & SEIZURE (JCAB...)

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

SKATEBOARDS

Are not allowed on school property. Violators will be referred to Cheney Police Department.

SNOWBALL THROWING

Throwing snowballs is not permitted at school because of danger of personal injury. Students caught snowballing are subject to disciplinary action.

STUDENT AGENDAS

Agendas are a required item for all CHS students. If a student loses the agenda or it becomes unusable, students will be required to purchase a new one at a cost of \$5.00.

STUDENT INSURANCE

The school district will not provide blanket insurance for all students. Those students who

participate in athletics must be covered by a family health insurance policy before they will be allowed to participate.

STUDENT CODE OF CONDUCT

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

CHS instructors and administrators have the following expectations of the students:

1. Appropriate school behavior that assures the right of students to learn and the right of teachers to teach. Appropriate out-of-class behavior demonstrates the respect for the personal and property rights of other students, faculty, and staff.
2. Arrival at school and class on time.
3. Daily school and class attendance.
4. Cooperation with the school staff as they attempt to meet the varied educational needs of all students.
5. Appropriate use and care of the building and facilities of the school.
6. Adherence to acceptable standards of courtesy, honesty, decency, morality, and compliance with provisions of civil law.
7. Honesty in all academic endeavors.

Failure to meet the above expectations will result in specified consequences for the various infractions.

STUDENT PASSES

It is sometimes necessary for a student to obtain a pass to or from a class for various reasons. At no time, however, should a student be sent out of his respective class without a pass signed and dated by his teacher. It should be remembered that a student's first responsibility is to the teacher of his class he has scheduled for that period. **DO NOT ASSUME** that you are excused until you have checked with your teacher.

STUDENT PURCHASES

Students should pay for materials used upon receipt of the item. Projects will not be released until they are paid for in full.

STUDENT RESPONSIBILITIES (06-23)

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

TEACHER AUTHORITY

Teachers are expected to maintain a proper atmosphere. This responsibility extends beyond their own classrooms and their particular assignment of pupils. Pupils who refuse to comply with reasonable requests of any teacher discharging this responsibility will be subject to appropriate disciplinary action. A student is expected to give his/her own name and others involved if asked by a teacher who is dealing with a problem situation.

TELEPHONE

The office telephone lines are for school business only. Students will not be called out of classes for incoming telephone calls unless it is a bonafide emergency. Parents should refrain from calling students as much as possible during the instructional day. A pay telephone is provided at the main entrance for necessary outgoing telephone calls by students. H.S. students are not allowed to use the MS pay phone during school hours.

UNDERCLASSMAN INITIATION

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

REPORTS FILED WITH LAW ENFORCEMENT (JDDB)

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

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

VENDING MACHINES

The candy and pop machines are located in the commons area. They are available for student use prior to school, during the designated break(s), and after school only. Pop and food items are not to be taken and/or consumed in the classrooms unless special circumstances are allowed by the classroom teacher. These machines are provided by the CHS student council and all profits are used to finance CHS student council activities.

VIDEO CAMERAS (JGGA)

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

VISITORS

We strongly recommend that every parent take the opportunity to visit school while in session at least one time each year. We would be pleased to have you eat lunch with us. Prior notification for lunch is to be requested by 9:00 am.

Visitors, other than parents, must have special permission from the building principal. All visitors during the school day are to check into the office first thing upon entering the building. A visitor's pass must be obtained from the office and returned upon departure.