

CIMARRON JR./SR. HIGH SCHOOL

STUDENT _____

CLASS SCHEDULE
1st Semester

<u>Class</u>	<u>Room</u>	<u>Teacher</u>
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	College and Career Ready Seminar	
8.	_____	_____

CLASS SCHEDULE
2nd Semester

1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	College and Career Ready Seminar	
8.	_____	_____

WELCOME

We are pleased that you are a student of Cimarron Junior/Senior High School! It is our hope that you will have a positive and productive school year. Please take time to read this handbook, as it contains important information for you and your parents. The policies and procedures outlined are to assist you in knowing your responsibilities, privileges, and freedoms. Become familiar with this information. It will help you to guide you to a successful year at Cimarron Junior/Senior High School.

MISSION STATEMENT AND GOALS

In cooperation with family, community, and students, the mission of USD #102 is to strive for excellence by preparing students to be responsible, productive citizens in a challenging society.

Student Goals:

1. Meet or exceed academic requirements
2. Realize the benefits of giving total effort
3. Develop and maintain a positive self image
4. Learn to communicate in a productive manner
5. Learn to make use of problem-solving skills
6. Identify career opportunities
7. Develop citizenship skills
8. Learn the value of the fine arts as well as the practical arts

IMPORTANT PHONE NUMBERS FOR USD #102

Cimarron Junior/Senior High School.....	855-3323
High School Fax	855-3219
High School Activities/Athletic Director.....	855-3393
High School Principal	855-7777
Junior/Senior High School Counselor	855-3406
Activity Phone	855-9200
High School Weight Room.....	855-3697
Superintendent/Board of Education	855-7743
Cimarron Grade School	855-3343
Bus Garage.....	855-3327

**CALENDAR
2016-2017**

Teacher In-Service	August 18, 19
New Teacher In-Service (half day).....	August 18
Teacher Work Day (10 am – 4 pm)	August 22
First Day of School	August 23
No School (Labor Day).....	September 5
No School (Collaboration ½ day, In-Service ½ day).....	September 30
Career Advisement Night – Cimarron Jr/Sr High only.....	October 3, 4
No School (Collaboration ½ day, work day ½ day)	October 21
Parent-Teacher Conferences - Cimarron Elementary only	October 24, 25
No School.....	October 28
No School (Teacher In-service/Regional KAY.....	November 3
No School (Thanksgiving Break)	November 21-25
No School (Christmas Break)	December 21-January 3
No School (Collaboration ½ day, work day ½ day)	January 4
Student Opportunity Day	January 4
First Day of Second Semester.....	January 5
No School (Collaboration ½ day, In-Service ½ day).....	February 17
No School (President’s Day)	February 20
No School (Collaboration ½ day, In-Service ½ day))	March 3
Parent-Teacher Conferences – Cimarron Elementary only.....	March 6, 7
No School.....	March 10
No School (Spring Break).....	March 13 – 17
Career Progress Night – Cimarron Jr/Sr High only.....	March 20, 21
No School (Easter Break)	April 14, 17
No School (Collaboration 8 – 10, In-service 10 am – 4 pm).....	April 20
Seniors Last Day	May 4
Commencement (Sunday at 3:00 pm).....	May 7
8 th Grade Promotion.....	May 8
Student Last Day	May 9
Teacher In-Service & Work Day & Student Opportunity Day.....	May 10

BELL SCHEDULE

When students are in the halls during class time, they are to have a signed pass or their planner. There is a 5-minute passing time between 1st and 2nd period and 3 minutes between all other periods. Schedules are below:

Regular Bell Schedule

First Period	8:00 – 8:55
Second Period	9:00 – 9:55
Third Period	9:58 – 10:53
Fourth Period	10:56 – 11:51
Fifth Period	11:54 – 1:16
<i>JH Lunch</i>	<i>11:54 – 12:18</i>
<i>HS Lunch “A”</i>	<i>12:23 – 12:47</i>
<i>HS Lunch “B”</i>	<i>12:52 – 1:16</i>
Sixth Period	1:19 – 2:14
Seventh Period (CCR)	2:17 – 2:47
Eighth Period	2:50 – 3:45

Late Start Schedule (10:00 am)

First Period	10:00 – 10:43
Second Period	10:46 – 11:29
Third Period/ Lunch	11:26 – 12:41
<i>JH Lunch</i>	<i>11:26 – 11:49</i>
<i>HS Lunch “A”</i>	<i>11:52 – 12:15</i>
<i>HS Lunch “B”</i>	<i>12:18 – 12:41</i>
Fourth Period	12:44 – 1:27
Fifth Period	1:30 – 2:13
Sixth Period	2:16 – 2:59
Seventh Period	3:02 – 3:45

Early Dismissal Schedule (12:30)

First Period	8:00 – 8:26
Second Period	8:29 – 8:55
Third Period	8:58 – 9:24
Fourth Period	9:27 – 9:53
Fifth Period	9:56 – 10:22
Sixth Period	10:25 – 10:51

Seventh Period

10:54 – 12:30

<i>JH Lunch</i>	<i>10:54 – 11:20</i>
<i>HS Lunch “A”</i>	<i>11:29 – 11:55</i>
<i>HS Lunch “B”</i>	<i>12:04 – 12:30</i>

Individual Student Learning Plans (ISLPs)

As students progress through Cimarron High School and prepare for career and college, it is imperative that students set educational goals and create a roadmap for success in high school and beyond. This roadmap, or individual plan of study, includes development of a flexible career focus (determining career clusters) and an education path that is clearly defined, rigorous, and relevant to assure a successful and efficient transition to postsecondary education and/or the workforce. The foundational elements of the individual plan of study are the career interests identified by the student through an authentic career interest survey (www.mynextstep.org) or (myfreecareertest.com).

An ISLP is then generated based on each student’s interests and strengths cooperatively with the student, family members and the student’s teacher advisor. The teacher advisor assigned to an individual student at each grade level will monitor that student through graduation. Other parts of the ISLP include recent MAP test scores, academic benchmarks, graduation requirements, approved coursework for the student’s educational and career goals, and developmentally appropriate, work-based learning experiences. The plan is reviewed once or twice annually and is revised as needed. At each grade level 7th through 12th students have a list of activities that will be learned either through instructional practices or through exploratory activities.

MAP Testing

Measures of Academic Progress (MAP) is a state-aligned computerized adaptive assessment program that provides educators the information they need to improve teaching and learning and make student-focused, data-driven decisions. Students in grades seven through twelve are tested in math, reading and language usage.

Student MAP testing results are reported in RIT scores (short for Rasch Index Unit). A RIT score is an estimation of a student’s instructional level and also measures student growth over time. The RIT scale is an equal-interval scale that works much like increments on a yardstick and is used to show academic growth from year to year. We expect to see the RIT score increase over time. Each Individual Student Learning Plan has a RIT growth chart included as a reference to determine areas of strength and those areas that may need additional focus.

MAP scores will indicate growth over time and are considered a better measure of student learning. MAP scores can be used to predicate future ACT scores beginning as early as 3rd grade. More information is available from student advisors or in the principal’s office.

All students new to CHS will take the MAP test in the fall. Students who are below or far below grade level will also test in December. All students will participate in MAP testing in the spring as student growth must be measured each year. MAP testing is mandatory for all students as MAP is an integral part of developing our ISLP's.

Students are encouraged to put out their best effort for all testing!

Recent research in education has consistently demonstrated that students who have 'grit' are more successful than those students who possess high IQ's and a small degree of perseverance. As Winston Churchill has stated, "Success is not final; failure is not final. It is the *courage to continue* that counts."

ACADEMIC POLICIES AND GUIDELINES

GRADING SCALE

- A: 90 – 100
- B: 80 – 89
- C: 70 – 79
- D: 60 – 69
- F: 0 – 59

STUDENT CLASSIFICATIONS

Students are classified as freshman, sophomore, junior, and senior based upon the number of credits they have earned at the conclusion of each school year. The following criteria will be used with classifying students:

- Freshman: 0 – 6 credits
- Sophomore: 7 – 12 credits
- Junior: 13 – 18 credits
- Senior: 19 – 24 credits

GRADUATION REQUIREMENTS

The following courses are required for graduation from Cimarron High School:

- Language Arts – 4 credits
- Social Science – 3 credits (including Amer. History, Amer. Govt., and Economics)
- Science – 3 credits (one must be a lab science – Biology, Chemistry, or Physics)
- Health and P.E. – 1 credit
- Math – 3 credits
- Speech – ½ credit
- Fine Arts – 1 credit

Non-required credits or electives can be used to fill out the remaining required 24 credits for graduation. One semester is equivalent to one-half credit. Students may not withdraw with credit from full year courses without the permission of the instructor, counselor, and principal. College bound students should include maximum preparation in math, science, social science, and language arts.

Any exception of the eight-semester attendance policy would be reviewed and ruled on by the Board of Education. Diplomas will not be given to graduating seniors until all financial obligations to the school are paid, courses are completed, and books/materials are returned to the appropriate teachers. Seniors must have completed the graduation requirements before being allowed to participate in the graduation ceremonies.

A senior checkout sheet will be used to document that each senior has taken care of these responsibilities. This sheet must be returned to the high school office after each of the students' teachers has signed the form.

GRADE CARDS AND HONOR ROLL

Progress reports are given to parents at Parent/Teacher Conferences or mailed to the parent. The honor roll for both junior high and senior high students will be based on a grade point average of 3.17 or higher each semester. Students with a grade point average of 2.84 – 3.16 will be designated as Honorable Mention. The following scale will be used to compute grade point averages: A = 4.00; B = 3.00; C = 2.00; D = 1.00; F = 0.00.

A-TEAM HONORS BANQUET

An annual banquet is held to honor all high school students who maintain a 3.80 grade point average on a 4-point graduated scale for the first semester of the current school year.

VALEDICTORIAN AND SALUTATORIAN

Valedictory and salutatory awards are given for 8th grade and the 12th grade at Commencement. These awards are figured on grade point average for two (Junior High) or four (High School) years of work (using the same system that generates the Honor Roll).

Each student's Grade Point Average (GPA) is computed and checked by the principal, counselor, and secretary. Transfer students are eligible for the valedictorian and salutatorian awards only if they are in attendance at Cimarron during their entire twelfth grade (senior high) or eighth grade (junior high).

In addition, the top two grade earners (more if there is a tie) will be given the honor of providing the Commencement speeches during the graduation ceremony. These students must have successfully completed 12 of the 14 Kansas State Board of Regents recommended course and have the highest grade point averages from their entire course work.

High school students will be recognized for their academic achievements using the cum laude system:

- Cum Laude: 3.50 – 3.69 GPA
- Magna Cum Laude: 3.70 – 3.84 GPA
- Summa Cum Laude: 3.85 – 4.0 GPA

KANSAS ASSESSMENTS

Students will take Kansas State Assessments in the following areas:

- Mathematics: Grades 7, 8, and High School
- Reading: Grades 7, 8, and High School
- Social Studies: Grades 8 and High School
- Science: Grade 7 and High School
- Writing: Grade 8 and High School

SENIOR MATH CLASS REQUIREMENT

In August of 2012, the Board of Education passed a policy by which seniors are required to complete a mathematics course during their senior year if they have failed to pass the Kansas Assessments at the high school level. At the current time, there are several classes available to seniors including a new course titled *Problem Solving*. In this course, students will learn multiple methods for solving problems as well as learn algebraic skills that are typically encountered in an Intermediate Algebra course at the community college level.

TEST OUT

Any high school student who has: 1) a cumulative grade point average of 3.5 or above, 2) is identified as intellectually gifted and has an active Individual Education Plan on file, or 3) shows superior talent in a special field may request an application to test out of certain subjects. Forms are available in the Counseling Center or from the principal.

COLLEGE CLASSES

Seniors may attend college classes during and up to half of the school day. To qualify, the student needs to submit a letter of application to the principal and include a statement concerning the student's intended major and justification for enrollment in college classes. Verification of the criteria listed below should be included in the letter. This letter must be submitted in time to advise the Board of Education at a regular meeting.

- The student will meet all requirements for graduation by attending high school classes for a half day (i.e. four class periods.)
- The student has maintained an attendance average of 95% for the freshman through junior years.
- The student has a 3.5 grade point average for the freshman through junior years.
- The student must be enrolled in 7 classes with a combination of high school and college classes. (See KSHSAA Rule 13)
- If a student wished to attend a technical program, the criteria will be reviewed on an individual basis.
- If a student withdraws from a college class for any reason, they are required to be enrolled in a class at CHS during that time period.
- Students will be required to sign a 'Waiver of Confidentiality' prior to enrolling in a college class. The purpose of this requirement is to allow the counselor and/or administration to openly communicate with college personnel.

If all the above criteria are not met, the principal may grant an exception. If an exception is made, permission to attend college classes will be on a semester basis.

8TH GRADE ALGEBRA I

Eighth-grade students may enroll in Algebra I if they meet the following criteria; a) pass 7th Grade math class with an "A", b) are recommended by the 7th-grade mathematics teacher, c) score 'Exemplary' on the 7th-grade Kansas Assessment for Mathematics, and d) score a 90% or better on an Algebra readiness assessment (if recommended by the counselor, teacher, and/or principal.) For additional information, please contact the counselor or principal.

1. 7th Math Grade

The student must earn an A ($\geq 90\%$) 1st semester of 7th grade math and an A ($\geq 90\%$) 2nd semester of 7th grade math. 2nd semester will be determined on their current grade at the beginning of May so enrollment can be finalized.

2. MAP Test Score

The student must score in the top two categories "High End of Grade" or "Very High" on their MAP Test.

MAP Test	Far Below	Below Grade	At Grade Level	High End of Grade	Very High	Anticipated Growth
7 th Math	≤ 209	210 - 217	218 - 226	227 - 242	≥ 243	5

3. Teacher Recommendation

The student must have a teacher recommendation from their 7th grade math teacher.

DUAL CREDIT

Beginning in the 2013 – 2014 school year, Cimarron High School has entered into an agreement with Dodge City Community College whereby students can earn *dual credit* for particular courses. In short, while the student completes coursework at Cimarron, they will be earning credit at *both* Cimarron and Dodge City Community College provided our instructors meet all DCCC teaching requirements.

For the 2014 – 2015 school year, six courses will be offered for dual credit. They are:

English Composition I	Welding Theory I
English Composition II	Welding Theory II
College Algebra	Calculus

For additional information concerning Dual Credit opportunities with Dodge City Community College, please contact the school principal and/or school counselor.

COLLEGE VISITATION

Seniors may be excused to visit a college of their choice provided that they bring proper authorization from their parents and have made prior arrangements with the school counselor. No more than three students will be excused in any one-day unless special arrangements are made and permission is given.

CAREER AND TECHNICAL EDUCATION PATHWAYS

Two years ago, the state of Kansas created a set of sixteen *pathways* for Career and Technical Education courses. Within these sixteen pathways, there are numerous (almost eighty) *programs*. However, due to the size of Cimarron School District, we currently have seven programs of study.

Those programs are: 1) Agriculture Science, 2) Production (i.e. drafting), 3) Construction (i.e. cabinetmaking), 4) Business Finance, 5) Restaurant and Event Management, 6) Family and Community Services, and 7) Power, Structural, and Technical Systems.

In an effort to assist students and parents with planning and course selection, we have designed a rubric by which a person can determine what courses are available for each *program of study*. They are:

Construction

Introduction to Technology 8
Drafting
Cabinetmaking I
Cabinetmaking II
Remodel & Building Maintenance

Production

Introduction to Technology 8
Production Blueprint Reading
Drafting/CAD
Advanced Drafting/CAD
Adv. Production Blueprint Reading

Agriculture Science

Exploring Agriculture 8
Agri-Science
Animal Science
Research in Agriculture

Family & Community Services

Career & Life Planning
Human & Growth Development
Nutrition & Wellness
Career & Community Connections
Family Studies

Restaurant & Event Management

Career & Life Planning
Culinary Essentials
Culinary Arts I
Career & Community Connections

Business Finance

Business Essentials (.5 credit)
Entrepreneurship (1 credit)
Accounting (1 credit)
Advanced Accounting (1 credit)

Power, Structural & Technical Systems

Exploring Agriculture 8

Ag Welding I

Ag Welding II

Ag Mechanics (.5)

Research in Ag (.5)

If you have any questions about enrolling in Career & Technical Education classes, please contact the principal or counselor at 855-3323.

SCHEDULE CHANGES

Since a great deal of effort goes into scheduling of classes, schedule changes will not be made unless absolutely necessary. Once a student has enrolled and course selections are finalized, schedule changes will not be allowed. The only exceptions will have to be initiated by the building principal.

DROPPING A STUDENT FROM SCHOOL ROLLS

If a student is absent for ten (10) or more consecutive school days and all reasonable efforts to ascertain the student's whereabouts are unknown or the reasons for such absences are unknown, the student shall be dropped from the school rolls. All efforts to re-establish student status must come through the school administrator's office as a reenrollment, with class assignment to be at the discretion of the school administrator.

FINALS POLICY

At the conclusion of each semester, all high school students will be administered a semester final. Junior high students will be exempt from taking finals (unless they are enrolled in 8th -grade Algebra.) The final will be an accumulation of the standards taught in each class for the given semester. The final can be given as a test, presentation, or project, but must incorporate all standards taught in the given semester.

Semester finals will be given at the end of each semester and will be administered over a two-day period. No early finals will be permitted. It is the responsibility of the student to contact their teacher to reschedule a missed final; failure to do so will result in a grade of "0".

ACADEMIC DETENTION AND SUMMER SCHOOL

If a student is failing in two or more core classes at the time of progress reports, he/she will receive academic after-school detention for a one-week minimum or until the grade is passing.

If a junior high student fails two or more core classes at the end of the first or second semesters, he/she will be required to attend summer school (if offered) to make up those required credits. Refusal to report to summer school will result in a recommendation for retention of the student. In addition, any student who fails three or more core courses (math, language arts, science, and social studies) each semester will be retained in the same grade the following year.

If a high school student fails a core class, they are required to retake the class during the summer school session if the class is offered.

INCOMPLETES

Teachers will not issue a grade of 'Incomplete' without the permission of the principal. All 'Incompletes' shall be addressed within five school days. Note: The awarding of an 'Incomplete' grade shall only be utilized on the most dire circumstances (e.g. student in hospital, etc.)

USE OF THE LIBRARY

The resources and services of the library media center are fundamental part of the total educational process. Most books are charged (checked out) for three weeks and may be renewed. Periodicals (magazines) are charged for one week. Reference materials are to be used in the library. Permission will be granted for over night charging after 6th hour for specified reference books. These must be returned before 1st hour of the next school day.

Permission must be granted to check out more than five reading items. Materials needed for major written assignments such as term papers are not limited but are due when the assignments are due. Charging privileges may be denied until overdue items charged in excess of the limits are returned or outstanding fines are paid.

Fines: \$.05 per school day for overdue materials. Students who lose a book or damage it beyond repair will be charged the cost of replacing the book.

GUIDANCE/COUNSELING

The Guidance Office has an "open door" policy. It provides a service to help with questions or problems about classes, educational plans, future occupational plans, and personal concerns. There are times when tests—aptitude, interest, and personality—will be given to provide you valuable information. These tests and other records in the Guidance Office help the counselor assist you. The counselor will receive all the scholarship information and applications. If you are interested in applying for scholarships, please make arrangements through the counselors' office.

STUDENT PRIVACY RIGHTS

Family Educational Rights & Privacy Act (FERPA)

By law, the local school district is required to provide student contact information to military recruiters and college institutions if the student is a junior or senior. In addition the school desires to publish photos, honor roll names, scholarships, graduation information and such that will possibly state the student's name, and/or show a photo of the student. If you do not want this information released for your child, please contact the school principal and request the Notice of Release of Student Information form.

STUDENT TRANSCRIPTS

A Cimarron High School transcript will show a record of all course work completed while enrolled at Cimarron High School. Should a student need to retake a class or desire to retake a class, the second attempt at the course will be the second entry on the transcript. The first attempt at the course also remains on the transcript. Both grades would be calculated in determining the grade point average for the student.

Concerning courses that are taken to meet certain graduation requirements, if two attempts in a course result in passing grades, one will be counted toward the curricular

graduation requirement and the other will be counted as an elective toward the total number of credits needed to graduate.

SENIOR CLASS EXTRA FUNDS TRANSFER

At the end of each school year, it is necessary for the senior class to vote on how to disperse the funds that are still in the senior class account. The following options are available for senior class fund transfers:

1. The Education Fund
The Educational Fund services areas such as the reading parties, school speakers, Christmas goodie bags, perfect attendance awards, students awards such as all around boy and girl, valedictorian/salutatorian, etc.
2. Scholarship Account
Funds here provide scholarships for students who are selected to continue their education.
3. School Gift
The senior class could purchase a “gift” for the school. The building around the school bell is an example of a past gift.
4. The Activities Account
This would be put into the activities account to help upgrade concession stand equipment. Items such as a cheese dispenser, popcorn machines, roasters, mats, etc. have been purchased with these funds.
5. A combination of one or more of the options referenced above
The senior class could vote to split this money up amongst one or more of the options listed above.

EMERGENCY SAFETY INTERVENTIONS (Seclusion & Restraint)

As of April 19, 2013, the Kansas State Board of Education adopted policies concerning the Emergency Safety Intervention (*i.e.*, Seclusion and Restraint). Under normal circumstances, the Cimarron-Ensign school district strongly discourages the use of seclusion and restraint. However, if it appears that seclusion and/or restraint and needed to secure the safety of the student, other students, and/or staff, all caution and prudence’s will be exercised.

At both the grade school and the high school, selected staff members have been trained in the Mandt system. Mandt is an intervention system in which students can be restrained in a safe manner that minimizes the possibility of injury and/or other medical conditions.

For a complete copy of the policies concerning Emergency Safety Interventions (*i.e.*, seclusion and restraint), please contact the building principal and/or superintendent.

ACTIVITIES/ATHLETIC POLICIES

ELIGIBILITY Requirements

Cimarron Junior High and Cimarron Senior High Schools are members of the Kansas State High School Activities Association (KSHSAA). Therefore, the following eligibility standards apply to students representing the junior and senior high interscholastic competition.

1. They are bona fide, undergraduate students in good standing with regular attendance at the Cimarron Jr/Sr High School.
2. Their conduct and standards of sportsmanship are satisfactory and do not bring discredit to themselves or their school.
3. They are not 19 years of age (16, 15, or 14 for junior high students) on or before September 1 of the school year in which they compete.
4. They have not completed 8 semesters of high school attendance (included total attendance beginning with the ninth grade). Their last two semesters of possible eligibility must be consecutive.
5. They have not completed 8 semesters of competition nor more than 4 seasons in one sport (includes grades 9 through 12).
6. They must be in attendance at least $\frac{1}{2}$ school day on the day of the event unless approved by the activities director.
7. They have passed in 6 subjects of unit weight or the equivalent their last semester in attendance in high school and have passed 5 subjects of unit weight or the equivalent (this does NOT include 7th period junior high study hall/PE) their last semester in attendance in junior high school.
8. They do not engage in outside competition in a sport recognized by the KSHSAA (football, cross country, soccer, basketball, wrestling, gymnastics, swimming, volleyball, track, baseball, softball, tennis or golf) during a season in which they are representing their school (including cheerleading). Consult the coach or Athletic Director before allowing them to participate individually or on a team in any game, training session, contest, or tryout conducted by an outside organization.
9. They have not participated in training sessions or tryouts held by colleges or other outside agencies or organization in the same sport while a member of a school athletic team.
10. They have passed an adequate physical examination given by a physician and have the written consent of their parents or legal guardian after May 1st of the previous school year.
11. They have met the requirements of the Transfer Rule if they are transfer students. Contact the Athletic Director concerning this regulation.
12. They are not a member of any fraternity or other organization prohibited by law or by the rules of the KSHSAA.
13. They have not competed under a false name or for money or merchandise of intrinsic value and have observed all other provisions of the Amateur Rule.

14. They are regularly enrolled and in attendance not later than Monday of the fourth week of the semester in which they participate.
15. Students are covered by a liability catastrophic policy while practicing for, participating in a traveling, to or from any inter-school activity under jurisdiction of the KSHSAA. This is a catastrophic policy paid for by the school district through KSHSAA. Contract your Athletic Director for statement of coverage and other details.
16. Student's appearance in activities will be governed by the KSHSAA and each individual sponsor can set certain standards for his/her own activity.
17. Students will need to have all school bills paid before the beginning of the year in order to participate in any extracurricular activity.

ACTIVITY TRANSPORTATION

Activity transportation will be provided by the district for all extracurricular activities. Students are prohibited from driving personal vehicles to district-sponsored activities. All students on the school-furnished transportation shall return on the same transportation unless they are dismissed to their parents by the coaching staff or activity sponsor. Unforeseen circumstances will be dealt with by the administration.

Students must observe the rules and regulations adopted by the board governing student transportation. Students will be subject to the school's behavior code while riding activity transportation. The board may suspend or revoke the transportation privilege or entitlement of any student who violates any rules or regulations adopted by the board.

LETTER AWARDS

CHEERLEADER Requirements

A cheerleader must have passed six units during the first semester, and must be passing in six units at the time of tryouts. If a cheerleader is not able to cheer due to illness, injury, or participation in sports, that game will not count against her and the required time of cheering will be proportioned accordingly. A cheerleader must cheer in over half of the quarters (of the games for which she is responsible) in order to receive a letter. The sponsor, athletic director, and principal will make final decisions.

FORENSICS Requirements

To letter in Forensics, a student will have:

- Competed at no fewer than 75% of the tournaments the squad has entered.
- Competed at regional if the student has not already qualified in one event for State.
- No unexcused absences or tardies from previously scheduled practices or from tournaments or festivals; no canceled entries due to reasons other than illness. (Invalid if students arranges an acceptable substitute)
- Displayed behavior in accordance with CHS rules at tournaments, festival and occasions outside of school where squad members may be invited to perform.
- Completed at least one of the following:

- Qualified for State Festival of Championship
- Made finals in two or more tourneys
- Double-entered at 50% or more the tourneys squad enters.

Any students earning 2 1's at a State competition will automatically letter.

Coaches may, in special cases and with the consent of the activities director, present letters to individuals not meeting the requirements set forth for earning a letter.

INSTRUMENTAL Requirements

The purpose of the instrumental music letter is to reward students who excel and work beyond the required activities. In order to letter in instrumental music, a student must have a semester grade of "B" (or higher) for both semesters and meet of the following:

1. Must participate in an activity outside of the required group commitments such as:
 - a. Solo
 - b. Small Ensemble
 - c. District Honor Band
2. You may letter as a junior if you have participated in band for three years of high school or four years as a senior.

SCHOLARS' BOWL Requirements

The following criteria must be met to earn a letter in Scholars' Bowl:

- Participate in one more than one-half of the tournaments scheduled in which they are qualified to participate. (Varsity)
- Attend 80% of the practice sessions with the team during regularly schedules times. It is the responsibility of the students to notify the coach when he/she cannot attend.
- Assist in the readiness and operation of the Cimarron Invitational Scholars' Bowl.
- The original recognition is a school letter and a Lamp of Learning pin to be worn on the letter. For each additional year, a gold bar will be awarded.

VOCAL Requirements

The letter has been established to reward those students who put additional effort into the pursuit of musical excellence outside of the classroom. In order to letter, each candidate must fulfill the requirement each year. Points are not carried over from year to year.

- First year- chenille letter and bar
- Second year- bar
- Third year- bar
- Fourth year- bar

Basic Requirements:

Audition of KMEA	20
Participate in District V KMEA Honor Choir	20
Participate in State KMEA Honor Choir	20
Perform a solo with school choir	10

Accompany a solo, ensemble or choir at contest	5 each
Attend previous summer vocal camp	20
Audition for Summer Choral Institute	20
Participate in Summer Choral institute	20
Lead role in musical	50
Minor role in musical	25
Chorus or tech persons in musical	10
Solo or Ensemble at Regional, League or State	
	I= 30
	II= 20
	III= 10
Regional or State Piano Festival	
	I= 30
	II= 20
	III= 10

ATHLETIC REQUIREMENTS

The senior high varsity award for proficiency in athletics is the chenille letter “C”, 7 inch block “C” in Colombian blue for boys and a 6 inch manuscript “C” in white for girls. A certificate accompanies this award. In order to participate, a student must meet the eligibility requirements listed in this handbook. Any player on the varsity team that goes to State will letter.

In order to letter in junior high football, volleyball or basketball, the participant must play in one more A team quarter than A team games played. In track, the student must participate in the divisional meet or score at the league meet. The student must participate at the league track meet if entered as an entry by the coach.

Volleyball and Basketball: A student must play at least 1 quarter more than half of the varsity quarters played plus general requirements.

Track: A student must score 10 points in a season; or must place in the league or regional meet. A member of a relay team is allowed the total points that the relay team makes.

Cross Country: A student must run in at least more than one-half of the regular season Varsity races.

Wrestling: A wrestler must complete in 10 varsity matches, or place in the top 4 at a varsity tournament.

Golf: The lettering system shall be left to the discretion of the coach.

Tennis: A tennis player must compete in 5 varsity matches and complete the season in good standing.

Volleyball: Each girl should play in one match then one-half of the matches in the season. A provisional letter will be given to an athlete who, at the end of the season, has not played in enough matches but is considered to be an asset to the team. If the required number of matches is met in the subsequent seasons, a bar will be given. Any athlete who receive a provisional letter and

does not complete the following season will not receive a senior letter in volleyball, if that is her only sport, nor will the volleyball inscription be put on her senior letter earned in another sport.

General lettering requirements:

1. A student will not earn a letter for a sport if he or she quits before the end of a season or is dismissed from a sport for disciplinary reasons.
2. A student who participates in a sport for four years and does not earn a letter will be eligible to receive a senior letter for that sport if he/she completes that sport the senior year.
3. A student who sustains a long-term injury while participating in a sport may earn a letter for that sport by remaining with the team as a “student in good standing”
4. A student who cannot participate because of illness or injury may have his or her requirements for lettering adjusted accordingly.
5. Uniforms and equipment must be accounted for before earning a letter.
6. Coaches may, in special cases, and with the consent of the activities director, present letters to individuals not meeting the requirements set forth for earning an athletic letter.
7. Varsity sports letter awards regulations-Varsity letter, bar hardware and certificate-first time. Certificate-second time in same sport or first time in a second sport, plus bar and hardware if appropriate

Athletic Rules:

During the season each coach may establish other rules that are specific to his/her respective activity. Absences from practices, tardy to practices, disrespect for coaches, and other infractions could warrant disciplinary action. If a violation of the team rules results in other disciplinary action, a conference will be held with the Athletic Director, coach, parents, and athlete.

1. The coach shall require squad members to make a neat personal appearance.
2. All tattoos are to be covered, not visible, during competition.
3. Earring/Hair
 - A male, who is a member of a team, shall not be allowed to wear earring or other body piercing jewelry at practice or competition
 - Females may wear earrings in the ear only at the coach’s discretion with other body piercing jewelry prohibited at practice or competition.
 - For males, facial hair (mustache, beards, long sideburns) will not be allowed during the activity year.
 - Hair will display team membership rather than individualism as determined by the coach.

POLICY ALCOHOL, DRUGS, TOBACCO

The activities/athletic program of Unified School District 102 includes any athletic team, club activity, program class office or group that represents our school district. These

programs are considered to be a privilege rather than a right for the participants involved; a principle that has been upheld in numerous decisions.

The participants are highly visible representatives of their school and community. Because of these facts coaches and sponsors are allowed to set more stringent codes of conduct dress, and responsibilities for participants than are required of students in the regular academic setting.

The Cimarron Junior / Senior High School Activities Policy is designed to create a positive, healthy, drug-free atmosphere for athletics and activities. The use of alcohol, tobacco, other illegal drugs and controlled substances and nonprescription steroids are prohibited. This policy is not designs to invalidate or supersede any of the present policies of USD 102.

DEFINITION: A “season” shall include all of that period of time covered by practice, preparation, performances, games, and competition for participants in athletics and activities.

RULE: During the season the student shall not: 1) Use or possess a beverage containing alcohol 2) Use or possess, buy, sell, give away, or transfer tobacco, marijuana, cocaine, controlled substances, nonprescription steroids. It is not a violation of this policy to possess and use a controlled substances specifically prescribed for the student’s own use by his or her physician. It is the responsibility for the student to tell the head coach or a sponsor of his or her use of the prescription drugs and to timely provides a written statement from a physician. This policy shall provide and include the use, possession or transfer of substances in any from and at any time or place during the season.

For the purpose of this policy, the following violations will accumulate for 365 days. The policy is in effect during the summer months when students are representing Cimarron High School.

I. VIOLATION AND PENALTIES

A. First Violation:

1. After confirmation of the violation, the student shall be ineligible to participate in 10% of his or her season’s athletic events, commencing with the next scheduled event after confirmation. The student will miss one activity event, commencing with the next scheduled event he / she is in after confirmations.
2. The student will continue to practice and prepare.

B. Second Violation:

1. After confirmation of the violation, the student shall automatically and immediately be suspended from participation in any athletic or activity events for 20 participation days starting with their next competition.

If the violation occurs toward the end of the participant's season and/or school year, the remaining days of suspension shall begin with their next scheduled competition.

2. The student will continue to practice and prepare.

C. Third Violation:

1. After confirmation of the violation the student shall be ineligible to participate in any athletic events or activities for 90 participation days.

2. The student will continue to practice and prepare.

II. CONFIRMATION OF VIOLATION:

A. A violation is confirmed by personal observation by a member of the faculty or administration of USD #102 or coaching staff. This includes other forms of verification including Breathalyzer and /or other tools.

B. Confirmation can also occur if a person or parent of the involved student provides a signed written statement regarding the violation by a student. The reliability and validity of a source other than faculty members, sponsors, coaches, coaches aides, and administrators shall be determined by a majority vote of a panel consisting of the High School Principal, Activities Director and all sponsor/coaches involved with the student.

C. Law enforcement.

III. SELF-REFERRAL

The intent of this is not to avoid consequences of the violation, but to assist the student or parent who feels there is a problem and are seeking assistance and support. Self-Referral only refers to when the student or parent of the student expresses a concern. Self-referral cannot be used as the result of legal involvement with law enforcement officials, or other insinuating circumstances.

The validity of the Self-Referral will be determined by a majority vote of a panel consisting of the Principal, Activity Director, Coach and Sponsors of the activities the student is involved with during the "season". Should the panel determine this was not a Self-Referral, violation one penalties will be enforced.

IV. ENFORCEMENT

This policy and enforcement of other policies of USD #102 pertaining to possession, use, buying, selling, transferring, or being under the influence of substances on the school grounds during, or after school hours; on school grounds when the school is being used by any school personnel or school group; and off the school grounds at a school activity function or event, shall apply to all students.

Any additional times as outlined in this policy shall apply to athletes and participants in those activities as sanctioned by the Kansas State High School Activities Association. Activities like, including but not limited to, Forensics and Music, will not mandate a grade deduction, but suspension and all other consequences will be enforced.

Athletic/Activities sponsored by the KSHSAA in which Cimarron Junior/Senior High School participates, and other activities of Cimarron Junior/Senior High School covered by this policy are:

Football	Track	NHS
Volleyball	Speech/Forensics	SADD
Tennis	FFA	KAY
Cross Country	Scholars Bowl	FCCLA
Basketball	Vocal Music	Inst. Music
C-Club	Cheerleader	Wrestling
Golf	Student Council	

V. APPEALS PROCESS

The parent/guardian has the right to request, in writing and within 20 days, a hearing on the suspension by the activities director or his designee. Such review will be held and the decision rendered within five (5) days of the request.

ORGANIZATIONS

Student's appearance in activities will be governed by the KSHSAA and each individual sponsor can set certain standards for his/her own activity. No student may be present of more than one organization in any given year, this would include class presidency as well.

C-Club: The purpose is to form an organization of varsity letter winners who fulfill the necessary requirements to join the club. The requirements are: Letter in a varsity sport.

Family, Career, Community Leaders of America (FCCLA):

Purposes:

1. To improve personal, home, school and community living.
2. To stimulate and further interest family and consumer science.
3. To provide opportunities for leadership among its members.
4. To promote outstanding scholarship and high standards of attainment in both group and individual activities.
5. To cooperate with other FCCLA organizations and with the State and National FCCLA.

Requirements for membership: The student must have completed one semester or one course in home economics.

Activities:

1. Service Projects: local, district and national
2. Moneymaking project
3. Trip to State FCCLA meeting (if eligible).

FFA: The Cimarron FFA makes a positive difference in the lives of its members by developing their potential for premier leadership, person growth and career success through agricultural education, The Cimarron FFA is an affiliate of the Kansas FFA Organization and the Nation FFA Organization, members will have the following opportunities during their active membership: Leadership by a student officer team, travel opportunity, “learning by doing”, participate in Career Development Events that take classroom learning an apply it to real life situation and public speaking. Members have the opportunity to gain recognition and the local, district, state and national levels.

KAY: the Kansas Association of Youth (KAY) is a character building, leadership-training program directed by the Kansas State High School Activities Association. This is a nationally acclaimed organization that focuses on service projects and volunteer work for our school, our community, our nation and world.

Objectives:

We, the youth of Kansas, interested in becoming adult citizens worthy of the democratic traditions of our country, will endeavor to fulfill the six objectives of the Kansas Association of Youth.

1. Character (Lough, Love, Lift)
2. Health (Physical and Mental)
3. Service (School, Community, Nation, World)
4. Appreciation (Friends, All Races, Self)
5. Recreation (Relaxation, Rest, Re-creation)
6. Leadership (Citizenship and Caring)

Privileges:

- As a youth in the years of decision, I believe these rights and privileges are mine:
- To love and to be loved
- To think creatively
- To seek the truth
- To appreciate and respect all races
- To enjoy fun and laughter
- To share with my family and friends
- To strive to be a good citizen
- To live a healthy lifestyle
- To give myself to a cause
- To take the long look

Requirements for memberships:

Student must be a part of the following activities:

1. Service projects: school, community, national, and world service. Members must participate in at least 50% of KAY Club activities each semester to maintain membership.
2. Service fundraisers

3. Conference attendance (unit and regional)

National Honor Society (NHS): The objectives of this chapter shall be to create an enthusiasm for scholarship, to stimulate a desire for rendering service, to promote worthy leadership, and to encourage development of character in all students of Cimarron High School. Election to our chapter is based on scholarship, character, service, and leadership.

Five-member Faculty Council determines membership. A 3.5 cumulative grade point is necessary for election to the chapter. NHS members must maintain a 3.33 grade point average. Possible activities include an annual educational tour for juniors and seniors in NHS, participation in moneymaking activities for the chapter, leadership conference and several service activities that are based on the four qualities of scholarship, character, service and leadership. Students are expected to participate in any school-sponsored events designed for National Honor society.

For a complete packet of information concerning the National Honor Society, please contact the NHS sponsor and /or school administration. *[Note: A portion of the NHS requirements is under review. Students will be informed, in writing, of any modifications (if any) on the first day of school.]*

STUCO: the purpose of the student council is centered on three general goals.

1. To enhance the atmosphere for learning in the school and make it as meaningful as possible for all students.
2. To contribute to the development of good citizenship.
3. To serve as the crucial link between the student body and the administration.

Council membership is made up of students from the four classes and a representative from each of the clubs within the school. The following criteria are used in selecting council membership:

1. Each member must be aware of his/her duties.
2. Each member must have and maintain a "C" Average.
3. Each member must be selected by the class or organization he/she represents.

By being involved in student council, the individual student is given an opportunity to expand his /her learning beyond the classroom. The activities of the student council are many, varied and are aimed at meeting the above stated objectives. Such activities involve:

1. Welcoming and orientation of all new students to the school.
2. Promoting a feeling of good will between the community and school by becoming involved when possible in community activities.
3. Serving as a sounding board in administrative policy making which affect the students.

SADD: SADD is a peer leadership organization dedicated to preventing underage drinking and drug use by focusing attention on the potentially life threatening

consequences of destructive decisions involving issues such as not wearing a safety belt, smoking, steroid use, violence, sexually transmitted diseases, and suicide. The mission of SADD is to provide students with the best prevention/intervention tools possible to deal with underage drinking, drunk driving, drug abuse and other destructive decisions.

CODE OF STUDENT CONDUCT

The Code of Student Conduct applies at all times while students are on or about school district property or areas of adjacent thereto, which shall include: Any district property being used for an official school activity, property not owned by the district being used for school-sponsored activities or events, and any vehicle, including school buses, while such vehicle is being used to transport students for the district. This Code of Student Conduct also applies to any student whose conduct at any time or place has a direct and immediate effect on maintaining order and discipline in the schools.

BEHAVIOR AND ATTENDANCE POLICIES

A student is considered in attendance and subject to school rules from the time he/she arrives on the school property (including a bus to and from the attendance center.)

TO MAINTAIN A SAFE ENVIRONMENT

Behaviors are not allowed that are intended to cause another individual physical or mental harm and/or are illegal. Examples include but are not limited to the following:

- Weapons (possession or use of); statutes require and expulsions of 189 school days
- Theft
- Fighting
- Gang affiliation
- Violence towards adults/students; assault
- Intimidation/extortion/threats towards a person or property
- Aggravated abuse of a school employee
- Insubordination (failure to comply with a reasonable request)
- Tobacco/Alcohol/Drugs (possession/use/disbursement of)
- Sexual harassment of any kind
- Arson
- Explosive devices (possession or use of)
- Possession of unnecessary items
- Inciting to fight (including hand signs, mock fighting, graffiti, physical confrontation, stare downs, etc.)
- Pepper spray or mace (possession/use/distribution)

EXPECTED CONSEQUENCES

- Out-of-school suspension (short-term)
- Long-term suspension
- Expulsion for the remainder of the year
- Expulsion for 189 school days
- Cooperation with police and/or Juvenile authorities

A student suspended for fighting a second time will receive a notice of formal hearing, to take place within ten days, seeking long-term suspension or expulsion.

TO MAINTAIN AN ORDERLY ENVIRONMENT

Behaviors are not allowed that are intended to cause physical or mental harm to another individual and/or may be illegal. Examples include but are not limited to the following:

- Verbal abuse of teachers/staff/student (including malicious teasing)

- Disruptive behaviors in hallway, cafeteria, before/after school, at school activity
- Unverified absences/tardiness/truancy
- Gambling
- Solicitation (selling unauthorized items at school)
- Destruction or defacement of property – vandalism
- Inappropriate display of affection
- Dress code violations
- Defiance of authority
- Inciting to fight/contributing to a disruptive situation
- Use of inappropriate language
- Misuse of technology (laser pointers, phones, pagers, Internet, etc.)
- Setting off an alarm falsely

EXPECTED CONSEQUENCES

- Proximity control
- Verbal correction/informal talk
- Isolation
- Counselor referral
- Teacher-parent conference
- Principal-teacher-parent conference
- Office referral/detention
- Restitution
- Suspension from school-related activities
- Removal from bus
- Referral to local agencies
- Out-of-school suspensions
- Cooperation with police and/or Juvenile authorities

TO MAINTAIN A PRODUCTIVE CLASSROOM ENVIRONMENT

Behaviors are not allowed that occur in the classroom that interfere with learning. Examples include but are not limited to the following:

- Failure to follow reasonable request of a teacher
- Talking out
- Horseplay
- Disturbing another student
- Showing disrespect/defiance
- Improper use of equipment
- Educational nuisance
- Cheating
- Possession of food/drink in the classroom

EXPECTED CONSEQUENCES

- Isolation
- Looking/Walking in the vicinity of the misbehavior
- Verbal correction/informal talk
- Teacher-parent conference
- Teacher-student conference/documentation
- Office referral
- Principal-teacher-parent conference
- Detention
- Suspension

TO MAINTAIN A PRODUCTIVE PERSONAL ENVIRONMENT

Classroom behaviors are not allowed which negatively affect the misbehaving student. Examples include but are not limited to the following:

- Not having appropriate equipment and materials
- Sleeping
- Being off task, but not disturbing others
- Failing to turn in homework/failing to complete assignments
- Failing to dress out for Physical Education

EXPECTED CONSEQUENCES

- Proximity Control
- Verbal response
- Informal talk
- Teacher-student conference/documentation
- Isolation
- Teacher-parent conference
- Detention

CONSEQUENCES FOR VIOLATIONS DEFINED

DETENTION: An extension of the regular classroom used to help students who have used class time unwisely in such a way that time is needed to correct a situation. Detentions may be assigned for tardiness, failure to do class work, classroom interruptions, etc.

Students who fail to report to detention as directed by the teacher will be referred to the office for counseling, and additional detention time. Students are not to be held in detention for more than thirty minutes after school is dismissed for the day.

When the total detention time accumulates to 90 minutes or more, the student shall serve detention every day until the time is completed. Detentions will run from 3:55 to 4:25 p.m. Students must serve the complete the entire detention at one time to receive credit. Students are to bring schoolwork or a book and work on it during the entire time. Food and drink are not allowed. Students are not to visit during detention period.

IN-SCHOOL SUSPENSION: In-school Suspension (ISS) is assigned whenever deemed necessary by the administration. In-School Suspensions are normally assigned from one to three days. The purpose of In-School Suspension is to address those concerns that warrant a stronger consequence than detention, but less than an out-of-school suspension.

SHORT TERM OUT OF SCHOOL SUSPENSION: Out of School Suspension (OSS) is assigned for major behavior and attendance infractions. This may involve anywhere between one to ten days. All procedures and policies related to OSS are included in the U.S.D. 102 Board of Education Policy. Absences because of OSS are considered unexcused, but schoolwork may be completed while absent for full credit.

If a student is suspended from school, the student must complete the suspension period (school days) before being allowed to participate in school activities. Students are not to represent CHS in any activity or sporting event on the day, or days, they are serving a suspension. The student becomes eligible again for participation at 8:00 a.m. the next school day after the suspension has been served.

LONG-TERM OUT OF SCHOOL SUSPENSION: A long-term suspension extends the period of exclusion from school to a term exceeding 10 days, but not beyond 90 school days. Such action may result in loss of credit for the affected semester. Parental notification is mandatory.

EXPULSION: An expulsion extends the period of exclusion for up to one calendar year. Such action may result in loss of credit. Parental notification is mandatory.

PARENTAL NOTIFICATION/NOTICE

Parental notification is the act of giving notice or reporting to the parents or guardian the consequential or disciplinary action that has been imposed either by telephone or by written notice. In the case of short-term suspension, long-term suspension, and expulsion, written notice is required by Kansas's statutes and shall be mailed to the residence of the parents or guardians at the address on file in the school records or by personal delivery. K.S.A 72-9802(g)

CORPORAL PUNISHMENT

No teacher or administrator shall use physical force or physical contact against or strike a student as punishment for a violation of the Code of Student Conduct. However, nothing in this policy shall be construed to impair teachers or administrators from using reasonable and necessary physical force to restrain a student in order to protect themselves or other persons, prevent the destruction of property, or to prevent any illegal overt act on the part of the student.

DRESS CODE

Students will not be permitted to remain at school-sponsored functions in attire that draws such attention to them that it disrupts general decorum, interferes with the intended function of the school or school activity, or creates potential health or safety hazards to themselves or other students.

Parents/guardians are expected to illustrate concern, provide guidance, and have knowledge of what their child is wearing to school. Below are the guidelines for students to help them avoid attire that interferes with the learning environment. Examples include, but are not limited to, the following:

1. Clothing that is revealing or is suggestive may not be worn. Appropriate lengths for shorts, skirts and dresses will be determined by building principals. Midriffs, spaghetti straps, tube tops, backless shirts, or raglan (large armhole) T-shirts or tank tops may not be worn.
2. All shirts, tops, and dresses must have sleeves. Tails of shirts will hang below the waist even when arms are raised. No undergarments, backs or stomachs will be exposed. Shirts and tops will be conservative in nature and not be too tight, low cut or revealing.
3. Shorts and skirts will not be shorter than the tip of the middle finger when arms are relaxed and shoulder are level. Shorts will not be longer than the top of the knee. Pants or shorts must be worn on or above the hips (i.e. 'sagging' is not allowed.) Clothing commonly referred to as 'yoga pants' or 'leggings' are not allowed unless the student wears a pair of shorts or skirt over them. The shorts or skirt must still comply with the dress code as though they were worn independently.
4. No clothing imprinted with advertisements for alcoholic beverages, breweries, bars where alcohol is sold, tobacco products or obscene messages will be worn. This also includes double meaning messages.
5. Headgear may not be worn in the building. Hats, caps, and hairnets will not be permitted. This includes the gym, whether, before, during, or after activities, as well as activities in the auditorium.
6. Sunglasses and dark glasses, unless prescription, are considered inappropriate attire. Proper footwear will be worn at all times. Extreme hairstyles and/or color will not be permitted. Decisions concerning these matters will not be at the discretion of the building administrators.
7. Gang related attire such as "colors" or bandannas are not to be worn. Examples: overall straps must be worn over the shoulders, no sagging pants. No excessive oversized clothing, head bandanas, exposed boxer shorts, or long pocket chains. The district will use Cimarron's juvenile officer for references.

Administrators will make individual evaluations to determine if other similar items are likely to be disruptive or to create a potential health/safety problem (such as laser lights/pens, etc.) in the particular

instance, Exceptions may be made in the case of appropriate team uniforms, special school events, and other specific activities.

ELECTRONIC DEVICES

Cell phones, digital music devices (iPod, MP3 players, etc.), hand operated electronic games, and/or other items determined by a school employee are to be powered off and concealed during class since if they may interfere with the learning environment. Each classroom teacher has different rules so be respectful of individual classroom rules.

All students may use their cell phones and/or other personal electronic devices while on lunch period unless an administrator revokes the privilege for a particular student.

The school is not responsible for the theft of laptops cell phones, digital music devices (iPod, MP3, etc.), and hand operated electronic games brought to school. Laser light/pens are not allowed in school under any circumstances.

EXPECTED CONSEQUENCES

First offense, students will be asked to turn off the device and put it away. If there is a second offense, the item will be confiscated and a referral will be issued to the student citing 'inappropriate use of technology.' The item(s) confiscated will only be released to the parent/guardian and will only be given to the parent/guardian before school begins or after school ends. Subsequent offences will be viewed as insubordination resulting in detentions and/or short-term suspension.

TEXTBOOKS-SCHOOL PROPERTY

Textbooks are rented to students in order to keep costs down, as costs have risen in the past years. Books remain the property of U.S.D. 102 and must be paid for in the event they are misplaced or destroyed. Teachers will record each book checked out to a student so costs can be prorated on the basis of use or returned to the proper student if books are found.

LOCKS AND LOCKERS

Lockers are assigned. You are to keep the locker assigned to you unless permission is granted for you to change. (Only the principal can grant permission) Locks for hall lockers are available in the office. Students may be in the commons area before the first bell in the mornings. Junior High students should not be anywhere else in the building in the mornings or in the building after 4:20 in the afternoon without faculty permission and supervision.

Lockers are considered property of the school and are subject to search at any time. Any lock other than a school-supplied lock will be removed. Do not keep money or other valuables in your locker. No food, drink or candy will be allowed in lockers. All signs must be approved by the principal before posting. There are bulletin boards provided in the hallways. Do not tape signs on wall or doors.

DRUG DOGS AND SEARCH

As has been the practice in the past, the Cimarron Police Department will be bringing drug dogs into the high school building at different times throughout the course of the school year. The dog will also work at the parking lots since they are located on school property.

SEARCH AND SEIZURE

Principals are authorized to search property if there is reasonable suspicion that district policies, rules or directives are being violated. In addition, all lockers shall be subject to random searches without prior or reasonable suspicion. All searches shall be carried out in the presence of another adult witness. For a copy of the complete policy, please contact the building principal or superintendent.

INTERROGATION AND INVESTIGATIONS

Building administrators and others designated by the superintendent may conduct investigations and question students about infraction of school rules or the student conduct code.

If there is reason to believe a violation of a criminal law has been committed, the principal shall notify the appropriate law enforcement agency and may request further investigation of the alleged violation. School administration shall/may meet periodically with local law enforcement officials to discuss the district's policies and rules regarding law enforcement contact with the district. For a copy of the complete policy regarding interrogation and investigations please contact the building principal or superintendent.

VEHICLES AND STUDENT PARKING

Students will not be permitted to drive or ride in cars during the school day. Any exception must be cleared by the principal's office. Students are to park in such a manner as to be in compliance with city ordinances and state law, as to not block other students' cars and park within the spaces provided. Students will use caution when driving in and around the school premises; failure to do so may result in the suspension of driving privileges on the school premises. Students will park in the north parking lot only unless an administrator grants permission otherwise.

Students will not leave the building or campus without the permission of the office. The student must sign the checkout sheet and notify office personal he/she is leaving. Failure to do this will result in a detention in the office.

TELEPHONE

Only in emergencies will you be called out of class to take phone calls. If it is necessary for your parents to call you, we will try to make arrangements to call between classes.

ATTENDANCE POLICY

Belief Statement

Regular and punctual attendance definitely affect the quality of work performed by each student. It is difficult for the student, teacher and parents to maintain proper interest and morale if the attendance is irregular. Irregular attendance almost invariably leads to inferior work and frequently to failure, dropouts or suspensions.

Truancy

The principal of each attendance center is designated by the Board of Education as the person responsible to report cases of truancy to the juvenile court. A child is truant if he/she is subject to the compulsory attendance laws, but is not enrolled in a public or nonpublic school, or is enrolled in school but is inexcusably absent for three consecutive days or five or more days in any semester or seven in a year.

Absences

A student is considered as ‘absent from class’ if they are absent from the classes for ten (10) minutes or more.

Absences are of two kinds: excused and unexcused. When a student is absent from school, parents are to call the school by 10:00 a.m. to inform the school of the reason for the absence. If no call is made, the school will attempt to make contact with the parents. If the school is unable to reach the parent, a signed note is required from the student’s parents stating the reason for the absence. If the parent does not send a signed note and has not made contact with the school to excuse an absence, the student will be assigned consequences including, but not limited to, detentions.

Examples of excused absences are: illness, funerals, doctor and dental appointments (when they cannot be scheduled during non-school hours), and so forth. Examples of unexcused absences would include ‘skipping’ school, working, shopping, oversleeping, hair appointments, working on schoolwork, and so forth.

For ‘unexcused’ absences, the student will make up time after school at the rate of one hour for each class missed and will not be permitted to make up the work for credit that was missed during the unexcused absences, a higher degree of consequences will be assigned.

Students are to report to the office for an admit slip when they return to school, even if it is during the day of the absence. Absences will be recorded by the office and on the students’ report card at the end of the nine-week grading period. Absences are also recorded on the student’s permanent record.

Tardiness

A student is considered ‘tardy to class’ if they are absent from class for less than ten minutes.

Tardiness of two kinds – excused and unexcused and will be judged on an individual basis. Most tardiness is considered unexcused and will be assigned consequences. Teachers will record tardiness for every period. The student will be allowed only two (2) ‘free’ tardies (i. e. without consequences) for each block per semester. Beginning with the third tardy, the teacher will write an office referral. The principal (or their designee) will assign detentions at the rate of one detention for each tardy. However, if the student demonstrates a pattern of excessive tardiness, a higher degree of consequences will be assigned.

Leaving the School During the Day

If it is necessary for a student to leave the school premises for any reason, the student must obtain a “Permit to Leave the Building” slip and check out through the office. Before releasing a student during the school day, the building principal shall be responsible for verifying the identity of the person seeking release of the student; the student’s release may be refused.

Students shall not be allowed to run personal errands for school employees during the school day. This regulation includes the noon break when a student is not planning to return to afternoon classes.

Excessive Absences

Each student is allowed seven absences (excused or unexcused) per class period per semester other than school activities. For each absence, after seven, the student may be assigned Saturday school.

Following the fourth absences, the student and parents will be notified. At six absences, there will be a parent conference. After seven, if there are circumstances, like a long-term illness, the parents can schedule a meeting with the action review committee. This committee will be comprised of the student’s teachers, the counselor and an administrator.

Administration may require that a doctor’s note be submitted for 1) any absences that is three consecutive days or longer and/or 2) for any absence after a student has been absent for ten days or more in any one class.

Misc. Information

Any part of the school day missed is defined as either absence or tardy. Tardy is defined as being absent from class for less than ten minutes. If a student is ten or more minutes late to class, it shall be considered an absence.

For state attendances records, a student will be counted in attendance for a full day if he/she is present for five full periods. One half-day attendance will be recorded if a student attends three full periods. However, 'perfect attendance awards' will be computed using a 'period' attendance method. To receive a 'perfect attendance award,' the student must not have any tardiness or absences.

When a student is absent for any planned activity, school related or not, the student is responsible for making-up assignments prior to the absence. Makeup work due to absence is your responsibility. A good practice would be to get the assignment at the beginning of class and turn it in by the specified time.

MAKE-UP WORK POLICY

If the student is absent for any reason, the class work missed must be made up. Each teacher will have his or her own policy for making up missed work. The policy will be given to the student at the beginning of the class and a copy will be kept in the office.

Any absence due to an authorized school activity or Doctor or Dentist appointment requires assignments due prior to the absence. However, a teacher may allow assignments to be handed in late if prearranged. Check with your teacher before the absence, not after. Assignments and make-up work may be denied and loss of credit may result.

Make-up work is strictly the responsibility of the student. It should also be understood that students who are absent are responsible for make-up work. Teachers have the authority to grade students for classroom participation.

LEAVING THE BUILDING

If students must leave the building for any reason other than those associated with school programs or activities, they are to check out with the secretary before leaving the building. In all cases, parental/guardian permission is required before we can release you from our jurisdiction. If a student leaves the building without properly checking out, he/she will be subject to a detention, In School Suspension, or Out of School Suspension.

WEATHER POLICIES

Listen to local radio and television for weather announcements concerning school closings because of weather. Many times, decisions on whether or not to hold school have to be made quickly. Radio stations used by the school are KGNO (1370 AM), KOLS (95.5), KANZ (91.1), KBUF (1030 AM), Q97, KYBD (98.1), KIUL (1240 AM), KJIL (99.1). Television stations are KWCH (CBS), KSNW (NBC), and KAKE (ABC).

In addition, the Cimarron school district has the capability to announce school closing and other important information via the TextCaster system. This system allows administration to notify parents and student by sending a text to a person's cell phone. If you would like to sign up for this free service, please go to www.cimarronschools.net or contact Mr. Wes Johnson. The First National Bank of Cimarron is underwriting the costs for this program.

POLICY REGARDING THE GIVING OF MEDICINE AT SCHOOL

A written request from the parent/legal guardian must accompany all prescription, over-the-counter medications, and homeopathic remedies to be administered at school. A signed and dated written authorization from a primary care provider or specialist (M.D., D.O., D.D.S., A.R.N.P., or P.A.) must accompany any prescription medication to be administered at school. The written request for both OTC and prescription medication is prescribed, times to be administered, and duration of administration.

The written requests for medication administration must be renewed annually. The school reserves the right to limit the duration of parent/legal guardian requested medications and to require doctor authorization for continued use.

All medications must be in the original container. All medication will be kept in the school health office and administered by the school nurse or office designee. Exceptions to this could include but are not limited to epinephrine pens, inhalers, and diabetic medications. The parent and doctor must sign a written request stating the child has been trained and is proficient in the self-administration of his/her medication in the case of these exceptions.

BUS RULES

Bus transportation is provided for students who live more than 2 ½ miles from the school. Information regarding pickup points and time schedules are available from the transportation department (855-3327). Students are expected to comply with the rules of conduct established by the district and monitored by the bus driver. Students will be issued a warning for the first offense and may be suspended from the bus for conduct violations after the warning. The district may use video cameras to monitor student activity. The tapes are the sole property of the school district and can become part of a student's permanent record.

When the district provides transportation to an activity, participating students are prohibited from driving personal automobiles to and from district-sponsored activities held during or after the school day.

Regular Bus Students: Once a student has boarded, the student shall be delivered to their home or school unless they are released by the driver to an adult member of the family. Students shall not be delivered to another residence on the bus route except with a written note from the parents. Students will have five minutes to be on the bus after school is dismissed unless previous arrangements have been made with the bus driver.

Students Not On Bus Route: If it is necessary for a student that is not a regular bus rider to ride a bus, the parent will send a note to the principal of the school and make a phone call to the bus driver to verify that there is room on the bus that particular trip for the extra student. The principal will sign a copy of the note and give it to the bus driver. The district will not deliver students to residences that are not on a bus route.

LUNCHROOM

The Cimarron school is proud to offer a hot lunch program for all grades. The Cimarron school utilizes a lunch card system to maintain an accurate record of school lunch balances.

Other important information concerning meal tickets is as follows:

- At the time of registration, parents and students will be advised of the school's policy regarding missing meal tickets and of the students' responsibility for their tickets.
- If you forget your lunch card, you will be required to go to the end of the line. In addition, if you don't have your lunch card and desire to pay cash for your meal, you are still required to go to the end of the line. Furthermore, you will be required to serve detention once you have forgotten your lunch card five times.
- Two ticket replacements, or special meal arrangements resulting from two lost or stolen tickets, will be allowed each student within each school year. The school will maintain a list of students who have reported missing original ticket(s) in the current school year and the number of occurrences for each student. Starting with the third ticket replacement, a \$3.00 charge will be assessed. Meals will always be provided for any disabled student who may be unable to take full responsibility for a meal ticket.
- Students are not permitted to remove food from the lunchroom. Students are not allowed to eat food from another student's tray.

Students will NOT be allowed to have a negative lunch payment balance. The student will be notified when his/her balance is \$10.00 or less and it will be the responsibility for the student to keep their balance updated.

MODIFIED CLOSED LUNCH

All students will eat lunch inside the commons area. Students can either purchase the school lunch or bring their own. Following lunch the high school students will be restricted to the commons area. Junior high students will remain seated in the commons area.

1. A parent or guardian must pick up junior high students who want to eat at home. High school students who live within walking distance of the school may go home for lunch provided they adhere to the following guidelines:
 - The parent or legal guardian must make personal contact with the administrator and have a permission slip on file with the office, prior to receiving permission to leave the building.
 - Students will be issued a home pass. Students will need to show their pass to the lunchtime duty person before leaving the building. Students not having their pass will not be allowed to leave the building. If a pass is lost, the student must purchase one from the office at a cost of \$1.00.
 - Students will only be allowed to go to their homes.
 - Students cannot "invite" a friend to go with them.
 - Students will walk home. No driving will be allowed.
 - Students who are tardy two times while walking home for lunch will have their home lunch privileges suspended until reinstated by the administration.
2. Students will be allowed to leave during the lunch hour if a parent or legal guardian picks them up.
3. There will be no errands run at lunchtime or at any time during school hours. The only exception would be for an emergency, which would have to be cleared through the administration.

4. Students will be allowed to attend Food and Fellowship when scheduled.

ASSEMBLY RULES

Put books and other articles in your locker before coming to assemblies. Be prompt and courteous. Do not bring pop/drinks or food into the auditorium. All students are to attend all assemblies. High school will sit in the center section. Seventh grade will be in the north section and eighth grade in the section.

IMMUNIZATIONS

The revisions of Senate Bill 575 become effective upon publication in July 1994. The revisions are as follows:

- **Medical exemptions are signed annually.**
- On or before May 15th, the school shall notify the parents or guardians of the following school year's immunization requirements. Therefore, the 90-day notification period will be effective over the summer break and children will present current immunization histories before entering school in the fall.
- If the student transfers from one school to the other, immunization records must transfer with the transcripts to the school to which the child transfers.
- Local Health Departments may provide immunizations on a sliding fee scale for administrative charges with the exception that no child may be denied immunizations for inability to pay an administrative fee.
- The schools shall utilize the reporting form adopted by the secretary for documentation of immunizations. (Kansas Certificate of Immunization)
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SCHOOL PARTIES AND SCHOOL DANCES

Not more than one party per semester will be authorized for the Junior High and High School. They must not conflict with any school event already scheduled and must have the approval of the class sponsor and the principal. Buses will not be used for parties or dances.

Rules for all school dances for Junior and Senior High students:

- All high school dances must be over by 12:00 a.m. (midnight) and junior high by 10:00 p.m. Once you leave the dance, you will not be admitted again.
- There will be no drinking or tobacco use at or before dances.
- Jr. High dances will be for 7th and 8th grade students only, while Sr. High dances will be for grades 9 – 12 and their dates.
- High School students who bring a date who is not a high school student at Cimarron must register their guests in the high school office by the stated deadline. A check will be made to ensure the guest is in good standing with their school. In addition, a date may be someone who graduated from Cimarron High School, but is under the age of 21.
- Coats, bags and caps or hats will be placed in a designated area determined by the sponsors.
- The parent(s) of any student who comes to the dance in an intoxicated condition will be contacted and the student will be refused admission to the dance.
- Students and guests attending dances must adhere to our school dress code. It is the responsibility of the Cimarron student to notify their guest of our school policies.
- All dancing must be conservative in nature. There will be no dancing that in the opinion of the sponsor(s) is in poor taste. Students will be warned if they are dancing in poor taste. Should the dancing persist, the couple will be escorted from the dance and the students will notify their parents. If a student is escorted from a dance, they shall be prohibited from attending the next scheduled school-sponsored dance. The guideline of 'face-to-face with a little space' shall be used to determine if dancing is appropriate.

SCHOOL DANCE POLICY

It is the goal of USD 102 to provide dances for the students of USD 102 for the development of social skills and for the students to have a fun activity in which they can come together as a student body. It is the responsibility of the administration to provide a safe, alcohol and drug free environment for the students.

As with all extra-curricular school activities, student attendance at a school dance is voluntary. Upon entering the dance, all students and guests, in order to gain admittance, shall agree to the following policy and the guidelines set forth by USD192 or otherwise are denied access to the dance.

1. All students, and guests, wishing to gain admittance to the dance, must follow the handbook rules in the student handbook.
2. All students, and guest wishing to gain admittance to the dance, will be tested for alcohol by USD 102 administration its designee by utilizing the 'wand test' before being allowed to enter.
3. Any student or guest who test positive on the want test will be subject to observation and additional testing by the Gray County Sheriff's Department, using the "PBT" test.
 - a. If the student or guest tests negative on the subsequent test, the student is allowed into the dance.
 - b. If the student or guests test positive on the PBT test, their parent(s) will be notified. The student will not be allowed to enter the dance and must be picked up by their parent(s) or legal guardian(s). They will not be allowed to drive.
 - c. If, at anytime, the student or guest becomes disruptive and refuses to take the PBT test, the Gray County Sheriff's Department will then escort the student to the sheriff's offices for further disciplinary action. Their parent(s) or legal guardian(s) will be notified at this time.
 - d. For any positive test on the PBT, school rules will be followed.
 - e. For any positive test, the student or guest will not be allowed to attend the next school-sponsored dance.
4. Any student, or guest, may withdraw his/her request for admittance into the school dance and avoid the initial "wand test", and thereupon, shall immediately leave the premises.
5. Any person suspected of illicit drug use will be turned over to the Gray County Sheriff's Department for evaluation and any necessary testing deemed necessary by the law enforcement officers.

CRISIS PLANNING

District level and building level crisis plans have been developed to provide for an organized planned response to crises. Crisis situation are inevitable; thoughtful rational crisis management is the only defense

OTHER SELECTED POLICIES

SUSPENSION AND EXPULSION OF PUPILS

The Board of Education of Unified School District 102 may suspend or expel, or by regulation authorize any certificated employee or committee of certificated employees to suspend or expel, any pupil guilty of any of the following.

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

INTERNET ACCESS POLICY

The district's computer systems, including software, networks, electronic mail, and Internet access, are for education use only. Students are expected to abide by the guidelines and principles in the district's "Acceptable Use Policy" (AUP), and have a signed "Parents/Student Agreement" on file with the district prior to using these systems.

Students shall have no expectation of privacy when using district computers, electronic mail, and/or related systems. These systems shall be used for educational purposes only. Students are to use appropriate language at all times and are to conduct themselves according to guidelines approved by their teachers and administration.

Cimarron High School Acceptable Use Policies for Internet Access

- Users will not use district technology to access, view, upload, download, store, print, or distribute pornographic or obscene images.
- Users will not use district technology to transmit or receive obscene, abusive, inflammatory, threatening, or sexually explicit language or discriminatory (hate) literature.
- Users will not use district technology to engage in any illegal act or violate any local, state, or federal statute or law.
- Users will not post personal contact information about themselves or others. Such information includes address, telephone number, credit card information, and picture.
- Users will not alter or damage any part of the district network, including software, hardware, and other technology, and will not attempt to bypass security or Internet filtering. This includes adding administrative access to district computers.
- Users will not use district technology to violate copyright laws or licensing agreements, or use another person's property without the prior approval of the owner or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works found on the Internet.
- Users will not access another user's account, or modify or damage another user's data.
- Users will not reveal their password. Any activity (Internet or other) on a user's account becomes the responsibility of the user.

Cimarron High School reserves the right to monitor and/or log Internet use. Use of CHS Internet access indicates the user's agreement to abide by the above listed guidelines.

Any electronic mail, computer application, or other information in district computer systems is subject to monitoring by staff and administration. The district retains the right to duplicate any information in these systems, including from any storage media (i. e. hard disk drive, etc.) Students violating these guidelines are subject to disciplinary action, up to and including suspension from the school.

USD 102 ALCOHOL/SUBSTANCE ABUSE POLICY

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

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 or alcoholic beverages on school district property, or at any school activity. Any student violating the terms of this policy will be reported to the appropriate law enforcement officials, and will be subject to any one of more of the following sanctions:

Consequences for first, second and third offences:

1. First Offense. A first time violator will be subject to the following sanctions:
 - a. A punishment up to and including short-term suspension;
 - b. Suspension from all district activities for a period of not less than one month.
2. Second Offense. A second time violator shall be subjected to the following sanctions:
 - a. A punishment up to and including long-term suspension;
 - b. Suspension from all district activities for a period of not less than one semester or four months.
 - c. A student placed on long-term suspension under this policy may be readmitted on a probationary status if the student agrees to complete a drug and alcohol rehabilitation program. Name(s) of acceptable programs are on file with the board clerk.
3. Third and Subsequent Offenses. A student who violates the terms of this policy for the third time, and any subsequent violations, shall be subject to the following sanctions:
 - a. A punishment up to and including expulsion from school for the remainder of the school year;

- Users will not access another user's account, or modify or damage another user's data.
- Users will not reveal their password. Any activity (Internet or other) on a user's account becomes the responsibility of the user.

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Philosophy

Maintaining drug free schools is important in establishing an appropriate learning environment for the district's students. The unlawful possession use sale, or distribution of illicit drugs and alcohol by students on the school premises or as part of any school activity is prohibited. This policy is required by the 1989 amendments to the Drug Free Schools and Communities Act, P.L. 102-226, 103 St. 1928.

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 - a. A punishment up to and including short-term suspension;
 - b. Suspension from all district activities for a period of not less then on e month.
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 - a. A punishment up to and including long-term suspension;
 - b. Suspension from all district activities for a period of not less than on e semester or four months.
 - c. A student placed on long-term suspension under this policy may be readmitted on a probationary status if the student agrees to complete a drug and alcohol rehabilitation program. Name(s) of acceptable programs are on file with the board clerk.
 3. Third and Subsequent Offenses. A student who violates the terms of this policy for the third time, and any subsequent violations shall be subject to the following sanctions:
 - a. A punishment up to and including expulsion from school for the remainder of the school year;
- b. Suspension from participation in and attendance at all school activities for the year.

c. A student who is expelled from school under the terms of this policy may be readmitted during the term of the expulsion only if the student has completed a drug and alcohol education and rehabilitation program at an acceptable program.

Students who are suspended or expelled under the terms of this policy will be afforded the due process rights contained in board policies and Kansas's statutes, K.S.A. 72-8901, et seq. nothing in this policy is intended to diminish the ability of the district to take other disciplinary action against the student in accordance with other policies governing student discipline.

Drug and alcohol counseling and rehabilitation programs are available for students of the district. If a student agrees to enter and complete a drug education or rehabilitation program, the cost of such program will be borne by the student and his or her parents. A list of available programs along with the names and addresses of contact persons for the program is on file with the board's clerk. Parents or students should contact the directors of the programs to determine the cost and length of the program.

CONFIDENTIALITY

The practice of confidentiality is essential to the effectiveness of any substance abuse prevention/intervention program. Information about student drug use, drug treatment, or other personal problems should be shared only with those staff members who "need to know" because of their involvement or relationship with the student. The "need to know" basis is best determined by the principal.

The concept of limited confidentiality should always be shared with the students involved. Limited confidentiality is the sharing of information that will be held in confidence by the listener with the expectation of information that could result in danger to the student or to someone else. Documentation of substance abuse violations shall be maintained in the student's file.

SEXUAL HARASSMENT

District employees shall not sexually harass, or knowingly permit sexual harassment of a student by another employee, student, non-employee or non-student on school premises or at school-sponsored activities. Neither shall a student sexually harass another student or students.

Violation of this policy shall result in disciplinary action, including but not limited to possible termination of an employee, or disciplinary action against the violator(s) involved. Supervisors who fail to follow this policy or who fail to investigate complaints shall be in violation of this policy. If the principal is the object of a harassment complaint, the student may bypass the principal and report directly to the superintendent. The board shall hear complaints against the superintendent. Retaliation against anyone who participates in an investigation shall not be knowingly permitted.

Definitions

Sexual harassment may include, but not be limited to:

- Unwelcome sexually oriented communications;
- Subtle pressure or requests for sexual activity;
- Persistent unwelcome attempts to change a professional relationship into a personal, social-sexual relationship;
- Creating a hostile school environment, including the use of innuendoes or overt or implied threats;
- Unnecessary touching or an individual, e.g. patting, pinching, hugging, repeated brushing against another person's body;
- Requesting or demanding sexual favors accompanied by an implied or overt promise of preferential treatment with regard to a student's grades or status in any activity; or sexual assault or battery as defined by current law.

Sexual Harassment

Any student who believes he/she has been subjected to sexual harassment should immediately discuss the problem with the principal, or another certified staff member. Initiation of a sexual harassment complaint will not cause any adverse reflection on the security/status of an employee/student until a finding of fact determines that improper conduct occurred. Confidentiality shall be maintained throughout the complaint procedure.

NOTICE OF NONDISCRIMINATION

The Cimarron-Ensign U.S.D. #102 School District does not discriminate on the basis of race, color, national origin, sex, age or handicap in admission or access to, or treatment or employment in its programs and activities. If you have questions or wish to lodge a complaint regarding the above, please contact:

U.S.D. #102 (Title IX Coordinator) 855-7743

John Luhrs, U.S.D #102 (High School Principal) 855-3323

David Ediger, U.S.D. #102 (High School Activities Director) 855-3393

BULLYING

The State of Kansas required that each school establish a district-wide policy on the topic of 'Bullying.' The Cimarron School District #102 has established a policy concerning 'bullying' and it is available, upon request, from the building principal. At the time of enrollment, all parents will be given information concerning the district Bullying Policy.

ASBESTOS

This notification is to make you aware that our school facilities are in compliance with the Asbestos Hazardous Emergency Response Act of 1986. As per AHERA, our facilities undergo mandatory six-month surveillance and a mandatory three-year re-inspection of all asbestos material to assess condition. All inspections, operations and maintenance of the material is conducted by a certified Inspector/Management Planner, as required and the records of all activity are available in the management plan binder, located in the School District Central Office.

PLAGIARISM

“To use another person’s ideas or expressions in your writing without acknowledging the source is to plagiarize.”

The Modern Language Association Handbook

“To use and pass off as one’s own (the ideas or writings of another).”

The American Heritage Dictionary

“Plagiarism [is] taking someone else’s intellectual work and presenting it as one’s own.”

Fort Hays State University

Plagiarism is also—using another’s paper or (part of a paper) as one’s own, handing in a paper purchased from an individual or agency, or using another’s ideas as one’s own.

Students do research in many high school classes. They are required to give credit for this research 1) when they use words directly from sources or 2) when they use a source’s ideas.

Armed Forces Recruiting Opt Out Form

Each district is required by statute to provide military recruiters the same access to high school students as is provided generally to higher education institutions, community colleges, and prospective employers.

Unless the parent otherwise requests, the District must provide upon request by military recruiters access to high school student’s names, addresses and telephone listings.

Either the high school student or the parent of the student may request that the student’s name, address and telephone listing not be released without the prior parental consent. Schools are required to notify parents of this option to make a request and shall comply with the request.

Opt out forms will be provided during enrollment and will also be available in the office upon request.