

CLEARWATER HIGH SCHOOL *INDIANS*

2017-2018

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If found, please return to:

Name _____
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NOTICE OF NON-DISCRIMINATION

In compliance with the Executive Order 11246: Title II of the Education amendments of 1976; Title VI of the Civil Rights Act of 1964; as amended by the Equal Employment Opportunity Act of 1972; Title IX Regulation Implementing Education Amendments of 1972; Section 504 of Rehabilitation Act of 1973; the Americans with Disabilities Act of 1990 and all other federal, state, school rules, laws, regulations, Clearwater Unified School District #264, Clearwater, Kansas, shall not discriminate on the basis of sex, race, religion, color, national origin, age, veteran or military status and provides equal access to the Boy Scouts and other designated youth groups in the educational programs or activities which it operates.

It is the intent of Clearwater Unified School District 264, Clearwater, Kansas, to comply with both the letter and the spirit of the law in making certain discrimination does not exist in its policies, regulations, and operations. Grievance procedures for Title IX and Section 504 have been established for students, their parents, and employees who feel discrimination has been shown by the local education agency.

Specific complaints of alleged discrimination under Title IX (sex) and Section 504 (handicap) should be referred to:

Mr. Paul Becker, Superintendent
Clearwater USD #264
150 S. Prospect
Clearwater, Kansas 67026

620-584-2091

INDIAN PRIDE

Welcome to Clearwater High School--the home of the Fighting Indians. We are a comprehensive high school with membership in the Kansas State High School Activities Association and the Ark Valley Chisholm Trail League, Division IV. We hope to provide you with a favorable environment in which to prepare for the vocation of your choice. Becoming a positive member of our student body and making a real effort to get the maximum benefit from the time spent at C.H.S. is extremely important. Remember that the teachers, counselors, and administrators are here to help you achieve your goals. In time of need, seek their counsel and leadership.

CALENDAR

A master calendar of scheduled events will be maintained by the activities director and the principal. Groups and organizations wishing to reserve a particular date must have that event scheduled and approved at least two weeks in advance before being added to the calendar. The date and event will then appear as a coming event on the weekly announcements.

ACADEMIC INTEGRITY

Any student found to have cheated, plagiarized, or willfully contributed to the cheating or plagiarism by another student on an examination, project, or assignment will receive a grade of zero (0%) for that work. Repeated incidents of cheating may result in disciplinary action.

ACADEMIC LETTERS

Students who have attained a semester GPA of 3.5 for two consecutive semesters will receive an academic letter.

ACCEPTABLE USE POLICY

Electronic Information System - Guidelines for Network System Use: No student, staff member or patron shall have access to the system or use of the system without having a signed individual user release form on file with the district. Students under age 19 must have the approval of a parent/guardian. The acceptable use policy will be distributed upon registration. This form must be signed and returned in agreement to the policy in order for students to be allowed access to the USD 264 computer network.

Sanctions for Violations: Disciplinary action, if any, for the students, staff and other users shall be consistent with the district's standard policies and procedures. Violations of the policy can constitute cause for revocation of access privileges, suspension of access to electronic equipment, other employee or school disciplinary action and/or other appropriate legal or criminal action, including restitution, if appropriate.

ACTIVITY ADMISSION

The admission charge to varsity athletic events will be \$6.00 for adults and \$4.00 for students in grades 1 through 12. The admission charge for sub-varsity athletic events will be \$4.00 for adults and \$3.00 for students grades 1 through 12. Clearwater students will be admitted to home contests without charge if they present their Clearwater Student identification card to the ticket taker. This will apply to all home contests except postseason or KSHSAA sub-state / regional events. An adult's activity ticket may be purchased for \$50.00.

ACTIVITY FINANCE

Each high school class and other school organizations shall deposit their finances in the high school activity fund. Deposits shall be made to the office. The treasurer or sponsor making the deposit will receive a receipt for the amount. All class and organization bills will be paid by check after a purchase order has been written authorizing the payment of the bill. The principal must sign the request for a purchase order. No student purchases are to be made without the permission of the sponsors and the principal. Sponsors are requested to see that bills are paid regularly.

ALLERGY GUIDELINES

Clearwater Public Schools is committed to providing a safe and nurturing environment for students. The Clearwater Board of Education understands the increasing prevalence of life-threatening allergies among school populations. Recognizing that the risk of accidental exposure to allergens can be reduced in the school setting, Clearwater Public Schools is committed to working in cooperation with parents, students, and physicians to minimize risks and provide a safe educational environment for all students. The focus of allergy management shall be on prevention, education, awareness, communication and emergency response.

Parents are responsible for providing written documentation of allergies and a plan of action from a physician to the school principal or school nurse. The school principal, in consultation with the school nurse, will be responsible for notifying classroom teachers, classroom associates, and parents of students in the classrooms where one or more students have a life-threatening allergy (pending parent permission to give such notification to the before-mentioned individuals). Notification will include an explanation of the severity of the health threat, a description of signs and symptoms to be aware of and a concise list of foods and materials to avoid. Parents, in consultation with their primary care provider/allergist, will provide the list of allergens to be avoided along with any prescription medication ordered to mitigate the effects of allergens.

ATTENDANCE

Board of Education Policy in USD 264 states that for a student to receive credit in a semester class after he/she has been absent more than five times, he/she must make up one hour in Saturday School, detention, or with a teacher for every occurrence after five absences, whether excused or unexcused. Exception to this policy may be made by the administration if fully documented medical or health problems or extreme hardship situations can be shown to have caused absences. Excessive absenteeism may cause a student to be placed on a strict attendance contract for the remainder of the semester. Loss of school time for school activities will not be considered an absence. Failure to meet the attendance requirements list above will result in no credit being received for the course.

Good attendance is a must for all students if they are to keep up with their daily work. Absences from school fall into two categories: excused and unexcused.

For an absence to be considered excused, it must meet the following criteria:

1. The absence is the result of student illness, death or serious illness in the immediate family, medical appointments, blocked roads due to inclement weather, parent requests, or religious commitments or observances.

2. A phone call must be received at the high school office no later than 8:00 a.m. on the day after each absence. The call is to be from the student's parent or guardian and will explain the reason for the absence. The school has voice mail, and messages can be taken 24 hours a day (584-2361). Notes will not be accepted. If a phone call is not received by 8:00 am on the day after the absence, the absence will be recorded as unexcused.

Students who have excused absences from class will be given a zero for each class period missed. This zero will be removed if the class work is completed within the designated time, which is the number of days absent plus one. Students will be allowed to make up all work missed due to an excused absence.

If the student's absence is unexcused or results from disciplinary suspension, the student will be given one day upon returning to school to make up all work missed with a maximum grade of 75%. Suspended students receive an unexcused absence and consequently fall under the same rule. It is the responsibility of the student, regardless of reason, excused or unexcused, to obtain all assignments missed. It is recommended that the student get assignments and due dates before the absence occurs in order to stay on schedule with the class.

A student shall be in school the entire day of a scheduled event if he/she expects to participate in an extracurricular activity that day/evening. An administrator must clear any exception.

BACKPACKS

Due to Kansas fire regulations, backpacks will not be allowed within the classrooms. All student backpacks must be stored within their locker during the hours of 7:30 a.m. to 3:10 p.m. Ample time will be given to students during passing periods to go to their locker as needed.

A small sling bag may be used by students during the school day to carry personal items and school supplies. During class time, the sling bag must hang on the back of the student's chair/desk and not be placed on the floor or in the aisle (as per fire regulations).

BEHAVIOR

The Board of Education, Administration, Teachers and Staff, believe that all students have a right to a safe and healthy school environment. The district, school, and community have an obligation to promote mutual respect, tolerance, and acceptance. Clearwater USD # 264 will not tolerate behavior that infringes on the safety of any student.

BELL SCHEDULE

Blue		White
8-9:35	Block 1	8-9:35
9:35-9:47	Breakfast/Passing	9:35-9:47
9:47-11:23	Block 2	9:47-11:23
11:23-11:30	Passing	11:23-11:30
11:30-1:30	Block 3/Lunch	11:30-1:30
1:30-1:37	Pasing	1:30-1:37
1:37-3:10	Block 4	1:37-2:21
	Block 5	2:26-3:10
Blue Advisory		White Advisory
8-9:26	Block 1	8-9:26
9:26-9:38	Breakfast/Passing	9:26-9:38
9:38-11:04	Block 2	9:38-11:04
11:04-11:11	Passing	11:04-11:11
11:11-1:06	Block 3/Lunch	11:11-1:06
1:06-1:11	Pasing	1:06-1:11
1:11-1:41	Advisory	1:11-1:41
1:41-1:46	Passing	1:41-1:46
1:46-3:10	Block 4	1:46-2:26
	Block 5	2:30-3:10

BLOCK SCHEDULE

Clearwater High School will be on an eight-block schedule with Blue Day having four blocks and White Day having four blocks. There will be a 90 minute X-L period on White Days with the first five (5) minutes designated for announcements. No student should leave their XL classroom until all announcements are read.

Advisory-Advisory schedule will be used for IPS(Individual Plan of Study). This schedule will be use 7 or 8 times a semester.

X-L (Seminar)

This course is designed to assist students in developing skills in the area of study habits, time management, and personal responsibility. Students have the opportunity to make up work missed due to absence and to receive extra help in those classes in which they have special needs. Continual support and encouragement by the teacher and possible peer modeling and tutoring are vital components of this course. **One-fourth credit per semester.**

X-L Grading Policies and Procedures

Students will receive a participation/citizenship grade for X-L, expressed in a % format. Grades will be based on the student's appropriate use of seminar time and adherence to the X-L rules. This grade is being assigned to communicate more effectively with parents and support personnel about the student's progress. The % will appear on the student's grade card and will affect his/her GPA.

BUILDING RULES AND REGULATIONS

We are all very proud of Clearwater High School, as we should be. It is the responsibility of each of us to keep our school as neat and tidy as possible. It is hoped that each person will do his/her part in keeping the building clean.

1. After arriving on the school grounds, students are not to leave, but should report to their first class. No student should be in the building after 4:00 p.m. unless requested by a teacher or participating in a supervised activity. Groups using the building after school hours must use only the section of the building reserved for them and leave all rooms and equipment in proper condition to resume school the next day. Any damage of school property may mean suspension or expulsion from school and/or replacement of damaged property.
2. Profane language will result in a detention and may lead to suspension or expulsion from school.
3. A school runs on democratic ideals and American principles and must have the utmost cooperation among students, teachers, custodians, and administration. Students who abuse certain privileges may be responsible for other students losing their privileges.
4. It is assumed that students too ill to be in school are also too ill to go to jobs or extracurricular activities after school.
5. Student relationships must be such as is proper in public. The display of affection will be limited to the holding of hands. Parents will be contacted if students cannot maintain proper relationships. Repeated violations may result in a suspension.
6. Students must check in at the office if arriving after 8:00 am. Students must check out through the office before leaving school during the day; otherwise, an unexcused absence may result and disciplinary action taken. If a student becomes ill, he/she is to report to the office to see the nurse. If the nurse determines that the student is too ill to be at school, the student's parents will be contacted and the student will be allowed to go home. Parents or guardians are required to give permission to the high school office before their student will be released.
7. Students requesting permits to leave the building at any time must have the slip signed by the office. Before a slip will be issued, the parent giving permission for the student to leave must notify the school. Students will not be allowed to leave the building without parent permission. Personal business should be taken care of during times when school is not in session.
8. Items are never to be thrown from the second floor hallway balcony. Students who violate this rule will face disciplinary measures ranging from detention to suspension.
9. Only those students who have a disability or injury that prevents them from using the stairways will be allowed to use the elevator. Those students must contact the office and a key will be checked out to them by the administration. Misuse of the elevator is a handbook violation.
10. Food and drinks are prohibited in the auditorium.
11. Students are not to be in the auditorium unless supervised by a teacher or a sponsor.

12. Food, drink, dishes, cups and silverware are not to be taken out of the commons area during breakfast and lunch.

13. Games such as hacky sack will not be allowed in the hallways.

14. Loitering is not permitted in unsupervised areas and restrooms.

BULLYING/HARRASSMENT

The board of education prohibits bullying. For the purposes of this policy, the term “bullying” shall have the following meaning: Any intentional gesture or any intentional written, verbal, electronic, or physical act or threat either by any student, staff member, or parent towards a student or by any student, staff member or parent towards a staff member that is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment that a reasonable person, under the circumstances, knows or should know will have the effect of:

- Harming a student or staff member, whether physically or mentally;
- Damaging a student’s or staff member’s property;
- Placing a student or staff member in reasonable fear or harm; or
- Placing a student or staff member in reasonable fear of damage to the student’s or staff member’s property.

Bullying also includes cyberbullying. “Cyberbullying” means bullying by use of any electronic communication device through means including, but not limited to, e-mail, instant messaging, text messages, blogs, mobile phones, pagers, online games, and websites. Additionally, bullying means any form of intimidation or harassment prohibited by the board of education of the school district in policies concerning bullying adopted pursuant to K.S.A. 72-8256 or subsection (e) of K.S.A. 72-8205 and amendments thereto. USD 264 will not tolerate these actions by students, staff, or parents.

Any act of bullying by either an individual student or group of students towards a student or staff member of the district is prohibited on or while utilizing school property, in a school vehicle, or at school-sponsored activities, programs, or events. This policy applies to students who directly engage in an act of bullying, to students who, by their behavior, support another student’s act of bullying, and to all staff members and parents who engage in similar behaviors. No teacher, administrator, or school district employee shall engage in, permit, or tolerate bullying.

Retaliation against a victim, good faith reporter, or a witness to bullying is prohibited. A student or staff member who engages in an act of bullying, reprisal, retaliation or false reporting of bullying, shall be subject to discipline in accordance with school district policy and procedures. The school administration and/or board may take into account the following factors when determining an appropriate disciplinary action for such prohibited conduct: the ages of the parties involved; the developmental maturity levels, special education needs of the parties involved, and the severity of the behavior.

Offenses over time or single offenses which are severe in nature may result in discipline up to and including suspension and/or expulsion or termination from employment. Parents participating in prohibited bullying conduct aimed at district students and/or staff members may jeopardize their access to district facilities; district property; school sponsored activities, programs, and events; and/or district students and/or staff members through the district’s communication systems. As appropriate, reports to local law enforcement will be filed to report criminal bullying behaviors.

BUS POLICY

Riding a school bus is a privilege, not a right. Students and parents should note that the school district may deny riding privileges to any student who violates state regulations or school district rules relating to bus conduct. Discipline problems arising on a bus that cannot be handled by the driver will be referred to an administrator of the building where the student is enrolled. When a student receives his/her first written record of a bus violation, the administration may issue a warning to the student. A second written referral will result in the student facing a two-day suspension from the bus. The third referral will carry a five-day suspension from the bus. A fourth violation will result in a student losing his/her bus privilege for the rest of the semester. A serious infraction may result in an immediate suspension. The administration may modify the guidelines depending on circumstance.

CELL PHONES, TELEPHONE USE AND MUSIC DEVICES

Students will not be allowed to use cellular telephones or music devices (ex. I-pods) while in class unless approved by the classroom teacher. Students are allowed use of their cell phones before school, after school, during the passing periods between classes, and in the lunchroom during their assigned lunch period. Teachers may ask the students to place cell phones away from their person (on floor, on countertop, etc.) during the class period.

During the class period, an electronic device, including cell phone, may be used only with instructor permission.

If the cell phone/electronics guidelines are violated, the student will be issued a detention and the item will be held in the office for the remainder of the day. Repeat violations may necessitate a Saturday school and or suspension being assigned. With permission, students are allowed to use the office phone if a required call must be made during school hours.

CLASS CREDIT CHART

The following list indicates the amount of classroom work that can be made up and how much credit you could receive for assignments when missing class. Score will be recorded as a zero until it is made up.

Type of Absence-gradebook score	Percent available to make up
Excused- zero	100%
Unexcused-zero	75%
Suspended-zero	75%
Skipping-zero	0%

CLASSIFICATION OF STUDENTS

Units required for classification are as follows:

Sophomore, at least 3 1/2 credits

Junior, at least 11 credits

Senior, at least 18.5 credits

There will be no mid-semester promotions to the next higher-class rank.

Note: Juniors will be allowed to attend the Prom only if they have at least 11 credits the beginning of their junior year. Seniors who are to be included on the graduating list must be within three and three-quarters (3.75) units of completing graduation requirements at the end of the first semester of the senior year. Students who do not meet the requirement will no longer be considered seniors as far as graduation activities are concerned.

CLASSROOM PARTIES, ALL-SCHOOL FUNCTIONS, AND PICNICS

No class will have a party during school time without administrative approval. School-sponsored functions are limited to members of each organization and their dates, all students and their dates, and staff members. Social functions will be permitted under the following conditions:

1. All dances are open only to Clearwater High School students unless prior approval has been given by the activities director or principal. No Middle School students will be permitted to attend any school dances.
2. Students will not be allowed into dances one hour after the announced starting time. Special arrangements may be made for late entrance.
3. No one will be allowed to leave the building and return.
4. No class parties or picnics will be permitted during the final two weeks of the school year.

COLLEGE RELEASE

Student grades received through the College Release Program will be recorded on the student's official transcript and will be taken for dual credit. Dual credit grades will be the same as the letter grade issued by the college and will be figured into the student's grade point average. Students participating in the College Release Program will be subject to the attendance policy of the college in which they are enrolled.

DETENTION

When a student is assigned a detention, he/she will be required to sign and take a copy of the detention slip from the office. The student will have 5 school days to serve the detention from the day

it was assigned. Detention time will be after school from 3:15 p.m. – 3:45 p.m. on Monday, Wednesday, and Friday, and before school from 7:00 a.m. – 7:30 a.m. on Tuesday and Thursday. Failure to serve a detention will result in the student being assigned to Saturday School. Failure to serve Saturday School will result in a suspension from school. Excessive detentions may result in the student being placed on a detention contract.

DISCIPLINE

The faculty is hired to assist students in obtaining knowledge, which will better equip them to make a living in today's world. In order to provide the best learning situation for all concerned, proper discipline is a must. No teacher likes to feel that he/she has to spend the majority of time administering discipline while students who want to learn suffer from these distractions. The administration will not tolerate disrespect and constant interruption of the learning atmosphere by unruly and uninterested pupils. Students who feel they must behave in this manner will be sent to the office for disciplinary reasons and will have that class recorded as an unexcused absence on the school attendance record. The administration will not hesitate to use suspension from school when it is warranted to enhance the learning situation. Expulsion may also be recommended to the Board of Education if it is warranted. If students will use "good common sense," many disciplinary situations may be avoided.

DISCIPLINE GUIDELINES

Detention Time and / or Saturday School will be for the following:

1. Removal from Class / Skipping Class
2. Minor classroom offense
3. Improper hall conduct
4. Truancy
5. Foul Language
6. Tardy to class / assigned area
7. Leaving class or school property without permission

One Day Suspension

1. First offense-Use or possession of tobacco products or electronic cig
2. First offense-Involved in fighting
3. First offense-Threats by word or deed (intimidation)
4. First offense-Insubordination
5. First offense-Failure to serve Saturday School or causing discipline problems in Saturday School

Three Day Suspension

1. Second offense-Use or possession of tobacco products or electronic cig
2. Second offense-Involved in fighting
3. Second offense-Threats by word or deed (intimidation)
4. Second offense-Insubordination
5. Second offense-Failure to serve Saturday School or causing discipline problems in Saturday School

Five Day & Possible Long Term Suspension or Expulsion

1. Use, being under the influence of, or possession of alcohol
2. Use, being under the influence of illegal drugs, or possession of illegal drugs and/or drug paraphernalia
3. Third offense-Use or possession of tobacco products or electronic cig
4. Third offense-Involved in fighting
5. Third offense-Threats by word or deed (intimidation)
6. Third offense-Insubordination
7. Third offense-Failure to serve Saturday School or causing discipline problems in Saturday School.
8. Physical or verbal abuse of instructor, administrator, or other staff member
9. Willful vandalism-plus payment
10. Theft
11. Major disruption
12. Willful harassment of student or staff members
13. False fire alarm
14. Possession of a weapon
15. Bomb Threat - Expulsion will be proposed.

Any violation could result in police being called. The principal and assistant principal will have the prerogative to increase or decrease the punishment if the situation deems necessary.

DRESS CODE

We expect the student body to be dressed appropriately, whatever the occasion. A student will do his or her utmost to present an acceptable appearance by being neat and clean. Extremes in attire, hair, or piercings will not be allowed. Hair color must be a natural human color. Minimal accent hair color may be allowed with administrative approval. Since some people do not realize what is acceptable appearance, we must rule that anyone whose appearance is disruptive and not in good taste will be asked to make the necessary adjustments. Interpretation will be the responsibility of the principal, and his/her rulings will be final. This rule applies to all student activities under the direction of the school. Those students participating in extracurricular activities will be expected to conform to additional requirements as suggested by the sponsoring staff member and approved by the building principal. Students will not be allowed to wear clothes advertising alcohol, tobacco products, or questionable topics. Piercings, by STUCO adoption, are to be limited to the ears and nose. The following items would be considered inappropriate dress: hats, bare midriff garments, pajama pants, mesh shirts, underwear as an outer garment, sagging pants, and slipper-type shoes. For female students, strapless garments and garments with shoulder straps less than one inch wide are considered inappropriate. Male students are not allowed to wear open-sided shirts, shirts without sleeves, or tank top-type shirts.

DRUGS AND ALCOHOL

Students will not be permitted to attend school or any school function while possessing or being under the influence of drugs or alcohol. The first violation will be a minimum of a 5 day suspension from school. Further violation could mean another 5 day suspension from school and a possible expulsion.

EARLY RELEASE POLICY

Students are required to enroll in a full schedule each semester. Early release time is available for second semester for seniors who do not require a full schedule to meet graduation requirements. During the second semester of their senior year (8th semester of attendance) students will be required to take a Government and English class at Clearwater High School, but students who do not need a full schedule to meet their graduation requirements will be allowed to take a reduced class schedule. The requirements for being allowed to take a reduced class schedule are listed below:

1. Seniors who choose to do so could attend CHS only for the courses they need to fulfill graduation requirements and/or Qualified Admissions requirements and/or State of Kansas Scholarship Curriculum requirements.
2. The senior must not be short on graduation requirements.
3. Students must pass their required senior courses during the first semester.
4. Students participating in any activity governed by the KSHSAA must be enrolled in five courses of unit weight (XL and teacher assistant / aide classes will not count toward KSHSAA eligibility).
5. Courses at CHS do not have to be taken in consecutive blocks. If they are not, students must leave school grounds during their open blocks
6. A signed parental consent form is required for early release.
7. During their early release blocks, students are not allowed in the building and do not have access to teachers, library, computer labs, or other school resources.
8. Early release students who are failing classes that are required for graduation will be required to attend XL class or its equivalent until their grade is again above the passing mark.
9. Students not enrolled in at least five classes (XL, teacher assistant/aide does not meet this requirement) will not be eligible for the honor roll.

FINAL EXAMS

The last days of each semester will be devoted to final exams and will be organized according to a schedule that allows for the greatest amount of student success. Finals are cumulative for the entire semester or year, depending on the course. Students are not allowed to take a final early. Please make sure that your student is in attendance as a zero will be given for unexcused absences. Please remember that a family vacation during the regularly scheduled school day is not considered a legitimate reason for an absence.

GRADE CARDS

Grade cards will be issued at the end of each semester.

GRADES FOR LONG-TERM SUSPENSIONS AND EXPULSIONS

Students who are long-term suspended or expelled from school will not be allowed to complete coursework for their classes and they will receive a failing grade in their classes. Their grade will be recorded as a Withdraw Fail (WF) on their school records. The WF grade will not be figured into the student's grade point average calculation.

GRADING SCALE

90-100%	A-Superior Performance
80-89%	B-Above Average Performance
70-79%	C-Average Performance
60-69%	D-Below Average Performance
0-59%	F-Failing

GRADUATION REQUIREMENTS

A student must have credit as indicated in the following areas and have earned a total of 26.0 credits including those required classes listed below in order to graduate and participate in graduation exercises:

Required Classes

- A. 4 credits English Language Arts
- B. 3 credits Social Studies
- C. 3 credits Mathematics
- D. 3 credits Science
- E. 1 credit Physical Dimensions
- F. One-half (1/2) credit Speech or Forensics
- G. One-half (1/2) credit Computer Applications
- H. One-half (1/2) credit Business Essentials
- I. 1 credit Fine Arts

GRADUATION STATUS

Students must meet the senior credit requirement by August 1 to be enrolled as a senior. Fourth year students who are behind on credits in August may complete additional credits required to meet graduation requirements at Project Encore in the first semester.

Students are strongly advised to complete courses needed for graduation by the end of first semester.

A final posted failing grade is required before permission to enroll in a class for credit at Project Encore is granted. Fourth year students who fail one or more courses necessary to meet graduation requirements first semester will be allowed to enroll at Project Encore in January to complete these requirements.

Coursework at Project Encore must be completed no later than April 15 to be considered for graduation eligibility. If coursework is not completed by April 15, the student will be removed from the graduation list and will no longer be eligible to participate in graduation activities. Students who complete graduation requirements will be given their diploma upon completion of all requirements. Seniors who drop or fail classes necessary for graduation second semester will not be allowed to participate in graduation. If a student drops a class necessary to meet graduation requirements, that student will immediately be removed from the graduation list and will no longer be eligible to participate in graduation activities.

Students must make up all time required to comply with attendance and discipline issues no later than the last day of attendance for seniors. All bills must be paid to participate in the graduation ceremony.

Students who withdraw from Clearwater High School and complete graduation requirements at Project Encore will receive a USD 264 diploma rather than a Clearwater High School diploma.

HONOR ROLL

A student must have a 3.5 grade point average to be on the **Honor Roll**.

A student must have a 3.2 grade point average to be on **Honorable Mention**.

Students not enrolled in at least five classes of unit weight will not be eligible for the honor roll (XL and teacher assistant / aide classes will not count toward KSHSAA eligibility or CHS Honor Roll).

INCOMPLETE GRADES

Incomplete grades will not be allowed except in situations caused by health related absences. Any such incomplete grades will need to be removed within one week after the close of the nine-week grading period. (Exceptions must be approved by the administration.) If the material is not completed, the incomplete grade will be changed to an "F" on the school records.

LOCKERS

Each student is assigned a locker for the storage of books and equipment. It is the student's responsibility to have a lock on his/her locker at all times. A school issued lock will be provided for all lockers. If the student loses this lock, he/she will be billed for the replacement cost of the lock. Students should not leave money in lockers. All students will make sure that their locker is locked prior to going to class. Lockers that are assigned to students within the locker rooms for academic (p.e., weights, etc.) or athletics will be locked before leaving the locker room and all personal items, including clothes, etc. will be within the locker. Any school locker may be searched at any time if the principal of the building (or in his/her absence, any district administrator) deems it necessary. Should the principal deem it necessary to search a locker, he/she shall have an adult witness present. The BOE has given their approval for a canine unit to be brought to the school for purpose of searching for drugs, narcotics, and other illegal items.

LUNCH POLICY

1. All students will be issued a lunch card at the beginning of the school year.
2. Students may charge lunches until their account reaches a balance of negative \$8.00. No further charges will be allowed after this until money has been added to the account.
3. Students may have an outside guest one time per semester during lunch. Family members are welcome to each lunch with their student.
4. If on early release, students are not allowed to return for lunch unless they receive prior administrative approval.

MAKE-UP CLASSES

Credit received outside of Clearwater High School for make-up classes will be recorded on the student's official transcript. The grades will be recorded but not calculated into the student's grade point average. The grade for any class that is failed at Clearwater High School will be figured into the GPA of that student.

REWARD DAY

One opportunity for students to be rewarded for positive school behavior is Reward Day. Students who do not fall into one of these 6 categories will be eligible for a reward day each semester. The first reward period is from the start of the school year until Thanksgiving break and the actual reward day is the Tuesday before Thanksgiving. The second reward period is from the start of second semester until Spring Break and the actual reward day is the Thursday before Spring Break. To be eligible for the reward day, students must have:

1. No Detentions
2. No Saturday Schools
3. No Skips
4. No Suspensions
5. No Failing Grades
6. No more than five (5) absences in a class
7. Students must be enrolled the entire semester to be eligible for reward day

SCHEDULE CHANGES

It is very important that students carefully choose classes at pre-enrollment to minimize the necessity of schedule changes. Schedule changes may be made in the Guidance Office through the fourth day of each semester. Dropping a class during this time may require written parent consent and an explanation of why the change is being requested. Changes will not be allowed that adversely affect class size. No schedule changes will be allowed after 3:10 p.m. on the fourth day of the semester. Changes after the fourth day of the semester will be made only by the high school principal.

SCHOOL CLOSING

In the event of inclement weather or mechanical breakdown, the school may be closed or starting time delayed. The same conditions may also necessitate early dismissal. Reports in the morning will be broadcast between 6:00 and 7:30 a.m. on KFDI-AM (1070) on the radio. If no report is heard, it

can be assumed that school will be in session. Please do not call the school. Telephone lines must be kept open for emergencies. Clearwater High School uses a call system for school closings notifying you of such events by computerized message as soon as a closing is verified by the superintendent of schools. You will be called at the number you have given the school as your primary number.

SCHOOL-SPONSORED ACTIVITIES AND STUDENT BEHAVIOR

School activities are an extension of the school day. Students, when in attendance at any athletic contest, dance, school programs or other activity sponsored by the school, will be required to obey all rules and regulations which govern the regular school day. Students may be denied admission or requested to leave an activity if their behavior becomes a problem.

SKIPPING SCHOOL

If a student skips school, the absence is recorded as an unexcused absence. The skip is subject to the rules in the Unexcused Absences section of the handbook, except that the student will receive zero credit for all work missed while skipping.

STUDENT AUTOMOBILES

Students driving cars to school must park them in either the parking lot west of the school or the main parking lot south of the school. Students are to park their vehicles within the marked parking stalls. Students should not park during school hours in specified areas reserved for faculty and visitors. Students are not to be in or about their cars during school hours. If it is necessary for a student to go to the car or use the car during school hours, **permission must be secured from the office.** Parking lot speed is 15 miles per hour. Penalties will be assessed to violators. Continued disregard for parking lot rules and regulations by a student may lead to loss of parking privileges on school property. Student automobiles parked on school property may be searched if there is evidence that they may contain items that are against school regulations, state law or federal law.

STUDENT INSURANCE

Student insurance is available to be purchased by all students. Students may pick up the insurance forms at the beginning of the school year during enrollment and mail payment directly to the company.

SUSPENSIONS

All suspensions are unexcused absences and are subject to the rules for unexcused absences given above.

TARDIES

Students are expected to be to class on time. If a student is more than 15 minutes late to class for unexcused reasons, this will be recorded as an unexcused absence. The first two tardies for each student per semester are free tardies and will be used as warnings.

Tardy 1	Warning	Free Tardy
Tardy 2	Warning	Free Tardy
Tardy 3	Detention	
Tardy 4	Detention	
Tardy 5	Detention-Conference	
Tardy 6	Saturday School	
Tardy 7	Saturday School	
Tardy 8	ISS or OSS	

VALEDICTORIAN AND SALUTATORIAN

The Valedictorian and Salutatorian will be determined in the following manner: The students having the highest and next highest Grade Point Average who have also successfully completed the Kansas Scholars Curriculum set by the Kansas Board of Regents will be named Valedictorian and Salutatorian. Should a tie exist at either position, Co-Valedictorians and/or Co-Salutatorians will be named. To be eligible for these honors, students must be in attendance at Clearwater High School their senior year.

VENDING MACHINES

All vending machines will be located in the commons area. Bringing change is the student's responsibility. Change will not be made through the office. Students are not to put drinks in their locker. No food or drink will be allowed in the auditorium. If a student violates the above rules, he/she will be assigned a detention. Vending machines may not be accessed DURING A CLASS PERIOD as this disrupts the educational environment. All drink machines CAN NOT be used during breakfast or lunch. All items within the vending machines will be in compliance with local, state and federal health policy guidelines.

VISITORS

Student visitors often disrupt normal classroom activity. Because of this, any visitors must be approved in the following manner. The Clearwater student being visited must secure permission from each of his/her teachers and the high school administration prior to allowing a visitor. USD #264 and Clearwater High School discourages student visitors.

WEAPONS POLICY

A student shall not possess, handle, or transmit any object that can reasonably be considered a weapon on the school grounds, on a school bus/vehicle, or off the school grounds at a school activity, function, or event. This policy shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon, any object which can cause physical harm, or any knife with a blade length of four inches or greater. Any student violating this policy will be suspended from school for a minimum of five (5) days. If, after further investigation by the administration of Clearwater High School and the Superintendent of USD # 264, it is determined that the student deliberately and with malice made threatening actions towards another student or staff member, said student may be removed from school through the expulsion process.

Students are not to possess knives on school property. If a student is in possession of a knife with a blade length of less than four inches, the knife will be confiscated and a Saturday School will be assigned. Repeat offenses will result in more severe disciplinary action.

NONDISCRIMINATION POLICY

In compliance with the Executive Order 11246: Title II of the Education amendments of 1976; Title VI of the Civil Rights Act of 1964; as amended by the Equal Employment Opportunity Act of 1972; Title IX Regulation Implementing Educational state school rules, laws, regulations; and policies of the Clearwater Unified School District #264, Clearwater, Kansas, shall not discriminate on the basis of sex, race, color, national origin, religion, or handicap in the educational programs or activities which it operates.

SECTION 504 ACCOMMODATIONS FOR STUDENTS

In accordance with the provisions of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act, the district is committed to providing students with disabilities the opportunity to participate in and benefit from its programs and activities. Accordingly, the district will make reasonable modifications to its programs and activities to accommodate otherwise qualified students with disabilities, unless such modifications would impose an undue burden on the operation of the particular program or activity or would fundamentally alter the nature or purpose of the program or activity. No district board member, employee, or contractor shall retaliate against any person because of his or her exercise of rights under Section 504.



CLEARWATER HIGH SCHOOL EXTRA-CURRICULAR ACTIVITIES CONTRACT

Participation in extra-curricular activities at Clearwater High School is a privilege, not a right. Students wishing to participate in extra-curricular activities shall be subject to the following restrictions for the entire school year.

A. Academic and Attendance

1. He/she shall be considered for eligibility if he/she has passed at least five subjects of unit weight the previous semester and is enrolled in and attending a minimum of five subjects of unit weight. (KSHSAA Guideline)
2. He/she must be a bona fide student in good standing. A student who is under penalty of suspension or whose character or conduct brings discredit to the school or to the student, as determined by the principal, is not in good standing and is ineligible for a period of time as specified by the principal.
3. Academic eligibility to participate in school activities will be determined on a two week basis. Any student not passing six (6) academic classes will become immediately ineligible to participate.
4. Seniors that choose to take early release during second semester will become ineligible if they are failing more than two (2) classes at an eligibility check.
5. A coach or sponsor may determine that a student is not in good standing if it is determined that the student is not working to his/her potential in a class.
6. **A student shall be in school the entire day of a scheduled event if he/she expects to participate. An Administrator must clear any exception.**

B. Substance Abuse

1. Students shall not manufacture, distribute, possess, be under the influence of or use tobacco, illicit drugs, controlled substances, or alcoholic/cereal malt beverages at any time. Any student involved with the above mentioned substances on school property, at a school activity, while in any way representing the Clearwater School District, or away from school grounds when it can be substantiated by a reliable source such as the police, a faculty member, or an administrator, may not participate for the greater of the following time periods: (1) the remainder of that extracurricular activity season, or (2) for a period of nine weeks. This includes practices.

If a student has been involved with these substances and has been truthful with his/her coach or sponsor and the school administration about his/her involvement, on the first offense, the following option will be available. The student will do 7 hours of volunteer work for the school and the student will be ineligible to participate on the next competition date or performance date scheduled for each of the extracurricular activities student is involved in at that time.

If a student is untruthful about his/her involvement with tobacco, illicit drugs, controlled substances, or alcohol/cereal malt beverages with his/her coach, sponsor, or administrator, and is later proven to have been involved, the student will automatically be suspended from competition or performance for 9 weeks or the rest of the season, whichever is longer.

2. Second offense – he/she will not be allowed to participate in any extra-curricular activities for the remainder of the school year.

Enforcement

1. The high school principal or assistant principal shall enforce this policy. Coaches and sponsors of each activity shall have the initial responsibility for determining whether a violation of this policy has occurred. The High School administration may also be involved in this determination.
2. Any coach or sponsor who determines that a student has violated this policy shall immediately notify the principal of that fact.
3. The enforcement of these policies will be in conjunction with the disciplinary policies of USD #264 and are in addition to any discipline measures set forth in the Board of Education or Building Policy.

Essay Format and Guidelines

Header on each page;
Last Name & Page Number

Heading information is double spaced and begins 1" from the top.

(The 1" is your top margin.)

Regular double spacing before and after the title.

Student 1

Amy Student

Mr. Rhoadarmer

Freshman English White 2

25 February 2010

Centered Title

The body of the paper starts on this line. If you continue in your pursuit of the correct MLA format, your paper will meet the mechanical requirements at Clearwater High School. Specific attention to detail will help any paper. Not only will you enhance your English grade, but you will be prepared to follow any documentation style in future classes and in other institutions.

Please notice that the side margins are one inch and that the paper is double-spaced throughout. Your font size should be 12 point. This is a standard font size. Do not use script or other elaborate font types to try to enhance your paper; it should be Times New Roman. Your ideas should be good enough without them. If they are not, nothing will disguise that fact.

Indent the first line of all paragraphs, and do not triple-space between paragraphs. Do not capitalize the entire title, underline the title, or use quotation marks, and do not boldface or italicize it (unless you would do so in the text). The header begins on the first page and includes your last name followed by one space and then the page number. That is all you need for the header, no comma or the word "page."

Student 2

Make sure you leave a one inch margin at the bottom as well as the top of your paper. Do not try to crowd lines at the bottom of the page to save a piece of paper.

BIBLIOGRAPHY SHEET FORMAT

FOR A BOOK:

Author's last name, first name. *Title of book*. Place of publication: Publisher, copyright year. Medium.

Example:

Fogle, Bruce. *Training Your Dog*. New York: DK Publishing, 2001. Print.

If you only used part of a book:

Fogle, Bruce. *Training Your Dog*. New York: DK Publishing, 2001, pp. 50-55. Print.

FOR AN ENCYCLOPEDIA ARTICLE THAT ISN'T SIGNED:

"Title of article." *Name of encyclopedia*. Copyright year. Volume number, page(s). Medium.

Example:

"Golden Retriever." *World Book Encyclopedia*. 1999. Volume 8, p.255. Print.

FOR A MAGAZINE OR NEWSPAPER ARTICLE:

Article author's last name, first name. "Title or headline of article." *Name of magazine or newspaper*.
Date of magazine or newspaper, page(s). Medium.

Example:

McGill, Kristy. "A Baltic Scramble." *Faces*. May, 2003, p. 27. Print.

FOR AN INTERNET ADDRESS:

Author's last name, first name. *Title of item*. Date of document or download. Medium. Date viewed.

Example:

DiStefano, Vince. *Guidelines for Better Writing*. 12 Nov. 2007. Web. 9 Mar. 2010.

ARTICLE ACCESSED THROUGH AN ONLINE DATABASE

Author's Last Name, First Name. "Title of Article." *Title of Periodical*. Date or Volume. Issue (Year):
Pages. Database. Medium. Date of access.

Example:

Ott, Brian L. "'I'm Bart Simpson, Who Are You?': A Study in Postmodern Identity (Re) Construction."
Journal of Popular Culture. 37. 1 (2003): 56-82. Academic Search Complete. Web. 24 Mar.
2008.

FILM, VIDEO, OR DVD

Title. Dir. Director's First and Last Names. Perf. Lead Actors' First and Last Names. Distributor, Year of
release. Medium.

Example:

Casablanca. Dir. Michael Curtiz. Perf. Humphrey Bogart, Ingrid Bergman, and Claude Rains. Warner,
1942. Film.

FOR A CD-ROM:

"Article title." *CD-ROM title*. Copyright date. Medium.

Example:

"Titanic Disaster." *Encarta 99 Encyclopedia*. 1999. CD-ROM.

FOR AN INTERVIEW:

Name of person interviewed (last name first). Kind of interview. Date.

Example:

Watson, Cosmo. Personal Interview. 29 Feb. 2010.