

## INTRODUCTION

Welcome to Unified School District 473 for the 2009-2010 school year. Each year brings with it high expectations that we all must strive to our utmost to achieve.

In order for each child to have a successful learning experience, we suggest that you take the time to learn, and make a sincere effort to follow the guidelines set forth in this handbook. Get involved in your school's activities, study hard, and prepare to have a great year. Remember that your success during this school year will depend on how much effort you put into each day.

Within this handbook is information about rules, policies, academic requirements, and student privileges and responsibilities. It is impossible to anticipate every situation within this handbook, and the administration certainly reserves the right to announce and initiate policies throughout the year to meet unanticipated situations.

Parent involvement is the most important variable in the development of a child. Parents can enhance that development by being positive, by showing interest in the child's school activities, by listening, by building on previous experiences, by encouraging and expecting high performance in school work and other responsibilities. Parents should praise for successes, no matter how small they may be, read books, magazines, and newspapers in the home, provide proper nutrition and rest, and set a good example by supporting the efforts of the school.

MEMBERS OF THE USD 473 staff are highly qualified and dedicated to providing excellence in education.

The faculty represents a blend of recent graduates and experienced teachers. A majority of the staff hold master's degrees in education.

## NONDISCRIMINATION

Discrimination against any student on the basis of race, color, national origin, sex, disability, or religion in the admission or access to, or treatment in the district's programs and activities is prohibited. The superintendent or his representative, USD 473 Education Center, 822 N Marshall, Chapman, KS, (785-922-6521) 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.

Policies of USD 473 clearly state that discrimination and harassment based upon race, ethnicity, religion or gender will not be tolerated.

### District Mission Statement

The mission of USD 473 is to provide a positive and equitable learning environment in which students will be empowered to learn skills necessary to be successful, responsible, and productive now and in the future.

### Elementary Schools Mission Statement

The mission of USD 473 elementary attendance centers is to provide a safe and positive learning environment which will empower all students to learn and achieve to their maximum potential and become responsible, productive citizens.

## EDUCATION CENTER

PO Box 249, 822 N. Marshall, Chapman, Kansas 67431

785-922-6521

Tony L. Frieze, Superintendent

## BOARD OF EDUCATION

Eric Keating, Area I, Position 1 Kristine Meyer, Area II, Position 5

PO Box 629, Chapman, KS 67431 PO Box 82, Chapman, KS 67431

Trudy Barker, Area II, Position 2 Joe Miller, Area III, Position 6

2054 2400 Avenue, Chapman, KS 67431 1580 2100 Avenue, Enterprise, KS 67441

Monte Meuli, At-Large, Position 7 John Hultgren, Area I, Position 4

1994 Key Rd, Enterprise, KS 67441 3103 Union Rd, Junction City, KS 66441

Rodney Anderson, Area III, Position 3

1306 1300 Avenue, Abilene, KS 67410

IN USD 473, A BOARD OF EDUCATION is responsible for ensuring that schools provide the best possible education for students. The board is composed of seven members who are elected for four-year terms. Six persons are elected from specific areas of the district while the seventh person is elected from at-large. The Board

of Education meets at the Education Center, 822 N. Marshall, Chapman, on the second Monday of each month. Meetings begin at 7:00 pm. Any interested individual is welcome to attend the meeting. The administrative staff includes a Superintendent of Schools and individual building principals. Chapman High School also has an assistant principal.

#### ATTENDANCE CENTERS

Blue Ridge Elementary School (K-5) Luan Sparks, Principal  
1539 Hwy 18, Abilene, KS 67410 (785) 598-2226  
Chapman Elementary School (K-5) Kayla Wiedeman, Principal  
622 N. Marshall, PO Box 249, Chapman, KS 67431(785) 922-7171  
Enterprise Elementary School (K-5) Luan Sparks, Principal  
302 S. High, PO Box 247, Enterprise, KS 67441 (785) 263-8248  
Rural Center Elementary School (K-4) Cecil Cromwell, Principal  
902 1400 Avenue, Abilene, KS 67410 (785) 479-2213  
Chapman Middle School (6-8) Bruce Hurford, Principal  
624 N. Marshall, PO Box 249, Chapman, KS 67431 (785) 922-6555  
Chapman High School (9-12) Kevin Suther, Principal  
400 W. 4th, PO Box 249, Chapman, KS 67431 Shane Sundahl, Asst. Principal/AD  
1. (785)922-6561

WHO MAY ATTEND CHAPMAN SCHOOLS? - All students who live within the boundaries of USD 473 are eligible to attend the Chapman Schools. Any non-resident student who desires to be admitted to the schools of the district will make application to the superintendent, who shall report such application to the Board of Education at the next meeting following the receipt of the application, together with his recommendation thereon. Persons who have questions about enrollment in the Chapman schools may contact the Education Center, 822 N. Marshall, Chapman (922-6521).

#### ENROLLMENT / WITHDRAWAL FROM SCHOOL

Admission Requirements - All resident students shall be admitted to attend school in the district unless they have been expelled. A resident student is any child who has attained the age of eligibility for school attendance and lives with a parent or a person acting as a parent who is a resident of the district. All students enrolling in the district for the first time shall provide required proof of identity. Students enrolling in kindergarten or first grade shall provide a certified copy of their birth certificate or other documentation which the board determines to be satisfactory. Students enrolling in grades 2-12 shall provide a certified transcript or similar pupil records. The enrollment documentation shall include a student's permanent record with a student's legal name as it appears on the birth certificate, or as changed by a court order and the name, address, telephone number of the lawful custodian. The records shall also provide the identity of the student as evidenced by a birth certificate, copy of a court order placing the student in the custody of Kansas Social and Rehabilitation Services, a certified transcript of the student, a baptismal certificate or other documentation the board considers satisfactory. If the proof of identity is not provided within 30 days, the board must notify the local law enforcement agency who will then promptly investigate the identity of the child.

Kindergarten - The Kansas law stipulates that a child must be age five on or before August 31 to enroll in kindergarten. Parents or guardians must bring a social security card and a birth certificate or other legal proof of date of birth before enrolling a child in school for the first time.

Kindergarten Screening - An assessment will be made of all children at the kindergarten level during Kindergarten Roundup. The purpose of the testing is to aid teachers in pinpointing educational needs of the students at an early age. The students will participate in enjoyable activities that measure development in body movement, attention span, memory, vocabulary, coordination, and the ability to discriminate between subtle differences in sounds. The testing is done in cooperation with the Central Kansas Cooperative in Education and district personnel. Parents will be informed of the results of the screening and are encouraged to contact their school if they have any questions.

Non-Resident Students - Non-resident students are those who do not meet the definition of a resident student. Non-resident students may be admitted only to the extent staff, facilities, equipment and supplies are available. The district is not required to admit non-resident students. If non-resident students wish to attend school as out-of-district students, they must make application annually to the Board of Education. Initial attendance must be approved by the board. Yearly attendance, after initial board approval, will be reviewed and approved by the administration. It will be necessary for out-of-district students to provide their own transportation or meet one of

the district buses within the boundaries of USD 473 along an established bus route. Information concerning bus routes and transportation arrangements should be made with the Transportation Route Clerk at 922-6968. A non-resident student who has been suspended or expelled from another district will not be admitted to the district unless approved by the board.

Homeless Student - Homeless students shall, by definition, include the following:

1. Children and youth who are sharing the housing of other persons due to loss of housing, economic hardship or a similar reason; are living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement.
2. Children and youth who have a primary nighttime residence that is a public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings.
3. Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations or similar settings.
1. 4. Migratory children who meet one of the above-described circumstances.

Enrollment/Placement of Homeless Students - The administration shall consider the best interest of the child, with parental involvement, in determining whether the child should be enrolled in the school of origin or the school that nonhomeless students who live in the attendance area in which the homeless child or youth is actually living are eligible to attend. To the extent feasible, and in accordance with the child or youth's best interest, the child or youth should continue his or her education in the school of origin, except when contrary to the wishes of the parent or guardian. If the youth is unaccompanied by a parent or guardian, the homeless coordinator will consider the views of the youth in deciding where the youth will be educated.

Student Data Form - Each year during enrollment, parents and students shall fill out a Student Data form which includes the following information:

- name(s), phone number(s) and address of the student's parent(s)/guardian(s);
- name of individual(s) to contact in case of emergency;
- name of the student's physician; and
- description of any medical conditions of which the staff needs to be aware.

Elementary School Enrollment - New and returning students should enroll each year on dates and places designated that are published by the district for enrollment.

Address/Phone Number Change - Parents are asked to notify the school immediately if there is a change of address or telephone number during the school year including work numbers and emergency contact numbers.

Assignment to School/Classes - The superintendent shall assign students to the appropriate building. Any student desiring to attend a school outside the attendance area in which the student resides may do so only with the prior written permission of the board. Assignment to a particular grade level or particular class shall be determined by the building principal based on the educational abilities of the student. If the parents disagree, the principal's decision may be appealed to the superintendent. If the parents are still dissatisfied with the assignment, they may appeal in writing to the board.

Records - All student records shall be treated as confidential and primarily for local school use unless otherwise stipulated.

FERPA (Family Educational Rights and Privacy Act) - Under the provisions of the Family Educational Rights and Privacy Act (FERPA) parents of students and eligible students (those who are 18 or older) are afforded various rights with regard to educational records which are kept and maintained by the school. Those rights include:

- The right to review and inspect all of your educational records except those which are specifically exempted.
- The right to prevent disclosure of personally identifiable information contained in your educational records to other persons with certain limited exceptions. Disclosure of information from your educational records to other persons will occur only if:
  - we have your prior written consent for disclosure;
  - the information is considered directory information and you have not objected to the release of such information (see "Directory Information"); and
  - disclosure without consent is permitted by law.
- The right to request your educational records be amended if you believe the records are misleading, inaccurate, or otherwise in violation of your rights. This right includes the right to request a hearing at which you may present evidence to show why the record should be changed if your request for an amendment to your records is denied in the first instance.
- The right to file a complaint with the Family Policy and Regulations Office at the U.S. Department of

Education if you believe USD 473 has failed to comply with FERPA's requirements. The address of this office is 400 Maryland Ave. SW, MES, Room 4074, Washington, D.C. 20202.

Surveys - Protection of Pupil Rights Amendment (PPRA) governs the administration to students of a survey, analysis, or evaluation as specified below.

PPRA (Protection of Pupil Rights Amendment) - The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, requires USD 473 to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas ("protected information surveys"):

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

USD 473 will provide parents, within a reasonable period of time prior to the administration of the surveys and activities, notification of the surveys and activities and be provided an opportunity to opt their child out, as well as an opportunity to review the surveys. (Please note that this notice and consent/opt-out transfers from parents to any student who is 18 years old or an emancipated minor under State law.)

Directory Information - For purposes of FERPA, USD 473 has designated certain information contained in educational records as directory information which may be disclosed for any purpose without your consent:

- Student's name, address, and telephone number
- Student's attendance center and teacher's name
- Student's picture
- Parent or guardian, date and place of birth
- Student's major field of study
- Student's weight, height, participation in & eligibility for officially recognized activities & sports
- Dates of attendance or grade placement
- Honors and awards received; and
- The most recent educational agency or school attended by the student.

You have a right to refuse to permit the designation of any or all of the above information as directory information. If you refuse, you must file written notification to this effect with USD 473 at the Education Center, 822 N. Marshall, Chapman, KS 67431, on or before September 20, 2009. If refusal is not filed, USD 473 assumes there is no objection to the release of the directory information designated.

Pictures - School pictures are taken within the first month of school. Students are not required to purchase school pictures. School pictures will be used in the elementary/middle school yearbook. Senior pictures for the yearbook and the class composite will be taken at the school and students will be notified of the time and place.

Academics - The district offers a broad academic program and an extensive activities program. Every student should become involved in their academic program and, in addition, should become involved in some of the activities provided by their school.

Young men and women who are graduates of Chapman High School will:

- Develop skills in reading, writing, speaking, and listening.
- Gain a general education.
- Develop pride in work and a feeling of self-worth.
- Learn how to examine and use information.
- Develop a desire for learning now and in the future.
- Develop good character and self-respect.
- Learn to be a good citizen.
- Learn how to be a good manager of money, property, and resources
- Appreciate culture and beauty in the world.
- Practice and understand the ideas of health and safety.
- Learn about and try to understand the changes that take place in the world.
- Gain information needed to make job selections.
- Understand and practice democratic ideas and ideals.
- Understand and practice the skills of family living.
- Learn how to respect and get along with people who think, dress, and act differently.

- Learn how to use leisure time.
- Develop skills to enter the world of work.

Testing Program - The district educational testing program shall consist of multiple assessments. These assessments shall include, as a minimum, individual teacher subject matter tests, district group achievement tests, and any state required tests. There will be a basic testing program designed to evaluate the outcomes of the educational program and to provide information needed in working with individuals. The basic testing program will be supplemented by such individual tests as the needs of the educational program and the district would seem to indicate. This program will be coordinated from kindergarten through grade 12 in order to provide continuity in the total program.

Title I Program - Parents of students eligible for the Title I Program shall receive information about the Title I program, the curriculum, academic assessments, required proficiency levels, and their right to request additional meetings. All parents of Title I students shall be invited to the meetings. The board shall strongly encourage parental involvement in the district's Title I program. Included in these efforts shall be activities that will educate parents regarding the intellectual and developmental needs of their children at all age levels. The district shall, to the extent possible, schedule activities for parent involvement at times and places accessible to parents of Title I students.

The No Child Left Behind legislation has a "Parents Right to Know" requirement that any school utilizing Title I funding notify parents annually that they have the right to request and receive timely information on the professional qualifications of their children's classroom teachers. The school must also notify parents if their student is assigned to or taught by a teacher who is not "highly qualified" for four or more consecutive weeks. All of the teachers of USD 473 are highly qualified and have met or exceeded qualifying and licensing criteria by the state of Kansas. If you wish any other information, feel free to contact the Education Center at 922-6521.

Promotion and Retention - The best interest of the student will be the guiding philosophy for determining acceleration, promotion, or retention.

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

#### Grading/Grade Classification

Report Cards - Reporting student progress to parents is important since both teachers and parents share responsibility with students for their learning. Student grades will be reported at the end of each nine weeks.

The formal report shall be in writing and at the elementary level shall provide space for parents to acknowledge receipt of the report and make written comments to the teacher.

Parents will also be notified at mid-quarter of student progress in each subject. Teachers may choose to call or send progress reports at other times and may request conferences with parents concerning other student matters. Progress reports may not be sent out for all classes. Down slips and up slips may be sent in lieu of progress reports.

Parent/Student/Teacher Conferences - Parent-Teacher Conferences are formally scheduled twice each year - one in the fall and one in the spring months. Parents are encouraged to attend, regardless of the progress of the child. Teachers can do a much better job with students if the teachers share their understanding of the students directly with the parent(s).

It is not necessary to wait for the regularly scheduled conference time if a parent has a special concern. Parents and students are encouraged to request a conference with teachers at any time convenient to all parties.

#### Graduation

Graduation Requirements - All students of Chapman High School must complete four years of education in good standing unless specific permission to the contrary is given by the administration and Board of Education. Students must have a minimum of 24 units of credit.

Required subjects for graduation include the following:

- 4 units of English/Language Arts
- 3 units of Social Science, including 1 unit of American History and 1 unit of American Government.

Under specific circumstances the Principal may waive 1/2 unit of American Government to be replaced by 1/2 unit of another social science credit.

- 3 units of mathematics
- 3 units of science

- 1 unit of physical education
- 1 unit of fine arts

Students must meet all qualifications for graduation in order to participate in the commencement program.

Students requiring special consideration for graduation will need to apply to the Board of Education through the principal of the high school, in writing, stating the reasons for special consideration. The parents of the student must also submit a letter stating their approval of the special request of their child for irregular graduation consideration. The Board of Education may approve the request for special consideration for graduation, but will not render a final decision for any student until after the end of the first semester.

All students who are eligible to receive diplomas or certificates must have the approval of the principal, faculty, and Board of Education.

Homework - Students are expected to complete homework assignments on time.

Make-Up Work - It is the student's responsibility to obtain make-up assignments from teachers following an excused absence. If dates of a student's absence are known in advance, the teacher should be notified so that planned assignments may be given. Time limits for completion of make-up work will be established by the building principal. Students with unexcused absences shall not have the right to make up work.

After suspension, students should be allowed to make up for credit chapter or unit tests which cover several days work, longer, multi-day writing assignments, research papers, etc. Students should be prepared to turn in work due while on suspension or make-up tests missed immediately upon return. There should be no extra makeup time given.

Academic Dishonesty - Cheating, defined as copying another student's work and claiming it as your own and plagiarism, defined as the use of another person's original ideas or writing without giving credit to the true author, are both prohibited practices. Materials taken from electronic sources are covered by this policy.

A student who engages in any form of academic dishonesty will be subject to the loss of credit for the work in question, as well as other disciplinary measures. (see "Discipline Measures")

AIDS and Sexuality Curriculum Inspection - The human sexuality and AIDS curriculum is available for inspection from the building principal.

Opt-Out - A parent or guardian (or student eighteen years of age or older) may use the district opt-out provision to remove the student from some portion or all of human sexuality and AIDS classes included in the district's required curriculum. To receive information on the opt-out provision contact the principal's office.

Support Programs - USD 473 is part of the Central Kansas Cooperative in Education, which is sponsored by the Salina School District. The Cooperative provides services to exceptional children. Placement of students in special programs is done by referral and testing only. Children will not receive these services unless parents have been previously informed and have given written consent for an evaluation.

Special education programs are provided for the mentally retarded, learning and visually impaired, orthopedically handicapped, emotionally disturbed, and the gifted. In addition, school psychologists, hearing conservationists, learning disabilities specialists, speech therapists, and social workers are employed to serve all districts in the cooperative.

Interrelated classrooms are maintained at all grade levels. These classrooms are maintained in the Chapman Elementary/Middle and Chapman High school. Students in the outlying elementary schools are served by itinerate teachers who travel daily to work with special students.

## ATTENDANCE

Compulsory Attendance Requirements - Kansas law requires students to attend school until the age of 18. Sixteen and seventeen year olds may be exempt from the compulsory attendance requirement if:

- they have attained a diploma or GED; or
- they are enrolled in an approved alternative education program, recognized by the local board of education;

or

- a court orders exemption; or
- the parent or person acting as parent consents in writing to their child being exempt from the requirement and the child and parent attend a final counseling session conducted by the school to sign a disclaimer.

The law requires the disclaimer to include the following information:

- the academic skills the child has not yet achieved;
- the difference in future earning power between a high school graduate and a high school dropout; and
- a list of educational alternatives available to the child.

Students age 16 or 17 who are not exempt shall be reported as truant.

Attendance/Tuancy - Regular and punctual attendance is expected and required of all students. Parents should notify the school by 8:15 a.m. when their child will be absent. When a student is absent from school, without notification from the parent, an attempt shall be made to contact the parent or guardian to determine the reason for the absence. This procedure is for each child's protection.

Definition of Excused/Unexcused Absences - The State attendance laws are very explicit in their definition of valid excuses from school. Excused absences will be given for illness and injury to the student. All other absences will be unexcused unless arrangements are made by the parent with the principal's office. When a student is or will be absent, the school expects parents to call or write a note stating the reason for the absence. Failure to do so will result in an unexcused absence. The principal will determine the acceptability and validity of excuses presented by the parent(s) or the student.

All work missed while students are absent must be made up. When students return to school following any absence, they must report directly to the office. If no phone contact has been made between the school with their parents, students must bring a note from them before returning to school.

Definition of Significant Part of the School Day - Absences for two (2) or more periods in one day will be considered a significant part of a school day.

Prearranged Non-Emergency Absences - Examples of acceptable non-emergency absences include, but are not limited to, family vacations, participation in activities such as 4-H or church groups, or very important errands which cannot be done outside of the school day. To receive an excused absence for a non-emergency absence from school, students must provide a request from parent or guardian, in the form of a note or phone call, at least three school days prior to the proposed absence.

It shall be the general policy not to approve non-emergency requests following the sixth (6th) absence in a semester. Any deviation from this policy will require a parental meeting with the principal to present overriding reasons for approval of the request. Students will be required to arrange makeup work with teachers in advance of a non-emergency absence. If a non-emergency absence is not approved in advance as per this policy, it will be considered unexcused.

Consequences for Unexcused Absences - Since excessive absences will affect a student's success in school, the following procedures are a part of our school policy.

Whenever a student has missed 6 days during a semester, a letter may be sent home expressing the school's concern. The building administrator may use some discretion as to the sending of this letter. If all absences of the student have been for documented medical or legal reasons or prearranged non-emergency absences, the administrator may choose to postpone sending the letter unless further non documented absences occur.

The letter sent will clearly state the following:

A. The student and parent will be formally notified that the school has concerns about the attendance of the student.

B. The parent and student will be informed that the only acceptable excuse for absence will be a doctor's statement or statement from a legal authority or a mutually agreed upon reason discussed in a personal conference by the parent and a school administrator prior to the absence.

C. The parent and student will be informed that failure to comply with the above conditions will result in the school contacting the local authorities and reporting the student as truant. Each absence thereafter, which does not comply with the conditions, will also be reported to the local authorities as truancy.

D. Parents will be encouraged to contact the administrator signing the letter about this matter.

Future absences of this student that do not meet the criteria set forth in the letter are liable, at the discretion of the building administrator, to be ruled as unexcused. Unexcused absences will be cause for reporting of truancy. Unexcused absences will also make the student liable for disciplinary actions, including in-school suspension, out-of-school suspension, and expulsion, at the administrators discretion.

Students over eighteen years of age will receive a letter directly and be dealt with directly on matters of unexcused absences. Although they are not liable for truancy, it will be made clear to them that they must also meet the criteria for excused absences and that unexcused absences may result in disciplinary action including suspension or expulsion.

Tuancy - Kansas Statute defines a truant as a student under the age of eighteen who is absent without a valid excuse for the absence. Whenever a student is inexcusably absent on either three consecutive days or five or more nonconsecutive days or incidents in a semester, the student is truant. Students subject to the compulsory attendance laws shall be reported to the proper county authority if suspected of truancy. Students who are absent for a

significant part of any school day shall be considered truant. (see “Definition of a Significant Part of the School Day”) If a truant child is returned to school by a law enforcement official, the principal shall notify the parent or guardian.

#### Tardies

Elementary Schools - All students reporting late for school at Chapman Elementary must report to the office for a tardy slip before going to their classroom. Students in other attendance centers report to the office to sign in. Please make every effort to get students to school on time! If students arrive two hours late to school, they will be counted absent half a day.

Sign In/Sign Out - Students must sign out in the office before leaving school premises during the school day. Students must sign in when arriving at school after the beginning of the school day.

Release of Student During School - If a student must leave the school for any purpose, it must be done with the approval of the principal. If parents want a student excused, they should either send a note to the office with the student or telephone the office. Students shall not be released during the school day except upon a written or verbal request from the student’s parent or person acting as a parent. Before releasing a student during the school day, the building principal shall verify the identity of the person seeking release of the student. If the principal is not satisfied with the identification provided by the person seeking release of a student, the student’s release may be refused.

Upon leaving the school, the student must get the consent of the principal and then check out in the office. STUDENTS LEAVING SCHOOL ANYTIME DURING THE SCHOOL DAY WITHOUT CHECKING OUT THROUGH THE OFFICE WILL BE UNEXCUSED.

Students shall not be allowed to run personal errands for school employees off school premises during the school day.

#### STUDENT CONDUCT / DISCIPLINE

##### Elementary Conduct Code

Behavior/Conduct - The District Discipline Committee consisting of parents, teachers, Site Council members, and administrators developed the following discipline policy. We believe this plan offers every student the

opportunity to manage his or her own behavior. All classroom management plans will be centered around these belief statements about discipline and the following school-wide code of conduct adopted by all attendance centers.

Definition of Discipline - A process designed to promote responsibility for one’s behavior to ensure that all children experience a safe and productive learning environment.

##### Belief Statements:

- Self discipline is the expected outcome.
- Parents have a responsibility to assure that their students’ behaviors do not take away from a safe and productive learning environment.
- Staff will act respectfully to students, parents, colleagues, and peers at all times by teaching and modeling appropriate behavior regardless of the students’ and/or parents’ behavior.
- Students have a responsibility to act respectfully to all adults.
- Student behavior should not be allowed to interfere with the learning opportunities of other students.

##### School-wide Code of Conduct

Safety: Are my actions safe for myself and for others?

Respect: Do my actions show respect for myself and for others?

Honesty: Do my words and actions represent truth?

Responsibility: Do my actions meet the expectation to take care of myself and be a dependable member of the community?

Courtesy: Do my actions help make this a nice place, where people feel welcome and accepted, and where they can do their work without disruptions?

Students may be disciplined for any of the following reasons:

- willful violation of any published, adopted student conduct regulation;
- conduct which substantially disrupts, impedes, or interferes with school operation;
- conduct which endangers the safety or substantially impinges on or invades the rights of others;



- conduct which constitutes the commission of a felony;
- conduct which constitutes the commission of a misdemeanor;
- disobedience of an order of a school authority if the disobedience results in disorder, disruption or interference with school operation; and
- possession of a weapon at school, on school property or at a school-sponsored event.

Elementary Level Consequences for Violating School Behavior Codes - Minimum and Maximum consequences:

Step 1: Warning and opportunity to immediately change behavior

Step 2: Teacher intervention directly related to misbehavior

Step 3: Written notification of misconduct to parents

Step 4: Phone call to parents - initiated by student

Step 5: Parent conference and Student Behavior Plan written

Step 6: In-School Suspension\*

Step 7: Out-of-School Suspension\*

\*Occurs only with principal approval

Violation of any provision of the behavior code may result in disciplinary action up to and including suspension and/or expulsion. (see "Suspension/Expulsion")

The district shall cooperate with law enforcement in security matters and shall, as required by law, report criminal acts committed at school, on school property or at school-sponsored activities.

Teacher Authority - Students are under the authority of any teacher at any time they are on school grounds or at a school sponsored activity. Any student who is insubordinate to a teacher or creates any disturbance which restricts or alters the learning process of themselves or other members of the class or activity is subject to disciplinary action by the teacher in charge. Teachers have the right to detain students as a disciplinary measure.

Dismissal from Class - Teachers have the authority to follow a disciplinary procedure for students who disrupt the classroom learning environment. The process may result in a student's permanent suspension from class.

Disrespect - Disrespect of a teacher will not be tolerated. Disrespect will be determined by the teacher. It will include but not be restricted to: profanity, inappropriate gestures, back talk, arguing, and refusal to do as instructed. It may result in an out-of-school suspension.

Substitute Teachers - Substitute teachers will be treated like any other classroom teacher and have the same authority as that of a classroom teacher concerning student conduct and discipline policies.

Fighting - Fighting in school is a serious breach of school conduct.

Locker Pilfering - Any student caught in another student's locker without that student's expressed approval is subject to disciplinary action. Certain situations may result in suspension or expulsion.

Care of Property - Excellent school facilities have been provided for us by parents and patrons in the school district. In the event a student is apprehended while willfully and maliciously mutilating, defacing or destroying school property, the student will be required to pay a dollar amount including labor cost for repairing damages.

Conduct in the Halls - The passing period is designed to provide time for students to move from one class to their locker and on to their next class. It is not a break time. Students are expected to begin clearing the hallways at least one minute before the tardy bell. Students should not block the hallways, scuffle, act boisterous, or run in the hallways. Any student in the hallways during class time shall have a signed agenda from their classroom teacher or be under the immediate supervision of their classroom teacher. There will be no running, no horseplay, no profanity, or no yelling in the hallways, lunch room, and during lunch period.

- 1st offense: written warning to the office
- 2nd offense: 30 minute detention
- 3rd offense: one hour detention and parents notified (documented)
- 4th offense: one day suspension and parent letter
- Further violations will result in extended periods of suspension or an expulsion hearing.

Foul Language - Any use of profanity, vulgar or obscene language, or gestures is not permitted in the building or on the grounds. Repeated violations will result in detentions or suspensions.

Firearms and Weapons - Possession of a firearm shall result in expulsion from school for a period of one school year, except the superintendent may recommend this expulsion requirement be modified on a case-by-case basis (see "Suspension/Expulsion" and "Probationary Status,"). Expulsion hearings shall be conducted by the

superintendent or other certificated employee or committee of certificated employees of the school in which the pupil is enrolled or a hearing officer appointed by the board. Students violating this policy shall be referred to the appropriate law enforcement agency(ies) and, if a juvenile, to SRS.

A dangerous weapon is any article that is commonly used or designed to inflict bodily harm. Examples include but are not limited to, firearms, knives, and explosives. Even firearm facsimiles may be in the school only with explicit permission of the administration. Bow and arrows may only be in the school as part of the physical education program and must be under strict supervision of those teachers.

Students accused of bringing firearms or weapons to school or to a school activity will be turned over to the local police department.

Policy on Drugs, Tobacco, and Alcohol - Students shall not manufacture, distribute, dispense, possess, use, consume, or be under the influence of illicit drugs, controlled substances, tobacco, or alcoholic beverages on school property or at any school activity as outlined in USD 473 policy JDDA.

First time violators shall be suspended from school for not less than five days. Students will also be suspended from school activities for the length of their out-of-school suspension or up to four months. Repeat offenders may face expulsion from school and/or longer suspension from participation in school activities. First time offenders may be offered a diversion class provided they attend the Dickinson County Council on Substance Abuse. The cost of attending this diversion will be paid by the student.

A written complaint will be filed with the local police department in the cases when school officials and staff are aware of violation of laws pertaining to controlled substances.

The School Board of USD 473 reserves the right to allow law enforcement agencies to conduct periodic, unannounced searches of school facilities and parking areas for illegal drugs using trained drug dogs. Students in possession of illegal drugs through these procedures will face all penalties as outlined in the USD 473 substance abuse policy and shall be liable to legal penalties.

The School Board of USD 473 reserves the right to allow periodic breathalyzer checks at school functions, particularly student dances. In these cases, students' and guests' submission to the check will be mandatory before attendance to the dance is allowed. Any student who tests positive through these checks shall be liable to the USD 473 substance abuse policy.

Students are not to congregate in the area around the school grounds after they arrive at school or in the evening after school. Basic school rules as outlined in this handbook should be followed after students arrive at school in the morning or after school in the evening even when in the vicinity of school but off of school grounds.

Lewd, Immoral, Disrespectful Acts - Students who commit illegal, lewd, immoral, or disrespectful acts at school, school events, or while involved in school activities may be liable to discipline up to and including short term suspension and expulsion. Students involved in these situations may be suspended from participation in activities at the discretion of the administration. The administration may involve activity sponsors or coaches and may involve students in recommendations concerning activity suspension.

Restroom Policy - Students will not be allowed to leave class to go to the restroom, except in extreme emergencies. Students are expected to use the restroom during passing time between classes. Parents need to notify the school if there is a medical reason for frequent trips to the restroom.

Electronic Equipment - These items are brought at the students' risk. They will not be allowed in the classroom by the teachers. Personal radios, tape players, CD players, beepers, and other electronic devices are not to be brought to school without permission of the administration. Any of this type of equipment brought to school will be confiscated and returned to parent/guardian only. Cell phones shall not be used in the classroom and shall be turned off inside the building.

Public Display of Affection (PDA) - Students are not to participate in any displays of affection at the elementary and middle level buildings. Any public display of affection beyond hand holding is unacceptable at Chapman High School.

Consequences will be:

- 1st offense: written warning filed in the office
- 2nd offense: 30 minute detention, parents called
- 3rd offense: one hour detention, parents called.
- 4th offense: out-of-school suspension for one day
- Any further offenses will involve an extended out-of-school suspension and an expulsion hearing regarding flagrant disobedience

Fireworks - The use of fireworks in the City of Chapman is a violation of city ordinances and a misdemeanor. It is also a violation of law to discharge fireworks into or within a public building. The possession and igniting of fireworks at school by students will result in their automatic and immediate suspension from school for three (3) days.

Disturbing the Peace - Students creating a substantial disruption of normal school operation may be reported to law enforcement. Charges may be filed. Suspension or expulsion may take place.

Novelty and Nuisance Items - Students are not to bring items to school that will interfere with the education of others. This includes, but is not limited to, laser pointers, pagers, water guns, rubber bands, fireworks, toys, knives and weapons of any kind. Any article or novelty of this nature will be taken and may not be returned to the student.

Drink Containers - Students should not bring drink containers, i.e., cups, refillable coffee cups, sports drink containers, recloseable pop bottles, etc., into the school building.

Hats - Hats (or other head coverings) are not to be worn in the building! Students must remove hats as they enter the building. (see "Dress Code")

Sunflower Seeds - At no time are students allowed to possess sunflower seeds.

Snowball Throwing - Students throwing snowballs on school property, including the street surrounding the school, may be suspended for no less than one day.

#### District-Wide Behavior Code

Vandalism - The board shall seek restitution according to law for loss and damage sustained by the district. When a juvenile is involved in vandalism to district property, the superintendent shall contact the parents and explain their legal responsibility. The parents shall be notified in writing of the dollar amount of loss or damage. Restitution payments shall be made by juveniles or their parents to the business office, and accounts shall be kept. Persons of legal age shall be held responsible for their own payments. If necessary, provisions may be made for installment payments. Accounts not paid in full within the specified time may be processed for legal action. The theft or destruction of another's property is a crime and should be reported to the police as such. Theft or destruction of property of less than \$25 will be handled through replacement and disciplinary action of not less than one day suspension from school. Theft or destruction of property of \$25-\$250 shall be handled through replacement and suspension for a minimum of five (5) days. Theft or destruction of property over \$250 shall result in suspension and the calling of an expulsion hearing. Administrators may have to rule on whether or not the destruction of property was or was not accidental. In general, if the property was not being used as intended or if horse play was involved, it will not be termed accidental destruction. Students accused of theft or vandalism will be turned over to the local police department.

Bullying - The Board of Education prohibits acts of harassment, intimidation, or bullying. "Harassment, intimidation, or bullying" means any gesture or written, verbal, or physical act that takes place on school property, at any school-sponsored function, or on a school bus that:

A) is motivated by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity, and expression or mental, physical or sensory disability;

or,

B) by any other distinguishing characteristic; and

C) a reasonable person should know, under the circumstances, that the act(s) will have the effect of harming a student or damaging a student's property, or placing a student in reasonable fear of harm to his person or damage to his property; or

D) has the effect of insulting or demeaning any student or group of students in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

In determining the appropriate response to students who commit one or more acts of harassment, intimidation, or bullying, school administrators should consider the following factors: the developmental and maturity levels of the parties involved, the levels of harm, the surrounding circumstances, the nature of the behavior, past incidences or past or continuing patterns of behavior, the relationships between the parties involved, and the context in which the alleged incidents occurred. Concluding whether a particular action or incident constitutes a violation of this policy requires a determination based on all of the facts and surrounding circumstances. It is only after meaningful consideration of these factors that an appropriate consequence should be determined, consistent with the case law, Federal and State statutes, regulations and policies, and district policies and procedures. Consequences and appropriate remedial action for students who commit acts of harassment, intimidation or bullying may range from

positive behavior intervention up to and including suspension and expulsion.

In each school, the principal or principal's designee is responsible for receiving complaints alleging violations of this policy. All school employees are required to report alleged violations of this policy to the principal or principal's designee. All other members of the school community, including students, parents, volunteers, and visitors are encouraged to report any act that may be a violation of this policy. While submission of a report form is not required, the reporting party is encouraged to use the report form available from the principal of each building. Oral reports also shall be considered official reports. Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of anonymous reports.

**Sexual Harassment** - Sexual harassment shall not be tolerated in the school district. Sexual harassment of employees or students of the district is strictly prohibited. It shall be a violation of district policy for any employee to sexually harass a student, for a student to sexually harass another student, or for any employee to discourage a student from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of district policy.

Sexual harassment is unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written or physical conduct of a sexual nature when:

- submission to such conduct is made, explicitly or implicitly, a term or condition of the individual's education;
- submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual; or
- such conduct has the purpose or effect of interfering with an individual's academic or professional performance or creating an intimidating, hostile or offensive academic environment.

Sexual harassment may include, but is not limited to:

- verbal harassment or abuse;
- pressure for sexual activity;
- repeated remarks to a person, with sexual or demeaning implication;
- unwelcome touching; or suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning a student's grades, participation in extra-curricular activities, etc.

Specific examples of sexual harassment include:

- making sexual comments or jokes;
- looking or gesturing in a sexual manner;
- touching, grabbing, pinching in a sexual way;
- brushing up against;
- flashing or mooning;
- spreading sexual rumors about an individual;
- pulling clothing in a sexual manner;
- showing or giving sexual pictures, messages or notes;
- blocking passage in a sexual way;
- writing sexual messages or graffiti on walls, locker rooms, etc.;
- forcing a kiss on someone;
- calling someone gay or lesbian;
- forcing someone to do something sexual other than kissing;
- spying while someone is showering or dressing.

When acts of sexual harassment or other violations of district policy are substantiated, appropriate action shall be taken against the individual.

Any student who believes he or she has been subjected to sexual harassment should discuss the alleged harassment with the principal, guidance counselor, or another certified staff member. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a complaint under the district's discrimination complaint procedure. The filing of a complaint or otherwise reporting sexual harassment shall not reflect upon the individual's status or grades. Confidentiality shall be maintained throughout the complaint procedure.

**Racial Harassment** - Racial harassment is unlawful discrimination on the basis of race, color or national origin under Titles VI and VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. All forms of racial harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events. Racial harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

It shall be a violation of board policy for any student, employee or third party (visitor, vendor, etc.) to racially harass any student, employee or other individual associated with the school. It shall further be a violation for any employee to discourage a student from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy.

Racial Harassment is racially motivated conduct which:

- Affords a student different treatment, solely on the basis of race, color or national origin, in a manner which interferes with or limits the ability of the student to participate in or benefit from the services,

activities or programs of the school;

- Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of creating a hostile academic environment; or
- Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of interfering with a student's academic performance or ability to participate in or benefit from the services, activities or programs of the school.

Racial harassment may result from verbal or physical conduct or written graphic material.

Dress Code - Neatness, cleanliness, and decency are emphasized as guidelines for the dress code. The principal 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.

Appropriate school dress is of importance to maintaining standards of health, morals, and safety as well as school pride and a positive learning atmosphere. We believe that the manner in which a student dresses affects his/her behavior and that appropriate school dress is the responsibility of every student and parent. Students are discouraged from dressing in a manner that may be distracting to the point of upsetting the normal school operation.

Faculty and staff will report any student whose dress is not conducive to the above mentioned standards to the office immediately.

Dress code exemptions for costumes, game attire, dance team or cheerleader attire, etc., should be relevant to that activity and should be approved by the administration and sponsor prior to costume ordering.

The board-approved dress code for school days and school activities is as follows:

- Appearance must be neat and clean.
- Hair must be clean and well-groomed. Facial hair must be trimmed and maintained.
- Clothing must not be unreasonably soiled or badly worn.
- Decency and good taste are required.
- Considering student comfort and keeping with the guidelines set above, shorts may be worn to school. Inappropriately short shorts (above mid thigh), or jogging shorts shall not be worn to school.
- Wearing apparel that is excessively short, excessively tight, or excessively low-cut may not be worn. Pants and shorts must be worn fastened at the natural waistline.
- Writing or pictures on clothing shall not display or promote gang activity, drug/alcohol/tobacco use, suggestive or obscene language or violent acts or slogans, symbols or pictures which could in any way violate racial or sexual harassment policy.
- Hats and bandannas (or any other head coverings) shall not be worn in the building.
- No shirt or blouse may be worn which allows exposed midriffs. Any clothing that reveals bare midriff, or any other clothing deemed inappropriate by the administration shall not be worn. Examples include, but are not limited to, tank tops with very low cut sleeve opening, halter tops, tube tops, spaghetti strap tops, see-through or braless attire, mini-skirts or slit-skirts/dresses, lycra-spandex items, backless tops/dresses, or revealing low cut necklines.
- Appropriate footwear is required at all times. No bare feet.
- Underwear shall not be visible.
- Any student involved in extra or co-curricular activity in which the student represents the district, shall dress in accordance with the sponsor's requirements, subject to approval by the administration.

Students will make arrangements for a change of clothing when this policy is violated before they may attend classes.

Drug-Free Schools and Communities Act - The unlawful possession, use, sale or distribution of illicit drugs and alcohol by students on school premises or as a part of any school activity is prohibited. This policy is required by the 1989 amendments to the Drug Free Schools and Communities Act, P.L. 102-226, 103 St. 1928.

All district students shall be made aware of the legal, social, and health consequences of drug and alcohol use. Students shall be instructed on effective techniques for resisting peer pressure to use illicit drugs or alcohol. Students shall also be informed that the use of illicit drugs and the unlawful possession and use of alcohol are both wrong and harmful.

The board has adopted a comprehensive drug and alcohol abuse and prevention program as part of the district's curriculum. The curriculum is age-appropriate and developmentally based to reach students at all ages and levels of education within the district.

As a condition of continued enrollment in the district, students shall abide by the terms of this policy. Students shall not unlawfully manufacture, sell, distribute, dispense, possess or use illicit drugs, controlled substances or alcoholic beverages on school district property, or at any school activity. Any student violating the terms of this policy will be reported to the appropriate law enforcement officials, and will be subject to the following sanctions:

First Offense - A first time violator shall be subject to one or more of the following sanctions:

- A punishment up to and including short-term suspension.

- Suspension from all student activities for a period of not less than two weeks.
- An evaluation from an acceptable drug and alcohol program.

Second Offense - A second time violator shall be subject to the following sanctions:

- A punishment up to and including long-term suspension.
- Suspension from all student activities for a period of not less than one month.
- A student placed on long-term suspension under this policy may be readmitted on a probationary status if the student agrees to complete a drug and alcohol rehabilitation program. (Name(s) of acceptable programs are on file with the board clerk.)

Third and Subsequent Offenses - A student who violates the terms of this policy for the third time, and any subsequent violations, shall be subject to the following sanctions:

- A punishment up to and including expulsion from school.
- Suspension from participation and attendance at all school activities for the year.
- A student who is expelled from school under the terms of this policy may be readmitted during the term of the expulsion only if the student maintains regular attendance at an approved drug and alcohol education and rehabilitation program.

Students who are suspended or expelled under the terms of this policy shall be afforded the due process rights contained in board policies. Nothing in this policy is intended to diminish the ability of the district to take other disciplinary action against the student in accordance with other policies governing student discipline. In the event a student agrees to enter into and complete a drug education or rehabilitation program, the cost of such program will be borne by the student and his or her parents.

A list of available programs along with names and addresses of contact persons for the program is on file with the board clerk. Parents or students should contact the directors of the programs to determine the cost and length of the program. Compliance with this policy is mandatory. (see "Suspension/Expulsion", and "Rules for Student Athletes")

Tobacco - Possession and/or use of any tobacco product by students is prohibited in any attendance center, in any school-owned vehicle, at school-sponsored events or on the school grounds.

Bus Regulations - Bus transportation shall be provided to and from school for those students who qualify. Transportation may be provided by the district for all school activities. Transportation may be denied to students who are detained after school for disciplinary reasons. Students who use school-provided transportation shall be under the jurisdiction of the vehicle driver while in the vehicle. Students shall be subject to the district's student behavior code and other regulations.

People other than regular passengers may ride the bus only with the permission of the building principal or from the superintendent's office.

All bus drivers meet state requirements and are trained in defensive driving and first aid. Each driver holds a commercial driver's license and must submit to a physical examination every other year.

Students are to be at the stop waiting for the bus. The bus cannot wait for pupils who are tardy. If someone is not riding, the bus driver should be notified in advance or motioned to go on. Bus drivers have been informed that if a student is not in a designated pick-up place in the morning, he/she is not to wait. Students missing the bus after school will be asked to report to the office so the parents can be notified to come after their child.

Students are allowed to ride different buses when necessary as long as the bus driver is given written permission from the parent and school and the bus does not become overloaded. State regulations prohibit standing or overloading the bus. Kansas law states that no animals will be transported on school buses.

Elementary and middle school bus students must go directly into the school and will not be permitted to go downtown or leave school grounds unless they have written permission from their parents. The parents assume the responsibility for their child's behavior if they grant permission.

It is hoped that all students ride school transportation. After once boarding a bus, the student is expected to remain on the bus to either the school or home. Any deviation from the above should be accompanied by a letter or call from the parent.

Students are expected to follow the rules and regulations established by the school and individual bus drivers.

Remember that your safety is in the drivers' hands.

- The bus driver is in charge of the students and the bus. Students must obey the driver promptly and cheerfully.
- The driver may assign a seat to each passenger.
- Students shall not stand in the roadway while waiting for the bus. Students should wait in an orderly manner and never push a fellow student.
- Outside of ordinary conversation, classroom conduct is to be observed. Unnecessary conversation with the driver is prohibited. Do not talk loud or distract the driver's attention.
- Students must not throw waste paper or other rubbish on the floor of the bus. Help keep your bus clean

and sanitary at all times.

- Students shall not get on or off the bus or move about while the bus is in motion.
- When leaving the bus, students must observe the directions of the driver. If you must cross the road, do so at least 15 feet in front of the bus after making sure the highway is clear.
- Students shall not extend any part of their body out of the bus windows.
- During the stormy season, students who ride the bus should listen to the radio for school closings.
- Consumption of food, beverage, and the chewing of gum on regular bus routes is not permitted. Glass containers shall not be transported.
- Smoking inside a bus shall be prohibited.
- Intoxicating liquor or alcohol, or illegal drugs shall not be consumed or carried in a bus.
- No weapons of any type, except side arms carried by law enforcement officers, shall be transported on a bus.

Safety is the responsibility of each bus driver. Bus rules are posted in each bus, and acts of misconduct cannot be tolerated. The principal may suspend or revoke the transportation privilege of a student who violates any rule or regulation.

Bus Evacuation Drills - During one week in September and one week in February, bus drivers will conduct an evacuation drill. The purpose of the drill is to acquaint students with the procedures to be followed when disembarking from a school bus in case of an accident or some unusual circumstance.

Gangs - Gang activities which threaten the safety or well-being of persons or property on school grounds or at school activities, or which disrupt the school environment, are prohibited.

The type of dress, apparel, activities, acts, behavior or manner of grooming displayed, reflected or participated in by any student:

- shall not lead school officials to reasonably believe that the behavior, apparel, activities, acts, or manner of grooming displayed is gang-related;
- shall not present a physical safety hazard to self, students, staff, and employees;
- shall not create an atmosphere in which a student, staff, or other person's well-being is hindered by undue pressure, behavior, intimidation, overt gesture, or threat of violence; or
- shall not imply gang membership or affiliation by written communication, marks, drawing, painting, design or emblem upon any school building, any personal property or on one's person.

If the 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. (see "Suspension/Expulsion")

Hazing/Initiations - Incidents involving initiations, hazings, intimidations, 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, are prohibited. Such action will be considered a serious breach of school conduct and dealt with accordingly. Parents or students who know of such activity should let the office know immediately.

## DISCIPLINE MEASURES

The discipline measures listed in this section may be applied on a case-by-case basis depending on the severity of the behavior code violation. The administration reserves the right to apply other consequences as appropriate. Also see discipline measures listed under "Consequences for Unexcused Absences", "Tardies", "Gangs", "Firearms and Weapons", "Vandalism", "Sexual Harassment", "Racial Harassment", "Dress Code", "Drug Free Schools", "Bus Regulations", "Computer Use", "Food Service", "Make-Up Work", "Academic Dishonesty", and "Behavior/Conduct".

### Detentions

In-School Suspension - In-school suspension will be assigned by administration as cases may warrant. While on in-school suspension, students may complete class work for credit but must abide by the rules of the in-school suspension or face immediate out-of-school suspension.

### Suspension/Expulsion

Suspension and Expulsion Procedures - A student may be suspended or expelled, for reasons set forth in Kansas law, by the following certified personnel: superintendent, principal, assistant principal. A suspension may be for a short term not exceeding five school days, or for an extended term not exceeding

90 school days. An expulsion may be for a term not exceeding 186 school days.

Any student who is suspended or expelled shall receive a copy of the current suspension and expulsion law and this policy. Expulsion hearings for weapons possession shall be conducted by the superintendent/designee. Expulsion hearings shall be conducted by the superintendent or other certificated employee or committee of certificated employees of the school in which the pupil is enrolled or a hearing officer appointed by the board, or another person appointed by the board.

#### Rules Which Apply in all Cases When a Student May be Suspended or Expelled

- Refusal or failure of the student and/or the student's parents to attend the hearing shall result in a waiver of the student's opportunity for the hearing.
  - Students who are suspended for more than 10 days or expelled from school may appeal to the board within 10 calendar days of receiving written notice of the hearing results.
  
  - A student suspended for more than 10 school days or expelled from school shall be provided with information concerning services or programs offered by public and private agencies which provide services to improve the student's attitude and behavior.
  - A student who has been suspended or expelled shall be notified of the day the student can return to school.
  - If the suspension or expulsion is not related to a weapons violation, the principal may establish appropriate requirements relating to the student's future behavior at school and may place the student on probation.
  - If the expulsion is related to a weapons violation the superintendent may establish appropriate requirements relating to the student's future behavior at school and may place the student on probation.
- The days a student is suspended or expelled are not subject to the compulsory attendance law. During the time a student is suspended or expelled from school, the student may not:
- Be on school property or in any school building without the permission of the principal.
1. •Attend any school activity as a spectator, participant or observer.

Reasons for Suspension or Expulsion - Students may be suspended or expelled for one or more of the following reasons:

- willful violation of any published, adopted student conduct regulation;
  - conduct which substantially disrupts, impedes, or interferes with school operation;
  - conduct which endangers the safety or substantially impinges on or invades the rights of others;
  - conduct which constitutes the commission of a felony;
  - conduct which constitutes commission of a misdemeanor;
  - disobedience of an order of a school authority if the disobedience results in disorder, disruption or interference with school operation; and
1. •possession of a weapon at school, on school property or at a school-sponsored event.

Short-term Suspension Procedures - Except in an emergency, a short-term suspension (not exceeding ten school days) must be preceded by oral or written notice of the charges to the student and an informal hearing. If a hearing is not held prior to the suspension, an informal hearing shall be provided no later than 72 hours after imposition of a short-term suspension. Written notice of any short-term suspension shall be delivered to the student's parent or guardian within 24 hours after the suspension has been imposed. Short-term suspension hearings may be conducted by any person designated in policy as having the authority to suspend.

At the informal suspension hearing, the student shall be:

- notified of the right to be present;
- informed of the charges;
- informed of the basis for the accusation; and
- allowed to make statements in his/her defense.

When a suspension is imposed during the school day, the student shall not be removed from school until a parent has been notified. If a parent cannot be notified during regular school hours, the student shall remain at school until the regular dismissal time.

Long-Term Suspension or Expulsion Procedures - Before a student is subject to long-term suspension (not to exceed 90 school days) or expulsion (not to exceed 186 school days), a hearing shall be conducted by a hearing officer who has authority to suspend or expel. The superintendent/principal shall designate a hearing officer.

Formal hearings shall be conducted according to procedures outlined in current Kansas law and:

- The student and parents or guardians shall be given written notice of the time, date and place of the hearing.
- The notice shall include copies of the suspension/expulsion law, and appropriate board policies, regulations and handbooks.
- The hearing may be conducted by either a certified employee or committee of certified employees.



- Expulsion hearings for weapons violations shall be conducted in compliance with Kansas law by persons appointed by the board.
- Findings required by law shall be prepared by the person or committee conducting the hearing.
- Records of the hearing shall be available to students and parents or guardians according to Kansas law.
- Written notice of the result of the hearing shall be given to the pupil and to parents and guardians within 24 hours after determination of such result.

Student Rights During a Long-Term Suspension/Expulsion Hearing - The student shall have the right:

- to counsel of his/her own choice; to have a parent or guardian present; to hear or read a full report of testimony of witnesses; to confront and cross-examine witnesses who appear in person at the hearing;
  - to present his or her own witnesses; to testify in his or her own behalf and to give reasons for his or her conduct;
1. •to an orderly hearing; and to a fair and impartial decision based on substantial evidence.

#### Appeal to the Board

The following conditions shall apply if a student or the student's parent or guardian files a written appeal of a suspension or expulsion:

- Written notice of the appeal shall be filed with the clerk within 10 calendar days of the hearing.
  - The board shall schedule an appeal with the board or a hearing officer appointed by the board within 20 calendar days.
  - The student and the student's parent shall be notified in writing of the time and place of the appeal at least 5 calendar days before the hearing.
  - The hearing shall be conducted as a formal hearing using the same rules noted earlier for expulsion hearings.
  - The board shall provide a certified court reporter to transcribe the hearing.
1. •The board shall render a final decision within 5 calendar days after the conclusion of the appeal hearing.

Corporal Punishment - Corporal punishment shall not be used in the district.

Probationary Status - Any punishment, suspension or expulsion, may be deferred by the principal or designated administrator. The student involved may be placed on probation for a set period of time. The punishment, suspension or expulsion, shall remain deferred so long as the student meets the conditions of the probation. If a student is placed on probation, written notification shall be sent to the student's parent or guardian. Any decisions on probation for students found to be in violation shall be handled by the superintendent.

A student placed on probation shall be given a written list of the terms and conditions of the probation. The student shall sign a statement that: the terms and conditions have been explained, the student understands the conditions, the student agrees to abide by the conditions and failure to abide by the conditions may be reason to reinstate the original punishment.

Any probation arrangements resulting from violations of the weapons policy shall be handled by the superintendent.

Searches of Students - Principals are authorized to search students if there is reasonable suspicion that district policies, rules or directives are being violated. Strip searches shall not be conducted by school authorities. All searches by the principal shall be carried out in the presence of another adult witness. (see "Lockers,")

Interrogations and Investigations - Building administrators and others designated by the superintendent may conduct investigations and question students about infractions of school rules or the student conduct code. If there is reason to believe a violation of a criminal law has been committed, the administrator shall notify the appropriate law enforcement agency and may request further investigation of the alleged violation. When law enforcement officers conduct an investigation and/or question a student(s) during school hours, the building administrator shall make reasonable attempts to contact parents, guardian or representative of the student(s) prior to questioning. To the extent possible, reasonable requests of the parents, guardian or representative shall be observed. Notification or attempted notification of parents, guardian, or representative shall be documented by the administrator involved. If a student's parents, guardian, or representative is not present during questioning of a student, the administrator shall be present.

#### ACTIVITIES

Extra Curricular Activities Participation Requirements - Students who participate in any school activity shall meet the following requirements:

- all applicable KSHSAA regulations;

- academic eligibility requirements; and
- other requirements established by the administration.

Transportation to and from Activities - When the district provides transportation to an activity, participating students are prohibited from driving personal automobiles or riding in a vehicle other than the school provided transportation to and from district-sponsored activities held during or after the school day unless a written request is made by the parent and approved by the coach, sponsor, and/or administrator.

Assemblies and Pep Rallies - All-school assemblies are scheduled periodically. Assemblies are an integral part of the school day and are a learning experience. Every student and teacher is required to be at assemblies just as they are at other classes. Students are expected to be courteous, treat others with dignity and respect, and follow all codes of conduct during pep rallies and assemblies.

Clubs and Organizations - Students may form clubs and other groups organized to promote or pursue specialized activities outside the regular classroom. Membership in student organizations, whether school sponsored or non-school sponsored, must be open to all interested and eligible students. The building principal and the board shall approve school sponsored student organizations, and a staff member shall attend the meetings or activities to supervise use of the facilities by all student organizations as an advisor or supervisor.

School Sponsored Clubs - The administrator shall establish regulations for the operation of school sponsored clubs, and for the use of school facilities by non-school-sponsored clubs. School sponsored clubs shall be under the direct control of school personnel. Every school sponsored club shall have a constitution which has been approved by the building principal and filed in the school office. If non-curriculum related school sponsored clubs are allowed to meet on school facilities then, during non-instructional time, non-school sponsored student clubs may also meet in school facilities.

Non-School Sponsored Student Clubs - Non-school sponsored clubs shall submit a request for use of school facilities prior to using the facilities. A faculty member (or other adult approved in advance) may attend the meetings as a supervisor but may not participate in the group's activities.

Insurance - Basic health and accident insurance is considered a parental responsibility. At the beginning of the school year, the district sends home a flyer from a company that offers student insurance for families that do not currently have health insurance. Claim forms for this insurance are available from the athletic director or the principal. Claims must be filed within 90 days of the injury. The claimant is responsible for providing all necessary information to have a claim successfully approved. Chapman High School and USD 473 do not take responsibility for any medical expense incurred during these activities even though coaches, sponsors or administrators may, in the best interest of the child, initiate a treatment procedure. Principals will keep a record of the students who enroll in the student insurance program.

Fund Raising & Solicitations - Solicitations by students of students or school personnel during school hours and on school property shall be done only when they are related to school sponsored activities. All student sales projects shall require the principal's prior approval.

Parties/Social Events/Dances - All classroom parties and other school social events must be approved in advance by the principal.

Rules for Student Athletes - Any student/participant, during a sport season, found to be in personal possession of or found to be using alcohol, tobacco, and/or other illegal drugs, by a USD 473 Faculty/Staff member, by Law Enforcement Personnel, or by personal admission will be disciplined as follows.

1. First offense: suspension from team for a minimum of 1 competition.
2. Second offense: dismissal for the remainder of the season and will automatically be ready for this step 2 for any other sport season while in school at CMS or CHS.

Field Trips - Field trips are designed to supplement different aspects of the district curriculum. Parents will receive notices of field trips well in advance of the scheduled trip date and will be asked to sign field trip permission forms. At times, a small amount of money may be requested from each student for facility-use costs. Students may participate in a field trip if the parental consent form for the trip has been turned in.

Student Publications - School-sponsored student publications shall be under the supervision of the building principal or designated faculty representative. Non-school sponsored publications may not be distributed without

prior permission.

No student shall distribute any publication which: (see "Distribution of Materials")

- Is obscene according to current legal definitions;
- Is libelous according to current legal definitions; or
- Creates a material/substantial interference with normal school activity or appropriate discipline in the operation of the school.

Chapman High School Publications:

The Shamrock - The Chapman High school yearbook is composed during the school year and distributed to persons who have purchased them in the fall.

The Dickinsonian - The school newspaper is produced by the journalism staff and published periodically during the school year. Circulation shall include students and faculty of the high school, central office staff, Board of Education members, and interested subscribers.

## HEALTH AND SAFETY

### Health Services

Vision Screening - Students in Grades K-9 and 11 are screened for visual defects during the school year. If the visual screening indicates a need for further examination, parents will be notified. Students in Grades 10 and 12 will be screened upon request.

Hearing Testing - Individual tests are given to students in Grades K-3, 5, 7, 9, and 11. Should a test indicate a hearing loss, parents will be notified with the recommendation that their child's ears be examined by a doctor.

Scoliosis Screening - Girls in grades 5-8 and boys in grades 8-9 may be screened for curvature of the spine. If the screening indicates a need for further examination, parents will be notified.

Illness and first aid - First aid will be given at school as necessary. The parents will be informed if it is advisable for their child to see a doctor. No medication, such as aspirin, soda or ointments, that may have an allergic effect, are given at school unless on written request of the parent and family physician. Any child with fever will be sent home or kept on a cot until parents are located.

Communicable Diseases - Any student noted by a physician or the school nurse as having a communicable disease may be required to withdraw from school for the duration of the illness. The student will be readmitted to regular classes upon termination of the illness, as authorized by the student's physician. K.S.A. 65-122; 65-128. The board reserves the right to require a written statement from the student's physician indicating that the student is free from all symptoms of the disease. If a student is absent from regular classes for more than three consecutive days or the principal has been notified that a student has a communicable disease, the principal shall determine whether a release shall be obtained from the student's physician before the student reenters school. Many illnesses of children are contagious. Very often when a child shows signs of fever, sore throat, cough, or nasal discharge, it may be the incubation or beginning signs of a contagious disease. K.S.A. 65-118 requires mandatory reporting of certain contagious diseases and/or symptoms of contagious disease to local health authorities, the Kansas Department of Health and Environment and/or the Center for Disease Control.

The following guide published by the Kansas State Board of Health shows the number of days it may take for a child to develop a disease. This guide also indicates how long a child should remain out of school after the disease has been diagnosed by a doctor.

- Chicken pox - 2 to 3 weeks (18 days). Student should be excluded for six days.
- Measles - 8 to 13 days (rash usually day 14). Student should be excluded a minimum of five days after the appearance of the rash.
- Mumps - 12 to 26 days (commonly 18 days). Students should be isolated for at least nine to ten days from the date of onset and until the swelling is gone.
- Strep Throat - 1 to 3 days. Student should be excluded from onset until recovery - about ten days unless on antibiotics for twenty-four hours.
- Pink Eye - 1 to 3 days. Student may return to school when there is no longer eye discharge or after twenty-four hours on antibiotics.
- Impetigo - 4 to 10 days. Student may return to school as soon as a child is under medical care or on antibiotics for twenty-four hours. Any drainage must be covered.
- Ringworm - Undetermined. Student may attend school if under the care of a physician and if the infected area is covered.

- Head Lice - Nits hatch within one week, reach maturity in approximately two weeks. Student should be excluded until treated with adequate shampoo (insecticide), and nits are removed.
- Mononucleosis - less than two weeks. Student may return to school with a physician's permission.
- Fifth Disease - 6 to 14 days (rash within 17-18 days). No exclusion from school unless the student has a fever.

Decisions regarding the type of education and the setting for provision of educational services for a student with a communicable disease of extended duration shall be based on the child's medical condition, the child's behavior and neurological development, and the expected type of interaction with others in the educational setting. These decisions will be made after receiving input from the student's physician, public health personnel, the student's parent or guardian, and personnel associated with the proposed care or educational setting.

Health Assessments - In compliance with KSA 72-5214, as amended, the Board of Education of USD 473, in cooperation with the Kansas State Department of Health and Environment, has established the following guidelines. All students up to the age of nine shall submit evidence they have undergone a health assessment prior to entering kindergarten or before enrolling in a Kansas school for the first time. Students not in compliance with this requirement will be denied the privilege of attending school. As an alternative to the required health assessment, the student shall present a written statement signed by one parent or guardian of their objection because of religious beliefs or that said assessment will be completed within 90 days of school entrance. All students engaged in activities covered by appropriate KSHSAA rules shall provide the building principal with proof of a physical examination. (see "Inoculations")

Physicals - Students participating in athletics, cheerleading, and drill team must have an annual physical on file before participating.

Prior to the administration of any non-emergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school, scheduled by the school in advance and not necessary to protect the immediate health and safety of the student, the school shall provide parents with notice of the activity and provide parents with an opportunity to opt their child out of the activity. This requirement does not apply to routine dental, hearing, and vision screening required under Kansas law.

Safety - Students shall observe the following safety rules:

- Students who ride bicycles are required to follow all safety and traffic rules. Bicycle riding will not be permitted on school grounds during the school day.
- If parents transport their children to or from school, they can do so before or after the loading of the buses. Students are expected to wait at the entrances in an orderly fashion both before and after school. All roller skates, roller blades, and skate boards are not allowed at school.
- Students shall observe bus safety rules as listed under "Bus Regulations".
- All students who are transported in a district owned car or suburban shall wear a safety belt.

Drills - Students shall be informed of emergency drill procedures at the beginning of each school year. Drills shall be held at times determined by the building principal.

Emergency Planning Procedures - A set of emergency plans has been developed for each attendance center. There are some basic administrative regulations that all buildings follow and general guidelines for parents that are applicable, district-wide.

FIRE - Each attendance center will follow the regulations of the State Fire Marshall and hold monthly fire drills.

TORNADO - Tornado safety drills will be held in September, and March, and April.

TELEPHONE - Parents are asked not to telephone the school during severe weather conditions. The safety of the students may depend upon telephone lines being kept open to transmit warnings and directions to school by Civil Defense and school officials.

STUDENT DISMISSAL - As a general rule, school will not be dismissed early. In instances where tornado warnings are in effect for the immediate area at the time of regular dismissal, students will be held until the tornado warning is lifted.

CHILDREN REMAIN AT SCHOOL - Parents of children in school are encouraged to leave their children in school during severe storm warnings, rather than attempt to pick them up. The confusion that might result could possibly lead to more injury and disastrous damage than if all students participated in the planned safety

measures to be followed in school.

**Weather Emergencies** - The first concern of ALL employees of USD 473 is the safety of the students. Kansas weather sometimes makes it impossible to have school on all the scheduled days.

When the superintendent believes the safety of students is threatened by severe weather or other circumstances, parents and students shall be notified of school closings or cancellations by announcements made over the following radio/TV station(s):

KWCH (Channel 12) KSAL, KABI, & KSAJ KSN TV-3

KJCK KINA & Eagle 99.9 KQNS 95

WIBW (Channel 13) KHCC (90.1) & KHCD (89.5) KSNT 27

KTKA, NewsSource 49 (includes KTPK-FM & 106.9) AM580 & 97 COUNTRY-FM

Please do not call these stations as they will be periodically announcing information as soon as it has been received. Telephone calls made prior to radio announcements will not gain information as no decision will be released in advance.

Only in extreme conditions will a decision be made the previous night to delay or cancel school. If a public announcement is not made, school will be in session. Please make arrangements with your children if you plan to be away from home on stormy days.

If an emergency occurs with less than one hour of warning time, the district will keep all students under school jurisdiction and supervision. Staff will remain on duty with the students during the emergency period. Parents may come to school and pick up their children. Students shall be released according to board policy for release of students during the school day. (see "Release of Student During the School Day") If the buses need to be sent home early, school will be called off at all attendance centers at the same time, and all drivers will be notified.

**Asbestos** - An asbestos management plan has been developed for the school district. A copy of the management plan is available from the District Maintenance Supervisor or from the board clerk, 822 N. Marshall, PO Box 249, Chapman, KS 67431 or by telephone 785-922-6521.

**Pest Control** - The district periodically applies pesticides inside buildings. Information regarding the application of pesticides is available from the District Maintenance Supervisor, 822 N. Marshall, PO Box 249, Chapman, KS 67431 or by telephone 785-922-6521.

**Accidents, Reporting of** - Students should report any injury incurred at school or a school-sponsored activity to the principal or appropriate sponsor. When appropriate, a parent shall be notified of a student injury as soon as possible to determine appropriate action. If the student needs medical attention and the parents cannot be reached, the principal shall seek emergency medical treatment.

**First Aid** - If a student has an accident which requires medical treatment, no action shall be taken by an employee except the following:

- send for medical help;
- make the student as comfortable as possible while waiting for competent medical assistance to arrive;
- and
- notify the principal.

If an employee present is qualified to administer first aid, aid may be given. Qualified employees, for this purpose, are the school nurse or those employees who have successfully completed an approved Red Cross first aid program.

**Administering Medication** - The district nurse shall be responsible for the general conduct of all health programs deemed advisable by the Board of Education and required by current law.

**Supervision of Medication** - The supervision of oral medications shall be in strict compliance with the rules and regulations of the Board of Healing Arts as carried out by district personnel. Diagnosis and treatment of illness and the prescribing of drugs, and medicines are not the responsibility of the public schools and are not to be practiced by any school personnel, including school nurses. In certain circumstances when medication is necessary in order that the student remain in school, the school may cooperate with parents in the supervision of medication that the student will use. However, the medical person authorized to prescribe medication must send a written order to the building administrator who may supervise the administration of the medication or treatment. The parents must submit a written request to the building administrator requesting the school's cooperation in such supervision and releasing the school district and personnel from liability.

The building administrator may choose to discontinue the administration of medication provided that the parents or medical person are notified in advance of the date and the reasons for the discontinuance.

**Guidelines for Administering Prescription and Non-Prescription Drugs** - The medication shall be examined

by the school employee administering the medication to determine that it appears to be first in the original container, properly labeled and to be properly authorized by the written order of a licensed medical person. Two containers, one for home and one for school, should be requested from the pharmacist. Only oral medications and inhalers should be administered except in emergency situations. Any changes in type of drugs, dosage and/or time of administration should be accompanied by new physician and parent permission signatures and a newly labeled pharmacy container.

An individual record should be kept of each medication administered. The record should include student identification, date prescribed, prescribing medical person, name of medication, dosage, route, time and date administered, and the signature of the person administering. After medication is administered, students should be observed for possible reactions to the medication. This observation may occur at the site of administration or in the classroom. In the administration of medication, the school employee shall not be deemed to have assumed any legal responsibility other than acting as a duly authorized employee of the school district.

**Inventory of Medication** - All medication maintained in the school setting should be kept in a locked container. This includes medication requiring refrigeration. Medications should be inventoried every semester. Out-of-date stock shall be returned to parent or destroyed. Over-the-counter medications should not be maintained on any school premises, including athletic areas, unless accompanied by written prescription.

**Inoculations** - All students enrolling in any district school shall provide the building principal with proof of immunization of certain diseases or furnish documents to satisfy statutory requirements. Booster shots required by the Secretary of the Department of Health and Environment are also required.

In order to comply with KSA 72-5209, as amended 1994, and the Kansas Department of Health and Environment, USD 473 has adopted the following policy and procedures for compliance:

- All students must show proof upon entry into school of immunizations in proper sequence required by the American Academy of Pediatrics:
- 4 DPT, Td, or DT with at least 4 weeks between dose 1 & 2, at least 4 weeks between dose 2 & 3, and with at least 6 months between dose 3 & 4. One dose must have been received on or after the child's 4th birthday.
- 3 Polio (OPV/IPV) with at least 4 weeks between doses 1 & 2, at least 4 weeks between dose 2 & 3. The 3rd or last dose must have been received on or after the child's 4th birthday. If a child has received 4 doses of Polio Vaccine, there must be at least 4 weeks between doses.
- 2 Measles, Mumps, Rubella (MMR). The first MMR must have been received on or after the child's first birthday. The second MMR must have been received at least one month after the first one and prior to entering school.
- 3 Hepatitis B with at least one month between #1 & #2 and at least 4 months between #2 & #3. The child must have been at least 24 weeks of age when the 3rd dose was given. (Mandatory for grades K, 1, 2 & 3)
- 2 Varicella (chickenpox). Mandatory for Kindergarten entry. The first dose is given when child is at least 12 months old with at least 3 months between the first and second doses. Grades 1 through 9 must have at least 1 Varicella vaccination with a second vaccination recommended. As of the 2009-2010 school year any child that has had the Chicken Pox disease must have a signed statement from their physician stating they have had the chicken pox disease, then neither immunization is required.
- 1 TD/DT/Tdap booster at age 12 years if it has been 2 years since having a TD/DT/Tdap. If older than 12 years of age, a booster will be required 10 years after the primary series.
- Students who fail to provide the documentation required by law may be excluded from school by the superintendent until statutory requirements are satisfied. (Kansas State Statutes #72-5209 and 72-5211 and 75-5209(b). Notice of exclusion shall be given to the parents/guardians as prescribed by law. Students who are not immunized against a particular disease(es) may be excluded from school during any outbreak.
- Alternatives to required inoculations:
- Religious Alternative - A written statement signed by one parent or guardian that the child is an adherent of a religious denomination whose religious teachings are opposed to such inoculations.
- Medical Alternative - The student shall present annually a signed statement by a physician that specific inoculations would seriously endanger the life or health of this child.
- Either alternative shall be presented upon school enrollment.

#### GENERAL INFORMATION

**Complaints** - Any student may file a complaint with the principal concerning a school rule or regulation as 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 of the resolution within 10 days after the complaint is filed.

Distribution of Materials - The superintendent reserves the right to refuse distribution to students any material by outside individuals or groups which creates a material or substantial interference with normal school activity or appropriate discipline in the operation of the school.

The principal may establish rules and regulations which control the time, place and manner in which nonschool/ educational materials are displayed and disseminated in the building or on school property. No student shall be forced to participate in the distribution or receipt of any non-school materials in the schools. The board encourages responsible use of political materials as part of the board-approved curriculum.

No advertising for commercial purposes shall be permitted in the school buildings or on the grounds of the district without prior board approval. Advertising in student publications shall be regulated by rules and regulations developed by the superintendent. Advertising in the student publications may promote products by brand name. Ads promoting the sale of any controlled substance, drug paraphernalia or any other illegal material or activity are prohibited.

#### Gifts

Student Gifts to Staff Members - The giving of gifts between students and staff members is discouraged. Students shall be allowed to collect money or purchase gifts for faculty members with the principal's approval.

Faculty Gifts to Students - A gift by a faculty member to an individual student or to classes of students during school hours or on school property shall require prior approval of the principal.

Student Organization Gifts to the School - Student organizations, with prior approval of the organization sponsor and building principal, may donate a portion of the organization's funds to the district. These donations shall require prior board approval. A gift is defined as any donation, present or endowment in the form of cash, merchandise or personal favor. Any student organization gift to the district shall become district property when accepted by the board.

Personal Property - The district is not responsible for students' personal property and does not provide insurance on students' personal property. If a student's personal property is broken, damaged or stolen, repair or replacement is the student's responsibility. Students are strongly encouraged not to bring personal property, such as personal stereos, expensive jewelry, etc., to school. While assistance will be given to students who lose personal property at school, the administration and staff cannot be responsible for the loss of such property.

Students are not to bring items to school that will interfere with the education of others. This includes, but is not limited to, laser pointers, pagers, water guns, rubber bands, fireworks, toys, knives and weapons of any kind. Any article or novelty of this nature will be taken and may not be returned to the student. Personal radios, tape players, CD players, cellular phones, beepers, and other electronic devices are not to be brought to school without permission of the administration. Any of this type of equipment brought to school will be confiscated and returned to parent/guardian only.

Posters - Posters, drawings or other materials must be approved by the principal for posting in the school. All unauthorized posting will be removed immediately and become the property of the school.

Staff-Student Relations - Staff members shall maintain professional relationships with students which are conducive to an effective educational environment.

Telephone Calls - District telephones are for school business. Use of phones for personal business should be avoided except in case of an emergency. Use of phones for social calls is not permitted. Students shall not make long distance calls on district telephones without the prior permission of the principal.

At the elementary and middle school, children will be permitted to use the telephone for emergencies and with permission from a teacher. All non-emergency phone calls will be made collect to the parents. Whenever possible, all plans for after school activities should be arranged before the child comes to school.

Students will not be called to the phone from class except in case of emergencies. The office staff will accept messages and deliver them when necessary.

#### CHAPMAN HIGH ENROLLMENT (as of September 20 of each year)

Yr	Fr	So	Jr	Sr	Total	Yr	Fr	So	Jr	Sr	Total
1951-52	95	91	78	73	337	1980-81	105	116	108	115	444
1952-53	65	91	95	71	322	1981-82	94	104	111	109	418
1953-54	88	62	91	86	327	1982-83	89	96	108	106	399

1954-55 71 84 57 86 298 1983-84 85 93 92 106 376  
1955-56 94 66 78 58 296 1984-85 100 88 88 95 371  
1956-57 104 90 65 81 340 1985-86 102 106 83 90 381  
1957-58 92 112 92 65 361 1986-87 90 107 99 84 380  
1958-59 87 98 112 87 384 1987-88 95 94 95 102 386  
1959-60 89 93 96 109 377 1988-89 92 90 98 95 375  
1960-61 124 90 92 94 400 1989-90 99 84 88 95 366  
1961-62 131 121 88 94 434 1990-91 101 109 79 91 380  
1962-63 116 139 126 89 480 1991-92 92 99 107 82 380  
1963-64 135 113 127 122 497 1992-93 120 96 96 104 403  
1964-65 148 122 117 125 512 1993-94 108 124 98 86 416  
1965-66 143 135 115 107 500 1994-95 106 101 119 95 421  
1966-67 147 138 131 117 533 1995-96 126 108 97 114 445  
1967-68 139 150 133 128 550 1996-97 127 124 104 103 458  
1968-69 149 134 146 124 553 1997-98 119 123 115 101 458  
1969-70 132 147 129 140 548 1998-99 102 110 113 115 440  
1970-71 142 135 147 126 550 1999-00 107 98 111 110 426  
1971-72 166 143 131 144 584 2000-01 115 106 95 100 416  
1972-73 146 162 141 134 583 2001-02 104 106 107 96 413  
1973-74 146 153 151 135 589 2002-03 79 96 107 101 383  
1974-75 142 146 145 142 587 2003-04 106 92 99 109 406  
1975-76 162 151 152 143 608 2004-05 81 111 91 102 385  
1976-77 161 166 143 148 618 2005-06 89 88 109 88 374  
1977-78 129 150 152 131 562 2006-07 78 87 79 108 352  
1978-79 120 128 147 152 551 2007-08 73 89 82 85 329  
1979-80 111 112 116 149 488 2008-09 83 73 82 80 318

School Song Tho other schools may justly be proud of what they do  
May boast of their equipment and their achievements, too.  
We will gladly swear allegiance with loyal faithfulness,  
To the first and best of high schools--to our own dear C.H.S.  
When we proudly join the Irish and study hard and long,  
When we work and play together, in band and speech and song,  
When in basketball and football, our teams to vict'ry press.  
White and Green we all are wearing, for our own dear C.H.S.  
And when from our dear high school, we wander far away,  
Whether honor crowns our efforts or sorrow strews our way,  
We will think with happy memories, in failure or success,  
To the days when we were students at our own dear C.H.S.

Irish Spirit The Irish are extremely proud of their school spirit. A true Irishman is a good sport, is proud of his school and its many accomplishments, and feels personally responsible for its reputation and high level of achievement in all of its endeavors.

Visitors - Patrons and parents are encouraged to visit the district facilities. As a courtesy, visitors are requested to let the teacher know. All visits shall be scheduled with the building principal.

To ensure safety and security, all visitors must check in at the office before proceeding to contact any other person in the building or on the grounds.

Parents are also invited to eat lunch with their child, but should call the school office before 9:00 a.m. to be included in the lunch count. The adult lunch price will be charged.

Students are not allowed to bring visitors to school without prior permission of the principal.

Persons on school grounds without authorization are loitering and face a possible misdemeanor charge of trespassing.

Students are encouraged to have their parent/guardian or grandparents visit class with them sometime during the year. Other visitors to class, except those visiting through specific exchange programs are not approved. This means that students should not invite other relatives or friends to attend class with them. With specific permission from the office, students may invite visitors at lunch time.

Office-The school office is a place of business. Students are asked to respect this and be in the office only if they have a specific purpose.

Lost and Found - Students should put their names (or mark in some way) on everything brought to school. All



articles found should be turned into the office where the student may reclaim them. If an item is lost, it should be reported to the office immediately. Objects not claimed at the close of the year will be given to a charitable organization. If an item is lost, students/parents should check with the office to see if that item has been turned in. Large amounts of money should not be brought to school.

Pets - Pets should not be brought to school, except with the permission of the teacher; and then the pet should remain only during the sharing time. Kansas law states that no animals will be transported on school buses.

## SCHOOL PROPERTY

Building Opening and Closing Time - Students are discouraged from arriving earlier at school than what is necessary. Supervision is not provided before arrival times nor is it provided after school unless students are required to stay for a teacher or a scheduled activity.

Bus students must enter the building immediately upon being discharged from the buses and report to a designated area if arriving before 8:00 a.m. Students residing in Chapman will be permitted to enter the building at 7:40 a.m. but must report and stay in their assigned area if they arrive before 8:00 a.m. The exception to this procedure will be for students involved in the "breakfast" program. Those students will report to the Multi-Purpose room.

Students will be expected to leave the building by 3:30 p.m. unless involved in a school activity or under the direct supervision of a staff member.

Because of transporting students to the various attendance centers, the time schedules are adjusted so that buses will make connections. The times for each attendance center are:

### Begin Dismissal

Blue Ridge 8:13 a.m. 3:25 p.m.

Chapman Elementary 8:05 a.m. 3:12 p.m.

Enterprise Elementary 8:18 a.m. 3:30 p.m.

Rural Center Elementary 8:13 a.m. 3:25 p.m.

Chapman Middle School 8:06 a.m. 3:17 p.m.

Chapman High School 8:18 a.m. 3:25 p.m.

Appropriate Use of Equipment and Supplies - Use of equipment and supplies is for the performance of official and approved assignments only. Use of district equipment or supplies for personal projects is prohibited without prior permission of the teacher. Students shall handle all school equipment and supplies carefully. Students shall be responsible for any damage they cause to school equipment or supplies.

Computer Use - Use of or access to district computers and computer software is limited to district employees and students. Use of computers is for the performance of official and approved assignments only. Use of district computer equipment or software for personal student projects is prohibited without prior permission of the teacher. Only software purchased by the district may be loaded onto district computers. Software licensed to the district shall not be used on computers not owned by the district. District software shall not be copied for personal use. Students shall not use electronic communications, including e-mail and the internet, to harass staff, students, or other individuals. Students must use appropriate language in all messages. Students are expected to use the system following guidelines approved by teachers or the administration.

No Right to Privacy - Students shall have no expectation of privacy or restricted access to any information generated during the course of their work or entered in any district computers. Students waive any right to privacy in e-mail messages and consent to the access and disclosure of e-mail messages by authorized persons. E-mail messages shall be used for approved educational purposes. Students shall only use passwords or other encoding or security mechanisms as assigned by the district computer system(s) administrator or other officials designated by the board. The use of a password does not affect the administration's right to monitor. All forms of electronic communications are monitored by the administration to ensure the systems are only being used for official purposes.

Ownership - Computer materials or devices created as part of any assignment undertaken on school time shall be the property of the district.

Internet - Inappropriate use and/or transmission of any material in violation of any United States or state regulation, is prohibited. This includes, but is not limited to copyrighted material, threatening or obscene material, or material protected by a trade secret.

Computer Network Use Guidelines - All users of the schools' computers and networks are expected to abide

by the generally accepted rules of network etiquette (netiquette). Informal rules of behavior have evolved for the use of and communication on the Internet and other on-line services. These rules of behavior include, but are not limited to, the following:

- Be polite. Do not write or send abusive messages to others.
- Use appropriate language. Do not swear, use vulgarities or any inappropriate language.
- Do not reveal your personal address or phone numbers or that of other students or colleagues.
- Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to mail. Messages relating to or in support of illegal activities may be reported to the authorities.
- All communications and information accessible via the network should be assumed to be private property which is subject to copyright laws.
- Do not place unlawful information on any network system. Keep paragraphs and messages short and to the point. Focus on one subject per message.
- Do not use the network in such a way that would disrupt the use of the network by other users (e.g., downloading very large files during prime time; sending mass e-mail messages).

Consequences of Violation of Technology Policies - The use of the internet is a privilege, not a right, and inappropriate use will result in cancellation of those privileges. The system administrator and USD school administration will deem what is inappropriate use and their decision is final. Also, the system administrator and district administrators may close a user account any time if deemed necessary. The faculty and staff of the district, in conjunction with central office administrators, building administrators, and system administrator may deny, revoke, or suspend a specific user account.

Any user engaged in unacceptable use of the school district equipment, networks, internet, or e-mail will be denied access to these systems. They are not only subject to loss of use privileges, but may be subject to other district disciplinary actions.

Three levels of punishment may be enforced by the administration. While the levels may be implemented in order, nothing prevents the administration from selecting any step depending on the facts and the severity of the violation.

Level 1: Warning: Student will lose computer privilege/Internet access until a parent conference is held.

Any additional loss of privileges as determined by the administration will be discussed in this conference.

Level 2: Pattern of Abuse, Repeated Abuse or Flagrant Violations: Student who, after a Level I warning, continues to engage in serious or persistent misbehavior by violating the district's previously communicated written standards of conduct may be removed from any computer/Internet privileges for the remainder of the school year or remaining school years and recommended for suspension.

Level 3: Expellable Offense: Student could be expelled from school (removal for five days or more) if he/she engages in conduct on the Internet that contains the elements of the offense of criminal mischief, as defined by state and federal law. Any student expelled for misuse of technology will also lose computer privileges for the remainder of the school year or school years.

Lockers - Lockers in the district schools shall be under the supervision of the building principal and assigned to the student to store necessary school materials and clothing.

The combinations and/or keys to all locker locks shall be in the sole possession of the principal and stored in a place designed to guard against unauthorized access or use. The principal may search any locker at any time without notice to the student to whom the locker is assigned if there is reason to believe the locker contains matter prohibited by law or school regulations. Students shall not place locks, other than those issued by the school, on any locker.

Students are expected to keep the locker clean and orderly. Do not write on or in lockers.

Lockers are the property of the school district and may be inspected as deemed necessary. The administration at Chapman High School will conduct an unannounced locker inspection quarterly. The purpose of these locker inspections is to assess locker neatness and to check lockers for unauthorized materials. Bags, coats, etc. found in lockers at the time of the inspection may be searched. Students are not to go to lockers during classes. **DO NOT LEAVE MONEY IN LOCKERS!** Students desiring locks for their locker may check one out from the office. (see "Locker Pilfering")

Textbooks - Textbooks and instructional materials support the district's instructional goals and learning objectives. Library materials support and supplement the curriculum, promote wise use of leisure time, develop literary discrimination and appreciation, and encourage students to become productive citizens.

All students shall use texts on a rental basis. The rental charges will be established by the board. Fees will need to be paid at enrollment. If fees cannot be paid at this time, arrangements for payment need to be made with the school office.

The cost to the student for a lost or destroyed text will depend on the number of years the text has been used.

The law provides that a system of fines and penalties may be established for lost or damaged books. The administration of such a system is, of necessity, up to the judgment and direction of the teacher and principal.

Challenges to textbooks, instructional materials or media center materials shall be considered in a manner prescribed by board policy. Any person having a complaint about textbooks, media center or other instructional materials shall meet with the principal. If the matter cannot be resolved the principal shall notify the superintendent and ask the complainant to use a request for review form which is available through building principals or at the district office. After receiving the completed form, the superintendent shall meet with the complainant to discuss the complaint. If the complaint is not resolved at the meeting with the superintendent, the complainant may request that the board consider the complaint. If the board chooses to consider the complaint, it shall forward all appropriate written materials to a review committee.

## STUDENT SERVICES

**Counselor** - Two district counselors are available to serve the needs of students. They are available to help students with concerns or problems. If students are having difficulty with school work, friends, or just going through a tough time and need to talk with someone, these counselors are available. The counselors schedule classroom guidance activities once every month.

**Academic Counseling** - Students are encouraged to talk with a school counselor, teachers and principals in order to learn about the curriculum, course offerings, graduation requirements, qualified admissions for Regents Universities and other academic issues. The counselor can provide information about vocational training schools, colleges and universities, careers and financial aid.

**Personal Counseling** - The counselor is available to assist students with personal concerns. The counselor may make available information about community resources to address personal concerns.

**Guidance** - The staff at Chapman High School does much to assist the students in better understanding themselves in order that they may prepare for high school and college and for choosing their vocations in later life. The testing program may include interest, aptitude, personality and scholarship tests. During the first semester of school, all entering freshmen are urged to establish a tentative four-year program with the counselor. The purpose is to assist in future planning. It affords parents an idea of their son or daughter's academic endeavors and educational developments. It also gives the student and parent an opportunity to become acquainted with college and or vocational requirements. It is to be kept in mind that the program is flexible according to the student's motivation and development. Students are reminded that they must be responsible for awareness and fulfillment of high school courses necessary for admission into specific colleges. There are particular requirements for admission to Kansas Board of Regents Colleges. Further, the NCAA requires course and performance standards before a student is approved for participation in college athletics. Counselors can provide information on these requirements.

**Library** - Library services for Chapman Elementary and Chapman Middle School are provided at temporary facilities until the schools are rebuilt. The library is open during regular school hours and classes have regularly scheduled weekly visits. The outlying elementary schools are serviced by a bookmobile which makes regularly scheduled visits to each attendance center.

Lost, damaged, or stolen books and other library media resources are the responsibility of the user who must pay when there is damage or loss.

Chapman High School library maintains a large collection of materials. All printed materials are electronically catalogued. This catalogue may be accessed by students on computers throughout the school. Two electronic periodical data bases, SIRS, and Infotrac, are also maintained by the library and made available to students via the school-wide computer network. On line access to the Internet is available in the library through the Kansas INK Service. Numerous video and audio tapes as well as a large collection of printed periodicals and newspapers are maintained in the library. Rules and regulations concerning the use of the library are strongly supported by the school administration.

**School Nurse** - The District School Nurse covers all schools in the district. The Nurse's role is that of implementing:

- Health control procedures
- Direct health care
- Teach health education
- Provide consultative and referral services

It is also the nurse's goal to provide the fullest possible educational opportunity for each district student by minimizing absence due to illness and creating a climate of health and well-being in district schools. (see "Health Services")

**Food Service** - The district shall provide a school food service program. Students are asked to maintain a congenial and quiet atmosphere in the lunchroom. Students should clean their table areas and return their trays following

their meal.

Special Diet Procedures and Forms - Federal Child Nutrition Program regulations require substitutions to the standard meal requirements ONLY for participants who are considered disabled under Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act. They define a disabled person as any person who has a "physical or mental impairment which substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such an impairment." Major life activities are defined as "functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working."

The School district is NOT required to provide substitutions for students who are unable to consume regular meals because of medical or other special dietary needs such as food allergies or religious restrictions.

A student with disabilities shall be provided substitutions in foods ONLY when supported by a statement signed by a physician licensed by the state. The supporting statement shall identify:

- the individual's disabling condition and an indication how the disability restricts the student's diet
- the major life activity affected by the condition
- the food or foods to be omitted from the child's diet and the food or choice of foods that must be substituted.

The school district may make a substitution for individual students who are not disabled/handicapped but are unable to consume a food item because of medical or other special dietary needs. Such substitutions may only be made on a case by case basis when supported by a statement signed by a recognized medical authority. The medical statement shall include ALL of the following:

- an indication that the medical or other special dietary need restricts the child's diet
- the food or foods to be omitted from the child's diet
- the food or choice of foods that may be substituted

The medical statements should be updated whenever the recognized medical authority changes the student's diet and at the beginning of EVERY school year. Please contact the school office to obtain the appropriate forms for meal substitutions.

Free or Reduced Price Meals - Free or reduced price meals shall be provided for students who qualify under state and federal regulations. The eligibility forms, rules and regulations governing this program shall be provided by the administration to students or their parents. Free and reduced price lunch applications will be mailed to each household before school starts and are available in the school office throughout the school year. Completed applications are to be returned to the school office. Parents are encouraged to apply for free or reduced lunches if family circumstances indicate a need.

Breakfast Program - The breakfast program is open to everyone in grades K-8, but all students do not have to participate.

Elementary and Middle School - Lunch and breakfast fees are paid in advance in the school office. Students will receive credit for each day missed. Parents are encouraged to make monthly payments on the last Friday

36 (lunch collections at Enterprise Elementary are made on Monday) of each month for the following month. The amount due will be the cost per meal times the number of days in the month less credit for days missed during the previous month. A day missed is interpreted as a day a student is absent from school or attending a school function away from the attendance center.

Each student is assigned a card with a bar code. When the code is scanned in the lunch line, the price of the lunch is deducted automatically from the student's account. Parents are assigned a personal user name and password which gives them access to their student's lunch account information from any computer that is connected to the internet.

Students may bring lunch from home, but may not store it in the same refrigerator with food prepared in the school kitchen (Page 22-11 of KSDE Food Service Manual). Students are discouraged from bringing pop and candy in sack lunches and are not to share food with other students. Students who bring their lunch from home may purchase milk in the lunchroom.

High School - Students in grades 9, 10, and 11 will be on a closed lunch period. During their lunch period, students in these classes will stay inside the high school building unless given permission by a teacher or administrator and a pass to leave the building. They are not to be in cars. Students in art or the industrial arts/vo-ag technology building area should come directly to the main building when released for lunch. Students are to congregate only in assigned areas during lunch period.

Seniors may choose to eat at school or an eating place in town. Students are assigned a specific lunch period and must return to class at the assigned time. Seniors who leave the school grounds during the lunch period remain under the guidelines and rules of school behavior as outlined in the handbook and the policies of USD 473.

Lunches should be prepaid in the cafeteria before school. Students can pay as far in advance as they prefer: weekly, bi-weekly, monthly, etc. Each student is issued a bar coded card. The card is to be used to purchase only the meal prepared by the kitchen staff. The student does not have to take the full meal but they must take a minimum of 3 of the following 5 items offered: milk, bread, meat, fruit or vegetable. On the a-la-carte food line, students may purchase food selections of their choice on a cash basis. The students can only use their lunch card in the a-la-carte food line to purchase the meal prepared by the kitchen as explained above. When the card is scanned in the lunch line, the price of the lunch is deducted automatically from the student's account. Parents are assigned a personal user name and password which gives them access to their student's lunch account information via the internet.

Guidelines for Notification of Delinquent Payments - Payments for school lunches are to be made in a timely manner. If lunch/milk payments are delinquent for 2 days for grades 9-12 or 5 days for grades K-8, future hot lunches and/or milk will be denied to the student. The parent/student will be responsible for providing payment for hot lunches and/or milk. High School students are responsible to have lunch ID's and may receive detention for repeated failure to have an ID.

## ELEMENTARY SECTION

### Recess/Playground Rules

Playground Safety Rules - The school staff will supervise recesses. The playground IS NOT supervised before or after school.

- Students are to follow the directions of the playground supervisor.
- Children must stay in sight of recess teacher at all times.
- Permission must be obtained to enter the building during recess.
- Students are not to tease, use profanity, or throw snowballs, rocks, or other harmful objects.
- FIGHTING, WRESTLING, OR TACKLING WILL NOT BE TOLERATED.

### Safety Rules for Playground Equipment

- Balls - Only designated balls may be kicked. Students may not retrieve balls that go across the street or road.
- Slippery Slide - Only one person at a time shall be on the slippery slide. The person sliding must slide feet first. Climbing up the slide portion will not be permitted.
- Swings - Students are to swing forward and backward, no side to side swinging. Jumping off the swings, standing in the swings, or running around or playing beneath the swings will not be permitted.
- Jungle Gym - No pulling other children off bars. Stay off the top of the bars. Hanging is allowed on the low bars only. No playing tag.

Physical Education - Physical activity is an important part of the educational experience. The development and maintenance of a healthy body is essential for physical well-being and good mental health. The outlying schools will need to check the school calendar for their physical education days. Students should be prepared for these

classes wearing appropriate clothing and tennis shoes. If a child is not to participate in vigorous exercise, a written statement from the family physician or parent will be required.

Music - Music is offered daily to students first through fifth grade.

Birthday Treats - Parents may bring treats for student birthdays after the date and time are cleared with the classroom teacher. Summer birthdays may also be celebrated at school.

Invitations - Invitations to private parties are not to be distributed at school unless the whole class is invited.

Holiday Parties - Classroom parties for various holidays are held throughout the year. If a parent prefers that a child not participate in a classroom party, the child will be given activities outside the classroom during the party. Requests to dismiss a student from a party must be made in writing to the principal.

Room Parents - Parents may sign up to serve as room parents at the beginning of school. Parents are asked to help with at least one of these parties.

Parent Volunteers - The elementary schools consider parent volunteers to be a very special resource. Classroom teachers many times have a need for help in classrooms and with programs or other extracurricular activities.

Parents who wish to volunteer may do so by calling the classroom teacher or school office.

PTO - The Parent Teacher Organization is active in supporting improvement of the district's schools. Parents are urged to actively participate. Meetings are scheduled throughout the school year and are usually posted on the school calendar. Each year, PTO sponsors various money-making projects. Only with the help of parents can these projects be successful.