

Satanta Jr. – Sr. High School Student Handbook

District Mission Statement

Satanta Unified School District 507 will provide all students the opportunity to develop and demonstrate the essential skills necessary to maintain a balanced learning, leisure, and work experience throughout life in a changing society.

Satanta Jr. – Sr. High School Mission Statement

The mission of Satanta Junior-Senior High School is to provide students the opportunities to develop the skills they need to pursue life's goals and to participate fully as informed, productive members of society.

Goals

To accomplish this mission, the instructional resources and support services of the district will be allocated across the curriculum to enable all students to develop and demonstrate:

- Skills in communication that encompass reading, writing, speaking and listening.
- Skills to gather, recall, process, analyze, synthesize, assess, and apply information in everyday situations through independent or cooperative problem solving techniques.
- Skills, attitudes, and self-knowledge needed to become a responsible, thinking, and contributing participant in an international society.

Accountability

The responsibility for achieving the mission of USD 507 is reciprocal and interactive. It is shared by:

The Board of Education - It accepts the responsibility to provide the vision, leadership, and development of policy, environment, climate, and appropriate resources to enable successful teaching and learning.

The Administrators - They accept the responsibility of instructional leadership by encouraging academic excellence in a positive learning environment, and setting positive, challenging expectations by pursuing and sharing knowledge of current methods and research. They will also supervise the overall operation of the district as it relates to instruction, student activities, communications, services, and fiscal management.

Administrators will effectively communicate with the Board of Education, district staff students, and patrons.

The Faculty - They accept the responsibility to actively support and effectively facilitate the curriculum by demonstrating professional attitudes and by utilizing current methods and research. They will promote high student expectations and provide opportunities for student leadership and growth in a safe, positive environment conducive to learning. Faculty will effectively communicate with students, patrons, and district staff.

The Classified Personnel - They accept the responsibility to enable learning and to communicate effectively with students, other district staff, and patrons. Together, they will assist teachers, students, and patrons; maintain clean, safe, reliable transportation; facilitate essential health services; and keep accurate, timely records.

The Students - They accept the responsibility to be active participants in the educational programs, experiences, and activities offered by the district. Students will demonstrate commitment and effort to learn, and contribute to a safe, orderly environment while expressing respect for others.

The Parents and Guardians of the Students - They accept the responsibility to support teaching and learning and will effectively communicate with their children about the children's school experiences. Parents and guardians will take an active role in contributing to a safe, positive community environment.

The Patrons of USD 507 - They accept responsibility to provide the resources and facilities that enable successful teaching and learning in a safe, positive community environment and to communicate effectively with district staff and the Board of Education as they deem necessary.

General Information

Acceptable Use Policy for Technology

Purpose

The Internet is an electronic highway connecting thousands of computers and millions of users all over the world. Using the Internet as an instructional tool, students and teachers are able to communicate with individuals both within and outside the traditional school setting, gather and evaluate information from governmental, commercial and educational locations; and participate in discussion groups and interactive learning on a plethora of topics. As a complement to the Internet, Satanta Public Schools have developed an internal computer network which we refer to as our Intranet.

Our society must prepare students to live and work in an information-based, global society. Thus, they must develop and hone information gathering, evaluation and communication skills. Computers and their programs are used to support learning and enhance instruction. Our goal in providing these services to teachers and students is to promote educational excellence in schools by facilitating resource sharing, innovation, and communication.

Local Area Networking within Satanta Public Schools allows sharing of information within and among schools, as well as access to the Internet. This offers exciting possibilities to expand the boundaries of the traditional classroom and media center, offering vast, diverse and unique resources to teachers and students. Unified School District 507 continually upgrades classroom and media center computer hardware and software, making new instructional resources available for teacher and student use in accordance with the Plan for Instructional Technology.

Both the Internet and USD 507's Intranet are excellent resources to enhance instructional opportunities and must be afforded the same respect as books, audio visual media, and other classroom materials and supplies. It shall be the responsibility of individual teachers to create and supervise rich learning experiences and opportunities utilizing these resources. It shall be the responsibility of each student to use these resources responsibly and within the guidelines set forth by the teacher, the school and the school division.

Procedures

General Principles: Unified School District 507 recognizes that certain standards are necessary to promote and insure that student and employee access to and utilization of computers and the Internet/Intranet through public school resources and equipment is consistent with the purposes set forth in Section I. While the motivating intent of this Acceptable Use Policy is to provide positive encouragement for the proper use of this educationally valuable resource for students and staff, it is recognized that any human enterprise requires well defined limits or rules as to the boundaries of acceptable behavior

and practice. In the event that these rules are violated, the school system and its personnel have the right to temporarily or permanently revoke the privilege of access and use of the Internet to any student or employee guilty of such violation. Serious violations of this policy may also result in further disciplinary action in accordance with the Student Conduct Code or other applicable policies.

The Internet is an electronic community whose operation depends on courtesy and common sense. It is a complex association of thousands of computers and subscribers made possible by multitudes of networks and interconnections. In order to achieve its full potential for both students and providers, the Internet requires respect for the work and creativity of others and the exercise of mature responsibility by anyone who wishes to function in this community.

Code Of Conduct For Use Of The Internet

I recognize that the Internet is a community of users and as a participant in that community I must respect the rights of others; therefore,

- a. I will conduct myself on the Internet at all times as in a public environment. I will not use the Internet for private purposes, and I will not claim a right of privacy as to any information posted on the Internet.
- b. I will use appropriate language at all times. I will not use obscene or profane language or language which might reasonably be offensive to others. I will not create, send or otherwise distribute words, messages or materials which would reasonably be considered offensive, threatening or harassing to others.
- c. I will not use the Internet in any manner that might reasonably disrupt or interfere with the use of this network by others.
- d. I will not attempt to bypass any form of security built into the system whether by USD 507 or any user of the Internet.

I recognize that the Internet is a form of property and that it represents scarce resources which belong to and have value to both USD 507 and every individual or entity which operates on the Internet; therefore,

- a. I will not use the time or materials available to me while having access to the Internet for personal or commercial purposes. I will not waste or take supplies made available to students in connection to the use of the Internet. I will not play games on the Internet or use the Internet or the computers made available to me for non-academic activities or purposes.
- b. I will not knowingly or inadvertently alter, rename, damage or delete all, or any part of, any files, programs or information of others which is accessible on the Internet. I will not read, use or copy non-public files, programs or information of another user without that user's prior permission. I will not knowingly or inadvertently, alter, change or rename any setting on the computers. This includes desktop wallpaper, fonts, screen size, etc.
- c. I will protect the privacy of others by not trying to learn their passwords. I will not use another person's account or password. I will protect my own privacy and work product and the integrity of the system by not revealing my password to others without the permission of my instructor/supervisor.
- d. I will not attempt to gain unauthorized access to computer equipment or programs. I will not attempt in any way to interfere with the operation of USD 507 computer system.
- e. I will be personally responsible for any damages which result to school equipment or programs from any unauthorized or inappropriate use of the equipment made available to me.

I (student) will not pass any message from one computer to another nor will

I (student) use any form of email or instant messenger from the computers within USD 507 School District. I will not give or pass any personal information from any site on the Internet the without the permission of my instructor/supervisor.

Teachers and Staff will have an email account setup for their use for communicating with other teachers/staff member within the school district. USD 507 allows teachers/staff to communicate with others outside the school district for educational needs and information but does not provide email for personal use. No other email or messenger account shall be used on school computers other than the one setup by the Systems Administrator.

I recognize that both software and many of the files I may access on the Internet are protected by copyright laws; therefore,

- a. I will not make unauthorized copies of software found on school computers or otherwise accessible through the Internet, either by copying them onto my own diskettes or onto other computers through electronic mail or bulletin boards.
- b. I will not load any software onto school computers without the prior written permission of my instructor/supervisor.
- c. I will not give, lend, or sell copies of software to others unless I have the prior written permission of the copyright owner or the original software is clearly identified as "shareware" or is otherwise in the public domain.

I recognize that the resources of USD 507 including any computer equipment, programs and access to the Internet are being provided to me as an important part of my educational progress; therefore,

- a. I will use all computer equipment, programs and Internet services in direct support of the educational objectives established by my teacher(s)/supervisor.
- b. I will not plagiarize (claim as my own work product) any information received in any form from the Internet.
- c. I will obey all written and verbal instructions given to me by my teacher(s), instructors or network managers.

Explanation Of School System's Rights And Responsibilities

USD 507 has the absolute right to supervise and control the use of the Internet by its students and staff. Access to the Internet is being provided as an integral part of the educational program of this school system and the supervision and control of this access will be considered as part of the educational program for each student. Any student or employee's use of school computers and access to the Internet are under the absolute discretion, review and control of school staff. Violation by any student of this AUP may result in suspension of this privilege and, in severe or repeated violations, of termination of any privileges. Further disciplinary action may also be appropriate in accordance with the School Board's Student Conduct Code.

USD 507 makes no warranties of any kind, either express or implied, related to its provision of Internet access services to any student or other individual. USD 507 will not be responsible or liable for any damages suffered by any student or any other individual arising out of access to school system computers, programs or the Internet. This includes, but is not limited to, loss of data resulting from delays, nondeliveries, miss-deliveries, or service interruptions caused either by the school system's actions or inactions or by the student or other individual's actions.

USD 507 specifically denies and disclaims any responsibility for the accuracy or quality of information obtained through its services or Internet availability. Use of any information obtained via the Internet is at the student or individual's own risk.

Accreditation

Satanta Jr.-Sr. High School has been designated by the Kansas State Department of Education as "accredited" secondary school. This rating is based on the qualifications of the professional staff, the curriculum, and the physical facilities.

Animals and Plants in the School

Persons bringing animals and plants into the school must receive prior permission from the supervising teacher and the principal. Animals, including vertebrates, invertebrates, and toxic plants such as poison ivy or sumac, may be brought into the classroom for educational purposes.

Classification of Students

		<u>Grading Scale</u>	
7 & 8	Promotion from previous grade	100-90	A
Freshmen	Promotion from 8th grade	89-80	B
Sophomore	Six units of credit	79-70	C
Junior	Ten units of credit	69-60	D
Senior	Seventeen units of credit	59 & Below	F

Commons Area Guidelines

Students must treat furniture, equipment, and facilities with respect. Students may sit or lie on the floor. Students may sit on surfaces between chairs. Students may **not** use extra chairs for foot rests. There should only be one person to a seat. Students may not sit on tables. Students are not to abuse the vending machines. All students are responsible for cleaning up after themselves. No horseplay is allowed. **No food or drinks are to be taken from the commons area into the classrooms or either of the gyms.**

Delinquent Accounts

Family accounts that reach \$200.00 will result in the suspension of charging privileges for students until the bill has been paid in full or payment arrangements have been made. Once payment arrangements are made, the arrangements must be followed. Accounts that are not paid in full or payment arrangements are not made as agreed are subject to collection through legal and court processes.

Enrollment Requirements

The following documents are required before enrollment: an official transcript from previous school attended, general enrollment information, immunization records, and copy of birth certificate.

Junior High Summer School and Promotion Policy

Any student in 7th or 8th grade who fails to meet standards on the state reading or math assessment will be required to attend summer school and successfully complete the subject area assignments to be promoted to the next grade. Any student who has a combined score of less than 60% for the year in a core class (English, Math, Science, Social Studies) must attend the summer school and successfully complete subject area assignments to be promoted to the next grade. If a student fails two consecutive years (is required two years of summer school), the students may be retained. (See JBE truancy and AEB extended school year policies)

Lunch Policy

As part of a state and local wellness policy, the State of Kansas has mandated that all students in grades K through 8 will have a closed lunch period. This means that all students in those grades will eat lunch at school. They will not be allowed to leave school grounds. Students who leave school grounds during lunch will be subject to immediate and appropriate disciplinary action. Students in grades 9 through 12 will still be allowed to leave school ground during their lunch period. For a complete copy of our wellness policy, please contact the central office.

Lockers

Students will be assigned lockers at enrollment. Each student is to retain the assigned locker, **and only that locker**, for the year. Lockers, this includes hallway, band and PE lockers, are the responsibility of the student; the school is not responsible for items left in, lost, or stolen from a locker. **Students are strongly encouraged to purchase a lock to use on school and P.E. lockers.** Students should remember that the lockers belong to the school and are under the supervision of school officials. School officials are authorized to search property, including vehicles, 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 notice or reasonable suspicion.

All searches by the principal shall be carried out in the presence of another adult witness. (BOE police JCAB & JCAB-R) Students are reminded that they should only keep items needed to conduct their business as students in their lockers.

Phone Call

Students will not be called from their classes for phone calls except in cases of emergency. Messages will be taken and the student notified at the end of the class period. Student phone calls will be made only in the event of an emergency. Leaving school work at home is not considered an emergency.

School Day

The doors are open to all students who want to enter the building and work in the library or commons area at 7:45 a.m. Students who do not plan to work are asked to enter no earlier than 8:00 a.m. Class will begin at 8:15 a.m. and dismiss at 3:18 p.m. Please clear the building at the end of the day by 3:30 p.m. unless you are staying for a school activity or under the direct supervision of a teacher. When in the weight room or gym areas, students must be supervised by a staff member. Custodians have duties to complete and are not responsible for the supervision of students.

Student Parking

The east parking lot has been designated as a student parking lot. Students are to park in the marked lane spaces only. If violations occur in the school parking lots, law enforcement may be called and given permission to issue citations.

Textbook Rental and Rebate Schedule

Enrollment and rebate fees will be established by the U.S.D. #507 Board of Education prior to the start of the school year.

Note: Students taking dual credit college courses during the regular school day will not need to purchase texts from the college. The rental of these will be an additional \$25.00 due at enrollment in August. **A \$30.00 fee will be assessed for all checks returned for insufficient funds.**

Academic Information

Acceptance of Credit Earned Through Correspondence Courses

- Any student who wishes to do any work by correspondence must have a recommendation from the counselor and principal and approval from the Board of Education PRIOR to beginning such work. A parent conference will be held before a decision is made. Credit will be issued only from an accredited institution.
- Due to the difficulty of correspondence and the need for diligence in completing such work, each request to receive credit for such work will be evaluated separately in light of what is deemed most beneficial for the student involved.
- Credit for correspondence work which has had previous approval will not be recorded on a transcript until official proof of completion, with the letter grade earned.

College Courses for High School Credit

College courses other than those offered as part of the regular high school schedule for the purpose of applying to high school credits for graduation must be approved through the counselor and principal **prior to enrollment**. These courses will count as follows: **3 hours of college credit = 1/2 high school credit.**

It is the student's responsibility to have their college schedule of courses approved through the principal's office, keep the principal informed of their progress through the semester, and to provide the principal with a final official grade at the end of the semester.

Students who enroll in college course(s) through the regular schedule must pay required enrollment fees during the first week of school. If these fees are not paid, the student will be required to change their schedule, dropping the college course(s).

Note: As stated in Textbook Rental and Rebate Schedule, an additional activity fee of \$25.00 will be charged at enrollment for each student enrolled in a dual or college credit class.

Dropping or Changing Classes

Students will not be allowed to change classes, unless approved by the principal in order to best benefit the student's education or situation. **No schedule changes will be made after the first week of each semester.**

Graduation Requirements

(Minimum credits required for graduation = 24 credits)

1. Four units of language arts
2. Three units of mathematics which shall include algebraic concepts and geometric concepts
3. Three units of science which shall include physical, biological and earth and space science and which shall include at least one unit as a laboratory course
4. Three units of history and government which shall include world history, United States History and United States Government
5. One unit of physical education which shall include health.
6. One unit of fine arts which may include art, music, dance, theatre, forensics and other related studies
7. Nine units of electives

* All students are required to meet the above standards and be a full-time student enrolled in seven hours of classes per day.

Honor Roll

The honor roll is based on all subjects taken in which one-half unit credit is given each semester.

- Superintendent's Honor Roll: Students must have all A's
- Principal's Honor Roll: Students must have all A's & B's

Make-Up Work

When returning from an excused absence, a student will have the same number of days that they were absent, plus one to make up work. Students who know they are going to miss class for a school activity should obtain the assignments and complete the work prior to the absence. **Materials are due on call of the teacher. Make sure you communicate with your instructor.**

The district reserves the right to determine whether or not credit will be granted for make-up work resulting from unexcused absences or suspensions.

NCAA Requirements

If a student is planning to attend a Division I or II school, check with the counselor for core curriculum requirements.

Physical Education Classes

Students enrolled in physical education classes will dress out and participate in class each day. Failure to do so will result in no credit for the day. Students having medical reasons for not being able to participate in PE will be required to have a doctor's permit noting the duration of the time the student cannot participate.

Progress Reports

Progress reports will be distributed at parent-teacher conferences, at the end of the first and third quarters. Report cards will be mailed to the parents at the end of each semester.

Qualified Admissions

The following are precollege curriculum requirements for state sponsored scholarship applicants: 4 units of English, 4 units of math (Algebra I, Algebra II, Geometry, one unit of advanced math), 2 units of foreign language, and 3 units of natural science (biology, chemistry, principles of technology, or physics). See the school counselor for more information.

Student Records--Student Rights and Privacy Policy

Student records are available to students and/or parents and to other institutions according to state law and USD 507 BOE policy.

Valedictorian and Salutatorian

The member of the senior class with the highest grade point average will be selected as "Valedictorian". The member of the senior class with the second highest grade point average will be selected as "Salutatorian".

Semester grades for grades nine through twelve will be used in determining the grade point averages. Grade point averages will be determined at the end of the 5th week of the fourth nine weeks of the senior year.

Grade point averages will be determined on the following basis: A = 4 points; B = 3 points; C = 2 points; D = 1 points; and F = 0 points.

The total units taken will divide the total number of points. All units taken for credit will be used to determine the grade point average.

In the event of a tie for the highest grade point average, all students tied for the highest grade point average will be awarded Valedictorian honors. In this case there will be no Salutatorian awards. In case of a tie for second highest grade point average, all students tied will be awarded Salutatorian honors.

Activities

Band Instruments

Students are allowed to store instruments in the band room. To help ensure that instruments are not stolen or damaged, students are encouraged to take instruments home daily. The school is not responsible, nor does it have insurance that covers lost or damaged instruments. Parents may want to include instruments on their homeowner's insurance policy. Students who rent instruments from the school will need to pay fees and fill out rental agreements according to the band handbook. Other policies are covered in the band student handbook.

Athletic Team and Cheerleader Uniform Policy*

The school district will provide a uniform for each athletic participant and cheerleader (exclusive of tights, socks and shoes). The uniform will be returned (washed or dry cleaned), to the school at the end of that season. If a uniform is not returned, the student will not participate or receive a uniform for the next sport/season. Any athletic participant or cheerleader not turning in a uniform at the end of the year will be charged at the rate of replacement costs for the articles not returned. The district will replenish the uniforms by purchasing new ones as needed. ***Uniform is defined as all game and practice jerseys and pants as well as all helmets, pads, travel bags, warm-ups/sweats, and any other equipment supplied by the school to the student.**

Eligibility Policy

Eligibility for students participating in competitive or KSHSAA sanctioned events and/or organizational field trips including but not limited to music, cheerleading, drama, FFA, sports, academic competitions, debate, art, and forensics will be determined by the following guidelines:

- Weekly eligibility will commence at the end of the third week of each semester. If a student is ineligible at the end of the third week he/she will not be allowed to participate in any extra-curricular activities until his/her grades meet weekly eligibility requirements. Eligibility will be determined at the end of the second week and posted for the third week of the semester as a warning to those students in danger of being ineligible.
- Eligibility will be determined by each student's cumulative semester grade at the end of classes on Thursday of each week. In no case will a student's eligibility be determined on the basis of one week's work.
- Eligibility is to be based on grades and not to be used as a tool to deter discipline problems.
- Any student whose cumulative grade is an "F" at the end of classes on Thursday will have one week of warning to raise his/her grade to a passing grade. If on the next Thursday at the end of classes that same student has an "F" in the same class, he/she will be declared ineligible for a minimum of one week or until the student's grade is raised to passing.
- If a student is determined to be ineligible, he/she will not travel with the team or group to an activity, nor will he/she dress out in uniform with the team or group. This includes after school activities (Kayettes, sports, quiz bowl, etc.), and activities that are a daily class (band, forensics, vocal, FFA, art, etc.)
- When a student is declared ineligible for a given week, a letter will be sent to the student's parents identifying the subject(s) in which the student is ineligible and the specific percentage he/she has in that particular class.
- Only under extreme circumstances and on an individual basis will a question be addressed to determine weekly eligibility considering any extenuating conditions. Under these unusual and severe circumstances, a joint decision will be made by the principal and applicable teacher(s).
- The eligibility standards of KSHSAA also must be met.

Hi-Plains League & Hi-Plains Education Association

Satanta High School is a member of the Hi-Plains League; Satanta Junior High School is a member of the Hi-Plains Education Association.

High School & Junior High Members are: Cimarron, Elkhart, Holcomb, Hugoton, Lakin, Leoti, Satanta, Southwestern Heights, Stanton County, Sublette, Syracuse.

School Activity Transportation

Transportation will be provided by the school for all school related activities in which the student participates. The student will not be allowed to leave an out-of-town activity without personal permission from his/her parents. No notes or cellular phone calls will be accepted. The instructor and/or coach and administrator in charge must be notified and prior approval must be given.

School Dance Policy

Only students in good standing with Satanta High School or a surrounding high school are allowed to attend the high school dances. A high school graduate may attend if under 21 years of age.

Events for JH students, other than dances, that use school facilities must be sponsored by parents of JH students, must include all JH students and not be of a private nature. Groups wishing to use school facilities for any reason must complete a building use permission form and have the permission of the building administrator. SJHS will not sponsor dances.

Student Activities Conduct Policy

The behavior of students at school activities is primarily the responsibility of their parents. Also, the city or county may be asked to provide law enforcement at high school activities and that each violation may be prosecuted.

Student Organizations

Athletics, debate, forensics, quiz bowl, FFA, cheerleading and Kayettes are activities or groups governed by the rules of the Kansas State High School Activities Association (KSHSAA) and/or by the rules of USD 507. Satanta High School sponsors the following organizations that are governed by their constitutions: Student Council, National Honor Society, and "S" Club. All meetings of classes and organizations must be conducted in an orderly manner and will be held as needed. The organization treasurer will be responsible for keeping accurate record. The treasurer's book will be checked into the principal's office at the end of the school year.

Wednesday and Sunday Activities

No school activities are to be scheduled on Sunday (with the exception of graduation) or after 6:00 p.m. on Wednesday. This policy may be waived by the superintendent and/or school board for extenuating circumstances.

Attendance-BOE Policy JBD-R

Absences and Excuses

Regular and punctual attendance definitely affect the quality of work performed by each student. Irregular attendance almost invariably leads to inferior work and frequently to failure. Therefore the following attendance policy will be followed:

Excessive Absences

After accumulating fifteen (15) absences during one class period for the semester, (can be a combination of excused and/or unexcused), students will forfeit credit for that class. Teachers will report a student on the twelfth, thirteenth, fourteenth and fifteenth absence to the office. Beginning with the twelfth absences, parents will be notified by letter of the students standing and possible consequences for every absence. A student may appeal in writing his/her case to the attendance review committee within five (5) school days of their notification to receive no credit. The review committee will consist of a building administrator, attendance secretary and two faculty members.

Excused/Unexcused Absences

Attendance is the responsibility of the student and the parents. Parents will confirm an absence either by phone or in person within 24 hours or the absence will be considered unexcused. The validity of an excuse will be determined by the building principal. The school will recognize the following as valid excuses for absence from school:

- Personal illness
- Medical appointments
- Serious illness or death of a family member
- Sanctioned school-sponsored activities.
- Students shall be considered inexcusably absent from school if they are absent from all or a significant part of a day without an approved excuse.
- Parent obtaining office approval for the absence
- College and Vo-Tech school visits arranged through the high school counselor's office. Limited to two (2) per year for seniors only.

Anytime a student is absent from school, regardless of the reason, it is the responsibility of the student to obtain the necessary information from his/her teachers with respect to making up the school work lost during the absence. **See make-up work section.**

Tardy Policy

Tardies are viewed as a disruption to the classroom environment. Coming late to class not only deprives the tardy student of full time learning, but it also disrupts the education of others. A student must be in his/her assigned area when the bell rings. This means completely inside the door. Any student outside the door or entering the door while the bell is ringing will be tardy. Students will have three minutes to pass between classes.

If a student has a pass from a school official, the student will not be considered tardy. It is the responsibility of the student to get the proper pass from a teacher, counselor, or principal. Students coming late to school may be excused with verification of emergency, extenuating circumstances by note or phone message from parent/guardian. Exceptions will be considered on an individual basis. Oversleeping is not a valid excuse for being tardy. A student who is more than 20 minutes late to any class is considered to be absent for that class.

Students who depend upon others for a ride to school will not be able to use failure to be picked up as an excused tardy or absence.

On a student's third and fourth unexcused tardy to a class, the student will be required to serve detention assigned by the classroom teacher.

Truancy

The building principal shall report students who are absent from school without the knowledge or consent of their parent/guardian to the proper authority (students 13 years of age and younger shall be reported to the local office of Social Rehabilitations Services and students over 13 years of age shall be reported to the county attorney.

Truancy is defined as any three (3) consecutive days of unexcused absences, any five (5) days of unexcused absences in a semester or seven (7) days of unexcused absences in a school year. Students will be considered inexcusably absent from school for one day if they are absent all day or a significant part of the school day. **(See page 13)**

Unauthorized Absences:

- A student who leaves a class or campus during the school day without authorization. A student must first check out through the office.
- Students who leave the building without signing out in the office will receive immediate disciplinary action.
- When a student's permission to leave a class results in an unauthorized destination on campus.

Participation in Extracurricular Activities

Students must be in attendance at least 3 hours during the day to participate in an extracurricular activity. If the activity is an all day event that takes place on a school day, the student must be in attendance at least 3 hours the previous attendance day. If the activity is on a non-attendance day, the student must be in attendance for at least 3 hours on the previous attendance day. This policy may be waived at the discretion of the building administrator when extenuating circumstances prevent a student from being at school.

Significant Part of a School Day

The Board of Education resolves that three (3) hours shall constitute a significant part of a day. Approved: 3-10-97

Award Requirements

The following requirements have been established for awards for various activities at Satanta Jr. – Sr. High School.

Departmental Awards

If scholarship or other awards should become available, they may be awarded. The teacher should use his/her prerogative to provide the students the tests, etc., necessary to win these awards.

Eighth Grade & Senior Citizenship Award

The selection for this award shall be by faculty vote. The following criteria will be used:

Respect

- Shows respect at all times for the Flag, our National Anthem, and the Constitution.
- Shows respect for the students and citizens of the school and community.
- Respects both public and private property
- Shows respect for the student and adult leaders in school and community.
- Demonstrates a tolerance and respect for the religious convictions of others.

Responsibility

- Demonstrates the willingness to assume citizenship responsibilities in school and community.
- Works to build school pride through active participation in those projects that publicize, honor, or beautify the school.
- Displays good sportsmanship whether as a participant or spectator.
- Is friendly toward new students and encourages them to become involved in school activities.

Reverence

- Shows reverence and concern for life.

Forensics

Reading, oratory, and extemporaneous speaking:

- The contestant must finish the season in good standing with the forensics coach and the principal as to his/her sportmanship conduct.
- The contestant must have rated 2nd or above in an event at a festival where three or more contestants were participating. In cases where there are less than three contestants, the students must have rated first.

One-Act play production

Same as for reading, oratory, and extemporaneous speeches except that only speaking parts in the play shall qualify for the award.

Green and Gold Awards

Green and Gold Awards will be presented to the outstanding male (green award) and female (gold award) senior athlete of that year. This award will be a cumulative award based on the athlete's high school athletic career. Points will be accumulated and the awards will go to the male and female athletes with the highest point total. Athletes must have participated in athletics at Satanta High School for two years to be eligible for either the Green or Gold Award. Any student who quits or is dismissed from a sport throughout their sports career will not be eligible for this award. If a total of 300 points is not accumulated by any senior male or female the award(s) will not be given. This is to be a highly prestigious award and to be earned by the recipients.

Point System for Green & Gold Award

Participation in a sport (per sport)	30 Points
Varsity letter in a sport (per sport)	25
Three sport participation (per sport)	20
All League selection (per sport)	15
Track – State Track Meet participation	15
Medaling in State Track Meet	10
All League Second Team Selection (per sport)	10
Honorable Mention for All League	5
All Tournament Team Selection (per tourney)	6
Participation in three sports for four years	30
Honor recognition outside the league (1 per sport)	5

Football, Volleyball, Basketball, Softball, & Baseball

- A player must have played in at least half of the varsity quarters/innings for football, basketball, softball, and baseball. A player may also letter by making the post-season play-off team. In volleyball a player must play in one half of the total varsity games.
- A player must be in good standing with the coaching staff and administration in regard to sportsmanship and eligibility.

- A senior who is a 4th year participant and does not meet (1) may letter if hard work and dedication are shown.

A medal will be given to the recipients and names engraved on the Green & Gold plaques that are hung in the concession stand.

Music Awards

Any student who is a member of a small ensemble or a soloist in the vocal department and receives a rating of I or II in either the regional or the state music festival, shall receive a letter and a gold bar for the qualification. After being presented with a letter and a gold bar for the first qualification, a gold bar will be given for the remaining years in high school if the student receives the required rating.

Students wishing to letter in band must meet the following requirements:

- No unexcused absences from daily rehearsal.
- Attend all required performances unless excused by band teacher.
- Maintain a B+ average or higher in band.

Any person who has been a member of band or choir for three years and has fulfilled the requirements listed below shall receive recognition for a senior letter upon the recommendation of the music teacher:

- Each member must be on time for practices and appearances and shall take part in all public appearances unless excused from such appearances by the music teacher.
- Each student must show a personal interest in learning and cooperate with the instructor at all times.
- Each student must carry a grade average in music class of not less than a “B” average for any semester.
- High School Choir letter – requires an average grade of “B”. Requires attendance at all performances unless excused by music teacher. Requires 100 points of extra credit as determined by the music teacher.

*A senior who is a 4th year participant and does not meet above requirements may receive a senior letter if hard work and dedication are shown.

**If for any reason known to the instructor the candidate for a music award is not worthy of it, the instructor may refuse to grant the emblem.

Perfect Attendance

Shall be given to those students who attend school daily with 0-absences and 0-tardies recorded for the entire school year. School activities and senior college days will not count against the students perfect attendance record.

Scholar’s Bowl

In order to letter in scholar’s bowl, a student must be in good standing with the coach and meet one of the following requirements:

- Participate in 4 tournaments throughout the season.
- Qualify for the regional and/or state team.
- A senior who is a 4th year participant and does not meet (A or B) may letter if hard work and dedication are shown.

Scholastic Honors

- To qualify for an honor certificate on a 4-point scale, a student must make a grade average of 3.5 or better on the first 3 nine weeks report cards from all classes.
- Valedictorian and Salutatorian will be based on eight semesters. This will be awarded on graduation day.

School Service Awards

The method of selecting students for this award shall be nonacademic as it is provided to recognize those who have contributed time, energy or spirit to the betterment of Satanta High School. Any teacher may nominate candidates for this award. The final selection shall be by faculty vote.

Senior Plaques

Shall be given for athletics, music, debate/forensics, and quiz bowl providing they have successfully participated in one of the above extra-curricular programs during their senior year and have competed two previous years, for a total of 3 years. You must letter your senior year. Any student who quits or is dismissed from one of the above activities throughout their high school career will not be eligible for this award in that activity. The only exception will be for transfer students, in which each case will be considered on an individual basis and the final decision will be made by the coach and principal.

Track

To qualify as a varsity letter winner, an athlete must successfully complete the season, which is determined by the coaches. In addition to completing the season a total of 105 points minimum is needed to gain a varsity letter. The potential points are earned as follows:

- | | |
|--------------------------------------|--|
| a. Each event entered per meet | 2 points |
| b. Varsity meet placing | 1 st – 6 pts, 2 nd – 5 pts, 3 rd – 4 pts,
4 th – 3 pts, 5 th – 2 pts, 6 th – 1 pt |
| c. Complete the season | 20 points |
| d. Attendance (practice/meets) up to | 20 points |
| e. Break a meet record | 10 points |
| f. Break a school record | 15 points |
| g. Qualify for Regional Meet | 20 points |
| h. Qualify for State Meet | 25 points |

(Freshman/sophomore or JV meets count one-half point total towards varsity letter)

Coaches reserve the right to waive any requirement for an unusual circumstance, which may occur.

In the case two athletes tie in points the coaching staff will select the award on the following criteria:

- Total contributions of the athlete to the athletic department during their entire athletic career at Satanta High School
- Attitude towards athletics, coaches, teammates, opponents, administration, and game officials.
- Leadership ability.
- Dedication to the improvement of one’s athletic abilities.

Disturbances and Disciplinary Action

The Board of Education (BOE) will, to the extent of its legal power, ensure that every student has the opportunity to attend school for an education without fear of harm or injury. The Board will not allow persons with disruptive intent to endanger the safety of pupils or school personnel, to damage property, to interfere with the educational process, or to attempt to close the schools. The BOE recognizes the right of peaceful dissent providing it doesn't infringe upon the rights of others.

Disorder of disruption of the school operation will not be tolerated. Persons attempting such action will be held accountable and necessary law enforcement shall be called as the situation warrants.

Policies will be developed to implement the intent of the USD 507 Board of Education.

Classroom Discipline Policy and Procedures:

The school is an institution for learning. The basic purposes of discipline within the school are to maintain an environment in which teaching and learning can take place without distraction and to allow all students to feel free to attend without undue disruptions. To this end, the following procedures will be followed and enforced at Satanta Jr.-Sr. High School.

Teachers will normally proceed with the following steps in attempting to avoid or correct a discipline situation with a student:

- Step 1. Teacher-student conferences (Time to be determined by the teacher).
- Step 2. Teacher-parent telephone conversation or conference.
- Step 3. Student referred to the school administration.

Under certain emergency situations, teachers have the right and obligation to refer a student to the school administration immediately WITHOUT completing Steps 1 and 2 above. Teachers, in order to assure uninterrupted learning activities in their classrooms, also should use any or all of the following options. However, these options may not be used at the exclusion of Steps 1 and 2 above.

- Option 1. Change student's seating arrangement in the classroom
- Option 2. Teacher-parent conference (may be administratively required)
- Option 3. Detentions (Student responsible for transportation home from school).
Failure to report to an assigned detention will call for disciplinary action unless previous arrangements have been made with the staff member. As young adults, the old excuse, of "I forgot" is not acceptable. If you forget, you must pay the penalty.
- Option 4. Send written report home to parents via U.S. Mail.
- Option 5. Consult counselor
- Option 6. Teacher-student-administrator conference
- Option 7. Teacher-parent-administrator conference
- Option 8. Request change in student's schedule IF POSSIBLE and with the principal's approval

Office Discipline Guidelines and Consequences

In order for a school to provide the best education possible for all students consistent discipline policies are necessary. USD 507 strives to provide firm, consistent and fair discipline in its schools. All students have the right to learn, all teachers have the right to teach and no one may interfere with these rights.

Arson

Students involved in acts of arson will be suspended out of school for 1 to 10 days and school officials will seek a hearing requesting a long-term suspension and/or expulsion. Legal authorities will be notified.

1st Instance 3 to 10 day suspension w/administrative discretion to seek a long-term suspension and/or expulsion/notification of law enforcement

Battery

Battery is defined as the unlawful, intentional touching or application of force to the person of another, which is done in a rude, insolent, or angry manner. Battery could involve such acts as slapping, scratching, punching, kicking, grabbing around the neck or body, shoving, biting, hair pulling, etc. Students involved in acts of battery will be referred to the office where immediate and appropriate disciplinary action will be taken. If appropriate, legal authorities will be notified. Consequences will also apply to students who incite, instigate, or are accomplices to the battery.

1st Instance 1 to 10 day suspension
2nd Instance 3 to 10 day suspension
3rd Instance 5 to 10 day suspension
4th Instance 5 to 10 day suspension – Long-term suspension and/or expulsion

Battery – Aggravated

Aggravated battery is defined as the unlawful application of force to the person of another with intent to injure that individual and which inflicts great bodily harm upon them, or causes any disfigurement or dismemberment to or of their person; or which is done with or without using a deadly weapon, or in any manner whereby great bodily harm, disfigurement, dismemberment, or death could be inflicted. Students involved in acts of aggravated battery will be referred to the office where immediate and appropriate disciplinary action will be taken.

1st Instance 3 to 10 day suspension
2nd Instance 5 to 10 day suspension
3rd Instance 5 to 10 day suspension – Long-term suspension and/or expulsion

Cheating/Plagiarism

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

1st Instance 3 day suspension
2nd Instance 5 day suspension
3rd Instance 5 to 10 day suspension – Long-term suspension and/or expulsion

Detention Violation – Teacher Assigned

Procedure outlined in the student handbook will be followed.

Detention Violation – Office Assigned

Students who skip office assigned detention will receive immediate and appropriate disciplinary action.

- 1st Instance 1 day ISS
- 2nd Instance 1 day suspension

Disruptive Behavior

Students will not be allowed to deprive the instructor of the right to teach or deprive other students of the right to learn nor will they be permitted to adversely affect the learning environment of the classroom or the school. Teachers will attempt to make parental contact whenever possible to advise them of the problems that their student is causing in school.

- 1st Instance 3 hours detention
- 2nd Instance 1 day ISS
- 3rd Instance 3 day ISS
- 4th Instance 1 day suspension
- 5th Instance 3 day suspension

Dress Code Violation

Students will dress appropriately for the school day. Attire that exposes the undergarments, bare midriffs or has excessively large arm openings will not be allowed. Clothing with writing that has a second or double meaning that references drugs, tobacco, inappropriate language, or sexual content will not be allowed. Clothing that is connected to gang culture will not be permitted. Hats, bandanas, headbands, hoods, etc. will not be worn at school except for special occasions approved by the building principal. Teachers have the authority to ask students to remove any inappropriate item when they are in the teacher’s classroom.

- 1st Instance Documented warning/student sent home to change or wear clothing provided by the school
- 2nd Instance 1 day ISS
- 3rd Instance 3 day ISS

Excessive Tardies

Students who have five or more tardies to a class are considered to be excessively tardy. Students considered excessively tardy will be referred to the office for immediate and appropriate disciplinary action.

Each instance – 1 hour of detention

*Should there not be enough days remaining in the school year for detention, students will receive one day of ISS for each tardy.

Extortion

Students who attempt to acquire money, property that is not their own, schoolwork or services of any type from another student by using threats or force will receive immediate and appropriate disciplinary action.

- 1st Instance 1 day suspension
- 2nd Instance 3 day suspension
- 3rd Instance 5 day suspension

Failure to checkout with the office

Students are required to check out with the office when leaving the building,

- Each Instance 2 hours detention

False Note or Fraudulent Misuse of a School Form

Students who falsify notes to excuse absenteeism or have false calls made to the school to excuse their absences will receive immediate and appropriate disciplinary action. Also any student who falsifies a school form or document, or uses that form or document for any purpose other than the specific purpose for which it was intended will receive immediate and appropriate disciplinary action.

- 1st Instance 1 day ISS
- 2nd Instance 1 day suspension
- 3rd Instance 3 day suspension
- 4th Instance 5 day suspension

Fighting/Hazing or Use of Physical Force with Anger

Fighting or use of physical force with anger will not be permitted. Students should exhaust every alternative available to them before resorting to hitting or the use of physical force. Fighting at school, on school property, or at school-sponsored activities is expressly prohibited.

Hazing is defined as any incident involving initiations, hazing, intimidations, and/or related activities which are likely to cause bodily danger, physical harm, personal degradation or disgrace resulting in physical or mental harm, or which affect the attendance of another student are prohibited

If appropriate, legal authorities will be notified. Consequences will apply to all participants regardless of who started the incident. Consequences will also apply to students who incite, instigate or are accomplices to the fight or use of physical force.

- 1st Instance 3 to 10 day suspension/police will be notified
- 2nd Instance 5 to 10 day suspension/police will be notified
- 3rd Instance 5 to 10 day suspension/police will be notified – Long-term suspension and/or expulsion

Flagrant Misbehavior

Flagrant misbehavior is any overt act that could adversely affect the learning environment or jeopardize the health, safety, or physical well being of the students and staff. Flagrant misbehavior could include, but be limited to hazing, gambling, possession or use of exploding fireworks, smoke bombs, noise makers containing powder which when activated cause a loud, unnecessary noise, or the setting of a false alarm.

. Students who involve themselves in acts of flagrant misbehavior will receive immediate and appropriate disciplinary action.

<u>1st Instance</u>	1 to 3 day suspension
<u>2nd Instance</u>	3 to 5 day suspension
<u>3rd Instance</u>	5 to 10 day suspension
<u>4th Instance</u>	5 to 10 day suspension – Long-term suspension and/or expulsion

Flagrant Misbehavior Towards Staff (threats, obscenity, profanity, or menacing/threatening gestures)

Inappropriate behavior directed toward any administrator or staff member will receive immediate and appropriate disciplinary action. Inappropriate behaviors would include but not be limited to lying to a staff member, direct profanity toward a staff member, threats both verbally or in writing toward staff members, menacing or threatening gestures made toward a staff member

<u>1st Instance</u>	3 day suspension
<u>2nd Instance</u>	5 day suspension
<u>3rd Instance</u>	5 to 10 day suspension – Long-term suspension and/or expulsion

Gang or Gang Type Behavior

Gang behavior of any type will not be tolerated at Satanta Jr./Sr. High School. Gang behavior includes, but is not limited to: drawing gang graffiti on school books, student books, or school property, “flashing” gang signs or imitating the “flashing” of gang signs, the wearing of gang type clothing, and students acting in a gang type manner.

<u>1st Instance</u>	Documented Warning
<u>2nd Instance</u>	5-10 day suspension
<u>3rd Instance</u>	Long term suspension or expulsion for the remainder of the semester or the school year.

Harassment

Students will not harass, bully, or otherwise intimidate another student. Harassment is detrimental to the positive climate of the school and will not be tolerated.

<u>1st Instance</u>	Documented warning
<u>2nd Instance</u>	1 day ISS
<u>3rd Instance</u>	1-3 day suspension
<u>4th Instance</u>	3-5 day suspension

Horseplay

Students should not engage in acts of horseplay which are disruptive to the learning environment or which could result in injury to others even though there was no intent to cause that injury.

<u>1st Instance</u>	Documented warning
<u>2nd Instance</u>	1 day ISS
<u>3rd Instance</u>	1 day suspension
<u>4th Instance</u>	3 day suspension

Illegal Substances

The consumption, possession, use, transfer, distribution, or being under the influence of any illegal substance anywhere inside the school building or on school property or at any school sponsored event is prohibited. Simulated drugs and tobacco are also covered under this policy. Students who violate this policy will receive immediate and appropriate disciplinary action. Law enforcement will be notified. School officials will confiscate any illegal substances.

<u>1st Instance</u>	5 to 10 day suspension w/ administrative discretion to seek long-term suspension or expulsion/notification of law enforcement authorities
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Inappropriate Behavior

There are some inappropriate behaviors that will not fit precisely into the categories of other categories of behavior. This specification is designed to address these behaviors as a “catch all” specification. On the discipline report the administrator handling the problem will specify what the behavior was and the disciplinary action taken to address that behavior.

<u>1st Instance</u>	2 hours detention
<u>2nd Instance</u>	1 day ISS
<u>3rd Instance</u>	1 day suspension
<u>4th Instance</u>	3 day suspension

Inappropriate Items, Paraphernalia, or Materials Brought to School

Inappropriate items, paraphernalia or materials that adversely affect the learning environment of the classroom should not be brought to school. Items that are used irresponsibly which adversely affect the learning environment of the classroom will not be tolerated. Items that are not allowed on campus or in the building include but are not limited to:

- Water guns of any type
- Any items of a disruptive or destructive nature
- Ipods or MP3 Players
- Laser pointers
- Cell Phones/Pagers
- Privately owned computers
- “Heelies” or any other type of wheeled device

<u>1st Instance</u>	3 hours detention, parental contact, and confiscation. *
<u>2nd Instance</u>	1 day ISS, parental contact, and confiscation.*
<u>3rd Instance</u>	1 day suspension, parental contact, and confiscation.*

*continued on next page

*All confiscated items will be returned to parents only on the last day of the school year. Items not claimed will be discarded.

Inappropriate Language or Gesture

Inappropriate language may include profanity. Students whose inappropriate language or gesture(s) adversely affect the learning environment will receive immediate and appropriate disciplinary action.

<u>1st Instance</u>	3 hours detention
<u>2nd Instance</u>	1 day ISS
<u>3rd Instance</u>	1 day suspension
<u>4th Instance</u>	3 day suspension
<u>5th Instance</u>	5 day suspension

Internet Policy Violation

Students who violate any part of USD 507 Internet Usage Policy (see pages 2 -4) will receive immediate and appropriate disciplinary action.

<u>1st Instance</u>	Loss of computer privileges for two weeks
<u>2nd Instance</u>	Loss of computer privileges for one month
<u>3rd Instance</u>	Loss of computer privileges for the remainder of the current semester.

Leaving Class Without Permission

Students are not to leave class without receiving permission from the instructor to leave.

<u>1st Instance</u>	3 hours detention
<u>2nd Instance</u>	1 day ISS
<u>3rd Instance</u>	1 day suspension
<u>4th Instance</u>	3 day suspension

Lunchroom Misbehavior

Students who misbehave in the lunchroom or who violate the procedures established for the operation of the lunchroom will receive immediate and appropriate disciplinary action.

<u>1st Instance</u>	3 hours detention, lunch in the office for 5 days
<u>2nd Instance</u>	1 day ISS
<u>3rd Instance</u>	1 day suspension
<u>4th Instance</u>	3 day suspension

Motorized Vehicle Infraction

All students driving motorized vehicles to school shall park them in the designated parking lot. (East Parking Lot) Those students possessing a valid driver's license may drive said vehicles to and from school during designated time periods including lunch period. Any and all lunchtime driving privileges may be revoked by the law enforcement, parents and/or the school district in the event that these provisions are abused.

Driving a vehicle at school or on school property is a privilege and not a right. Students who drive a vehicle to school or on school property will be expected to operate that vehicle in a safe and sane manner. They will not be allowed to jeopardize the health, safety, or (cont.)

physical well being of others by operating their vehicle in a reckless manner by exhibiting excessive speed or by over accelerating their vehicle. Students who violate this policy will receive immediate and appropriate disciplinary action. Legal authorities will be contacted.

<u>1st Instance</u>	3 hours detention
<u>2nd Instance</u>	1 day ISS/suspension of driving privileges for 1 week
<u>3rd Instance</u>	3 day ISS/suspension of driving privileges for 2 weeks
<u>4th Instance</u>	3 day suspension/suspension of driving privileges for the remainder of the semester

Open Defiance

Students will not be permitted to challenge the authority of an administrator, teacher, or other staff member as long as that individual is in performance of duties assigned by the school and/or school district. This would include duties performed at school or at school-sponsored events. Examples of open defiance include, but are not limited to telling a staff member "No" and making no movement to follow a reasonable request, having to be asked more than twice to follow a reasonable request, exhibiting rude, uncooperative, or argumentative attitudes to an administrator, teacher, or staff member. Students who openly defy any staff member will receive immediate and appropriate disciplinary action.

<u>1st Instance</u>	1 day ISS
<u>2nd Instance</u>	1 day suspension
<u>3rd Instance</u>	3 day suspension
<u>4th Instance</u>	5 day suspension

Physical Force Against Employees of USD 507

Students who use physical force as previously defined will receive immediate and appropriate disciplinary action. Legal authorities shall be notified.

<u>1st Instance</u>	3 to 10 day suspension
<u>2nd Instance</u>	5 to 10 day suspension
<u>3rd Instance</u>	5 to 10 day suspension and/or long-term suspension or expulsion

Prejudicial Behavior

Students will not be allowed to make any inappropriate remarks that demean or ridicule any race, religion, creed, sex, national origin, or handicapping situation, including jokes. Any student or groups of students who possess, attempt to distribute or distribute any unauthorized material at school which is racially derogatory, divisive, inflammatory, supremacist oriented, or who vandalize or deface school property with racially derogatory, inflammatory, or divisive graffiti, slogans, or symbols will receive immediate and appropriate disciplinary action.

<u>1st Instance</u>	1 day suspension
<u>2nd Instance</u>	3 day suspension
<u>3rd Instance</u>	5 day suspension

Public Display of Affection

Certain types of publicly demonstrated affection are permitted in the school setting. These include handholding, arms around the waist or shoulders while standing side by side at the time. Face to face embraces, kissing, etc., are considered to be violations.

1st Instance – Documented warning/parental contact

2nd Instance – 3 hours detention/parental contact

3rd Instance – 1 day ISS

4th Instance – 1 to 3 day suspension

Refusal to Follow a Reasonable Request

Students are to follow any reasonable request given to them by an administrator, teacher, or other staff member immediately and without argument.

1st Instance 3 hours detention

2nd Instance 1 day ISS

3rd Instance 1 day suspension

4th Instance 3 day suspension

5th Instance 5 day suspension

Selective Attendance

Selective attendance occurs when a student skips a class. See JBE truancy policy.

1st instance 2 hours of detention for each class period or part of a class period skipped

Sexual Harassment

Sexual harassment is defined as a practice, which undermines the learning process of a school by creating an environment, which is upsetting, threatening, or degrading to the person being harassed. Sexual harassment will not be tolerated.

1st Instance 1 day ISS

2nd Instance 1 day suspension

3rd Instance 3 day suspension

4th Instance 5 day suspension

Terroristic Threat

A terroristic threat is any threat which is communicated with the intent to commit violence or terrorize another individual or to cause the evacuation of any building, place, assembly, or facility of transportation or which wantonly disregards the risk caused by such terror evacuation. Students who make terroristic threats will receive immediate and appropriate disciplinary action and the appropriate legal authorities shall be notified.

1st Instance 5 to 10 day suspension and/or long-term suspension or expulsion/notification of law enforcement

Theft or Possession of Stolen Property

Students who take items that do not belong to them or keeping or possessing items that do not belong to them will receive immediate and appropriate disciplinary action and the appropriate legal authorities shall be notified.

1st Instance 1 to 3 day suspension/police will be notified

2nd Instance 3 to 5 day suspension/police will be notified

3rd Instance 5 to 10 day suspension and/or long-term suspension or expulsion

Threats – Written or Verbal Harassment

Written or verbal threats intended to intimidate or bully other students create a disruption in the learning environment and will not be tolerated. These threats can often lead to physical violence. Students who issue threats will receive immediate and appropriate disciplinary action and legal authorities will be notified.

1st Instance 3 hours detention

2nd Instance 1 day ISS

3rd Instance 1 day suspension

4th Instance 3 day suspension

5th Instance 5 day suspension

Throwing of Objects

Throwing of any object that could cause injury to others or disrupts the classroom will not be permitted. Should the object thrown be deemed likely to cause injury, legal authorities shall be notified.

1st Instance Documented warning

2nd Instance 1 day ISS

3rd Instance 1 day suspension

4th Instance 3 day suspension

Vandalism

Students who vandalize school buildings, school property, or vehicles on school property will receive immediate and appropriate disciplinary action. Students involved in acts of vandalism will also be required to assume the repair or replacement cost, including labor for any vandalism they caused. Legal authorities may be contacted. Felony vandalism is any damage that exceeds \$500 and will result in an immediate five-day suspension and referral to the appropriate legal authorities.

1st Instance 3 hours detention plus repair or replacement cost including labor

2nd Instance 1 day suspension plus repair or replacement cost including labor

3rd Instance 3 day suspension plus repair or replacement cost including labor

4th Instance 5 day suspension plus repair or replacement cost including labor

Weapons – Dangerous (could cause injury to others)

Possession of any apparatus that might cause injury to others is not permitted inside the building, on school property (including buses) or at school sponsored activities held inside or outside the school district. Students will not be permitted to bring any type of knife to school.

<u>1st Instance</u>	1 day ISS and confiscation of the item. Item will not be returned
<u>2nd Instance</u>	1 to 10 day suspension and confiscation of the item. Item will not be returned
<u>3rd Instance</u>	3 to 10 day suspension and confiscation of the item. Item will not be returned
<u>4th Instance</u>	5 to 10 day suspension and confiscation of the item. Item will not be returned

Weapons – Deadly

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

<u>1st Instance</u>	5 to 10 day suspension – Long-term suspension or expulsion/police notification. May result in 186 school day suspension.
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Additional Options for Disciplinary/Corrective Action

Suspension From Extracurricular Activities

A student's privilege to participate in or attend any extracurricular activities and school sponsored events may be suspended for a specified time.

Probation

A student may be placed on conditional enrollment for a period of time. Students may be allowed to remain in school under special provisions.

Intervention Program

Students involved in alcohol or drug related offenses will be referred to an Intervention Program where an individual will receive counseling.

In School Suspension (ISS)

Students are assigned to ISS for a school day or more when an out of class suspension is warranted. It is provided to take the place of off campus suspension and give the student the opportunity to remain under the supervision of the school. Students assigned to ISS are required to eat with the ISS supervisor. Lunch may be brought from home or purchased at school. Under normal circumstances, students assigned to ISS will not be permitted to leave campus. Students will spend their time in ISS copying the sections of the handbook that pertains to the reason why they are in ISS. Participation in extracurricular activities on the day a student is in ISS is at the discretion of the building principal. Misbehavior in ISS will result in an additional day of ISS.

Out of School Suspension (ONE TO FIVE DAY)

Following an administrative conference, a student may be suspended up to five (5) day depending upon the infraction. **Students who are suspended from school are not considered students in good standing and may not attend or participate in any school activities.**

Police Notification

Police shall be notified for specific infractions that may be in violation of the criminal code. The school administration reserves the option to press charges. In the event a student has been suspended off-campus, telephone contact with the parent/guardian will be made. In addition, the parent will be notified by mail with details and the reasons for the suspension. Students who are suspended off-campus may be requested to have their parents return for a conference with an administrator before returning to school.

Drug and Alcohol Policy

Philosophy

All students have a right to attend school in an environment conducive to learning. The use of alcohol and other illegal drugs or the improper use* of legal drugs or anabolic steroids is recognized to be extremely harmful to the individual who uses and to those around that individual. A student cannot learn to his/her full potential while under the influence of these substances. It is further recognized that all students have a right to be educated in a drug-free environment. Therefore, the use (including being under the influence of), possession, or distribution (including sale and given without remuneration) is forbidden in school, on school property at any time, at school sponsored participatory events (whether the event is on school property or elsewhere), or on school transportation.

*Improper use is defined as:

- was written, or in a dosage other than the dosage written on the prescription label
- over-the-counter drugs--dosage other than that recommended on the label

Prevention

Recognizing the extensive use and promotion of alcohol, tobacco and other drugs in our society, the school has an obligation to prepare students for decision-making against drug and alcohol use. This policy ensures the existence of a prevention program in the schools using multiple strategies to provide accurate information, develop life skills, train facilitators and educate parents. Drug education units shall be integrated within the standard curriculum at all grade levels. Extracurricular school programs promoting awareness, wellness and alternatives to drug/alcohol use shall be available to all students and might include, but not be limited to:

JUST SAY NO	I CAN
STUDENTS AGAINST DRUNK DRIVING	HERE'S LOOKING AT YOU
ALL-STARR TRAINING	PROJECT STAR
FELLOWSHIP OF CHRISTIAN ATHLETES	PEER PROJECTS

We have adopted HEALTH SKILLS FOR LIFE as the K-12 curriculum in U.S.D. #507. The goal of this policy's drug/alcohol prevention program is healthy, responsible youth capable of resisting alcohol and other drugs and capable of reaching their academic potential.

Intervention

The school district team works through curriculum and classroom activities, administration and faculty effort, and disciplinary procedures to prevent and intervene in the abuse of alcohol and drugs by members of the school population. As an extension of this policy, a designated intervention team will use the following school guidelines, with reasonable judgment, when responding to alcohol and drug related situation. The team might include but not be limited to, administrator(s), teacher(s), nurse, and/or counselor.

These guidelines have been created as one part of the alcohol and drug policy. They are intended to provide a consistent means for effectively responding to alcohol and drug related situations that may occur at school or at school-sponsored events. They have been written with due consideration for the legal rights and responsibilities of administrators, faculty, students and parents who may find themselves involved in such situation. Student behavior, as it related to: alcohol, tobacco (including smokeless), illegal drugs, other controlled substances, look-alike drugs, and act-alike drugs-being high or intoxicated, in possession of, using or selling and of the substances listed above is a violation of school policy. Students who assist in possession, use, or sale of substances listed will be subject of disciplinary action.

The consequences for such behavior are as follows:

- The city police department will be notified by the building principal of a drug violation
- A written record of the violation and the disciplinary action taken must be made by the principal or designee
- All search-and-seizure action will be taken in accordance with the guidelines set forth in this policy.
- In the case of a medical emergency related to substances abuse, the appropriate health professional, as well as parents or legal guardians, will be contacted. In the case where the parents or legal guardian cannot be contacted, the person designated on school records as a contact person in the case of a medical emergency will be informed. All information available will be made known to the parent or guardian, physician, and all others responsible for care and treatment.
- A staff member shall request assistance of the intervention team, principal or his/her designee when they observe a disoriented student, one who does not appear to have reasonable control of self, or one who exhibits behaviors of concern. In addition, the principal or designee will:
 - a. remove the student from the class/activity, etc., then confront the student about the behavior as soon as possible
 - b. inform the student of the consequences of his/her behavior
 - c. notify the parent of the student. If a parent is not available, notify the legal guardian, if one has been legally appointed. If no parent or legal guardian is available, notify the person who has responsibility for the student.
- Students who are concerned about their substances abuse and notify faculty or staff will not be subject to disciplinary action. Confidentiality will be observed while seeking and finding support for such a student. Self-disclosure can only be used once to avoid disciplinary action.

Consequences:

Consequences for first, second and third offenses within the same school year:

FIRST OFFENSE

- a. Student suspension
- b. Suspension from all student activities for a period of not LESS than one month.
- c. May be referred to proper legal authorities
- d. Participation in an approved drug & alcohol awareness program by the student and at least one parent.

SECOND OFFENSE

- a. Off-campus suspension and recommendation for a long term:
NOT LESS THAN ONE SEMESTER OR FOUR MONTHS.
- b. A student placed on long-term suspension may be readmitted on a probationary status if the student agrees to complete a drug and alcohol rehabilitation program. If at any time the student fails to make satisfactory progress in the program, the suspension will be reimposed.
- c. May be referred to proper legal authorities.
- d. Student must complete an assessment from an approved, certified drug & alcohol program at parent expense.
- e. To retain regular student status, the recommendation of the drug & alcohol program must be followed, including, but not limited to treatment.

THIRD OFFENSE

- a. Five day off-campus suspension and/or expulsion for the remainder of the school year.
- b. Suspension from participation and attendance at all school activities for the remainder of the year.
- c. A student who is expelled from school under the terms of this policy may be readmitted only if they complete an acceptable drug and alcohol education and rehabilitation program.
- d. May be referred to legal authorities.

School's Commitment

Although parents have the ultimate, primary responsibility for their children's drug use, individual differences in parental standards regarding their children's drug and alcohol using behavior in non-school related settings cannot be permitted to compromise the school's fundamental commitment to maintaining a drug-free educational environment. The "IN LOCO PARENTIS" concept provides the basis for school officials and teachers to act, as necessary, to protect and educate each student. Thus, the purpose of the above policy is to provide a clear message to students, parents, and the citizens of this community that the use, possession, distribution, or being under the influence of alcohol or drugs will not be tolerated in school, on school grounds, and during school related functions.

Due Process

Any student who is involved in disciplinary action is entitled to due process.

- Student behavior in violation of school rules may be referred to the administration.
- All referrals must be in writing, specifying the violation and signed by the person initiating the referral.
- The student will be informed of the violations and have an opportunity to respond in writing or orally.
- The administration will then waive or assign the appropriate penalty as established by the discipline policy.

Appeal: If a student feels they have not been dealt with fairly or the proper process has not been followed, they may appeal the decision to the Superintendent. If an appeal is to be made, the student must inform the Superintendent within twenty (20) days of the assignment of the penalty. (JCE-R)**Kansas Student Suspension and Expulsion Law**

Emergency Drills

Fire and Tornado Drills

We are required by law to hold fire drills once a month and tornado drills three times a year. Advance announcements will not be made when fire drills will be conducted. Tornado drills will be held at an unannounced time by intercom. The students will use the exits posted in the classrooms they are in at the time of the drill. Teachers should notify each class the first week of school of the emergency plans for their room.

Anyone willfully reporting a false alarm may be fined any sum not exceeding one hundred dollars or be imprisoned not to exceed thirty days or both so fined and imprisoned. The school shall suspend any student caught reporting a false alarm and report the incident to the county attorney. (Sec. 10-504, City of Satanta Ordinance Manual).

Emergency School Dismissal

In case of inclement weather the following radio and TV stations will be notified:

School Hotline: (620) 649-1237
Radio: KBUF 1030 AM; KKJQ 97.3 FM, KSCB 107.5 FM
TV: Channel 6, Ensign; Channel 13, Copeland

Gang Activity Policy

The type of dress, apparel, activities, acts, behavior, or manner of grooming displayed, reflected, or participated in by any student:

- Shall not lead school officials to reasonably believe that the behavior, apparel, activities, acts, or other attributes are gang related and would disrupt or interfere with the school environment or activity and/or education objectives;
- Shall not present a physical safety hazard to self, students, staff, and other employees;
- Shall not create an atmosphere in which a student, staff, or other person's well-being is hindered by undue pressure, behavior, intimidation, overt gesture, or threat of violence; or
- Shall not imply gang membership or affiliation by written communication, marks, drawing, painting, design or emblem upon any school building, any personal property or on one's person.
- If the student's behavior or other attribute is in violation of these provisions, the principal will request the student to make the appropriate correction. If the (cont.)

student refuses, the parent/guardian may be notified and asked to make the necessary correction. The principal shall take appropriate corrective and disciplinary action as necessary.

Kansas law already prohibits "hazing." Since this issue could be related to gang activity, please see the section on flagrant misbehavior in the office discipline section.

Saturday School

Saturday school will be held periodically to provide an alternative to ISS.

Specific rules for Saturday School:

- a. Students serving Saturday school will be in the office by 8:00 a.m. and will not be dismissed until 3:30 p.m. or 11:30 a.m.
- b. One restroom break will be allowed in the morning and one in the afternoon. Restrooms in the office area will be used.
- c. Students must bring all materials they will need for the day when they come to ISS room; they will not be allowed to go to their lockers or to the library.
- d. Students will eat lunch in the ISS room. No pop or candy will be allowed with lunches.
- e. There will be no talking during ISS.
- f. Teachers will bring assignments to the office for the ISS students. If a student has nothing to work on for his/her classes, work of an educational nature will be provided for him/her.
- g. Failure to follow the above rules will result in additional time in ISS.
- h. Failure to attend assigned Saturday school will result in additional action taken.

Search and Seizure

Students have limited control over their lockers, desks, work areas, or any other designated assigned areas, Lockers, desks, work areas, etc., are the property of the school district: Therefore, school officials have the right, upon "reasonable grounds", to search and seizure as necessary. This policy also applies to all vehicles parked on school grounds. (With regard to search and seizure, whenever the term principal appears, it is meant to include any person designated to act on his or her behalf.)

Administrative Implemental Procedures

- The principal will make the decision to conduct a search of a student's person or personal property.
- The principal will notify the parents of the seizure within 24 hours. **When confiscation occurs during the search and seizure, parents will be given a receipt for all confiscated items.**
- A staff member must be and the student **may** be a witness to the search and seizure that will be conducted in the most discretionary manner possible.
- The search may include not only the designated space, but also items found within that space.
- This policy excludes routine inspections of school facilities by school officials.
- Items considered to be illegal, illicit, dangerous, or disruptive will be confiscated. Storage, return, or destruction of seized items is left to the judgment of the principal, subject only to legal impoundment.

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" 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 which will be held in confidence by the listener, with the exception of information which could result in danger to the student or to someone else.

Documentation of substance abuse violations shall be maintained.

Use of Trained Dogs to Search

At the request of the administration, law enforcement officers or licensed private agencies may use trained dogs on school premises to identify student property which may contain illegal or illicit materials and to determine whether materials are present which may threaten the general health, welfare and safety of students and/or district employees.

Student Services

Guidance and Counseling

Satanta Jr.-Sr. High School has a guidance counselor available each day for consultation concerning curriculum information, schedule changes, personal conference, testing, scholarship information, vocational information, college information and career education. Seniors who plan to enter college following high school should make an effort early in the year to register for the American College Test (ACT), which is required by many colleges for entrance.

All students are encouraged to visit with the counselor to discuss and plan which courses will be most beneficial to them while attending high school as early as possible during their high school career.

Lunch Program

School lunch prices will be determined by the Board of Education prior to the beginning of each school year. School lunches will be served daily. School lunches will not be served if school is in session for a half day.

Students who bring lunch from home will eat in the cafeteria. **Due to USD 507 Nutrition Plan Guidelines, students may not have soft drinks in the cafeteria, even if it is brought with their lunch.** Students in the cafeteria are expected to conduct themselves in an appropriate manner at all times.

School Nurse

Annual hearing and vision checks will be conducted. If a student should become ill while in school, we will try to contact parents before sending a student home.

BLOOM'S TAXONOMY

Bloom's Taxonomy divides the way people learn into three domains. One of these is the *cognitive* domain which emphasizes intellectual outcomes. This domain further divides into categories which are arranged progressively from the lowest level of thinking, simple recall, to the highest, evaluating information

Level I – Knowledge

Exhibit memory of previously learned material by recalling facts, terms, basic concepts and answers.

Key Words

who	what	why	when	omit	where	which	choose	find
how	define	label	show	spell	list	match	name	relate
tell	recall	select						

Questions

What is ...?	How is ...?	Where is ...?
When did ___ happen?	How did ___ happen?	How would you explain ...?
Why did ...?	When did ...?	How would you describe ...?
Can you recall ...?	Can you select ...?	How would you show ...?
Which one ...?	Who was ...?	Who were the main ...?
Can you list three ...?		

Level II – Comprehension

Demonstrate understanding of facts and ideas by organizing, comparing, translating, interpreting, giving descriptions and stating main ideas.

Key Words

compare	contrast	extend	interpret	explain
illustrate	outline	demonstrate	relate	rephrase
translate	infer	show	classify	summarize

Questions

How would you classify the type of ...?	How would you compare ...? contrast ...?
How would you rephrase the meaning of ...?	What facts or ideas show ...?
What is the main idea of ...?	Which statements support ...?
What can you say about ...?	Which is the best answer ...?
Will you state of interpret in your own words ...? How would you summarize ...?	
Can you explain what is happening ...? what is meant ...?	

Level III – Application

Solve problems to new situations by applying acquired knowledge, facts, techniques and rules in a different way.

Key Words

apply	build	choose	organize	plan
select	solve	utilize	model	identify
construct	develop	interview	make use of	
experiment with				

Questions

How would you use ...?	What examples can you find to ...?
How would you organize ___ to show ...?	What would result if ...?
How would you show your understanding of ...?	What approach would you use to ...?
What other way would you plan to ...?	Can you make use of the facts to ...?
What elements would you choose to change ...?	What facts would you select to show ...?

How would you solve ___ using what you've learned?
What questions would you ask in an interview with ...?
How would you apply what you have learned to develop ...?

Level IV – Analysis

Examine and break information into parts by identifying motives or causes. Make inferences and find evidence to support generalizations.

Key Words

analyze	categorize	classify	compare	contrast
discover	dissect	divide	examine	inspect
simplify	survey	take part in	test for	distinguish
list	distinction	theme	relationships	function
motive	inference	assumption	conclusion	

Questions

What are the parts or features of ...?	How is ___ related to ...?
Why do you think ...?	What is the theme ...?
What motive is there ...?	Can you list the parts ...?
What inference can you make ...?	What conclusions can you draw ...?
How would you classify ...?	How would you categorize ...?
Can you identify the different parts ...?	What evidence can you find ...?
What is the relationship between ...?	What is the function of ...?
Can you make a distinction between ...?	What ideas justify ...?

Level V – Synthesis

Compile information together in a different way by combining elements in a new pattern or proposing alternative solutions.

Key Words

build	choose	combine	compile	create
compose	construct	design	develop	estimate
formulate	imagine	invent	make up	originate
plan	predict	propose	solve	solution
suppose	discuss	modify	change	original
improve	adapt	minimize	maximize	delete
theorize	elaborate	test	improve	happen
change				

Questions

What changes would you make to solve ...?	How would you improve ...?
What would happen if ...?	Can you elaborate on the reason ...?
Can you propose an alternative ...?	Can you invent ...?
How would you test ...?	What way would you design ...?
Can you formulate a theory for ...?	Can you predict the outcome if ...?
How would you estimate the results for ...?	What facts can you compile ...?
Suppose you could ___, what would you do ...?	
Can you construct a model that would change ...?	
Can you think of an original way for the ...?	
How would you adapt ___ to creat a different ...?	
How could you change (modify) the plot (plan) ...?	
What could be done to minimize (maximize) ...?	
What could be combined to improve (change) ...?	

Level VI – Evaluation

Present and defend opinions by making judgements about information, validity of ideas or quality of work based on a set of criteria.

Key Words

award	choose	conclude	criticize	decide
defend	determine	dispute	evaluate	judge
justify	measure	compare	mark	rate
recommend	rule on	select	agree	appraise
prioritize	opinion	interpret	explain	support
importance	criteria	prove	disprove	assess
influence	perceive	value	estimate	influence
deduct				

Questions

What is your opinion of ...?	Would it be better if ...?
How would you rate the ...?	How would you evaluate ...?
How would you prove ...? disprove ...?	What would you recommend ...?
Why did they (the character) choose ...?	How could you determine ...?
What would you cite to defend the actions ...?	What choice would you have made ...?
Can you assess the value or importance of ...?	What would you select ...?
What judgment would you make about ...?	How would you prioritize ...?
How would you justify ...?	Why is it better that ...?
What data was used to make the conclusion ...?	How would you prioritize the facts ...?
How would you compare the ideas ...? people ...?	
What information would you use to support the view ...?	
Based on what you know, how would you explain ...?	
Do you agree with the actions of ...? with the outcome ...?	