

# Cunningham Schools

## Student Handbook

### 2024-2025



Cunningham Wildcats

Toll Free 1-877-230-8856

1-620-298-2462

1-620-298-2473

[www.usd332.org](http://www.usd332.org)

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**SCHOOL PERSONNEL  
BOARD OF EDUCATION**

Vicki Oldham  
Abby Bock  
Jason Osner  
Travis Thimesch

Brent Miller  
Bjorn Halderson  
Megan Green  
Aimee Ogg, Treasurer

**CUNNINGHAM SCHOOL STAFF**

Dr. Kelly Arberger	B.S. Secondary Education, Kansas State University M.S. Education Leadership, Kansas State University Ed.D. Education Leadership, Kansas State University	Superintendent
Cody Dunlap	B.S. Education, Fort Hays State University M.A. Building Leadership, Fort Hays State University	Principal K-12
Sheena Albers	B. S. Education, Fort Hays State University	Kindergarten
Kelsey Beat	B.S. Education, Fort Hays St. University	Title
Jerree Fitzsimmons	B. S. Education, Fort Hays State University M.A. of Liberal Arts, Baker University	Librarian
Bailey Hansard	B. S. Science, Oklahoma State University	Agriculture
Cindy Houtwed	B.S. Education, Fort Hays State University M.A. Special Education, Wichita State University	Pre-K
Rebecca Huelskamp	B.S. Education, Pittsburg State University	7-12 English
Sebastian Huelskamp	B.S. Education, Pittsburg State University	Industrial Arts
<b>Lynnea Johnson</b>		
Eric Kerschen	B. A. Education, Benedictine College	Physical Education
Nicole Kerschen	B.A. Music Education, Benedictine College	Vocal/Instrumental Music
Lance McGuire	B.A. Education, Sterling College M.A. Education, Emporia State University	Social Science, Counselor

Emily Meireis	B.S. Education, Kansas State University	7-12 English/FACS
Ashley Nix	B.S. Education, Fort Hays State University	5th Grade
Amanda Prim	B.S. Education , Sterling College	1st Grade
Andrew Ramirez	English/Spanish/Online Education B.A. Education, Sterling College M.A. Education, Wichita State University	
Robin Reed	B.A. Education, Wichita State University	3rd Grade
Kayla Fiegel	B.A. Science Wichita State University M.S. Education Administration, Emporia State University	Science
Bart Ricke	B.S. Education, Emporia State University	7 & 8 <sup>th</sup> Grade Science, AD
Ingrid Ricke	B. S. Education, Emporia State University	2nd Grade
Bob Stackhouse	B. S. Education, University of New Mexico M. S. Administration, Fort Hays State University M. S. Sports Administration, Wichita State University	7 - 12 Math
Mary Stackhouse	B.A. Speech & Drama, Bethel College M.A. Communication, Fort Hays State University M.S. Communicative Disorders & Sciences, Wichita State University	Speech Language Pathologist
Deborah Sulenes	B. S. Education, Emporia State University M.A. Education, Baker University	History
Carrie Vahsholtz	M.A. Science, Fort Hays University	4th Grade

## 2024-2025 Cunningham USD 332

7 In Person  
 14 New Staff Induction  
 15-16 District Pre-Service  
 19 Teacher Work Day  
 20 First day of School

AUGUST 2024						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

FEBRUARY 2025						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

17 No School - Teacher PD

2 Labor Day - No School

SEPTEMBER 2024						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

MARCH 2025						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

11 P/T Conferences  
 13 P/T Conferences  
 14 No School  
 17 - 21 No School  
 Spring Break

14 No School - District PD  
 28 P/T Conferences  
 30 P/T Conferences

OCTOBER 2024						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

APRIL 2025						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

17 No School - Teacher PD  
 18 No School - Good Friday

1 No School  
 27 - 29 No School - Thanksgiving  
 Holiday

NOVEMBER 2024						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

MAY 2025						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

15 No School - League Track  
 16 End of Semester  
 Dismiss at 11:30 am  
 1/2 Teacher Checkout

20 Dismiss at 11:30  
 End of Semester

DECEMBER 2024						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JUNE 2025						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

23 - 31 Christmas Holiday  
 No School

1-2 Christmas Holiday  
 No School  
 3 No School - Teacher PD  
 6 Second Semester Begins  
 20 No School - Teacher PD

JANUARY 2025						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JULY 2025						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

## **UNIFIED SCHOOL DISTRICT #332**

### **MISSION STATEMENT**

**The mission of Unified School District #332, West Kingman County, is that all students learn to communicate effectively, acquire basic life skills, develop responsibility to self and society, and set goals for lifelong learning in a global society.**

### **PRE-SCHOOL MISSION STATEMENT**

**Our mission is to provide a safe and consistent learning environment that nurtures children's social, emotional, physical, and cognitive development.**

### **GOALS**

1. Prepare students academically for entrance into kindergarten so that they are on or above their expected academic level to afford the best opportunity of success in the next school year.
2. Prepare students emotionally to enter kindergarten with confidence and the ability to interact academically and socially in an age appropriate manner.
3. Prepare students so that their motor skills are age appropriate for entrance into kindergarten.
4. Prepare students in their social and self-discipline skills so that they can enter kindergarten ready to learn and able to interact in a positive manner appropriate to their age.

### **OBJECTIVES**

1. Students will advance their pre-reading skills through an eclectic language curriculum.
2. Students will advance their mathematical skills through a math curriculum that utilizes hands on approaches and practicing of basic memory and recall skills.
3. Students will receive exposure to science and social studies content areas through experiential learning activities, both inside and out of the classroom.
4. Students will be introduced to music and art through participatory activities and exposure to the appreciation of advanced curriculum items through visual, auditory, and kinesthetic means.
5. Students will improve their school learning environment behavior skills through a consistent and structured system of behavior modifications that include routines, reinforcement of choices, instruction to development critical thinking, and reinforcement of the utilization of appropriate language skills, both verbal and nonverbal.
6. Students will improve their fine and gross motor skills through an engaging and experiential based program.

# Cunningham School Supply List 2024-2025

## PRE-K & KINDERGARTEN NEW SUPPLY LIST

PreK and Kindergarten would like to try something new for the upcoming school year!! Currently in storage we have plenty of supplies (crayons, pencils, glue, etc) to provide for each student for the school year. We would like to ask that you help provide some different supplies for the classroom. We ask that you provide an item off this list to take the place of the crayons, pencils, etc. Here is a link for an Amazon list of some of the supplies.

[https://www.amazon.com/hz/wishlist/ls/25ID8LCWD9O7R?ref=wl\\_share](https://www.amazon.com/hz/wishlist/ls/25ID8LCWD9O7R?ref=wl_share)

Any questions please contact Mrs. Cindy or Mrs. Albers  
[cindy.houtwed@usd332.com](mailto:cindy.houtwed@usd332.com) or [sheena.albers@usd332.com](mailto:sheena.albers@usd332.com)

### PreK List - Mrs. Cindy

#### Books

- Coloring Books

#### Games

- Candy Land, 1 game
- Guess Who, 1 game
- Guess Who Animal Friends
- Rako Jr, 2 games

#### Other

- Clorox Wipe
- Watercolor Paints, 8 sets
- Playdough
- Expo Markers
- Glue bottles
- Paper towels

#### Each Student Needs:

- Extra clothes
- Diapers / wipes, if still need
- School Bag

### Kindergarten List - Mrs. Albers

#### Books

- Duck Rabbit
- National Geographic, Bees
- Moon, Stacy McAnulty
- Sun!, Stacy McAnulty
- Earth, Stacy McAnulty
- If I Built A House, Chris Van Dusen
- Crayon Man, Natascha Biebow
- Perfect Square, Michael Hall
- Coloring Books

#### Games

- Riddle Moo This
- Rako
- Rummikub
- Guess who
- Candy Land, 1 game
- Skip Bo

#### Other

- Watercolor Paints, 8 sets
- Playdough
- Paintbrushes
- Clorox Wipes
- Expo Markers

#### Each Student Needs:

- Extra clothes
- Small blanket
- PE shoes
- School Bag

## Cunningham School Supply List 2024-2025

<p><b>1st GRADE</b>  4 Glue Sticks  1 Box 24 Crayons  Small Pencil Box  1 Large Eraser  4 Black Dry Erase Markers  1 Box Crayola Markers  (Wide Tip, Classic Colors)  1 Crayola Watercolor Paints  Student Scissors  Gym Shoes (Non-Marking) &amp; Socks  2 Lg. Boxes Facial Tissues  1 Canister Disinfecting Wipes (75 ct.)  School Bag</p> <p><b>2nd GRADE</b>  1 Large Glue Stick  1 Large Elmer's Glue-All  1 Box 24 Crayola Crayons  1 Pkg of #2 Pencils  Small Pencil Box  1 Large Eraser  4 Black Dry Erase Markers (Any Size)  1 Box Crayola Markers  (Wide Tip, Classic Colors)  1 Pkg Colored Pencils  Gym Shoes (Non-Marking) &amp; Socks  2 Lg. Boxes Facial Tissues  1 Canister Disinfecting Wipes (75 ct.)  School Bag  Headphones (No Earbuds)</p>	<p><b>3rd GRADE</b>  2 Lg. Elmer's Glue Sticks  1 Lg. Bottle Elmer's Glue-All  24 Crayola Crayons  12 Crayola Markers  1 Crayola Watercolor Paint  1 Pkg Colored Pencils  4 Black Dry Erase Markers  1 Pkg of #2 Pencils  Pencil Top Erasers &amp; 1 lg. Eraser  Small Pencil Box  Scissors  2 - 9 3/4 x 7 1/2 Composition Notebook  Headphones  Gym Shoes (Non-Marking) &amp; Socks  2 Lg. Boxes Facial Tissues  1 Canister Disinfecting Wipes (75 ct.)  School Bag  1 1 inch 3 Ring Binder  <b>No Trapper Keepers</b></p> <p><b>4th GRADE</b>  1 Lg. Bottle Elmer's Glue-All  1 Pkg of #2 Pencils  1 Large Eraser  1 Pkg of Colored Pencils  1 Pk of Colored Dry Erase Expo Markers  1 Spiral Notebook  1 - 9 3/4 x 7 1/2 Comp. Notebook  1 Pair of Earbuds  Gym Shoes (Non-Marking) &amp; Socks  2 Lg. Boxes Facial Tissues  1 Canister Disinfecting Wipes (75 ct.)  Deodorant  School Bag  <b>No Trapper Keepers, No Pencil Boxes,  No Eversharp Pencils</b></p>	<p><b>5th GRADE</b>  2 Glue Sticks  1 Box Crayola Markers  (Wide Tip, Classic Colors)  #2 Pencils &amp;/or Eversharp Pencils  1 (12 ct.) Colored Pencils  4 Dry Erase Markers  1 Highlighter  Pens (Blue or Black)  1 Pkg. Wide-Lined Loose-Leaf Paper  1 Wide-Lined Spiral Notebook  2 Folders  Gym Shoes (Non-Marking) &amp; Socks  1 Lg. Boxes Facial Tissues  Deodorant  School Bag  Headphones/Earbuds Suggested</p> <p><b>6th GRADE</b>  1 Glue Stick  1 Pkg of #2 Pencils  1 Large Eraser  1 Box (8 ct.) Colored Pencils  1 Box Crayola Markers  (Wide Tip, Classic Colors)  2 Highlighters-Multicolored  4 Dry Erase Markers  2 Pkg. Wide-lined Loose-leaf Paper  3 1 Subject Wide-Lined Notebooks  2 Three-Ring Binder  2 Pocket Folders  1 Pair of Earbuds  1 Simple Calculator  2 9.75 x 7.5 Quad Ruled Graphing  Composition Notebooks  Deodorant  Gym Shoes (Non-Marking) &amp; Socks  Gym Shorts &amp; Shirt  2 Lg. Boxes Facial Tissues  1 Canister of Disinfecting Wipes (75 ct.)</p>
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Some supplies not seen on the list will be waiting for students in their classrooms next year provided from previous years' supply drives. Thank you to those for supporting our school and our students!!



## CJH & CHS Supply List 2024-2025

<p><b>7th &amp; 8th GRADE</b></p> <ul style="list-style-type: none"> <li>· Pencils/Erasers</li> <li>· 2 Highlighters</li> <li>· 4 Dry Erase Markers</li> <li>· Ball Point Pens (Black &amp; Blue &amp; 1 Red)</li> <li>· 2 Pkgs. Loose-Leaf Notebook Paper</li> <li>· 1 9 ¾ x 7 ½ Composition Notebooks</li> <li>· 2 1 Subject Spiral Notebooks</li> <li>· 2 3 Ring Binder</li> <li>· 1 Pkg. 8 Tab Index Dividers</li> <li>· 1 Pkg. 3 x 5 Lined Index Cards</li> <li>· Elmers Glue</li> <li>· Earbuds</li> <li>· Scientific Calculator TI30xs Multiview</li> <li>· Gym Shoes (Non-Marking), Socks, Shorts &amp; T-Shirt</li> <li>· 3 Lg. Boxes Facial Tissues</li> <li>· 1 Canisters of Disinfecting Wipes (75 ct.)</li> <li>· Computer Mouse</li> <li>· 8 GB Flash Drive</li> <li>· 2in 3-ring binder (8th science only)</li> <li>· 8 tabs (8th science only)</li> </ul>	<p><b>High School</b></p> <ul style="list-style-type: none"> <li>· Pencils/Erasers</li> <li>· Ball Point Pens (Black)</li> <li>· 2 Pkgs. Loose-Leaf Notebook Paper</li> <li>· 1 Pkg. 3 x 5 Lined Index Cards</li> <li>· 2 Three-Ring Binder (2 inch)</li> <li>· Three-Ring Binder (1 inch)</li> <li>· 8 Dividing Tabs</li> <li>· 8 GB Flash Drive</li> <li>· Scientific Calculator TI30xs Multiview (Alg. 1, Alg. 2, Pre-Alg, Geometry)</li> <li>· Gym Shoes, Socks, Shorts &amp; T-Shirt (10th Grade)</li> <li>· 3 Lg. Boxes Facial Tissues</li> <li>· 2 Canisters of Disinfecting Wipes (75 ct.)</li> <li>· Computer Mouse for CAD students</li> <li>· Earbuds</li> </ul>
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**PUBLIC NOTICE**  
**U.S.D. 332 School District**  
**Formal Notice of Disclosure of Student Information**

The schools are sometimes requested by reputable organizations to provide information on students such as name, address, telephone listing, date and place of birth, participation in officially recognized activities, weight and height of members of the athletic teams, dates of attendance, awards received, and the most recent school attended. The schools will release such information unless notified in writing by parents that some or all of this information is to be withheld. This notification must be received by the schools before August 19, 2023.

Cody Dunlap  
K-12 Principal, Cunningham Schools

It is the policy of the West Kingman County Unified School District No. 332 that there will be no discrimination on the grounds of race, religion, color, sex, national origin, age or disability in any education programs, activities, or employment. Persons having questions about equal opportunity and nondiscrimination should contact the Title IX and Section 504 Coordinator at the Board of Education Office, 104 W 4th Street, Cunningham, Kansas 67035, 620-298-3271, or Regional Office for Civil Rights, 10220 N. Executive Hills Blvd. , 8<sup>th</sup> Floor, Kansas City, MO 64153, 816-891-8103.

## PUPIL ADMISSION REQUIREMENTS

**PRE-SCHOOL** – All students applying to attend the Preschool will be screened to determine if any support services are needed. Students will be admitted with priority for attendance and transportation to those with special education. Individual Education Plans, IEP's first; then students qualified under the "AT RISK" provisions, and then those students admitted under the classification of general education. Students will be admitted at ages three and four with priority given to four year olds.

**KINDERGARTEN** - Any child who will attain the age of 5 years before the first day of September shall be eligible for kindergarten in USD #332 schools. Kindergarten is full day.

**FIRST GRADE** - Any child who will attain the age of 6 years before the first day of September shall be eligible to enter the first grade of USD #332 schools, if they have completed kindergarten.

**OTHER GRADES** - Any pupil entering a public school of Kansas for the first time must present an accredited Kansas Certification of Immunization and a copy of an official birth certificate.

**High School** – Any pupil enrolling in High School, and who is not a graduate of Unified School District #332 must present a transcript of credit from the school from which he/she attended. When such transcript is not presented, the pupil may be enrolled and tentatively classified until a transcript can be obtained from his parent school. Any student entering public school of Kansas for the first time must present an accredited Kansas Certification of Immunization, a copy of an official birth certificate and a copy of a health evaluation.

**Age Limit** – Any boy or girl must enroll and attend school until he/she reaches the age of 16. (General Statutes #72-4801)

### Admission Requirements for Non-Resident Students

- A. Resident Students: A resident student is any student who has attained the age of eligibility for school attendance and lives with a parent or a person acting as a parent who is a resident of the district. Children who are homeless as defined by Kansas law and who are located in the district will be admitted as resident students. For purposes of this policy, parent means the natural parents, adoptive parents, step-parents and foster parents. For purposes of this policy, person acting as a parent means a guardian or conservator, a person who has actual care and control of the child and provides a major portion of support or a person who has actual care and control of the child with written consent of a person who has legal custody of the child.
- B. Non-Resident Students: Non-resident students are those who do not meet the definition of a resident student. Since schools are maintained for the primary benefit of the residents of the district, non-resident students may be admitted only to the extent that staff, facilities, equipment and supplies are available.  
U.S.D. No. 332 will not accept any out-of-district students who are deficient in credits corresponding to their year in school, who have less than a C average at the time of their initial enrollment, or who do not pass a placement test at the level for which application is made. Nor will this district accept any student on probation, under suspension or expulsion, or having past or present discipline or attendance problems. Any non-resident student who desires to be admitted to the schools of the district will make application to the superintendent. The superintendent of schools may admit or deny admittance to out-of-district students under circumstances determined by the superintendent to be in the best interest of U.S.D. No. 332 and

the out-of-district student. In the event a non-resident student is denied admission to the schools of the district, the student may request a hearing before the board of education. The decision of the board of education on any such hearing shall be final. The superintendent of schools is hereby authorized to develop administrative policies for out-of-district students who seek admission.

Continued enrollment: Continued enrollment of non-resident students shall be subject to an annual review. This review will be based upon attendance, behavior and scholastic record. The superintendent of schools may readmit or deny admittance to out-of-district students under circumstances determined by the superintendent to be in the best interest of U.S.D. No. 332 and the out-of-district student.

### **The McKinney-Vento Homeless Assistance Act**

The McKinney-Vento Homeless Assistance Act requires that all schools provide homeless students with immediate access to education, even if the child lacks school records, a birth certificate, medical/immunizations documents, or proof of residency. The Cunningham Public Schools has a strong commitment to ensure that all homeless children and youth receive a meaningful opportunity to enroll and attend all public schools in the district. The Cunningham Public Schools office acts as a resource for families in need and school personnel facing questions or assistance related to homeless children and youth. If you would like more information about the Support Services in Cunningham contact Cody Dunlap, Principal.

**Under the McKinney-Vento Homeless Assistance Act a student is considered homeless if he or she has lost housing and is presently:**

- living in a shelter
- living in a hotel, motel, or a campground due to lack of housing
- sharing housing with relatives or others due to a lack of housing
- living at a train or bus station, in a park, or in a car
- living in an abandoned building
- youth not living with parent or guardian
- in other situations that are not fixed, regular, or adequate for nighttime residence.

**Homeless students have right to:**

- Go to school, no matter where they live or how long they have lived there. They must be given access to the same public education, including preschool education, provided to other children.
- Continue in the school they attended before becoming homeless or the school they last attended, if that is your choice and is feasible. If a school sends a homeless child to a school other than the one requested, the school must provide a written explanation and offer the right to appeal the decision.
- Receive transportation to the school they attended before the family became homeless or the school they last attended, if requesting such transportation.
- Attend a school and participate in school programs with children who are not homeless. Children cannot be separated from the regular school program because they are homeless.
- Enroll in school without giving permanent address. Schools cannot require proof of residency that might prevent or delay school enrollment.
- Enroll and attend classes while the school arranges for the transfer of school and immunization records or any other documents required for enrollment.

- Enroll and attend classes in the school of their choice even while the school they are seeking to attend resolves a dispute over the enrollment.
- Receive the same special programs and services, if needed, as provided to all other children served in these programs.
- Receive transportation to school and to school programs.

## GRADING SCALE

### GRADING

A.....	Superior Work
B.....	Definitely Above Average
C.....	Average Work
D.....	Definitely Below Average
F.....	Failing
I.....	Incomplete
W.....	Withdrawn
P.....	Passing

## GRADING SCALE

100 – 90.....	A
89 – 80.....	B
79 – 70.....	C
69 – 60.....	D
59 – Below.....	F

## HONOR ROLL REQUIREMENTS

The following regulations shall be followed in determining which students are eligible to be placed on the scholastic honor roll of the Cunningham High School.

4.00.....	A
3.00.....	B
2.00.....	C
1.00.....	D
0.00.....	F

Points will be totaled and the sum will be divided by the number of classes to which points have been assigned. A point average of 3.50 or above will qualify a student to be placed on the honor roll, 3.00 or above honorable mention. Students with a grade of F are not eligible for scholastic honors regardless of point average. The grade point average will be based on grades in all classes. Students who maintain an honor roll average (3.50) throughout the year will be honored by the school board with a special activity. The grades given to students who take college classes will not count for G.P.A. in those courses

## **STUDENT AIDE**

All Student Aides must be seniors who are in good standing.

## **REPORT CARDS**

Report cards will be mailed out for each nine weeks period. If you have questions please feel free to contact the school and set up an appointment so we can answer your questions.

## **INCOMPLETE**

Students who have incompletes due to unfinished work or absences at the end of the nine weeks period are required to remove such incomplete by the end of the following week. Exceptions must be cleared through the student's teacher and the principal. Failure to comply with the above will cause an incomplete to be changed to a failure.

## **PROGRESS REPORTS**

Progress reports will be mailed home during the 5<sup>th</sup> week in both the 2<sup>nd</sup> and 4<sup>th</sup> nine week grading periods. During the 1<sup>st</sup> and 3<sup>rd</sup> nine weeks, we will have conferences in order that we can alert parents to any problems that your son/daughter may have in a particular class. We encourage all parents to attend these conferences whether your son/daughter is doing poorly or not.

### **Parent Teacher Conferences**

September 27 2:30 – 8:00 p.m.

February 14 2:30 – 8:00 p.m.

Please call the school anytime if you have any questions.

## **HELP FROM TEACHERS**

Teachers are to be in their rooms at 7:50 a.m. This is for students to get in and get help if needed.

## **CLASS CHANGES**

All class changes should be done the first week of school. Changes after that time will be difficult and could result in the loss of some credit for the student. No subject may be dropped without the advice and approval of the principal. Parents will be notified of such class change.

## **COLLEGE VISITATION DAYS**

Each senior is permitted a college visitation day if arrangements are made in advance through the Principal's Office. Additional college visitation days may be allowed for exceptional circumstances. As a general rule, a college visitation day may not be taken the day before or after a school vacation. To count as a college visitation day, the student must visit with a college official. Additional days may be granted if the principal feels the distance would be too great for a one day trip. Written permission from the student's parents must be turned in to the principal prior to the day of the college visit. One official college visit will not count against perfect attendance.

## GRADUATION REQUIREMENTS

Twenty-four (24) credits are required to graduate from Cunningham High School. The requirements are:

4 units	Language Arts
1 unit	American History
1 unit	American Government
1 unit	Social Studies Elective
1 unit	Computer Applications
3 units	Science (Biology)
3 units	Mathematics
½ unit	Speech
1 unit	Health and Physical Education
1 unit	Fine Arts
7 ½ units	Elective
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24 units	TOTAL

## KANSAS REGENTS CURRICULUM

- 4 approved units of English, ½ unit may be Speech  
3 approved units of Natural Science, one unit, must be Chemistry or Physics  
3 approved units of Math from the following: Algebra I, Geometry Algebra II, any course with Algebra II as a prerequisite.  
Or  
4 approved units of Math, with one taken in the graduating year. Algebra, Geometry, Algebra II, any course with Algebra II as a prerequisite.  
3 approved units of Social Studies including, U.S. History, U.S. Government, Geography  
3 approved units of Electives

## VALEDICTORIAN/SALUTATORIAN SELECTION

1. Valedictorian/Salutatorian will be determined by G.P.A. earned with semester grades for classes taken during years 9th, 10th, 11th, 12th. Students must attend the entire senior year to be eligible for these awards.
2. G.P.A. will be determined to the nearest thousandths with A=4.00, B=3.00, C=2.00, D=1.00, F=0.00.
3. Complete the Kansas Scholars Curriculum.

# KANSAS SCHOLARS CURRICULUM REQUIREMENTS

4 Years of English

4 Years of Math including Algebra I, Algebra II, Geometry, and one unit of advanced math selected from Analytical Geometry, Trigonometry, Advanced Algebra, Probability and Statistics, Functions or Calculus. (Students taking Algebra I in 8<sup>th</sup> grade, may use that course to count toward their Kansas Scholars Curriculum for scholarship consideration, as there are 4 units required for scholarship consideration. However, it is important to note that mathematics courses taken in middle school or junior high will not count toward the Qualified Admissions math curriculum. Students are **strongly** encouraged to take math courses all four years of high school. )

3 Years of Science – One year each in Biology, Chemistry, and Physics

3 Years of Social Studies – One unit each in U.S. History, U.S. Government, World History, World Geography, or Economics

2 Years of Foreign Language

## CUNNINGHAM HIGH SCHOOL STUDENT GRADUATION PLAN

### FRESHMEN

\*English I  
%Physical Science  
 Voc. English I  
 #Algebra I  
 Pre-Algebra I  
 Spanish I  
 Driver’s Education  
 @Choir  
 @Band  
 Nutrition & Wellness  
 Interior Design  
 Textiles I  
 Meal Management I  
 Intro to FACS  
 Weight Training  
 \$World Geography  
 General Shop  
 Accelerated Reader  
 Computer Applications  
 Forensics

### SOPHOMORES

\*English II  
 Physical Education  
Biology  
 Voc. English II  
 #Geometry  
 Computer Publications  
 Spanish II  
 Drafting & Welding  
 @Choir  
 @Band  
 Weight Training  
 \$World History  
 \$World Geography  
 Housing Decisions  
 Meal Management II  
 Textiles II  
 Textile Arts  
 Nutrition & Wellness  
 Accelerated Reader  
 Forensics

### JUNIORS

\*English III  
\*American History  
\*Speech  
 Voc. English III  
 #Algebra II  
 Advanced Math  
 Accounting I  
 Spanish III  
 Auto CAD  
 Prin. Of Tech. I  
 @Choir  
 @Band  
 \$World Geography  
 \$World History  
 Balance Work & Family  
 Economics  
 Nutrition & Wellness  
 Textile Arts  
 International Cuisine  
 Parenting  
 Cabinet I  
 % Chemistry  
 Computer Pub. I, II  
 Weight Training  
 Accelerated Reader  
 German I  
 Psychology  
 Forensics

### SENIORS

\*English IV  
\*American Govt.  
 Voc. Eng. IV  
 College English  
 (3.0 GPA Req.)  
 #Adv. Math  
 Accounting I-II  
 %Biology II  
 % Physics  
 %Chemistry  
 @Choir  
 @Band  
 \$Psychology  
 Teacher’s Aide  
 Spanish IV  
 \$World Geography  
 \$World History  
 Adv. Auto CAD  
 Cabinet II  
 Computer Pub, 1-11-111  
 Weight Training  
 International Cuisine  
 Life Planning  
 Balance Work & Family  
 Housing Decisions  
 Parenting  
 Nutrition & Wellness  
 Career Based Education  
 Accelerated Reader  
 Calculus  
 German I & II  
 Forensics

\*Required for Graduation  
 #Math Requirement (Pick Two)  
 %Science Requirement (Pick Two)  
 \$Social Studies Requirement (Pick One)  
 @ Fine Arts

Credit toward graduation will be awarded using the following guidelines.

1. All courses at C.H.S. are full unit length unless specifically stated otherwise.
2. Credit will be awarded in full units for unit courses. One half unit will be given in semester courses. This makes it possible to pass one semester and fail one semester and still receive full credit, half credit, or earn no credit. Whether credit will be given or not will be determined by the final or year grade.
3. Courses for which 1/2 credit will/may be given are:

Balancing Work & Family	Parenting	Nutrition & Wellness
Housing Decisions	Speech	International Cuisine
Driver Education	Foods I	Meal Management II
Economics	Sewing I	Textiles II
4. College English will be offered to Senior students who meet the principal's qualifications which are the following:
  - a. G.P.A. of 3.0 or above.
  - b. A qualifying ACT score.
  - c. Pass COMPASS Test.
  - d. Principal recommendation.College English will not count toward the student's G.P.A.
5. All classes are to be chosen at the spring pre-enrollment or final enrollment in August. Dropping or adding of classes at the semester will be approved only for the most exceptional cases.
6. Each high school student must enroll in a minimum of seven subjects.
7. High school schedules will be study hall free.  
A student may be assigned a study period with principal approval.

**The course requirements for each grade level are:**

- |            |   |
|------------|---|
| Freshman:  | Freshman English – one year<br>Math – one year<br>Science – one year<br>Computer Applications – one year        |
| Sophomore: | Sophomore English – one year<br>Math – one year<br>Biology – one year<br>Health & Physical Education – one year |
| Junior:    | Junior English – one year<br>American History – one year<br>Science – one year<br>Speech – ½ year               |
| Senior:    | Senior English – one year<br>American Government – ½ year<br>Personal Finance - ½ year                          |
- Must have one unit of Health & Physical Education during High School



## GRADE CLASSIFICATION

Students must meet a minimum credit requirement in order to be promoted to the next grade level.

Freshman Promotion from 8 <sup>th</sup> Grade	Sophomore 6 Credits	Junior 12 Credits	Senior 18 Credits
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## CLASS REQUIREMENTS OUTSIDE REGULAR SCHOOL HOURS

Pupils enrolled in certain classes will be expected to participate in all outside programs and contests including state and league competitions, school programs, special performances and attending field trips. Attendance and participation at these out-of-school time activities are part of the student's grade. Examples include: vocal, instrumental music, FACS, fashion shows, speech, yearbook, etc. Computer publication students may have to return after school is out to complete their portion of the yearbook.

## PARTICIPATION/ACTIVITY FEE

All 6th-12th grade students will be assessed a **\$23.00** activity fee to be paid at enrollment. Transfer students entering later in the year will pay a prorated amount as per policy. Students will be admitted to all junior high and high school athletic events and the All School Play. Activity fee does **not** include free entry to HOPL tournaments or KSHSAA events. Students who have not paid the activity fee at enrollment must pay for admittance to junior high and high school athletic events and the All School Play.

All students, K-5 grade, will have the option of purchasing a \$15.00 activity ticket to be paid at enrollment. Transfer students entering later in the year will pay a prorated amount as per policy. Those students paying the activity fee will get admitted to junior high and high school athletic events and the All School Play. Students not paying the activity fee will pay the admission at the gate. Activity fee does **not** include free entry to HOPL tournaments or KSHSAA events.

## REFUND POLICY

Students who withdraw from school prior to the end of the school year may request a refund of class fees. The following refund schedule will be followed:

to the end of the first quarter.....	75%
to the end of the second quarter.....	50%
to the end of the third quarter.....	25%
to the end of school.....	No Refund

## SCHOOL LUNCHES/BREAKFAST

Milk will be served to kindergarten students each afternoon. A student will receive ½ pint of milk with meals. Any additional milk will be purchased at \$.50.

Cost of student lunches will be \$2.95 for grades Kindergarten through 8, \$3.20 for grades 9 through 12, and \$4.80 for teachers and school personnel. Lunches are to be paid in advance. Any guest eating in the lunchroom will pay \$4.80 for lunch.

Cost for student breakfast will be \$1.70 for grades Pre-kindergarten through 12, \$3.05 for teachers and school personnel, and \$3.55 for guests.

Those students who bring sack lunches are expected to eat them in the lunchroom with the student body. No pop or juice allowed in the lunchroom.

## STUDENT FEES

### Book rental

Students of USD #332 are on a complete textbook rental system. The fee for PreK-12 is \$60.00.

### Tech Fees

Each student enrolled in a shop or technology class will be charged \$20.00 per class.

### Driver Education

<u>Term</u>	<u>Fee</u>
Summer (District)	\$80.00
Summer (Out-of-District)	\$180.00

## BAD WEATHER

The following television stations will be used to notify parents, students, teachers as to any decision for early dismissal or no school. The Blackboard Connect System will call all telephone numbers that have been given to the school office for this purpose.

Television: KSNW TV – Channel 3, Wichita  
KAKE TV – Channel 10, Wichita  
KWCH TV – Channel 12, Wichita/Hutchinson

## BREAKFAST SCHEDULE

<b>SCHOOL</b>	<b>TIME FIRST SERVE</b>	<b>TIME SERVICE ENDS</b>	<b>BUSES ARRIVE</b>
CGS	7:30 AM	8:00 AM	7:55 AM & 8:00 AM
CHS	7:30 AM	8:00 AM	7:55 AM & 8:00 AM
TOWN	7:30 AM	8:00 AM	7:45 A.M.

## Bell Schedule

Preschool Morning – 7:55 a.m. – 11:25 a.m.  
Preschool Afternoon – 12:00 p.m. – 3:30 p.m.

K-12: 8:00 a.m. to 3:30 p.m.

### 7-12 BELL SCHEDULE

Class Periods	Class Begins	Class Ends
Zero Hour	7:00 a.m.	7:50 a.m.
1 <sup>st</sup> Period	8:00 a.m.	8:50 a.m.
2 <sup>nd</sup> Period	8:52 a.m.	9:42 a.m.
3 <sup>rd</sup> Period	9:44 a.m.	10:34 a.m.
4 <sup>th</sup> Period	10:36 a.m.	11:26 a.m.
Seminar	11:28 a.m.	11:53 a.m.
Lunch JH/5th period	11:55 a.m.	12:25 p.m.
Lunch HS/5th period	12:20 a.m.	12:50 a.m.
6 <sup>th</sup> Period	12:52 p.m.	1:44 p.m.
7 <sup>th</sup> Period	1:46 p.m.	2:38 p.m.
8 <sup>th</sup> Period	2:40 p.m.	3:30 p.m.

### ATTENDANCE POLICY

1. If a student is not in school, he/she is absent and will be counted absent regardless of the reason.
2. Excused absences include:
  - a. Personal Illness
  - b. Professional appointments
  - c. Serious illness or death of a member of the family
  - d. Emergencies calling for the student's services or presence at home
  - e. Obligatory religious observance
  - f. Participation in district-approved or school sponsored activity
  - g. Working for their parents
  - h. Family trip
  - i. **Special situations will be dealt with at the discretion of the building principal**
3. A maximum of three (3) days for each day missed will be allowed for a student to receive full credit. Only in extreme cases of prolonged absence more than one week will be allowed for work to be made up. If an extension is deemed necessary, arrangements must be made with the teacher prior to the due date.
4. Unexcused absences will be given to absences that occur for unnecessary reasons. Some possible examples include: oversleeping; haircuts; hair fixed; car repairs; shopping. This list is not inclusive. **If you have any questions whether the absence will be excused or unexcused, please call the principal.**
5. In order for a student to work for hire during school time, the student must meet these requirements:
  - a. Written permission from your parents for the need for you to work that day.
  - b. All school work must be made up prior to the date you are to work.
  - c. Grades will be checked to make sure the student is in good standing in all classes.

- d. Student attendance during the present school year will be considered.
  - e. No consideration will be given for students under age 16.
  - f. Any student failing any class will not be considered for this privilege.
6. An unexcused absence will result in no credit for all graded assignments or tests completed on the day of the absence.
7. **Tardiness** – Tardiness to class will not be tolerated. The building principal will develop a plan of action to discipline students who are tardy to class. Tardies should be avoided as they interrupt the class unnecessarily. Each student is expected to be in class when the bell rings. If a student is tardy to school or class more than five times he/she will have to stay after or before school for one hour. Definition of a tardy is the second bell to ten (10) minutes. Otherwise the student will be counted as absent.

Students arriving at school after the 8:00 a.m. bell must report to the office and sign in. Failure to sign in will result in the student being marked absent until such time as he does sign in.

Students will be exempt from in-school tardies for the following reasons:

- 1. Teacher keeps students after the bell.
  - 2. If you have to use the restroom, go to your assigned class and report, and then go to the restroom.
8. If a student is absent, their parents/guardian will be called by school personnel. If the parents are contacted by school personnel, the student will not be required to bring a note to be admitted to class. If the parents could not be contacted by school personnel, then the student will be required to bring a note from his/her parents/guardian stating the reason for the absence on the day of his/her return to school. If the student fails to bring a note, the principal will attempt to contact the parent/guardian by telephone. If the parent/guardian could not be reached, then the student must bring a note the following school day or the absence will be counted unexcused.
9. **ATTENDANCE POLICY INTERVENTION GUIDELINES:**
- a. If a student is absent five (5) days during any nine (9) week period, the parents will be informed by a letter from the building principal.
  - b. Once a student has reached a total of ten (10) days absence in any nine week period, there will be a conference between the parents, the school counselor, and the principal.
  - c. Exceptions to these guidelines could be made by the principal if there is a valid reason. Examples might include: Prolonged illness; an accident; or any other unforeseen incident which might keep the student from attending school.
10. Truancy is defined:
- a. Any three consecutive unexcused absences.
  - b. Five unexcused absences in a semester.
  - c. Seven unexcused absences in a year.

Students who are absent for a significant part of any school day shall be considered absent for the entire

day as it applies to this policy. The Board of Education's definition of a significant part of a school day is four (4) hours. Prior to reporting to the Department of Children and Family (students under the age of 13) or (students over 13) being reported to the county attorney, the parents need to be notified by the principal.

Pre-School – Accumulation of five or more unexcused absences may result in the dismissal of the student from the program.

### **USD 332 Students in Good Standing**

1. Absences, tardies, office referrals, and grades will be checked regularly to determine each student's status within the criteria.
  - a. Homework coupons will be given quarterly based on maintaining criteria in the previous quarter.
2. D/F list will be run weekly.

## **LEAVING SCHOOL EARLY**

Any student who finds it necessary to leave the building during the school day must check out through the office prior to leaving. Students who need to be gone from the school for a portion of the day should furnish the office with this information in advance. Students will not be allowed to leave school early without parental confirmation. Perfect attendance will not be jeopardized for those students going to the bank or some important errand, and are gone less than fifteen (15) minutes. If at all possible, these absences should be done at the end of a class period. Students need to have a note from the parent/guardian.

## **MAKE-UP WORK**

If you are absent for a school activity you will be expected to get your assignments and be prepared to fully participate on the day you return. Make-up sheets will be made available to students before the activity date and must be signed off by teachers of classes that are affected by the absence. If a student is not passing or does not have all of their assignments turned in, then they may be denied attendance to the activity. Activities that are required for a grade, such as yearbook or music festivals, will be exempt.

## **MAKE-UP SLIPS**

If you are absent from school, check in at the office upon your return to school to receive a make-up slip. It will be your responsibility to get this make-up sheet signed by your teacher and turn in completed work for the time you were gone from school to your teacher.

## **SUPERVISION OF MEDICATIONS**

The supervision of oral medications shall be in strict compliance with the rules and regulations of the board as carried out by district personnel.

**DIAGNOSIS AND TREATMENT:** 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, unless authorized. In certain circumstances, when medication is necessary in order that the student remain in school, the school may cooperate with parents in the supervision of medication that the

student will use. However, the medical person authorized to prescribe medication (or the parent if it is a non-prescription medication) must send a written order to the building administrator who may supervise the administration of the medication and 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. School personnel shall not be required to be custodians of any medication except as required by a written order of a licensed medical person or, in the case of non-prescription medication, when requested in writing by the parents.

**ADMINISTRATION OF DRUGS:** The medication shall be examined by the school employee administering the medication to determine that it appears to be in the original container, to be properly labeled and to be properly authorized by the written order of a licensed medical person. Two containers, one for home and one for school, should be requested from the pharmacist. Only oral medications 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. All medication maintained in the school setting should be kept in a locked container. This includes medication requiring refrigeration. In some cases if a doctor specifies that an individual carry an inhaler as a precaution for an asthma attack the student will be allowed to do so. The student who is allowed to carry an inhaler should take every precaution not to let anyone use the inhaler while it is in his/her possession.

Medications will not be carried to and from school on a daily basis. Medications will be inventoried every semester. Out of date stock should be returned to the parent or destroyed. Over the counter medications should not be maintained on any school premise, including athletic areas, unless written parent permission to administer is obtained. The building administrator may choose to discontinue the administration of medication provided that the parents or medical personnel are notified in advance of the date and reasons for the discontinuance. After medication is administered, students should be observed for possible reactions to the medication. The observation may occur at the site of administration or the classroom as part of the normal routine.

This policy shall be shared with all local physicians and dentists where practicable. Forms should also be made available to the health care providers in the community. An individual record should be kept of each medication administered. The record should include student identification, date prescribed, name of medication, time and date(s) administered, signature of person administering and section for comments. 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.

## **BLOODBORNE PATHOGENS**

Because of the danger of transmitting the HIV and Hepatitis B viruses through blood and other body fluids, students are instructed to get a teacher, custodian or principal in the event that a student has been cut or is vomiting. The student should not come in contact with the blood or body fluid of another student.

## **Title I Family Engagement**

Cunningham USD #332 teachers and staff are committed to providing a quality educational program that will challenge all children to reach their potential. When school and parents work together, children succeed in school and throughout life. Neither home nor school can do the job alone. Parents play an extremely important role as a child's first teachers. Their support for their child and for the school is critical to their child's success at every step along the way.

To ensure that basic skills and knowledge are taught, we will hold educators accountable for effective teaching, hold students accountable for learning, and encourage parental involvement in their child's education. We will continually assess student growth in order to provide timely interventions and evaluate our instruction. Additionally, Cunningham teachers and staff will work collaboratively with parents and our community in the development, evaluation and refinement of our Title I program.

### **Welcoming all Families into the School Community**

- Cunningham invites parents and families to be involved in their student's education by visiting the school building, attending school meetings, volunteering in the classroom for/during school activities, and/or assisting their student with assigned work.
- Cunningham will sponsor/provide events to enrich the partnership between home and school.

### **Communicating Effectively**

- All school and district policies are available to families upon request, including on the district website.
- Cunningham staff welcomes frequent communication between home and school.

### **Supporting Student Success**

- Cunningham will build the school's and parent's capacity for strong parental involvement, through family nights, and other resources.
- The school will, with the assistance of the district, provide assistance to parents of children served by the school in understanding how to monitor their child's progress and how to work with educators.
- Schools will provide parents/guardians with opportunities to participate in setting student goals, monitoring progress and making instructional decisions.

### **Speaking Up for Every Child**

- Support for students will be demonstrated by regular parent/teacher conferences, Title I activities and family nights throughout the year and individual assistance to students provided through differentiated support systems in both reading and math.

### **Sharing Responsibility**

- Cunningham will hold an annual meeting to inform parents that the school participates Title I, the requirements of Title I, and of their parental rights.
- Meetings will be held at various times to encourage parents to attend. Parents will be notified about meetings through school newsletters and the web page.
- The school will incorporate the School-Parent Compact as a part of its Family Engagement Policy. It will be included on the school's web page. It will also be signed by the teacher, parent(s), and student when the student enters the program.
- The school will, with the assistance of the district, provide assistance to parents of children served by the school in understanding the state's academic content and achievement standards, the state and local academic assessments, the requirements of Title I and how to monitor their child's progress and work with educators.
- As appropriate, the school will, with the assistance of the district, provide materials to help parents work with their child to improve their child's academic achievement and to foster parental involvement.
- Within reason, the school will ensure all information regarding the school and parent programs, meetings, and other activities will be communicated. Alternative language is available upon request.

### **Collaborating with Community**

- Cunningham will make copies of the Family Engagement Policy available to parents at Title I parent activities/meetings, post the policy on the school website, and provide copies to parents of new students upon enrollment. Copies will also be provided to families upon request.

*Note: Title I of the Elementary and Secondary Education act provides financial assistance to state and local educational agencies to meet the needs of educationally deprived, at-risk children. The goal of Title I is to provide instructional services and activities to meet the needs of disadvantaged children identified as failing or most at-risk of failing the state's challenging performance standards.*



## **SPECIAL EDUCATION CONCERNING RESTRICTED INFORMATION**

The South Central Kansas Special Education Cooperative is a cooperative organization developed by 15 Unified School Districts to provide special education services to exceptional students as mandated by Public Law 94-142, a federal mandate, and Kansas Statutes Annotated 72-933 and 72-966, Kansas mandates.

The Unified School Districts participating in SCK-SEC are: #438, Skyline; #382, Pratt; #332, Cunningham; #331, Kingman; #361, Anthony-Harper; #511, Attica; #255, Kiowa; #254, Medicine Lodge; #422, Greensburg; #300, Coldwater-Protection; #350, St. John-Hudson; #349, Stafford; #474, Haviland; and #424, Mullinville. Financing for this service is provided by Federal Flow Through Funds of P.L. 94-142, State Categorical Unit Reimbursement, and assessment of participating districts by pupil enrollment.

As required by K.S.A. 1977, Supp. 72-6214, the following publication regarding the policy of privacy rights of identifiable student records, files, and data is submitted:

Confidentiality of information shall be the responsibility of the local director of special education.

### **1. Access Rights of Parents**

- a. Parents or their duly authorized representative shall be permitted to inspect and review any personally identifiable data relating to their children without unnecessary delay (in no case more than forty-five days after the request has been made) and prior to any hearing related to the identification, evaluation, or placement of the child. (Note: The agency may presume that the parent has authority to exercise this right unless the agency has been advised that the parent does not have the authority under applicable state law governing such matters as guardianship, separation, and divorce.)
- b. If any record includes data on more than one child, parents shall inspect and review only those data relating to their child. If this is not feasible, parents must be informed of the data specific to their child.
- c. Parents shall be provided a response to reasonable requests for explanation or interpretation of the data by a qualified professional.
- d. Records which name all persons obtaining access to a child's records (excluding parents and authorized employees of the agency), the date access was given, and the purpose for which the person was given access to the records, shall be maintained.
- e. A listing shall be kept of the types and locations of data collected and maintained by the agency. This listing shall be made available to parents upon request.
- f. No charge shall be made to parents to search for or to receive data. The agency may charge a fee for copies of records which are made, if the fee does not effectively prevent parents from exercising their right to inspect and review those records.

### **2. Right to Hearing to Amend Records**

- a. Parents may request appropriate amendments to records which they believe to be inaccurate, misleading, or in violation of the privacy or other rights of the child.
- b. Within a reasonable period of time, either (1) the records shall be amended as requested, or (2) the

parents shall be notified of the agency's decision to refuse the request and advised of their right to a hearing in order to challenge the data.

c. Upon parental request, a hearing shall be conducted to determine whether or not the challenged data are inaccurate, misleading, or in violation of the legal rights of the child.

d. If a hearing is requested, it shall be held within a reasonable period of time after the request; and place of the hearing.

e. The hearing shall be impartial; that is, conducted by a party who does not have a direct interest in its outcome.

f. Parents may present evidence relevant to the issues and may be assisted or represented by individuals of their choice (including an attorney) at their own expense.

g. Parents shall be notified in writing, within a reasonable period of time, of the agency's decision. This decision shall be based solely upon the evidence of the hearing and shall include a summary of the evidence and the reasons for the decision.

h. If, as a result of the hearing, the agency decides that the record should be amended as requested, it shall so amend the record. If the agency decides not to amend the record, it shall inform the parents of their right to enter into the records a statement about the challenged data which gives their reasons for disagreeing with the decision of the agency. This statement shall be maintained in, and treated as part of, the child's records as long as the records or the contested portion thereof is maintained by the agency.

i. If parents are in disagreement with the results of the hearing, they may appeal to the Kansas State Department of Education which shall review the pertinent facts and attempt to resolve the disagreement through communications with the parents and the agency.

## **2. Parental Consent Policy**

If parental consent is denied in any of the following cases, the agency involved shall attempt to seek resolution through individual conference(s). If the parents still refuse to allow the proposed action, the agency shall either accept the decision or apply to a court of competent jurisdiction of an order directing the parents to comply. To this end, records of contracts and consultations with parents shall be maintained.

- a. Parental consent shall be obtained before personally identifiable data are --
  1. disclosed to anyone other than officials of the agency collecting or using the data. (Section 438 of the General Education Provisions Act shall apply to educational agencies.)
  2. used for any purpose other than identification and evaluation for purposes of determining a need for special education and related services, and
  3. used for purposes other than those previously specified to the parent.
  4. Parental consent shall be sought before a child is given a comprehensive evaluation as specified in the local comprehensive plan.

## **Children's Rights Policy**

When a child has reached the age of majority, eighteen years, the permission or consent required of and the rights accorded to parents of the child shall be required of and accorded to only the child (1) providing the child is not dependent as defined by Section 152 of the Internal Revenue Code of 1954 and (2) taking into consideration the nature and severity of the child's exceptionally.

If further information is desired relative to school age or preschool exceptional or handicapped

children's service, please contact the SCK-SEC office at 412 Sandy Lane, Pratt, Kansas 67124-1110 (Phone 620-672-7500.)

## **DISCIPLINE**

Students are expected to conduct themselves in a manner which is in keeping with the activity in which they are involved. They are expected to respect the rights of others and follow safety rules and regulations.

Teachers have both the authority and the obligation to insist upon disciplinary regularity in the school building, on the school grounds, and at all school activities. Such insistence will be backed by the principal.

## **RULES OF BEHAVIOR**

The following rules of behavior exist for three reasons:

1. The safety of all students.
2. The protection and care of school property.
3. The establishment of the best learning conditions possible.

Each Student will be responsible for knowing the rules of behavior:

1. The student shall walk in hallways, classrooms, and to the gymnasium for music and P.E.
2. The student will enter and exit the building using the sidewalk at all times.
3. The student shall speak in normal conversational tones or not at all inside the buildings.
4. The student shall throw paper and trash in the proper receptacles provided.
5. The student shall respect the rights and possessions of others.
6. The student shall not swear or use disrespectful language.
7. The student shall refrain from throwing snow, rocks, or other such objects on school grounds as well as coming and going from school.
8. Students shall not bring playground equipment from home unless approved by the classroom teacher or building principal.
9. Students shall not chew gum or eat candy during school hours. An exception would be an authorized party during the school day.

## **DESTRUCTION OF PROPERTY**

Defacement or abuse of school property, vandalism, or theft will subject students to penalty. Students who maliciously destroy or deface school property will be expected to make payment in full; and they are also subject to suspension, expulsion, and possible police referral.

## CONDUCT

As a general policy each student has the right to attend USD #332 without being subjected to physical, verbal, and/or emotional harassment from other students.

To promote the above statement, students will observe a "hands off" policy. This means that students will not touch or handle any other person. It also means that you will not handle another's property without the express permission of the owner, while at school or on a school activity.

Example of activity prohibited by the "hands off" rule is:

1. Borrowing personal property
2. Public display of affection
3. Other inappropriate behavior

Examples of other prohibited activities:

1. Intimidation/threat (by word or deed)
2. Profanity/vulgarities
3. Temper tantrums

Actions which are prohibited by law are also prohibited at school and school functions. Examples:

1. Possession, consumption or sale of alcoholic beverages
2. Possession, use, consumption or sale of narcotics, marijuana, addictive drugs, and delirious substance
3. Possession, use, sale of tobacco/tobacco products
4. Possession or use of lethal weapons, **this includes pocket knives**

Any conduct which disrupts or impedes school activities or the education processes of the school are prohibited. Examples:

1. Defiance of authority
2. "Back talking" a teacher

The best kind of discipline is self discipline. However, sometimes external pressure may be brought to bear such as reprimands, after school detention, "volunteer" work details, suspension, expulsion, or corporal punishments.

## **USD 332 Bullying Policy**

Bullying on USD #332 property, in a USD #332 vehicle or at any district bus stop or at any USD #332 sponsored activity or event is prohibited.

"District" includes district facilities, district premises, district-provided transportation or at any district bus stop, if the student or employee is at any district-sponsored, district-approved or district-sponsored activity or function, such as field trips or athletic events where students are under the control of the district or where the employee is engaged in district business.

### Reporting of Prohibited Conduct

- All students who believe they have been victims of bullying shall report it to an administrator or teacher.
- All administrators and teachers who have any incident of bullying reported to them shall promptly forward the report(s) to the principal.
- All administrators, teachers, and classified staff who witness student bullying in any such circumstance shall immediately take appropriate action to stop the bullying, as prescribed by the district and building principal, and shall promptly report the bullying to the principal.
- Each building principal shall ensure that all reports involving student bullying in any such circumstance are investigated.
- In determining the appropriate action to be taken in response to incidents of student bullying, the building principal or principal's designee shall consider existing policies and regulations that address the type of conduct that may be involved in bullying.

Discipline for Prohibited Conduct. See Suspensions and Expulsions

To the extent possible, confidentiality will be maintained throughout the investigation of a complaint. The desire for confidentiality must be balanced with the district's obligation to conduct a thorough investigation, to take appropriate corrective action or to provide due process to the accused.

The filing of a complaint or otherwise reporting prohibited conduct shall not reflect upon the individual's status or grades. Any act of retaliation against any person who has filed a formal or informal complaint, or testified, assisted, or participated in an investigation of a prohibited conduct complaint is prohibited. Any person who retaliates will be subject to disciplinary action, up to and including expulsion for a student, termination of employment for an employee, exclusion from all district property or programs, or exclusion from

doing business with the district.

False or malicious complaints of prohibited conduct, or a series of totally unfounded complaints, may result in corrective or disciplinary action against the complainant.

#### Staff Training

The faculty and staff of USD #332, including teachers, paraprofessionals, office staff, cafeteria personnel, bus drivers and custodial staff, will receive training on bullying, prevention of bullying, and means of intervention with the student who is bullying, the student being bullied, and bystanders/witnesses.

Staff training will include information on the district policy, how to intervene in an instance of bullying, and how it relates to the district's discipline policies and how to make appropriate referrals.

Training needs will be assessed and staff development will be provided.

#### Student Training

The student body of USD #332 will receive age-appropriate training on bullying.

#### Policy Dissemination

A summary of this policy and related materials shall be available in each district facility and on the district's website. The policy shall also be published in student and employee handbooks. Parents shall also be provided with copies of this policy and procedure.

## **HAZING/INITIATIONS**

Incidents involving initiations, hazing, intimidation, 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. (Refer to USD 332 Bullying Policy)

## **SEARCHES**

Administrators are authorized to search student's clothing, belongings, and locker if there is reasonable suspicion that district policies, rules or directives are being violated.

## **A STUDENT "NOT IN GOOD STANDING" WITH USD #332**

"Not in good standing" means that a student is assigned out of school suspension, or expulsion. A student "not in good standing" is ineligible for participation in any USD #332 activity and is not to be at any USD #332 activity or facility. **A student who accumulates 13 points or more during a semester may be recommended for a long-term suspension/expulsion from school.**

## **SHORT TERM SUSPENSION (OSS)**

Out of school suspension is assigned for behavior and attendance infractions and will be from one (1) to ten (10) days. While on suspension, the student is not to be on or around any USD #332 activity or facility. Absences during OSS are to be considered unexcused and those students are not to be at any USD #332 property for any reason. This includes a ban from all extracurricular activities and practices. **School work may be made up for credit, while a student is serving out of school suspension. See HOMEWORK/MAKE-UP WORK section for details.**

## **SUSPENSION/EXPULSION**

A student may be suspended or expelled for reasons set forth in Kansas law or BOE policy by the following certified personnel: superintendent, principal, assistant principal. A short-term suspension may not exceed ten school days; as long-term suspension may not exceed 90 school days. An expulsion may be for a term not exceeding 186 school days. A student who is suspended or expelled shall receive a copy of the current suspension and expulsion law and this policy. Expulsion hearings shall be conducted by the superintendent and/or other certificated employee or committee of certified 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. Expulsion hearings for weapons possession shall be conducted by the superintendent/designee.

## **ACTIVITY PARTICIPATION RULES**

### **Policy for Illegal Drugs/Tobacco/Alcohol for Students Who Attend USD #332**

The possession, use, or distribution of illicit drugs, tobacco products, and/or alcohol by students on school premises or as a part of any school activity is prohibited. This policy is required by the 1989 amendments to the Drug Free Schools and Communities Act, P.L. 102-226. This policy, and any curriculum used in conjunction with it, shall be evaluated at least every other year using criteria developed by the superintendent and approved by the board. The board shall receive a report after each of these reviews is conducted.

## **CURRICULUM**

All the district's students shall be made aware of the legal, social and health consequences of drug, tobacco products, and alcohol use. Students shall be instructed on effective techniques for resisting peer pressure to use illicit drugs, tobacco products or alcohol. Students shall also be informed that the use of illicit drugs and the unlawful possession and use of tobacco products and alcohol is both wrong and harmful. The board has adopted a comprehensive drug and alcohol abuse and prevention program as part of the district's curriculum. The curriculum is age-appropriate and developmentally based to reach students at all ages and levels of education within the district.

## STUDENT CONDUCT

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

Students that are determined to be or had been in possession of alcohol, tobacco, or drugs will receive suspensions from school/sports for a length of time that corresponds to the level of infraction; alcohol, over the counter tobacco products and OTC medications that did not warrant higher than misdemeanor charges or would not warrant such charges are considered level 1. Illegal drugs, including misuse of prescriptions, except for those noted in level 3 are considered a more serious level 2 infraction. The more severe level 3 included: Heroin, in all forms, Meth in all forms, Cocaine in all forms, LSD, Ecstasy, and Valium and drugs that are equally rated by authorities as being dangerous. Level 4 is the most severe infraction and pertains to distribution of any substance level 2 or greater or a level one substance on a scale that either disrupted the school or it could have disrupted the school with reasonable expectation as determined by the school administration.

Level of infraction	Prohibited substances Or actions	Minimum Consequence  If <u>at School or school event</u>	Minimum Consequence  Athletes/Extracurricular Participants <u>off campus</u>
Level One	Tobacco (any form), Alcohol  Abuse of over the Counter medication	3 Day suspension from School  14 days suspension from extracurricular activities (10 must be school days)	14 day suspension (10 must be school days)
Level Two	Marijuana, possession or controlled substance (not classified illegal without proper prescription)	10 day school suspension  21 days suspension from extracurricular activities (10 days must be school days)	21 days suspension from extracurricular activities (10 days must be school days)
Level Three	Illegal Drugs (not noted in level 2)	Long-term Suspension (11+ days)  With recommendation for Expulsion (remainder of year or up to 186 school days)	30 days suspension (10 days must be school days) to remainder of year



Level Four	Severe Disruption or Threat of disruption (Distribution, injury, or other action deemed severe by administration)	Long-term Suspension (11+ days)  With recommendation For expulsion (end of Year or up to 186 School days)	Suspension for Remainder of the year
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Written certification of enrollment in an acceptable drug, tobacco, and/or alcohol rehabilitation program will be required. Name(s) of acceptable programs are on file in the principal’s office.

If at any time the student fails to make satisfactory progress in the program, the suspension/expulsion shall be reimposed.

These offenses are based on one school year and do not carry over to the next school year.

Students who are suspended or expelled under the terms of this policy will be afforded the due process rights contained in board policies and Kansas Statutes, K.S.A. 72-8901 et seq. Nothing in this policy is intended to diminish the ability of the district to take other disciplinary action against the student in accordance with other policies governing student discipline. In the event a student agrees to enter into and complete a drug, tobacco, and alcohol education or rehabilitation program, the cost of such program will be borne by the student and his or her parents. Drug, tobacco, and alcohol counseling and rehabilitation programs are available for students of the district. A list of available programs along with names and addresses of contact persons for the program is on file with the board clerk. Parents or students should contact the directors of the programs to determine the cost and length of the program.

A copy of this policy and available counseling and rehabilitation programs will be provided to all students and the parents of all students. Parents of all students will be notified that compliance with this policy is mandatory.

## **DETENTION**

Students at Cunningham High School may be assigned detention for infractions of classroom or school rules.

The following guidelines shall apply:

1. When a detention is issued, the teacher or administrator must inform the student as to the cause of detention.
2. A student receiving a detention issued by a teacher will serve the detention with the teacher unless other arrangements have been made by the administrator.
3. A student receiving detention issued by an administrator will serve the detention with the administrator unless other arrangements have been made by the administrator.
4. The detention will last 20 minutes before or after school.
5. The student will have two days to serve the detention, the day the detention was issued or the next school day. If the detention is not served in this time period, the time will be doubled. If this time is not served in two days, then one day of in-school suspension will be issued.

6. The student will treat this time like a study hall. The student should come ready to study.

## **WEAPONS POLICY**

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

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

No pocket knives, box cutters, or exacto knives, allowed on campus at anytime unless being used in class under supervision of a staff member.

Possession of a firearm shall result in expulsion from school for a period of one year (186 school days) except that the superintendent may recommend that this expulsion requirement be modified on a case-by-case basis (probation). Possession of a facsimile of a weapon may result in suspension or expulsion.

Expulsion hearing for possession of a weapon shall be conducted by the Superintendent or the superintendent's designee.

Students violating this policy shall be reported as having a felony or misdemeanor and also referred to the appropriate law enforcement agency(ies) and if a juvenile to DCF or the Commissioner of Juvenile Justice.

As used in this policy, the term "Weapon" means (1) any weapon, which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (2) the frame or receiver of any weapon described in the preceding example; (3) any firearm muffler or silencer; (4) any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than ¼ ounce, mine, or similar device; (5) any weapon which will, or which has any barrel with a bore of more than ½ inch in diameter; (6) any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled; (7) any bludgeon, sandclub, metal knuckles or throwing star; (8) any knife, commonly referred to as a switch-blade; which has a blade that opens automatically by hand pressure applied to a button, spring or other device in the handle of the knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward or centrifugal thrust or movement; (9) any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun.

The term "weapon" does not include within its meaning (1) an antique firearm; (2) any device which is neither designed nor redesigned for use as a weapon; (3) any device, although originally designed for use as a weapon, which is redesigned for use as a signaling, pyrotechnic, line throwing, safety, or similar device; (4) surplus ordinance sold, loaned, or given by the secretary of the army pursuant to the provisions of section 4684(2), 4685, or 4686 of title 10 of the United States Code; (5) class C Common fireworks.

## **PROHIBITION OF GANGS AND GANG ACTIVITIES**

No student shall commit any act which furthers gangs or gang-related activities. A gang is any ongoing organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of criminal acts and having a common name or common identifying sign, colors, or symbols. Conduct prohibited by this policy includes:

1. Wearing, possessing, using, distributing, displaying, or selling any clothing, jewelry, emblems, badges, symbols, signs or other items which may be evidence of membership or affiliation in any gang;
2. Communicating either verbally or nonverbally (gestures, handshakes, slogans, drawings, etc.), to convey membership or affiliation in a gang;
3. Tagging, or otherwise defacing school or personal property with gang or gang-related symbols or slogans;
4. Requiring payment of protection, insurance, or otherwise intimidating or threatening any person related to gang activity;
5. Inciting other students to intimidate or to act with physical violence upon any other person related to gang activity;
6. Soliciting others for gang membership;
7. Committing any other illegal act or other violation of school district policies that relates to gang activity. The principal/designee shall establish a list of gang-related items, symbols and behaviors. The principal shall maintain this list in the main office of the school and shall notify students of the items, symbols and behaviors prohibited by this policy. This notice shall be included in the student handbook. Before being suspended for a first offense of wearing gang-related attire (when not involved in any kind of altercation), a student will receive a warning and will be allowed to immediately change or remove the attire that is in violation of this policy. In order to prevent inappropriate or accidental accusation of inappropriateness. Hand signs are prohibited on campus except for the commonly known, “okay,” “Number 1” “thumbs up” “hang loose” “I love you” the front facing “peace” sign and counting numbers.

## **LUNCHROOM**

1. All teachers will walk their students to the lunchroom.
2. The students should not disturb students in line and should wait quietly.
3. The students should eat in a group with the teacher keeping an eye on them.
4. Students may not leave until the teacher dismisses them.
5. There will be no straws carried out of the lunchroom.
6. Students who bring their lunches will eat in the lunchroom.
7. No pop allowed in the lunchroom.
8. There will be no sharing of food items.
9. No food may be taken out of the lunchroom.
10. Students may go back for seconds.

## **FOOD/DRINKS**

**All snacks and coffee/pop/juice/energy drinks need to be consumed before the beginning 1st hour bell. After 8:00 am, snacks should not be allowed in the classroom, and the only drink allowed is water. Permission may be granted for those students who did not eat breakfast before zero hour or morning practice. Snacks may be kept in lockers for during passing periods.**

**Personal lunches are allowed on trips to activities.**

**Gum is allowed at the teacher's discretion.**

**If snacks or drinks are sold by a school organization, those will be allowed, unless a mess or distraction is made.**

## **ASSEMBLIES**

Assemblies are a regularly scheduled part of the curriculum and as such, are designed to be educational as well as entertaining experiences. They provide one of the few opportunities in school to learn formal audience behavior. Regardless of the type of program, courtesy demands that the student body be respectful and appreciative. In live entertainment, unlike radio, television, or movies, the performers are very conscious of their audience. Talking, whispering, whistling, stamping of feet, and booing are discourteous. Yelling is appropriate only at pep assemblies.

## **DRESS CODE**

Shorts will be allowed worn under the following provisions to maintain student safety and prevent incidence of disruption, harassment, or safety hazard:

- Shorts (measured from the shortest point if slit or irregularly shaped) must be longer than where the student's fingertips lie when extended in a standing position with shoulders in a normal position.
- Shorts must not reveal undergarments at any time.
- Shorts are to be of a material that is not translucent and cannot be made of spandex or other form of clinging material.
- Skirts above the knee in length will conform to the same rule as shorts.
- Pants, shorts, and skirts must be free of holes or other design styles intentional or accidental that reveals undergarments or skin that is not below the extended fingertip length while standing with shoulders in a normal posture. (Cheerleading uniforms and athletic uniforms work on campus with permission of the administration are exceptions to the dress code limitations provided they are worn properly as required for their respective events).
- Hats must be taken off during the school day. Exceptions to be made during themed days/weeks.

Upper torso clothing will cover the abdomen from below the waist to the neck region in a manner that prevents complaints of harassment or causing a disruption to the learning environment. Shirt straps must be at least two inches wide unless covered by an outer shirt. Clothing will be sufficiently tight enough under and around the arms as to not expose undergarments. Clothes designed to be underwear, except for t-shirts meeting all other guidelines, are not to be worn as outer garments.

Clothing by design or altered that promotes or displays messages regarding drugs, alcohol, tobacco, violence, sex, gang activity, or is readily communicates a message to the general population that is patently offensive, lewd, profane, harassing, threatening or otherwise disruptive, including devil or demon worship, or impedes the rights of others is prohibited on campus.

Wearing apparel/grooming must meet administrative and staff approval. Any staff member who deems a student has violated one of these guidelines may request that the student come into compliance. Students who refuse will be send to the office for appropriate disciplinary measures.

## **RELEASE OF STUDENTS**

Students will be released from school only to parents or legal guardians.

## **HEAD LICE**

Students infested with lice shall be excluded from school until treated with an antiparasitic drug.

## **HOMEWORK**

Homework is beneficial for all students except the very young. It provides them the opportunity to take some responsibility for their own work and teaches them some self-discipline. Assignments may be given to students on the day of scheduled evening activities. All assignments made on these days should be of a length that students can complete these assignments in class or by the completion of the school day.

## **LOCKERS**

Lockers are issued to all 7-12 students during registration or during the first day of school. Lockers must not be exchanged unless approved by the high school office. Do not leave valuables such as electronics, money, etc. in your locker. Any student wishing to place a lock on his/her locker can check one out through the office after a \$2.50 deposit is paid. The deposit will be refunded at the end of the school year or upon return of the lock. Personal locks will not be allowed on the lockers. Do not leave purses in the restroom. Do not bring large amounts of cash to school. If it is not your locker, stay out unless you have permission from the office. Food, drinks or candy are not to be kept in school lockers. Lockers issued for P.E. or athletics should be locked and kept in good repair at all times. If you are going to be out of the locker area, lockers need to be locked.

## **STUDENTS BEING WITHHELD FROM P. E. CLASS**

Physical Education is a required course, and therefore, participation is required of all students unless they have a doctor's permit exempting them for medical reasons. If the student does not dress out, they may be assigned other work to make up that class time.

## **INSTRUMENTAL & VOCAL MUSIC OPTIONAL**

Vocal music will be an elective class for students in 6th-8th grade. Students who miss concerts are expected to make-up the music concert by writing a report.

## **USE OF AUTOMOBILES ON CAMPUS**

Any student who has a valid driver's license or permit may drive to school. All students' vehicles, except with the specific approval of the principal, will park in the lot east of the gymnasium. Please park in an appropriate manner, so you do not block anyone from getting out of their parking space. Please do not park in front of the gym during after school activities such as volleyball, basketball or the play.

High school students should be especially watchful of grade school students crossing the driveway, and any display of speed or unsafe driving will result in a suspension of driving privileges. Cars, trucks, motorcycles and bicycles should be locked at all times. Any accidents, thefts, or vandalism occurring on school property should be reported to the principal as well as to the police. The school, however, assumes no liability or responsibility for damage or loss to student vehicles in the parking area.

Students are not permitted to drive cars, motorcycles, scooters or similar conveyances during the hours that school is in session (including the lunch hour). Students are not to sit in cars during the school day.

Students who drive recklessly around the school will not be allowed to drive to school.

The school drive is a two-way drive that begins on the west side of the high school and ends on the east side of the gym. Students are requested to obey the traffic signs and follow the correct line of traffic. Those students failing to obey the traffic signs will not be allowed to drive to school.

## **KEEPING STUDENTS AFTER SCHOOL**

When it becomes necessary to detain a pupil after school for any extended period of time, the parents must be notified. All students, both town and country children, must be given one day's notice so that they may make arrangements to stay.

## **SCHOOL PHONE**

**SCHOOL TELEPHONES ARE FOR SCHOOL BUSINESS. STUDENTS WILL NOT BE CALLED OUT OF CLASS FOR THE TELEPHONE UNLESS IT IS AN EMERGENCY. PARENTS SHOULD REFRAIN FROM CALLING PUPILS AS MUCH AS POSSIBLE. SOCIAL CALLS MAY BE MADE AT HOME.**

**PLEASE SECURE PERMISSION BEFORE USING THE TELEPHONE.**

## **CELL PHONES**

**CELL PHONES MAY BE CARRIED AT SCHOOL, BUT MUST BE TURNED INTO THE TEACHER-DESIGNATED ZONES DURING EACH CLASS PERIOD. EACH TEACHER MAY DECIDE IF/WHEN DEVICES ADD VALUE TO THEIR CLASS. PHONES ARE ALLOWED DURING PASSING PERIODS AND LUNCH TIME. CELL PHONES MAY BE CONFISCATED BY A TEACHER OR ADMINISTRATION FOR FAILURE TO COMPLY WITH THE ABOVE STATED RULE. IF CONFISCATED THE FOLLOWING PUNISHMENT WILL BE ADMINISTERED:**

- **1ST OFFENSE - KEPT WITH TEACHER FOR THE HOUR**
- **2ND OFFENSE ~ KEPT IN THE OFFICE FOR THE REMAINDER OF THE DAY**
- **3RD OFFENSE ~ KEPT IN THE OFFICE FOR 1 WEEK.**
  - **Anything above the 3rd offense will be dealt with case-by-case.**
  - **Parents may come and get the phone with the above punishments still enacted.**

## **STUDENT VISITORS FOR A DAY**

On occasion students have relatives or friends come and visit. Visitors cause liability problems in some areas such as physical education and recess. Visitors may also interrupt the educational process. Before

any child may come and visit school they must have prior approval of the principal.

## **BUS/VAN RULES**

1. Unnecessary conversation with the driver is prohibited. Do not talk loud or distract the driver's attention. Remember your safety is in his/her hands.
2. Outside of ordinary conversation, classroom conduct is to be observed.
3. Pupils must not throw waste paper or other rubbish on the floor of the bus.
4. Pupils remain seated, and must never extend arms or head out of the bus windows.
5. Pupils must not move about within the bus while it is in motion.
6. Any damage to the bus is to be reported at once to the driver.
7. Soft drinks of any kind will not be permitted on the school bus.
8. Activity sponsors and bus drivers must work cooperatively in maintaining discipline going to and from out of town activities. Sponsors shall insist on students remaining in their seats and observing classroom conduct, except for ordinary conversation, to enable the bus driver to carry out his/her responsibilities. The bus driver has the authority to stop the bus and consult with the sponsors if the degree of safety is questionable.
9. Students will ride their assigned bus unless arrangements are made with the principal/office in advance.
10. No pop or snacks on buses.

## **ACTIVITY TRIPS - RELEASE OF STUDENTS TO PARENTS**

1. A student will be released to his/her parents. The parent is to make personal contact with the sponsor.
2. The student will be released to an adult at the parent's request. The parent must make personal contact with the sponsor or a note must be presented to the office allowing sufficient time for verification.
3. The school will not release a student to a minor even with parental permission.
4. The parent will sign a release form in order for their student to ride home with them.

## **RETURNING FROM OUT-OF-TOWN ACTIVITIES**

Sponsors of out-of-town activity trips should be assured that all students have been picked up or have proceeded to walk home (if they live in town) before the sponsor leaves the school. All students should have access to the use of a telephone to call their parents, if needed. No student is to be left standing outside of a building or in a building waiting to be picked up. The activity sponsor should be the last person to leave the school building or grounds.

## **BICYCLES**

Bicycles should not be ridden during the school day and should be parked in the bicycle rack or designated area.

## **PLAYGROUND EQUIPMENT**

### **Swings:**

1. Students will be seated and swing back and forth
2. No bailing out
3. No winding up the swings
4. No climbing up poles
5. Pushing is allowed, but not running through

### **Module:**

1. No playing tag on the playground equipment
2. No running up the slipper slides
3. No throwing sand
4. Please go up the ladder
5. Do not jump off the platforms
6. Use both hands going up and down the ladders
7. Use the playground equipment as they are intended
8. Other rules may be added for your safety
9. No balls are to be kicked on the tennis courts. Any lights broken will be the responsibility of the offender to pay the cost of fixing or replacing.

## **KANSAS SCHOOL SAFETY HOTLINE**

A hotline for parents and students is available 24 hours a day, 365 days a year to report impending school violence to the Kansas Highway Patrol. The number is 1-877-626-8203.

## **INTERNET/ON-LINE SERVICES /IPAD/laptop ACCEPTABLE USE**

The purpose of the internet in USD #332 is to facilitate and support research and education by providing access to a variety of resources and an opportunity for collaborative work for both students and staff.

Users may encounter material that is controversial which users, parents, teachers, or administrators may consider inappropriate or objectionable. On a worldwide network it is impossible to effectively control the content of and access to information and data. It is the responsibility of the user not to initiate or pursue access to such material.

Unified School District No. 332 prohibits procurement of material not consistent with the educational goals of the district.

Access to and use of the Internet and other online services must reflect district and building expectations for proper, legal, and ethical use. Examples of unacceptable use include, but are not limited to:

- Transmission of any material in violation of State or Federal regulations, including copyright regulations.



- Use of individual commercial activities, including product advertisement, or for political lobbying.
- Use to access or obtain explicit or objectionable material.
- Transmission of offensive, harassing, discriminatory, or otherwise objectionable material.
- Use which disrupts the use of the network and related services for other users, including the damage or degradation of hardware and software.
- Access, modification, or damage to files, passwords, or other data belonging to other users.
- Modification of system or software parameters as established by network administrators.
- Use of personal software without authorization from the building administrator, who has the responsibility for guaranteeing the software's virus-free and copyright status.

USD #332 reserves the right to determine whether specific uses of the network are consistent with this acceptable use policy. In addition, the district reserves the right to log Internet use and to monitor file server space utilization. The district further reserves the right to monitor network use, including E-mail and remove user accounts and/or restrict user access in order to prevent unauthorized activity.

Each school will develop and maintain guidelines for access and use of Internet and other on-line services. A "Parent/Student Agreement" is to be signed by the parent/guardians, the student and a representative of the school prior to individual student access to the Internet and other on-line services. This agreement shall be used annually with students to review district/school expectations for the use of Internet and other on-line services, and shall be filed in the office of the Principal of each building.

## **USD #332 LAPTOP POLICIES PROCEDURES**

The laptop computer and carrying case that have been issued to you are the property of Cunningham High School, USD #332. This computer is on loan to the student, and must be used in accordance with the following Policies and Procedures, the District's Acceptable Use Policy and any applicable laws. Use of this computer, as well as access to the computer network, the Internet, and email are a privilege and not a right. Violating the letter or spirit of these regulations may cause to deny a student access to the Cunningham High School, USD #332, computer systems, and/or may result in more serious disciplinary action(s). These items are provided for educational purposes only, and are intended to support the learning objectives of Cunningham High School, USD #332.

### **BEFORE GETTING STARTED**

The student's parent/guardian must have signed and returned the Computer Loan Form Agreement and have paid the user fee prior to the student receiving the laptop computer. Parents/guardians will be given the child's login name and password so that they can supervise the student's use of the computer.

### **CLASSROOM EXPECTATIONS**

- Students are not allowed to download software or install any software or other materials. District technology staff will perform all approved software installations.
- Students will follow the Cunningham High Schools and USD #332 Acceptable Use Policy when using the laptop computer at home or at school.

## **DAILY REQUIREMENTS**

- Students are required and expected to bring their computers to school each day with the battery charged. Computers should be plugged in each night to assure a charge for the following day.
- Students will be allowed to recharge their laptops during the school day if additional charging is needed.
- Student loaded files and programs will not consume hard drive space needed for instructional or educational requirements.
- Laptops can be fragile, and if they are dropped they may break. Laptops should only be used while they are on a flat, stable surface such as a table.
- Follow normal school rules - no running, fighting, pushing, shoving, etc. around any computer.
- Cunningham High School laptops are school equipment and students have the same responsibility as with any other school equipment.

## **GENERAL INFORMATION**

- Understand that the laptop belongs to the school, and it can be checked in at any time or taken away for disciplinary reasons.
- Downloading music and videos is allowed only for academic purposes. A general rule of allowed downloads is 90 seconds of video and 30 seconds of audio.
- Students are prohibited from playing non-academic games including Internet based games, during the instructional day, unless the game is directly related to a school assignment or activity. For example, chess would be appropriate if related to the activities of the Chess Club.
- Students may have access to only those files that belong to them or which they are certain they have permission to use.
- Files stored within the school computer systems should be limited to those relating to formal school courses or activities. Games, commercial software, or files that are not for a school project or formal activity should not be stored on the school computer systems.
- The school's Internet connection should be used only for research or information gathering that is directly related to academic assignments or extracurricular projects supervised by the USD #332 faculty.
- Email (or any other computer communication) should be used only for legitimate and responsible communication between students, faculty, and the outside world. Rude, abusive, threatening, or otherwise inappropriate language is not permitted.
- Pornographic, obscene, vulgar images, inappropriate sounds, music, foul language, including screensavers, backgrounds, and or pictures, are prohibited.
- If the computer is damaged or not working properly, it must be turned in to the office for repair. Parents, guardians, and students are not authorized to attempt repairs themselves, or contract with any other individual or business for the repair of the laptop.
- Altering/modifying the original USD #332 pre-set software image is prohibited. Examples include, but are not limited to the following:
  - Loading software applications not authorized by USD #332
  - Changing the computer name
  - Changing or removing operating system extensions
  - Altering security software
  - Altering the pre-loaded operating system or application
  - Taking apart the computer for access to internal parts

## **SECURITY PROCEDURES**

- Each computer is assigned to an individual student. Students should never "swap" or "share" their computer with another student.
- Laptops should be in a student's possession, or secured in a designated secure area at all times.
- Students should backup data on a daily basis. Each student will have a folder on the district server that they can access as a backup. Students need to be aware that if a problem arises with the laptop that a total re-image of the computer will be the solution in most cases. Backed up information can then be added to the newly formatted computer.
- If a student is participating in an activity that is not conducive to using their laptop (i.e., field trip, assembly, etc.), they are required to leave the laptop in a secure area.
- Students may never share their password with another student. Passwords should always be kept confidential.
- Parents, guardians, and students do not have a right or expectation of privacy for any use of the laptop computers or district network.
- Internet access and email, and other media that are accessed, created or stored on the computers are the sole property of the district. The district has the right to review these items for appropriateness, and to limit or revoke a student's access to them at any time, and for any reason.
- Students should never share personal information about themselves or others while using the Internet or email.
- If the computer is lost or stolen, parents or guardians should immediately report the loss or theft to the administration.
- Do not touch the screen or leave anything on the keyboard, such as a pencil, which could break the screen upon closure.
- Do not insert things into openings (ports) of the laptop.
- Laptops will be checked periodically to ensure they do not contain any unapproved software or files. District-wide filtering is in place, however, internet histories may also be checked periodically.

## **GENERAL CARE**

- Students are expected to treat their laptop with care and respect. The computer and case are the property of the Cunningham Schools, USD #332, and should be kept clean and free of marks at all times. Placing stickers, writing or drawing on, engraving or otherwise defacing the laptop or carrying case are not allowed and will result in loss of privileges.
- When transporting the laptop to and from school, students should always be sure it is placed in the carrying case and the case is fully closed. The laptop case can then be placed inside the student's book bag or backpack.
- Students should protect their laptop from extreme heat or cold. Laptops should never be left in a car, even if the car is locked.
- Computers should be protected from the weather, water or other liquid, food and pets. Students should never eat or drink while using their laptop, or use their laptop near others that are eating or drinking.
- Heavy objects should never be placed or stacked on top of your laptop. This includes books, musical instruments, sports equipment, etc.
- Students should use care when plugging in their power cords, the Internet, or phone cords, or any other cords.
- Any inappropriate or careless use of a computer should be reported to a teacher or other staff member

immediately.

## **CONSEQUENCES OF INAPPROPRIATE USE**

The use of any district technology is a privilege and not a right. Students are expected to use the computer in accordance with these Policies and Procedures, District Acceptable Use Policy and any applicable laws. Failure to use this computer in an appropriate manner will result in any or all of the following consequences, as determined by the staff and administration of Cunningham High School and USD #332:

- Student conference
- Parent conference
- Cancellation of student use or access privileges, including the privilege of taking the computer home
- Any and all school disciplinary actions
- Civil or criminal liability under applicable laws

## **INSURANCE POLICY**

This year USD #332 will be using self insurance to cover the laptops in the 1:1 Initiative. The fifty dollar fee will cover each student for the following reasons: Theft, burglary/robbery, accidental damage, power surge, fire, vandalism, and natural disaster. Any damage or loss **Not** covered by the insurance will be the responsibility of the student or guardian. Accessories for the laptop that will fall under this category, and will be the responsibility of the student/parent may include the carrying bag, power cord, battery and any other accessories not covered by the warranty. If the fifty dollar fee cannot be afforded, a work study schedule will be developed so that the fifty dollar fee is paid through the work program.

## **INTERNET E-MAIL PROCEDURES**

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

Any e-mail or computer application or information in district computers or computer systems is subject to monitoring by the staff and/or administrator. The school retains the right to duplicate any information created by students in a computer system or on any individual computer. Students who violate these rules, or any other classroom rules, relating to computer use are subject to disciplinary action up to and including suspension from school.

## **CRITERIA FOR ONLINE CLASSES**

### **Taken for High School Credit Only**

1. Students will pay for tuition and books, the district will refund the cost of course and books when the course is completed with a passing grade.
2. The courses are open to juniors and seniors. In some cases an underclassmen could take online classes, if it would benefit the student.
3. Students who take online classes will need to complete the course work two (2) weeks before the semester ends.
4. Grading for the course would be an average of all lessons and the final test.
5. Attendance will be considered prior to enrollment.
6. The final test will be proctored by a teacher, the counselor, or the principal.
7. Students who have not passed courses previously and have not made an effort to pass courses will not be allowed to participate in online classes.

## **CONCURRENT COLLEGE CLASSES**

- Students must be willing to pay for tuition and books.
- Grades will be posted on transcripts upon receiving a transcript from College.
- Courses will be open to Sophomores, Juniors, and Seniors who qualify.

### Qualifications:

3.0 GPA or better

High Attendance rate

Approved by Principal

## **USE OF THE LIBRARY**

1. The use of the library is for all students and teachers.
2. The library will be available for use any time the school building is open.
3. All books except encyclopedias and reference books may be checked out for two (2) weeks.
4. Encyclopedias, reference materials, and magazines may be checked out overnight during the last hour of the school day and returned before the beginning of the first hour the next day.
5. A student will lose library check-out privileges if he/she has any overdue library materials.
6. Do use the library for study, viewing, listening, and reading. It is NOT a place to visit with friends, eat candy, sleep, etc.
7. Do respect the needs of others for quiet in the library.
8. Do treat library materials carefully and return materials on time.
9. Do ask for help when you cannot find what you need. However, do NOT expect the librarian to do your work for you.
10. Enhance your education by using the library.

## COUNSELING SERVICE

The counselor is available to see students almost any time there is a need. Students may come to the counseling center before school, during lunch or activity period or after school.

Services available through the counseling office include:

**Personal Counseling:** The school counselor and school social worker are available to assist students with personal concerns, acquiring essential social skills, and/or behavior support, as needed. Students may be referred to the counselor or social worker by student self-referral, school staff, parents/guardians, or community members. The counselor or social worker may meet with students individually or social skills groups. When deemed needed, make referrals to community resources to address concerns and help the student be successful. For more information or to make referrals, please contact your school counselor, social worker, or administrator.

**Educational Counseling:** Regarding anything about a student's high school education and planning for education beyond high school. This includes not only college, but also junior college, vocational school and military service opportunities. Scholarship and financial aid for education are also included.

**Vocational Counseling:** Includes placement of students in part-time jobs during school and advisement for students planning to go directly to work after graduation from high school. Special access to state-wide job opportunities and Kansas Civil Service jobs are available.

**Evaluation:** Group and individual tests are administered, scored and interpreted on regular basis and students participate in national programs such as ACT and National Merit Testing.

**Library:** The counseling center has a large library of vocational materials, college catalogues and scholarship information available to all students.

Parents are encouraged to call the school counselor if there are any problems to be discussed regarding a student or performance at school.

## STUDY PERIOD RULES

1. Study periods are designed for students to study. Card playing, watching TV, candy, and pop are not to be allowed during this time.
2. A student who is going to his/her locker, to the library, or to the restroom must have a pass.
3. Talking during study period is allowed with permission of the supervising teacher.
4. Students should come to the study period prepared to study.

## GRIEVANCE PROCEDURE

1. The Board of Education recognizes the right of employees and students to express their grievances and to seek a solution concerning disagreements arising from working conditions, employment practices or differences of interpretation of policy which might arise between the USD #332 and its employees.
2. The procedures for processing grievances shall be as follows:
  - A. Should a grievant or the representative feel, after oral discussion with the supervising principal, that

the grievance rights under USD #332 policy have been violated, they may originate a grievance. The grievant and/or the representative shall, within 180 days of the date the grievance occurred, present the facts, in writing, to the supervising principal. The decision of such official shall be made, in writing, to the grievant within ten (10) working days.

- B. Should the grievant decide that the reply of the supervising principal is unsatisfactory, the Grievant shall, within ten (10) working days, submit an appeal to the Superintendent of Schools. The decision of the Superintendent of Schools shall be made, in writing, to the grievant or the representative within ten (10) working days.
- C. Should the grievant decide that the reply of the Superintendent of Schools is unsatisfactory, the matter may be appealed, within ten (10) working days to a Grievance Committee which shall be established as follows:
1. The grievant or the representative may designate one (1) member.
  2. The Superintendent of Schools shall appoint one (1) member.
  3. The two members appointed, as provided in 1 and 2 above, shall agree upon a third member.
  4. In the event the grievant representative and the USD #332 representative cannot agree upon a third member of the Grievance Committee within a period of ten (10) working days, the President of the USD #332 Board of Education shall designate a third member.
  5. Grievance Committee, as provided in “3” shall meet within a period of ten (10) working days after the appointment of the third member of the Committee and set the matter for hearing and shall render its decision as promptly as possible. A decision of the Grievance committee may be reached upon the concurrence of any two (2) members.
  6. The Grievance Committee shall keep a complete record of any hearing before it, including any exhibits or papers submitted to it in connection with the hearing and a complete transcript of any testimony taken. Upon rendering its decision, the complete record shall be filed in the office of the Superintendent of Schools and shall be available to the grievant; the grievant representative or the USD #332 representative.
- D. In the event the decision of the Grievance Committee is unsatisfactory either the grievant or the Superintendent of Schools may within ten (10) days after receipt of the decision of the Grievance Committee, file a written notice of appeal to the Board of Education.
- E. Upon receipt of the notice of appeal, the President of the USD #332 Board of Education shall cause the transcript of the hearing before the Grievance Committee to be filed with the local Board of Education who shall review such record. The decision of the Board of Education upon such review shall be final.
- F. If the decision is deemed unsatisfactory by the grievant a complaint of alleged discrimination may be filed with the Kansas Commission on Civil Rights, Equal Employment Opportunity, or The Department of Health, Education and Office for Civil Rights.

## **Fire, Tornado & Crisis Drills**

**Fire drills will be held 4 times a year, tornado drills 2 times a year, and crisis drills 3 times a year as required by Kansas State Law. Evacuation routes are posted in each room.**

## **ACTIVITIES ON DAYS ABSENT**

Students should not attend activities if they have been absent from school unless prior arrangements have been made through the principal.

## **ATHLETICS**

### **Athletic Eligibility**

#### **I. INDIVIDUAL ELIGIBILITY**

A. A student in grades 6 through 12 shall meet the following requirements for eligibility in inter school activities.

1. Scholarship: The student shall have passed at least five subjects of unit weight (or its equivalency) the previous semester or the last semester of attendance.
3. Enrollment: The student shall be enrolled in and attending a minimum of five subjects of unit weight (or its equivalency) during the present semester.

#### **II. TRAINING RULES AND REGULATIONS**

### **Athletic and Spirit Leader Training Rules**

USD #332 Junior High and High Schools agree with many experts in the field of athletics that strong and healthy bodies are needed to effectively participate in athletics and spirit leading. It is our aim that every athlete performs up to his/her capabilities and we believe the following training rules will help the athlete reach his/her full potential. We also believe that a well-conditioned athlete will be less susceptible to injury.

Students/Athletes that are determined to be or had been in possession of alcohol, tobacco, or drugs will receive suspensions from school/sports for a length of time that corresponds to the level of infraction; alcohol, over the counter tobacco products and OTC medications that did not warrant higher than misdemeanor charges or would not warrant such charges are considered level 1. Illegal drugs, including misuse of prescriptions, except for those noted in level 3 are considered a more serious level 2 infraction. The more severe level 3 included: Heroin in all forms, Meth in all forms, Cocaine in all forms, LSD, Ecstasy, and Valium and drugs that are equally rated by authorities as being dangerous. Level 4 is the most severe infraction and pertains to distribution of any substance level 2 or greater or a level one substance on a scale that either disrupted the school or it could have disrupted the school with reasonable expectation as determined by the school administration.



<b>Level of infraction</b>	<b>Prohibited substances Or actions</b>	<b>Minimum Consequence If at School or school even</b>	<b>Minimum Consequence Athletes/Extracurricular Participants off campus</b>
<b>Level One</b>	<b>Tobacco (any form), Alcohol  Abuse of over the Counter medication</b>	<b>4 day suspension from School 14 days suspension from extracurricular activities (10 must be school days)</b>	<b>14 day suspension (10 must be school days)</b>
<b>Level Two</b>	<b>Marijuana, possession of controlled substance (not classified illegal without proper prescription)</b>	<b>10 day school suspension  21 days suspension from extracurricular activities (10 days must be school days)</b>	<b>21 days suspension from extracurricular activities (10 days must be school days)</b>
<b>Level Three</b>	<b>Illegal Drugs (not noted in level 2)</b>	<b>Long-term Suspension (11+ days)  With recommendation for Expulsion (remainder of year or up to 186 school days)</b>	<b>30 days suspension (10 days must be school days) to remainder of year</b>
<b>Level Four</b>	<b>Severe Disruption or Threat of disruption (Distribution, injury, or other action deemed severe by administration)</b>	<b>Long-term Suspension (11+ days)  With recommendation For expulsion (end of Year or up to 186 School days)</b>	<b>Suspension for Remainder of the year</b>

### III. ATTENDANCE

- A. A student may not go out for a sport after the first week of practice has been completed. There may be exceptions to this rule such as a previous injury, illness, death in the family, or some unforeseen circumstance which would be decided upon by the principal, athletic director, and head coach.
- B. An athlete may participate in practice or competition only if he/she attends school for the half day period immediately preceding such practice or competition. Exception to this rule may be granted by the principal if advance notice of an intended absence from school is given to them by the athlete. (Must be in school by 9:00 or 12:35.)
- C. Attendance at practice on a non-school day after school has started is strictly voluntary.

### VI. UNEXCUSED ABSENCES

- A. All athletes shall be present at all scheduled practices and competitions for the sport in which they are participating, unless they are excused by the principal, athletic director, or head coach.

## **V. GENERAL RULES**

- A. An athlete may be suspended from competition and/or practice in a sport for a period not to exceed the close of the season for the sport in which the athlete is competing for any conduct which interferes with school purposes. Such conduct shall include but not be limited to the following:
1. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes.
  2. Willfully causing or attempting to cause substantial damage to private or school property, stealing or attempting to steal private or school property of substantial value, or repeated damage or theft involving private or school property of small value.
  3. Causing or attempting to cause physical injury to a school employee or to any student, excluding physical injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person.
  4. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from such student.
  5. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon.
  6. Engaging in any other activity forbidden by the laws of the State of Kansas which activity constitutes a danger to other students or interferes with school purposes.
  7. A repeated violation of any school rule or school board policy if such violations constitute a substantial interference with school purposes.

## **VI. POLICY ON PARTICIPATION IN AWAY FROM HOME ACTIVITIES**

- A. In order to participate as a member of a school sponsored group, a student must ride the school provided transportation to that activity. Any exceptions to this policy must be made in advance with both the sponsor and principal.
- B. Students may be picked up at pick-up points along the route by arrangement with the sponsor.
- C. Where practical, the route will be through Nashville and Zenda.
- D. Students are expected to ride the bus back to their home school or their pick-up points unless other arrangements are made.
1. A student will be released to his/her parents. The parent is to make personal contact with the sponsor.
  2. The student will be released to an adult at the parent's request. The parent must make personal

contact with the sponsor or a note must be presented to the office allowing sufficient time for verification.

3. The school will not release a student to a minor even with parental permission.

## **VII. BUS RULES**

- A. Remain seated at all times when the bus is in motion. Unload only when the sponsor instructs you to do so.
- B. Be extremely quiet when traveling in traffic and approaching railroad crossing.
- C. Do not distract the driver at any time when he/she is driving.
- D. No smoking at any time.
- E. Do not leave pop cans, candy wrappers, orange peels, etc., on the bus floor. Discard in a container provided on the bus or take it with you. Glass bottles or containers are not allowed on a school bus unless located inside a cooler.
- F. Never place any part of your body outside the bus windows.
- G. Do not occupy seats in such a manner as to block aisles or close off the exit path from rear to front of the bus.
- H. Don't panic if any accident occurs. Remember you are more than ten times safer than if you were riding in a passenger car.
- I. Heed all instructions promptly from the sponsor or person in charge of bus conduct.
- J. Treat the bus with respect and dignity -- it is your classroom away from school, not a garbage container or a bedroom.

## **DRESS CODE FOR ACTIVITIES**

Students who are attending school activities will be expected to follow the same guidelines for dress as set up for a regular school day. Students who participate in activities will be expected to follow the dress code as set up by the head sponsor of each activity.

## **ACTIVITIES**

If a student leaves school during the day due to an illness, that student should not attend any school sponsored activity that night.

## **SPIRITLEADERS**

Spiritleaders are the “backbone” of the spirit of our high school. They are looked to for leadership for many occasions, but most of all to provide spirit for any activity which involves our school. Their enthusiasm will be contagious for anyone around them. Their job seems endless and lasts from the middle of the summer (cheerleading camp, practice, and money making projects), until the last track meet is over in the spring. The administration recognizes that vital role and will be counting on total leadership from this year’s squad.

## **SCHOOL SPIRIT**

School spirit may be divided into three categories:

1. Courtesy: Toward teachers, fellow students and officials of school athletic activities.
2. Pride: In everything our school endeavors to accomplish and has accomplished.
3. Sportsmanship: The ability to win and lose gracefully.

School spirit means loyalty to all functions of the school. A truly loyal student supports his school and does his utmost to keep his scholastic and activity standards at the highest possible level.

## **STUDENT ACTIVITIES**

Each student should attempt to participate in at least one activity during each year of attendance. A large number of activities are offered so that each student might find something that appeals to their talents and interests.

The activities for the coming year are:

### **CLUBS AND ORGANIZATIONS**

Business Professionals of America

KAYS

National Honor Society

Student Council

Pep Club

### **Athletics:**

Spirit Leader

Cross Country

Volleyball

Football

Boys and Girls Basketball

Girls and Boys Track

### **Music, Drama and Forensics and Other Activities:**

Band

Chorus

Mainstreet Singers

Pep Band

All School Play

Yearbook

Scholars' Bowl

## ACTIVITY LETTERS

1. GENERAL REQUIREMENTS FOR ALL SPORTS:
  - a. To letter the athlete must complete the season. An athlete injured while participating in a sport will be exempt from this rule if the injury prevents completion of the season
  - b. An athlete injured in practice or a game so that she/he cannot complete the season will letter if s/he was meeting the prorated requirements for a letter at the time of the injury.
  - c. Any games missed because of injury or illness shall not count against an athlete.
  - d. An athlete who participates in a sport all 4 years will letter his/her senior year.
  - e. The athlete must have the recommendation of the coach and the concurrence of the A.D. and Principal.
2. SPECIFIC REQUIREMENTS
  - a. Football – participate in 1/4 of varsity quarters.
  - b. Volleyball – participate in 1/3 of varsity games.
  - c. Basketball – participate in 1/4 of varsity quarters.
  - d. Track – score 10 points (relay points pro-rated) or place in the league track meet.
  - e. Cheerleaders must finish the year in good standing and turn in all the school owned supplies (uniforms, pom poms, etc.).
  - f. Cross Country
    1. Place in 2 varsity meets, or
    2. Place in the league meet, or
    3. run 22:00 (boys), 19:00 (Girls) in competition

## MUSIC LETTERS

Instrumental – Music Lettering Policy:

- A. 100 Points ~ Letter, Pin, Bar
- B. 200 Points ~ Letter, Pin, Bar & Pin signifying 200 Points
- C. 300 Points ~ Letter, Pin, Bar & Pin signifying 300 Points

If a student receives a letter and pin in a previous year, they will only receive a bar for the current year as well as a 200 or 300 point pin. Points are accumulative and are dispersed as follows:

- A. 10 Points – Band Member (each year) 40 points possible
- B. 10 Points – Pep Band (Perfect Attendance ~ football/basketball)
- C. 10 Points – Parades (Perfect Attendance)
- D. 10 Points – Fall Concert
- E. 10 Points – Christmas Concert
- F. 10 Points – Spring Concert
- G. 10 Points – Graduation Performance if applicable
- H. 20 Points – Festival Participation (Perfect attendance ~ L/S/TS) (Large Group)
- I. 30 Points – Instrumental Solo (L/R/TS attendance required)
- J. 20 Points – Instrumental Ensemble (L/R/TS attendance required)

- K. 25 Points – I Rating at L/R/TS Festival (Solo/Ensemble/Large Group)
- L. 10 Points – II Rating at L/R/TS Festival (Solo/Ensemble/Large Group)
- M. 5 Points – III Rating at L/R/TS Festival (Solo/Ensemble/Large Group)
- N. 50 Points - I Rating at State Festival (Solo/Ensemble/Large Group)
- O. 25 Points – II Rating at State Festival (Solo/Ensemble/Large Group)
- P. 10 Points – III Rating at State Festival (Solo/Ensemble/Large Group)
- Q. 50 Points – KMEA District Honors Band
- R. 200 Pts – KMEA All ~ State Honors Band (Grade 10-12 only)
- S. 10 Points - Accompanist (Instrumental/Piano) ~ any organization at all grade levels (K-12)
- T. 10 Points – HOPL Band Clinic/Concert – every other year
- U. 5 Points – Band Major/ette

Legend:       L = League Music Festival  
                   R = Regional Music Festival  
                   S = State Music Festival  
                   TS = Tri-State Music Festival

If any student received a grade lower than a “C” for any Nine weeks or any Semester or has had ANY UNEXCUSED ABSENCE from a GRADED PERFORMANCE, they will automatically be disqualified from lettering.

Any senior who has completed four years in band will automatically letter their senior year if they have not previously lettered.

Choral Music Lettering Policy:

- A. 100 Points – Letter, Pin, Bar
- B. 200 Points – Letter, Pin and Bar & Extra Pin signifying 200 points
- C. 300 Points – Letter, Pin and Bar & Extra Pin signifying 300 points

If a student receives a Letter and Pin in a previous year, they will only receive a bar for the current year as well as a 200 or 300 point pin. Points are cumulative and are dispersed as follows:

- A. 10 Points – Choir Member (each year) 40 points possible.
- B. 10 Points – Fall Concert
- C. 10 Points – Christmas Concert
- D. 10 Points – Spring Concert
- E. 10 Points – Graduation Performance
- F. 20 Points – Festival Participation (Perfect attendance – L/S/TS) (Large Group)
- G. 30 Points - Vocal Solo (L/S/TS attendance required)
- H. 20 Points – Vocal Ensemble (L/R/TS attendance required)
- I. 25 Points – I Rating at L/R/TS Festival (Solo/Ensemble/Large Group)
- J. 10 Points – II Rating at L/R/TS Festival (Solo/Ensemble/Large Group)
- K. 5 Points – III Rating at L/R/TS Festival (Solo/Ensemble/Large Group)
- L. 50 Points – I Rating at State Festival (Solo/Ensemble/Large Group)
- M. 25 Points – II Rating at State Festival (Solo/Ensemble/Large Group)
- N. 10 Points – III Rating at State Festival (Solo/Ensemble/Large Group)
- O. 50 Points – KMEA District Honors Choir

- P. 200 Pts. – KMEA All-State Honors Choir (Grades 10-12 only)
- Q. 10 Points – Accompanist (Instrumental/Piano) – any organization at all grade levels (K-12)
- R. 10 Points – HOPL Vocal Clinic/Concert – every other year.

Legend:      L = League Music Festival  
                   R = Regional Music Festival  
                   S = State Music Festival  
                   TS = Tri-State Music Festival

If any student receives a grade lower than a “C” for any NINE weeks or any SEMESTER or has had ANY UNEXCUSED ABSENCE from a GRADED PERFORMANCE, they will automatically be disqualified from lettering.

Any senior who has completed four years in vocal music would automatically letter their senior year if they have not previously lettered.

**Main Street Singers Lettering Policy:**

To receive a pin (First Year Letter) and/or bar

- A. A member must complete the season.
- B. Any performance missed because of injury or illness shall not count against the student.
- C. At least 100 points in the Choral Music Letter Policy are obtained.

**FORENSICS LETTERS**

In order to letter in forensics, a student must not miss more than one meet in a given season. (The number of meets will be determined each year by their availability. Meets will consist of festivals, tournaments, and league, regional and state competition.)

The student will have to obtain a total of ten points in overall competition in the forensic season to qualify for a letter. Those points will be awarded as follows:

- I Rating – 4 points
- II Rating – 3 points
- III Rating – 2 points
- IV Rating – 1 point

Participation in the one act play = 1 point for each performance.

If a student has participated in forensics for four years and has the recommendation of the forensic coach, that student may letter their senior year if they have not lettered thus far.

## **SCHOLAR'S BOWL LETTERS**

1. The participant must compete in one-fourth of the varsity meets.
2. Participants who compete all four years in scholars' bowl will letter their senior year if they have not lettered previously.
3. The participant must complete the season in good standing.
4. The participant must have the recommendation of the sponsor and principal.

## **NHS CHAPTER BYLAWS**

### **Name and Purpose**

- The name of the organization shall be the Cunningham High School National Honor Society (CHS NHS).
- The purpose of this organization shall be to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in the students of Cunningham High School.
- The CHS NHS shall be under the sponsorship and supervision of the sponsor, administration and staff of Cunningham High School.

### **Definition of Membership**

- Membership in the CHS NHS is an honor bestowed upon a student. Selection for membership is based on outstanding scholarship, character, leadership, and service. Once selected, members have the responsibility to continue to demonstrate these qualities.
- Cunningham NHS members must attain and maintain at least a 3.5 GPA based on the cumulative semester grades.
- Membership is limited to grades 10-12.
- Each member will be required to perform 12 hours of community service each year of membership with no single activity making up more than half (6 hours) of the required hours of service. Community service should include hours in the three following areas: individual activities, group or school activities, and community activities. The NHS sponsor will handle individual exceptions to the maximum number of hours allowed in one specific activity on an "as necessary" basis.
- Each member must maintain his or her grades at or above the 3.5 grade point level. The following are included in that criterion:
  - If a student's grade point drops below the 3.5 level, the student will have one semester to recover the grade point.
  - Once a student quits or becomes ineligible, the student may not be reinstated again.
  - Membership in NHS will be carried from year to year as long as the student is a member in good standing, meaning they meet the criteria as published and meet the service requirements for each year.

### **How Members Are Chosen**

- Cunningham students must attain 3.5 GPA based on the cumulative semester grades.
- Membership is limited to grades 10-12.
- A letter will notify candidates in late July or early August if they have been selected for membership.
- Those who meet the criteria must indicate their desire for membership by submitting a completed Student Activity Form and one letter of recommendation from someone in the community other than a relative or a teacher. Date due will be specified in the letter of notification. If a student is invited and declines, it is not guaranteed they will be invited a second time.



## Induction

- A formal induction ceremony will be held in the fall of each new school year following the reviewing and selection of the nominees.
- A student will not be a member unless they attend the induction ceremony. This may be excused only by approval of the sponsor and principal.
- The following is adopted as the CHS NHS pledge, and must be recited by each NHS candidate at the induction ceremony:

*I pledge myself to uphold the high purposes of the National Honor Society to which I have been elected;*

*I will be true to the principles for which it stands;*

*To hold as fundamental and worthy an untarnished character;*

*To endeavor intelligently and courageously to be a leader;*

*And to give myself freely in service to others.*

*I will maintain and encourage high standard of scholarship, service, leadership, and character.*

*In so doing, I shall prove myself worthy of a place in the National Honor Society.*

## Termination of Membership

- Membership will be in **jeopardy** if a CHS NHS student is caught cheating by any teacher throughout the school year.
- Membership will be in **jeopardy** if a CHS NHS student violates the *Policy for Illegal Drugs/Tobacco/Alcohol for Students Who Attend USD #332* in the Student Handbook, or if they are convicted of an illegal offense involving drugs, tobacco or alcohol.
- Students in **jeopardy** will be required to complete an additional 12 hours of community service for a total of 24 hours of community service in order to be reinstated as a "member in good standing".
- If members lose eligibility due to academic probation (below 3.5 GPA), they will have one semester to recover the minimum standard or be terminated.
- Once a student quits, is terminated or becomes academically ineligible, even if they recover the GPA later, the student may not be reinstated as a member of NHS.
- Students who are terminated will be notified by the sponsor and by a letter, and if the student wishes to appeal termination, will have a hearing before the sponsor, principal & superintendent.

## Powers

- The NHS sponsor has the responsibility for applying to the Principal for approval of activities.
- The Principal has the final authority over all activities sponsored by or the responsibility of NHS.

## Meetings

- Meetings will be conducted as provided in the student handbook, beginning in August and ending in May.
- Special meetings may be called at any time at the request of the sponsor, the officers, or the principal.
- Meetings shall be conducted according to *Robert's Rules of Order, Newly Revised* in all points not expressly provided for in this document.

## Duties Of Members

- Members must foremost uphold duties of scholarship, leadership, service, and character.
- CHS NHS shall determine one or more service projects for each year.
- All members shall regularly participate in these projects.

- These projects shall have the following characteristics: fulfill a need within the school or community; have the support of the administration and the faculty; be appropriate and educationally defensible; and be well planned, organized, and executed.
- Each member shall have the responsibility for choosing and participating in a service project that reflects his or her particular talents and interests. This is in addition to the chapter projects to which all members contribute.
- The projects shall be publicized in a positive manner.
- Officers **MUST** attend the induction ceremony as representatives and participants in the ceremony. Members in good standing are encouraged to attend as well.

### **Elections**

- Officers, with the exception of the President, will be elected in the spring of the previous year of office.
- The President will be a 12<sup>th</sup> grader and the person who held the office of Vice President the previous school year.
- The Vice President must be a student planning on entering the 11<sup>th</sup> grade the following fall.
- Any member of the group may hold the Community Service Volunteer Points Chairman position or the Secretary/ Treasurer position.
- If a student wishes to hold the office of NHS President or Vice President, they may not be a President or Vice President for any other organization.
- If a vacancy needs to be filled due to the removal, forfeiture, or departure of any office holder, another election will be held to fill the position. The previous guidelines apply to these elections as well.
- Students are encouraged to nominate at least two students as candidates for each office.
- Any student who wishes to run for the offices of Vice President, Points Chair or Secretary/Treasurer must have all their community service points completed and recorded in the permanent records of the organization. If the future President does not meet the requirements for remaining a member in good standing, including community service points, they will forfeit their elected position and another President will be elected in their place.
- All candidates will prepare and give a 5-minute speech for the NHS members.
- Any officer in jeopardy must relinquish their position and a new officer will be elected to fill the vacated position.

### **Ratification**

- These bylaws may be amended or ratified as necessary.

## AWARDS

The following awards have been approved by the USD #332 Board of Education.

### **Music: John Philip Sousa Award and the Choral Award**

1. The student must participate in band or choir all four years.
2. The student must be a senior.
3. The students must not have received a final grade for the year of less than an “A” during their four years of band or choir.
4. In order to qualify for either of the awards, the student must have participated in a small ensemble or solo at least three of the four years. Ratings of these ensembles or solos at a contest could be used to break ties.
5. A student would be eligible for both awards if no other student qualified for the awards.
6. A student must have an overall grade point average of 2.5 or higher in all subjects in order to qualify for either award.
7. A student must have been a section leader or first chair for his/her section in the band. A student must have been a section leader in choir and/or Main Street Singers.
8. After the standards have been met, participation in any musical function other than those required of school, ex. Honors band, band camps, Masonic Band, Lions Band, 4H Days Solos/Ensembles.
9. For Choir: honor choirs, choir camps, show choir camps, community choirs, 4H Days Solos/Ensembles, should be taken into consideration.
10. The selection of these awards will be made by the music teacher or teachers, the guidance counselor, and the high school principal. The selection will be based on the student’s application and a point system.
11. If by chance that all student applicants do not meet the minimum standards for either award, the award will not be issued for that year.

### **Kansas All-State Masonic Band**

Usually a certificate is presented by the Masonic Lodge for participation and playing in their band.

### **Scholars’ Bowl**

The Scholars’ Bowl sponsor recognizes students who have competed in Scholars’ bowl during the year.

### **Forensics and Drama**

This is to recognize students who have been out for forensics or drama and certificates for students who have placed in contests.

### **K-State Math-Science Award**

The following guidelines were recommended:

1. Number of courses taken in math and science.
2. Grades in courses taken in math and science.
3. ACT scores in math and science.

The science and math instructors along with the guidance counselor will select the recipient of this award following the guidelines listed above.

### **Attendance**

Students must meet certain requirements set down by the administration to receive this award.

### **Honor Roll**

Students must meet a certain GPA for the semester: 3.00-3.49 for honorable mention and 3.50-4.00 for honor roll. This award is given by the principal.

## **Citizenship Awards**

### 1. K.S.H.A.A. Citizenship Award

This award is sponsored by the K.S.H.A.A. It should be given to our most understanding boy and girl citizen. This award is voted on by faculty.

### 2. Dale Dennis Citizenship Award

The Dale Dennis Award is sponsored by USA. It is given to a senior. This award is voted on by the faculty.

### 3. American Citizenship Award

The American Citizenship award is sponsored by the National Association of Secondary Principals and is given to two high school students. This award is voted on by the faculty.

## **Kansas Scholar/Board of Regents Curriculum**

The Kansas Board of Regents sponsors this award.

## **Presidential Excellence in Education**

The students must meet such requirements as an A average throughout high school. They must also score in the 85<sup>th</sup> percentile on any recognized achievement test. This certificate is sponsored by the President of the United States.

## **Honor Cords**

Seniors with an overall G.P.A. of 3.50 or higher will be distinguished at their graduation by wearing Honor Cords.

## **Salutatorian**

Salutatorian is the student who has the second highest overall high school G.P.A and meets the following requirements:

1. Presented to a senior.
2. Must attend Cunningham High School their entire senior year.
3. Complete the Kansas Board of Regents Kansas Scholars Curriculum. If no student meets this requirement then the second highest overall high school Grade Point Average

## **Valedictorian**

Valedictorian is the student who has the highest overall high school G.P.A and meets the following requirements:

1. Presented to a senior.
2. Must attend Cunningham High School their entire senior year.
3. Completed the Kansas Board of Regents Kansas Scholars Curriculum. If no student meets this requirement then the highest overall high school Grade Point Average.

## **Scholarships**

Certificate recognition to seniors receiving various scholarships.

## **Athletic Letters**

Letters, emblems, bars, and senior plaques will be presented as per requirements listed in the school athletic handbooks.

## **Other Athletic Awards**

Honors or awards received by students representing their school in games or contests sponsored by the school.

## **Spirit Leader Awards**

The spirit leader sponsor recognizes students who have participated during the year.

## SCHOLARSHIPS

### **Valedictorian Award – Cunningham First National Bank**

Awarded to the student who ranks number one in his/her graduation class.

### **Salutatorian Award – West Kingman Education Foundation**

Awarded to the student who ranks number two in his/her graduating class.

### **West Kingman County Education Foundation**

Awarded to the student who ranks number three in his/her graduating class.

### **Orville & Hilda Shelman Scholarship Program**

The Scholarship fund is open to young people graduating from the Cunningham High School who desire to attend college and who have particular goals in mind as to what they want to do with their lives. The amount of the award and the students are selected by a committee.

### **Walmart Foundation Community Scholarship Program**

Walmart asks all high schools in the store's advertising area to submit their best applicant for competition. Selected on ACT scores, G.P.A. applicant's curriculum, financial need, extracurricular activities and work activities.

### **George R. Watson Scholarship Competition**

Young persons who have attended high school in USD #332 may apply. They must have an interest in an aptitude for a medical or health related field (including veterinary medicine). The financial situation of each applicant will be considered as well as qualifications. The amount of the award and the students are selected by committee.

### **College or University Scholarships**

The best source of scholarships. Students should contact Financial Aid Offices at the schools they are interested in attending. Most are awarded on the basis of ACT scores and G.P.A. Some departments give scholarships to promising students.

### **Kanza Bank**

Open to all seniors. These students must have academic ability and be a student who is likely to complete college. This scholarship is selected by the bank from a list of seniors.

### **Gibbens Family Scholarship Trust**

The scholarship fund is open to all students graduating from Cunningham High School who desire to attend college and who have particular goals for their lives. This scholarship is open to renewal on a yearly basis by applicants. The students are selected by a committee.

### **Student Council Memorial Scholarship**

Awarded to a senior currently graduating from Cunningham High School. Sponsored by the Cunningham High School Student Council. The scholarship is valued at \$100.00

### **West Kingman County Education Foundation**

Scholarship is for any form of higher education. Student must be a Cunningham High School graduate or graduating senior. Applications must be computer generated and are due May 1.

## HIGH SCHOOL ACTIVITY SPONSORS

Athletic Director	Bart Ricke
Head Football Coach	Lance McGuire
Assistant Football Coach	Eric Kerschen
Head Cross Country Coach	Ingrid Ricke
Head Volleyball Coach	Ariel Haskin
Assistant Volleyball Coach	Sheena Albers
Head Boys Basketball Coach	Larry Eisenhauer
Assistant Boys Basketball Coach	Bart Ricke
Head Girls Basketball Coach	Kayla Staley
Assistant Girls Basketball Coach	Mikaela Hartley
Head Track Coach	Eric Kerschen
Assistant Track Coach	Lance McGuire
Spirit Leader/Pep Club Sponsor	Kayla Fiegel
Forensics Sponsor	Carrie Vahsholtz
School Play Director	Becky Huelskamp
Instrumental Music	Nicole Kerschen
Vocal Music	Nicole Kerschen
Yearbook	Emily Meiries
Senior Class Sponsor	Jerree Fitzsimmons
Junior Class Sponsor	Kayla Fiegel
KAYS Sponsor	Becky Huelskamp
Student Council Sponsor	Jerree Fitzsimmons
Sophomore Class Sponsor	Eric Kerschen
National Honor Society	Ingrid Ricke
Scholar's Bowl Sponsor	Sebastian Huelskamp

## JUNIOR HIGH SCHOOL ACTIVITY SPONSORS

Head Volleyball Coach	Sarah Thimesch
Head Football Coach	Bart Ricke
Assistant Football Coach	Colin Little
Head Girls Basketball Coach	Bart Ricke
Assistant Girls Basketball Coach	Kelsey Beat
Head Boys Basketball Coach	Lance McGuire
Assistant Boys Basketball Coach	Eric Kerschen
Head Track Coach	
Assistant Track Coach	Nicole Kerschen
School Play Director	Becky Huelskamp
Cheer Sponsor	Nicole Kerschen
Scholar's Bowl Sponsor	Becky Huelskamp