



# Unified School District #413

2025-2026

## Student Handbook

### USD 413 Mission Statement:

The mission of Chanute Public Schools is to educate and prepare students for lifelong success. ~~The Mission of Unified School District 413, a unique, indispensable learning community, is to ensure each student pursues a lifetime of personal fulfillment while positively impacting society through a vital system distinguished by:~~

- ~~• Educating and nurturing the whole child~~
- ~~• Maintaining a variety of diverse learning experiences~~
- ~~• Providing engaging & creative educators~~
- ~~• Investing in collaborative family & community relationships~~
- ~~• Believing unconditionally in unlimited student potential~~

## **Nondiscrimination**

*Discrimination against any student on the basis of race, color, national origin, sex, or disability in the admission or access to, or treatment in the district's programs and activities is prohibited. Mr. Matt Koester, 321 E Main St, 620-432-2500 has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990. Any student who believes he or she has been discriminated against may file a complaint with the building principal or the compliance coordinator. Any student complaint of discrimination shall be resolved under the district's discrimination complaint procedure.*

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

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

## **FERPA**

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

## **Wellness Policy Statement**

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

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# **CHANUTE PUBLIC SCHOOLS STUDENT POLICIES:**

## **ABSENCE PROCEDURE:**

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

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

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

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

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

**BULLYING/HARASSMENT (See Board Policy JGEC):**

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

Bullying is when a person or group tries to hurt or control another person. Bullying is aggressive behavior that may include hitting, shoving, pushing, name-calling, shunning, gossiping, or making someone do something he or she does not want to do. This includes behaviors that are communicated to students electronically via cell phone technology and online/internet, i.e. blogging, "sexting", e-mail, social networking such as Facebook, Instagram, Snapchat, etc.

Harassment is any unwanted attention. Sexual harassment is any unwanted attention of a sexual nature. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct or communication of a



sexual nature. Examples of prohibited behavior that are sexual in nature and are unsolicited and unwelcome include: written contact, “sexting”, verbal contact, physical contact, visual contact, and sexual blackmail. Harassment also includes, but is not limited to: teasing, racial/ethnic slurs, etc.

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

#### **CHILD NUTRITION PROGRAM:**

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

#### **COMPLAINTS ABOUT POLICY:**

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

#### **COMPUTER/INTERNET USAGE**

- Each student must sign a District 413 Users Agreement to log into the USD 413 network. These are provided to parent/guardian when students enroll/register in USD 413 schools.
- Students will not send mass emails (including but not limited to surveys, forms, etc.) without Principal authorization.
- Students who violate the district computer or internet policy will be subject to the following discipline up to and including expulsion depending on the individual facts:
- Other discipline consequences may include - One month without computer/internet use or the remainder of the semester without computer/internet use.
- \*\*It will be the student’s responsibility to complete any assignments or projects requiring the use of computers/Internet during the time of infraction.

#### **CONFERENCES:**

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

#### **DRUG DOG SEARCH:**

At the request of the administration, law enforcement officers or licensed private agencies may use trained dogs on school premises to identify student property that may contain illegal or illicit

materials and to determine whether materials are present that may threaten the general health, welfare, and safety of students and/or district employees. (Whenever the principal is mentioned in this rule, it shall be construed so as to include the superintendent or designated representative.)

Schools will follow set procedures when drug dogs are present.

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

### **EMERGENCY DRILLS:**

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

### **EMERGENCY SAFETY INTERVENTIONS (ESI):**

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

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

Staff training shall be provided as appropriate to educate staff on proper use of seclusion and restraint in circumstances where such use is warranted. Unless otherwise specified in Board Policy GAAF, staff members are prohibited from using face-down physical restraint, face-up physical restraint, physical restraint which obstructs the student’s airway, physical restraint impacting a student’s primary mode of communication, chemical restraint, or mechanical restraint.

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

### **GANG ACTIVITY:**

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

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

### **HEALTH:**

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

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

### **LIABILITY:**

People who damage school property are liable for those damages, according to state law. In the case of minor children, parents/guardians are also liable. School policy requires parents/guardians to be billed for the cost of damages. Therefore, we ask parents/guardians to help by teaching their children respect for public property and the property of others.

### **LOCKERS:**

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

### **MEDICATION AT SCHOOL:**

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

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

### **MEDICATIONS-STUDENT SELF-ADMINISTRATION:**

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

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

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

1. A written statement from the student's health care provider stating the name and purpose of the medication(s); the prescribed dosage; the time the medication is to be regularly administered; and the length of time for which the medication is prescribed;
2. Written consent from the student's parent or guardian;
3. The student shall also demonstrate to the health care provider or the provider's designee and the school nurse or the nurse's designee the skill level necessary to use the medication and any device that is necessary to administer the medication as prescribed. In the absence of a school nurse, the school shall designate a person who is trained to watch the demonstration.

**Authorization Required:** The health care provider shall prepare a written treatment plan for managing the student's asthma or anaphylaxis episodes and for medication use by the student during school hours. The student's parent or guardian shall annually complete and submit to the

school any written documentation required by the school, including the treatment plan prepared by the student's health care provider. Permission forms shall be updated during enrollment.

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

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

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

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

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

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

## **PROGRESS REPORTS**

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

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

## **ROUTES TO AND FROM SCHOOL:**

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

## **SCHOOL FEES:**

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

## **SECURITY CAMERAS:**

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

## **STUDENT CODE OF CONDUCT:**

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

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

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

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

### **STUDENT CODE OF CONDUCT- DISCIPLINARY INFRACTIONS:**

Inappropriate behavior may include, but is not limited to the:

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

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- **Activities** – Breaking school rules at school sponsored activities
    - Activities are an extension of the school day
    - All school rules are in effect whether home/away
  - **Bullying/Harassment** of any type (sexual, racial, ethnic, etc.) verbal, written, or otherwise
  - **False Information** - Lying, fake phone calls, fake parent/guardian notes, any attempt of falsifying information or deceit
  - **Fighting - Violence, Assault to Students or Staff**
  - **Hazing/Initiations:** Kansas law and USD 413 board policy prohibits incidents involving initiations, hazing, intimidation, bullying, and/or related activities which are likely to cause bodily danger, physical harm, personal degradation or disgrace resulting in physical or mental harm, or which affect the attendance of another student. Such actions are subject to the bullying policy; some may be considered Level 3 Offenses.

- **Lewd behavior** - At school or school activity
- **Profanity** - Directed toward students or staff
- **Pushing/Shoving/Verbal Confrontations**
- **Reasonable Request:** Failure to comply
- **Stealing/Theft**
- **Threats to students or staff**
- **Tobacco, Smoking, Smokeless, Electronic Smoking Devices, Vapor “smokes”, Lighters**
- **Vandalism (Destroying Property)**
- **Violation of Acceptable Use Policy**

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- **Alcohol** - Possession of, on breath of, under the influence of\*.
  - **Bodily Harm** to self or others (cutting, burning, piercing, etc.)
  - **Bomb Threat**
  - **Drugs** - Paraphernalia, possession of, under the influence\*
  - **Exposure** - Exhibition
  - **False Fire Alarms** - Pulling fire alarms
  - **Fighting**, Violence, Assault to Students or Staff
  - **Fires** - Lighting fires
  - **Internet Offenses** - Severe, i.e. bomb making materials, drug making
  - **Soliciting or Trafficking** – giving or selling illegal or prescription substances, alcohol, or tobacco.
  - **Threats** to students or staff
  - Any other inappropriate behavior not listed above.

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

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

### **SUSPENSIONS AND EXPULSIONS:**

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



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

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

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

#### **TEACHER GIFTS:**

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

#### **TOBACCO-FREE ZONE:**

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

# CHANUTE HIGH SCHOOL STUDENT POLICIES:

## CONTACT INFORMATION:

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

### **Administration**

Mr. Zack Murry– Principal  
~~Mr. Tyler Applegate – Assistant Principal~~  
Ms. Jessie Fewins – Assistant Principal

### **Athletic and Activities Director**

Mr. Nick Nothern

*CHS students and staff will demonstrate characteristics of being Considerate, Hard-working, and Safe.*~~*It is our duty as staff and students at CHS to demonstrate Respect for Others, Self, and Property.*~~

## STUDENT INFORMATION (A-Z)

### **ACADEMIC ASSISTANCE**

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

### **ACCIDENT INSURANCE**

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

### **ALCOHOL DETECTOR USE AT CHS:**

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

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

### **CAFETERIA/FOOD SERVICE**

- School breakfast and lunch is available at all USD 413 schools for all enrolled students K-12
- Breakfast – 7:30 daily
- Morning Break about 9:40 daily – variety of snacks available
- All food purchased in the cafeteria must be eaten in the cafeteria/commons.

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

### **CHEATING – PLAGIARISM**

- Students will not receive any credit for work that is copied or plagiarized.
- Essential Outcomes are required to be completed for a reduced score.
- Disciplinary consequences may be assigned by the administration.
- CHS or NCCC Administration may remove students from AP or CC classes due to this

violation.

### **Computer 1:1 Chromebooks**

Students will receive a district-issued Chromebook, charger, and protective case at the start of the school year. It is the student's responsibility to make sure the device is charged and ready to use every day. Students are responsible for any damages to the Chromebook and can make arrangements with the office for repairs. **Personal devices will not be permitted to be used. Personal Devices include any non school issued electronic (laptops, tablets, and wireless headphones, etc).**

### **COUNSELING SERVICES**

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

#### **Need to see a Counselor?**

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

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

### **DANCES AND SPECIAL ACTIVITIES**

- All school rules remain in effect.
- Non-CHS student guests must be registered in school by the assigned deadline.
- Student attire should be appropriate for the occasion.
- All students or guests attending CHS dances, including Prom, must be enrolled in a high school during that school calendar year and be in good standing at their school.
- Prom eligibility discussions will begin one month before decided 1 Friday prior to prom and be decided the Friday before prom at 3:00 PM..
- CHS Jr/Sr Prom Good Standing Criteria:
  - Students cannot be truant.
  - Students must be passing all classes. pass at least 5 classes in the fall semester and be passing 5 classes 2 weeks prior to Prom.
  - Students cannot currently be suspended.
  - Students must be part of the random drug testing pool.
- CHS administration will contact schools for information regarding the good-standing of out-of-school guests. Students who are not enrolled in a 9-12 high school are not eligible to attend CHS school dances, assemblies and other special functions or activities.
- CHS students wishing to attend dances and special activities at CHS must have a parent/guardian permission form to participate in the random drug testing policy for

activities at CHS and be in good standing.

### **DETENTION**

- Students assigned detention can choose to serve that day or the next. It can be served from 7:00 - 8:00 AM or 3:00 - 4:00 PM.
- Students who do not serve a staff issued detention will receive a 1 hour office detention.
- Students who miss detention or are asked to leave ~~may~~**will** be assigned ISS the following day until 4:00 PM.

### **DIRECTORY INFORMATION**

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

### **DRESS CODE**

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

- Student appearance should not distract from the teaching/learning process.
- Any clothing that disrupts will be considered inappropriate, and proper measures will be taken to maintain the learning environment.
- **Specific inappropriate dress includes, but is not limited to, the following:**
  - a) Alcohol or drug related insignia or slogans.
  - b) Sexual intention or double meaning slogans or insignia.
  - c) Racially insulting insignia or slogans.
  - d) Neck lines that display cleavage or undergarments.
  - e) No holes in pants above the short line.
  - f) CHS will have an expectation of "NO 'B's" on display. That is, at no time should briefs, bras, boxers, breasts, buttocks, belly buttons, and/or backs be on display.
  - g) No hats, hoods, bandanas, or other head coverings of any type unless special permission is granted by administration.
  - h) No costumes, theatrical attire or theatrical makeup.
  - i) Any clothing worn or displayed that is considered gang affiliated as determined by building administration.

Warnings will not be necessary. Students are subject to disciplinary action.

### **ELECTRONIC DEVICES -**

**CELL PHONES, WIRELESS HEADPHONES,, LAPTOPS, TABLETS, SMART WATCHES, AND OTHERS**

- Cell phones/Wireless Headphones/Other devices, ~~such as a smart watch being used as a phone~~ must be in student's lockers from 8:00 - 3:00 PM.
  - Phones/devices will be taken by any staff member if visible during this time. No exceptions.
  - Students may be required to remove smart watches at teacher discretion.
  - Smart watches being used as a phone will be taken as if it is a phone.
- Cell phones/Watches/Wireless Headphones seen during this time are to be taken and turned into the office immediately. As long as students are compliant:
  - 1st Offense - Guardian must pick up the phone and the student will owe one after school detention.
  - 2nd Offense - Guardian must pick up the phone and the student will owe two after school detentions.
  - 3rd Offense - Guardian must pick up the phone and the student will serve one day in ISS along with being required to turn their phone into the office daily.
  - Offenses will reset at the conclusion of each semester.
- Students must request teacher and/or administrator permission to video or audio record classes.
- Students may not use personal devices to take pictures or videos of other students or staff without their consent. Use of electronic devices with photo capability are strictly prohibited in restrooms, dressing rooms, and locker rooms
- Students using devices to send derogatory messages, photos, etc. will be subject to discipline consequences.
- Chanut Public Schools will not be responsible for damages, loss, theft, etc., of a student's personal electronic devices.
- Repeated violations may result in additional discipline consequences.

### **FLOWERS AND GIFTS**

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

### **GRADES: SCALE – (Non-weighted grading)**

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

I= incomplete. Incomplete grades will convert to an F at the end of the semester.

- Students are graded on the total percentage semester grade.
- Students must have a total semester percentage of 60 or greater on all essential standards to receive credit.
- Only semester grades appear on the student's transcript.

## GRADES:

### Evidence Based Learning

- Identified essential outcomes will be measured using performance rubrics.
- Essential outcome measures will be converted to letter grade percentages for the purpose of calculating grade point averages.
- All non-essential outcomes will be graded traditionally using percentages only.
- Every class has a homework completion essential. 80% of all work must be turned in. If it is not met, students will receive a maximum overall grade of 60% in the class.

## GRADUATION REQUIREMENTS

### **CHANUTE HIGH SCHOOL GRADUATION, QUALIFIED ADMISSIONS, & KANSAS SCHOLARS CURRICULUM**

#### **Requirement Checklist ~ 25 Units Required to Graduate**

<b>Chanute High School Graduation Requirements</b>	<b>Chanute High School Graduation Requirements Starting with the class of 2028</b>
<b>The following are the requirements for graduation from Chanute High School</b>	<b>The following are the requirements for graduation from Chanute High School</b>
<b>25 Credits</b> English (4 units) Mathematics (3 units) Science (3 units) Social Science (3 units) Fine Arts (1 unit) PE (1 unit) Career and Technology Ed (1 unit) Electives (9 units)	<b>25 Credits</b> English (3.5 units) Communication (.5) Mathematics (3 units) Science (3 units) Social Science (3 units) Fine Arts (1 unit) PE (1 unit of which .5 is Health) STEM Elective (1 unit) Electives (8 units) Financial Literacy (.54 unit)

<b>CHS Graduation Checklist</b>	<b>*Qualified Admissions Checklist</b>	<b>***Kansas Scholars Curriculum Checklist</b>
<b>_____ English - 4 Credits</b> Any courses	<b>ESU, PSU, FHSU, &amp; WSU</b> <ul style="list-style-type: none"><li>• ACT 21+ (SAT 1060) <u>or</u> cumulative GPA 2.25+***</li><li>• Cumulative GPA 2.0+ for college credit earned in high school</li></ul>	<b>_____ English - 4 Credits</b> No applied or skills courses

<b>____ Math - 3 Credits</b> Any courses	<b>K-State</b> <ul style="list-style-type: none"> <li>• ACT 21+ (SAT 1060) <u>or</u> cumulative GPA 3.25+**</li> <li>• Cumulative GPA 2.0+ for college credit earned in high school</li> </ul>	<b>____ Math - 4 Credit</b> Minimum of Algebra 1, Geometry, and Algebra II (equivalent to CHS Math 9, Math 10, Math 11); plus one unit advanced Math beyond Algebra II
<b>____ Science - 3 Credits</b> (Physical Science, Biology, plus one unit of science elective; OR Biology and PLTW pathway	<b>KU</b> <ul style="list-style-type: none"> <li>• ACT 21+ (SAT 1060) <u>or</u> cumulative GPA 3.25+** or ACT 24+ (SAT 1160) <u>and</u> cumulative GPA 3.0+</li> <li>• Cumulative GPA 2.5+ for college credit earned in high school</li> </ul>	<b>____ Science - 3 Credits (+1 CHS)</b> Biology, Chemistry, and Physics; no applied courses (CHS also requires Physical Science or equiv)
<b>____ Social Science- 3 Credits</b> World History or Geography, American History, and Government/Econ	<b>____ English - 4 Credits</b> No applied or skills courses	<b>____ Social Science - 3 Credits</b> 1 credit of U.S. History, .5 credit of U.S. Govt, .5 credit of World History, .5 credit of Economics, and .5 credit of another Social Science course
<b>____ Physical Education - 1 Credit</b>	<b>____ Math - 4 Credits</b> Minimum of Algebra 1, Geometry, and Algebra II (equivalent to CHS Math 9, Math 10, Math 11); plus one unit advanced math beyond Algebra II	<b>____ Foreign Language - 2 Credits</b> 2 credits of the same language
<b>____ Computer Technology/Vocational - 1 Credit</b>	<b>____ Science - 3 Credits</b> Biology, Chemistry, and Physics; no applied courses (CHS also requires Physical Science or equiv)	<b>____ Physical Education - 1 Credit</b> CHS requirement
<b>____ Fine Arts - 1 Credit</b>	<b>____ Social Science - 3 Credits</b> 1 credit of U.S. History, .5 credit of U.S. Govt, .5 credit of World History, .5 credit of Economics, and .5 credit of another Social Science course	<b>____ Fine Arts - 1 Credit</b> CHS requirement
<b>____ Electives - 9 Credits</b>	<b>____ Foreign Language - 2 Credits</b> 2 units of the same language	<b>____ Electives - 6 Credits</b> CHS requirement

\*KANSAS SCHOLARS CURRICULUM IS RECOMMENDED BUT NOT REQUIRED.

\*\* If you do not meet the qualified admission requirements, you are still encouraged to apply. Your applications will be reviewed individually. Contact the university admissions off for more information.

\*\*\*The Kansas Scholars Curriculum completers are recognized at the Spring Awards Ceremony and may qualify as a Kansas State Scholar. The ACT must be taken by DECEMBER of the student's SENIOR YEAR to be considered a candidate for the Kansas State Scholar.

**\*\*NCAA Admissions Regulations vary based on level and school. Please check in with the counseling office.\*\***

## **HONOR ROLL**

**All A Honor Roll - Students earned all A's in all courses.**~~4.0 GPA~~

**A-B Honor Roll - Students earned all A's and/or B's in all courses.**~~3.0-3.99 GPA, No D or F grades~~

## **HONOR GRADUATES, VALEDICTORIAN, TOP 10%**

- To be eligible for academic awards, students must be in good standing. "Good standing" ~~asis~~ defined in the Activities Handbook.
- Students who have a GPA of 3.75 or higher after three semesters will earn an academic letter. Students will receive an academic bar each year they maintain a 3.75 GPA.
- Honor graduates – graduating students with a GPA of 3.5.



- The Valedictorian must have the highest GPA in the graduating class after 8 semesters, complete the Kansas Scholars Curriculum, and be in good standing.
- CHS will select one Valedictorian and one Salutatorian or Co-Valedictorian. Tiebreakers in order of selection importance – ACT Composite and Senior Year Attendance Rating.
- Top 10% of the senior class recognition – finish in top 10% and complete the Kansas Scholars' Curriculum.

### **Graduation Cords**

Chanute High School issues 5 recognition cords for graduation:

1. Gold - NHS
2. Royal Blue - Kansas Scholars Curriculum Completers
3. Red - Honor Graduates (earned a 3.5 GPA on Kansas Scholars Curriculum)
4. Lime Green - Kansas State Seal of Biliteracy
5. White - CTE Pathway Completers
6. Black and Orange - 24 hours of college hours from Neosho County CC.
7. CTSO Cords approved by administration.

Seniors wishing to wear additional earned cords for graduation need to present those cords to CHS administration for approval by May 1st of their graduation year.

Criteria for additional graduation cords:

1. Earned as part of a school sponsored event/activity/organization/etc.
  2. Presented by a National or State organization in association with a CHS club or organization based on specific criteria above just participation.
  3. Cumulative high school GPA of 3.0 or higher.
  4. Color cannot duplicate a CHS issued cord.
  5. Be in good standing with CHS and the state or national organization.
  6. CHS administration will have the final approval of all graduation cords.
- All cords that are approved must be turned in to the counseling office and then handed out the day of graduation.

### **School-issued IDs**

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

## **MAKE-UP WORK**

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

## **LEAVING THE SCHOOL BUILDING**

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

## **Freshman and Sophomores LUNCH - CLOSED CAMPUS**

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

- All students must remain in the commons during the lunch break unless they have been granted an exception by CHS administration.
- Underclassmen may gain temporary exception ONLY as arranged between parent/guardian and CHS administration (i.e. for appointment, meeting, etc. for a single day, etc).
- Students who leave campus without prior approval from the office will receive detention or other appropriate consequence.
- Underclassmen will have periodic open campus privileges as pre-planned by CHS administration. They must meet the same requirements as seniors to participate (see below).
- Any student leaving the campus without permission is unexcused and subject to the unexcused absence policy.

## **Juniors and Seniors LUNCH - OPEN CAMPUS**

During the junior and senior year, students have open campus lunch privileges. In order to keep this privilege, the student must remain in good standing. Food items from lunch are not allowed in the classrooms. These items must be consumed or discarded in the cafeteria.

- Any violations of school policy result in the student "not being in good standing." CHS administration will inform the student how to regain "good-standing" status.
- Students must sign out and sign in using their ID when participating in open lunch.

- Students returning late from Open Campus Lunch without parent/guardian approval will lose the privilege for 2 weeks after the 1st offense, the remainder of the semester after the second offense, and the rest of the year after the third offense.

### **MEDIA CENTER LIBRARY SERVICES**

- Open 7:45 AM – 3:30 PM.
- An appropriate atmosphere will be maintained at all times.

### **MINIMUM COMPETENCY REQUIREMENTS**

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

### **NATIONAL HONOR SOCIETY**

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

### **OPEN TRANSCRIPT**

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

### **PARKING LOT USAGE**

- Unsafe driving practices will result in suspension of lot usage and disciplinary consequences.
- There will be no loitering in or around vehicles on USD 413 property.
- All vehicles parked on school grounds are subject to search as determined by local and state law.
- Drug dog searches randomly of parking areas, lockers, and classrooms- anything you bring onto school property is subject to search.
- Students who fail to obey traffic and parking signs will lose parking privileges for the remainder of the school year.
- All violations are subject to disciplinary consequences.
- Student Parking shall be in the West parking lot only.

### **PUBLIC DISPLAY OF AFFECTION**

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

### **PUPPS PROGRAM**

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

### **SENIOR ATTENDANCE – EXCEPTION**

- All seniors will be enrolled in an advisory class and will be expected to attend. Arrangements must be made to complete all assigned work.
- All CHS students must be enrolled full-time unless approved by the principal.
- All college and work related late start/early release requests are subject to approval by administration.
- Senior Late Start/Early Release – Senior students who completed the first semester in good standing with no grades of “F” may qualify for 2<sup>nd</sup> semester. Students cannot be truant. Students may start the day late (3<sup>rd</sup> period) or end the day early (after 5<sup>th</sup> period). Students must remain in good standing throughout the year and maintain passing grades.

### **SPIRIT BUS TO ATHLETIC EVENTS**

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

### **STUDENT SAFETY – BUILDING SECURITY**

- The school doors will be locked from the outside between 8:00 AM. – 3:30 PM daily.
- Anyone entering the building after the doors are locked must pass through the main north doors and through the office.
- Any student allowing another person entry through a locked door may be subject to disciplinary consequences.
- Students arriving to school on school transportation are to enter the school immediately and remain.

### **TRANSPORTATION:**

- Students must use school transportation, when provided, to school activities. Exceptions to this require administrative approval prior to the event.
- Parents/guardians may arrange to take a student with them after an activity by stating so in writing at the activity witnessed by a coach/sponsor.
- Students will not be released to anyone other than a parent or guardian unless arrangements are made with school administration. A notarized letter of permission is required to allow non-custodial parents/guardians to transport students.

## VISITORS

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

## ATTENDANCE POLICY

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

- Attendance will be recorded each period.
- Parents/guardians are requested to call the office at 432-2510 prior to 9:00 AM on the day of the absence to confirm the absence and provide a reason. School authorities will determine whether an absence is excused or unexcused.
- Students returning to school without a call or note will be marked as an unexcused absence.
- A student missing more than ten days will be marked as unexcused each additional day unless he/she has a doctor's statement and/or a parent/guardian-principal conference.

## ATTENDANCE POLICY for Extra-Curricular Activities

- Students missing class for any reason **without administrative approval** are ineligible to participate that day.
- This includes practices, games, programs, banquets, etc.

## HIGH SCHOOL SPECIFIC UNEXCUSED ABSENCE EXAMPLES:

- Working/employment during or after having been absent for illness during the regular school day.
- Oversleeping, babysitting, hair appointments, private lessons, and other non-school activities.
- Remaining on school grounds and not attending designated classes or activities.  
Example: going to the library or restrooms rather than going to class.
- Having an unexcused tardy of 5 minutes or more.
- Leaving the school grounds during school hours and failing to sign out in the high school office or designated location.
- **Failure to comply with administrative directions that cause the student to be out of class.**
- Examples of absences are not limited to the previous examples. The final determination will be made by the CHS Administration.

## ~~UNEXCUSED ABSENCE POLICY~~



~~Students will make up time an hour per hour for unexcused absences. A full day unexcused absence may result in ISS the following day until 4:00 PM.~~

## **TARDY POLICY**

### **Tardy to Class (5 minutes or less)**

- Students will receive one (1) detention for each tardy beginning with their 5th tardy of each semester.
- Students may be assigned Friday Night School or ISS for excessive tardies.

<b><u>DISCIPLINE POLICY</u></b>
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## **DETENTION/EXTENDED-SCHOOL/ACADEMIC ASSISTANCE**

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

## **DETENTION PRACTICES**

- Teachers may request to keep students until 4 pm. Students will make arrangements with a parent/guardian to serve the same day if possible. The building expectation is students will serve “today or tomorrow”.
- Administration may require the student to stay until 4 p.m.
- Students assigned to the detention room will follow the posted rules for detention. Failure to do so will result in further disciplinary consequences.
- If the student leaves without being dismissed or if the supervisor asks a student to leave for breaking detention rules, all time served will not count.
- Friday Night school may be issued to any student who owes multiple detentions or has met attendance cap. Friday Night school will be from 3:00 - 6:00 pm.

## **FAILURE TO SERVE DETENTION**

- Students will have a conference with administration and **may** be assigned ISS the next day until 4:00 PM.

## **ALTERNATIVE LEARNING CENTER OR ISS**

- Alternative Learning Center, or In-School Suspension (ALC/ISS,) will be assigned during the hours of 8:00 a.m. to 4:00 p.m. daily.
- Students are to bring paper, pens, pencils, and chromebooks to ALC. Students are required to complete all assignments. Students are not allowed to use electronic devices unless authorized by the supervisor.
- Students will follow all of the posted rules for ALC/ISS.
- If serving full days of ISS, the student is to report directly to the ISS room upon arrival at school.

- Students serving full-day ISS will be offered lunch or may bring their own, lunch will be eaten in the ALC room.
- If the student leaves without being dismissed, or if the supervisor asks a student to leave for breaking ALC/ISS rules, all time served will not count.
- Students in ISS will not be allowed to participate in school sponsored activities/games for the duration of the suspension.
  - These students may not practice until after ISS ends at 4 pm each day.

## **SUSPENSIONS AND EXPULSIONS**

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

## **STUDENT DISCIPLINE:**

### **RESTORATIVE PRACTICE--Restoring a positive classroom relationship**

CHS teachers and administration know, at times, one makes mistakes. When this happens, our goal is to eliminate poor behavior choices to the greatest extent possible. Restorative discipline is a way to allow students an opportunity to remedy or repair a negative situation caused by poor behavior choices. The process of restorative discipline usually includes: 1) a discussion about the behavior, 2) some research for learning about the implications of our actions, 3) apologizing and showing remorse for our actions, and 4) time away from the situation. The sooner a good, safe, classroom relationship is restored, the sooner a student can return to class and enjoy a positive school experience.

<b><u>If students are removed from class, the following applies:</u></b>
--

- Conference with teacher(s) and/or administrator.
- Upon determination that a violation exists, the principal reserves the right to apply any and all disciplinary consequences based on the specific facts but not limited to the following:
  - Removal from particular class for a set time period,
  - Conference with parent/guardian,
  - Assignment of detention,
  - Police notification,
  - Detention or Night School,

- o Removal from classroom and/or school via In or Out-of-School Suspension,
- o Assigning students to research and write about the potential implications of the offensive behavior or action.
- o Requiring student to apologize to offended party or parties,
- o Principal will determine if “Restorative Practice” is appropriate and available,
- o Possible referral to Student Resource Officer,
- o Possibility of referral for long term suspension/expulsion



# CHANUTE HIGH SCHOOL STUDENT ATHLETIC AND ACTIVITIES HANDBOOK

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

## KSHSAA ACTIVITY PARTICIPATION REQUIREMENTS

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

## STUDENT IN GOOD STANDING POLICY

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

1. Factors within the school include (but are not limited to):

a) Discipline and behavior guidelines as stated in the district and student handbooks and sponsor guidelines.

b) Attendance guidelines as stated in the district and student handbooks and sponsor guidelines.

c) **Semester** Academic eligibility as determined by KSHSAA (passed 5 classes previous semester).

d) **Weekly Academic eligibility as determined by Chanute High School (passing all classes).** ~~and USD 413 (currently passing 5 classes).~~

**I. Students not passing all classes will have a probationary period of 1 week to get their grade(s) back to passing. If they don’t, they will be ineligible the entire following week.**

**II. Eligibility reports will be run on Friday mornings.**

**III. Weeks will run from Sunday - Saturday.**

d) Students who serve consequences of violations may regain “good standing” status.

2. Factors outside the school include (but are not limited to):

- a) Student arrested for, entering into an agreement to divert prosecution for, or being convicted of any felony or misdemeanor, or a juvenile offender complaint being filed against the student; the coach/sponsor, administrator, or superintendent may, in their discretion, find that the student is not in “good standing” even if charges are dismissed.
- b) Students engaging in any activity or behavior that may, in the judgment and discretion of the coach/sponsor, administrator, or superintendent, constitute a violation of the values and objectives of the USD 413 athletic/activities program.

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

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

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

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

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

#### **A. Arrest, Diversion or Conviction for a Felony**

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

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

##### **All Offenses**

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

##### **First Offense**

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

- a. Minimum of 13 days of in-school suspension AND
- b. Citation issued from Chanute Police Department.
- c. For ALL Athletics and Activities the student shall be suspended for 3 weeks from the day the student is notified of the violation AND
- d. The student will not participate in any activities/games during the suspension AND;
- e. Any/all times where a student would leave campus (open lunch, field trips, college visits) AND
- f. Any/all consequences as established by school related club charters, constitutions, and rules not covered in “c” and “d” of this policy will apply.
- g. Any student violation of the policy will result in suspension from the next dance.
- h. If a violation of this policy takes place on or in school property or at a school sponsored activity, program, or event, additional consequences may apply as provided in USD 413 Board of Education Policy.

### **Second Offense**

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

- a. Minimum of 35 day(s) of in-school suspension.
- b. Citation issued from Chanute Police Department.
- c. For ALL Athletics and Activities the student shall be suspended for 9 weeks;
- d. The student will not participate in any activity during the suspension AND
- e. Any/all times where a student would leave campus (open lunch, field trips, college visits) AND
- f. Any/all consequences as established by school related club charters, constitutions, and rules not covered in “c” and “d” of this policy will apply.
- g. Any student violation of the policy will result in suspension from the next dance
- h. If a violation of this policy takes place on or in school property or at a school sponsored activity, program, or event, additional consequences may apply as provided in USD 413 Board of Education Policy.

### **Third Offense**

- a. Minimum of 5 days-out of in school suspension.
- b. Citation issued from Chanute Police Department.
- c. For all athletics and activities for the remainder of the year.
- d. Any/all times where a student would leave campus (open lunch, field trips, college visits)
- e. Any/all dances for the remainder of the year.
- f. If a violation of this policy takes place on or in school property or at a school sponsored activity, program, or event, additional consequences may apply as provided in USD 413 Board of Education Policy.

### **SUMMER VIOLATIONS**

Students involved in violations of the athletics/activities policy will not be allowed to participate in the off season programs sponsored by Chanute High School such as summer band,

weightlifting and conditioning, sports camps, marching band camp, etc.

### **COACHES/SPONSORS RULES AND EXPECTATIONS FOR ACTIVITIES**

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

### **STUDENT TRANSPORTATION TO ACTIVITIES**

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

### **CHANUTE HIGH SCHOOL STUDENT ACTIVITIES CHEMICAL/SUBSTANCES TESTING POLICY:**

#### **Definitions:**

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

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

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

#### **Policy Statement:**

- a. In order to better provide for the health and safety of all students in USD 413 Public Schools
- b. In order to provide students additional reason to simply say “no” to drugs
- c. In order to create a safe and drug free environment.

- d. Chanute High School will conduct a mandatory, random, drug testing program for students involved in activities

### **Procedures:**

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

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

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

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

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

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

**Failure to Register:** Students who do not register for random drug testing are not eligible to participate in activities at CHS. If a student fails to register and later wants to participate in activities he/she may participate but must take the drug test prior to being allowed to participate. If the school does not have a scheduled test prior to the activity, the student/parent/guardian may choose to obtain an outside test at their expense.

### **Student Selection:**

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

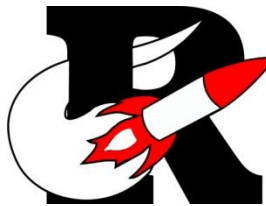
### **Positive Test:**

- a) Students who test positive will be subject to the substance abuse policy consequences.
- b) If parents/guardians question the results of the initial drug screening, they may, at their expense, have a second test conducted. The results of the initial screening will determine student eligibility until further test result data is presented.
- c) Refusal to take the test is deemed an automatic positive, and the student will be subject to

- the substance abuse policy.
- d) Three hours after initial notification, an automatic positive will be determined if the student still has not provided a sample, and the student will be subject to the substance abuse policy.

## ~~CHANUTEROYSTER~~ MIDDLE SCHOOL STUDENT POLICIES:

### ~~CHANUTEROYSTER~~ MIDDLE SCHOOL



### STUDENT HANDBOOK

2025-2026

#### CONTACT INFORMATION

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PRINCIPAL

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ASSISTANT PRINCIPAL / ~~ACTIVITIES DIRECTOR~~

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## **CHANUTE~~ROYSTER~~ MIDDLE SCHOOL MISSION STATEMENT**

The mission of Chanute~~Royster~~ Middle School is to educate and prepare all students for lifelong success. ~~As an entity (community) of USD 413, the mission of ChanuteRoyster Middle School is to develop high-achieving, respectful, and responsible youth in a safe educational environment.~~

We are **CMSRMS**

R = Responsible

M = Motivated

S = Safe

**Be**

~~R~~ = Responsible

~~O~~ = Organized

~~C~~ = Courteous

~~K~~ = Knowledgeable

~~E~~ = Exemplary

~~T~~ = Trustworthy

~~S~~ = Students

**Chanute~~Royster~~ Middle School experiences will provide:**

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

## **BUILDING AND OFFICE HOURS**

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

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

7:30 AM – Building Opens

7:30 to ~~7:50-7:45~~ AM – Students wait in commons area

7:30 AM – Cafeteria opens for breakfast

7:50 AM – Classrooms open

8:00 AM – Classes begin

3:00 PM – School is dismissed

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

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

### **Bell Schedule**

Rocket Time.....8:00-~~8:15~~~~8:10~~

Period 1..... ~~8:18-9:03~~~~8:14-8:59~~

Period 2..... ~~9:06-9:51~~~~9:03-9:48~~

Period 3..... ~~9:54-10:39~~~~9:52-10:37~~

Period 4..... ~~10:42-11:27~~~~10:41-11:26~~

Period 5..... ~~11:30-12:45~~~~11:30-12:46~~

~~12:48-1:24~~~~12:50-1:22~~ Rocket Time

Period 6..... ~~1:27-2:12~~~~1:26-2:11~~

Period 7.....2:15-3:00

### **Lunch Rotation**

1<sup>st</sup> Lunch.....11:31-12:01

2<sup>nd</sup> Lunch.....~~12:13-12:43~~~~12:14-12:44~~

-



## **DAMAGED BOOKS**

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

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

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

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

Pages missing if less than 5 years old replacement cost

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

## **School Property including Chromebooks**

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

Students will be issued a photo ID and are required to produce it upon request. ID's are to be kept in good condition and not altered or damaged. Damaged or lost ID's will be replaced at the following cost.

ID.....\$2

Lanyard.....\$1

## **REQUIRED STUDENT INFORMATION**

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

## **STUDENT RECORDS**

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

## **ELEVATOR USAGE**

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

## **ILLNESS DURING A SCHOOL DAY**

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

## **COUNSELING DEPARTMENT**

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

## **STUDENT EVALUATION/ASSESSMENT ¶**

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

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

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

## **ACADEMIC HONORS**

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

## **ROCKET TIME**

Rocket Time is scheduled once daily from 12:48-1:24 12:50-1:22. One day a week our students receive academic advisement and character education. Four days a week student's will be assigned tutoring and intervention. this serves as choice time/tutor time.

## **LOCKS AND LOCKERS**

Students will be assigned lockers and combination locks. ChanuteRoyster will not be responsible for items taken out of gym or hall lockers. Each student is responsible for his/her locker and lock. Students will be charged a fee for any lock lost. Individual locks other than the schools'

may not be used without permission. Lockers are the property of USD 413 and can be searched at any time. Lockers are not to have stickers, etc. put on them. Students are not to adhere pictures inside their lockers that show people in dress that would not be allowed at school.

## **TARDY POLICY**

Accumulative ~~class~~ tardies ~~per class~~ will be recorded.

1st, ~~and 2nd~~ ~~and 3rd~~ tardy- warning

~~3rd tardy- warning; school contact parent/guardian~~

4th- 6th tardy- 1 office detention school contact parent/ guardian

7th-9th tardy- 2 Office Detentions

10th +tardy- ISS assigned/ Parent meeting requested

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

## **EXTENDED ACADEMIC DAY (EAD)**

If a student needs additional support, to make up a test, or has missing work, an EAD (Extended Academic Day) may be assigned. EAD's begin directly after school and will end with teacher dismissal or 3:30, whichever comes first. ~~If a student needs extra help, an EAD (Extended Academic Day) may be assigned.~~

~~EADs begin directly after school and will end with teacher dismissal or 3:50, whichever comes first.~~ Parent contact will be made by teacher prior to a student serving an EAD. If a student is unexcused for an EAD, an office referral will be made. Prior parental contact must be made to excuse a student from an EAD.

## **COMPUTER SYSTEMS AND EMAIL POLICY**

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

[https://s3.amazonaws.com/scschoolfiles/986/revised\\_aup\\_and\\_chromebook\\_policy.pdf](https://s3.amazonaws.com/scschoolfiles/986/revised_aup_and_chromebook_policy.pdf)

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

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

### **ELECTRONIC EQUIPMENT**

Students are allowed to bring electronic devices to school. Specific rules must be followed when bringing electronics to school, (this includes but not limited to, cell phones, laptops, headphones, tablets, etc. Smart watches are permitted as long as students do not use them for calling, texting or search engines, etc.):

- Personal electronic devices may only be used before the first classroom bell and after school. These devices are not to be used in the academic classrooms, library, labs, passing periods, lunch etc.
- All electronic devices must be silenced and placed in the student's hall locker, where it is to remain until the school day is out. Chanute Public Schools will not be responsible for damages, loss, theft, etc., of a student's personal electronic devices.
- Students must request teacher and/or administrator permission to make video or audio recordings in classes.
- Students may not take still or moving pictures of other students or staff without their consent.
- Use of electronic devices with photo capability are strictly **prohibited** in restrooms, dressing rooms, and locker rooms **at all times**.
- Students using devices to send derogatory messages, photos, etc., will be subject to the district/school policies.

**On the first offense, the student will be assigned an office assigned detention and student will pickup the device from the office. 2nd offense, student will be assigned 2 office detentions and parent must pick up device. - 3rd offense - student will be assigned ISS2-office detentions and parent must pick up device. Student will also be required to turn in device to the office morning upon arrival to school for the remainder of the semester. They may pick up device at 3pm.**

### **BACKPACK, DUFFLE BAG, AND CARRIER POLICY**

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

### **PERSONAL TRANSPORTATION DEVICES/SHOES WITH WHEELS, ROLLERBLADES**

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

## **CHANUTE ROYSTER MIDDLE SCHOOL DISCIPLINE POLICY**

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

The following terms will be used throughout the Discipline Guide.

**Lunch Detention** - Supervised detention to be served during the student's assigned lunch period in the Behavior Room.

**Office Detention** - Supervised detention after school (from 3:05 -3:50 pm) in the Behavior Room.

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

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

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

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

See also: Student Code of Conduct-Disciplinary Infractions for more info.

## **SUSPENSIONS AND EXPULSIONS**

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

suspensions/expulsions require a parent/guardian conference with an administrator before returning to school.

### **STUDENT DRESS CODE**

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

- No clothing that is vulgar or obscene will be allowed, including clothing with violent or vulgar language or pictures.
- No clothing that promotes or advertises alcohol, tobacco, or drugs.
- No clothing with messages or images that have sexually suggestive connotations.
- No visible Bs: no briefs, boxers, bras, breasts, buttocks, backs, and/or bellies.
- All shirts must have straps no less than 2 inches in width (no spaghetti straps).
- Coats will be left in lockers and not worn to any class.
- Students are not to wear house slippers or bring blankets to school.
- Bandanas, hats, hoods, caps or head coverings are not to be worn inside by students unless administration grants permission.
- Any clothing that is deemed by administration to disrupt the learning process will not be allowed
- Warnings will not be necessary. Discipline **may** be assigned for violations.

The administration reserves the right to apply the dress code at its discretion. Students who refuse to comply with these guidelines will receive appropriate disciplinary action..

### **PUBLIC DISPLAY OF AFFECTION**

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

### **SNOW SEASON**

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

### **HALL PASS POLICY**

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

## **LUNCH TIME**

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

## **MISCELLANEOUS**

### **Beverages at School**

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

### **Deliveries at School**

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

### **Lost and Found**

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

## **FLOWERS AND GIFTS**

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

### **Visitors at ~~CMSRMS~~**

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

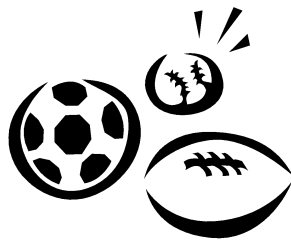
## **CHANUTEROYSTER ADMINISTRATION**

Mr. Chris Shields - Principal

Mrs. Jennifer Mason - ~~Assistant~~ Principal / ~~Activities Director~~

Mr. Nick Nothern - Activities Director

## CHANUTEROYSTER ATHLETICS / ACTIVITIES



### **ACTIVITIES AND ATHLETICS PHILOSOPHY.**

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



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

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

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

### **ATHLETIC/ACTIVITIES/DRUG-FREE POLICIES**

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

#### **STUDENT IN GOOD STANDING POLICY**

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

Factors include (but are not limited to):

- a) Discipline and behavior guidelines as stated in the district and student handbooks and sponsors’ guidelines.
- b) Attendance guidelines as stated in the student handbook and sponsors’ guidelines.
- c) ~~Semester A~~ Academic eligibility as determined by ~~USD 413 and the KSHSAA~~ (passed 5 new classes the previous semester).
- d) Weekly Academic eligibility as determined by Chanute Middle School (passing all current classes).
  - 1) Eligibility checks will be completed each week by Friday at Noon (The following Monday if there is no school that Friday). Students must be passing all current classes to remain eligible. If a student is not passing a class they will be placed on Academic Probation for one week. If they are failing the same class the following week they will then be determined ineligible. The ineligibility period for any participant will run the following Sunday through Saturday.
  - 2) Ineligible is defined as: a student may participate in practices or rehearsals but will not be allowed to travel or participate in any competition or performance during the ineligible period. This includes inter-squad scrimmages and all levels of competition as well as attending/participating in school-sponsored events. Class-based activities will provide an alternate assignment to master outcomes.
- e) ~~Students who serve consequences of violations may regain “good standing” status. ¶~~
- ~~f) Students who serve consequences of violations may regain “good standing” status. Student conduct constituting the commission of a misdemeanor at school, on school property, or at a school-sponsored activity or event and conduct constituting the commission of a felony regardless of where or when it happens may result in the student not being found to be in “good standing”. ¶~~
- ~~f) Students engaging in any activity or behavior that may, in the judgment and discretion of the coach, administration, or superintendent, constitute a violation of the philosophy, values and objectives of the USD 413 athletic/activities program.~~

- e) Student arrested for, entering into an agreement to divert prosecution for, or being convicted of any felony or misdemeanor, or a juvenile offender complaint being filed against the student; the coach/sponsor, administrator, or superintendent may, in their discretion, find that the student is not in “good standing” even if charges are dismissed.
- f) Students engaging in any activity or behavior that may, in the judgment and discretion of the coach/sponsor, administrator, or superintendent, constitute a violation of the values and objectives of the USD 413 athletic/activities program.
- g) Students must be present for all classes during the day of the activity. The only exception granted will be for a scheduled appointment. (This should be cleared through the administration.)
- h) Students who serve consequences of violations may regain “good standing” status.

### **CHEMICAL SUBSTANCES/FELONY CRIMES/MISDEMEANOR CRIMES**

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

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

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

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

A. Arrest, Diversion or Conviction for a Felony:

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

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

### First Offense

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

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

### Second Offense

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

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

### Third Offense

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

## **COACHES RULES AND EXPECTATIONS FOR ATHLETES**

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

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

..

## **STUDENT TRANSPORTATION TO ACTIVITIES**

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

## **ACADEMICS FIRST**

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

## **ABSENCE POLICY**

Students participating in athletics/activities are expected to be at practice. The coach is responsible for letting the participants know when practice begins and ends and also where practice will be. If a student cannot attend a practice, notify one of the coaches prior to the absence. Failure to do this will result in an unexcused absence. Absences will affect playing/participation time; therefore, try to schedule doctor/dentist appointments etc., around practice time. Illnesses will be counted as excused absences. Please notify the coach/sponsor of any illness. That can be done through the office when a parent/guardian calls in..

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

## **DISCIPLINE INFRACTIONS**

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

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

*2<sup>nd</sup> Suspension* – Dismissal from the team.

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

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

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

*3<sup>rd</sup> and Beyond Office DetentionAssignment* – Suspension for the week's competitions and practice time will be made up at the discretion of the coaches.

## **ELIGIBILITY REQUIREMENTS**

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

~~All athletes must currently be passing 5 classes while in activities. If at some point a student falls below this requirement they will be notified by the administration and placed on academic probation for one week. If at the conclusion of the probationary week, they are still passing less than the required 5 classes, they will be ineligible for the following week from participating in competitions. Students must also meet all KSHSAA eligibility requirements. Athletes must be present for all classes during the day of the activity. The only exceptions granted will be for an appointment. (This should be cleared through the administration.)~~

~~Eligibility checks will be completed Fridays at 12:30 pm by CMSRMS Administration. The ineligible period for any participant will start on Monday and continue through Saturday.~~

~~¶~~

~~Ineligible is defined as: a student-athlete may practice but will not be allowed to travel or participate in any competition for the ineligible period. This includes inter-squad scrimmages and~~

~~all levels of competition as well as attending/participating in school-sponsored events.  
Class-based activities will have an alternate assignment to master outcomes. ¶~~

### **FIELD TRIPS:**

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

### **ATHLETIC EVENT EXPECTATIONS FOR CMSRMS STUDENTS**

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

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

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

### **SPORTSMANSHIP**

#### **COMMON COURTESIES DURING EVENTS:**

- Respect for the flag during the National Anthem and good sportsmanship are expected behaviors for remaining in attendance at the activity.
- Concentrate on the game; know what is happening.
- Stay in the seats except at half-time and between games.
- Do not boo any player or official for any reason.
- Other teams and their fans are our guests; treat them courteously.
- No unnecessary yelling, whistling, or cheering during a volleyball game when either team is serving or at a basketball game when free throws are being shot.
- When your team wins, be friendly and cheerful to the other teams and do not brag.
- Angry or disappointed students should do something constructive rather than destructive.
- Sometimes it is necessary for the students to show the adults of the community, by example, the proper behavior at events.

### **CHANUTEROYSTER INTERSCHOLASTIC ATHLETICS**

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

#### **Football**

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

#### **Volleyball**

CMSRoyster has a 7<sup>th</sup> and 8<sup>th</sup> grade volleyball team. Athletes will be notified of practice times on a weekly basis.

**Basketball**

**CMSRoyster** has a 7<sup>th</sup> and 8<sup>th</sup> grade boys' and girls' basketball team. Practice schedules are Monday through Friday. Girls' basketball practice will begin in November. Boys' practice will begin in January.

**Golf**

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

**Wrestling**

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

**Track**

**CMSRoyster** offers track teams for 7<sup>th</sup> and 8<sup>th</sup> grade boys and girls. Practice will be at the Chanute Community Sports Complex.

**Tennis**

**CMSRoyster** has a 7<sup>th</sup> and 8<sup>th</sup> grade boys' and girls' tennis team. Practice schedules are Monday through Friday after school. Girls' tennis practice will begin in August. Boys' practice will begin in March.

**Cross Country**

The interscholastic Cross Country program is open to any 7<sup>th</sup> or 8<sup>th</sup> grade student who meets requirements for interscholastic athletics. Practice begins in August and the season lasts through mid October

**\*ChanuteRoyster Middle School is not affiliated with any league**

## **CHANUTE ELEMENTARY SCHOOL STUDENT POLICIES:**



### **CONTACT INFORMATION:**

Phone Number: 620-432-2530

Fax Number: 620-432-2542

Text/Email: [cesattn@usd413.org](mailto:cesattn@usd413.org)

### **Administration**

Brooke Wire, Principal

~~Heather Burris, Assistant Principal~~

Maggie Wolken, Assistant Principal

### **COLLECTIVE COMMITMENTS FOR STAFF & STUDENTS:**

Staff and students strive each day to learn, grow, and display the following commitments.

Chanute Elementary School Stars:

#### **ARE IMPECCABLE WITH THEIR WORD**

Students and staff:

- a. Are honest
- b. Say what we mean, and mean what we say
- c. Are trustworthy
- d. Are reliable communicators

#### **DON'T TAKE THINGS PERSONAL**

Students and staff:

- a. Brush off the small things
- b. Give grace



### ASSUME POSITIVE INTENT

Students and staff:

- a. Never assume, but if we do we assume positively.

### ALWAYS DO THEIR VERY BEST

Students and staff:

- a. Come to school each day with positive energy, a positive attitude, determination, and dedication in thing that we do

### LOVE AND RESPECT EACH OTHER

Students and staff:

- a. Are appreciative of each other
- b. Treat one as we would want to be treated

### **EARLY SUPERVISION:**

DOORS WILL OPEN 45 minutes prior to the start of school.

- Students who arrive on school grounds before this time will not be supervised by school personnel.
- Students will be in a waiting area before school begins. Students will be admitted to the classroom areas 10 minutes prior to the beginning of class.

### **ELEMENTARY COUNSELOR and STUDENT SUPPORT SERVICE**

#### **STAFF COORDINATOR:**

- The elementary school ~~student support service staff~~ ~~counseling program~~ assists students individually and in groups in the classroom setting.
- Counselors/student support staff are available to consult with parents/guardians and teachers concerning students.

### **FIELD TRIPS:**

In order to enrich the instructional programs and provide first-hand experiences for students, some classes will visit various farms, businesses and industries, zoos, etc. This is an integral part of the instructional program.

- Permission slips will be provided for out-of-town field trips.
- Parents/guardians will be notified of all in-town field trips at least one day prior to the trip.

### **FLOWER POLICY:**

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

### **HEALTH SERVICES:**

- Various screenings may be conducted throughout the year as appropriate by age (vision, hearing, dental, scoliosis)
- 5th grade girls will be shown the maturation film in the fall of the school year.
- 5th grade boys the maturation film in the spring of the school year.

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

### **KEEPING STUDENTS AFTER SCHOOL:**

At times a student may be kept beyond the school dismissal time. Arrangements will be made by the school staff with the parent/guardian.

- Students may be kept for detention until 4:30 for academic or disciplinary purposes. Arrangements will be made between school staff and parent/guardian prior to serving the detention.
- Teachers are available in their classrooms for 30 minutes after school dismissal for student help Monday-Thursday unless the faculty has activities or meetings.

### **LEAVING SCHOOL GROUNDS:**

After arrival, students are not to leave school grounds at any time without permission from the school office. Parents/guardians who wish to take their student(s) during the school day are required to sign them out at the main office. Only individuals on the student's contact list will be allowed to sign students out of school. Proof of identity will be required. Custodial parents or legal guardians may edit the contact list. Before leaving school grounds, the building principal or designee shall be responsible for verifying the identity of the person seeking the release of the student. If a student leaves school grounds without permission, school staff may notify the School Resource Officer (SRO) and/or the Chanute PD.

### **LIBRARY SERVICES:**

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

### **LOST AND FOUND ITEMS:**

Each student's belongings, including school supplies, coats, gloves, and the like, should be plainly marked to avoid loss or exchange. Lost and found items will be kept in a designated location. Students and/or parents/guardians may check this during regular school hours.

### **PICK UP AND DROP OFF REMINDERS:**

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

- Please do not drop off students before 7:45 a.m.
- Prompt pickup of students after school is important — school is dismissed and students ready to be picked up at 3:30 p.m.

### **CLASSROOM PARTIES:**

Parents/guardians desiring to bring treats to school should contact the classroom teacher to arrange for an appropriate time.

#### **Recommended Snacks:**

- Fresh Fruit (apples, bananas, grapes, oranges) Dip available
- Fruit Cup (juice- or water-packed)
- Raisins
- Fresh Vegetable Pouch (baby carrots, broccoli, cauliflower, celery) Dip available
- Yogurt (4 oz. or 8 oz.)
- Go-Gurt (frozen tube)
- Frozen Yogurt
- Beef Jerky
- String Cheese
- Trail Mix Roundup - Kids can build their own by choosing from a selection of 4 items
- Graham Crackers
- Teddy Grahams (individual packages)
- Animal Crackers (individual packages)
- Chex Mix (individual packages)
- Cereal Bars (individual packages)
- Popcorn - Fat Free (individual bag)
- Rice Cake
- Baked Chips - Assorted Flavors (individual packages)
- Cheese Snack Crackers (individual packages)
- Health Smart Ice Cream Cup (vanilla - chocolate - strawberry)
- 6 oz. 100% Juice (apple - grape - orange - pineapple orange)
- 8 oz. container of Milk (whole - 2% - skim - chocolate skim)
- Bottled Water

**Important: Many students have severe peanut allergies. Please eliminate peanuts and peanut butter as a snack.**

**Note: Birthday Party Invitations are not to be handed out in school unless the whole class is invited.** If the whole class is not invited, please make arrangements outside of the school.

Note: Classroom parties will be held on Halloween, Christmas, and Valentine's Day. Dismissal on party days will be the regular time.

### **PROMOTION/RETENTION:**

The decision to promote or retain a student shall rest with the principal after receiving information from parents/guardians, teachers, and other appropriate school personnel regarding student academic performance and social/emotional readiness.

### **SAFETY:**

For security reasons, all entrances will remain locked during school times. The receptionist will allow entrance into the main office as necessary. If a guest is planning to enter the building, they may be asked to show photo ID in order to get a visitor badge and proceed past the main office.

### **BICYCLES**~~Bicycles:~~

All students riding bikes or scooters to school will be required to walk them on and from the sidewalks once in front of the buildings. Students should be able to demonstrate responsible and safe riding habits. This is to protect one using the sidewalks. It is also recommended that students secure their property with a lock and chain while it is on school grounds. We encourage riders to wear helmets.

### **ROLLERBLADES, SCOOTERS, WHEELED SHOES, SKATEBOARDS, HOVERBOARDS**~~Rollerblades, Scooters, Wheeled Shoes, Skateboards, and hoverboards:~~

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

### **CROSSEWALKS**~~Crosswalks:~~

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

### **SCHOOL LUNCH FOR PARENTS EATING WITH THEIR STUDENTS**~~School Lunch for Parents Eating with their Student:~~

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

### **CELL PHONES AND ELECTRONIC GAMES**~~Cell Phones and Electronic Games:~~

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

### **TOYS**~~Toys:~~

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

### **EMERGENCY DRILLSEmergency Drills:**

The school will conduct drills throughout the year as directed by legislation and the State Fire Marshal.:

### **SCHOOL HOURS:**

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

- October 11, December 20, March 7, May 20 - School hours will be 8:30-11:30 on these days

### **SCHOOL PHONE/EMAIL:**

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

In respect of academic time, teachers will not be called out of their rooms during school hours. A message will be given to the teacher for them to return the call at a time they are free.

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

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

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

### **SCHOOL VISITATION:**

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

- Parents/guardians are invited to visit school often. Guests arriving on school grounds must report directly to the Administration Office. Guests will be expected to follow school rules.
- Many students experience some separation anxieties the first few weeks of school. To help offset this, we ask that parents/guardians limit classroom visits during this time. This

not only helps limit separation anxieties, but also helps aid in the development of effective student-teacher relationships.

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

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

### **SPECIAL CURRICULUM AVAILABLE FOR USD 413 STUDENTS:**

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

### **SPECIAL EDUCATION:**

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

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

All requirements for special education services follow IDEA guidelines.

### **STUDENT DISCIPLINE:**

#### **CHANUTE ELEMENTARY SCHOOL "TIERED" RESPONSE TO STUDENT BEHAVIORS**

*Any time we are considering student behaviors, we will hold firmly to the CES STAR COLLECTIVE COMMITMENTS:*

**ACT out of LOVE, DO YOUR BEST, ASSUME POSITIVE INTENT, DON'T TAKE THINGS PERSONAL**

**BE IMPECCABLE WITH YOUR WORD**

"TIER 1" GREEN

STAFF MANAGED "MINOR" STUDENT BEHAVIORS

Examples of Tier 1, "STAFF MANAGED" behaviors include but are not limited to the following:

\* Aggressive Behavior: Overly aggressive physical behavior or horseplay. Pushing, shoving, Yelling, verbal confrontations

\* Cell Phone violation

\* Disrespectful Behavior, Defiance

\* Disruptive Behavior: classroom, restroom, hallway, playground, cafeteria, etc

\* Profanity: Inappropriate Language and Comments "slip ups"

\* PDA: Public Display of Affection

\* Refusing to work or participate appropriately

\* Refusal to follow a reasonable request by any staff

	* Talking over teacher and/or others
	* Teasing: Inappropriate teasing or comments
	* Time: Habitual lateness, wasting teacher/class time, sleeping
	* Unprepared for class, not following directions
	<p><b>POSSIBLE TEACHER RESPONSE TO MINOR BEHAVIOR ISSUES:</b></p> <p>1) Provide notice or warning to student of inappropriate behavior</p> <p>2) Seating and/or Setting Change</p> <p>2) Turn Around or Recovery Space Time (Designated classroom space, Hallway, Grade Level Recovery Rm as appropriate)</p> <p>3) Classroom detention - time served for the classroom teacher in his/her room. Any amount of time until 4:30 p.m. *</p> <p>4) Building Detention - assigned time in after-school detention room <b>until 4:30 p.m.*</b></p> <p><b>* requires communication with parent and notice to office staff</b></p> <p>NOTE: If Habitual or Concerning Behavior - Communicate with Parents/Counselor/Admin/Other as appropriate</p> <p>NOTE: When applicable, make a decision as to "WHO" to share this information with:</p> <ul style="list-style-type: none"> <li>* Parent</li> <li>* Admin</li> <li>* Counselor/Mental Health/School Psych</li> <li>* Special Needs Teacher</li> <li>* Other</li> </ul>
	<b>YELLOW: TIER 1, MINOR, "GREEN" BEHAVIORS CONTINUE</b>
	<b>Teacher: "Is this a staff managed situation or should I include others (make referral to administration)?"</b>
	GUIDELINES AND CONSIDERATIONS WHEN MAKING THIS DECISION:
	* Despite teacher managed efforts to improve minor behavior issues, student has not responded appropriately
	* This student has recently and/or previously been referred for this behavior
	<b>ORANGE: TIER 2 OFFICE MANAGED STUDENT BEHAVIORS</b>

<b>REQUIRING A REFERRAL TO ADMINISTRATION</b>	
<p>Examples of Behaviors that should be referred to administration but are NOT Urgent/Immediate "Office Referral".</p> <p>May include but are not limited to the following:</p>	
* Dress Code violation	
* Explicit Behavior: Lewd, Sexualized, crude behavior or comments (may be Tier 2 or Tier 3)	
* False Information: Lying, false signature, false representation	
* Minor Behaviors that have been addressed by staff with no appropriate response or positive outcome	
* Minor Behaviors that have become habitual. Habitual non-conforming behavior	
* Profanity: Abusive language, directed at students or staff (beyond a "slip up" or "blurt out") (may be Tier 2 or Tier 3)	
* Racial Comments: Slurs, harassment, comments (may be Tier 2 or Tier 3)	
* Skipping School/Class (if elopement, hiding, leaving the building = Tier 3)	
* Technology: inappropriate use of technology. Violation of Tech Use Agreement (may be Tier 2 or Tier 3)	
* Theft/Stealing (may be Tier 2 or Tier 3)	
* Threats or threatening behavior (may be Tier 2 or Tier 3)	
* Vandalism: Property Damage (may be Tier 2 or Tier 3)	
<b>OFFICE MANAGED STUDENT BEHAVIORS URGENT/IMMEDIATE RESPONSE "Tier 3"</b>	
<p>Examples of Behaviors that should be "OFFICE MANAGED" and require Urgent/Immediate Office Referral Response</p> <p>May include but are not limited to the following:</p>	
* Aggressive physical behavior, physical aggression (may be deemed Tier 2 or Tier 3)	
* Bomb Threat	
* Bullying: Physical bullying or intimidation	
* Bullying: Verbal intimidation or harassment (on school grounds or via social media)	
* Elopement, Leaving the building	
* Fighting	
* Fire: lighting fires, lighters	
* Fire Alarm - false alarm, pulling alarm, etc.	
* Substance Use or Possession, Trafficking: (Alcohol, Tobacco, Drugs, Vape, Paraphernalia, etc)	



	* Theft/Stealing (may be Tier 2 or Tier 3)
	* Threats or threatening behavior (may be Tier 2 or Tier 3)
	* Vandalism: Property Damage (may be Tier 2 or Tier 3)
	* Weapons (Knife, Ammo, Firearms, etc)
	<b>REFERRAL GUIDELINES AND CONSIDERATIONS:</b> 1) Urgent?- Notify the Office in person or phone as appropriate 2) Detailed: provide details of the behavior/occurrence/event 3) Written: provide written details via PowerSchool, email or both as is appropriate. Always include: Names of all student(s) involved Location Time You and/or other staff response to the incident
	<b>POSSIBLE ADMINISTRATIVE RESPONSE TO OFFICE DISCIPLINE</b> <b>REFERRALS (what the teacher/student can expect for orange/red behaviors):</b> 1) Conference, discussion, warning 2) Parent call and/or conference 3) Student sent home for the remainder of the school day 4) Building detention(s) assigned 5) Student temporarily removed from classroom (possible ISS/ALC. Extended stay in turn-around room) 6) Out of School Suspension  NOTE: Share information as appropriate: * Parent * Admin * Counselor/Mental Health/School Psych * Special Needs Teacher * Other

## **BUS DISCIPLINE REFERRAL PROCESS:**

- Transportation Department sends referral to ~~all~~ CES Administrators/[appropriate support](#)

staff

- Discussion with student
- Parent Contact
- Upon review of the referral, administration determines the appropriate consequence to the student
  - First Offense: 1 day off the bus
  - Second Offense: 1 week off the bus
  - Third Offense: 1 month off the bus
  - Fourth Offense: 1 semester off the bus
  - Fifth Offense: Remainder of the year
- Administrator emails transportation to inform them of the decision
- Administrator emails CES Office Staff and classroom teacher to inform one of consequence assigned

### **STUDENT DRESS CODE:**

The principal shall make the first determination regarding the appropriateness of a student's appearance. Students who are inappropriately dressed will be required to change their clothing.

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

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

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

### **STUDENT IMPROVEMENT TEAM:**

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

Team:

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

Students may be referred to this team for several reasons:

- Teachers, parents/guardians, or students may be asking for help to better serve the student's needs.
- Student may be having a difficult time learning.
- Student may be achieving above grade level and has a need for additional enrichment.
- Student may be exhibiting a need for more social/emotional support.
- Student may have a physical impairment that needs to be addressed and accommodations made.

### **TARDY POLICY:**

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

### **TITLE 1:**

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

### **Title I Parents Right to Know:**

Any parent can request information about any teacher of their child. Under federal law, parents have the right to know:

- Whether a teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- Whether a teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived;
- The baccalaureate degree major of a teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree;
- The qualifications of any paraprofessional working with students on an instructional basis: and,
- How your child performed on the Kansas reading, math, and writing assessments.

## **LINCOLN EARLY LEARNING CENTER POLICIES:**



### **CONTACT INFORMATION**

Phone Number: 620-432-2550

Fax Number: 620-432-2552

#### **Administration**



Dr. Heather Burris, Assistant Superintendent ~~Mrs. Karla Nothorn, Principal~~

#### **School Hours:**

7:45-8:15 Doors open and breakfast is served.

8:15-11:00 Morning Session

12:00-12:25 Doors open for afternoon session and lunch is served.

12:30-3:15 Afternoon Session

Lincoln will follow the district calendar.

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