

USD #447 STUDENT HANDBOOK



2011-2012



USD #447 District-Wide Student Handbook



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MISSION STATEMENT:

To ensure rigorous, relevant learning experiences in the context of strong professional healthy relationships that result in high achievement for all students.

PHILOSOPHY:

It is the goal of the Board, administrators, and teachers of U.S.D. #447 to create an environment for the maximum development of each student. The total program shall be student-centered, with the welfare of the student as the criteria on which all programs and proposals are evaluated. The schools are dedicated to providing not only academic and vocational education, but also to help young people to understand themselves and the world around them. It is the final goal of this institution to provide sound leadership for students through qualified, interested administrators and teachers and to influence students to become morally and socially responsible citizens.

NON-DISCRIMINATION STATEMENT:

USD 447, Cherryvale-Thayer Schools does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Name and/or Title	David Smedley, School Counselor
Address	700 South Carson, Cherryvale, Kansas 67335
Telephone No.	620.336.8122
or	
Name and/or Title	Randy Wagoner, Superintendent of Schools
Address	618 East 4 th Street, Cherryvale, Kansas 67335
Telephone No.	620.336.8130

**Cherryvale--Thayer
U.S.D 447 Central Office 1-620-336-8130**

Superintendent.....Randy Wagoner
Board Clerk.....Karen Conner

Principals:

Cherryvale High/Middle School.....George Owens
Cherryvale Assistant Principal.....Scott Lambdin
Lincoln Elementary.....Steve Pefley
Thayer Schools.....Craig Bagshaw
Diploma Center.....Tonya Smedley

All rules and policies are subject to interpretation by building Administration.

Due Process Clause

If there are complaints, students and parents will observe the following chain-of-command in order to maintain a consistent/fair due process:

Step 1: Conference with teacher/staff member associated with the issue.

Step 2: Conference with Building Administration.

Step 3: Conference with Superintendent.

Step 4: Conference with USD 447 Board of Education.

For more information regarding complaints see Board of Education policy KN.

USD #447 Core Beliefs:

The Faculty of USD #447 believes that:

- Students should be responsible for solving their own problems with adult guidance.
- That preserving and/or enhancing a student's self-respect and dignity is crucial to a successful action.
- Students should be allowed to solve the problems they create in their own way, provided the solution does not make a problem for others.
- Discipline should be considered an opportunity for personal growth so that students can develop appropriate self-discipline.
- Students should face consequences instead of punishment whenever possible.

USD #447 Attendance Policies:

A student will be considered truant upon the accumulation of 3 unexcused period absences in one class, 10 unexcused class period absences overall, or 5 days of absence with any combination of excused or unexcused absences.

A student will be referred to TIIP (Truancy Immediate Intervention Plan) when they reach the above criteria. TIIP is a program administered by the Judicial District 14 Juvenile Justice Authority in conjunction with the Montgomery County Attorney's Office. The purpose of the program is to assist the student in attending school and in achieving success prior to legal actions.

At the request of outside agencies, an administrator certified to give urinalysis (UA) tests will supervise the UA and report the results to the requesting agencies.

In grades K-6, if a student arrives *after 9:00 am*, he/she will be counted one-half (1/2) day absent. If a student does not come to school at all, or arrives after 2:00 pm, he/she will be counted one (1) day absent.

In grades 7-12, 1st hour tardy students must sign in to school in the attendance office and receive an admit slip verifying the reason for tardiness. Hours 2, 3, 4, 5, 6, 7, and TEAM – tardies must be reported by the teacher. All tardies will result in a Lunch Detention to be served the next day. Upon the receiving a 4th tardy, and every 4th tardy after that, students will spend one day in ISS the next school day. A parent/guardian excuse for a tardy will not be accepted, exceptions due to emergency situations will be considered by administration.

ABSENCE NOTIFICATION BY PARENT/GUARDIAN

Attendance will be recorded each period of the school day for each student. The student's attendance record becomes part of the student's accumulative record.

On the day the student is absent, a parent/guardian must contact their child's attendance center prior to 9:00 a.m. and state the reason for the absence. If the school has not received a parent contact by 9:00 am, the school may contact the student's home to inform the parent/guardian that the student is not in school.

The school must have a parent documented reason when a student is absent, so if contact is not made with the parent/guardian, the student must bring a note to the office upon his/her return to school. If the student returns to school without a parent documented contact, the absence will be recorded as truant and unexcused.

LEAVING THE BUILDING

Any student leaving the building must sign out and back in, in the office. Leaving the building is permissible for students only after prior approval from parent, administration and office staff. Only students with parent notes on file will be permitted to leave the building during schools hours. If the student does not sign out from the office, the student will be counted truant for the absence. All elementary students' parents/guardian must sign the student out and in. **Once a student enters the building, they may not leave without permission from staff or administration.**

ADMIT SLIP

Upon returning to school following an absence, the student will obtain an admit slip from the front office.

DISCIPLINE GUIDELINES—CM/HS AND THAYER MIDDLE SCHOOL

All offenses are subject, but not limited to, the consequences listed below. Also, all consequences are at the discretion of the Building Administration. **The police may be contacted for any of the following discipline guidelines.**

Students placed in ISS will surrender their cell phone while they are in ISS and can pick them up at the end of the day.

An accumulation of 50 points may result in long-term suspension/expulsion of the student. Students that are long term-suspended during the first semester will start with 15 points when they return to school

at the start of the second semester. Students that transfer to another school and return to USD 447 later in the school year will re-enter USD 447 with the same number of points with which they left.

Students in ISS will turn their cell phones in to the office before going to ISS. They will get them back at the end of the day.

➤ **Fighting/Physical Assault or encouraging fighting (15-20 points)**

3-10 Days of OSS

5-10 days OSS/Due Process Expulsion

Long-term suspension/Expulsion

Police may be contacted depending on the severity of the fight.

➤ **Weapons Violation, Explosive Devices (50 points)**

Long term suspension/Expulsion

➤ **Theft/Possession of Stolen items (15 points)**

Restitution and parent conference or 3 days ISS

1-5 days ISS/Restitution

1-5 days OSS/Restitution or Expulsion/Restitution

➤ **Drug use, distribution and/or possession (25 points)**

1. 5 days OSS/suspension from student activities for not less than 30 days

2. Long-term suspension

3. Suspension from student activities for 120 days or 1 semester (greater of the two)

4. Readmitted on probation after the completion of a drug rehabilitation program

5. Expulsion from school for remainder of year

6. Suspension from participation and attendance at school activities for the remainder of the school year

7. May be readmitted after completion of a viable drug education and rehabilitation program

➤ **Harassment, Sexual Harassment, Discrimination, Hazing (15-20 points)**

Apology to victim/1-5 days ISS

Apology to victim/3-5 days ISS

Apology to victim/1-3 days OSS/SIP/expulsion

➤ **Bullying/Aggressive Behavior (10-50)**

1-3 Days ISS
1-3 Days OSS
5-10 Days OSS, Long term-suspension/expulsion

➤ **Threats – Written or Verbal, Flagrant Misbehavior (15-20 points)**

1-5 days OSS
5-10 days OSS/Due Process Expulsion
Long term suspension/Expulsion

➤ **Special Violence Policy**

- a. Law Enforcement Agency (LEA) will be called and asked to detain the student
- b. Parents will be given custody of their child after LEA
- c. Student will be admitted back into school only after completion of consequences.
- d. Parent conference prior to reentry

*When crimes are committed the LEA will be advised of criminal activities.

➤ **Profanity (5-10 points depending on the severity of the words)**

40 minute detention/1-3 days ISS
1-5 days ISS/Saturday School
1-10 days OSS/SIP/expulsion/Saturday School

➤ **Open defiance of or swearing to a staff member who requests a student to conform to school policy (15-20 points)**

3 days OSS
5 days OSS
Suspension for remainder of semester and/or expulsion

➤ **Failure to Comply with a reasonable request (10-20 points)**

Detention 20-60 minutes/1-2 days ISS/Saturday School
3–5 days ISS/Saturday School
3-10 days OSS/SIP/expulsion

➤ **Disruptive behavior (10-20 points)**

Detention; 20-60 min/2-3 days ISS/Saturday School
3-5 days ISS/Saturday School
1-3 days OSS/SIP

➤ **Disrespect towards staff (verbal, gestures, body language or other mannerisms that demonstrate disrespect) (10 points)**

Detention; 20-60 min/1-2 days ISS/Saturday School
3-5 days ISS/Saturday School
1-3 days OSS/conference/SIP

➤ **Vandalism (15-20 points)**

Detention/restitution/2-3 days ISS/Saturday School
3-5 days ISS/restitution/Saturday School
Conference possible OSS/Criminal Charges/expulsion

➤ **Truancy, Skipping School, Leaving School without permission (5-10 points)**

1-2 days ISS/Saturday School
Discretion of Administrator

➤ **Possession and/or use of Tobacco (25 points)**

1-3 days ISS/Saturday School
3-5 days ISS/Saturday School
1-10 days OSS/SIP/expulsion

➤ **Boy-Girl Conduct/Public Displays of Affection (5 points)**

Boys and Girls may hold hands while passing in the halls. Any other affectionate contact is strictly forbidden.

Documented Warning
30 minute detention
1 day ISS
1 day OSS

➤ **Horseplay (5 points)**

Students are not to engage in acts of horseplay which are disruptive to the learning environment or which could result in injury to others even though there was no intent to cause injury.

Documented Warning
1 day ISS

1 day OSS

➤ **Classroom rules infractions (these steps may be skipped if severe behavior is noted)**

Behavior Intervention (warning)/seating arrangement/other

Detention time

Recovery room/Parent contact

Chronic: conference/SIP/1-3 ISS/Saturday School

DISCIPLINE GUIDELINES—LINCOLN CENTRAL ELEMENTARY and THAYER SCHOOLS

You, as a student, are responsible for your own actions. We feel the main goal in this school is education. Therefore, anyone who distracts or prevents others from reaching this goal is going to be disciplined. Correction of behavior problems could include conferences, placement in the Alternative Room, detentions, suspensions, or curtailing participation in school activities.

Our school operates under the concept that all students can behave at school. We feel all students have a responsibility to behave in a manner that allows teachers to teach and students to learn in a way that is in the best interest of any individual in the school. The guidelines for elementary student management are as follows:

- | | |
|--|---|
| 1. Respect self and others. | 3. Respect those in authority. |
| 2. Respect personal and public property. | 4. Behave responsibly and accept responsibility for behavior. |

The Board of Education authorizes the principal to suspend from school any student guilty of the following:

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

A written notice of any short term suspensions and the reason therefore shall be given to the student involved, to his parents or guardian, and to the Board of Education within twenty-four (24) hours after the suspension has been imposed. Any notice of proposal to suspend for an extended term or to expel shall state the time, date and place the student and representatives should meet. All suspensions will be in compliance with K.S.A. 72-8901 and in accordance with due process as outlined by Kansas's statute.

Signs, Posters and Displays

All signs, posters and/or displays must be approved by Administration and have a certifying mark (school seal or Principal's signature) before they may be displayed.

Video Release

USD #447 will not release any video from surveillance cameras to anyone but police in order to protect student's right to privacy.

Dress Code Guidelines for Student

Appearance does affect the learning atmosphere of a school. Neatness and good taste are emphasized as guidelines for understanding and interpreting this dress code. This code is not intended to impose a financial hardship on any student or family; neatness and good taste are emphasized, not expensive clothing.

General guidelines include but are not limited by:

1. Shoes must be worn.
2. Apparel that is excessively short or excessively tight may not be worn.
3. Apparel that is excessively large or excessively long may not be worn.
4. No "bagging" or "sagging"
5. Clothing designed for exposure of skin or undergarments (mesh shirts, ***all sleeveless shirts***, or other types) may not be worn.
6. Clothing having vulgar or obscene language or gestures, inappropriate double meanings, racial slurs, or anything sexual in nature or content, and endorsements of alcohol, drug, or tobacco products is unacceptable and should not be worn.
7. Head apparel such as hats, bandannas, sunglasses, or anything deemed head apparel by administration, are not to be worn in the school building and will be kept in student's lockers.
8. Chains such as pant chains are not to be worn on school property.
9. Anything that distracts from the learning environment is unacceptable.
10. Pajamas and slippers are unacceptable and should not be worn to school or school activities.

***Special guidelines may be used in extra-curricular activities as specified by the coach or sponsor. In addition, student participating in the Graduation Ceremony are expected to abide by the above guidelines and additional dress requirements set by administration and/or sponsors.**

DRUG USE AND ABUSE

I. Philosophy

All students have a right to attend school in an environment conducive to learning. The use of alcohol, tobacco and illegal drugs or the improper use of legal drugs is recognized to be extremely harmful to the individual who uses, as well as to those around that individual. A student cannot perform to his/her full potential while under the influence of these substances. It is further recognized that all students have a right to be educated in a drug-free environment.

The educational system of USD # 447 understands the negative impact on the home, school, and community resulting from drug and alcohol use. Therefore, the school staff shall work with the home and community to address these issues; however, the school recognizes that the primary obligation to seek assistance and to solve the substance use/abuse problem rests with the student and his/her parents/guardians.

II. Procedure for Dealing with Medical Emergencies Relating to Drugs and Alcohol

A family information form will be completed each year for each student. This form will be used to record information needed when dealing with emergency situations. The form should record the parents name, home phone number, work phone number, two (2) other emergency numbers and name and phone of the family doctor. Also to be included would be a listing of any special health problems students might have. This card will be maintained and updated as necessary.

A student under the influence of drugs or intoxicants, to such an extent that he/she is impaired, will be dealt with as if that student required emergency medical treatment. If it is deemed necessary for the student to be sent home, a parent/guardian or their designee must pick up the student at the student's attendance center.

III. Guidelines for School Personnel Dealing with Students who Seek Help for Drug Abuse Problems.

Any student who voluntarily seeks assistance, advice, or counseling from school personnel regarding drugs or alcohol abuse will not be disciplined by school authorities. Immunity from disciplinary proceedings may be granted so long as he/she continues to work with the school officials or work together with prescribed agencies in resolving the problem.

IV. Guidelines for School Personnel Dealing with Students Suspected of Being under the influence of Drugs on School Premises or at School Related Activities.

- The procedure for dealing with a medical emergency will be followed if necessary.
- Teachers should not make any direct accusation to the student.
- The parent/guardian shall be informed that the school has observed student behaviors that are unacceptable, which might indicate existence of a problem.
- Police will be called.

V. Use of Drug Sniffing Dogs

Should the School Board and/or district administration deem it appropriate, drug-sniffing dogs can and will be used to determine the presence of illegal drugs in student lockers or in cars parked in student parking. Such use of drug sniffing dogs will be unannounced and may be done at any time during the school year on any number of occasions.

Should illegal drugs be found in a locker or car as a result of said search, said student or students will be disciplined to the fullest extent of school policy and/or local, state and federal law.

FOOD SERVICE

Our breakfast and lunch program operates under the authority of the State and Federal government. The nutritional requirements and regulations of this program are issued by the United States Department of Agriculture (USDA) and are met daily to provide each student a nutritional and reimbursable meal.

The food service program is another tool of our educational system to teach the importance of a well-balanced meal. We provide meals, which give each student a chance to choose items of his or her preference. To insure that each meal is a reimbursable meal, breakfast students must choose three of four items offered, and lunch students must choose three of five items offered. Milk choices are offered with all meals.

MEAL PURCHASES

The Accu-Scan Meal Tracker computer system is used to account for our daily meal participation. Each student has an account and all lunch money paid by students is credited to their individual accounts. Each student has an ID # and when passing through the lunch line his or her ID # is punched in and his or her individual account is charged appropriately. Students are asked to bring sufficient funds to credit meal accounts two weeks in advance of participation. Payment for breakfast and/or lunch should be made during the morning before school starts to eliminate congestion in the lunch line.

LUNCH PERIOD

All students will be required to remain in the building or the designated outside areas during the lunch period. NO food will be called in or brought to school during the lunch period. If a student must eat at home for medical reasons, a written request, from a physician, must be given to the office.

Lunch Room Rules

1. Students shall enter the lunch line orderly and quietly.
2. Except for filling and emptying trays, students shall stay in the lunchroom until the dismissal bell rings.
3. Students should empty their own trays and clean off their tables when finished eating.
4. No food or drinks should be taken out of the lunchroom; rest room and hallways are not considered as being part of the lunchroom.
5. Noise level should be kept to a minimum.
6. Students will not be allowed to leave the lunchroom to go to the office, to lockers, or to the library unless they have been given permission by a teacher or the lunchroom monitor.
7. Students will not be allowed to share lunches or exchange food items.
8. No students should be in lunchroom before the lunch bell rings.

The Board of Education approved a Wellness Policy for the district at the school board meeting on May 8, 2006. The policy reads as follows: "USD #447 Cherryvale, is committed to providing a school environment that promotes and protects children's health, well-being and ability to learn by supporting healthy eating and physical activity". The School Health Council members are encouraging our parents, staff and community members of USD 447 to consider healthier food and beverages for classroom parties and celebrations, classroom rewards, and fundraisers.

The Food Service Department of USD#447 would be pleased to assist you with choosing healthy choices of snacks/treats including beverages. If you are interested in purchasing any of the items for a school affiliated event please contact the Food Service Department at CMHS at 336-8107, Lincoln Central at 336-8225 or Thayer Schools at 839-5203. Payment must be made at the time of the request.

GAMBLING

Games of skill or chance played for money or other valuables are illegal. Cards, dice, or other material--and money will be confiscated and may be claimed by a parent from the principal.

GRADES

CM/HS

The school year is divided into two (2) semesters. All grades run for the semester. The marks received at the end of each semester, or at the end of any completed course, becomes a part of the permanent record which is kept on file in the school offices.

Interpretation of Marks

The following letters are used for the purpose of recording grades and reporting student's progress to parents:

A-Superior: This mark indicates that the student has given evidence of genuine interest in the subject and has done work in quality and quantity far in excess of the standards set forth for a passing grade.

B-Excellent: This mark indicates that the student has given evidence of interest and ability above the standards set forth for a passing grade.

C-Average: This mark is the average passing grade. It indicates that the student has acquired the necessary ability to proceed in the subject and can utilize the ability where needed. This mark is satisfactory for college entrance.

D-Below Average: This mark indicates that the student has not acquired the necessary ability to work efficiently at the next task in the subject or to see the ability efficiently in other situations where needed. The "D" mark is lowest passing grade.

F-Unsatisfactory (Failure): This mark indicates that no credit is given toward graduation. Such failures are recorded on the student's permanent record and cannot be removed.

I-Incomplete: Incomplete grades must be completed within two weeks after the end of the grading period, otherwise they become F's. (Exceptions are made for serious illness or other emergencies.)

Students should be aware of their grade status in each class.

Teachers will be happy to discuss grades individually before or after school. Grades are the student's private business and should be discussed privately.

CM/HS The following is the grading scale adopted by the USD #447 Board of Education for all students' grades 7-12.

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

Lincoln Central

Report cards will be issued to all students at the close of each nine weeks grading period. The uniform grading scale utilized is:

Kindergarten: **B**= Beginning (Child needs constant help from teacher
 D= Developing (Child can successfully complete task with some monitoring by teacher)
 M=Mastered (Child can successfully complete task without teacher help)

Grades 1 & 2: 1=Below 2=Basic 3=Proficient 4=Advanced

Grades 3 – 6:

100	A+	79 - 77	C+	59 - below	F
99 - 94	A	76 - 74	C		
93 - 90	A-	73 - 70	C-		
89 - 87	B+	69 – 67	D+		
86 - 84	B	66 – 64	D		
83 - 80	B-	63 - 60	D-		

P.E. and Music, receive grades of E, S, or N for grades K - 6. (E = Excellent S = Satisfactory
N = Needs Improvement)

In grades not listed above an Objective Based grade card will be used.

Thayer Schools

The following grade scale will be used:

Grades 4-8:

A 90-100% **B** 80-89% **C** 70-79% **D** 60-69% **F** 59-below

In grades not listed above an Objective Based grade card will be used.

HALLWAY TRAFFIC

Students must have a pass signed by the teacher to be in the hallways. The student must go directly to the place indicated and return directly to class. Students **MUST** have written permission to enter main hallways prior to 8:00 a.m.

HEALTH INSURANCE

USD #447 does not provide insurance to cover illness or injuries to students. Families should purchase insurance to cover medical expenses that may be incurred by their students.

HONOR ROLL

CH/MS Honor roll is recognized on a semester basis. Superintendent's Honor Roll 4.0 GPA: All A's in every class. Principal's Honor Roll 3.25 - 3.99 GPA: A student must have at least a 3.25 GPA and receive no more than one (1) C grade for all classes taken during the semester.

Lincoln Central and Thayer Schools will use an A and A/B honor roll.

INCLEMENT WEATHER

In case of inclement weather, school closing announcements will be made using the automated phone system. Therefore it is imperative that students/parents make sure that the school has the proper phone number/contact information in order to receive these messages.

LOCKERS

Each student is assigned a locker for storage of books and equipment. Students shall not share lockers for any reason. It is the student's responsibility to see that his/her locker is kept locked and in order at all times in grades 7-12 and grades 6-8 in Thayer. School desks and lockers are the property of USD 447. Students do not have an expectation of privacy for the contents. Administration may inspect them at regular intervals or when deemed necessary.

PARKING

Students are to park in designated areas only. Bikes, skateboards etc. will be parked in the designated areas for each school.

HIGH SCHOOL GRADUATION REQUIREMENTS

24 Credits Required In Order To Graduate

4 Language Arts Credits

English 9, 10, 11 and English 12 are required

3 Math Credits

Algebra 1 or Geometry is required

3 Science Credits

Physical Science, Biology and 1 Credit of Advanced Science

3 Social Science Credits

World History, U.S. History, Government/Economics

1 Computer Technology Credit

MS Word, Desktop Publishing

1 Physical Education Credit

9th Grade Physical Education

1 Vocational Arts Credit

Vocational Agriculture
Industrial Arts/Wood Technology
Family and Consumer Science
Vocational Technical Training
Business Education

1 Fine Arts Credit

Music Curriculum
Art Curriculum

Requirements for grade promotion and classifications:

0-5 credits	Freshman
6-12 credits	Sophomore
13-18 credits	Junior
19 credits and above	Senior

EARLY GRADUATION

Any 12th grader that has all of the required credits to graduate may do so at the end of the first semester of his/her 12th grade year. The deadline to inform the school of the student’s wish to graduate early is the last day of the first nine weeks. When a student chooses to graduate at the end of their first semester of their 12th grade year they will be eligible to attend prom, senior trip and participate in graduation ceremonies. See Board Policy JFCA and JFCA-R.

PLACEMENT / RETENTION LINCOLN CENTRAL ELEMENTARY

Not all students develop academic / social skills at the same rate. For this reason, some students can benefit by repeating a grade level, giving them the time to socially mature and/or develop basic academic skills appropriate for a grade level. Parents of students that the staff considers benefiting from retention or placement will be notified in March that their child is considered a potential candidate for retention or placement. Final decisions will be made in mid-May.

MIDDLE SCHOOL PROMOTION--THAYER

In order to complete either the 7th or 8th grade a student must have passed six (6) of eight (8) credits in the four major subject areas (language arts, math, science and social studies). A student who fails to comply with this requirement may ask for a hearing with a review team for further consideration.

Any student not meeting 8th grade promotion requirements may not participate in the 8th grade promotion ceremony nor attend the 8th grade trip.

MIDDLE SCHOOL PROMOTION—CM/HS

Seventh and eighth grade students must pass their core subjects (Math, English, Science, history, geography, civics/KS history) for the entire year. Semester grades will be averaged. If a student does not successfully complete a core class, he/she will be subject to the following interventions:

Retention in grade level:

A student that fails the entire year in three or more core subjects will be retained in his/her present grade level.

Exceptions:

1. The student has made a satisfactory effort the entire school year to complete all assignments and pass course outcomes (determined by classroom teacher).
2. Unusual circumstances have caused the student to perform under his/her capabilities. These circumstances must be documented.

SCHOOL NURSE

If a student becomes ill at school, report to the office; parents or guardians must be notified if a student is to be sent home. In the case of an accident or injury at school, the nurse will be called to handle the emergency and fill out any reports. Any special medical problem should be reported to the school nurse and principal and will be handled confidentially. If a student is taking medication, he/she needs to contact the school nurse in regards to regulations for having medications at school.

WEAPONS

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

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

Possession of a firearm shall result in expulsion from school for a period of one-year (186 school days), except that the superintendent may recommend that this expulsion requirement be modified on a case-by-case basis under the provisions of Board Policy item JDC (Probation). Students violating the policy shall be referred to the appropriate law enforcement agency(ies) and if a juvenile, to SRS.

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

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

Students are not allowed to carry lighters and/or matches while at school or school related activities. Students found to be in possession of such items will be subject to disciplinary consequences.

EMERGENCY DRILLS

Procedures for exits from each room will be posted in the classroom. Each student should become familiar with the fire, intruder and tornado drill instructions.

SEMESTER EXAMS (High School Only)

Semester exams will be given in all classes each semester. Any high school student with an “A” grade and five or fewer absences in a class or a grade of “B” and three or fewer class absences may choose to be exempt from taking the course final exam.

Students entering a classroom late to take a semester exam will have the remaining testing time to complete the semester exam. Students unable to take a semester exam due to an excused absence will be responsible for making arrangements with the teacher to make-up the semester exam. Arrangements must be acceptable to the teacher and the building administrator. Failure to complete a semester exam as agreed and in a timely and prompt fashion will result in zero credit for the semester exam.

T.E.A.M. PERIOD (High School Only)

- Rules: 1. Students will bring reading or study material to class each day
2. No passes will be given during Activity Period

Grading Procedure: Grades will be based on the following daily criteria:

- 25 points will be given for bringing the necessary materials daily
- 25 points will be given for participating in each activity daily
- 50 points will be given for completing reading log daily

Meeting Schedule:	1 st Thursday	Student Council
	2 nd Thursday	FFA
	3 rd Thursday	FBLA
	4 th Thursday	FCCLA
	5 th Thursday	Class Meetings (when there is a fifth Thursday)

SENIOR TRIP (High School Only)

Seniors culminate four years of study with a trip at the end of school, paid by dues and fund-raisers. The length of the trip shall depend on the availability of funds and the desires of the class and the class

sponsors. Seniors in good standing (defined as passing all subjects for the second semester and graduating with their class on graduation day) will be allowed to attend the Senior Trip.

SEXUAL HARASSMENT

Under Title IX of the Education Amendments of 1972 (Title IX) and its implementing regulations, no individual may be discriminated against on the basis of sex in education programs receiving Federal financial assistance. Peer sexual harassment is a form of prohibited sex discrimination where the harassing conduct creates a hostile environment. Thus, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when the conduct is sufficiently severe or repeated as to limit a student's ability to participate in or benefit from the education program, or to create a hostile or abusive educational environment.

If you believe you or someone you know has been discriminated against upon the basis of sex or sexually harassed by an employee USD 447 or another student, you should report the matter immediately to a member of the high school faculty or the building administrator. It will then be the responsibility of the faculty member and/or building administrator to take immediate and appropriate corrective action.

A student or students found to have sexually harassed another student or students will have been in violation of student handbook policy, which will result in disciplinary consequences, and in severe cases, expulsion from school. A student or students found to have sexually harassed another student or students could also face legal consequences.

VENDING MACHINES (High School Only)

Soft drinks, candy and snacks are available in machines in the commons area. These items are to be consumed in the commons area. Soft drinks, candy, and snacks will not be consumed in locker areas or classroom areas without prior approval from the building principal.

The students are charged with the responsibility of keeping pop cans and candy wrappers picked up and thrown away after contents are consumed.

These machines are operated by the STUCO and profits are used for STUCO activities.

VISITORS

Immediately following the start of each school day, all visitors must enter through the main entrance at each building. School policy requires all visitors in the building or on the grounds to obtain a Visitor's Pass from the office. Guests of students are not allowed.

CELL PHONES

Lincoln-Central and Thayer Schools discourages the bringing of cell phones to school. However, if a parent believes it is necessary for their child to bring one, they will be allowed to do so with the following understanding; Students shall not use cell phones during school hours. If a student has a phone, it is to remain OFF and put away throughout the school day. Failure to comply with the cell phone policy will result in the phone being confiscated and then picked up by a parent or guardian.

Cherryvale Middle/High School Cell Phone Policy

We will allow students to bring cell phones into the building but they must be turned off and kept in their lockers only. Students will be allowed to use cell phones and other handheld media or electronic

devices once they enter the building in the morning, but after the first bell rings, these items must be put in their locker for the remainder of the day. If a student is caught with a cell phone one of the following consequences will take place:

1st Offense: Student cell phone will be confiscated and student can pick it up at the end of the school day.

2nd Offense: Student cell phone will be confiscated, parent/guardian called and parent/guardian will have to pick up the phone at the end of the school day or sometime after.

3rd and every offense thereafter: Student cell phone will be confiscated, parent/guardian called and parent/guardian will have to pick up the phone at the end of the school day or sometime after. Consequences for student will be determined by building administration and could include, but not limited to: In-school suspension, Out-of-school suspension, Saturday School, loss of eligibility (student not in good standing), or other consequences deemed appropriate by administration.

All other handheld media or electronic devices (MP3 players, CD players, tape recorders and cameras) will follow this same policy.

USD 447 PLAGIARISM POLICY

Generally speaking, plagiarism is the use, without acknowledgment, of information, ideas, or actual writing produced by someone else. A plagiarized assignment is not the student's own work; it cannot be accepted as fulfillment of an assignment. Furthermore, plagiarism suggests an attempt to deceive and is, therefore, morally unacceptable.

Plagiarism is of serious concern to USD #447 staff and administration. It is also a major concern to the nation's universities. Widely accepted policies on plagiarism serve as a basis for USD #447 plagiarism policy.

1. The plagiarism policy will be distributed each year to all USD #447 students. Upon receipt of the handout, each student will sign a paper indicating that he/she has received the information. A copy of this sheet will be placed in the students file.

2. Description of Plagiarism:

Minimal Plagiarism—Typically found as, but not limited to: copying a phrase or several phrases, without using quotation marks or citing sources, etc.

Substantial Plagiarism—Typically found as, but not limited to: using substantial amounts of information from a source but not citing the sources; copying word for word (i.e., quoting) a paragraph or lengthier

passage without using quotation marks and/or citing the source; copying substantial passages almost word for word and treating the material as paraphrase or as original thinking or copying partially, substantially, or in its entirety, a published article or another writer's work.

3. Penalties will include the following (Administration reserves the right to amend the following penalties):

FIRST OFFENSE: (Minimal Plagiarism)

A warning by the teacher, a record made of the incident and placed in the student's cumulative file, parent notification, rewriting the assignment without the plagiarized material, and a lower grade on the assignment to be determined by the teacher.

FIRST OFFENSE: (Substantial Plagiarism)

A failure on the assignment, a record made of the incident placed in the student's cumulative file, parent notification. The finding of plagiarism will be verified by the principal and the teacher involved.

SECOND OFFENSE: (Plagiarism of **ANY** kind)

Disciplinary action taken by the principal, a failure on the assignment and, possibly, an "F" for the nine weeks, a record of the incident placed in the student's cumulative file, and parent notification.

(The finding of plagiarism may be verified as noted above)

Plagiarism records **will not** be annually purged. A student's plagiarism record will apply throughout his/her attendance at Cherryvale Middle/High School. EXAMPLE: A student who receives a first offense warning during his/her freshmen year will be subject to the second offense penalties any year thereafter.

Copying and pasting material from the internet is considered plagiarism at Cherryvale Middle/High School will **NOT** be allowed in **ANY** classes. Individual teachers may allow copying and pasting if they consider it necessary for the assignment.

VALEDICTORIAN SELECTION (High School Only)

The purpose of identifying the valedictorian(s) is to recognize the top academic graduating senior student(s),

The student(s) who meet(s) the following criteria will be considered Valedictorian(s).

1. Meets Kansas State Regent Scholars qualifications/criteria.
If no students meet the Kansas State Regent Scholars qualifications, there will be no valedictorian for that year.
2. At the end of their senior year, the student(s) has / have a cumulative grade point average of 4.0 in grades 9-12.
3. If no senior has a cumulative GPA of 4.0 then the progression will move down to 3.9, 3.8, etc. until the top academic student(s) is/are identified.

When there is only one identified valedictorian, there will be a salutatorian award presented. The same criteria will be used in the selection process.



State of Kansas
Kansas Board of Regents

Qualified Admissions Curriculum

Kansas Scholars Curriculum

Note: 1 unit = 1 year or 2 semesters

English

4 units required
At least one unit of English or language arts must be taken each year of high school.

In addition to this requirement, students are encouraged to take courses in journalism, speech, drama/theater, and/or debate. These courses **do not** count toward the English requirement.

English

4 units required
See the Regents Qualified Admissions Curriculum.
The requirements are the same.

Natural Science

3 units required
Students must take three units chosen from the following courses:

- Biology
- Advanced Biology (2nd Year Biology)
- Earth/Space Science
- Chemistry**
- Physics**

 ** At least one unit must be in chemistry or physics

If these courses have been approved by the Kansas Board of Regents, students may take up to two units in:

- Applications in Biology
- Applications in Chemistry
- Principles of Technology I and II

 Applied/technical courses (e.g., Applied Chemistry, Applied Physics) may not be substituted for the requirement that one unit of natural science credit must be in chemistry or physics.

Students are encouraged to take one additional unit of science chosen from the courses listed above.

Natural Science

3 units required
Students applying for a state-sponsored scholarship must take:

- Biology
- Chemistry
- Physics

 Students are strongly encouraged to take a fourth year of science.

Math *For students graduating prior to 2006**

3 units required
Students must take one unit each of:

- Algebra I
- Algebra II
- Geometry

 Completion of any of the required math courses in middle school or junior high school, can count toward the Qualified Admissions math requirement.

Math *For students graduating in 2006 and thereafter* 3 units required in high school at or above the level of Algebra I.*

Mathematics courses completed in middle school or junior high will not count toward the Qualified Admissions math requirement.

**Students are strongly encouraged to take a mathematics course every year of high school.*

Math

1 additional unit (for a total of 4 units)
In addition to Algebra, Algebra II, and Geometry, you are required to complete at least one unit of advanced mathematics selected from:

- Analytic Geometry
- Trigonometry
- Advanced Algebra
- Probability and Statistics
- Functions
- Calculus

 *Algebra I in 8th grade is accepted for KS Scholars Curriculum.

Social Sciences

3 units required
Students must complete the following:

- One unit of U.S. History
- One-half unit of U.S. Government

 One-half unit selected from:

- World History
- World Geography
- International Relations

One unit selected from:

- Psychology
- Economics
- Civics
- History
- Current Social Issues
- Sociology
- Anthropology
- Race and Ethnic Group Relations

Social Sciences

3 units required
See the Regents Qualified Admissions Curriculum.
The requirements are the same.

Computer Technology

1 unit required
The school may fulfill this requirement by use of a test.

The test grade must be listed on the transcript with a grade as one unit. You need not, however, count it toward graduation.

Computer Technology

1 unit required
See the Regents Qualified Admissions Curriculum.
The requirements are the same.

Foreign Language

Recommended but not required for Qualified Admissions.

Revised February 20, 2007*

Foreign Language

2 units required
Students are required to complete two years of one foreign language.

ACTIVITIES HANDBOOK

See separate Activities Handbook