

**2023-2024**

**Clifton-Clyde High School  
Student Handbook**



**It is the mission of USD 224 to provide  
a positive learning experience for all students to  
achieve their highest potential as productive  
members of a global society.**

# Clifton-Clyde High School

*Home of the Eagles*

616 North High  
Clyde, Kansas 66938  
785.446.3444 – Ext: 3

**Principal**

Art Baker

**Secretary**

Caley Wilson

**Equal Opportunity Employer**

Discrimination against any student on the basis of race, color, national origin, sex, disability, or religion in the admission or access to, or treatment in the district's programs and activities is prohibited. Mr. Art Baker, 616 North High Street, Clyde, Kansas 785-446-3444 has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and The Americans With Disabilities Act of 1990. Any Student who believes he or she has been discriminated against may file a complaint with the building principal or compliance coordinator. Any student complaint of discrimination shall be resolved under the district's discrimination compliant procedure.

**District Information**

[www.usd224.com](http://www.usd224.com), allows access to the district calendar, school closing information, PowerSchool, and other district information.

Contact the high school secretary with questions.

**Faculty**

Kristen Baker.....	Counselor
Amber Bryant.....	L.D., B.D.
Michael Cyr.....	Math
Aaron Debes.....	Business
Sarah Duensing.....	Art
Rocky Fahey.....	Agricultural Education
Emily Junek.....	Science
Carrie Littrell.....	Math
Pam McGregor.....	English, Yearbook
Samantha Reith.....	Family & Consumer Science
Max Schwab.....	Industrial Arts
Russ Steinbrock.....	PE, Weights
Austin Swanson.....	Social Science
Lisa Wunderle.....	English, Speech

**Support Staff**

Cook.....	Brandi Hudson
Cook.....	Sharon Popelka
Head Custodian.....	Karla Danielson
Library Aide.....	Jan Benteman

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## I. ATTENDANCE

Kansas law requires students to attend until age 18. Sixteen and seventeen year olds may be exempt from the compulsory attendance law if:

1. they have obtained a diploma or GED or
2. if they are enrolled in an approved alternative education program recognized by the local board of education or
3. a court ordered exemption or
4. the parent or person acting as parent consents in writing to their child being exempt from the requirement and the child and parent attend a final counseling session conducted by the school and sign a disclaimer.

The law requires the disclaimer to include the following information:

1. the academic skills the child has not yet achieved;
2. the difference in future earnings between a high school graduate and a dropout; and
3. a list of educational alternatives available to the child.

### Truancy

The building principal or designee will report truancy to the appropriate authority. Students 13 and under will be reported to the Kansas Department for Children and Families; students over 13 will be reported to the county or district attorney.

Truancy is defined as three consecutive unexcused absences, any five unexcused absences in a semester, or seven unexcused absences in a school year, whichever comes first.

### Check In and Check Out

Students must check out at the office before leaving school premises during the school day. Students must sign in when arriving at school after the beginning of the school day.

Students will not be released during the school day except upon written or verbal request of the student's parent or person acting as a parent. Before releasing a student, the principal will verify the identity of the person seeking release of the student. Students who leave without authorization are unexcused and subject to disciplinary action.

### Attendance Policy

Students learn best when they attend school regularly and on time. The

school will contact parents if students are absent.

### Attendance Procedures

The following are normal attendance procedures:

1. Parents should contact the school office for any absence
2. Prior arrangements for absences known about in advance, such as medical appointments, are always a good idea.
3. If the school is not notified of an absence by 9:15 a.m., school personnel will call to determine the reason for the absence. This is for safety reasons.
4. A student late to class by more than 15 minutes is considered absent.

### College Visits

College visits must be arranged through the counselor's office with parental notification/involvement in advance in order for the absence to be considered a "College Visit". Allowable College Visits per year are as follows:

- Sophomore year 1 visit
- Junior year 2 visits
- Senior year 2 visits

### Absences

Students will be allowed six absences per semester. All student absences resulting from field trips, school activities, death in the family, and/or religious observances will be classified as an "excused absence" from class and not count towards the 6 allowable absences. Any excused absence not listed above, will be applied towards the maximum number of allowable absences that a student may accumulate during a semester. Letters will be sent home after absences #4 and #6. Beginning with the 7<sup>th</sup> absence, a student must present a doctor's note or the absence will be considered unexcused. The principal or designee will determine when an absence is unexcused. Missing 2-4 classes constitutes a half day absence; 5 classes or more constitute a whole absence.

### Unexcused Absences

Unexcused absences may include leaving school grounds without permission, receiving no notification from parents, or acquiring a 7<sup>th</sup> absence not accompanied by a doctor's note or otherwise excused. Students with an unexcused absence will make up time during Saturday School or as determined by the principal.

### Late (tardy) to School

Being late disrupts classes. Teachers are required to have students who are late to school check in at the office before being admitted to class. The principal will determine if being late to school is excused. There are very few reasons for an excused late to school. The 3<sup>rd</sup> and subsequent tardy (late) to school in a semester will result in the student making up class time as arranged with the principal.

### Late (tardy) to Class

Once a student is at school, teachers determine if the student's being late to class is excused or unexcused. Teachers will inform the office of all unexcused, late (tardies) to class. The 3<sup>rd</sup> and subsequent tardy (late) to class in a semester will result in the student making up class time as arranged with the principal.



## II. STUDENT CONDUCT/DISCIPLINE

Students may be disciplined for any of the following reasons:

1. Willful violation of any published, adopted student conduct regulation;
2. Conduct which substantially disrupts, impedes, or interferes with school operation;
3. Conduct which endangers the safety or substantially impacts or invades the rights of others;
4. Conduct which constitutes the commission of a felony or misdemeanor;
5. Disobedience of an order of a school authority if the disobedience results in disorder, disruption, or interference with school operation;
6. Possession of a weapon at school, on school property, or at a school-sponsored event.

Teacher authority extends to all students on grounds and in the building at any time during the day or at all activities.

Violation of the behavior code may result in disciplinary action up to and including suspension and/or expulsion.

The principal under the authority of the board of education determines the type of discipline. The principal assesses disciplinary action based upon knowledge of the facts. Such factors as previous infractions, cooperation of the student and parents, and the seriousness of the infraction determine the principal's actions. The principal may seek legal counsel or advice from the administrative team in disciplinary situations, but the decision rests with the principal. Disciplinary action should be reported to the parent in reasonable time.

The district will cooperate with law enforcement as required by law by reporting criminal acts committed at school, on school property, or at school-sponsored activities.

### Discipline Measures

The discipline measures listed in this section may be applied on a case-by-case basis depending on the severity of the behavior violation. The administration reserves the right to apply other consequences as appropriate.

### Weapons

Students will not knowingly possess, handle, or transmit any object that can reasonably be considered a weapon at school, on school property,

or at a school-sponsored event. This shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon. For purposes of this policy the term "weapon" is not limited to the items described in K.S.A. 72-6135.

### Possession of a Firearm

Possession of a firearm or other object defined as a weapon under K.S.A. 72-6135 at school, on school property, or at a school-sponsored event will result in expulsion from school for a period of one year (186 school days), except the superintendent may recommend this expulsion requirement be modified on a case by case basis. The superintendent, other certificated employee, a committee of certificated employees of the school, or a hearing officer appointed by the board will conduct the expulsion hearings. Students violating this policy will be referred to the appropriate law enforcement agency(ies) and, if a juvenile, to the DCF.

### Vandalism

The board will seek restitution according to law for loss and damage sustained by the district. The principal or superintendent will contact the parents when a juvenile is involved in vandalism to district property. The parents will be notified of the dollar amount of loss or damage in writing.

### Sexual Harassment

Sexual harassment will not be tolerated in the school. Depending upon the severity of the infraction one or more of the following actions will be taken:

1. Conference with the student(s)
2. Parental notification
3. Counseling
4. Disciplinary Action

### Dress Code

The purpose of the dress code is to emphasize neatness and decency appropriate for a school and educational atmosphere. The principal will make the final determination regarding the appropriateness of a student's appearance.

Students who are inappropriately dressed will be required to change their clothing or parents will be called:

The board-approved dress code for school days and school activities is as follows:

1. Wearing apparel must cover the midriff and all undergarments must be covered. Other tops not acceptable include halter tops, tube tops, mesh shirts, strapless tops, or any top or shirt that has straps less than 1” in width such as most spaghetti strap types of tops. Tops should not be worn off the shoulders.
2. Appearance must be neat and clean
3. Clothing must not be inappropriately torn or ripped
4. No hats, caps, or hoods are permitted during the regular school day.
5. Shoes or sandals are required.
6. Clothing that suggests illegal, immoral, vulgar or uncomplimentary language or advertises drug, alcohol, or tobacco is prohibited during school and at school activities.
7. Pants must be worn at the appropriate hip level.
8. Loose and dangling clothing is not permitted around machinery.

Students involved in extra-curricular events will dress in accordance with the sponsor’s requirements, subject to the principal’s approval.

### Student Decorum

Holding hands is allowed.

1. Excessive display of affection is not permitted.
2. “Horse play”, running, or similar behavior is not permitted.
3. Swearing is not permitted.

### Gang Activity

Gang activities, which threaten the safety or well-being of persons or property on school grounds or at school events or disrupt the school environment, are prohibited.

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

1. Will not lead school officials to reasonably believe that the behavior, apparel, activities, acts, or manner of grooming displayed is gang-related;
2. Will not present a physical safety hazard to self, students, staff, or other employees;
3. Will not create an atmosphere in which a student, staff or other person’s well-being is hindered by undue pressure, behavior, intimidation, overt gesture, or threat of violence; or
4. Shall not imply gang membership or affiliation by written communication, marks, drawing, painting, design or emblem upon any school building, any personal property or on one’s

person.

If the student's behavior is in violation of these provisions, the principal will request the student to make the appropriate correction and will take appropriate corrective and disciplinary action as necessary.

### Hazing/Harassment/Initiations/Bullying/Menacing

The board is committed to providing a positive and productive learning and working environment. Hazing, harassment, intimidation, menacing, or bullying by students, staff, or third parties is strictly prohibited and shall not be tolerated in the district.

Students whose behavior is found to be in violation of this policy will be subject to discipline, up to and including expulsion. Staff whose behavior is found to be in violation of this policy will be subject to discipline, up to and including dismissal. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the superintendent or board.

Individuals may also be referred to law enforcement officials.

### Bullying Procedure

As with all discipline, teachers are the first line of defense against bullying. If the student does not respond immediately to a teacher's correction or if the infraction warrants, the following may result:

1. Conference with the principal
2. A discipline referral
3. Notification of parents

### The Principal

- Will keep track of reports
- Once those accumulate to a level of concern or a major incident occurs, the principal will deal with it as a bullying/harassment issue and follow the current discipline plan (which is 4 hours of Saturday school or OSS depending upon the severity. Police may be called at any point)

Response to bullying can take any of the following forms

- Action by a teacher
- Conference with the school counselor
- Conference with the principal or designee
- An office discipline referral

- Saturday School
- If severe enough, an out-of-school suspension
- If severe enough, law enforcement will be called

False Reporting is another example of bullying and will be treated accordingly.

#### Detention/Make-Up Time

***May be implemented by the teacher or principal and will take precedence over employment or activities.*** At least 1 day advance notice will be given to the student.

#### Saturday School

Saturday School will be used for behavior and attendance problems. Saturday School will last from 8:00 am until 12:00 noon. The school doors will be locked at 8:02; any student arriving later than that will be assigned double time for the next Saturday or Out-of-School Suspension (OSS). Students are expected to work on academic assignments in order for the time to count. Students will receive a five minute break every hour for water/restroom.

#### Probationary Status

Any suspension or expulsion or punishment may be deferred by the principal and the student placed on probation for a set period of time. The disciplinary action will remain deferred as long as the student meets the conditions of the probation. Written notification will be given to the student and to the parents of this action.

The superintendent will handle probation resulting from violations of the weapons policy.

#### Searches of Students

Principals are authorized to search students' clothing and belongings if there is a reasonable suspicion that district policies, rules, or directives are being violated.

#### Interrogations and Investigations

The principal or designee has the right to conduct investigations and question students about infractions of school rules or the student conduct code. If there is a violation of criminal law, the principal will notify the appropriate law enforcement agency and may request further investigation of the alleged violation.

When law enforcement officers conduct an investigation or question student(s) during school hours, the principal will make reasonable

attempts to contact the parents or guardians or representatives of the student(s) prior to the questioning. To the extent possible reasonable requests of the parents, guardian, or representative will be observed. The principal will document the attempted notification of the parents, guardian, or representatives. If the parents, guardian, or representative is not present, the principal or a certified staff member will be present.

### III. ACTIVITIES

#### Clubs and Organizations

School sponsored clubs are under the direct control of school personnel.

Every sponsored club will have a constitution or by-laws approved by the principal and on file in the office. School sponsored clubs will have a sponsor present during meetings and at functions.

#### Fund Raising

All student sales projects will require the principal's prior approval.

Solicitations and fund raising by students during school hours will be restricted to school-related activities.

#### Parties and Social Event

All classroom parties and other school social events must be approved in advance by the principal.

#### Dances

Unless prior permission is granted, students will not be permitted to leave and return to a building during dances or similar functions. This is called a closed dance. A student may not bring a guest not enrolled in the district unless the principal gives prior written permission. Guest cards can be retrieved in the CCHS office and must be signed by the CCHS student, CCHS student guest, CCHS student guest parent, and CCHS guest student's administrator by 3:20 on the Tuesday before the dance. Guest cards must be presented at the door of the dance before entry.

1. All dances (excluding prom) are open to CCHS students grades 9-12.
2. Dances must be adequately sponsored and supervised.
3. Doors close ½ hour after a dance starts.
4. All dances must be approved by the principal.

Attendance at the junior prom is not a right. Prom is expensive, and juniors are expected to help with their share of the fund-raising. Juniors who do not participate will be assessed additional dues to make up the difference if they wish to attend the dance. The class will vote to determine the amount subject to approval by the sponsors and principal.

### Use of Breathalyzer at Dances and PROM

All students and guests entering, and anytime during a school dance/PROM may be breathalyzed at the discretion of the administrator. If this passive test is negative, the student/guest will be allowed to remain at the dance. If before, or during the dance, the evaluation proves positive, indicating the presence of alcohol, the student will not be admitted, and/or asked to leave the dance. Vehicle keys will be retained and parents called. For the screening to be done, prior written permission must be on file, signed by the parent or legal guardian, or in the case of students or guests 18 or over, the student or guest. No student is allowed at the dance that does not have a permission slip on file.

### Extra-Curricular Activities Participation Requirements

Students who participate in any school activity will meet the following guidelines:

1. Academic eligibility
2. KSHSAA regulations where applicable
3. Other requirements established by the principal

### Eligibility—Attendance

A student must be present at school on time and all day on the day of an activity to participate in activities. Exceptions are with permission of the principal. All rules and regulations of the KSHSAA will be in effect.

The following apply to all events (this will include music contests, scholars' bowl, art, drama, etc. as well as sports).

### Eligibility—Grade

1. Eligibility will be done weekly. Students will be given a two week grace period at the beginning of each quarter to establish grades before eligibility reports will be run.

2. Students who have a failing grade in a class on Thursday at 3:45pm when the reports are ran will have one week to bring the grade up to a passing level.

3. If after one week the failing grade/s are not all passing, the student will not be eligible beginning the following Monday through Sunday. A student will be ineligible for the entire week once they have been placed on the list.

4. Students who are ineligible will not be able attend their team/club events (except practice) until they become eligible again.



### Student in Good Standing

Students must be in good standing to participate in any school sponsored event (this will include music contests, scholars' bowl, art, drama, etc. as well as sports).

1. Students in good standing must not be on suspension.
2. Students in good standing must adhere to Rule 52 (Sportsmanship/Citizenship).
3. Students in good standing must have acceptable attendance.
4. Other circumstances as determined by the principal.

### Transportation to and from Activities

When the district provides transportation, participating students are prohibited from driving personal vehicles to or from the district-sponsored activity held during or after the school day unless authorized in writing by the student's parent or guardian.

Students will be released from returning on school transportation only with direct face-to-face contact with sponsor by the parent at the event (or phone call), a signed note, or by signing the sign out sheet.

### Publications

School-sponsored student publications will be under the supervision of the building principal or designated faculty representative. No student will distribute any materials or publications that are obscene, libelous, or that create a material or substantial interference with normal school activity or discipline in the operation of the school.

## IV. ENROLLMENT AND GRADING

### College and Dual (Concurrent) Credit Classes

Dual (concurrent) credit classes may be offered during the school day. Additional college enrollment fees and textbook fees will become the student's responsibility.

### Transferring Credit

Students transferring from a non-accredited school will be placed by the principal after consulting with the parents and guidance counselor. Final placement will be made on the basis of past educational records and performance on teacher-made tests administered to determine grade level.

Full faith and credit will be given for students transferring from an accredited school.

### Records

All student records are treated as confidential. Under the provisions of the Family Educational Rights and Privacy Act (FERPA) parents of

students and students who are 18 and older are afforded various rights with regard to these records. Please contact the school office for details.

### Grading

The district grading scale is as follows:

A	90-100%
B	80-89
C	70-79
D	60-69
F	Below 60%

When work is incomplete due to excusable reasons, an incomplete may be given until the work is complete. Under normal circumstances this must be within 10 days of the end of the quarter. Grades are determined by the classroom teachers with teachers determining the level of difficulty/mastery in each area.

### Grade Reports to Parents

Parents are informed of grades and academic progress through the following ways:

1. Parental access to PowerSchool (user name and password are available in the office)
2. Weekly Concern and Eligibility Notices

3. Nine-week grade cards
4. At any time by request through the office

### Credit in Classes

Class credits are given in semester increments. Each semester in a class is equal to  $\frac{1}{2}$  credit (excluding advisory= $\frac{1}{4}$ ).

### Parent –Teacher Conferences

Two formal parent conferences are available in the year. Parents may also request a conference with a teacher at any time by calling the office.

### Honors Graduation

Available in citizenship, business, language arts, agriculture, and art. Requirements are available with the department.

### Valedictorian and Salutatorian

The following procedure will be followed to determine the two students to be recognized:

- Only those students who have completed the Kansas Scholars' Curriculum will be considered.
- Of the Kansas Scholars' Curriculum completers, the highest GPA will be the first determining factor.
- The second determining factor will be to use the percentage (not the letter grade) for the classes required in the Kansas Scholars' Curriculum to determine an average percentage. The student with the highest average percentage will be the valedictorian and the second place student will be salutatorian.
- If there happens to be a tie, the student with the highest ACT composite score will be valedictorian and the second place student will be salutatorian.
- Only two students will be recognized. If there are two valedictorians, there will be no salutatorian.

Class rank will be figured differently. All students and all classes taken will count towards class rank.

### CCHS Graduation Requirements

Twenty-six (26) credits are needed to graduate. The following are required in those 26 credits:

1. 4 language arts
2. 3 mathematics
3. 3 science
4. 1 physical education/health

5. 1 World History
6. 1 US History
7. 1 US government
8. 1 in either parenting and relationships or psychology
9. 1 computers
10. 1 in fine arts
11. 1 Character Education (1/4 credit each year beginning with freshman class of 2011)

**Students must meet graduation requirements to participate in graduation exercises.**

Students failing advisory must arrange at least 10 hours of community service with the Principal in order to recover the 1/8 credit per semester required for graduation.

Students will enroll in 8 classes a day. Senior students may individually apply to the board for exceptions to this requirement. Seniors who have fulfilled all graduation requirements may discontinue attendance at the end of the first semester.

A student may be excused from the human sexuality unit upon written request of the parent. The student will be assigned to other appropriate topics of study. (Human sexuality units are found in 9<sup>th</sup> grade p.e., psychology, and family living classes.)

Participation in the required physical education class may be waived:

1. upon receipt of a statement by a licensed physician that a pupil is mentally or physically incapable of participating in a regular or modified program.
2. upon written receipt that states the requirement is contrary to the religious beliefs of the family

**Qualified Admissions (Regents Curriculum)**

See curriculum guide for requirements

**Kansas Scholars' Curriculum (Required to qualify for valedictorian & salutatorian)**

See curriculum guide for requirements

**Academic Letter**

Students who earn honor roll status for both semesters in a year will

have their official transcripts inscribed “Academic Letter” in recognition.

### Honor Rolls

The school is on a 4 point system for honor rolls. 4.0 Honor roll is for students with all A’s. The 3.0 to 3.99 Honor Roll is for students with no grade lower than a B.

### Homework and Make-Up Work

Students are expected to complete homework assignments or make-up work as required. Work missed during an excused absence should follow the guideline of 2 calendar days make-up time for each day missed (make-up days start the day the student returns). Calendar days include weekends and holidays. If the new due date falls on a non-school day the work will be due the next date that school is in session. Work known about before an absence generally is due immediately upon the student’s return, subject to the teacher’s judgment.

Teachers will hand out late paper policies at the beginning of school and will have the policy posted in the classroom.

### Academic Dishonesty

Academic dishonesty, cheating or plagiarism, is not acceptable. Cheating includes copying another student’s work, such as homework or a test. Plagiarism is the use of another person’s original ideas or writing without giving credit to the true author. Teachers will determine the penalty for academic dishonesty, which may include loss of credit on the assignment.

## V. HEALTH AND SAFETY

### Kansas School Safety Hotline Number

The toll free number is 1-877-626-8203, 24 hours a day, all year. This number, established by the Kansas legislature in 1999, is used to anonymously report any potential violence.

### Physicals

Students in physical education and those participating in KSHSAA sports must have a physical on file before participating.

### Drills

Students will be informed of emergency drill procedures in accordance with state regulations.

### Weather

School closings are given over local radio stations as well as on the district website. The decision to close or start late is the responsibility of the superintendent.

### Asbestos

Asbestos management plans are available at CCHS or the district office.

### Driving/ Vehicles

Students who drive to school are expected to drive safely. The school reserves the right to call law enforcement if serious violations occur. Students are not allowed in or around vehicles during the day except when approved through the office. Driving off the property during the school day is not permitted without parental permission.

### Visitors

Parents and patrons are encouraged to visit the school. All visits need to be scheduled through the principal. Visitors must check in to the office.

Students are not allowed to bring visitors to school without prior permission of the principal.

### Accidents, Reporting of

Students should report any injury that occurs at school or at a school-sponsored activity to the sponsor, teacher, or principal. The principal will seek emergency medical treatment if parents cannot be reached.

### Medication, Administering

School employees will not dispense or administer any medications to students except as outlined in board policy. All medications will be kept

in the office. Please see the secretary for any questions on dispensing or storing medications.

## VI. SCHOOL PROPERTY

### Lockers

The school retains control of all lockers. **School locks are available upon request and assurance that the locker will not be abused.** Lockers are considered to be under the supervision of the principal and assigned to store necessary school materials and clothing. Unauthorized use is prohibited.

The principal may search any locker at any time. Security (Theft, Loss of Property)

The school is not responsible for items taken from unsecured locations. The district does not provide insurance for personal property.

### Students in Buildings

Students in the building must be sponsored, supervised, or approved in advance at any time.

### Computer Use

Students shall have no expectation of privacy when using district e-mail or computer systems. Students who violate the Internet Access Agreement signed by the student and his/her parent/guardian or any other classroom rules relating to computer use are subject to disciplinary action up to and including suspension from school.

### Appropriate Use of Equipment and Supplies

Use of equipment and supplies is for approved assignments only. Teacher permission is mandatory. Students are responsible for damage they cause to school equipment or supplies as determined by the principal.



## VII. STUDENT SERVICES

### Counselor

The Counselor is available for academic and personal counseling.

1. Academic- Students are encouraged to talk with the counselor regarding curriculum, graduation, course offerings, and the schedule. The SSS can provide information on careers, post secondary financial aide, scholarships, and school visits.
2. Personal- The SSS is available to assist with personal concerns. The SSS may make information available about community resources to address concerns.
3. School Based Therapy is also available. Please see counselor for questions about that program.

The Counselor's office has a full list of scholarship opportunities available to CCHS graduates.

### Free and Reduced Meals

Information on free or reduced price lunches is available at the office and is made available at enrollment or upon request.

### Lunches/Food Service

CCHS requires all students to stay on school grounds during lunch. All students report to the cafeteria during lunch.

A charge account for students paying full or reduced price for meals may be established with the district. Students may charge no more than \$20 to this account. Charging of a la carte or extra items to this account will not be permitted. Any student failing to keep his/her account solvent as required by the district shall not be allowed to charge further meals until the negative account balance has been paid in full. However, such students will be allowed to purchase a meal if the student pays for the meal when it is received. Students who have charged the maximum allowance to this account and cannot pay out of pocket for a meal will be provided an alternate meal consisting of a peanut butter, peanut butter alternative, or cheese sandwich and milk.

### Textbook and Library Replacement

Lost or damaged textbooks and/or library books will be replaced at a cost determined by the principal and will not exceed the original cost.

## VIII. APPENDICES

The information in the appendices is based upon questions most commonly asked or information important to CCHS students or parents.

### A. Student Organizations and Activities

CCHS offers the following activities and organizations: Student Council, FBLA, FFA, Scholars' Bowl, NHS, Band, Athletics, FCCLA, ~~Fishing Club~~, Trapshooting Club, Fellowship of Christian Athletes and Cheerleading.

### B. Dues

All dues are subject to principal approval. Class dues are paid at the time of enrollment. Class dues are transferred at the end of each year. Fees/dues are made available at enrollment or in the office at any time after that.

Senior funds become property of the school and will be forwarded to the student council if not claimed by June 30. The senior class may, by simple majority vote, designate the secretary/treasurer to withdraw the balance of funds after June 1. An adequate balance must be left to cover last minute bills through June 30.

### C. Bags and Bottles

*Bags*- Students are not allowed to carry bags to class during the school day, All bags brought to school must be small enough to fit into the student's locker. NO ROLLER BAGS!

*Bottles*-Students are allowed to have bottles that seal (NO GLASS). Liquids must comply with wellness policies.

### E. Homecoming (Football and Basketball)

1. Candidates may be nominated to be a king or queen only once. Candidates must be seniors.
2. Queen candidates in football and basketball will be nominated from a list of all senior girls by the appropriate team.
3. King candidates in football and basketball will be nominated from a list of all senior boys by the appropriate team.
4. Three candidates will be nominated for king and three for queen.
5. The student body will elect the king and queen.
6. Candidates will be free of serious disciplinary infractions.
7. In the parade, no students, only adults (the class sponsor or a parent) may drive tagged vehicles.

### F. National Honor Society

The faculty council determines membership in the NHS. The NHS advisor will contact students who have a cumulative GPA of 3.5 or higher and have completed the second semester of their sophomore year. The application process, should a student decide to apply, consists of a paragraph and personal information form. The council determines membership based upon scholarship, character, leadership, and service.

All four criteria are equally important. Selection is by a ~~2/3~~ 3/5 majority vote of the council.

### G. Dropping or Changing a Class

CCHS student schedules are permanent after the 3rd day of the semester. Permission of the counselor, teacher(s), parent and principal are needed to change classes after the 3rd day of classes. Since most classes are a yearlong, dropping a class at semester is not permitted except in very special circumstances.

Students enrolled in a dual-credit post-secondary course will be allowed to add/transfer courses within the same or another post-secondary school according to the post-secondary school's policies. Students will not be allowed to completely drop their dual-credit post-secondary course.

Dual-credit= course where you get CCHS credit and post-secondary credit. Not taught by a USD 224 employee.

Concurrent-credit= course where you get CCHS credit and post-secondary credit. Taught by a USD 224 employee.

### H. Grades

Teachers will keep students' grades current and will inform students of their progress upon request. Parents may phone the counselor or office to request grades at any time. Official grade cards are issued every 9 weeks and will be send home the first Thursday of the next quarter. Parents may also contact the office and receive a PowerSchool user name and password to access students' grades at any time.

### I. Activities and Events

School-sponsored activities are an extension of the school day regardless of the time they occur; therefore, all school rules remain in effect.

### J. -Electronic Communication Devices-ECD (Cell phones, Smart Watches, Etc) Headphones/earbuds, etc

Electronic Communication Devices-ECD are in the building during the

school day they must remain out of sight and be silent. ECDs in the possession of students during class time will be confiscated and taken to the office. First offense-the student may pick up their ECD in the office at the end of the school day. Second offense-the student's parent may pick the ECD up in the office at the end of the school day. Subsequent offenses-the student will be assigned a corrective measure such as detention, withdrawal of privileges, Saturday school or suspension either in or out of school.

ECD use is acceptable before school, at lunch, after school, and between classes.

CCHS recognizes the academic benefits ECDs may offer. Teachers may allow the academic use of ECDs during their class with the prior approval of the building administrator.

Headphones/earbuds, etc- Headphones are to be used in the classroom by teacher permission only. Headphones are to never be used outside of the classroom (hallway, lunch room, etc) without permission of the principal.

Individuals are prohibited from recording students, employees, and/or board members surreptitiously or through the use of concealed audio and/or visual recording devices. This prohibition is in effect at school, on or in district property, and at meetings and conferences held for educational or disciplinary purposes. Individuals wishing to record students, employees, or board members at school, on or in district property, or at meetings and conferences as previously described shall first notify the superintendent or building principal in advance. If such recording is not prohibited by law or policy, the administrator may allow the recording and may make arrangements to record on behalf of the district.

#### K. School Transportation

The bus is an extension of the school day. Passengers will:

1. Not bring anything glass on the bus
2. Remain seated with seatbelts fastened (if available)
3. Occupy seats as assigned by the driver
4. Face forward
5. Refrain from talking to the driver
6. Avoid loud talking or excessive noise
7. Not use profane or vulgar language
8. Keep the vehicle clean and trash picked up
9. Adhere to state laws and school rules regarding tobacco and other substances
10. Be accountable for any damage to a vehicle

Bus transportation shall be provided to and from school for those students who qualify. Transportation may be provided by the district for all school activities. Transportation may be denied to students who are detained after school for disciplinary reasons.

Students who use school-provided transportation shall be under the jurisdiction of the vehicle driver while in the vehicle. Students shall be subject to the district's student behavior code and other regulations developed by the superintendent and approved by the board.

Bus drivers shall report violations of the rules to the building principal who may discipline students. The principal may suspend or revoke the transportation privilege of a student who violates any rule or regulation.

When the district provides transportation to an activity, participating students are prohibited from driving personal automobiles to and from district-sponsored activities held during or after the school day unless authorized in writing by the student's parent or guardian..

Live animals are not permitted on vehicle. An exception may be made for trained, certified service animals and a demonstrated need for such an animal.

#### L. Suspension and Expulsion

The principal and superintendent have the authority to suspend or recommend suspension. By enrolling in USD 224, students agree to follow school and district rules.

#### In-School Suspension (ISS)

See Saturday School on page 11.

#### Short Term Suspension (Out of School Suspension/OSS)

- Up to five (5) days
- Student has the right to an informal hearing in accordance with KSA 72-6115.
- Parent or guardian is notified as soon as possible in writing
- Superintendent is informed
- Credit for work missed may be denied
- Suspension not to extend beyond the current semester
- Informal hearing will be held before the student is readmitted
- While on suspension the student is not permitted on school grounds and is not permitted to participate in any school function for any reason.

## Long Term Suspension or Expulsion

- For period of time exceeding five (5) days
- Suspension not extend beyond the current semester
- Parent or guardian notified in writing as soon as possible
- Student is given a formal hearing within 10 days after the notice.
- Notice of the hearing will contain a copy of board policy and state statutes
- Hearing conducted by the superintendent and board attorney if possible
  - Hearing in accordance with KSA 72-6114 – 72-6115, 72-6117 as amended
- Written report of findings and result will be directed to board and all concerned
- Any appeal will be made in accordance with procedures of the board and in compliance with state statutes.

## M. CCHS Mood Altering Chemical Policy

The use of tobacco products in any form and/or of any nicotine delivery device is prohibited in any district facility; in school vehicles, at school-sponsored, activities, programs, or events; and on school owned or operated property. This policy covers student possession or use of nicotine deliverable devices, alcohol, tobacco (including smokeless tobacco), illegal drugs, other controlled substances, look-alike drugs, and act-alike drugs on school grounds and at all school sponsored activities.

For students currently involved in school sponsored athletic programs\* or non-athletic student organizations\*\*, this policy applies to these students 24 hours per day, any place. Violations are to be substantiated by a law enforcement official, faculty/staff member, or school administrator.

It is a violation of this policy to be under the influence of, in possession of, using, distributing, selling, or attempting to sell any of the substances listed above. The student violating this policy is subject to disciplinary action as outlined below and/or legal action as determined by the principal. It is not a violation for a student to be in possession of a drug specifically prescribed for a student's own use by his/her doctor.

Students who are concerned about their substance abuse and voluntarily notify faculty or staff will not be subject to disciplinary action. Confidentiality will be observed while seeking and finding support for such a student. Self-disclosure can only be used once to avoid disciplinary action. Self-disclosure must be made prior to being seen

breaking this policy.

Consequences of first, second, and third offenses within the same school year are:

#### ALL OFFENSES

Before returning to school when suspended for Mood Altering Chemicals, students may be assigned to complete an online course on cessation. Any assigned course will be free to the student.

Example: Student caught with a nicotine deliverable device may be required to complete nfhslern.com's 'Understanding Vaping and E-Cigarettes' course.

#### FIRST OFFENSE

1. The student will be suspended (in-school or out-of- school) if the offense took place on school grounds or at a school sponsored event.

and

1. \*(athletic) The student will lose eligibility at least through the next 2 contests (fall and spring sports) or 4 contests (winter sports). During this period of ineligibility the student will practice and participate in team activities. For basketball and volleyball, "the next contest" will be interpreted as all games the day of that contest, in football, through the next 2 varsity contests, and in track, through the next 2 meets. The student may attend competitions only at the coach's request but will not dress out.

and

1. \*/\*\* (athletic/non-athletic) The student will have a conference with the parents/ guardian, an administrator, coach, sponsor and any other persons as deemed necessary by the principal.

and

1. \*\* (non-athletic) The student will lose eligibility through the next major event sponsored or attended by the organization. During this period, the student will be permitted to attend organizational meetings at the school and participate in fund raising events. Major event will be defined by the sponsor.

and

1. \*\* (non-athletic) In the event that more than one organization is involved, the sponsors of those organizations may meet if needed to determine consequences.

## SECOND OFFENSE

1. An initial disciplinary consequence for a second offense will be up to 10 days of suspension (in-school or out-of-school) and the student will be restricted from attendance at school activities.

and

1. \*(athletic) The student will be ineligible to participate in athletics for the rest of the year (all sports).

and

1. \*\*(non-athletic) The student will be dismissed from participating in all non-athletic events for the remainder of the school year.
2. Consequences in this section may be waived by the principal and the student may be placed on probationary status if the student enrolls in a treatment program approved by the principal.

## THIRD OFFENSE

1. The student will receive a long-term suspension from school.
2. A student placed on long term suspension or expelled from school under the terms of this policy may be readmitted on probationary status if the student has completed a treatment program approved by the principal.

\*Applies to students involved in school-sponsored athletic programs

\*\*Applies to students involved in school-sponsored non-athletic organizations

Students who are suspended or expelled under the terms of this policy will be afforded the due process rights contained in board policies and Kansas statutes, K.S.A. 72-6114, et seq.

Nothing in this policy is intended to diminish the ability of the district to take other disciplinary action against the student in accordance with other policies governing student discipline.



In the event a student agrees to enter into and complete an alcohol or drug education or rehabilitation program, the cost of such program shall be the responsibility of the student and his or her parents. A list of available programs along with names and addresses of contact persons for the program is on file with the school counselor.

Parents or students should contact the directors of the programs to determine the cost and length of the program.

*A copy of this policy shall be included in student handbooks and will be made available at enrollment at Clifton-Clyde High School.*

#### N. Homeless Students

Homeless students are entitled to all of the educational rights and privileges of other students. Contact the superintendent or building principal with questions.

#### O. KSDE Special Education Process Handbook Requirements

Regulations regarding Policy and Procedures can be found at [www.usd333.com](http://www.usd333.com) under the Special Education LCNCK link at the top of the web page.

#### **Inclusion Statement**

***The absence of a guideline or item from the handbook does not imply or give approval for it. In other words, it may not be in the handbook, but that does not mean it is permitted.***