

# CHAPMAN HIGH SCHOOL



# STUDENT HANDBOOK 2025-2026

## STUDENT HANDBOOK TABLE OF CONTENTS

*Acknowledgment of Receipt of Handbook must be turned in to the building principal*

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## INTRODUCTION

Welcome to Unified School District 473 for the **2025-2026** 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.

### DISTRICT VISION

We do what's best for ALL kids.

### MISSION STATEMENT

Irish educators and students will collaborate together to provide a well-rounded educational experience by challenging students to maximize their potential for success in life.

## The Irish Way: The Foundation of Chapman High School

We respect self and others.

We impact **CHS** and the Community in a positive way.

We celebrate the freedom to achieve academic success.

We are the first and best of high schools.

We are **CHS**.

### 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.

#### EDUCATION CENTER

PO Box 249, 822 N. Marshall, Chapman,  
 Kansas 67431  
 785-922-6521  
 Kevin Suther,  
 Superintendent

Chapman High School (9-12)  
400 W. 4th, PO Box 249, Chapman, KS 67431

Kate Thornton, Principal  
Clint Merritt,  
Assistant Principal Athletic Director  
(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. Also, any non-resident student who desires to be admitted to the schools of the district will make an online application to the Education Center, who shall report such application to the Board of Education at the next meeting following the receipt of the application, together with his/her 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 legal guardian 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 grades 9-12 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.

**Non-Resident Students** - USD 473 Board of Education defines their Non-Resident student policy in JBCC. You can find JBCC of the master policy book found on pages 378-384 linked [here](#).

#### **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.
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 non homeless 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 an online 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.

**CHS Enrollment Procedure** - Students will pre-enroll for yearly courses during the spring semester of the preceding school year. This process will be completed with guidance from the faculty and the school counselor. Students will develop an individual plan of study upon their entry into school with the assistance of the Chapman High School faculty. This plan will remain as a basis for each yearly enrollment. Students transferring to Chapman High School will complete an initial enrollment with the assistance of the counselor and/or the administration. Following the initial enrollment, transfer students will enroll through the normal procedure. Students may make class changes for the second semester classes as necessary during the fall semester through the assistance of the counselor.

**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-**

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.

**College Classes/Dual Credit** - With parental permission, juniors and seniors may enroll in college/high school concurrent credit classes. The district may enter into an agreement with the college for the purpose of allowing these students to receive dual credit.

**Work Release**

**Outside Employment** - A student who needs to work on a regular basis during the school day shall file a written request with the principal. Outside employment may be approved during the second semester of their senior year only, and if the request is approved, the student shall file a work schedule with the principal. Changes in the schedule shall be reported by the student to the principal. The student shall not begin the new schedule unless the change is approved by the principal.

**Vocational or Other Work Experience** - A student who works in a board-approved vocational or other

A work-experience program shall have a schedule developed cooperatively by the employer and the supervising teacher and approved by the principal prior to beginning the work activity.

**Fees** - Students will be assessed a Student Access Fee of \$100. This fee is to include: Textbooks, Chromebook, Student Identification card, and entry into home athletic events. (excludes KSHSAA sponsored post season tournaments) Students may be assessed fees for the following (not an inclusive list):

- materials for class projects;
- membership dues in student clubs;
- voluntarily purchased pictures, publications, class rings, graduation announcements, etc.;
- voluntarily purchased student accident insurance;
- musical instrument rental and supplies;
- personal apparel, used in extracurricular activities, that become the property of the student;
- activity trip fees.

**Transferring Credit** - In the high school, full faith and credit shall be given to units earned in other accredited schools, unless the principal determines there is valid reason for not doing so.

**Transfers from Non-Accredited Schools** - Students transferring from non-accredited schools will be placed by the principal. Initial placement will be made by the principal after consultation with parents or guardians and guidance personnel. Final placement shall be made by the principal based on the student's documented past educational experiences and performance on tests administered to determine grade level placement.

**Qualified Admissions** - The six state universities in Kansas--Emporia State University, Fort Hays State University, Kansas State University, Pittsburg State University, The University of Kansas, and Wichita State University--use the standards below, set by the Kansas Board of Regents, to review applicants for undergraduate admission.

ACCREDITED HIGH SCHOOL: Freshmen applicants, aged 21 & younger, who graduate from an accredited high school, will be guaranteed admission to six state universities by meeting the Qualified Admissions requirements designated by each university, as follows:

**ESU, PSU, FHSU, & WSU:**

- ACT 21+ (SAT 1060) OR Cumulative GPA 2.25+\*
- Cumulative GPA 2.0+ for College Credit earned in High School

**K-State:**

- ACT 21+ (SAT 1060) OR GPA 3.25+\*
- Cumulative GPA 2.0+ for College Credit earned in High School

**KU:**

- Cumulative High School GPA 3.25+ OR Cumulative GPA 2.0+ and ACT 21+ (SAT 1060)
- Cumulative GPA 2.5+ for College Credit earned in High School

**KANSAS SCHOLARS CURRICULUM IS RECOMMENDED BUT NOT REQUIRED:** To best prepare for the rigor of college level courses, following Kansas Scholars curriculum is recommended. One unit is equivalent to one year, or two semesters:

<b><u>English</u></b>	<b><u>Math</u></b>	<b><u>Social Science</u></b>	<b><u>Science</u></b>	<b><u>Foreign Language</u></b>
4 units	4 units: 1 unit of each: Algebra I Geometry Algebra II 1 unit of Advanced Math (See <a href="#">KS Scholars page</a> for Math course list)	3 units: 1 unit of US History .5 unit of US Govt. .5 unit of World History 1 unit Social Science course (See <a href="#">KS Scholars page</a> for Social Science course list)	3 units: 1 unit of each: Biology Chemistry Physics	2 units of the same language

**Withdrawal from School** - Students withdrawing prior to the end of the school year should check out through the building secretary. Upon their departing of USD 473, all district assigned technology (to include chromebook and chargers) shall be returned. If technology is not returned, they will be assessed the fee of the price of replacement. All books belonging to the school shall be turned in, including library books. All fees owed to the school shall be paid. A request/permission to transfer records with the name and address of the student's new school shall be completed and signed by the parent/guardian.

**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, of each school year.** 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 school yearbooks. Pictures for the

yearbook, grades 9-12, and the CHS class composite will be taken at the school and students will be notified of the time and place. The portraits of each student will be used for their student identification card.

**Final Examinations** - Final examinations are given in each subject area at the end of the first semester. Second semester final examinations are given in conjunction with the school's final opt out option.

### **Grading/Grade Classification**

**Class Rank:** Generally, all full credit classes which receive a letter grade (not pass/fail) are counted equally when determining the student's cumulative grade point average, which is used to determine class rank.

**Grade 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. Report cards will be available both through the Powerschool Parent Portal and also emailed as a digital PDF. We encourage parents to utilize Powerschool to check their student's progress throughout the semester.

**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. 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. During the spring semester, conferences are scheduled with ALL 9th-11th grade student's parents by their advisory teacher with a scheduled time and in the fall semester with ALL 12th graders. These conferences will include: individual plans of study for each student, their projected future schedule, and post-secondary plans. Information regarding their scheduled conference time will be sent home through a mailing prior to conferences.

**Honor Roll-** -Students are recognized for academic achievement with grade point averages as follows:

### **Chapman High School**

Honor Roll: 3.00 - 3.665

High Honor Roll: 3.666 or above

**Academic Letter:** Students may earn an academic letter when they have amassed a cumulative GPA of 3.5 for AT LEAST two academic semesters. These letters will be awarded at the end of each academic year.

### **Awards and Honors**

**Chapman High School - Fighting Irish Renaissance For Excellence (F.I.R.E.)** - This program is based upon the successful "rewards for achievement" program developed through the effort of the business community and particularly the Josten's corporation. A partial listing of recognition at Chapman High School includes:

High Honor Roll - 3.666 GPA and above

Honor Roll - 3.0 - 3.665 GPA

Perfect attendance - recognized at nine weeks, semester, and yearly

B.N. Excellent - Citizenship through teacher selection

Several other honors are awarded by Chapman High School, including:

Academic letters -(see above)

"I Dare You" award for Juniors

High Honors recognition for Seniors

Outstanding departmental students of the year

KSHSAA award of Citizenship for Seniors  
Presidential Education Award

## Graduation

**Graduation Requirements (UPDATED for the Class of 2028)** - 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:*

- 3.5 units of English/Language Arts - which must include the following options: English IV or English Composition I & II
- 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/health
- 1 unit of fine arts
- 1/2 unit of financial literacy
- 1 unit of Advanced Stem- To include Advanced Math, Science, or Advanced CTE Coursework
- Post Secondary Assets (2 or more) to include: Youth Apprenticeships, 40 hours of community service, clint-centered projects, workplace learning experience (IPS), Industry-recognized certifications, seal of biliteracy, ACT Composite (21 or higher), Work Keys (Silver or higher), 9+ college hours, 90% attendance in HS, Senior Exit Interview, State Assessment Score (3 or 4), ASVAB per requirements of military branch, SAT Score (12000 or higher), Completing Board of Regents Curriculum, International Baccalaureate, Advanced Place Exam (3+), CTE Scholar, Eagle Scout, 4-H Kansas Key Award, Two or more high school activities, JROTC.

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.

**Graduation Exercises** - Students who have completed the requirements for graduation may be allowed to participate in graduation exercises unless participation is denied for appropriate reasons. Graduation exercises shall be under the control and direction of the building principal.

**Early Graduation** - Students who complete all state and local graduation requirements may request permission to graduate early. Early graduation will not be allowed until the student has completed seven (7) semesters. The student and parents shall consult with high school administrative and/or guidance personnel in order to develop a graduation plan. Each request shall require board action and shall be based on the circumstances of the individual student. The student's request shall be in writing, addressed to the superintendent, shall state the reasons supporting the request, include a copy of the graduation plan and a parent signature. The letters of request shall be sent to the superintendent who shall forward them to the board. This should be done prior to the December Board meeting. Students who graduate early will not be able to participate in organized school activities with the exception of prom and graduation.

**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 for an excused absence will be a two day minimum upon the student's return to school. Students with unexcused absences shall not have the right to make up work. After suspension, students should be allowed to make up for credit: formative or summative assessments, multi-day assignments or projects, research papers, etc. Students should be prepared to turn in work due while on suspension or make-up assessments missed immediately upon return.

**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. Academic dishonesty is a cumulative behavior infraction to be monitored by the building administration. (see "Discipline Measures")

**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 STD classes. To receive information on the opt-out provision contact the physical education instructor or principal.

**Special Education 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 those with intellectual disabilities, 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 available at Chapman High School.

**Vocational Programs** - CTE Pathways - The following programs are approved vocational pathways: Animal Science, Comprehensive Agricultural Science, Power Structural & Technical Systems, Plant Systems, Teaching & Training, Restaurant & Event Management, Visual Arts Pathway, AV Communications, Web & Digital Communications, Construction and Design and Health Science. School based enterprises/businesses include: Clover Corner Floral (Plant and Landscape design/sales), Irish Ink (Design & Printing Business), Irish Photography (School and Sports pictures), T-Works (Design & Print t-shirts), CHN (Broadcasting local news & live streaming), and Clover Cabinets (Design and Build custom cabinets). The businesses also allow for on the job training and skills to help for gaining Certification in the workforce. Some examples are: Serve Safe in Restaurant Management, OSHA training, and A+ Certification.

**Salina Area Technical College:** Juniors and Seniors are offered the opportunity to attend half a day for certification in the following areas: Automotive, Diesel, Construction Technology, and Welding. Students must use the USD 473 transportation to attend either in the morning or afternoon depending on the schedule. Certification will be offered at Chapman High School by a registered nurse for Medical Terminology, CNA, and CMA. Students may also explore EMT certification at Salina Tech or at the Cloud County Campus in Junction City.

## 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.

Any student who is not exempt shall be reported as truant.

**Attendance/Truancy** - Regular and punctual attendance is expected and required of all students. Parents should notify the school by 8:00 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. (see "Truancy")

**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.

**Consequences for Excessive 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 pre arranged 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 to be determined at the administrator 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.

**Truancy** - Kansas Statute defines a truant as a student under the age of eighteen who is absent without a valid excuse for the absence. Students shall be reported truant after three consecutive unexcused absences, five unexcused absences in a semester or seven unexcused absences in a year, whichever comes first. 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**

**Chapman High School** - A student is tardy if they are not in class by the tardy bell. Excessive tardies of less than five minutes will be reported to the office. When students have been tardy unexcused three times in a nine weeks the teacher should contact the parents and conference with the student, one hour detention at the time of the fourth and fifth tardy, and may be liable to suspension for further tardies within the nine weeks. Unexcused tardies over five minutes are considered a more serious infraction and will be reported to the office immediately for disciplinary action which may include detention or suspension.

**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 office. If parents want a student excused, they should either send an e-mail to the office 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. 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. Students will check-in/check-out in the office via the form designated on IPAD. 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.

**Hallway Travel**-Students traveling in the hallway during class time will need a pass. In order to receive the pass, they will be expected to place their phone in the designated location. Students are not to open outside doors for students and/or guests during the school day.

**Transportation Policy (JGG)** - All rules and regulations, as defined by the Board of Education Policy for transportation of students, will be followed. Board Policy states: Transportation will be provided by the school district for all extra-curricular activities.

- Participants are prohibited from driving personal vehicles to out-of-town school district sponsored activities.
- Participants are required to ride the district transportation to and from all practices and contests.
- Participants will not be allowed to ride home with anyone other than an immediate family member.

*Exceptions to the items above will be made if the following guidelines have been met:*

Special circumstances may arise where the parent may complete and sign a Transportation Release Form available upon enrollment. These forms will be stored in the Chapman High School office and are only valid for the current school year

## **STUDENT CONDUCT / DISCIPLINE**

**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 the 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.

The board of education is committed to limiting the use of Emergency Safety Interventions (“ESI”), such as seclusion and restraint, with all students. Seclusion and restraint shall be used only when a student’s conduct necessitates the use of an emergency safety intervention as defined in Policy GAAF - Emergency Safety Interventions. (See Appendix A)

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.

**CHS Human Rights Code.** These rights should apply to all persons - students and staff - and to the entire school day, including travel to and from school:

1. The right to develop one’s own personality (so long as it does not interfere with the rights of others) without disrespectful criticism or pressure from cliques.
2. Freedom from physical abuse and from mental abuse such as name calling, intimidation, or harassment.
3. Freedom from being set apart or mocked because of race, sex, religion, physical strength, size, features, friendship groups, age, culture, handicap, financial status, clothing, classroom performance, etc.
4. The right of privacy and freedom from being harassed in the classroom; the right to be treated respectfully.
5. The right to an education which means that teachers should be free to teach and students free to learn without being interrupted by inconsiderate or unruly students.
6. The right to have personal and school property respected. Our school community should be a safe place for property as well as people.

**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.

**Consequences** - Teachers will refer students to the office when behavior issues arise within a classroom. The administration will meet with the students and could assign one of the following consequences: conference with administration, parent contact, after school detention, in-school suspension, out of school suspension, removal from class (see below), removal from technology, and/or expulsion. Students who serve an hour detention after school may attend practice thereafter. Students who serve an in-school suspension are not allowed to attend practice and/or compete the day of the ISS.

This procedure is to be utilized when students are consistently uncooperative, unproductive, or disruptive in the classroom. Please note: Students may still be removed from a class or from school in the case of serious disruption, insubordination, vandalism, etc., without going through these steps upon agreement of the teacher and administrator or upon administrative decision.

Step 1: Teacher has a conference with the student to try to get him/her to alter behavior. Parent contact optional.

Step 2: Teacher conference with student and assignment of discipline such as detention. The matter is reported to the administration on a disciplinary referral sheet. Parent contact required.

Step 3: Student is removed from class for three days with credit. Parents are contacted by the teacher and administrator. Student, teacher, administrator conference required.

Step 4: Student removed from class for three days with no credit. Parent, student, teacher,

administrator conference required.

Step 5: Student removed from class for semester or year without credit. Parent, student, teacher, administrator conference. Parents notified that if student is suspended from another class this semester or year they will be liable for an expulsion hearing.

Students removed from class will be assigned either to the office or the ISS Room.

**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. Any specific incident of fighting will be handled as the situation warrants and may result in suspension or expulsion. Students accused of possible assault, battery, aggravated assaults or aggravated battery, or disturbing the peace will be turned over to the local police department. Students involved in all cases of physical fighting, physical assault, and threatening verbal behavior will be turned over to the local police.

**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.

**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. Further disciplinary actions may be decided by the administration.

**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 hall pass given to them by their 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.

**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 drug and alcohol violations shall be suspended from school for not less than five days. First time on campus tobacco violators are required to take a six hour online class in the ISS room with an assigned day immediately following the offense. This online class will have a financial cost to the student and parent. If a parent is unwilling to pay for the class, it will result in a suspension from school for violating the tobacco policy. Future violations of the tobacco policy after step 1 is no less than a three day suspension.
- Students will also be suspended from school activities to match the USD 473 Random Drug Testing Policy of 1st Offense 10 days, 2nd Offense 30 days, 3rd Offense 90 days while tobacco will be 5 days each time.
- Repeat offenders may face expulsion from school and/or longer suspension from participation in school activities when involving a possible felony charge. 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.

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 or contracted outside agencies to conduct periodic, unannounced safety sweeps of school facilities and parking areas for illegal drugs and other contraband using trained K-9 dogs. Students in possession of illegal drugs or contraband 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 or activity is allowed. Any student who tests positive through these checks shall be liable to the USD 473 substance abuse policy.

**USD 473 Random Drug Testing Policy** - USD 473 implements a Random Drug Testing Policy for all KSHSAA Activity and Athletic participants. Please refer to page 50 in this handbook for the policy.

**Loitering-** 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 in recommendations concerning activity suspension.

**Electronic Equipment/Cell Phones** - These items are brought to school **at the student's risk**. Cell phone usage will be a matter of teacher discretion. The general rule is cell phones are out of sight and turned to silent and/or off.

- 1st offense: Return cell phone to student at the end of the day.
- 2nd Offense and beyond will be a phone call to have the parent pick up the phone or electronic

device.

- The other option if a parent cannot pick it up is for the administration to keep the phone for 3 days before returning to the student.

Students may use cell phones or electronic devices before school, during lunch, and after school unless he or she loses the privilege for inappropriate use. *Please refer to the Chapman High School One-to-One Device handbook for procedures regarding other technology devices.*

**Public Display of Affection (PDA)** - Any public display of affection beyond hand holding is unacceptable at Chapman High School. Multiple offenses reported by Chapman High School staff will result in administrative action. (See Discipline Consequences)

**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 fireworks at school by students will result in their automatic and immediate suspension from school for up to 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, water guns, rubber bands, fireworks, toys, knives and weapons of any kind. Any item or novelty of this nature will be taken and may not be returned to the student.

**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 subject to disciplinary action.

### **District-Wide Behavior Code**

**Vandalism and Theft** - 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. 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 horseplay was involved, it will not be termed accidental destruction. Students found to have participated in theft or destruction of property will be subject to suspension and/or an expulsion hearing.

**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 following form: <https://docs.google.com/forms/d/e/1FAIpQLSfx2oQfP1AmaHOkx6RmrXEhw2JM1iZRv78U1mOBA2F62yqgRQ/viewform> 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 extracurricular activities, etc.
- singing or rapping sexually implicit words
- "sexting"

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, decency, and good taste are guidelines of the district dress code . Students must dress in a manner that is not obscene; offensive; or substantially or materially disruptive to the learning environment. Apparel that is sexually suggestive; promotes violence , illegal activities, drugs, alcohol, and/or tobacco; or is determined to be gang related is prohibited. Student apparel and grooming must also meet requirements of any courses which are part of the approved curriculum in which they are enrolled. Dress codes shall be published in the appropriate student handbooks.

Approved: KASB Recommendation–7/96; 4/07; 12/15 ; 7/18

**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.

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 and Theft", "Sexual Harassment", "Racial Harassment", "Dress Code", "Drug Free Schools", "Bus Regulations", "Computer Use", "Food Service", "Make-Up Work", and Academic Dishonesty", "Consequences" and "Behavior/Conduct."

**Detentions** - Detentions will be a minimum of 1 hour and assigned by administrators. Students will have the option to serve detention on Monday or Wednesday and a student may choose either day. If a student does not serve either day then he or she will be assigned a supervised In-school Suspension on Tuesday or Thursday.

**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. No cell phones will be permitted for a student serving ISS and will be given to the CHS secretaries for safe keeping.

### **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 or administrative designee.

A suspension may be for a short term not exceeding ten 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.
  - 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
- 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. 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;
- 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.
- 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, guardians or representatives 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**

**Extracurricular 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. To include activities held during or after the school day unless a written request and/or Student Travel Release Form 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. 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. Students interested in forming a new club the first step is to submit a written proposal and staff sponsor agreement to the CHS Student Council. The Student Council will then communicate with the building principal. 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 set of guidelines 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 in school facilities, 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.

### **Organizations at Chapman High School**

**STUDENT COUNCIL** - The purpose of this organization shall be to develop attitudes of, and practice in, good citizenship; promote harmonious relations throughout the entire school; improve student-teacher relationships; improve school morale; assist in the management of the school; provide a forum for student expressions; help provide orderly direction of school activities; charter school clubs and other organizations and promote the general welfare of the school.

The Student Council has charge of all matters pertaining to student government and the school problems not dealt with exclusively by the Board of Education or the principal. The powers of the Student Council are delegated to it by the principal; therefore, he shall have the power to veto any measure passed by the council.

Student Council membership consists of the students who fill out an application of interest regarding participation in the Student Council Organization. Students who fill out the application are then selected based on application quality, teacher and staff evaluation, and club and activity involvement. The officers are then voted on by the student body based on students who have been selected as Student Council members. The Student Council will be placed in the sponsor's advisory for the duration of their membership.

**SADD** - The Students Against Destructive Decisions organization was established at Chapman High School during the 1986-87 school year. This organization is peer-to-peer education, prevention, and activism organization dedicated to preventing destructive decisions, particularly underage drinking, other drug use, risky and impaired driving, teen violence, texting while driving and teen suicide.

**FFA** - The FFA is the national organization for young men and women studying Agriculture Education in public high schools in America as well as in eight other countries in the world. Organized in November, 1929, it has intracurricular activities that motivate and enhance the instruction of students enrolled in Agriculture Education and to provide additional training in Leadership, Citizenship, and Cooperation.

**FCCLA** - Family Community and Career Leaders of America is a national organization of high school girls and boys. Any student currently enrolled or any student who has had one semester of Family and Consumer Science is eligible to join.

**HI-Y** - The Hi-Y is a national organization whose roots date back to the beginning of the Chapman High School. In 1922, the local club which was started in 1889, received its Hi-Y charter. The Hi-Y meets regularly and presents an interesting program for its members.

**SPIRIT SQUAD** - School spirit - pride in the school and all its activities - is the responsibility of the total

student body. Responsibilities include homecoming activities, making posters, pep rallies, cheerleading, dance team activities, sportsmanship and trips to away games.

**AFG** - AFG is an organization for freshman through senior girls of Chapman High School. The monthly meetings mainly consist of guest speakers and cover topics of interest to high school girls.

**NHS** - The National Honor Society is an organization under the auspices of the National Association of Secondary School Principals. Full time Junior students meeting the proper criteria are eligible for induction into the Chapman High School National Honor Society Chapter. These criteria include a minimum grade point average of 3.50 with completion of certain required courses. A positive level of teacher recommendation is also required. Junior students meeting the minimum grade standards are encouraged to apply for selection.

**FBLA** (Future Business Leaders of America) - Students in the Future Business Leaders of America learn about entrepreneurial and business enterprises, begin to develop money management skills, participate in service projects, and grow in character and confidence.

**TRI-M MUSIC HONOR SOCIETY** - The Tri-M Music Honor Society is the international music honor society for secondary school students that motivates and recognizes musical achievement. The Tri-M Music Honor Society was begun at Chapman High School in 1998-99.

**SCHOLAR'S BOWL** - Scholar's Bowl competition on the high school level has been in existence for a number of years in Kansas and was recognized as a state sanctioned activity in 1987. Scholar's Bowl promotes excellence in the schools and seeks to foster a climate of learning, intellectual growth and scholarship through competition. CHS participates in up to 10 tournaments each year and also hosts a tournament. Freshmen through seniors are eligible to participate.

**DRAMA** - Students interested in drama have ample opportunity to be involved in plays and forensics. The drama classes present various one-act plays and forensic activities at student assemblies, and performances at district programs.

**FORENSICS** - Those students excelling in drama and speech will find opportunity for further expression in forensics. During the spring semester students participate in various forensic tournaments where they compete in speech and drama categories. These forensic entries include prose, poetry interpretation, duet acting, extemporaneous oratory, informative speeches, and dramatic readings. Students also compete in district and state speech and drama festivals.

**MUSIC** - The many musical activities of the school begin during the Labor Day celebration and continue through graduation exercises. The Chapman High School Marching Band appears at home football games, pep meetings and attends Band Day at Kansas colleges. The Concert Band presents a Winter Concert and a Spring Concert as well as special events during the year. There are numerous special instrumental ensembles that perform throughout the year.

The annual Holiday Music Program, featuring the large musical organizations, attracts a large audience on the second Sunday of December. A Select Mixed Ensemble group is chosen each year. This group represents the school many times during the year by giving special programs to various groups in the community. Concerts by the Concert Choir and Chorale are given during the second semester. Recitals are presented throughout the school year to provide expression for the many talents of the students in the school. Senior Class Night culminates the music activities for the year. All seniors who are interested may participate. The show runs for two performances to capacity crowds. The North Central Kansas League sponsors clinics for both band and vocal music.

**DISC GOLF**-During the 2021-22 school year, the CHS Student Council voted to allow DISC Golf to be added to the list of clubs and activities at CHS.

**Insurance** - Basic health and accident insurance is considered a parental responsibility.

**Fundraising & 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. From time to time dances or parties can be sponsored by different organizations. These dances and parties must be approved by the principal and entered upon the school calendar.

The following rules for dances will be followed:

- If a student leaves the building where the dance or party is being held he/she cannot return to the dance or party.
- It is the responsibility of the sponsors and the students of the organization sponsoring the dance or party to see that drug, alcohol, and smoking regulations of the school are adhered to during the activity.
- Any student who is in violation of the drug, alcohol, or smoking regulations will be asked to leave and may be subject to non-attendance at future dances or parties. They will also be subject to discipline for these offenses.
- If CHS administration deems individuals who are not Chapman High School students may attend specified dances escorted by a CHS student they will be required to turn in a signed permission slip BEFORE the dance to bring out of school dates. *ONLY Chapman High School students may attend the Back to School Dance.*

No students younger than freshmen level or older than age 20 may attend. Final approval of out of school dates will be by the principal who may call for references from another school district.

**Athletics** - See "Athletic Handbook"

**NCKL** - Chapman High School is a member of the North Central Kansas League which also includes Abilene, Clay Center, Concordia, Marysville, and Wamego High Schools. The NCKL Sponsors various activities including Music, Art, Student Council, Scholars Bowl, and Athletics.

The NCKL Code of Ethics was prepared at the joint meeting of NCKL Student Council Officers at Chapman High School on January 22, 1968. The Code of Ethics was approved and adopted at the North Central Kansas League meeting on March 21, 1968.

- I will avoid any deed or habit that harms or degrades me mentally, morally, physically or spiritually, thereby preserving the reputation of my school and of the NCKL.
- I will realize or respect the rights, property and beliefs of others regardless of race, class, or creed.
- I will contribute to and support, in a sportsmanlike manner, all school activities.
- I will observe the rules set up by my school and the NCKL.
- I will maintain personal integrity and conduct myself at all times in such a manner as to be a credit to myself, to my school, to the NCKL, and God.

**College Visitations** - College visitations should be arranged through the counselor and principal. The absence for these visitations should be arranged like any other non-emergency absence. Two college visitation days will be approved during the senior year and one for the junior year. Additional days will be considered on the particular merit of the situation.

**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.

### **Publications:**

**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.

**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-5, 7, 9, 11, new students and IEP students, 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 6, 8, 10 and 12 will be screened upon request.

**Hearing Screens Testing** - Students in Grades Grades K-3, 5, 7 and 10, new and IEP students. Should a test indicate a hearing loss, parents will be notified with the recommendation that their child’s ears be examined by a doctor.

**Dental Screens**- Students in Grades K-8 will have a dental screening, if you do not want your child to participate in the dental screening the parent or guardian must notify the school nurse in writing. Fluoride treatments and dental sealants are available to students with signed permission from the parent or guardian. If the dental screening indicates a need for further examination, parent or guardian will be notified with the recommendation that a dentist examine their child’s teeth.

**Scoliosis Screening** - Girls in grades 6-8 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 will be administered at school (over the counter or prescription) unless the “request to Administer Medication at School” form has been filled out and signed by the parent or guardian and physician. Any child with a fever of 100 or above or vomiting will be sent home. Students must be fever free without fever reducer (Tylenol, Ibuprofen) **and vomit free** for 24 hrs before returning to school.

**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.

- **Influenza (Flu)** - Usually 1 to 4 days, with an average of 2 days. Persons with influenza are required to remain in home isolation for 5 days following onset of illness or until fever free for 24 hours without the aid of fever reducing medications, whichever is longer, except when seeking medical care.
- **Chicken pox** - 2 to 3 weeks ( 10-21 days). Student should be excluded for six days or until the lesions are crusted over.
- **Measles** - 7 to 18 days (rash usually day 14). Student should be excluded a minimum of four days after the appearance of the rash.
- **Mumps** - 12 to 25 days (usually 16-18 days). Students should be isolated for at least nine 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. Students may return to school once any prescribed therapy is implemented, unless their behavior is such that close contact with other students cannot be avoided.  
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** - 10-14 days for ringworm of the scalp; 4 to 10 days for ringworm of the body. Students may attend school if receiving treatment, but should not participate in athletic activities involving skin-to skin contact until skin lesions are completely healed.
- **Head Lice** - Nits hatch within one week, reach maturity in approximately two weeks. Student should be excluded until treated with adequate shampoo (insecticide) and all live lice have been removed.
- **Mononucleosis** - 30-50 days. Students may return to school with a physician's permission.
- **Fifth Disease** -4 to 14 days No exclusion from school unless the student has a fever. Children with fifth disease may attend school once the rash appears because they are no longer contagious.
- **Hand Foot and Mouth Disease**- 3 to 6 days. Students with fever and rash should stay home from school until fever free.

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, hoverboards, shoes with wheels and skateboards 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 four fire drills a year.

**Tornado-** Tornado safety drills will be held in August, October and March to follow the KSDE guidelines for safety drills.

**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-** 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. In the event that school is canceled and/or delayed, we will send an announcement through Powerschool Alerts and publicize the closings on the district and school Facebook pages.

<http://www.facebook.com/CHS473> -- Chapman High School Facebook

<http://www.facebook.com/usd473> -- USD 473 Facebook

<http://www.facebook.com/Irish-Athletics-515947365226264> -- Irish Athletics Facebook

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.

**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, staff 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-** 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 for the student to 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.

Parents and or guardians are responsible for bringing student medication ( prescription and over-counter ) to the school office. Arrangements can be made with the school principal or school nurse if a hardship

arises. No medicine will be accepted in any school office without prior approval from the school principal and/or school nurse. Medications of immediate need (such as inhalers and EpiPens) can be transported by student with prior approval from the school principals and/or school nurse.

### **Guidelines for Administering Prescription and Non-Prescription Drugs -**

Prescription and non-prescription 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 proper dosage for the child's age. Prescription medication needs to be authorized by the written order of a licensed medical person, and parent or guardian. Prescription medication should have two containers, one for home and one for school. They 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 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 shall be returned to the parent or destroyed. Over-the-counter medications should not be maintained on any school premises, including athletic areas, unless accompanied with the "Request to Administer Medication at School" form signed by the parent or guardian and physician. The parent or guardian must pick up all prescription and/or non-prescription medication on the last day of school or the nurse will destroy the medication.

### **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 within 30 days from their first day of enrollment into school, to provide documentation required by law** of immunizations in proper sequence required by the American Academy of Pediatrics:
  - 5 Diphtheria, Tetanus, Pertussis (DTaP) doses are required. Dose 1: 2 months, Dose 2: 4 months, Dose 3: 6 months, Dose 4: 15-18 months (4th dose may be given at 12 months provided at least 6 months after dose 3) and Dose 5: prior to Kindergarten entry. Four doses are acceptable if dose 4 is given after age 4 years.
  - 3 Polio (OPV/IPV) doses are required. Dose 1: 2 months, Dose 2: 4 months, Dose 3: 6-18 months, and dose 4 must be give 6 months after 3rd dose, after 4 years of age and prior to Kindergarten entry. Three doses are acceptable with one dose after 4 years of age, 6 months between 2nd and 3rd dose and final dose prior to Kindergarten entry.
  - 2 Measles, Mumps, Rubella (MMR). Dose 1: 12-15 months and Dose 2: prior to Kindergarten entry. Minimum is 12 months of age and interval between doses may be as short as 28 days.
  - 2 Hepatitis A doses are required. Doses should be given at 12 months with a minimum interval of 6 months between the 1<sup>st</sup> and 2<sup>nd</sup> dose.

- 3 Hepatitis B doses are required. Dose 1 given at birth, Dose 2: 2 months, and Dose 3: 6-18 months of age.
- 2 Meningococcal doses are required. Doses should be given at entry to 7<sup>th</sup> grade (11-12 years) and 11<sup>th</sup> grade (16-18 years). For children 16-18 years, only 1 dose is required.
- 2 Varicella (chickenpox) doses are required. Dose 1: 12-15 months and Dose 2: prior to Kindergarten entry. Students 12 years old and younger a 3 month interval is recommended however, upon record review the interval between doses may be as short as 28 days for the 2nd dose to be counted as valid. Students 13 years and older, a 28 day interval between doses is required. Regardless of the student's age, if the first dose is at 12 months of age with the 2nd dose 28 days after the 1st dose, both doses are valid. No doses are required when a student has a history of varicella disease documented by a licensed physician.
- 1 Tdap is required at Grades 7-12 if there is no previous history of Tdap vaccination regardless of interval since last Td.
- 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 or designee 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 non- school/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.

**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 student's' 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 electronic devices, 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.

**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.

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

<u>Yr</u>	<u>Fr</u>	<u>So</u>	<u>Jr</u>	<u>Sr</u>	<u>Total</u>
1986-87	90	107	99	84	380
1987-88	95	94	95	102	386
1988-89	92	90	98	95	375
1989-90	99	84	88	95	366
1990-91	101	109	79	91	380
1991-92	92	99	107	82	380
1992-93	120	96	96	104	403
1993-94	108	124	98	86	416
1994-95	106	101	119	95	421
1995-96	126	108	97	114	445
1996-97	127	124	104	103	458
1997-98	119	123	115	101	458
1998-99	102	110	113	115	440
1999-00	107	98	111	110	426
2000-01	115	106	95	100	416
2001-02	104	106	107	96	413
2002-03	79	96	107	101	383
2003-04	106	92	99	109	406
2004-05	81	111	91	102	385
2005-06	89	88	109	88	374
2006-07	78	87	79	108	352
2007-08	73	89	82	85	329
2008-09	83	73	82	80	318
2009-10	78	84	75	80	317
2010-11	72	75	81	69	297
2011-12	90	86	81	84	341
2012-13	81	79	81	78	319
2013-14	80	81	86	74	321

2014-15	96	86	78	86	346
2015-16	84	97	87	73	341
2016-17	106	85	93	84	368
2017-18	73	101	82	87	343
2018-19	82	63	100	78	323
2019-20	81	86	59	90	318
2020-21	106	77	86	56	325
2021-22	86	103	78	79	347
2022-23	112	90	101	79	382
2023-24	82	101	86	96	365
2024-25	114	82	104	82	382

<b><u>Yr</u></b>	<b><u>Fr</u></b>	<b><u>So</u></b>	<b><u>Jr</u></b>	<b><u>Sr</u></b>	<b><u>Total</u></b>
1951-52	95	91	78	73	337
1952-53	65	91	95	71	322
1953-54	88	62	91	86	327
1954-55	71	84	57	86	298
1955-56	94	66	78	58	296
1956-57	104	90	65	81	340
1957-58	92	112	92	65	361
1958-59	87	98	112	87	384
1959-60	89	93	96	109	377
1961-62	131	121	88	94	434
1962-63	116	139	126	89	480
1963-64	135	113	127	122	497
1964-65	148	122	117	125	512
1965-66	143	135	115	107	500
1966-67	147	138	131	117	533
1967-68	139	150	133	128	550
1968-69	149	134	146	124	553
1969-70	132	147	129	140	548
1970-71	142	135	147	126	550
1971-72	166	143	131	144	584
1972-73	146	162	141	134	583
1973-74	146	153	151	135	589
1974-75	142	146	145	142	587
1975-76	162	151	152	143	608
1976-77	161	166	143	148	618
1977-78	129	150	152	131	562
1978-79	120	128	147	152	551
1979-80	111	112	116	149	488
1980-81	105	116	108	115	444
1981-82	94	104	111	109	418
1982-83	89	96	108	106	399
1983-84	85	93	92	106	376
1984-85	100	88	88	95	371
1985-86	102	106	83	90	381

### **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.

**Use of Personal Vehicle** - Students who drive to school shall park in the designated parking areas as soon as possible after arrival in town. Students are asked to lock the cars and to leave them parked until time to go home. Students may not go to their vehicles during the school day without permission from the principal. A student who is observed driving recklessly on or near school property shall be reported to the building principal. The principal shall review the violation with the student at the first opportunity and sanctions including but not limited to the following may be applied:

- the student may be prohibited from parking or driving on school property;
- a letter may be sent to the student's parents
- the student may be disciplined according to the disciplinary code.

Any vehicle that is driven to school must be registered with the office and have a parking permit displayed on the windshield. Failure to register a vehicle in the office could result in disciplinary action.

**Visitors** - 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. 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. At Chapman High School, visitors are not allowed unless they have a specific appointment with a staff member and/or are authorized by the office. 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.

**Deliveries**- Students shall not have deliveries scheduled to arrive at CHS without permission from the Principal or delivered by their parents/guardians. Food delivery services are not permitted unless prior permission from the administration.

**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 necessary class 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 they are to remain in the school building until class begins. Students residing in Chapman will be permitted to enter the building at 7:40 a.m. but stay in the building until class begins. Students will be expected to leave the building by 3:40 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:

	<b><u>Begin</u></b>	<b><u>Dismissal</u></b>
<b><u>Chapman High School</u></b>	8:00 a.m.	3:30 p.m.

**Lockers** - Lockers at Chapman High School are available to be reserved within the CHS office. Students wishing to receive a locker will need to see office personnel for a locker combination. Lockers are the property of the school district and may be inspected as deemed necessary. The administration is allowed to do an unannounced safety and security sweep of lockers or other storage items.

**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. 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 materials to a review committee.

## **STUDENT SERVICES**

**Counselor** - The counselor is 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.

**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. Each spring, students in grades 8-11 will work with the staff to develop an Individual Plan of Study. Students will explore Career Cruising to identify their interest and create their four year enrollment plan through this software. Each spring the staff will meet with parents who have students in grades 9-11 to discuss their career exploration and individual plan of study. 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. 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. All seniors graduating from Chapman High School are encouraged to take an exit survey.

**Library** - The library is open during regular school hours. 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 cataloged. This catalog may be accessed by students on computers throughout the school. 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.

**Outstanding Lunch Balance Policy:**

- Once the student gets to a negative balance exceeding \$5.00 an alert will be sent using the power school system
- When they get to \$15.00 the school will send a notification to the parent
- When they reach \$30.00 someone from the food service department in the building will make a phone call to the parent.
- When they reach \$45.00 the building admin will make a call to the parent and try to arrange a payment plan or complete a free and reduced application with the parent.

**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 food substitutions 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 of 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. Free and reduced price lunch applications will be available to fill out online at any time during the year on the USD 473 website on Powerschool and will be a required form to mark at the enrollment process each year. Parents or guardians can receive a paper copy to fill out upon request. Parents are encouraged to apply for free or reduced lunches if family circumstances indicate a need.

**Breakfast Program** - The breakfast program is available to everyone in grades K-12, but all students do not have to participate. 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 cafeteria 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. 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.

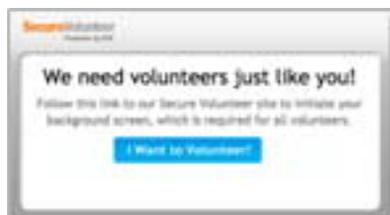
Lunch should be prepaid in the office or cafeteria before school. The student does not have to take the full meal but they must take a minimum of 3 of the following 5 items offered: milk, bread, meat, fruit or vegetable. On the a-la-carte food line, students may purchase food selections of their choice on a cash basis. The students cannot use their lunch ID card to purchase a-la-carte items. 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 username and password which gives them access to their student’s lunch account information via the internet.

### **Guidelines for Notification of Delinquent Payments**

- Once the student gets to a negative balance exceeding \$5.00 an alert will be sent using the power school system
- When they get to \$15.00 the school will send a letter to the parent.
- When they reach \$30.00 someone from the food service department in the building will make a phone call to the parent.
- When they reach \$45.00 the building admin will make a call to the parent and try to arrange a payment plan or complete a free and reduced application with the parent.

**Parent Volunteers** - The schools consider volunteers to be a very special resource and we encourage volunteers to be involved at USD 473. It is now the policy of the district to require anyone interested in being a school volunteer to complete a volunteer screening process online through the Background Investigation Bureau Secure Volunteer service.

You can find details, resources and outlines of this process on our website at: [www.usd473.net](http://www.usd473.net), click on the Parent Resources tab and look under the Secure Volunteer heading. To get started with volunteering go to the USD 473 website and under the Parent Resources tab, click the Secure Volunteer button (see below) "I want to Volunteer." There is no cost to the volunteers to complete this process. We look forward to seeing you in the schools!





shall not be deemed to be physical restraint.

“Purposefully isolate” when used regarding a student, means that school personnel are not meaningfully engaging with the student to provide instruction and any one of the following occurs:

1. Removal of the student from the learning environment by school personnel;
2. Separation of the student from all or most peers and adults in the learning environment by school personnel; or
3. Placement of the student within an area of purposeful isolation by school personnel.

“School resource officer” means a law enforcement officer or police officer employed by a local law enforcement agency who is assigned to a district through an agreement between the local law enforcement agency and the district.

“School security officer” means a person who is employed by a board of education of any school district for the purpose of aiding and supplementing state and local law enforcement agencies in which the school district is located, but is not a law enforcement officer or police officer.

“Seclusion” means placement of a student for any reason other than for in-school suspension, detention, or any other appropriate disciplinary measure in a location where all both of the following conditions are met:

School personnel purposefully isolate the student; and the student is placed in an enclosed area by school personnel; the student is purposefully isolated from adults and peers; and the student is prevented from leaving, or has reason to believe, reasonably believes that he or she the student will be prevented from leaving the enclosed area of purposeful isolation.

“Time-out” means a behavioral intervention in which a student is temporarily removed from a learning activity without being secluded.

### Prohibited Types of Restraint

All staff members are prohibited from engaging in the following actions with all students:

- Using face-down (prone) physical restraint;
- Using face-up (supine) physical restraint;
- Using physical restraint that obstructs the student’s airway;
- Using physical restraint that impacts a student’s primary mode of communication;
- Using chemical restraint, except as prescribed treatments for a student’s medical or psychiatric condition by a person appropriately licensed to issue such treatments; and
- Use of mechanical restraint, except:
  - o Protective or stabilizing devices required by law or used in accordance with an order from a person

appropriately licensed to issue the order for the device;

- o Any device used by a certified law enforcement officer to carry out law enforcement duties; or
- o Seatbelts and other safety equipment when used to secure students during transportation.

#### Use of Emergency Safety Interventions

ESI shall be used only when a student presents a reasonable and immediate danger of physical harm to such student or others with the present ability to **affect** physical harm. Less restrictive alternatives to ESI, such as positive behavior interventions support, shall be deemed inappropriate or ineffective under the circumstances by the school employee witnessing the student's behavior prior to the use of any ESI. The use of ESI shall cease as soon as the immediate danger of physical harm ceases to exist. Violent action that is destructive of property may necessitate the use of an ESI. Use of an ESI for purposes of discipline, punishment, or for the convenience of a school employee shall not meet the standard of immediate danger of physical harm.

#### ESI Restrictions

A student shall not be subjected to ESI if the student is known to have a medical condition that could put the student in mental or physical danger as a result of ESI. The existence of such medical condition shall be indicated in a written statement from the student's licensed health care provider, a copy of which has been provided to the school and placed in the student's file.

Such written statement shall include an explanation of the student's diagnosis, a list of any reasons why ESI would put the student in mental or physical danger, and any suggested alternatives to ESI. Notwithstanding In spite of the provisions of this subsection, a student may be subjected to ESI, if not subjecting the student to ESI would result in significant physical harm to the student or others.

#### Use of Seclusion

When a student is placed in seclusion, a school employee shall be able to see and hear the student at all times. The presence of another person in the area of purposeful isolation or observing the student from outside the area of purposeful isolation shall not create an exemption from otherwise reporting the incident as seclusion. When a student is placed in or otherwise directed to an area of purposeful isolation, the student shall have reason to believe that the student is prevented from leaving.

All seclusion rooms If the area of purposeful isolation is equipped with a locking door designed to prevent a student from leaving the area of purposeful isolation, the door shall be designed to ensure that the lock automatically disengages when the school employee viewing the student walks away from the seclusion room area of purposeful isolation, or in case of emergency, such as fire or severe weather.

An area of purposeful isolation seclusion room shall be a safe place with proportional and similar characteristics as other those of rooms where students frequent. Such room area shall be free of any condition that could be a danger to the student, well-ventilated, and sufficiently lighted.

## Emergency Safety Interventions GAAF-4

### Training

All staff members shall be trained regarding the use of positive behavioral intervention strategies, de-escalation techniques, and prevention techniques. Such training shall be consistent with nationally recognized training programs on ESI. The intensity of the training provided will depend upon the employee's position. Administrators, licensed staff members, and other staff deemed most likely to need to restrain a student will be provided more intense training than staff who do not work directly with students in the classroom. District and building administration shall make the determination of the intensity of training required by each position.

Each school building shall maintain written or electronic documentation regarding the training that was provided and a list of participants, which shall be made available for inspection by the state board of education upon request.

### Notification and Documentation

The principal or designee shall notify the parent the same day as an incident. The same-day notification requirement of this subsection shall be deemed satisfied if the school attempts at least two methods of contacting the parent. A parent may designate a preferred method of contact to receive the same-day notification. Also, a parent may agree, in writing, to receive only one same-day notification from the school for multiple incidents occurring on the same day.

Documentation of the ESI used shall be completed and provided to the student's parents no later than the school day following the day of the incident. Such written documentation shall include:

- The events leading up to the incident;
- student behaviors that necessitated the ESI;
- steps taken to transition the student back into the educational setting;
- the date and time the incident occurred, the type of ESI used, the duration of the ESI, and the school personnel who used or supervised the ESI;
- space or an additional form for parents to provide feedback or comments to the school regarding the incident;
- a statement that invites and strongly encourages parents to schedule a meeting to discuss the incident and how to prevent future incidents; and
- email and phone information for the parent to contact the school to schedule the ESI meeting. Schools may group incidents together when documenting the items in subparagraphs (A), (B) and (C) if the triggering issue necessitating the ESIs is the same.

The parent shall be provided the following information after the first and each subsequent incident during each school year:

- A copy of this policy which indicates when ESI can be used;
- a flyer on the parent's rights;
- information on the parent's right to file a complaint through the local dispute resolution process (which is set forth in this policy) and the complaint process of the state board of education; and
- information that will assist the parent in navigating the complaint process, including contact information for Families Together and the Disability Rights Center of Kansas.

Upon the first occurrence of an incident of ESI, the foregoing information shall be provided in printed form or, upon the parent's written request, by email. Upon the occurrence of a second or subsequent incident, the parent shall be provided with a full and direct website address containing such information.

#### Law Enforcement, School Resource, and Campus Security Officers

Campus police officers and school resource officers shall be exempt from the requirements of this policy when engaged in an activity that has a legitimate law enforcement purpose. School security officers shall not be exempt from the requirements of this policy.

If a school is aware that a law enforcement officer or school resource officer has used seclusion, physical restraint, or mechanical restraint on a student, the school shall notify the parent the same day using the parent's preferred method of contact. A school shall not be required to provide written documentation to a parent, as set forth above, regarding law enforcement use of an emergency safety intervention, or report to the state department of education any law enforcement use of an emergency safety intervention. For purposes of this subsection, mechanical restraint includes, but is not limited to, the use of handcuffs.

#### Documentation of ESI Incidents

Except as specified above with regard to law enforcement or school resource officer use of emergency safety interventions, each building shall maintain documentation any time ESI is used with a student. The documentation shall include all of the following: Date and time of the ESI, Type of ESI, Length of time the ESI was used,

#### Emergency Safety Interventions GAAF-6

- School personnel who participated in or supervised the ESI,
- Whether the student had an individualized education program at the time of the incident,
- Whether the student had a section 504 plan at the time of the incident, and
- Whether the student had a behavior intervention plan at the time of the incident.

All such documentation shall be provided to the building principal, who shall be responsible for providing copies of such documentation to the superintendent or the superintendent's designee on at least a biannual basis. At least once per school year, each building principal or designee shall review the documentation of ESI incidents with appropriate staff members to consider the appropriateness of the use of ESI in those instances.

#### Reporting Data

District administration shall report ESI data to the state department of education as required. Parent Right to Meeting on ESI Use After each incident, a parent may request a meeting with the school to discuss and debrief the incident. A parent may request such meeting verbally, in writing, or by electronic means. A school shall hold a meeting requested under this subsection within 10 school days of the parent's request. The focus of any such meeting shall be to discuss proactive ways to prevent the need for emergency safety

interventions and to reduce incidents in the future.

For a student with an IEP or a Section 504 plan, such student's IEP team or Section 504 plan team shall discuss the incident and consider the need to conduct a functional behavioral assessment, develop a behavior intervention plan, or amend the behavior intervention plan if already in existence.

For a student with a section 504 plan, such student's section 504 plan team shall discuss and consider the need for a special education evaluation. For students who have an individualized education program and are placed in a private school by a parent, a meeting called under this subsection shall include the parent and the private school, who shall consider whether the parent should request an individualized education program team meeting. If the parent requests an individualized education program team meeting, the private school shall help facilitate such meeting.

For a student without an IEP or Section 504 plan, the school staff and the parent shall discuss the incident and consider the appropriateness of a referral for a special education evaluation, the need for a functional behavioral assessment, or the need for a behavior intervention plan. Any such meeting shall include the student's parent, a school administrator for the school the student attends, one of the student's teachers, a school employee involved in the incident, and any other school employees designated by the school administrator as appropriate for such meeting.

The student who is the subject of such meetings shall be invited to attend the meeting at the discretion of the parent. The time for calling such a meeting may be extended beyond the 10-day limit if the parent of the student is unable to attend within that time period. Nothing in this section shall be construed to prohibit the development and implementation of a functional behavior assessment or a behavior intervention plan for any student if such student would benefit from such measures.

#### Local Dispute Resolution Process

If a parent believes that an emergency safety intervention has been used on the parent's child in violation of state law or board policy, the parent may file a complaint as specified below.

The board of education encourages parents to attempt to resolve issues relating to the use of ESI informally with the building principal and/or the superintendent before filing a formal complaint with the board. Once an informal complaint is received, the administrator handling such complaint shall investigate such matter, as deemed appropriate by the administrator. In the event that the complaint is resolved informally, the administrator must provide a written report of the informal resolution to the superintendent and the parents and retain a copy of the report at the school. The superintendent will share the informal resolution with the board of education and provide a copy to the state department of education.

If the issues are not resolved informally with the building principal and/or the superintendent, the parents may submit a formal written complaint to the board of education by providing a copy of the complaint to the clerk of the board and the superintendent within thirty (30) days after the parent is informed of the incident.

Upon receipt of a formal written complaint, the board president shall assign an investigator to review the complaint and report findings to the board as a whole. Such investigator may be a board

member, a school administrator selected by the board, or a board attorney. Such investigator shall be informed of the obligation to maintain confidentiality of student records and shall report the findings of fact and recommended corrective action, if any, to the board in executive session.

Any such investigation must be completed within thirty (30) days of receipt of the formal written complaint by the board clerk and superintendent. On or before the 30th day after receipt of the written complaint, the board shall adopt written findings of fact and, if necessary, appropriate corrective action. A copy of the written findings of fact and any corrective action adopted by the board shall only be provided to the parents, the school, and the state department of education and shall be mailed to the parents and the state department within 30 days of the board's receipt of the formal complaint.

If desired, a parent may file a complaint under the state board of education administrative review process within thirty (30) days from the date a final decision is issued pursuant to the local dispute resolution process.

Approved:

KASB Recommendation – 6/13; 12/13; 6/15; 6/16; 6/18; 12/18; 6/23

### **Random Drug Screening Policy USD 473-Chapman High School**

#### **Statement of Purpose and Intent**

It is the desire of the Board of Education, administration, and staff that every student in the district refrains from using, possessing, or distributing illegal or performance-enhancing drugs and/or alcohol. The disciplinary actions triggered by this policy relate solely to limiting the opportunity of any student in violation of this policy to participate in extracurricular activities. This policy is intended to supplement and complement all other policies, rules, and regulations of the district regarding possession and/or use of illegal drugs and alcohol and does not limit the district's authority to enforce the provisions of other relevant policies or take disciplinary actions authorized thereby.

Participation in school sponsored extracurricular activities at the district is a privilege. Accordingly, students in extracurricular activities carry a responsibility to themselves, their fellow students, their parents, and their school to conduct themselves in accordance with a high standard of conduct, which requires avoiding the use or possession of illegal or performance-enhancing drugs and alcohol.

The purpose of this policy is to prevent illegal or performance-enhancing drug use; to educate student participants regarding serious physical, mental, and emotional harm caused by drug and alcohol use; to prevent injury, illness, and harm that is a potential result of drug and alcohol use; and to strive within the district for an environment free of such use and abuse.

The sanctions of this policy solely limit the opportunity of any student found to be in violation of this policy to participate in extracurricular activities. There will be no academic sanction for violation of this policy. This will be a cumulative policy and shall remain in effect for the student's tenure as a participant in extracurricular activities.

Additionally, parents/guardians may agree to opt-in their student to the random screening pool at any time.

### **Random Drug Screening Process**

- In order for a student to be eligible for participation in a privileged activity (as defined by KSHSAA), the student must have a completed and signed opt-in form on file with the school and be on a published KSHSAA roster. The screening facility will randomly select students to be screened from the eligible pool of students mentioned above for screening throughout the school year.
- The principal, assistant principal, athletic director, school nurse, or a trained medical provider will clip a small sample of hair from the student and place it in an envelope. The student will witness the sealing of the envelope, confirm his/her identification number, and verify or “vouch for” accuracy by initialing the envelope.
- The collected samples will be sent to a drug screening facility for analysis.
- Parents/Guardians will be contacted by the principal, assistant principal, or athletic director and given the results of each screen within two to three weeks of the submission of the hair sample. Contact by phone and/or mail will be made for negative screen results. Contact by phone will be made for positive screen results.
- Students whose screen has a positive result will meet with their parents/guardians and the principal, assistant principal, or athletic director.
- Positive screen results are cumulative for a two-year period starting with the most recent positive screen, and only during a student’s high school years.
- Detailed screen results will be available only to the student, the parents/guardians, and to school personnel who have a legitimate need to know.
- Once a student has been screened and the results have been returned, his/her number is placed in the general pool for further random screening. Therefore, it is possible that a student may be screened more than once during the school year and/or several times during their time at Chapman High School.
- If parents/guardians question the validity of the screen results they may request a second screen be conducted on the same hair specimen at their own expense. It is important to note that any positive result has had two completely separate screens performed – an immunoassay screen and a mass spectrometry confirmation screen. Additionally, environmental contamination is a non-issue because the facility utilizes the most extensive wash procedure in the industry. Numerous studies demonstrate the effectiveness of the wash procedure used.
- The screening facility uses a liquefying method to process hair samples. Positive results for prescription medication will be made negative after verification of the prescription is received.

- Any student may request, after being selected for random sample, for a parent or guardian to be present during screening process will be honored. (provided screen can be completed within 48 hours)
- If an extracurricular participant refuses to submit to a drug or alcohol use test authorized under this policy, such refusal shall be considered a “positive” result for drugs or alcohol and subject to the appropriate suspension as stated herein.
- All transfer students who choose to participate in KSHSAA activities will be educated on the drug screening policy and be provided a minimum 90-day window from the date of transfer before being included in the random screening pool.

## **PROCEDURES IN THE EVENT OF A POSITIVE SCREEN RESULT:**

Whenever a student’s screen result indicates the presence of an illegal drug, the provision set forth will apply:

### **Self-Reporting of Drug Usage:**

Any student that ‘self-reports’ the use of drugs or alcohol prior to any testing, shall be suspended from participation in activities or travel for five (5) school days, which shall include suspension from any activities falling on evenings of such school days or weekends falling between schools days in which a suspension is to be served. The principal (or designated personnel) will notify parents and appropriate sponsors of such suspension of eligibility. The parent(s)/guardians may choose to have the student continue with the screening at the time of contact. A subsequent positive screen result will count as a second positive screen.

### **First Violation:**

**For the first offense**, the student shall be suspended from participation in all extracurricular activities, including all performances and competitions, **for ten (10) school days, which shall include suspension from any activities falling on evenings of such school days or weekends falling between schools days in which a suspension is to be served.** During this time, it is recommended that the parent/guardian obtain a substance abuse evaluation and education/counseling for the student. For the first violation, a student will be added to the pool 90 days after the positive screen, during the next testing period.

### **Second Violation (Two Positive Screen Results):**

**For the second offense**, the student shall be suspended from participation in all extracurricular activities including all practices, meetings, performances, activities, and competitions for **thirty (30) school days, which shall include suspension from any activities falling on evenings of such school days or weekends falling between schools days in which a suspension is to be served.** If the student and/or parent/guardian can provide proof of enrollment and regular attendance at a school recommended substance abuse support, **the suspension will be reduced to twenty (20) school days.** For the second violation, a student will be added to the pool 90 days after the positive screen, during the next **two** testing period.

### **Third Violation (Three Positive Screen Results):**

**For the third offense**, the student shall be suspended from participation in all extracurricular activities including all meetings, practices, performances, and competitions for **ninety (90) days, which shall include suspension from any activities falling on evenings of such school days or weekends falling between schools days in which a suspension is to be served**. During this time, it is recommended that the parent/guardian obtain a substance abuse evaluation and education/counseling for the student. For the third violation, a student will be added to the pool 90 days after the positive screen, during the next **three** testing periods.

**Violation of Policy Regarding Nicotine- Nicotine will be tested as part of a standard panel.** A student with a positive nicotine panel shall be suspended from participation in all extracurricular activities, including all performances and competitions, **for five (5) school days, which shall include suspension from any activities falling on evenings of such school days or weekends falling between schools days in which a suspension is to be served**. For a tobacco violation, a student will be added to the pool 90 days after the positive screen, during the next testing period.

### Definitions

*“Standard Panel”* to include cocaine, opioids, phencyclidine, amphetamines, and marijuana. An add-on of nicotine will be included in a standard panel.

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

*“Performance-Enhancing Drugs”* includes anabolic steroids and any other natural or synthetic substance used to increase muscle mass, strength, endurance, speed, or other athletic ability. The term “Performance-Enhancing Drugs” does not include dietary or nutritional supplements such as vitamins, minerals, and proteins that can be lawfully purchased in over-the-counter transactions.

*“Positive”* when referring to a drug test administered under this policy means a toxicological test result which is considered to demonstrate the presence of an illegal or a performance-enhancing drug or the metabolites thereof using the standards customarily established by the testing laboratory administering the drug use test.

*“KSHSAA”* is the Kansas State High School Activities Association of which the district is a participating member.

*“School Recommended Substance Abuse Support”* see attached form, subject to change based on availability

Central Kansas Foundation- <https://ckfaddictiontreatment.org/>

\*Locations in Abilene, Salina, Junction City and McPherson

\*Intake Sessions

\*Education/Counseling/Classes Available

Family Care Center - <https://familycarecenterjc.com/>

\*Junction City, KS

Regional Prevention Center -- (785) 587-4372

\*Manhattan, KS

**STUDENT HANDBOOK**  
**Alphabetical Listing of Handbook Topics**

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