



Student Handbook

2024-2025

CHAPARRAL SCHOOLS UNIFIED SCHOOL DISTRICT #361



MISSION STATEMENTS

USD 361: *The USD 361 Chaparral Schools will be an outstanding educational place for people, a source of pride and innovation, and the cornerstone of emerging opportunities equipping students for life and the workforce.*

CHAPARRAL: *In addition to the beliefs established in the district mission statement, we at Chaparral Jr/Sr High School believe that all students can become successful adults. It is our vision to create a learning environment of excellence and tradition; an environment that emphasizes Pride, Respect, and Spirit.*

The Roadrunner Ideal:

To be a Chaparral Roadrunner is an honor. The Roadrunners who have passed through these halls before you have left you with a tradition of excellence in our classrooms, on the athletic fields, and in all of our activities. This tradition of excellence has been built through teamwork and harmony, individual effort and leadership, loyalty and perseverance. As a Roadrunner, you are now entrusted with the honor of carrying the banner of excellence. The school year, for you as an individual, will be only as good as YOU make it.

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HANDBOOK UPDATES

Description of Change	Date Approved
Clarification of family leave exclusion for attendance policy and clarification for absences not allowed.	July 2023
Students must use offered school transportation for classes to off-site locations i.e. welding and/or automotive in Attica.	July 2023
Update to Cell Phone section	July 2024
Opt out of finals option	July 2024
Graduation requirements for class of 2028 and beyond	July 2024
Driving to off-site locations	July 2024
Video Surveillance	July 2024
Vape detection in restrooms	July 2024

POLICIES AND PROCEDURES

DAILY SCHEDULE

M, T, F			W, R MTSS Schedule		
Period	Start	End	Period	Start	End
1st hour	8:10 AM	8:57 AM	1st hour	8:10 AM	8:57 AM
2nd hour	9:01 AM	9:48 AM	2nd hour	9:01 AM	9:48 AM
3rd hour	9:52 AM	10:39 AM	3rd hour	9:52 AM	10:39 AM
4th hour	10:43 AM	11:30 AM	4th hour	10:43 AM	11:30 AM
HS L1/JH AP/ HS AP 1	11:33 AM	12:01 PM	HS L1/JH AP/ HS AP 1	11:33 AM	12:01 PM
JH Lunch/ HS FLEX	12:04 PM	12:32 PM	JH Lunch/ HS MTSS	12:04 PM	12:32 PM
HS L2 / JH FLEX/ HS AP 2	12:35 PM	1:03 PM	HS L2 / JH MTSS/ HS AP	12:35 PM	1:03 PM
5th hour	1:07 PM	1:54 PM	5th hour	1:07 PM	1:54 PM
6th hour	1:58 PM	2:45 PM	6th hour	1:58 PM	2:45 PM
7th hour	2:49 PM	3:36 PM	7th hour	2:49 PM	3:36 PM

ABSENCES and ATTENDANCE

It is the responsibility of the parent/legal guardian to notify the office when the student will not be in attendance. THIS NOTICE SHOULD BE IN ADVANCE OR BETWEEN THE HOURS OF 8:00 AM AND 10:00 AM OF THE DAY THE STUDENT IS ABSENT. The school reserves the right to give an unexcused absence in the event the absence is not reported at the proper time. Students missing 3 or more school days need a medical provider's note verifying the absence was illness related. College days are counted as excused absences. We encourage students to take them when they are out of school. Our teachers have inservice days and grade preparation days. These would be ideal days to visit the colleges. If assistance is needed in scheduling a visit, please contact the counselor's office.

Students not in attendance for at least half the school day are not allowed to participate in school activities occurring after school unless they have permission from the administration.

Daily attendance records shall be maintained for each student in school. The primary responsibility for recording attendance shall be assigned to teachers. A cumulative attendance record for each student shall be maintained through the school office.

ATTENDANCE POLICY

Upon entering class, the student is expected to enter their Positive Attendance pin to be counted on time. Student absences should not exceed a total of 7 days from any class during the course of a single semester. Students who exceed the total of 7 absences in a class in a semester shall lose credit in that class. The student could regain their credit status in the class through attendance at Saturday School sessions. This process will allow students to make up the time they have missed over the maximum 7 absences. Administration reserves the right to wave the excessive absences policy for students that encounter unusual circumstances.

The following absences will not be counted toward the 7 allowed absences.

- a. Absences that are documented by a note from a doctor, dentist, or other health professional.
- b. Absences due to a death in the immediate family.
- c. Absences that are documented due to appearance in court.
- d. Absences due to an out-of-school suspension assigned by the administration.
- d. Senior students will be allowed a total of 2 days each semester for post secondary educational visits. Visits must be arranged ahead of time through the director of student services.
- e. Junior students will be allowed 2 days to visit colleges during their junior year.
- f. Students that miss class time due to representing Chaparral in school activities.
- g. The official record of absences will be the one kept in the office. Students can only be assigned to a Saturday School through administration.

Examples of unexcused absences include but are not limited to: working, shopping, pictures, hair appointments, oversleeping, vacation, skipping class, parents who do not call in by 10:00 am to notify the school of student absence may be counted as unexcused.

Regaining credit through Summer School, Saturday School or at the end of the 9 weeks.

- a. Saturday School will run from 8:00 am to 11:00 am
- b. It will be the responsibility of the student to arrange make-up time with administration.
- c. For every hour over the 7 allowed absences, students will need to spend one hour in Saturday School to make up that time.

- d. If a student is over the allowed absences in one or two classes only, they will need to make-up that time an hour for an hour in Saturday School.
- e. If a student is over the limit in all their classes and misses a full day, the make-up time will be capped to one Saturday School for every full day missed.

Along with meeting the required academic requirements for walking at graduation, senior's must also have all unexcused absences made up before graduation in order to walk with their class. 7-11 grade students that do not have their time made up at the end of the school year will be required to fulfill their obligations at summer school.

ACADEMIC EXPECTATIONS

We believe that all students can become successful adults and it is our vision to create a learning environment of excellence and tradition. We expect all students to be respectful, non-disruptive, awake, attentive, and on task in the classroom.

ACADEMIC ENRICHMENT

Academic detentions can be assigned by the classroom teacher when a student's grade drops below passing. Academic detentions will be Monday through Thursday, 3:40-4:10 PM. Parents have the right to waive their students from the Academic Enrichment by notifying the teacher.

ADDRESS / GUARDIANSHIP CHANGES

It is important that the school be able to reach **parents** or **guardians** in case of an emergency. Please notify the school regarding changes of address, phone number, or **guardianship** as soon as possible.

ASSEMBLIES

Assemblies will be held for special events during the school year. Attendance at assemblies is mandatory for all students. In accordance with the tradition of excellence at Chaparral High School, students are expected to be courteous and respectful during all assemblies. Students will be prompt and sit in their assigned seats.

BULLYING

Chaparral Jr/Sr High School is committed to providing a safe, secure and respectful learning environment for all students. Any student or students physically, sexually, verbally or psychologically

bullying another student at school, on a school bus, or while at any school sponsored event, or while using school equipment or personal electronic devices may be placed on the School Discipline Policy, suspended or expelled. These acts include but are not limited to: physical or verbal assaults, non-verbal assaults, taking or damaging personal property, bystander support of bullying, spreading rumors, intimidation, exclusion, the use of computer or other technological devices to send embarrassing, slanderous, threatening or intimidating messages, or disrupts the orderly operation of school.

BUS RULES

Click [here](#) to view the bus rules.

CELL PHONES

Cell phone use in the classroom can be a distraction and have a negative impact on the learning environment. The school and its staff are not responsible for any damage to or theft of a student's cell phone. Student's must properly secure and take care of their own cell phone. Absolutely NO cell phones are to be used or out in the restrooms or locker rooms at ANY TIME! This includes before the school day, during the school day, and after the school day. Students may be subject to disciplinary action if their use of their cell phone disrupts the school's educational environment. Examples of this include, but are not limited to: cheating, bullying, harassment, unlawful recording or photographing, violating other school rules.

Students will be allowed to have cell phones in their possession with the following conditions:

1) Students may only use their phones before and after school hours, during the passing period and during their lunch period. 2) Use of any non-school issued electronic device is strictly prohibited during class time. 3) Unless explicitly allowed by a staff member, headphones and other listening devices may only be used before or after school hours. 4) If students leave the classroom for any reason during class time, they are to leave the phone in the classroom. Students are not to have their phones with them in the hallway during a class period. Phones will be confiscated by school personnel and taken to the office.

If students violate the school's cell phone policy, the following may occur:

- **First Offense:** The student's cell phone will be confiscated and held in the classroom or office until the end of that class period.
- **Second Offense:** The student's cell phone will be confiscated and held in the main office until the end of the school day. The student's parents will be contacted and informed of the refusal to follow the school's cell phone policy. Students may pick up their phones
- **Third Offense:** The student's cell phone will be confiscated and held in the main office until the student's parents are able to come to pick it up.
- **Fourth Offense:** The student's cell phone will not be allowed in the building for the next 15 school days. The student's cell phone could either be checked in at the office each day or remains at home or in their vehicle. The student will receive two after-hours detentions.

CHEATING/PLAGIARISM

Cheating is defined as copying answers from another student and/or allowing another student to copy answers from you. Plagiarism is defined as the use of unauthorized material, information or documents, as well as the theft of information. Students found guilty of cheating and/or plagiarism may lose the grade on the assignment, the right to make-up the assignment and/or consequences from the office.

CHECKING IN/OUT OF SCHOOL

1. Once a student enters the school and the school classroom attendance is taken, or a student gets on a school bus, the student is the school's responsibility. A student who leaves without the school's permission violates the attendance rule. The student must have permission from school administration and **prior notification** to the school by the parent.
2. When it is necessary to arrive or depart from school other than the beginning or the ending of the school day, the student must sign in/out through the office before going to class or leaving the building.
3. Students leaving the building without checking in or out will be assessed an unexcused absence for the hours missed, and any additional disciplinary action for leaving without permission.

4. Students are required to check into the office after any absence before returning to Classes.

CHROMEBOOK

Chaparral Jr/Sr High School is supplying students with a Chromebook. The supplied device will provide each student access to educational materials needed for each student to be successful. The Chromebook allows students access to Google Apps for Education, educational web-based tools, as well as many other useful sites. The supplied device is for the purpose of learning skills that meet local, state, and national learning outcomes. The device is not intended for gaming, social networking or high end computing. This device is the property of the school district. Students that transfer out of Chaparral or complete the school year at Chaparral will be required to return their Chromebook. If the Chromebook is not returned, the parent/guardian will be held responsible for payment in full. If payment is not received the device will be considered stolen property and law enforcement will be notified.

CHURCH NIGHT

Wednesday is designated as church night in our district. Every effort will be made to not schedule school activities on this night or on Sundays.

CONDUCT

Students are expected to behave as young adults during the school day and at all school events. Excessive noise, foul language and public displays of affection are not appropriate at school. All school rules apply to all school events. Unsportsmanlike conduct is never acceptable.

DATES FOR SCHOOL DANCES

Any student enrolled at Chaparral High School may request to bring one (1) date (high school age or older) to an all-school dance. Students wishing to bring a non-Chaparral student date need to complete the School Activity Visitor Permission Form and return it to the office for approval. This form can be obtained from the main office. A student date must be a student in good standing at their school. Students dropping out of school or leaving school not in good standing will not be

allowed to attend dances. Students arriving later than 30 minutes after the dance has started will not be admitted unless prior arrangements have been made with the administration.

DRESS CODE

In the tradition of excellence at Chaparral High School, we expect students' appearance to reflect positively on our school. Students are expected to be neat, clean and dressed in appropriate clothing.

Body Piercing – Facial piercings will be allowed as long as they are studs. No hoops or dangling piercings will be allowed for facial piercings. Club sponsors, teachers and coaches reserve the right to require participants to remove any piercings as they see fit during school-related activities and trips.

Clothing – The following guidelines are examples and do not cover all situations. Students shall not wear halter-tops or garments with spaghetti straps, or strapless garments. Garments that are "see through", cut low or expose one's midriff are not acceptable. Sleeveless garments must fit closely under the arms; skirts and shorts are to be no shorter than mid-thigh (end of fingertips when arms are at side). Undergarments are not to be visible. Additionally, students will not be allowed to wear inappropriate t-shirts, gang related clothing, pajama bottoms, or house slippers. Jeans with holes in them are part of the current trend. This will be allowed as long as the holes are not above the students finger length. Teachers and administration will reserve the right to have final judgment on whether clothing is appropriate or not.

Hair – Students are to keep their hair clean, neatly groomed and out of the eyes. If a student is thinking about doing something extreme to their hair, it is recommend they check with administrators or coach/sponsor first to avoid having to change it. Students that grow a mustache or beard need to keep them neatly groomed. The administration reserves the right to determine whether or not a student's hairstyle or facial hair complies with the above guidelines.

Hoods and Hats – Students should not have the hoods of hooded garments on their heads at any time during the school day. Students are not allowed to wear hats or caps in the building during a school day. Students are to remove their hats upon entering the building for the day. Students **MAY** wear their hats or caps in the building **AFTER** the school day with the following

guidelines: Students may **NOT** wear hats in the auditorium. Students wearing hats or caps in the building or at home athletic events in the building are to wear school appropriate hats.

Personal Hygiene – Along with having clean hair, students should use proper personal hygiene – regular bathing, clean clothes and use of deodorant/anti-perspirant (including after PE or weightlifting class). Students with offensive body odor will be asked to shower in the PE locker room. Parents will be called and asked to bring clean clothes or the student will be sent home.

Sagging – Students shall not wear pants that when fastened, sag or fit below the top of the hip. All pants must fit around the waist and be properly fastened.

Sunglasses – No sunglasses are to be worn in the building unless there is a special pep day which will allow it. Sunglasses may be worn if prescribed by a doctor.

Trench Coats – No trench coats or dusters allowed.

Vulgar, Offensive Messages – Students shall not wear clothing with messages that are vulgar, offensive, obscene, or libelous; that denigrate others on the basis of race, color, religion, creed, national origin, gender, sexual orientation, or disability; that promote alcohol or drug use or violence; or that are otherwise contrary to the school's educational mission.

Students shall adhere to the above standards at all activities of the school in which they participate or are expected to attend. There may be items of apparel that are not specifically covered in the dress code, but may, in the opinion of the administration, be improper attire. Again, the choice of selection is quite broad; however, we ask that a student's appearance is neat and decent at all times. When students are representing the school at school-sponsored activities, they are asked to adhere to the policy as a minimum and dress as neatly as possible.

ELIGIBILITY

Each student must pass 5 new classes to be eligible for involvement in the activities of Chaparral Jr/Sr High School. This would include the events sponsored by the KSHSAA as well as the clubs and organizations not sponsored by the KSHSAA. When a student becomes ineligible for the semester, they must pass 5 new classes to regain eligibility for the next semester.

PHYSICALS FOR ATHLETES

All athletes must have a physical before they begin practice. A physical form may be picked up in the office or most doctors' offices in the area have them available. This form must be completed and signed by the doctor, parent/guardian and student then returned to the school office. Students must also have a signed Concussion & Head Injury Information Release Form. This form must be signed by the student and parent/guardian. All students **must** complete Impact testing every two years.

EXTRACURRICULAR ACTIVITIES

An area for which students may set personal goals is participation in activities. Chaparral offers "something for everyone".

- **Class-related activities** – Vocal Music, Band, Debate, Forensics, and Scholars' Bowl.
- **Student organizations** – Cheerleading, Family, Career, & Community Leaders of America (FCCLA), Fellowship of Christian Athletes (FCA), Future Business Leaders of America (FBLA), Future Farmers of America (FFA), Key Club, National Honor Society (NHS), Pep Club, Student Council, and Technology Student Association (TSA).
- **Fall Sports** – Cross Country, Girls' Tennis, Volleyball and Football
- **Winter Sports** – Basketball, Wrestling
- **Spring Sports** – Baseball, Boys' Tennis, Golf, Softball, Powerlifting, and Track

FINALS

Finals will be required at the end of each semester. A combination of the 7 class finals will be divided between the fall and spring semester. A student would take no more than 7 finals throughout the course of the school year. Students will be allowed to opt out of certain class finals based on their current grade and number of absences. (A and 6 or fewer absences, B and 4 or less absences and C and 2 or less absences will be allowed to opt out of that class's respective final).

FIRE DRILLS and STORM DRILLS

When the signal is heard, students are to pass quickly and quietly to the designated area according to instructions posted in each room. Absolute order is essential to ensure the safety of all. For storm drills, female students will use the east dressing area under the decks. Freshman and sophomore

female students will go to the south end; junior and senior females will go to the north end. Male students will use the west dressing room area. Freshman and sophomore males will go to the south end; junior and senior males will go to the north end. Sounding a false alarm will result in suspension and possible expulsion.

FOOD & DRINKS

Drinks will be allowed as long as they have lids. No drinks with open tops will be allowed. Food will be allowed from vending machines. Subject to teachers classroom expectations.

GRADING SYSTEM

- **Grading Scale:** **A** – 90–100; **B** – 80–89; **C** – 70–79; **D** – 60–69; **F** – 59–0
- **Honor Roll** – Another goal for which all students should strive is to earn the highest possible grades. In order to encourage students to stretch their minds, Chaparral recognizes accomplishment with three levels of honor roll.
- The Master Honor Roll recognizes those students who earn all A's. The Academic Honor Roll recognizes students with no grades below a B. The Honorable Mention Honor Roll recognizes students with a B average and no grade below a C. All grades count toward the Honor Roll. To be eligible for any of the three honor rolls, a student must maintain full-time status.
- **Incomplete Grades** – Students with unfinished coursework at the end of any grading period will usually receive a reduced grade in that class. Teachers have the option of issuing an "incomplete" to students who have missed school near the end of a nine weeks. No "incompletes" will be given at the end of the fourth nine weeks, except in unusual circumstances, and these must be approved by the administration. Incomplete grades must be finalized within one week after the close of the nine weeks grading period, or the grade will be changed to an F.
- **Grade Cards** – Students will be issued report cards at the close of each semester.

Progress Reports – Teachers issue progress reports at the end of the first and third nine weeks. These progress reports will be handed out at parent/teacher conferences. The reports are for

parental information. Parents wishing additional information may call the teacher during his/her conference period. The counselor's office will help make conference arrangements.

- **Student Classification** – Students are classified in high school according to the following credit scale:

Freshman Less than 6.0 credits

Sophomore 6.5 credits to 12.5 credits

Junior 13.0 credits to 19.0 credits

Senior 19.5 credits or more

A student's classification may change at semester if the student has earned enough credits to move to the next level.

GRADUATION DRESS CODE

Graduation is considered a formal event and appropriate dress will be required for the graduation ceremony. The administration will determine appropriate dress requirements for students to participate in the graduation ceremony.

GRADUATION REQUIREMENTS

One goal of all Chaparral High School students should be earning their diplomas. Graduation requirements for Chaparral High School, which are set by the School Board of Unified School District 361, meet or exceed the minimum requirements set by the Kansas State Board of Education.

Twenty-six (26) units are required and must be completed during the time a student is enrolled in grades 9 through 12. The exception to this is that students may take Algebra I as an 8th grader. The credit earned in Algebra I would be counted as an elective, not as a math credit requirement toward graduation.

Within this total number of 26 units the following additional minimum requirements must be met.

1. English Language Arts

1 unit of credit – English 1

1 unit of credit – English 2

1 unit of credit – English 3

1 unit of credit – English 4

2. Mathematics – 3 units of credit

3. Laboratory Sciences – 3 units of credit

4. Physical Education and Health – 1 unit of credit

5. Social Studies

1 unit of credit – American History

1/2 unit of credit – American Government

1/2 Unit of credit – Economics and financial literacy.

1 unit of credit – Social Studies Electives

6. Computer Apps – 1/2 unit of credit

7. Business Essentials – 1/2 unit of credit

8. Fine Arts – 1 unit of credit

Starting with the class of 2028 the following graduation requirements will apply:

1. 4 Units of Communications

a. 3.5 ELA

b. 0.5 Communication

2. 4 units of Society & Humanities

a. 3.0 Social Studies

b. 1.0 Fine Arts

3. 7 units of STEM

a. 3.0 Math

b. 3.0 Science

c. 1.0 STEM elective

4. 6 units of Employability & Life Skills

a. 0.5 PE

b. 0.5 Health

c. 0.5 Financial Literacy

d. 4.5 Individual Plan of Study elective choices

Students must also complete at least 2 of the assets listed below:

- ACT composite (Score of 21 or higher)
- WorkKeys level (Silver or higher)
- 9+ college hours
- State Assessment scores of 3 or 4 in math, ELA, science
- ASVAB per requirements of military branch selected
- Senior project/senior exit interviews
- SAT score (1060 or higher)
- Completing Board of Regents curriculum
- International Baccalaureate Exam (4+)
- Advanced Placement Exam (3+)
- 95% attendance in high school
- Youth Apprenticeships
- 40 or more community service hours
- Client-centered projects
- Workplace learning directly related to IPS
- Industry recognized certifications
- Seal of Biliteracy
- CTE Scholar
- Eagle Scout or Gold Scout
- Two or more high school athletics/activities
- JROTC
- State level Career and Technical Student Organization (CTSO) Officer

The remaining credits may be selected from the elective course offerings. The following rules govern the accumulation of units of credit:

1. Proctoring is available to juniors and seniors only. To be eligible to proctor, a student must maintain a 2.5 GPA each semester and maintain a 90% attendance rate each semester.
2. A maximum of 4 units of Physical Education will be allowed in the total required units of credit.
3. In order to receive a graduation diploma from Chaparral High School, a student must have 8 semesters of high school attendance and have completed the minimum number of units of credit required. USD 361 does not encourage attempts to complete a course of study for high

school graduation in less than four full years. However, as individual plans of study vary, requests for early graduation will be reviewed and decided on a case by case basis. The following procedures will be considered when a student requests early graduation.

- A written request from the student and his/her parent or legal guardian.
 - Document reasons for early graduation that align with post-high school plans.
 - Recommendation from CHS building leadership team with final approval from the school board.
-
- **Distinguished Service Graduate Program** – Each student will have the opportunity to be acknowledged at their graduation for distinguished service to school and community. This program is voluntary, but all students are encouraged to participate.
 - Candidates must earn an average of 25 service hours per year until their graduation date. Hours will be logged at school or at any community organization approved by the Distinguished Service Graduate Committee. Students interested in this program need to contact the program director.

HEALTH POLICY for USD 361

- The state requires that all immunizations be up to date when a child begins school, if a student is delinquent, a letter will be sent to the parents. If the parents do not comply, the school can omit the child from classes until the immunizations are completed or forms have been signed.
- Any student with a temperature of 100.4 or above will not be allowed to stay in school. Parents will be called and asked to pick up their child or have them sent home. Students need to be fever free for 24 hours without the aid of Tylenol or ibuprofen before returning to school.
- If a student vomits during school hours that is not accompanied by a reasonable explanation, such as coughing or a prior medical diagnosis, parents will be asked to pick up their student or have them sent home.
- **Rashes** – If a child is discovered to have a rash of unknown origin, parents will be notified and possibly asked to pick up their child for a physician's diagnosis. If a child has Poison Ivy or Ringworm, this will need to be treated and covered during school.

- **Head Lice** – Students are not allowed in school with live lice. They must be treated and lice free before returning to school.
- If a student is absent 3 or more consecutive school days, a doctor's excuse is needed to return to school. If a student is absent 10 or more total days, a doctor's excuse will be required for every absence. If no doctor's excuse is provided within 24 hours of the absence, it will be counted as an unexcused absence subject to all Kansas truancy procedures.
- **Medications** – If a student requires medication at school, the medication needs to be in the original container with directions of use and a permission slip to administer must be signed by the parent. If the medication is a prescription, it needs to be in its original container and a doctor's note with instructions to administer must accompany the medication. Students are not allowed to carry any medication on them with few exceptions. Please contact the district nurse for these instructions.

LIBRARY

Library hours are 7:45 AM to 3:45 PM. Students may use the library with their classes or come with a pass. The library is a place to read or study. Students who exhibit disruptive behavior will be sent back to their classes.

- **Circulation** – All library materials are bar-coded and circulation is handled with the aid of a computer. Most books and audiobooks are checked out for a three-week period.
- **Laptops** – There are laptops available for overnight checkout.
 - When a student checks out a laptop, he/she must logon to the computer before they leave the building.
 - The laptop MUST be returned the next morning fully charged before the bell rings.
- **Check-ins** – Returned material should be put in the BOOK DROP at the east end of the circulation desk.
- **Lost Material** – USD 361 Policy requires that all lost or damaged material must be paid for. The amount charged will be the replacement cost.
- **Overdue Items** – A list of overdue library materials will be issued each grading period. Any item not accounted for by the end of each semester must be paid for by the student.

LOCKERS

All students are assigned lockers and given combinations to open their lockers. Students may not change lockers without office approval. If problems arise with a student's locker, he/she should report it to the office. Lockers are not to be tampered with and should be left in the locked position at all times. All lockers are property of USD 361 and are subject to search at any time. Students should have no expectation of privacy in a locker. Junior high students are not allowed into the high school locker area and high school students are not allowed into junior high locker areas.

LUNCH AND BREAKFAST PROGRAM

Students are to pay for their meals in the school office. Students may charge no more than \$10.00 to their account. Any student failing to keep his/her account solvent as required by the district shall not be allowed to charge further meals until the negative account has been paid in full or payment arrangements have been made with the building secretary in consultation with the principal. However, students will always be allowed to purchase a meal if the student pays at the time of service.

The building secretary will notify the student's parent/guardian in writing when the account is at +\$3.00. Written notices or personal contact will continue once per week until the account is paid in full. Meal accounts should have a positive balance on the last day of school. Delinquent debt, not recovered by the end of the fiscal year, will be added to the student's fees the following year. Debts not received by the time the student leaves the district will be considered bad debt.

LUNCH and HALL RESTRICTIONS

Students are to proceed to the lunch room in an orderly fashion, no running or cutting in line. Students are to remain in the commons area and may not be in the carpeted hallways during their lunch period. There are several rules that need to be observed during the lunch hour:

1. Only those students who are eating lunch are allowed in the cafeteria.
2. No pop or sports drinks and outside fast foods are highly discouraged. Microwave ovens will be provided for those students wishing to bring their own lunch.
3. As respectful young adults, students are expected to clean up after themselves and only take the amount of food that they will eat from the salad bar.

4. Students are welcome to take up to two milks, but must purchase additional cartons.
5. In order to protect our floors and carpeting, cookies, crackers, items purchased at the snack bar, or any other food should not be taken from the cafeteria.

STUDENT ID's

School pictures will be taken shortly after the school year begins. These pictures are used for student photo ID's. These ID's will serve as the student's pass to all home activities. Any student who does not have their ID with them at a home event will be charged the student admission fee. If the ID is lost, the student will need to pay a \$5.00 replacement fee.

VISITORS

Although parents and patrons are welcome at Chaparral at any time, all visitors must check in at the office and obtain a visitor's badge. With the exception of those invited by the instructors, other visitors to class are not approved.

TELEPHONE CALLS

Except in an emergency, students will not be called out of class to answer telephone calls. A phone is located in the office for student use. Students are not to make phone calls from the classroom. Tardies due to student phone use will be unexcused.

USE OF CARS

Driving is a privilege.

- **Authority** – Kansas Law authorizes the local board of education to establish rules and regulations governing speed limits and parking of vehicles on school grounds, and the enforcement of the same.
- **General** – Following arrival on campus, students may only enter any part of his/her vehicle under extreme circumstances with an office parking lot pass. Chaparral Jr/Sr High School provides each student with a locker in which to store all necessary items. All Chaparral parking areas will be monitored and any violation of this safety rule will result in detention. Use of vehicles during the regular school day is prohibited unless permission is granted by the administration.

- **Speeding** – Traffic speed on the school grounds is limited to 10 mph (as posted). At no time shall a vehicle be driven at a speed higher than that which is reasonable and prudent under the conditions then existing.
- **Parking** – Parking in front of the school is reserved for staff and visitors. The visitor section is so marked. Parking by students is to be in the lots on the north side and west side of the school building. Parking of vehicles will be between the white lines in an orderly manner.
- **Parking Permits** – Parents and students need to provide the office with the tag number of any vehicle the student may drive to school.
- **Contents** – For the privilege of parking a vehicle on campus and in our continued effort to create a safer learning environment, students will be responsible for the contents of the vehicle regardless of vehicle ownership. Under reasonable suspicion, the school reserves the right to inspect the contents of vehicles parked on school property in the student's presence. Refusal to allow a vehicle to be searched will result in denial of parking privileges and additional disciplinary action or legal action.
- **No Parking Areas** – No parking is permitted at any time in the following locations: yellow marked areas, walkway accesses, grass areas, and fire hydrant areas. No parking on sidewalks or in the driving lanes on the north side of the gym.
- **Control** – The principal and assistant principal are the appointed traffic control officers, together with any member of the sheriff's office, the sheriff's deputies and/or the highway patrol. Students leaving school from the west lot must exit to the north. The east lane is a bus exit only.
- **Driving Privileges** – Reckless driving, speeding, etc. will result in the loss of driving privileges.

Note: If you are bringing a non-sibling to or from school both students (the driver and passenger) must have parental permission in writing and on file in the office. Failure by either party to have parental and school administration approval may result in disciplinary action and for the driver a loss in driving privileges.
- **Transportation to off-site locations** – School transportation is the preferred mode for students fulfilling learning obligations at off-site locations, however, parents must complete a written consent form in the office for a student to provide their own transportation.

TECHNOLOGY – ACCEPTABLE USE POLICY for USD 361

Technology use in our school district is a critical component of our students' education and our staff's ability to perform specific job duties. Therefore, technology use is mandatory for all students and staff. Students and staff may not "opt out" or exempt themselves from the use of technology. All faculty, staff, and students will be expected to follow this policy.

- **NOTE TO PARENTS** – During the school year, students may be given the opportunity to post their projects, activities, and/or pictures to the Internet. Also, pictures of students involved in learning activities may be posted to the Internet by faculty and/or staff. District technology resources such as Internet use and user sign on are monitored, logged, and occasionally filtered for content when applicable. Access to certain websites and technology services are occasionally restricted. Logs are reviewed for violations. Also, please be aware that any parent or guardian may be held financially responsible for damages to district technology resources as a result of their student's intentional misuse or abuse.
- **CHANGES TO THIS POLICY** – We reserve the right to make changes to this Acceptable Use Policy (AUP) at any time. If we make a material change to this policy, we will notify you by posting notice of the change on our websites, or by eMail, or through our applications, as relevant. Please review our policies from time to time to ensure that you are aware of these changes. Please remember that your use of any and all computer-related technology in our school district including, but not limited to, desktop computers, laptops, notebook computers, tablets, web cameras, mobile devices such as smart phones or Apple iOS devices, personally owned equipment, websites, applications, network access and/or Internet access, etc. will signify your acceptance of this policy including any future changes to this policy.
- **COMMUNITY CODE OF CONDUCT** – You must adhere to the following rules of conduct, and also follow a reasonable, common-sense code of conduct. Users are required to take into consideration community standards and refrain from abusive or deceptive conduct, cheating, hacking, or other misuse of technology resources. The rights and dignity of other users should be respected. The actions that are prohibited include but are not limited to the following:
 - You may not upload, download, post, stream, or otherwise transmit any content that contains any viruses, worms, spyware, malware, time bombs, or other computer

programs that may damage, interfere with, or disrupt any school-related technology or service.

- You may not use, make, or distribute unauthorized software or hardware, including but not limited to software or devices that circumvent any security features or limitations included on any software or devices.
- You may not cause disruption to or modify or damage any account, system, hardware, software, or network connected to or provided by the school district for any reason.
- You may not attempt to hack or reverse engineer any code or equipment.
- You may not provide anyone with your user name or any other personally identifying information used for security purposes, nor the name, password or personally identifying information of any other person through any means, including messaging, chat or any other form of network communication.
- You may not take any action that our schools consider to be disruptive to the normal flow of learning or school-related business including uploading, downloading, posting, streaming, or otherwise transmitting any unsolicited or unauthorized material, including junk mail, spam, excessive mail or chain letters, videos, games, or music.
- You may not introduce unauthorized content that is commercial in nature such as advertisements, solicitations, promotions and links to web sites.
- You may not upload, post, stream, access, or otherwise transmit any content that you know or should have known to be infringing, or that violates any third party rights, any law or regulation, or contractual or fiduciary obligations.
- You may not impersonate any person, including another student or school district employee.
- You may not conduct any activities that violate any local, state or federal laws, including copyright or trademark infringement, defamation, invasion of privacy, identity theft, hacking, stalking, bullying, fraud, stealing or using without purchasing, where payment is required, any content or service.
- **PRIVACY STATEMENT** – Most electronic communications are considered by Kansas law to be an open public record based on the Kansas Open Records Act [KSA 45-215 through 45-223].

However, certain electronic communications are still protected by privacy and confidentiality laws such as IEPs, SRS referrals, SIT meetings, staff evaluations, student grades, attendance information, etc. It is important that all users understand that the majority of their electronic communications are, in fact, open public records and, as a result, users should have no expectation of privacy.

- **PERSONAL USE OF SCHOOL RESOURCES** – District technology resources are provided for educational use and research. However, personal use is allowed and encouraged provided that such use is not obtrusive or abusive. For example, sending or forwarding jokes, hoaxes, urban legends, or political endorsements would be considered abusing personal use of school resources. Also, personal use that adversely impacts the educational use of technology resources by other students or staff would be considered obtrusive. Users of district-owned technology will use all hardware and software for their intended purposes and as set up by district technology personnel. Please review the Community Code of Conduct section for additional unacceptable behaviors.
- **PLAGIARISM & COPYRIGHT** – Plagiarism is the act of copying or borrowing the work or ideas of another author without acknowledgement. Students who are writing essays, reports, or generating other creative works must list their sources as directed by the classroom teacher. Our district uses anti-plagiarism software to check student works for plagiarism. All digital information (files, graphics, music, videos, etc.) accessible through the Internet should be assumed to be private property and, as such, all copyright laws will be respected.
- **PERSONAL DATA & BACKUPS** – Backing up and protecting personal data is the responsibility of the user. The school district does not assume the responsibility for lost, damaged, deleted, or stolen personal data. Users are encouraged to store their data online through district provided online services such as Google Drive and to make their own backups as they deem necessary.
- **INTERNET SAFETY** – We recognize the importance of protecting our students while online and our school district has implemented the following measures to help minimize student and staff exposure to inappropriate material that would be considered harmful to minors: content filtering, site blocking, the use of firewalls and proxy servers, logging Internet use, monitoring

Internet use logs and statistics, faculty supervision of student's use, and educating faculty, staff, parents, and students. In addition, we promote Internet safety by hosting an annual Internet Safety Day, publishing Internet Safety information on our websites, and by encouraging teachers to review Internet Safety topics with their students before engaging in classroom activities that utilize Internet resources.

- **BRING YOUR OWN DEVICE (BYOD)** – With the permission of the appropriate building principal or superintendent, students and employees may bring their own personal computing devices to school for educational or work-related use. Personal devices may join the district's network for Internet access only. Users are encouraged to have antivirus software that is up-to-date. If you bring your own device to school or work then you assume all risk and responsibility for your equipment and software. In other words, the school district does not assume any responsibility for the damage, loss, theft, support and/or maintenance of personally owned devices. We are not responsible for helping you figure out how to use your device or your software. Again, no technical support or maintenance is available for personally owned devices. If you use your own device, then any and all assignments or work must still be completed using the software or Internet tools provided by the school district regardless of your device's capability.
- ***Surveillance Privacy*** – *While Kansas and federal laws help protect the privacy of individuals, this protection does not cover all electronic or digital records and activities. Please understand that some forms of software and computer use such as, but not limited to, Internet browsing and email are not private and are monitored by software tools. These software tools log and flag inappropriate activity which then may be reported to school officials and acted upon.*
- ***Camera's*** – *Also, some public spaces in our buildings are under video and audio surveillance. These video and audio recordings are monitored by school officials as needed. Therefore, it is important that all individuals have no expectation of complete privacy while using school district resources or facilities.*

- **FAILURE TO COMPLY** – Failure to comply with this policy may result in disciplinary action up to and including expulsion. Students who violate this policy may be punished according to their building’s discipline policy depending on the severity of the misconduct.

VIDEO SURVEILLANCE ON CAMPUS

Chaparral Jr Sr High School and surrounding grounds are equipped with electronic surveillance for the safety of students, staff, and visitors. Your actions may be recorded and preserved. The intent of Chaparral Jr Sr High School’s surveillance is intended to monitor the health, welfare, and safety of all staff, students, and visitors, as well as safeguarding facilities and equipment. In the event of a conflict, or violation of any school or district policies, administrative regulations, building rules, or laws, images caught through surveillance may be used as evidence that may lead to appropriate disciplinary and/or legal action. This may include disclosure to law enforcement. Recordings may become part of a student’s permanent records.

SCHOOL DISCIPLINE POLICY

STUDENT RESPONSIBILITIES

At Chaparral, we strive to develop self-discipline and teach good citizenship in the classroom, as well as on the athletic field. Chaparral Jr/Sr High School students are expected to abide by all rules, follow school procedures, and behave in a responsible manner. Students are expected to respect the rights and property of others, and respect the authority of the administration and staff.

Students are expected to assume their share of responsibility in maintaining an atmosphere conducive to effective teaching-learning situations in all classes and activities in which they participate under the sponsorship of the school. The principal of each school is authorized and directed to develop rules and regulations consistent with the policies, rules and regulations of the Board of Education which may be necessary to govern the conduct of the students under his/her supervision. Such rules are subject to board consideration.

In cases involving school behavior problems, the procedures listed below are to be followed. These procedures are listed in sequence. However, in those instances when student misconduct may endanger others or disrupt the operation of the school, the following sequence may not be

appropriate or required. When such a situation occurs, the student is to be referred to an authorized person who may impose a short-term suspension without going through all the steps provided.

Step 1 When a student is placed on Step 1 of the Student Discipline Policy he/she may receive an office detention or after hours detention. The student's parent or guardian will be notified.

Step 2 When a student is placed on Step 2 of the Student Discipline Policy he/she may receive an after hours detention, a Saturday School, or short term suspension. A conference will be scheduled with the student, parents, teacher or teachers involved, and school administration at the earliest possible time. The group will discuss the disruptive behavior and attempt to find solutions to prevent the student's disruptive behavior.

Step 3 When a student is placed on Step 3 of the Student Discipline Policy he/she may receive a short term suspension not to exceed 10 school days. Before the student will be allowed to return to school, staffing will be held with the student and his/her parents and school administration. This will be the final step in trying to correct improper behavior.

Step 4 When a student is placed on Step 4 of the Student Discipline Policy he/she will be assigned a short term suspension 5 to 10 school days. During this time a due process hearing will be held to determine if the student will be recommended for a long term suspension not exceeding 90 school days or should be expelled for a term not exceeding 186 school days.

OFFICE DETENTION (OD) and AFTER HOURS DETENTION (AHD)

An Office Detention is from 3:45 to 4:15 pm, Monday through Thursday. After Hours Detention will be 3:45 to 5:00 pm on Tuesdays and Thursdays.

SUSPENSION and EXPULSION PROCEDURES

Long-term suspension and expulsion is utilized in only extreme situations at Chaparral Jr/Sr High School. Chaparral will comply with Kansas State Student Suspension and Expulsion law. When a student is suspended from school, the student can make-up and receive full credit for work missed during the suspension. Parents need to work with the high school office in making arrangements for the suspended student's work to be picked up. In order to receive credit, all work is due first thing to the office the day the student returns to school. In addition, any tests missed during the suspension will need to be made up the day the student returns to school.

ALCOHOL and TOBACCO POLICY for USD 361

Maintaining drug free schools is important in establishing an appropriate learning environment for the district's students. As part of USD 361's commitment to maintain drug free schools, Chaparral Jr Sr High School utilizes a vape detection system in restrooms and locker rooms. The possession, use, or distribution of alcohol, tobacco products, or electronic cigarettes on school premises or as a part of any school activity is prohibited. The school district reserves the right to use a breathalyzer or any other on-demand test.

1. Student Conduct – As a condition of continued enrollment in the district, students shall abide by the terms of this policy. Students shall not unlawfully manufacture, distribute, dispense, possess or use illicit drugs, controlled substances, alcoholic beverages or tobacco products on school property or at any school activity. Any student who is in the restroom or locker room at the time the vape detector goes off will be considered in violation of policy and subject to search. Any student violating the terms of this policy will be reported to the appropriate law enforcement officials and will be subject to the following sanctions.
2. Violations / Penalties – (per school year)
 - a. First Offense
 - The administration will notify the appropriate law enforcement/juvenile agency if a juvenile code law is violated.
 - The administrator will notify parents/guardians to set up a conference to address the situation and due process procedures.
 - The student will receive a 3 day out of school suspension and will be placed on

activities probation for the remainder of the school year. If the student is not currently involved in an activity, he/she will be held out of the next activity he/she will be involved in.

- Any student that receives a Suspension related to e-cigarettes will be required to complete a school assigned an educational course covering the dangers of vaping.
- Refusal by the student and/or parent/legal guardian to comply with the district policy concerning substance/chemical abuse will result in an administrative recommendation to the Board of Education for expulsion from school.

b. Second Offense

- The administrator will notify the appropriate law enforcement or juvenile agency.
- The administrator will notify the parents or guardians.
- The student will receive a 5 day out of school suspension. The student will be ineligible to attend any school activity at home or away for the remainder of the current semester.
- Refusal by the student and/or parents or guardians to comply with the district policy concerning substance/chemical abuse will result in an administrative recommendation to the Board of Education for expulsion from school.

c. Third Offense

- The administrator will notify the appropriate law enforcement or juvenile agency.
- The administrator will notify parents/legal guardians.
- The student will receive a 10 day out-of-school suspension with a possible administrative recommendation to the Board of Education for expulsion from school.

CONTROLLED and ILLEGAL SUBSTANCE POLICY

Students shall not knowingly possess, sell, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or any controlled substance. This includes the possession of drug paraphernalia, smoking pipe or replica:

- On the school grounds before, during, and after school hours.

- On school grounds at any other time when the school is being used by any school personnel or school group.
- Off the school grounds at a school activity, function or event.
- Violation / Penalties
 - The administration will notify the appropriate law enforcement agency.
 - The student will receive a 10 day out-of-school suspension with administrative recommendation to the Board of Education for expulsion from school.
- Use of a drug authorized by a medical prescription from a registered physician shall not be considered a violation of this rule.

EXAMPLES OF BEHAVIOR EXPECTATIONS

- **Excessive Tardies** – Students will be counted tardy if they are not in class according to classroom procedures when the final bell rings. If a student is detained by a teacher or the office, it is the student's responsibility to obtain a pass to class.

Every 4 tardies will result in an office referral.

- First office referral: conference with administration.
 - Second and Third referral: Office detention (30 minutes)
 - Fourth referral on: After hour detention 3:40–5:30 Tuesday and Thursdays.
 - On their fourth tardy per class, the teacher will determine the consequences for the student.
 - If a student reaches an eighth tardy per class in a semester, on that eighth the teacher will refer the student to the office.
 - **Failure to checkout through the office** – Students are required to check out through the office when leaving the building during the school day. Failure to do this may result in an After Hours Detention.
3. False Note, Form or Phone Call – Students who have false calls made to the school to excuse their absences will receive immediate and appropriate disciplinary action. Also, any student who falsifies a school form or document, or uses that form or document for any purpose other

than the specific purpose for which it was intended will receive immediate and appropriate disciplinary action.

4. Fighting/Hazing or Use of Physical Force – will not be permitted. Students should exhaust every alternative available to them before resorting to hitting or the use of physical force. Fighting at school, on school property, or at school sponsored activities is expressly prohibited. Hazing is defined as any incident involving initiations, hazing, intimidations, and/or related activities which are likely to cause bodily danger, physical harm, personal degradation or disgrace resulting in physical or mental harm, or which affect the attendance of another student are prohibited. If appropriate, legal authorities will be notified. Consequences may apply to all participants regardless of who started the incident. Consequences will also apply to students who incite, instigate or are accomplices to the fight or use of physical force.
5. Gang or Gang-Type Behavior – of any type will not be tolerated at Chaparral Jr/Sr High School. Gang behavior includes, but is not limited to: drawing gang graffiti on school books, student books, or school property, “flashing” gang signs or imitating the “flashing” of gang signs, the wearing of gang-type clothing, and students acting in a gang-type manner.
6. Harassment – Students will not harass, bully, or otherwise intimidate another student. Harassment is detrimental to the positive climate of the school and will not be tolerated.
7. Horseplay – Students should not engage in acts of horseplay which are disruptive to the learning environment or which could result in injury to others even though there was not intent to cause that injury.
8. Inappropriate Language or Gesture – may include profanity. Students whose inappropriate language or gesture(s) adversely affect the learning environment will receive immediate and appropriate disciplinary action.
9. Internet Policy Violation – Students who violate any part of the USD 361 Technology Acceptable Use Policy will receive immediate and appropriate disciplinary action.

1st instance Loss of computer privileges for 2 weeks

2nd instance Loss of computer privileges for 1 month

3rd instance Loss of computer privileges for the remainder of the current semester

10. Leaving Class without Permission – Students are not to leave class without receiving permission from the instructor to leave. An eHall pass will be created by the student and approved by the teacher as permission to leave class.
11. Motorized Vehicle Infraction – All students driving motorized vehicles to school shall park them in the designated parking lots – the North parking lot or the West parking lot. Students who do not park in a marked lane space may receive parking tickets issued by the Harper County Sheriff’s Department. Driving a vehicle on school property is a privilege and not a right. Students who drive a vehicle on school property will be expected to operate that vehicle in a safe and sane manner. They will not be allowed to jeopardize the health, safety, or physical well being of others by operating their vehicle in a reckless manner by exhibiting excessive speed or by over accelerating their vehicle. Students who violate this policy will receive immediate and appropriate disciplinary action and loss of driving privilege.
12. Open Defiance – Students will not be permitted to challenge the authority of an administrator, teacher, or other staff member as long as that individual is in performance of duties assigned by the school and/or school district. This would include duties performed at school or at school-sponsored events. Examples of open defiance include, but are not limited to, telling a staff member “No” and making no movement to follow a reasonable request, having to be asked more than twice to follow a reasonable request, exhibiting rude, uncooperative, or argumentative attitudes to an administrator, teacher or staff member. Students who openly defy any staff member will receive immediate and appropriate disciplinary action.
13. Physical Force against Employees of USD 361 – Students who use physical force as previously defined will receive immediate and appropriate disciplinary action. Legal authorities shall be notified.
14. Public Displays of Affection – are not permitted at Chaparral Jr/Sr High School. This includes on school property during the school day as well as at school sponsored events. Public displays of affection include but are not limited to: holding hands, front to front hugging, arms around each other from the side, kissing, etc.
15. Selective Attendance – Selective attendance occurs when a student skips a class. See JBE truancy policy. Students who violate the selective attendance will receive one *After Hours*

Detention for each class period or part of a class period skipped. Should a student accumulate 2 or more *After Hours Detentions*, the administration reserves the right to assign a *Saturday School* in lieu of detention and movement on the discipline policy.

16. Threats – Written or Verbal Harassment – Written or verbal threats intended to intimidate or bully other students create a disruption in the learning environment and will not be tolerated. These threats can often lead to physical violence. Students who issue threats will receive immediate and appropriate disciplinary action and legal authorities will be notified.
17. Sexual Harassment – is defined as a practice which undermines the learning process of a school by creating an environment that is upsetting, threatening, or degrading to the person being harassed. Sexual harassment will not be tolerated.
18. Social Media/Games – Students are not to download or have social media applications and/or games on their Chromebook during the school day. The exception to this would be if a teacher has requested the student to have a specific app on their Chromebook for a classroom project.
19. Theft or Possession of Stolen Property – Students who take items that do not belong to them or who keep or possess items that do not belong to them will receive immediate and appropriate disciplinary action and the appropriate legal authorities shall be notified. Students are responsible for items in their lockers and/or book bags and should take care to know what is in their lockers and/or book bags at all times and report anything they find that does not belong to them to the administration immediately.
20. Vandalism – Students who vandalize school buildings, school property, or vehicles on school property will receive immediate and appropriate disciplinary action. Students involved in acts of vandalism will also be required to assume the repair or replacement cost, including labor, for any vandalism they caused. Legal authorities may be contacted. Felony vandalism is any damage that exceeds \$500 and will result in an immediate five day suspension and referral to the appropriate legal authorities.

WEAPONS POLICY

A student who is found to have been knowingly in possession of any dangerous weapon, including a firearm or replica firearm, or any facsimile of a weapon, may be subject to disciplinary action per the school discipline policy. A student who is found to have used a weapon to inflict bodily harm or to

place a person(s) in fear of bodily harm before, during, or after school, or at any school sponsored activity may be expelled from school and subject to Federal and Kansas laws regarding weapons.

1. Weapons possession, use, or transfer of any weapon by students inside the school building, on school property (including school vehicles) or at school sponsored activities inside the district or out of town is expressly prohibited. Violation of this policy will result in immediate and appropriate disciplinary action and referral to the appropriate legal authorities. This policy is in effect before, during, and after the regular school day or at any school sponsored activity. This may include the possession, transfer or carrying of, with or without the intent to use, knives, firearms and/or replicas, explosive devices, destructive devices and detonating devices. (Weapons definition: A weapon, device, instrument, material, substance, animate or inanimate that is used for or readily capable of causing death or serious bodily injury.) Consequence for this violation may be a 5 day or 10 day suspension, a long term suspension up to 90 school days or expulsion up to 186 school days and police notification.