

CLAY CENTER COMMUNITY HIGH SCHOOL

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Clay Center, KS 67432
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Student Handbook 2023-24

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SECTION I

GENERAL INFORMATION

CLAY CENTER COMMUNITY HIGH SCHOOL MISSION

Clay Center Community High School provides the opportunity for all students to be knowledgeable, productive and contributing citizens.

WELCOME TO STUDENTS

Welcome to the 2023-24 school year at Clay Center Community High School, home of the “Tigers”. We hope all of you had a relaxing summer and will be striving to have a great year at C.C.C.H.S.

The staff at C.C.C.H.S. is proud to serve students and parents of USD #379. We strive to meet educational outcomes set forth in the district and building mission statements. We recognize the potential in every individual and together we will strive hard to develop your capabilities. Each of you is responsible for your own successes. We encourage you to be an active participant in the educational process.

This handbook has been prepared to inform you about your school. The information presented cannot possibly anticipate every situation that might arise. Those situations will be handled in the best judgment of the principal. Read this handbook carefully and share the information with your parents. **YOU ARE HELD RESPONSIBLE FOR KNOWING THE INFORMATION CONTAINED IN THIS HANDBOOK.** Good luck and have an excellent school year!

VISITOR PERMITS AND VISITORS TO SCHOOL

CCCHS doors are locked at all times during the school day while class is in session. Visitors will not be allowed in the school until they are buzzed in by a secretary. Visitors’ permits will be restricted and granted by the administration only to members of approved groups and to those with official business with the counselor or main office. Persons requesting to relay messages to students, teachers, or other employees shall stop in the office to make the proper arrangements. Those who do not comply with the regulation will be considered an unauthorized person and will be reported to the authorities and charged with trespassing, as loitering on school property is a violation of state law governing public schools. This restriction does not apply to parents of students attending Clay Center Community High School as you are encouraged and invited to visit the school to become acquainted with the program. Students are not allowed to bring a guest to school.

PARENT VOLUNTEERS

We will be setting up our volunteer program again this year. If you have an interest in working with the students or helping a teacher, you must first fill out the volunteer form found in our office.

USD 379 takes the responsibility of safeguarding our students very seriously while they are in our care. We have contracted with the Background Investigation Bureau (BIB) to conduct high quality background checks on our potential volunteers by using their Secure Volunteer technology.

It is district policy to require anyone interested in being a school volunteer to complete a volunteer screening process online through Secure Volunteer. To see a detailed list on what past offenses would prevent a potential volunteer from “passing,” refer to the Past Offenses Guideline at the district's website: <http://www.usd379.org>, click the Parent & Community tab and look under the Volunteer heading. The process should only take a few minutes to complete and all information gathered will be kept confidential.

Volunteers are anyone who will be in the school on a regular basis. School visitors do not need to complete a background screen. Visitors would be guest speakers or parents visiting their own student,

for instance to have lunch with them. To see a more detailed list of what makes you a volunteer vs. a visitor review the visitors vs. volunteer document under the volunteer tab.

DISCRIMINATION INFORMATION

In compliance with the Executive Order 11246; Title II of the Education Amendments of 1976; Title VI of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1974; Title IX Regulation Implementing Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; and all other Federal, State, School Rules, laws, regulations, and policies, the Clay County Unified School District #379, shall not discriminate on the basis of sex, color, national origin, or handicap in the educational programs or activities which it operates.

It is the intent of Clay County Unified School District #379 to comply with both the letter and spirit of the law in making certain discrimination does not exist in its policies, regulations and operations. Grievance procedures, for Title IX and Section 504, have been established for students, and their parents and employees who feel discrimination has been shown by the Clay County Unified School District #379.

Specific complaints of alleged discrimination under Title IX (sex) and Section 504 (handicap) should be referred to:

Mr. Brett Nelson
Superintendent of Schools
P.O. Box 97
Clay Center, KS 67432
(785) 632-3176

Title IX Coordinator- Section 504 Coordinator Title IX Complaints can also be filed with the Office for Civil Rights.

Regional Office for Civil Rights 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114.

All students attending Clay County Unified School District #379 may participate in education programs and activities, including but not limited to health, physical education, music, and vocational and technical education, regardless of race, color, national origin, age, handicap, or sex.

Clay Center Community High School
1630 9th St.
Clay Center, KS 67432
(785) 632-2131
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Bud Young, Principal
Greg Ferguson, Asst. Principal/Activities Director

Mrs. Laurel Affolter- Science
Mrs. Darla Baer- Special Education
Mrs. Kara Bergsten- Vocal
Mrs. Megan Blackburn- Speech/Drama
Mrs. Jordan Carlson- FACS
Mr. Brad Conner- Woods
Mrs. Mikhaela Craig- Health
Mrs. Jenni Davidson- Librarian
Mrs. Andrea Flegler-Ag Science
Mrs. Rhonda Gierhan- Business/Audio Visual
Mrs. Amy Graves-Gifted
Mr. Dalton Haist- PE/Weights
Mrs. Celeste Hamel- Special Education
Mrs. Julie Hughes- Spanish
Mrs. Audrey Keim- English
Mrs. Sally Lee- Counselor
Mrs. Debbie Martin- Special Education
Ms. Halle McClure- Social Studies
Ms. Kelsie McFadden- English
Mr. Robert Moran-Counselor
Mr. Tyler Nelson- Social Studies
Mrs. Sheryl Peters- Science
Mr. Brandon Pfizenmaier- Construction Tech
Ms. Laura Pollman- Social Studies
Mrs. Tricia Reichert- English
Mr. David Roberts- Chemistry/Physics
Mr. Seth Schooley- Math
Mrs. Kari Stratton- Math
Mrs. Daniela Thrasher- Band
Mr. Eric Tinkler- Band
Mr. Randy Walling-Special Education
Mrs. Michelle Ware-Math
Mrs. Nichole Weller-Math
Ms. Michelle Younker- Art

SECRETARIES – Lisa Schwab, Jenell Jones

POWERSCHOOL- Carrie Alton

PARAPROFESSIONALS -Shannon Appleby, Alicia Farley, Mindy Harris, Kathryn Henderson, Ramona Michaud

FOOD SERVICE DIRECTOR – Joy Lund

LUNCHROOM- TBD

Custodians- Troy Johnson, Michael Houchin

School Nurse-Lindsay Bloomdahl

ALC-Steve Squires

**CLAY COUNTY SCHOOLS
UNIFIED SCHOOL DISTRICT #379
807 Dexter, Clay Center, KS 67432
(785) 632-3176 Fax (785) 632-5020**

Mr. Brett Nelson, Superintendent

Anita Breen, Director of Special Education

Jaclyn Pfizenmaier, Director of Curriculum/Instructional Coach

August Zeller, Clerk of the Board

USD 379 Board of Education

Andy Auld

Linda Sleichter

Jeffrey Cannizzo

Jason Bergsten

Paige Taddiken

Debbie Brown

Apryl Peerson

IMMUNIZATION

Section 1. K.S.A. 1993 Supp. 72-5209 is hereby amended to read as follows:

1. In each school year, every pupil enrolling or enrolled in any school for the first time in Kansas shall present prior to admission to and attendance at school certification from a physician or local health department that the pupil has received inoculations as are deemed necessary by the Secretary of Health and Environment.
2. Pupils who have not completed the required inoculations may enroll or remain enrolled while completing the required inoculations if a physician or local health department certifies that the pupil has received the most recent appropriate inoculations in all required series.
3. Failure to timely complete all required series should be deemed noncompliance.
4. As an alternative to the above required certification a pupil shall present:
 - a. An annual written statement signed by a licensed physician stating the physical condition of the child to be such that the inoculations would seriously endanger the life or health of the child.
 - b. A written statement by one parent or guardian that the child is an adherent of a religious denomination whose religious teachings are opposed to such inoculations.
5. If a student transfers from one school to another, immunization records must accompany the student's transcripts.

MEDICINE AT SCHOOL

The Nurse Practices Act makes it illegal for school nurses to administer prescription medications and treatment that have not been prescribed by a medical person authorized to prescribe medication.

ROUTINE MEDICAL ADMINISTRATION

1. Permission documents must be on file at the school where the student is attending.
2. In lieu of a physician's written prescription, the following information must be included on the bottle label: a) name of pupil, b) prescription number, c) name of medication and strength, d) dosage and directions for administration, e) date prescription was filled, f) prescribing physician's name, and g) when applicable, expiration date and storage directions.
3. Any changes on type of drugs, dosage and/or time of administration shall be accompanied by parental permission and a newly labeled pharmacy container.

SEXUAL HARASSMENT

District employees shall not sexually harass, or permit sexual harassment of a student by another employee, student, non-employee or non-student. Neither shall a student sexually harass another student or students.

Violation of this policy shall result in disciplinary action, including termination of an employee or disciplinary action against the student(s) involved. Supervisors who fail to follow this policy or who fail to investigate complaints shall be in violation of the policy. If the principal is the object of the harassment complaint, the student may bypass the principal and report directly to the superintendent. Complaints against the superintendent shall be heard by the board.

DEFINITIONS

Sexual harassment may include, but not be limited to:

- Sexually oriented communication, including sexually oriented verbal "kidding" or harassment or abuse;
- Subtle pressure or requests for sexual activity;
- Persistent unwelcome attempts to change a professional relationship into a personal, social-sexual relationship;
- Creating a hostile school environment, including the use of innuendoes or overt or implied threats;
- Unnecessary touching of an individual, e.g., patting, pinching, hugging, repeated brushing against another person's body;
- Requesting or demanding sexual favors accompanied by an implied or overt promise of preferential treatment with regard to a student's grades or status in any activity; or
- Sexual assault or battery defined by current law.

Any student who believes he or she has been subjected to sexual harassment should discuss the problem with his/her principal or another certified staff member. Initiation of a sexual harassment complaint will not cause any adverse reflection on the student. The initiation of a student's complaint shall not adversely affect the job security or status of any employee or student until finding of fact determines that improper conduct occurred. Strict confidentiality shall be maintained throughout the complaint procedure.

BULLYING

Bullying shall not be tolerated at school or school activities. Bullying is defined as the act of one or more individuals intimidating one or more individuals through verbal, physical, mental, electronic or written interactions. Bullying can cause undue anxiety relative to attending school, participating in

co-curricular activities, attending activities, or riding the bus. Bullying will not be tolerated in USD 379 or at CCCHS. Examples of bullying include, but are not limited to:

1. Intimidation – either physical or mental.
2. Threats of any kind.
3. Assault – verbal, physical or mental.
4. Battery is the intentional physical contact of another in a rude or insulting manner.

As a school, we will enforce the following rules on bullying:

1. We shall not bully other students.
2. We shall try to help students who are bullied.
3. We will include everyone in all school events and activities.
4. When we know someone is being bullied, we will tell an adult at school and an adult at home.

Students must understand that bullying in the school building, on school grounds, on the bus, or at school-sponsored functions will be grounds for disciplinary action, including suspension or expulsion. Students may also be reported to law enforcement, since bullying may be, in some circumstances, a criminal act. CCCHS will make every effort possible to be aware of and intervene in any activities perceived to be bullying. Parents are encouraged to communicate with teachers and other school officials to learn more about what they can do as parents to prevent bullying. Awareness and intervention are positive ways we can work together.

ACCIDENTS AND INSURANCE

Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the person in charge and to the school office. The school district no longer carries a secondary and catastrophic insurance policy. Parents may purchase their own. The most important step is to file a report and claim as soon as possible after the accident or injury. Since the school insurance is limited, families would be wise to also carry personal insurance.

SCHOOL FOOD SERVICE

CLOSED NOON HOUR

CCCHS has a closed noon hour; meaning students may not leave school without the permission of the administration. Guests are not allowed during the lunch period without prior administrative approval.

All students are issued a PowerSchool ID number when starting school for USD 379. This number is also used for accessing their Power Lunch account. Students may give their name or ID number to the cashier. All students are encouraged to memorize their number. Students may not purchase meals from another student's account. A parent may obtain balances on lunch accounts in the same way they can check grades. Power Announcement will notify parents when the student has a negative lunch balance and the parent will be given a week to make restitution or asked to please send a sack lunch until the account is paid, or pay cash daily until the account is paid. A LA CARTE items are available to students. All items are individually priced and may be purchased with the student's lunch account or with cash. **If the lunch account has a negative balance, students will not be allowed to purchase A LA Carte until their account is zeroed out.**

All lunch balances will be carried forward at the end of the school year. Seniors and other students leaving the district will have their balances fully refunded.

BREAKFAST PROGRAM

Breakfast will be served from 8:10-8:25 on the main serving line.

GENERAL RULES

It is not permissible to have food or drink delivered to you at the school from a food establishment or delivery service.

It is the teacher's discretion whether to allow food or drink in the classroom. The gym, auditorium, music rooms, library, and computer labs are off limits for food and drink without special permission

EE FOOD SERVICE MANAGEMENT

A supervisor may be hired by the board to oversee the district's food service program.

Sanitation Inspection

The building principal shall inspect each lunchroom to ensure that proper sanitation procedures are being followed.

Records

The supervisor shall be responsible for keeping food service records required by state and federal laws and regulations. The supervisor shall be under the direct supervision of the superintendent and shall have control over all aspects of the district's food service programs subject to board policy, rules and state and federal regulations.

Meal Prices

Meal prices shall be determined by the board.

Free and Reduced Price Meals

Parents or guardians of students attending schools participating in federal school meal programs must be informed of the availability of reimbursable school meals and provided with information about eligibility and the process for applying for free or reduced price meals on or before the start of school each year.

Unpaid Meal Charges

The district's meal charging requirements are as follows.

A charge account for students paying full or reduced price for meals may be established with the district. 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.

At least one written warning shall be provided to a student and his/her parent or guardian prior to denying meals for exceeding the district's charge limit. If payment of the negative balance is not received within 5 working days of the maximum charge limit being attained, the debt will be turned over

to the superintendent of superintendent's designee for collection in accordance with board policy DP. If the debt is not paid within 10 days of mailing the final notice of the negative account balance under policy DP, it shall be considered bad debt for the purposes of federal law concerning unpaid meal charges.

Payments for school meals may be made at the school or online through powerschool efunds. Students, parents, and guardians of students are encouraged to prepay meal costs.

The district will provide a copy of this unpaid meal charges policy to all households at or before the start of school each year and to families and students that transfer into the district at the time of transfer. The terms of this policy will also be communicated to all district staff responsible for enforcing any aspect of the policy. Records of how and when it is communicated to households and staff will be retained.

TORNADO DRILLS

A tornado procedure has been set up for the school. Students should make certain they understand what they should do in case of a tornado because any delay could mean the difference between injury and safety. At least one window should be left partially open before leaving the room.

When the tornado alarm is sounded, all students and teachers should report to their assigned areas of safety, which are posted in each classroom. There will be no talking at all during the course of a tornado drill. Students should move quietly and quickly to their assigned areas of safety so that they can hear instructions that are given by the principal or teachers. Your safety and health are dependent upon following the rules of tornado safety. The all clear to return to the classrooms will be given over the P.A. system by the office.

FIRE DRILLS

A fire drill plan is posted in each classroom. Students should study the plan and become familiar with it. Students should file quickly and in an orderly fashion from the building. The all clear to return to the building will be given by your teachers following drills.

HANDICAPPED EVACUATION PLAN

In case of tornado, fire, or other building emergencies, where the building must be evacuated, the handicapped student's paraprofessional and/or teachers will escort the student to the nearest exit or shelter.

ANIMALS OR PLANTS IN THE SCHOOL

Persons bringing animals and plants in the school must receive prior permission from the supervising teacher and the building principal. Animals, including vertebrates, invertebrates, and toxic plants such as poison ivy or sumac, may be brought into the classroom for educational purposes.

Under no circumstances are animals to be transported on school buses.

RATED PG-13 MOVIES

1. Any individual who wishes to show all or a portion of an PG-13 rated video or film will need to inform the building administrator prior to the proposed date of use. Also the following guidelines for the video must be met:

- *The use of an PG-13 rated video or film must be related to an instructional objective.
- *Parent permission slips must be sent home at least 2 weeks prior to the viewing of the film.
- *Signed parent/guardian authorization will be required of all students prior to viewing an PG-13 rated video or film.
- *Parent notification must be sent home to the parents/guardians of students explaining how the PG-13 rated video or film will be used, and the instructional objective which it supports. An explanation that an alternative assignment can be provided if the parent does not want the student to view the film.
- *Students whose parents/guardians do not authorize viewing of an PG-13 rated video or film will be provided an alternative assignment.
- *No student's grade will be penalized for not taking part in the lesson using the PG-13 rated video or film.
- *Students who are legally emancipated may sign their own permission slips.

DURING DAYS OF LATE START BECAUSE OF INCLEMENT WEATHER, EARLY PRACTICES BEFORE SCHOOL ARE NOT PERMISSIBLE.

REGULAR CLASS SCHEDULE

1 st Mod	(Advisory)	8:10 - 8:25
2 nd Mod		8:27 - 8:49
3 rd Mod		8:51 - 9:13
	Breakfast	
4 th Mod		9:17 - 9:39
5 th Mod		9:41- 10:03
6 th Mod		10:05 -10:27
7 th Mod		10:29 -10:51
8 th Mod		10:53 - 11:15
9 th Mod		11:17- 11:39
10 th Mod		11:41 - 12:03
11 th Mod	Tiger Time	12:03 - 12:56
12 th Mod		12:58 - 1:20
13 th Mod		1:22 - 1:44
14 th Mod		1:46 - 2:08
15 th Mod		2:10 - 2:32
16 th Mod		2:34 -2:56
17 th Mod		2:58 -3:20

SECTION II ACADEMICS

UNITS REQUIRED FOR GRADUATION-25 CREDITS

GRADUATION REQUIREMENTS

1. English Language Arts- 4 ½ units, including one-half unit of oral communications and English 9, 10, 11, 12.
2. Science- 3 units of science, with at least one being a laboratory course.
3. Mathematics – 3 units
4. Physical Education and Health- 1 unit
5. Social Science- 3 units, which shall include one unit of United States History, one unit of United States Government and one unit of World History.
6. Kansas History- successfully completed a nine-week unit between grades seven and twelve. Students moving into the district may be waived from the requirement.
7. Technology- ½ unit.
8. Fine Arts-1 unit
9. Financial Literacy – ½ unit

QUALIFIED ADMISSIONS-PRE COLLEGE CURRICULUM KANSAS BOARD OF REGENTS

High school graduates must qualify for admissions to any of the six Kansas Regents Universities. Students may qualify by achieving an ACT test score of 21 + or Cumulative GPA of 2.25 (ESU, PSU, FHSU, WSU) 3.25 (KSU). The third way to qualify is to successfully complete the pre-college curriculum as outlined by the Kansas Board of Regents. Students choosing this method of college qualification must complete the following pre-college curriculum with at least a 2.0 grade point average (GPA) on a 4.0 scale.

4 Units, English	ONE UNIT MUST BE TAKEN EACH YEAR OF HIGH SCHOOL
3 Units, Mathematics	
3 Units, Natural Science	
3 Units, Social Science	

****See your counselor for more detailed information.**

Kansas Scholars Curriculum: The Kansas Scholars Curriculum is one of the requirements Kansas residents must meet in order to receive State Scholar designation during the Senior year of high school. It may be used to fulfill the pre-college curriculum requirement for admission.

4 Units, English	Same as the pre college curriculum
4 Units, Math	Algebra I, Geometry, Algebra II and one unit selected from: Analytic Geometry, Advanced Algebra, Probability & Statistics, Trig, Calc and Functions (Algebra I in the 8 th grade will count.)
3 Units, Natural Science	Biology, Chemistry and Physics
3 Units, Social Science	Same as the pre college curriculum
2 Units, Foreign Language	Two years of one foreign language

EARLY GRADUATION

A student who, for educational and/or vocational reasons, wishes to graduate from high school in less time than the normal four year grade 9-12 sequence may request permission for early graduation.

Students who have been approved for early graduation and have terminated their school attendance may participate in awards assemblies, junior-senior prom and commencement exercises, but no other school activities.

The student and parents/guardians shall request in writing permission for early graduation a full semester before the intended graduation. The written request should be filed with the building principal who will submit the letter to the superintendent of schools. Examples of reasons to be given consideration are:

- Hardship circumstances
- Vocational opportunities
- Enlistment in the military
- Pursuit of a continuous specialized education objective
- College entrance

The student must reasonably be expected to satisfactorily complete all state and local graduation requirements of subjects and credit units or their accepted equivalents in order for consideration to be given to any request.

ELIGIBILITY FOR GRADUATION

Only those students who have actually earned the necessary credits for graduation will be allowed to participate in commencement exercises. All bills and fees must be paid, all books and materials turned in, and all discipline consequences served before a student will be allowed to participate in the graduation ceremonies.

GRADUATION HONORS

The ten students in the graduating class with the highest final grade point average will be designated “Top Ten” and will be honored at commencement. The valedictorian and salutatorian will also be recognized. For top ten honors, all courses will count equally.

USD 379 VALEDICTORIAN/SALUTATORIAN AWARDS

Within USD 379, at Clay Center Community High School (CCCHS) and Wakefield High School (WHS), the policy for selection of valedictorian and salutatorian will be as follows:

Candidates must have attended CCCHS or WHS since the beginning of their first semester of the junior year unless said student participates in a foreign exchange program for a semester or year then returns to school he/she left prior to graduation.

Only those students that have completed the Kansas Scholars Curriculum will be eligible for selection as Valedictorian/Salutatorian. Overall GPA shall determine selection. In case of a tie, the following steps will be used to break the tie:

1. GPA earned in the Kansas Scholars Curriculum.
2. Total composite score on the most recent ACT test.

HONORS DIPLOMA

Students meeting the following criteria will be granted a diploma bearing a seal designating “academic honors”.

- a) The student shall have completed 26 units of credit and fulfilled all requirements for graduation.
- b) The student shall have an accumulated grade point average of 3.6 (on a 4.0 scale).

c) The student shall have successfully completed, during the high school years, a minimum number of units in the following areas:

1. 4.5 units of language arts, including English 9, 10, 11, 12 and one-half unit of oral communications.
2. 6 units of mathematics and science from among the courses of biology, physics, chemistry, environmental science, human physiology and anatomy, algebra I, algebra II, geometry, pre-calculus, and calculus.
3. Two units of a foreign language. The foreign language requirement may be in different languages.

STUDENT GRADE CLASSIFICATION

Students will need the following number of credits for classification purposes:

- 10th grade - 6 units
- 11th grade - 12 units
- 12th grade - 18 units

CLASS LOAD

Every student must carry a full load, except for those students who have received permission from the Superintendent of Schools to attend on a part-time basis. A full load is defined as being enrolled in seven classes for credit.

Part-time school attendance during the senior year may be approved for students who are concurrently enrolled in college or a vocational-technical school.

Part-time attendance at any grade level may also be approved for hardship cases subject to the approval of the superintendent.

Application for part-time status may be made to the building principal.

Students may make class changes one time within the first two days of a semester.

Principals have the autonomy to put students in certain classes.

DUAL CREDIT

Dual credit classes will be offered during the school day. Students must meet the specific college guidelines to enroll. For concurrent college courses, students who do not pass an online college course are not eligible to enroll in future online college courses.

CREDIT/NO CREDIT

All students enrolled in Drivers Education will receive a grade of credit/no credit on their permanent record.

REMINDER: Students must be enrolled in five graded courses to be eligible for honor roll and similar honors.

Students transferring to CCCHS or enrolled in any other accredited school, must produce a certified transcript from that agency to receive credit for those classes.

REPEATING A CLASS

Students wanting to repeat a class will be allowed to do so if the grade in the class was a D or F. A student will receive credit for the same course only one time but the higher grade will be used in calculating GPA and class rank. If a student's class has graduated, they are only allowed to take virtual

classes. The Principal has the discretion to determine if they can physically attend CCCHS. Students who do not pass an online course must have administrative approval to enroll in future online courses while attending CCCHS.

GRADE POINT AVERAGE AND GRADING

The grade point average shall be computed by dividing the total grade points by the number of subjects taken. Points shall be computed on the following basis:

A=4, B=3, C=2, D=1, F=0.

Teachers at Clay Center Community High School use the following grading scale:

90-100% A, 80-89% B, 70-79% C, 60-69% D, 59% and below F. Teachers using alternative forms of grading such as mastery, rubric, performance, etc. will provide students a written description of the evaluation system used.

Grade cards are issued four times per year with progress reports emailed home around the fifth week of each nine weeks. Credit is granted by semester and semester grades are printed upon the official transcript.

CCCHS requires building wide semester testing. Teachers will inform students as to semester testing policies.

Questions about grading should be directed to the individual classroom teacher.

ELIGIBILITY FOR ACADEMIC HONORS

To be eligible for the honor roll and other semester academic honors, students must be enrolled in at least five (5) courses for a letter grade. Part-time students enrolled in a number of credit/no credit classes may be ineligible for honors.

ACADEMIC LETTERING

Students earning at least a 3.6 GPA over a semester will earn an academic letter designating them as part of the academic team at CCCHS. Qualifying students will receive the school letter, a special pin and certificate. A special awards program will be held to distribute the letters.

ACADEMIC HONOR ROLL

Students may earn a place on one of the honor rolls of our school. The honor roll is made up of those students who have achieved a grade point average of 3.6 or above. Those students on honorable mention must have achieved a grade point average of 3.0 to 3.59 and no grade below a C.

Honor rolls will be published based upon first nine weeks, first semester, third nine weeks and second semester.

NATIONAL HONOR SOCIETY

Membership is open to any qualified student who has completed three semesters with the last semester being completed at Clay Center Community High School. Students with a 3.7 GPA will be eligible.

Academically eligible students will be given an application to apply for membership. Students must fill out the application and turn it in to the NHS sponsor to be considered for membership. The faculty council shall evaluate potential members' application for leadership, service and character according to the definitions of these criteria found in the "National Honor Society Handbook."

The faculty council will meet each year to select future National Honor Society members.

National Honor Society selection is a closed process. The faculty council does not share results of voting with students or parents. Students will be notified by the NHS sponsor concerning the results of the faculty council selection for membership in the NHS.

ELIGIBILITY GUIDELINES FOR INTERSCHOLASTIC AND COCURRICULAR ACTIVITIES

This requirement will be applicable to all activities governed by the K.S.H.S.A.A. and other individual school clubs and activities.

A student must currently be enrolled in at least five new subjects (those not previously passed) of unit weight and have passed at least five new subjects of unit weight the previous semester.

Scholarship shall be checked during the first and third nine-week grading periods for potential ineligibility. Students in danger of being ineligible will be given three weeks from their date of notification to raise their grades to the necessary standard. Failure to meet this standard will result in the student being ineligible for the remainder of the current semester.

CONCUSSION AND HEAD INJURY INFORMATION RELEASE FORM

The Kansas Legislature has enacted the School Sports Head Injury Prevention Act, which became state law on July 1, 2011. Every school must now obtain a signed Concussion and Head Injury Information Release Form. Forms will be kept on file in the same manner as the student's pre-participation physical exam form. No athletic or spirit squad participation (practice or competition) is allowed until both forms are signed by the student and the parent/guardian, and are on file at the school. The new state law requires written clearance from a healthcare provider before the student is allowed to return to participation following a suspected concussion. The law defines a healthcare provider as someone licensed by the state board of healing arts to practice medicine and surgery. By interpretation of the Kansas Board of Healing Arts, this means a medical doctor (MD) or doctor of osteopathic medicine (DO) must provide the written clearance for the student to return to participation. These forms will be available during enrollment and throughout the year in the high school office.

NCAA ATHLETIC ELIGIBILITY

To be considered a qualifier at a Division I institution and be eligible for financial aid, practice and competition during your first year, you must:

1. Graduate from high school.
2. Complete 16 core classes as outlined by the NCAA.
3. Earn a minimum required grade-point average in your core classes; and
4. Earn a combined SAT or ACT sum score that matches your core-course grade-point average and test score sliding scale.

NOTE: See your counselor for more detailed information.

PLAGIARIZING

Plagiarism is using others' ideas and words without clearly acknowledging the source of that information.

How can students avoid plagiarism? To avoid plagiarism, you must give credit whenever you use

*another person's idea, opinion, or theory:

*any facts, statistics, graphs, drawings – any pieces of information – that are not common knowledge;

*quotations of another person's actual spoken or spoken or written words; or

*paraphrase of another person's spoken or written words.

Cheating comes in many forms and can be as simple as copying a classmate's homework assignment, exchanging answers on a quiz or test, or using someone else's work as your own.

Plagiarizing/cheating will not be accepted. Students will be given a zero for their work.

(Information for parts of this section came from the Indiana University Writing Tutorial Services)

Principal's discretion for additional consequences, including but not limited to removal from office and leadership positions.

SECTION III ATTENDANCE

PHILOSOPHY

School attendance is a very important part of a student's school record. Employers, schools of all types, and the armed services are interested in attendance and personal reliability. Regular and punctual attendance by all students is also necessary for the proper functioning of the entire school. Lectures, interpretations, demonstrations and discussions once missed cannot be replicated. One of the major causes of failure in school is absenteeism. The responsibility for school attendance clearly rests on the parent and guardian pursuant to state law. In addition, state law empowers the Board with a legal duty to adopt rules for determining valid excuses for absenteeism.

COMPULSORY ATTENDANCE

The compulsory attendance law makes it mandatory that any child who has reached the age of seven years and is under the age of eighteen and enrolled in school. Only students that are an exception by law or have been suspended or have been expelled from school are not required to attend school. Additionally, students sixteen years of age or older whose parents or legal guardians sign waivers releasing them from mandatory attendance may terminate their enrollment.

ATTENDANCE PROCEDURES

1. The building principal possesses the authority to determine whether an absence is either excused or unexcused. Therefore, any student determined to be truant according to K.S.A. 17-1113 (inexcusably absent on either three consecutive school days or five or more school days in any semester) will be reported to either the local representatives of SRS or the county attorney. Any decisions regarding such students will be made by representatives of these two government entities.
2. No credit will be given for work assigned during an unexcused absence.
3. When an illness might lead to the infection of other students, a note from a physician or county health officer will be required before the student will be readmitted to school.
4. A parent or guardian is requested to call the school office before 9:00 AM when the student is absent and previous arrangements have not been made. If there has been no prior communication, a note needs to be presented to the office when the student returns stating the reason for the absence. If there has been no communication by the end of the school day on which the student returns, the absence will be unexcused. Students will be reminded of this responsibility during the day. Once information is received regarding the absence, the principal or designee will determine if the absence is excused or not.
5. College visits are considered as school activities and will not be counted against perfect attendance.
6. Make-up work will be assigned by the teacher. It shall be the student's responsibility to complete the assigned work with an allotted time of one day for each day of absence plus one additional day. (Excused absences only.)

7. Students must be in attendance by 12 noon of the school day in order to participate/attend practice sessions, school activities, games, or performances that evening. The administration may waive this regulation for pre-arranged absences, college visits, funerals, and other similar reasons. Those students with an excessive number of absences, excused and/or unexcused, will not be allowed to attend activities during the school day.

ARRIVING AT SCHOOL

Students arriving at school after the final morning bell must report to the office and check in. Failure to check in will result in the student being marked absent until such time he or she does check in.

EXCUSED ABSENCES

The building principal shall be responsible for determining if an absence is excused or unexcused. The following constitute excused absences:

1. Student illness or death in the family.
2. Necessary medical, dental, or legal appointments. Documentation or appointment cards will be required to have the absence excused after the sixth absence (all types) of a semester. Oversleeping, haircut appointments, senior picture appointments, etc. will not be excused. NOTE: Parents are encouraged to schedule appointments either before or after the school day or, if necessary, either early or late in the school day so the student does not miss an excessive number of hours.
3. Personal or family emergencies.
4. Students needed at home for various reasons at the request of the parent or guardian.
5. Attendance at school activities or other functions of an educational nature and approved in advance by the principal or designee.
6. Other approved reasons following a personal request by the parent or guardian at least one day **prior** to the absence.

NOTE: If a student misses more than one-half of the first period, it will be considered an absence and possibly be unexcused.

UNEXCUSED ABSENCES

Absences not covered will be considered unexcused. Students may do make-up work, but will not receive credit. Tests, major projects, etc. may be able to be made up at the teacher's discretion. Procedures to be followed for unexcused absences during a semester are:

1. 1st Unexcused Absence- will result in the student serving a detention before or after school. Parents or guardians will be notified of the absence.
2. 2nd Unexcused Absence- will result in the student serving a ½ day of ALC. The student will receive no credit for work during the time of the unexcused absence. Parents or guardians will be notified of the absence.
3. 3rd Unexcused Absence- will result in one day of In-School suspension. The student will receive no credit for work missed during the time of the unexcused absence. Parents or guardians will be notified of the absence. Same guidelines for all subsequent absences.

***Excessive unexcused tardies or absences will result in the student being termed “not in good standing” and may lead to ineligibility to participate or attend activities for a time determined by the administration.**

EXCESSIVE ABSENCES

If a student has missed an excessive amount of school in a semester the following procedure may be utilized:

After the 6th absence (all types) of a semester, a letter may be sent to parents/guardians of the student and a conference may be held between the assistant principal and the student. Any future absences will only be excused with written documentation from a doctor, county health personnel or the school nurse.

NOTE: School activities are exempt from the above procedure and will not count as absences.

NOTE: Should a student miss an excessive number of days because of a serious illness, injury, personal or family crisis, and these absences are verified by the building administration, the above procedure may be waived.

LEAVING THE BUILDING

1. After a student has reported to school he/she is not to leave the building at any time except after reporting to the office and receiving permission.
2. Permission will not be granted unless the student has a written note or a telephone call from the parents giving permission for the student to leave the school.
3. Prior to leaving the building the student will check out through the office and will check back in upon returning.
4. Students are not allowed in the parking lot during the school day without permission from the office.
5. Leaving the building without permission will result in 1/2 day in the ALC if proper procedures are not followed. Leaving school grounds without permission will result in a full day of ALC.

ILLNESS DURING SCHOOL

If a student becomes ill during the day, he/she may not leave without checking out through the office. Illness will be based on the student's temperature and the discretion of the principal, and/or nurse. If the illness is severe enough, the office will attempt to contact the parent/guardian to inform him/her of the student's condition prior to the student checking out. If unable to contact anyone, the student will remain at school until a contact is made.

COLLEGE VISITATION DAYS

Each junior and senior is permitted a total of three college visitation days. These may begin at second semester of the junior year. Students must make arrangements through the Counseling Office. College visitation days will not be excused if they are taken on the day before or after a school vacation, or the last two weeks of the school year. In order to qualify as a college visitation day; the student must visit with a college official on campus. A college visitation form must be turned into the office prior to the visit or the student will be counted as unexcused. Class work should be made-up in advance.

WITHDRAWAL FROM SCHOOL

The procedure for withdrawal is as follows:

1. Authorization for withdrawal must be made in person by a parent or guardian if the student is under eighteen years of age.
2. Obtain appropriate forms from the office.
3. Have the forms filled out by the teachers, return all school technology, books and library books, and make sure all fines are paid.
4. Take completed forms to the office for final clearance.

POST-SECONDARY RECRUITMENT VISITS

Seniors will be allowed to visit with post-secondary recruiters that come to Clay Center Community High School. Seniors will be limited to six visits a year. Students must sign up for the visits the week before to be allowed to attend.

TARDIES

Teachers are to keep a record of unexcused tardies to their class. When a student accumulates three (3) tardies, a tardy slip is sent to the office specifying the dates they were tardy.

Tardy slips in the office will be reset each semester.

The consequences for tardy slips are as follows:

1st tardy slip - student counseled concerning tardiness

(3 tardies) one 9th hour assigned
notice sent to parents about the tardy problem.
This is done by the teacher.

2nd tardy slip - student counseled concerning tardiness

(6 tardies) ½ day ALC
notice sent to parents about the tardy
problem

3rd tardy slip - student counseled concerning tardiness

(9 tardies) Full day ALC
notice sent to parents about the tardy
problem

4th tardy slip - parent-student conference concerning the tardy problem

(12 tardies) Removed from class without credit

SECTION IV STUDENT CONDUCT

A. Philosophy

We want Clay Center Community High School to be as pleasant, safe and comfortable a place to be as possible. To that end we expect everyone, staff and students alike, to treat one another with the respect with which each of us would like to be treated. People are more comfortable in situations where there are clearly defined rules to live by.

B. Discipline System

The following information will give general guidelines for assigning consequences as a result of various behavior infractions. Administrators will use their discretion in assigning consequences other than those listed. Consequences assigned for any offense may be more severe or less severe depending upon the facts and circumstances of each case.

Students may be suspended or expelled for any reasons allowed by Kansas Law. This includes the commission of any act on school property or at a school event which would constitute a misdemeanor criminal offense as well as the commission of any act, regardless of the location, which would constitute a felony criminal offense.

When In-School Suspension (ISS) or Out-of School Suspension (OSS) is assigned, students will have the opportunity to complete missed class work. Students are the ones responsible for making arrangements to complete class work, not teachers or administrators. Work may not be identical to the

classroom experience (i.e. VPL or other alternative schooling). Time allowed to complete this work will generally correspond to the length of the ISS or OSS and be determined by the administration.

For purposes of this policy, recommended Long-Term Suspension or Expulsion will mean a minimum of 46 school days and a maximum of 186 school days.

LEVEL 1: Detention may be assigned by teacher and/or administrator.

Violations including but not limited to:

Cafeteria Violation	Profanity
Clothing Violation	Hall/Grounds Violation
Display of Affection	Office Referral
Parking Violation	Electronic Violation
Skipping Teacher Assigned/School Assigned Detention	

LEVEL 2: Detention, ISS, and/or OSS.

Violations including but not limited to:

Class Disturbance	Forging/Altering Passes
In parking lot without permission	Lying
Leaving class without permission	
Insubordination/Refusing a reasonable request	
Inappropriate Displays of Temper	
Throwing snowballs	

LEVEL 3: ISS or OSS (up to 3 days)

Violations including but not limited to:

- Computer network/internet violation
- Disrespect to Staff (could be level 4)
- Direct swearing to a teacher or staff member
- Disrespect to students (could be level 4)
- Harassment, threats, intimidation
- Fighting – 1st offense
- Theft
- Repeated violations of school rules
- Tobacco (use or possession) – 1st offense

LEVEL 4: Short-term OSS or ISS (up to 10 days)

Violations including but not limited to:

Alcohol (use or possession) – 1st offense
 Abuse of over-the-counter or prescription drugs – 1st offense
 Tobacco (use or possession) – 2nd or 3rd offense
 Drug Paraphernalia
 Disrespect to staff
 Disrespect to students
 Dangerous materials
 Physical or verbal attack of a student (could be level 5)
 Fighting – 2nd and 3rd offenses
 Extortion
 False 911 call/Fire alarm pull
 Leaving campus without permission

Vandalism/Destruction of school property

LEVEL 5: Recommended Long-Term Suspension or Expulsion (46 to 186 school days)

Violations including but not limited to:

Alcohol (use or possession) 2nd or more offense

Abuse of over-the-counter or prescription drugs – 2nd or more offense

Drug (use or possession) – any offense

Physical or verbal attack of a staff member

Explosives

Weapons

Setting a Fire

Bomb/bomb threat

Felony Charges

*When a student accumulates a total of 5 days of OSS in a semester, a letter will be sent to the parents/guardians notifying them of the problem and the possibility of a due process hearing.

*A student who accumulates 10 days or more of OSS during a semester **or has been suspended out of school on three separate occasions for any length of time** may be recommended for a long-term suspension from school.

C. Alcohol and Tobacco

The use and/or possession of alcohol or tobacco, in any form, including the use of e-cigarettes, vaping or any other type of tobacco deemed inappropriate by school administration is not permitted in school buildings, on school grounds, on a school bus, or at any school activity by students. Any student violating the terms of this policy shall be reported to the appropriate law enforcement officials if it is suspected a law has been violated. Students who violate this policy during the school year will be treated as outlined in Section B. In the case of 2nd or more offenses, in addition to OSS, the student will

be required to complete a tobacco and/or alcohol cessation program at the pupil's expense. If a tobacco and/or alcohol cessation program is not completed or in the process of being completed, a hearing for long-term suspension will be recommended.

Students shall not distribute or sell alcohol or tobacco of any sort on school property, or at any school sponsored event. Students violating this policy will be subject to the penalties outlined under drug free schools, paragraph 4 in Section E, including up to a 186 day expulsion.

D. Suspicion of Alcohol or Drug Use by Student

In accordance with the responsibility of the school district to ensure a safe and orderly environment conducive to learning for all students, the following procedures have been developed:

-Any student reasonably suspected of consuming, possessing, or being under the influence of alcohol or drugs on any school grounds or in any school building or at any school function will be referred to the administrator in charge, where the student will be assessed by an administrator, nurse, counselor or other staff member trained in the approved assessment tool. This suspicion may be based on but not limited to the inability of the student to comprehend, slurred or incoherent speech, uneven or unsteady physical mobility, or the odor of alcohol or other drugs.

-The assessment tool approved for use will be from "Preliminary Student Observation" or the breath analysis tester.

-If it is determined there is a reasonable suspicion a student is under the influence of alcohol or drugs, further testing will ensue. Legal permission must be granted to initiate an alcohol or drug test. (Call the parent or guardian, or obtain the student's permission if the student is 18 or older.)

-Qualified individuals will administer any alcohol breathalyzer or other drug tests when necessary. Except in the case of general breathalyzer screenings at a school dance/Prom, the student will be removed from the presence of other students for testing purposes. A staff member of the same sex as the student will be present.

-Students found to be under the influence of alcohol or drugs will be disciplined according to established policy. Additionally, it will be recommended that these students seek outside services for help with alcohol and drug abuse issues.

-Refusal to submit to a breath or urinalysis test will result in the same penalties as if the student had been found to have consumed alcohol or drugs.

-If it is confirmed by the results of the breath or urinalysis test that a student has in fact consumed alcohol or drugs, the student will be released only to a parent/guardian or law enforcement officials.

-If a student has reached the age of 18 and does not wish for his/her parent/guardian to be notified, the student should be released only to law enforcement officials. The student shall not be allowed to leave school or the school activity on his/her own.

-As per law and policy, illegal activities are to be reported to the appropriate law enforcement agencies.

-If any student successfully completes alcohol or drug treatment, disciplinary consequences may be adjusted or waived. (See 4th paragraph under E. Drug Free Schools)

-District personnel shall provide students and parents with a list of approved programs in the area when a student is reasonably believed to be abusing or incapacitated by the use of alcohol or other drugs. Immunity from civil liability for any such recommendation will be given to district personnel unless such recommendation was made in bad faith or with malicious purpose.

E. Drug Free Schools

As a condition of continued enrollment in USD 379, students shall abide by the terms of this policy during the school year.

The use, possession, distribution and/or sale of illicit drugs, drug paraphernalia, improper use of legal drugs, other controlled substances or materials (facsimiles) that give appearance of use by students on school premises or as a part of any school activity is prohibited.

Students shall not unlawfully manufacture, distribute, dispense, possess, be under the influence of or use illicit drugs or controlled substances on school district property, or at any school sponsored activity or while traveling to and from any school sponsored activity as part of any official school group. Any student violating the terms of this policy shall be reported to the appropriate law enforcement officials.

Violators will be subject to sanctions that include up to a 186 day expulsion. A student who has been expelled from school under the terms of this policy has the right to appeal for re-admittance, but will not be considered for re-admittance unless the student has completed a drug and/or alcohol education and rehabilitation program at an acceptable institution at the expense of the student. In addition, a student will not be considered for re-admittance before at least ½ of the imposed expulsion or 46 days of the expulsion is served, whichever is longer.

If the student is involved in extracurricular activities at the time of the violation, the student shall be suspended from student activities until such time as the student is reinstated in school and in accordance with the school activities code.

F. Use of Drug Dogs

The Clay County Sheriff, Clay Center Police or Wakefield Police have school board permission to conduct periodic, unannounced random sweeps of school facilities, classrooms, personal belongings and the parking lot for illegal drugs using trained drug dogs. Students in possession of illegal drugs, which includes student lockers, will be turned over to law enforcement authorities.

G. Substance Abuse Policy for USD 379 Extracurricular Activities

Extracurricular activities are school-sponsored activities including:

- a. Competitive extracurricular activities such as any middle school or high school sanctioned or sponsored extracurricular activities involving competition, comparison, or judging of the individuals or groups with other individuals or groups. Competitive extracurricular activities include, but are not limited to, athletic programs, cheerleading, dance team, band, academic teams, choir, scholar bowl, debate teams and forensic teams.
- b. Noncompetitive extracurricular activities such as middle school or high school sponsored clubs or groups, including, but not limited to class officers, Student Council representatives and club membership.
- c. School sponsored events such as any middle school or high school events including, but not limited to King and Queen candidates, attendance at school dances, or other social events.
- d. Non-school sponsored student clubs or groups who perform at school sponsored activities.

These extracurricular programs are a valuable part of the education program in USD 379. These programs teach many things in addition to the aptitudes or skills in which the participant is directly involved. These programs are considered to be a privilege rather than a right for the participants involved. The participants are highly visible representatives of their school, their district and their community. Because of these facts, coaches and sponsors may set more stringent codes of conduct and responsibilities for participants. If more stringent rules are established, the additional rules must be approved by the BOE, and a copy of the additional rules must be provided to each student and his/her parent/guardian prior to the beginning of a season or activity.

Administrators will ensure that all extra-curricular participants have, on file, a signed agreement stating that parents/guardians and participants have received, read, and understand the rules and policies applicable to participation in extracurricular activities in general, and to the particular activity in which they are participating if there are additional rules set forth by that coach or sponsor.

H. Use or Possession of Tobacco, Alcohol or Controlled Substances by Extracurricular Participants

Use or possession of tobacco, vapes, cereal malt beverages or other intoxicants, narcotic or hallucinogenic drugs, amphetamines, barbiturates, marijuana or anabolic steroids is prohibited for students involved in extracurricular activities or athletics. Verification of substance violations will come in one of the following formats:

- a. Self admitted involvement by the student or his/her parent/guardian.
- b. Witnessed student involvement by the sponsor, coach, or staff member
- c. Verification by an official law enforcement report
- d. Investigation by school officials, coaches, or sponsors
- e. Positive result of a certified drug test

I. Consequences for Substance Abuse Violations for Extracurricular Participants

Consequences will carry over into the next sport/activity season, even if this means carrying over into the next academic year. (Clarification: If a student violation occurs towards the end of a season the penalties will carry over to the next activity.)

Students in high school will be afforded only one 1st violation consequence during their years of eligibility at the high school level. Students will be afforded only one 2nd violation consequence at the high school level. Subsequent violations in any category will begin with 3rd violation status.

Tobacco, Vapes, and Over-the Counter Drug Violation:

1st violation: loss of eligibility for the next 7 school calendar days or 2 interscholastic events, whichever is less. The student will continue to attend and participate in practice.

2nd violation: The student will lose eligibility for the next 14 school calendar days or 6 interscholastic events, whichever is less. If the violation is for tobacco abuse, before readmission into any extracurricular activity, the student will show evidence, in writing, that he/she has received appropriate tobacco abuse counseling from a qualified professional. The student will continue to attend and participate in practice.

3rd or subsequent violation: The student will forfeit eligibility for the remainder of the school term. If the violation occurs during the last quarter of a school year, the student will be ineligible for the first quarter of the next academic school year.

Alcohol Violation:

1st violation: The student will lose eligibility for the next 21 school calendar days or 8 interscholastic events, whichever is less. The student will show evidence, in writing, that he/she has completed an on-site or online educational class related to alcohol abuse. The student will continue to attend and participate in practice.

2nd violation: The student will lose eligibility for the next 28 school calendar days or 12 interscholastic events, whichever is less. The student will show evidence, in writing, that he/she has completed an on-site or educational course related to alcohol abuse. The student will continue to attend and participate in practice.

3rd or subsequent violation: The student will forfeit eligibility for one calendar year. The student will show evidence, in writing, that he/she has received appropriate alcohol abuse counseling from a qualified professional. (See Appeals Process.)

Drug Violation:

1st violation: The student will lose eligibility for the next 28 school calendar days or 12 interscholastic events, whichever is less. The student will show evidence, in writing, that he/she has completed an on-site or online educational class related to drug abuse. The student will continue to attend and participate in practice.

2nd violation: The student will lose eligibility for the remainder of the school year. If the violation occurs during the last quarter of a school year, the student will be ineligible the first quarter of the next academic school year. The student will show evidence, in writing, that he/she has completed appropriate drug abuse counseling from a qualified professional.

3rd or subsequent violation: The student will be ineligible to participate for one school calendar year starting at the date the offense occurred. The student will show evidence, in writing, that he/she has received appropriate drug abuse counseling from a qualified professional. (See Appeals Process.)

Note: Parents/Guardians may obtain suggestions for educational courses related to drug or alcohol abuse, or qualified counseling services, from the school counselors, but are not required to do so. The school seeks to be helpful to the student, but it is the parent/guardian's responsibility to choose quality educational or counseling services for their child.

J. Out of Season Infractions

Should a student commit an infraction of this policy while not actively participating in an activity (during dead week or out of season), the violation will be treated as if the violation had occurred in season. The student will be subject to the subsequent penalties during their next season of participation. Should additional violations occur during active participation, or out of season the student will be

subject to subsequent penalties as determined by the number of violations accumulated previously.

This applies to summer violations also. In the case of summer violations, no penalty is administered, but the student will be counted as having a violation. Thus any subsequent violation penalties will be at the next level.

K. Random Drug Test Policy for Extracurricular Participants

The USD 379 Board of Education recognizes that student drug abuse is a significant health and safety problem for schools. Substance abuse negatively affects students' health, behavior, learning, reflexes, and the overall development of individual students. The administration has noted an increase in the evidence of drug use by our students, including those participating in extracurricular activities. In an effort to make Clay County Schools' extra-curricular activities as enjoyable and safe as possible, the District has instituted a random drug testing policy for all students participating in any extra-curricular activity **which includes dances, prom, musicals, concerts, etc.** As part of the online enrollment process, parents and students will be provided information on our policy. Further information can be found in BOE policy JDDA-drug free schools

***Any tampering with the sample constitutes a false positive.

***Students randomly selected will not be allowed to leave until they provide a sample.

***Use of cell phones is prohibited.

L. Appeal Process

Students that have violated the Substance Abuse policy will have the option to appeal the penalty to the school district activity council. The council is composed of five sponsors and or coaches appointed to serve a one-year term. The USD 379 school board will approve the appeal board. Students must submit, in writing, a request to the school's athletic director their desire to have an appeal hearing. This request must be made within two school days of the student receiving verbal or written notice of the disciplinary action as addressed in Section IV, Student Conduct, Article I. If the appeal is not made within the two school days the student forfeits their right to appeal. Once the request has been received the athletic director will convene the appeal hearing. The student will be given the opportunity to appear before the committee to appeal the penalty resulting from their violation. Attendance at the hearing will be limited to the athletic director (conducts the hearing), appeal board members, student, and his/her guardian or parents. After hearing the student appeal the hearing committee will then render a decision within twenty-four hours. The athletic director will then inform the student and his/her parents of the committee/s decision. During the appeal process students will still be required to serve the penalty incurred due to the substance abuse violation. The appeal committee will only consider modifying the penalty incurred by the student violation, not waiving the penalty entirely.

Should a student incur a third violation penalty, that student may follow the appeals process as outlined above, except that they may appeal directly to the Board of Education. Written requests for this hearing will be made to the Superintendent of Schools within two school days of notification of penalty to be served. The Board will hear the appeal as soon as able to gather a quorum for a special meeting. Attendance at the hearing will be limited to the athletic director(conducts the hearing), appeal board

members, student, and his/her guardian or parents. This will not be interpreted as a due process hearing nor will any form of legal representation be permitted. The student may present such things as their plan to change their behavior, what they plan to do to receive help, or other mitigating information. The Board will render a decision as to possible modification of the penalty, not waving it, within two work days, and will notify the student and parent.

M. Use of Breathalyzer at Dances and Prom

Before admission to a school dance/Prom, students and guest of students will be asked to breathe within close proximity to a portable breath analysis tester. The device provides a digital positive or negative reading in seconds. If this passive test is negative, the student/guest will be admitted to the dance. If this passive test is positive, indicating the presence of alcohol, the student will not be allowed to enter the dance, but will be detained for further evaluation according to the policy. If further evaluation proves a negative, the student/guest will be admitted to the dance. At the discretion of the administrator, the breath analyzer may be used at any time during or after the dance.

As all students entering will be screened, prior written permission for the screening to be done 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.

DRESS AND APPEARANCE

Students should dress in a manner which will not be disruptive to the educational process. This dress code was developed to give students a wider variety of clothing to wear. If at any time the principal or teacher believes that a student's attire is a disruption, that student will be asked to change. This especially applies to clothing fads or trends that become popular for a short period of time. Also, the school reserves the right to disallow or restrict any clothing worn by students to school or school activities that might be associated with a gang or gang activity.

Any extra-curricular group may require a more stringent dress code and those students wishing to participate will also abide by the code for that group.

1. Hair should be clean, combed, and styled in a manner to keep it out of the eyes.
2. Shorts as approved by the administration are acceptable for school wear. No shorts that look like underwear are allowed. Spandex shorts are not allowed unless worn under other shorts. Shorts must be acceptable in length.
3. Clothing with obscene, suggestive, or distasteful language or artwork is not acceptable for school wear. Examples: clothing with alcohol, drugs, tobacco or inappropriate references on them.
4. Shirts must cover the entire stomach, no bare midriffs. Other tops not acceptable include halter tops, tube tops, mesh shirts, strapless tops, inappropriate tank tops, any top or shirt that doesn't have a full back, 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.
5. Clothing that has straps or suspenders must be fastened over the shoulders.
6. Footwear must be worn at all times during school.
7. Students are not allowed to wear hats, caps, or other headgear while in the building prior to or during the regular school day. This includes masks on Halloween.
8. No colored or dark glasses should be worn except under a doctor's prescription or direction.
9. Pants, jeans, sweats, overalls and shorts are to be worn at waist level. No excessively loose clothing.

10. Gang writing and/or symbolism is not allowed on school papers, notebooks or any material at school or school activities. This includes marking(s) on the body. Gang related colors, language, gestures or designs are not allowed in the school or at school activities.

11. Exceptions to the school dress code will be made for formal school events such as Prom, That's Entertainment, Stardusters and other similar events. Clothing should still be kept in good taste with proper covering of the chest and midriff areas. If in doubt as to what is appropriate, follow the building dress code and/or contact the building administrator. The school reserves the right to refuse participation if inappropriate clothing is worn.

LOCKERS

A hall locker may be assigned to each student upon request. Athletic lockers will be checked out to each athlete by their respective coach or PE teacher. Students are requested to limit trips to their lockers. Students are not to bring large amounts of money, radios, cameras, etc., to school. Students, not the school, are responsible for their own property. If it is necessary for a large amount of money to be brought to school, it should be deposited in the office for safekeeping.

Lockers should be clean and in order at all times.

The school reserves the right to open lockers for inspection at any time.

PARKING LOT REGULATIONS

Students are privileged to have the use of the school parking lot for their vehicles. The parking lot will be supervised by school officials and by Clay County law enforcement officers. Stalls are painted on the parking lot so that you might be better able to park your vehicle and protect it and the vehicles of others. Please park within the lines painted for you. The parking stalls designated by yellow lines are for use by school officials only. Students parking in these areas are subject to disciplinary action.

The traffic lanes in the lot need to be kept open at all times. To make this possible, students must follow the guidelines for proper parking. Parking is not permitted along the curb to the south of the building as this area is to be used for loading and unloading buses and for emergency vehicles. Parking is also not allowed on either side of the drive leading to the locker room/weight room southeast of the building. The circle drive is off-limits to student vehicles, as are the visitor stalls in the parking lot.

Be advised that handicapped stalls are marked accordingly and are to be used only by those people with a need and an appropriate sticker. Violators of this policy are subject, not only to school disciplinary action, but also legal consequences.

Furthermore, students are advised that they are not to drive in areas other than regular driveways and the parking lot. Students will be in violation of school regulations if they drive on sidewalks, grassy areas and over trees and shrubs. This practice will be subject to punishment by school and law enforcement officials. Bicycles are to be put in the bicycle racks. Students are required to leave their vehicles immediately after arriving in the parking lot and enter the building.

Students are not allowed to congregate or loiter in the parking lot before or after school and on school grounds after school.

Parking and driving violations may result in loss of using the parking lot, disciplinary action, and/or referral to law enforcement officials.

Consequences:

- 1st offense. 9th hour
- 2nd offense. ½ day in ALC
- 3rd offense. Full day in ALC

FOOD AND DRINK IN THE BUILDING

It is the teacher's discretion whether to allow food or drink in the classroom. The gym, auditorium, music rooms, library, and computer labs are off limits for food and drink without special permission

HALL CONDUCT

Proper conduct in the building is expected at all times. This means students are to pass quietly through the halls and should not loiter, run, push, or hit others as they pass. Students are responsible for their conduct to all teachers and support personnel.

SUBSTITUTE TEACHERS

A substitute teacher carries all the authority of a regular teacher. Students are expected to treat a substitute teacher with respect and courtesy. Any student who refuses to cooperate with any reasonable request by a substitute teacher will be subject to appropriate disciplinary action. Remember, a substitute teacher is our guest in the building. Make a good impression.

AFFECTIONATE BEHAVIOR

Any outward physical display of affection, other than holding hands, in the hallways, in classrooms, in school facilities, or at school-sponsored activities is not permitted. Violators will be subject to ½ day in the ALC. Any violations after that will result in a full day in the ALC.

TEACHER OR SCHOOL EMPLOYEE

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

PROFANITY

Language which is profane, obscene, or suggestive is unacceptable and will result in disciplinary action.

CCCHS DANCE AND PARTY POLICY

All dances must be requested through and approved by student council at least one week in advance and be placed upon the weekly calendar.

All parties and dances involving the whole student body will have a total of four sponsors including at least one of each sex. There should also be two parental couples present invited by the sponsoring organization or students.

Organization parties or dances involving a limited number of students will be handled by the sponsor and an adult chaperone, of the opposite sex, and, if desired a parental couple.

Students leaving a dance will not be readmitted. No further admissions will be allowed one hour after an event starts. Sponsors may exercise discretion in allowing students to leave and return for a justifiable purpose.

To attend dances and parties, students must sign a contract agreeing to follow the drug and alcohol policy and to accept the consequences of the policy. Students giving evidence of being under the influence of alcohol or drugs, or whose behavior is disruptive, will at the discretion of the sponsor, be asked to leave and referred to the school administration. Sponsors should contact parents to take a student home if alcohol or drugs are involved.

Events must not end later than 12:00 midnight.

With the exception of open dances, participants in activities must be students currently enrolled at CCCHS.

Supervision of the school parking lot will be by the police who will be notified by the sponsors of parties and dances. It is required that the organization sponsoring a dance hire security.

Appropriate dress for activities and dances will be determined by the sponsorship and officers.

CCCHS OPEN DANCE POLICY

1. Any student who wishes to bring a guest must first complete a guest permission form by noon two days preceding the dance.
2. Any student who brings a guest is responsible for that guest's actions including any suspensions or monetary reimbursements.
3. Guests must abide by all school policies and dress codes while on the premises.
4. The administration or sponsor may insist that any student or guest remove themselves from the premises.
5. Each student is allowed only one guest.
6. A guest must be a currently enrolled high school student in good standing.
7. Students that have accumulated five unexcused absences or have received two out of school suspensions during the school year will not be allowed to attend dances. This policy applies to all school dances including Junior – Senior Prom.

JUNIOR – SENIOR PROM

The Junior-Senior Prom is a closed event. Only CCCHS juniors and seniors (based on their cohort group) may attend Prom.

Dress clothes are required.

FUNDRAISING/SOLICITATION OUTLINE

Fundraising-when funds are raised to support a group of students, school, organization, etc. This also includes when our students are used in the solicitation of the event and will benefit from the funds.

The BOE is requesting that all elementary schools only take on one fundraiser/solicitation that falls in the door-to-door category below, per school year. The one selected needs to go through the fundraising approval form. There is no limit to community service type events, but needs to run through the fundraising approval form.

At the secondary level, all fundraisers/solicitations need to go through the 5 steps below prior to the fundraising approval form. The board does encourage groups to minimize the door-to-door events.

Protocol:

- 1) The reason for the fundraiser...is this a need or a want? Include the group/school involved.
- 2) Explore the option of using a school/activity budget. Are funds available from either fund? Please report findings.
- 3) If school funds are not available, then seek out Orange and Black Pack or Wakefield Booster. Please report findings.
- 4) If funds are not available through the two avenues above, go to the students involved and get their input before proceeding with the fundraiser. If supportive, then the fundraiser can be proposed and follow the proper approval process. Share student input.

5) Fundraiser completed and funds deposited accordingly.

Examples but not limited to: items not listed, please advice for the category it would fall under)

Community Events/Provide a Service:

Wendy's Night, Meals at events/games (reduce asking businesses to provide items for the meals), Work auctions, Drama Dinner, Book Fair, Cheer Clinic, Art Night-baskets, and Concession stand at events, Dodge Drive, etc.

Door to Door:

Sales of tickets/chance to win, merchandise/products, addresses of patrons/family for sales, Hoops/Jump Rope for Heart solicitations, etc.

Acceptable Sales when given to parents/students only: Yearbook, School Pictures, Square-One Student Projects.

STUDENT-TEACHER CONFERENCES

(Detention)

Teachers should detain after regular school dismissal any student who could benefit from a student-teacher conference. Some signs of the necessity of a student-teacher conference include: Back work (daily lesson assignments, book reports, special projects, tests, etc.) that has not been completed within a reasonable amount of time.

Failing work for the previous week.

Poor citizenship and/or behavior. The student-teacher conference is scheduled to begin at 3:20 P.M. and may extend until 3:50 P.M. One day's notice will be given to all students scheduled for the conference period in order that transportation home can be arranged. Conferences (detentions) not served may result in suspensions or office detentions, and loss of all extra-curricular privileges.

SPORTSMANSHIP

A school never produces a true championship team unless students, fans, and spectators collectively have exhibited good sportsmanship. Good sportsmanship is contagious and should be among the top priorities of every school. The best way to support one's team is to do just that—**cheer for your team and not against the other team** as outlined in Rule 52 of the K.S.H.S.A.A.

Good sportsmanship is resisting any negative behavior that tends to influence the outcome of the contest. Yelling during free throws, shouting obscenities, booing players or officials, chanting YOU! YOU! are evidence of poor sportsmanship and will not be tolerated.

We never get a second chance to make a good first impression. Let us strive to insure that Clay Center Community High School's sportsmanship is noticeable.

ELECTRONIC DEVICES

Laser lights, electronic games, etc. are not allowed at school, as they can be distracting and disruptive to the learning process. If students are caught with a laser light and it is being used in an inappropriate manner it will be taken from the student and not returned until the end of the year. Cell phones must be turned off during class time and while in the classroom. Students will be allowed to use their phone during passing periods, during lunch in the commons, and before and after school. Offenses reset every semester.

Consequences for iPads/cell phones are as follows:

1st offense. Cell phones confiscated and brought to the office for students to pick up at the end of the day.

- 2nd offense. Device taken, parent retrieval and conference..
- 3rd offense. ½ day ALC and parent phone call or conference.
- 4th offense. Full day in ALC and device taken for a length of time to be determined by the administration.

SOCIAL MEDIA

Clay Center Community High school allows social media such as Facebook, Twitter, etc. between students during the school day as long as it is not a disruption to normal classroom procedures. Disciplinary action may take place with the following circumstances (disciplinary action taken is in parenthesis):

- * Inappropriate emails, Facebook updates, Tweets, photos, videos, etc. that occur outside of school hours but disrupt the normal school day's activities (**consequences will vary depending on severity**)
- Inappropriate, vulgar, or insensitive e-mails, Facebook updates, photos, videos, etc. that occur using personal or school-issued devices (**device taken away and/or 9th hour/ALC depending on severity**)
- A threat towards another student or staff member using social media that occur during or outside school hours (**out-of-school suspension; law enforcement will be contacted**)

LIBRARY

Students are to respect the library and the materials in it. Any misuse of library facilities may result in the violator losing the privilege of going to the library.

LIBRARY RULES

1. Students who are visiting or are not working will be sent out of the library.
2. Students who are ejected from class will not be accepted into the library.
3. Students may also use the library in the morning from 7:45 to 8:10 A.M and after school from 3:20 to 3:50 P.M.

IN-SCHOOL SUSPENSION/ALTERNATIVE LEARNING CENTER (ALC)

When a student is given time in the ALC, he/she will receive credit for work completed. The work given in the ALC may vary from the classroom work, but should be completed before returning to the classroom. Labs must be made up with the teacher before or after school to receive credit. If the student does not complete the assigned work, then he or she will remain in the ALC until it is completed and any other work missed is completed. As students complete assignments, they must be handed into the ALC teacher. No student will be allowed to return to class during the middle of a period. If a student is uncooperative or disruptive, he or she will be suspended out-of-school. The student will not be allowed to participate in any extra-curricular activities the day he/she serves time in the ALC. That includes, but is not limited to sporting events, concerts, dances, etc. Students in the ALC during the lunch period will eat their lunch in the ALC. Students will not be allowed out of the ALC room during lunch period.

EJECTED FROM THE CLASSROOM

Any student who is asked to leave the classroom a fourth time in a semester due to disruptive or inappropriate behavior, will be removed from that class for the semester without credit. Exceptions may be made by the principal for extenuating circumstances.

VERBAL/PHYSICAL ASSAULT ON A SCHOOL EMPLOYEE

A student shall not intentionally cause or attempt to cause physical injury or to behave verbally in such a way that could reasonably injure a school employee:

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

Neither self-defense nor action undertaken on the reasonable belief that it was necessary to protect some other person is to be considered an intentional act under this rule.

(Out-of-school suspension will result and law enforcement will be contacted.)

PHYSICAL ABUSE OF A STUDENT OR OTHER PERSON NOT EMPLOYED BY THE SCHOOL

A student shall not intentionally do serious bodily injury to any person:

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

Neither self-defense nor action undertaken on the reasonable belief that it was necessary to protecting some other person is to be considered an intentional act under this rule.

(Out-of-school suspension will result, and law enforcement will be contacted.)

WEAPONS AND DANGEROUS INSTRUMENTS

A student shall not knowingly possess, handle or transmit any object that can reasonably be considered a weapon on the school grounds or off the school grounds at a school activity, function or event.

This policy shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon.

Possession of a firearm shall result in expulsion from school for a period of one year (186 school days), except that the superintendent may recommend that this expulsion requirement be modified on a case-by-case basis.

As used in this policy, the term “firearm” means any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, or any firearm muffler or silencer; or any destructive device.

As used in this policy, the term “destructive device” means any explosive, incendiary or poison gas: bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or other device similar to any of these devices.

Knives of any length are not to be carried at school. If they are used in construction tech or shop classes they are to be left in the lockers that are available for those classes. If students are found to be in possession of knives they will be confiscated and given back at the end of the year.

OUT-OF-SCHOOL SUSPENSION

Suspension involves the dismissal of a student from classes, school activities, the school building, and school grounds. Credit will be given for work missed during a short-term suspension from school. Students may not attend nor participate in school activities during the suspension. The building

principal is authorized to suspend any student for a period not to exceed ten school days for the following:

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

EXAMPLES OF OUT-OF-SCHOOL SUSPENSION

Acts of unacceptable behavior that may result in suspension and/or expulsion but not limited to the following:

1. Possession, consumption or sale of alcoholic beverages, narcotics, marijuana, addictive drugs, deleterious substances, and inhalants.
2. Threat or use of lethal weapons.
3. Vandalism.
4. Extortion of any type and/or amount.
5. Possession, use, consumption or sale of tobacco in any of its forms.
6. Failure to comply with reasonable request from administrator, teaching staff, and other school employees.
7. Fighting and/or provoking a fight.
8. Intimidation, threatening by word or deed.
9. The use of profanity and/or vulgarities.
10. Excessive tardiness.
11. Temper tantrums.
12. Open defiance of authority.
13. Stealing.
14. Conduct which disrupts the school's activities and educational mission.
15. Destruction of school property.
16. Possession of lethal weapons.
17. Repeated violations of school regulations.
18. Disrespectful behavior towards a staff member.
19. Physical attack of a student or staff member.
20. Direct swearing to teacher or staff.

9TH HOUR POLICIES

1. 9th hour shall be from 3:25 to 3:45 P.M. for all students unless excused by the office.
2. All 9th hours will be served by the following school day unless excused by the issuing teacher or the office.
3. All students must report immediately to the 9th hour. 9th hour takes precedence over extra-curricular activities held during 9th hour time.
4. Students must bring books, paper and pencils to work on assignments each day.

5. Students who arrive late or do not bring something to work on will not be given credit for the time and will be given an additional 9th hour.
6. Students who are assigned a 9th hour will be given one “day of grace”—they are not required to attend on the first day. If a student fails to serve after the first day, the student will be assigned a half day in the ALC.
7. Students will only be allowed to talk or to leave assigned seats with the permission of the teacher. Sleeping, socializing and other activities not deemed proper by the teacher will not be permitted.
8. Absence from 9th hour due to illness or excused activities will not relieve students from fulfilling required time.
9. Students with passes from other teachers may make up the required time with the teacher if the pass is presented to the 9th hour teacher with the time initiated by the one who gave them a pass.
10. Students receiving a 9th hour for disciplinary action within the classroom will serve their 9th hour under the supervision of the issuing teacher. Teachers with after school duties will supervise their 9th hour from 7:45 A.M. to 8:05 A.M. or after school at the site of their activity.
11. Students who cannot function according to the standards or refuse to cooperate with the teacher will receive additional disciplinary action.

COMPUTER POLICY

Students are not allowed to bring their own devices e.g. laptop, iPad, to school

Students using school computers will not:

1. Destroy or abuse computer equipment or software.
2. Install or modify software on a school computer or violate another user’s workspace.
3. Use a broadcast messaging system.
4. Use vulgarity or obscenity in any form.
5. Have food or drinks around the computers.
6. Slander or defamation
7. Failure to return a computer on a daily basis

3-strike policy: 1st strike is a nine-week suspension from computer usage, the 2nd strike is a semester suspension, and a 3rd strike is removal of all computer privileges.

Students that have not paid for their technology device are not allowed to take the device home. It must be left at school. Failure to leave it at school more than three times (days), the device will be taken from the student until they pay the fee.

INTERNET POLICY

CCCHS provides access for students and staff to the internet—a worldwide network of computer networks. It is a privilege to have access to this extraordinary resource and therefore, all users must agree that they will adhere to the USD #379 Internet Usage Policy. All students will be required to sign an Internet Usage Agreement. Students not completing this agreement will not be allowed on the Internet until they do.

RETURNED CHECK POLICY

Some checks are returned to the district as insufficient funds or accounts closed. The Board of Education shall adopt the following procedures as it pertains to these returned checks.

Procedures

Once the person is notified by the *Building Administrator* of the first returned check, if restitution is made within five working days from the notification, there will be no charge. If after a second notification restitution is not made, a fee of \$30.00 will be charged. The person will be informed that the school has been instructed not to accept any future checks from them. All future payments to the district would then be in the form of cash, cashier's check, or debit/credit card payment.

If any check remains as an insufficient funds check, after five working days from final notification, the superintendent will be notified and checks may be turned over to the county attorney for legal action.

EMERGENCY SAFE INTERVENTIONS

The board of education is committed to limiting the use of Emergency Safety Intervention ("ESI"), such as seclusion and restraint, with all students. Seclusion and restraint shall be used only when a student conduct necessitates the use of an emergency safety intervention as defined below. The board of education encourages all employees to utilize other behavioral management tools, including prevention techniques, de-escalation techniques, and positive behavioral intervention strategies.

This policy shall be made available on the district website with links to the policy available on any individual school pages. In addition, this policy shall be included in at least one of the following: each school's code of conduct, school safety plan, or student handbook. Notice of the online availability of this policy shall be provided to parents during enrollment each year

Definitions

"Campus police officer" means a school security officer designated by the board of education of any school district pursuant to K.S.A. 72-8222, and amendments thereto.

"Chemical restraint" means the use of medication to control a student's violent physical behavior or restrict a student's movement.

"Emergency Safety Intervention" is the use of seclusion or physical restraint, but does not include physical escort or the use of time-out.

"Incident" means each occurrence of the use of an emergency safety intervention.

"Law enforcement officer" and "police officer" mean a full-time or part-time salaried officer or employee of the state, a county, or a city, whose duties include the prevention or detection of crime and the enforcement of criminal or traffic law of this state or any Kansas municipality. This term includes a campus police officer.

"Legitimate law enforcement purpose" means a goal within the lawful authority of an officer that is to be achieved through methods or conduct condoned by the officer's appointing authority.

"Mechanical restraint" means any device or object used to limit a student's movement.

"Parent" means: (1) a natural parent; (2) an adoptive parent; (3) a person acting as a parent as defined in K.S.A. 72-1046 (d)(2), and amendments thereto; (4) a legal guardian; (5) an education advocate for a student with an exceptionality; (6) a foster parent, unless the student is a child with an exceptionality; or (7) a student who has reached the age of majority or is an emancipated minor.

"Physical Escort" means the temporary touching or holding the hand, wrist, arm, shoulder, or back of a student who is acting out for the purpose of inducing the student to walk to a safe location.

"Physical restraint" means bodily force used to substantially limit a student's movement, except that consensual, solicited, or unintentional contact and contact to provide comfort, assistance, or instruction shall not be deemed to be physical restraint.

"School resource officer" means a law enforcement officer or police officer employed by a local law enforcement agency who is assigned to a district through an agreement between the local law enforcement agency and the district.

"School security officer" means a person who is employed by a board of education of any school district for the purpose of aiding and supplementing state and local law enforcement agencies in which the school district is located, but is not a law enforcement officer or police officer.

"Seclusion" requires all three of the following conditions to be met: (1) the student is placed in an enclosed area by school personnel; (2) the student is purposefully isolated from adults and peers; and (3) the student is prevented from leaving, or reasonably believes that the student will be prevented from leaving the enclosed area.

"Time-out" means a behavioral intervention in which a student is temporarily removed from a learning activity without being secluded.

Prohibited Types of Restraint

All staff members are prohibited from engaging in the following actions with all students:

- Using face-down (prone) physical restraint;
- Using face-up (supine) physical restraint;
- Using physical restraint that obstructs the student's airway;
- Using physical restraint that impacts a student's primary mode of communication;
- Using chemical restraint, except as prescribed treatments for a student's medical or psychiatric condition by a person appropriately licensed to issue such treatments; and
- Use of mechanical restraint, except:
 - Protective or stabilizing devices required by law or used in accordance with an order from a person appropriately licensed to issue the order for the device;
 - Any device used by a certified law enforcement officer to carry out law enforcement duties; or

- Seatbelts and other safety equipment used to secure students during transportation.

Use of Emergency Safety Interventions

ESI shall be used only when a student presents a reasonable and immediate danger of physical harm to such student or others with the present ability to effect such physical harm. Less restrictive alternatives to ESI, such as positive behavior interventions support, shall be deemed inappropriate or ineffective under the circumstances by the school employee witnessing the student's behavior prior to the use of any ESI. The use of ESI shall cease as soon as the immediate danger of physical harm ceases to exist. Violent action that is destructive of property may necessitate the use of an ESI. Use of an ESI for purposes of discipline, punishment or for the convenience of a school employee shall not meet the standard of immediate danger of physical harm.

ESI Restrictions

A student shall not be subjected to ESI if the student is known to have a medical condition that could put the student in mental or physical danger as a result of ESI. The existence of such medical conditions must be indicated in a written statement from the student's licensed health care provider, a copy of which has been provided to the school and placed in the student's file.

Such written statements shall include an explanation of the student's diagnosis, a list of any reasons why ESI would put the student in mental or physical danger, and any suggested alternatives to ESI. Notwithstanding the provisions of this subsection, a student may be subjected to ESI, if not subjecting the student to ESI would result in significant physical harm to the student or others.

Use of Seclusion

When a student is placed in seclusion, a school employee shall be able to see and hear the student at all times. All seclusion rooms equipped with a locking door shall be designed to ensure that the lock automatically disengages when the school employee viewing the student walks away from the seclusion room, or in the case of an emergency, such as fire or severe weather.

A seclusion room shall be a safe place with proportional and similar characteristics as other rooms where students frequent. Such a room shall be free of any condition that could be a danger to the student and shall be well-ventilated and sufficiently lighted.

Training

All staff members shall be trained regarding the use of positive behavioral intervention strategies, de-escalation techniques, and prevention techniques. Such training shall be consistent with nationally recognized training programs on ESI. The intensity of the training provided will depend upon the employee's position. Administrators, licensed staff members, and other staff deemed most likely to need to restrain a student will be provided more intense training than classified staff who do not work directly with students in the classroom. District and building administration shall make the determination of the intensity of training required by each position.

Each school building shall maintain written or electronic documentation regarding the training that was provided and a list of participants, which shall be made available for inspection by the state board of education upon request.

Notification of Documentation

The principal or designee shall notify the parent the same day as an incident. The same day notification requirement of this subsection shall be deemed satisfied if the school attempts at least two methods of contacting the parent. A parent may designate a preferred method of contact to receive the same-day notification. Also, a parent may agree, in writing, to receive only one same-day notification from the school for multiple incidents occurring on the same day.

Documentation of the ESI used shall be completed and provided to the student's parents no later than the school day following the day of the incident. Such written documentation shall include: (A) The events leading up to the incident; (B) student behaviors that necessitated the ESI; (C) steps taken to transition the student back into the educational setting; (D) the date and time the incident occurred, the type of ESI used, the duration of the ESI, and the school personnel who used or supervised the ESI; (E) space or an additional form for parents to provide feedback or comments to the school regarding the incident; (F) a statement that invites and strongly encourages parents to schedule a meeting to discuss the incident and how to prevent future incidents; and (G) email and phone information for the parent to contact the school to schedule the ESI meeting. Schools may group incidents together when documenting the items in subparagraphs (A), (B) and (C) if the triggering issue necessitating the ESIs is the same.

The parent shall be provided the following information after the first and each subsequent incident during each school year: (1) a copy of this policy which indicates when ESI can be used; (2) a flyer on the parent's rights; (3) information on the parent's right to file a complaint through the local dispute resolution process (which is set forth in this policy) and the complaint process of the state board of education; and (4) information that will assist the parent in navigating the complaint process, including contact information for Families Together and the Disability Rights Center of Kansas. Upon the first occurrence of an incident of ESI, the foregoing information shall be provided in printed form or, upon the parent's written request, by email. Upon the occurrence of a second or subsequent incident, the parent shall be provided with a full and direct website address containing such information.

Law Enforcement, School Resource, and Campus Security Officers

Campus police officers and school resource officers shall be exempt from the requirements of this policy when engaged in an activity that has a legitimate law enforcement purpose. School security officers shall not be exempt from the requirements of this policy.

If a school is aware that a law enforcement officer or school resource officer has used seclusion, physical restraint, or mechanical restraint on a student, the school shall notify the parent the same day using the parent's preferred method of contact. A school shall not be required to provide written documentation to a parent, as set forth above, regarding law enforcement use of an emergency safety

intervention, or report to the state department of education any law enforcement use of an emergency safety intervention. For purposes of this subsection, mechanical restraint includes, but is not limited to, the use of handcuffs.

Documentation of ESI Incidents

Except as specified above with regard to law enforcement or school resource officer use of emergency safety interventions, each building shall maintain documentation any time ESI is used with a student. Such documentation must include all of the following:

- Date and time of the ESI,
- Type of ESI,
- Length of time the ESI was used,
- School personnel who participated in or supervised the ESI,
- Whether the student had an individualized education program at the time of the incident,
- Whether the student had a section 504 plan at the time of the incident, and whether the student had a behavior intervention plan at the time of the incident.

All such documentation shall be provided to the building principal, who shall be responsible for providing copies of such documentation to the superintendent or the superintendent's designee on at least a biannual basis. At least once per school year, each building principal or designee shall review the documentation of ESI incidents with appropriate staff members to consider the appropriateness of the use of ESI in those instances.

Reporting Data

District administration shall report ESI data to the state department of education as required.

Parent Right to Meeting on ESI Use

After each incident, a parent may request a meeting with the school to discuss and debrief the incident. A parent may request such a meeting verbally, in writing, or by electronic means. A school shall hold a meeting requested under this subsection within 10 school days of the parent's request. The focus of any such meeting shall be to discuss proactive ways to prevent the need for emergency safety interventions and to reduce incidents in the future.

For a student with an IEP or a Section 504 plan such student's IEP team or Section 504 plan team shall discuss the incident and consider the need to conduct a functional behavioral assessment, develop a behavior intervention plan, or amend the behavior intervention plan if already in existence.

For a student with a section 504 plan, such student's section 504 plan team shall discuss and consider the need for a special education evaluation. For students who have an individualized education program and are placed in a private school by a parent, a meeting called under this subsection shall include the parent and the private school, who shall consider whether the parent should request an individualized education program team meeting. If the parent requests an individualized education program team meeting, the private school shall help facilitate such a meeting.

For a student without an IEP or a Section 504 plan, the school staff and the parent shall discuss the incident and consider the appropriateness of a referral for a special education evaluation, the need for a functional behavioral assessment, or the need for a behavior intervention plan. Any such meeting shall include the student's parent, a school administrator for the school the student attends, one of the student's teachers, a school employee involved in the incident, and any other school employees designated by the school administrator as appropriate for such a meeting.

The student who is the subject of such meetings shall be invited to attend the meeting at the discretion of the parent. The time for calling such a meeting may be extended beyond the 10-day limit if the parent of the student is unable to attend within that time period. Nothing in this section shall be construed to prohibit the development and implementation of a functional behavior assessment or a behavior intervention plan for any student if such student would benefit from such measures.

Local Dispute Resolution Process

If a parent believes that an emergency safety intervention has been used on the parent's child in violation of state law or board policy, the parent may file a complaint as specified below.

The board of education encourages parents to attempt to resolve issues relating to the use of ESI informally with the building principal and/or the superintendent before filing a formal complaint with the board. Once an informal complaint is received, the administrator handling such complaint shall investigate such matter, as deemed appropriate by the administrator. In the event that the complaint is resolved informally, the administrator must provide a written report of the informal resolution to the superintendent and the parents and retain a copy of the report at the school. The superintendent will share the informal resolution with the board of education and provide a copy to the state department of education.

If the issues are not resolved informally with the building principal and/or superintendent, the parents may submit a formal written complaint to the board of education by providing a copy of the complaint to the clerk of the board and the superintendent within thirty (30) days after the parent is informed of the incident.

Upon receipt of a formal written complaint, the board president shall assign an investigator to review the complaint and report findings to the board as a whole. Such an investigator may be a board member, a school administrator selected by the board, or a board attorney. Such investigators shall be informed of the obligation to maintain confidentiality of student records and shall report the findings of fact and recommend corrective action, if any, to the board in executive session.

Any such investigation must be completed within thirty (30) days of receipt of the formal written complaint by the board clerk and superintendent. On or before the 30th day after receipt of the written complaint, the board shall adopt written findings of fact and, if necessary, appropriate corrective action. A copy of the written findings of fact and any corrective action adopted by the board shall only be provided to the parents, the school, and the state department of education and shall be mailed to the parents and the state department within 30 days of the board's receipt of the formal complaint.

If desired a parent may file a complaint under the state board of education administrative review process within thirty (30) days from the date a final decision is issued pursuant to the local dispute resolution process.

LACTATION ACCOMMODATIONS

The board recognized that it is important for mothers to have the option and ability to express milk in the workplace and the Kansas and federal law encourages this practice. Therefore, the board directs the superintendent to take measures to ensure district employees who are nursing mothers be provided with an adequate location for the expression of milk and reasonable break times for doing so for at least one year after the birth of the employee's child.

The superintendent or the superintendent's designee shall see that the district makes a reasonable effort to provide a place, other than a restroom, which is shielded from the view, free from intrusion from coworkers and the public, and may be used by the employee to express milk during this timeframe.

Employees must give their supervisor notice of the need for lactation accommodations, preferably prior to returning to work following the birth of the employee's child(ren), to allow supervisors the opportunity to establish a location and to attempt to work out scheduling issues. Employees utilizing these accommodations are also responsible for maintaining the designated area by wiping utilized surfaces with disinfectant wipes after each use so the area is clean for the next user.

No employee shall be discriminated against for expressing milk during the work day, and reasonable effort will be made by the employee's supervisor to provide flexibility in the employee's work schedule in consideration of the requirements of the staff member's responsibilities and the availability of staff members to cover those duties, as necessary.

Employees shall use break and meal periods for expressing milk, when possible. If additional time is needed beyond the provided breaks, employees may use personal leave or may make up the time as negotiated with their supervisors. Federal law does not require the district to compensate non-exempt staff members for work time spent expressing milk.

SECTION V

STUDENT ACTIVITIES

ACTIVITY PARTICIPATION

Participation in inter-school activities is an important part of school life. Trips made by music, athletic, and other groups provide an opportunity for students to learn and to represent their high school before the public. This privilege of representing Clay Center Community High School should be a cherished one. A student should be proud to represent his/her high school. In order for any student to be eligible as a participant in any competitive activity of CCCHS, that student must have been in

attendance during regular school hours, at least a half-day immediately preceding the activity. Exceptions: school sponsored activities, doctor and dentist appointments, funerals or other activities that are approved through the office. Students must also be eligible as listed in the Eligibility Policy.

ELIGIBILITY POLICY

Clay Center Community High School believes that a public education is a right, and participation in extra-curricular activities is a privilege. The primary responsibility of a school is to emphasize the academic achievement of its students. Extra-curricular activities are a very important addition to school life that students may choose to participate in, but are secondary to academics.

With this philosophical statement as the basis, we operate under a semester eligibility policy because of our membership in the Kansas State High School Activities Association.

TEAM REDUCTION POLICY

Because of excessive numbers, time constraints, and coaching limitations, athletes in extracurricular programs should be aware that the head coach of a particular sport may reduce the number of participants on a team through a cut policy.

FUNDRAISER WARNING

Students asked to participate in fundraisers for an activity will be solely responsible for all merchandise given to them at all times. The student MUST return either the merchandise or cash without exception or fail. Students are cautioned to be extremely careful with any cash they receive because they will still be responsible for it, even if it is lost, stolen, or otherwise misplaced. All fundraisers must have approval of the school board.

PEP RALLIES

Pep rallies must be planned and scheduled with the principal in advance of the desired rally.

STUDENT ASSEMBLIES

From time to time throughout the school year assemblies will be scheduled for the student body. They may be pep assemblies, entertainment assemblies or information assemblies. It is at these assemblies that our school image is portrayed to the public. When anyone comes to the front of the audience to speak or perform they should have complete silence. Respect should be extended throughout the entire assembly. It would be very rewarding to have our visitors give us credit for having the "BEST" student body.

STUDENT ACTIVITY TRANSPORTATION

As a rule, students shall ride school provided transportation to and from the activity site. Students may ride home with their own parents/guardians if approval is given by the sponsor to the parents/guardians at the site and a written note is obtained.

Students are not permitted to ride to/from activity sites with boyfriends, girlfriends, other students, parents of other students, etc. Should an emergency, or unusual circumstances occur, they should be reported to and arrangements made with the principal.

When students are transported as a co-ed unit, they should be separated front and back with an empty row, in which the sponsor sits (if possible) in the middle of the bus.

DUAL ATHLETIC PARTICIPATION

Students at Clay Center Community High School may not participate in more than one sport per season.

ACTIVITY CALENDAR

All requests for school activities should be made through the assistant principal. School events are not to be held unless approved at least one week in advance.

All school events, meetings, etc. should be placed upon the weekly schedule of events. Items for the schedule are due to the assistant principal by the close of school every Thursday.

23-24 STUDENT COUNCIL/CLASS OFFICERS

STUDENT COUNCIL

President –
Vice President –
Secretary –
Treasurer-
Communications Director-
Social Media Manager-
Advisor -

SENIOR CLASS

President –
Vice President –
Secretary-
Treasurer-
Stuco Rep-

JUNIOR CLASS

President –
Vice President –
Secretary-
Treasurer –
Stuco Rep –

SOPHOMORE CLASS

President-
Vice President-
Secretary-
Treasurer-
Stuco Rep-

FRESHMEN CLASS

President-
Vice President-
Secretary-
Treasure-
Stuco Rep-

USD 379

ATHLETIC-ACTIVITY PARTICIPATION FORMS AND POLICIES

Clay Center Community High School and Clay Center Community Middle School are members of the Kansas State High School Activities Association and are bound by its rules and regulations governing all school activities.

PHYSICAL EXAMINATION:

The Kansas State High School Activities Association requires that all students, including cheerleaders, have a physical examination and have a valid KSHSAA Physical Exam form on file prior to participating (including practice) in any school athletic event. The valid form is white, KSHSAA form. No other form will be accepted as valid. The form must be signed by both the student and the parent before it will be accepted and before the student is allowed to practice or play.

PARTICIPATION AGREEMENT:

By signing the participation agreement both the student and parent(s) are acknowledging that they have both received and read the Participation Policy adopted by USD 379 and are aware of the expected behaviors as both a parent and a student athlete. Your signatures also acknowledge the awareness of the risk of injury, paralysis, and death that may occur when participating in extracurricular activities. Students and parents need to be aware of the inherent possibility of injury and willingly accept that possibility when they participate in athletics. This form states these facts clearly, and by signing this form, parents readily accept the risks involved.

KSHSAA ELIGIBILITY

All students participating in activities must be eligible according to the KSHSAA Rule 13-Scholarship Requirements and Rule 14-Bona Fide Student. Scholarship requirements under Rule 13 may be modified by local school districts.

Academic Eligibility will be determined using the following criteria:

Semester: To be eligible for extra-curricular activities at CCCHS/CCCMS for the current semester, a student must have passed 5 (five) new classes the previous semester.

KSHSAA Rule 14-Bona Fide Student

Section 1 General Regulation

Art. 1: In order to be eligible for participation, the student must be a bona fide undergraduate member of that school and in good standing.

Art. 2: A student who is under suspension or whose character or conduct brings discredit to the school or to the student, as determined by the principal, is not in good standing and is ineligible for a period of time as specified by the principal.

Art. 3: A student who uses any form of tobacco, illegal drugs, alcoholic beverages, etc., at school events is not in good standing.

To conform to KSHSAA regulations, USD # 379 established the following participation policy:

Prior to participating in any athletic activity, a student will have on file in the high school office: 1. A current, properly signed KSHSAA physical exam form. 2. A signed Acknowledgement of Risk Form. 3. A signed Athlete Emergency Information and Consent Form. 4. A signed acknowledgment of receiving a copy of the Participation Policy. 5. A signed acknowledgement of receiving the KSHSAA concussion and head injury release form.

While representing CCCHS/CCCMS, students are expected to dress and conduct themselves in a manner that brings credit to themselves, their school and their community. Students not living up to these expectations may be removed from activities.

STUDENT ACTIVITY TRANSPORTATION

As a rule, students shall ride school provided transportation to and from the activity site. Students may ride home with their own parents/guardians if approval is given by the sponsor to the parents/guardians at the site and a written note is obtained. Students are not permitted to ride to/from activity sites with boyfriends, girlfriends, other students, parents of other students, etc. Should an emergency, or unusual circumstances occur, they should be reported to and arrangements made with the principal.

SUBSTANCE ABUSE POLICY

In accordance with USD #379 Board of Education policy, students shall not unlawfully manufacture, distribute, dispense, possess, use, or be under the influence of illicit drugs, controlled substances, alcoholic beverages and tobacco products on school property or at school activities.

In addition, students participating in extra- curricular activities shall be subjected to random drug testing in accordance with USD 379 Board of Education policy and be held accountable for the use of alcohol, tobacco and drugs beyond the limits of the normal school day on and off school property. Should any substance violations occur, administration will follow the policies outlined in the CCCHS/CCCMS student handbooks.

****In addition to the above penalties for violation of the code of conduct, coaches retain a right to assess reasonable requirements and restrictions as they see fit for the benefit of the team, the program, and the individual involved.**

****Students found to be in violation of the Participation Policy may also be in violation of Federal and State statutes. In such cases, school administrators are required by law to report these violations to**

appropriate law enforcement agencies for investigation and shall provide such factual information as may be available, consistent with the Kansas law and the constitutions of the State of Kansas and the United States of America.

ATTENDANCE POLICY

Students must be in attendance by 12 noon of the school day in order to participate in practice sessions, school activities, games, or performances that evening. The administration may waive this regulation for pre-arranged absences, college visits, funerals, and other similar reasons. Those students with an excessive number of absences, excused and/or unexcused, will not be allowed to attend activities during the school day.

TEAM REDUCTION POLICY

Because of excessive numbers, time constraints, and coaching limitations, athletes in extracurricular programs should be aware that the head coach of a particular sport may reduce the number of participants on a team through a cut policy.

Coach/Parent Relationship

Parenting and coaching are both extremely difficult vocations. By establishing an understanding of each position, we can provide a greater benefit to the children. This process begins with clear communication from the coach of the sport.

Communication you should expect from your child's coach

1. Philosophy of the coach
2. Expectations and goals the coach has for your child and team
3. Locations and times of all practices and contests
4. Procedure if your child is injured during participation
5. Team requirements, special equipment needed, etc.
6. Team rules, guidelines and consequences for infractions
7. Lettering Criteria

Communication coaches expect from athletes and parents

1. Concerns expressed directly to the coach
2. Parent's contact number, both home and emergency
3. Notification of any schedule conflicts in advance
4. Notification of any special medical conditions
5. Notification of illness or injury as soon as possible

As your child participates in athletics, he or she will experience some of the most rewarding moments of their lives. It is important to understand that there also may be times when things do not go the way you or your child wish. At these times, discussion with the coach is encouraged. The first step should be a discussion between the player and coach only. This is a good opportunity for the child to learn the importance of working through his or her own issues. The next step would be an appointment scheduled with the child/parent and AD/coach. If it's not an issue with the child, should it be an issue with the parent?

Appropriate Concerns to discuss with the coach

1. Treatment of your child
2. Ways to help your child improve
3. Concerns about your child's behavior
4. Concerns about your child's academic performance
5. Safety of your child

Concerns left to coach's discretion to discuss

1. Playing time
2. Team strategy
3. Play calling
4. Offensive/defensive philosophies
5. Other student athletes

Right to Privacy:

All students, by law, have a right to privacy. In administering this policy, school officials will comply with the provisions of the Right to Privacy Act.

Bud Young,
CCCHS Principal

Greg Ferguson
CCCHS AD

Clay Center High School Student Driver Release Form

Name _____ Grade _____

Address _____

Parent Names _____

Parent Contact Numbers:

(Home) _____ (Work) _____ (Cell) _____

Mark the section that applies

_____ **Sports:**

My son/daughter has permission to drive to all off campus athletic practices and home events as required.

_____ **Passenger:**

My son/daughter has permission to ride with another student of legal driving age for reasons stated above.

YES, I give my permission _____ (parent or guardian initials)

In consideration of the participation of my child in the above activity, I waive and release any and all rights and claims for losses and damages that I may have against the USD 379 school district arising in any way from my child's participation except for the sole negligence of the USD 379 school district.

- The vehicle owner's insurance is primary in the event of an accident
- The owner of the vehicle shall maintain liability insurance equal to or exceeding the state minimum requirements for liability insurance.
- The owner of the vehicle is responsible for injury to any passengers because of accident
- The student and parent waive any right to reimbursement for transportation expenses

In the event that my child may require emergency medical treatment as a result of driving or riding with another student as stated above, I hereby authorize my child to receive all emergency medical treatment as may be necessary, under the existing circumstances. Unless otherwise noted, the closest available ambulance service and hospital should be used.

Parent/Guardian Signature: _____ Date: _____