

STUDENT HANDBOOK 2020-2021
CEDAR VALE SCHOOLS
USD #285
P.O. Box 458
508 Dora
Cedar Vale, KS 67024

Mr. Lance Rhodd
Superintendent

Telephone (620) 758-2265

Mrs. Jacqueline Burdette
Pre-K thru 12 Principal

Telephone (620) 758-2791
FAX – (620) 758-2704

This handbook belongs to:

LOCKER NUMBER _____

Cedar Vale School Song
High upon a hill so noble,
Challenging the eye,
Stands a school above all others,
Stands old CV High.
CV High we're all for you,
Ever loyal and bold,
Fighting for us, be victorious,
For the Purple and the Gold.

Cedar Vale School Color - Purple and Gold
Cedar Vale Schools Mascot - Bronco
Cedar Vale/Dexter Spartan Colors - Black and Gold
Cedar Vale/Dexter Mascot - Spartans

For the 2020-2021 School year class, STUCO and organizations' officers will be determined the first week of school

STUCO 2020-2021 -- Sponsors: Mrs. Tracy & Mrs. Haden
President:
Past President: Brogan Myers

Class of 2024 - Freshman

Sponsors: Ms. Goff/Mr. Shockley
President:
Vice President:
Secretary/Treasurer:
STUCO Rep:
STUCO Rep:

Class of 2023 - Sophomores

Sponsors: Ms. Melton/Mrs. Hahner
President:
Vice President:
Secretary/Treasurer:
STUCO Rep:
STUCO Rep:

Class of 2022 - Juniors

Sponsors: Mr. Werner/Mr. Harber
President:
Vice President:
Secretary/Treasurer:
STUCO Rep:
STUCO Rep:

Class of 2021 - Seniors

Sponsors: Mrs. Gatewood/Mr. Fox
President:
Vice President:
Secretary/Treasurer:
STUCO Rep:
STUCO Rep:

Middle School

Sponsor: Mr. Jones
President:
Vice President:
Secretary/Treasurer:
STUCO Rep:
STUCO Rep:

SCHOOL OFFICES

District Office

Prek-12 Principal Office

Mr. Lance Rhodd, Superintendent
Telephone (620) 758-2793
Mrs. Josie Jarboe, District Clerk
Telephone (620) 758-2265
Fax (620) 758-2647
Mrs. Jacqueline Burdette, Principal, 620-758-2265 ext 205
Ms. Ronda Melton, Social Worker / Counselor
Mrs. Gloria McCall, Athletic Director
Mrs. Angie Warburton, Building. Secretary
Telephone (620) 758-2791
Fax (620) 758-2704

Website/Calendar : www.cvs285.net

Grade Book <https://goedustar.harriscomputer.com/pol>

FACULTY AND STAFF

PALS	Mrs. Megan Wachter
Kindergarten Homeroom	Mrs. Kyndal Shockley
1 st Grade Homeroom	Mrs. Aspen Haden
2 nd Grade Homeroom	Mrs. Brittany Green
3 rd Grade Homeroom	Mrs. Kristen McClure/ Mrs. Robertson
4 th Grade Homeroom	Mrs. Brianne Lucius
5 th Grade Homeroom	Mrs. Jessica Bliss
K-12 At-Risk teacher/Instructional Coach	Mrs. Amanda Robertson
Library Aide/Para Educator	Mrs. Julie Tracy
Middle School 6-7	Ms. Stephanie Goff
Middle School 6-7	Mr. Shawn Jones
Science	Mr. Gage Werner
Business/ Computer Technology	Mrs. Gloria McCall
Math	Mrs. Kellie Gatewood
Health/ Physical Ed K-12	Mr. Luke Wachter
Social Studies	Mr. Joseph Fox
English/ Language Arts	Mr. Scott Harber
Music/Fine Arts K-12	Mr. Chris Shockley
Social Worker/Counselor	Ms. Ronda Melton
Interrelated Teacher K-12	Mrs. Megan Hahner
Para Educators prek-12	Mrs. Lois McClure
	Mrs. Debbie Woods
	Mrs. Tristen Everett
	Mrs. Michelle Moore
	Miss Hunter Ferguson
	Ms. Montra Beeler
	Ms. Kamin Smith
Maintenance	Mr. Shaun Robertson
School Psychologist	Ms. Dana Burdette
Gifted Teacher	Ms. Judy Powell
Speech Pathologist	Mrs. Tara Pingry
Speech Para	Ms. Amy Miller
Custodian	Mrs. Troya Stone
Custodian/	Mrs. Yolonda Myers
Head Cook	Mrs. Teresa Kennedy
Assistant Cook	Mrs. Xochilt Melendez
Bus Driver	Mr. Jerry Denney
Bus Driver	

FOREWORD

THE PURPOSE OF THIS HANDBOOK IS TO INFORM STUDENTS, PARENTS, AND...Patrons of the school's curriculum, activities, policies, and practices. Please take this handbook home with you so that your parents may understand our policies and procedures.

BOARD OF EDUCATION

Regular meetings of the Board of Education are held on the second Monday of each month: 7:00 PM.. The public is invited.

CIVIL RIGHTS POLICY NOTIFICATION

Cedar Vale School does not discriminate on the basis of race, color, national origin, gender, age, or disability in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspects of their operations. The Cedar Vale School also does not discriminate in its hiring or employment practices. This notice is provided as required by Title

VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990. Questions, complaints, or requests for additional information regarding these laws may be forwarded to the designated compliance coordinator. This notice is available from the compliance coordinator, in additional alternative formats upon request.

Lance Rhodd: Superintendent
Cedar Vale Schools
P.O.Box 458
Cedar Vale, KS 67024

Phone # (620) 758-2793 Monday-Thursday----8:00 AM to 4:00 PM

2020-2021 Handbook may have additional revisions due to unforeseen circumstances regarding Covid-19. In the event of remote learning, expectations of course requirements, online attendance and behavior expectations will be expected to uphold a continuous learning format that will ensure the integrity of a rigorous and responsible curriculum. These will be distributed and shared promptly with all stakeholders.

Cedar Vale Schools entered Gemini II Redesign process year one in August 2018. The mission statement, vision statement and our why statement were reviewed and updated:

MISSION STATEMENT

We believe that all students shall learn in a happy, healthy environment and become responsible, productive members of an ever-changing society.

VISION STATEMENT (2017-2018)

We will provide all students with a high quality, rigorous, and personalized education that will guide students to a productive and successful career path.

Cedar Vale School WHY STATEMENT (2018-2019)

We want to make Cedar Vale School a place where students are the focus, where they feel safe and appreciated; and where they gain real world skills such as perseverance and drive so that they can be successful outside of school in whatever collegiate or career path they choose.

School Slogan- stakeholders voted 2018-2019 school year: PURPLE CRUSH

Perseverance	Civic-Minded
Unstoppable	Respect
Risk-Taking	Understandable
Pride	Successful
Leaders	Honest
Excellence	

RIGHTS AND RESPONSIBILITIES OF STUDENTS

All students are entitled to enjoy the basic rights of citizenship recognized and protected by law for persons of their age and maturity. The Cedar Vale School district shall foster a climate of mutual respect for the rights of others. Each student is expected to respect the rights and privileges of other students, teachers, and district staff. To that end, the violation or infringement of anyone’s civil, social, or physical rights will not be tolerated. Activities, language (written or oral), pictures, gestures, or touching that in any way disparages a person’s dignity, race, ethnic origin, gender, religion, or creed is not acceptable. Students shall exercise their rights responsibly in compliance with the rules established to achieve and maintain order in the school. Harassment of any kind will not be tolerated as it disrupts the positive learning environment of the school. Any student who feels that any of his/her rights as stated above have been violated should contact the principal.

SCHOOL CONDUCT

Respect: We expect students to be respectful toward fellow students, teachers, and other staff. Proper language, courtesy, good manners, and proper care are a part of showing respect to people and property.

Fighting: Fighting (may include play fighting/horsing around) is not appropriate and will not be tolerated. Any pushing, shoving, hitting, slapping, kicking, and etc. results in disciplinary action.

Profanity: Cussing, lewd and obscene language is not appropriate behavior for school setting and results in disciplinary action

Behaviors: defacing property, possession of dangerous weapons, and abuse or misuse of privileges are not permitted and results in disciplinary action.

Prohibited Substances: The use or possession of tobacco, alcoholic drink, or drugs is prohibited. These conduct rules apply in the building, on the school grounds, and at any school sponsored function.

Disruptive Personal Conduct: Personal conduct which disrupts or interferes with normal class procedures has no place in school.

Classroom PRIDE Classroom conduct is an important factor in student success at school. Student classroom responsibilities are:

Preparation – Have appropriate materials and be on time.

Respect – Demonstrate proper manners and respect to staff, peers, and self.

Integrity – Do what is right even when no one is watching, be honest and sincere.

Discipline – Demonstrate self-control, work ethic, and perseverance.

Excellence – Strive to do your best in class and activities – Keep our school clean, quiet, and orderly.

Birth Certificates or Other Identification at Enrollment

An adult seeking to enroll a child without providing proper identification raises concerns about missing and exploited children. Kansas law requires students to show proof of identity when enrolling in a school district for the first time. Under K.S.A. § 72-53,106 schools are required to accept 1) a certified copy of the student’s birth certificate; 2) a court order placing the child in DCF custody; 3) a certified transcript or other student records transferred from another school; or 4) other documentary evidence which the board deems to be satisfactory. If the school has not received proof of identity within 30 days after the child enrolls, the school must report the lack of identification to a law enforcement agency. Students may not be excluded from school for failing to provide proof of identity

STUDENT CUSTODY All parents have equal access to their child and their child’s school records unless documentation of court action is provided to the principal, which dictates otherwise. Such documentation may be in the form of a restraining order, results of a custody hearing, or other legal documents. Parents are also responsible for keeping the principal informed of all legal changes regarding child custody and visitation issues. Principals can only enforce denial of a parent’s access to their child or their child’s school records when legal documentation is provided.

CONFIDENTIALITY OF RECORDS

The Family Education Rights and Privacy Act of 1974 addresses necessary confidentiality required for pupil records. The purpose of this act is to assure the privacy of all records such as grades, race, etc., by making sure that no such information is provided to any outside institution, employer, etc., unless a written release is given by the legal guardian (or by the student if 18 years of age or older). Cedar Vale School designates the following as **Directory Information**: student name, address, telephone number, date of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, most recent previous school attended, photo, videotape not used in a disciplinary matter, and student work displayed at the discretion of the teacher with no grade displayed. The school may disclose any of these items without prior written consent unless notified in writing to the contrary within 15 days of enrollment.

CEDAR VALE HIGH SCHOOL GRADUATION REQUIREMENTS: CVHS Graduation Requirements – Kansas Board of Regents – Kansas Scholar Comparison Chart.

https://kansasregents.org/resources/PDF/Academic_Affairs/Qualified_Admissions/Qualified_Admissions_FAQs.pdf

CEDAR VALE HIGH SCHOOL Graduation Requirements <i>Twenty-Five Required Credits</i>	KANSAS BOARD OF REGENTS Qualified Admissions Curriculum	KANSAS SCHOLARS Curriculum
(1 unit = 1 year or 2 semesters)		
<p align="center">ENGLISH</p> <p>Four units of English language arts, which shall include reading, writing, literature, communication, and grammar. The building administrator may waive up to one unit of this requirement if the administrator determines that a pupil can profit more by taking another subject.</p>	<p align="center">ENGLISH</p> <p>English (4 units)</p>	<p align="center">ENGLISH</p> <p>4 years One unit to be taken each year. Must include substantial recurrent practice in writing extensive and structured papers, extensive reading of significant literature, and significant experience in speaking and listening. (Requirements are the same as Qualified Admissions Curriculum)</p>
<p align="center">MATH</p> <p>Three units of mathematics, including algebraic and geometric concepts</p>	<p align="center">MATH</p> <p>Math (3 units with ACT benchmark of 22 or 4 units with one taken in senior year)</p>	<p align="center">MATH</p> <p>4 years Algebra I, Algebra II, Geometry, and one unit of advanced mathematics--suggested courses include: Analytic Geometry, Trigonometry, Advanced Algebra, Probability and Statistics, Functions or Calculus. Completion of</p>

		Algebra I in 8th grade is acceptable for the Kansas Scholars Curriculum, but not for Qualified Admissions.
<p align="center">SCIENCE</p> <p>Three units of science, which shall include physical, biological, and earth and space science concepts and which shall include at least one unit as a laboratory course</p>	<p align="center">SCIENCE</p> <p>Natural Science (3 units with one unit in chemistry or physics)</p>	<p align="center">SCIENCE</p> <p>3 years One year each in Biology, Chemistry, and Physics, each of which include an average of one laboratory period a week. Applied/technical courses may not substitute for a unit of natural science credit.</p>
<p align="center">SOCIAL STUDIES</p> <p>Three units of history and government, which shall include world history; United States history; United States government, including the Constitution of the United States; concepts of economics and geography</p>	<p align="center">SOCIAL STUDIES</p> <p>Social Science (3 units)</p>	<p align="center">SOCIAL STUDIES</p> <p>3 years One unit of U.S. History; minimum of one-half unit of U.S. Government and minimum of one-half unit selected from: World History, World Geography or International Relations; and one unit selected from: Psychology, Economics, U.S. Government, U.S. History, Current Social Issues, Sociology, Anthropology, and Race and Ethnic Group Relations. Half unit courses may be combined to make this a whole unit.</p>
<p align="center">PHYSICAL EDUCATION</p> <p>One unit of physical education, which shall include health and which may include safety, first aid, or physiology</p>	<p align="center">PHYSICAL EDUCATION</p> <p>No Units Required</p>	<p align="center">PHYSICAL EDUCATION</p> <p>No units required</p>
<p align="center">FINE ARTS</p> <p>One unit of fine arts, which may include art, music, dance, theatre, forensics, and other similar studies selected by a local board of education</p>	<p align="center">FINE ARTS</p> <p>No Units Required</p>	<p align="center">FINE ARTS</p> <p>No units required</p>
<p align="center">COMPUTER SCIENCE</p> <p>One unit 9th Grade-Computer Applications</p>	<p align="center">ELECTIVES</p> <p>Electives (3 units)</p>	<p align="center">WORLD LANGUAGE</p> <p>2 years Two years of one language. Latin and Sign Language are accepted.</p>
<p align="center">ELECTIVES</p> <p>Nine units</p>		

CLASSIFICATION OF STUDENTS High School students are classified according to the total number of credits earned prior to the opening of each new school term. (This classification is used for such things as class parties, class trips, locker assignments, testing, prom, yearbook etc.). Freshman = 0-7 credits; Sophomores = 6.5-14 credits; Juniors = 13.5-21 credits; Senior = 19+ credits

Kansas Board of Regents- Qualified Admissions: Four of the six state universities in Kansas, including Emporia State University, Fort Hays State University, Pittsburg State University, and Wichita State University, use the following standards for undergraduate admission. The University of Kansas and Kansas State University have different admission standards from those listed). Standards are set by the Kansas Board of Regents.

Accredited High School- If you are a Kansas resident who will graduate from an accredited high school, you can guarantee admission to four of the state's universities by completing the Qualified Admissions or Kansas Scholars curriculum with a 2.25 Cumulative GPA or ACT: 21+ / KSU 3.25 Cumulative GPA or ACT 21+ / KU Cumulative GPA of 3.25 and ACT 21+ or Cumulative

GPA of 3.0 and ACT 24+ All six state universities require 2.0 cumulative GPA on any college courses taken while in high school

Kansas Board of Regents – Kansas Scholars Curriculum: Completion of the Kansas Scholars Curriculum is one of the requirements Kansas residents must meet in order to receive State Scholar designation. This occurs during the senior year of high school. What are the other requirements to become a State Scholar? • Students must have taken the ACT between April of the sophomore year and December of the senior year. • Students must be a Kansas resident. • Students must have their curriculum and 7th semester GPA certified on the official roster by the high school counselor, registrar, or similar official.

What is the benefit of completing the Kansas Scholars Curriculum? Students that complete this curriculum and meet the other requirements, may be designated as State Scholars, which makes one eligible to receive the Kansas State Scholarship as provided by the Kansas Legislature. The academic profile of recent scholars include an average ACT of 30 and an average GPA of 3.91. State Scholars may receive up to \$1,000 annually for up to four undergraduate years (five, if enrolled in a designated five-year program), based on financial need and the availability of State funds.

Valedictorian and Salutatorian: Cedar Vale High School students must meet Kansas Board of Regents Kansas Scholars Curriculum to be eligible for Valedictorian and Salutatorian. The Valedictorian and Salutatorian awards will be presented to the two students whose cumulative *weighted* grade point averages are the highest and second highest, respectively. The cumulative averages will be computed through seven semesters for all courses taken for high school credit. A student may have a higher class ranking and not be considered for either honor due to the requirements set-forth of completing the Kansas Board of Regents Kansas Scholar curriculum requirement for consideration. Students should note such differences in possible class ranking on college applications and so forth.

In the event that two or more students tie for either award, there will be two Valedictorians and/or Salutatorians.

In the event that no seniors have completed the Kansas Scholars Curriculum, the Valedictorian and/or Salutatorian will be selected by order of highest cumulative grade point average.

A student must complete a minimum of three consecutive semesters at Cedar Vale High School and must have entered by 2nd semester of 11th grade to be eligible for Valedictorian and Salutatorian.

Cedar Vale High School Weighted Grading Scale: All courses required for Kansas Board of Regents Kansas Scholars Curriculum will be graded on a 5.0 weighted grade scale. All other courses will remain on the 4.0 weighted grade scale.

KS Scholar Weighted Courses		Non-KS Scholar Weighted Courses	
Grade Scale		Grade Scale	
A = 90 - 100	A = 5	A = 90 - 100	A = 4
B = 80 – 89	B = 4	B = 80 – 89	B = 3
C = 70 – 79	C = 3	C = 70 – 79	C = 2
D = 60 – 69	D = 2	D = 60 – 69	D = 1
F = 50 – 59	F = 0	F = 50 – 59	F = 0

Cedar Vale Elementary Kindergarten – 3rd Grade Grading Scale:

Grading Scale
EX = Exemplary
MS = Meets Standard
AS = Approaching Standard
AW = Academic Warning

Cedar Vale Elementary 4th & 5th Grade / Middle School Grading Scale:

Grade Scale	
A = 90 – 100	A = 4
B = 80 – 89	B = 3
C = 70 – 79	C = 2
D = 60 – 69	D = 1
F = 50 – 59	F = 0

I = Incomplete (Only given in cases of emergency & student has not been able to complete work/ "I" become "F" four wks. from date issued. Make- up work is the complete responsibility of the student.

HONOR ROLL

Honor rolls will be computed every nine weeks and semester by the high school office. Honor rolls will be based on the nine-week grades and semester grades received. Class rank will be based on the semester grades. The honor rolls will be released to the Cedar Vale Lookout unless a written request not to do so is received from the student or student's parent or guardian stating that they do not want his name published. The name will then be removed from all future releases. Qualifications for the honor rolls are as follows:

Superintendent's Honor Roll= All A's (4.0 G.P.A.)

Principal's Honor Roll= All A's and B's

The computation for G.P.A. (Grade Point Average) is based on all subjects using the following scale:

A=4 points

B=3 points

C=2 points

D=1 point

PROGRESS REPORTS

In an effort to assist students and parents, reports of unsatisfactory school work will be sent to parents any time during the nine-week period if it is deemed appropriate to inform the student and parent of a potential grade problem. Students and parents are encouraged to contact teachers and the counselor any time during the year when concerns arise. Grades are maintained on GoEdustar and are internet accessible. See the HS Secretary for information and a password. Whenever it becomes evident to a teacher that a student is in danger of failing a course, the teacher shall arrange a conference with the student's parent/guardian or send the parent/guardian a written report. Receiving D/F will result in closed and/or restricted lunch. A student in academic warning (closed lunch) for two consecutive weeks will be placed in after school and/or during school support program to improve performance through remediation and/or course specific support. If a student misses class and does not subsequently turn in homework, take a test or fulfill other requirements which were missed, the teacher may lower the student's grade for nonperformance.

SEMESTER FINALS EXEMPTION

1. Students who earn an "A" in a class will be excused from Cedar Vale course finals. This does not include dual credit courses.
2. Students, who meet the above criteria and are not therefore required to take the semester final, may elect to take the final in hopes of raising a particular class grade.

If a student is not required to take any tests scheduled for a certain test day, they will not be required to attend class that day. Students are required to take semester tests and cannot drive or ride with anyone until all the tests are finished with prior administration approval.

NATIONAL HONOR SOCIETY ELIGIBILITY REQUIREMENTS

The National Honor Society is an honorary organization for senior high students who are outstanding in academics, leadership, service, and character. Students who have a 3.50 cumulative G.P.A. after three semesters of coursework are eligible to apply for membership. Eligible students will be notified, provided an application for membership and a parent notification will be mailed to the address on file.

ACADEMIC ACTIVITY ELIGIBILITY REQUIREMENTS

The following is a summary of the rules for student eligibility for extracurricular activities as amended by the U.S.D. 285 Board of Education on 10/3/1998:

1. Students must be passing six classes on a weekly basis, with the exception of seniors released from attendance for one or more periods per day by the Board of Education. *Students taking six or fewer classes must be passing every course taken.*
2. Eligibility is based upon the *cumulative grade point average* for the *entirety* of each course.
3. A student determined "*ineligible*" would be placed on "*probationary eligibility*" for one week. The student has the one-week grace period in which to improve his grade(s) in the course(s) in which he is deficient.
4. If the student on "*probationary eligibility*" improves his grade(s) during the week, he will be returned to *full eligibility*. There will be one "*probation*" week per semester; therefore, once a student is declared on "*probation*" he shall remain on "*probation*" for the semester.
5. A student determined "*ineligible*" two (or more) weeks in succession will not be allowed to participate in extracurricular activities conducted between Cedar Vale, U.S.D. 285 and other school districts until his grade(s) improve to the point that he is declared "*eligible*" on a future Monday eligibility check. "*Ineligible*" students will NOT be allowed to ride with the team to these activities.

6. *Extracurricular Activity* refers to activities that are not graded.

NO SPECIAL ELIGIBILITY CHECKS WILL BE MADE DURING THE WEEK(S) THAT A STUDENT IS DECLARED INELIGIBLE. INELIGIBILITY WILL LAST FOR THE DURATION OF THE WEEK-INCLUDING THE WEEKEND.

PROMOTION AND RETENTION OF STUDENTS

Promotion and retention of students is determined largely by the educational development of the student, but due consideration is also given to such factors as chronological age and the mental, social, and physical development of the student. The Principal will determine the promotion and retention of all students.

SCHEDULE MS/HS Flexible Modular Schedule

Learning is structured around student needs, interests, and pacing, rather than around the typical 7 period day found in most high schools. To achieve this, the school day is broken into 20-25 minute segments (mods) that can be organized into larger blocks of time very easily: some learning may happen in chunks of 40 or 55 minutes, some may occur in 20-30 minute chunks, others may occur in chunks of several hours or a full day. Learning is student directed. Students have more choice in how to manage and spend their time. If a class is missed due to a conflict, students can attend their class at another time. A teacher may block specific times as non-flex to allow for class projects, extended instruction and so forth. Students failing or in need of support may be required to utilize flex time to complete work and/or be required to participate in an assistance program. Students in good standing may utilize flex time to explore other interests, courses, and college/career path interests. Students must have prior permission and/or teacher permission to flex and must be logged in per the current hour teacher or teacher requesting. The Admin Center and Library are only allowed with prior principal permission. Students may not leave the building, go to the gym or any other area without specific permission.

BELLS

The redesign process has determined that we will not have bells throughout the school day. Students and Teachers are responsible to be seated and begin classes promptly. Tardy and absences do apply and are set for the specific start of each course. 2019-2020 schedule: Note schedule may be adjusted as needed by administration.

Breakfast 7:34am - 7:54am		
HOUR	TIME	FLEX OPTION
1st	7:58 am -8:53am	8:28 am
2nd	8:56 am - 9:50 am	9:26 am
ADVISORY Family Groups possible interest groups/projects	9:52 am - 10:12 am	no flex option - report to designated family / advisory instructor and room
3rd	10:14 am - 11:08 am	10:44 am
4th	11:11 am - 12:05 pm	11:41 am
LUNCH official time 12:08 pm - 12:30 pm - You must not leave in a personal vehicle with direct administrator permission. Gold/Purple Card dismiss - 12:02 pm Official Dismiss 12:05 pm		
5th	12:33pm - 1:27 pm	1:03 pm
6th	1:30 pm - 2:25 pm	2:00 pm
Student Led possible interest groups/projects	2:27pm - 2:47 pm	no flex option
7th	2:49pm - 3:47 pm	3:19 pm

Course SCHEDULE CHANGE

The **counselor AND principal** must approve changes in class schedules. A student must have an approved **class enrollment data slip form** to present to his teacher in order to make a change. Student-initiated class changes are made only during the first three days of the beginning of each semester unless otherwise approved by administration.

IDL COURSES

IDL courses use teleconferencing equipment and the Internet to provide a face-to-face student/instructor experience when the student and instructor are not at the same location. All students participating in IDL/ITV courses must complete a participating contract and maintain a 2.0 GPA or above and/or in compliance with CCC or college. This contract is intended to make both the students and the parents aware of the standards expected of students enrolling in such courses. Student absences, make up work, and tardies shall be handled as with any other absence/tardy. *Certain standards are expected of participating in IDL students. Students are responsible to check and ensure communication of assignments/posting/grading is current.* Any insubordination of any kind will not be tolerated. Insubordination has been defined as anything that interferes with teaching or learning in the classroom. Inappropriate language or gestures will not be tolerated. The classroom can be taped and/or monitored at any time. Students must sit within camera view at all times. Students must not mishandle the equipment in the classroom. Students may not have cell phones or other unapproved electronic devices in the IDL Lab/Classroom. Students must follow all other rules as specified by the instructor. Students may be removed from IDL courses at the discretion of the building principal.

Cowley County Community College and/or dual College Course and/or Vo-Tech

Students may receive **administrator** permission to participate in the concurrent program in dual credit educational programs. The student must be in good standing, have a GPA minimum of 2.0 for vocational and GPA 2.75 for academic coursework as stated on CAPS form. Students must be in good standing, demonstrate good school attendance and have few discipline referrals. Applications will be submitted to the building principal for approval. Applications for the next academic year shall be submitted to the principal no later than the end of May or with prior administrative permission. The student and parent/guardian will be notified within thirty days of the building's decision. These courses must be a semester in length. If a student drops a course that course may be replaced with either an approved online or CVS course. All course changes either online or on campus must be determined within the first week of the semester following the district calendar. Students failing to replace a dropped course will receive a grade of "F" on their transcript. Students enrolled in an online/IDL college course must sign a release form that will allow Cedar Vale USD #285 to obtain grades and grade updates from the college. College grades will only be reported/recorded as per semester grades. Students/parents will be responsible for all tuition, fees, and direct cost associated with the online, on site and IDL college courses. All courses from outside institutions must be pre-approved by the principal and counselor. Cedar Vale USD #285 desires to provide flexible learning opportunities for all students while maintaining the integrity of the high school curriculum and programs. Students/Guardians are responsible for individual transportation if required. Vo-Tech transportation is provided with exceptions for Friday, weekend or night sessions. Student failing to meet the requirements set forth in the student/parent/school agreement will be required to pay all expenses and complete Cedar Vale USD #285 curriculum requirements in order to complete graduation requirements.

Online and/or blended learning Courses

At times it may be appropriate for a student to participate in an online or blended learning course. These options must receive administrator approval and meet the rigorous curriculum requirements. Students must complete an CVS online course contract. This contract is intended to make both the students and the parents aware of the standards expected of students enrolling in such courses. Student absences, make-up work, and tardies shall be handled as with any other absence/tardy. *Certain standards are expected of a participating online course. Students are responsible to check and ensure communication of assignments/posting/grading is current.* Students will be assigned a designated location and must maintain communication with the assigned building contact. All courses may be subjected to enrollment fees at the responsibility of the student. If a student fails or drops a course that course may be replaced with another approved online or CVS course. Failing course or incomplete course will follow the same grading system and requirements of Cedar Vale Schools.

DRIVERS EDUCATION

Drivers Education may be provided by Cedar Vale Schools during a summer session. Notification will be sent to those students meeting the requirements for eligibility to participate in the course. A student must meet the age requirement by the State of Kansas, is enrolled full time at Cedar Vale Schools, has completed the eighth grade and has paid the designated fee. The student will receive an elective .5 credit upon entering the freshman year of school or completion of course and having met all course requirements.

AGENDA

Students in grades six through twelve will be responsible for maintaining and utilizing student planner or similar calendar in Google Calendar or other. This tool is to assist the student in developing organizational skills necessary for success. The use

of a student planner will promote good study skills and improve home-school communication. It is recommended that students utilize and maintain the planner in each academic class and/or course work. Any staff member may request that students implement a planner.

ATTENDANCE OFFICER

The Board of Education appoints the Principal as the attendance officer who in turn works in cooperation with the Superintendent to see that students' attendance conforms to policy requirements.

ATTENDANCE POLICY

We believe regular attendance is essential for academic success. Regular attendance and punctuality are important habits for any person. These habits are formed at an early age. Cedar Vale School's rules and regulations are intended to help students form good attendance practices. A prospective employer's first question is often "What was the student's attendance record?" No amount of make-up work can replace the experience of participation in classroom discussions and activities. Generally speaking: "The better the attendance, the better the student and visa versa...the poorer the attendance, the greater the chance of failure and dropping out."

In accordance with Senate Bill #26, as adopted by the 1973 Kansas Legislature, the USD #285 Board of Education, hereby sets forth the following procedures to be followed in enforcing the Compulsory School Attendance Law.

1. When a student is absent from any USD #285 attendance centers for all or a significant part of **three** consecutive school days, or **five** school days in a semester, or **seven** school days in a school year, whichever occurs first **without a valid excuse**, the student shall be considered truant. Such students shall be reported to the juvenile authorities in the county in which the student resides.
2. The responsibility for reporting cases of student truancy shall be delegated to the principal of the district. Cases of truancy shall be reported by the building principal to the proper juvenile authorities, and the Superintendent of Schools shall also be informed of each case of truancy reported.
3. If the student is 18 years of age or older, a meeting will be held when he/she has been unexcused 3 days in a row, 5 days in a semester, or 7 days in a school year.

PERFECT ATTENDANCE

Perfect attendance is defined as a student having neither a tardy, leaving early nor an absence during the entire school year except for school related activities.

ABSENCES

Educators and employers agree that school attendance should be every student's priority. Educationally, one can never truly make up lost class time. Employers believe that regular attendance is a prerequisite for entering the world of work.

It is understood that occasional absences from school cannot be prevented. It is for this reason the USD #285 Board of Education establishes the following guidelines regarding absences both excused and unexcused make-up work and possible denial of credit.

ABSENCE PROCEDURES:

- Any absence from school, other than illness, is strongly discouraged.
- Parents/guardians are asked to notify the office with an explanation of their child's absence, **before 8:00 a.m.** the day of the absence. Messages can be left on the school's answering machine during non-school hours at 758-2791.
- For the safety of the student, if a parent/guardian has not contacted the school on or before the day of the absence, an attempt will be made by the school to contact the parent/guardian to determine the reason for the absence.
- If an emergency exists or if the student is physically, emotionally, or mentally unable to attend school, the parent/guardian will notify the administration upon the student's return to school in order for an absence to be excused. When absences become excessive (*10 or more days per year*), the school will request parents to provide documentation from a physician or other agency as needed, to the school, excusing the absences, or absences will be considered unexcused.
- Parents are to provide documentation for **any** absence. Documented absences are those absences, which have been verified by agency personnel e.g., doctor, court, mental health, as well as school activities, by telephone or written note and coded as such by attendance monitors.
- Undocumented absences are absences where no verification has occurred. The building principal/designee will determine whether undocumented absences are excused or not.

EXCUSED ABSENCES

Exception to the provided definition of excused absence. Excused absences are defined as missing school for one or more of the following reasons:

1. Absence for the welfare of the student, such as illness or dental or doctor appointments.
2. Absence due to serious illness or death in the family.
3. Absence related to the family business or profession and prearranged with the Building Principal.
4. Absence due to inclement weather and/ or road conditions.
5. **Final decision on excused absences rests with the administration.**

For an absence to be considered excused by USD 285, a call on the day of the absence or a note upon return to school with the parent and/ or guardian's signature will be required. If you know in advance that you will be absent, make arrangements to complete assignments. If the work is not turned in prior to the absence a due date will be established as per school policy so full credit can be received for the completed work. Unexcused absences will be reported to parents/guardians. All work for unexcused absences will be graded and reduced 20%. On or before the fifth **unexcused** absences in a semester, a parent notification and/or conference will occur and notification to proper authorities may be initiated.

In regards specifically to COVID-19. According to the CDC (cdc.gov) most recent information, It is mostly spread by respiratory droplets released when people talk, cough, or sneeze. It is thought that the virus may spread to hands from a contaminated surface and then to the nose or mouth, causing infection. Therefore, personal prevention practices, such as handwashing, staying home when sick and environmental cleaning and disinfection, are important principles. Fortunately, there are a number of actions schools can take. We will ensure proper sanitation of all areas. Any student and/or staff experiencing symptoms will be required to stay home as long as determined by health officials and in conjunction with the school administration.. We will work to provide continuous learning remotely when appropriate. Students and Staff will be required to ensure, promote and plan for proper hygiene and limit the exposure to personal and shared belongings. We will work closely with KSDE, Kansas state and local health authorities.

EXCESSIVE ABSENCES

ANY student who accumulates 8 or more absences will be placed on notice. This notice will be sent to parents and may include make-up time, open lunch restrictions, activities restrictions, doctor verification requirements, and a report to DCF when required by law. When a student is absent 8 days *for any reason*, excused and/or unexcused, a notification letter and request for an improvement will be sent/communicated with the parents/guardians. Upon reaching the 10th day of absence, a parent-principal conference will be conducted in person or by phone and the attendance plan will be established. Upon the 14th day of absence the parent will be contacted and the attendance plan will be reviewed by the principal and parents. The plan will be progressive in nature and thereafter, a student must have a doctor/court verification in order to obtain an excused absence or the student may be reported to the proper authority for truancy. The building principal/designee will determine whether absences are excused or not.

UNEXCUSED ABSENCES:

Students are expected to arrive at every class on time and with the necessary classroom materials. For an absence to be considered excused by USD 285, a call on the day of the absence or a note upon return to school with the parent and/ or guardian's signature will be required. Students who accumulate two unexcused absences **per semester per hour will have the stated excessive absences policy consequences as well as warning/detention.** At the second unexcused absence **per class period** the student will receive a written warning; the third unexcused absences will result in a thirty minute class teacher level detention; fourth-fifth unexcused absence results in forty-five minutes of office level detention; 6+ unexcused absence the student will receive 60 minutes of office detention per absences and an attendance plan will be reviewed and further action may be taken.

TARDINESS

Students are expected to arrive at every class on time with the necessary classroom materials. Failure to do so will result in the teacher marking the student tardy and recording the tardy in Goedustar behavior reporting system. Teachers will maintain accurate records by recording tardies in their computer on an hourly basis and consistently enforcing the building-wide policy. Students are allowed three (3) tardies **per semester per hour.** At the third tardy per class period the student will receive a written warning; the 4th tardy will result in a thirty minute class teacher level detention; 4th & 5th tardy results in forty-five minutes of office detention; 6+ tardies, the student will receive 60 minutes of office detention per tardy. In addition a parent conference may be held as well as administrative consequences. A combination of three (3) tardies in any class(s) will be equivalent to **one unexcused absence: Classroom work missed due to the unexcused tardy may not be made up for credit.** Students arriving late to school or late to the classroom at the beginning of the regular class period will be considered as an unexcused tardy unless the tardiness meets the criteria for an excused absence or a note from the preceding classroom instructor validating the reason for the student arriving late is given.

ILLNESS Regular school attendance is vital and important in ensuring your child's academic success. You may be notified by the school to pick up your child if he/she develops any of the following symptoms. Prolonged illness and/or symptoms will require a doctor's note. *However, good practice is to keep your child at home if he/she has the following:*

1. A fever of 100 degrees or above - must be fever free without aid of medication for **at least 72 hours**.
2. Severe sore throat
3. Severe headache
4. Draining painful ears
5. Undiagnosed rash
6. Severe Diarrhea
7. Severe cough
8. Severe cold
9. Nausea and vomiting - free of sickness for a minimum of 72 hours.

COMMUNICABLE DISEASES AND/OR OTHER HEALTH CONCERNS

The Kansas State Department of Health issues the following information concerning some common communicable diseases and other health concerns:

1. Ringworm of the skin: May return to school if receiving medical treatment.
2. Measles: Excluded for four days following the onset of the illness.
3. Chickenpox: Excluded for six days following the onset of the illness.
4. Mumps: Excluded for ten days from the onset of the illness, or until all swelling is gone, whichever is longer.
5. Pinkeye: Excluded from school until 24 hours after medical treatment has begun.
6. Impetigo: May return to school once receiving medical treatment.
7. Head Lice: May return to school once properly treated (see policy)

HEAD LICE

In the case of reported head lice, you will be notified if your child shows signs of head lice. Head lice is a non-life threatening condition, but it is frustrating to deal with as a parent. In accordance with regulation K.A.R. 28-1-6 each student infested with lice shall be excluded from school, child care facility or family day care home until treatment with an antiparasitic drug is initiated. Kansas regulations no longer require children to be nit free before returning to school. Office of Surveillance & Epidemiology (OSE) has made changes to the Kansas Administrative Regulations (K.A.R. 28-1-6) relating to lice treatment. The regulation states "Each student infested with lice shall be excluded from school, child care facility or family day care home until treatment with an antiparasitic drug is initiated."

HEALTH

If you have health questions or concerns the school utilizes the Chautauqua County Health Department and may be available upon request. If a student is ill due to a communicable disease such as mononucleosis or streptococcal infection, please notify the school so that other cases may be quickly diagnosed.

Medical Regulations: No medication, including Tylenol, aspirin, and other over the counter drugs, may be given to students without written permission from parents and specific physician instructions. USD 285 guidelines and Request for Medication forms are available at the high school.

Immunizations: State Law and USD 285 require all students to be properly immunized against specific diseases. Notifications will be sent to parent/guardian and failure to comply may result in removal from school as per Kansas Statute.

Make Up- Late Work – Zeros aren't Permitted (ZAP)

Students will turn in all assigned work on the date due and of good quality. Students will be allowed to make up missed assignments for an excused absence. It is the responsibility of the student to obtain and make arrangements with his/her teachers. Students knowing in advance of an upcoming absence should get the assignments prior to the absence. The student will be granted a minimum of **one day** for each approved day missed to complete assignments. However, it may be impossible to earn daily participation credit/grades. Class work missed due to an *unexcused absence* shall be made up and will be graded and reduced by 20% of earned grade. Students are encouraged to complete all missed assignments so that they may keep up in the class. If the student does not complete the missed assignment, the student will receive a grade of "0" (F) and it will be averaged into the grade for that grading period. All other assignments turned in late (not due to absence) will be graded according to the following Zeros Aren't Permitted guidelines: ZAP is an intervention which requires students to complete and submit every class assignment. The ZAP program is designed to promote high work expectations and student responsibility. If a student does not complete and turn in work to the assigning teacher's satisfaction, the student will be placed on the zap list for said assignment. The student has the opportunity to turn in the assignment(s) for which he or she is zapped until the beginning of 6th Hour each day. At the beginning of 6th Hour, the teacher will review the student's choice

for Student Led Learning (SLL) with the following exceptions. (teacher leadership team recommendation pilot 2020 start of school)

- 1) If a student has an F (closed) for a class, the student MUST go to that teacher during SLL
 - a) If a student has an F for more than one class, they will be allowed to choose between said classes.
- 2) If a student is zapped for a teacher, they MUST go to that teacher during SLL.
 - a) If a student is zapped for more than one class, they will be allowed to choose between said classes
 - b) Per the student handbook: once zapped, the student can receive 80% of the earned grade.

If a student does not complete the SAME assignment for which he or she is zapped by the end of the THIRD consecutive SLL period, the student will be placed on Mandatory Tutoring assigned before and/or after school regardless of extracurricular activities and dual credit class requirements. Students attending off campus sessions such as Votech and/or work study will be assigned mandatory tutoring times for ZAP work after THREE consecutive days.

- a) In order for the student to be required to attend Mandatory Tutoring, the teacher will need to call/notify the parents and document the communication
- b) If a student does not attend Mandatory Tutoring, the teacher responsible for Mandatory Tutoring will write a formal report in goedustar for failure to attend.
- c) Per the student handbook: after two weeks late, the student can receive 50% of the earned grade for the assignment and/or request the zero to be recorded and no opportunity to complete the missing work.

On most Wednesdays for Interest Choice time, a student that is zapped or closed on that day will report to work time with assigned staff and will not participate in the student interest group. Students who are zapped will be considered to be restricted for the purposes of open-campus lunch and may not leave the building. Students on the weekly closed lunch report for failing one or more classes will report to the closed lunch area and staff at the first lunch bell and follow the CHAMPS procedures as determined by the assigned staff. Any student who is zapped or restricted who elects to leave during lunch without prior administrative approval will earn a closed lunch for willful disobedient behavior. Any late work may be turned in up to 1 week late and will be scaled at 80% of the **earned** grade. After two weeks the late assignment will be at 50% of the earned grade and may not be resubmitted. After the end of the nine weeks incomplete work will be at zero credit earned. Based on the amount of time needed to grade late assignments, there will be a **Late Work Cutoff Date** before the end of each grading period as appointed by the teacher and approved by the building principal. Parents will be notified by the student and the classroom teacher of continued zap and / or course grade of D or F.

McKinney-Vento Homeless Assistance Act HOMELESS SITUATIONS IF YOUR FAMILY LIVES IN ANY OF THE FOLLOWING SITUATIONS: * In a shelter *In a motel or campground due to the lack of an alternative adequate accommodation *In a car, park, abandoned building, or bus or train station *Doubled up with other people due to loss of housing or economic hardship Your school-age children may qualify for certain rights and protections under the federal McKinneyVento Act. Your eligible children have the right to: 1. Receive a free, appropriate public education. 2. Enroll in school immediately, even if lacking documents normally required for enrollment. 3. Enroll in school and attend classes while the school gathers needed documents. 4. Enroll in the local school; or continue attending their school of origin (the school they attended when permanently housed or the school in which they were last enrolled), if that is your preference and is feasible. If the school district believes that the school you select is not in the best interest of your children, then the district must provide you with a 1. Written explanation of its position and inform you of your right to appeal its decision. § Receive transportation to and from the school of origin, if you request this. 2. Receive educational services comparable to those provided to other students, according to your child's needs. If you believe your children may be eligible, contact the local liaison to find out what services and supports may be available. There also may be supports available for your preschool-age children. The homeless liaison for USD 285 is Jackie Burdette, Principal. The State Homeless Liaison is Tate Toedman Phone: 785-296-6714 | Email: ttoedman@ksde.org

LEAVING SCHOOL Check-Out Properly - checking out is NOT PERMISSION TO LEAVE:

Students leaving the school during the day for any reason must **receive permission from the office** and must have permission from his/her parent/guardian. Please note signing out is not permission, it is record keeping. Students who become ill while at school *are to notify the office and use the office phone, not classroom or cell phone without prior permission*. Leaving school without checking-out properly may be considered truancy. A record of the students leaving and returning will be kept in the office. Once on school grounds, students must have **teacher and administrative** permission to leave the school grounds. The student must bring a written excuse to the office or approved communication at the beginning of the school day. A parent and/or guardian must be contacted before an ill student may leave the school premises. Failure to check-out properly may result in the student receiving an unexcused absence and zero in class and an hour detention.

COLLEGE VISITS - PRIOR PRINCIPAL APPROVAL REQUIRED

Each senior will be allowed two (2) excused absences during the year for visiting prospective college campuses if, and only if, the following two (2) conditions are met:

1. Approval and college appointment scheduled by the counselor with **completed paperwork** and-
2. Advance telephone call or signed paper by parent giving approval before departure.

These two absences with prior principal approval do not count against attendance and students do not need to report to the office for re-admittance. Students are required to report to school and attend any classes that time would allow should the actual visit not take the entire day. Personal business done on college days will be counted as absences and ruled excused or unexcused by the Principal based on CVS normal attendance policy. Freshmen, sophomore, and junior students may take a class college/trade school visit each year as funds allow. These visits will be set by the school counselor and administrative approved and will expose students to the variety of post-secondary educational opportunities

SCHOOL SAFETY

Any student suspended or expelled for committing a “school safety” violation will have their names reported to law enforcement. This includes but is not limited to, drug violations, weapons violations and bodily harm to students or staff. Law enforcement will in turn report this to the division of motor vehicles who will suspend any driver’s license for one full calendar year. This is provided by Kansas Law (Senate Bill 129).

REPORTING SAFETY CONCERNS HOTLINE: 877-626-8203

When students have a concern about safety at school or knowledge of an unsafe situation, they must report it at once to the building principal, a teacher, or other staff member. Failure to report may have serious consequences up to and including expulsion.

STUDENT VEHICLES/PARKING

Students are provided with parking space. Students are not permitted to be in or about cars during the school day. If it becomes necessary to go to your car during the school day, secure permission from an administrator. Failure to secure permission will result in disciplinary action. Students are not to be in the parking area during lunch period. All students are to park their vehicles facing the school building as much as possible. Students may not park in any area reserved for staff/faculty this includes but not limited to the front row parking, parking in front of high school and the side of the parking areas.

STUDENT TRANSPORTATION TO AND FROM ACTIVITIES

All students attending activities out of district shall be required to go and return from that activity by transportation authorized and provided by the school. An exception may be granted under the following conditions:

1. A written request from the parent/guardian is on file in an administrator’s office prior to activity, or
2. Personal parent/guardian contact is made by the coach/sponsor with the parent/guardian at the activity.

Under normal circumstances, a student may not be released to anyone other than a parent/guardian. Under unique circumstances, a student may be released to a person designated by a parent/guardian. **Arrangements must be made with a principal and/or athletic director.**

OPEN LUNCH POLICY

Students enrolled at Cedar Vale Schools in grades 7-12 and in good standing will be allowed to leave the campus during their designated lunch period. Students are not allowed to go to private residences during open lunch/school hours unless prior approval is provided by parent/guardian and approved by the administration. Students may not enter or leave in their or others’ personal vehicles without prior permission of the administration. Applicable attendance and tardy policies will be strictly enforced. Open Lunch may be revoked or restricted for students *not in good standing* for behavioral issues, incomplete assignments, tardies, ZAPPED and/or poor (D/F) grades. Students on restricted or closed lunch may be required to eat in a specified area under adult supervision and complete assignments and/or silently read. Students may be released from closed/restricted lunch upon administrative approval and/or a ‘green slip’ from the instructor of course in which the D/F grade was earned. Open lunch may be revoked for individuals or for the whole school by the administration or Board of Education if problems such as rowdiness, vandalism, reported smoking, loitering, littering, or theft are reported.

LUNCH ACCOUNT POLICY

Free and Reduced Price Meals: Parents or guardians of students attending schools participating in federal school meal programs must be informed of the availability of reimbursable school meals and provided with information about eligibility and the process for applying for free or reduced price meals on or before the start of school each year and/or during the enrollment process. Unless approved for “Free and Reduced Lunch” students in grades PALS –12 pay for all snacks and meals. In emergency situations, meals may be charged; however, in accord with State and Federal school lunch guidelines, Students and their parents/ guardian are expected to keep bills paid up to date. Unpaid Meal Charges The district’s meal charging

requirements are as follows: A charge account for students paying full or reduced price for meals may be established with the district. Families on one account may charge no more than \$25 worth to this account. Any student failing to keep his/her account solvent as required by the district shall not be allowed to charge further meals until the negative account balance has been paid in full. However, such students will be allowed to purchase a meal if the student pays for the meal when it is received. Students who have charged the maximum allowance to this account and cannot pay out of pocket for a meal will be provided an alternate meal and milk. At last, one written warning shall be provided to a student and his/her parent or guardian prior to denying meals for exceeding the district's charge limit. If payment of the negative balance is not received within five working days of the maximum charge limit being attained, the debt will be turned over to the superintendent or superintendent's designee for collection in accordance with board policy DP. If the debt is not paid within 10 days of mailing the final notice of the negative account balance under policy DP, it shall be considered bad debt for the purposes of federal law concerning unpaid meal charges. Payments for school meals may be made at the school or district office. Students, parents, and guardians of students are encouraged to prepay meal costs. The district will provide a copy of this unpaid meal charges policy to all households at enrollment or before the start of school each year and to families and students that transfer into the district at the time of transfer. The terms of this policy will also be communicated to all district staff responsible for enforcing any aspect of the policy. Records of how and when it is communicated to households and staff will be retained.

COMPETITIVE FOOD SERVICE

Competitive food means any foods sold in competition with the food service during food service periods. Such sales or delivery of food is prohibited during the lunch period and on school property. Any food sales or delivery must be approved by the building level administration. Smart Snacks refers to the national nutrition standards for foods and beverages sold outside of the federal reimbursable school meal programs during the school day. These items are called "competitive foods" because they can compete with participation in school meal programs. As of the 2014–2015 school year, all competitive foods and beverages sold during the school day must meet or exceed Smart Snacks in School nutrition standards.

As part of the National School Breakfast and Lunch Program we are obligated to follow all regulations as set forth by law, HEALTHY HUNGER FREE KIDS ACT. The law stipulates the serving sizes, calories and nutritional guidelines and pertains to all food offered for sale during the school day. The law mandates that each student with breakfast or lunch must select a fruit or vegetable to go with their meal. Daily requirements for breakfast and lunch are posted next to the serving window. We encourage all students to take a full meal.

SERVING TIMES: Breakfast 7:35a.m.-7:58a.m. Elementary Lunch: 11:14 am - 11:44 am MS/HS Lunch 12:08pm -12:30pm
Parents, guests, family and friends are always welcome to join us. Please let the school know ahead of time that you are coming. Payment for lunch is per tray at the adult and/or child stated cost, please have exact change. No charges to student's accounts can be made for any other member or guest.

LUNCH TIME EXPECTATIONS.

1. Students are expected to follow POSTED CHAMPS as entering and during lunch service
2. Students are expected to demonstrate appropriate behavior and respect to others.
3. Seconds of fruits and vegetables will be offered to students having eaten all items on the approved serving tray. Seconds on entrée items will be offered only if approved with food service staff.
4. Students and adults may not share food.
5. Students are to politely follow the instructions of all adults on duty.
6. Each student is responsible for the disposal of his/her trash in an appropriate receptacle and replacing chairs and such to the appropriate location.

USD 285, Cedar Vale School Collection Procedures Unpaid Fees and Negative Account Balances Unpaid or overdue accounts disrupt accounting practices within the district. All persons who owe overdue fees or have negative account balances with the district shall be notified of the delinquency up to three times in not less than ten day increments by the superintendent or superintendent's designee. The first two notifications will be via automated phone notification and/or letter sent by U.S. First Class Mail providing that the individual owes the district fees or that a specified account has insufficient funds or a negative balance and the reason for the fees or account withdrawals. The third and final notification will be by certified mail. If, within ten days after the second notice was sent, the debt is not paid in full or arrangements have not been made with the superintendent or superintendent's designee to pay it, a third and final notice shall be sent to the debtor by certified mail. Postage and stationary costs may be added to the original bill. If full payment is not received by the clerk or superintendent's designee within ten days after mailing the final notice, authorization for the enforcement of collection may be obtained through the local small claims court in compliance with Kansas statutes, Kansas SetOff Program, or the superintendent or

superintendent's designee may turn the matter over to legal counsel to commence debt collection proceedings on behalf of the district.

Insufficient Funds Checks

The superintendent or the superintendent's designee is authorized to request charges to be filed against a person or persons giving worthless or insufficient fund checks to the school district. In addition, the board adopts the following procedures for dealing with returned checks in the school setting. Once the person is notified of the first returned check via U.S. First Class Mail, if restitution is made within five working days from the notification being mailed, there will be no charge for a returned check. If after a second notification is sent, restitution is not made within an additional five working days, a fee of \$10.00 will be charged. If a person has a second returned check, he/she will be notified and assessed a \$15.00 fee, providing restitution is made within five working days. After the second notification is mailed concerning the second returned check, a fee of \$20.00 will be assessed. For a third returned check, the person will be notified, assessed a \$30.00 fee, and informed that the district and its schools will not accept any future checks from such person. All future payments to the district or individual schools would then need to be in the form of cash, cashier's check, or credit/debit card payment (if accepted by said district). If restitution of the third check is not made within five working days from mailing the final notification, the superintendent or superintendent's designee will be notified, and the superintendent or superintendent's designee may turn the matter over to the county attorney for legal action and/or use the Kansas Set Off Program.

PUBLIC DISPLAY OF AFFECTION

The development of positive relationships between students is important, and the school will provide guidance to students to help them develop positive attitudes and behaviors toward each other and learn when it is appropriate to show affection. Public display of affection on the school premises distracts from the educational process and exhibits a lack of discipline and good taste on the part of the individual. Hence, there should be an absence of embracing, kissing, holding hands, and other overt displays of affection during school time and during home and away events/activities. Inappropriate displays may result in disciplinary measures.

APPEARANCE AND DRESS

Good standards of dress and appearance reflect good judgment and poise, increase maturity, and help create the business-like and purposeful atmosphere at a good school. A student's appearance should not distract from the task of learning. Attire for students must be reasonable, modest, and in such style as it will not cause distraction. Out of concern for health and safety, shoes are to be worn in the building at all times. *Baggy Coats/Jackets may not be worn in the lunchroom receiving line.* Students wearing t-shirts, jackets or other items of apparel that have markings, pictures or lettering that convey innuendos, are profane or offensive meaning (ie. no alcohol or tobacco advertisements, sexual innuendos) will be asked to turn them inside out, provided an alternative shirt and/or may be asked to return home to change. Midriff must be covered and undergarments must not be visible to others whether sitting or standing. Tank tops must have a 1 ½ inch strap and tub tops, backless and razorback are not allowed. Shorts, skorts or skirts must be an appropriate length and coverage. Leggings may be worn and should cover the student appropriately. Caps and hats are not to be worn in the school buildings during the school day and/or during concession stand, band performance etc. Hats/Caps are strongly discouraged at school events/activities both home and away, unless the administration gives prior approval. Bottom line, any item of apparel may be unacceptable at school if deemed inappropriate or if it causes a disruption or distraction among students or staff. ***The administrator will have the final determination in whether student dress is inappropriate.*** Students wearing clothing items deemed to be inappropriate will be required to follow the procedure stated by the administrator; may be required to change or adjust clothing; and may sustain disciplinary action. All class time missed will be unexcused. The sponsors of extra-curricular activities and/or organizations may set their code stricter than those listed and will state appropriately in their policies.

BACKPACK POLICY

Students are not permitted to use a backpack or a similar bag during the school day. They are permitted to utilize such items for carrying belongings to and from school and events, however, students may not carry such items to or between classes. Such items must remain in the student's locker and/or assigned area. The administrator may approve a storage item for a personal approved electronic device.

SEXUAL HARASSMENT

The board of education is committed to providing a positive and productive working and learning environment, free from discrimination on the basis of sex, including sexual harassment. Sexual harassment will not be tolerated in the school district. Sexual harassment of employees or students of the district by board members, administrators, certified and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

Sexual harassment is unlawful discrimination on the basis of sex under Title IX of the Education Amendments of 1972; title VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. All forms of sexual harassment are prohibited at

school, on school property, and at all school sponsored activities, programs, or events. Sexual harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

It shall be a violation of this policy for any student, employee or third party (visitor, vendor, etc.) to sexually harass any student, employee, or other individual associated with the school. It shall further be a violation for any employee to discourage a student or another employee from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy. Violation of this policy by any employee or student shall result in disciplinary action, up to and including termination or suspension.

Sexual harassment shall include, but not be limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or student enrollment;
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions and student enrollment;
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working, and school environment

Sexual harassment may result from verbal and physical conduct or written or graphic material. Sexual harassment may include, but is not limited to: verbal harassment or abuse; pressure from sexual activity; repeated remarks to a person, with sexual or demeaning implication; unwelcome touching; or suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning an employee's job status.

This district encourages all victims of sexual harassment and persons with knowledge of such harassment to report the harassment immediately. Complaints of sexual harassment will be promptly investigated and resolved.

Employees or students who believe they have been subjected to sexual harassment should discuss the problem with their immediate supervisor or school counselor or administrator. Employees or students who do not believe the matter is appropriately resolved through this meeting may file a formal complaint under the district's discrimination complaint procedure.

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes sexual harassment under the definition outlined above. Unacceptable conduct may or may not constitute sexual harassment, depending on the nature of the conduct and its severity, persuasiveness and persistence. Behaviors which are unacceptable but do not constitute harassment may also result in employee or student discipline.

Any employee or student who witnesses an act of sexual harassment or receives a complaint of harassment from another employee or a student shall report the complaint to the building principal. Employees or students who fail to report complaints or incidents of sexual harassment to appropriate school officials may face disciplinary action. School administrators who fail to investigate and take appropriate corrective action in response to complaints of sexual harassment may also face disciplinary action.

RACIAL HARASSMENT-

Racial harassment is unlawful discrimination on the basis of race, color or national origin. All forms of racial harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events. Racial harassment against individuals associated with the school is prohibited whether or not the harassment occurs on school grounds.

No student, employee or third party is to racially harass any student, employee or other individual associated with the school. No school employee should discourage a student from filing a complaint, or fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy.

Racial Harassment can be physical or verbal or written or graphic. Any student that has been harassed or has witnessed it should report it to the principal. No employee should discourage a student from reporting such claims. Retaliation against a student reporting such claims will not be tolerated.

BULLYING

A safe, healthy, and supportive learning environment during all school-related functions is necessary for students to learn and achieve our high academic standards. Everyone has a right to feel safe, valued and respected in the school environment. Bullying is defined as premeditated, persistent, and cruel. It is meant to hurt and harm the victim. It is deliberate. Bullying for the purpose of this handbook is defined as: Cruel, abusive behavior, which is persistent and intentional and causes

suffering to individuals, which is severe and sustained. Verbal, psychological or physical aggression conducted by an individual or group against others, which may include intimidation, name-calling and threats. A student is being bullied or victimized when he or she is exposed repeatedly and over time to negative actions on the part of one or more students, either personally or through electronic means. All victims of bullying and persons with knowledge of such behavior are encouraged to report the bullying immediately through the counselor's reporting system and/or directly to the building administrator. The school will promptly investigate all complaints of bullying and take prompt corrective action to end the behavior. Penalties for harassment or bullying will range from a verbal warning to suspension or expulsion, depending on the severity of the incident. Law enforcement authorities may be contacted in severe circumstances. Any report *not made* in good faith or made with malice is also a violation of this policy. BOE Policy JDDC

Take A Stand

Bystanders can stop bullying. If you witness someone being bullied report it. If bullies do not have an audience, they are more likely to discontinue their disrespectful acts. If we all make a commitment to stand up for others, together we can reduce bullying behaviors at our school. Students who believe they may have been harassed or bullied should:

- Not ignore it, because harassment tends to get worse.
- Request disciplinary action against the person harassing you by filing a written complaint through the counselor's reporting system. The report will be handled confidentially and you will be given help to cope with the situation.
- Let the person know you don't like the behavior. Tell the bully to stop his or her behavior.
- Say it will be reported if not stopped.
- Keep a record or a diary of the events that happen.
- Print and save harassing or threatening messages as documentation of proof.
- Avoid the bully or areas where bullies tend to be.
- Use humor to diffuse the situation.

CURRICULUM FOR DRUG FREE SCHOOLS

The entire district's students shall be made aware of the legal, social, and health consequences of drug and alcohol use. Students shall be instructed in the effective techniques for resisting peer pressure to use illicit drugs and alcohol. Students shall also be informed that the use of illicit drugs and the unlawful possession and use of alcohol is both wrong and harmful.

The board directs the Superintendent to confer with the staff in designing a comprehensive drug and alcohol abuse and prevention program to be integrated into the district's curriculum beginning with the 1990-91 school years. The board directs the Superintendent to ensure that the program is age-appropriate and developmentally based to reach students at all ages and levels of education within the district. As a condition of continued enrollment in the district, students shall abide by the terms of this policy.

Students shall not unlawfully manufacture, distribute, dispense, possess or use illicit drugs, controlled substances or alcoholic beverages on school district property, or at any school activity. Any student violating the terms of this policy will be reported to the appropriate law enforcement officials and will be subject to the discipline policy.

Students who are suspended or expelled under the terms of this policy will be afforded the due process rights contained in the board policies and Kansas statutes, K.S.A. 72 –8901.*et.seq.* Nothing in this policy is intended to diminish the ability of the district to take other disciplinary action against the student in accordance with other policies governing student discipline. In the event a student agrees to enter into and complete a drug education or rehabilitation programs, such programs are available for students of the district. A list of available programs, along with names and addresses of the contact persons for the program, is on file with the board clerk. Parents or students should contact the director of the programs to determine the cost and length of the program.

A copy of this policy and available counseling and rehabilitation programs will be provided to all students and the parents of all students. Parents of all students will be notified that compliance with this policy is mandatory.

ELECTRONIC DEVICES –including but not limited to cell phones, watches, Ipads, Ipods, and any electronics- etc. Cedar Vale USD 285 realizes that electronic devices are valuable communication tools for students and parents; however, electronic devices can be disruptive to the learning environment and pose potential legal issues for students' i.e. inappropriate pictures, cheating, etc. **Student electronic device usage at school is a privilege not a right.** Thus usage, except for emergencies, must be limited to before and after school or designated times such as open lunch. No cell phones/electronic devices may be utilized during school hours or during a school activity without direct permission from a teacher, coach, or administrator. Teachers will determine the allowed electronic use and/or possession of personal devices with prior approval of administration. Use of cell phones/ electronic devices in locker rooms and restrooms are strictly prohibited. Due to the

nature of advancing technology, cell phones and cameras pose a serious threat to student privacy. Camera phones and cameras are not to be utilized in the restrooms or locker rooms. If a student is seen using a cell phone/electronic devices during non-approved school academic hours, or if the phone/ electronic devices disrupt class and/or teacher in any way, it will be taken away and may be retrieved at the office after school is dismissed. IF A STUDENT IS CAUGHT USING A CELL PHONE DURING any type of testing, the Academic Dishonesty Policy will be followed. Abuse of this policy will result in the phone being confiscated as well as possible detention, ISS, or OSS. If an adult school personnel request a student's phone due to a disruption and/or inappropriate use, the student is expected to comply. When the student's cell phone /electronic devices is taken by a teacher or other staff member, it will be turned into the administrator's office and the following will apply:

1st Violation: Warning is issued, phone may be returned to the student at the end of the school day.

2nd Violation -Thirty minute detention-student device is returned after detention time is served

3rd Violation: One hour detention & parent will be contacted, phone may be held until parent pickup and/or after detention time is served

4th Violation: Principal, student, parent/guardian conference is held, student will be placed on an improvement plan that may include limited cell phone privileges within the normal policy use. ISS and/or OSS will apply.

NOTICE: Due to the ever changing nature of the technology involved with the Internet and etc., Cedar Vale Schools reserves the right to modify or change this policy to deal with unforeseen circumstances that must be dealt with for the protection of the students and the school system.

Cell phones and other electronic devices may be allowed at the discretion of the classroom teacher, as part of instruction and with prior approval and knowledge of the administrator. Cell phones must be limited and used for emergencies, student(s) must have permission from administration for use during regular school hours. Cedar Vale USD #285 is not responsible for lost or stolen cell phones and/or electronic devices, nor will administrative time be used to search for the lost/missing items.

USE OF SCHOOL TELEPHONE

Phone calls by students are limited to the following times: before school; during lunch hour; and after school.

Students will only be allowed to use the school office phone for the following reasons and these calls must be teacher/staff initiated: for illness or to call home for medications; for school business or for emergencies. Students will not be called out of class for an incoming telephone call. Messages will be delivered. Exceptions may be made for emergency situations.

MINOR DISCIPLINARY PROBLEMS

The teacher will utilize and students will follow the CHAMPS model to establish and communicate classroom discipline expectations. The teacher will address minor disciplinary problems caused by students; however in some cases and with repeated defiant behaviors, teachers may need to seek advice and help from the building principal and counselor. Minor problems may result in detention, short term removal from class, extra assignments, in-school suspension, or out-of-school suspension. Cedar Vale Schools is committed to ensuring that the learning environment is conducive to a high quality educational experience for all students. Students, you are responsible for your behavior. Therefore, any student whose behavior compromises the learning environment will be subject to an action that is appropriate to the misbehavior. Consistent and fair discipline is necessary so that teachers can teach and students can learn without disruption. We consider misbehavior to be an opportunity to learn and practice appropriate behavior. On rare occasions, when students are unwilling to cooperate; it then becomes necessary to use other means by which to protect the integrity of the classroom and the school. If a student is referred to the office for misbehavior, the principal will determine whether the discipline problem is major or minor in nature. One or more of the following consequences may be imposed:

- Conference with the principal
- Verbal or written warning
- Parent notification – verbal or written
- Complete a Refocus/Apology/Behavior Form
- Detention during recess or after school
- Loss of playground privileges (Elementary)
- Loss of Open Lunch privileges (Middle School/High School)
- Write a letter of apology, make restitution, and/or write a plan of improvement
- In-School Suspension
- Out-of-School Suspension
- Behavior Contract
- Referral to Police
- Referral for Expulsion
- Other consequences as deemed appropriate by the principal

The principal may repeat or accelerate the process as deemed necessary. Students who demonstrate repeatedly that they will not abide by the rules and expectations, and those who do not respond to the corrective discipline efforts attempted,

may be referred for further discipline, long-term suspension or expulsion. A student's refusal to abide by the rules can create a major disruption to the educational process, negatively impacting both students and staff.

DISCIPLINE PROCEDURES

Specific procedures and consequences will be based on the seriousness and the intensity of the behavior as well as the student's willingness to adapt and cooperate with administration and faculty as we work through the incident. The classroom teacher will utilize the CHAMPS model to establish classroom routines/procedures. Students will follow those expectations. The teacher may issue a non-verbal and/or verbal warning. If the student does not comply, the teacher will require the student to complete a behavioral consequence as a form, select a classroom/teacher consequence, and parent notification written or verbal. Upon continued repeating of the inappropriate actions the student may be referred to the principal for further consequences. Once an office referral is made the principal may determine level of consequence and support. Age appropriate consequences (preK-12) and course requirements will be considered in all issues. Office level detention issued by the principal is generally served on Wednesday unless stated differently by the principal.

MAJOR DISCIPLINE DEFINITIONS AND CONSEQUENCES:

Behavior	Major	Tier of Support
Academic Dishonesty Plagiarism	Cheating or misrepresentation of one's work; Copying another's paper or test; copying from a book or internet source without citing work.	All issues of concern are to be recorded goedustar or school behavior system 1 st – Zero on assignment or test parent/guardian contact. Student/Teacher discusses violation. 2 nd – Zero on assignment and 30 minute detention; parent/guardian conference held. Student sees counselor for a minimum of one session. 3 rd offences - 3 days ISS student placed on plan of improvement through school team and monitored, limited use of technology.
Bullying Harassment Intimidation Threats See Bullying Procedure	Many times issues can be resolved due to conflict between student(s). Bullying behavior is ongoing repeated behavior that continues to cause emotional distress; such as name calling; verbal assault; spreading rumors and etc. that is confirmed through investigation by certified staff. In order to be considered bullying, the behavior must display an Imbalance of Power: Kids who bully use their power—such as physical strength, access to embarrassing information, and/or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people. Repetition: Bullying behaviors happen more than once or have the potential to happen more than once. Student is reported on file with counselor and/or administration and the actions have been confirmed. Every effort is put in place to improve student to student relationships within the school setting. Students may be required to complete conflict resolution and/or restoration practices. Reporting form is on the school website www.cvs285.net click school info / forms, click student forms. NOTE: Depending on the severity of the incident, cases of bullying may immediately warrant the disciplinary actions of a third offense and may result in expulsion and/or referral to law enforcement officials.	All reported incidents are investigated by the counselor and/or administrator. Documentation is recorded for counseling records. Investigation is conducted, Parents of all involved are notified, student(s) may have loss of school privileges, exclusion from school-sponsored activities, detention and counseling sessions to prevent bullying acts and behaviors as well as support services for the reported target. First Confirmed Report- Student Awareness Level - documented counselor level warning and possible parent notification Second Confirmed Report: investigation completed, action is documented with the school documentation system. Students will have loss of school privileges such as closed lunch, exclusion from school activities, office level detention and required to conduct counseling sessions to prevent continued acts of bullying behaviors and /or Any combination of the above as determined by the counselor and administrator. Third Confirmed Report: In School Suspension as determined by severity and completion of counseling and student work in developing an understanding and empathy of others. ISS is set by the administration 1-5 days. Fourth + Confirmed Report: OSS as determined by administrator for 1-10 days

CellPhones or any Electronic Devices	<ul style="list-style-type: none"> Failure to turn off/silent the phone/electronic device upon entering and/or at the request of an adult in the classroom/hallway during school hours. Any use that disrupts the classroom and/or instructor. <p>Each teacher will have set and stated procedures for cell phones/electronics. Failure to comply will result in further discipline. Students are expected to comply when any staff member that ask for silences, turn off and/or removal of the phone/electronics or further discipline may occur.</p>	<p>1st – Cell phone/electronic device is taken by staff member(s) and taken to the principal at the end of the hour. Student may pick up the device at the end of the school day- warning is issued.</p> <p>2nd Violation: Phone taken to principal office -Thirty minute office level detention-student can pick phone up after detention time is served</p> <p>3rd Violation: One hour office detention & parent may be required to pick up phone after detention time is served</p> <p>4th Violation: 1 Day ISS Principal, student, parent/guardian conference is held. The student is required to check the phone into the office each morning and pick it up at the end Further issues may result in further ISS and/or OSS.</p>
Cutting or Skipping Class	Intentionally and without permission failing to attend class, leaving school without prior permission of administration and parent	<p>1st –Warning, parent notification and may result in one hour detention</p> <p>2nd – 1-3 days ISS- counseling session</p> <p>3rd – 1-5 days ISS – parent/team meeting</p>
Defiance	Blatant or repeated refusal to comply with a reasonable request which creates an obvious disruption to the learning environment.	<p>1st –Warning issued – in class discipline procedures followed documented.</p> <p>2nd one hour detention and/or closed lunch–parent notified</p> <p>3rd and more–1-5 days ISS and/or OSS, counseling session</p>
Disruption	Disorderly outburst, physical or verbal, which results in a disruption of learning environment or jeopardizes the safety of students/staff	<p>1st –Warning issued – in class discipline procedures followed documented.</p> <p>2nd – thirty minutes - one hour office detention and/or closed lunch–parent notified</p> <p>3rd –1 day ISS – counseling session</p> <p>4th – and more 2-5 days ISS and/or OSS/ Expulsion.</p>
Dress Code	Repeated violation of dress code policy	<p>1st – conference with principal or counselor asked to change</p> <p>2nd – Referral for Defiance</p>
Indecent Acts	Socially unacceptable or vulgar behavior	<p>1st – 1-2 day ISS</p> <p>2nd – 3 –5 days ISS</p> <p>3rd – 1-3 days OSS – parent/team meeting</p>
Obscenity Profanity Abusive Language	Continued use of offensive, insulting or vulgar language (swearing or cussing)	<p>1st – Classroom level discipline -</p> <p>2nd one hour detention and/or closed lunches</p> <p>2nd – 1 day ISS</p> <p>3rd – 3-5 days ISS – counseling required</p>
Property Damage/Vandalism	Permanent or intentional damage to any property that does not belong to the individual.	<p>1st – 1-3 days ISS</p> <p>2nd – 3-5 days ISS</p>
Public Display of Affection	Repeated, inappropriate contact of a sexual nature.	<p>1st – Conference held</p> <p>2nd – Parent/Guardian contacted</p> <p>3rd – Referral for defiance.</p>
Tardies to School or class issued per semester (see policy)	Arriving after 7:54 am Arriving after start of posted class times	<p>3rd recorded tardy: Warning issued to student by classroom teacher, administration notified and may result in closed lunch.</p> <p>4th tardy – 30 minutes of classroom level detention after/before school, administrator and parent notified.</p> <p>5th -6th tardy – administrator notified -45 minute of office level detention</p> <p>7th-8th tardy- 60 minutes of office level detention – plan of improvement/monitoring</p> <p>9th + tardy – 1 to 3 ISS</p>

Unexcused Absences	Non reported and/or non-administrative approved absence per hour of school or by whole day per semester (see policy)	2nd reported unexcused absences per hour a warning is issued to the student and parent notified 3rd unexcused absences by hour and/or day - 30 minutes of classroom level detention 4th and more - administrator level office detention 45 minutes - 60 minutes and plan of improvement may be in place and/or reported as truant.
Open lunch Privilege and or Tardy	Open lunch may be revoked for individuals due to tardiness and/or unexcused absence in returning late to school following the designated lunch period 12:30 pm Open Lunch may be revoked for students not in good standing for behavior, incomplete work, and/or poor grades. Open lunch may be revoked for individuals or for the whole school by the administration or Board of Education if problems such as rowdiness, vandalism, reported smoking, loitering, littering, or theft arise.	1 st tardy/unexcused absence within a <u>nine weeks</u> the student receives a warning notice. 2 nd tardy/unexcused absence within the nine weeks the open lunch privilege is revoked for a minimum of two weeks. 3 rd and Resulting tardy/unexcused absence within nine weeks the student serves detention as per attendance policy and loses open lunch privileges for one nine weeks or equivalent. Upon completion of the nine weeks or time equivalent, the student may resume open lunch privileges.
Technology Misuse	Inappropriate use of technology and any violation of the Technology Use Agreement (including viewing or attempting to view inappropriate websites) Use of permissible technology without permission, including emails and use of computer for off task activities is deemed inappropriate.	Defiance consequences may be implemented as per student signed agreement to comply already. And further action: 1 st – Conference held with student 2 nd Offense – loss of access for 1 week 3 rd Offense – loss of access for 1 month 4 th Offense – loss of computer and access for the remainder of the school year *Repeated misuse may result in ISS/OSS at any point. Due to the ever changing nature of the technology involved with the Internet, Cedar Vale Schools reserves the right to modify or change this policy to deal with unforeseen circumstances that must be dealt with for the protection of the students, the system and/or course requirements.
Theft/Forgery	Student in possession of and/or is proved responsible for removing someone else’s property or has signed a person’s name without that person’s permission. Ex: stealing and or signing school related paperwork, signing a parent’s name, parent/teacher signature, use of computer name without permission, library checkout, etc.	1 st – 1-3 days ISS 2 nd – 3-5 days ISS 3rd and more OSS Law enforcement may be contacted
Alcohol or other drugs	Possession, use, intent or under the influence of alcohol or other drugs or other substances used for the purpose of obtaining a high or intent is a violation of school rules and policies that are also violations of the Kansas Juvenile Code or Kansas Law may be referred to the appropriate court for prosecution in addition to the consequences set out in this student handbook.	1 st - 3-10 days OSS, local law authorities may be contacted. A drug/alcohol evaluation at the parents’ expense must be completed by Four County Mental Health or equivalent. Students in extracurricular activities will be suspended for 10% of current seasons or minimum of one game of the current school year. Such students MAY practice, but CANNOT play. Attending games and suiting up will be at the discretion of the coach and building principal. 2 nd - A punishment up to and may include long-term suspension. Suspension from all student activities for a period of not less than one semester or four months. This includes such activities as sports, sporting events, school dances,

		<p>senior prom, etc. A student placed on long-term suspension under this policy may be readmitted on a probationary status if the student agrees to complete a drug and alcohol rehabilitation program. Name(s) of acceptable programs are on file with the board clerk.</p> <p>3rd + A punishment up to and including expulsion from school for the remainder of the school year. Suspension from participation in and attendance at all school activities for the year. A student who is expelled from school under the terms of this policy may be readmitted during the term of the expulsion only if the student has completed a drug and alcohol education and rehabilitation program at an acceptable program. Student will be suspended from all extracurricular activities for the remainder of the year. This includes such activities as sports events, school dances, senior prom, etc.</p>
Threats of harm or false alarm	Student delivers a viable message suggesting possible harm and/or pending acts of harm.	1 st – 1-10 days ISS and/or OSS, local law authorities may be contacted. Counseling may be required.
Breaking of School Rules Repeatedly	Receiving repeated office referrals as determined by reporting system and administrator. More than five office level detentions in a semester for repeated violations.	1 st -1-5 days ISS –counseling required 2 nd – 1-10 days OSS –counseling required, conference held with parent/guardian.
Fighting Physical Aggression Assault/Battery upon another person	Physical contact escalates to an unsafe environment; continued punching/hitting/etc.	1 st – 1-3 day ISS –see counselor 2 nd – 2-10 day ISS counseling session Further issue result in OSS as determined by the administration. NOTE: Any incident may result in ISS/ OSS and Law Enforcement contacted at the discretion of the administration.
Tobacco – including e-cigarettes and etc.	Possession or use or intent to use tobacco is a violation of school rules and policies that are also violations of the Kansas Juvenile Code or Kansas Law may be referred to the appropriate court for prosecution in addition to the consequences set out in this student handbook.	1 st - 2–5 days ISS. This will include successful completion of a tobacco information packet. Failure to complete the packet will be considered willful Disobedience. Parent/guardian will be notified in writing, and parental assistance requested. The Police Department may be notified. 2 nd – 3-5 days ISS and parent meeting, police may be notified 3 rd – 3-10 days OSS police will be notified
Weapons	A student shall not knowingly possess, handle or transmit at school, on school property, or at a school-sponsored event, any object that can reasonably be considered a weapon.	1 st – 2-10 days OSS, possible Law Authorities Additional incidents referred to Law Authorities

Emergency Safety Interventions: 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. 18 Article 42. - Emergency Safety Interventions 91-42-1. Definitions. As used in this regulation and in K.A.R. 91-42-2, each of the following terms shall have the meaning specified in this regulation: (a) "Chemical restraint" means the use of medication to control a student's violent physical behavior or restrict a student's freedom of movement. (b) "District" means a school district organized under the laws of this state that is maintaining a public school for a school term pursuant to K.S.A. 72-1106, and amendments thereto. This term shall include the governing body of any accredited nonpublic school. (c) "Emergency safety intervention" means the use of seclusion or physical restraint when a student presents an immediate danger to self or others. Violent action that is destructive of property may necessitate the use of an emergency safety intervention. (d) "Mechanical restraint" means any device or object used to limit a student's movement. (e) "Physical escort" means the temporary touching or holding the hand, wrist, arm, shoulder, or back of a student who is acting out for

the purpose of inducing the student to walk to a safe location. (f) "Physical restraint" means bodily force used to substantially limit a student's movement. (g) "School" means any learning environment, including any nonprofit institutional day or residential school and any accredited nonpublic school, that receives public funding or over which the Kansas state department of education has regulatory authority. (h) "Seclusion", when used with a student, means that all the following conditions are met: (1) The student is placed in an enclosed area by school personnel. (2) The student is purposefully isolated from adults and peers. (3) The student is prevented from leaving, or reasonably believes that the student will be prevented from leaving, the enclosed area. (i) "Time-out" means a behavioral intervention in which a student is temporarily removed from a learning activity without being confined. (Authorized by and implementing Article 6, Section 2(a) of the Kansas Constitution; effective P- .) 91-42-2. Policy, documentation, and reporting requirements. (a) Each district shall develop and implement written policies to govern the use of emergency safety interventions over all schools. At a minimum, written district policies shall conform to the definitions and requirements of these regulations, including that seclusion and physical restraint shall be used only when student conduct meets the definition of necessitating an emergency safety intervention. Parents shall be annually provided with the written policies on the use of emergency safety interventions. The written policies shall include the following: (1) Policies and procedures for the use of emergency safety interventions: (A) Policies and procedures shall prohibit the following: (i) The use of prone, or face-down, physical restraint; supine, or face-up, physical restraint; physical restraint that obstructs the airway of a student; or any physical restraint that impacts a student's primary mode of communication; (ii) the use of chemical restraint, except as prescribed treatments for a student's medical or psychiatric condition by a person appropriately licensed to issue these treatments; and (iii) the use of mechanical restraint, except those protective or stabilizing devices either ordered by a person appropriately licensed to issue the order for the device or required by law, any device used by a law enforcement officer in carrying out law enforcement duties, and seatbelts and any other safety equipment when used to secure students during transportation; and 91- 42-2 Page 2 (B) written policies developed pursuant to this regulation shall be accessible on each school's web site and shall be included in each school's code of conduct, school safety plan, or student handbook, or any combination of these; (2) school personnel training consistent with nationally recognized training programs. See www.cvs285.net for ESI forms and parental rights.

Breathalyzer Testing

In accordance JDDA, no student shall possess, use, be under the influence of, sell, or transfer any alcoholic beverage on school property, at any location of a school-sponsored activity, or en route to or from school or a school-sponsored activity.

Violation of this policy shall constitute reason for disciplinary action including suspension and/or expulsion from school and suspensions or dismissal from athletic teams. (Refer to policy listed above on procedures/consequences and athletics/extra-curricular)

1. When an administrator has reasonable suspicion that a student is under the influence of alcohol at school or a school-sponsored event, the student shall be given the option to take a breathalyzer test. If screening results are negative, no action will be taken. A student testing positive on the first test will be administered a second test fifteen minutes later. If the student tests positive on the second test or if the student declines to take the test when reasonable suspicion exists, he/she shall be subject to appropriate disciplinary action as set out in the Cedar Vale student handbook.
2. Indications of reasonable suspicion of alcohol consumption may include, but are not limited to, such characteristics as alcohol odor, slurred speech, unsteady gait, lack of coordination, presence of an alcohol container, bloodshot or glazed eyes, marked change in personal behavior, a report by a third party of a student's consumption of alcohol or other similar information, or behavior that is risky, aggressive, or disruptive.

The following steps will be followed if a student tests positive for a second time:

1. The parents or guardians will be notified;
2. The superintendent or his designee shall be notified;
3. If the student is in possession of an illegal item a referral will be made to law enforcement;
4. No student will be allowed to drive him or herself home if he/she has received a positive breathalyzer test result.
5. Law enforcement may be contacted if school personnel are unable to contact a parent or legal guardian.

If deemed medically necessary by the supervising administrator, a student testing positive or refusing to take the test may be transported to the emergency room of the nearest hospital if the student's parents cannot be contacted or will not be readily available to pick the student up. The student shall be accompanied by a staff member designated by the supervising administrator. The student shall be appropriately supervised by staff while awaiting medical treatment, the arrival of the parents/guardians, and/or during transportation.

DESIGNATED AUTHORITY TO SUSPEND AND EXPEL

The Board of Education, in accordance with K.S.A. 72-8901 *et seq.*, authorizes the principal to suspend students and authorizes the superintendent to suspend or expel students.

CONDITION OF SUSPENSION OR EXPULSION

A student who is suspended or expelled from school may not attend any extra-curricular activities at school or be on school premises.

IN-SCHOOL SUSPENSION

A student given an in-school suspension will be assigned to a study location that shall reduce or eliminate his contact with other students during the school day. Specified time periods shall be designated for restroom breaks and lunch will be eaten in the detention or designated area. The student is to complete regular class assignments and may not attend or participate in extracurricular activities scheduled for that day. In-school suspension is only counted as a "school" absence and will not be counted against student.

DETENTION HALL AND IN-SCHOOL SUSPENSION

In-school suspension and/or Office Detentions will be administered through the principal's office. Detention is generally held immediately after school on Wednesday unless otherwise stated. Students assigned to in-school suspension are considered to be students **NOT IN GOOD STANDING**. Students assigned to in-school suspension cannot participate in any **NON-GRADED** school activities on days in which they are serving their in-school suspension. A student serving a two-day in-school suspension on Friday, Thursday, or Monday may not participate in a **NON-GRADED** school activity during the weekend without process of administration consideration in rare situations. Detention dates and times are established through the principal's office. Notice will be provided to students and a parent contact will be made through electronic notification, mailing, and/or phone call. Students serving detention and participating in extra-curricular activities will serve the designated detention time and may attend practice after if approved through the principal's office.

Detention and/or In-School Suspension Rules- failure to follow the expectations may result in additional time and/or ISS/OSS,

1. Students are to bring study and reading materials to occupy them for the full time.
2. Students will not be allowed food, drinks, and/or candy including gum.
3. Students will not talk, make gestures, sleep, or be distractive or disruptive.
4. Students will obey all directions of the teacher/staff in charge.
5. Students must be in the room at the assigned time and may not leave without prior permission of staff.
6. All personal needs such as restroom and such will be taken care of prior to entering the detention/suspension area.
7. No student will be admitted to the detention room five minutes after the detention period has begun unless the student has a note from a teacher stating that he was detained by that teacher after the activity period. Late or no show will result in further consequences.
8. Students will not be allowed electronic devices including but not limited to cell phones, Ipad, music, etc.

OUT OF SCHOOL SUSPENSION

A student given an out-of-school suspension may not attend or participate in extracurricular activities scheduled during the suspension. Out of school suspension is counted as an "unexcused" absence and unexcused make-up work policy applies.

SUSPENSION AND EXPULSION

(K.S.A. 72-8901) Duration – (K.S.A. 72-8902)Due Process – (K.S.A. 72 –8903)Appeal – (K.S.A. 72 –8904)

Public Law Violation: If a public law is violated, students will be referred to the proper law enforcement agency for prosecution.

SCHOOL PROPERTY

Lockers and Locks

Lockers and locks are provided by USD 285 for student's convenience. At no time does the school relinquish its exclusive control of its lockers. Accordingly, the board authorizes the principal or his/her designee to search lockers and locker contents at any time, without notice, and without parental/guardianship or pupil consent. The principal or his/her designee shall not be obligated, but may request the assistance of a law enforcement officer in conducting a locker search. The principal or his/her designee shall supervise the search. In the course of a locker search, the principal or his/her designee shall respect the privacy rights of the pupil regarding any items discovered that are not illegal or against school policy and rules. The school cannot be responsible for your valuables. You should leave these items at home. Locks and lockers are provided for books, lunches, and personal items. Students are expected to assume full responsibility for the security of their lockers. If your lock or locker does not function properly, please leave your name and locker number with the secretary in the school

office. Students are advised to keep their locker combination a secret. Students should keep their lockers clean, closed, and locked. It is the student's responsibility to keep it clean, neat, & free of writing or other marks (inside and outside). Do not change lockers unless approved by the principal and reported to the office. Locks are provided therefore, purses, money, and valuables should not be left in unlocked lockers. We are proud of our students' overall honesty; however, incidents do occur, lost and/or stolen property is not the responsibility of the school. A student may receive disciplinary action for any of the following inappropriate actions:

- Sharing or changing a locker without the permission of the principal
- Kicking or hitting any locker
- Giving the combination to another student
- Misuse or any form of vandalism
- Accessing any locker during unauthorized times
- Having open beverage and/or food in the locker

Students will be provided locks for physical education classes as well. A charge of \$7.00 will only be required for those locks not returned and/or intentionally damaged. Students are responsible for keeping their assigned lockers locked at all times.

Damage of School Property

Police reports are filed on vandalism to school equipment and/or buildings. School buildings and equipment are provided at the expense of the taxpayers of this district. Students who destroy or vandalize school property will be required to pay for the losses or damages. If students willfully destroy school property, suspension and subsequent expulsion may be necessary. If a student damages school property ACCIDENTLY, he should report it to the teacher or to the office immediately or could face possible consequences.

Textbooks

All textbooks are loaned to students for their use during the school year. Textbooks are to be kept clean and are to be handled carefully. Make certain that your name, grade, and school are written on the book label in case a book is misplaced. DO NOT MARK OR WRITE IN TEXTBOOKS. **YOU MAY BE REQUIRED TO PAY FOR LOST OR DAMAGED TEXTBOOKS.**

Student Out-of-Class Procedure/Hall Passes

Students must have received permission in the form of a hall pass or signed planner at all times when they are out of class. Students out of class during any regular class period will be asked to produce their signed pass or planner. Students who leave their classroom or supervised class area without the appropriate permission will be considered truant and subject to both teacher and administrative disciplinary action. Students are required to be in the classroom on time in order to benefit from instructional activities. Middle School and High School Students have a three minute passing period between each class. Students may be in the halls only after the first morning bell and while moving from one class to another. No student should be in the Hall after 3:47 PM without staff permission. When students receive permission to leave class, they should promptly take care of the designated business and return to the classroom. Any school employee may ask to see the student's planner and check the hall pass when they are in the hallway while class is in session. All staff is responsible for reporting students who are outside of class without a valid pass or truant during instructional time by notifying the office. Excessive hall passes will be determined by administration and discipline may be imposed. Students are expected to be courteous at all times and to keep to the right when moving in halls. Running and shouting in the hall will not be permitted.

WEAPONS

It is determined that possession and/ or use of a dangerous weapon by a student is detrimental to the welfare and safety of students and school personnel within the district. Carrying, bringing, using, or possessing a dangerous weapon in any school building, on school grounds, in any school vehicle, or at any school sponsored activity without the authorization of the school or the school district is prohibited. The principal shall initiate expulsion proceedings immediately for students who violate this policy. As used in the policy, "dangerous weapon" means:

1. A firearm, whether loaded or unloaded, or a firearm facsimile that could be reasonably be mistaken for an actual firearm.
2. Any pellet, BB gun, or other device, whether operational or not, designed to propel projectiles by spring action or compressed air.
3. A fixed blade knife, three-inch pocket knife or a spring loaded knife, or any knife, regardless of length, which the student uses or threatens to use.
4. A slingshot, bludgeon, brass or spiked knuckles, or artificial knuckles of any kind.
5. Any object, device, instrument, material, or substance, whether animate or inanimate, used or intended to be used to inflict death or serious bodily injury.
6. If it is determined that extra precautions are necessary to provide for student safety, the carrying, bringing, using, or possessing of any knife, regardless of length of the blade, on/in school property or at any school sponsored activity without express prior authorization from the principal may be prohibited. .

ASSEMBLIES

At all times during student assemblies, a student's behavior should be refined and courteous. Whether out-of-school guests and/ or speakers are present or not, each student is personally responsible for the impression made by the school as a whole. Students should avoid whistling, boisterousness, talking, and horseplay during a school assembly. Students shall sit according to their graduating class with seniors sitting near the rail and the remaining classes filling the remaining rows in descending order.

WEEKLY BULLETIN

A weekly bulletin announcing the next week's activities posted on cvs285.net for all faculty/staff/parents on Thursday afternoon. Each teacher should read the announcements and ensure students listen during school wide announcements, and then may post the bulletin. Announcements for the bulletin must be approved by administration and given to the high school secretary by noon on Wednesday to be placed in the next week's bulletin.

LOST AND FOUND

Articles found in and around the school should be turned in to the office. Their rightful owners may claim lost items. Items not picked up by end of each quarter will either be donated or trashed.

GUM, CANDY, FOOD, & DRINKS

Consumption of food, candy, and drinks are prohibited in hallways and classrooms with the following exceptions.

1) Students will be provided a clear water bottle the first day of each semester. This water bottle may be used to hold ***only water without any flavoring or protein packets***. Students may elect to use a bottle of their choice instead, provided that the following are true: The bottle is clear. The bottle has a lid that can be secured tightly to avoid spills. Yeti cups, coffee cups, and tinted water bottles (including items such as Sprite or other soda type bottles) are NOT allowed.

2) Students may purchase items through the snack cart. Any items purchased must be finished and disposed of in a trash can by the end of the following class period. Addendum: Any items purchased during open lunch are to be finished and discarded before the lunch period expires. No student is allowed to bring food or drink purchased from an outside vendor during lunch into the building after lunch. Students are not allowed to deliver food items to other students or staff during the school day without administrative permission. Any teacher who wishes to reward students with food may provide students coupons for the snack cart. The above rule for consumption of said items applies to a reward in the same manner. All noon hour eating is restricted to the lunchroom, outside seating area or other designated areas. No food or drinks are allowed in the classroom unless approved by the teacher and provided administrative permission.

STUDENT GUESTS

NO STUDENT GUESTS should be brought to school without prior approval of the administration. Adult guests are to check in with the high school or elementary school office prior to going into the classroom areas.

Recommendation to Elementary students' parents: The first few days of school it is acceptable to walk your child to their classroom. But after that first week, it is in the best interest of the student for parent's to drop off their child at the front door. This makes for an easier transition into the classroom and establishes a routine for the child. If you need to visit with the classroom teacher, stop by the office and the office secretary can let the teacher know that you would like to visit with him/her and we can make the teacher available. We encourage parents to be involved in their child's education and are happy to schedule appointments as needed to get you all the information you need concerning your student.

ELEMENTARY STUDENTS COMING TO AND FROM SCHOOL

Please take time to talk with your child concerning the after school routines your child will observe. Please make sure your child understands all "arrangements" concerning where to go and what to do. If alternate plans are made, a note to teachers/bus drivers with details will help avoid needless anxiety for the child, families, and school personnel. Please attempt to make all arrangements prior to the school day. If your child rides the bus please notify his/her route driver and/or teacher of changes in schedule. If your child will be walking to school please discuss the best and safest route in going to and from school. Students may ride bicycles to school. However, the school will not accept responsibility for the safety of the bicycles. Please have your child follow observe the safety regulations:

1. Observe all laws and safety recommendations pertaining to bikes.
2. Ride on the right-hand side of the street with traffic.
3. Only one child to a bike.
4. Ride single file on bikes; dismount when crossing the street to enter the school grounds.
5. Walk bikes on the sidewalk in front of the school.
6. Park bikes in the bicycle rack provided.

7. Do not ride bikes on the school grounds or play areas.

ELEMENTARY Homework Expectations

Rationale: The purpose of Cedar Vale Elementary homework is to reinforce skills learned at school by providing practice at home. This helps families understand the learning that's happening in school. In addition, homework helps students learn routines at home to be responsible students and develop time management skills. Completing homework greatly helps student in class and achieve at a higher level than not completing practice and skill work. Discipline action for incomplete homework will not be in effect. Students will be rewarded for their efforts and completing work. Students should be at weekly goals and if not may need to spend free-time or extra time at home getting at the target level. These are all set at the students independent skill level and include such things as Moby Max work, IXL work, Accelerated Math work, classroom assignments, Accelerated Reading goals and so forth.

Time Allotments & Types of Homework: The time allotted will increase gradually from grade to grade. The guidelines below should remain flexible but provide a sense of homework expectations. Individual differences among children may be taken into consideration by families and teachers. Teachers will send a weekly overview of spelling words, vocabulary words and etc. with a recommendation list of ways to practice the skills at home. Homework will not be graded; however students will earn Bronco Bucks for being on target for homework completion, AR Goal weekly checks and completing levels of Rocket Math. No homework will be assigned on Wednesday nights, reading and practice is recommended.

Grade Level Daily Expectations

Kindergarten	<p>20 minutes total would be expected</p> <p>Read to and/or with your child approximately 6-10 minutes a night / one book and sight word cards</p> <p>Practice number writing and addition/subtraction</p> <p>Interact with children, converse about work that is sent home and information in newsletters</p>
First grade	<p>30 minutes total would be expected</p> <p>Read to and/or with your child has he/she becomes an independent reader 20 minutes per night this includes books, weekly skill list words-example: spelling, vocabulary, academic words with reading log. This log may be completed by the individual student and/or help from an adult</p> <p>Math practice: M - addition practice T- subtraction TH: Mixed</p> <p>30 minutes total would be expected</p>
Second grade	<p>Read to and/or with your child has he/she becomes an independent reader 20 minutes per night this includes books, weekly skill list words-example: spelling, vocabulary, academic words with reading log. This log may be completed by the individual student and/or help from an adult. Math practice: M - addition practice T- subtraction TH: Mixed</p>
Third grade	<p>40 minutes total would be expected</p> <p>Independent reading at student level for approximately 25 minutes per night this includes books, weekly skill list words-example: spelling, vocabulary, academic words with reading log. This log may be completed by the individual student. Math practice: M - addition practice T- subtraction TH: Mixed -will have practice with multiplication</p> <p>At times there may be further material to study for science, social studies, etc. test</p>
Fourth grade	<p>40 minutes total would be expected</p> <p>Read chapter book and/or on level book approximately 25 minutes per night this includes books, weekly skill list words-example: spelling, vocabulary, academic words with reading response log. This log may be completed by the individual student. Math practice: M - addition practice T- subtraction TH: Mixed As student progresses will include multiplication and division.</p> <p>At times there may be further material to study for science, social studies, etc. test</p>
Fifth grade	<p>40 minutes total would be expected</p> <p>Independent reading at student level for approximately 25 minutes per night this includes books, weekly skill list words-example: spelling, vocabulary, academic words with reading log. This log may be completed by the individual student. Math practice: M - addition practice T- subtraction TH: Mixed --- note will begin practice with multiplication</p> <p>At times there may be further material to study for science, social studies, etc. test</p>

Responsibilities of Homework:

Students:

- Aim High- show effective effort and attempt challenges

- Work Hard- complete work as independently as possible
- Think First- hand-in work you are proud of and communicate with the teacher if it is unfinished or missing
- GRIT - try first and persevere even if it's hard
- Be Kind- take care of self and be kind to others needing help

Parents/Guardian:

- Create and establish homework routines (time, place, etc.) and help student with time management/ weekly planning
- Allow child to work as independently as possible
- Communicate to teacher if child needs extra support or if they are unable to complete homework (either email or a note)
- Utilize After School Services if needed

Teachers:

- Communicate homework expectations to students and parents in writing at the beginning of each semester and Parent/Teacher Conferences
- Assign homework that reinforces and practices already taught skills
- Modify homework for individual students needs
- Track homework completion through chart or similar and ensure Bronco bucks are awarded accordingly
- Monitor weekly goals in reading skills, spelling test, vocabulary, AR goals, Math progress in computation report to student weekly and parents often.
- Notify if further study / practice is needed for unit test and etc.

ELEMENTARY: MONEY/TOYS/PERSONAL EQUIPMENT/VALUABLES

Except for school lunch/breakfast/milk money and/or the occasional special activity or project, there is little need for elementary students to carry money to school. Lost or stolen money results in a great waste of class time and unnecessary turmoil for the students and staff. Please do not allow children to bring money unnecessarily. The school will not assume responsibility for jewelry, personal equipment, electronic devices, or toys brought to school by students. Students are discouraged from bringing items from home unless requested to do so, or with approval of the classroom teacher. Bats, hard balls, skates, skateboards, and etc. are not permitted. Elementary students are not allowed personal electronics during school time. The need for any electronic device should be reported to the classroom teacher and will be secured for the student.

ELEMENTARY: PARTIES

We observe four holidays throughout the school year: Halloween; Christmas; Valentine's Day; Easter. The celebrations are hosted and provided by the students' families. Each teacher has a master classroom sign up list to ensure the students have the opportunity to assist in the planning and preparation of the event. All parties should strive to follow the school wellness guidelines. All parties will be held the last 25 minutes of the school day unless otherwise stated. If you and your child wish to celebrate his/her birthday at school, please consult the teacher in advance. If you wish to provide treats for any event please note that we have a wellness policy that must be observed. Please consult your classroom teacher prior to selecting treats. Invitations to private parties **should not** be distributed at school. If you have religious or other beliefs that prohibits the celebration of birthdays, other cultural activities, or celebrations please notify your classroom teacher as soon as possible and arrangements will be made to meet the needs of the student.

ELEMENTARY: FIELD TRIPS

In most cases, teachers will notify parents in writing when students will be going on a field trip. The permission slip explains the procedures and must be returned signed prior to participation. No electronics are allowed without prior approval of the principal and classroom teacher.

HIGH SCHOOL PARTIES

Teachers are requested to attend all school functions for the building and maintaining school spirit. Sponsors are responsible for the proper chaperoning of school parties.

1. Parties shall be chaperoned by at least two faculty members.
2. During school nights, parties may be held from 7:00 to 10:00 PM. On non-school nights, parties may be held and must conclude at 12:00 AM or before.

SCHOOL DANCES

School dances are sponsored by designated school organizations and are hosted from 9PM to 12AM unless otherwise stated. Students currently enrolled at Cedar Vale High School and in good standing will be admitted to school dances. Students must arrive at a dance no later than twenty minutes after its start time to be admitted Students may leave the dance twenty

minutes prior to the end of the dance. Special requests for a student leaving prior to the end of the dance must be made in advance. Persons leaving the dance will not be readmitted and parents/guardians will be notified. One guest per student will be admitted to school dances, provided the guest is registered in advance by completing an *approval form* obtained from the high school office, approved by the administration, and accompanied by a student from Cedar Vale High School. Any person having violated USD 285 drug/alcohol policy during a dance on school property will not be allowed to attend future dances for the remainder of the year unless approved by administration. A list of those names will be made available at dances so that admission can be denied. All school rules and regulations apply. There is to be no tobacco and no drinking or possession of alcoholic beverages or other drugs on the campus.

CLASS SPONSORSHIP The principal assigns class sponsors to grades 6-12.

ORGANIZATION OFFICERS

Organization secretaries are to write complete, concise minutes. All minutes must include authors of motions, seconds, and action. The secretary, sponsor, and principal must sign minutes. Organization treasurers are to record all receipts and expenditures of the organization prior to turning monies/ bills into the office.

All students involved with class and/or organizational work

Class and organizational involvement is an important aspect of the high school experience. Cedar Vale Memorial High is committed to providing students opportunities and continues to support organizations and classes through sponsorship, fundraising opportunities and concession stand profits. Each student pays a class due of \$2.00 per year and the National Honor Society member pays a due of \$3.00 per year. This ensures that the student is an active member. As a student you are responsible to attend class meetings, participate actively in class discussions and vote. You are responsible to participate in class fundraisers and work concessions as assigned. Your participation and fundraising/concessions provide the class monies for Jr-Sr Prom, Senior Nights, Senior Trip and graduation expenses. It is important that each student contributes through his/her service. As long as a student attends and completes the duties as assigned there is no additional charge. Each appointed class sponsor will maintain proper records of work dates, times, participation and fees. Each year the appointed class sponsor will submit the class record to the high school office as part of the teacher check out process. The administrator will review and approve the record. The yearly records will be cumulative and held until the class has graduated.

Fines:

- Must work a minimum of 4-5 concessions stands over four years of high school to be eligible to attend the senior trip.
- \$20 fine per concession stand in which the student was assigned/scheduled to work but did not work, was a no show or did not provide an approved substitute. This applies to all class members.
- \$20 fine per time that a student is scheduled to work for homecoming events, prom setup and cleanup and other class sponsored duties. Sign up, check in and records will be accurately managed by the appointed sponsor.
- Class fundraisers will determine the number of items each student is responsible to sell. A notice will be provided to the student/parent. Fines will be placed for non-sales.
- Fines will accumulate through the four years of high school and records will be maintained with the high school office. Students' fines will be deducted from senior year funds or paid prior to the senior trip date.

MS/HS Trips/Senior Trip

Requests for out of school trips shall be submitted for administrative approval, final approval may reside with the BOE. In most cases the sponsor/teacher will notify parents/guardians in writing and/or complete permission slip. All school policies and procedures are to be upheld. Senior Trip must be approved by the building principal and he/she will submit to the BOE. The senior class accepts all financial responsibility including those of the sponsors attending. There shall be no overdrawn accounts as per activity policy. Individual students must be in good standing, have no outstanding school/activity bills, passing all classes and miss no more than eight days of school attendance. Students entering the first or second semester of the senior year will be eligible to attend but may not receive equal class distribution of funds. Seniors with outstanding school bills may have payment deducted from the individual's class credit/fund. Final decision for participation in school trips/senior trips will be with the administration.

ACTIVITY FUND ACCOUNTING

No overdrawn accounts. Check your fund balance before you request a purchase order. The principal and/or superintendent must approve activity fund purchase orders. Order materials are not handed out to students until paid in full.

CHEERLEADING SELECTION PROCESS

Students trying out for selection of cheerleaders will have to meet the same eligibility standards as any other athlete under the KSHSAA rules. The students trying out will have at least one week of workouts and instruction prior to selection. The

students will be given an evaluation sheet made up by the High School and Junior High cheerleading sponsors at the time of instruction, one week prior to competition. The judging cheerleading squad will score the evaluations. They will be collected and the cheerleading sponsors will tabulate results. The results will be announced the following day. The top cheerleaders will be selected upon the highest scores. In the event of a tie the judging team will make the choice amongst themselves.

LIBRARY

The library's regular hours are 8:10 am to 3:47 pm unless otherwise posted. During class hours, MS/HS students will need a pass from your teacher to go to the library for any purpose. The library is a place to read, study, do research and select reading materials. The conduct of students in the library should reflect this purpose. Books are checked out for two weeks and may be renewed if necessary. In order to renew a book, the book must be brought to the library. Overdue notices will be delivered periodically. If you have an overdue book, your check-out privileges will be suspended until you renew, return or pay for your book. Library desk computers are to be used to access the library program only. Library area is to be kept organized and students are expected to place books in the correct areas.

TRANSPORTATION

U.S.D. 285 provides bus transportation in rural areas and will do those things that are within its power to provide safe buses and competent drivers.

BUS ROUTES/ RULES/ REGULATIONS

Bus routes are established to provide the best possible service to all individuals; however, the bus routes are also established in such a manner as to be cost-effective and as economical as possible. The school bus driver is expected to keep good order and discipline at all times. He has the same authority to correct the behavior of an unruly student on a bus that the teacher has in the classroom. School bus drivers must maintain a regular schedule that will bring the bus to the school by 8:00 AM. In order to maintain a regular time schedule, students must be prompt in arriving at the loading point. Drivers are instructed to wait two (2) minutes at the loading point. If the students are not in sight at that time, the bus driver is to proceed on the route. Parents can help the bus driver considerably if they will notify him of days that their children will not be riding the bus. Automobiles approaching a school bus from either front or rear of the bus when students are loading and unloading must stop. Do not drive by or pass a bus when the signal (stop) arm is out. (Kansas State Law)

Students riding school buses are subject to the following rules, which (1) have been adopted by the Board of Education to govern the conduct of students being transported in school buses; and (2) rules relating to the control and discipline while they are being transported.

1. The driver is in full charge of students when they are riding, loading, and unloading from the bus.
2. The driver shall have the authority to assign a seat to each passenger. Students must occupy the seat assigned.
3. Students shall not stand in the traveled portion of a roadway while waiting for a bus.
4. Students shall not get on or off the bus, or move about, while the bus is in motion.
5. Students shall not extend any part of their body out of the bus windows.
6. Intoxicating liquor or alcohol, illegal drugs, or tobacco shall not be in possession, consumed or carried in a bus.
7. Students will not be permitted to throw items outside or inside the bus.
8. Students will be permitted to converse in a normal tone.
9. No glass containers (pop bottles, jars, etc.) will be allowed on a bus.
10. Students will not be permitted to leave a bus on the way to and from school without the permission of a school administrator or parent.
11. The aisle must be clear at all times.
12. Students must be on time.

TRANSPORTATION PRIVILEGES MAY BE REVOKED FOR STUDENTS WHO PERSIST IN DISOBEYING RULES AND REGULATIONS.

The procedures will be as follows:

1. The DRIVER is expected to enforce the safety rules and regulations and counsel with students when necessary.
2. If the student continues to disregard the rules, the driver will complete a transportation file card and turn it in to the bus supervisor, who will then notify the principal. The principal will visit with the student and call or notify the parent/ guardian involved to make them aware of the problem.
3. When necessary, a second transportation file card will be filed by the bus driver with the bus supervisor, who will notify the principal. There may be a three (3) day suspension of bus riding privileges when the second card is filed with the superintendent.
4. If the student continues to be uncooperative, the driver will file a third file card with the bus supervisor. The student may be suspended from riding the bus for the remainder of the semester, upon determination by the superintendent.

5. In accordance with K.S.A. 72 –8302 U.S.D. 285 will not be responsible for the transportation of any student who is suspended from school. The parent/ guardian will be responsible for the transportation of a suspended student.
6. The parent may appeal the bus riding suspension to the superintendent and have a conference with the superintendent. If the parent/ guardian is not satisfied with the results of the conference, he may request to be put on the agenda to meet with the Board of Education at its next meeting.

GUIDANCE

The purpose of the guidance program is to help each individual student achieve his highest growth mentally, emotionally, and socially. The guidance counselor will work in many ways to accomplish this by:

1. Helping new students feel at home in our school with new teachers and friends in a different setting;
2. Providing individual conferences when a student, teacher, counselor, or the administration believe that such a conference might prove beneficial to the student;
3. Welcoming the opportunity to discuss a wide variety of relevant topics with any student, parent, or teacher.
4. Attaining scholarships: The counselor helps students apply for and attain scholarships from colleges they plan to attend and from a wide variety of other sources.

COMPLAINTS

Contact the building principal and he/she shall attempt to resolve complaints at the building level.

Unresolved complaints proceed to the superintendent and he/she shall attempt to resolve at the building/district level.

Formal Complaints should be filed in writing and contain the name and address of the person filing the complaint. The complaint should briefly describe the alleged violation. Forms are available at the central office.

KN Complaints (see BCBI, GAACA, GAAB, GAAF, IF, IKD, and JCE) KN

The board encourages all complaints regarding the district to be resolved at the lowest possible administrative level.

Whenever a complaint is made directly to the board as a whole or to a board member as an individual, it will be referred to the administration for study and possible resolution.

The compliance coordinator is designated as the superintendent:

District Office Mr. Lance Rhodd, Superintendent

Telephone (620) 758-2793

Email: rhodd1@cvs285.org

Address: PO Box 458 Cedar Vale, Ks 67024.

Discrimination against any individual on the basis of race, color, national origin, sex, disability, age, or religion in the admission or access to, or treatment or employment in the district's programs and activities is prohibited. Harassment of an individual on any of these grounds is also prohibited. Mr. Lance Rhodd has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, and the American with Disabilities Act of 1990. Information concerning the provisions of these ACTS, and the rights provided thereunder, are available from the compliance coordinator.

Complaints About Discrimination or Discriminatory Harassment

Complaints of discrimination or discriminatory harassment by an employee should be addressed to the employee's supervisor, the building principal, or the district's compliance coordinator. Complaints by a student should be addressed to the building principal, another administrator, the guidance counselor, or another certified staff member. Any school employee who receives a complaint of discrimination or harassment from a student shall inform the student of the employee's obligation to report the complaint and if the investigation results in a recommendation that an employee be suspended without pay or terminated, procedures outlined in the board policy, the negotiated agreement or state law will be followed. Records relating to complaints filed and their resolution shall be forwarded to and maintained in a confidential manner by the district compliance coordinator. The complainant may appeal the determination of the complaint. Appeals shall be heard by the district compliance coordinator, a hearing officer appointed by the board, or by the board itself as determined by the board. The request to appeal the resolution shall be made within 20 days after the date of written resolution of the complaint at the lower level. The appeal office shall review the evidence gathered by the investigator and the investigator's report, and shall afford the complainant and the person against whom the complaint is filed an opportunity to submit further evidence, orally or in writing, within 10 days after the appeal is filed. The appeal officer will issue a written determination of the complaint's validity and a description of its resolution within 30 days after the appeal is filed. If discrimination or harassment has occurred, the district will take prompt, remedial action to prevent its recurrence. The district prohibits retaliation or discrimination against any person for opposing discrimination, including harassment; for participating in the complaint process; or making a complaint, testifying, assisting, or participating in any investigation, proceeding, or hearing. Use of this complaint procedure is not a prerequisite to the pursuit of any other remedies, including

the right to file a complaint with the Office of Civil Rights of the US Department of Education, the Equal Employment Opportunity Commission, or the Kansas Human Rights Commission.

Complaints About Policy

The Superintendent shall report any unresolved complaint about policies to the board at the next regular scheduled board meeting.

Complaints About Curriculum

The Superintendent shall report a failure to resolve any complaint about curriculum to the board at the next regular scheduled board meeting.

Complaints About Instructional Materials

The building principal shall report any unresolved complaint about instructional materials to the superintendent immediately after receiving the complaint.

Complaints About Facilities and Services

The Superintendent shall report any unresolved complaint about facilities and services to the board at the next regular scheduled board meeting.

Complaints About Personnel

The Superintendent or the building principal shall report any unresolved complaint about personnel to the board at the next regular scheduled board meeting.

Complaints About Emergency Safety Intervention Use (ESI)

Complaints concerning the use of emergency safety interventions by district staff shall be addressed in accordance with the local dispute resolution process in board policy GAAF.

APPROVED KASB Recommendation - 9/97; 8/98; 3/00; 4/07; 6/13; 6/15

FIRE DRILLS----- Intermittent horn

***Elementary Procedure:**

PALS students go out the PALS classroom fire exit door to the closed road section. All remaining elementary students shall go out the entrance door by the clerk's office and proceed to the closed road section and remain in grade level order.

If a fire drill is during P.E. class, those students go out the west doors of the gymnasium and follow the instructor.

***High School Procedure:**

Students in the Band room, exit out the west door.

Students in the Business/Technology cart ITV, and middle school area classrooms will exit out the middle school-weight room wing of the high school.

All other classes will exit through the commons area and proceed to the parking lot far area nearest the road.

TORNADO DRILLS _____ Continuous horn

All Elementary students go out the elementary door and down the hall to the gymnasium and to the designated GIRLS' LOWER locker room.

All High School students exit the classroom to the commons area and proceed to the designated BOYS' LOWER locker room.

SCHOOL CLOSING

When weather conditions are such that roads are hazardous, or if other emergency situations dictate, the superintendent may call off school and announce on the following radio stations, television stations and school alert system:

KSOK: Arkansas City: 1280 AM

KAKE TV: Wichita: ABC Television

KOTV: Tulsa: CBS Television

These stations will broadcast official notices of dismissal. When possible, the news will be on the air by 7:00 AM. If a decision to close school has been made earlier, the announcement will be broadcast the evening before.

LATE START

Student safety is always the district's first priority in determining whether to close or delay schools. If a delayed start is called, announcements will be on air as soon as possible. If a two-hour delayed start (10:00AM) is called, the following will occur:

- No morning PALS classes.
- No breakfast program.
- Buses will run two hours later and run on the regular schedule at the end of the day.
- Classes will begin two hours later and end at the usual time at the end of the day.

USD 285 Cedar Vale Jr. /Sr. High School Student Activities

Extracurricular activities, athletic, class events, class trips (including senior trip), collectively "Student Activities", are a part of the total school program and provide opportunities for students to supplement their classroom experiences. Participation in student activities is a privilege, not a right. Students who participate in such events are ambassadors of Cedar Vale Schools and will conduct themselves in accordance with school policies. Students' participation must meet academic, behavioral, attendance (8 per year) and financial (school bills) requirements. School administration may declare a student eligible or ineligible to participate in student activities in part or in total to include any performance or school event/function for behavioral issues, attendance and/or financial/outstanding school bills.

Policies for Participation in athletics and/or school activities

- 1) **Attendance to School** – The student must attend a minimum of four (4) class periods on the day of activity and/or the last day of the school week for Friday/Saturday activities in order to participate in the scheduled activity including daily practice and/events. The administration may waive this requirement if deemed appropriate and approved by the administration.
- 2) **In School Suspension** – Student may not practice or participate if he/she is in ISS for that day.
- 3) **Out of School Suspension** – A student given an out of school suspension may not attend or participate in extracurricular activities scheduled during the suspension. Out of school suspension is counted as an unexcused absence.
- 4) **Physicals** – Physicals must be on file in the school office prior to the first practice date. Failure to have a physical will result in unexcused absences for the athletic activity and/or practice.
- 5) **Concussion Guidelines** – Written clearance from a healthcare provider must be on file before the student is allowed to return to participation following a *suspected concussion*. No athletic or spirit squad participation (practice or competition) is allowed until appropriate documentation is on file. Documentation must be a written clearance form from a licensed medical doctor (MD) or doctor of osteopathic medicine (OD).
- 6) **Uniforms** – Uniforms must be checked in and/or paid for before a student may participate in the next sport or activity.
- 7) **Drug/Alcohol** – As defined in school policy on pages 16-17
 - a) **1st offense** – Suspended from all activities for 10% of the sports season and a minimum of 1 game/contest. Reinstatement will not be considered until professional treatment/counseling has been received. Professional treatment/counseling must be paid for by the student/athlete or their parent(s)/guardian(s). Such students MAY practice, but CANNOT play. Attending games and suiting up will be at the discretion of the coach and building principal.
 - b) **2nd offense** – Dismissal from the team. Participation in another sport will not be considered until professional treatment/counseling has been received. Professional treatment/counseling must be paid for by the student/athlete or their parent(s)/guardian(s).
- 8) **Tobacco** - As defined in school policy on pages 16-17
 - a) **1st offense** - Suspended from all activities for 10% of the sports season and a minimum of 1 game/contest. Reinstatement will not be considered until counseling has been received, this will include successful completion of a tobacco information packet. Such students MAY practice, but CANNOT play. Attending games and suiting up will be at the discretion of the coach and building principal.

- b) **2nd offense** – Dismissal from the team. Participation in another sport will not be considered until professional treatment/counseling has been received. Professional treatment/counseling must be paid for by the student/athlete or their parent(s)/guardian(s).

****Each sports coach may present additional guidelines.***

Homeschool participants: Cedar Vale Schools will uphold the policy as recommended and approved by Kansas High School Athletic Association.

Athletic Insurance

U.S.D. 285 has purchased “Sports Insurance” covering all students in grades 6-12 who participate in any sport. All athletes are covered by an EXCESS INSURANCE POLICY. This means that the student athlete will be billed and personal insurance will be applied first. This insurance plan provides coverage on a secondary/excess basis and pays after any other coverage you may have. If you have no other coverage, this plan pays as primary coverage. This plan is not meant to pay 100% of the bills. The benefit limits within the policy may be viewed at the district office. Parents may purchase additional insurance at a very reasonable rate.

Activities Goal

- 1) Provide all eligible students the opportunity to participate in organized activities.
- 2) Observe the rules of appropriate sportsmanship as outlined by KSHSAA Rule 52.
 - a) Sportsmanship is a general way of thinking and behaving. The following sportsmanship policy items are listed below for clarification:
 - i) Be courteous to all (participants, coaches, officials, staff, and fans).
 - ii) Know the rules, abide by and respect the official’s decisions.
 - iii) Win with character and lose with dignity.
 - iv) Display appreciation for good performance regardless of the team.
 - v) Exercise self-control and reflect positively upon yourself, team and school.
 - vi) Permit only positive sportsmanlike behavior to reflect on your school or its activities.
- 3) Provide specific guidelines for coaches, sponsors, staff, and students to abide by.

Duties of the Coach / Sponsor

- 1) It is the responsibility of each coach to see that he/she does not unduly jeopardize the health, safety, and welfare of the participants he/she is coaching/sponsoring and teaching.
- 2) Demonstrate the rules of appropriate sportsmanship as outlined by KSHSAA.
- 3) Teach basic fundamental skills at all levels (6-12).
- 4) Represent the team, school, and community with respect and integrity. Avoid actions that will represent the team, school, and community in a negative way.

Duties of the Student

- 1) Understand that participation in athletic / extracurricular activities is a privilege and not a right.
- 2) Maintain eligibility as outlined by KSHSAA and the USD 285 Board of Education.
- 3) Abide by the rules of sportsmanship as outlined by KSHSAA.
- 4) Respect the integrity and judgment of sports officials.
- 5) Encourage leadership, use of initiative, and good judgment.
- 6) Show courtesy to opposing teams and sports officials.

Communication between Coaches, Student-Athletes, and Parents:

Communication is a cornerstone to relationships. This is especially true in the coach-athlete relationship. Within this relationship difficult issues must be dealt with at times, including discipline, player performance, and player dissatisfaction. Proper communication results in the positive resolution of such issues, stronger coach-player relations and other benefits

such as the student learning how to solve problems. Parents also have a relationship with their child's coach, and communication is equally important to this relationship. Parents may feel the need to step in on their child's behalf. Whatever the motive, proper communication will enhance coach-parent and coach-player relations. The following is a *guide* for coaches, parents and student-athletes. This guide provides a chain of communication that will maintain and build positive relationships.

Step One: Coach-Athlete Session

If a player or his/her parent has any issue or problem with the sport experience, the student-athlete is expected to address the coach. Students are also encouraged to talk with a coach about any issue in their personal or academic life. The district's expectations of coaches include open communication and positive relations.

Step Two: Coach-Parent-Athlete Session

If an issue has not been resolved in Step One, the next step in the communication process is a meeting with parents. The guideline here is to set an appointment at the coach's discretion. If the issue is emotional, the appointment should be scheduled at a later time so parties are calm and problem solving can occur. Also, the parent or player should define the purpose of the session when the appointment is set. In this step, there may be rare cases when it may be best if the athlete does not participate in the session. If either the parent or coach feels this is the case, this decision should be discussed when setting the appointment and purpose of the meeting.

Step Three: Administrator-Coach-Parent-Athlete Session

If an issue is not resolved in Step Two, the next step may be initiated by any party. Using the same process as above, an appointment is set and all parties define the purpose of the meeting.

KSHSAA Executive Board Policy Regarding Scholastic Eligibility of Virtual Students With respect to KSHSAA **Scholarship Requirements Rule 13 and Enrollment Rule 15**, students may count virtual courses for the purpose of establishing eligibility for all KSHSAA sponsored activities, provided local USD policy permits dual enrollment agreements with virtual schools.

The following stipulations will apply:

1. Virtual classes must be taken through a virtual school, fully accredited by the Kansas State Department of Education.
2. Students will be eligible at the public school in whose district and attendance area they reside.
3. Virtual students enrolling and establishing eligibility by September 20th must be included in the school's annual KSHSAA classification count.
4. The student must be currently enrolled and attending a minimum of one (1) class at the KSHSAA member public school where they desire eligibility. If the student desires participation in music, debate or speech activities, they must be enrolled and attending in that academic course at the school, if such course is offered and the school requires enrollment for participation.
5. Eligibility for virtual students will be established on a semester basis consistent with traditionally enrolled students. Virtual and traditionally enrolled students are required to pass five units of credit each semester to establish scholastic eligibility. The school is responsible to verify the academic progress of the student with the virtual school administrator prior to submitting the student's name on KSHSAA eligibility forms and rosters.
6. Virtual students must be enrolled in five units of credit (courses) each semester. At the conclusion of the academic semester, they must have completed coursework sufficient to equal a passing grade in each course, consistent with traditionally enrolled students.
7. All students, virtual or traditional, must pass five units of credit in the previous semester to retain eligibility.
8. Like traditionally enrolled students, virtual students must be currently enrolled in five or more courses not previously passed, to establish and retain eligibility each semester.
9. Local school districts retain the authority to approve dual enrollment agreements with virtual schools

USD 285 Cedar Vale Schools

USD 285 offers a comprehensive system of technological equipment. Users may have access to internal and external resources in order to retrieve and process information designed to facilitate learning and enhance educational information exchange.

The purpose of these technology systems is to facilitate communications in support of education and research that is consistent with educational objectives and the outcomes for USD 285. The school district reserves the right to monitor all use of technology systems. The district may, at its discretion, review any and all technology systems, including computers and files, accessed by users. Such monitoring may be conducted without notice. Acting as agent of USD 285, the administration will determine whether or not specific use of the technology systems is appropriate and/or consistent with acceptable use. This decision is final. The use of district technology systems is a privilege and may be revoked at any time. USD 285 is not responsible for any actions taken by the users that do not support the purposes and outcomes of USD 285.

Prohibited User Activity may include but is not limited to:

- Using, possessing, or distributing any media containing applications or data inconsistent with educational objectives.
- Using the technology systems for personal or private business, for product advertisement or political lobbying, or for incurring financial commitments over the internal or external network.
- Using the technology systems to disrupt the activity of others, to harass or discriminate against others, to gain unauthorized access to computer systems or programs, or to initiate any type of virus in any computer system/program
- Using profanity, obscenity, discriminatory language, vulgarities and other inappropriate language, graphics or sound.
- Using the system to obtain or to disseminate pornographic and/or sexually suggestive content.
- Revealing any personal, confidential, or private information about another individual such as home address, phone number, etc.
- Representing oneself as someone other than who you are.
- Using someone else’s account number or password or allowing someone else to use your account number or password.
- Trespassing in folders not authorized to users.
- Downloading and/or installing unauthorized software.
- Damaging equipment or intentionally wasting resources (i.e. playing Internet games, chat rooms, etc.).
- Removing hardware and/or software from the premises without prior authorization.
- Violating any federal or state copyright or unfair trade law. Violations may be reported to law enforcement officials.
- Violating any federal, state, local, common law, or criminal law. Violations may be reported to law enforcement officials.
- Conducting any activity that exposes the district to litigation or expenses.
- Violating any laws that might suggest libels or slander.
- Personally benefiting from the sale of —User-Developed Subject Matter || created while under the supervision or employment of USD 285

Violations of the policy above will typically result in:

- 1st Offense –Conference held-warning issued
- 2nd Offense- Loss of access for 1 week
- 3rd Offense – Loss of access for 1 month
- 4th Offense – Loss of computer and access for remainder of the school year

All offenses may also result in other disciplinary or legal action. Due to the ever changing nature of the technology involved with the Internet, Cedar Vale Schools reserves the right to modify or change this policy to deal with unforeseen circumstances that must be dealt with for the protection of the students, the system And/or course requirement needs. Pornographic content may result in an automatic loss of access for the remainder of the school year.

I understand and will abide by the guidelines outlined in this Acceptable Use Policy Agreement and the Student Laptop/Email/Internet Regulations in the CVS Student Handbook. I understand that any violation of this agreement will result in disciplinary action.

Name of User (please print)

Date

Signature of User

Parent/Guardian (please print)

Date

Signature of Parent / Guardian

Student/E-mail/Internet Device Regulations
USD285 Cedar Vale Schools

An electronic device that has been issued to a Cedar Vale student is the property of the USD 285 School District. This computer is on loan to the student and must be used in accordance with the following guidelines: Computer Security Policy during the school day is as follows

- Students must have device with them, or returned to Mrs. McCall. Device must never be left unattended.
- Faculty will pick up and give unattended device to the Office or Mrs. McCall.
- All cases and bags must be approved by CVS administration.
- Students are responsible for the device being returned by the end of the school day so that it may be fully charged.
- Students are not to deface the device or carrying cases in any way, for example, with stickers, white-out, etc. If there are any questions, check with the administrators.
- Students should protect the device from extreme heat or cold. Devices should never be left in a car.
- E-mail and all other forms of electronic communication are to be approved and used in a responsible manner. Students may not use vulgar, derogatory, or obscene language. Students may not engage in personal attacks or harass others. All E-mail sent from a USD285 account is the property of USD285. USD285 reserves the right to inspect any and all E-mail messages sent from or to any USD285 E-mail account without informing the student.
- All student internet searches and website traffic both on and off the school network is documented. USD285 reserves the right to review these searches and traffic without notifying the student.
- Use of the computer (including —Instant Messaging) for anything other than a teacher-directed or approved activity is prohibited during instructional time.
- The Internet is to be used for research and as a means of obtaining academically relevant information. Material obtained through research on the Internet and then used in academic work is to be properly documented. Students may not access Web sites, newsgroups, or chat areas that contain material that is obscene or that promotes illegal activity. If a student does accidentally access this type of information, he or she should immediately notify a teacher.
- Internet computer games are prohibited in classes, activity period, and the library during regular school hours.
- Installation of peer-to-peer file-sharing programs is strictly forbidden. Using iTunes or similar programs to share music is also forbidden. Copyright laws must be respected. If you have any questions about what constitutes a copyright violation, please contact an administrator, media specialist, or language arts department person.
- If you have a specific need for additional software or you want to add personal software, you must request approval prior to the installation.
- Computers may not be used to make sound recordings without the consent of all those who are being recorded.
- Sound must be turned off at all times, except when being used as a part of a class.
- Students may use their own headphones to listen to music, etc., if they have the instructor's permission.
- The school has a limited amount of information that it can transfer at any one time. When downloading large files over the Internet or backing up files to the server, it is recommended that students be hard-wired to the network.
- Deliberate attempts to degrade the USD 285 network or to disrupt system performance will result in disciplinary action.
- School administrators reserve the right to remove student accounts on the network to prevent unauthorized activity.
- Students should copy data files to the server for backup purposes. If computers become inoperable, files not stored on the server may be lost.
- Cedar Vale High School reserves the right to define inappropriate use of technology.
- If the computer is damaged or not working properly, it must be turned in to the district technology staff for repair.
- Parents/guardians/students are not authorized to attempt repairs themselves, or contract with any other individual or business for the repair of the laptop.
- Before a student is issued a laptop, he or she must have signed the Computer Acceptable Use form.
- Accidental Damage, Fire, Power Surge, Vandalism, & Natural Disasters. (See Laptop Checkout Policy for additional information) Lost power cords and batteries are not covered and may be the responsibility of the student/parent.

I have read and agree to abide by all USD 285 policies and regulations for the use of equipment including the Acceptable Use Policy Agreement and the Student Laptop/E-mail/Internet Regulations. I accept responsibility for damage to or loss of the equipment listed below while in my possession. I understand that if the computer or any accessory is lost, damaged, or stolen, I may be responsible for the replacement cost or insurance deductible, whichever is less. I will report any damage to hardware or software immediately to designated school personnel and will return equipment promptly when requested by school personnel.

Computer Description:

Asset ID Number : _____ Computer Serial Number: _____

Adapter Number: _____ School: Cedar Vale Public School

Student Name: _____

Permanent Address: _____

SIGNATURE OF STUDENT: _____ Date: _____

Breathalyzer Testing

In accordance JDDA, no student shall possess, use, be under the influence of, sell, or transfer any alcoholic beverage on school property, at any location of a school-sponsored activity, or en route to or from school or a school-sponsored activity.

Violation of this policy shall constitute reason for disciplinary action including suspension and/or expulsion from school and suspensions or dismissal from athletic teams. (Refer to Cedar Vale Student Handbook on procedures)

1. When an administrator has reasonable suspicion that a student is under the influence of alcohol at school or a school-sponsored event, the student shall be given the option to take a breathalyzer test. If screening results are negative, no action will be taken. A student testing positive on the first test will be administered a second test fifteen minutes later. If the student tests positive on the second test or if the student declines to take the test when reasonable suspicion exists, he/she shall be subject to appropriate disciplinary action as set out in the Cedar Vale student handbook.
2. Indications of reasonable suspicion of alcohol consumption may include, but are not limited to, such characteristics as alcohol odor, slurred speech, unsteady gait, lack of coordination, presence of an alcohol container, bloodshot or glazed eyes, marked change in personal behavior, a report by a third party of a student’s consumption of alcohol or other similar information, or behavior that is risky, aggressive, or disruptive.

The following steps will be followed if a student tests positive for a second time:

1. The parents or guardians will be notified;
2. The superintendent or his designee shall be notified;
3. If the student is in possession of an illegal item a referral will be made to law enforcement;
4. No student will be allowed to drive him or herself home if he/she has received a positive breathalyzer test result.
5. Law enforcement may be contacted if school personnel are unable to contact a parent or legal guardian.

If deemed medically necessary by the supervising administrator, a student testing positive or refusing to take the test may be transported to the emergency room of the nearest hospital if the student’s parents cannot be contacted or will not be readily available to pick the student up. The student shall be accompanied by a staff member designated by the supervising administrator. The student shall be appropriately supervised by staff while awaiting medical treatment, the arrival of the parents/guardians, and/or during transportation.

Alcohol Screening Acknowledgement

A student’s participation in any extracurricular activity, including, but not limited to, sports and dances, is a privilege, not a right; therefore, students who wish to take part in extracurricular activities, and their parents, guardians or other responsible persons, will be required to sign a form acknowledging that they have read and understand the alcohol screening policy.

Extracurricular activities are an important part of the overall educational program at Cedar Vale High School. A well-rounded education is not only academically oriented, but also includes physical, social, and emotional development. We at Cedar Vale High School believe students will be productive, responsible citizens of the society in which they live.

As condition of admission to school-sponsored dances, a signed copy of this form must be on file at the school to acknowledge that I have received, read, and understand the attached Alcohol Screening policy. Thank you in advance for supporting a safe and enjoyable evening for our students.

Student/Guest Signature

Date

Parent/Guardian Signature

Date