

# **CCHS POLICIES AND PROCEDURES**

## **CCHS, ACADEMIC COUNSELING**

The academic counselor will strive to assist students, parents and staff in development of student interests, needs, aptitudes and abilities. Information will be provided to students and parents that are designed to assist in planning for high school and post high school experiences. The academic counselor is available to serve as a reference source for other support services available.

Throughout high school, students are encouraged to plan for the future. There are a number of opportunities and activities provided for students to aid them in this endeavor.

During the school year many representatives from vocational schools, junior colleges, 4-year colleges and the military visit our high school. Students in grades 9 through 12 are encouraged to visit with representatives to determine what the institutions have to offer. Parents are also welcome to attend, and may do so by contacting the academic counselor at the high school: 620-273-6354.

## **CCHS, ACADEMIC LETTER**

CCHS Students who are on the Principal's Honor Roll and/or the Honor Roll for both semesters of a school year are eligible to letter academically. To receive the academic letter they must also be a full time student (an exceptions to this is second semester seniors) at CCHS and student may have had one unexcused absence or three instances of tardiness in either semester of the school year. Students must not have reached the third step on the CCHS discipline cycle during the school year.

## **CCHS, ACTIVITIES**

ACADEMIC TEAMS	CLASS OFFICER	SCHOLAR'S BOWL
FBLA	CROSS COUNTRY	SOFTBALL
FOOTBALL	SPANISH CLUB	PROM
FORENSICS	STUDENT COUNCIL	SCHOLARSHIP TEST
JOURNALISM CONTEST	TECHNICAL STUDENT ASSOCIATION	
INSTRUMENTAL MUSIC	TRACK & FIELD	PLAY/MUSICAL
BAND	KAYS	VOCAL MUSIC
BASEBALL	NATIONAL HONOR SOCIETY	VOLLEYBALL
BASKETBALL	POM-PON	CHEERLEADING

## CCHS, ACTIVITY DESCRIPTIONS

Chase County High School is a member of the Kansas State High School Activities Association. In order to participate in KSHSAA approved activities, students must satisfy KSHSAA requirements. Students must also be eligible in accordance with the CCHS Eligibility Policy, which is listed following activity descriptions (see pages 22-23).

Organization/Activity Name: **Academic Teams**

**Purpose:** Students participate in skills contests hosted by area schools. Businesses, Math, Science, Journalism, Art are areas in which CCHS participates.

Organization/Activity Name: **Athletic Teams—KSHSAA**

**Purpose:** Students participate in sports contests hosted by area schools. Students must meet KSHSAA requirements to participate. Baseball, Basketball, Cheerleading, Football, Golf, Softball, Cross Country, Track and Field, Volleyball, Wrestling are the team sports in which CCHS participates. **Dues:** None, Uniforms are provided, although proper footwear is the student's responsibility.

Organization/Activity Name: **Future Business Leaders of America (FBLA)**

**Purpose:** Promote and strengthen leadership skills and serve as a public relations group for the CCHS Business Department. **Dues:** \$2.00/year.

Organization/Activity Name: **Classes/Class Officers**

**Purpose:** To develop organizational skills by earning money for jr./sr. Prom, senior trip, and to provide a service to the community by running concession stands at various activities. Offices include President, Vice-president, Secretary/Treasurer, and Student Council Representative, which are elected by class members. **Dues:** Set by individual classes at the beginning of each school year. Class dues/fees are not refundable.

Organization/Activity Name: **Forensics--KSHSAA**

**Purpose:** Students gain confidence in their ability to speak in front of an audience while learning to present literary selections in an entertaining and insightful manner, evaluate performances, handle stage fright, accept criticism, and be tolerant of others. **Dues:** None

Organization/Activity Name: **KAY--KSHSAA**

**Purpose:** Service organization that promotes good citizenship through projects which help to serve school, family, community, nation, and world. **Dues:** \$3.00/year

Organization/Activity Name: **National Honor Society**

**Purpose:** National Honor Society members shall be chosen from the sophomore, junior, and senior classes. Their eligibility shall be based on an accumulative GPA of 3.5 or higher. A GPA of 3.33 must be maintained to continue membership. A faculty committee makes the final selection of candidates based on scholarship, service, leadership, and character as demonstrated by the student. **Dues:** None

Organization/Activity Name: **Pom-pon Squad--KSHSAA**

**Purpose:** Perform at half time of home football and basketball games. Tryouts are held in April of each year. Squad members must maintain at least a "C" average in each class. **Dues:** None. Lycra uniforms and pompons belong to CCHS. However, members are responsible for some camp expenses and uniform accessories, which are between \$150 and \$200.

Organization/Activity Name: **Scholars' Bowl--KSHSAA**

**Purpose:** Give students a chance to improve their quick recall and reasoning abilities by competing in academic contests. It is not necessary to be an outstanding student to be in Scholars' Bowl; however, being a little aggressive and quick-witted are helpful.

Organization/Activity Name: **Student Council--KSHSAA**

**Purpose:** Provide a voice for the students to bring about changes in the school. Special projects include state contest signs, league championship signs. **Dues:** None

Organization/Activity Name: **Cheerleading--KSHSAA**

**Purpose:** Provide support for all athletic events and endeavors. Tryouts are held in the spring of each year. Squad members must maintain school eligibility at all times.

**Dues:** None. However, team members are responsible for all uniform, accessory and camp costs some of which are deferred by team fundraisers. Uniforms and accessories purchased by team members become the property of the team member when the year is over. The cheerleading sponsor retains final decision-making powers in regards to all team uniforms, accessories and performances.

## **CCHS, ATHLETIC/ACTIVITY ELIGIBILITY POLICY**

The Kansas State High School Activities Association has an extensive eligibility policy that includes scholarship, enrollment, residency, etc. Assuming students have met all of the requirements set forth by the KSHSAA, Chase County High School has established the following Athletic/Activities Policy. The purpose of this policy is to ensure continued eligibility for students attending Chase County High School, improving student academic achievement, and enhance communications between the school and parents.

1. Full-time students must be passing 6 blocks of credit to be eligible for athletics/activities.
2. Part-time students must be enrolled in 5 or more blocks and must be passing 5 blocks to be eligible for KSHSAA participation.
3. Any student being granted part-time status must realize that enrolling in less than 5 blocks of credit will forfeit his or her right to participate in all extra-curricular activities sponsored by KSHSAA.
4. Eligibility will be determined after the fifth week progress reports each semester. It will be determined weekly for the remainder of the semester.
5. Eligibility status updates are to be entered into the computer by individual teachers by 8:30 a.m. on Wednesday mornings each week with eligibility taking effect on the following Sunday and continuing in effect until the next Sunday. The principal's office will furnish a list of ineligible students to the faculty and will notify the parents by mail.
6. Ineligibility will cover all activities listed in the CCHS Student Handbook as being affected by the Discipline Cycle.
7. Ineligible students will continue to attend sports practices and conditioning. This is required for liability reasons.

## **CCHS, CLASS CHANGE PROCEDURE**

Students are allowed to change a class up until the third class meeting, whether it is at the beginning of the year or at the beginning of second semester. Other than at those times, a student must meet with the Principal and Counselor showing good reason for the change before instituting a Class Change Procedure.

If a student wishes to change a year long class at the semester, the student must see the counselor to change the class 10 school days before the end of the first semester. At that time, the counselor and student will discuss the change. For the change to be approved the student must complete a class change sheet ascertaining signatures from the principal and parent/guardian showing permission before the change will be granted.

Class changes in semester long classes have the same procedure whether it is at the beginning of school or at the semester break.

Students may change semester classes up until the third class meeting. To change a semester long class, the student must see the counselor for a class change sheet, complete the class change sheet

ascertaining signatures from the principal and parent/guardian showing permission, and have the teachers initial the sheet to inform the teachers of the change in classes.

To change a class at other times during the semester, the student must meet with the principal, counselor, and parent/guardian to show just cause for the change. A parent/guardian may request a meeting to discuss a class change if it is in the best interest of the student. Upon approval of the change from that meeting, the student will take a class change sheet signed by the principal, parent/guardian, and student to the appropriate teachers to initial to inform the teachers of the change.

**See Comparison Chart (Next Page)**

**\*English**—In addition to this requirement, students are encouraged to take courses in journalism, speech, drama/theater, and/or debate. These courses do not count toward the English requirement.

**\*Science**—If these courses have been approved by the Kansas Board of Regents, students may take up to two units in:

Applications in Biology

Applications in Chemistry

Principles of Technology I and II

**Applied/Technical Courses** (e.g., Applied Chemistry, Applied Physics) may not be substituted for the requirement that one unit of natural science credit must be in chemistry or physics.

Students are encouraged to take one additional unit of science chosen from the courses listed above.

**Math**—For students graduating in 2006 and thereafter(\*) 3 units required in high school at or above the level of Algebra I. Mathematics courses completed in middle school or junior high will not count toward the Qualified Admission math requirement.

**(\*)Students are strongly encouraged to take a mathematics course every year of high school**  
**CCHS, Qualified Admissions (QA)/KS Scholars Curriculum**

*Electives:* **8.5 credits**

**Total Credits:** **26.0 credits** (Note: One Unit = 1 year or 2 semesters)

	<b>CCHS</b>	<b>KSDE Qualified Admission</b>	<b>KBOR KS Scholars</b>
--	-------------	---------------------------------	-------------------------

<b>Language Arts</b>	<b>4 credits</b> (Eng I, II, III, IV)	<b>4 units</b> (At least one unit of English must taken each year)	<b>See QA requirements</b>
<b>Science</b>	<b>3 credits</b> (must include: 1 credit of Physical science and 1 credit Biology)	<b>3 units</b> (must take 3 units chosen from Biology, Advanced Biology, Earth/Space Science, Chemistry, Physics with at least 1 unit being Chemistry or Physics)	<b>3 units</b> (Students must take Biology, Chemistry and Physics and strongly encouraged to take a 4 <sup>th</sup> year of science)
<b>Mathematics</b>	<b>3.5 credits</b> (shall include algebraic and geometric concepts)	<b>3 units</b> (must take 1 unit each of Algebra I and II and Geometry. Completion of both Applied Math I and II can be substituted for Algebra I only)	<b>4 units</b> (In addition to QA, students are to complete at least 1 unit of advanced math selected from Analytic Geometry, Trigonometry, Advanced Algebra, Probability/Statistics, Functions or Calculus. Algebra I in 8 <sup>th</sup> grade is acceptable to KS Scholars).
<b>Social Science</b>	<b>3.5 credits</b> (must include: 1 credit American History 1 credit American Government 0.5 credit Civics)	<b>3 units</b> (must include: 1 unit of US History 0.5 unit of US Government 0.5 unit chosen from: World History, World Geography, International Relations 1 unit chosen from: Psychology, Civics, Economics, History, Current Social Issues, Sociology, Anthropology and Race & Ethnic Group Relations)	<b>See QA requirements</b>
<b>Computer Technology</b>	<b>2 credits</b> 0.5 credit Word Processing 0.5 credit Computer Apps 0.5 credit Invest. Tech 0.5 credit Con Resource Mngm	<b>1 unit</b> (The school may fulfill this requirement by use of a test. The test grade must be listed on the transcript as a grade as 1 unit. You need not, however, count it toward graduation).	<b>See QA requirements</b>
<b>PE</b>	<b>1 credit</b> 1 credit G9 PE-Health	<b>None</b>	<b>None</b>
<b>Fine Arts</b>	<b>1 credit</b> (digital media, web page design, photojournalism, photo-shop, desktop publishing, drama, design, painting, ceramics, drawing, band, voices, chorus)	<b>None</b>	<b>None</b>
<b>Foreign Language</b>	<b>None</b>	<b>None</b>	<b>1 unit</b> (must both be in same language)

## CCHS, CONCESSION STANDS

Concession stands at Chase County High School activities are major fund-raisers for classes and organizations. Therefore, concession stands will be assigned in the following manner:

Varsity Football:	KAYS
Junior Varsity Football:	
Volleyball Games:	Split between freshman and sophomore classes
Basketball Games:	Split between junior and senior classes
Baseball Games:	
Softball Games:	

**Post-season and unwanted concessions will be offered to (in the following order): senior class, junior class, sophomore class, freshman class, and school organizations.**

## CCHS, EIGHT BLOCK SCHEDULE

Chase County High School utilizes an eight-block schedule. This schedule has eight 80-minute classes. The first full day of the school year will be an odd block day followed by an even block day and will alternate in this manner through the course of the year. A 60-minute seminar at the end of each full school day will be scheduled. This is a highly structured period for students and is to be used primarily for remediation and enhancement.

Seminar is to focus on academics. Students will have the opportunity to obtain make up work/missed assignments, make up tests, work in the library/computer lab, obtain help from individual teachers, peer tutoring, studying, and attend labs (as needs indicate). Seminar is a proper time for academic assemblies, guest speakers, and other special presentations. Counseling activities such as enrollment, career presentations, college/military recruiting, etc., will be held during seminar whenever possible. Standardized testing will be scheduled during seminar whenever possible. (Most of the tests are for longer periods and will be done whenever they can be scheduled). Specific rules will be available in the individual seminar rooms. These rules shall be consistent for all persons/rooms.

## CCHS, ENROLLMENT GUIDELINES

1. Students should work closely with parents in determining their high school curriculum. Classes chosen should be those that will best prepare them for their post high school plans. This is particularly important during the junior and senior years when the most electives are available.

2. Students should enroll in all of the math, science and technology classes possible. They are required to be enrolled in a mathematics class and in a science class until the student has his/her 3 required credits.
3. Students are **REQUIRED** to make a four year plan for classes. However, they will only be enrolled in classes for the next school year. Subsequent year's enrollment may vary from the initial plan.
4. Enrollment is considered a contract between the student and the school. A student who enrolls in a class is expected to make a sincere effort to master the outcomes of the class and remain in the class until it is completed. Any change after enrollment is completed must be acknowledged by the class instructor, parents, counselor, and approved by the administration and parents before the third meeting of the class. If an agreement can not be reached that the change should be made, parents will be required to meet with staff before approval will be considered. Students wishing to change a full year class at semester must make changes before semester break.
5. RSIC will be a required class for all freshmen who score in the "academic warning" or "approaches standard" on the eighth grade state reading assessment.
6. MSIC will be a required class for all freshmen who score in the "academic warning" or "approaches standard" on the eighth grade state mathematics assessment.
7. RSIC will be a required class for all eleventh graders who score in the "academic warning" or "approaches standard" on the state reading assessment their tenth grade year.
8. MSIC will be a required class for all eleventh graders who score in the "academic warning" or "approaches standard" on the state mathematics assessment in their tenth grade year.
9. Students must be enrolled in a class each block unless the Administrator/Board of Education declares them a "special student" before the semester begins.
10. Except for music, Current Issues, and Lifetime Fitness, classes may be taken only once with the following exception. If a class is failed or ½ credit of a full credit course is failed, the entire course should be repeated. Except for music, Current Issues, and Lifetime Fitness, any class previously passed and taken for a second time will not be considered in determining academic eligibility. When retaking a class previously passed the highest grade will be recorded on the transcript.
11. Office/Teacher Aides—Seniors may be a teacher's aide for one block for their fall semester if they can meet graduation requirements by May. Seniors wishing to be an aide must get approval by the teacher or office personnel. Teachers may have only one aide per class block. Second semester seniors may be an aide two blocks if they are full-time student status. **Any senior in good standing and with a 3.0 or better GPA may request to be an aide.** Teacher aides and office aides will not receive credit or a grade. **Eligibility as defined in "good standing" will include: academically student must pass six classes in the previous semester; student may have had no more than three unexcused absences or five tardies during the previous semester. Students must not have reached the third step on the CCHS discipline cycle during the current school year.**
12. Elementary Teacher Aides—Seniors in good standing (as defined in 7) and interested in working with elementary children and teachers may request to go to the grade school as an aide. They will not receive a grade or credit and must use school transportation.
13. Virtual Prescriptive Learning (VPL) will be available for most required regents classes. Students who have failed required courses may be assigned to VPL classes instead of electives to meet graduation requirements. VPL courses to be used as a credit for a failed course will be pass/fail only.

## **CCHS, ENROLLMENT PROCEDURE**

Enrollment for the next school year will be completed during seminar periods. The school counselor will provide each seminar the information necessary for the student to choose classes that are in the student's best educational interests. The Student Enrollment Packet will include a master schedule, the student's transcript, blank credit check sheets to be completed by the student if desired, grade level requirements, Regent's/Qualified Admissions/CCHS graduation requirements, and 2 copies of the class level schedule.

Students are to complete the class level schedule, leaving one copy with their seminar teacher and taking one copy home for discussion and approval from a parent/guardian. Students are to return the copy taken home having a signature from a parent/guardian to their respective seminar teacher. When that copy is returned to the seminar teacher, that teacher will keep the signed copy and return the other copy to the student. The signed copies will be forwarded to the school counselor to complete each student's enrollment.

Each student's schedule will be entered in the computer and the student's schedule for the next school year will be mailed home with the present year's final grade report.

Fall enrollment will usually be held the first week in August. If class changes are necessary, the student and parent/guardian may make changes at that time. Any class changes after the first day of classes will then follow the class change procedure.

## **CCHS, EXCUSING STUDENTS FROM THE ROOM**

Students must have a pass when they are out of class for any reason except passing periods. Students must have the teacher's permission to leave class.

## **CCHS, FEES**

1. CCHS has a textbook rental program. The rental fee **DOES NOT** cover the cost of practice sets, art supplies, etc., which are used in the classes. These are extra and will be paid for by students when they are received from instructors. At the time textbooks are issued to students, there will be a condition inventory taken by the teacher and student. At the time textbooks are checked-in, another condition inventory will be taken. Damages will be assessed and the student will make appropriate restitution. The procedure is stated below:

• <b>Total destruction of book (non-useable)</b>	<b>Total Cost of Replacement</b>
• <b>Loss of book</b>	<b>Total Cost of Replacement</b>
• <b>Torn cover</b>	<b>\$7.00 to \$10.00</b>
• <b>Loose back</b>	<b>\$10.00</b>
• <b>Torn pages</b>	<b>\$0.50/page, \$10.00 maximum</b>
• <b>Writing/Graffiti</b>	<b>\$0.50/page, \$10.00 maximum</b>

2. A towel rental fee is charged to those students in PE, Lifetime Fitness, and athletics. The school furnishes one clean towel for each shower taken.

2. The 1996-97 Chase County High School Student Council recommended to the U.S.D. #284 Board of Education to adopt a Student Activity Fee for Chase County High School

students beginning with the 1997-98 school year. The Board of Education adopted the recommendation and asked to incorporate Student ID's and Activity Tickets into one with a \$20 fee.

## **CCHS, FRESHMAN ENROLLMENT/ORIENTATION**

Moving from the middle school to the high school can be a big step in some students' school life. The faculty and staff of CCHS wish to make that transition as smooth as possible for those students.

During the spring the high school counselor and selected CCHS staff will spend time with the 8<sup>th</sup> graders talking about classes, enrollment options for them, and what they will be looking forward to as CCHS freshmen. At that time, the 8<sup>th</sup> graders will receive their enrollment sheet, to be completed by the student and their parents, which will be returned to the CCMS office. Those sheets will then be forwarded to CCHS for actual enrollment. On this sheet, required classes will be listed as well as elective classes that are options for freshmen. The student and parents will designate the preference of elective classes on this sheet. The counselor will then try to enroll the student in order of their preference of electives. Due to conflicts, the students may not always be able to be enrolled in their first choice, but all will be done to try to accommodate those choices.

A freshmen orientation and enrollment meeting will be held in August prior to general enrollment. This evening meeting will be for both students and parents/guardians. Areas covered in this meeting will be school procedures and policies, graduation requirements, and various curriculum options, activities, group clubs and organizations, and general student life at CCHS. Enrollment sheets will also be available and schedule changes may be made at this time. Freshmen should leave the meeting enrolled for the school year and with a current class schedule.

## **CCHS, GRADING SCALE**

Teachers at Chase County High School will use the following grading scale:

100% to 90%	=	A
89% to 80%	=	B
79% to 70%	=	C
69% to 60%	=	D
Below 60%	=	F

## **CCHS, GRADUATION REQUIREMENTS** (revised and effective **Class of 2009**)

There are **32.0** credits possible in the four years of high school (8 classes per year x 4). In order to graduate, students must pass **26.0** credits during eight (8) semesters. Each student must pass **17.5** required credits, see list below. Each student has a choice of **14.5** elective credits.

**Definitions:**

**Required Course**--a course that students must complete with a passing grade to meet graduation requirements.

**Elective Course**--a course that students may choose to take to meet individual interests and the 26.0 total graduation credits requirement.

### **CCHS / Qualified Admissions (QA) / Regents Requirement Comparison**

Courses listed under CCHS are the minimum requirements to graduate as a CCHS Bulldog.

Courses listed under Qualified Admissions are the high school requirements recommended to attend a Kansas Regents post secondary school.

Courses listed under Regents Requirements are the requirements necessary to be eligible for the Kansas Scholars Award and eligible to be the Valedictorian or Salutatorian at CCHS.

## **CCHS, GRADUATION HONORS**

1. To be eligible for Valedictorian or Salutatorian at CCHS a student must have completed the regent's core curriculum as well as have designated a career path.
2. Valedictorian and Salutatorian are determined by cumulative GPA (figured only on semester grades) for four years of high school; the decimal will be carried out as many places as necessary to break ties. If there is more than one Valedictorian, a Salutatorian will not be selected.
3. National Honor Society members will wear white NHS collars during the commencement exercises for recognition.
4. Honor students in the top 10% of the graduating class and completing their regent's core curriculum will wear gold braids at the commencement exercises.
5. Quill and scroll members will wear blue and gold cords during the commencement exercises for recognition.
6. All graduating students having a cumulative grade point average of 3.5 or better will be recognized in the commencement program.

## **CCHS, GYM LOCKERS**

Lockers and combination padlocks are available through the coach or physical education teacher. Articles issued to students, as well as personal articles, are the student's responsibility and should be kept locked in the lockers provided. Loss of possessions due to unlocked lockers or property left lying out is nearly impossible to recover. **LOSS OF SCHOOL PADLOCKS WILL RESULT IN THE STUDENT PAYING FULL REPLACEMENT COST.**

Coaches and administrators have keys to the combination padlocks and may open any locker for inspection at any time.

**LOCKERS ARE THE PROPERTY OF THE SCHOOL DISTRICT.**

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

Guidelines apply to school and school-sponsored activities.

## **CCHS, HONORS BANQUET**

The Board of Education of Chase County U.S.D. #284 will sponsor an annual Honors Banquet. It will be a semi-formal banquet with a meal.

**Students must meet the qualifications listed below in order to attend.**

1. Must be on the 3.5+ Semester Honor Roll and have an accumulative GPA of 3.5 or better.
2. No grade lower than a B in the current school year.
3. Name to be submitted by the principal as student in good standing.

Guests:

1. Parents of the above qualified students, guardian or grandparents, if parents are absent from the home. A maximum of two guests per student will be allowed.
2. Current school board members and spouses.
3. High school principal and spouse.
4. High school counselor and spouse.
5. Superintendent and spouse.
6. News media representative.
7. Selected 'academic' guest speaker and spouse.
8. Guests approved by the USD 284 Superintendent.

## **CCHS, HONOR REWARDS**

Chase County High School has a reward based incentive program to help motivate our students and acknowledge their positive efforts. The student incentives include rewards such as recognition, enjoyable activities, and special benefits. The rewards are all donated by local agencies or funded by the school district.

## **CCHS, HONOR ROLL/ACHIEVEMENT LIST**

Each semester Chase County High School will publish an academic achievement list. The list will include:

**Principal's Honor Roll**--a student must have a grade point average of 4.0

**Honor Roll**--a student must have a grade point average of 3.5 to 3.99

**Achievement List**--a student must achieve a grade point average of 3.0 to 3.49

## **CCHS, INCOMPLETE GRADE**

An incomplete grade can be issued at CCHS. An incomplete grade is not a permanent or passing grade. An "I" (incomplete) designates a student has a set period of time to complete assignments, projects and evaluations in order to complete the requirements for the final grade. After that time has expired, the instructor will grade all work submitted by the student and determine the final grade.

### **Reasons for an incomplete grade:**

1. Illness resulting in hospitalization or extensive home care that prohibits student(s) from completing school work.
2. Excessive excused absences in which student(s) has not had adequate time to complete assignments.
3. At-Risk situations that prohibit student(s) from completing school work.
4. Special situations in which the parent, principal, and teacher agree that additional time is justified.
5. Illness resulting in hospitalization or extensive home care that prohibits student(s) from completing school work.
6. Excessive excused absences in which student(s) has not had adequate time to complete assignments.
7. At-Risk situations that prohibit student(s) from completing school work.

### **Process:**

1. If possible the student(s) or parents will advise the school of any extenuating circumstances that may precipitate an incomplete grade.
2. KSHSAA rule 14 article 5 applies. A "condition" or an "incomplete" shall count as a failure. However, should a student have an excused absence for day(s) missed, completing such work will be in compliance with school policy. CCHS policy for "make up" work is two days for every excused day missed.
3. Days school is not in sessions, such as weekends, holidays, and Christmas vacation count as days to make up work.

### **Basic Program:**

1. A maximum ten (10) day deadline extension will be in force regarding incompletes. If a student should have more than one incomplete, the deadlines will run concurrently.
2. If a student cannot meet the deadline, an extension may be granted by the building principal. The time of extension will not exceed one week in length. (The decision that more time is needed will be determined by the principal after meeting with the student, parents, and teacher(s) involved.)

### **Responsibilities:**

1. It is the responsibility of the student to complete all work and provide it to the instructor before the deadline expires.
2. The instructor will grade the assignments and provide the final grade to the school office.

Upon agreement by the instructor and student, it may be possible to arrange times the instructor can be reached after school hours or during non-school days for examinations, questions, and information.

## **CCHS, LEAVING THE BUILDING WHILE SCHOOL IS IN SESSION**

When classes are in session and it is necessary for a student to leave the building, due to illness or for any other reason, he/she **MUST CHECK OUT THROUGH THE HIGH SCHOOL OFFICE AND WILL CHECK BACK IN THROUGH THE OFFICE BEFORE RETURNING TO CLASS.** The office should not be asked to release a student without notification from/to parents or a close relative.

STUDENTS WHO LEAVE THE BUILDING WITHOUT CHECKING OUT MAY BE SUBJECT TO AN UNEXCUSED ABSENCE AND A LEVEL 1 VIOLATION ON THE SCHOOL DISCIPLINE CYCLE.

## **CCHS, MEETING SCHEDULE FOR ORGANIZATIONS:**

1 <sup>st</sup> Meeting Day of Each Month:	Class Meetings	3:00 to 3:25
2 <sup>nd</sup> Meeting Day of Each Month:	Quill & Scroll-1 <sup>st</sup> Semester	2:35 to 2:50
	Forensics-2 <sup>nd</sup> Semester	2:35 to 2:50
	KAYS	3:00 to 3:25
3 <sup>rd</sup> Meeting Day of Each Month:	Yearbook	2:35 to 2:50
	Student Council	3:00 to 3:25
4 <sup>th</sup> Meeting Day of Each Month:	TSA	2:35 to 2:50
	Scholar's Bowl	3:00 to 3:25
5 <sup>th</sup> Meeting Day of Each Month:	National Honor Society	2:35 to 2:50
	FBLA	3:00 to 3:25
6 <sup>th</sup> Meeting Day of Each Month:	Cheerleaders	2:35 to 2:50

All meetings are to be held at scheduled times. Any additional meetings are to be held before school or at noon hour. Any additional meetings that must be held during seminar or during the school day are to be cleared through the Principal.

### *CCHS, PART-TIME STUDENT POLICY*

CCHS encourages its students to be full-time students for eight (8) semesters. However, the following guidelines for part-time students have been established:

1. Reason for requesting part-time status. (Hardship and College)
2. Have 26 credits or be enrolled in enough classes to have 26 credits and to meet all CCHS graduation requirements at the end of the school year.
3. Be a second semester **senior** in good standing when in part-time status.
4. Must be in the seventh semester of high school when applying for part-time status.
5. Only in a hardship case will working for parents be considered and approved by the USD #284 Board of Education.
6. If absent from school, must be absent from work.
7. Must have parental permission.
8. Students who are granted part-time status will not be allowed to participate in honor roll or class activities (example: senior trip or prom).
9. KSHSAA enrollment requirements must be met to participate in KSHSAA activities.
10. May participate in commencement activities.
11. Part-time students must be enrolled consecutive classes. If enrolled in a class immediately before seminar, students must attend seminar.
12. Must request part-time status from USD #284 Board of Education by the **November** board meeting to be approved at the **December** board meeting. The request must contain the following items:
  - A. Current transcript from CCHS.
  - B. Class schedule for the last semester.
  - C. Graduation check sheet from CCHS counselor.
  - D. Registration from the college or a letter from employer.
  - E. Schedule of college classes or work schedule showing the need for part-time student status.
  - F. Letter of application stating the reasons, justifications, and long-term goals to the Board of Education.
  - G. Letter of approval and hardship justification (if applicable) from parents.
  - H. Recommendation of approval or disapproval from CCHS principal.
13. Vocational education students may not use part-time student status until their eighth semester of high school. All application procedures apply.
14. Part-time students for working reasons may not be valedictorian or salutatorian.
15. Students taking at least two classes at CCHS and four hours a day at vo-tech or four or more college hours may be considered for valedictorian or salutatorian. The college hours must be toward graduation; not preparatory classes. Only CCHS classes will be used in determining GPA's for valedictorian or salutatorian.

### **CCHS, RECOMMENDATIONS FOR SENIORS**

1. **School Admission** – Seniors should apply for admission to any and all schools being considered by the Fall of their senior year.

2. **Scholarship Applications** – Many schools have February as a scholarship application deadline; however, some schools begin allocating scholarship funds as early as November. Early applications enhance scholarship opportunities. Students and parents should contact the CCHS counseling office or the school to which they are applying to determine deadlines and priority dates.
3. **Local Scholarship Information** – Packets will be distributed in March to all seniors.
4. **Financial Aid** – The Free Application for Federal Student Aid (FAFSA) is required for many scholarship opportunities and student loans. The FAFSA is available on-line or in paper form. The FAFSA application process may be started any time but cannot be completed before January first of the student's senior year. It should be completed as soon as parent/student financial information is available.
5. **Vocational School/College Visitations** – Students and parents are encouraged to make a campus visit to post secondary educational institutions being considered by the students. Students must coordinate these visits in advance for them to be considered an excused visit.
6. **Career Planning Day** – All seniors are encouraged to attend this activity held during the Fall at Butler Community College or Emporia High School. Representatives from most colleges, many vocational schools, and the military are available for students to visit with and gather information. Information is available through the academic counselor.
7. **NCAA ATHLETIC ELIGIBILITY** – Students who are planning to enroll in college and wish to participate in Division I or II athletics as a freshman **MUST BE CERTIFIED BY THE NCAA INITIAL ELIGIBILITY CLEARINGHOUSE.**

To be certified by the clearinghouse, students must apply and meet eligibility requirements. Please visit with the academic counselor for details and to pick up an NCAA student information packet.

## **CCHS, REGENTS' ADMISSIONS CRITERIA**

Each Kansas resident who has graduated from an accredited Kansas high school and who is seeking admission to a state educational institution shall be admitted if the applicant for admission has achieved at least one of the following:

1. Completed **Qualified Admissions** courses with a minimum grade point average of 2.0 on a 4.0 scale or has been recognized by the board of regents as having attained a functionally equivalent level of education; **or**
2. Has a composite American College Testing program (ACT) score of not less than 21 points; **or**
3. Ranks in the top one-third of the applicant's high school class upon completion of seven or eight semesters.

The Board of Regents prescribes a pre-college curriculum which includes, but not limited to, 4 units of English, 3 units of mathematics, 3 units of social studies, 3 units of natural science, and 1 unit of computer technology.

## **CCHS, RENAISSANCE PROGRAM**

Working toward academic progress is a major goal at CCHS. In recognition of the hard work Bulldog students must make to achieve this goal, the Renaissance Program was developed. Students may qualify for Renaissance Rewards at various levels of achievement each semester. Students can only earn one level of the RENAISSANCE Program each semester.

**General qualifications** during the semester for all levels:

No more than 5 absences

No unexcused absences

No more than tardy twice

No discipline referrals on the discipline cycle

Must be a full-time student

**Bulldog Level:** All A's for the semester

Rewards:        One 2-liter bottle of pop and bag of chips  
                         Activity concession coupon for one pop and candy bar  
                         Two early departures with parent approval  
                         Personal day\*

**Red & Black Level:** 3.5 to 3.99 grade point average or .75 improvement of grade point average or an Exemplary Rating on the Reading or Math State Assessment

Rewards:        One free 2-liter bottle of pop  
                         Activity coupon for one pop  
                         One early departure with parent approval  
                         Personal day \*

**Red & White Level:** 3.0 to 3.49 grade point average or .5 improvement grade point average or an Advanced Rating on the Reading or Math State Assessment

Rewards:        One free 2-liter bottle of pop

Activity coupon for one pop

One early departure with parent approval

**Red Level:** Perfect Attendance or a Proficient Rating on the Reading or Math State Assessment

Rewards: One free 2-liter bottle of pop

One early departure with parent approval

**(\*Personal Day)**

Limited to one per semester: This day is to be used during the semester after it is earned (exceptions will be made for second semester seniors.) The following guidelines apply unless the Principal makes an exception:

1. Must be pre-excused through the office with parent permission two days in advance.
2. Must have all teachers sign the pre-excuse form and work may be required to be completed in advance of the day.
3. Must not be used in conjunction with any other school holidays.
4. Must be used by one week before the end of the semester.
5. Will not count as an absence.

## **CCHS, SEMESTER FINALS**

The teacher of a course will determine whether or not a semester final is given in a course.

### **STUDENT ACADEMIC GRADE CLASSIFICATION\***

**Freshman** until five credits are earned (one each in English, math, and science).

**Sophomore** after five credits are earned and until ten credits (two each in English, math, and science) are earned.

**Junior** after ten credits are earned and until eighteen credits (three each in English, math, and science) are earned.

**Senior** after eighteen credits have been earned and all required courses except English IV and American Government are completed.

**\*Students who do not pass English, math, and science each year do not change academic classification.**

**CCHS, SPEED LIMITS:** Parking lots — 10 MPH School Zones — 20 MPH (slower where buses are loading). After school each day there is always a rush to leave from the west parking lot. Since buses are loading on the north and west sides of the school campus, **NO VEHICLES** are to leave through the

north exit on Main Street until all buses are gone. All vehicles are to leave by the south exit to Friend Street and proceed east, west or south. **PLEASE DO NOT COME BACK PAST THE BUSES LOADING AND UNLOADING ON THE STREETS IMMEDIATELY ADJACENT TO THE SCHOOL.**

**All vehicles will park perpendicular to curb in a single row.  
No parallel or double parking will be tolerated.**

**STUDENT PARKING IS NOT RESERVED.**

Staff parking **IS RESERVED** to the immediate west of the high school and old gym.

**UNAUTHORIZED CARS ON CAMPUS WILL BE REPORTED TO LAW ENFORCEMENT.**

**Students are not allowed in the parking lot during the school day, including lunch break, without consent from the office.**

### **CCHS, STUDENTS DRIVING MOTOR VEHICLES**

Students driving motor vehicles to school will park them in the school parking lot west of the school. These vehicles are to remain parked from 8:15 a.m. to 3:25 p.m. For the safety of our teenagers and to be fair and consistent to all students, **NO LUNCH HOUR DRIVING PASSES WILL BE APPROVED.**

If a student must use the vehicle to run an errand during noon hour, the parent is to call **and/or** send a note on that date for permission to be granted. The student is to checkout in the office before leaving on the errand and check back in upon their return.

Any district employee may report students to the school principal and/or law enforcement who are observed driving recklessly on or near school property.

### **CCHS, STUDENT OF THE MONTH**

The "Student of the Month Award" is intended to make students want to work toward bettering their grades and gives them a reason to do so. By filling these requirements a student will receive privileges.

The entire list of requirements for being chosen is as follows:

- In good standing
- Involved in one student activity (Play, athletic/music activity, or club)
- Cumulative GPA of 2.5 or higher
- No unexcused absences in current semester
- Have less than 2 cases of tardiness in current semester

A selection committee composed of the following chooses Student of the Month:

principal, AD and/or counselor, one classified staff, at least two teachers, and the previous Student of the Month (except for first Student of the Month each school year.)

After the Student of the Month is chosen, they receive the following rewards:

\$25 Savings Bond (Donated by local banks)      Large Pizza Hut pizza

Fountain drink, pizza slice, and movie rental from Casey's      Reserved parking for a month

Student of the Month Certificate

### **CCHS, STUDENT LOCKERS**

Each student is assigned a locker at the beginning of school. **STUDENTS WILL NOT CHANGE LOCKERS WITHOUT APPROVAL FROM THE OFFICE.** Each locker has a combination lock and the student will be given the combination for his/her locker when he/she picks up the locker number. Giving the locker combination to others usually means it becomes common knowledge to many. Stickers, tape, and writing on lockers inside or out are not appropriate. Lockers **WILL BE COMPLETELY** cleaned by students before summer dismissal.

### **CCHS, SENIOR TRIP**

Senior Trip may not exceed 3 days and 2 nights (65 total hours from start to finish), 400 miles one-way distance from CCHS and \$600 total expenditure per participating student.