

2018-2019
Central Heights High
School/Middle School



Student Handbook

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WELCOME

On behalf of the administration, faculty, and staff of Central Heights School we extend a warm welcome to all students. This handbook is designed to inform students and parents of the requirements and responsibilities of student body members. Please use this handbook as a reference to see the some of the major guidelines/expectations for students in order to be a successful Viking!

MISSION STATEMENT/CORE VALUES

Mission Statement

To empower all students to meet the choices and challenges of the 21st century.

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 following minimum amount of work is required for graduation. Graduating Classes from 2016 and beyond:

- Twenty-five (25) units of high school work.
 - Four (4) units of language arts.
 - Three (3) units of social science (including World History, Geography, Economics, American History and American Government-Juniors).
 - Three (3) units of mathematics
 - Three (3) units of science (Biology for Freshman)
 - One unit of Health and Physical Education
 - One (1) unit fine arts (band, choir, music, art, speech)
 - One Half Unit Computers

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 nine weeks' grading period by the classroom teacher 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 standard 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. USD #288 6th through 12th grade teachers will update grades no later than 3:45 every Thursday. The administration will run a list of failing students on Friday. Any student who is **failing two 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 school dances) for the following week - effective Sunday to Sunday.

Plagiarism

Cheating in class 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 will lose credit for the assignment and may face further discipline consequences.

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 only 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.

Late Work

Late work is anything that has not been turned in by the assigned deadline, taking into account dates allowed for excused absences. Late work policies will be provided by each individual teacher at the beginning of the school year. Any variance from their stated policy will be given at the time the assignment is given.

Final Examination Policy

Finals will be given at the end of the semester for each class. Teachers will communicate at the beginning of a semester as to whether they will give a comprehensive final, unit test final, or project based-final. Finals can be worth up to 10% of the total semester grade.

Seminar Time

Seminar will be at the end of the day. This time should be used productively for things such as completing homework, seeking assistance for classes, pre-reading class material, studying for upcoming quizzes/tests, ACT preparation, Career Exploration or reading for pleasure. Tuesdays may be used for class or club meetings. Any other class/club meetings should take place during lunch, before or after school.

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 to be excused, unexcused or discouraged. The school is obligated to assess certain penalties to discourage unnecessary or excessive absences.

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 in person or by telephone. 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 until legal documentation (i.e., doctor's note) is provided for the school. Obtaining a Doctors' note for an absence will not count against the five excused days. For those students whom reach the age of 18 prior to graduation, the school still requires parent contact to excuse absences.

Unexcused Absences

If an absence is deemed unexcused, consequences are subject to the discipline behavior code. Under this code, consequences for chronic unexcused absences could also include out-of-school suspensions, either short-term or long-term.

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 at least **fifteen (15) minutes** 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, within a semester, for any reason may be subject to making up work for lost time through Edgenuity.

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 before or after school detention to be administered by the office staff. Three tardies will equal one unexcused absence. Students will be given one day notification to serve the following times:
 - First two tardies - free warning
 - Third tardy - 30 minute detention
 - Fourth tardy - 60 minute detention, additionally, this will result in one unexcused absence
 - Fifth tardy or more - will be administrative discretion which could include detention time or suspension and may result in a call or conference with parents

- Tardiness to class will result in before or after school detention administered by the classroom teacher. Students will be given a one day notification to serve the following times:
 - first tardy - free warning
 - second tardy - 15 minute detention
 - third tardy - 30 minute detention, this will result in an unexcused absence to class and notification to administration
 - fourth tardy - 45 minute detention
 - fifth tardy - 60 minute detention,
 - sixth tardy - notify administration for disciplinary consequences of detention or In School Suspension

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 any extracurricular activities, a student must:

- Be in attendance by 9:00 AM the day of 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 Schools 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.
- No students will be allowed to enter the dance 15 minutes after it begins.
- Only Central Heights students, their approved guests, and faculty of the school will be allowed on the dance floor during dances.
- 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.

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 will 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 the need to be proactive while making restitution.

CHHS MS/HS Discipline Chart

All students will begin the year with zero discipline points. Accumulation of points determines need for parent conference and/or individualized behavior plans.

Level 1 (1 point per infraction)	1st Consequence Conference	2nd Consequence Detention	3rd Consequence 1-3 ISS	4th Consequence Level 2 - #3
Tardies (1st two fall under 1st consequence, next 2 fall under 2nd consequence)				
Dress Code				
Cafeteria Violations				
Failure to Serve Detention				
Other as determined by Administrator				
Level 2 (2 points per infraction)	1st Consequence Detention	2nd Consequence 1-3 ISS	3rd Consequence 1-3 OSS	4th Consequence Level 3 - #3
Skipping Class/Leaving Class w/o Permission				
Technology Violations				
Public Display of Affection				
Inappropriate/Disruptive Behavior				
Parking/Driving Violation				
Other as determined by Administrator				
Level 3 (3 points per infraction)	1st Consequence 1-3 ISS	2nd Consequence 1-3 OSS	3rd Consequence 3-5 OSS	4th Consequence Level 4 - #3
Profanity/Obscenity				
Harassment/Bullying/Intimidation				
Jeopardizing Safety of Self and Others				
Cheating/Plagiarism/Altering Records				
Open/Persistent Defiance				
Disrespect/Insubordination				
Lying				
Other as determined by Administrator				
Level 4 (5 points per infraction - Police may be notified)	1st Consequence 1-3 ISS	2nd Consequence 1-5 OSS	3rd Consequence 3-10 OSS	4th Consequence Level 5 - #3
Acts of Discrimination				
Verbal/Written/Physical Threats				
Possession/Use/Trafficking Tobacco				
Theft/Vandalism (<\$50)				
Other as determined by Administrator				
Level 5 (7 points per infraction - Police Notification)	1st Consequence 1-5 OSS	2nd Consequence 5-10 OSS	3rd Consequence Long Term OSS	
Assault/Battery				
Theft/Vandalism (>\$50)				
Intimate Acts				
Fighting				
Other as determined by Administrator				
Level 6 (10 points per infraction - Police Notification)	1st Consequence 5-10 OSS	2nd Consequence Long Term OSS		
Possession/Influence/Trafficking Alcohol/Drugs				
Gang like Activities				
Other as determined by Administrator				
Level 7 (15 points per infraction - Police Notification)	1st Consequence Expulsion			
Possession/Use of Illegal Substances				
Terrorism				
Assault/Battery of School Personnel				
Extortion				
State Weapons Violation				
Arson				
Other as determined by Administrator				

***The administration reserves the right to assign consequences and points to any violation of school policy that is not listed above.**

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. ISS is directly tied into the discipline grid and students are subject to the accumulation of points while assigned to ISS. 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. 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. 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 regulation 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 will 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, knife, 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 Fight:** 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.

Possession of cigarettes in school will be considered to be equivalent with usage.
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 resource officer, along with 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

- Appearance must be neat and clean, and clothing must not be unreasonably soiled or badly worn.

- Decency and good taste are required. Clothing should conform to accepted standards of modesty and good taste.
- No spaghetti straps or cut out side shirts. Shorts/skirts should be reasonable in length. Shirts and blouses must adequately cover the upper part of the body, including front, and back (no bare midriffs).
- Pajamas and/or pajama pants are not acceptable attire at school.
- Shoes must be worn. House shoes/slippers are not acceptable.
- No head coverings of any kind will be allowed to be worn or visible under normal circumstances. These shall include, but are not limited to: hats, caps, scarves and do-rags.
- 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.
- No exposed undergarments.
- Sagging pants may not be worn.
- Any style of clothing that causes disruptions or distractions will be deemed inappropriate.
- Any student wearing clothes that present a safety hazard around machinery, or in extracurricular activities, needs to dress in accordance with the teacher's or sponsor's requirements.
- Blankets may not be worn during the school day.

Phones

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 noon hour.
- Students may use their cell phones during lunch and between classes. **Cell phones are to be turned off, put away and not used during class time.** Any student caught using their phone during class time will give their cell phone to the instructor who will turn it in to the principal's office. The teacher may assign before or after school detention in addition to the cell phone being taken. The principal may contact the student's parent and make arrangements for the cell phone to be sent home or picked up. If a student has their cell phone taken a second time, the student will lose the privilege of having their cell phone on their person.

School Visitors

Visitors' permits will be restricted and granted by the administration only to members of approved groups and to those with official business with the counselor or main office. Persons requesting to relay messages to students, teachers, or other employees shall stop in the office to make proper arrangements. Those who do not comply with this regulation will be considered unauthorized persons and will be asked to leave the school ground. 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 varsity high school athletic practices will be held before or after school. Students who wish to take part in varsity 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 miss more than one class period will be ineligible to participate in that day's 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:

1. The student will not be permitted to participate in KSHSAA/school extracurricular or co-curricular activities for a period of time (14 days 1st offense, 90 days 2nd, 365 days 3rd)
2. 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.

3. 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 anytime. 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 do 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. Limited coverage insurance can be purchased by each student at their sole cost and expense. Information regarding such limited coverage insurance, which is available for purchase by the student, will be made available to all students and parents upon request. Students participating in football can also purchase a special football insurance policy at their sole cost and expense as well.

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 name, class, and school as well as his 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.