



**SUBLETTE MIDDLE/HIGH SCHOOL  
STUDENT HANDBOOK/AGENDA 2012-2013**

*The Mission of SHS/SMS is to provide a positive, loving, safe, supportive and disciplined learning environment that will enable our students to achieve academic excellence, become responsible lifelong learners, and productive citizens in an ever-changing society.*

**Sublette Middle/High School**

501 Ellis

Sublette, KS 67877

Telephone (620)675-2232

**Administrative Staff:**

Mr. Cesar Peña, Principal

Mrs. Sally Bruce, Counselor

Mr. Derrick Ploutz, SRO

Mr. Monty Marlin, Athletic Director

**This agenda belongs to, and can only be used by:**

Name \_\_\_\_\_

Lark Time Teacher \_\_\_\_\_ Room # \_\_\_\_\_

*\*Sublette USD 374 does not discriminate on the basis of race, color, creed, national origin, sex, age or disability in its educational programs or the activities it sponsors.*

# STUDENT HANDBOOK/AGENDA

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*All situations which arise in school and school activities are not necessarily covered in this handbook. Teachers and administration will handle each situation as it arises and all resolutions will be at the discretion of the administration.*

## ACADEMICS

### GRADUATION REQUIREMENTS

Twenty-eight (28) credits are required for graduation from Sublette High School. One credit (1.0) is granted for the successful completion of a course, which meets for two semesters. One-half credit is granted for the successful completion of a course that meets for one semester.

### TOTAL CREDITS REQUIRED FOR GRADUATION

Subject Area	Required Number of Credits
English	4.0
Speech/Communications	1.0
Mathematics	3.0
Science	3.0
Social Studies	3.0
Physical Education	1.0
Computer Technology	1.0
Fine Arts	1.0*
Electives	11.0
<b>TOTAL:</b>	<b>28 To Graduate</b>

*\*USD 374 BOE has determined what will be a fine arts credit. A list of these courses can also be picked up in the counseling office.*

In order to participate in Sublette School graduation exercises, seniors must have completed all credits necessary for graduation by the end of the last day of classes for S.H.S. seniors.

New students transferring to Sublette Middle/High School from an accredited school will receive credit based on their transcript, recommendations, and administrative discretion or approval. Credit approval will be determined by a review of coursework samples or by placement assessment as requested by the administration. In select cases, specific testing may be required before credit is approved. The credit approved from a non-accredited school may be reflected on the Sublette High School transcript as pass/fail.

All students representing Sublette Middle/High School through participation in athletics or activities governed by the Kansas State High School Activities Association must be full time students enrolled in Sublette Middle/High School classes.

A full time student is defined as a student enrolled in five courses each semester. The courses selected must be a mix of core (English, math, science and social science) and elective courses. These students must remain in good standing as defined by the KSHSAA and USD 374.

**Students who transfer to SMS/SHS carry over their discipline points from their previous school. A behavior contract will be written by their administrator based on the SHS discipline guidelines. If the student's behavior was seen as unacceptable but no discipline points were assessed at the previous school, the student will begin at SMS/SHS with 25 points.**

## **HONOR ROLL**

Students at Sublette Middle/High School will be recognized for academic achievement by the Honor Roll system. Honor Rolls will be determined at the end of each nine weeks using only the previous nine-week's grade according to the following scale:

<u>GRADE</u>	<u>HONOR POINTS</u>
A	4.0
B	3.0
C	2.0
D	1.0
F	0

A student is eligible for the Honor Roll if he/she is carrying at least 8 hours and has a grade point average of 3.5 or better on a 4.0 scale. A grade of D or F disqualifies a student from the Honor Roll. A grade of INCOMPLETE, if not cleared in accordance with SHS policy, may also make a student ineligible for the Honor Roll.

## **NATIONAL HONOR SOCIETY**

Students wishing to become members of the Sublette High School Chapter of the National Honor Society must meet all of the following criteria:

### **Scholarship**

1. Be a junior or senior.
2. Have a 3.75 accumulated grade point average at the end of four semesters for membership as a junior or after six semesters for membership as a senior.
3. Meet the course requirements.

### **Leadership**

1. Students will complete the Leadership Survey, which must indicate membership in three organizations during high school, either inside or outside of school.
2. and the student must have one of the following:
  - A. Attained officer or major committee member status in one organization
  - B. or received an honor or award during his/her high school years.

### **Service**

Student will complete the Service Survey, which must indicate participation in at least three service projects during the high school years.

### **Character**

Student will submit the names, addresses, and phone numbers of five references of which three must be certified educational personnel.

### **Course Requirements**

The student must meet three out of four of these requirements.

1. Be enrolled in English III as a junior and will be enrolled in English IV
2. Be enrolled in or have completed one additional year of science beyond high school graduation requirement including Biology I.
3. Be enrolled in or have completed Algebra II.
4. Be enrolled in or have completed one year of a foreign language:
  - a. French I
  - b. German I
  - c. Spanish I

These requirements are in addition to the minimum grade point average.

## **REQUIRED NUMBER OF CLASSES**

All students are required to enroll in **eight courses**. *This includes seniors*. Exceptions in the above requirements must be reviewed by the Student Assistance Team and receive administrative approval.

## CLASSIFICATION OF STUDENTS

Your classification (class you are in, 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, 12<sup>th</sup>) depends on the number of credits you have earned as of August 1. Student classification will be done as follows:

<b>Freshman</b>	<b>Enrolled in a minimum of 8 units of credit</b>
<b>Sophomore</b>	<b>Minimum of 7 units of credit</b>
<b>Junior</b>	<b>Minimum of 14 units of credit</b>
<b>Senior</b>	<b>Minimum of 20 units of credit</b>

Your *locker section* will be determined by how you are classified. In other words, *regardless* of how many years you have been in high school, your locker section is determined by your total credits accumulated at the beginning of the school year. Students can be moved in the middle of the school year if approved by counselor and administrator.

## HIGH SCHOOL/COLLEGE ENROLLMENT

It is possible, in some instances, for high school students to enroll in college classes, either for college credit only or for dual college/high school credit. Interested students should consult with their counselor about this possibility.

## REQUIREMENTS FOR NCAA ATHLETIC SCHOLARSHIPS

Those student-athletes, who may want to receive athletic scholarships from Division I or Division II schools, should realize that the NCAA sets specific requirements to be eligible for this type of financial aid. Eligibility requirements exist in high school courses taken, GPA and minimum ACT/SAT scores. Please see your counselor for specific requirements.

## SEMESTER EXAMS

The last two school days of each semester will be utilized for semester testing. Students who are not present for final exams will earn a "0" as their final exam grade. **The dates for semester exams will be determined by building administrator.**

*Times and class periods will be posted as the semester draws to a close.*

## DAILY SCHEDULE

SHS changed its daily scheduling format from a conventional 8 period day to add a thirty-four minute block for Lark Intervention time. This scheduling is designed to allow students for extended opportunities to study, engage in a variety of learning activities, and practice for longer durations of time. Students must enroll in 8 courses in order to be full-time students. Exceptions must be cleared through the SHS Principal.

## BELL SCHEDULE

### HIGH SCHOOL

1st	2nd	3rd	4th	5th	Lunch	6th	7th	8th	Lark Reading
8:00-8:45	8:48-9:33	9:36-10:21	10:24-11:09	11:12-11:57	11:57-12:32	12:32-1:17	1:20-2:05	2:08-2:53	2:56-3:30

### MIDDLE SCHOOL

1st	2nd	Pit Time	3rd	4th	Lunch	5th	6th	7th	8th	Lark Reading
8:00-8:45	8:48-9:33	9:33-9:39	9:39-10:24	10:27-11:12	11:12-11:47	11:47-12:32	12:35-1:20	1:23-2:08	2:11-2:56	2:59-3:30

# STUDENT SERVICES

## GUIDANCE SERVICES

The guidance services at Sublette Middle/High School provide each student with the opportunity for individual and/or group guidance activities. The counselor shall help students to deal with self and others, and to use the school curriculum to make the most of their abilities and interests in the students' efforts to prepare for the future. The guidance staff recognizes the need to respect the individuality and confidentiality of the student.

The counselor is Sally Bruce. The counselor hopes to be of help to each of you in having the most beneficial experience possible at Sublette Middle/High School.

## COURSE CHANGES

SCHEDULE CHANGES WILL BE RESTRICTED TO LEGITIMATE, EDUCATIONAL REASONS. Not all requests can be accommodated due to schedule conflicts and/or class size.

**All class changes during the two days will be made in the following manner:**

1. The student may request a class change in the Guidance Office.
2. The form must be signed by the student, parent, guidance counselor, teacher and returned to the student's counselor.

If for some reason a student drops a class without a replacement the student would receive a 'WF' (withdraw failing) on his/her transcript. This averages in the grade point average as an 'F'.

## SPECIAL EDUCATION SERVICES

All schools, located within U.S.D. No. 374 boundaries are eligible to receive services provided by the High-Plains Special Education Co-op. Assistance in meeting the educational and developmental needs of all children is available upon request. Requests for assistance may be initiated by school personnel, parents, or guardians, or any community agency. Further information may be obtained from any of the school offices. A copy of Procedural Safeguards and Parent's Rights in Special Education is available through the High-Plains Special Education Cooperative.

## HOMEWORK POLICY

All assigned work is due the day the teacher indicates it is due. Any assignment turned in one day late may receive a maximum of an 89%. Anything turned in after the second day is a "0". The administrator and the teacher may deviate from this policy to make consequence more stringent.

## LARK INTERVENTION TIME

The purpose of the intervention period is to provide an opportunity for students and teachers to further enhance classroom teaching and learning. Students will use intervention period to complete homework, make up tests, complete projects, participate in activities (clubs, assemblies, pictures, class meetings) or help improve low grades or state test scores. As a part of the SMS/SHS staff commitment to improving student performance in the area of reading comprehension, students will read 30 minutes a day without interruption during the intervention period. Students will be expected to attend and report activities on their Goal and Progress sheet, including their reading record. .25 credit can be earned yearly. *I-pads, I-pods, MP3 players, personal laptops, electron devices, etc, are not allowed during Lark Reading.*

## COMPUTERS

Research and reference resources are available in the Media Center and Computer Lab on CD-Rom and the Internet. All of the policies pertaining to computer use are designed for optimum research availability. *Use of the internet by students requires a signed agreement be on file in the Administrative Center. Use of the computers with software and telecommunications resources is a privilege. Violations of the policies and procedures of Sublette Public Schools concerning use of computers and networks will result in disciplinary action.*

## COMPUTER LAB

The Computer Lab is available to all Sublette High School students. The purpose of this lab is to support classroom work through research, completion of audio-visual projects, or other assignments requiring technology. Food and drink are not permitted in the lab. Use of external drives is by permission only. During Lark Time, students are expected to use the computers for class assignments and research. *I-pods, MP3 players, or personal laptops are not allowed.*

## MEDIA CENTER

The SMS/SHS Media Center contains a well-balanced collection of fiction, non-fiction, reference books and periodicals. Please observe the length of checkout time for different books and magazines so that materials may receive maximum use by students and faculty. Fines will be assessed for overdue or lost books and magazines. Students are reminded that food and drink are not permitted in the Media Center.

### Use of Computers in the Media Center

1. The media center computers are to support school work
2. No games are allowed at any time
3. Use of external drives is permitted by permission only

### Appropriate uses of the Media Center during Lark Intervention time include:

1. To make-up assignments that require research materials
2. To make-up audio-visual assignments
3. To clear obligations
4. To check out materials (15 minutes)
5. To use computers and library materials for research or class assignments

## PASSES TO MEDIA CENTER

Students are to use the regular hall pass pages included in the planner for traveling to the Media Center. To complete research for a particular class, students must have the assigning teacher note in the student's planner that the student is coming to the Media Center for research. The time limit for the media center for any other reason than research is 15 minutes. Students visiting the library without their class **must** use their planner for the pass and check in with the library staff upon arrival. Students are not to go to the library during their lunch as classes not at lunch are scheduled at that time.

## COPYRIGHT STATEMENT

The Media Center staff will assist students with making copies of materials; however, copyright laws will be followed. Students are advised that the law permits the copying of short pieces from a book or magazine, such as a poem, a short article, or a picture, chart, or graph.

## CIRCULATION OF MATERIALS

1. If materials are lost, the borrower is expected to pay for replacement cost.
2. Students may not checkout material if they have a book fine or an overdue book.

## HEALTH OFFICE

The Nurse's Office is located in the Grade School. **Medication will not be provided by school personnel.** If medication is needed during school hours, parent's written request and doctor's written orders will be followed. All student medications must be checked in with school secretary. If a student becomes ill and wishes to leave school, a parent or responsible adult will take the student home. Students may be allowed to drive home with parent permission. Students found in possession of, or using over the counter products, for reasons other than intended usage, will be dealt with according to mandates of this handbook, category III.

## CARE AND RETURN OF SCHOOL EQUIPMENT

Students using or checking out school equipment assume the responsibility of the care and return of such equipment. This includes, but is not limited to, library books, locks, textbooks, calculators, and all athletic or activities equipment. Failure to return school equipment, or failure to return school equipment in acceptable condition, may

result in the student reimbursing the school. Students are fined for failure to return school equipment. **Seniors must pay all fines and fees prior to receiving their diploma.**

## **PARKING LOT PROCEDURES**

Student use of the school parking lot is a privilege, which may be revoked for violation of the established parking lot procedures. Users of the parking lot are subject to the jurisdiction of the local police authority and may be ticketed. A parking lot supervisor is on duty at various times and has the authority to act in a police capacity. Periodic checks are made throughout the day by SMS/SHS staff members and the school resource officer.

1. The use of the parking lot is restricted to arriving and leaving the campus only.
2. The **SPEED LIMIT** at all times on the school grounds is 10 mph.
3. Park within the marked parking stalls.
4. Speeding and any form of reckless driving will not be tolerated. Violators will lose their parking lot privilege for a minimum of one week.
5. Students are not allowed to park in restricted areas. The restricted parking areas are marked with blue paint.
6. Enter and exit drives are marked and must be observed.

*The administration reserves the right to contact the Haskell County Sheriff's Department in order to arrest or investigate potential trespassers. Individuals who have questions regarding whether they are allowed on the SMS/ SHS campus are urged to contact the administration by telephone rather than initiate such requests in person by coming onto the campus.*

**\*\*PLEASE HELP TO KEEP THE PARKING LOT CLEAN BY PUTTING YOUR GARBAGE IN THE TRASH CANS.**

*These rules are designed to keep students and their property safe.*

# ATTENDANCE

## POLICY (JBD)

Regular and punctual patterns of attendance shall be expected of each student enrolled in Sublette U.S.D. #374 School District. It is recognized that absence from school may be necessary under certain conditions. However, every effort should be made by students, parents/guardians, teachers, and administrators to keep absences and tardiness to a minimum.

Frequent absences of pupils from regular classroom learning experiences disrupt the continuity of the instructional process. The benefit of regular classroom instruction is lost and cannot be entirely regained. The school cannot teach pupils who are not present. The entire process of education requires a regular continuity of instruction, classroom participation, learning experiences, and study in order to reach the goal of maximum educational benefits for each individual child. The regular contact of pupils with one another in the classroom and their participation in well-planned instructional activities under the supervision of a competent teacher are vital to this purpose. This is the well-established principle of education, which underlies and gives purpose to the requirement of compulsory schooling.

**Kansas law KSA 72-1113 requires schools to report truancy when a student misses a significant portion of three consecutive school days, or any five days in a semester, or any seven days in a school year. SMS/SHS strives to follow Kansas law and USD 374 Board of Education policy in monitoring student attendance.**

The district shall view the following absences as valid excuses for absence from school:

*Illness, medical or dental treatment, examination, or recuperation, death or serious illness in family, unusual and/or unavoidable emergencies. Those activities which, in the opinion of the school authorities, could be educationally beneficial to the student. Those instances when prior approval has been granted by school authorities.*

**The Board, by policy, has determined that a significant part of the school day is defined as two periods or more in a school day.**

## GUIDELINES

1. Students who accumulate **four or more unexcused absences** in a class will receive an **F grade during that quarter**.
2. When a student is absent (for any reason), the **class work missed must be made up**. The student is responsible for contacting the teacher upon their return to school. During this conference, the requirements for the makeup will be communicated to the student. The requirements are at the discretion of the teacher. If the conference does not occur within the day, zero credit will be given for the work missed. Zero credit must be given if the absence was unexcused.

*NOTE: THE PENALTY FOR AN UNEXCUSED ABSENCE WILL BE A "0" GRADE FOR ALL WORK MISSED, PERFORMED, TESTED, DUE TO BE HANDED IN, ETC., ON THE DAY OF THE UNEXCUSED ABSENCE. FOR EXAMPLE, IF A STUDENT HAS AN UNEXCUSED ABSENCE ON THE DAY OF A MAJOR TEST, THE ENTIRE GRADE FOR THAT TEST IS A ZERO.*

3. **Parents may excuse their students for up to 10 absences in a school year. Absences beyond the 10 in a year can be excused with a medical note. School related activities given prior approval by school authorities are considered excused.**
4. **Right of Appeal**: Any parent(s), who feel they have extraordinary circumstances that extend beyond the **10 days**, must seek an appeal through the Student Assistance Team.

**Parents should call the SMS/SHS Attendance Secretary at 675-2232 to inform the school of their student's absence. It is best if this is done the day of an absence.**

## ATTENDANCE DEFINITIONS

1. **TARDY** – any time a student is gone from class lasting not longer than the first 10 minutes of the class period.
2. **ABSENCE** – A student is considered absent if they arrived to class more than 10 minutes after the class period has started.
3. **UNEXCUSED ABSENCE** - any absence when neither the school nor the parent knows the whereabouts of the student; or any absence not confirmed by the parent within two school days of the absence; or anytime the student leaves campus without the permission of the attendance clerk or an administrator. A student who is absent unexcused will receive no credit for the makeup work done.
4. **TRUANT STUDENT**- a student who has unexcused absences for three consecutive school days in one semester, or a significant part thereof; or five or more non-consecutive school days in one semester, or a significant part thereof; or seven or more school days in two semesters, or a significant part thereof. The procedures of K.S.A. 72-1113 will be followed in dealing with a truant student. Note: It is the law of Kansas that once a child turns 18, he is no longer compelled to attend school with certain exceptions that pertain to special education students. Therefore, a student of the age of 18 cannot be considered truant. When a student reaches 16 years of age, students dropping out of school must have a conference with a school administrator, counselor, and parent. The student will be given information about the consequences of dropping out of school after which both parent and student will sign the document allowing the student to cease attendance under the provision of the Kansas Compulsory Attendance Law. Truant students, of age less than 13, are reported to the SRS; others to the County Attorney. (The definition of the term absences used for truancy is a legal term and should not be confused with the definition of absence given above.)
5. **SIGNIFICANT PART OF THE SCHOOL DAY** – is defined as two periods or more in a school day.
6. **SUSPENDED STUDENT** – a student who has been suspended in accordance with K.S.A. 72-8901, et seq. Teachers will send class work/homework to the office by the end of each day of the suspension. Parents will be able to pick this work up at the end of each day. All work is due the day the student returns to school after the suspension.
7. **SUPERVISED STUDY/IN-SCHOOL SUSPENSION** – a designated area in the school building where students are assigned by building administrators for various violations of school rules, regulations or policies. Teachers will send class work/homework to the office as soon as possible. This work must be completed before the student is allowed to return to class.
8. **DETENTION**: Dates and times will vary. School administrator can assign lunch, after school, Saturday school or morning detention. All school rules apply.

## PROCEDURES

1. **REQUEST TO BE ABSENT**: Parents should phone the school attendance office each day the student is absent. Phone calls (675-2232) are accepted from 7:30 a.m. until 4:00 p.m. Absences which are anticipated ahead of time (doctor or dental appointments, court proceedings, religious observances) should be arranged prior to the absence. Doctor notes are required at time of arrival to back to school.
2. **EXTENDED ABSENCES** (prolonged illness or similar reason): If a student is absent due to a prolonged illness or a similar reason, a parent may request that assignments be sent home. The instructor is notified, and, when it seems appropriate, assignments and books are sent to the office.
3. **PLANNED EXTENDED ABSENCE**: If a student plans an extended absence, a request must be in writing in the student planner, signed by a parent including destination and be signed by the student's teachers. The teacher's signature indicates notification to the teacher has been done and a plan for make-up has been agreed upon between the teacher and the student. Failure to follow procedures will result in loss of opportunity to make up work and grades.

4. **UNVERIFIED ABSENCE LIST:** A student whose name appears on this list had an unexcused absence on the previous school day. It is the student's responsibility to contact the attendance office and clear up unexcused absences within two school days.
5. **EXCUSED TARDY:** Students who have a valid excuse as determined by their administrator.
6. **UNEXCUSED TARDY:** On the **3rd tardy** within a semester, students who are up to **10 minutes tardy** will serve a 60 minute after-school detention **0 discipline points**. Tardy detentions are to be served during after-school detention, Saturday school or determined by administration. (Detention room TBA)

Students who **do not return** from lunch shall be counted either tardy or absent in accordance with Attendance Definitions. Tardies or absences after lunch are, in general, unexcused. **If you leave campus, you risk an unexcused absence—car trouble, etc.**

## DISCIPLINE

The Discipline Plan is reviewed and approved by the Sublette Board of Education annually. Rules and regulations needed to regulate or correct any condition not specifically mentioned in the student handbook that is deemed dangerous, demeaning, or disruptive to students or the school will be the responsibility of the middle/high school principal.

### PHILOSOPHY

*We Believe...*

1. It is the school's responsibility to provide a positive climate for learning.
2. The schools should emphasize positive incentives and recognition, which promote self-discipline.
3. Discipline is an essential part of education.
4. Students have rights and responsibilities.
5. School rules should be established and understood by parents, teachers, and students.
6. Parents should be deeply involved in the discipline of their children.
7. Parents, teachers, and administrators should help students work toward self-discipline, self-control, and self-responsibility.
8. Disciplinary action should be in accordance with the policy of the Sublette Board of Education and as stated in the State of Kansas laws.

### PLAN EXPLANATION

The student discipline plan for Sublette Middle/High School is based on the belief that high-school age students are capable of making good choices concerning their behavior and that these choices protect the rights of others, particularly as it relates to a safe and orderly school environment.

When problems are recognized with a student's behavior, the discipline guidelines provide objective guidance for school administration in dealing with the problems. The discipline guidelines are organized in three categories. Category III contains the most severe and serious student behaviors. The severity of the behaviors decreases through Categories II and I.

Each category has a "**point value**" assigned to the student behaviors, along with an administrative consequence to be enforced for each behavior. When a student accumulates **twenty-five points**, a mandatory conference will be held involving the student, parents, administration, and others as appropriate. When a student accumulates **fifty points**, a formal hearing will be held to remove the student from further attendance at Sublette High Middle/School. Points accumulate on a yearly basis. If a student is removed from school attendance for a period of time less than the end of a school year, the student returns to school with a balance of points determined by the expulsion committee.

## **PREVENTIONS/INTERVENTIONS/CONSEQUENCES FOR INAPPROPRIATE BEHAVIORS**

1. **ADMINISTRATIVE CONFERENCE**-is an administrator conferencing with the student to develop positive behaviors. The conference may include parents/guardian and faculty.
2. **SATURDAY SCHOOL/DETENTION**-is assigned for minor violation of school rules. This detention time is served on Saturday from 800a.m.-12:00p.m. or as assigned by the administrator.
3. **SUPERVISED STUDY (In-School Suspension–ISS)** – is a designated area in the building where students are assigned for various violations of school rules of a more serious nature.
4. **SHORT-TERM SUSPENSION** – is a period of time a pupil is removed from school, not to exceed five (5) school days.
5. **LONG-TERM SUSPENSION** – is a period of time a pupil is removed from school for more than five (5) days not to exceed a total of ninety school days.
6. **EXPULSION** – is a period of time a pupil is removed for the balance of the current school year and possibly portions of the following school year.
7. **OTHER CONSEQUENCES**-may include written notification; student contracts; police involvement; referral to nurse, Student Assistance Team; alternative education placement, or other consequences deemed appropriate by the administration.

## **TWENTY-FIVE AND FIFTY POINTS**

1. 25 points – Students reaching a total of 25 points will have a parent conference with their administrator and counselor.
2. 50 points – Students reaching a total of 50 points will have a hearing scheduled and possible long term suspension or expulsion from school will be recommended.

## **DISCIPLINE GUIDELINES**

1. **CATEGORY III {50 points} Mandatory Suspension with Possible Long Term Suspension or Expulsion** – out-of-school suspension, recommendation for long-term suspension or expulsion, and referral to proper authorities. The principal must suspend a student out-of-school and will recommend long-term suspension or expulsion from school if the student breaks any of the rules listed below, or if the student plans to or tries to break the rules. A student who is expelled from school or suspended for an extended term for weapons, controlled substances, illegal drugs, and/or behavior dangerous to others must be reported to the division of vehicles so that the student’s driver license will be suspended. Suspension of driving privileges will be for one year. (*see pages 31 for definition of weapons and destructive devices*)
  - a. Alcohol (sale and or distribution)
  - b. Bomb Threat
  - c. Drug/Drug Look-Alike (sale or distribution)
  - d. Drug/Drug Look-Alike (use, possession or under the influence of)
  - e. Drug-related paraphernalia
  - f. Endangerment
  - g. Physical Assault: School Employee
  - h. Physical Assault: Student/Battery
  - i. Possession of Weapons (includes knives with blades over 2 ½” on any USD 374 property)
  - j. Other Behaviors

*Violations involving alcohol, controlled substances, and/ or narcotics on school grounds and/ or at school activities will also result in a suspension from student activities (competitions, performances, etc.) for at least two weeks and require the student to complete a substance abuse assessment/ program through a certified alcohol counselor at parent expense prior to attending any activities. Students who represent Sublette Middle/High School in extra-curricular activities will be subject to following the Sublette Middle/High School Activities Drug and Alcohol Policy in addition to the above-mentioned policy for ALL SMS/SHS students.*

2. **CATEGORY II {25 Points} Mandatory Suspension with Possible Long Term Suspension or Expulsion** – five days out-of-school suspension, recommendation for possible long-term suspension or expulsion on subsequent offense, notification of proper authorities will be made if appropriate.

- a. **Alcohol** (use, possession or under the influence of) – 5 days out-of-school suspension
- b. **Bullying** – 3 to 5 days out-of-school
- c. **Extortion** – 3 to 5 days out-of-school
- d. **Fighting** – 3 to 5 days out-of-school suspension
- e. **Fire Alarm or other Emergency Alarms** – 3 to 5 days out-of-school
- f. **Theft of \$250 in value or more** – 3 to 5 days out-of-school plus restitution
- g. **Vandalism of \$250 in value or more** – 3 to 5 days out-of-school plus restitution
- h. **Verbal Assault: School Employee** – Notify law enforcement and 3 to 5 days out-of-school
- i. **Gangs/Gangs Affiliation**
- j. **Other Behaviors**

**BULLYING**—SMS/SHS does not support bullying of any kind, inside or outside of school, and such behavior will be addressed. Bullying is defined as “engaging in written or verbal expression or physical conduct” that will have the affect of *physically harming or reasonable fear of harming* a student or damaging his/her property, or that is severe and persistent enough that the act creates intimidation for the targeted student. Bullying extends to *cyber* bullying and *wireless* bullying where targeted students are harassed on-line or through text messages. Students and parents need to be aware that bullying is against the law and that charges can be filed against students who engage in this type of illegal behavior. Students engaged in bullying are subject to the discipline policy of NHS.

3. **CATEGORY I {5-15 Points} Mandatory Administrative Action** –

could include a conference, detention, FS, or other disciplinary action up to a 5-day out-of-school suspension.

- a. **Behavior: Disruptive** {15 points} (includes, but not limited to, horseplay, instigating/inciting, open defiance)
  1. 1<sup>st</sup> offense – Up to 3 days out-of-school suspension
  2. Subsequent offenses – 3-5 days out-of-school suspension

b. **Behavior: Inappropriate** {5 points} (includes, but not limited to dress code, over-familiarity, public display of affection, usage of pagers, CD players, head phones, cellular phones, other electronic devices, or laser pointers) **Cell Phones and other electronic devices that are not conducive to an educational environment are not to be used on SMS/SHS school property from 7:55a.m.-3:30pm. The following consequences will result if one of these items is used:**

(a) on the first violation, it will result in confiscation and return to a parent/guardian. (it will not be returned to the student).

(b) subsequent offenses, in-school suspension, Saturday school will be assigned.

Students who refuse to give the device to the instructor or take out select components prior to giving it to the staff member will earn a disciplinary referral for disruptive behavior.

**Emergency phone calls are expected to be routed through the SMS/SHS telephone system. Parents are to call the receptionist in order to contact students and students are expected to use the office telephone in order to call their parents during the school day.**

**Use of (electronic) devices for unauthorized recording, videoing, or photographing is prohibited and punishable as a Category III, II, or I offense depending on the seriousness of the violation as determined by the administration.** Consequences could include a conference, detention, Saturday School, or other disciplinary action up to out-of-school suspension.

1. **Dress Code:** 1<sup>st</sup> offense-Warning, 0 points. Student has option to change inappropriate clothing into one that will be provided by the school, or go home unexcused that period to change into an appropriate shirt.
2. 2<sup>nd</sup> offense: 5 points and 1 hour of detention. Options are the same as in the 1<sup>st</sup> offense.
3. 3<sup>rd</sup> Offense: 5 points and 2 hours of detention. Options are the same as in the 1<sup>st</sup> offense.
4. **Any offense** – Up to 3 days Supervised Study all day
  - c. **Forgery** {10 points} (includes false call/note or altering record)
    1. 1<sup>st</sup> offense – 3 days supervised study
    2. Subsequent offenses – 3-5 days out-of-school suspension
  - d. **Harassment** (includes, but not limited to, sexual or racial harassment) (5 – 15 points)
    1. 1<sup>st</sup> offense – 3 days out-of-school
    2. 2<sup>nd</sup> offense – 4 days out-of-school
    3. Subsequent offenses – 5 days out-of-school
  - e. **Insubordination** {10 points} (includes, but not limited to, failure to participate, failure to comply, leaving w/o permission)
    1. 1<sup>st</sup> offense – 1-3 days Supervised Study
    2. 2<sup>nd</sup> offense -1- 3 days Supervised Study
    3. 3<sup>rd</sup> offense – 2 days Supervised Study
  - f. **Language: Inappropriate Toward Staff** {15 points}
    1. 1<sup>st</sup> offense – 3-5 days out-of-school suspension
    2. Subsequent offenses – 5 days out-of-school Suspension
  - g. **Language: Inappropriate** {5 points} (includes, but not limited to, profanity or derogatory remarks)
    1. Any offense – Up to 3 days Supervised Study all day
  - h. **Loitering-** (Outside or inside) {10 points} (Loitering occurs when a student is on school grounds but not in class and does not have a valid pass for their location on campus)
    1. 1<sup>st</sup> offense – 2 days Supervised Study
    2. 2<sup>nd</sup> offense – 2 days Supervised Study
    3. Subsequent offenses – Up to 3 days out-of-school suspension
  - i. **Possession of Dangerous Devices** (5 – 15 points) (includes, but not limited to: knives with a blade less than 2 ½ inches, explosive devices such as fireworks, stink bombs, etc.)
    1. 1<sup>st</sup> offense – up to 3 days out-of-school suspension
    2. 2<sup>nd</sup> offense – 4 days out-of-school suspension
    3. Subsequent offenses – 5 days out-of-school suspension
  - j. **Possession of Stolen Property** {15 points}
    1. 1<sup>st</sup> offense – Up to 3 days out-of-school suspension
    2. Subsequent offenses – Up to 5 days out-of-school suspension
  - k. **Theft of less than \$250 in value** {10-15 points}
    1. Less than \$10—1 day of In-school suspension-10 points
    2. Less than \$250--\$10– up to 3 days out-of-school suspension plus restitution, notify proper authorities if appropriate-15 points
    3. Subsequent offenses – 5 days out-of-school suspension plus restitution, notify proper authorities if appropriate
  - l. **Tobacco** (use or possession of tobacco in any form on school property or within sight of the school is included in this definition) {10 points}
    1. 1<sup>st</sup> offense – Notify law enforcement; Up to 3 days Supervised Study
    2. 2<sup>nd</sup> offense – Notify law enforcement; Up to 5 days Supervised Study

3. Subsequent offenses – Notify law enforcement; 3-5 days out-of- school suspension  
**Law Enforcement can ticket violators, which will result in up to a \$75.00 fine.**
- m. **Trespass** – U.S.D. Property { 15 points }
1. 1<sup>st</sup> offense – Up to 3 days out-of-school suspension
  2. 2<sup>nd</sup> offense – 3-5 days out-of-school suspension
  3. Subsequent offenses – 5 days out-of-school suspension
- n. **Unexcused Absence**
- a. Zero for daily work
  - b. **4 unexcused absences in any class = “F” for the nine weeks**
- o. **Vandalism of less than \$250 in value** { 10-15 points }
1. Less than \$10—1 day of In-school suspension-10 points
  2. Less than \$250--\$10– up to 3 days out-of-school suspension plus restitution, notify proper authorities if appropriate-15 points
  3. Subsequent offenses – 5 days out-of-school suspension plus restitution, notify proper authorities if appropriate
- p. **Verbal or Written Assault: Student/Threat** { 15 points } (includes, but not limited to, intimidation, verbal abuse, written, transmitted by computer or other means)
1. Any offense – Notify law enforcement and 1-5 days out-of-school suspension
- q. **Violation: Computer** { 5-25 points } (any student using school computer equipment without authorization or in ways in which they are not authorized to use by staff).

**Level 1** severity – 1-2 periods ISS or detention (if occurred outside of the regular class), up to 1 week suspension from computer, and 5 points. Reasons for placement include but not limited to use of e-mail, internet, or games at inappropriate times or inappropriate sites not listed above, and minor 1<sup>st</sup> offenses.

**Level 2** severity – 2-3 periods ISS or detention, 1-week suspension from computer, and 10 points, or other consequences as deemed appropriate. Included but not limited to a second level 1 offense, possession of hacker software, nudity, theft of information.

**Level 3** severity – 1-3 days ISS, suspension from network for up to 1 year, and up to 25 points. Included but not limited to images of a graphic nature, pornography, use/application of “hacker” software, actions that causes damage to technology system(s) or information, or a 3<sup>rd</sup> computer violation.

- r. **Violation: Detention**
1. 1<sup>st</sup> offense – time to be served is doubled
  2. 2<sup>nd</sup> offense – 1-day out-of-school suspension and a conference with the parent/guardian will be required before the student is allowed back in school. **Detention time missed must also be served the next Saturday or as assigned by the administrator.**
  3. Subsequent offenses – Up to 3 days out-of-school suspension and a parental conference will be required before the student is allowed back in school. Detention time missed must also be served the next Friday or as assigned by the administrator.
- s. **Violation: Miscellaneous School Rules/Policies** (0-15 points)
1. 1<sup>st</sup> offense – Up to 3 days Supervised Study
  2. 2<sup>nd</sup> offense – Up to 5 days Supervised Study
  3. Subsequent offenses – Up to 3 days out-of-school suspension
- t. **Violation: Parking lot** { 5 points } (includes driving and parking)
1. 1<sup>st</sup> offense – Loss of privilege for 1 week and 1 hour detention
  2. 2<sup>nd</sup> offense – Loss of privilege for 20 days and 1 hour detention
  3. Subsequent offenses – Loss of privilege up to 90 days
- u. **Violation: Supervised Study** { 15 points }
1. Any Offense – up to 3 days out-of-school suspension

- v. **Violation: Tardy** – anytime a student is late to class up to 10 minutes. After 10 minutes the student will be counted absent. Students will receive 4 “free” tardies *per Quarter* for which no school-wide consequence will be assessed. Parents may not excuse tardies to class/school. **Students will receive 60 minutes of detention for any tardies after the first two tardies to class.**
- w. **Other Behaviors** (5-50 points)
  1. **Any Offense – Up to 5 days out-of-school suspension.**

## DEFINITIONS OF WEAPONS

Dangerous weapon means any object that can reasonably be considered a weapon, used as a weapon or destructive device, or any facsimile of a weapon. This includes, but is not limited to loaded or unloaded firearms, stun guns, replica firearm, explosive devices, poison gas, bludgeons, sand club, metal knuckles, throwing star, chains, butterfly knife, switchblade or blade that opens by gravity or thrust, or other knife with a blade in excess of 2 ½ inches in length or any other article that is commonly used or is designed to inflict bodily harm.

Weapon means an article that is not per se a dangerous weapon that is used for the purpose of inflicting bodily harm upon a person or is used to cause a person to be placed in fear of bodily harm. Examples include, but are not limited to, belts, combs, pencils, files, compasses, chains, laser pointers, and scissors.

Replica firearm means a realistic replica of a firearm that, because of the appearance of such replica firearm, could be used to place a person in fear of bodily harm.

Battery means to unlawfully, willfully, intentionally, or recklessly causes bodily harm to another person.

## MALE-FEMALE RELATIONSHIPS

It is expected that all students will exercise good judgment and restraint in all relationships. Basically, SMS and SHS will expect a “hands-off” attitude at all times and in all areas during the school day and while attending activities at school. Sublette Middle School and Sublette High School does not discriminate based on sex, handicap, ethnic, background, or creed (religious preference).

## SEXUAL HARASSMENT

U.S.D. #374 is committed to providing a positive learning and working environment for It’s students and employees and will not tolerate sexual harassment or sexual violence. Sexual harassment is illegal and will not be tolerated in the school district. It is a violation of Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972, and may constitute sexual abuse under Kansas statutes. This policy applies to males and females, and includes same sex harassment. This policy is applicable to students while on school premises and while participating in off-campus school sponsored activities. Sexual harassment of students of the district by board members, administrators, certificated and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

***Sexual harassment is unwelcome sexual advances, requests for sexual favors, or other inappropriate oral, written or physical conduct of a sexual nature when:***

1. Submission to such conduct is made, explicitly or implicitly, a term or condition of an individual’s education.
2. Submission to or rejection of such conduct by an individual is used as a basis for academic decisions affecting that individual.
3. Such conduct has the purpose or effect of interfering with an individual’s school performance or creating an intimidating, hostile, or offensive environment. Sexual harassment may include, but is not limited to: verbal or written harassment or abuse, including teasing, jokes, posters, graffiti, pictures or cartoons, written notes, letters, or computer messages of a sexual nature, pressure for sexual activity, remarks with sexual or demeaning implication, unwelcome touching, patting, pinching, hugging, brushing against another’s body, unwelcome following or stalking, suggesting or demanding sexual involvement accompanied by implied or explicit threats or promises concerning a student’s grades, participation in extra-curricular or other activities, sexual assault or battery as defined by current law. The fact that someone did not intend to sexually harass an individual is

generally not considered a defense to a complaint of sexual harassment. In most cases, it is the effect and characteristics of the behavior that determine if the behavior constitutes sexual harassment. When acts of sexual harassment or other violations of this policy are substantiated, appropriate action will be taken against the individual. Disciplinary actions will be taken according to the district's discipline plan. Individuals who harass may be held personally liable under civil suits. Any student may file a formal complaint of sexual harassment with any staff member. Complaints must be put in writing and addressed to an administrator. Please see any teacher or administrator for the form needed to file a complaint.

## SAFE SCHOOL HELP LINE

A toll-free number is available for students and parents who wish to anonymously report safety issues. *The KHPD safe schools number is 1-877-626-8203.*

### GENERAL RULES

1. Access to the teachers' lounge and rest rooms is limited to staff members only.
2. Classroom parties shall be limited and only allowed with administrative approval.
3. Students will park their cars only in designated student parking area. Loitering in cars, the parking lot, other areas of campus, and in the immediate vicinity of the school is not allowed. Offenders are subject to disciplinary action.
4. Students may not use tobacco products on school grounds or within sight of the school. The term "use" refers to smoking, chewing or having in possession.
5. A student's dress and grooming should show good taste, meet the safety requirements of certain shop and lab classes, and be non-disruptive to the learning atmosphere at SMS/SHS. The administration will make the determination as to the appropriateness of dress.

#### **The following are not allowed:**

- \*\*Hats, caps, head apparel in general inside the building (in effect 6:00 a.m. to 4:00 p.m. and at school dances)
  - \*\*Clothing with sexual connotation, alcohol, tobacco, or drug advertisements, and/or symbols that are antagonistic or inciteful; inappropriateness of a symbol will be at the judgment of the administration.
  - \*\*Tank tops with straps that are less than 2" wide, or are cut low under the arm.
  - \*\*Half-tops or tops that expose the mid-section, back, or is inappropriately low in the front.
  - \*\*Undershirts designed to be worn as underwear without a shirt over it and buttoned/closed.
  - \*\*No sagging or bagging of clothing.
  - \*\*Trench coats are not allowed to be worn in the building.
  - \*\*Chains, including those worn on wallets and those considered to be "dog collars"(except for jewelry/ to be determined by the administration)
  - \*\*Belts, free hanging, with a length exceeding 6 inches.
  - \*\*Skirts or shorts which are inappropriately short. **(shorter than fingertip length with arms hanging down.)**
  - \*\*Any adornment that scratches or mars furniture in the normal routine of wearing that item.
  - \*\*Students may not wear slippers unless approved by an administrator.
  - \*\*No skateboarding on school grounds.
  - \*\*Any clothing that may be construed as inappropriate or by written communication, marks, drawing, painting, design or emblem upon any school building, any personal property, or on one's person.
7. ***In the hallways and locker areas, students must keep a clear area for people to walk. Do not block doorways.***
  8. **Music boxes, portable radios, beepers, cell phones, and other electronic devices that are not conducive to an educational environment are not to be used on SMS/SHS school property from 7:30a.m.-3:30p.m. The following consequences will result if one of these items is used: HS students may use their cell phones during lunch period.**
    - (a) **On the first violation, the device will be confiscated and returned to a parent/guardian (it will not be returned to the student).**
    - (c) **In-school suspension and/or Saturday detention will be assigned.**  
***Students who refuse to give the device to the instructor or take out select components prior to giving it to the staff member will earn a disciplinary referral for disruptive behavior.***
  9. Any poster that is displayed at Sublette Middle/High School must have an administrator's stamp and signature in the corner or it will be removed from where it is displayed. This includes any posters displayed at sites where Sublette Middle/High School is engaged in academic, activities and/or athletic competition.
  10. The Planner has three major purposes: provide in writing the SMS/SHS behavioral and academic expectation, provide information on programs and activities available to SMS/SHS students, and to hold passes to be used for travel in the building. Damage to a Planner in the way of inappropriate graffiti and/or destruction of the Planner itself will render the Planner invalid. ***The student will not be allowed any travel outside the classroom, including the restroom, without the purchase of an additional planner that is maintained in good condition.*** The cost of a replacement planner is \$6.00. Student must purchase a new planner if they use up all their passes.
  11. **Student planner can only be used by the owner.**

### MISCELLANEOUS SCHOOL POLICIES/RULES

- A. **Legal Authority for Suspension and Expulsion (K.S.A. 72-8901 et seq. as amended)**

1. ***The Board of Education of any school district may suspend or expel, or by regulations authorize any certified employee or committee of certificated employees to suspend or expel, any student or pupil guilty of any of the following:***
  - a. Willful violation of any published regulation for student
  - b. Conduct adopted or approved by the Board of Education, or conduct which substantially disrupts, impedes or interferes with the operation of any public school, or
  - c. Conduct which substantially impinges upon or invades the rights of others, or
  - d. Conduct which has resulted in conviction of the pupil or students of any offense specified in Chapter 21 of the Kansas Statutes Annotated or any criminal statute of the United States, or
  - e. Disobedience of any order of a teacher, peace officer, school security officer or other school authority, when such disobedience can reasonably be anticipated to result in disorder, disruption, or
  - f. Interference with the operation of any public school or substantial material impingement upon or invasion of the rights of others.

**B. Suspended Students**

***Students who are suspended from school are not to attend any school activity or to be on school or U.S.D. 374 property.***

**C. False Emergency Alarm**

If the school day is disrupted by a false emergency alarm, such as fire alarm or bomb threat, additional time will be added to the school day to make up the time lost due to the false alarm. Those persons responsible for the false alarm will be subject to expulsion from school and prosecution to the fullest extent of the law.

**D. K.S.A. 72-8902**

Section 1. K.S.A. 1982 Supp. 72-8902 is hereby amended to read as follows:

1. A suspension may be for a short term not exceeding ten school days, or for an extended term not exceeding 90 school days. An expulsion may be for a term not exceeding 186 school days. If a suspension or expulsion is for a term exceeding the number of school days remaining in the school year, any remaining part of the term of the suspension or expulsion may be applied to the succeeding school year.
2. Except as authorized in subsection I, no suspension for a short term shall be imposed upon a pupil or student without giving the pupil or student notice of the charges and affording the pupil or student a hearing thereon. The notice may be oral or written and the hearing may be held immediately thereafter. The hearing may be conducted informally but shall include the following procedural due process requirements:
  - a. The right of the student or pupil to be present at the hearing, and
  - b. The right of the student or pupil to be informed of the charges and
  - c. The right of the student or pupil to be informed of the basis for the accusation, and the right of the student or pupil to make statements in defense or mitigation of the charges or accusations.
3. A short-term suspension may be imposed upon a pupil or student forthwith, and without affording the pupil or student or the parents or guardians of the pupil a hearing if the presence of the pupil or student endangers other persons or property or substantially disrupts, impedes or interferes with the operation of the school. A written notice of any short term suspension and the reason therefore shall be given to the pupil or student involved and to the parents or guardians thereof within 24 hours after the suspension has been imposed and, in the event the pupil or student has not been afforded a hearing prior to any short term suspension, an informal hearing shall be provided as soon thereafter as practicable but in no event later than 72 hours after such short term suspension has been imposed.
4. No suspension for an extended term and no expulsion shall be imposed upon a pupil or student until an opportunity for a formal hearing on the suspension or expulsion shall be afforded to the pupil or student. A written notice of any proposal to suspend for an extended term or to expel from school, and the charges upon which the proposal is based shall be given to the pupil or student proposed to be suspended or expelled from school, and to the parents or guardians of the pupil. Any notice of a proposal to suspend for an extended term or to expel from school shall state the time, date and place that the pupil or student will be afforded an opportunity for a formal hearing, and that failure of the pupil and the pupil's parents or guardians to attend the hearing will result in a waiver of the pupil's opportunity for the hearing. The hearing shall be held not later than 10 days after the date of the notice. The notice shall be accompanied by a copy of this act and the regulations of the board of education adopted under K.S.A. 72-8903, and amendments thereto.
5. Upon the conclusion of any formal hearing that results in a suspension for an extended term or an expulsion, the person or committee conducting the hearing shall make a written report of the findings and results of the hearing. The report shall be directed to the board of education of the school district and shall be open to the inspection of the pupil or student who is suspended or expelled, and if the pupil or student has not attained 18 years of age, to the parents or guardians and counsel or other advisor of the pupil or student. If the pupil or student has attained 18 years of age, the report shall be open to the inspection of the parents or guardians and counsel or other advisor of the pupil or student only upon written consent of the pupil or student.
6. Whenever any formal hearing results in suspension for an extended term or expulsion, the person or committee conducting the hearing may make a finding that return to school by the student or pupil, pending appeal or during the period allowed for notice of appeal, is not reasonably anticipated to endanger the safety of others, to cause continuing repeated material disorder, disruption or interference with the operation of school, or to substantially or materially impinge upon or invade the rights of others, in which case the student or pupil may return to regular school until the period for filing a notice of appeal has expired with no notice filed, or until the determination of any appeal if a notice of appeal is filed. Whenever the person or committee conducting a hearing fails to make the findings specified above, the report of the hearing shall provide that the suspension or expulsion of the pupil shall continue until appeal therefore is determined or until the period of suspension or expulsion has expired, whichever occurs sooner.

7. Whenever any written notice is required under this act to be given to a pupil or to the parents or guardians of a pupil, it shall be sufficient if the notice is mailed to the address on file in the school records of the pupil. In lieu of mailing the written notice, the notice may be personally delivered.

8.

**E. Drug Free Schools (JDDA-R)**

**Student Conduct**

As a condition of continued enrollment in the district, students shall abide by the terms of this policy. Students shall not unlawfully manufacture, distribute, dispense, possess, or use illicit drugs, controlled substances, or alcoholic beverages on school district property, or at any school activity. Any student violating the terms of this policy shall be reported to the appropriate law enforcement officials, and shall be subject to the following sanctions:

1. **First Offense** – A first-time violator shall be subject to the following sanctions:
  - a. A punishment up to and including long-term suspension/expulsion.
  - b. Suspension from all student activities for a period deemed appropriate by the administration.
2. **Second Offense** – A second-time violator shall be subject to the following sanctions:
  - a. A punishment up to and including long-term suspension;
  - b. Suspension from all student activities for a period deemed appropriate by the administration.
  - c. A student placed on long-term suspension under this policy may be readmitted on a probationary status if the student agrees to complete a drug and alcohol rehabilitation program. (Name(s) of acceptable programs are on file with the board clerk.)
3. **Third and Subsequent Offenses** – A student who violates the terms of this policy for the third time, and any subsequent violations, shall be subject to the following sanctions:
  - a. A punishment up to and including expulsion from school for the remainder of the school year;
  - b. Suspension from participation and attendance at all school activities for the year.
  - c. A student who is expelled from school under the terms of this policy may be readmitted during the term of the expulsion only if the student has completed a drug and alcohol education and rehabilitation program at an acceptable program. Students who are suspended or expelled under the terms of this policy will be afforded the due process rights contained in board policies and Kansas statutes, K.S.A. 72-8901, *et seq.* Nothing in this policy is intended to diminish the ability of the district to take other disciplinary action against the student in accordance with other policies governing student discipline. In the event a student agrees to enter into and complete a drug education or rehabilitation program, the cost of such program shall be the responsibility of the student and his or her parents. Drug and alcohol counseling and rehabilitation programs are available for students of the district. A list of available programs, along with names and addresses of contact persons for the program is on file with the board clerk. Parents or students should contact the directors of the programs to determine the cost and length of the program. A copy of this policy and a list of available drug and alcohol counseling programs shall be provided to all students and all parents of all students. Parents of all students shall be notified that compliance with this policy is mandatory.

**F. Parents/Students Rights In Identification, Evaluation And Placement (Section 504 of the Rehabilitation Act of 1973)**

The following is a description of the rights granted by federal law to students with disabilities. The intent of the law is to keep you fully informed concerning decisions about your child and to inform you of your rights if you disagree with any of these decisions. Please keep this explanation for future reference.

**You have the right to:**

1. Have your child take part in and receive benefits from public education programs without discrimination because of his/her disabling condition;
2. Have the school district advise you of your rights under federal law;
3. Receive notice with respect to identification, evaluations or placement of your child;
4. Have your child receive a free appropriate public education. This includes the right to be educated with non-disabled students to the maximum extent appropriate. It also includes the right to have the school district make reasonable accommodations to allow your child an equal opportunity to participate in school and school-related activities.
5. Have your child educated in facilities and receive services comparable to those provided non-disabled students;
6. Have your child receive special education and related services if she/he is found to be eligible under the Individuals with Disabilities Education Act (I.D.E.A.P.L. 94-147);
7. Have evaluations, educational, and placement decisions made based upon a variety of information sources, and by persons who know the student, the evaluation data, and placement options;
8. Have transportation provided to and from an alternate placement setting at no greater cost to you than would be incurred if the student were placed in a program operated by the district;
9. Have your child be given an equal opportunity to participate in non-academic and extracurricular activities offered by the district;
10. Examine all relevant records relating to decisions regarding your child's identification, evaluations educational program, and placement;
11. Obtain copies of educational records at a reasonable cost unless the fee would effectively deny you access to the records;
12. A response from the school district to reasonable requests for explanations and interpretations of your child's records;
13. Request amendment of your child's educational records if there is reasonable cause to believe that they are inaccurate, misleading or otherwise in violation of the privacy rights of your child. If the school district refuses this request for the amendment, it shall notify you within a reasonable time, and advise you of the right to a hearing;
14. Request an impartial due process hearing through the district's grievance procedure related to decisions or actions regarding your child's identification, evaluations of educational program or placement. You and the student may take part in the hearing and have an attorney represent you.

Hearing requests must be made to the ADA/504 coordinator listed below.

## MISCELLANEOUS ITEMS

### BREAKFAST PROGRAM

Breakfast is available to students and staff daily from 7:35 a.m. to 7:55 a.m. in the middle/high school cafeteria.

### LUNCH PROGRAM

1. Hot lunches are available to students and staff daily for those who want to participate. The hot lunch line meets the nutritional requirements set by the Kansas State Department.
2. Lunch money can be added to your lunch account in the office on a daily basis. If you are leaving SMS/SHS permanently during the school year, or at the end of the school year, any unused lunch money credited to your account, may be returned to the student with a note from the parent or guardian. If the money is not picked up, it will remain in your account for the next school year.
3. After eating, students will scrape their trays and take them to the dish return window where they place their silverware in containers. Your positive comments are welcome. The Nutritional Advisory Council (NAC) meets with the food service director monthly to discuss menus, student suggestions, and student comments.
4. Sublette Middle/High School has a fully equipped cafeteria where students may purchase all or part of their lunch.
5. If students wish, they may leave campus to eat lunch, but are expected to return before class resumes.
6. MS students must have a signed release informing the school that the parent will pick up or allow the student to walk home to eat.

### EXTRA-CURRICULAR TRIPS

Students attending school-sponsored, extra-curricular events will ride in school vehicles both to and from the event. Exceptions must have prior approval by an administrator. Students not riding in school-sponsored vehicles to an event will not be allowed to participate in that event. Students must return from an event on a school-sponsored vehicle unless written administrative approval (form available from coach/sponsor) has been obtained prior to the day of the event. Students not returning from an event on a school-sponsored vehicle or who has not obtained prior administrative approval will be withheld from future events and/or may receive school disciplinary action.

### PLANNER

The student planner must be issued to students any time that they leave the classroom. The pass must be signed and timed by the teacher, stating destination and reason. Students are encouraged to meet with guidance counselors or the administration before school, during seminar period, or after school. Students out of the classroom without a staff signed pass will be subject to disciplinary action.

### IN THE BUILDING AFTER SCHOOL

Students should leave the building and campus at **3:35 p.m.**, unless under the direct supervision of a staff member. Under no circumstances shall students remain in the building unsupervised.

### HANDBAGS

Students will place backpacks, purses, duffle bags, etc. in lockers. Books, paper, pencil, planner and the necessary items for class as determined by the teacher or administration will be admitted.

### LOCKERS

Each student will be assigned a locker upon enrollment. For your own protection, do not tell anyone your combination. Students are expected to keep their lockers clean and should remember that items of value should not be kept at school. Locker changes can only be made through the office. The student is responsible for any damage to the locker, which results from causes other than normal usage. Periodic locker clean-outs will be announced but students are encouraged to keep their lockers properly arranged at all times. **Students are not to share lockers.**

*School officials reserve the right to examine lockers at any time when it is suspected that the lockers are used for harboring stolen property or harmful or illegal substances. This right was sustained by the Kansas Supreme Court in the case State of Kansas vs. Stein, 203, Kan. 638, 456 P. 2 d 1 (1969), Cert. denied 90 S. Ct. (1970).*

**Drug dogs are brought in on a periodic basis to check lockers and vehicles for illegal substances.**

The lockers in Sublette High School are arranged according to classes as follows:

## **SAFETY**

### **A. Fire Drill**

State law requires that we have at least one fire drill per month. Procedures for each room are posted in clearly visible locations in the classrooms. Please go to the designated areas quietly and quickly.

### **B. Emergency Protection Plan (Tornado)**

1. In order to assure a maximum amount of safety for pupils, teachers, and staff members, the following plans will be followed if a tornado or a serious storm is reported to the school by the police department, civil defense, or a radio station. Each person is responsible for knowing the location of his or her area for each hour of the day. Follow the instructions of your teacher.
2. **The signal to move to shelter will be a CONTINUOUS, BROKEN RINGING OF THE BELL. In case of power failure, the signal will be a CONTINUOUS, BROKEN BLAST OF A WHISTLE. The ALL CLEAR will be a vocal announcement.**
3. At the given signal, persons will evacuate according to the following procedure:
4. The following general rules must be observed by **all groups**.
  - a) ORDERLINESS, QUIETNESS, AND CALMNESS are absolutely imperative. Each teacher will see that these conditions are observed.
  - b) Complete cooperation from all must be observed. This is always considered as a serious condition in an emergency.
  - c) Teachers shall be in complete control from the FIRST ALERT to the ALL CLEAR notice.
  - d) Avoid areas that might cause secondary injuries.
5. Students will not be dismissed to leave the building for any reason until the ALL CLEAR has been given. **THIS INCLUDES STUDENTS WHO RIDE BUSES.**

## **PERMITS TO LEAVE THE BUILDING**

Students are not permitted to leave the building during the day unless they have received office permission. Students wishing to check out of school during the school day should:

1. Have a parent call the attendance office to arrange for the absence. A “***Permit to Leave the Building***” will be issued by the attendance secretary.
2. In emergency or errand situations, students should come to the office to make arrangements. A telephone call will be made to the parent to clear the permission to leave the building.
3. Any student who arrives at school after 8:00 a.m. or leaves school before 3:30 p.m. **must check in and out through the attendance office.** Failure to do so will result in an **unexcused absence.**

## **TELEPHONES**

The office secretaries will handle incoming calls for students, and students will not be called from classes to take calls unless it is an emergency.

## **VISITORS**

Students are **NOT** to bring visitors to school while classes are in session, unless it has been prearranged and administration approval has been granted. In addition to SMS/SHS students, only parents or others with legitimate business will be welcome in the building. Non-students are to report immediately to the office.

## **SCHOOL DANCES**

School dances are held periodically in the commons. Students attending these dances follow all normal school rules and policies.

## **DANCE GUIDELINES**

1. Normal school rules are in effect, especially those dealing with behavior and dress. Hats or headgear **may not** be worn during the dance.
2. The dances are open only to members of Sublette High School. (Guests Pre-approved by an Administrator are allowed for Homecoming, and Prom. This approval may only apply to those 20 years old and younger. No guest will be allowed if age is over 20.) Alumni may attend but must leave one half hour upon the start of the dance.
3. The dances are closed. **No one** will be allowed to re-enter a dance once they leave.
4. Students **may not** bring food or beverages into a dance.
5. Anyone caught trying to sneak into the dance or assisting someone in sneaking into the dance, will be disciplined and asked to leave.
6. A **parent or guardian will be notified** if a student is not admitted or asked to leave the dance due to being under the influence of drugs/alcohol or a violation of school rules. ***Parents may call the school the following Monday to check their students departure time if they wish.***
7. **Students attending dances will be asked to follow appropriate dancing guidelines as determined by the administration. Students are expected to dance face-to-face, with a little space, and avoid sexually suggestive movements. Any dancing that involves excessive physical contact is prohibited. Students will be asked to leave and their parents will be notified by the administration.**

### **Racial Harassment: Students**

The board of education is committed to providing a positive and productive learning and working environment, free from discrimination, including harassment, on the basis of race, color or national origin. Discrimination or harassment on the basis of race, color or national origin (“racial harassment”) shall not be tolerated in the school district. Racial harassment of employees or students of the district by board members, administrators, certificated and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited. Racial harassment is unlawful discrimination on the basis of race, color or national origin under Titles VI and VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. All forms of racial harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events. Racial harassment against individual associated with the school is prohibited, whether or not the harassment occurs on school grounds. It shall be a violation of this policy for any student, employee or third party (visitor, vendor, etc.) to racially harass any student, employee or other individual associated with the school. It shall further be violated for any employees to discourage a student from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy.

### **Racial Harassment is racially motivated conduct which:**

Affords a student different treatment, solely on the basis of race, color or national origin, in a manner which interferes with or limits the ability of the student to participate in or benefit from the services, activities or programs of the school;

- Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of creating a hostile academic environment; or
- Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of interfering with a student’s academic performance or ability to participate in or benefit from the services, activities or programs of the school.

Racial harassment may result from verbal or physical conduct or written graphic material. The district encourages all victims of racial harassment and persons with knowledge of such harassment to report the harassment immediately. The district will promptly investigate all compliance of racial harassment and take prompt corrective action to end the harassment. Any student believing he or she has been subject to racial harassment, or has witnessed an act of alleged racial harassment, should discuss the alleged harassment with the building principal, another administrator, the guidance counselor, or another certified staff member. Any school employee who receives a complaint of racial harassment from a student shall inform the student of the employee’s obligation to report the complaint and any proposed resolution of the complaint to the building principal. If the building principal is the alleged harasser, the complaint shall be reported to the district compliance coordinator. The building principal shall discuss the complaint with the student to determine if it can be resolved. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a formal complaint under the district’s discrimination complaint procedure. Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes racial harassment under the definition outlined above. Unacceptable student conduct may or may not constitute racial harassment, depending on the nature of the conduct and its severity, pervasiveness and persistence. Behaviors which are unacceptable but do not constitute harassment may provide grounds for discipline under the code of student conduct. The discipline of a student for violation of any provision of the code of student conduct may be enhanced if the conduct is racially motivated. An employee who witnesses an act of racial harassment shall report the incident to the building principal. Employees who fail to report complaints or incidents of racial harassment to appropriate school officials may face disciplinary action. School administrators who fail to investigate and take appropriate corrective action in response to complaints of racial harassment may also face disciplinary action. When a complaint contains evidence of criminal activity or child abuse, the compliance coordinator shall report such conduct to the appropriate law enforcement or SRS authorities. (See GAAD). To the extent possible confidentiality will be maintained throughout the investigation of a complaint. The desire for confidentiality must be balanced with the district’s obligation to conduct a thorough investigation, to take appropriate corrective action or to provide due process to the accused. The filing of a complaint or otherwise reporting racial harassment shall not reflect upon the student’s status or grades. Any act of retaliation against any person who has filed a complaint or testified, assisted, or participated in an investigation of a racial harassment complaint is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to and including expulsion for a student or termination of employment for an employee. False or malicious complaints of racial harassment may result in corrective or disciplinary action against the complainant. A summary of this policy and related materials shall be available in each district facility. The policy shall also be published in student, parent and employee handbooks as directed by the district compliance coordinator.

**CO-CURRICULAR OPPORTUNITIES**

*SHS provides a variety of co-curricular opportunities for student participation. Club meetings are held during Lark Time on selected dates and also after and before school.*

**CLUB/ACTIVITIES AVAILABLE**

KAYs	S-Club	Scholar’s Bowl	National Honor Society
Science Olympiad	HALO	Student Council	AFS
STUCO			

**CLUB PROGRAM GUIDELINES**

SHS clubs are voluntary, student led, and supervised by an SHS staff member. All club activities must be monitored by the sponsor and approved by the administration. SHS clubs and activities may not interfere with the orderly conduct of educational activities.

## SCHOOL ACTIVITIES

Whenever a student is attending or participating in a student activity outside of school time, it is considered an extension of the school day. The behavior code is to be followed.

## ATHLETICS/ACTIVITIES

The following interscholastic athletic and activities programs are offered at Sublette Middle/High School:

### ATHLETICS:

#### FALL

Football  
Golf (G)(HS only)  
Cross Country (G & B)  
Volleyball (G)  
Cheerleaders

#### WINTER

Basketball (G & B)  
Wrestling

#### SPRING

Baseball (HS only)  
Golf (B) (HS only)  
Track (G & B)  
Softball (G) (HS only)

### ACTIVITIES:

Music  
KAYS  
Scholars' Bowl

Music  
KAYS  
Scholar's Bowl

Music  
KAYS  
Scholars' Bowl

*Five subjects* must be passed to be eligible to compete in interscholastic athletics and activities. A grade of incomplete (I), except for attendance, is considered a failing grade by the K.S.H.S.A.A. for purposes of eligibility. The requirements for lettering are determined by the Athletic and Activities Departments along with the coaches and sponsors of the various sports and activities. Student activity tickets may be purchased from the school bursar for admission to home athletic and activities events at a savings over the individual ticket prices. Students must be enrolled in at least five classes (excluding Seminar) to participate in prom, school dances, be eligible for king and queen nominations, and participate in voting on school issues.

## ATHLETIC AND EXTRACURRICULAR ELIGIBILITY

USD #374 requires students to be passing all classes in middle and high school each week to maintain eligibility. If a student is on the "F" list, he/she is on academic probation that week. They are allowed to participate in extra-curricular activities. The next week, if the student is still on the "F" list for any class, he/she cannot participate in any extra-curricular activities for that week, but may practice with the team. Parents will be notified by mail if their son/daughter is on the "D" or "F" list.

The students shall be a member of his/her school in good standing. Good standing is determined by the administrators, teachers, coaches, club sponsors, and Kansas State High School Activities Association (KSHSAA) rules. Students service, detention, in school suspension, out of school suspension are not in good standing.

## **Sublette Activities Mission Statement**

The mission of USD 374 athletic/ activities program is to foster and nurture a positive, assertive environment in which the highest ideals of sportsmanship, physical health and safety, character building, conduct and behavior, as well as academic training and achievement are emphasized. These ideas are to be taught and displayed positively by all coaches, sponsors and administrators, in order to encourage cooperation and fairness, as well as a sense of pride in school, community and team members. All rules and goals set by USD 374 will be kept in high regard and in compliance with league and state mandates.

Sublette High School is a member of the Hi-Plains League, which also includes Cimarron, Elkhart, Johnson, Lakin, Meade, Satanta, Southwestern Heights and Syracuse.

## **Representing the School**

Participants in competitions and/or activity functions represent Sublette USD 374 and have the responsibility of maintaining acceptable behavior that is a credit, not only to themselves, but also to the USD 374 schools. To other schools, the participant is Sublette USD 374.

Athletes/activity participants are to be well groomed and clothed in presentable attire when representing the school at the athletic contests, banquets, dinners or any gathering where the entire team is represented. Athletes /activity participants should be well mannered, courteous and considerate of others.

## **The Athlete's Responsibility**

All athletes/activity participants should report for practice, if possible, the day the first call is made for the sport. When two season overlap, those involved in the first sport will be allowed to finish that sport before reporting for the next sport. If a participant has been in school on a scheduled practice day, permission to be excused from practice must be approved by the coach directly in charge of the group.

Insubordination will not be tolerated by coaches and may result in loss of eligibility.

Athletes/participants who are consistently and habitually tardy to practice may be removed from the squad.

Profanity by athletes/participants at any time, or in any situation, will not be tolerated.

Athletes/participants who fail to control their actions on buses, or venue, will be disciplined.

All athletes/participants should make an effort to attend, sit together, and participate in all pep rallies of the school.

Each participant shall meet the requirement of age, attendance and scholastic eligibility as set forth by the Kansas State High School Activities Association and USD 374 regulations.

**Before equipment will be issued and participation allowed, a student wishing to participate in sports must have written parental consent and evidence of a physical examination along with a concussion form on file in the high school office before reporting to practice.**

## Students Attending Activities

USD 374 students going on activity trips are required to ride in school vehicles. On the return trip only, a parent may take their child if they are in route to another destination after the event. This may only be done with coach, sponsor, or administration permission. The parent must complete a Release Form, which will be provided to them by the coach/sponsor, or may be obtained in the building administration office. This is a triplicate form, which must be completed ***by a parent***, and signed by the supervising coach, sponsor, or administrator. One copy is retained by the school personnel, one copy will be submitted to the building principal, and one will be retained by the parent. If a participant were to miss a bus, they will not be allowed to drive to the event on their own. They are required to visit with the principal to determine if there is a need to get them to the event.

### Athletic Fees

#### INSURANCE

The school does not provide student accident insurance; however, *the district carries catastrophic insurance.*

#### LOSS OR DAMAGE OF EQUIPMENT

An athlete/participant is responsible for the care of assigned equipment. Loss or damage of equipment that belongs to the schools means the participant will pay for replacing the equipment. The amount to be paid will be determined by the athletic director, coach of the sport, or sponsor of the activity. Equipment for one sport must be turned in at the end of that sport prior to being considered eligible to participate in the next sport/competition. If the participant fails to do so, not only will participation be restricted, they would also be responsible for the replacement cost of that equipment. The Student's status would not be in good standing.

### Conduct of Athletes

The head coach/sponsor of a sport is responsible for determining and announcing the official end to the sport season. All squads will be subject to this rule at the discretion of the head coach.

The coaches/sponsors of each sport/activity shall handle incidents within that particular sport. All suspensions shall be discussed with the principal and athletic director. A participant committee will review unusual incidents, which may have extenuating circumstances.

***If a student is found to be using drugs, tobacco or alcohol, or is found to have broken the law:***

First offense – **1 suspension** (probationary period when athlete will not be allowed to participate in an interscholastic event; however the athlete must report to practice).

#### Suspension per sport as follows:

<b>Baseball:</b>	<b>1 date</b>
<b>Basketball:</b>	<b>2 games</b>
<b>Cheerleader:</b>	<b>Same as season</b>
<b>Football:</b>	<b>1 game</b>
<b>Golf:</b>	<b>1 meet</b>
<b>Softball:</b>	<b>1 date</b>
<b>Track:</b>	<b>1 meet</b>
<b>Volleyball:</b>	<b>1 date</b>
<b>Wrestling:</b>	<b>1 date</b>
<b>Cross Country</b>	<b>1 meet</b>
<b>Scholar's Bowl</b>	<b>1 meet</b>

Reinstatement for eligibility will be dependent upon completion of pre-determined penalty by coach of that sport.

Second offense – Dismissed from the team

Band and choir directors will define the season for their respective competitions. Organizational sponsors will reserve the right to assign appropriate discipline, as directed by their respective by-laws, with administrative concurrence.

## **OTHER DISCIPLINARY CAUSES AND ACTIONS**

### **Major Offenses:**

Cheating on tests  
Fights  
Insubordination  
Showing disrespect toward another person  
Unexcused absences

## **ATTENDANCE POLICY**

For any athlete/participant to compete in an event or practice, they must attend at least ½ of the day of school immediately preceding the event. On the 8 hour day, ½ day is defined as 4 complete class periods, not including Lark Reading, prior to departure.

## **Awards**

First year varsity letter winners will receive the official letter “S”. This letter will be awarded at an awards function.

Second, third and fourth year varsity lettermen will receive a metal bar for each year of letter after the first.

If a student provided contribution to the team, and who the coaching staff feels is deserving of special recognition, then a letter may be awarded to the student.

If a senior has failed to meet letterman status, but has been in good standing on the team for 4 seasons, then it shall be considered a letter year.

## **LETTERMAN CONSIDERATIONS**

Football:	Playing in 50% of total quarters, Varsity Squad
Basketball:	Playing in 50% of total quarters, Varsity Squad
Track:	10 points, Varsity Squad
Golf:	Participation in at least 50% of Varsity Golf Meets
Softball:	Playing in 50% of total games
Baseball:	Playing in 50% of total games
Wrestling:	Participating in 50% of total Matches
Cross Country:	Participating in 50% of total Meets
Volleyball:	Participating in 50% of total games

## SIX ANALYTICAL TRAIT WRITING MODEL

	Word Choice	Sentence Fluency	Conventions
<b>5</b>	<p>Words are specific and accurate Imagery is strong Powerful verbs give energy Expression is fresh Slang used sparingly Striking words and phrases catch reader's eye, but are natural</p>	<p>Easy flow and rhythm when read aloud Sentences well built Strong, varied sentence structure Sounds natural Fragments, if used, work well Dialogue, if used, sounds natural</p>	<p>Sound paragraphing reinforces organization Grammar and usage correct and contribute to clarify and style Punctuation is smooth Spelling generally correct Only light editing would be required to polish work</p>
<b>3</b>	<p>Words almost always correct though not precise Lacks punch Does get message across Writer avoids experimenting Attempts colorful language, may seem overdone Few energetic verbs</p>	<p>Good control over simple sentence structure and variable control over complex sentence structure Sentences hang together but not skillfully crafted Favors one pattern Reader must hunt for clues that show how sentences lead into next</p>	<p>Spelling usually correct Ending punctuation almost always correct; internal punctuation may be incorrect or missing Grammar problems not serious Paragraphing attempted Reflects light, not thorough editing</p>
<b>1</b>	<p>Limited vocabulary Searching for words Vague and abstract Persistent redundancy Clouds message Clichés or jargon serve as crutch Words used incorrectly</p>	<p>Difficult to follow or read aloud Choppy, incomplete, rambling, or awkward sentences Not natural Monotonous word patterns Does not invite expressive oral reading</p>	<p>Reader must read once to decode and again for meaning Spelling errors frequent Punctuation often incorrect or missing Paragraphing missing, irregular, or too frequent Errors in grammar and usage very noticeable</p>

## SIX ANALYTICAL TRAIT WRITING MODEL

Ideas and Content	Organization	Voice
<p>Clear                      Focused                      Interesting                      Holds reader's attention                      Relevant details                      Fresh ideas                      Original</p>	<p>Organization enhances and showcases them                      Order, structure                      Presentation is compelling                      Smooth transitions                      Moves reader through text                      Introduction and conclusion are strong</p>	<p>Writer speaks directly to reader                      Honest and written from heart                      Strong sense of interaction                      Gives flavor to writer's message and seems appropriate for purpose and a audience</p>
<p>Clear                      Focused                      Topic shows promise                      Development is limited, sketchy, or general</p>	<p>Introduction and conclusion                      Logical sequencing but ineffective                      Pacing is controlled                      Transitions often work well                      Few problems get in way of main point or story line</p>	<p>Writer is sincere but not genuinely engaged or involved                      Writing communicates in pleasing manner                      Voice emerges strongly at times                      Writing hides as much as writer reveals                      Aware of audience but weighs words, stands at distance</p>
<p>No clear sense of purpose or central theme                      Reader must make inferences because of sketchy details                      Text reads like a collection of random thoughts</p>	<p>Lacks clear sense of direction                      Ideas, details, and events strung together at random                      No internal structure                      Transitions not clearly defined                      Sequencing needs work</p>	<p>Writer seems indifferent, uninvolved, or distanced from topic                      Writing is flat, lifeless, or mechanical                      Overly technical                      No attempt to involve reader</p>