

Central Heights High School

2023-2024 Student Handbook

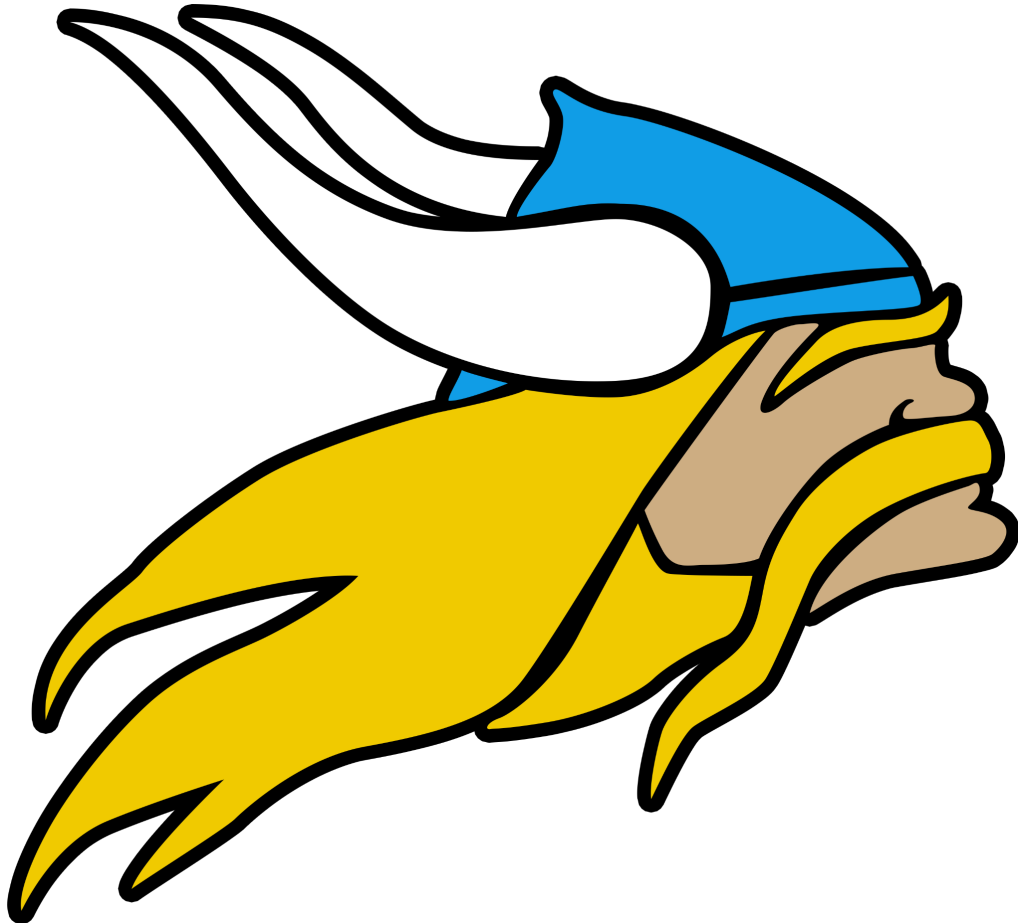


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2023 - 2024 USD 288 CALENDAR

| | | | | | | | | | | | | | | | |
|--|--|--|--|--|--|--|---|--|--|--|--|--|--|--|--|
| AUGUST S M T W T F S 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 | | | | | | | AUG. 1: New Teacher In-service AUG. 7-8: Teacher Inservice AUG. 9: 1/2 Workday, 1/2 inservice AUG. 10: Teacher Work Day AUG. 11: Teacher Work Day AUG. 14: K-6, 9th and New Students (1:00 Release) AUG. 15: FIRST DAY OF SCHOOL, ALL STUDENTS!! | JANUARY S M T W T F S 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 | | | | | | | December 18 - Jan 1: Christmas - No School Jan 2: No School- 1/2 Work Day, 1/2 Inservice Jan 3: SCHOOL RESUMES Jan 15: MLK Day - No School |
| SEPTEMBER S M T W T F S 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 | | | | | | | September 4: Labor Day - No School September 18: No School- Teacher In-service | FEBRUARY S M T W T F S 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 | | | | | | | Feb 19: P-T Conferences 4:00-8:00 PM Feb 22: P-T Conferences 4:00-8:00 PM Feb 23: No School |
| OCTOBER S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 | | | | | | | October 12: End of 1st 9 Weeks (42 Days) October 13: No School- 1/2 Workday, 1/2 inservice October 17: P-T Conferences 4:00-8:00 PM October 19: P-T Conferences 4:00-8:00 PM October 20: No School | MARCH S M T W T F S 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 | | | | | | | March 7: End of 3rd 9 Weeks (45 Days) March 8: No School- 1/2 Workday, 1/2 Inservice March 11-15: Spring Break - No School March 29-April 1: Easter Break |
| NOVEMBER S M T W T F S 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 | | | | | | | November 6: No School- Teacher In-service November 22-24: Thanksgiving - No School | APRIL S M T W T F S 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 | | | | | | | April 28: No School- Teacher In-service March 29-April 1: Easter Break |
| DECEMBER S M T W T F S 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 | | | | | | | December 15: End of 2nd 9 Weeks (40 Days) December 15: Early Release @ 1:00 PM December 18 - Jan 1: Christmas - No School | MAY S M T W T F S 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 | | | | | | | May 11: Senior Graduation May 17: End of 4th 9 Weeks (42 Days) May 17: Early Release @ 1:00 PM |
| Student 20 Teacher 22 | | | | | | | | Student 11 Teacher 11 | | | | | | | |

WELCOME

Dear High School Students,

Welcome Vikings! We are thrilled to have each and every one of you join us for an exciting journey of learning, growth, and discovery. High school is a time of tremendous opportunities and possibilities. It's a place where you will encounter new ideas, forge lifelong friendships, and explore your passions. We believe that your time here will be filled with remarkable experiences that will shape your future.

As you embark on this high school adventure, we encourage you to actively engage in your education. Embrace the challenges, ask questions, and take risks. Take advantage of the numerous extracurricular activities, clubs, and sports teams available to you. These opportunities will enable you to develop leadership skills, discover new talents, and create lasting memories.

Remember, high school is not just about academics. It's about finding your voice, exploring your passions, and becoming a well-rounded individual. Seek out opportunities to contribute to the betterment of our community through acts of kindness, service, and involvement.

We are here to support and guide you on this transformative journey. Our dedicated and passionate teachers and staff are committed to providing you with an exceptional education and supporting your personal growth. We encourage you to build positive relationships with them, as they will serve as mentors and allies throughout your high school years.

As members of this school, we have certain expectations and standards that we hold dear. We ask that you approach your time here with integrity, respect, and a strong work ethic. Demonstrate kindness and empathy towards your peers and staff, and help create a culture of strong community.

In this student handbook, you will find valuable information about school policies, resources, and guidelines. We encourage you to familiarize yourself with its contents, as it will serve as a valuable reference throughout the year.

Once again, welcome to our high school family. Let's make this year one filled with growth, achievements, and cherished memories. We are excited to embark on this journey together. Let us embrace the challenges, celebrate our successes, and support one another every step of the way.

Sincerely,
Mr. Matile

MISSION STATEMENT/CORE VALUES

Mission Statement

The mission of Central Heights, USD #288, is to inspire and prepare our students, academically and socially, to become productive citizens in an ever-changing world.

Core Values

1. Everyone in the district, whether students or adults, should be treated with dignity and respect.
2. A school must meet the needs of all students. The question, "Is it good for kids?" should be asked often.
3. Each child can learn.
4. Our focus will be on learning and creating a growth mindset.
5. Fear must be driven from the organization. The primary, secondary, and motivational needs of the staff must be taken into consideration, but secondary to students.
6. Leaders should demonstrate caring by dealing honestly and sincerely with those they lead.
7. Every situation is an opportunity to teach expected behavior. Expected behaviors must be communicated, taught, and modeled on a daily basis.
8. People are motivated by success not failure.
9. Fair is not equal.
10. Those in the organization are accountable for the responsibilities they hold.

ACADEMIC EXPECTATIONS

Graduation Requirements

The State Department of Education rates Central Heights High School as a "Comprehensive" school. The USD 288 Board of Education has established the following minimum requirements students must earn to graduate from Central Heights including the following.

- Twenty Five (25) Total Credits
- Four (4) units of language arts
- Three (3) units of mathematics
- Three (3) units of science
- Three (3) units of social science
- One unit of Health and Physical Education
- One (1) unit fine arts (band, choir, music, art, speech)
- One Half Unit Project Management
- One Half Unit Personal Finance

*The superintendent and/or principal have the discretion to waive local graduation requirements that are in excess of the state minimum for students on a case by case basis.

Academic Progress

The individual student provides the best link between the classroom teacher and the parent. Each student should be responsible for informing parents of day-to-day progress in school. Parents or guardians will be notified in writing at the midterm of each semester's grading period whenever a student is currently failing or is in danger of failing for the grading period.

Class Status

Class status shall be determined by the number of credits achieved by students on an individual basis. The following standards shall be applied for determining class status:

- | | |
|---------------------------------------|-----------|
| ● Promoted from 8 th Grade | Freshman |
| ● Successful completion of 5 Credits | Sophomore |
| ● Successful completion of 11 Credits | Junior |
| ● Successful completion of 18 Credits | Senior |

Eligibility

In addition to the KSHSAA policy on eligibility, the following academic eligibility will apply. The administration will run a list of failing students on Friday. Any student who is **failing one or more classes (59% or below)** when the list is generated will be ineligible to participate in any school sponsored competition, performance, or trip as part of any extracurricular activity (excluding prom) for the following week – effective Sunday to Sunday.

Make-Up Work

Make-up work relates to assignments, projects, or tests that were assigned or given during a student's excused absence from school. Make-up work is allowed for excused absences and will be allowed to be turned in for full credit. Students will have two days for every day absent to make arrangements to complete make-up work. It is the student's responsibility to contact their teachers for any make-up work.

Extended Learning Instructional Time

When students become ineligible for activities, they will be asked to complete an Extended Learning Time plan sheet. If students continue to be ineligible for two weeks or more, they may be required to attend either before or after school tutoring to catch up on missing/late work and/or study for upcoming assessments.

Late Work

The Central Heights secondary has a shared late work policy. All Assignments are due by midnight the day they are due.

- If turned in within 48 hours of due date students may lose 10%
- If submitted more than 48 hours but within a week of due date students may lose up to 25%
- Assignments due outside of one week late but up to a unit assessment may have a maximum of 50% deducted
- Any work submitted after the unit assessment may not be counted for credit

Cheating/Plagiarism

Cheating on homework, tests, and other projects will not be tolerated. Students are expected to do their own work unless group work has been approved by the individual teacher. All students involved in the cheating, whether through the copying of another student's work or through plagiarism, the use of Chat GPT, or any other form of intellectual theft will lose credit for that assignment and may face further disciplinary consequences.

Passing off someone else's work, or the use of Chat GPT, and claiming it as your own is not acceptable. Students are expected to do their own work and cite information that is not theirs when it is used. Students will lose credit, which could include credit for the entire assignment and may face further disciplinary consequences.

Final Examination Policy

Finals will be given at the end of the semester in every class, these may be project-based or assessments at the discretion of the individual teachers. Finals can be worth up to 10% of the total grade.

Advisory Time

Advisory will be a structured time utilized for student organization, work completion, and SEL/Leader in Me lessons and needs. Students who are requested for educational needs (missed work, late work, failing grades, tests, etc.) will take precedence over other meetings, activities, pep rallies, etc. (with the exception of competitions where students are leaving early) and should be requested on Smart Pass. Advisory time will be used for sponsors and coaches to hold club, athletic, and activity meetings upon request to administration. Sponsors needing to hold a meeting for their club or sport need to schedule a meeting through the office two weeks ahead of time.

ATTENDANCE GUIDELINES

Students are expected to attend school on a regular basis. Research shows that attendance is the single most important factor in achieving success. Therefore, USD #288 and the State of Kansas place a high priority on each student's attendance in order to maximize his/her educational opportunity. Schools must determine which absences are excused or unexcused. The school is obligated to assess certain penalties to discourage unnecessary or excessive absences. Lost class time significantly impacts learning opportunities. Students who miss an excess of eight class periods for a single class (ex. 1st hour American History), excused or unexcused, will be subject to being placed on an Attendance Improvement Plan for that particular class.

Excused Absences

Schools have a legal duty to set attendance standards (K.S.A. 72- 1113). Each instructor, according to law, will keep an accurate daily attendance record. On the day of the absence by the student, the parents or guardian must contact the school. They should do this by 8:30 a.m. on the day of the

absence. If no contact has been made to the school, a phone call will be made to the parent or guardian concerning the absence of their child on that day. If no contact can be made the absence will be recorded as unexcused, unless a note is presented or a parent/guardian phone call is made to the office the day the student returns to school.

Absences which are excused will carry no penalty until the number exceeds five full days per semester. Those students who exceed the absence limit will be considered unexcused unless legal documentation (i.e., doctor's note) is provided for the school. Obtaining a Doctors' note for an absence will not count against the excused days. For those students which reach the age of 18 prior to graduation, the school does require parent contact to excuse absences.

Unexcused Absences

If an absence is deemed unexcused, consequences are subject to the discipline behavior code. Unexcused absences may include, but are not limited to, working for an employer, leaving school during the day without checking out through the office, absence without the approval or knowledge of parents/guardians, and failure to make contact with the school by phone (the day of the absence) or note (the day following the absence).

If a student misses **fifteen {15} minutes** or more of any instructional class, an unexcused absence will be recorded for the student unless proper documentation is provided. This standard will be applied when reporting students as truant. Students who miss more than 12 days from a single class period for any reason may be subject to making up work for lost time through Edgenuity.

Attendance Improvement Plan

Attendance Improvement Plan Written notification of absence will be made to the parent/guardian of students after the 5th and 8th absences in any class per semester. Excessive absences often lead to poor grades and potential loss of credit. Within a semester grading period, students can miss a maximum of eight (8) times, not including absences for school approved activities. Students who have eight or more absences may be placed on an attendance improvement plan.

Students on an attendance improvement plan will be required to make up any absence exceeding eight in any one class. Absences can be made up by completing an absence recovery contract and serving time.

Options to serve time are as follows:

- A. Attend one hour before school Morning School with administration or other designated staff member (7:15-8:15)
- B. Friday Night School (2:45-5:00)
- C. Work with an individual teacher before or after school.

Time spent will be completing academic work or performing community service opportunities.

Truant/Excessive Absenteeism

Youth in violation of K.S.A. 72-977, 72-1111, 72-1113 and any other state school attendance law will be reported to the proper authorities. Disciplinary and/or legal action may result from excessive absenteeism, unless medical or legal documentation exists to explain the absence. If a student is inexcusably absent on either three (3) consecutive days or five (5) or more school days in a semester, or seven (7) days in an academic year the student shall be considered to be not attending school as required by law.

Tardies

Students are expected to be in their class when the starting bell rings. Those who fail to do so will be considered tardy and therefore subject to the following consequences:

- Tardiness to school will result in consequences from the HS office.
 - 1st-3rd Tardy: Student notification via Tardy Slip
 - 4th-8th Tardy: Student will receive 15 minutes of office detention per tardy
 - 9th-12th Tardy: Student will receive 30 minutes of office detention per tardy
 - 13 or more Tardies: Students will receive ISS for every day they are tardy to school from that point out and be ineligible to participate in activities on the days ISS are served.
- Tardiness to classes after school begins will result in consequences from individual teachers unless they become excessive and are then referred to administration.

SCHOOL ACTIVITIES

Activity Participation Rules

Participation in inter-school activities is an important part of school life. Trips made by athletic teams, music groups, student council, and all other student organizations provide opportunities for students to represent their school and community before the public. It should be considered a privilege to represent Central Heights.

To be eligible as a participant in anything outside of school activities (competition or practice), a student must:

- Be in attendance during regular school hours the half-day immediately preceding the activity. (Exceptions may be made under unusual circumstances. These exceptions may be granted at the discretion of the Administration and should be requested in advance when possible. Examples of possible exceptions are: medical appointments or attending a funeral of a family member.)
- Make arrangements with his/her teachers for make-up work. Make-up work should be done in advance when possible.
- Meet academic eligibility policies established by the school district and the Kansas State High School Activities Association (KSHSAA). According to the KSHSAA, students must have passed five classes the preceding semester to be eligible. The school district has additional requirements.

Dances

The following rules have been established by the Student Council and the Administration for school dances:

- Drug free student conduct policy will be enforced.
- Persons leaving a dance may not reenter.
- Only Central Heights students, their approved guests (must be in good standing from attending school exception - prom will allow up to 20 year old dates who graduated in good standing), and faculty of the school will be allowed on the dance floor during the dance.
- Dances must be chaperoned by school personnel.
- Students who have not made up detention time will not be allowed to attend school functions.
- Any exceptions to the foregoing rules must be approved by the Student Council and Administration at the time of applying for the dance.
- No students will be allowed to enter the dance 15 minutes after it begins.

DISCIPLINE POLICY

Definition of discipline:

Discipline is a process to teach, model, and reinforce the responsible behaviors that are necessary to ensure a safe and productive learning environment by changing unacceptable behavior to acceptable and respectful behavior.

The administration has final authority over all discipline issues.

Belief Statements

- Teaching and learning of the intended curriculum for all students is the highest priority.
 - The misbehavior of one student will not be allowed to interfere with the learning opportunities of another student.
 - The misbehavior of one student will not be allowed to interfere with the teacher's responsibility to teach all students.
 - The misbehavior of one student will not excuse the misbehaving student from successfully completing the learning objectives.
- Changing behavior takes time.
- Discipline is a part of the daily routine -- not a disruption of the daily routine.
- Self-discipline is the expected outcome.
- Every discipline situation is an opportunity to teach expected behavior.
- Teaching and modeling appropriate behavior, along with implementing consequences for inappropriate behavior, is the best way to help change unacceptable behaviors to acceptable behaviors.
- Expected behaviors must be communicated, taught, and modeled on a daily basis throughout the school year.
- Punishment by itself cannot change behaviors.

- In the handling of unacceptable behaviors, the focus will be judging the behavior of a student, not on judging the student.
- Parents have a responsibility to ensure their children's behaviors do not take away from a safe and positive learning environment for others.

Expectations

- Students and staff will demonstrate self-respect, respect for others, and respect for all things in their environment.
- A safe and productive learning environment will be maintained for all individuals at school and at school related activities.
- Conflicts will be handled without the use of violence or threats of violence and with respect for the rights of all.
- Students will be expected to be on task at all times while in the classroom or at other learning activities.
- Staff will provide learning opportunities for misbehaving students with support from parents and guardians.
- Staff, students, and parents will assist misbehaving students to change their unacceptable behavior to acceptable behavior.
- Students who are asked to serve detention as punishment will have one chance to serve their detention. If it is not served it may be doubled. If the doubled detention is not served the student will have one day of ISS and still serve their detention that afternoon.

BEHAVIOR CODE

Central Heights School's goal is to teach lessons both inside and outside the classroom. One of the most important lessons we teach is accountability for one's actions. We have developed a point system that is consistent and gives students both immediate and cumulative consequences. Students will learn that inappropriate actions and poor choices continue to compile and can impact one's life in a negative way. Students will also learn that they are ultimately responsible for their own actions, and can take actions to rectify a bad choice. Students will understand the value of community service and that they need to be proactive while making restitution.

Discipline will fall under three categories: Distracting Behaviors, Disruptive Behaviors, and Dangerous/Disrespectful Behaviors. Each violation of school rules will be assigned a point value, accumulation of points determines the consequence ranging from conference with the student up to and including expulsion from school.

- Distracting Behaviors such as personal electronics use, excessive talking, excessively getting out of seat, extended bathroom breaks, unrelated/bizarre comments, and repeatedly off task will result in consequences ranging from redirection from staff member to administrative intervention up to out of school suspension (if the behavior is repeated and/or excessive)
- Disruptive behavior such as irrational/inappropriate behaviors, verbally abusive behaviors, defiance, excessively distracting peers from engaging in class will result in consequences ranging from a detention to administrative intervention up to out of school suspension

- Dangerous/Disrespectful Behaviors include behaviors such as aggression, intimidation, harassment, arguing with staff, threatening comments/behaviors, violent behaviors, or violation of non-negotiable school rules will result in administrative intervention with consequences ranging from ISS to expulsion.

| Distracting (Minor) Behavior Problems | | | | |
|---------------------------------------|--------------------------------|-----------------------------|--------------------------------|----------------------------|
| | First Offense Redirection | Second Offense Detention | Third Offense TALS | Fourth Offense Referral |
| Personal Electronics | | | | |
| Excessive Talking | | | | |
| Excessively moving around class | | | | |
| Extended Bathroom Breaks | | | | |
| Unrelated/Bizarre Comments | | | | |
| Repeatedly Off Task | | | | |
| Dress Code | | | | |
| Non-Compliance on class activities | | | | |
| Parking Violation | | | | |
| Disruptive Behaviors | | | | |
| | First Offense Detention | Second Offense TALS | Third Offense ISS | Forth Offense OSS |
| Irrational/Inappropriate Behaviors | | | | |
| Verbally Abusive | | | | |
| Outwardly Defiant | | | | |
| Excessively Distracting Peers | | | | |
| Inappropriate Language | | | | |
| Skiping Class | | | | |
| Driving Violation | | | | |
| One sided Harassment/Bullying | | | | |
| Disrespect/Insubordination | | | | |
| Dangerous/Disrespectful Behaviors | | | | |
| | First Offense ISS/OSS | Second Offense OSS | Third Offense OSS/Expulsion | |
| Intimate Acts | | | | |
| Aggressive Intimidation | | | | |
| Arguing with Staff | | | | |
| Fighting | | | | |
| Non-Negotiable District Rules | | | | |
| | First Offense OSS/Expulsion | Second Offense Expulsion | | |
| Violence | | | | |
| Harassment | | | | |
| Drugs | | | | |
| Repeated Bullying | | | | |
| Threats | | | | |
| Weapons | | | | |

*The administration reserves the right to assign different consequences than listed below to any violation of school policy

Temporary Alternative Learning Setting (TALS)

Students who create a disruption to the learning environment of the classroom may be asked to leave the classroom for the remainder of the hour. These students will be sent to the office where they will complete a reflection as well as be required to serve a 30 minute detention period with the teacher or office staff.

In School Suspension

Any student who appears to require a high degree of supervision and structure in order to be encouraged to improve his/her functions in school will be assigned to In School Suspension (ISS). The atmosphere within the ISS will be very structured, and students will have to earn their way back into the regular classroom. Students will not be allowed to participate in extracurricular activities while assigned to ISS. However, they will be allowed to practice and once days are completed, students are eligible to return to competition the following day. (Example: Student finishes ISS assignment at 3:25 on Thursday. The student would be eligible to participate Friday evening.) Any student dismissed from ISS for inappropriate behavior will be suspended from school and will be required to finish his/her assigned ISS time when they return to school. Students will not be allowed a choice of selecting ISS or Out-of-School Suspension; this assignment will be made by the administrator. Days spent in ISS will not count as an absence. Students are expected to complete homework during this time. The students' work will count for credit.

Out of School Suspensions

Suspensions from school are occasionally warranted. This action is taken only after all avenues of reconciliation have been exhausted. Students are not allowed on any USD 288 property or attend school activities while serving an Out of School Suspension. Students are expected to complete homework during this time. The students' work will count for credit. All suspensions are under the legal authority of K.S.A. 72-8901 (1994) and U.S.D. 288 policies. Students may be suspended for the following reasons:

- Willful violation of any published regulations for student conduct adopted or approved by the Board of Education.
- Conduct which substantially disrupts, impedes or interferes with the operation of any public school.
- Conduct which substantially infringes upon or invades the rights of others.
- Disobedience of an order of a teacher, peace officer, school authority, when such disobedience can be reasonably anticipated to result in disorder, disruption or interference with the operation of any school or substantial and material infringement or invasion of the rights of others.

Student Relations

Proper conduct in the halls is expected of every student at all times. Students should not loiter, be loud, boisterous, run in the halls, etc. No horseplay of any kind will be allowed. Holding hands is the only acceptable physical contact between students. PDA may result in discipline consequences and if the problem continues, parents may be contacted.

NON-NEGOTIABLE DISTRICT RULES

Violence Free Policy

It is everyone's responsibility to keep our schools free of violent acts of any kind. Students, staff, parents, and guests have the right to feel safe in all district buildings and at any school-sponsored activity. To help ensure a violence-free environment, the district has adopted a zero-tolerance stance concerning the following:

- The Possession of a Weapon: Weapon means a firearm, loaded or unloaded, a replica firearm, knuckles, knives, chains, clubs, throwing star, facsimile of a weapon, incendiary or exploding device, Taser or any other article that is commonly used, or is designed to inflict bodily harm.
- The Use of a Weapon or Other Objects Used as a Weapon: The use of a weapon or other objects that are not weapons, but are used for the purpose of inflicting bodily harm or to cause a person to be placed in fear of bodily harm is prohibited at all times on school premises before, during, or after school or at any school-sponsored activity, regardless of where held. Examples include belts, combs, pens, pencils, files, compasses, scissors, and bats.
- Involvement in a physical altercation: Two or more individuals engaged in any physical contact that expresses anger and which may cause physical harm.
- Assault or Intimidation of an Individual(s): Any physical attack or threat of a physical attack on another individual(s) to extort items or favors, induce fear, or for any other reason.

Sexual Harassment

Sexual harassment will not be tolerated in the school district. Sexual harassment of employees or students of the district by board members, administrators, certified and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

Drug Free School Policy

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

Smoking and Chewing Tobacco

Smoking and chewing tobacco are prohibited by students on the campus at any time, and on all school-sponsored trips or functions. This includes vapor cigarettes and e-cigarettes. Violation of this rule will constitute grounds for suspension or expulsion. Chewing tobacco in school will be handled in the same manner as smoking.

Bullying Policy

Central Heights USD #288 is committed to providing a caring, friendly and safe environment for all students and staff so they can learn and work in a positive atmosphere. Bullying of any kind is unacceptable at Central Heights. When bullying occurs, all pupils should be able to report it and know that incidents will be dealt with promptly and effectively. Anyone who knows that bullying is occurring is expected to report it to staff or administration.

“Bullying” means: An intentional gesture or any intentional written, verbal or physical act or threat that is sufficiently severe, persistent or pervasive that creates an intimidating, threatening or abusive educational environment for a student that a reasonable person, under the circumstances, knows or should know will have the effect of:

- Harming a student physically or mentally;
- Damaging a student’s property;
- Placing a student in reasonable fear of harm;
- Placing a student in reasonable fear of damage to their property;
- Any form of intimidation or harassment prohibited by USD #288 Board of Education policy.

“Cyberbullying” means: The use of communication technology (cellular phones, the internet, and other forms of electronic media) to bully.

Further information about bullying may be found on the USD #288 website.

Threats

Verbal, written and physical threats against students and school employees will not be tolerated under any circumstances. Please be aware that the sheriff’s office and school administration will be involved in all threats.

MISCELLANEOUS

Dress Code

Appearance does affect the learning atmosphere of a school. Neatness, decency and good taste are emphasized as guidelines for understanding and interpretation of this dress code. The code is not intended to cause a financial hardship upon any student or family: neatness and good taste are emphasized, not expensive clothing.

GENERAL GUIDELINES

- Clothing should conform to accepted standards of modesty and good taste.
- Tank tops, shirts, and blouses must adequately cover the chest and back area. No halter tops, tube tops, or excessively bare midriffs
- Shorts/skirts should be reasonable in length.
- One piece pajamas, blankets, and stuffed animals are not allowed.
- Shoes must be worn. House shoes/slippers are not acceptable.
- Head coverings may not unless it is for participation in spirit days or for a special event.
- Clothing with profane, obscene, or suggestive writing or pictures will not be tolerated.
- Advertising of tobacco, alcohol, or drug related items on any article of clothing is inappropriate.
- Any style of clothing or dress that causes disruptions or distractions will be deemed inappropriate.

Personal Electronic Devices

Students may use the school phone for emergency calls.

- Permission to use the phone should be secured from the office secretary or the principal.
- Calls should be made during class changes or during the students' lunch period.
- Students may use their cell phones/smartwatches/personal electronic devices during lunch and between classes. Students who violate this policy may have their device collected by the instructor to be returned after class to the student or given to the office. Repeated violations of personal electronics may result in disciplinary action.

Hall Passes

Students will be utilizing a digital hall pass system called Smart Pass. If a student needs to leave the classroom for any reason, he/she must first ask permission from their instructor, create a hall pass, and have it approved by the proper authority before leaving the classroom. Restrictions will be set on the hall pass system, and all students are subject to those changes as needed. Failure to comply with this policy will result in the loss of hall pass privileges and could be subject to further discipline. Educators reserve the right to refuse a hall pass at any time.

School Visitors

All visitors are required to enter through the high school entrance, and then will be escorted to their location. If parents/families need to drop off materials, assignments, messages, etc., they must also report to the office. The office personnel will make sure the student receives the items/information.

Unless legally prohibited, patrons and parents are welcome to visit the district's facilities. Visits must be scheduled with the teacher and principal and should not be disruptive to the learning environment.

Visitors' passes will be granted by the office only to members of approved individuals or groups and to those with official business with the school. Those who do not comply with this regulation will be considered unauthorized persons and will be asked to leave the school grounds. Those who continue the practice will be reported to the authorities and charged with trespassing, as loitering on school property is a violation of State law governing public schools.

Athletics/Activities

All middle/high school athletic practices will be held before or after school. Students who wish to take part in athletics must be a student in good standing and must meet all requirements as set down by the Kansas State High School Activities Association and the school. Each program may distribute a copy of their requirements. Students who any class period will be ineligible to participate in that days activities unless there is prior approval with administration or a professional (ie. Doctor) note.

Random Drug Testing Policy

The Mission of the Central Heights USD 288 random drug testing policy is to provide a safe and drug free educational setting where all students can achieve their full potential. The purpose of the random drug testing policy is to help students manage social pressure that may lead to the use of illegal drugs. The goal of the policy is to help and guide students to make good choices and refrain from the use of illegal drugs. Random drug testing is a proactive “Helping Policy” that assists students and their drug usage helps families address addiction and other issues that may result from drug use. The random drug testing program is designed to be academically non-punitive:

- No student shall be penalized academically for testing positive for illegal drugs.
- The results of drug tests pursuant to this policy will not be documented in any student’s academic records and will be destroyed after the student graduates.
- Information regarding the results of drug tests will not be disclosed to criminal or juvenile authorities absent legal compulsion by valid and binding subpoena or other legal process, which the district shall not solicit. Consequences for students who test positive include:
 - The student will not be permitted to participate in KSHSAA/school extracurricular or co-curricular activities for a period of time as specified below.
 - The student and/or the student’s parents will be advised of nearby drug assessment program(s) available to the student. If the student participates in an evaluation and/or treatment program, he or she may be eligible for a reduced suspension from school activities.
 - The student will be expected to complete follow-up drug test(s) that will be scheduled in 90 - 100 day increments. In order to provide a drug free environment and assist in the prevention of drug use, wellness promotion and treatment of students who have engaged in drug use, USD 288 students in grades 6-12 who participate in KSHSAA sponsored activities, school clubs, or school sponsored extracurricular activities will be subject to random drug testing. Additionally, students and their families may agree to OPT-IN their student to the random testing pool at any time. Extra-curricular activities would include, but are not limited to dances and school clubs and activities as listed in school handbooks.

Further information about the Random Drug Testing Policy may be found on the USD #288 website.

School Accident Insurance

Central Heights and the Board of Education does not cover your child in case of activity injuries and are not liable for any such injuries. It is our expectation that all families have their own health insurance coverage.

Grievances

The Board recognizes that most cases of student grievances should and will be settled by means of established channels within a school. Any student, however, who feels compelled to call to the attention of the administration the conduct or qualifications of any member of the faculty, the administration, maintenance personnel, or other students shall submit his charges or complaints in writing to his/her principal or the Superintendent of Schools, shall date the complaint and sign his/her name, class, and school as well as his/her home address. Such communications shall include names, dates, times, and full details to facilitate fair and prompt consideration by the administration for requests or complaints.

Hotline

There is now a nationwide hotline for students to call if they see or hear anything that could be a threat to school. The purpose of the hotline is to give students an opportunity to report "impeding school violence". The hotline number is 1-877-626-8203.

Student Parking

Students who drive to school must leave their car parked until the school day is over. Students' cars are not to be used "during the lunch hour" without the principal's permission. No All Terrain Vehicles are allowed on campus at any time. Parking on school grounds is a privilege. Students who bring their car or motorcycle to school are to park the vehicle upon arrival, are not to return to the parking lot, and are not to move their vehicle during school hours without permission from the principal. Students should park in the parking lot East of the school and not block drives or entrances to the building. Students are not allowed to park in front or behind the school as the North and South lots are designated for visitors, parents, guests, and staff. Students who abuse the privilege of parking at school through unsafe acts in the parking lot can and will have their parking privileges suspended or revoked.