



CHANUTE PUBLIC SCHOOLS

Unified School District #413

2020-2021

Student Handbook

USD 413 Mission Statement:

*Empowering each student with the knowledge and skills
needed to be a productive citizen and lifelong learner.*

Nondiscrimination

Discrimination against any student on the basis of race, color, national origin, sex, or disability in the admission or access to, or treatment in the district's programs and activities is prohibited. Dr. Kellen Adams, 315 Chanute 35 Pkwy, 620-432-2500 has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990. Any student who believes he or she has been discriminated against may file a complaint with the building principal or the compliance coordinator. Any student complaint of discrimination shall be resolved under the district's discrimination complaint procedure.

**Help keep your school safe!
Call the Kansas School Safety Hotline
1-877-626-8203**

Report any information that might threaten the safety of our students or schools!

FERPA

The general public does not have the right to inspect a student's personal record files. The custodian of records may make certain directory information available without parental or eligible student's consent if public notice of the categories of information designated as directory information given. After such public notice has been given, the parents/guardians have the right to object to the release of the information without their consent. Directory information includes the following information about the student: the student's name, address, telephone number, picture, parent/guardian, date and place of birth; major field of study; weight, height, participation in and eligibility for officially recognized activities and sports; dates of attendance or grade placement; honors and awards received; and the most recent educational agency or school attended by the student. For a list of potential entities receiving this information without prior parent/guardian knowledge see the district policy handbook.

Wellness Policy Statement

USD 413 promotes and supports healthy eating and active living for every student through the school nutrition program and through increased physical activity during the school day.

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CHANUTE PUBLIC SCHOOLS' STUDENT POLICIES:

ABSENCE PROCEDURE:

1. Parents/guardians should contact the office by 9:00 a.m. on the day of absence.
2. Parents/guardians who cannot reach the school by phone should send a note with the student when he/she returns to school. The note should state the full name of the student, days absent, reason, and parent's/guardian's signature.
3. When possible, parents/guardians should notify the school before an absence.
4. Students returning to school without a call or note will be marked as unexcused. Parents/guardians who continually fail to notify the school of absences will result in students being marked unexcused beginning with the 4th time that semester the school has to call parents/guardians to track down an absence.
5. After a student has missed five days during a semester, the parent/guardian will receive a letter or email notification. Beginning with the 11th absence, students will be marked unexcused without a doctor's statement and/or a parent/guardian-principal conference.
6. Excused absences may include but are not limited to:
 - Personal illness
 - Doctor or dentist appointment
 - Death or serious illness of a family member
 - Religious observance of your faith
 - Participation in a district-approved function or school-sponsored activity
 - An extreme emergency at home
 - Other circumstances that have prior administrative approval.

7. Unexcused absences may include but are not limited to:

- Shopping trips
- Babysitting
- Hair appointments
- Private lessons and non-school related activity absences
- Family Vacations

8. Administration will make the final determination whether any situation is excused or unexcused.

9. Students with an extended illness will be addressed on an individual basis.

ATTENDANCE POLICY: The USD 413 attendance policy applies to all students enrolled in school. This policy is intended to encourage regular school attendance. It is the responsibility of parents/guardians to ensure that their students attend school. Students are not able to learn if they are not regularly attending school. The compulsory school attendance requires regular attendance in compliance with state laws. (Kansas Statute No. 72-1111).

According to state statute, students who have been unexcused absent for 3 days in a row, 5 days in a semester, or 7 days in a year will be reported to the Department of Children and Families (DCF) and the County Attorney for prosecution. Prior to reporting, the parent/guardian will receive written notice via personal delivery or first class mail to state that failure of the student to attend without a valid excuse will result in a report being made. As stated previously, the building administrator will make the final determination if a situation is excused or unexcused. (Kansas Statute No. 72-1113)

BULLYING/HARASSMENT (See Board Policy JGEC):

The board of education prohibits bullying, hazing/initiations, and harassment in any form on or while utilizing school property, in a school vehicle or at a school-sponsored activity or event. The administration shall propose, and the board shall review and approve a plan to address bullying on school property, in a school vehicle or at a school-sponsored activity or event.

Bullying is when a person or group tries to hurt or control another person. Bullying is aggressive behavior that may include hitting, shoving, pushing, name-calling, shunning, gossiping, or

making someone do something he or she does not want to do. This includes behaviors that are communicated to students electronically via cell phone technology and online/internet, i.e. blogging, "sexting", e-mail, social networking such as Facebook, Instagram, Snapchat, etc.

Harassment is any unwanted attention. Sexual harassment is any unwanted attention of a sexual nature. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature. Examples of prohibited behavior that are sexual in nature and are unsolicited and unwelcome include: written contact, "sexting", verbal contact, physical contact, visual contact, and sexual blackmail. Harassment also includes, but is not limited to: teasing, racial/ethnic slurs, etc.

Students should tell school personnel immediately if they feel they are being bullied or harassed.

CHILD NUTRITION PROGRAM:

School breakfast and lunch is available to all K-12 USD 413 enrolled students. Families may submit a free or reduced-price meal application at any time during the year. If you need assistance or have questions or concerns about Chanute Public Schools' Child Nutrition Program, please call Director Terri Jo Markham at 432-2506.

COMPLAINTS ABOUT POLICY:

Any student or parent/guardian of a student may file a complaint with the principal concerning a school rule or regulation if it applies to the student. The complaint shall be in writing, filed within 20 days following the application of the rule or regulation, and must specify the basis for the complaint. The principal shall investigate the complaint and inform the student/parent of the resolution within 10 days after the complaint is filed.

COMPUTER/INTERNET USAGE

- Each student must sign a District 413 Users Agreement to log into the CHS network. These are provided to parent/guardian when students enroll/register in USD #413 schools.
- Students will not send mass emails (including but not limited to surveys, forms, etc.) without Principal authorization.
- Students who violate the district computer or internet policy will have the following consequences:
 - 1st Offense = One month without computer/Internet use.
 - 2nd Offense = Remainder of the semester without computer/Internet use.
- ****It will be the student's responsibility to complete any assignments or projects requiring the use of computers/Internet during the time of infraction.**

CONFERENCES:

Parent teacher conferences will be at the end of the first-nine week and third nine-week periods. This provides an opportunity to share information and work as a team for the benefit of the student. Parents/guardians may request a conference with teachers at any time throughout the year.

DRUG DOG SEARCH:

At the request of the administration, law enforcement officers or licensed private agencies may use trained dogs on school premises to identify student property that may contain illegal or illicit materials and to determine whether materials are present that may threaten the general health, welfare, and safety of students and/or district employees. (Whenever the principal is mentioned in this rule, it shall be construed so as to include the superintendent or designated representative.)

Schools will follow set procedures when drug dogs are present.

1. Only law enforcement and administration will be notified.
2. Any time a student search is required as a result of the sweep, a witness will always be present, and, if possible, the parent/guardian will be present.
3. Parents/guardians and law enforcement will be notified upon discovery of evidence. District policy will apply. Parents/guardians will be notified of circumstantial evidence found, i.e., jacket smell, locker smell, etc.

EMERGENCY DRILLS:

Emergency drills, such as fire drills, tornado drills, lockdown drills, etc., will be conducted as per state and district guidelines. Staff and students will be informed of emergency drill procedures at the beginning of the school year.

EMERGENCY SAFETY INTERVENTIONS (ESI):

The Board of Education is committed to limiting the use of Emergency Safety Interventions (“ESI”), such as seclusion and restraint, with all students. The Board of Education encourages all employees to utilize other behavioral management tools, including prevention techniques, de-escalation techniques, and positive behavioral intervention strategies. Seclusion and physical restraint shall be used only when student conduct necessitates an emergency safety intervention as defined in K.A.R. 91-42-1 et seq.

Procedures for the use of emergency safety interventions, including an explanation of our local dispute resolution process, may be found in Board Policy GAAF and are available on the district website at www.usd413.org.

Staff training shall be provided as appropriate to educate staff on proper use of seclusion and restraint in circumstances where such use is warranted. Unless otherwise specified in Board Policy GAAF, staff members are prohibited from using face-down physical restraint, face-up

physical restraint, physical restraint which obstructs the student’s airway, physical restraint impacting a student’s primary mode of communication, chemical restraint, or mechanical restraint.

Documentation and reporting of the use of emergency safety interventions shall be completed in accordance with law.

GANG ACTIVITY:

Student attire and actions, including marks, drawings, or “flashing signs”, shall not intentionally mimic those associated with gangs.

If a student’s behavior or other attribute is in violation of these provisions, the principal will request the student to make the appropriate correction. If the student refuses, the parent/guardian may be notified and asked to make the necessary correction. The principal shall take appropriate corrective and disciplinary action as necessary.

HEALTH:

The health of all USD 413 students is important to the entire school community. In order to minimize the number of cases of communicable diseases, parents/ guardians are asked to observe the following:

- **Students having a temperature above 100 degrees and/or vomiting need to stay home from school.** The student may return to school after being free of fever and vomiting for 24 hours without fever reducing medication.
- A doctor’s note may be required for a student to return to school after an illness, at the discretion of the school nurse.
- It is imperative the school has current telephone numbers and addresses in the event of an emergency or illness.
- Lice: Students found to have head lice will be required to stay home until they have been treated with an anti-parasitic drug or shampoo. They will need to be checked by the school nurse before being allowed to return to class.
- Students enrolling in USD 413 Chanute Public Schools must comply with immunization laws and school board policy.
- Student Health Assessments: Every student, up to the age of nine, shall present the results of a health assessment prior to entering kindergarten or before enrolling in the district.
- If parents/guardians have questions regarding their student’s health, contact the school nurse at your students’ school.

LIABILITY:

People who damage school property are liable for those damages, according to state law. In the case of minor children, parents/guardians are also liable. School policy requires parents/guardians

to be billed for the cost of damages. Therefore, we ask parents/guardians to help by teaching their children respect for public property.

LOCKERS:

Lockers are the property of USD 413 and may be searched at any time by administration. Students are responsible for the contents of the locker assigned to them. Students are to not share combinations or use lockers not assigned to them. All lockers are subject to search according to Kansas law. Additional information may be found in individual building handbooks.

MEDICATION AT SCHOOL:

The law requires the parent/guardian and doctor to sign a permission sheet before any medication can be administered at school. **The medicine must be in its original container with the student's name, dosage, and doctor's name.** Medicine will be kept in the office. School personnel may not give any kind of non-prescription medication (**including pain relievers, cough drops, and all over the counter products**) unless a permission sheet is completed by a doctor not the parent. If any changes occur in medication, dosage, and/or time, a new permission sheet must be completed and a newly labeled container must be brought to the school office.

The school nurse is responsible for the overall supervision of medication administration in all USD 413 attendance centers. A staff member at each building will be assigned to administer medication. After administering the medication, the assigned staff member will record the student's name, medicine name, dosage, and time. Then, they will sign the log sheet identifying the staff member giving the medication.

MEDICATIONS-STUDENT SELF-ADMINISTRATION:

The self-administration of medication is allowed for eligible students in grades K-12. As used in this policy, medication means a medicine for the treatment of anaphylaxis or asthma, including, but not limited to, any medicine defined in the current federal regulation as an inhaled bronchodilator or auto-injectable epinephrine. Self-administration is the student's discretionary use of an approved medication for which the student has a prescription or written direction from a health care provider.

As used in this policy, a health care provider means a physician licensed to practice medicine and surgery, an advanced registered nurse practitioner, or a licensed physician assistant who has authority to prescribe drugs under the supervision of a responsible physician.

Student Eligibility: An eligible student shall meet all the following requirements:

1. A written statement from the student's health care provider stating the name and purpose of the medication(s); the prescribed dosage; the time the medication is to be regularly administered; and the length of time for which the medication is prescribed;

2. Written consent from the student's parent or guardian;
3. The student shall also demonstrate to the health care provider or the provider's designee and the school nurse or the nurse's designee the skill level necessary to use the medication and any device that is necessary to administer the medication as prescribed. In the absence of a school nurse, the school shall designate a person who is trained to watch the demonstration.

Authorization Required: The health care provider shall prepare a written treatment plan for managing the student's asthma or anaphylaxis episodes and for medication use by the student during school hours. The student's parent or guardian shall annually complete and submit to the school any written documentation required by the school, including the treatment plan prepared by the student's health care provider. Permission forms shall be updated during enrollment.

Employee Immunity: All teachers responsible for the student's supervision shall be notified that permission to carry medication and self-administer has been granted. The school district shall provide written notification to the parent/guardian of a student that the school district and its officers, employees, and agents are not liable for damage, injury, or death resulting directly or indirectly from the self-administration of medication.

Waiver of Liability: The student's parent/guardian shall sign a statement acknowledging that the school district and its officers, employees, or agents incur no liability for damage, injury, or death resulting directly or indirectly from the self-administration of medication and agreeing to release, indemnify, and hold the schools and its officers, employees, and agents harmless from and against any claims relating to the self-administration of medication allowed by this policy.

Additional Requirements: The following are quoted from the policy manual JGFGBA

- The school district shall require that any back-up medication provided by the student's parent/guardian be kept at the school in a location to which the student has immediate access if there is an asthma or anaphylaxis emergency.
- The school district shall require that all necessary and pertinent information be kept on file at the student's school in a location easily accessible if there is an asthma or anaphylaxis emergency.
- Eligible students shall be allowed to possess and use approved medications at any place where the student is subject to the jurisdiction or supervision of the school district, its officers, employees or agents.
- The Board may adopt policy or handbook language which imposes additional requirements relating to the self-administration of medication allowed for this policy and may establish a procedure for, and the conditions under which, the authorization for student self- administration of medication may be revoked.

A student shall be denied the opportunity of self-administration of medications if:

1. a student fails to register with the school officials or fails to submit all required paperwork and consents;
2. a student does not follow proper administration of medications;
3. a student fails to adequately secure medications at school; and/or
4. a student shares or attempts to share (a prescription) medication with another student.

PROGRESS REPORTS

Progress reports will be given out at parent/teacher conferences at the end of the first **and** third nine weeks. Progress reports not given out at conferences will be sent home. Reports will be mailed or emailed to parents/guardians at the end of the first and second semesters.

In addition, parents are encouraged to utilize PowerSchool to view students' current progress. Also, parents may request a printed/emailed progress report at any time. Please contact the school office.

ROUTES TO AND FROM SCHOOL:

To avoid problems with neighbors, we ask that all students walking to and from school respect the property of others by staying away from private property. No student should threaten the safety of another person while going to or from school. Fighting or throwing objects is not allowed. The police may be involved in cases where this situation is observed.

SCHOOL FEES:

Fees will be established by the Board of Education and will be payable annually.

SECURITY CAMERAS:

Security cameras are used throughout Chanute Public Schools to deter vandalism, promote student and faculty safety, and to secure school property. Digital cameras are located and installed to monitor various areas throughout the district. Any student tampering with or destroying video equipment will be subject to the policies of the student handbook under vandalism. Parents/guardians will not be allowed to watch video footage without permission from the school district superintendent or designee.

STUDENT CODE OF CONDUCT:

The role of students in USD 413 is to come to school each day with a positive attitude and focused on learning. Parents/guardians and school personnel share the responsibility for educating students. A student's attitude toward school plays a significant role in determining success in school.

Students are responsible for their actions. If a student's behavior violates a school policy, the student will have to face the consequences of his/her behavior. Kansas law allows the school district to hold each student accountable for his/her behavior on the way to and from school and during any school-sponsored activity.

In order to create and maintain a pleasant and safe environment for all students in our district, and to assist in the pursuit of a quality education, the Board of Education has established policies for student behavior.

Students may be counseled by school personnel regarding behavior any time behavior warrants counseling. Please regard the advice as beneficial, with the desired outcome being to help students make more appropriate behavioral choices.

STUDENT CODE OF CONDUCT- DISCIPLINARY INFRACTIONS:

There are three levels of disciplinary infractions: Minor (level one), Moderate (level two), and Severe (level three)

Level One Offenses – include but are not limited to:

- Academic Dishonesty
- Dress code
- Excessive talking/interruption of others
- Failure to bring classroom materials (including Chromebooks)
- General class disruptions
- Horseplay or other unacceptable behaviors
- Loitering
- Profanity not directed at people
- Public display of affection
- Refusal to complete assignments/class work
- Skipping class
- Sleeping in class
- Unauthorized cell phone usage
- Using another student's locker

Level Two Offenses - include but are not limited to:

- **Activities** – Breaking school rules at school sponsored activities
 - Activities are an extension of the school day
 - All school rules are in effect whether home/away
- **Bullying/Harassment** of any type (sexual, racial, ethnic, etc.) verbal, written, or otherwise
 - Documentation of reports will be kept
 - Some bullying may be deemed Level 3

- **False Information** - Lying, fake phone calls, fake parent/guardian notes, any attempt of falsifying information or deceit
- **Fighting - Violence, Assault to Students or Staff**
 - Some fighting may be deemed Level 3
- **Hazing/Initiations:** Kansas law and USD 413 board policy prohibits incidents involving initiations, hazing, intimidation, bullying, and/or related activities which are likely to cause bodily danger, physical harm, personal degradation or disgrace resulting in physical or mental harm, or which affect the attendance of another student. Such actions are subject to the bullying policy; some may be considered Level 3 Offenses.
- **Lewd behavior** - At school or school activity
- **Profanity** - Directed toward students or staff
- **Pushing/Shoving/Verbal Confrontations**
- **Reasonable Request:** Failure to comply
- **Stealing/Theft**
- **Threats to students or staff**
 - Some threats deemed Level 3
- **Tobacco, Smoking, Smokeless, Electronic Smoking Devices, Vapor “smokes”, Lighters**
- **Vandalism (Destroying Property)**
- **Violation of Acceptable Use Policy**

<p>Level Three Offenses - include but are not limited to:</p>
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- **Alcohol** - Possession of, on breath of, under the influence of*.
- **Attempts** to commit Level Three Offense or impose unsafe, threatening activities to self or others
- **Bodily Harm** to self or others (cutting, burning, piercing, etc.) may be determined to be Level 2 or 3
- **Bomb Threat**
- **Drugs** - Paraphernalia, possession of, under the influence*
- **Exposure** - Exhibition
- **False Fire Alarms** - Pulling fire alarms
- **Fighting**, Violence, Assault to Students or Staff
- **Fires** - Lighting fires
- **Internet Offenses** - Severe, i.e. bomb making materials, drug making
- **Soliciting or Trafficking** – giving or selling illegal or prescription substances, alcohol, or tobacco.
- **Threats** to students or staff

Weapons - A student shall not knowingly possess, handle or transmit any object that can reasonably be considered a weapon at school, on school property or at a school-sponsored event. This shall include any weapon; any item being used as a weapon or destructive device, or any facsimile of a weapon (see district policy JCDBB).

**When the school determines reasonable suspicion exists but the student denies being under the influence of drugs or alcohol, he/she may be given the opportunity to participate in a drug or alcohol screening. Refusal to participate in the screening will lead to the student being subject to the Level 3 Discipline Policy and the Substance Abuse Policy for student activities.*

SUSPENSIONS AND EXPULSIONS:

All USD 413 Board of Education policies and Kansas Statutes apply.

When a student interferes with the learning environment of the school, the student may be disciplined by being placed on out-of-school suspension for up to 10 days.

Schoolwork missed during suspension must be completed while the student is suspended. The parent/guardian should make arrangements to obtain assignments from the school the day following any out-of-school suspension. This is a student/parent/guardian responsibility.

Students interfering continually or habitually with the learning environment will be subject to a hearing for a long-term suspension or expulsion. This will be the result of but not limited to: 1) Continued refusal to comply with school policies and/or 2) 10 days of accumulated out of school suspension time and/or 3) severe infractions involving but not limited to the following: alcohol (possession of, on breath of, under the influence of), assault, bodily harm to self or others, bomb threat, drugs and/or drug paraphernalia, exposure/exhibition, false fire alarms, fighting/violence, lighting fires, Internet offences, threats to students or staff, violence to staff, weapons, etc. All out-of- school suspensions require a parent/guardian conference with an administrator before returning to school.

TEACHER GIFTS:

Gift giving between students and staff members is discouraged. Unless approved by the principal, staff members shall not give gifts to any student or class of students when the gifts arise out of a school situation, class or school-sponsored activity.

TOBACCO-FREE ZONE:

All tobacco use, including the use of electronic cigarettes, vaping devices, etc., is prohibited in the building, on school grounds, and in parking lots.

CHANUTE HIGH SCHOOL STUDENT POLICIES:



CONTACT INFORMATION:

Chanute High School
1501 W. 36th Street, Chanute, KS 66720
Office: (620) 432-2510
Fax:(620) 431-3020

Administration

Mr. Matt Koester– Principal
Mr. Tyler Applegate – Assistant Principal
Mr. Zack Murry – Assistant Principal/Activities Director

It is our duty as staff and students at CHS to demonstrate Respect to Property, Self, and Others

STUDENT INFORMATION (A-Z)

ACADEMIC ASSISTANCE

Students may be assigned to Academic Assistance by teachers or administration for being behind in class or needing additional assistance to attain specific skills. Academic Assistance is not optional. If students need to stay beyond 3 p.m., CHS will offer a bus at 4 p.m. daily to assist with transportation

ACCIDENT INSURANCE

- Student insurance is available
- Policies are available for sports or full-time coverage
- Check in the main office for details

ALCOHOL DETECTOR USE AT CHS:

Chanute High School students may not be in possession of or under the influence of alcohol at any time. The administration reserves the right to lawfully use alcohol detection devices to investigate potential violations of the alcohol policy on the school campus. Alcohol detection devices will be utilized as follows:

- All students attending school dances will submit to a breath test before entering
- Any students at school or school activities may be requested to take a breath test if there is evidence or reasonable suspicion he/she may be under the influence
- Alcohol detection devices may be used to check beverages and/or beverage containers brought onto the school campus by students
- Students violating this policy will be subject to the Level 3 Discipline Policy and the Student Activities Policies

CAFETERIA/FOOD SERVICE

- School breakfast and lunch is available at all USD 413 schools for all enrolled students K-12
- Breakfast – 7:30 daily
- Morning Break about 9:40 daily – variety of snacks available
- Lunch is part of the student's 5th period class. Students will take lunch when their 5th period teacher is assigned lunch
- All food purchased in the cafeteria must be eaten in the cafeteria/commons.

Families may submit a free or reduced price meal application at any time during the year. If you need assistance or have questions or concerns about Chanute Public Schools' Child Nutrition Program, please call Director Terri Jo Markham at 432-2506.

CHEATING – PLAGIARISM

- Students will not receive any credit for work that is copied or plagiarized.
- **Essential Outcomes are required to be completed for a reduced score.**
- Disciplinary consequences may be assigned by the teacher or administration.
- **Students may be removed from any Advanced Placement or Concurrent Credit class due to this violation.**

Computer 1:1 Chromebooks

Students will receive a district-issued Chromebook, charger, and protective case at the start of the school year. It is the student's responsibility to make sure the device is charged and ready to use every day. Students are responsible for any damages to the Chromebook and can make arrangements with the office for repairs.

COUNSELING SERVICES

The CHS Guidance and Counseling Program exists to provide opportunities for all students to succeed in areas of personal, social, academic, and career development. This program provides resources, awareness, and support to parents/guardians, families, community members, and staff members, encouraging all to become lifelong learners and productive participants in our changing world.

Need to see a Counselor?

- Emergency Situations – students should visit with their teacher and obtain a pass to go to the Counseling Office.
- Non-Emergency Situations – students should come to the guidance office to make an appointment to see a counselor. We are always there for you.

Confidentiality: School counselors keep information confidential unless disclosure is required to prevent clear and imminent danger to the student or others or when legal requirements demand that confidential information be revealed.

DANCES AND SPECIAL ACTIVITIES

- All school rules remain in effect.
- Non-CHS student guests must be registered in school by the assigned deadline.
- Student attire should be modest and appropriate.
- All students attending CHS dances, including Prom, must be enrolled in a high school and be in good standing at their school. CHS administration will contact schools for information regarding the good-standing of out-of-school guests. Students who are not enrolled in a 9-12 high school are not eligible to attend CHS school dances, assemblies and other special functions or activities.
- CHS students wishing to attend dances and special activities at CHS must have a parent/guardian permission form to participate in the random drug testing policy for

activities at CHS.

- **Virtual Students enrolled at USD 413 are not eligible for school dances and activities.**

DETENTION

- Students who miss detention or are asked to leave will be assigned In-School Suspension until the detention is served.
- Students who do not finish ISS will be assigned Friday Night School.
- Students who do not serve a staff issued detention will receive a 1 hour office detention,
- Students who habitually ignore detention assignments will be placed on an individual discipline plan. This may include out-of-school suspension followed by a meeting with parent/guardian before returning to class

DIRECTORY INFORMATION

It is the responsibility of the student and parent/guardian to maintain current and accurate address and contact information with the school

DRESS CODE

Neatness and decency are emphasized as guidelines for the dress code. A building administrator shall make the final determination regarding the appropriateness of a student's appearance. Students who are inappropriately dressed will be required to change their clothing.

- Student appearance should be neat/clean and should not distract from the teaching/learning process.
- Any clothing that distracts or disrupts will be considered inappropriate, and proper measures will be taken to maintain the learning environment.
- **Specific inappropriate dress includes, but is not limited to, the following:**
 - a) Alcohol or drug related insignia or slogans.
 - b) Sexual intention or double meaning slogans or insignia.
 - c) Racially insulting insignia or slogans.
 - d) Neck lines that display cleavage or undergarments. CHS follows a "fingertip rule" with regard to the length of dresses, skirts, or shorts. Clothing must not be shorter than the reach of the fingertips while arms are straight down against the sides.
 - e) No holes in pants above the short line.
 - f) CHS will establish a "two finger" width rule regarding the acceptable size of shoulder straps. The straps must be wider than two fingers.
 - g) CHS will have an expectation of "NO 'B's' on display. That is, at no time should and/or briefs, boxers, breasts, buttocks, bellies, backs be on display.
 - h) No hats, hoods, or other head coverings of any type unless special permission is granted by administration.
 - i)
 - j) Paraphernalia, such as pacifiers, pop rings, 4/20 clothing, doo-rags, beanies, and/or

- bandanas, should not be brought to school.
- k) Any clothing worn or displayed considered gang affiliated as determined by literature-or the School Resource Officer.

Warnings will not be necessary. Detention **may** be assigned for violations.

ELECTRONIC DEVICES -

CELL PHONES, MP3'S, LAPTOPS, AND OTHERS

-
- Personal electronic devices (phones, etc.) are not allowed in the classrooms or to be used during class time.
- Headphones of any type are not to be used/worn in the classroom, unless instructed by a staff member.

- Students must request teacher and/or administrator permission to video or audio record classes.
- Students may not take still or moving pictures of other students or staff without their consent. Use of electronic devices with photo capability are strictly prohibited in restrooms, dressing rooms, and locker rooms
- Students using devices to send derogatory messages, photos, etc. will be subject to the building handbook policy.
- Students may lose cell phone privileges for a determined period of time due to repeated violations.
- Chanute Public Schools will not be responsible for damages, loss, theft, etc., of a student's personal electronic devices.

- Violations of the electronics policy will result in confiscation of the item, which will then be released to the student after the first offense and only to a parent/guardian for each subsequent offense. If a student device is confiscated during the school day he/she may not have possession of a cell phone device at any time during the remainder of the same school day
- Repeated violations will result in additional consequences.

FLOWERS AND GIFTS

- Deliveries must be taken to the front desk in the high school office
 - Due to the potential volume on Valentine's Day, deliveries will only be accepted after 2 p.m. CHS will not be responsible for Valentine's Day deliveries
- a. Florists and/or others must facilitate the deliveries in the designated area after school.
- b. CHS will announce names of persons with deliveries if the florist provides a list.

GRADES: SCALE – (Non-weighted grading)

A=90–100, B=80–89, C=70–79, D=60–69, F=59 & below

1 = I, 2 = I, 3 = 75-99, and 4 = 100

- Students are graded on the total percentage semester grade.
- Students must have a total semester percentage of 60 or greater and score a 3 or greater on all common assessments to receive credit.
- Only semester grades appear on the student’s transcript.

GRADES:

Evidence Based Learning

- Identified essential outcomes will be measured using performance rubrics.
- Essential outcome measures will be converted to letter grade percentages for the purpose of calculating grade point averages.
- All non-essential outcomes will be graded traditionally using percentages only.

GRADUATION REQUIREMENTS

- Complete a minimum of 25 credits.
- Seniors in good standing who complete the graduation requirements set forth by the Board of Education will be invited to participate in graduation ceremonies.
- Students may petition for early graduation.
 - Set an appointment with your counselor during 1st semester of their 11th grade year.
 - Plan Ahead: Students petitioning for early graduation must have written permission from their counselor, the principal, and the legal guardian.
 - Students must complete 7 semesters.
 - The counselor and student will propose an Early Graduation Plan to the principal

Minimum Graduation Requirements – 25 Credits

English (4)	Math (3)
Science (3)	Social Science (3)
Fine Arts (1)	Physical Education (1)
Electives (9)	Career/Technology Ed Courses

(21st Century Skills required ½ credit and ½ credit other (CTE))

Students and parents/guardians should check the CHS course catalog online at:

https://chs.usd413.org/19235_1

GRADUATION: DIPLOMA CHOICES

Kansas Qualified Admissions Requirements – Allows a student entrance into any 4-year Kansas Regents college or university (KU, KSU, WSU, Pitt, Emporia, Hays) Students must take specific classes. Please see requirements at: http://www.kansasregents.org/qualified_admissions and/or see your school counselor as soon as possible.

Kansas Scholars Curriculum – Is the most difficult curriculum CHS provides for students. This exceeds all of the requirements for 4-year college admission.

<u>Kansas Qualified Admissions Curriculum</u>	<u>KS Scholars Curriculum</u>
English 4 approved units	4 approved units
Math 3 approved units and ACT of 22 or higher OR 4 approved units* – *Algebra I or higher and must take Math senior year	4 approved units*
Science 3 approved units (1 must be Chem)	3 approved units to include Bio/Chem/Phys
Social Studies 3 approved units	3 approved units
For. Language Recommended but not required	2 units - same language

And Board of Education requirements.

HONOR ROLL

All A Honor Roll - 4.0 GPA

Honor Roll - 3.0-3.99 GPA, No D or F grades

HONOR GRADUATES, VALEDICTORIAN, TOP 10%

- To be eligible for academic awards, students must be in good standing. “Good standing” is defined in the Activities Handbook.
- Students who have a GPA of 3.75 or higher after three semesters will earn an academic letter. Students will receive an academic bar each year they maintain a 3.75 GPA.
- Honor graduates – graduating students with a GPA of 3.5 after seven semesters.
- The Valedictorian must have the highest GPA in the graduating class after 8 semesters, complete the Kansas Scholarship Curriculum, and be in good standing.
- CHS will select one Valedictorian and one Salutatorian or Co-Valedictorian. Tiebreakers in order of selection importance – ACT Composite and Senior Year Attendance Rating.
- Top 10% of the senior class recognition – finish in top 10% and complete the Kansas

Qualified Admissions or Kansas Scholars' Curriculum.

School-issued IDs

- CHS students and staff are required to **possess** the Photo ID at all times while in attendance at CHS.
- If you forget your ID you must purchase a temporary or replacement in the office for \$1 each.
- If your ID is marked, cut, defaced, or decorated in any way, the student will have to replace it at his/her own expense.

MAKE-UP WORK

-
- It is the student's responsibility to request make-up work after an absence. The teacher shall give the student a reasonable amount of time to complete make up work and assignments. If the student believes that the teacher has not given a reasonable amount of time to complete work, he or she should request additional time from the teacher. If this time is not granted, the student may meet with an administrator to verbally appeal the decision.

LEAVING THE SCHOOL BUILDING

- During class times, students are not allowed to leave the building without signing out in the office. No exceptions! Parental/guardian permission is required!
- Parking lots and student vehicles are off limits during school hours. (Does not apply to the open lunch period.)
- Parents/guardians should call the office to arrange a "Permit to Leave the Building" if the student must do so during school hours.
- Any time a student leaves the building without signing out; he/she is subject to the discipline policy.
- Students returning to school are required to sign in with the main office.

LUNCH - CLOSED CAMPUS

All students at Chanute High School will have a closed lunch period as follows:

- All students must remain on campus during the lunch break unless they have been granted an exception by CHS administration. Exceptions may be earned during the senior year. (See below # .)
- Underclassmen may gain temporary exception ONLY as arranged between parent/guardian and CHS administration (i.e. for appointment, meeting, etc. for a single day, etc).
- Students who leave campus without prior approval from the office will receive an Extended School Assignment or other appropriate consequence.

- Underclassmen will have periodic open campus privileges as pre-planned by CHS administration. They must meet the same requirements as seniors to participate (see below).
- Any student leaving the campus without permission is unexcused and subject to the unexcused absence policy.

(#)Seniors May Earn Open Campus Privileges

During the senior year, students may earn open campus lunch privileges. In order to earn this privilege, the student must remain in good standing and have no current grades of “F”. Food items from lunch are not allowed in the classrooms. These items must be consumed or discarded in the cafeteria.

- Any violations of school policy result in the student “being not in good standing.” CHS administration will inform the student how to regain “good-standing” status.
- Students returning late from Open Campus Lunch without parent/guardian approval will lose the privilege for 2 weeks after the 1st offense, the remainder of the semester after the second offense, and the rest of the year after the third offense..

MEDIA CENTER LIBRARY SERVICES

- Open 7:30 a.m. – 4:00 p.m.
- An appropriate atmosphere will be maintained at all times.

MINIMUM COMPETENCY REQUIREMENTS

- Students who do not meet minimum standards of academic proficiency as determined by the state of Kansas and USD 413 may be assigned additional classes/interventions.

NATIONAL HONOR SOCIETY

Junior and senior students with a GPA of 3.6 or higher are eligible for faculty review each October. Selection criteria and eligibility is available from NHS sponsors or on the district website.

OPEN TRANSCRIPT

Students may receive an incomplete at the end of a semester with the permission of building administration due to unforeseen circumstances. Students who receive an incomplete must master the content before receiving credit for the class.

PARKING LOT USAGE

- Unsafe driving practices will result in suspension of lot usage and disciplinary infraction.
- There will be no loitering in or around vehicles on USD 413 property.
- All vehicles parked on school grounds are subject to search as determined by local and state law.

- Drug dog searches will randomly occur in parking areas. Students who fail to obey traffic and parking signs will lose parking privileges for the remainder of the school year.
- All violations are subject to the “reasonable request” clause in the student handbook.

PUBLIC DISPLAY OF AFFECTION

- Public display of affection between schoolmates is discouraged and will be considered a policy infraction.
- Warnings will not be necessary. Detention will be assigned.

PUPPS PROGRAM

The Peers Understanding Peer Problems is a student organization made of high school students trained in peer support, conflict resolution, and mentoring for the purpose of helping students to deal with challenges at CHS. The program is designed to provide support for students before it becomes necessary for administrators to enforce consequences for wrong behavior.

SENIOR ATTENDANCE – EXCEPTION

- All CHS students must be enrolled full-time unless approved by the principal.
- All college and work related late start/early release requests are subject to approval by administration.
- Senior Late Start/Early Release – Senior students who completed the first semester in good standing, under the 5 day absence cap, with no grades of “F” may qualify for 2nd semester. Students may start the day late (3rd period) or end the day early (after 5th period). Students must remain in good standing throughout the year, including being under the attendance cap and maintaining continuously passing grades.

SPIRIT BUS TO ATHLETIC EVENTS

- A reasonable charge for ticket and bus ride will apply.
- All school and transportation department rules apply.

STUDENT SAFETY – BUILDING SECURITY

- The school doors will be locked from the outside between 8:00 a.m. – 3:30 p.m. daily.
- Anyone entering the building after the doors are locked must pass through the main north doors and through the office.
- Any student allowing another person entry through a locked door will be subject to the “reasonable request” clause of the student handbook.
- Students arriving to school on school transportation are to enter the school immediately and remain.

TRANSPORTATION:

- Students must use school transportation, when provided, to and from school activities.
- Parents/guardians may arrange to take a student with them after an activity by stating so

in writing at the activity witnessed by a coach/sponsor.

- Students will not be released to anyone other than a parent or guardian unless arrangements are made with school administration. A notarized letter of permission is required to allow non-custodial parents/guardians to transport students.

VISITORS

- All visitors must check in at the office.
- Approved visitors are those approved in the office and/or invited to school by faculty.

ATTENDANCE POLICY

Students at Chanute High School are expected to be punctual and regular in attendance. The most important goal for a student is obtaining an education. Regular school attendance is the primary responsibility of the student and parent/guardian.

- Attendance will be recorded each period.
- Parents/guardians are requested to call the office at 432-2510 prior to 9:00 a.m. on the day of the absence to confirm the absence and provide a reason. School authorities will determine whether an absence is excused or unexcused.
- Students returning to school without a call or note will be placed on an unexcused list.
- Parents/guardians who continually fail to notify the school of absences will result in students placed on an unexcused list beginning with the 4th time that the school has to make contact with parents/guardians to track down an absence that semester. A student missing more than ten days will be marked as unexcused each additional day unless he/she has a doctor's statement and/or a parent/guardian-principal conference.

ATTENDANCE POLICY for Extra-Curricular Activities

- Students missing class for any reason **without prior approval** are ineligible to participate that day.
- This includes practices, games, programs, banquets, etc.
- The exception is when participation is required for a grade.

HIGH SCHOOL SPECIFIC UNEXCUSED ABSENCE EXAMPLES:

- Working/employment during or after having been absent for illness during the regular school day.
- Car trouble, oversleeping, babysitting, hair appointments, private lessons, and other non-school activities
- Cutting class anytime (includes students who do not return from lunch). If a student has not arranged to be absent, parent/guardian approval must be made the SAME DAY or the student will be unexcused.
- Remaining on school grounds and not attending designated class or activity. Example: going to the library or restrooms rather than going to class.
- Having an unexcused tardy of 5 minutes or more.

- Leaving the school grounds during school hours and failing to sign out in the high school office or designated location.

UNEXCUSED ABSENCE POLICY

1-3 Offenses

- If an absence is determined unexcused , a student is assigned detention.

After 3 Offenses

Students will make up time an hour per hour for unexcused absences lasting 2 or more class periods.

TARDY POLICY

Tardy to Class (5 minutes or less)

- Students will receive one (1) detention each for their 4th, 5th, and 6th tardies to class of a semester.
- Students will be assigned Friday Night School for their 7th tardy to class, and each additional tardy during a semester.
- Students who skip Friday Night School or are removed for behavior issues, will receive one (1) day of OSS on the following school day. They will still be required to attend the next Friday Night School.

Tardy (late) to School - Arrives within 5 minutes of the start of school.

- Students tardy (late) to school will receive a warning for the 1st and 2nd offense
- Students tardy (late) to school will be assigned one (1) detention each for the 3rd and 4th offense.
- Students will be assigned Friday Night School for the 5th offense, and each additional offense during a semester.

<u>DISCIPLINE POLICY</u>

DETENTION/EXTENDED-SCHOOL/ACADEMIC ASSISTANCE

At times students may be required to stay beyond the regularly scheduled school day. Extending the school day for detention or academic assistance may take place in a teacher’s classroom, the office, the library, or the room designated for detention. Depending on the reason, extended school may be assigned from 7:00-8:00 a.m. or from 3:00–4:00 p.m.

DETENTION PRACTICES

- Teachers may request to keep students until 4 p.m. Students will make arrangements with a parent/guardian to serve the same day if possible. The building expectation is students will serve “today or tomorrow”.
- Administration may require the student to stay until 4 p.m.
- Students assigned to the detention room will follow the posted rules for detention. Failure

to do so will result in further disciplinary consequences.

- If the student leaves without being dismissed or if the supervisor asks a student to leave for breaking detention rules, all time served will not count.

FAILURE TO SERVE DETENTION

- Student will have a conference with administration
- Administration may assign additional consequences for refusal to log time in detention
- Night school will be issued to any student who owes multiple detentions or has met attendance cap. Night school will be from 3:00 - 6:00pm.

ALTERNATIVE LEARNING CENTER OR ISS

- Alternative Learning Center, or In-School Suspension (ALC/ISS,) may be assigned during the hours of 7:00 a.m. to 4:00 p.m. daily.
- Students are to bring paper, pens, pencils, and schoolbooks to ALC. Students are required to complete all assignments. Students are not allowed to use electronic devices unless authorized by the supervisor.
- Students will follow all of the posted rules for ALC/ISS.
- If serving full days of ISS, the student is to report directly to the ISS room upon arrival at school.
- Students serving full-day ISS will be offered lunch or may bring their own, lunch will be eaten in the ALC room.
- If the student leaves without being dismissed, or if the supervisor asks a student to leave for breaking ALC/ISS rules, all time served will not count.

SUSPENSIONS AND EXPULSIONS

- All USD 413 Board of Education policies and Kansas Statutes apply.
- When a student interferes with the learning environment of the school, the student may be disciplined by being placed on out-of-school suspension for up to 10 days.
- Schoolwork missed during suspension must be made up while the student is suspended. The parent/guardian should make arrangements to get this work from the school the day following any out-of-school suspension. This is a student/parent responsibility!
- Students interfering continually or habitually with the learning environment at CHS will be subject to long-term suspension or expulsion. An accumulation of 10 days of Suspension Time (includes all forms: ALC, ISS, OSS constitutes grounds for a disciplinary hearing at the Board of Education
- All out-of-school suspensions require a parent/guardian conference with an administrator before the student is allowed to return to school.

STUDENT DISCIPLINE:

RESTORATIVE PRACTICE--Restoring a positive classroom relationship

CHS teachers and administration know, at times, all people make mistakes. When this happens, our goal is to eliminate poor behavior choices to the greatest extent possible.

Restorative discipline is a way to allow students an opportunity to remedy or repair a negative

situation caused by poor behavior choices. The process of restorative discipline usually includes: 1) a discussion about the behavior, 2) some research for learning about the implications of our actions, 3) apologizing and showing remorse for our actions, and 4) time away from the situation. The sooner a good, safe, classroom relationship is restored, the sooner a student can return to class and enjoy a positive school experience.

If students are removed from class for Level One Offenses, the following applies:

- Conference with teacher(s) and/or administrator.
- Upon determination that a violation exists, the principal reserves the right to apply disciplinary consequences as reasonable and appropriate including:
 - Removal from particular class for a set time period,
 - Conference with parent/guardian,
 - Assignment of detention, and/or
 - Determination that the behavior is habitual and therefore a “level two” offense.

If students are reported to administration for Level Two Offenses, the following applies:

- Conference with teacher(s) and/or administrator.
- Upon determination that a violation exists, the principal reserves the right to apply disciplinary consequences as reasonable and appropriate including:
 - Removal from particular class for a set time period,
 - Conference with parent/guardian,
 - Police notification if appropriate,
 - Student sent home for the remainder of the day,
 - Detention or Night School if appropriate,
 - Removal from classroom and/or school via In or Out-of-School Suspension if appropriate, and/or
 - Assigning students to research and write about the potential implications of the offensive behavior or action.
 - See “Restorative Practice” above.

If students are reported to administration for Level Three Offenses, the following applies:

- Conference with Principal or designee.
- Upon determination that a violation exists, the principal reserves the right to apply disciplinary consequences as reasonable and appropriate including:
 - Conference with parent/guardian,
 - Out of School Suspension from 1-10 days,
 - Police Notification if appropriate,
 - Requiring student to apologize to offended party or parties, and or
 - Requiring students to research and write about the potential implications of the offensive behavior or action.

- o Principal will determine if “Restorative Practice” is appropriate and available.
- o Possible referral to Student Resource Officer.
- o Possibility of referral for long term suspension.

CHANUTE HIGH SCHOOL STUDENT ATHLETIC AND ACTIVITIES HANDBOOK

Participation in activities at Chanute High School is a privilege afforded to students who want to enrich and enhance the educational experience. The activities program consistently supports the USD 413 mission in that it promotes the “physical, mental, and social development of each individual.” To participate in the activities programs in USD 413, a student must be eligible by building, district, and state policy, and be a student in good standing in the school. Participation in the program is a privilege, not a right.

KSHSAA ACTIVITY PARTICIPATION REQUIREMENTS

- To participate, students must have passed a minimum of 5 credit classes the prior semester.
- Students must be enrolled full-time in the building.
- Age—any student 19 on or before Sept. 1 will be ineligible for interscholastic activities*.
- *Students reaching age 19 after Sept. 1 may be eligible by meeting all other school requirements.
- Students must be in “Good Standing” with the school and administration.
- Students may not participate in athletics without Approved forms submitted to the athletic director.

STUDENT IN GOOD STANDING POLICY

All participants in activities in USD 413 must be “in good standing.” This shall be determined by several factors within the school and outside the school. “Good Standing” will be determined by the administration based on:

1. Factors within the school include (but are not limited to):
 - a) Discipline and behavior guidelines as stated in the district and student handbooks and sponsors guidelines.
 - b) Attendance guidelines as stated in the district and student handbooks and sponsors guidelines.
 - c) Academic eligibility as determined by USD 413 and the KSHSAA.
 - d) Students who serve consequences of violations may regain “good standing” status.
2. Factors outside the school include (but are not limited to):
 - a) Student arrested for, entering into an agreement to divert prosecution for, or being convicted of any felony or misdemeanor, or a juvenile offender complaint being filed against the student; the coach/sponsor, administrator, or superintendent may, in their discretion, find that the student is not in “good standing” even if charges are dismissed.
 - b) Student engaging in any activity or behavior that may, in the judgment and discretion of the

coach/sponsor, administrator, or superintendent, constitute a violation of the philosophy, values and objectives of the USD 413 athletic/activities program.

CHEMICAL SUBSTANCES/FELONY CRIMES/MISDEMEANOR CRIMES/DIVERSION FROM CHARGES

USD 413 prohibits the use or possession of alcohol, illegal or non-prescription drugs, or steroids. Use or possession pertains any time during the school year at any location on or off of school grounds. USD 413 also has the right to limit participation of students involved in felony or misdemeanor crimes or crimes from which diversion agreements were filed. This policy pertains to students participating in all school-sponsored activities. The following procedure shall be followed for policy violations.

A. Arrest, Diversion or Conviction for a Felony

Students shall not participate in USD 413 school activities until such time as the charges are dismissed, or the sentence or probation has been completed.

B. Non Felony offenses and/or students NOT in Good Standing

All Offenses

Conference shall occur with an administrator, head coach or sponsor, student, and parent/guardian.

For the purposes of this policy, the specified terms shall be defined as follows:

“**Illicit drugs**” means any substance which an individual may not legally sell, possess, use, distribute, or purchase under either Federal or Kansas Law. For the purposes of this policy, “illicit drugs” includes, but is not limited to, all scheduled drugs as defined by Kansas Law, all prescription drugs obtained without authorization, and all prescribed and over-the-counter drugs being used for an abusive purpose.

“**Week**” for the purposes of this policy is defined as stated in the Kansas State High School Activities Association (KSHSAA) transfer rule. The school the student attends must be in session 3 or more days to be considered a “week”. Vacation days/weeks do not count toward time suspended unless school is in session 3 or more days the same week. Suspensions imposed during times when school is not in session at least three days during the week shall continue until the next succeeding full week pursuant to the KSHSAA transfer rule has transpired to be counted as a week of suspension.

First Offense

- 1) Once it is determined that a violation has occurred, the student shall be suspended as follows:
 - a. For ALL Athletics and Activities the student shall be suspended for 1 week from the day the student is notified of the violation AND
 - b. The student will not practice or participate in any activity during the suspension AND;
 - c. A suspension from a minimum of one athletic competition date (any sport) in which he or she is scheduled to participate (event to be determined by school administration) shall be

imposed (limited to one calendar year from the date of notification of suspension*) AND

- d. A suspension from a minimum of one non-athletic school sponsored activity in which he or she is scheduled to participate (event to be determined by school administration) shall be imposed (limited to one year from the date of notification of suspension*) AND
- e. Any/all consequences as established by school related club charters, constitutions, and rules not covered in “a” and “b” of this policy will apply.
- f. Any student violation of the policy will result in suspension from the next dance.
- g. If a violation of this policy takes place on or in school property or at a school sponsored activity, program, or event, additional consequences may apply as provided in USD 413 Board of Education Policy.

Second Offense

If it is determined that a second violation has occurred, the student shall be suspended as follows:

- a. For ALL Athletics and Activities the student shall be suspended for **8 weeks**;
- b. The student will not practice or participate in any activity during the suspension AND
- c. A suspension for a minimum of one athletic competition date (any sport) in which he or she is scheduled to participate (event to be determined by school administration) shall be imposed (limited to one calendar year from the date of notification of suspension*) AND
- d. A suspension from a minimum of one non-athletic school sponsored activity in which he or she is scheduled to participate (event to be determined by school administration) shall be imposed (limited to one year from the date of notification of suspension) and
- e. Any/all consequences as established by school related club charters, constitutions, and rules not covered in “a” and “b” of this policy will apply.
- f. Any student violation of the policy will result in suspension from the next dance

If a violation of this policy takes place on or in school property or at a school sponsored activity, program, or event, additional consequences may apply as provided in USD 413 Board of Education Policy.

- g. Students who are disqualified from participation for 8 weeks due to violations of the Chemical Substance Abuse Policy for a second offense will be required to participate in the chemical substance screening (drug testing) before resuming participation in activities. This will be conducted by the school’s drug testing agent at the parent/student expense.

Third Offense

If it is determined that a third violation has occurred, the student shall not participate in ANY USD 413 athletics or activities for one calendar year. The student may only attend school. This is inclusive of all sports, activities, clubs, dances, etc.

SUMMER VIOLATIONS

Students involved in violations of the athletics/activities policy will not be allowed to participate in the off season programs sponsored by Chanute High School such as summer band, weightlifting and conditioning, sports camps, marching camp, etc.

COACHES/SPONSORS RULES AND EXPECTATIONS FOR ACTIVITIES

- A. Coaches shall provide “rules and expectations” handouts to parents/guardians and players.
- B. “Rules and expectations” handouts are to be signed and returned to the coach before a student may participate.
- C. Students failing to abide by the “rules and expectations” are subject to them. Violations can lead to dismissal from the activity.
- D. “Rules and Expectations” will include but are not limited to the following:
 - 1) Use of chemical substances including alcohol, tobacco, vapes, steroids, and drugs.
 - 2) Citizenship on and off the field.
 - 3) Attendance and Discipline Codes at school.
 - 4) Practice, attendance and participation.

STUDENT TRANSPORTATION TO ACTIVITIES

- 1) Students traveling to USD 413 activities must travel with sponsors on school-arranged transportation unless prior arrangements have been made with an administrator.
- 2) Administrator must have written documentation of prior arrangements signed by the parent/guardian.
- 3) If prior arrangements have not been made for alternative transportation, the sponsor will not allow students to leave. The only exception to this is when the parent/guardian physically takes the student from the event.
- 4) BOE policy states that students may only be released to their parents/guardians with signature in the presence of a coach/sponsor.
- 5) All exceptions to this policy must be made with the approval of the administration and alternate instructions must be signed by legal parent/guardian and notarized.

CHANUTE HIGH SCHOOL STUDENT ACTIVITIES CHEMICAL/SUBSTANCES

TESTING POLICY:

Definitions:

Drugs: Any substance considered illegal or controlled by the FDA (prescription medications).

Students in Activities: Any student participating in school activities (extra and/or co-curricular) that falls under the jurisdiction of Chanute Public School District 413. This will be determined by the USD 413 Board of Education and includes athletics, and all CHS activities, dances and special activities.

Dates or Seasons: The student activities Drug Policy is in effect from the first day of school or first day of fall activities practice, whichever is earliest, through the last day of school or end of the spring activities season.

Policy Statement:

- a. In order to better provide for the health and safety of all students in USD 413 Public Schools
- b. In order to provide students additional reason to simply say “no” to drugs
- c. Chanute High School will conduct a mandatory drug testing program for students involved in activities
- d. In order to create a safe and drug free environment.

Procedure:

Consent: The parent/guardian and the student are required to sign a written consent for drug testing prior to participating in activities at Chanute High School. Any time the student in activities refuses testing, he/she will be subject to the substance abuse policy in the activities handbook.

Medications: When a student is selected for drug testing, he/she must provide a written medical prescription and the actual medication(s) or any substance they are currently taking.

Students who cannot provide adequate authorization for a drug that is identified during testing will be in violation of the substance abuse policy in the activities handbook.

Registering: Students must register to be in the random drug testing pool at the beginning of the school year and/or at the beginning of fall activity practices/meetings. If students do not participate in fall activities, but will participate later in the year, they must have the form granting permission to participate in random drug testing submitted to the athletic director’s office no later than the first Tuesday after Labor Day.

Failure to register within the designated time disqualifies students from participation in athletics, activities, dances, etc.

New Students: Students new to the school who enroll after Labor Day will be given the random drug testing form in the enrollment packet. The student must return this form within a week of the first day of attendance at CHS.

Failure to Register: Students who do not register for random drug testing are not eligible to participate in activities at CHS. If a student fails to register and later wants to participate in activities he/ she may participate but must take the drug test at parent/guardian/student expense.

Student Selection:

- a) The school/district **may** opt to test all students in activities prior to the season of activity
- b) Random testing **will** be conducted during the season of activity.
- c) Student selection will be determined by pulling eligible student’s names from a “pool” or “hat” or by electronic random selection. **Student selection will be performed by an independent agency.**

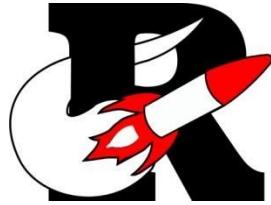
Positive Test:

- a) Students who test positive will be subject to the substance abuse policy in the student activities handbook

- b) If parents/guardians question the results of the initial drug screening, they may, at their expense, have a second test conducted. The results of the initial screening will determine student eligibility until further test result data is presented.
- c) Refusal to take the test is deemed an automatic positive, and the student will be subject to the substance abuse policy.
- d) Three hours after initial notification, an automatic positive will be determined if the student still has not provided a sample, and the student will be subject to the substance abuse policy.

ROYSTER MIDDLE SCHOOL STUDENT POLICIES:

ROYSTER MIDDLE SCHOOL



STUDENT HANDBOOK

2020-2021

CONTACT INFORMATION

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ROYSTER MIDDLE SCHOOL MISSION STATEMENT

As an entity (community) of USD 413, the mission of Royster Middle School is **to develop high-achieving, respectful, and responsible youth in a safe educational environment.**

Be
R = Responsible
O = Organized
C = Courteous
K = Knowledgeable
E = Exemplary
T = Trustworthy
S = Students

Royster Middle School experiences will provide:

- 1. Academic Learning** – a curriculum that provides for the successful achievement of all students and recognizes that students have different styles and varied rates of learning.
- 2. Socialization** – experiences that develop positive problem-solving and decision-making skills in order for students to function as increasingly responsible members of groups and the community.
- 3. Exploration** – opportunities for the individual to discover and explore new ideas and to develop skills and interests within an environment that acknowledges individual learning styles.
- 4. Guidance/Support** – support services that promote stability, growth toward self-realization, increasing independence, and responsible behavior.
- 5. Identity** – opportunities for students to be recognized as individuals and promote positive self-esteem.
- 6. Physical Development** – experiences and challenges designed to address the rapid change and varied physical needs of students.

BUILDING AND OFFICE HOURS

The RMS office is open daily from 7:30 AM to 4:00 PM. School telephone numbers are 432-2520 or 432-2521.

RMS building hours are 7:30 AM to 3:30 PM daily, except for sports practices, games and school events. Classes are from 8:00 AM to 3:00 PM.

7:30 AM – Building Opens

7:30 to 7:45 AM – Students wait in commons area

7:30 AM – Cafeteria opens for breakfast

7:45 AM – Classrooms open

8:00 AM – Classes begin

3:00 PM – School is dismissed

3:15 PM – All students are to be off school grounds unless waiting on transportation OR under supervision of an adult.

3:00 to 3:30 PM Monday – Thursday: Teachers are available in classrooms for student assistance (exceptions: coaching, activities, meetings).

Bell Schedule

Rocket Time.....	8:00-8:32
Period 1.....	8:36-9:22
Period 2.....	9:26-10:12
Period 3.....	10:16-11:02
Period 4.....	11:06-12:30
Period 5.....	12:34-1:20
Period 6.....	1:24-2:10
Period 7.....	2:14-3:00

Lunch Rotation

1 st Lunch.....	11:06-11:34
2 nd Lunch.....	11:34-12:02
3 rd Lunch.....	12:02-12:30

Early Release Schedule

Rocket Time	8:00-8:27
Period 1.....	8:31-8:58
Period 2.....	9:02-9:29
Period 3.....	9:33-10:00
Period 6.....	10:04-10:31
Period 5.....	10:35-11:02
Period 4.....	11:06-12:30
Lunch rotations as normal	
Period 7.....	12:34-1:00

Assembly Schedule

Rocket Time.....	8:00-8:32
Period 1.....	8:36-9:22
Period 2.....	9:26-10:12
Period 3.....	10:16-11:02
Period 4.....	11:06-12:30
Period 5.....	12:34-1:07
Period 6.....	1:11-1:44
Period 7.....	1:48-2:21
Assembly.....	2:25-3:00

DAMAGED BOOKS

Books should be maintained in good condition. Students who damage a book will be assessed the cost of damages or the price of the book. The following guide will be used to assess fees:

Books lost up to 5 years old.....Replacement cost

Books that require rebinding.....\$10

Torn Pages (charged per page)....\$1.00

Pages missing if less than 5 years old replacement cost

The condition of the book at checkout will be recorded at the beginning of the year. The book will be examined when it is checked in comparing it to how it was checked out.

School Property including Chromebooks

Students are responsible for any damages incurred on school property including Chromebooks.

REQUIRED STUDENT INFORMATION

The Royster office needs the following current information at all times: parent/guardian name, address, best phone number, e-mail, emergency contact name and number, father’s employer and phone number, and mother’s employer and phone number. Please notify the office if you have a change of any information. This will help us to keep our mailing list and emergency contact information current .

STUDENT RECORDS

When a student moves and the receiving district requests records, Royster discloses educational records, without consent, to officials of another school district in which a student seeks or intends to enroll. Student records from previous schools must be sent to Royster Middle School if transferring into the school.

ELEVATOR USAGE

There may be an occasion when a student may need to utilize the elevator. Student use of elevators must have office approval.

ILLNESS DURING A SCHOOL DAY

When a student becomes ill, he/she should notify the teacher and ask to go to the office. There, his/her temperature is taken and proper action taken. A parent/guardian will be contacted before a student is released from school.

COUNSELING DEPARTMENT

Royster's counseling department is available to assist students in making the school experience valuable. Students who need help, either school related or personal, are encouraged to talk to the counselors. To visit with a counselor, students may email the counselor, sign the sheet in the counselor's office, or request a staff member to call or email. If it is an emergency, please report to the office and a counselor will be located.

STUDENT EVALUATION/ASSESSMENT

Academically, Royster Middle School teachers use evidence-based learning and common assessments of essential standards determined by each department's Professional Learning Community. Rubrics are established for each standard and shared with students before each unit. In addition, behavioral standards, known as SECD standards (Social Emotional Character Development), are assessed in every class. These are:

1. Students will be responsible.
2. Students will be respectful.

Parents receive grade reports at conferences. Semester grade cards are mailed or emailed to parents.

ACADEMIC HONORS

Awards will be given at the end of the school year for academic and character achievements. Each Professional Learning Community will determine the criteria for the awards, and the counseling department will oversee awards to acknowledge good character and perseverance.

ROCKET TIME

Rocket Time is scheduled once daily from 8:00 - 8:32. One day a week our students receive academic advisement and character education. Four days a week this serves as choice time/tutor time.

LOCKS AND LOCKERS

Students will be assigned lockers and combination locks. Royster will not be responsible for items taken out of gym or hall lockers. Each student is responsible for his/her locker and lock. Students will be charged a fee for any lock lost. Individual locks other than the schools' may not be used without permission. Lockers are the property of USD 413 and can be searched at any time. Lockers are not to have stickers, etc. put on them. Students are not to adhere pictures inside their lockers that show people in dress that would not be allowed at school.

TARDY POLICY

Accumulative class tardies will be recorded.

1st tardy- warning

2nd tardy- warning

3rd tardy- warning; school contact parent/guardian

4th tardy- one Lunch Detention

5th tardy- two Lunch Detentions

6th tardy- 1 Office Detention school contact parent(s)/guardian

7th tardy- 2 Office Detention

8th tardy - 3 Office Detention

9th tardy - 4 Office Detention

10th tardy- 5 Office Detention

Beyond - Parent (guardian)/Administrator/Student meeting requested. Additional interventions and consequences deemed applicable will be implemented by administration.

All students who are late to class prior to the first hour are expected to stop at the office to sign in and pick up a pass to class; other tardies throughout the day are to be recorded by the instructor and will be reported to the office.

EXTENDED ACADEMIC DAY (EAD)

If a student needs extra help, an EAD (Extended Academic Day) may be assigned.

EADs begin directly after school and will end with teacher dismissal. If a student is unexcused for an EAD, an office referral will be made. Prior parental contact must be made to excuse a student from an EAD.

COMPUTER SYSTEMS AND EMAIL POLICY

Students shall have no expectation of privacy when using district e-mail or computer systems. Email messages shall be used only for school-related purposes. Students must use appropriate language in all messages. Students are expected to use the system following the user agreement found on the district website.

https://s3.amazonaws.com/scschoolfiles/986/revised_aup_and_chromebook_policy.pdf

Any email or computer application or information in district computers or computer systems is subject to monitoring by the staff and/or administration. The school retains the right to duplicate any information created by students in a computer system or on any individual computer.

Students who violate acceptable use policy or any other classroom rules relating to computer and/or electronic device use are subject to disciplinary action, up to and including suspension from school.

ELECTRONIC EQUIPMENT

Students are allowed to bring electronic devices to school. Specific rules must be followed when bringing electronics to school:

- Personal electronic devices may only be used before the first classroom bell and after school. These devices are not to be used in the academic classrooms, library, labs, passing periods, etc.
- All electronic devices must be silenced and placed in the student's hall locker, where it is to remain until the school day is out. Chanute Public Schools will not be responsible for damages, loss, theft, etc., of a student's personal electronic devices.
- Students must request teacher and/or administrator permission to make video or audio recordings in classes.
- Students may not take still or moving pictures of other students or staff without their consent.
- Use of electronic devices with photo capability are strictly **prohibited** in restrooms, dressing rooms, and locker rooms **at all times**.
- Students using devices to send derogatory messages, photos, etc., will be subject to the district harassment policy.
- On the first offense, the device will be released from the office to the student at the end of the day. Subsequent offences will result in release only to the parent and additional consequences.
- Students will have no expectation of privacy with any materials they bring or produce at school, related or unrelated to the educational process.

BACKPACK, DUFFLE BAG, AND CARRIER POLICY

When students arrive at school they are to put backpacks, duffel bags, and other carriers in their lockers. These items are to remain in lockers throughout the day.

PERSONAL TRANSPORTATION DEVICES/SHOES WITH WHEELS, ROLLERBLADES

Each owner should walk his/her bicycle to the designated area as soon as he/she reaches the school grounds. Bicycles are not to be ridden on the sidewalks. **RMS is not responsible for bicycles brought to school.** Students are not to ride personal transportation devices or use shoes with wheels or roller blades on school grounds.

ROYSTER MIDDLE SCHOOL DISCIPLINE POLICY

In order to protect the learning environment, all students are expected to be respectful and responsible at all times. Our goal is to allow students to correct their behavior with the teacher before being referred to the office. Teachers will use a variety of classroom consequences such as (but not limited to) short meetings, after school detentions (up to 30 minutes), or phone calls/emails to parent(s)/guardian(s). Serious offenses or behaviors that disrupt or endanger the

learning environment may result in an immediate removal from class. The following expectations and guidelines will be enforced by office administration when a student is referred.

The following terms will be used throughout the Discipline Guide.

Office Detention - 1 hour supervised detention after school (from 3 - 4 pm) in the Behavior Room.

ISS - In- School Suspension - to be served in the Behavior Room as an alternative to attending classes.

OSS - Out- of- School Suspension - to be served at home as an alternative to attending classes.

Correction Plan - created by the student with guidance from office administration in an effort to allow the student to correct his/her behavior on his/her own.

Behavior Expectation Contract - created by office administration in an effort to help guide the student to correct behavior through both positive and negative incentives.

Royster Discipline Guide		
<i>Level One</i>		
ADMINISTRATIVE ACTION		
OFFENSE		
Cell phone usage that is unauthorized	1st Offense	Taken to office - student picks up
	2nd Offense	Taken to office - parent/guardian picks up + detention
	3+Offenses	Same as above + multiple detentions or ISS
OFFENSE		
Disruption or inappropriate classroom behavior: noise, inappropriate talking, not	1st Offense	Removal from that class period, conference with admin, detention
	2nd Offense	Removal from that class period, conference with admin and parent/guardian, ISS and Correction Plan

following directions, sleeping	3+Offenses	Conference w/ admin, parent/guardian, student and counselor, ISS time and Behavior Expectation Contract	
OFFENSE			
Dress code - Inappropriate dress violating dress code that disrupts the educational environment	1st Offense	Conference with admin + change clothing in violation	
	2nd Offense	Same as above + parent/guardian contact + detention	
	3+Offenses	Same as above + additional detentions and possible ISS time	
OFFENSE			
Hallway behavior: inappropriate noise, touching, etc	1st Offense	Conference w/ admin and detention	
	2nd Offense	Conference w/ admin, student and parent/guardian + detention + Correction Plan	
	3+Offenses	Conference w/ admin, student and parent/guardian + ISS + Behavior Expectation Contract + possible referral to School Resource Officers	
OFFENSE			
Language/Profanity not directed at people	1st Offense	Conference w/ admin and detention	
	2nd Offense	Same as above - additional Office Detention- parent/guardian contact - possible ISS - Behavior Correction Plan	
	3+Offenses	Previous + Behavior Expectation Contract - ISS	
OFFENSE			
Students not following locker protocol, including locker sharing	1st Offense	Conference with admin	
	2nd Offense	Same + possible Office Detention	

	3+Offenses	Additional Office Detention or possible ISS time	
OFFENSE			
Loitering on school grounds outside of appropriate times	1st Offense	Conference with admin	
	2nd Offense	Conference w/ admin + possible Office Detention or Community Service	
	3+Offenses	Conference w/ admin and parent/guardian + additional Office Detention/Community Service time + possible ISS	
OFFENSE			
Not prepared for class - Referral for habitual behavior of: no classroom materials, tools, etc	1st Offense	Conference with admin and teacher(s)/possible Office Detention/possible removal from that class period	
	2nd Offense	Removal from that class period/conference with admin and parent/guardian/Office Detention	
	3+Offense	ISS time and Behavior Expectation Contract - include parent/guardian	
OFFENSE			
PDA - Public display of affection	1st Offense	Conference w/ admin/student/ parents/guardian	
	2nd Offense	Conference w/ admin and parent/guardian, Office Detention	
	3+Offenses	Conference w/ admin and parent/guardian, additional Office Detention and/or possible ISS.	
OFFENSE			
Out of class without permission, skipping class	1st Offense	Conference w/ admin/student/ parent/guardian Office Detention	
	2nd Offense	Conference w/ admin and parent/guardian, additional Office Detention, Correction Plan	
	3+Offenses	Conference w/ admin and parent guardian, ISS, Behavior Expectation Contract	
<i>Level Two</i>			

OFFENSE			
Activities - Breaking school rules at school-sponsored activities	1st Offense	Removal from event, conference with admin, , possible restrictions on future events	Any Level 2 offense may also result in Activity and Athletic Suspension, Not In Good Standing
	2nd Offense	Removal from event, conference w/ admin/student/parent/guardian + additional Office Detention or Community Service or possible ISS, restrictions on future events	
	3+Offe nses	Conference w/ admin/student/parent/guardian, ISS	
OFFENSE			
Bullying - physical	1st Offense	Conference w/ admin/student/parent/guardian, ISS time and possible OSS, Correction Plan	Any Level 2 offense may also result in Activity and Athletic Suspension, Not In Good Standing
	2nd Offense	Conference w/ admin/student/parent/guardian, ISS time and possible OSS, Behavior Expectation Contract, referral to SRO	
	3+Offe nses	Conference w/ admin/student/parent/guardian, OSS followed by ISS, Behavior Expectation Contract, referral to SRO, referral to superintendent	
OFFENSE			
Bullying - verbal/social media	1st Offense	Conference w/ admin/student/parent/guardian, ISS time and possible OSS, Correction Plan	Any Level 2 offense may also result in Activity and Athletic Suspension, Not In Good Standing
	2nd Offense	Conference w/ admin/student/parent/guardian, ISS time and possible OSS, Behavior Expectation Contract, referral to SRO	
	3+Offe nses	Conference w/ admin/student/parent/guardian, OSS followed by ISS, Behavior Expectation Contract, referral to SRO, referral to superintendent	
OFFENSE			
Explicit behavior: lewd, lascivious, sexually charged administration	1st Offense	Conference w/ admin/student/parent/guardian, ISS time and possible OSS, Correction Plan	Any Level 2 offense may also result in Activity and

determines whether Level 2 or 3	2nd Offense	Conference w/ admin/student/parent/guardian, ISS time and possible OSS, Behavior Expectation Contract, referral to SRO	Athletic Suspension, Not In Good Standing
	3+Offenses	Conference w/ admin/student/parent/guardian, OSS followed by ISS, Behavior Expectation Contract, referral to SRO, referral to superintendent	
OFFENSE			
Violation of the Acceptable Use Policy. Admin determines whether at Level 2 or 3	1st Offense	Conference w/ admin/student/parent/guardian, ISS time (possible OSS), Correction plan, probable referral to SRO and superintendents. Restrictions to student's account for one month.	Any Level 2 offense may also result in Activity and Athletic Suspension, Not In Good Standing
	2nd Offense	Conference w/ admin/student/parent/guardian, probable OSS followed by ISS, Behavior Expectation Contract, referral to SRO and superintendents. Restrictions to student's account for the remainder of the semester.	
	3+Offenses	Conference w/ admin/student/parent/guardian, OSS followed by ISS, Behavior Expectation Contract, referral to SRO and superintendents. Restrictions to student's account for remainder of school year.	
OFFENSE			
False Information: lying, false signature, phone calls, misrepresentation	1st Offense	Conference w/ student/admin/parent/guardian, assign detention	Any Level 2 offense may also result in Activity and Athletic Suspension, Not In Good Standing
	2nd Offense	Conference w/ admin/student/parent/guardian. ISS time, Correction Plan	
	3+Offenses	Conference w/ admin/student/parent/guardian. Probable OSS time followed by ISS. Behavior Expectation Contract, referral to SRO	
OFFENSE			
Habitual/Continual disruption and violation of school rules	1st Offense	Conference w/ admin/student/parent/guardian, ISS time (possible OSS), Correction Plan	Any Level 2 offense may also result in Activity and Athletic
	2nd Offense	Conference w/ admin/student/parent/guardian, ISS time and possible OSS, Behavior Expectation Contract	

	3+Offenses	Conference w/ admin/student/parent, OSS followed by ISS, Behavior Expectation Contract, referral to SRO, referral to superintendent	Suspension, Not In Good Standing
OFFENSE			
Hazing/Initiations	1st Offense	Conference w/ admin/student/parent/guardian, ISS time and possible OSS, Correction Plan	Any Level 2 offense may also result in Activity and Athletic Suspension, Not In Good Standing
	2nd Offense	Conference w/ admin/student/parent/guardian, ISS time and possible OSS, Behavior Expectation Contract, referral to SRO	
	3+Offenses	Conference w/ admin/student/parent/guardian, OSS followed by ISS, Behavior Expectation Contract, referral to SRO, referral to superintendent	
OFFENSE			
Profanity directed toward students or staff	1st Offense	Conference w/ Admin - Office Detention-Correction Plan	Any Level 2 offense may also result in Activity and Athletic Suspension, Not In Good Standing
	2nd Offense	Conference w/ admin/parent/guardian/student. Multiple Office Detention or Community Service. Possible ISS time. Correction Plan evaluation.	
	3+Offenses	Conference w/ admin/parent/guardian/student. ISS time and Behavior Expectation Contract initiation.	
OFFENSE			
Pushing/Shoving/Verbal Confrontations	1st Offense	Conference w/ admin/parent/guardian/student, ISS time (possible OSS), Correction Plan. Possible referral to SRO.	Any Level 2 offense may also result in Activity and Athletic Suspension, Not In Good Standing
	2nd Offense	Conference w/ admin/parent/guardian/student, ISS time; potential OSS, Behavior Expectation Contract initiated. Referral to SRO.	
	3+Offenses	Conference w/ admin/student/parent, OSS followed by ISS, Behavior Expectation Contract evaluation/modification, referral to SRO, referral to superintendent	
OFFENSE			

Racial Harassment	1st Offense	Conference w/ admin/student/parent/guardian, ISS time and possible OSS, Correction Plan	Any Level 2 offense may also result in Activity and Athletic Suspension, Not In Good Standing
	2nd Offense	Conference w/ admin/student/parent/guardian, ISS time and possible OSS, Behavior Expectation Contract, referral to SRO	
	3+Offenses	Conference w/ admin/student/parent/guardian, OSS followed by ISS, Behavior Expectation Contract, referral to SRO, referral to superintendent	
OFFENSE			
Reasonable Request: Failure to comply	1st Offense	Conference w/ admin/student/parent/guardian, Office Detentionand/or ISS time.	Any Level 2 offense may also result in Activity and Athletic Suspension, Not In Good Standing
	2nd Offense	Conference w/ admin/parent/guardian/student, ISS time (possible OSS), Correction Plan created.	
	3+Offenses	Conference w/ admin/parent/guardian/student, OSS followed by ISS, possible referral to SRO, Behavior Expectation Contract	
OFFENSE			
Sexual Harassment	1st Offense	Conference w/ admin/student/parent/guardian, ISS time and possible OSS, Correction Plan	Any Level 2 offense may also result in Activity and Athletic Suspension, Not In Good Standing
	2nd Offense	Conference w/ admin/student/parent/guardian, ISS time and possible OSS, Behavior Expectation Contract, referral to SRO	
	3+Offenses	Conference w/ admin/student/parent/guardian, OSS followed by ISS, Behavior Expectation Contract, referral to SRO, referral to superintendent	
OFFENSE			
Stealing/Theft	1st Offense	Conference w/ admin/student/parent/guardian, ISS time and possible OSS, Correction Plan	Any Level 2 offense may also result in Activity and Athletic Suspension, Not In Good Standing
	2nd Offense	Conference w/ admin/student/parent/guardian, ISS time and possible OSS, Behavior Expectation Contract, referral to SRO	
	3+Offenses	Conference w/ admin/student/parent/guardian, OSS followed by ISS, Behavior Expectation	

		Contract, referral to SRO, referral to superintendent	
OFFENSE			
Threats to students or staff: assessment by administration whether level 2 or 3	1st Offense	Conference w/ admin/student/parent/guardian, ISS time and possible OSS, Correction Plan	Any Level 2 offense may also result in Activity and Athletic Suspension, Not In Good Standing
	2nd Offense	Conference w/ admin/student/parent/guardian, ISS time and possible OSS, Behavior Expectation Contract, referral to SRO	
	3+Offenses	Conference w/ admin/student/parent/guardian, OSS followed by ISS, Behavior Expectation Contract, referral to SRO, referral to superintendent	
OFFENSE			
Tobacco, Smoking, Smokeless, Electronic Smoking Devices, Vapor “smokes”, Lighters	1st Offense	Conference w/ admin and parent/guardian, ISS time and possible OSS, Correction Plan, referral to SRO	Any Level 2 offense may also result in Activity and Athletic Suspension, Not In Good Standing
	2nd Offense	Conference w/ admin/student/parent/guardian, ISS time and possible OSS, Behavior Expectation Contract, referral to SRO	
	3+Offenses	Conference w/ admin/student/parent/guardian, OSS followed by ISS, Behavior Expectation Contract, referral to SRO, referral to superintendent	
OFFENSE			
Vandalism (Destroying Property)	1st Offense	Conference w/ admin/student/parent/guardian, ISS followed by OSS, Behavior Expectation Contract, referral to SRO and superintendent, plan for replacement of property.	Any Level 2 offense may also result in Activity and Athletic Suspension, Not In Good Standing
	2nd Offense	Conference w/ admin/student/parent/guardian, probable OSS followed by ISS, Behavior Expectation Contract, referral to SRO and superintendent, plan for replacement of property.	
	3+Offenses	Long-term suspension hearing, SRO/law enforcement notification, referral to superintendent, plan for replacement of property	

OFFENSE			
Fighting - Violence, Assault to Students or Staff LEVEL 2	1st Offense	Conference w/ admin/student/parent/guardian, possible referral to SRO/law enforcement and superintendents, minimum 3 days OSS followed by ISS, Behavior Expectation Contract initiated during ISS time.	Any Level 2 offense may also result in Activity and Athletic Suspension, Not In Good Standing
	2nd Offense	Conference w/ admin/student/parent/guardian, immediate referral to SRO/law enforcement and superintendents, OSS followed by ISS (possible long-term suspension hearing).	
	3+Offenses	Long-term suspension hearing, SRO/law enforcement notification, referral to superintendent.	
Level Three			
OFFENSE			
Alcohol - Possession of, on breath of, under the influence of...	1st Offense	Conference w/ admin/student/parent/guardian, immediate referral to SRO/law enforcement and superintendents, OSS followed by ISS.	Any Level 3 offense will also result in Activity and Athletic Suspension, Not In Good Standing
	2nd Offense	Long-term suspension hearing, SRO/law enforcement notification, referral to superintendent	
	3+Offenses	Long-term suspension hearing, SRO/law enforcement notification, referral to superintendent	
OFFENSE			
Bodily Harm to self or others - Cutting, Burning, Piercing, etc. may be determined to be Level 2 or 3	1st Offense	Conference w/ admin/student/parent/guardian, ISS followed by OSS, Behavior Expectation Contract, referral to SRO and superintendent	Any Level 3 offense will also result in Activity and Athletic Suspension, Not In Good Standing
	2nd Offense	Conference w/ admin/student/parent/guardian, probable OSS followed by ISS, Behavior Expectation Contract, referral to SRO and superintendent	
	3+Offenses	Long-term suspension hearing, SRO/law enforcement notification, referral to superintendent	

OFFENSE			
Bomb Threat	1st Offense	Conference w/ admin/student/parent/guardian, immediate referral to SRO/law enforcement and superintendents, long-term suspension hearing.	Any Level 3 offense will also result in Activity and Athletic Suspension, Not In Good Standing
	2nd Offense	Long-term suspension hearing, SRO/law enforcement notification, referral to superintendent	
	3+Offenses	Long-term suspension hearing, SRO/law enforcement notification, referral to superintendent	
OFFENSE			
Drugs/paraphernalia - Possession of, under the influence	1st Offense	Conference w/ admin/student/parent/guardian, immediate referral to SRO/law enforcement and superintendent, long-term suspension hearing.	Any Level 3 offense will also result in Activity and Athletic Suspension, Not In Good Standing
	2nd Offense	Conference w/ admin/student/parent/guardian, immediate referral to SRO/law enforcement and superintendent, long-term suspension hearing.	
	3+Offenses	Conference w/ admin/student/parent, immediate referral to SRO/law enforcement and superintendent, long-term suspension hearing.	
OFFENSE			
Explicit behavior: lewd, lascivious, sexually charged, exhibition/exposure . Administration whether level 2 or 3	1st Offense	Conference w/ admin/student/parent/guardian, ISS time and possible OSS, Correction Plan	Any Level 3 offense will also result in Activity and Athletic Suspension, Not In Good Standing
	2nd Offense	Conference w/ admin/student/parent/guardian, ISS time and possible OSS, Behavior Expectation Contract, referral to SRO	
	3+Offenses	Conference w/ admin/student/parent/guardian, OSS followed by ISS, Behavior Expectation Contract, referral to SRO, referral to superintendent	
OFFENSE			
False Fire Alarms, pulling, setting off fire alarm	1st Offense	Conference w/ admin/student/parent/guardian, immediate referral to SRO/law enforcement and superintendents, OSS followed by ISS (possible long-term suspension hearing).	Any Level 3 offense will also result in Activity and Athletic

	2nd Offense	Long-term suspension hearing, SRO/law enforcement notification, referral to superintendent	Suspension, Not In Good Standing
	3+Offenses	Long-term suspension hearing, SRO/law enforcement notification, referral to superintendent	
OFFENSE			
Fighting - Violence, Assault to Students or Staff	1st Offense	Conference w/ admin/student/parent/guardian, immediate referral to SRO/law enforcement and superintendents, OSS followed by ISS (possible long-term suspension hearing).	Any Level 3 offense will also result in Activity and Athletic Suspension, Not In Good Standing
	2nd Offense	Long-term suspension hearing, SRO/law enforcement notification, referral to superintendent	
	3+Offenses	Long-term suspension hearing, SRO/law enforcement notification, referral to superintendent	
OFFENSE			
Fires - Lighting Fires	1st Offense	Conference w/ admin/student/parent/guardian, immediate referral to SRO/law enforcement and superintendents, OSS followed by ISS (possible long-term suspension hearing).	Any Level 3 offense will also result in Activity and Athletic Suspension, Not In Good Standing
	2nd Offense	Long-term suspension hearing, SRO/law enforcement notification, referral to superintendent	
	3+Offenses	Long-term suspension hearing, SRO/law enforcement notification, referral to superintendent	
OFFENSE			
Habitual/Continual disruption and violation of school rules	1st Offense	Conference w/ admin/student/ parent/guardian, Office Detentionand/or ISS time. Implement a Correction Plan	Any Level 3 offense will also result in Activity and Athletic Suspension,
	2nd Offense	Conference w/ admin/parent/guardian/student, ISS time (possible OSS), Behavior Expectation Contract.	

	3+Offenses	Conference w/ admin/parent/guardian/student, OSS followed by ISS, possible referral to SRO, Behavior Expectation Contract review/modify - Alternative educational setting considered.	Not In Good Standing
OFFENSE			
Internet Offenses - Severe i.e. Bomb Making Materials, Drug Making	1st Offense	Conference w/ admin/student/parent/guardian, immediate referral to SRO/law enforcement and superintendents, OSS followed by ISS (possible long-term suspension hearing).	Any Level 3 offense will also result in Activity and Athletic Suspension, Not In Good Standing
	2nd Offense	Long-term suspension hearing, SRO/law enforcement notification, referral to superintendent.	
	3+Offenses	Long-term suspension hearing, SRO/law enforcement notification, referral to superintendent.	
OFFENSE			
Soliciting/Peddling over the counter, fake, illegal drugs	1st Offense	Conference w/ admin/student/parent/guardian, immediate referral to SRO/law enforcement and superintendents, OSS followed by ISS (possible long-term suspension hearing).	Any Level 3 offense will also result in Activity and Athletic Suspension, Not In Good Standing
	2nd Offense	Long-term suspension hearing, SRO/law enforcement notification, referral to superintendent.	
	3+Offenses	Long-term suspension hearing, SRO/law enforcement notification, referral to superintendent.	
OFFENSE			
Threats to students or staff: assessment by administration whether level 2 or 3	1st Offense	Conference w/ admin/student/parent/guardian, immediate referral to SRO/law enforcement and superintendents, OSS followed by ISS (possible long-term suspension hearing).	Any Level 3 offense will also result in Activity and Athletic Suspension, Not In Good Standing
	2nd Offense	Long-term suspension hearing, SRO/law enforcement notification, referral to superintendent.	

	3+Offenses	Long-term suspension hearing, SRO/law enforcement notification, referral to superintendent.	
OFFENSE			
Threats: assessment by administration whether level 2 or 3	1st Offense	Conference w/ admin/student/parent/guardian, immediate referral to SRO/law enforcement and superintendents, OSS followed by ISS (possible long-term suspension hearing).	Any Level 3 offense will also result in Activity and Athletic Suspension, Not In Good Standing
	2nd Offense	Long-term suspension hearing, SRO/law enforcement notification, referral to superintendent.	
	3+Offenses	Long-term suspension hearing, SRO/law enforcement notification, referral to superintendent.	
OFFENSE			
Weapon: This shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon.	1st Offense	Conference w/ admin/student/parent/guardian, immediate referral to SRO/law enforcement and superintendents, OSS followed by ISS (possible long-term suspension hearing).	Any Level 3 offense will also result in Activity and Athletic Suspension, Not In Good Standing
	2nd Offense	Long-term suspension hearing, SRO/law enforcement notification, referral to superintendent.	
	3+Offenses	Long-term suspension hearing, SRO/law enforcement notification, referral to superintendent.	
OFFENSE			
Possession of other weapons including pocket knives, sling shots, ammunition or possession of a facsimile of a weapon	1st Offense	Conference w/ admin/student/parent/guardian, immediate referral to SRO/law enforcement and superintendents, OSS followed by ISS (possible long-term suspension hearing).	Any Level 3 offense will also result in Activity and Athletic Suspension, Not In Good Standing
	2nd Offense	Long-term suspension hearing, SRO/law enforcement notification, referral to superintendent.	
	3+Offenses	Long-term suspension hearing, SRO/law enforcement notification, referral to superintendent.	

OFFENSE			
Possession of switchblade, gun, or other unmistakable weapon	1st Offense	Immediate SRO/law enforcement notification for assistance, immediate referral to superintendents, Long-term suspension hearing.	Any Level 3 offense will also result in Activity and Athletic Suspension, Not In Good Standing
	2nd Offense	Immediate SRO/law enforcement notification for assistance, immediate referral to superintendents, Long-term suspension hearing.	
	3+Offenses	Immediate SRO/law enforcement notification for assistance, immediate referral to superintendents, Long-term suspension hearing.	
OFFENSE			
Unwanted sexual advance, assault, or solicitation for	1st Offense	Conference w/ admin/student/parent/guardian, immediate referral to SRO/law enforcement and superintendents, OSS followed by ISS (possible long-term suspension hearing).	Any Level 3 offense will also result in Activity and Athletic Suspension, Not In Good Standing
	2nd Offense	Long-term suspension hearing, SRO/law enforcement notification, referral to superintendents.	
	3+Offenses	Long-term suspension hearing, SRO/law enforcement notification, referral to superintendents.	

SUSPENSIONS AND EXPULSIONS

- All USD 413 Board of Education policies and Kansas Statutes apply. When a student interferes with the learning environment of the school, the student may be disciplined by being placed on out-of-school suspension for up to 10 days.
- Schoolwork missed during suspension must be made up while the student is suspended. The parent/guardian should make arrangements to get this work from the school the day following any out-of-school suspension. This is a student/parent/guardian responsibility.
- Students interfering habitually with the learning environment will be subject to a hearing for a long-term suspension or expulsion. This will be the result of but not limited to: 10 days of accumulated out of school suspension time and/or severe infractions involving but not limited to the following: alcohol (possession of, on breath of, under the influence of), assault, bodily harm to self or others, bomb threat, possession of drugs and/or drug paraphernalia, exposure/exhibition, false fire alarms, fighting/violence, lighting fires, internet offences, threats

to students or staff, violence to staff, weapons, etc. All out-of-school suspensions require a parent/guardian conference with an administrator before returning to school.

STUDENT DRESS CODE

A building administrator shall make the final determination regarding the appropriateness of a student's appearance. Students dressed inappropriately will be required to change their clothing.

- No clothing that is vulgar or obscene will be allowed, including clothing with violent or vulgar language or pictures.
- No clothing that promotes or advertises alcohol, tobacco, or drugs.
- No clothing with messages or images that have sexually suggestive connotations.
- No visible Bs: no briefs, boxers, bras, breasts, buttocks, backs, and/or bellies.
- No shirts or tops that allow midriff skin to show. All shirts must have straps no less than 2 inches in width (no spaghetti straps).
- Coats will be left in lockers and not worn to any class.
- Students are not to wear house slippers or bring blankets to school.

- Bandanas, hats, hoods, caps or head coverings are not to be worn inside Royster by students unless administration grants permission.

The administration reserves the right to apply the dress code at its discretion. Students who refuse to comply with these guidelines will receive appropriate disciplinary action as outlined by the school's discipline policy.

PUBLIC DISPLAY OF AFFECTION

Holding hands, embracing, kissing, or other acts of affection are not permitted in the school or on school grounds. Parents/guardians will be notified if students persist in being too intimate at school. Failure to comply with this rule will result in disciplinary action.

SNOW SEASON

Students are not to throw snowballs on the school grounds or adjacent areas. Snowballs can be dangerous and can injure people. Accidents can happen if a snowball hits passing vehicles or hits someone not looking. Students will be disciplined if this rule is not followed.

HALL PASS POLICY

Hall Passes will be used by students when out of the classroom. Students are to take the most direct route when out of the classroom. Students are to sign in and out of the classroom. Misuse of the hall pass privilege may result in loss of privileges.

LUNCH TIME

Royster Middle School has a closed lunch period for all students. A closed lunch period means that all students are to eat on campus during their lunch period. Students may choose one of two buffet lines or bring a lunch.

MISCELLANEOUS

Beverages at School

Water/Juice machines will be open daily. Only water may be taken into class, at the teacher's discretion, or put in lockers. Beverages brought into the school that do not meet this policy will be taken and returned after school is dismissed. Energy drinks will not be allowed at school.

Deliveries at School

The RMS office will notify students if they have a delivery to be picked up after school. RMS will not maintain responsibility for damaged, lost, or stolen items. Deliveries that do not meet school bus policy will not be allowed on the bus.

Lost and Found

Items turned into the office will be kept until the end of the semester.. Items will be put on display at various times. Students are urged to bring items they find to the office immediately so an attempt can be made to return them to the owner. Students losing items should check the office and any classrooms where they may have left the item. All items not claimed will be kept for one week after school is out. All unclaimed items will be given to non-profit agencies

Visitors at RMS

Guests arriving on Royster grounds must report directly to the administration office. The office will confer with these guests and take care of their concerns. Student guests, approved by the office, are allowed to visit one day only. Student guests will not be allowed the first month of school or the last month of school nor during testing time during the school year. Guests will be expected to follow school rules and may be asked to leave if they become a disruption. Student guests will not be allowed during the week preceding or following Thanksgiving, Winter Vacation, or Spring Break.

The Royster Mascot

Until 1946, Royster did not have a mascot for its athletic teams. In January 1946, voting determined a name. The "Rocket" was chosen from a list that also included "Red Streaks" and "Thunderbolts." In the fall of 1947, a contest was held to choose an emblem. Many students and a few teachers submitted drawings. The Rocket made by Edwin Young, a ninth grader at the time, was chosen the best. The current emblem was created by former art teacher Bob Cross and his students in 1992.



ADMINISTRATION

BOARD OF EDUCATION

Dr. Kellen Adams – Superintendent
Ms. Tracy Maring - Asst. Superintendent
Mr. Matt Koester - Asst. Superintendent
Mr. David Seibel
Mr. Brad LaRue
Dr. Nathan Falk
Mrs. Cassie Cleaver
Mr. Jeff Caldwell
Mr. Gary Wheeler
Mr. Ross Hendrickson

ROYSTER ADMINISTRATION

Mr. Don Epps - Principal
Mr. Chris Shields - Assistant Principal/Activities Director

ROYSTER CLERICAL PERSONNEL

Ms. Becky Colding
Mrs. Katy Rodriguez

ROYSTER FOOD SERVICE PERSONNEL

Mrs. Terri Markham– Director
Mrs. Jean Luther - Manager
Mrs. LeighAnn Haviland – Secretary

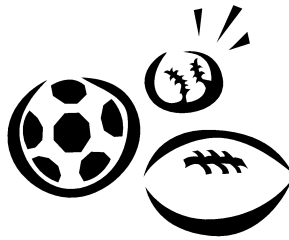
CUSTODIAL STAFF

Mrs. Melissa Shields
Mrs. Glenna Grizzle
Mrs. Barbara Mog
Mr. Ernie Wright

NURSE

Mrs. Kathy Martin, R.N.

ROYSTER ATHLETICS / ACTIVITIES



ACTIVITIES AND ATHLETICS PHILOSOPHY. (ADOPTED MAY 18, 1983, reviewed by the Board of Education in June 2005)

Students benefit by participating in activities and athletics. The educational benefits are numerous including such attributes of self-discipline, organizing one's life, learning responsibility, developing a cooperative attitude, starting and completing a task, etc. Activities and athletic opportunities and emphasis shall build to their optimum in the high school. Activities and athletics in Royster Middle School shall be exploratory opportunities. Maximum participation shall be the primary goal at Royster. We believe that participation in activities is important to the success of our students. Many life skills can be learned through this participation, especially through the daily process of practice, interaction with teammates, the development of positive relationships with coaches, the daily practice and improvement of skills, and being a part, either directly or indirectly, of a game situation. Skill development, team play, and winning shall be focused in that order at Royster.

High school activities and athletics will continue emphasizing participation, skill development, team play, but will focus more on successful results as participants mature and students discover their primary interests and abilities.

To this end, Royster Middle School activities and athletics shall be administered to best complement the goals and possible successes of the high school activities and athletics.

The superintendent of schools shall be responsible to carry out this philosophy. He has authority to coordinate efforts in these areas and may designate persons to administer this philosophy.

ATHLETIC/ACTIVITIES/DRUG-FREE POLICIES

While students are actively participating in athletics or student activities in USD 413, they are subject to the following policies:

STUDENT IN GOOD STANDING POLICY

All participants in activities in USD 413 must be “in good standing”. This shall be determined by several factors within the school and outside the school. “Good Standing” will be determined by administration based on:

Factors include (but are not limited to):

- a) Discipline and behavior guidelines as stated in the district and student handbooks and sponsors’ guidelines.
- b) Attendance guidelines as stated in the student handbook and sponsors’ guidelines.
- c) Academic eligibility as determined by USD 413 and the KSHSAA.
- d) Students who serve consequences of violations may regain “good standing” status. Student conduct constituting the commission of a misdemeanor at school, on school property, or at a school-sponsored activity or event and conduct constituting the commission of a felony regardless of where or when it happens may result in the student not being found to be in “good standing”.
- f) Students engaging in any activity or behavior that may, in the judgment and discretion of the coach, administration, or superintendent, constitute a violation of the philosophy, values and objectives of the USD 413 athletic/activities program.

CHEMICAL SUBSTANCES/FELONY CRIMES/MISDEMEANOR CRIMES

USD 413 prohibits the manufacturing, distribution, use or possession of alcohol, illicit drugs or steroids at school, on or in school district property, or at any school sponsored activity, program, or event. Use or possession pertains any time during the school year at any location on or off school grounds. USD 413 also has the right to limit participation of students involved in felony or misdemeanor crimes. This policy pertains to students participating in all “non-graded” school sponsored activities. The following procedure shall be followed for policy violations:

For the purposes of this policy, the specified terms shall be defined as follows:

“Illicit drugs” means any substance which an individual may not legally sell, possess, use, distribute, or purchase under either Federal or Kansas Law. For the purposes of this policy, “illicit drugs” includes, but is not limited to, all scheduled drugs as defined by Kansas Law, all prescription drugs obtained without authorization, and all prescribed and over-the-counter drugs being used for an abusive purpose.

“Week” for the purposes of this policy is defined as stated in the Kansas State High School Activities Association (“KSHSAA”) transfer rule. The school the student attends must be in session 3 or more days to be considered a “week”. Vacation days/weeks do not count towards time suspended unless school is in session 3 or more days the same week. Suspensions imposed during times when school is not in session at least three days during the week shall continue until the next proceeding full week pursuant to the KSHSAA transfer rule has transpired to be counted as a week of suspension.

A. Arrest, Diversion or Conviction for a Felony:

Students shall not participate in USD 413 athletic activities until such time as any felony criminal charges are dismissed, or any sentence or probation has been completed.

B. Non Felony offenses and/or Students NOT in Good Standing

First Offense

Once it is determined that a violation has occurred, the student shall be suspended as follows:

- a. For ALL Athletics and Activities the student shall be suspended for 1 week from the day the student is notified of the violation; AND
- b. The student will not practice or participate in any activity during the suspension; AND
- c. A suspension from a minimum of one athletic competition date (any sport) in which he or she is scheduled to participate (event to be determined by school administration) (limited to one calendar year from the date of notification of suspension*); AND
- d. A suspension from a minimum of one non-athletic school sponsored activity in which he or she is scheduled to participate (event to be determined by school administration) (limited to one year from the date of notification of suspension*); AND
- e. Any/all consequences as established by school related club charters, constitutions, and rules not covered in “a” and “b” of this policy; AND
- f. Any student violation of the policy will result in suspension from the next dance; AND
- g. If a violation of this policy takes place on or in school property or at a school sponsored activity, program, or event, additional consequences may apply as provided in USD 413 Board of Education Policy.

Second Offense

If it is determined that a second violation has occurred, the student shall be suspended as follows:

- a. For ALL Athletics and Activities the student shall be suspended for **8 weeks**; AND
- b. The student will not practice or participate in any activity during the suspension; AND
- c. A suspension from a minimum of one athletic competition date (any sport) in which he or she is scheduled to participate (event to be determined by school administration) (limited to one calendar year from the date of notification of suspension); AND
- d. A suspension from a minimum of one non-athletic school sponsored activity in which he or she is scheduled to participate (event to be determined by school administration) (limited to one year from the date of notification of suspension); AND
- e. Any/all consequences as established by school related club charters, constitutions, and rules not covered in “a” and “b” of this policy; AND
- f. Any student violation of the policy will result in suspension from the next dance; AND
- g. If a violation of this policy takes place on or in school property or at a school sponsored activity, program, or event, additional consequences may apply as provided in USD 413 Board of Education Policy.

Third Offense

If it is determined that a third violation has occurred, the student shall not participate in **ANY** USD 413 athletics or activities for one calendar year. The student may only attend school. This is inclusive of all sports, activities, clubs, dances, etc.

COACHES RULES AND EXPECTATIONS FOR ATHLETES

Coaches shall provide “rules and expectations” handouts to parents/guardians and players that apply to their specific sport. “Rules and Expectations” handouts are to be signed and returned to the coach before a student may participate. Students failing to abide by the “rules and expectations” are subject to them. Violations can lead to dismissal from the activity. “Rules and Expectations” will include but are not limited to the following:

- 1) Use of chemical substances including alcohol, tobacco, steroids, and drugs.
- 2) Citizenship on and off the field.
- 3) Attendance and Discipline Codes at School.
- 4) Practice Attendance and Participation.

ATHLETIC PARTICIPATION REQUIREMENT

All athletes must pass all subjects in order to participate. Athletes must be present for all classes during the day of the activity. The only excuses granted will be for an appointment. (This should be cleared through the athletic director.)

STUDENT TRANSPORTATION TO ACTIVITIES

- 1) Students participating in USD 413 activities must travel with sponsors on school-arranged transportation unless prior arrangements have been made with an administrator.
- 2) The overseeing administrator must have written documentation of prior arrangements signed by the parent/guardian.
- 3) If the student is riding home with a parent/guardian after the event, a parent/guardian must personally sign that student out of the bus trip with the sponsor before leaving. A student may only ride home with a parent/guardian. A notarized note from the parent/guardian must be signed and given to the athletic director to warrant dismissal to a person other than the parent/guardian in exceptional cases.

ACADEMICS FIRST

Academics are a student’s first priority. Get schoolwork done during school time if possible. If a student is late to practice because of an Extended Academic Day (EAD), a note from the teacher is required. . Students who have an assigned EAD for game/activity day are responsible for making necessary arrangements in advance with that teacher.

ABSENCE POLICY

Students participating in athletics/activities are expected to be at every practice. The coach is responsible for letting the participants know when practice begins and ends and also where

practice will be. If a student cannot attend a practice, notify one of the coaches prior to the absence. Failure to do this will result in an unexcused absence. Absences will affect playing/participation time; therefore, try to schedule doctor/dentist appointments etc., around practice time. Illnesses will be counted as excused absences. Please notify the coach/sponsor of any illness. That can be done through the office when a parent/guardian calls in..

An unexcused absence is any absence where the coaches have not been notified as to why the athlete/participant was gone before or immediately after the absence. Notes signed by a parent/guardian should be brought explaining the absence. It will be the coach's discretion as to whether an absence is excused once it has been reviewed.

Athletes and participants in an activity must be present for all classes during the day of the activity. The only excuses granted will be for an appointment. (This should be cleared through the athletic director.)

1st Unexcused Absence (Example: In-School Suspension, haircut, went shopping, etc.) - Suspension for one game/activity and practice time will be made up at the discretion of the coaches.

2nd Unexcused Absence – Dismissal from team.

DISCIPLINE INFRACTIONS

Royster Middle School expects our athletes/participants to show proper social etiquette at all times. Unless otherwise provided in this handbook, the following consequences will occur if a student has an In-School or Out-of-School Suspension:

1st Suspension – Suspension for one game and practice time will be made up at the discretion of the coaches. The student will not be allowed to play or practice during the day(s) of the suspension.

2nd Suspension – Dismissal from the team.

The following consequences will occur if a student has an Extended School Day Assignment:

1st Office DetentionAssignment – One will be allowed as long as coaches are notified of the Office Detention in an honest and responsible manner. Practice time will be made up at the coaches' discretion.

2nd Office DetentionAssignment – Suspension for one game and practice time will be made up at the discretion of the coaches.

3rd and Beyond Office Detention Assignment – Suspension for the week’s competitions and practice time will be made up at the discretion of the coaches.

ELIGIBILITY REQUIREMENTS

Students must meet the minimum requirement set forth by the KSHSAA in order to be eligible to participate in athletics/activities. In addition to these requirements, Royster Athletes must meet the following requirements.

Eligibility checks will be completed Fridays at 12:30 pm by RMS Administration. Students who receive a rating of 1 or 2 in any class, on any SECD Skill, will be ineligible for a one-week period. The ineligible period for any participant will start on Monday and continue through Saturday.

Ineligible is defined as: a student-athlete may practice but will not be allowed to travel or participate in any competition for the ineligible period. This includes inter-squad scrimmages and all levels of competition as well as attending/participating in school-sponsored events. Class-based activities will have an alternate assignment to master outcomes. Per season, each student will be only allowed to miss 40% of competitions due to being ineligible. If a student reaches this point, that student will then be released from the team to focus on academics and behavior. Student-athlete participants will also have their Academic Rubric scores monitored, but the SECD Rubric will be the determining factor for activities eligibility.

FIELD TRIPS:

"Students in Good Standing" will be permitted to participate on field trips.

ATHLETIC EVENT EXPECTATIONS FOR RMS STUDENTS

When attending an RMS athletic event, all RMS students are expected to sit in the designated student section or with his/her parents/guardians. The students’ section will be supervised by RMS staff.

Students are expected to stay in the stands and support the team when the clock is running. Trips to the snack bar, restroom, etc., should happen between games, quarters, and at halftime.

Students are expected to stay at the event until ready to leave. Once a student leaves an activity, he or she may not return unless accompanied by a parent/guardian or have been given permission from a supervisor.

SPORTSMANSHIP

COMMON COURTESIES DURING EVENTS:

- Respect for the flag during the National Anthem and good sportsmanship are expected behaviors for remaining in attendance at the activity.
- Concentrate on the game; know what is happening.
- Stay in the seats except at half-time and between games.
- Do not boo any player or official for any reason.
- Other teams and their fans are our guests; treat them courteously.

- No unnecessary yelling, whistling, or cheering during a volleyball game when either team is serving or at a basketball game when free throws are being shot.
- When your team wins, be friendly and cheerful to the other teams and do not brag.
- Angry or disappointed students should do something constructive rather than destructive.
- Sometimes it is necessary for the students to show the adults of the community, by example, the proper behavior at events.

ROYSTER INTERSCHOLASTIC ATHLETICS

The number of games/meets for each event will be scheduled in accordance with KSHSAA guidelines and/or limitations from opposing schools.

1. The Royster Steering Committee recommends the following extracurricular program for middle school:
 - A. Sixth grade– No interscholastic sports.
 - B. Seventh and eighth grade – Interscholastic Sports

Football

Royster has a 7th and 8th grade football team. Practice is Monday through Friday after school. KSHSAA guidelines for practicing in extreme heat will be followed.

Volleyball

Royster has a 7th and 8th grade volleyball team. Athletes will be notified of practice times on a weekly basis.

Basketball

Royster has a 7th and 8th grade boys' and girls' basketball team. Practice schedules are Monday through Friday after school. Girls' basketball practice will begin in November. Boys' practice will begin in December.

Golf

Royster has a 7th and 8th grade golf team. The golf team consists of boys and girls. Six of the team members will shoot to qualify to attend each meet. Players have to re-qualify after each meet.

Wrestling

The interscholastic wrestling program is open to any 7th or 8th grade student who meets requirements for interscholastic athletics. There are 18 different weight classes so a student competes against someone his/her own size.

Track

Royster offers track teams for 7th and 8th grade boys and girls. Practice will be at the Chanute Community Sports Complex.

***Royster Middle School is not affiliated with any league**

CHANUTE ELEMENTARY SCHOOL STUDENT POLICIES:



CONTACT INFORMATION:

Phone Number: 620-432-2530

Fax Number: 620-432-2542

Text/Email: cesattn@usd413.org

Administration

Eric Hoops, Principal

Brooke Wire, Assistant Principal

Karla Nothern, Assistant Principal

Jennifer Rausch, Teacher on Special Assignment

CODE OF CONDUCT EXPECTATIONS:

The following is not intended to be a list of rules but instead a guide to the expectations for Social Emotional Character Development.

AMBITION

Students will be expected to:

Create a goal that guides action.

We will teach students to demonstrate:

- a. Creating goals and action plans
- b. Preparing for a post secondary career
- c. Aspiring for leadership opportunities by being involved in school and the community
- d. Constant and earnest effort to accomplish academic or personal goals

CITIZENSHIP

Students will be expected to:

Be dedicated to yourself in your educational purposes and requirements.

We will teach students to demonstrate:

- a. Knowledge and understanding of expectations, rights and responsibilities
- b. Actions that demonstrate consideration for the rights of others
- c. Applying learned knowledge and skills to be work ready
- d. Discussing different points of view to develop a plan that leads to success for all

COMPASSION

Students will be expected to:

Be genuinely concerned for the welfare of others and;

Demonstrate empathy by willingly taking action to help those in need through acts of kindness and caring for all members in our school and community.

We will teach students to demonstrate:

- a. Listening carefully to others and give help when it is needed
- b. Helping a person or people who are going through difficult times
- c. Being kind
- d. Being sensitive and respectful to peers

COOPERATION

Students will be expected to:

Be a team player;.

Model positive behavior and communication that reflects cooperation with all members of the school, and community in order to realize opportunities for academic and personal growth.

We will teach students to demonstrate:

- a. Positive communication and teamwork
- b. A positive, cooperative attitude about school and learning
- c. Good sportsmanship and teamwork
- d. Play by the rules

COURAGE

Students will be expected to:

Demonstrate determination and confidence.

We will teach students to demonstrate:

- a. Engaging in new academic or service learning opportunities
- b. Utilizing mistakes as learning opportunities
- c. Walking away from a fight
- d. Leading others to do the right thing

EMPATHY

Students will be expected to:

Be understanding of others and what others are feeling.

We will teach students to demonstrate:

- a. Listening to others thoughts and ideas
- b. Respecting the ideas, feelings, experiences, and wants of others
- c. Seeking reconciliation in conflict at school, work, or in community activities
- d. Communicating by using respectful language with regard to race, gender, disabilities, and sexual orientation, and respecting the cultural and religious differences of others

GRATITUDE

Students will be expected to:

Give favorable notice of an act or achievement.

We will teach students to demonstrate:

- a. Giving a genuine verbal or written compliment
- b. Recognizing benefits we receive through teamwork
- c. Acknowledging others for helping in a big or small way
- d. Taking care of the materials and supplies provided for work or play

INTEGRITY

Students will be expected to:

Do the right thing, even when no one is watching.

We will teach students to demonstrate:

- a. Being honest and telling the truth
- b. Courageously standing for what is right: “Do the Right Thing”
- c. Being consistent in their character
- d. Promoting justice and striving for fairness

PATIENCE

Students will be expected to:

Practice self-control and learn how to solve problems logically.

We will teach students to demonstrate:

- a. Being flexible and adaptive to change

- b. Promoting a supportive and safe learning community
- c. Taking turns and sharing
- d. Giving time for others to talk and participate in activities

PERSEVERANCE

Students will be expected to:

Be diligent with inner strength and determination to pursue academic and professional goals in school.

We will teach students to demonstrate:

- a. Building academic strengths
- b. Understanding the process and benefits of setting goals
- c. Working with teachers and counselors to explore a variety of career and post secondary opportunities
- d. Taking initiative to monitor and be responsible for their own academic progress.

RESPECT

Students will be expected to:

Model positive behavior and language.

We will teach students to demonstrate:

- a. Exhibiting a positive, cooperative attitude about school and learning
- b. Using positive language and actions to communicate with others
- c. Initiating leadership by being a peer mediator in a variety of situations
- d. Using language that affirms or supports yourself and/or others

RESPONSIBILITY

Students will be expected to:

Take responsibility for what they do;

We will teach students to demonstrate:

- a. Being at school or work on time everyday
- b. Taking responsibility for what you do
- c. Making up all missed work as required
- d. Completing and turning assignments in on time and do your own work (do not plagiarize)

EARLY SUPERVISION:

DOORS WILL OPEN 45 minutes prior to the start of school. This means students who arrive on school grounds before this time will not be supervised by school personnel.

Students will be in a waiting area before school begins. Students will be admitted to the classroom areas 10minutes prior to the beginning of class. Students arriving before 7:45 will be unsupervised and could create behavior problems.

ELEMENTARY GUIDANCE COUNSELORS:

The elementary school guidance program assists students individually and in groups in the classroom setting. Counselors are also available to consult with parents/guardians and teachers concerning students.

FIELD TRIPS:

In order to enrich the instructional programs and provide first-hand experiences for students, some classes will visit various farms, businesses and industries, zoos, etc. This is an integral part of the instructional program. Permission slips will be provided for out-of-town field trips. Parents/guardians will be notified of all in-town field trips at least one day prior to the trip.

FLOWER POLICY:

Flowers and balloons cannot be delivered at school on Valentine’s Day or the week prior to Valentine’s Day. The flower shops can bring a list of students who have flowers to be picked up, and the office will give the messages to the students. Flowers and balloons may be delivered for birthdays; however, they will not be allowed on busses.

HEALTHY LIVING CURRICULUM:

USD 413 will teach the goals and objectives for Healthy Living Curriculum during the course of this year. This is a mandated state regulation.

The school nurse will check 5th grade girls for scoliosis in the spring of each year. Also, the 5th grade girls will be shown the maturation film in the fall of the school year. The school staff will show the 5th grade boys the maturation film in the spring of the school year. These films are part of the Healthy Living Curriculum goals and objectives.

Parents/guardians who wish to review these goals and objectives should feel free to call the school office for an appointment. Should a parent/guardian prefer to opt a student out of a particular objective, the parent/guardian will be required to fill out and sign a form stating which objectives the student will not participate in.

KEEPING STUDENTS AFTER SCHOOL:

If for some reason a student is kept beyond school dismissal time, arrangements are to be made by the teacher or student with the parent/guardian. An exception to this procedure is when students are kept for only five or ten minutes. In such cases of such a short delay, parents/guardians may not be contacted. Students will not be kept after school more than 30 minutes without a **mutual** agreement between the parent/guardian and the teacher/principal. Teachers are available in their classrooms for 30 minutes after school dismissal for student help Monday-Thursday unless the faculty has activities or meetings.

LEAVING SCHOOL GROUNDS:

After arrival, students are not to leave school grounds at any time without permission from the school office. Parents/guardians who wish to take their student(s) during the school day are required to sign them out at the main office. Only those people on the student's contact list — with proof of identity — will be allowed to sign students out of school. Custodial parents or legal guardians may change the contact list. Before leaving school grounds, the building principal shall be responsible for verifying the identity of the person seeking the release of the student. This policy is for student protection and safety. If a student leaves school grounds without permission, school staff will notify the police and follow at a distance without chasing the student. This is necessary to avoid chasing a student into traffic.

LIBRARY SERVICES:

Users will be charged replacement costs of lost or damaged hardback and paperback books.

LOST AND FOUND ITEMS:

Each student's belongings, including school supplies, coats, gloves, and the like, should be plainly marked to avoid loss or exchange. The school office will keep lost and found items. Students and/or parents/guardians may check this during regular school hours.

PICK UP AND DROP OFF REMINDERS:

Student safety is vital to all of us! We would remind you to follow speed limit signs and refrain from cell phone use when using our pick-up and drop-off zones and our parking lot.

Please do not drop off students before 7:45 a.m. We begin supervising students at that time. Our school staff frequently has meetings after school. Therefore, prompt pickup of students after school is important — school is dismissed and students ready to be picked up at 3:30 p.m.

CLASSROOM PARTIES:

Time for classroom instruction is very limited during the school day. Parents/guardians desiring to bring treats to school should first contact the classroom teacher to arrange for an appropriate time. These parties should be kept simple.

WE RECOMMEND SUGARED AND CAFFEINATED BEVERAGES NOT BE USED AS A SNACK OR REWARD.

- Fresh Fruit (apples, bananas, grapes, oranges) Dip available
- Fruit Cup (juice- or water-packed)
- Raisins
- Fresh Vegetable Pouch (baby carrots, broccoli, cauliflower, celery) Dip available
- Yogurt (4 oz. or 8 oz.)
- Go-Gurt (frozen tube)
- Frozen Yogurt
- Beef Jerky
- String Cheese
- Trail Mix Roundup - Kids can build their own by choosing from a selection of 4 items

- Graham Crackers
- Teddy Grahams (individual packages)
- Animal Crackers (individual packages)
- Chex Mix (individual packages)
- Cereal Bars (individual packages)
- Popcorn - Fat Free (individual bag)
- Rice Cake
- Baked Chips - Assorted Flavors (individual packages)
- Cheese Snack Crackers (individual packages)
- Health Smart Ice Cream Cup (vanilla - chocolate - strawberry)
- 6 oz. 100% Juice (apple - grape - orange - pineapple orange)
- 8 oz. container of Milk (whole - 2% - skim - chocolate skim)
- Bottled Water

We have multiple students with severe peanut allergies and would like to eliminate peanuts and peanut butter as a snack.

Birthday Party Invitations are not to be handed out in school unless the whole class is invited.

If the whole class is not invited, the invitations should be mailed. School parties will be held in the classrooms on Halloween, Christmas, and Valentine’s Day. Dismissal on party days will be the regular time.

PROMOTION/RETENTION:

Students may be promoted when they have demonstrated mastery of the board-approved learning objectives. The final decision to promote or retain a student shall rest with the principal after receiving information from parents/guardians, teachers, and other appropriate school personnel.

SAFETY:

For security reasons, all entrances except the main entrance will remain locked from the outside during school times. The receptionist will allow entrance as necessary through the main office.

Bicycles:

All students riding bikes to school will be required to walk their bikes on and from the sidewalks connecting to the school grounds. Students should be able to demonstrate responsible and safe riding habits. This is to protect everyone using the sidewalks. It is also recommended that students secure their bikes with a lock and chain while it is on school grounds. We encourage riders to wear helmets.

Rollerblades, Scooters, Wheeled Shoes, Skateboards, and hoverboards:

For safety precautions, students are not to ride/use skateboards, scooters, wheeled shoes, rollerblades, or hoverboards on school property.

Crosswalks:

Students must use crosswalks as they walk to and from the school grounds. Students are expected to follow the directions of the crossing guards, where applicable, so safety standards are maintained. Parents/guardians are encouraged to model good safety behavior when bringing and picking up students.

School Lunch for Parents Eating with their Stu:

Parents/guardians are welcome to come eat lunch with their student. To request a school lunch, please call the office at 432-2530 by 9:30 to be added to the lunch count. Parents/guardians may bring lunch and eat with their student(s) only.

Cell Phones and Electronic Games:

Cell phones and electronic games are to be turned off and remain in book bags. Any cell phone or electronic game taken out of the book bag without the teacher’s permission will be taken to the office to be picked up by parents/guardians. USD 413 is not responsible for lost, damaged, or stolen cell phones or electronic games.

Toys:

The school will provide toys and equipment for recesses. Students should not bring toys or iPods or other listening devices to school for use at recess or on the bus. There may be an exception to this at the teacher’s discretion.

ALICE:

Alert, Lockdown, Inform, Counter, Evacuate. This is the trained protocol used in USD 413 for a serious intruder or active killer situation. All ALICE drills are practiced in a controlled environment and to a level sufficient for the age of the student. . Students will be informed about what they are to do and where they are to go during these drills.

Fire & Tornado:

Each year our school will have regularly scheduled fire drills at various times of the day and three natural disaster drills. Students will be informed about what they are to do and where they are to go during these drills. Students are to observe no-talking regulations.

Physical Education Shoes:

It is requested that all shoes worn in K-5 physical education classes have thick traction soles and good arch supports. An athletic tennis shoe best meets these standards. There are many fashion shoes and lightweight shoes that may look like tennis shoes but are not suitable for physical education activities.

SCHOOL HOURS:

8:30 a.m. - 3:30 p.m. with the following exceptions:

Early Release Days (dates listed below), hours will be 8:30 a.m. – 1:30 p.m.

- 9/30/2020

- 10/28/2020
- 11/18/2020
- 1/27/2021
- 2/24/2021
- 4/28/2021

Last Day Before Winter Break 12/18/2020, hours will be 8:30 – 11:30

Last Day of the School Year 05/20/2021, hours will be 8:30 – 11:30

SCHOOL PHONE/EMAIL:

Parents/guardians should feel free to call or email the school concerning any matter dealing with their student and the school. The office telephone is for conducting such school business.

Teachers will not be called out of their rooms during school hours (except in cases of emergency). It is usually a considerable inconvenience for a teacher to leave a roomful of students when they are in the midst of a lesson or activity. A message will be given to the teacher for them to return the call at a time they are free.

We urge you to make arrangements for after-school activities before the student comes to school. If it becomes necessary to get in touch with your student, a message will be taken and delivered to your student’s classroom teacher.

Students will be permitted to use the telephone in special cases to make calls or to receive them. Students may not leave the school grounds unless a secretary or administrator has talked with the parent/guardian.

Please notify the school of any changes in your telephone number, street address or email address.

SCHOOL VISITATION:

The success of the student can be measurably increased if parents/guardians show an active interest in school activities. Parents/guardians are cordially invited to visit the school. Should questions or misunderstandings arise, parents/guardians are urged to contact the teacher in order that a better understanding and cooperative solution may be reached. Guidelines that may be of help to you in considering visitation of the school are:

1. Parents/guardians are invited to visit school often. Guests arriving on school grounds must report directly to the Administration Office. Guests will be expected to follow school rules.

2. Many students experience some separation anxieties the first two weeks of school. To help offset this, we ask that you limit classroom visits during this time. This not only helps limit separation anxieties, but it also helps aid in the development of effective student-teacher relationships.

3. If a parent/guardian wishes to discuss his/her student's growth or progress, arrangements should be made in advance for an after-school conference.

Students not enrolled shall not visit unless accompanied by an adult.

SPECIAL CURRICULUM AVAILABLE FOR USD 413 STUDENTS

The Chanute Public Schools provide a variety of curriculum services to students in order to meet the educational needs of individual students.

SPECIAL EDUCATION:

The ANW CO-OP provides special education services in USD 413.

These services are offered only to those students who have completed an evaluation and met the criteria for an Individualized Education Plan.

All requirements for special education services follow IDEA guidelines.

STUDENT DISCIPLINE:

When students are reported to administration for Level One Offenses the following applies:

- Upon determination that a violation exists, the administration reserves the right to apply disciplinary consequences as reasonable and appropriate including:
 - Removal from particular class for a set time period
 - Conference with parent/guardian
 - Assignment of detention
 - Determination that the behavior is habitual and therefore a "level two" offense.

If students are reported to administration for Level Two Offenses the following applies:

- Upon determination that a violation exists, the administration reserves the right to apply disciplinary consequences as reasonable and appropriate including:
 - Removal from particular class for a set time period
 - Conference with parent/guardian
 - DCF/Law Enforcement notification if appropriate
 - Detention
 - In-School Suspension
 - Out-of-School Suspension

If students are reported to administration for Level Three Offenses the following applies:

- Upon determination that a violation exists, the administration reserves the right to apply disciplinary consequences as reasonable and appropriate including:
 - Removal from particular class for a set time period
 - Conference with parent/guardian
 - DCF/Law Enforcement notification if appropriate

- In-School Suspension
- Out-of-School Suspension
- Long-Term Hearing

BUS DISCIPLINE REFERRAL

PROCESS:

- Transportation Department sends referral to ALL CES Administrators
- K-2 Assistant Principal will address K-2 Referrals and 3-5 Assistant Principal will address 3-5 Referrals
- Student is called to the Principal's Office to Discuss Referral
- Parent Contact is made regarding the Bus Referral
- Administrator assigns Appropriate Consequence to the Student
- Administrator Emails Transportation to Inform them of the decision
- Transportation Department mails referral to Parents
- Administrator emails CES Office Staff and Classroom Teacher to inform everyone of Consequence Assigned

MEAL BALANCE

PROCEDURES:

- Kitchen Staff will provide a list of negative meal balances to ALL CES Administration on Monday morning of each week.
- K-2 Assistant Principal will contact all K-2 families and 3-5 Assistant Principal will contact all 3-5 families
 - *(Assistant Principals will communicate, so that families are only contacted once if families are listed more than once)*
- During phone call, parents will be made aware of the negative balance and be asked if they are aware
- If parents are not aware, phone numbers and email addresses need to be checked in powerschool
- If parents are aware, an administrator will notify them that we need to reconcile these accounts as soon as possible and discuss a plan to do so.
- If needed, and the opportunity presents itself, an administrator will discuss the possibility of completing a free/reduced lunch application.
- Once all parents have been contacted ,an administrator will send an email to the kitchen manager, food service director, CES cashier and other CES administration to inform them

of the contacts made.

- All contacts with parents should be made by the end of the school day on Wednesday of each week.
- Once a student's lunch account balance reaches a -\$10.00, the parent/guardian will need to take some type of corrective action (examples: complete free/reduced application or arrange a payment plan). If no initial action is taken over a two-week period, the student will begin receiving an alternate meal the next week.

STUDENT DRESS CODE:

Neatness and decency are emphasized as guidelines for the dress code. The principal shall make the first determination regarding the appropriateness of a student's appearance. Students who are inappropriately dressed will be required to change their clothing.

The following guidelines have been established for all students attending Chanute Public Schools:

- No clothing that is vulgar or obscene will be allowed, including clothing with violent or vulgar language or pictures
- No clothing which promotes or advertises alcohol, tobacco, or drugs
- No clothing with messages or images, which have sexually suggestive connotations
- No shirts or tops which allow midriff skin to show
- Bandanas, hats, hoods, caps, or head coverings are not to be worn inside any district building by students unless for approved medical or religious reasons

Any clothing that is deemed by administration to disrupt the learning process will not be allowed.

STUDENT IMPROVEMENT TEAM:

The Student Improvement Team is a team of dedicated personnel who help ensure all students reach their full potential. The parents/guardians are important members of this team. The team is designed to work with teachers and parents/guardians to make sure a program is implemented that addresses the three fundamentals of the Student Improvement

Team:

- Success for every student.
- Empowerment of parents/guardians through partnership.
- Integration of services to students by using a team approach

Students may be referred to this team for several reasons:

- Teachers, parents/guardians, or students may be asking for help to better serve the student's needs.
- Student may be having a difficult time learning.
- Student may be achieving above grade level and has a need for additional enrichment.
- Student may be exhibiting behavioral problems.

· Student may have a physical impairment that needs to be addressed and accommodations made.

TARDY POLICY:

The prompt and timely presence of students is an important factor in the learning process of each student and other students in the class. Student tardiness and early dismissal are disrupting factors for the student, class, and teacher. Parents/guardians and students are responsible for the students arriving on time and remaining through the school day. All students arriving after 9:30 a.m. or leaving before 2:30 p.m. will be considered absent half a day. If a student is tardy or leaves school early three or more times in a semester, the student will be required to stay after school for 30 minutes to make up for the missed time. The student will continue to stay after school from 3:30-4:00 p.m. for all subsequent tardies during that semester. Every 3rd unexcused tardy will result in being marked ½ day unexcused absence. Tardy is defined as not being in class when the 8:30 bell rings.

TITLE 1:

TITLE 1 is a supplemental program designed to assist students who need additional and individualized instruction. These services are available to all students at CES based on need.

LINCOLN EARLY LEARNING CENTER POLICIES:



CONTACT INFORMATION

Phone Number: 620-432-2550

Fax Number: 620-432-2552

Administration

Mr. Eric Hoops, Principal

Mrs. Karla Nothern, Assistant Principal

School Hours:

7:45-8:15 Doors open and breakfast is served.
8:15-11:00 Morning Session
12:15-12:25 Doors open for afternoon session
12:30-3:15 Afternoon Session

Lincoln will **NOT** participate in the USD#413 Early Release Days. We will have a regular school day.

Lincoln will follow the district calendar except for Early Release Days. In addition to the district calendar, Lincoln will be closed on the following dates for new student screenings and staff professional development:

Aug. 12
Sep. 4
Oct 2
Dec. 18
Feb. 5
Apr. 9
May 21

Lincoln staff and students will follow CES Handbook policies and guidelines.