

2022-2023 IPS Handbook



Class Sponsors

<u>Seniors</u>	<u>Juniors</u>	<u>Sophomores</u>
Nick Dupuis	Craig Newby	Paula Rodgers
Jameson Price	Jami Messner	Sam Jabben
Criss Davis	Amanda Wade	Ashley Roper
Julie Newby	Gail Ellison	Charlene Sutton
Donita Ernest	Tiffany Bruce	Cathy Estes

<u>Freshmen</u>	<u>8th Grade</u>	<u>7th Grade</u>
Josh Kristalyn	Orie Owen	Jim Deaton
Molly Williams	Tell Wyrick	Teffany Brandon
Zach Williams	Emily Washburn	Brendan Murdock
George Noble	Jami Clark	Dalton Loader
Kimber Kiersey	Cheri Elliott	Cindy Todd
		Dalton Powell



CANEY VALLEY HIGH SCHOOL GRADUATION REQUIREM
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Graduation from CVHS requires a minimum of **24 units of credit**, to be completed in the 9th grade and above.

The following courses are required:

- 1) 4 credits of English
- 2) 3 credits of Math
- 3) 3 credits of Science
 - a. 1 credit of these must be Biology
- 4) 3 credits of Social Studies
 - a. 1 credit of these must be World History
 - b. 1 credit of these must be U.S. History
 - c. .5 credit of these must be American Government
- 5) 1 credit of P.E./Health
- 6) 1 credit of Fine Arts

Please note that a credit refers to **2 semesters** (1 year) of a course.

**** To attend Coffeyville Technical Campus or ICC Tech programs during high school you must be on track to graduate with your class.**



ACADEMIC INCENTIVE PROGRAMS

HONORS PROGRAM

Caney Valley High School introduced an Honors Program, beginning in the 2018-19 school year. Students who would like to be included in the honors program must fill out an application and return it to the office by May 1 of their 9th grade year. Applications will be reviewed and approved/declined by the Honors staff. Students in the Honors Program will take Honors English and Honors Social Studies courses. The Honors Program is available for students in the 10th, 11th, and 12th grades.

VALEDICTORIAN/SALUTATORIAN

The student with the highest GPA will be **valedictorian**; second highest will be **salutatorian**. Beginning with the class of 2020: To be eligible for valedictorian or salutatorian status, students must take the Kansas Board of Regents Scholars Curriculum (listed below). If a tiebreaker is needed, ACT scores will be used to select one valedictorian and one salutatorian.

- 4 years English
- 4 years Mathematics
- 3 years Science (Biology, Chemistry, Physics)
- 3 years Social Studies
- 2 years Foreign Language

NATIONAL HONOR SOCIETY

To be eligible for membership the candidate must be a member of the sophomore, junior or senior class. Candidates must have been enrolled at the school the equivalent of one semester. Candidates must have a cumulative GPA of at least 3.2 or higher. Candidates will then be evaluated based on service, leadership, and character. Students who are eligible academically, will be notified and told that for further consideration for selection to the NHS Chapter they must complete the Student Activity Information Form. Senior members of NHS are recognized at Commencement by wearing an Honor Cord with their caps and gowns.

HONOR ROLL

Honor roll will be posted two times per year at the end of each semester. Students receiving this recognition should be proud of their accomplishments. The following are the two divisions of the honor roll:

Superintendent's Honor Roll – 4.0

Principal's Honor Roll – 3.6-3.99

No student with a D or an F is eligible for the honor roll.

Pass/Fail courses are not included in GPA tabulation.

A student must be enrolled full time with Caney Valley Jr. Sr. High School to be eligible for the honor roll.

2022-2023 4



SCHEDULE CHANGES

Every effort is made to create a schedule that allows students to take the courses they need, as well as the courses they are interested in taking. Every effort is made to help students have a workable schedule. The high school counselor, academic advisor, teachers, and administration work together to make decisions that guide students into the best schedule possible. Students' performance on local, state, and national assessments are used to determine placement in courses. The approval or rejection of a student-initiated schedule change must meet the schedule change guidelines as well as the student's academic abilities.

All schedule changes MUST be made during the first five school days of each semester. Students are responsible for requesting a schedule change through the counseling office prior to the deadline. No schedules will be changed after the first week of the semester unless the change is approved by all instructors, involved parent (s), and administrators. Junior high students are not allowed to request schedule changes, as their schedule is pre-determined by student ability and a structured junior high curriculum.

EARLY GRADUATION

Although it is possible for students to graduate at the end of their 7th semester, it is not advised for most students. There must be a specific reason and that reason must be approved by the counselor and administration. If a student is wanting to graduate early (which means after the 1st semester of their senior year), they must fill out an Early Graduation Application, which can be found in the counselor's office. The student must work with the counselor to adjust their schedule to ensure that they meet graduation requirements by the end of their 7th semester. Applications are due by September 1 of their graduating year. The Caney Valley Charter Academy is another option to graduate before the 7th semester. Note the specific Kansas requirements for students who have been in DCF or JJA custody below:

38-2285. Awarding high school diplomas; requirements. (a) The board of education of a school district shall award a high school diploma to any person requesting a diploma if such person: (1) Is at least 17 years of age; (2) is enrolled or resides in such school district; (3) is or has been a child in the custody of the secretary, or in the custody of a federally recognized Indian tribe in this state, at any time on or after such person's 14th birthday; and (4) has achieved at least the minimum high school graduation requirements adopted by the state board of education.

(b) This section shall be part of and supplemental to the revised Kansas code for care of children.

CREDIT RECOVERY

If a student does not pass one of the required courses listed above, they will be required to take the failing semester again, until the course is passed. A failing grade is a 59% or lower.

A student will either be placed back into the class in which they failed, or they will be placed in a virtual equivalent using the online program Edgenuity. The decision of which method the course will be taken again will be up to the counselor as well as administration.



IPS COURSE AND CAREER PLANNING

An Individual Plan of Study (IPS) is both a product and a process that students may use with support from school counselors, teachers, and families to help them define their career goals and postsecondary plans and make informed decisions about their courses and activities throughout high school.

A student's Individual Plan of Study will help them focus on areas of interest as well as strengths and abilities. When combining these things, a career path can be formed. With this career path in mind, students are then to select courses and post-secondary educational options.

*Xello: Caney Schools currently use the program Xello to both house and update each student's IPS. Xello allows students to explore career options, discover abilities and interests, and make informed decisions about their future based upon self-exploration, knowledge, and planning!



WHAT IF A STUDENT CHANGES HIS/HER MIND?

The Caney administrators, counselors, teachers, and Board of Education believe all students should be prepared for their future by receiving a quality education that will provide each student with the skills necessary to be able to access multiple post-secondary options.

We are also aware that plans can change. When a student decides about their future education/career options, they are NOT making a permanent commitment. If a new career path/plan presents itself, the student should discuss it with their IPS teacher, their school counselor, and their family, and adjust future course selections in accordance with the new career direction.

COLLEGE ADMISSIONS REQUIREMENTS

Five of the six state universities in Kansas, including Emporia State University, Fort Hays State University, Kansas State University, Pittsburg State University, and Wichita State University, use the standards below to review applicants for undergraduate admission. The University of Kansas has different admission standards from those listed below (visit admissions.ku.edu for more information). Standards are set by the Kansas Board of Regents.

If you are a Kansas resident who will graduate from an accredited high school, you can guarantee admission to five of the state's universities by completing the Qualified Admissions or Kansas Scholars curriculum with a 2.0 GPA and by meeting one of the following requirements:

- ACT score of at least 21; OR
- SAT score of at least 980; OR
- Graduate in the top 1/3 of your class.

If you enroll in college courses while you are in high school, it is also required that you achieve a 2.0 GPA or higher in those courses.



COMMUNITY COLLEGE AND TECHNICAL COLLEGE

ADMISSION REQUIREMENTS

Admissions requirements for community colleges and technical colleges may vary slightly, so please look on the website of your college of choice to verify their admissions requirements. There are a few factors that will automatically get you in to most community and technical colleges:

-Graduate from an accredited high school.

-Score an 18 or above on the ACT OR

-Take the ACCUPLACER and receive the scores applicable to the courses you will take your first year at the college.

NCAA ELIGIBILITY

The advantages of competing in college sports are both immediate and lifelong. Participating in college sports provides opportunities to learn, compete and succeed. Student-athletes receive top-notch academic support, quality medical care and regular access to outstanding coaching, facilities, and equipment. Student-athletes as a group graduate at higher rates than their peers in the general student body and feel better prepared for life after college.

To maintain eligibility for NCAA athletics, students must carry a 2.5 GPA. Please visit the NCAA's website at www.ncaa.org for more information.

It is also important for future student athletes to register with the NCAA Eligibility Center during either their sophomore or junior year of high school. To register, visit the following website: <https://web3.ncaa.org/ecwr3/>.

TECHNICAL PROGRAMS FOR HIGH SCHOOL STUDENTS

Coffeyville Community College – Technical Campus has several programs available to CVHS students. Under the Excel in CTE program, tuition is paid by the State of Kansas* for high school students to pursue college level courses in technical fields preparing them for high demand and high wage careers. These programs are intended for high school juniors and seniors.

The programs available are:

- Auto Collision Repair
- Automotive Service Technology
- Allied Health - Certified Nurse Aide/Certified Medication Aide (Spring Semester)
- Applied Welding Technology
- Construction Technology
- Electrical (Seniors only and must be recommended by the Counselor)
- Fire Science
- Information Systems
- Medical Terminology
- Phlebotomy
- Precision Machining
- Cosmetology (Independence Community College)
- Online Excel in CTE Courses through the majority of Kansas Community Colleges

If a student is interested in pre-enrolling in one of the CTE Technical Programs, please see the counselor/academic advisor ASAP. There are forms to fill out for the enrollment process, as students will be enrolling at both CVHS and CCC – Technical College/Independence Community College. Students who are accepted into these programs will attend the first three hours of their school day at CCC/ICC and the last four hours of their school day at CVHS. Students must be eligible to meet graduation requirements while attending CCC/ICC to remain in the program.

*As mentioned, tuition for the courses is paid for by the State of Kansas. There are additional fees and costs involved in these programs that are the responsibility of the family.

TESTS

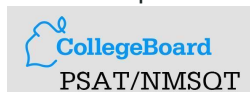
MAP/NWEA TESTING



NWEA a program that provides testing to all students grades 7-10. Each student, in grades 7-10 will be given a MAP test two times a year (once in the fall and once in the spring). **MAP® Growth™ measures what students know and informs what they are ready to learn next.** The scores are utilized to help guide instruction as well as guide course selection for students.

PRELIMINARY SCHOLASTIC APTITUDE TEST/NATIONAL MERIT SCHOLARSHIP QUALIFYING TEST (PSAT/NMSQT)

This test is administered only once each year in October. This test is designed for juniors. Academically talented sophomores are encouraged to take this exam for practice purposes. The PSAT/NMSQT is the first step necessary to be considered for scholarships offered by the National Merit Scholarship Corporation (junior test scores only are considered for National Merit contention). While most testing programs require online registration, the PSAT/NMSQT is arranged by the high school counseling office, usually in late September.



AMERICAN COLLEGE TESTING (ACT)

The ACT is an achievement-oriented test, used by colleges for admissions purposes. To date, the ACT is the only college entrance exam accepted by EVERY college in the United States. The ACT is made of four subject areas: English, Mathematics, Reading, and Science Reasoning. There is an optional fifth subject area of writing. Students can score between 1-36 in each subject area (minus writing, which is scored on a different scale). Each student taking the ACT will also receive a composite score as well, with 36 being a perfect score.

USD 436 will pay for all CVHS Juniors to take the ACT at the High School during the Spring of their Junior year. Seniors who have not previously taken the ACT at the High School are also eligible to take it. College bound students should take the ACT again in the summer or fall of their senior year. There are five dates available each year for the ACT. Registration for the ACT is completed online at www.actstudent.org.

All Freshmen will take the PreACT 8/9 during the fall semester at CVHS.

2022-23 ACT Test Dates & Registration Deadlines

Test Date	Registration Deadline	Late Registration Deadline	Estimated Score Release
October 22, 2022	September 26, 2022	September 30, 2022	November 1-15, 2022
December 10, 2022	November 4, 2022	November 18, 2022	December 20, 2022-January 3, 2023
February 11, 2023	January 6, 2023	January 20, 2023	February 21-March 7, 2023
April 1, 2023	February 24, 2023	March 10, 2023	April 11-25, 2023
June 10, 2023	May 5, 2023	May 19, 2023	June 20-July 4, 2023
July 15, 2023*	June 16, 2023	June 23, 2023	July 25-August 8, 2023

Caney Valley Jr/Sr High School Handbook

ATTENDANCE

At this age and grade level, school attendance is the responsibility of the student, parent, or guardian. Recognizing that some students do not have the maturity to realize these responsibilities, it is often necessary that parents play a dominant role in bringing about this acceptance of responsibility. We at Caney Valley Junior-Senior High School feel that attendance is critical to any student's education. We believe that homework and tests alone cannot adequately measure all learning that takes place.

Attendance and class participation helps ensure students get the most from their educational experience. Our philosophy also dictates that proper attendance in school is the development of a good habit to carry to the workplace. It is our purpose to implement an attendance policy that will promote a high percentage of student attendance. The attendance policy will be enforced by consequences being placed on any individual who exceeds the maximum number of absences allowed for any semester grading period.

The philosophy and purpose of any consequence being used to enforce the attendance policy at CVHS is to support the student's educational achievement, through student attendance and improving a student's success in life and work.

ABSENCES

During a school year, a student shall have no more than ten (10) absences in any class. This does not include doctor and/or dental visits. Once a student exceeds 10 absences in any one class, they are subject to the consequences in the student handbook. Extended absences because of an illness or surgery will be taken into consideration. This same policy applies to students attending CareerTech School and Caney Valley Charter Academy classes. Absences must be accompanied by a doctor/dentist note. However, the student may not be excused for the entire day at the discretion of the administration. (Office must receive the note from the doctor or the absence may not be excused.) Absences that will not count towards the total of ten include:

1. Any absences due to school related activities.
2. Bereavement in immediate family
3. College visits. Senior students will be allowed two (2) days per semester for college visits. Junior students will be allowed one (1) day per semester. Requests for additional days must be arranged prior to the visit with prior approval by the principal.

It will be necessary for the parent to call the office when the student is absent from school, for the absence to be excused. If a call is not received by 10 a.m., a contact will be made that day with a parent or guardian. A student will not need to secure an admit slip to class after an absence if the parent has been contacted on the day of the absence. If the parent has not been contacted, the student's name will appear on the daily absence list and will be required to obtain an admit slip for the office before they can attend classes. Students absent for authorized school activities will not need to obtain a permit to return to class.

It is the responsibility of the student to make up work missed. An excused absence for an authorized school activity simply allows the student the privilege of making up the work within the following timeline: one day added to the number of days absent. Example: 1 day absent = 2 days for makeup work, 2 days absent = 3 days for makeup work. For example, **If a student is absent on Monday, their assignments will be due Thursday at the beginning of class. This should be applied to all absences.**

If for personal reasons a parent wishes a child to be absent from school, they must obtain an administrator's approval in advance of the absence. The child shall accept the responsibility to arrange in advance for the make-up of their work in coordination with their teachers. Any portion of the school day will be considered a full day missed for reporting to juvenile authorities. The school does NOT sponsor or recognize any "skip days," and any student participating in a skip day will be considered truant.

The office will notify the student and parent when there are six absences in a calendar school year.

TRUANCY

If parents do not excuse an absence on the day of the student's return to school, it will be considered a truancy absence. After three consecutive absences or five absences per semester, or seven in the school year, the school will notify the proper authorities. Other truancy absences include:

1. Not attending school after leaving home to do so.
2. Leaving school without permission from the office.
3. Not attending any class during the day unless legitimately excused.
4. Leaving class without permission.
5. Being absent without parental permission.

TARDINESS

Being prompt to class is not only an important habit to develop, it is also good manners. Students should be in class ready to learn when the tardy bell rings. Students that are late because of a valid excuse must enter class excused by the office or a faculty member. Students will receive a warning for the first tardy. Second and third tardies will result in a detention to be assigned by the teacher. The fourth tardy and all following tardies will be handled by administrators according to the "Excessive Tardy" policy. A tardy becomes an absence after 20 minutes of missed class.

REMOTE LEARNING

Students receiving their education via remote learning will be expected to attend class remotely during the same class times as if they were in the classroom. Attendance will be taken each class period for remote learning and you will be counted absent if you are not present during the class or have not previously communicated with the instructor and made prior arrangements.

APPROPRIATE DRESS FOR STUDENTS' GRADES 7-12

Caney Valley USD 436 feels that students should dress in a manner that projects a positive image for themselves and Caney Valley Jr.-Sr. High School. Students' dress should be in good taste, clean and neat, meet safety standards of shop and lab classes, and be conducive to a positive learning environment.

The following are guidelines for proper dress and appearance for students of Caney Valley:

- Conventional clothing is required: clothing that is distracting, immodest, creates a substantial disruption to the learning environment, contains illegal language or bullies, harasses, or discriminates against others is forbidden. Holes in clothing must be below fingertip length on pants, and shorts. T-shirts, clothing, or jewelry advertising tobacco, alcoholic beverage, other illegal substances, or activities or sex or sexuality, will not be allowed. Clothing or jewelry that contain slogans, graphics, pictures, symbols, graffiti, or words that demean race, religion, creed, sex, national origin, intellectual ability, or handicapping condition are not allowed.
- Any type of sleeveless garments must have a 2-inch shoulder strap unless a sleeved shirt is worn under or over the garment. Tank tops and shirts with sleeves ripped out exposing the body are not permitted. Shirts and sleeveless dresses must fit snugly under the arms. No undergarments should be visible. This includes tank tops, dresses and spaghetti strap shirts and sweater tops. Shorts, skirts, skorts, or dresses shorter than fingertip length will not be allowed. The mid-section or torso must be covered. Pants and shorts must be worn fastened at the normal waistline.
- No house shoes or clothing considered by the administration to be pajamas will be allowed.

- Measurements should be done before students arrive at school. Students not complying will be provided with alternative clothing and referral.
- Chains that hang from the waist to pockets will not be allowed due to safety concerns This includes billfold chains.
- Sunglasses cannot be worn anywhere on the head during the school day. Hats, caps, and other head coverings are not to be worn in the building by students at any time, including before and after school (except for safety or cleanliness when working in shop class), unless special permission has been received from the building principal. Students will not be permitted to carry their hats during the school day. After 1st period hats will be confiscated and taken to the office for pickup after school.
- Administration may ask a student to remove or cover clothing that causes a disruption to the educational process. Clothing that is representative of rival schools often creates animosity and for this reason this type of clothing is discouraged.
- Students who participate in interscholastic activities and public performances will be expected to follow the personal appearance code approved by the directors or coaches of those activities and the school administration.
- Students will make arrangements for a change of clothing when this policy is violated before they may attend classes. Failure to do so will result in a referral and the students must wear the provided clothing. Hats and sunglasses may be exempted by administration during spirit week.

*Changes in clothing fashions from year to year may cause administration to consider certain clothing not specifically covered in this handbook as inappropriate or unacceptable and shall, at their discretion, deem it a dress code violation.

PEP ASSEMBLIES

Pep rallies will be scheduled prior to ball games. The backing and spirit, which can be given to our teams at these rallies, may mean the difference between defeat and victory, so let us give the participants our full support. These rallies will be the last 15 minutes of the school day, if possible.

SIGNS AND POSTERS

Signs and posters must be approved by an administrator before they can be posted. They are to be posted in the cafeteria, the main hall, or in classroom hallways and must be fastened with masking tape. These signs and posters are to be removed as soon as the occasion they pertain to is over. Only magnetic backed signs or posters can be placed on lockers.

GENERAL INFORMATION

Deliveries (flowers, balloons, etc.) made to the school for students will be kept in the office until the end of the day. A note will be sent to the student telling them that they have a delivery in the office.



SCHOOL PROPERTY

Building Use Policy Requests to use any of the Caney Valley Jr.-Sr. High School facilities need to be done by filling out the request form that can be obtained in the CVHS office. The request must be received at least two days prior to the event and preferably a week before. School groups and the Caney Valley Recreation group activities will take priority over other requests. Other groups will be given permission to use the building at the Principal's discretion. Building use by outside groups is not permitted during the instructional day.

SENIOR CLASS ACCOUNT

If, by the end of the school year, a balance remains in the "Senior Class" account and this balance has not been allocated for any other purpose, the balance will be transferred automatically on June 30 (of the year the Senior Class graduates) to the Student Council Account. Class money that has already been raised cannot be used for family donations, etc. If classes want to raise "new" money for a gift/donation they may do so.

EXTENDED SCHOOL YEAR SERVICES

Policy Statement on Extended School Year Services for Handicapped Students.

Due to recent court decisions regarding the availability of an extended school year for handicapped students, the Kansas State Department of Education/Special Education has requested a policy statement to be incorporated into each local comprehensive plan. In compliance with this request, Tri-County Cooperative has developed the following policy statement:

"Tri-County Special Education Cooperative will consider the needs of handicapped students for an extended school year should it be clearly evident that the discontinuation of an educational program throughout the summer causes the child to regress significantly. The child's IEP/placement committee will review a request for an extended school year on an individual basis. It is the committee's responsibility to ascertain whether the absence of programming throughout the summer creates a significant regression in the continuum of that child's educational progress. A review of past and present IEP goals and objectives, IEP updates, and pre-and post-test results, will provide a standard by which to evaluate the child's eligibility for extended services."

SCHOOL DANCES

Students and their guests must arrive no later than 45 minutes after the start of the dance. If a student leaves the dance, they will not be permitted back in. Students are to stay in the designated areas of the building. Junior High dances may be attended by Jr. High age students only. Junior High students may not attend High School dances. Students behaving inappropriately will be asked to leave. Students who want to bring a guest who attends another school must complete the guest application and the guest's attendance must be approved by the administration.. There will be a sign-in/sign-out sheet at the door. All High School dances are limited to students in grades 9 and above. No guest may be over 20 years of age.



DANCE DRESS CODE

Casual dances: The dress code written in the student handbook for normal school day dress will apply.

Formal/Semi-Formal Dances: Boys may wear tuxedos, western cut sport jacket with starched and pressed western pants (includes jeans that are not faded, torn, or wrinkled), and dark suits with white shirt or tie. Boys may not wear casual wear, tennis shoes, Bermuda shorts, t-shirts etc.

Girls may wear formals or evening dresses that meet the dress code in length and modesty. Strapless dresses or dresses with spaghetti straps are permissible for these occasions. Open backs are permissible (from the sides back, but not below the waist). Girls may wear dresses that are of a formal western style but must meet the same criteria as formals and evening wear.

Girls may not wear dresses or evening wear that are see-through or low-cut garments that are distracting or immodest, casual wear, etc.

ROYALTY

Queen and King (escort) candidates may only receive queen/king status once in the current school year. The counting of ballots will be performed either by the administration or by staff members under direct supervision of administration.

HOMECOMING CANDIDATES

Senior students who have not attained Queen status in the current school year and are involved in a school sponsored Fall/Winter extra-curricular activity.

Escorts – Senior students who have not attained King status in the current school year and are involved in a school sponsored Fall/Winter extra-curricular activity. A student must be involved in a KSHSAA sanctioned sport or activity to be a Queen or King candidate.

Fall candidates include senior students involved in; Football, Volleyball, Cheerleading, Cross Country, Debate, Trainers, Team Managers and Band.

Winter candidates include senior students involved in; Boys Basketball, Girls Basketball, Wrestling, Cheerleading, Chorus, Forensics, Trainers, Team Managers and Scholars Bowl.

PROM

Candidates and escorts are chosen from the Senior Class. Kings and Queens from other events are ineligible. Students will be eligible for two (2) proms during high school. Students will be a member of the class they are classified as according to credits earned on the first day of the school year. Grade status will not change during a school year regardless of the number of credits earned and will NOT affect eligibility for prom or other JR/SR activities.

Charter Academy students are guest members of CVHS classes and are classified as juniors or seniors by the Charter Academy principal. Due to accelerated graduation opportunities at CVCA the students will be classified based on credits earned at the end of the 1st semester of the school year. CVCA students may attend one CVHS prom as a junior and one as a senior. They must have class dues paid up to date and participate in required fundraising events throughout the school year.

PROM VIEWING

Parents/family will be allowed to view the Prom setting during specified times in the afternoon. Parents/family will not be allowed to enter the building once the walk-in begins. Students will be eligible to attend two (2) CVHS proms during high school.

SNOWBALL

Candidates and escorts are chosen from each class. Candidates may not have received the status of Queen in any other event.

OFF-SCHOOL-GROUNDS BEHAVIOR INVOLVING ALCOHOL, DRUGS, AND/OR TOBACCO

Participation in extracurricular activities is a privilege, not a right. A student may forfeit the privilege of participating in extracurricular activities because of being involved with the use of alcohol, drugs and/or tobacco.

Upon the finding of any supporting facts by either the coach or a Caney Valley Schools staff member that has a reasonable belief that the suspicions are warranted, or the student having been ticketed by a law enforcement officer for being involved with the use of alcohol, drugs, and/or tobacco, the student will first be warned and suspended from participation in the next scheduled activity. Upon subsequent offenses, the student will forfeit his/her participation in extracurricular activities for the balance of the activity's season.

For example, if a student athlete or intellect (academic or intellectual competitor) is known (witnessed) to have participated in after school hours or weekend "beer parties" (consumed alcohol), on the first offense, the consequences will be a one game/competition suspension, and a meeting with the parents, student participant, head coach, athletic director, and administrator before competing in the next eligible activity. On the second offense, another meeting will be held, and the student will lose that privilege for the balance of the season and be required to turn in all school provided clothing, uniforms, and equipment regarding the extra-curricular activity(s) in which they are participating.

To provide for policy consistency between activities, each coach is expected to incorporate this policy into their team rules.

CLUBS AND ACTIVITIES

Extra class activities provide an opportunity for students to develop interests outside the regular academic subjects. The activities provide opportunities for the development of leadership and participation in group activities with fellow students of similar interests and for community participation and support. Class money that has already been raised cannot be used for family donations etc. If classes want to raise "new" money for a gift/donation they may do so with prior approval by administration.

PUBLICATIONS

The main publication of Caney Valley High School is the Bullpup Observer, which carries many items of interest to the students, parents, and faculty members. In this publication, current items are discussed, informative editorials are written, students' opinions are expressed, and other items of interest are shared.

NHS SELECTION PROCESS

1. Students must have a 3.2 grade point average.
2. Teachers will evaluate students on leadership, service and character. Evaluations will not be signed by the teachers.
3. Students that meet the GPA requirement will have to provide 5 hours of community service before being considered. The committee will provide documents for verification of community service that must be signed. The committee will also provide students with ideas for service.
4. Once installed as a member, students will need to complete 8 service hours as a junior and 8 hours as a senior to remain an NHS member.
5. If selected, attendance of the installation service is mandatory. Attendance at the service is required.
6. Members of the National Honor Society are selected by a committee. Sponsors and Administrators are not involved in the process.

**GET
INVOLVED!**

School Organizations	
Senior High Organizations: Debate/Forensics – Mrs. Liz Burch National Honor Society – Mrs. Charlene Sutton Playmakers – Mrs. Teffany Brandon and Mr. Dalton Powell FCA – Mr. Josh Kristalyn FFA – Mrs. Kimber Kiersey/Mr. Monty Layton FCCLA - Mrs. Gail Ellison HOSA - Paula Rodgers KAY - Mrs. Teffany Brandon Student Council – Mr. Craig Newby Scholars Bowl, Math Team and Chess Club – Mr. Jameson Price	Junior High Organizations: FCCLA- Mrs. Gail Ellison KAY - Mrs. Teffany Brandon Student Council – Mrs. Molly Williams Quiz Bowl – Mrs. Amanda Wade
Athletics	
Head Coaches - Senior High Football – Mr. Criss Davis Volleyball – Kendra Mecom	Head Coaches - Junior High Football – Mr. Sam Wyrick Volleyball – Mrs. Gayle Ellison

Girls Golf – Cross Country – Mr. Josh Kristalyn Basketball – (girls) Mrs. Emily Washburn Basketball – (boys) Mr. Jim Deaton Wrestling – Mr. Jerod Rigdon Boys Golf – David Young Track – Mr. Josh Krystalyn Softball – Mr. Jerod Rigdon Baseball – Cheerleaders – Mrs. Stacy Stapleton	Cross Country - Mr. Josh Kristalyn Basketball – (girls) Mr. Matt Washburn Basketball – (boys) Mr. Brandon Montgomery Wrestling – Mr. Dalton Loader Golf – (co-ed) Track – Mr. Josh Kristalyn Cheerleaders – Kayli Greenlee
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ELIGIBILITY RULES

Class, Organizations and Student Council Offices

All officers or students selected to hold a special assigned position of any class or organization must meet the student point system's requirements for student activities established by the Student Council.

The eligibility rules set up by the Kansas State High School Activities Association will apply to all extra-curricular activities. Virtual school students are ineligible for an entire school year if they are enrolled full time at the Virtual School for any period that school year. Students must attend at least half of the school day to participate in practice and all day to compete. Doctor's notes and funerals are the only exception to this rule.

Athletes must participate in the KSHSAA required number of practices prior to competing. This also applies to a student that decides to change sports. A student must have permission from administration to change sports after the first five (5) team practices. Students may not participate in more than one sport per season.

Extra-Curricular Activities

The eligibility rules set up by the Kansas State High School Activities Association will apply to all extra-curricular activities. This will include band and chorus performances, athletic contests, FFA contests, one-act plays, speech festivals and any other activities in which Caney students take part. The eligibility rules for high school are as follows:

You are eligible if:

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

6. You are enrolled and attending five new subjects (those not previously passed or failed) of unit weight. A student may take a maximum of one (1) virtual (online) class during a semester and remain eligible for KSHSAA activities at CVHS. If a student is enrolled in an online class, it **MUST** be completed by the last day of attendance for the semester. The online class restriction does not include online college classes.
7. You have not been in more than four seasons in one sport in a four-year high school, three seasons in a three-year high school or two seasons in a two-year high school.
8. You do not engage in outside athletic competition in the same sport while you are a member of a school squad. Consult your coach or principal before you participate individually or on a team in any game, training session, or tryout conducted by an outside organization.
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 as explained on your Physical Examination form. 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 the KSHSAA.
13. You have not competed under a false name.
14. You have not competed for money or merchandise of intrinsic value and have observed all other provisions of the Amateur and Awards Rules.
15. If a student has received an out-of-school suspension from Caney Valley High School, he/she is not eligible to participate (practice, observe, play) in any school activity during the day(s) of the suspension.
16. Student managers will be of the same sex as members of team.
17. Students will be in attendance all day on the day of a scheduled interscholastic activity to be eligible to compete that day. Exceptions will be made for doctor/dental appointments that were scheduled at least one day prior to the day of the absence. Funerals will also be allowed for immediate family members. Anyone other than immediate family must have prior approval from the administration.
18. Students will be in attendance for at least four periods in order to practice on that day.

Cheer Sports

This policy will apply to Jr. High and Sr. High cheerleaders:

1. Cheerleaders will be allowed to participate in one sport and one sport only during a sports season.
2. Athletic team practice will take precedence over cheerleading practice. Cheerleaders will not be exempt from any team rules that apply to all sports team members including attendance of practice.
3. Cheerleader/athletes would only be allowed to participate in halftime events at the coaches' discretion.
4. Athletic practice/games will take precedence over cheerleader fund-raising activities.
5. Athletic practices and games (Varsity, JV, and "C" team) will take precedence over cheerleading activities if the sports coach requires their participation.
6. Participation in State or Regional athletic events as a player takes precedence over participation as a cheerleader at these or any other events.
7. Participation in sports practices/games take precedence over cheerleading at another sports State or Regional event.
8. In most instances, cheerleading and sports coaches can work out agreements to allow exceptions to these rules. Cooperation is encouraged for the benefit of the student/athlete and the school.

CANEY VALLEY JUNIOR-SENIOR HIGH SCHOOL SPORTSMANSHIP CODE:

The administration, coaches, teaching staff and students of Caney Valley Junior-Senior High School subscribe to and support the need to provide good examples to all in exhibiting Good Sportsmanship. We expect our students and fans to:

1. Be courteous to opponents, fans, and cheerleaders.
2. Be respectful in your behavior toward everyone present.
3. Respect and abide by the official's decision.
4. Exercise self-control always; never boo an official, coach, cheerleader, or player.
5. Display character in your every action.
6. Learn to win with character and lose with dignity.
7. Display appreciation for a good performance or play regardless of the team.
8. Never exhibit such actions as throwing pieces of confetti, paper airplanes, holding up newspapers when the opposing team is introduced, etc.
9. Speak to adult fans if you observe them violating any of these expectations.

Suggested handling of violations of the above as recommended by the Kansas State High School Activities Association follows: Violations of the Code of Ethics, KSHSAA Rules and Regulations or Sportsmanship Regulations by member schools and/or individuals shall be subject to consideration by KSHSAA. Action may result in the form of reprimand, probation, or suspension of the school and/or individual depending upon the degree of the violation. If a member school is not willing to impose disciplinary measures acceptable to KSHSAA, a hearing (informal or formal) will be held, and restrictions imposed by KSHSAA. School/coaches are encouraged to use the NCR Report Form to call attention to KSHSAA any unusual situations, positive or negative, immediately following the contest. If a problem is severe, then KSHSAA should be notified by telephone so the situation can be pursued right away.

TRANSPORTATION OF STUDENTS TO ATHLETIC CONTESTS OR PEP CLUB TRIPS

The following rules are to be observed:

1. All team members and managers travel under the supervision of the coach and/or the bus driver.
2. When pep club members or spirit boosters travel on the bus to games, they are under the direct supervision of the sponsor, coach, and/or the bus driver. If they go on the bus, they must return on the bus.
3. Students are not to be in any district vehicle at any time, at any event, without adult supervision.
4. Any student wishing to ride home with his/her parents from an activity or an athletic contest must sign the Parent Signature Sheet. Parents must give the head coach written permission 24 hours in advance of a contest or activity for their child to ride home with another student's parent.

Under no circumstance will a student be allowed to ride home with another student.

STUDENT INSURANCE

Caney Valley Jr.-Sr. High School has purchased supplemental insurance on all students enrolled in this school. This insurance is a supplemental policy to your insurance. This means that your child is not fully covered for all accidents but our insurance, within the terms of the coverage, will work with your insurance to help cover reasonable medical costs incurred if your child is injured at school or in school activities and/or athletics.

If an injury occurs, you must request an insurance form from this building so that you may submit it to our insurance company. Our insurance company will only cover injuries, within the terms of the coverage, after the primary insurance carrier (your personal insurance company) has covered their share of the claim. For further clarification, please contact the school.

Students may purchase additional insurance at a minimal cost that will cover them on a 24-hour basis. This insurance is handled through the school office and may be purchased at your request.

STUDENT SERVICES

The counselors are available to help students with any concern the student or their parents may have. For example, the counselor(s) are available to help with planning a course of study for junior high school, high school or following high school, college or career tech school plans, interpretation of assessments you may have taken in school, school problems and personal problems.

CVHS has a virtual learning option. To enroll, students must fill out an application where the principal, counselor and parent must sign. Virtual learning will be monitored and is a privilege.

FUND RAISING

The athletic program is financed mainly through gate receipts and season ticket sales. The school board supplements the athletic fund to a certain degree when extra equipment is necessary. All clubs rely on small dues in addition to school-approved fundraising projects. All organizations collect dues and handle money through the club treasurer under the supervision and cooperation of the club sponsor. When the collected dues are turned in, receipts and proper accounting procedures are followed. Receipts will be given for all money received. All expenditures will be made by check.

Club fund raising projects are limited to one major fundraiser per school year for each organization. No fundraiser is to be undertaken (even the traditional ones), without prior authorization from the Administration. Remember—we would prefer your fundraiser be a service rather than selling a product. When enough interest is shown, school sponsored clubs may be organized by contacting the principal and by presenting a charter for Student Council approval. All sponsors will be appointed by the administration after consulting the teacher to be assigned.

SCHOOL PARTIES/DANCES

Each organization and grade classification are allowed one party per year. The only organizations permitted to sponsor all school dances will be Cheerleaders, Student Council, and Playmakers. All other dances will be functions for that organization's members only.

Times for school dances are arranged for in the Principal's office. All dances are subject to the following regulations:

1. They must be scheduled at least two weeks in advance.
2. They must be held on Friday night (unless special permission is granted by the Principal) and terminate by 11:45 p.m. (10:45 p.m. for Jr. High dances)
3. Parents and teachers must be present as chaperones. (At least five faculty members) Parents are welcome and encouraged to attend.
4. Students must arrive within 30 minutes of the scheduled starting time of the dance unless prior administrative approval is granted.
5. Students who leave during the evening are not permitted to return.
6. Students must sign the list in the office for outside dates. Students that want to bring a guest that attends another school must completely fill out the guest application and the guest must be approved by the administration to attend. Junior High students are not allowed to bring out-of-school guests. Guests of students who are not abiding by school rules and regulations will cause the guest and the student to be asked to leave. (Jr. High students may not bring guests.)
7. There will be a sign-in/sign-out sheet at the door.

8. All High School dances are limited to students in grades 9 and above. Junior high students taking classes for high school credit are not eligible to attend high school dances. No guest may be over 20 years of age.

COMPUTER TECHNOLOGY USE BY STUDENTS

The Caney Valley school district provides Internet access and computer technology resources for employees and students to use. This document is the "Acceptable Use Policy" for use of the school district's computer resources.

School Internet access has been established for a limited educational purpose to include classroom activities, record keeping, communication, career development, and limited high quality, self-discovery activities for students and staff. It has not been established as a public access or public forum nor has it been established for commercial purposes to offer or provide products.

The following use of the Caney Valley school district's computer resources is unacceptable:

1. Personal Safety:

- a. Users will not post contact information (e.g., address, phone number) about any other person.
- b. Any contact or receipt of any message a user feels uncomfortable about should be reported to school authorities immediately.
- c. Users will not conduct live, real-time communication with others via the Internet unless it is pre-approved due to its educational benefit.

2. Illegal Activities:

- a. Users will not attempt to gain unauthorized access to this or any other computer system or go beyond authorization given by entering any password other than their own or accessing another person's files.
- b. Users will not deliberately attempt to disrupt the computer system or destroy data by spreading computer viruses or by other means.
- c. Users will not use the Caney Valley district computers resources to engage in any other illegal act.

3. System Security:

- a. Users are responsible for their individual access and should take all reasonable precautions to prevent others from being able to use it. Under no condition should user give any password or access code to another person.
- b. User will immediately notify a teacher or the system administrator if they have identified a possible security problem. Do not look for security problems; this may be construed as an illegal act.
- c. Users will avoid the inadvertent spread of computer viruses by not attempting to download from the Internet any software on this system or executable (exe) files.
- d. Users will not attempt to change the parameters on any system to circumvent the filtering of Internet content or the desktop security measures employed by the district to protect the system's resources from alteration.

4. Inappropriate Language:

- a. User will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language in any
- b. Users of the Internet, and the district's computer resources, whether in application to public or private messages or material posted on the Web pages,
- c. Users will not post or retrieve information that could cause danger or disruption or engage in personal attacks, including prejudicial or discriminatory attacks.
- d. Users will not harass another person by any action that distresses or annoys another person and he/she must stop if asked to do so.

5. Respect for Privacy:

- a. Users will not repost a message that was sent to them privately without permission of the person who sent them the message.
- b. Users will not post private information about another person.

6. Respecting Resource Limits:

- a. Users will not download extremely large e-mail files. No downloads of software or related files should be attempted without direction from staff.
- b. Users will not post chain letters or engage in "spamming" (that is, sending an annoying or unnecessary message to a large number of people).
- c. User will check his/her e-mail (if provided) frequently and delete unwanted messages promptly.
- d. User may subscribe to high-quality discussion group mail lists that are relevant to his/her education or career development.

7. Plagiarism and Copyright Infringement:

- a. User will not plagiarize words that he/she finds on the Internet. (Plagiarism is taking the ideas or writings of others and presenting them as if they were your own.)
- b. Users will respect the rights of copyright owners. Copyright infringement occurs when a user inappropriately reproduces a work that is protected by copyright. If a work contains language that specifies appropriate use of that work, the user should follow the expressed requirements. If a user is unsure whether or not they can use a work, they should request permission from the copyright owner.

8. Inappropriate Access to Material:

- a. User will not use the Caney Valley school district's computer resources to access material that is profane or obscene (pornography) or that advocates illegal acts or violence or discrimination toward others (hate literature). A special exception may be made for specific literature if the purpose of the access is to conduct research with or for a student with advance parental knowledge.
- b. If the user mistakenly accesses inappropriate information, they should immediately inform the district's computer technician in writing through the appropriate channels in order that this site or material can be screened and blocked if appropriate.

9. Your Rights:

- a. Use of the Internet is a privilege, not a right. Individuals violating policies pertaining to standards of conduct or Internet use shall be subject to revocation of privileges and potential disciplinary action including dismissal, referral to law enforcement and /or appropriate legal action.
- b. Free Speech: The user's right to free speech also applies to their communication on the Internet. The Internet is considered a limited forum and therefore the district may restrict a user's right to free speech for valid educational reasons.
- c. Search and seizure: The user has no privacy expectations in the contents of their personal files on the district system. Routine maintenance and monitoring of the system may lead to discovery that the user has violated this policy and/ or the law.
- d. An individual search will be conducted if there is reasonable suspicion that the user has violated this policy or the law. The investigation will be reasonable and related to the suspected violation. Any material in the user's possession or on their computer will be viewed in the same context as to its appropriateness for the school setting regardless of the nature of its origin. Additional consequences for the possession of inappropriate material in the school setting may be imposed as well as disciplinary measures described by this policy regarding the method of its retrieval.

10. Legal:

- a. The district will cooperate fully with local, state, federal officials in any investigation related to illegal activities conducted with the use of the Caney Valley school district's computer resources. In the event of a claim that the user has violated this policy or the law in their usage, the procedures according to state and federal law will be followed. Additional restrictions may be placed on the user's use of the district's computer resources.

- b. The district makes no guarantee that the functions or the services provided by or through the district system will be error-free or without defect. The district will not be responsible for any damage user may suffer including, but not limited to, loss of data or interruptions of service.
- c. The district will not be responsible for financial obligations arising from a user's personal use of the system.
- d. The administrative staff and/or their designees may review files and monitor all computer and Internet activity to maintain system integrity and ensure that users are acting responsibly. Privacy is not guaranteed.
- e. Electronic footprints can be imprinted on the system whenever an action is performed. Therefore, the district has every intention of monitoring access, the type of material viewed and the subsequent use of that material. All Internet access including e-mail, can be filtered, monitored, and logged when deemed appropriate by the district.

Classroom Behavior

A student who repeatedly violates classroom policies or misbehaves in class shall be subject to referral. Misbehavior might include, but is not limited to such things as disrespect for authority, disobedience, excessive talking, failure to work or sleeping in class, etc. When a student is sent to the office for disciplinary action, parents should be contacted by the referring staff member, either by phone, mail, or e-mail. Failure of students to report to the office or students that walk out of class and/or from the building will be disciplined. This could include being suspended from school for open defiance. All students must secure admit slips before returning to their classes.

RULES OF STUDENT CONDUCT

The Board of Education and school personnel feel that certain activities are detrimental to individual development and undermine effective education. The school district is concerned with the health, safety, and well-being of all students. Unlike some districts that have separate facilities for Jr. High and Sr. High students, we share a facility. Because of this, we attempt to maintain as much separation as possible between Jr. High and Sr. High students.

Sr. High students are not to be in Jr. High areas without an approved reason. Boy-friend/girl-friend relationships between Jr. High and Sr. High students are not permitted in the building. Students will be warned once and then disciplinary consequences will be imposed. To ensure the highest standards for learning in the classroom, the following procedures will be followed; with consequences for offenses being cumulative.

In addition, each infraction will carry a point value to be assigned with the penalty. When a student reaches 35 points, he or she will have a parent conference with an administrator. When a student reaches 75 points in a school year, he or she will have a hearing scheduled and possible long-term suspension or expulsion from school will be recommended.

BULLYING POLICY

The Board of Education is committed to providing a positive and productive learning community, free from harassment or "bullying". All references to "Bullying" in this handbook are as defined by the Kansas law.. Bullying will not be tolerated on school property, in a school vehicle, or at a school sponsored activity or event. Bullying is defined as; an intentional act that is severe, persistent, and pervasive, creates an intimidating, threatening or abusive educational environment and results in one of the following: actual physical or mental harm, reasonable fear of physical or mental harm, actual damage to property or reasonable fear of damage to property.

The person being bullied is often unable to defend themselves. Usually, bullying happens over and over except that any one act may be sufficiently serious to impose suspension and /or expulsion. Bullying behaviors include, but are not limited to:

- Physical hurting (slapping, kicking, tripping, or punching)
- Threatening to hurt someone
- Getting certain people to “gang up” on others
- Excluding someone socially (keeping out of a group)
- Destroying or defacing personal property
- Insulting others
- Teasing in a mean way
- Starting rumors
- Gossiping

Bullying also can happen on-line or electronically. Cyber bullying will not be tolerated. Cyber bullying is when children or teens bully each other using the internet, cell phones, or other cyber technology at school, on school property or at a school sponsored event or if it is done off campus and creates a disruption at school. This can include, but not limited to:

- Sending mean text, e-mail, or instant messages
- Posting nasty pictures or messages about others in blogs or on websites
- Using someone else’s username to spread rumors or lies about someone

The school district’s discipline plan will be followed for students displaying bullying behavior.

Any student who believes that he or she has been subjected to bullying or who has witnessed a bullying act should discuss the alleged bullying with the teacher, bus driver, para, or principal. Any complaint must then be relayed immediately to the building principal. Students/parents can also report bullying anonymously through the “Bullying Report Form Link” located on the home page of the school website.

DISCIPLINARY POLICIES

It is the objective and policy of the Board of Education to recognize, preserve and protect the individual rights of all students, and yet at the same time to encourage and enforce the exercise of these rights within the necessary framework of an orderly, efficient, and positive school environment. Within this policy framework the Board of Education, the administrative staff and the faculty of the school strive to prevent student conduct that creates a disruption to the educational program or causes harm to the student or others.

The Board of Education further recognizes that students have certain rights under the law. The following rules and procedures have been adopted by the Board of Education to set forth the expectations for student behavior and establish procedures if disciplinary action becomes necessary,

Single Standard of Discipline

There will be a single standard of discipline in all schools of the district. Teachers, principals, and other responsible persons may not excuse any person because of race, social status, or economic status from adhering to reasonable standards of discipline or the rules of the school district. Since it is impossible to list every type of issue that might arise, the administrator has the discretion to discipline students in an appropriate manner in each individual case based on the facts and the seriousness of the behavior.

Discipline Guidelines

DISCIPLINE - Good discipline originates in the home. The parents are the first teacher of their children and should develop in them good behavior habits and proper attitudes toward school.

A parent should help the school district with the following:

- *Recognize that the teacher takes the place of the parent while the child is in school.*
- *Teach the child respect for law, authority, and rights of others and for private and public property.*
- *Arrange for prompt and regular school attendance and comply with attendance rules and procedures.*
- *Work with the school in carrying out our recommendations made in the best interest of the child, including discipline.*
- *Talk with the child about school activities; show an active interest in report cards and progress.*

Your interest and support at home are important to your child and is greatly appreciated by teachers.

1. Every school must maintain a common standard of discipline sufficient to protect the safety of all students. Behavior that endangers the safety of other children or disrupts the educational environment to deprive others of their right to learn will not be tolerated from anyone.
2. All principals are responsible for the maintenance of sufficient discipline standards and may designate specific responsibilities. All employees are responsible for assisting the principal in carrying them out.
3. All members of the school district team must cooperate fully to ensure that employees have the support they need in maintaining high behavior expectations for students. The disposition of serious matters of discipline must be in accordance with district procedures.
4. Any attempt to create different standards of discipline based upon sex, race, religion, color, national origin, ancestry, social or economic status is discriminatory, unacceptable and will not be tolerated. It is the obligation of the school district to inform parents, students, school personnel, and citizens of our discipline procedures.
5. Those persons that administer discipline should be more interested in rehabilitative effects than severity of punishment. However, it must be designed to consider the safety and consistent order required for effective learning. Discipline decisions will be based on the need to protect the safety of all students and staff while considering the best interests of the student.
6. The school district's focus is to guide and rehabilitate a child who has problems with making good decisions and self-control.
7. Discipline measures can be most effective when parents and school staff cooperate. However, any "special treatment" of the student because of his or her parent influence is unacceptable. Investigations should be full, fair, and equally applied to all students.
8. These policies shall be in effect on the property of USD 436, the school buses, and anywhere a school activity is being held.

DETENTION and ISS POLICY

In School Suspension/Saturday School

Failing to attend the reassigned ISS will result in 1 to 3 days OSS and an additional 10 points.

Office Assigned Detentions

Students' assigned detentions by the office will begin serving their time no later than the next day after it is assigned and will attend either before school and/or after school in the specified room. Students will serve the detention in 30-minute increments and will report to the detention room by 3:15 or 7:30. Students will be allowed one day for each 30 minutes of detention assigned not counting the day of assignment. A student

must make a good faith effort to complete the detention. If a good faith effort is not made the detention will be doubled. At this point the student may not be allowed to participate in extracurricular activities until the detention is served. If that detention is not served, ISS will be assigned. Points will be accrued for each failure to serve.

Teacher Assigned Detention

Detentions will be assigned by a teacher resulting from a violation of classroom rules. These will be served with the teacher assigning the detention, as scheduled with that teacher. Failure to serve a teacher assigned detention will result in an office referral and implementation of the discipline policy. Office detentions will be served before or after school in assigned detention rooms. In School Suspensions (Saturday School) will be served on Saturday mornings.

It is the policy of the Junior/Senior High School to review the discipline record of any student that reaches 75 points during a school year and determine if suspension and/or expulsion proceedings are warranted.

ACADEMIC DISHONESTY / CHEATING / FORGERY

Academic dishonesty includes, but is not limited to, giving false information to a staff member or, submitting another's work as one's own, making a false allegation regarding the conduct of another student, allowing someone to copy your work, or committing plagiarism. Forgery is signing another person's name to a document or form.

Consequences for Academic Dishonesty/Cheating:

May include any and all of the following allowing for administrator discretion:

1st Offense: Two 1 Hour Detentions

2nd Offense: 1 Day ISS

3rd Offense: 3 Days ISS

4th Offense: 1-5 Days OSS or ISS with Possibility of Due Process

5th Offense & Beyond: Addressed using the administration's discretion.

ATTENDANCE POLICY

The Caney Valley Junior-Senior High School attendance policy applies to all students enrolled in school. The attendance policy is intended to encourage students to be regular in their attendance. It is the responsibility of parents to see that their students attend school. The school program cannot reach pupils who are not present. Thus, compulsory school attendance is necessary, and the school district requires regular attendance in compliance with the state laws (Kansas Statute No. 72-3120).

Truancy policy states that students who have been absent for all or a significant part of 3 days in a row, 5 days in a semester, or 7 days in a year unexcused will be turned into the County Attorney for prosecution. The building administrator has ultimate determination if an absence is considered excused or unexcused. Students who have more than 10 absences in any one class will be placed upon a doctor's note required list. Any additional absences must provide a doctor's note or have administrator approval or they will be recorded as unexcused.

Excessive tardiness to first period can result in unexcused absences being applied (4 tardies = 1 unexcused absence). Excessive Absenteeism to the first period can also result in a full day unexcused absence being applied (four 1st period unexcused absences = 1 full day unexcused absence).

Any student who misses at least 10 class periods (in one class) will be required to have a doctor's note to excuse any further absences in any class for the rest of the school year.

Failure to provide a doctor's note will result in consequences for absenteeism. Exceptions to this are as follows:

- School-sponsored trips, events, and activities will not be counted as days absent.
- Illness of a student which requires hospitalization or home confinement will not be charged against the student's ten (10) days, providing the illness and subsequent hospitalization or home confinement are verified by a physician in writing no later than 24 hours following the return to school.
- Absence for a funeral or death of immediate family, grandparents, aunts, or uncles will not count against the 10 days.
- Absences that are verified by a parent note or phone call do not exempt the absences from the attendance policy.
- Any student leaving the building and property for emergencies, doctor appointments, or business reasons must sign out in the office, giving time of departure and destination with approval of the office. Upon returning, the student must sign in. Failure to check out or check in through the office will result in detention make-up based on administrative discretion.
- If a student arrives at school after 8:10 a.m., they are considered "late to school and it is recorded as an absence." If the student is over the tardy limit, the student may receive consequences for tardiness if they show up after 8:10 a.m.
- Excessive absenteeism could be grounds for the principal to place a student as "not in good standing" making them ineligible for extra-curricular activities.

Parents must notify the office within 24 hours of their child's absence. Notification of the absence after the 24-hour period will not excuse the student's absence unless special arrangements have been made with the principal or assistant principal. Any student who arrives for a scheduled class more than 10 minutes late will be considered absent from that class. Students who have been placed on the doctor's note required list are then assigned consequences for absenteeism when recording unexcused absences.

Consequences for Absenteeism:

May include any and all of the following allowing for administrator discretion:

1st Offense: 1 Hour Detention

2nd Offense: Two 1 Hour Detentions

3rd Offense: Three 1 Hour Detentions

4th Offense: 1- 3 Days ISS

5th & Beyond: Addressed using the Administrator's Discretion.

Skipping Class:

Students who are intentionally missing a portion or all of a regularly scheduled class without a pass (nurse/office/teacher) will be given a consequence.

Absences of this manner **WILL** count as an unexcused absence and will count toward the total absences in any one class.

****Consequences will follow steps under Attendance Policy:**

Consequences for Absenteeism:

1st Offense: 2 hours detention

2nd Offense: 3 Hours detention

3rd Offense: 1 days ISS

4th Offense: Parent meeting with counselors and admin. 1-3 days ISS

5th & Beyond: Addressed using the Administrator's Discretion.

**** Administration has the discretion to modify consequences in more extreme circumstances regarding these behaviors.**

BATTERY FIGHTING

Any student who initiates physical contact with any part of the body of another with the intent to cause physical discomfort to another student or staff member will be the aggressor in a fight. Any student who responds to such aggression with physical contact of this sort will be considered the defender in the fight. Any student who urges or provokes a fight will be an instigator in a fight. Videotaping an altercation will be considered instigating a fight and will be punished accordingly. Both the aggressor and the defender (and possibly the instigator) are in the wrong and will be disciplined. The exception to the foregoing statement would be during competitive sports.

The foregoing list is not all-inclusive, nor is it intended to be. It is impossible to list every action that may occur; however, one act of a serious nature or repeated misconduct on the part of the student may result in suspension and/or expulsion. In the event of any offense (in the discretion of the administration), the student will be suspended immediately by Caney Valley administration. It will be at the discretion of the administration to determine the length of suspension, beginning with a three (3) day minimum, and determine if any additional consequences are necessary on an incident-by-incident basis in accordance with district policy.

A fight is defined as an exchange of physical contact between two or more parties. A physical battery is defined as the use of physical force to resolve a conflict. The following are guidelines and more severe discipline including suspension and expulsion may be imposed depending on the seriousness of the behavior and the harm to another student(s):

1st Offense: 3-5 days OSS (10-25)

2nd Offense: 5-10 days OSS—Due Process Hearing if applicable (25) A fight is a misdemeanor and would also be reported to local law enforcement. Lso, Kansas law allows for a 10-day short term suspension before doing an expulsion.

A fight, threat, or any other act that may be considered violent in nature may be handled in the following manner:

1. Local authorities will be called to transport the student to the local police station.
2. The authorities shall then release the student to the custody of the parents.

Physical battery or physical intimidation towards a staff member will result in ten (10) days OSS and Due Process.

BULLYING BEHAVIORS

USD #436 Board of Education prohibits bullying in any form on school property, in a school vehicle, or at any school-sponsored event.

- Bullying is defined as: Any 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 or staff that a reasonable person, under the circumstances, knows or should know will have the effect of:
- Harming a student or staff member, whether physically or mentally;
- Damaging a student or staff member's property;
- Placing a student or staff member in reasonable fear of damage to the student or staff member's property; or
- Any form of intimidation or harassment prohibited by the Board of Education of USD#436 adopted policies concerning bullying.

Cyber bullying is all forms of harassment over the Internet or other forms of electronic communications, which cause, or have the potential to cause, a significant disruption to the learning environment. Bullying is the act of intentionally harming others as defined by the approved policy.

Consequences for Bullying may include any and all of the following depending on the severity of the behavior and its impact on other students which allows for administrator discretion

- 1st offense: No Contact Order in place for all involved parties
- 2nd Offense: ISS assigned, No Contact Order in place for all involved parties (5)
- 3rd Offense: 1-3 Days OSS, No Contact Order in place for all involved parties (10)
- 4th Offense: 3-5 Days OSS, No Contact Order in place for all involved parties (10)
- 5th Offense: 5-10 Days OSS & proposed long term suspension and/or expulsion Due Process (20)

****Law Enforcement** may be contacted at Administrator's Discretion. If it is a felony or misdemeanor, it must be reported.

****Violation of a No Contact order** will result in suspension.

It is the responsibility of all students and staff members to report acts of bullying to a member of the school staff or administration. All such reports will be taken seriously by the administration. The school, staff members, and administration will support students and co-workers making reports against any potential retaliation for making such a report.

Students and staff making prompt, accurate, and thorough reports, either verbally or in writing, will have those reports recorded by the administrative staff. A determination of the facts will take place immediately, or as soon as practical, verify the validity and the seriousness of the report.

Filing a report in good faith will not reflect on the individual's status, nor will it affect his or her grades or employment status by the district if the complainant is an adult staff member. The district shall keep the complainant confidential for both the accused and the accuser to the best of their ability while conducting a thorough investigation of the facts, until such times as the misconduct is confirmed and sanctions are imposed.

CELL PHONES, DIGITAL CAMERAS, AND ELECTRONIC/SMART DEVICES

Student cell phones, digital cameras, and electronic/smart devices at CVHS are discouraged, but if brought to school, must remain "unused," switched to "off," and put in a locker. The school is not responsible for lost, stolen, or misplaced cell phones, digital cameras, and electronic/smart devices. Lunch will be the exception; all others are to be specifically approved by the principal. Phones are available in the office.

Consequences for Cell Phones, Digital Cameras, and Electronic/Smart Devices: At least 5 points will be assigned for each offense:

May include but are not limited to any of the following allowing for administrator discretion:

- 1st Offense: detention, confiscation of device, and returned at the end of the day. (5)
- 2nd Offense: two 1-hour detentions, confiscation of device, and returned at the end of the day. (15)
- 3rd Offense: three 1-hour detentions or 1-day ISS and returned at the end of the day. (25)
- 4th Offense: 2 Days of ISS and returned at the end of the day. (30)
- 5th Offense: OSS for 1 Day and returned at the end of the day.
- 6th Offense and above will result in consequences to be determined appropriate by administration.**

**** Students are allowed to use them before and after school and at lunch**

****Failure to allow confiscation of a phone or electronic device will result in "out of school suspension".**

Exemptions may be reviewed at the discretion of the administration.

DEFIANCE/DISRESPECT TOWARD STAFF MEMBER

Inappropriate behavior directed towards administrators, teachers, staff members, or guests. This includes, but is not limited to, an exhibition of rude, uncooperative, argumentative attitude towards staff members or refusing to go to the office when directed to do so.

Consequences for Disrespect/Defiance may include but are not limited to:

- 1st Offense: 1 Day ISS
- 2nd Offense: 3 Days ISS (15)
- 3rd Offense: 3 Days OSS (20)
- 4th Offense: 5 Days OSS (25)
- 5th & Beyond: Addressed using the administration's discretion suspension and/or expulsion.

DISRUPTIVE BEHAVIOR

Student behavior that deprives the instructor of the right to teach or deprives another student of the right to learn. Any disruption

that interferes or disturbs the learning environment.

Consequences for Disruptive Behavior may include but are not limited to any and all of the following allowing for administrator discretion

- 1st Offense: 1 Hour Detention (10)
- 2nd Offense: 1 day ISS (10)
- 3rd Offense: 1-3 Days ISS (15)
- 4th Offense: 1- 2 Days ISS, OSS, or other upon severity (15)
- 5th & Beyond: Addressed using the administration's discretion suspension/and or expulsion.

DRESS CODE

Adopted by the Board of Education to focus education on student learning and growth. It allows for individual choice of style, while adhering to "time & place appropriateness" for the educational environment.

A. General: All Clothing and Accessories

(Includes Uniforms, Coats, Jackets, Backpacks, Etc.)

1. All articles of clothing or accessories which depict or reference alcoholic beverages, drugs, nudity, death, violence, obscene or profane slogans, double-meaning standards, emblems or writing that may be expected to cause a substantial disruption or interference with the educational environment or operation of the school are not allowed.
2. Clothing should not be see-through, have excessive holes, slits or be designed to reveal the body or underwear, which is intended to be covered by this dress code.
3. Undershirts, underwear, boxers, pajamas, pajama pants and house slippers are not to be worn as outer apparel.
4. Any oversized, baggy, or immodestly undersized, Spandex, or other form-fitting materials are not appropriate for school dress. Pants, or shorts should not be worn where it exposes undergarments, shorts underneath and/or buttocks.
5. Shorts, skorts, and dress lengths, and top of slits and fringing must all be at least mid-thigh length.
6. School-approved uniforms for physical education, athletics, pep rallies, etc. are worn only during the class or activity, with the approval of administration.
7. Cheerleader and Dance Team uniforms on game days along with "Spirit" Day or Week may be worn to help celebrate school pride, with the approval of administration.

8. Coats, hats, caps and other headwear, headbands, sunglasses, and gloves should be removed when entering the building and put in lockers, unless medical reasons are provided and with approval of administration.
9. Students may wear a lightweight jacket or sweater to class.
10. No articles of clothing and accessories shall be worn that will in any way damage school property, create a safety hazard or a distraction.
11. Profanity, derogatory and obscene tattoos must be covered to sight.
12. Backpacks may be worn in and out of the building, but during the school day they are to remain in the student's lockers
13. Anything the administration deems a substantial disruption to the learning environment.

B. Shirts/Blouses

Students may have:

1. Any collared shirt or blouse (shirts and blouses must be buttoned in accordance with design and appropriateness).
2. T-shirts and other pullover tops.
3. Sweatshirts and sweaters.
4. School designs and logos, brand names or other appropriate words on clothing are acceptable.
5. Sports team jersey shirts with a t-shirt underneath (except for team or game days).

Students are prohibited from wearing shirts and blouses that:

1. Expose the midriff when their arm is raised. Shirts and blouses must be at the waistline at all times and no skin must show.
2. Are excessively short, tight, or those that have a low-cut neckline. Clothing examples not allowed includes halter tops, crop tops, blouses or clothing with spaghetti straps worn alone (you must have a shirt or blouse worn over them), tank tops, low-cut/cut-out front or back, mesh, see-through clothing worn alone (must have tee shirt underneath) or muscle styles.

C. Pants, Slacks, Overalls & Shorts

1. Pants and slacks worn at the waist belted, if appropriate, and not baggy.
2. Bib overalls must have both straps fastened and worn properly over the shoulders.
3. Pants and slacks may not be excessively touching the ground or covering the foot.
4. Acceptable shorts are no shorter than mid-thigh for all grades.
5. See "General for All Clothing and Accessories".

D. Dresses, Skorts & Skirts

1. Dresses, skorts and skirts are worn at the waist (skorts/skirts) and no shorter than mid-thigh for all grades.
2. Dress tops must meet the guidelines required for blouses and skirts.
3. See "General for All Clothing and Accessories"

E. Shoes & Socks

1. Shoes must be always worn.
2. Shoes are screened for safety, health, and quietness.
3. Shoes must not have platform soles over 1-inch high, for safety reasons.
4. Socks are encouraged, but not required.
5. Shoes that can "light-up" need to be turned off during the school day.
6. See "General for All Clothing and Accessories".

F. Jewelry

1. Jewelry considered gang-related is not permitted.
2. Jewelry (including earrings, chains, emblems, etc.) considered a safety hazard or a distraction is not permitted. This includes belt buckles resembling weapons.
3. See "General for All Clothing and Accessories".

G. Hair

1. Hair must be clean, well groomed, out of the eyes, and styled in a way that is not distracting or conspicuous.
2. Hairstyles that create a safety hazard or distraction are not permitted.
3. See "General for All Clothing and Accessories".

H. Personal Appearance

1. Appearance does affect the learning atmosphere of a school. Neatness, decency, and good taste are emphasized as guidelines.
2. Good personal hygiene is always practiced.
3. Appearance must be neat and clean.
4. See "General for All Clothing and Accessories".

Consequences for Dress Code:

Those not changing clothes will wear school-provided attire (dress code tee shirt or sweatshirt and sweatpants). Discipline may include any and all of the following allowing for administrator discretion:

- 1st Offense: Conference with the Student with change of clothes required.
- 2nd Offense: 1-Hour Detention and parent notified. (5)
- 3rd Offense: Two 1-hour Detentions and parent notified. (5)
- 4th Offense: 1-3 Days ISS and parent notified. (5)
- 5th & Beyond: Addressed using the administration's discretion (5) including suspension and or expulsion.

DRUGS, NARCOTICS, AND ALCOHOL PRODUCTS

A student shall not possess, sell, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, simulated drug, amphetamine, barbiturate, marijuana, alcoholic beverage, inhalant or intoxicant of any kind.

Suspicion of being under the influence will be grounds for discipline consequences.

The use of a drug prescribed to the student by a medical physician and/or a registered pharmacist shall not be considered a violation of this rule. The use of this prescribed medication is for the student under the physician's care only. Such medication should be reported to the Main Office as described in the Medication section of the Student Handbook.

Consequences for Drugs, Narcotics, and Alcohol Products may include any and all of the following depending on the amount, type, and use of drugs found and the number of previous violations:

5 days OSS, suspension and/or expulsion with appropriate Due Process, Contact Police Department (25)

**Administration has the discretion to modify consequences in more extreme circumstances regarding these behaviors.

**Any student in possession of prescribed or over the counter medication, which has not been checked into the office, is subject to school discipline.

FAILURE TO SERVE AN ASSIGNED DETENTION

Teacher assigned detentions may be assigned for a variety of reasons. Failure to attend will result in an office referral and a 1-hour detention assigned. Failure to serve an office detention will result in a 1-day ISS.

FLAGRANT MISBEHAVIOR/HORSE PLAY

Flagrant misbehavior or horseplay is any apparent act, behavior, or item that could have a negative impact on the learning environment of the classroom or jeopardize the health, safety, or physical well-being of any student or school employee. This includes but is not limited to, pushing, shoving, or touching of another person.

Consequences for Flagrant Misbehavior or Horseplay may include any or all of the following depending on the individual facts in each situation allowing for administrator discretion:

1st Offense: Two 1 Hour Detentions (10)

2nd Offense: 1 Day ISS (15)

3rd Offense: 3 Days ISS (15)

4th Offense: 1-5 Days OSS (20)

5th Offense & Beyond: Addressed using the administration's discretion. Including suspension and or expulsion

FOOD AND DRINK

Students shall not take drinks or food items into the hallways or classrooms at CVJH or CVHS during normal class time. Items purchased from the food service center must remain in the cafeteria. Only bottled water should be allowed in classrooms unless special arrangements have been made with the Caney Valley administration.

Consequences for Food and Drink Violation may include any and all of the following depending on the facts in each situation allowing for administrator discretion:

1st Offense: 1-Hour Detention (5)

2nd Offense: Two 1 Hour Detentions (5)

3rd Offense: Three 1 Hour Detentions or 1 Day ISS (5)

4th Offense: 1- 2 Days ISS, OSS, or other upon severity (5)

5th and Beyond: Addressed using the administration's discretion (5) including suspension and/or expulsion

HALLWAY EXPECTATIONS

While in the halls, students are expected to talk quietly. There should be no profane language, gestures, or public displays of affection. Excessive amounts of public displays of affection may result in disciplinary consequences. Students are not to impede the flow of traffic in the hallways. This includes but is not limited to running in the hallways. Students will be allowed to go to their lockers after being dismissed from lunch, during passing periods, and before and after school. Students will have four (4) minutes to pass from one class to the next.

Consequences for Violation of Hallway Expectations may include but are not limited to the following depending on the facts in each situation allowing for administrator discretion:

1st Offense: 1 Hour Detention (5)

2nd Offense: Two 1 Hour Detentions (5)

3rd Offense: 1-3 days ISS (5)

4th Offense: 1- 3Days ISS, OSS, or other upon severity (5)

5th & Beyond: Addressed using the administration's discretion including suspension and/or expulsion.

HAZING PROHIBITED

Kansas law prohibits “hazing.” Since this issue could be related to gang or athletic activities, the following handbook language is included:

Incidents involving initiations, hazing, intimidations, and/or related activities which are likely to cause bodily danger, physical harm, personal degradation, or disgrace resulting in physical or mental harm, or which affect the attendance of another student, are prohibited. Such incidents will not be tolerated. All incidents will result in strong disciplinary action being taken by the administration. These behaviors should not and will not be associated with any USD #436 program.

Consequences for Hazing Violation may include but are not limited to allowing for administrator discretion

: Upon severity: ISS, 1 to 5 days OSS, Counseling (20) having is a crime in Kansas law so time may result in a 10-day short term suspension or expulsion.

2nd Offense: 3-5 days OSS, Due Process Hearing if applicable (25)

**Law Enforcement will be contacted. Any minor crimes (misdemeanors) or felonies (serious crimes) that happen at school, on school property or at a school sponsored event must be reported to law enforcement.

INTERNET USAGE POLICY

It is the policy of USD #436 to mandate and expect that students will use the Internet system in a responsible manner and be held responsible for their actions. Accordingly, the district has established policies and procedures for the use of the Internet system along with rules governing the behavior of students who access such a system. In the school setting, Internet account use is limited to educational and research purposes. Students who do not comply with the standards of behavior outlined in the student Internet rules may lose their privilege to use the system and/or be subject to other disciplinary action.

Procedures for Use:

1. USD #436 will allow students to access the Internet provided that the parents or legal guardians of the students do not object in writing to the students having such access. If a parent/legal guardian objects, he/she shall fill out the objection form, sign it, and have it placed on file at the school where the student attends.
2. Each year, prior to use, each student shall receive and discuss information from his/her teacher or computer lab instructor regarding responsible use of the Internet, including copyright laws to which the student must adhere.

Rules of Use:

Students shall:

1. Adhere to the same standard of conduct expected and required in a classroom;
2. Follow the rules for time limits and printing instructions;
3. Use the Internet account for educational and research purposes within the framework established by the instructor.

Students shall not:

1. Use the Internet account for any illegal activity, including violation of copyright;
2. Disrupt equipment, system performance, or data of the school system or another user;

3. Use the Internet account extensively for sending and receiving a large number of personal messages;
4. Attempt to gain unauthorized access to resources or entities, such as content typically blocked by web filters
5. Attempt to invade the privacy of individuals
6. Use an account owned by another user
7. Send or retrieve messages that are inappropriate, obscene, racist, sexist, contain obscenities, or contain inflammatory or abusive language
8. Visit sites that are inappropriate; such as, obscene, racist, or sexist websites; websites containing obscenities, inflammatory, or abusive language; or any hate websites;
9. Send or receive a message using a name other than the student's own name;
10. Read other people's mail or files without permission. Flash drives may not be used without prior approval.

Consequences for Internet Usage Policy Violation may include any or all of the following depending on the facts in each case allowing for administrator discretion;

1st Offense: Two 1 Hour Detentions (5)

2nd Offense: Loss of school network use privileges (10)

3rd Offense: 1 Day ISS (10)

4th Offense: 1-2 Days ISS, OSS, or other upon severity (15)

5th & Beyond: Addressed using the administration's discretion (including suspension and/or expulsion)

LUNCHROOM (and Breakfast) EXPECTATIONS

While in the Lunchroom, students are expected to talk quietly. There should be no profane language, gestures, or public displays of affection. All students should always respect all lunchroom workers. Any disrespect will fall under the disrespect category and could result in suspension and/or expulsion. Students are to travel through the lunch line in a neat and orderly fashion. Once the student has received their food, they are expected to sit and remain sitting until it is time to dump their tray. Students are not to change seats, throw any objects or food, or take food from other students. Any unnecessary noise will be a violation. This includes hitting or banging on the tables, yelling, or stomping feet.

Consequences for Lunchroom (Breakfast) Violation (5) may include any or all of the following allowing for administrator discretion:

1st Offense: 1 Hour Detention (5)

2nd Offense: Two 1 Hour Detentions (5)

3rd Offense: Three 1 Hour Detentions or 1 Day ISS (10)

4th Offense: 1-2 Days ISS, OSS, or other upon severity (10)

5th Offense & Beyond: Addressed using administrator discretion including suspension and/or expulsion.

****Lunch detentions may be used in place of 1-hour detentions.**

PROFANITY/INAPPROPRIATE LANGUAGE

Inappropriate language/gestures expressed verbally or visually.

Consequences for Profanity/Inappropriate Language Violation may include any and all of the following depending on the facts allowing for administrator discretion:

1st Offense: 2-one hour detentions (5)

2nd Offense: 1-day ISS (10)

3rd Offense: 1–3 day ISS (15)

4th Offense: 1-2 days ISS, OSS, or other expulsion upon severity (15)

5th & Beyond: Addressed using the administration's discretion including suspension and expulsion.

**Excessive profanity or inappropriate language / gestures may be referred to Law Enforcement for Disorderly Conduct.

RACIAL DISCRIMINATION

Racial harassment is racially discriminatory conduct that can include speech or other behavior.

Some examples of racial discrimination include racial slurs, offensive or derogatory remarks made about students actual or perceived race or color, display of racially offensive symbols or images.

1st Offense: Depending upon severity: 1-5 days ISS, OSS, Counseling, No Contact Order, Possible police involvement. (20)

2nd Offense: 3-5 days OSS, Due Process Hearing if applicable, No Contact Order, Possible police involvement. (25)

Board policy has detailed information about the complaint and investigation procedures and should be reviewed.

REFUSAL OF REASONABLE REQUEST

Students who refuse reasonable requests from staff members can cause a disruption to their learning and the learning environment of others. Teachers are in charge of the classroom and any reasonable request is expected to be followed.

Consequences for a Refusal of a Reasonable Request may include any and all of the following depending on the facts and seriousness of the behavior allowing for administrator discretion

1st Offense: 1 hour detention (5)

2nd Offense: two 1-hour detentions (10)

3rd Offense: three 1-hour detentions or 1 Day ISS (10)

4th Offense: 1- 2 Days ISS, OSS, or other upon severity (15)

5th & Beyond: addressed using the administration's discretion including suspension and/or expulsion.

REPEATEDLY BREAKING RULES

Behaviors that do not fit into the general categories but are inappropriate and affect the safe and orderly learning environment.

Consequences for Repeatedly Breaking Rules may include any and all of the following depending on the facts and seriousness of the behavior allowing for administrator discretion:

- 1st Offense: 1 hour detention (5)
- 2nd Offense: two 1-hour detentions (10)
- 3rd Offense: three 1 hour1-hour detentions or 1 day ISS (15)
- 4th Offense: 1- 2 days ISS, OSS, or other upon severity (15)
- 5th & Beyond: addressed using the administration's discretion including suspension/expulsion.

RUDE AND INAPPROPRIATE BEHAVIOR

Exhibiting a lack of respect, regard and rude behavior toward another student or adult. Rude behavior could include telling someone to "shut-up," telling an inappropriate joke or making fun of another student. If these actions repeatedly occur, it could be classified as bullying.

Consequences for Repeatedly Breaking Rules may include any and all of the following depending on the facts and seriousness of the behavior allowing for administrator discretion:

- 1st Offense: 2-hour detention (10)
- 2nd Offense: 1 day ISS (10)
- 3rd Offense: 1–3-day ISS (15)
- 4th Offense: 1- 2 days OSS, or other upon severity (20)
- 5th & Beyond: Addressed using the administration's discretion including suspension and/or expulsion.

SCHOOL BUS RULES AND REGULATIONS

While riding school buses, all students will be subject to school district rules and regulations as well as bus company rules and regulations. Board policy and individual school bus rules and regulations supersede the following bus rules and regulations:

1. The driver is in full charge of the bus and the passengers.
2. Students should be at the assigned stop 5 (five) minutes before the scheduled arrival of the bus.
3. While at the bus stop or pick-up points, students must:
 - a. Conduct themselves in an orderly manner
 - b. Respect nearby private property and rights of others
 - c. Avoid littering
4. Students shall take their seats promptly after boarding the bus. Should the driver assign seats, students must comply.
5. Pupils will remain in their seats while the bus is in motion.
6. Students must not extend hands, arms, or heads out of bus windows.
7. No radio or tape players will be permitted on the bus without the use of headsets on activity trips.
8. While on the bus, students must not:
9. Smoke or have open flames
 - a. Throw objects within or outside of the vehicle
 - b. Disturb the driver
 - c. Litter the bus
 - d. Eat food or drink beverages of any kind
 - e. Transport items, which may endanger the health or safety of other passengers
 - f. Tamper with the bus or bus equipment
10. No weapons, knives, pepper spray, mace, or guns (real or fake) are allowed on the bus.
11. Fighting on the bus will result in an immediate suspension of bus privileges for all students involved, up to an entire school year in length.
12. Students must report to the driver any damage to seats or bus equipment.

13. Students who exit from a bus must never walk behind the bus. If students must cross the street, they must cross in front of the bus and at least 15 feet from the front of the bus upon a signal from the driver.
14. Any student who enters or exits the bus through the rear emergency door in a non-emergency situation will receive an immediate five-day suspension of bus riding privileges.
15. The bus will not transport animals of any kind.

Infraction of these bus rules and regulations will have consequences at school as well as on the bus.

The following guidelines will be used in dealing with students who violate the bus regulations.

Consequences for School Bus Rules and Regulations include but are not limited to the following allowing for administrator discretion:

- 1st Offense: warning, parent contacted
- 2nd Offense: warning, parent contacted
- 3rd Offense: 5-day suspension from bus riding
- 4th Offense: suspension from bus riding privileges for the remainder of the semester
- 5th & Beyond: addressed using the administration's discretion including suspension and/or expulsion

SEXUAL HARASSMENT

Unsolicited and unwelcome sexual behavior or comments by any individual that interferes with work, study, or everyday life and creates an intimidating, hostile, or offensive environment.

Consequences for Sexual Harassment may include but is not limited to the following allowing for administrator discretion

- 1st Offense: Depending upon severity: 1-5 days ISS, OSS, Counseling, No Contact Order, Possible police involvement. (20)
- 2nd Offense: 3-5 days OSS, Due Process Hearing if applicable, No Contact Order, Possible police involvement. (25)

Board policy has detailed information about the complaint and investigation procedures and should be reviewed.

SMOKING/TOBACCO PRODUCTS (POSSESSION OR USE)

The student may be issued a ticket from local law enforcement if in possession of any tobacco product. This includes smoking or the use of any tobacco products (including E-Cigarettes) while:

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

Students in possession of materials used for smoking of any kind will have consequences issued up to and including any of the following allowing for administrator discretion:

Consequences for Smoking/Tobacco Products:

- 1st Offense: 1- Day OSS; referral to Law Enforcement. (20)
- 2nd Offense: 1-3 Days OSS; referral to Law Enforcement. (20)
- 3rd Offense: 5 Days OSS; referral to Law Enforcement. (30)
- 4th Offense: Addressed using the administration's discretion including suspension and/or expulsion.

TARDINESS

- Students are to be in class on time. The student is responsible for being prepared to undertake the academic activity when each class is scheduled to begin.
- Students who arrive in the building after 8:10 AM must report to the attendance counter.
- Students having unexcused tardiness will be assigned detentions according to the Tardy Policy. Failure to attend detentions for excessive tardiness may result in additional detentions or more severe consequences, as determined by the administration.
- Chronic Tardiness could be grounds for the school Principal placing a student “not in good standing” and ineligible for extra-curricular activities.
- Students will receive two (2) warnings per class before the following tardy consequences take place:

Consequences for Tardy Violations may include any and all of the following allowing for administrator discretion:

- 3rd: Teacher-assigned fifteen (15) minute detention
 - 4th & 5th: Office referral and a one (1) hour detention
 - 6th & 7th: Office referral and a two (1) hour detention
 - 9th: Office referral and one (1) day of In-School Suspension (ISS)
 - 10th and beyond: Addressed using the administration’s discretion including suspension and/or expulsion.
- **Four Tardies will equate to 1 unexcused absence.

THEFT/POSSESSION OF STOLEN ITEMS

Local law enforcement will be involved in any situation where students are suspected of possessing stolen items.

Consequences for Theft/Possession of Stolen Items include but are not limited to any and all of the following depending on the facts in each situation allowing for administrator discretion:

1st Offense: 3-5 Days OSS, Replacement of Item(s), referral to Law Enforcement and possible Due Process. (20)
2nd Offense: 3-5 Days OSS, suspension and/or expulsion Replacement of Item(s), referral to Law Enforcement, Due Process Hearing (if applicable) (20)

UNNECESSARY SCHOOL ITEMS

Any item deemed unnecessary or a distraction to the learning environment will be confiscated by administration. These items could include, but are not limited to laser pointers, toys (figurines), gaming devices or any item that could hinder the learning process for that student or others.

Consequences for Unnecessary items include but are not limited to any and all of the following allowing for administrator discretion:

1st Offense: 1 hour detention and item returned at the end of the day. (5)
2nd Offense: Two 1-hour detentions and item returned at the end of the day. (5)
3rd Offense: 1 day ISS and item only returned to a legal guardian. (10)
4th Offense: 3 days ISS or OSS depending on severity and item only returned to a legal guardian. (20)
: Addressed using administrator discretion including suspension and expulsion

VANDALISM / DESTRUCTION OF PROPERTY

Any student who intentionally destroys or damages property or who defaces by cutting, painting, writing, or illustrating on any fence, furniture, building or other school or personal property shall immediately compensate for such damage.

Consequences for Vandalism/Destruction of Property include but are not limited to any and all of the following allowing for administrator discretion

1st Offense: depending on Severity: 2 Days of ISS, 3 to 5 Days OSS, Restitution, Notification of Law Enforcement. (20)

2nd Offense: 3-5 Days OSS, Restitution, suspension and/or expulsion Due Process Hearing (if applicable), Notification of Law Enforcement. (20)

VERBAL ASSAULT / CRIMINAL THREAT

Verbal assault/criminal threat is any overt act, behavior, or item that could adversely affect the learning environment of the classroom or jeopardize the health, safety, or physical well-being of any student or school employee. This could include but not limited to extortion, gambling, fireworks, smoke bombs, pepper spray, lighters, mace, false alarms, or physical intimidation. Physical intimidation or threats made on social networks or electronic devices that disrupt the school day could result in school discipline.

Consequences for Verbal Assault/Flagrant Misbehavior include but are not limited to any and all of the following allowing for administrator discretion

1st Offense: 3 to 5 Days OSS, No Contact Order put in place. (15)

2nd Offense: 5 Days OSS, No Contact Order put in place. (20)

3rd Offense: 5 Days OSS, suspension, and expulsion with due process (if applicable), No Contact Order put in place. (20)

****Any threat made by word or deed toward a staff member will result in
3rd Offense, 5 days OSS, suspension or expulsion and due-process if applicable****

WEAPONS VIOLATION, EXPLOSIVE DEVICES OR SIMULATIONS

A student shall not possess, handle, or transmit any object that can reasonably be considered a weapon on the school grounds, in student parking areas, or off school grounds at any school activity or event. This policy shall include any item being used as a weapon or destructive device or any facsimile of a weapon.

Possession of a firearm/knife may result in any or all of the following:

1. Short-term suspension (1-10 days OSS)
2. Long-term suspension (more than 10 days, due process hearing)
3. In the case of a firearm, in accordance with federal law, immediate expulsion from school for a period of one year
4. (186 school days)
5. Possession of a weapon will result in a referral to Law Enforcement.

DETENTION ASSIGNMENTS / Extended School Day

The following regulations are to be followed when a student is assigned a detention:

- Detention begins promptly five minutes after classes are dismissed for the day.
- The students must bring homework or work will be provided.
- The student's parent will be contacted by phone or through mail.
- Detention will be served that day or the following two days after being assigned.
- Failure to serve a detention will result in further disciplinary action.

SUSPENSION, EXPULSION, PROGRESSIVE DISCIPLINE POLICY

While self-discipline, courtesy, and respect for others are expected of all students, certain procedures are necessary to assist some people in achieving these expected behavior patterns. The principal/assistant principal will assume primary responsibility for the administration of these policies.

Students attend school for the purpose of learning and will not be allowed to keep a teacher from teaching or a student from learning. Good discipline in school is extremely important to the educational process. It is a vital factor in determining the kind of education students will receive. Progressive discipline plan will be considered depending on the facts, seriousness, and frequency of each discipline situation. The administration may use discretion in considering each individual incident.

When a student has accumulated a total of ten days of Out-of-School Suspension, that individual will appear before a hearing committee to determine their educational status.

POLICE PROSECUTION

Any Caney Valley Junior-Senior High School student who commits a crime during the normal school day or during any school-sponsored event or activity may be fully prosecuted by the local police department; in addition, the student may be subject to school discipline consequences including suspension or expulsion from school.