

2008-09

BELL SCHEDULE

8:00-8:10	Homeroom-Activity Period	10 minutes
8:10-9:03	First Hour	53 minutes
9:07-10:00	Second Hour	53 minutes
10:04-10:57	Third Hour	53 minutes
11:01-11:54	Fourth Hour - CHS	53 minutes
11:01-11:27	Fourth Hour – CMS	26 minutes
11:27-11:52	Lunch – CMS	
11:52-12:19	Fourth Hour – CMS	27 minutes
11:52 – First bell – dismiss juniors and seniors for lunch		
11:54 – Second bell – dismiss freshmen and sophomores		
11:54-12:19 – CHS lunch		
12:23-1:17	Fifth Hour	54 minutes
1:21-2:14	Sixth Hour	53 minutes
2:18-3:25	Seventh Hour	67 minutes
7 th Hour meets Monday-Thursday only		

CHS SCHOOL SONG

A song for the land where the sunflowers bloom
Hail to our city so fair
For it's three times three with a sis, boom, bah
For the high school whose colors we wear.

CHORUS:

For we are the students of the C.H.S.
Sing we the tribute that our hearts confess
Ever we glory in our proud success
Hail to the blue and white forever.

The red, white and blue are forever dear
Pure as the heavens above
And we'll be true, native land to you
And the high school whose colors we love.

CHORUS:

SCHOOL MASCOT: BLUEJAY

SCHOOL COLORS: Royal Blue and White

**SCBL LEAGUE SCHOOLS: Argonia, Caldwell, Central (Burden), Cedar Vale,
Dexter, Elk Valley (Longton), Oxford, Sedan, South Haven, Udall
and West Elk (Howard)**

BLUEJAY TRADITIONS

A Bluejay knows his school colors
A Bluejay knows his school song.
A loyal Bluejay takes part in school activities
A Bluejay recognizes the need for rules and regulations and realizes the proper time and place
for everything
A loyal Bluejay is a good sport.
A Bluejay respects teachers and fellow students.
A Bluejay makes new students and visitors feel welcome.

ENROLLMENT POLICY

CALDWELL MIDDLE / SENIOR HIGH SCHOOL ADMISSIONS POLICY

Students residing in U.S.D. #360 are eligible to enroll in the school district providing they are in good standing.

Students residing **outside** the district may be admitted providing the home district acknowledges the student (s) is in good standing in the home district. The request for attendance is to be made by contacting the superintendent of schools.

All high school students and their parents are invited to work with the school counselor in planning an individualized program of study to be used as an enrollment guide. The program of study will list the courses the student will be expected to complete while attending U.S.D. #360.

The program of study will be goal directed and designed not only to meet graduation requirements, but also to meet the specific academic needs of the individual student. The counselor will utilize teacher input, standardized test results, past achievement records and expressed goals for the recommended course of study. It is strongly recommended at least one parent be present with the student at the enrollment conference to assist in the preparation of the program of study. For various reasons, the program of study may be changed before the student graduates from high school. Parents are encouraged to work closely with the school regarding their student's academic program.

PROCEDURES FOR INITIAL STUDENT ENROLLMENT IN USD 360

Basic requirements for student enrollment include:

1. A copy of birth certificate,
2. A copy of the social security card,
3. A current original immunization record,
4. And a copy of records request for transfer students (request should show enrollment date and parent/guardian signature if possible)

A student folder will be established and maintained on every student.

BASIC ASSUMPTIONS:

1. Most students, regardless of ability, will benefit by preparing themselves to continue on to some kind of education beyond high school. For those students who will go on to post-secondary education, high school is to be considered an educational transition.
2. Students will benefit themselves by taking courses leading to the maximum opportunity within their ability – regardless of their immediate interests.
3. Students need to be encouraged if they are to reach their educational potential.

ALL STUDENTS MUST ENROLL IN SEVEN PERIODS DAILY with a minimum of six units of credit unless otherwise approved by the principal. When necessary, the building principal / designee may waive this requirement on an individual basis.

Normally, seniors will be given first consideration for aide assignments, and only one unit of aide credit may be earned.

The school day begins at 8:00 a.m. (doors will open at 7:30 for breakfast) and closes at 4:00 p.m. with a closed noon hour (see related section on page 7).

On Friday, the school day begins at 8:00 a.m. and closes at 2:15 p.m.

EXTENDED LEARNING PERIOD: The T.A.S.K. After School and the At-Risk program approved by the Board of Education will run from 3:08 p.m. until 3:53 p.m. for middle school students and 3:15-4:00 p.m. for high school students. Students requiring additional time to complete class work may be assigned to extended learning by a teacher. Failure to report to extended learning as directed will result in a zero hour assigned by the principal or his designee. Before school extended learning is an option for middle / senior high students providing the assigning teacher agrees to this option.

Parents and area employers should not expect students to report to work until 4:00 p.m. or later.

T.A.S.K. Program

Time After School for Knowledge

The TASK Program has been developed to help students keep on track and complete assigned work in classes. Students who cannot complete assigned work by due dates need a place and time where they can complete the work in a timely fashion.

The school day at Caldwell Secondary Schools is from 8:00 a.m. until 4:00 p.m. Even though classes are dismissed at 3:25 p.m., students may be required to stay until 4:00 p.m. Parents and area employers should not expect students to report to work until 4:00 p.m. A student's first obligation is to complete schoolwork in a timely fashion.

The TASK program will be held after school daily Monday through Thursday. TASK time for middle school students will run from 3:08 p.m. to 3:53 p.m.; TASK time for high school students will run from 3:15 p.m. to 4:00 p.m.

During this time students will be working on incomplete assignments, doing remediation work, and other activities. If incomplete work is completed before the dismissal time, students will be expected to work on other assignments or read quietly until that time. No one will be dismissed from TASK time before the scheduled dismissal time.

Skipping an assigned TASK time will be considered the same as skipping an assigned detention and will be handled by the principal / designee in the same manner.

ASSIGNMENT TO TASK PROGRAM

I. At Risk Criteria

Students who meet certain "at risk" criteria will automatically be assigned to the daily TASK program for a period of time deemed appropriate by the administration. Those "at risk" criteria may include, but not be limited to, low state assessment test scores, failing grades from the previous semester, low standardized test scores, currently failing classes, attendance, and SES factors. Time spent in TASK program will be spent doing remediation work in order to better prepare the student for future tests and courses, completing current incomplete work, and enrichment activities.

Students who are assigned to TASK time because they failed courses the previous quarter or semester will be re-evaluated at progress report time the following quarter. If they are currently passing all seven of their classes, they may be released from TASK time. If, however, there are other issues such as incomplete work, they may remain in TASK time.

ASSIGNMENT PROCEDURES:

1. MS students will report to TASK after the 3:08 bell. HS students will be dismissed from class at 3:15. If a student needs to use the restroom or get a drink they will take care of it BEFORE reporting to TASK.
2. If a High School student is not in attendance at 3:20, they are tardy. If a student doesn't have a note from a teacher as to their whereabouts, it is unexcused.
3. Students need to bring a pen, pencil, all missing and current homework with them to the classroom. Students should also bring a library book to read when their work is done.
4. Students will sign the attendance sheet daily.
5. Students will be respectful and quiet towards other students working. Students will listen and follow directions of TASK supervisors the first time they are given.
6. If a student chooses to not work quietly, talks back to supervisors, or refuses to work they will be removed from the TASK room immediately and must leave the school building promptly. They will receive an unexcused absence and will not be allowed to attend any extra-curricular school activities for one week (this includes practices). A second offense results in a two-week suspension from extra-curricular activities. A third offense results in suspension for nine (9) weeks from extra-curricular activities.
7. If a student has to leave school early and miss TASK, it must be approved through the office and not through the TASK supervisors.
8. Athletics do not come before TASK. A student will be released to practice at 3:53 or 4 PM. On game days, students must report to TASK unless team departs prior to 3:08. If the team is departing during TASK time, the TASK supervisors will release the student early. On team picture days, students will report to get their picture taken, but must report to TASK when pictures are completed.
9. If a student participates in a school-related trip, the student is expected to return to TASK if the return time is prior to 3:53 or 4:00.
10. Students working on a laptop must have the screen turned to where the TASK supervisor will be able to see it at all times.
11. With permission of the supervisor, students may listen to music using headphones. Music must be kept at a level so that it can't be heard by anyone but the student. Students bring these devices at their own risk and the school will not be responsible for lost or stolen items.
12. Purses and book bags should be kept in the student 's locker and should not be brought into the TASK classroom.
13. Cameras and cell phones are not allowed in the TASK classroom. These items will be confiscated and turned into the office. The administration will determine when these items are released.

II. Incomplete Work

Being assigned to the TASK program will not be the first line of behavior modification for incomplete work. Following are the guidelines that will be enacted for failure to complete assignments.

1. Teacher intervention – Teachers will define incomplete work criteria for each of their classes. Teachers will have students come in before or stay after school for incomplete assignments. Teachers will complete a log of students assigned to come in before or after school for incomplete work
2. After a teacher has implemented individual interventions to get a student to complete work and has not succeeded, the teacher will complete a WAC (Work, Attitude, Conduct) form and attach a list of incomplete work and give it to the counselor. The counselor will meet with the student, discuss the problem, and assign task time as deemed necessary by him and the principal / designee. Parents will be notified by phone, email, or letter.

3. Teachers will inform the TASK coordinators of the work a student needs to complete during TASK time. A list of work is to be given to the coordinator no later than 3:00 p.m. daily.
4. Students will not be released from assigned TASK time until teachers have verified that all incomplete assignments are completed as assigned.

III. Senior Project

Seniors who miss deadlines will be assigned to TASK time per the following schedule:

First missed deadline earns student a minimum of two consecutive days (or until caught up and released by the Senior Project Coordinator) in TASK Program until 4 p.m. Parent will be notified by letter.

Second missed deadline earns student a minimum of four consecutive days (or until caught up and released by the Senior Project Coordinator) in TASK program until 4 p.m. Parent will be notified by letter.

Third missed deadline earns student assignment to TASK program until 4 p.m. every day until the student and parent together meet with the Senior Project Committee to resolve the situation. Skipping an assigned detention for missing deadlines will be treated as skipping any detention, and school discipline procedure will be followed.

DUAL CREDIT COURSES

All course work available to Caldwell High School students for dual credit must be approved by the building principal / designee before high school credit will be issued. This policy applies to both college outreach classes and all correspondence classes.

G.E.D. – GENERAL EDUCATION DEVELOPMENT TEST

Caldwell High School will not issue high school units of credit based upon GED results.

WORK STUDY PROGRAMS / OCCUPATIONAL EDUCATION PROGRAM

Student work passes are not allowed. The only exception to this rule is students enrolled in and under direct supervision of Special Education and the counselor's "Occupational Education Program." This program is for juniors and seniors only. They must have a 2.5 GPA to be allowed in this program. Students must not have prior attendance issues to be eligible to enroll in a Work Study program.

STUDENT AIDE

Students may enroll in "Student Aide" providing they have not had an "F" or failing grade the previous semester of attendance. Student tutor and student aide assignments require approval by the supervising teacher and the building principal / designee. Students may receive only one credit for Student Aide in their four years of high school.

VOCATIONAL-TECHNICAL ENROLLMENT OPTIONS

Eligible Caldwell High School students may request permission to enroll in a vocational-technical program at Cowley County Community College. Interested students need to contact the school counselor for details.

SENIOR HIGH GRADUATION REQUIREMENTS

(A) CREDIT REQUIREMENTS. . .

Twenty-four (24) units of credit are required for Caldwell High School graduation. Students are required to have sixteen (16) units of credit in addition to band, vocal music and physical education.

No more than two (2) credits transferred in from a Learning Center can be counted toward the total number of 24 units required for graduation from Caldwell High School.

Eight (8) semesters of satisfactory attendance enrolled as a full time student are required for graduation unless special administrative approval is granted to allow early graduation. Except under the most extraordinary circumstances, request for early graduation will be denied.

(B) LANGUAGE ART CLASSES - English courses are full year courses with full credit.

Required: English 9 – freshmen

English 10 – sophomores

English 11 – juniors

Senior English

Should a student fail any of these required English courses, he / she will repeat each semester failed until credit is earned. In accordance with Kansas State Department of Education regulations, the building principal / designee may waive up to one unit of the language arts requirement if the principal / designee determines that a pupil can profit more by taking another subject.

All seniors will be required to satisfactorily complete a Senior Project. They will receive one (1) unit of credit for this project.

The summary for specific course requirements as listed by the State Board of Education are as follows:

English	4 units of credit
Math	3 units of credit
Science	3 units of credit
Computer Application.	1 unit of credit
Health/PE	1 unit of credit
Fine Arts	1 unit of credit
Social Science	3 units of credit

(includes Am. History 1 credit; Government ½ credit, however Caldwell requires ONE FULL credit in government)

All students must have three (3) units of math, three (3) units of science and one (1) unit of fine arts. Fine arts is defined as band, vocal music or art.

Remaining units are to be chosen from the course offerings in the following areas: Language arts, mathematics, science, social science, business, practical arts, fine arts and physical education or safety education.

Students not scoring proficient or above on a state assessment shall be put on an Individual Remediation Plan. The plan (IRP) will be designed to meet the individual student's needs. In order to design this plan, the student, his/her parents, the counselor, the principal / designee, and the core teachers in the area of remediation will meet and write the plan. The plan may require the student to take a computer based remediation class or complete the remediation within another class.

Students working under a remediation plan cannot be student aides or do work study until the remediation plan is completed.

Students IRP's may be completed in the T.A.S.K. program.

To be eligible to receive the high school diploma from Caldwell High School the student must satisfy each of the following requirements:

1. All required academic course work must be completed with a passing grade. Any incomplete assignments may result in the student not passing in the course,
2. All school attendance requirements must be satisfactorily completed before the diploma will be issued. Make up time assigned for unexcused absences or for disciplinary reasons is regarded as part of the school's attendance requirement.
3. To be eligible to receive the diploma the student must be in good standing at the time of graduation. Any disciplinary sanction(s) imposed on the student at the time of commencement may result in the withholding of the diploma.
4. All school owned property assigned to the student must be returned, and arrangement made for the payment of any outstanding bill(s) owed the school before issuance of the diploma.

In accordance with State Department of Education regulations students who meet the required criteria are eligible to test out of classes by passing a comprehensive examination. Eligible students interested in testing out of a class need to confer with the building principal / designee and the gifted education teacher.

ATTENTION: COLLEGE BOUND STUDENTS AND PARENTS KANSAS QUALIFIED ADMISSION STANDARD

Student admission to K.U., K.S.U., W.S.U., P.S.U., E.S.U., and F.H.S.U. is achieved in one of three ways:

- (1) graduated in the top third of his / her class
- (2) achieve a 2.0 on a 4.0 scale in pre-college curriculum which are the core classes.
- (3) earn a score of 21 or higher on the ACT test

A student failing to qualify for admissions to a regents university based on the above standards has the option of attending one of the many community colleges, or any of the private schools that will accept the applicant.

QUALIFIED ADMISSIONS KANSAS BOARD OF REGENTS' REQUIRED PRE-COLLEGE CURRICULUM

- (1) Four units of English – at least one unit of English / language arts must be taken each year in high school.
- (2) Three units of mathematics – Algebra I, Geometry, Algebra II. Completion of the three required mathematics courses prior to entering college satisfies the Regents Qualified Admissions requirement.
- (3) Three units of social studies – including one unit of U.S. History, one unit of U. S. Government, one unit selected from world history, world geography, international relations, psychology or sociology.
- (4) Three units of natural science – chosen from biology, advanced biology, chemistry, physical / earth / space science, and / or physics. At least one unit must be in chemistry or physics.
- (5) One unit of computer technology. Computer Applications fulfills this requirement.
- (6) Two units of foreign language – No units are required but the Board of Regents strongly encourages students to take two units of one foreign language in high school.

See the counselor for more details and / or a brochure from the Kansas State Department of Education.

VOCATIONAL EDUCATION RECOMMENDATIONS

For specific requirements in any career field or major, please check with the counselor. Students interested in career, vocational, or technical fields should check in the guidance office for specific requirements.

Prior to the senior year in high school, students and parents need to seek factual, detailed information pertaining to the student's post secondary choices. The school counselor is readily available upon request to assist students and parents with: educational and occupational information regarding such things as employment opportunities, apprenticeship programs, military service careers, trade schools, public vocational-technical schools, community junior colleges, private and state four-year colleges and universities, out-of-state institutions, admission standards, college entrance testing programs, U.S. military academies, ROTC programs, educational costs, student financial aid programs, grade point average, credit by examination, Kansas careers, college visitations and appointments with college representatives.

CAMPUS VISITATIONS AND POST HIGH SCHOOL PLANNING

Students wanting to visit a post secondary school campus on school time are required to have the school counselor make visitation arrangements with the school's office of admission. Before the planned absence is excused by the office, THE PRINCIPAL /DESIGNEE MUST APPROVE THE VISITATION. It is highly recommended parents accompany students making campus visitation.

Non-school days, such as the spring vacation period, are recommended as a good time to visit other campuses.

GUIDANCE SERVICES

The school counselor provides a variety of services for students wanting help in making decisions. A counselor assists students by providing information, exploring solutions to personal problems and seeking answers to questions concerning classes and future occupational choices.

To help students, the counselor provides standardized test results, comparing the students' abilities and interests with profiles of post-high school institutions.

DROPPING A COURSE

There should be very few requests to drop a course. The principal / designee will determine the need to change a schedule after the first three (3) days of attendance. **Students will not be permitted to drop a year course at the end of the first semester.** Only the building principal / designee may waive this requirement if the request to drop is determined justifiable. The recommendation of a parent, classroom teacher and the counselor will be the primary factors considered in making such a decision. Occasionally, individual adjustments are necessary to best serve student needs.

In the event that a student (with parent approval) elects to drop a course in progress, a failing grade is recorded for the course dropped.

Students removed from a class prior to the end of the semester for misconduct will receive a grade of "F" for the semester and no credit.

If a student has a justifiable reason to modify their class schedule during the semester, the "F" grade may be waived by the principal / designee.

CHS/CMS requires a student to carry seven courses each semester unless approved by the administration.

IDL CLASSES

Enrollment in IDL classes is limited and students taking IDL classes make a contractual agreement with the school stipulating the terms or conditions allowing the student to remain in the class. Students enrolled in IDL classes must agree to comply with strict standards of conduct. Misconduct on the student's part is grounds for permanent removal from class and a loss of full or partial credit for course work. Copies of contractual agreements are available in the counselor's office.

GRADE CLASSIFICATION

Senior high school students' grade placement is classified according to the number of units of credit the student has previously earned.

SENIOR	Eighteen units or more
JUNIOR	At least twelve units
SOPHOMORE	At least six units
FRESHMAN	First year student with less than six units

SCHOOL FEES

School fees are published prior to the August enrollment each year. Inquiries regarding school fees may be directed to either the grade school or middle/high school offices.

Fees are assessed for the following: Textbook Rental, Instrument Rent, Technology (Computer Application, etc.), Towel Fee (for PE and / or sports), Football mouthpiece, Art and Shop User Fees, Senior Project Fee, FCCLA fee, band and vocal classroom fees, and padlocks (for PE or sports). The padlock fee is refundable when the padlock is returned to the teacher / coach at the end of the year or sport.

Textbook rental includes workbooks for required classes. Workbooks for high school elective classes are sold to students at school cost. **IT IS THE TEACHER'S PEROGATIVE TO RETAIN STUDENT WORKBOOKS IF THE TEACHER SO CHOOSES.**

UNPAID FEES

Students owing the school money for prior unpaid fees and expenses will not be permitted to enroll in classes such as art, shop, and physical education in which students must pay for materials and special fees.

ART AND SHOP FEES are considered a user fee to cover equipment and supplies furnished by the school. The cost of any supplies such as those used in a project will be paid in full BEFORE the project is removed from the premises. Cost is to be paid as expense is incurred and never to run over \$50.

INDIVIDUAL SHOP PROJECTS ESTIMATED TO COST \$50.00 OR MORE REQUIRE ADVANCED PAYMENT COVERING HALF OF THE PROJECTED COST OF THE PROJECT BEFORE STARTING THE PROJECT.

INSTRUMENT RENTAL is a yearly fee for those using school owned music instruments.

SAFETY GLASSES REQUIREMENT. All students will be required by instructors to wear safety glasses for running class experiments, using machines and/or where the danger exists that damage to the eyes could occur.

TEXTBOOK DAMAGE BEYOND NORMAL WEAR will be charged to the pupil in addition to the rental cost.

Teachers are given the responsibility to keep accurate records of the condition of textbooks used in their room. Students will be charged no less than one-third the replacement for damaged books. Full replacement costs will be charged for books beyond repair.

CALDWELL SCHOOL YEARBOOKS

ALL YEARBOOKS MUST BE ORDERED BY JANUARY 15. COST may be paid with enrollment fees or no later than the end of the first semester. Pricing of the yearbook will be determined annually and announced with other yearly fees.

CLOSED NOON HOUR POLICY

U.S.D. #360 operates a closed noon period, and all students are required to remain under supervision in an assigned area. The school food service will serve a federally approved hot lunch. Students may also bring lunches from home to be eaten either in the cafeteria or in the commons area. For those bringing a lunch, a refrigerator will be available in the cafeteria to keep the lunch cool. A microwave is also available if they desire to heat up an item. Students are reminded of the regulations prohibiting pop and candy in the cafeteria.

Exception from the above policy will not be made except as follows:

Students may leave campus to eat lunch at home **if the parent or guardian picks up the student(s) each day, signing them out in the office.**

Students will lose this privilege if they are tardy to fifth hour class.

LUNCH TICKET

Meal tickets are purchased in the cafeteria. The first hour teacher will take lunch count and at that time the student will need to indicate if he/she wants hot lunch, or not eating. Another portion of the main dish may be ordered for an additional charge. **THERE IS A NO CHARGE POLICY ON SCHOOL MEALS.**

Students must have their lunch ticket when going through the lunch line. Students who do not have their lunch ticket will go to the back of the line. Replacement tickets will be purchased if a lunch ticket is lost.

WITHDRAWAL FROM SCHOOL

In accordance with Kansas compulsory attendance law, **school attendance is required up to the age of 18** for a youth who has not obtained a high school diploma. If a child is 16 or 17 a parent or the court may, with written consent, allow a child to be exempt from this requirement. Parents consenting to their student's withdrawal from school are required to sign a waiver statement freeing the school of its responsibilities.

Students who want to drop out and attend the Chisholm Trail Learning Center will be required to meet with a committee consisting of the principal / designee, the counselor and some of that student's teachers. One parent will also be required to attend the meeting unless the student is 18 or older.

Students transferring to another school must report to the counselor's office and ask for a withdrawal form. After parent approval by signature or a phone call, the student will take the form to his / her teachers for their signatures. Teachers will indicate the grade to date and whether books and other materials are turned in, as well as any fees that might be owed. The completed form is to be returned to the office where fees are paid and/or refunds (if any) will be figured.

CALDWELL MIDDLE SCHOOL COURSE REQUIREMENTS

Middle school students are required to enroll in seven (7) periods per day. Four of those periods will be the core classes – English, math, science and social science. The other three hours will be chosen from electives that vary from year to year.

Students failing to meet satisfactory scores on state and local assessments may be assigned to remediation courses for their electives.

MIDDLE SCHOOL PROMOTION

To be promoted, a student must pass at least 75% of his or her own classes, those being math, science, social science and English. Full year classes of this nature are to be divided into two semesters with a grade at the end of each semester. Grades are not to be continuous from one semester to the next.

Parents of students who are not doing satisfactorily will be notified at the middle of each quarter by progress reports, nine week intervals by grade cards, and at the end of each semester by grade cards.

At the end of the school year those students who have not been able to meet the middle school promotion requirements shall be referred to a committee for a final recommendation. The committee will be composed of the school principal / designee, school counselor, and one middle school teacher assigned to the committee on a rotating basis. The committee shall consider grades, intellectual ability, chronological age, emotional maturity, and physical maturity.

To make up the credits required to be promoted, students may make up failed classes in the summer through an USD #360 approved alternative program.

According to Kansas State Statutes, placement and promotion of students is a matter which should be determined by board policy. Whether a child is ready for promotion to the next grade is generally an educational decision which is best made by professional educators in consultation with the parents of the student.

PARENT / STUDENT INFORMATION **CHISHOLM TRAIL LEARNING ACADEMY**

Individuals under the age of 18 years may not attend the Chisholm Trail Learning Academy unless assigned there by the administration for an exceptional circumstance.

All schools are now required to meet Adequate Yearly Progress (AYP) requirements each year and all students under the age of 18 are required to participate in these tests. In order to prepare students to take state assessment tests it has been determined that students remain at Caldwell High School for test preparations and take the courses that students will be tested on.

Caldwell High School will only allow two credits from the Chisholm Trail Learning Academy to transfer in and still graduate from Caldwell High School.

To be considered for part-time attendance:

The student has failed a class at the high school may attend after school hours or in the summer to make up the credit. This must be approved by the high school counselor. Students that fail one or more classes may be assigned to take classes part time during the school day if it is determined this is needed to stay on track for graduation. Students will be monitored through the office to see that they are meeting attendance requirements and adequate academic progress. The student, counselor and parent(s) will also be consulted on a part-time assignment. Final determination will be made by the principal / designee.

Making up a failed class. (Note: a student who is a junior or senior and is enrolled in the Occupational Education Program at Caldwell High School and fails a class at the semester, would be ineligible for the Occupational Education Program. If the schedule permits a student may do the credit recovery during the school day, in order to stay on track for graduation. That class would be taken on the high school campus). **Students may not transfer more than two (2) credits from a Learning Center and still graduate from Caldwell High School.**

If it is determined that it is in the best interest of the student to make up credits at the Learning Center (as an extension of Caldwell High School) in order to be on track for graduation, a student may be assigned to the Learning Center during parts of the school day after a conference with the parent(s), student, counselor and principal / designee. The final decision rests with the high school principal / designee.

CHS will attempt to deliver the needed classes to high school students at the school. It is hard to monitor students going back and forth during the day. These students are on a learning plan and the forms will have to be signed by a parent.

Enrich or remediate skill for non-credit basis with permission dependent upon availability of computers may attend after school hours or during the summer.

To be considered for full-time attendance:

Health reasons that do not allow CHS attendance.

Suspension / Expulsion in which student is city, county, state or federally ordered to attend school. This attendance must be approved by a building administrator or assigned by a hearing officer.

Dropouts who have withdrawn from school according to the state statute, are at least 18 years of age, and are approved to attend by the director and a building administrator.

PROCEDURES FOR STUDENTS UNDER 18 TO BE CONSIDERED FOR **THE CHISHOLM TRAIL LEARNING ACADEMY**

In order for a student under the age of 18 to be considered for the Chisholm Trail Learning Academy there must be an exceptional circumstance to consider such a placement. That exceptional circumstance will be determined by the principal/designee.

PROCEDURES FOR OBTAINING APPROVAL TO ATTEND

Full-time attendance: Health Reasons, Suspension / Expulsion, and Dropouts

The student and parent / guardian need to write a letter to the administration of Caldwell High School. The letters will be reviewed by a committee and placement will be recommended to the superintendent by the committee. These letters should include: Student's name, address, phone number, the request to attend the Chisholm Trail Learning Academy, reasons traditional high school is not an option and reasons the Academy would be a workable solution.

1. The student shall be experiencing academic or social failure at Caldwell High School or prior to applying for enrollment at Caldwell High School.
2. The student and parent / guardian requests, in writing, attendance to be transferred to the Chisholm Trail Learning Academy.
3. The student shall submit his / her request to the Caldwell High School principal / designee.
4. The principal / designee will appoint a committee of at least three people which shall include the principal or his / designee, the guidance counselor, and a representative from the Chisholm Trail Learning Academy. The committee will review: the student's academic progress and needs, the social standing and needs, career interest, job status and training and graduation possibilities. Other staff members may be used for sources of information if necessary. A letter from the parent / guardian is necessary to request placement at the Academy. The parent / guardian letter must state their justification for placement at the alternative setting and must include their phone number and address.
5. The committee shall recommend to the USD 360 superintendent their recommendations for the student which could include: Attendance at CHS or attendance at the Academy.
6. Upon approval of the superintendent the committee shall write an official student education learning plan which will be signed by the student, parent / guardian and members of the committee.
7. Students that are under 18 years or older are generally not eligible for full-time assignment at the Academy. If admitted on a learning plan they are admitted according to the following guidelines:

Students and parents/guardians interested in the Academy should consider the following factors:

- (a) A student will not be able to participate in any KSHSAA or school sponsored activities at CHS.
- (b) A student cannot participate in CHS graduation. All Chisholm Trail Learning Academy students may participate in Academy commencement ceremonies.
- (c) Students will not be allowed to transfer in from a Learning Center at any time and graduate from Caldwell High School. A student must be enrolled in an accredited public or private high school fulltime prior to transfer in order to graduate from Caldwell High School.
- (d) Students on a written Learning Plan may be granted permission to take elective classes at the high school with the approval of the administration and the teacher(s) involved. The administration, parents, and student will sign off on the written plan. Students will be expected to follow school policies while on this plan. The student will not graduate from Caldwell High School, but from the Chisholm Trail Learning Academy should they be on a written learning plan.

GRADING PROCEDURES AND POLICY

REPORT CARDS

Course credits are determined by semester grades which are recorded on the student's academic transcript. Nine week grades are an estimate of the student's performance at mid-term.

Report cards will be distributed following the end of the reporting period. Grade explanations are as follows:

A – Excellent	F – Failing (no credit)
B – Above Average	I – Incomplete (no credit)
C – Average	S – Satisfactory
D – Below Average	U – Unsatisfactory (no credit)

If there are any questions, the student should feel free to talk with his/her teacher, guidance counselor or an administrator. Parents should also feel free to contact the school.

DISTRICT-WIDE GRADING SCALE

A district-wide grading scale will be utilized in all classes using a percentage or letter grade (K12)

Percentage	Letter Grade Equivalent	Point	Weighted Class
100-98	A+	4.0	5.0
97-93	A	4.0	5.0
92-90	A-	4.0	5.0
89-87	B+	3.0	3.75
86-83	B	3.0	3.75
82-80	B-	3.0	3.75
79-77	C+	2.0	2.5

76-73	C	2.0	2.5
72-70	C-	2.0	2.5
69-67	D+	1.0	1.25
66-63	D	1.0	1.25
62-60	D-	1.0	1.25
Below 60	F	0.0	
Incomplete	I		
Withdraw/Passing	W/P		
Withdraw/Failing	W/F		

The use of a Bell Shaped Curve for grading purposes is not to be used for students in USD #360.

MEDICAL INCOMPLETES

As a general policy, students will be graded "incomplete" ONLY when they have been absent for an extended period of time due to illness and have not had an opportunity to complete their work. The student is expected to complete the assigned work within the allotted time. School work remaining incomplete at the end of the semester due to an extended illness, may be graded as an "I" incomplete without credit.

INCOMPLETE

Students can generally be given a final evaluation even if absent in the last week or two of the term. An exception to or modification of this general policy will be made only by the principal / designee, and such cases will be considered on an individual basis before any action will be taken. At the end of the semester, students failing to complete make-up work within the allotted time will receive a grade of "F" and zero credit.

ATTENDANCE REQUIREMENT

All attendance requirements must be satisfied before semester credit will be issued. Students must have all makeup time completed before credit will be issued and recorded on the official school transcript.

GRADE POINT AVERAGE AND CLASS RANK

Grades will be counted toward class rank and G.P.A. beginning in the ninth grade. Student Aide S/U grades will not count toward G.P.A. computation and only one aide credit will apply towards graduation requirements.

G.P.A. and rank will be tabulated at the end of the junior year and again at the end of the first semester of the senior year.

Some of the upper level classes are classified as "weighted classes." Any class with the last two digits of the course number being 40 or higher, or any class taken for college credit will be weighted on a 1.25 points per letter grade. (A=5.0; B=3.75; C=2.5; D=1.25)

SPECIAL EDUCATION GRADING

The letter grading system used to assess student performance in special education classes will be administered in accordance with each student's Individual Education Plan (IEP).

SEMESTER TESTS

All students will take semester tests as administered by the teachers. A semester test schedule will be released the week prior to the end of each semester.

Caldwell High School students may be exempt from a final test if they have an "A" and no more than three absences of any kind; "B" and two absences or a "C" and one absence. **Students who have been assigned to Zero hour for tardy or other attendance violations will not be exempt from final tests. Likewise students who have been assigned to in-school or out-of-school suspension will also not be eligible for test exemption.**

Exceptional Absences are absences that will not be counted against the student attendance for final exams: death in the immediate family, extended hospitalization, obligatory religious services and no more than two documented college visits (for seniors only). Documentation means a signed note from a college representative along with a telephone number for verification.

Students who meet this criteria may elect to take a final but it cannot lower their grade. It can be used only to improve the final grade.

Absences will be based on each hour and / or period for determination of exemption.

PROGRESS REPORTS

Approximately halfway through each quarter, Progress Reports are mailed to the parents. These will show progress in each class and may contain a statement as to why unsatisfactory progress is shown. The mid-term progress report will give students ample time to make improvements before the end of the grading period.

SCHOLASTIC AWARDS AND RECOGNITION

HONOR ROLL:

An honor roll will be published for each nine week period. All letter graded classes receiving credit will be used to determine the Honor Roll. Division will include:

1. Principal's Honor Roll – All A's or 4.0-5.0 GPA
 2. "A" Honor Roll – 3.5 to 3.99 GPA with no grade of "F"
 3. "B" Honor Roll – 3.0 to 3.49 GPA with no grade of "F"
- Scale: A=4.0-5.0; B=3; C=2; D=1; F=0

TOP 10% AWARDS

Academic awards will be presented during the spring semester to the top 10% of each class (Grades 6-12) as determined by the first three quarters grade point average. All classes receiving letter grades will be computed to determine the G.P.A. Senior high students must be enrolled in a minimum of six (6) units of credit to be eligible for this award. A student must attend CMS / CHS for at least three of the four quarters to qualify for the award.

ACADEMIC LETTERING

Academic school letters are awarded to any student in grades 6-10 earning a grade point average (G.P.A.) of 3.30 or above or grades 11-12 earning a GPA of 3.50 for the first three quarters of the school year. CHS students must be enrolled in five (5) academic classes (does not include student aide or work study). Students are eligible to letter each year and receive an academic emblem or bar to be worn on the school letter.

PRINCIPAL'S AWARD

Seniors having a 3.5 overall GPA and scoring at the 75th percentile or better on his / her ACT test will be recognized with the "Principal's Award."

GRADUATING WITH HONORS

Graduating seniors who have earned an overall seven semester grade point average (G.P.A.) of 3.5 or above will be recognized at the graduating Commencement exercise as "Graduating with Honors."

VALEDICTORIAN / SALUTATORIAN AWARDS

Valedictorian and salutatorian awards are based on the weighted grade point average (G.P.A.) for the first seven semesters of high school attendance. The valedictorian award is presented to the senior ranking number one in the graduating class. The salutatorian award is presented to the senior ranking second in the class.

To be considered for the valedictorian or salutatorian awards, a student must have attended Caldwell High School for five (5) consecutive semesters.

TO BE ELIGIBLE FOR ANY OF THE ABOVE LISTED
AWARDS, A STUDENT MUST BE ENROLLED AND RECEIVING
CREDIT IN A MINIMUM OF SIX (6) CLASSES

ATTENDANCE POLICY

PHILOSOPHY OF SCHOOL ATTENDANCE: Missing School is Missing Out!!

U.S.D. #360 Board of Education, administration, and staff believe regular attendance is essential if the student is to realize the full benefit of their educational opportunities. Regular school attendance is essential if the school is to achieve its goal of providing students learning experiences sequenced on a daily lesson plan. Being in school is the student's only chance to participate in daily class discussions and exchange ideas with other students. Parents and students must share responsibility for regular attendance in accordance with U.S.D. #360 attendance policy.

PARENT CONFIRMATION OF ABSENCE

WHENEVER A STUDENT IS ABSENT FROM SCHOOL A PARENT / GUARDIAN IS TO CALL THE SCHOOL BEFORE 9:00 A.M. CONFIRMING THE STUDENT'S ABSENCE AND STATING THE REASON. IF A CALL IS NOT RECEIVED, AN EFFORT WILL BE MADE TO CONTACT PARENTS BY PHONE.

If confirmation is not established by phone, a note from a parent stating the duration of the absence and the reason for the absence is to be submitted to the school office immediately upon the student's return to school. Students absent from school due to illness are to report to the school nurse prior to reporting to the office.

Students are NOT to report to class without first reporting to the office. Parent confirmation does not necessarily excuse the student's absence from school.

STUDENTS MUST HAVE AN ADMIT SLIP TO RETURN TO CLASS

A parent is responsible for confirming their student's absence **PRIOR TO THE ABSENCE** in situations where the student knows **IN ADVANCE** they will be absent from school. Parent request to take their student(s) out-of-school will be taken under advisement by the principal / designee on an individual basis. Whenever possible, all make-up work is to be completed prior to the student being absent from school.

THE STUDENT REQUESTING "ADVANCED ABSENCES" NEED TO FOLLOW THE FOLLOWING PROCEDURE:

1. Parent knowledge of absence indicated by either a signed note or a telephone call to the office.
2. Individual teacher's signatures obtained on the absence slip.

It will be the decision of the building principal / designee to determine whether any absence is to be excused or unexcused. Failure to follow the above procedure MAY RESULT IN AN UNEXCUSED ABSENCE REQUIRING MAKEUP TIME (SATURDAY SCHOOL). (Refer to the section on unexcused absence)

STUDENTS FAILING TO CONFIRM AN EXCUSED ABSENCE (i.e. illness, etc.) MAY HAVE THAT ABSENCE TERMED UNEXCUSED BY THE PRINCIPAL / DESIGNEE.

ANY STUDENT NOT IN ATTENDANCE DURING ANY PART OF THE SCHOOL DAY IS NOT PERMITTED TO PARTICIPATE IN AFTER SCHOOL ACTIVITIES OR ATTEND ANY SCHOOL FUNCTION THAT EVENING UNLESS THE ABSENCE IS JUSTIFIABLE IN THE OPINION OF THE PRINCIPAL / DESIGNEE. CONTACT MUST BE MADE WITH THE PRINCIPAL / DESIGNEE PRIOR TO THE ACTIVITY.

ABSENCES DUE TO ILLNESS

In situations involving long term illness, the student may be required to furnish the principal / designee with a doctor's statement justifying the absence from school. Repeated or chronic illness resulting in excessive absence from school will also require a doctor's statement before the absences are excused by the principal / designee. In situations involving excessive absenteeism such as prolonged illness, the parent needs to contact the building principal / designee to arrange for make-up work.

NON-ABSENCE

When school sponsored trips and activities prevent the student from attending a regularly scheduled class the student is NOT counted as absent from school. **However, it is the responsibility of the student to obtain their academic work assignments from the teacher(s) BEFORE leaving the building.**

UNEXCUSED ABSENCE

STUDENTS ACCUMULATING EXCESSIVE UNEXCUSED ABSENCES DURING THE SEMESTER ARE REFERRED TO THE REGULATIONS GOVERNING TRUANCY FROM SCHOOL. CLASS PARTICIPATION IS AN ESSENTIAL PART OF EACH STUDENT'S EDUCATIONAL DEVELOPMENT, AND FOR THAT REASON ANY

STUDENT ACCUMULATING TEN OR MORE UNEXCUSED ABSENCES FROM A GIVEN CLASS DURING THE SEMESTER MAY BE DENIED SEMESTER CREDIT.

The Truancy Diversion Program in Sumner County requests the principal / designee to refer to JIAS (OR SRS, if under age 13) in Wellington the name of any student inexcusably absent three (3) consecutive days of school, five (5) days in a semester or seven (7) days in a year. Once a referral is made, the family will be contacted and a meeting arranged between the parent, school and JIAS (OR SRS) to discuss a plan to avert any further absences. JIAS (OR SRS) requests referral will not be made on students that are on vacation or in the hospital.

It is the teacher's prerogative to assign zero credit for all make-up work not completed and submitted within the allotted period of time. Teachers may also choose to assign students detention time until make-up work is complete. Standard procedure is to allow two days for the first day absent from class and one day for each additional day missed.

1. An absence will be classified as UNEXCUSED when, in the judgment of the principal / designee, the reason given does not justify the student being out-of-school. Unexcused absence may be considered truancy from school and subject to disciplinary measures. **At the discretion of the principal / designee, students receiving unexcused absences are subject to after school detention, SATURDAY SCHOOL, in-school suspension, out-of-school suspension up to ten days, or a combination of penalties.** Any student with an attendance problem that cannot be resolved will face an attendance hearing and / or JIAS (SRS) referral.
2. All make-up work NOT completed and submitted to the teacher within a reasonable period of time WILL be graded zero credit. Teachers have the prerogative of assigning students detention (or T.A.S.K.) time until make-up work is complete. Standard procedure is to allow two days for the first day absent from class and an additional one day allotted for each additional days missed.
3. Caldwell High School does not recognize any kind of student skip activities. Absences will be regarded as unexcused if the student is involved in an unauthorized walk-out, or group skip activity on school time. Appropriate disciplinary measures, as determined by the principal / designee, will be assigned.
4. An unexcused absence may be regarded as being TRUANT whenever the student is absent from school without the prior approval and permission from the principal / designee. Skipping or cutting class is classified as a truancy and subject to disciplinary measures as deemed appropriate by the administration. **Seven (7) unexcused tardies will equal one (1) unexcused absence.** This may result in the student being regarded as truant and notification of the proper authorities.

TRUANCY

THE CMS / CHS PRINCIPAL / DESIGNEE IS APPOINTED BY THE U.S.D. #360 BOARD OF EDUCATION TO SERVE AS THE SCHOOL'S TRUANT OFFICER.

Truancy is defined as:

- (a) Not attending school after leaving home.
- (b) Leaving school without permission from the principal / designee's office
- (c) Not attending class in which the student is enrolled without permission from the teacher when the student remains on campus.
- (d) Leaving class without permission from the teacher.
- (e) Absence from school for reasons unsatisfactory to the building principal.

TRUANCY LAW

Students must and will operate under the requirements of State Law 72-1113 passed by the 1983 State Legislature. This bill provides that "Whenever a child is required by law to attend school and such student is inexcusably absent there from on either three consecutive days, five days in any semester, or seven days in a year, such child shall be considered to be not attending school as required by K.S.A. 72-1111 and amendments thereto.

"A child is inexcusably absent from school if the child is absent there from all or a significant part of a day without a valid excuse acceptable to the school employee designated by the board of education to have responsibility for the school attendance of such child."

Truancy is defined as unauthorized, unexcused absence from school for any portion of the school day, or unauthorized absence from a class while the student is in the building.

**TRUANCIES WILL BE REPORTED AS PER LAW TO THE PROPER AUTHORITIES
OF SUMNER COUNTY – FORM CY 2871.**

MAKE-UP WORK

If a student is to receive full credit and make proper progress in school, it is necessary that he / she make up ALL LESSONS MISSED. It is the STUDENT'S RESPONSIBILITY TO GET THE MAKE-UP ASSIGNMENTS FROM THE TEACHER AND TO SEE THAT THE WORK IS TURNED IN TO THE TEACHER WITHIN THE ALLOTTED TIME PERIOD. A reasonable length of time to complete all make-up work is determined by doubling the first day missed and adding one additional day for each day of school missed.

TARDIES

A LITTLE LATE IS TOO LATE. Students are expected to be in their seats and ready for class when the tardy bell rings.

All teachers are to keep accurate records of student tardies, both excused and unexcused. The school has determined that seven (7) unexcused tardies will equal one unexcused absence and subject to disciplinary action from the teacher and from the office.

1. ALL TARDIES will be determined excused / unexcused in the CMS / CHS office. On all hours, the individual teacher will judge the validity of each tardy and apply their own tardy policy. It is recommended that teachers assign not less than one detention period for each unexcused tardy. At the discretion of the teacher, additional detentions may be assigned. If a student continues to have a problem getting to class, the teacher may refer the student to the principal / designee. Whenever possible, the assigning teacher is expected to supervise their own detentions.
2. Teachers will excuse a tardy providing the student has a signed statement from the office. The nurse, the counselor or another teacher will send the student to the office to get verification of the excuse.
3. LUNCH PERIOD. Caldwell High School has a closed noon hour. All students are restricted from leaving school at anytime during the school day including the lunch period. Students have an option of eating the lunch prepared in the cafeteria or bring a lunch. Those bringing a lunch may eat either in the cafeteria or in the commons area. Pop and candy are NOT allowed in the cafeteria during the lunch period. During the lunch period, students are assigned a supervised area where they are to remain until returning to class. All students are expected to be in their fourth hour (CMS) or fifth hour (CHS) class on time. There should be no reason for students to be tardy to fourth / fifth hour.

PERMIT TO LEAVE THE BUILDING

Unless a student has an office permit to leave campus, students are not allowed to leave campus once they step foot on school grounds before the start of school.

When classes are in session and it is necessary for a student to leave the building for emergency or business reasons, he / she must secure a pass to leave the building signed by the principal / designee or his secretary. With the exception of doctor or dental appointments, each student will be limited to two (2) "permits" to leave the building. After two times, the student will be required to make up time.

A student leaving the classroom or building without a pass will receive an unexcused absence for the period(s) missed and is subject to discipline by the principal / designee.

**STUDENTS WHO LEAVE THE BUILDING WITHOUT CHECKING OUT MAY BE
TRUANT FROM SCHOOL AND SUBJECT TO SUSPENSION**

DISCIPLINE AND CONDUCT

It is the philosophy of Caldwell Middle / High School that acceptable conduct is of very great importance in school work. Every teacher has the authority and is expected to correct any student for misbehaving any time or place about the buildings, on school property, at school activities (home and out-of-town) or on the buses. "Under the Kansas School Safety and Security Act if any school employee knows or has reason to believe that an act which constitutes the commission of a felony or misdemeanor or which involves the possession, use or disposal of explosives, firearms or other weapons, has been committed at school, on school property, or at a school supervised activity a report to appropriate law enforcement officials is required."

School Expectations of Student Behavior-The goal of Caldwell Secondary School is the implementation of fair, consistent classroom and total school expectations for students, teachers, and administrators. It is the staff's preference to focus on the business of education and avoid being disciplinarians. Discipline in the school and classroom means setting limits for students until they are able to set limits for themselves. Students are expected to behave in a manner, which is appropriate for middle and high school age individuals. Students are responsible for knowing what the rules and consequences are in their classrooms and school. Students are responsible for their own actions.

Code of Conduct/Consequences

Step 1

Conference

A school administrator will talk to the student and try to reach an agreement regarding how the student will behave. Parents/guardians will be notified by discipline report or phone call. Action is recorded in student file.

Step 2

Detention/Saturday School/In School Suspension

The student is not removed from school. They may be required to serve detention before or after school, an assignment to Saturday School, or they are assigned to the in-school suspension room in the office. Parents/guardians will be notified in writing or by phone call. A student may be put on the "not in good standing" list and be ineligible for school activities. Administrators will decide if a student is allowed to attend or participate in school activities during this step. Action is recorded in student file.

Step 3

Short Term Suspension

The student will not be allowed to attend school for the determined amount of days. (From one up to 10 days) The parent/guardian will be notified. Action is recorded in student file. The student is not to be at any school activities or on school property during the suspension.

Step 4

Long Term Suspension/Expulsion

The student will not be allowed to attend school, school activities, or be on school property for a period of time as determined by the hearing officer.

****Due process will be followed in all suspensions or expulsions**

Action/Behavior	Range for behavior	Repeat violations
Alcohol	3 Notification of law enforcement (Student Activity Policy) Drug Free Schools & Communities Policy)	4 Notification of law enforcement (Student Activity Policy) Drug Free Schools & Communities Policy)
Cheating	1 Loss of credit for assignment	2-3 No credit for assignment
Computer Violation	1-4 Loss of computer use of school computers	1-4 No computer use of school computers
Destruction of Property/Vandalism	1-4 + Restitution/notification of law enforcement	1-4 + Restitution/notification of law enforcement
Disorderly conduct	1-4	1-4
Disrespectful	1-4	1-4
Disruption of Educational Process	1-4	1-4
Dress Code	1-2	3-4
Electronic devices	1-4	1-4
Excessive tardies	See Zero Hour/Saturday School policy	See Zero Hour/Saturday School policy
Explosives	4	4
Failure to Comply/defiance	1-4	1-4
Fighting	2-4	2-4
Harassment/Hazing/Threats (sexual, physical, verbal, & racial)	1-4 Conference + letter of notification in file	2-4 Notification of law enforcement
Lying	1-2	1-3
Physical assault	3-4 Notification of law enforcement	4 Notification of law enforcement
Possession of drugs/illegal substances	3-4 Notification of law enforcement (Drug Free Schools and Communities Policy)	3-4 Notification of law enforcement (Drug Free Schools and Communities Policy)
Profanity/Vulgarity	1-4	1-4
Public Display of Affection	1	1-2

Scuffle/Horseplay	1-2	2-3
Theft	2-4	3-4
Tobacco	2-3 Notification of law enforcement for underage Suspension from privilege to attend or participate in school activities for five days. (Student Activity Policy) (Drug Free Schools & Communities Policy)	2-4 Notification of law enforcement for underage Loss of privilege to attend or participate in school activities for up to 30 days. (Student Activity Policy) (Drug Free Schools & Communities Policy)
Truancy/Unexcused absences or excessive absences	1-3 Parent notification	2-4 Referral to Sumner County Truancy Diversion program
Unnecessary items	1-4	1-4
Weapons	4 Notification of law enforcement	4 Notification of law enforcement

BUILDING CODE OF CONDUCT

A school worthy of educating boys and girls for our Great American Democracy begins with good behavior. You are NOT a well educated person unless you are able to get along with your fellow students and teachers.

A few general rules called to your attention:

1. Students are expected to attend classes regularly.
2. Students are expected to be on time.
3. Students are NOT to leave the school building during school hours without permission from the office.
4. Students are expected to cultivate the habit of industry and do their best in all work.
5. Students are expected to respect the rights and privileges of all others.
6. Students are expected to keep their hands and feet to themselves. No horseplay, kicking, pushing, shoving and / or tripping will be tolerated.
7. Students are expected to respect and protect the physical property and equipment belonging to the school.
8. The school beverage and candy machines are intended for use after lunch.
9. NO energy drinks are to be brought into the school.
10. When entering or leaving the school building, PLEASE USE THE SIDEWALKS.
11. Gum chewing in class is at the discretion of each teacher, but BE SURE the gum ends up in a waste basket.
12. Articles found in the building should be taken to the office. Items not claimed at the end of school will be discarded in June or given to a worthy cause.
13. All notices placed on bulletin boards must first be approved by the school office. AT NO TIME ARE POSTERS TO BE TAPED TO THE PAINTED WALLS.
14. Students shall not be in the school buildings prior to 7:50 a.m. or after 4:00 p.m. unless under DIRECT supervision of a staff member. This includes practices, workouts, study time, detentions, etc. STUDENTS IN THE WEIGHT ROOM, AT WORKOUTS, SPORTS PRACTICES, MUSIC REHEARSALS, CHEERLEADER PRACTICES, IN DRESSING ROOM, ETC
Students eating breakfast are to stay in the cafeteria until the 7:50 bell rings

THE FOLLOWING STUDENT BEHAVIORS ARE UNACCEPTABLE AND WARRANT CORRECTIVE MEASURES BY TEACHERS AND ADMINISTRATORS. Students failing to comply with school discipline rules can expect to be reprimanded and disciplined. The school's authority to regulate student behavior extends to all school properties, athletic facilities, and the student parking areas.

Students are also under the school's jurisdiction of authority at all school sponsored activities, including those held off campus, and all school rules are enforced.

Students violating school discipline policy are subject to before and after school detention, Saturday school, removal from class, in-school and / or out-of-school suspension, long term suspension, expulsion, corporal punishment referral to outside agencies, suspension from attending or participating in school activities, and / or alternative measures. Law violations will be reported to the appropriate authority.

STUDENTS ARE IN THE WRONG FOR THE FOLLOWING BEHAVIORS

1. Be in possession of or use tobacco on campus, school buses or at any school sponsored activity.
2. Be in possession, consumption or under the influence of alcohol, non-prescribed or illegal drugs of any kind on school property or at school activities.
3. Be involved in fighting on or near school property while attending school or any school activity.
4. Be involved in hazing or bullying of students including name calling and making derogatory remarks to anyone.
5. Making threats toward students, staff and / or the school.

6. Take part in student initiations or pranks.
7. Display unacceptable romantic behavior. **STUDENTS ARE TO KEEP THEIR PRIVATE LIVES PRIVATE** and not subject to public approval or disapproval. Hugging, kissing and the like are not acceptable behaviors at school or school activities. Repeated violations will be dealt with accordingly.
8. Gamble on school property or at school activities.
9. Be disruptive or distractive to the educational welfare of the instructional process in the classroom.
10. Use of obscene gestures, profanity or vulgarity (written or verbal) at any time or place associated with the school or school activities.
11. Engage in cheating, stealing, forgery and/or lying. Use of any material or information other than your own to complete school assignments or tests unless previously approved by the teacher. Writing or using the signature or initials of another person is also considered forgery. Taking or concealing property that belongs to others. These behaviors are wrong and totally unacceptable and subject to stern corrective measures.
12. Be disobedient by failing to comply with the directions, instructions, or requests made by any member of the staff. Misbehave or be disorderly in a manner deemed objectionable by any staff member at any time or place on campus or at school activities. Be disrespectful in any manner to fellow students and/or adult members of the school community. Conduct and/or behavior disruptive to the orderly educational procedure of the school. A refusal to comply with a reasonable request of school personnel, will be dealt with accordingly. (Including profanity, vulgarity, and obscene behavior)
13. The deliberate act of setting off a false fire alarm is a serious offense and will be treated accordingly.
14. The possession of an item which could be used to cause a disturbance and which is unnecessary for school. Possession or use of communication or electronic devices on school property or at school activities that are determined to cause a detriment to the classroom environment or educational process shall be prohibited.

For purposes of this policy, "Personal Electronic Devices" are defined to include cellular phones, digital cameras (still or video) personal digital assistants (PDAs), iPods, MP3 players, headphones, pagers, or any other easily concealed electronic device capable of transmitting data or images.

Items confiscated by faculty and staff will be labeled and locked up. The first time an item is confiscated the students may get it back at the end of that day. On a second offense, a parent must come to the school and pick up the item. If there is a third occurrence, the item will be kept until the end of the semester.

Caldwell School District extends to students the privilege to possess and use Personal Electronic Devices before and after the instructional school day. All Personal Electronic Devices must be turned off before the start of each school day and may not be reactivated until after the last bell of the day. They shall be stored in a student's locker throughout the instructional day. The instructional day includes, but is not limited to, lunch breaks, class changes, study halls, fire drills, assemblies, school evacuations, and any other structured or non-structured activity that occurs during the normal school day. During all times when electronic devices are allowed to be on and in use, students are encouraged to keep their phone on "silent" mode.

Students, parents, and guardians are advised that the Board of Education assumes no responsibility in any circumstances whatsoever for the loss, destruction or theft of any Personal Electronics Devices that are brought to school or to any extra-curricular or after-school activity.

Building administrators shall have the discretion to determine the appropriate punishment for violations of this policy. Building administrators shall also have the discretion to allow exceptions to this policy on a case-by-case basis, e.g., in situations where a student's 504 plan or IEP requires the use of a Personal Electronic Device, or in cases of medical necessity or emergency.

The teacher will first attempt to secure discipline on the part of his / her students. But, if he / she is not able to solve the problem and get the proper response from the students concerned, an office referral will be made to the principal / designee with all pertinent information relative to the case. The principal / designee will then pursue to reach a solution.

DISMISSAL FROM CLASS

Any student dismissed from a class by a teacher or who leaves on his / her own accord will report IMMEDIATELY to the high school office and will not be allowed to report back to that class until a conference has been held with the student, administrator and the instructor. Failure to report to the office may result in the student being suspended from that class or even suspended from school.

Teachers who send students to the office will notify the office immediately and will also contact the parents by telephone if it is a situation that warrants removal from class, detention or suspension.

A student who is unwilling to correct their conduct problem in a class after various approaches taken by the teacher and / or principal to resolve the problem may be permanently removed from that class by the principal, assigned a grade of "F" for the current semester, and receive no credit for that class.

VULGARITY AND PROFANITY

As ruled by the Supreme Court, vulgarity and profanity have no place in a public educational institution. A wise person can express him/herself without the use of profanity. Any student using profane or vulgar language (spoken or written) or make vulgar or obscene gestures in the presence of any faculty or staff member or toward other students may be subject to suspension from school or school membership of a group such as an athletic team. This policy applies to students any time or place at school or a school activity.

CARE OF PUBLIC PROPERTY

The citizens of our district invest a great deal of money each year in the education of a new group of American citizens who will soon replace them in their various walks of life.

A considerable share of that investment is represented in buildings, grounds and equipment for our school. Proper treatment of that investment gives the high school citizen a finer place in which to go about his activities. Each student can assist in this work by keeping the halls clean, refraining from marring desks, walking on sidewalks rather than running across the lawn, and recognizing his/ her obligation in general.

Willful and malicious vandalism will be dealt with accordingly. Destruction WILL NOT be tolerated. Defacing the building, furniture, or other property, such as scratching or writing on walls, doors, etc., is against school rules and state law. Property damage will be paid for by the responsible individual. Full restitution plus labor costs for repair and possible suspension from school may result. Destroying or mutilating objects or materials belonging to the school, school personnel or other persons will not be tolerated.

PHYSICAL CONTACT

Scuffle/horseplay: Engaging in physical contact for no purpose. . . no intent to harm another person.

Fight: Both parties physically assaulting each other.

Physical assault & battery: Attack of one person or of a group of persons upon another person who does not wish to engage in the conflict and who did not provoke the attack.

HARASSMENT – HAZING – BULLYING – CYBER BULLYING -- THREATS

In incidents where harassment (i.e. threats, torment, badgering, offensive sexual or racial remarks, etc.) occurs, offenders are subject to suspension from school. Parents will be notified of the action taken. **These are serious infractions and will not be tolerated.**

Hazing is any willful act carried out by an individual or jointly with others to another student for the purpose of humiliation, intimidation, physical abuse or threats of abuse, social or other ostracism, or disgrace. Caldwell Middle/High School students are prohibited by this policy from initiating or engaging in hazing, and/or encouraging or assisting any other person in hazing.

Bullying is defined as "Any ongoing physical or verbal mistreatment where there is: an imbalance of power and the victim (target) is exposed repeatedly to negative actions on the part of one or more other students." Examples include verbal and written offensive name-calling and threats, aggressive personal contact, intimidating body language, invading personal space, and damage, destruction, and theft of property.

Cyber Bullying - the use of electronic devices such as computers, e-mail, cell phones, etc., to harass or intimidate another student.

Threats – The intentional unlawful threat or intimidation by word or act to do violence to another person or property of a student or school employee. Students will be referred to the office and will be subject to in-school suspension, out-of-school suspension, and / or long-term suspension or expulsion. Parents will be notified of action taken and law enforcement will be called should the situation so warrant.

Consequences include: The first step is a formal written warning and notice to parents. This step may include three (3) days of in-school or out-of-school suspension and a conference with the student and a teacher, parents, and administrator. The next step is up to ten (10) days of out-of-school suspension and another conference. The final step is a long-term suspension hearing.

This policy also prohibits initiation rites by any member or group of members of any school related organization or group.

CAFETERIA GUIDELINES

All students will observe the following cafeteria guidelines. Lunchtime is meant to be pleasant and enjoyable but can be so only if we work together. Students are instructed:

1. Not to run to get in lines
2. Not to crowd ahead in line
3. Not to speak loudly or shout
4. To use proper table manners
5. Not to throw food
6. To empty trays properly
7. Seat saving is not permitted
8. **LUNCH TICKETS MUST BE USED**

ORGANIZED INITIATIONS ARE ILLEGAL

So that no child is marred physically or emotionally through this useless activity, the administration will NOT approve or tolerate any sort of initiation at Caldwell Middle/Senior High School.

The administration does encourage clubs, classes and organizations to welcome new members by planning some special activity.

GROUND FORS SUSPENSION AND EXPULSION LAW 72-8901 - 72-8906

Any disorderly conduct is grounds for suspension and in extreme situations, criminal charges may be filed.

When a student will not conform to reasonable standards of discipline or wherein his / her presence is against the general welfare of other students, the principal may suspend the student according to KSA Law 72-8901 – 72-8906.

THAT LAW READS IN PART AS FOLLOWS:

Section 1: The Board of Education of any school district may suspend or expel, or by regulation authorize any certificated employee or committee of certificated employees to suspend or expel, any pupil or students guilty of the following:

- a) Willful violation of any published regulation for student conduct adopted or approved by the Board of Education (STUDENT / PARENT HANDBOOK) or –
- b) Conduct which substantially disrupts, impedes or interferes with the operation of any public school; or –
- c) Conduct which endangers the safety of others or which substantially impinges upon or invades the rights of others at school, on school property, or at a school supervised activity; or –
- d) Conduct which if the pupil is an adult, constitutes the commission of a felony or if the pupil is a juvenile, would constitute the commission of a felony if committed by an adult; or –
- e) Conduct at school, on school property, or at school supervised activity which, if the pupil is an adult, constitutes the commission of a misdemeanor or, if the pupil is a juvenile, would constitute the commission of a misdemeanor if committed by an adult; or –
- f) Disobedience of an 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.

The Board of Education extends its authority to suspend and expel any pupil or student as authorized by KSA 72-8901 – 72-8906 to the following certificated personnel: Superintendent of Schools and Principal

DUE PROCESS LAW

Rules and regulations which govern the suspension or expulsion of any student will be under the direct regulations and guidance of Chapter 30, School Laws, Laws #72-8901, a law relating to public schools; Suspension and expulsion of pupils procedure: Kansas Law. Under this law the Board of Education authorizes the Superintendent of Schools to hold a hearing for any students suspended for longer than ten (10) days.

HOUSE BILL 2768 (1994)

This bill extends the maximum length of a student expulsion to 186 days, and the maximum suspension to 90 days. If the number of school days applied extends beyond the current school year, the remaining days may be applied to the succeeding school year. A pupil who has been suspended or expelled may be refused admission to school in any other school district, regardless of residency, until such time as the period of suspension or expulsion has expired.

The reasons for the suspension of a student should be in accordance with those listed in KSA 72-8901. The hearing will be conducted in accordance with the regulations and procedure set forth in the law –

1. the right of the student or pupil to have counsel of his own choice present and to receive the advice of such counsel or other persons whom he may select; and
2. the right of the parents and guardians of the student or pupil to be present at the hearing; and
3. the right of the student or pupil and his counsel or advisor to hear or read a full report of testimony or witnesses against him; and
4. the right of the student or pupil to present his own witnesses in person or their testimony by affidavit; and
5. the right of the student or pupil to testify in his own behalf and give reasons for his conduct; and
6. the right of the student or pupil to have an orderly hearing; and
7. the right of the student or pupil to a fair and impartial decision based on substantiated evidence.

TYPES OF SUSPENSION

1. OUT-OF-SCHOOL SUSPENSION (short term, a period of 10 days or less). A student who is suspended from school for any reason will not be allowed to attend class, attend or participate in school functions, or to represent the school in any activity (home or out of town) during the time of suspension. A student will NOT be readmitted to classes until a satisfactory parent-administrator conference is held in his/her behalf. The student is subject to a loss of or reduction in credit for the classroom work missed for the duration of the suspension.

2. IN -SCHOOL SUSPENSION – A student may be suspended but remain in school in an isolated environment. Assignments are given and the suspended student is expected to complete these materials, thus receiving credit for the work. A student placed on in-school suspension may or may not be eligible to participate in after school activities. This will be determined by the principal / designee.

3. LONG TERM SUSPENSION (more than 10 days, up to 90 days) – A student on extended suspension is one who has been suspended for a maximum of 90 school days upon the recommendation of the administration and after a board of education hearing.

4. EXPULSION – An expelled student is one who has been suspended for a maximum of 186 school days upon the recommendation of the administration and after a board of education hearing.

TOBACCO, ALCOHOL, DRUGS, WEAPON AND LAW OFFENSES

The school's authority to enforce all approved policies extends to all school properties, athletic facilities, and student parking areas. Student conduct is also regulated by the school at all school-sponsored activities held on and off campus. Legal violations will be reported to the authorities.

1. **TOBACCO** - The school's ban on tobacco applies to all student use and/or possession of any tobacco product within the vicinity of school property, and on all school properties, including parking areas, and at all school sponsored events and activities. Kansas law makes it illegal for minors to possess and use cigarettes or other tobacco products. Violators will be reported to the Sumner County authorities.
FIRST OFFENSE - Out-of-school suspension / In-school suspension and five (5) days suspension from participation in and attendance at school activities.
SECOND OFFENSE – Out-of-school suspension / In-school suspension and five (5) days suspension from participation in and attendance at school activities.
THIRD OFFENSE – Out-of-school suspension and up to 30 days suspension from participation and attendance at school activities. Student may elect to attend a tobacco cessation program in order to reduce the suspension of participation in and attendance of school activities. Student athletes are also subject to team training rules and regulations. (See that policy elsewhere in this handbook)
2. **DRUGS AND ALCOHOL** – Students are prohibited from manufacturing, distributing, dispensing, possessing and using alcohol, drugs and drug paraphernalia on school property or at school activities. Use of alcohol and/or drugs is defined as the act of using, or being under the influence as evident by the actions, odor, or other symptoms. Possession is defined as storing in one's locker or anywhere on the premises of the school including vehicles on school property or on one's person.
Student athletes are also subject to team training rules and regulations. (See that policy elsewhere in this handbook)
In accordance with school policies, violators of the drug and alcohol laws will be reported to the local police and violators will be subject to disciplinary measures by the administration. (See the Drug Free Schools and Communities Act policy and the Prohibited Substance policy found in this handbook).
3. **WEAPONS AND FIREARMS** – Caldwell Middle/High School students shall not knowingly, intentionally, or recklessly enter school premises or parking areas with a firearm, ammunition, explosive, knife, or chemical weapon, or any lethal weapon without written authorization of the district. This policy applies equally to any representation or likeness to a real weapon. The student shall not interfere with normal activities, occupancy, or use of any building or portion of the campus by exhibiting, using, or threatening to exhibit or use the firearm or explosive weapon. Students are also prohibited from possessing any lethal weapon, including knives, while being transported or attending any school related activity.
State law K.S.A. 72-8901 requires expulsion for not less than 186 school days students found in possession of a firearm or destructive device at school, on school property, or at a school sponsored event.
4. **FIREWORKS** – Caldwell Middle/High School students shall not knowingly, intentionally, or recklessly enter the school premises or parking areas with fireworks or explosives. The possession of or discharging of fireworks in or around the school premises or at school activities is a violation of school policy and city ordinance.
5. **STUDENT ARREST** - Any student arrested during the school day or at a school sponsored activity for improper driving, possession or illegal use of alcohol or drugs, disturbing the peace, fighting or other unlawful acts will be subject to disciplinary action from school authorities. Suspension or expulsion is a likely penalty.

SCHOOL AND LAW ENFORCEMENT STATEMENT

The building principal / designee may request that law enforcement officers conduct an investigation and question students who are potential witnesses of such alleged criminal behavior, during school hours. A reasonable attempt shall be made to contact the student's parents, guardian or representative prior to questioning by law enforcement officers. Reasonable requests of the parents, guardian or representative shall be observed. Such notifications or attempted notifications to parents, guardian or representative shall be documented by the administrator involved. In the absence of a student's parents, guardian or representative during any questioning of such students, the principal / designee or certified school staff person shall be present.

If the investigation has centered on any particular student suspected of any alleged criminal activity, the procedure for taking students into custody shall not interfere with reasonable law enforcement procedures.

Initiated and conducted by Law Enforcement Officers: Only in demonstrated emergency situations, shall law enforcement be voluntarily permitted to conduct such an investigation during school hours.

The building principal / designee shall require proper identification of law enforcement officials and the probable cause for the interrogation or investigation of a student. If the principal / designee is not satisfied with either the identification or the probable cause, he shall not grant the request of such persons and shall attempt to so notify the superintendent and the officer's superior, documenting such action.

The law enforcement officers shall be required to obtain prior approval of the principal / designee before beginning such an interrogation or investigation on school premises. The administrator shall document the circumstances as soon as practical.

Interrogation of Student During Investigation of Violations of School Rules: In instances where school rules have allegedly been violated, the principal / designee may notify the suspected rule violator(s). When suspension may be a consideration, the suspect student shall be advised orally or in writing of the nature of the alleged offense and of the evidence.

Probable witnesses should be told of the nature of the alleged misconduct and the reason to believe they were witnesses. The principal / designee may have another adult present during questioning of students.

SCHOOL AND LAW ENFORCEMENT - Continued

Building administrators and others designated by the superintendent may conduct investigations and questions students about infractions of school rules or the student conduct code.

If there is reason to believe a violation of a criminal law has been committed, the principal / designee shall notify the appropriate law enforcement agency and may request further investigation of the alleged violation.

Coordination with Law Enforcement: School administrators shall / may meet periodically with local law enforcement officials to discuss the district's policies and rules regarding law enforcement contacts with the district.

Investigations initiated by School Administrators and Conducted by Law Enforcement Officers: When law enforcement officers conduct an investigation and/or question a student(s) during school hours, the building principal / designee shall make a reasonable attempt to contact a parent, guardian or representative of the student(s) prior to questioning. Notification or attempted notification of parents, guardian or representative shall be documented by the administrator involved. If a student's parents, guardian or representative is not present during questioning of a student, the principal / designee may be present.

Investigations Initiated and Conducted by Law Enforcement Officers: The administration shall cooperate with law enforcement officers who are conducting investigations of suspected child abuse. Law enforcement officers shall not be permitted to conduct investigations during school hours except in demonstrated emergency situations. If a demonstrated emergency is found, the principal / designee shall require identification of law enforcement officials and reasons for the interrogation or investigation of a student. If the principal / designee is not satisfied with either the identification or the reason, the request shall not be granted. The principal / designee shall attempt to notify the superintendent and the officer's superiors of the reasons for the refusal.

Violations of Criminal Law: Information on the criminal conduct shall be turned over the law enforcement officials.

Taking Students Into Custody: Students shall not be voluntarily released by school officials to law enforcement authorities unless the student has been placed under arrest or taken into custody by law enforcement or SRS. Reasonable effort shall be made to notify the student's parents, guardian or representative when students are removed from school for any reason by law enforcement authorities.

If a student is taken into custody by a campus police officer, school administrators shall also make a good-faith effort to contact parents. Notification efforts shall be documented. Parents shall not be notified by school officials when their child is taken into custody by SRS and/or law enforcement as a result of allegations of abuse or neglect.

When a student has been taken into custody or arrested on school premises without prior notification to the building principal / designee, the school staff present shall ask the law enforcement officer to notify the principal / designee of the circumstances as quickly as possible.

Disturbance of School Environment: Law enforcement officers may be requested to assist in controlling disturbances at school and if necessary to take students or other persons into custody.

Reporting to Law Enforcement: Whenever a student engages in conduct which constitutes the commissions of any misdemeanor or felony, at school, on school property, or at a school supervised activity and / or has been found:

- In possession of a weapon,
- In possession of controlled substance or illegal drug; or
- To have engaged in behavior at school which has results in, or was substantially likely to have resulted in, serious bodily injury to others, the principal / designee / superintendent shall report such act to the appropriate law enforcement agency if any of the behaviors noted above occur.

Notifying Law Enforcement: Whenever a student is suspended for an extended term or expelled for engaging in this conduct, the principal / designee / superintendent, after obtaining the consent of the parent or eligible student to release the information in accordance with the Family Educational Rights and Privacy Act, shall notify law enforcement of the imposition of the suspension or expulsion within 10 days after the suspension or expulsion is imposed. The notice shall contain the student's name, address, date of birth, driver's license number, if available, a description of the conduct that resulted in the suspension or expulsion from school, and the date the suspension or expulsion was imposed.

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USD 360
CALDWELL PUBLIC SCHOOLS COMPUTER SECURITY POLICY
Students

USD 360 Caldwell Schools is pleased to offer students access to the district computers, network resources, and the Internet. The network is provided for students to conduct research and save assignments for completion. Access to network services is given to students who agree to act in a considerate and responsible manner. Students are responsible for good behavior on school computers and the network just as they are in a classroom or a school hallway. **ACCESS IS A PRIVILEGE, NOT A RIGHT**

Network storage areas will be treated like school lockers. Network administrators and / or school administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly.

Users should not expect that any file stored on District servers (including Email files) will be private.

USD 360 will report to the proper authority any violation of KS State Statute 21-3755:

1. **Willfully and without authorization gaining or attempting to gain access to and / or damaging, modifying, altering, destroying, copying, disclosing or taking possession of a computer, computer system, computer network or any other property.**

2. Using a computer, computer system, computer network or any other property for the purpose of devising or executing a scheme or artifice with the intent to defraud or for the purpose of obtaining money, property, service or any other thing of value by means of false or fraudulent pretense or representation, including cyber bullying as outlined on page 17.
3. Willfully exceeding the limits of authorization and / or damaging, altering, destroying, copying, disclosing, taking possession of a computer, computer system, computer network or any other property.

Compliance with Copyright laws and Licensing agreements: The District intends to adhere to all copyright laws as applied to computer software. The District also intends to comply with the license agreements and / or policy statements contained in the software packages used in the District. Therefore, all software used on District computers shall be purchased by the District, properly licensed and registered with the publisher, and installed only by Computer Services Department personnel. Students are not permitted to load, download, or copy any software.

Unauthorized Access / Sharing Passwords:

1. Students shall not tamper with, attempt to gain or gain access to computer data or operating systems (such as, but not limited to student files, teacher files, confidential information, student record data.)
2. Students shall not share or disclose any passwords and shall be held responsible for all physical and monetary damages as a result of any misuse associated with the user account. Students will be held accountable for all computer activity performed under their assigned network account.

Acceptable Use Policy (AUP): A signed AUP (Acceptable Use Policy) must be on file with the school office before students will be given a network account. General school rules for behavior and communication apply and users must comply with district standards and honor the agreements they have signed.

Violation of Policy: Access to the network resources and the Internet will enable students to use thousands of libraries and databases for educational purposes. Some materials accessible via the Internet might contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. USD 360 currently has filtering software in place (Shelterbelt), but no filtering system is capable of blocking 100% of the inappropriate material available on the Internet. Ultimately, parents and guardians of students are responsible for setting and conveying the standards that their children should follow when using media and information sources.

- Any student who abuses the USD 360 Computer Security Policy shall be subject to disciplinary action including, but not limited to, suspension from or denial of access to all District Computers and network resources and suspension or expulsion from school. Minimum punishment shall be removal of network access for five days.
- Students who utilize computer data (i.e., other student's work product or a teacher's test) without authorization, to gain an improper academic advantage, may also be subject to discipline under the Board's policies on cheating.
- If student conduct constitutes a violation of copyright laws or Kansas Statute 21-3755, the student may be subject to criminal prosecution under such laws.
- Any student who intentionally damages or destroys District hardware and / or software, either directly or indirectly shall be responsible for all costs associated with repair and / or replacement of parents and services.

The activities listed below (but not limited to) are considered a violation listed policy. **Students will be held responsible for their actions.**

- Purposefully sending or receiving and / or viewing obscene or pornographic material or material that facilitates illegal activities.
- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, cyber bullying, insulting or attacking others through use of school computers.
- Damaging or modifying computers, computer systems, files, or computer networks
- Violating copyright laws
- Using others' passwords
- Downloading programs
- Trespassing in others' folders, work or files
- Intentionally wasting limited resources
- Employing the network for commercial purposes, financial gain, or fraud
- Knowingly spreading computer viruses
- Use of unauthorized software (i.e., Anonymizers, tunneling software, etc.)

E-mail guidelines:

Students shall have no expectation of privacy when using district e-mail or computer systems. E-mail messages shall be used only for approved educational purposes. Students must use appropriate language in all messages. Students are expected to use the system following guidelines approved by teachers or the administration.

Any e-mail or computer application or information in district computers or computer systems is subject to monitoring by the staff and / or administration. The school retains the right to duplicate any information

created by students in a computer system or on any individual computer. Students who violate these rules, or any other classroom rules relating to computer use are subject to disciplinary action up to and including suspension from school.

Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, USD 360 supports and respects each family's right to decide whether or not to apply for Internet access.

LAPTOP USE EXPECTATIONS FOR SENIORS

PARENT RESPONSIBILITIES:

Your child has been issued a Dell laptop computer to improve and personalize his / her education this year. It is essential that the following guidelines be followed to ensure the safe, efficient and ethical operation of your child's computer.

- I will discuss family values and expectations regarding the use of the Internet at home and will supervise my child's use of the Internet.
- I will not attempt to clean or repair the laptop.
- I will report to the school any problems with the laptop.
- I will not load or delete any software from the laptop.
- I know that if my child comes to school without his or her computer I may be called to bring it to school.

STUDENT RESPONSIBILITIES:

Your laptop is an important learning tool and is for educational purposes only. In order to take your laptop home each day, you must be willing to accept the following responsibilities:

- I will treat the laptop with care by not dropping it, getting it wet, leaving it outdoors, or using it with food or drink nearby.
- I will not loan the laptop to my friends or siblings. It will stay in my possession at all times or remain locked up.
- I will not load software from CD's or the Internet onto the laptop.
- I will follow the Caldwell Public Schools Acceptable Use Policy when using the laptop.
- I will not give personal information when using the Internet.
- I will not attempt to clean or repair the laptop.
- I will recharge the laptop battery each night.
- I will bring the laptop to school every day.
- I will save all work on a mini drive.

###

SATURDAY SCHOOL POLICY CALDWELL MIDDLE / SENIOR HIGH SCHOOL (ADOPTED 2/10/97)

This Saturday School policy has been developed in accordance with the Caldwell Middle / High School Mission statement which states. . .

"In partnership with parents and community, the mission of the Caldwell Middle / High School is to provide a safe learning environment which allows all students opportunities for quality learning that will prepare them for the future".

The students who attend CMS / CHS have the right to come to school each day and obtain a quality education in a safe and caring learning environment. In order to assist students in the pursuit of a quality education, policies designed to create a pleasant and safe environment have been established.

As middle / high school students, you are making your first attempts toward adult responsibility and self-discipline. Your attitude toward school will play a large role in determining how well you do in school. If your primary purpose for coming to school is to learn and participate in classroom and extracurricular activities, you will probably never encounter serious disciplinary problems. You must remember that **YOU** are responsible for your own actions. If your actions are in violation of school and/or classroom policies, you will have to accept the consequences. You should also understand that Kansas law allows the school district to hold you accountable for your behavior on the way to and from school and during any school sponsored activity.

Keeping this in mind, a **Saturday School** has been designed as a behavior modification strategy for students who are having problems with attendance, tardies, detentions, discipline, or academics. Attendance at assigned Saturday School **is mandatory with the following exceptions:**

- a) extreme family needs – such as funerals, planned family activities, documented religious activities. Any other extreme family needs will be determined by the principal / designee after a conference with the parents and student. The student will **be required** to spend the following Saturday in Saturday School allowing parents and student to make the necessary arrangements
- b) Illness – in case of an illness which prevents the student from attending Saturday School, the parent must contact the Saturday School at 620-845-2585, Ext. 118, between 7:55 AM and 8:07 AM. A doctor's slip must be presented to the principal / designee on the next day the student is in attendance at school. Failure to do so will result in in-school or out-of-school suspension. The student **may be required** to spend the following Saturday in Saturday School.

A parent/guardian, student and principal / designee MUST sign a form stating the reason for the exception, documenting the reason. The penalty will be outlined and the parent/guardian, student, and principal/designee's signature indicates they understand the penalty. (NOTE: this signature does not mean the parent agrees with the punishment but that they are aware of the penalty).

If any information is falsified, the student will serve out-of-school suspension. Failure to follow this policy could lead to further disciplinary action up to expulsion from school as per Kansas Statute 72-8901.

NOTE: After the **third** Saturday School assignment the student will be suspended out-of-school for up to ten (10) days with the possibility of expulsion for the remainder of the semester.

ASSIGNMENT PROCEDURES:

Saturday School shall not be used as the first line of behavior modification.

- 1) Assignment to Saturday School shall be at the discretion of the building principal or his designated representative.
- 2) Assignment to Saturday School shall be done only after other attempts have proven unsuccessful.
- 3) Time in Saturday School shall be four (4) hours:
 - a. beginning at 8:00 AM – 12:00 PM (See Saturday School guidelines)
 - b. doors will be opened at 7:55 AM
 - c. failure to be in the Saturday School room by 8:00 AM will result in a three day out-of-school suspension as per KSA 72-8901
 - d. students are to bring ALL materials such as textbooks, paper, pencils, calculators, books, etc with them.
 - e. failure to bring material to work on or read will result in the student being assigned Behavioral Modification worksheets to be handed in at the end of the session. students are required to stay busy on legitimate school work or mandatory reading during the entire session.
 - f. there will be two (2) five-minute restroom breaks during the session.
 - g. NO FOOD, CANDY, POP, RADIOS, ETC. will be allowed.
 - h. all Saturday School sessions will be held in the high school building.
 - i. all school rules will be in effect.
 - j. Disruptions of any kind will not be tolerated and the student will be dismissed from Saturday School and suspended by the building principal / designee for a three (3) day out-of-school suspension as per KSA 72-8901.
- 4) Failure to serve the Saturday School will result in a three (3) day out-of-school suspension as per KSA 72-8901.
- 5) The maximum number of Saturday Schools a student may be assigned for any reason shall be THREE (3) in one school year.

SATURDAY SCHOOL ASSIGNMENTS:

A student may be assigned to Saturday School for the following reasons (this list is not all-encompassing):

1. At the principal / designee's discretion for disciplinary reasons
2. After having served three times in ZERO HOUR DETENTION, the student will be assigned to Saturday School on the fourth time. (SEE ZERO HOUR DETENTION)

DETENTIONS

TEACHER DETENTIONS:

Each teacher may keep a student before or after school for detention.

ZERO HOUR DETENTIONS:

A ZERO HOUR DETENTION shall be held before school each day from 7:00-7:55 AM. No **ZERO HOUR DETENTION** will be less than one (1) hour in length and shall be for tardies, unexcused absences, and failure to attend a teacher's detention.

1. Failure to attend the teacher's detention shall result in the student being assigned to **ZERO HOUR DETENTION** at 7:00 AM until 7:55 AM for each violation.
2. Failure to attend an assigned **ZERO HOUR DETENTION** will result in a three (3) day in-school suspension.
3. A student shall be assigned to **ZERO HOUR DETENTION** no more than three times. On the fourth time, the student will serve one day in **SATURDAY SCHOOL**.

TARDIES:

2. A student who accumulates three unexcused tardies shall be required to spend one (1) hour in **ZERO HOUR DETENTION** and one (1) hour for each additional unexcused tardy. After the student has been assigned to **ZERO HOUR DETENTION** three times they will be assigned to serve one day in **SATURDAY SCHOOL**.
3. A student shall be deemed tardy if they are not in the classroom when the bell rings. Exceptions: if they have made prior arrangements with the teacher or have a pass from a sending teacher or an admit from the office.
4. No student shall be allowed tardy into any class without an admit from the office. All tardies are recorded by each teacher during the day but determination of excused / unexcused will be made by the office.

UNEXCUSED ABSENCES:

1. A student who has an unexcused absence for any part of the school day shall be assigned to **ZERO HOUR DETENTION** for one (1) hour for any part of a period missed. For example: a student misses first period and five minutes of the second period. **Penalty: Two (2) hours in ZERO HOUR DETENTION.**
2. After the student has been assigned to **ZERO HOUR DETENTION** three times they will be assigned to serve one day in **SATURDAY SCHOOL.**
3. A student who habitually has attendance problems will face possible long term suspension or expulsion.

ACADEMIC WORK:

No student shall be assigned to **SATURDAY SCHOOL OR ZERO HOUR DETENTION** for academic reasons.

GUN-FREE SCHOOLS ACT

(adopted 10/12/94)

Weapons:

A student will 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 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 provision of JDC (probation).

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

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

DRUG FREE SCHOOLS AND COMMUNITIES ACT

The USD #360 Board of Education has adopted the DRUG FREE SCHOOLS AND COMMUNITIES ACT policy. Parents and students are to understand that compliance with the standards of conduct in this policy are mandatory. Consistent with other rules and regulations stated in the Student-Parent Handbook governing student involvement with alcohol and drugs, the official position of this school district is that the use of "prohibited substances" decrease overall academic performances, increase the probability for personal injury and physical damage, and lessens the chance for the student to reach his or her full potential.

In order to provide the individual student and other students, as well as provide a legitimate reason for students to say "NO" to drug use and provide an opportunity for those taking drugs to receive help in locating programs which can provide assistance, and with the intent to create a safe, drug-free environment for students, it is hereby the policy of Caldwell Schools that a student shall not use, buy, sell, or have in possession any alcohol or any substance considered illegal or controlled by the United States Food and Drug Administration, or by the State of Kansas on school premises, to and from a school activity, or at any school activity

The primary goal of this policy is to promote the student's physical and mental well-being and a lifetime of healthful living by discouraging the use of illegal substances or the abuse of legal substances. School policies dealing with alcohol and drugs are found in the discipline code section and the Student Athlete Alcohol, Tobacco and Drug Policy.

Through this policy and subsequent educational opportunities, it is hoped the students learn to make responsible choices in their lives. Caldwell Schools encourage students to participate in a variety of academic, social, and athletic activities and to maintain healthy, drug-free lives.

STUDENT CONDUCT

As a condition of continued enrollment in this school, students shall abide by the terms of the DRUG FREE SCHOOL AND COMMUNITIES policy as adopted by the Board of Education. Any violation of this policy supersedes any subsequent policy and subjects the violator to the following:

First Offense:

1. If a student's confirmed violation of this policy is through clear and convincing evidence, the student shall be subject to the following:
 - (a) the parent or guardian **AS WELL AS THE APPROPRIATE LAW ENFORCEMENT AGENCY** will be notified by the building principal / designee;
 - (b) a due process hearing will be conducted by the principal / designee with the parent or guardian and the student
 - (c) the student will be subject to a short-term, long term suspension **AND POSSIBLE EXPULSION** and suspended from all student activities for a period of not less than one month or four weeks. The student will be given the option of:

- i. enrollment in and completion of a school-approved drug and alcohol rehabilitation program at the student's expense at which time the student will be re-admitted on a probationary status or --
- ii. suspended from participation in and attendance at all school activities for the year.

Second Offense:

1. If a student's confirmed violation of this policy is through clear and convincing evidence, the student shall be subject to the following:
 - (a) the parent or guardian **AS WELL AS THE APPROPRIATE LAW ENFORCEMENT AGENCY** will be notified by the building principal / designee;
 - (b) a due process hearing will be conducted by the principal / designee with the parent or guardian and the student;
 - (c) the student will be subject to a long-term suspension **AND POSSIBLE EXPULSION** and suspended from all student activities for a period of not less than eighteen weeks or four months. The student will be given the option of:
 - i. enrollment in and completion of a school-approved drug and alcohol rehabilitation program at the student's expense at which time the student will be re-admitted on a probationary status or --
 - ii. be suspended from participation in and attendance at all school activities for the year.

Third Offense:

1. If a student's confirmed violation of this policy is through clear and convincing evidence, the student shall be subject to the following:
 - (a) the parent or guardian **AS WELL AS THE APPROPRIATE LAW ENFORCEMENT AGENCY** will be notified by the building principal / designee;
 - (b) a due process hearing will be conducted by the principal with the parent or guardian and the student;
 - (c) the student will be subject to expulsion from school for up to 186 days. The student will be given the option of:
 - i. enrollment in and completion of a school-approved drug and alcohol rehabilitation program at the student's expense at which time the student may be re-admitted during the term of the expulsion or --
 - ii. expulsion from school for the up to 186 days.

Note: The POLICY REVIEW COUNCIL will make a recommendation to the building principal / designee prior to a student being re-admitted to school or school activities following a violation of this policy. THE POLICY REVIEW COUNCIL will consider re-admittance only upon the student's completion of the prescribed program outlined above.

CALDWELL MIDDLE SCHOOL/SENIOR HIGH SCHOOL
STUDENT EXTRACURRICULAR ACTIVITIES
ALCOHOL, TOBACCO AND DRUG POLICY
(Revised & Approved 10/10/05)

POLICY STATEMENT

This policy is intended to address the use, possession or transfer of prohibited substances in any form during the time that a student is involved in any activity season sponsored or supervised by USD 360. The list of season dates for each activity will be provided by the coach/sponsor prior to the beginning of each season. The school can enforce this rule during the time period students are participating or practicing voluntary school activities. Whenever confirmed violations occur away from school premises including weekends and holidays during the period of active participation this policy will be enforced. Violations on the school premises including athletic facilities, during sponsored activities, or trips to and from activities shall fall under the **Drug Free Schools and Communities Act**, policy for all students of Caldwell Schools.

Caldwell Middle School / High School strongly encourages students to participate in the rich variety of athletic and extracurricular activities that we are privileged to offer. Caldwell schools recognizes that the use of "prohibited substances" decreases athletic performance, academic performance, increases the probability for injury, decreased team discipline, and generally prevents a student from performing at his / her best.

POLICY

It is the policy of Caldwell Schools that a student, while participating in any athletic or activity season including cheerleading, scholars' bowl, forensics, vocal music, band, math relays, football, volleyball, basketball, and/or track shall not use or have in possession any alcohol, tobacco or any substances considered illegal or controlled by the United States Food and Drug Administration, or by the State of Kansas. Violations of the policy will be established by clear and convincing evidence or proof.

The goal of this policy is for the Caldwell Schools to work with parents and guardians to promote the student's physical and mental well being and encourage a lifetime of healthful living by discouraging the use of illegal substances or the abuse of legal substances.

**REQUIREMENTS FOR PARTICIPATION IN ATHLETICS AND
ACTIVITIES AT CALDWELL SCHOOLS**

- 1) All participating students and parent and/or guardian must sign a written agreement acknowledging the receipt and understanding of this policy and resulting consequences.
- 2) A student must be in "Good Standing" in order to participate in any extracurricular competition.

CONFIRMATION OF A VIOLATION

A violation is confirmed by admission of the student, personal observation by a member of the faculty, assistant coach, school administrator, sponsor, or public records verifying a conviction for the possession or use of a prohibited substance by a student participant. Students pleading guilty to legal charges relating to or involving the use/possession of controlled substances will be subject to the policy at the time of the admission.

Confirmation may also occur if any other person provides information regarding the violation by a student involved in athletic and extracurricular activities. The provider of information shall write this information in a signed statement. After receipt of the signed statement, this information shall be investigated by the building principal/designee, activities director, head and assistant coach or activity sponsor. When assistance is required by the head coach / sponsor, the reliability and validity of any suggested wrongdoing shall be determined by a majority vote of the Policy Review Council.

POLICY VIOLATION ACTIONS

FIRST OFFENSE

Self Referral

If a student voluntarily refers his/her self for violating this policy in the absence of other convincing evidence, the student will submit to discipline administered by the coach before further participation is allowed. The building administrator and parents / guardians will be notified and informed of all disciplinary actions prior to their administration. This may include suspension from one competition date, additional conditioning, written reports, or other punishment deemed satisfactory to the coach and in fairness to the rest of the team or participants. Self-referral shall count as a **first offense** for the duration of the current school year. The Policy Review Council shall meet to determine if self-referral applies.

Confirmation by convincing evidence

If a student's confirmed violation of this policy is through clear and convincing evidence, the student shall be subject to the following:

- 1) A parent or guardian will be notified by the building principal / designee.
- 2) A due process hearing will be conducted by the building principal / designee with the student. The parent/ guardian will be given the option to attend the hearing
- 3) The student will be suspended from participating in an activity for one competition date immediately following the infraction.
- 4) The student will also be subject to appropriate discipline by the coach/sponsor in accordance with activity guidelines specific to the activity.
- 5) Should the student not comply with disciplinary action deemed appropriate by the coach/sponsor, the student has the option of withdrawing from the activity.

SECOND OFFENSE

If a student violates this policy twice during a school year including a second self referral:

- 1) A parent or guardian will be notified by the building principal / designee.
- 2) A due process hearing will be conducted by the building principal / designee with the student. The parent/ guardian will be given the option to attend the hearing.
- 3) The student will be suspended from participating in activities for two consecutive competition dates.
- 4) The student will also be subject to appropriate discipline by the coach/sponsor in accordance with activity guidelines specific to the activity.
- 5) Should the student not comply with disciplinary action deemed appropriate by the coach/sponsor, the student has the option of withdrawing from the activity.

THIRD OFFENSE

If a student violates this policy three times during a school year, including self-referrals:

- 1) A parent or guardian will be notified by the building principal / designee.
- 2) A due process hearing will be conducted by the building principal / designee with the student. The parent / guardian will be given the option to attend the hearing.
- 3) The student will be suspended from participating in all activities for the remainder of the year. At this point the student will be deemed to have a continuing problem with prohibited substances and be required to complete a school approved counseling and education program before further participation in activities is allowed during the students enrollment.

This counseling will be at the families expense with proof of completion supplied to the building principal / designee prior to further participation in Caldwell Schools extracurricular programs. The Policy Review Council shall approve the counseling / education program.

PRESCRIBED MEDICATION

It is not a violation of this policy to possess and use a controlled substance specifically prescribed for the student's own use by a physician. It is the responsibility of the student to inform the head coach or sponsor of his/her use of prescription drugs and if requested, to provide a written statement from a physician.

DUE PROCESS

The school district shall assign the hearing officer for all violations of this policy. Each student shall be afforded due process rights as outlined in the K.S.A. 72-8901.

APPEAL

A student may appeal any action under this Policy to the Review Council no later than three (3) days after denial for participation has been made. The Policy Review Council shall hear the appeal within three (3) days of the receipt of the appeal request and render their decision within one (1) school day of the hearing. Until the Policy Review Council has met and rendered their decision, the student may not participate in any school-sponsored activity.

POLICY REVIEW COUNCIL

A review council shall be established to hear appeals to the above policy violations. The Policy Review Council's decision shall be final. The Policy Review Council shall be composed of the following individuals: **Building Principal / designee, Athletic Director, School Counselor, Teacher (randomly selected) and Head or Assistant coach**

All meetings of the Policy Review Council shall be conducted by the building principal / designee. All decisions by the Policy Review Council shall be a majority decision and recorded by the building principal. The Policy Review Council will use the K.S.A. 72-8901 as a guide in conducting all hearings.

DEFINITIONS

"STUDENT" - a 6th-12th grade member of any USD #360 school sponsored athletic team or activity group, manager or cheerleader.

"IN SEASON" - means any time during the day, night, weekends or holidays, including all time in and away from school, from the beginning of the athletic or activity season or organizational meeting until completion of the athletic or activity season

"TOBACCO" - means cigarettes, cigars, smokeless tobacco and all other tobacco products in any form.

"ALCOHOL" - means any alcoholic beverage, cereal malt beverage or "low point beer" as defined by Kansas State Law

"ILLEGAL DRUGS" - any substance considered illegal or controlled by the Food and Drug Administration, federal law, or Kansas State Law.

"REASONABLE SUSPICION" - means a suspicion based on specific personal observations concerning the appearance, speech, or behavior of a student, and reasonable inferences drawn from those observations in the light of experience. Information provided by a reasonable source, if based on personal specific knowledge, shall constitute reasonable suspicion. In the context of performance enhancing drugs, reasonable suspicion includes unusual increases in size, strength, weight or other athletic abilities.

"CLEAR AND CONVINCING EVIDENCE" - means evidence or proof, beyond a reasonable or well-founded doubt as determined by the investigator.

"NOT IN GOOD-STANDING" - means any student who violates the KSHSAA Rule 14, BONA FIDE STUDENT, Section 1, Article 1 through Article 6.

"SCHOOL APPROVED COUNSELING AND EDUCATIONAL PROGRAM" - means any counseling and educational program approved by the Policy Review Council. (The program is at the expense of the student and his / her family).

MISCELLANEOUS BUILDING POLICIES

PERSONAL APPEARANCE POLICY

The principal / designee has specific authority to admit and dismiss students in accordance with his determination of a standard of dress and good grooming that will be compatible to a wholesome school situation.

Students and parents should realize that how a student dresses affects his / her behavior. Appropriate school dress is the responsibility of every student and parent.

A school is a place of business as well as a place for fun and enjoyment. Clothing should be conservative in taste and adequate for weather conditions.

It is almost universally accepted that a person acts much in the manner as he thinks, and a direct relationship exists in attitudes and how one dresses or grooms oneself in presenting himself to the public. Those with low self esteem usually radiate that self evaluation and impression. Those with high self esteem will likewise take care in personal appearance and dress and radiate that same attitude.

REMEMBER....YOU REPRESENT **YOURSELF** FIRST AND LIKEWISE
YOU HAVE MORE TO GAIN OR LOSE PERSONALLY
THAN DOES ANY SOCIAL INSTITUTION

STUDENTS WHO PARTICIPATE in interscholastic activities and public performances will be expected to follow the personal appearance code approved by the directors or coaches of those activities and the administration.

ACTIVITY TRIPS SUCH AS BAND, VOCAL, KAYETTES, STUDENT COUNCIL
ACADEMIC, FORENSICS, ATHLETICS, ETC. WILL HAVE SPECIFIC DRESS
REQUIREMENTS. SPONSORS AND COACHES WILL ISSUE THESE
DRESS CODES FOR YOUR KNOWLEDGE

UNLESS SPECIAL PERMISSION IS GIVEN, SCHOOL UNIFORMS ARE NOT TO BE WORN AS REGULAR SCHOOL DRESS.

- 1) PHYSICAL EDUCATION STUDENTS are required to wear shorts AND shirts. When leaving the gym to go to class areas, proper clothing is ALWAYS REQUIRED. Gym apparel is not appropriate as classroom dress.
- 2) UNACCEPTABLE APPAREL – Although dress and grooming habits are certainly changing, the Board of Education and Administration believe that certain standards of dress and grooming habits are necessary to maintain a wholesome and inspiring learning atmosphere for students. USD 360 will endeavor to work with parents to ensure that students come to school each day in clean, neat, and appropriate attire, and that school attire shall be based on **COMMON SENSE AND GOOD TASTE** by both students and parents. The building principal / designee and staff are responsible for maintaining a wholesome school environment. Students presenting themselves at school wearing objectionable attire will be required to make a change or be sent home. A repeated offense of this policy will first result in the student being disciplined. Faculty members observing objectionable attire will intervene and remedy the situation if possible.
- 3) When necessary, the principal / designee will make a determination of what is acceptable or unacceptable. The dress policy applies to any and all school sponsored activities and events which include the junior-senior banquet and prom, award banquets, senior assembly, commencement, school picture sessions, dances and parties, music contests and concerts, forensics events, academic competitions, sport events, and field trips.

STUDENTS ARE PROHIBITED FROM WEARING TO SCHOOL THE FOLLOWING:

- a. Hats, caps, bandannas, do rags, or any head coverings.
- b. Any clothing with graphics or wording referring to alcohol, beer, liquor, tobacco products, drugs, sex or profanity. Examples: No Big Johnson or co-ed naked – or suggestive sport shirts.
- c. Any clothing or attire associated with gang clothing or affiliation.
- d. Pulled down or sagging pants of any description (pants, shorts, jeans, etc.) worn below the waist.
- e. Chains worn in any style or manner. The possession of metal link chain, concealed or otherwise, is also prohibited.
- f. Any clothing that is distasteful or suggestive in any way.
- g. Any combination of shirts and pants where the midriff is exposed when arms are held out straight and parallel with the floor.
- h. Any shirt, blouse or dress that has two straps less than three inches wide.
- i. Any shirt, blouse, or dress that has fewer than two straps. (There must be one strap on each shoulder.)
- j. **Shoes with rollers in soles that allow students to roll instead of walk (inline roller shoes)**

Student attire worn to any and all school activities and school sponsored events such as banquets, proms, assemblies, school picture sessions, dances and parties, music contests and commencement are subject to sponsor approval.

State health laws require that shoes will be worn at all times at school.

AUTOMOBILE DRIVING POLICY

Since school bus transportation is not provided by the district, the necessity for students to drive to school is recognized. Parents and students are asked to cooperate with the administration in the interest of safety for everyone.

- 1) STUDENT PARKING. The assigned student parking areas are under the supervision of the school, and all school rules and regulations are extended to the student parking areas. Students are to park their vehicles in the lots north and the island east of the high school building. The areas in front of the high school and gymnasium are reserved for faculty and visitors.
- 2) The parking lot across the street north is also reserved for high school faculty. However if the need arises (no other parking available) students may be able to park on the north side of the lot. Entrance to this lot is from Osage Street. Exit is to the alley.
- 3) UPON ARRIVAL. Once a student arrives at school, he/she is restricted to remain on the school premise.
- 4) STUDENT VEHICLES. Student vehicles are to be parked properly in the student parking area upon arrival at school. Once the vehicle is parked, students are to get out of the vehicle and away from the parking area.
- 5) VEHICLE RESTRICTIONS. Students are not permitted to return to their cars until school is dismissed at the end of the school day. **At no time** are students permitted to loaf in or around parked vehicles. Only with special permission from the principal / designee's office may a student return to their vehicle during the school day.

- 6) **SCHOOL DISCLAIMER.** The school assumes no duty to supervise student driving when vehicles are operated outside the school's jurisdiction.

HALL LOCKERS

Each student is assigned a locker at the beginning of school. **YOU ARE NOT TO CHANGE LOCKERS WITHOUT FIRST CHECKING IN THE OFFICE.** Each locker has a combination lock and you will be given the combination for YOUR locker when you receive your locker number. LOCKERS ARE TO BE KEPT LOCKED. STUDENTS ARE NOT TO ENTER LOCKERS ASSIGNED TO OTHER STUDENTS.

LOCKERS DO NOT LOCK JUST BY CLOSING THEM. LOCKERS LEFT UNLOCKED WILL BE PADLOCKED BY THE PRINCIPAL / DESIGNEE FOR VARYING PERIODS OF TIME. NO FIRST WARNING NEED BE EXPECTED.

Stickers, tape and writing on lockers inside or out will cause problems at the end of the year. Lockers WILL BE COMPLETELY cleaned by students before summer dismissal. Lockers are to be kept neat and clean!!

LOCKERS ARE THE PROPERTY OF THE SCHOOL DISTRICT. LOCKERS AND THE CONTENTS THEREOF MAY BE INSPECTED AT ANY TIME BY THE SCHOOL ADMINISTRATION. PERSONAL POSSESSIONS KEPT IN LOCKERS SHALL NOT BE IN CONFLICT WITH SCHOOL POLICIES.

GYM LOCKERS

Leaving personal belongings unlocked and unattended often leads to theft. Combination padlocks are available through the coach or physical education teacher. **A \$5 fee will be assessed for each padlock. The fee is refundable at the end of school or a sports season. Loss of school padlocks will result in the student paying full replacement cost** Lockers in the locker rooms are the student's responsibility and should be kept locked.

LOSS OF POSSESSIONS DUE TO UNLOCKED LOCKERS IS NEARLY IMPOSSIBLE TO RECOVER. THIS APPLIES TO BOTH HALL AND GYM LOCKERS.

STUDENT ASSEMBLIES

Occasionally programs are organized and planned for the students. These programs or activities allow for a break in the daily routine of school and add variety to the education process. Behavior in assemblies will be monitored by the teaching staff.

ANY UNACCEPTABLE BEHAVIOR OF A STUDENT BEFORE, DURING OR AFTER A PROGRAM WILL RESULT IN APPROPRIATE DISCIPLINARY ACTION. BOOING OR OTHER SHOW OF DISRESPECT WILL NOT BE TOLERATED AT ANY ACTIVITY.

HALL PASSES

- a) **HALL PASS** – Any student moving through the halls during class periods IS EXPECTED TO have a pass permit from the instructor of the **CLASS OR ROOM TO WHICH HE / SHE IS ASSIGNED.** Student Agenda books will serve as passes. There are signature pages in the book which are to be used by the teacher and student showing permission to be in the hall. In order to go to another instructor from the library or any room, the instructor or counselor must request the student be sent to their room by issuing a pass to the student PRIOR to that time. As a rule of thumb, on class time, teachers should not permit or allow more than one student at a time leave the room.
- b) **LIBRARY PASS** – A student going to the library for study or reference work must have his / her Agenda Book filled out and signed by the supervising teacher. This is to be shown to the librarian at time of entry with the librarian then signing it upon time for departure. Times of entry and departure will be entered by the librarian.

**STUDENTS ARE NOT TO BE IN THE LIBRARY WITHOUT
TEACHER SUPERVISION**

GENERAL LIBRARY INFORMATION

The school library will be open from 7:55 a.m. until 3:35 p.m. for the benefit of students and faculty except for times when supervision is impossible. Books in the regular collection are checked out for a two-week period. Reference books are checked out for **OVERNIGHT USE ONLY** and cannot be checked out until after 3:25 p.m. each day. A FINE MAY BE ASSESSED ON OVERDUE BOOKS.

The past five years' issues of periodicals subscribed to by the library are on file. These back issues may be checked out for a one-week period.

QUIET, COURTESY, AND OBSERVANCE OF THE RULES OF THE LIBRARY by each individual will insure good library service for all. Your library is a tool. Learn to use it properly and receive the many benefits it offers. The library will be a place of quiet study. The privilege of using the library will be revoked if it is misused.

The library office areas are NOT open to students unless authorized by the librarian.

PREGNANCY POLICY

The amount of participation in school activities by a pregnant student will be determined on an individual basis. The advice of the students consulting physician will be considered in regard to physical activities and other school activities.

Pregnant students will be allowed to participate in all phases of the school program unless their physician advises to the contrary, or unless their behavior results in material or substantial disruption of the school program. In the event a pregnant student's child is born during the school year, the student will be re-admitted to her regular schedule upon written consent of her physician.

U.S.D. 360 does not provide a childcare center. Therefore pre-school children shall not attend classes unless by invitation of school personnel.

VISITORS

Parents and patrons are encouraged to visit the school at any time to become better acquainted with the program and operation of the school. All members of the staff stand ready to assist you in every way possible.

School age visitors should basically be the same age as the student they are with during the day. ALL VISITORS ARE TO HAVE A PERMIT FROM THE OFFICE.

STUDENT PUBLICATIONS

School-sponsored student publications shall be under the control and supervision of the building principal / designee. All materials published in school-sponsored publications must have prior approval of the faculty sponsor.

Students are exposed to diverse opinions on an infinite number of topics through the various mass media. Students who have facts and opinions should be allowed to express them in print as well as through oral communications. However, student editors and writers must observe the same legal responsibilities as those imposed upon conventional newspapers and communication media. Thus, no student shall distribute in any school any student publication which:

- 1) is obscene as to minors according to current legal definitions;
- 2) is libelous according to current legal definitions; or
- 3) creates a material or a substantial disruption of the normal school activity or appropriate discipline in the operation of the school

INSURANCE

All Caldwell students (grades K-12) will be insured against accidents and injuries by a policy purchased by the Board of Education through Maksin Management Corp of Pennsauken, NJ. This is a LIMITED POLICY WHICH COVERS A PORTION OF THE EXPENSE NOT COVERED BY THE FAMILY INSURANCE. It covers both athletic and school time injuries.

It is a responsibility of the student and/or parent to inform the office when they need to file a claim. Claims **MUST be made within 90 days.**

The KSHSAA Catastrophic Insurance which covers major athletic injuries has also been purchased by the Board of Education.

Additional accident insurance, which has been offered in the past, will not be available.

SCHOOL NURSE AND MEDICATION PROCEDURES

The school nurse has an office in the high school office complex. Students should report to the nurse's office in case of illness or injury. If the nurse happens to be out of the office, students are to report to the high school office.

NO STUDENT IS TO LEAVE THE BUILDING BEFORE CHECKING OUT IN EITHER THE NURSE'S OFFICE OR THE HIGH SCHOOL OFFICE

MEDICATIONS – DUE TO LEGAL RESPONSIBILITIES IN REGARD TO GIVING MEDICATIONS TO STUDENTS, THE FOLLOWING POLICY WILL BE STRICTLY ENFORCED:

Only medication prescribed by a physician can be dispensed by school personnel. **NO OVER-THE-COUNTER MEDICATIONS WILL BE GIVEN TO STUDENTS BY ANY SCHOOL PERSONNEL.** A parent or guardian can come to the school and give these medications at their own discretion.

IF AN OVER-THE-COUNTER medication is ordered by a physician for a specific illness, this can be given by the school personnel **IF ACCOMPANIED BY A WRITTEN REQUEST FROM THE PHYSICIAN.**

NO STUDENT will be permitted to take medication in school unless a **WRITTEN REQUEST IS BROUGHT FROM A PHYSICIAN.** The medication must be brought to school **IN ITS ORIGINAL CONTAINER,** with prescription dosage, from the pharmacy. If the medication will be needed for several days, bring only the dosage for the week. **DO NOT BRING THE ENTIRE BOTTLE OF MEDICATION EACH DAY.**

Students who are on daily medication for a chronic illness can bring more than a weeks supply. Please make arrangements with the school nurse or the principal's office.

ALL AREA DOCTORS HAVE A SUPPLY OF THE NECESSARY FORM TO SIGN AND SEND WITH YOU TO THE SCHOOL

HEALTH POLICY

Any student who is restricted from physical activity such as physical education for a designated length of time as stated in writing by his / her doctor will have that time adhered to by the school unless the doctor, in writing, releases the student to resume activities or extends the restricted time.

No student with a sore throat, severe cough or cold, fever or any contagious disease will be allowed to attend school. It is recommended that students who are sent home or kept home from school because of a fever remain at home 24 hours after their temperature returns to normal without temperature reducing medication.

We often find it necessary to send students home when symptoms occur which might affect the health of your child and others. Your cooperation with the school nurse and others will be greatly appreciated.

IMMUNIZATIONS

All students of Kansas schools are **required** to be immunized against poliomyelitis, diphtheria, pertussis, tetanus, measles, mumps and rubella. Hepatitis B and varicella are required at certain grade levels. Students enrolling in school will provide proof of all required immunizations. Students who have not completed the required immunizations may enroll or remain enrolled while completing the required immunizations if a physician or local health department certifies that the student has received the most recent appropriate immunizations in a required series. Failure to timely complete all required series will be deemed non-compliance. Students may be excluded from school until proof of required immunizations is provided to the school. The only exceptions are: (1) An **annual** written statement signed by a licensed physician stating the physical condition of the child to be such that immunizations would seriously endanger the life or health of the child; (2) An **annual** written statement signed by one parent or guardian that the child is an adherent of a religious denomination whose religious teachings are opposed to immunizations. (K.S.A. 72-5209 . . . K.S.A. 72-5208 to 72-5211a)

EXTRA-CURRICULAR ACTIVITIES

ACTIVITIES DIRECTOR

In conjunction with the principal / designee, the activities director will schedule and coordinate all activities, bus departures, locker room assignments for guest teams and secure game officials in part with the league commissioner as well as other required duties.

The activities director, the principal/designee and the administrative assistant are the chief supervisors and authorities at all activities. They will assign faculty assistance where and when needed for the smooth operation of activities. He/she will assist with building security and crowd control.

Coaches, students and spectators of all events are under the DIRECT supervision of the activities director, assigned staff and principal / designee as CHS operates under the auspices of the Kansas State High School Activities Association. All rules and regulations are strictly adhered to.

Coaches are directly responsible to the activities director and principal/designee regarding communication, organizations and operation of all activities.

WEDNESDAY NIGHT ACTIVITIES

NO SCHOOL ACTIVITIES WILL BE SCHEDULED ON WEDNESDAY NIGHT

ATTENDING ACTIVITIES

STUDENTS IN K-12 attending a school activity will stay at the activity for its duration. Once a student goes outside or leaves the activity without permission he / she will not be re-admitted to that activity.

PEP ASSEMBLIES

Pep assemblies may be scheduled on game days. The season's schedule will be worked out between the principal / designee and sponsor. Pep assemblies will be limited to a maximum of 15 minutes with an additional five (5) minutes for the pep band and cheerleaders to prepare. ALL STUDENTS ARE EXPECTED TO ATTEND PEP ASSEMBLIES WHEN THEY BEGIN PRIOR TO THE END OF SEVENTH HOUR.

K.S.H.S.A.A. ELIGIBILITY RULES

(THESE RULES PERTAIN TO SPORTS, MUSIC AND SCHOLASTIC EVENTS)

Students may be eligible to represent their school in interscholastic activities if:

- a. You are a bona fide undergraduate student in good standing.
- b. Your conduct and standard of sportsmanship are satisfactory and do not bring discredit to yourself or school.
- c. You are not 19 years of age (16, 15 or 14 for middle school students) on or before Sept. 1 of the school year in which you compete.
- d. You have not completed eight semesters of competition and/or attendance nor more than four seasons in one activity in a four-year school.
- e. You have passed five NEW subjects (those not previously passed) of unit weight your last semester of attendance. (If you are a first semester high school student you must have passed five new subjects of unit weight in your last semester of middle school attendance.
- f. You are attending and enrolled in five NEW subjects of unit weight.
- g. You do not engage in outside athletic competition in the same sport while you are a member of a school squad. Consult your coach or principal / athletic director before you participate individually or on a team in any game, training session, or tryout conducted by an outside organization.
- h. You have passed an adequate physical examination by a practicing physician and have the written consent of your parents or legal guardian. (THE COMPLETED FORM MUST BE IN THE HANDS OF YOUR PRINCIPAL / ATHLETIC DIRECTOR PRIOR TO YOUR FIRST PRACTICE)
- i. You are regularly enrolled and in attendance not later than Monday of the fourth week of the semester in which you participate.

- j. You are a transfer student and have met the requirements of the Transfer Rule. Contact the principal / athletic director concerning this regulation.
- k. You are not a member of any fraternity or other organization prohibited by law or by the rules of the K.S.H.S.A.A.
- l. You have not competed under a false name or for money or merchandise of intrinsic value, and have observed all other provisions of the Amateur and Awards Rules.
- m. You have complied with the Undue Influence Rules and have not violated the anti-tryout and Private Instruction Rule.
- n. **Note: Currently Sixth grade students at Caldwell Middle School do NOT participate in middle school football, scholars' bowl or cheerleading activity programs.**
- o. **CMS eligibility will be based on a quarterly eligibility. They must pass five new subjects (those not previously passed) each quarter instead of each semester as CHS students do. CMS Students must pass three (3) out of their four (4) core classes each quarter. Students who fail two (2) or more core courses will be ineligible regardless if they pass five total classes for the quarter. Students failing to meet the criteria will be ineligible for the next quarter of attendance.**

INTER-SCHOLASTIC ACTIVITIES PHYSICAL EXAMINATION

A physical examination is REQUIRED for each person who takes part in athletics or cheerleading (boys and girls). Also, written permission to participate must be secured from the parent or guardian. Any cost in regard to the physical is to be paid by the pupil or parent.

KSHSAA SPORTSMANSHIP / CITIZENSHIP RULE 52

Activities are an important aspect of the total education process in the American schools. They provide an arena for participants to grow, to excel, to understand and to value the concepts of SPORTSMANSHIP and teamwork. They are an opportunity for coaches and school staff to teach and model SPORTSMANSHIP, to build school pride, and to increase student / community involvement; this ultimately translates into improved academic performance. Activities are also an opportunity for the community to demonstrate its support for the participants and the school, and to model the concepts of SPORTSMANSHIP for our youth as respected representatives of society. Sportsmanship is good citizenship in action!

Caldwell Middle/Senior High School supports KSHSAA Rule 52 and all regulations and enforcement procedures provided therein.

BUS RIDING GUIDELINES

Student safety is our first concern. Riding a school bus can be dangerous and result in injury or death. The following rules are intended to reduce the risks of personal harm to the passengers:

1. ALL school policies apply to bus trips.
2. BE ON TIME. The bus will not wait.
3. Seats may be assigned. Sponsors will take roll each time students board the bus.
4. **STUDENTS WILL STAY SEATED IN THE BUS SEAT THROUGHOUT THE DURATION OF THE TRIP.** Everyone will sit facing forward.
5. Bus sponsors are IN FULL AUTHORITY and should be seated near the middle or to the rear of the bus unless there is a good reason not to do so.
6. Visit in a LOW TONE – loud mouthing, yelling and singing is very distracting to the driver – thus a safety factor.
7. **THERE MUST BE TOTAL QUIET** in the bus when stopped at railroad crossings. The driver must be able to listen for trains.
8. No object of any kind is to be thrown out the window or on to the bus floor. Upon return sponsors will see that students clean up the bus before unloading.
9. Aisles are to be kept clear at all times.
10. Entering and exiting the bus through the emergency door is prohibited by law EXCEPT IN AN ACTUAL EMERGENCY SITUATION.
11. The use of the emergency door requires permission from the driver or sponsor.
12. AT NO TIME are heads or arms to be out a window. To do so could result in the loss of that part of the body.
13. **THE BUS DRIVER HAS FULL AUTHORITY** to discipline a student.
14. Use the restroom before departure.
15. Parents or rides home must arrange to pick you up NO LATER THAN 10 MINUTES after the bus returns to Caldwell Middle/Senior High School.
16. Persons may ride home from an activity with a parent ONLY if the parent or guardian at the activity personally reports to the sponsor or coach in charge of the group AND signs the release form the coach will have. This releases the school from responsibility of the student.
17. Misconduct of any kind will warrant corrective action and deprive the student of future activity trips.
18. Consumption of food and drink is prohibited on the bus.

STUDENT TRANSPORTATION POLICY

Students traveling to an activity with a group and sponsor will return WITH THAT GROUP AND SPONSOR unless the parent or legal guardian IN PERSON AT THE EVENT VERBALLY AND IN WRITING communicates with the sponsor that the student will be going with the parent. NO STUDENT WILL BE RELEASED TO ANY OTHER PERSON UNLESS ARRANGEMENTS HAVE BEEN APPROVED IN ADVANCE BY THE PRINCIPAL / DESIGNEE. Only in an extreme situation will approval be granted by the principal / designee.

Student participants representing CMS / CHS are not permitted to drive themselves to out-of-town school sponsored activities. Should a student do so, he or she will not be permitted to participate.

Coaches and sponsors may have their own policies requiring their students / athletes to return home on school transportation.

NOTE: The U.S.D. 360 B.O.E. reviewed this policy on June 10, 1996 and the transportation policy is to remain enforced as written.

ATHLETIC PRACTICES

Senior high sports practices will be set up after middle school practices are complete. During volleyball and basketball seasons, if the middle school has a home game and only one gym is available the senior high will have an early and / or late practice in the available gym. If the middle school is on the road, practice times may be moved up to start earlier than 4:45. Practice should end by 6:45 PM in order to get the students home. Early in a season coaches may keep athletes until 7:00 PM if parents are notified.

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CALDWELL SCHOOLS, USD 360 MISSION STATEMENT

The mission of Caldwell Schools, U.S.D. 360, is to promote learning as a lifelong process for all students as they prepare for the future. The schools, in partnership with home and community, will provide challenging opportunities in a safe and caring environment.

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HOME ROOM / ACTIVITY PERIOD

In order to meet yearly AYP (Adequate Yearly Progress) requirements of KSDE, home room / activity period will be used to improve student reading, writing, social studies, science and math problem solving.

In order to meet the goals set in these areas students will be doing the following activities:

- Using the daily planner to help with organization
- Reading for 10 minutes a day in the **Drop Everything And Read** program
- Completing a problem solving activity every week during activity period
- Using the QAR questioning technique in all classes
- Choosing best effort work in all areas for their student portfolio

Each morning from 8:00-8:10 a.m. student agenda books will be checked by the homeroom teachers. These books are to be used for keeping track of assignments, as well as your Internet license and hall passes.

This time can also be used for organization / class meetings.

POSSIBILITY OF ASBESTOS

To: ALL SCHOOL DISTRICT EMPLOYEES
ALL PARENTS AND / OR STUDENTS

From: MR. ALAN JAMISON, SUPT.

Subject: Notification of possible materials within the school buildings which may contain asbestos.

This letter officially notifies all employees, students and parents that there may be materials within the school buildings which may contain asbestos. This bulletin has been directed to each of you to make you knowledgeable about potential health hazards.

On October 22, 1986, a law became effective pertaining asbestos abatement in public schools. The Environmental Protection Agency is in the process of developing formal guidelines for local educational agencies to follow.

We believe that Caldwell Schools have fulfilled the 1982 asbestos-in-schools rule of inspection and removal of friable materials which may have contained asbestos. The new law and regulations will require annual inspections of the buildings and development of a possible plan of action to remove all materials which may contain asbestos. The school district will make every reasonable effort to ensure that exposure to asbestos material does not occur.

July, 1987

NOTICE OF NONDISCRIMINATION

"Students, their parents, and employees of the Unified School District #360 are hereby notified that this school district does not discriminate on the basis of race, color, national origin, sex or handicap and is required by Title VI, Title IX and Section 504 not to discriminate on the basis of race, color, national origin, sex, or handicap in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning Unified School District #360 compliance with Title VI, Title IX and Section 504 is directed to contact Mr. Alan Jamison, Superintendent,

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22 N. Webb, Ph. 620-845-2585, Ext 105. Mr. Jamison has been designated by Unified School District #360 to coordinate the school district's efforts to comply with Title VI, Title IX and Section 504."

**TITLE VI, TITLE IX AND SECTION 504
GRIEVANCE PROCEDURES
FOR STUDENTS, FACULTY AND STAFF**

The following policies and procedures are established in order to assist in the fair resolution of student, faculty, and staff grievances. A grievance hereunder is a claim by a student, faculty member, or staff member (grievant) that a violation of Title VI, Title IX or Section 504 regulations has occurred. Whenever a grievance occurs, every effort will be made to secure an appropriate resolution as soon as possible.

**ANNUAL NOTIFICATION
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

Under the provisions of the Family Educational Rights and Privacy Act (FERPA) parents of students and eligible students (those who are 18 or older) are afforded various rights with regard to educational records which are kept and maintained by USD 360. In accordance with FERPA, you are required to be notified of those rights which include:

1. The right to review and inspect all of your educational records except those which are specifically exempted.
2. The right to prevent disclosure of personally identifiable information contained in your educational records to other persons with certain limited exceptions. Disclosure of information from your educational records to other persons will only occur if:
 - a. we have your prior written consent for disclosure;
 - b. the information is considered "directory information" and you have not objected to the release of such information; or
 - c. disclosure without consent is permitted by law.
3. The right to request that your educational records be amended if you believe that the records are misleading, inaccurate or otherwise in violation of your rights. The right includes the right to request a hearing at which you may present evidence to show why the record should be changed if your request for an amendment to your records is denied in the first instance.
4. The right to file a complaint with the Family Policy and Regulations Office at the U.S. Department of Education if you believe that USD 360 has failed to comply with FERPA requirements.
5. The right to obtain a copy of USD 360's policies for complying with FERPA. A copy may be obtained from the District office.

For purposes of FERPA, USD 360 has designated certain information contained in educational records as directory information which may be disclosed for any purpose without your consent. The following information is considered directory information: name, address, telephone number, date and place of birth, participation of officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous school attended by the student, class designation, major field of study and photographs. You have a right to permit the designation of any or all of the above information as directory information. If you refuse, you must file written notification to this effect with USD #360, at 31 N. Osage, Caldwell KS 67022, within five (5) days of enrollment. If a refusal is not filed, USD #360 assumes there is no objection to the release of the directory information designated.

SPECIAL EDUCATION SERVICES

Unified School District 360, Caldwell Schools, strives to provide for the educational needs of all students. Among these are instructional and support services for exceptional students, including handicapped and gifted.

These services are provided for our students through membership in the Sumner County Educational Services, Interlocal District 619. Through membership in the cooperative we join four other districts in providing appropriate education to all our exceptional students.

Acquisition of these services through a cooperative is necessary due to reasons of small incidence of exceptional students, economy in providing the services, and the ability to serve the varying needs of these students.

For information regarding these programs, services, and procedures for referral for comprehensive evaluation for the exceptional child, please contact your Board of Education office at 620-845-2585, or Virginia Swecker, Director of the Sumner County Educational Services Interlocal, District 619, 107 West Lincoln, Suite 200, P. O. Box 427, Wellington, KS 67152, Phone 620-326-8935.

