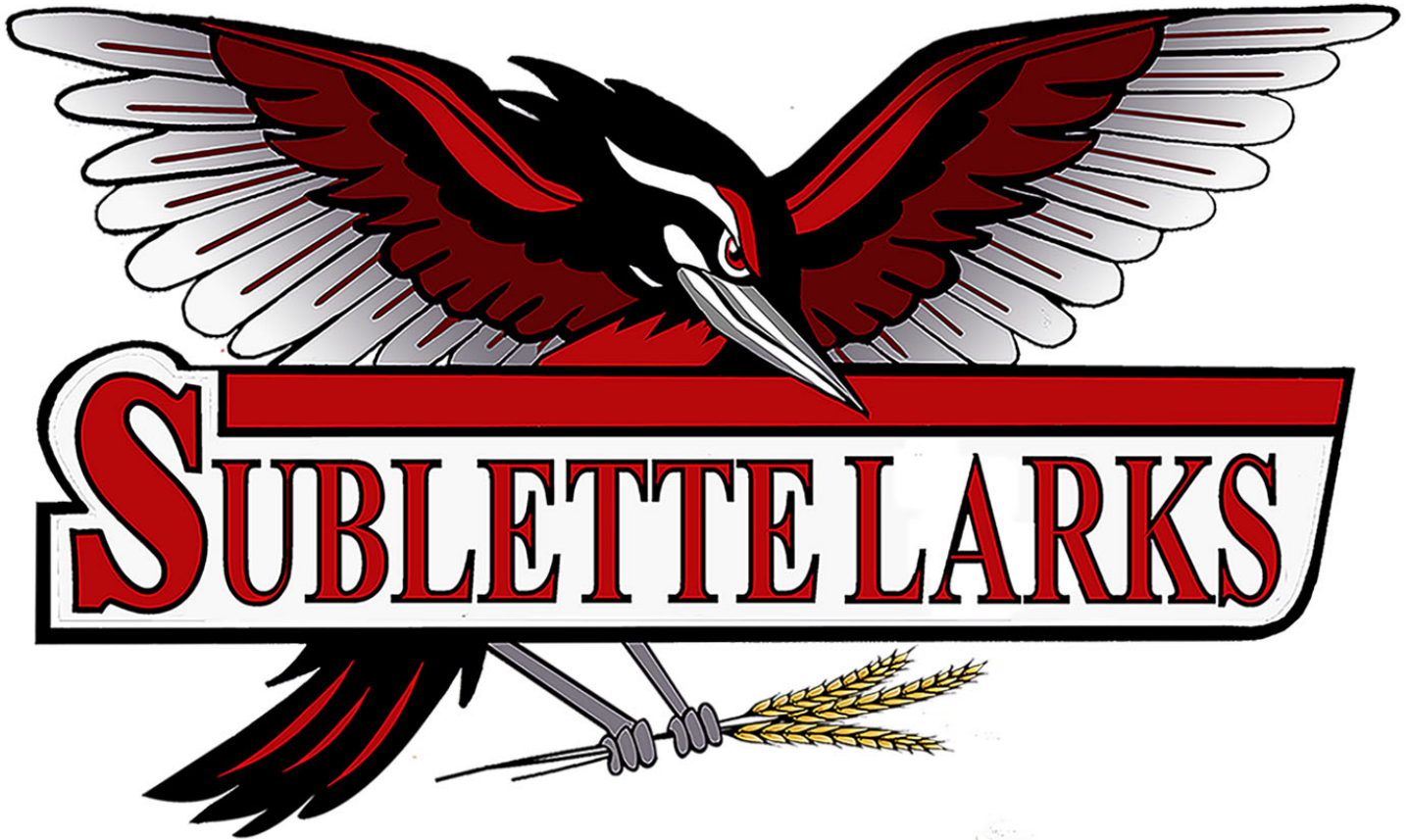


SUBLETTE MIDDLE/HIGH SCHOOL 2018-2019 STUDENT HANDBOOK



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

P.O. Box 460 / 501 Ellis
Sublette, KS 67877
Telephone (620)675-2232

Administrative Staff:

Mr. Monty Marlin, Principal
Mrs. Mikelyn Holloway, Counselor
Mr. Lance Carter, Activities Director

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.

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

TABLE OF CONTENTS

Table of Contents.....	2-3
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STUDENT HANDBOOK

ACADEMICS

Graduation Requirements	4
Honor Roll	5
National Honor Society	5
Required Number of Classes	6
Classification of Students	6
High School/College Enrollment.....	6
Vo-Tech	6
Work Study	6
Requirements for NCAA Athletic Scholarships	6
Semester Exams.....	6
Daily Schedule.....	6
Homework Policy	6
Bell Schedules (Regular, 10:00 a.m. Late Start, & 2:00 p.m. Early Release)	7

STUDENT SERVICES

Guidance Services	8
Course Changes	8
Special Education Services.....	8
Lark Enrichment Time.....	8
Technology	8
Media Center (Library).....	9
Passes to Media Center (Library)	9
Copyright Statement	9
Health Office	9
Care and Return of School Equipment	9
Parking Lot Procedures.....	10
Safe Schools Helpline.....	10
Security Cameras	10

ATTENDANCE

Policy.....	11
Definitions	11-12
Guidelines	12
Procedures.....	12-13

DISCIPLINE

Philosophy	14
Plan Explanation.....	14
Preventions/Interventions/Consequences for Inappropriate Behaviors	14
Discipline Guidelines.....	15-18
Category III.....	15-16
Drug Free Schools	
Category II.....	16
Category I	16-18
General Rules.....	19
Cell Phone Policy	20

MISCELLANEOUS SCHOOL POLICIES/RULES

Sexual Harassment.....	21
Peer Relationships	21
Racial Harassment	21-22
Definitions of Weapons	23
Legal Authority for Suspension and Expulsion.....	23
K.S.A. 72-8902	23-24
Suspended Students	25
Parents/Students Rights in Identification, Evaluation and Placement	25

MISCELLANEOUS ITEMS

Breakfast Program	26
Lunch Program	26
Extra-Curricular Trips.....	26
In the Building after School.....	26
Backpack Policy	26
Lockers	26-27
Safety/Crisis Drills.....	27
Leaving the Building	27
Telephones.....	27
Visitors.....	28
School Dances & Guidelines	28

ATHLETICS/ACTIVITIES HANDBOOK

CO-CURRICULAR OPPORTUNITIES

Clubs Available	29
Club Program Guidelines.....	29
School Activities.....	29
Athletics/Activities Available.....	29
Athletic & Extracurricular Eligibility	30
Activities Mission Statement	30
League Affiliation.....	30
Representing the School	30
The Athlete's Responsibility	31
Students Attending Activities	31
Athletic Fees (Insurance / Loss or Damage of Equipment).....	31
Conduct of Athletes	32-33
Disciplinary Actions for Sports/Activities.....	33
Activity Attendance Policy.....	33
Awards.....	33
Letterman Considerations	34

TECHNOLOGY HANDBOOK

Taking Care of A Chromebook	35
Damaging A Chromebook.....	35
Using A Chromebook at School	35
Managing Your Files and Saving Your Work	35-36
Apps on Chromebook	36
Acceptable Use	36-37
Student / Activity / Tech Handbook Signature Page	39

ACADEMICS

I. 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
TOTAL:	28 To Graduate

*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 SHS 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.

ACADEMICS (Cont).

II. 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 semester according to the following scale:

Grading Scale with GPA points awarded					
A+	100 – 98 = 4.000	A	97 – 92 = 4.000	A-	91 – 90 = 3.667
B+	89 - 88 = 3.333	B	87 - 82 = 3.000	B-	81 - 80 = 2.667
C+	79 - 78 = 2.333	C	77 – 72 = 2.000	C-	71 – 70 = 1.667
D+	69 – 68 = 1.333	D	67 – 62 = 1.000	D-	61 – 60 = .667

A student is eligible for the Honor Roll if he/she is carrying 8 periods (exceptions can be made for students enrolled in Vo-Tec courses at Seward County Community College) and has a grade point average of 3.5 or better on a 4.0 scale. Any student with a 4.0 GPA will be deemed as being on the Principals Honor Roll. 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.

For seniors recognized at graduation, GPA will be determined by a four year cumulative GPA.

III. 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:

A. Scholarship

1. Be a junior or senior.
2. Have a 3.60 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.

B. 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. The student must have one of the following:
 - a. Attained officer or major committee member status in one organization
 - b. Received an honor or award during his/her high school years.

C. Service

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

D. Character

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

E. Course Requirements

The student must be on course with Sublette High School graduation course requirements.

ACADEMICS (Cont)

IV. REQUIRED NUMBER OF CLASSES

All students are required to enroll in a minimum of five courses to be eligible for extracurricular activities. This includes seniors.

V. CLASSIFICATION OF STUDENTS

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

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



VI. 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 the school counselor about this possibility.

VII. VO-TECH

Seward County Community College/Area Technical School (SCCC/ATS) offers qualified juniors and seniors the opportunity to take technical courses while in high school. These courses will introduce students to the possibilities of technical education. Upon successful completion of these courses, students will have the opportunity to continue their education beyond high school or work in the field for which the students have been trained. Students who concurrently enroll in SHS and SCCC/ATS will receive ½ credit for each semester enrolled to count as a high school math or science credit. USD 374 provides mandatory transportation to and from Vo-Tech each day. Interested students should consult with the school counselor about this possibility.

VIII. WORK STUDY

It is possible, on a case by case basis, for high school seniors to apply for work study opportunities at the discretion of the administration. Work study student guidelines will be adhered to. Interested students should consult with the school counselor about this possibility.

IX. 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. For more information see www.ncaa.org

X. SEMESTER EXAMS

The last three school days of each semester will be utilized for semester testing. Students who are not present or have not made prior arrangements with teachers for final exams will earn a “0” as their final exam grade.

XI. DAILY SCHEDULE

SHS/SMS utilizes an eight period day with an additional thirty minute block at the end of the day for Lark Enrichment time. This scheduling is designed to allow students extended opportunities to study and engage in a variety of learning activities.

XII. 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.



Bell Schedule

2018-2019 Regular Daily Schedule

Middle School

Hour	Start	End	Mins
1	8:00	8:46	0:46
2	8:50	9:36	0:46
PIT	9:36	9:42	0:06
3	9:42	10:28	0:46
4	10:31	11:17	0:46
Lunch	11:17	11:52	0:35
5	11:52	12:38	0:46
6	12:41	1:27	0:46
7	1:31	2:17	0:46
8	2:21	3:07	0:46
Enrichment	3:11	3:40	0:29

High School

Hour	Start	End	Mins
1	8:00	8:46	0:46
2	8:50	9:36	0:46
3	9:40	10:26	0:46
4	10:30	11:16	0:46
5	11:20	12:06	0:46
Lunch	12:06	12:41	0:35
6	12:41	1:27	0:46
7	1:31	2:17	0:46
8	2:21	3:07	0:46
Enrichment	3:11	3:40	0:29

10:00 a.m. Late Start

Middle School

Hour	Start	End	Mins
1	10:00	10:35	0:35
2	10:39	11:14	0:35
PIT	11:14	11:20	0:06
3	11:20	11:55	0:35
Lunch	11:55	12:30	0:35
4	12:30	1:05	0:35
5	1:09	1:44	0:35
6	1:48	2:23	0:35
7	2:27	3:02	0:35
8	3:06	3:40	0:34

2:00 p.m. Early Release

Middle School

Hour	Start	End	Mins
1	8:00	8:38	0:38
2	8:42	9:20	0:38
PIT	9:20	9:26	0:06
3	9:26	10:04	0:38
4	10:07	10:45	0:38
5	10:48	11:26	0:38
Lunch	11:26	11:58	0:32
6	11:58	12:36	0:38
7	12:40	1:18	0:38
8	1:22	2:00	0:38

High School

Hour	Start	End	Mins
1	10:00	10:35	0:35
2	10:39	11:14	0:35
3	11:18	11:53	0:35
4	11:57	12:32	0:35
Lunch	12:32	1:07	0:35
5	1:07	1:42	0:35
6	1:46	2:21	0:35
7	2:25	3:00	0:35
8	3:04	3:40	0:36

High School

Hour	Start	End	Mins
1	8:00	8:38	0:38
2	8:42	9:20	0:38
3	9:24	10:02	0:38
4	10:06	10:44	0:38
5	10:48	11:26	0:38
6	11:30	12:08	0:38
Lunch	12:08	12:40	0:32
7	12:40	1:18	0:38
8	1:22	2:00	0:38

STUDENT SERVICES

I. 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 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 guidance counselor is Mikelyn Holloway. Mrs. Holloway hopes to be of help to each of you in having the most beneficial experience possible at Sublette Middle/High School.

II. COURSE CHANGES

Schedule changes will be restricted to legitimate, educational reasons. Not all requests can be accommodated because of schedule conflicts and/or class size.

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

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

Under special circumstances and with approval from the principal, guidance counselor and affected teachers, changes can possibly be made after the two day period.

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

III. 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.

IV. LARK ENRICHMENT

The purpose of Lark Enrichment is to provide an opportunity for students and teachers to further enhance classroom teaching and learning. Students will use this time period as a part of the SMS/SHS staff commitment to improving student performance in the area of academic progress. A quarter (.25) credit can be earned yearly.

V. TECHNOLOGY

Use of the internet by students requires a signed technology agreement to be on file in the MS/HS office. Personal laptops are not allowed. Use of 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.



STUDENT SERVICES (Cont.)

VI. MEDIA CENTER (Library)

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. Students may check out two books at a time. See the Librarian if more materials are needed. Students will be expected to pay for lost books. Food and drink are not permitted in the Media Center.

- A. The media center computers are to support school work.
- B. No games are allowed at any time.
- C. Use of external drives is permitted by permission only.
- D. Appropriate uses of the Media Center during Lark Enrichment include:
 - To make-up assignments which require research materials.
 - To make-up audio-visual assignments.
 - To clear obligations.
 - To check out materials.
 - To use computers and library materials for research or class assignments.

VII. PASSES TO MEDIA CENTER (Library)

Students are to use the regular hall pass for traveling to the Media Center. To complete research for a particular class, students must have the assigning teacher note the student is coming to the Media Center for research. Students visiting the library without their class must have a pass and check in with the library staff upon arrival. Students are not to go to the library during their lunch period unless prior arrangements have been made.

VIII. COPYRIGHT STATEMENT

The office 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, a chart, or a graph.

IX. HEALTH OFFICE

The Nurse's Office is located in the Grade School. If prescription medication is needed during school hours, a parent's written request and a doctor's written order(s) will be followed. All student medications must be checked in with the school secretary. Some over the counter medications are kept in the office (Tylenol, Ibuprofen, Tum's) and will be administered only with permission of the parent/guardian. 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.

X. 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, Chromebooks, Chromebook chargers, 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. Seniors must pay all bills and fees prior to receiving their diploma.

STUDENT SERVICES (Cont.)

XI. 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.

- A. The use of the parking lot is restricted to arriving and leaving the campus only.
- B. The speed limit at all times on the school grounds is 10 mph.
- C. Park within the marked parking stalls.
- D. Speeding and any form of reckless driving will not be tolerated. Violators will lose their parking lot privilege as well as open lunch privileges for a minimum of one week.
- E. Students are not allowed to park in restricted areas. The restricted parking areas are marked with blue paint.
- F. Enter and exit drives are marked and must be observed.
- G. Students need to park in front of the school
- H. 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.

XII. SAFE SCHOOLS 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.

XIII. SECURITY CAMERAS

For safety and security purposes Sublette Middle School and Sublette High School utilize 24 hour live / recorded video surveillance.



ATTENDANCE

I. 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:

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

II. ATTENDANCE DEFINITIONS

- A. **Absence:** A student is considered absent if they arrive to class more than 10 minutes after the class period has started or do not attend at least 75% of the class period.
- B. **Detention:** A disciplinary period of time assigned and determined by School administrators. Dates and times will vary. School administrators can assign detention before school, during lunch, after school, or on a Saturday. All school rules apply.
- C. **Excused Tardy:** Students who have a valid excuse as determined by their administrator.
- D. **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 by the time the student returns to class.
- E. **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.
- F. **Tardy:** Anytime a student arrives to class after the class period has started. (If the student arrives after ten minutes, the teacher will record an absence.)
- G. **Unexcused Absence:** – Any absence when neither the school nor the parent know 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.

ATTENDANCE

II. DEFINITIONS (Cont.)

H. 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 DCF; others are reported 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 on the preceding page).

III. ATTENDANCE GUIDELINES

- A. Parents may excuse their students for up to seven absences in a semester. Absences beyond the seven in a semester can be excused with a medical note. School related activities given prior approval by school authorities are considered excused.
- B. 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.
- C. 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.
- D. After seven absences students who accumulate four or more unexcused absences in a class will receive no credit for that class for the semester. Parents will be informed in writing when the student reaches five excused absences for a semester, and again when the student has reached seven excused absences.
- E. Right of Appeal: Any parent(s) who feel they have extraordinary circumstances that extend beyond the seven days limit must seek an appeal through the Student Assistance Team, which will consist of classroom teachers and administrators.

F. IV. ATTENDANCE PROCEDURES

- A. **Request to be absent:** Because we are concerned about your child’s safety and well-being, we ask that you notify the school by phone the morning the student is absent by 9:00 am. You may do so by calling the office at 675-2232 each day the student is absent. When a parent does not call to report an absence the school will attempt to reach the parents on one of the contact numbers given. This will prevent the student receiving an unexcused absence. The principal can determine or change an absence from excused to unexcused or from unexcused to excused. Phone calls are required to the office. However, emails may be sent to the teachers, coaches etc. for other communication. 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 back to school.
- B. **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.

ATTENDANCE

IV. ATTENDANCE PROCEDURES (Cont.)

- C. Planned Extended Absence:** If a student plans an extended absence, a request must be in writing 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 makeup 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.
- D. 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.
- E. Unexcused Tardy:** Students who are tardy will serve a 60 minute detention on the tenth tardy or on the 4th tardy in the same period. Each subsequent tardy within a semester will result in another 60 minute detention. The administration can choose from before school, lunch, after-school, or non-school days for detentions. Students who are late arriving for school in the morning will be counted either tardy or absent in accordance with the Attendance Definitions. Those students will turn in their cell phone for the day and have closed lunch. Teachers can set their own tardy policies for their classes.
- F. Open Lunch Tardy:** Students who return late from lunch will be counted either tardy or absent in accordance with the attendance definitions. A tardy after lunch is, in general, unexcused. If you leave campus, you risk earning an unexcused tardy or absence. Car trouble, restaurant was slow, etc. are not valid excuses. The student who receives an unexcused tardy or unexcused absence after lunch will earn:
1. 1st offense – closed lunch and loss of cell phone privileges for five (5) days.
 2. 2nd offense – closed lunch and loss of cell phone privileges for ten (10) days.
 3. 3rd offense – closed lunch and loss of cell phone privileges for the remainder of the semester or a time period determined by the principal. Students will be required to report to the office upon arrival to school and at lunch to sign the tracking sheet.



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.

I. PHILOSOPHY

We Believe

- A. It is the school’s responsibility to provide a positive climate for learning.
- B. The school should emphasize positive incentives and recognition, which promote self-discipline.
- C. Discipline is an essential part of education.
- D. Students have rights and responsibilities.
- E. School rules should be established and understood by parents, teachers, and students.
- F. Parents should be involved in the discipline of their children.
- G. Parents, teachers, and administrators should help students work toward self-discipline, self-control, and self-responsibility.
- H. Disciplinary action should be in accordance with the policy of the Sublette Board of Education and as stated in the State of Kansas laws.

II. PLAN EXPLANATION

- A. 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.
- B. 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.
- C. 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 possibly remove the student from further attendance at Sublette Middle/High 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.

III. PREVENTIONS/INTERVENTIONS/CONSEQUENCES FOR INAPPROPRIATE BEHAVIORS

- A. **Administrative Conference:** An administrator conferencing with the student to develop positive behaviors. The conference may include parents/guardian and faculty.
- B. **Saturday School/Detention:** Assigned for minor violation of school rules. This detention time is served on Saturday from 8:00 a.m.-12:00 p.m. or as assigned by the administrator.
- C. **Supervised Study (In-School Suspension–I.S.S.):** A designated area in the building where students are assigned for various violations of school rules of a more serious nature.
- D. **Short-Term Suspension:** A period of time during which a pupil is removed from school, not to exceed five (5) school days.
- E. **Long-Term Suspension:** A period of time during which a pupil is removed from school for more than five (5) days not to exceed a total of ninety school days.
- F. **Expulsion:** A period of time during which a pupil is removed for the balance of the current school year and possibly for portions of the following school year.
- G. **Other Consequences:** May include written notification; student contracts; police involvement; referral to nurse or Student Assistance Team; alternative education placement; or other consequences deemed appropriate by the administration.

DISCIPLINE (Cont.)

IV. DISCIPLINE GUIDELINES

A. 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. Sublette MS/HS's are drug free schools and will follow the policies below:

1. 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, sell, possess, or use illicit drugs, controlled substances, drug look-alikes, paraphernalia, 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:

a. First Offense: A first-time violator shall be subject to the following sanctions:

- 1) A punishment up to and including long-term suspension/expulsion.
- 2) Suspension from all student activities for a period deemed appropriate by the administration.

b. Second Offense: A second-time violator shall be subject to the following sanctions:

- 1) A punishment up to and including long-term suspension;
- 2) Suspension from all student activities for a period deemed appropriate by the administration.
- 3) 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.)

c. Third and Subsequent Offense: A student who violates the terms of this policy for the third time, and any subsequent violations, shall be subject to the following sanctions:

- 1) A punishment up to and including expulsion from school for the remainder of the school year;
- 2) Suspension from participation and attendance at all school activities for the year.
- 3) 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.

DISCIPLINE DISCIPLINE GUIDELINES – Cat. III (Cont.)

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.

2. **Bomb Threat**
3. **Endangerment**
4. **Physical Assault: School Employee**
5. **Physical Assault: Student/Battery**
6. **Possession of Weapons** (See page 23 for definition of weapons and destructive devices.)

B. 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.

1. **Alcohol:** (use, possession or under the influence of): 5 days out-of-school suspension.
2. **Extortion:** 3 to 5 days out-of-school.
3. **Fighting:** 3 to 5 days out-of-school suspension.
4. **Fire Alarm or other Emergency Alarm:** 3 to 5 days out-of-school.
5. **Theft of \$250 in value or more:** 3 to 5 days out-of-school plus restitution.
6. **Vandalism of \$250 in value or more:** 3 to 5 days out-of-school plus restitution.
7. **Verbal Assault: School Employee:** Notify law enforcement and 3 to 5 days out-of-school.
8. **Gangs/Gangs Affiliation:**
9. **Bullying:** 3 to 5 days out-of-school.

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 SHS.

C. Category I {5-15 Points} Mandatory Administrative Action –

Could include a conference, detention, or other disciplinary action up to a five (5) day out-of-school suspension.

1. **Behavior: Disruptive:** { 15 points } (Includes, but not limited to, horseplay, instigating/inciting, open defiance.)
 - a. **1st offense:** Up to 3 days out-of-school suspension.
 - b. **Subsequent offenses:** 3-5 days out-of-school suspension.
2. **Behavior: Inappropriate:** { 5 points } includes, over-familiarity, public display of affection.
3. **Dress Code:**
 - a. **1st 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 appropriate clothing.
 - b. **2nd offense:** { 5 points } and 1 hour of detention. Options are the same as in the 1st offense.
 - c. **3rd Offense:** { 5 points } and 2 hours of detention. Options are the same as in the 1st offense.

DISCIPLINE DISCIPLINE GUIDELINES—Category I (Cont)

4. **Forgery:** { 10 points } (Includes false call/note or altering record.)
 - a. **1st offense:** 3 days supervised study.
 - b. **Subsequent offenses:** 3-5 days out-of-school suspension.
5. **Harassment:** (Includes, but not limited to, sexual or racial harassment.) { 5 – 15 points }
 - a. **1st offense:** 3 days out-of-school.
 - b. **2nd offense:** 4 days out-of-school.
 - c. **Subsequent offenses:** 5 days out-of-school.
6. **Insubordination:** { 10 points } (Includes, but not limited to, failure to participate, failure to comply, leaving w/o permission.)
 - a. **1st offense:** 1-3 days Supervised Study.
 - b. **2nd offense:** 1- 3 days Supervised Study.
 - c. **3rd offense:** 2 days Supervised Study.
7. **Language: Inappropriate Toward Staff:** { 15 points }
 - a. **1st offense:** 3-5 days out-of-school suspension.
 - b. **Subsequent offenses:** 5 days out-of-school Suspension.
8. **Language: Inappropriate:** { 5 points } (Includes, but not limited to, profanity or derogatory remarks.)
 - a. **Any offense:** Up to 3 days Supervised Study all day.
9. **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.)
 - a. **1st offense:** 2 days Supervised Study.
 - b. **2nd offense:** 2 days Supervised Study.
 - c. **Subsequent offenses:** Up to 3 days out-of-school suspension.
10. **Possession of Dangerous Device:** { 5 – 15 points } (Includes, but not limited to: knives with a blade more than 2 ½ inches, explosive devices such as fireworks, stink bombs, etc.)
 - a. **1st offense:** up to 3 days out-of-school suspension.
 - b. **2nd offense:** 4 days out-of-school suspension.
 - c. **Subsequent offenses:** 5 days out-of-school suspension.
11. **Possession of Stolen Property:** { 15 points }
 - a. **1st offense:** Up to 3 days out-of-school suspension.
 - b. **Subsequent offenses:** Up to 5 days out-of-school suspension.
12. **Theft of less than \$250 in value:** { 10-15 points }
 - a. **Less than \$10:** 1 day of In-school suspension.
 - b. **Less than \$250--\$10:** Up to 3 days out-of-school suspension plus restitution, notification to proper authorities if appropriate.
 - c. **Subsequent offenses:** 5 days out-of-school suspension plus restitution, notification to proper authorities if appropriate.
13. **Tobacco:** use or possession of tobacco in any form including e-cigarettes and vapor cigarettes on school property is included in this definition. Law Enforcement can ticket violators. { 10 points }
 - a. **1st offense:** Notify law enforcement; Up to 3 days Supervised Study.
 - b. **2nd offense:** Notify law enforcement; Up to 5 days Supervised Study.
 - c. **Subsequent offenses:** Notify law enforcement; 3-5 days out-of- school suspension.
14. **Trespass:** U.S.D. #374 Property { 15 points }
 - a. **1st offense:** Up to 3 days out-of-school suspension.
 - b. **2nd offense:** 3-5 days out-of-school suspension.
 - c. **Subsequent offenses:** 5 days out-of-school suspension.

DISCIPLINE DISCIPLINE GUIDELINES–Category I (Cont)

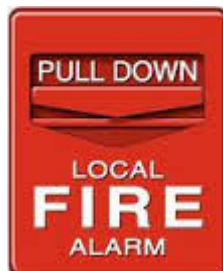
15. **Vandalism of less than \$250 in value:** {10-15 points}
- Less than \$10:** 1 day of In-school suspension.
 - Less than \$250--\$10:** Up to 3 days out-of-school suspension plus restitution, notify proper authorities if appropriate.
 - Subsequent offenses:** 5 days out-of-school suspension plus restitution, notify proper authorities if appropriate.
16. **Verbal or Written Assault: Student/Threat:** {15 points} (Includes, but not limited to, intimidation, verbal abuse, written, transmitted by computer or other means.)
- Any offense:** Notify law enforcement and 1-5 days out-of-school suspension.
17. **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 I.S.S. 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 and minor 1st offenses.
 - Level 2 severity:** 2-3 periods I.S.S. 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 I.S.S., 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 cause damage to technology system(s) or information, or a 3rd computer violation.
18. **Violation: Not Serving Detention When Assigned:**
- 1st offense:** Time to be served is doubled.
 - 2nd 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.
 - 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.
19. **Violation: Miscellaneous School Rules/Policies:** {0-15 points}
- 1st offense:** Up to 3 days Supervised Study.
 - 2nd offense:** Up to 5 days Supervised Study.
 - Subsequent offenses:** Up to 3 days out-of-school suspension.
20. **Violation: Parking lot:** {5 points} (Includes driving and parking.)
- 1st offense:** Loss of privilege for 1 week and 1 hour detention.
 - 2nd offense:** Loss of privilege for 20 days and 1 hour detention.
 - Subsequent offenses:** Loss of privilege up to 90 days.
21. **Violation: Supervised Study (I.S.S.):** {15 points}
- Any Offense:** Up to 3 days out-of-school suspension.



DISCIPLINE (Cont.)

V. GENERAL RULES

- A. Access to the teacher work room and office rest rooms are limited to staff members only.
- B. Classroom parties shall be limited and only allowed with administrative approval.
- C. 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.
- D.
- E. 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 apparel items are not allowed:
 - 1. Hats, caps, head apparel in general inside the building (in effect 6:00 a.m. to 4:00 p.m. and at school dances)
 - 2. 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.
 - 3. Tank tops with straps that are less than 2" wide, or are cut low under the arm.
 - 4. Half-tops or tops that expose the mid-section or back, or are inappropriately low in the front.
 - 5. Undershirts designed to be worn as underwear without a shirt over it and buttoned/closed.
 - 6. No sagging or bagging of clothing.
 - 7. Trench coats are not allowed to be worn in the building.
 - 8. Chains, including those worn on wallets and those considered to be "dog collars"(except for jewelry to be determined by the administration)
 - 9. Belts, free hanging, with a length exceeding 6 inches.
 - 10. Skirts or shorts which are inappropriately short. (Shorter than fingertip length with arms hanging down.)
 - 11. Any adornment that scratches or mars furniture in the normal routine of wearing that item.
 - 12. Students may not wear slippers unless approved by an administrator.
- F. Written communication marks, drawing, painting, design or emblem upon any school building, any personal property, or on one's person will not be tolerated.
- G. In the hallways and locker areas, students must keep a clear area for people to walk. Do not block doorways.
- H. Academic fraud such as: plagiarism, cheating on tests, copying others work, etc., will not be tolerated. Academic disciplinary action will be taken.
- I. 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.



DISCIPLINE (Cont.)

VI. CELL PHONE POLICY

Inappropriate use of cell phones and other electronic devices as deemed by building principal will not be tolerated. When students enter a classroom, all cell phones will be placed in a designated location. On the way out of class, students will pick them up. If students do not wish to do this, they must leave their phone at home, in their vehicle, in their backpack, or in their locker. Teachers may still have students use cell phones but in an instructional setting only. The emphasis is on the word instructional. Remember, cell phones are not a class requirement.

- A. 1st offense:** If a student is caught with a cell phone after class has started, it will be confiscated by the teacher and at the teacher's convenience, delivered to the office. The student can pick up his/her phone in the office at the end of the day. The offending student will then receive loss of all cell phone privileges at school for five days along with five consecutive school days of closed lunch (no leaving the school building during the lunch period). Upon arriving at school they will bring their phone into the office (fill out the tracking sheet) and pick up their phone from the office at the end of the day. Absent days do not count. If they choose not to bring their phone to school, that will count as one of the days, but they still have to report to the office and fill out the tracking sheet.
- B. 2nd offense:** The student will receive a one day in school suspension (I.S.S.), ten consecutive days of loss of cell phone privileges, and ten consecutive days of closed lunch.
- C. 3rd offense:** Student will receive a three day out of school suspension (O.S.S.), loss of cell phone privileges the remainder of the year, and closed lunch the remainder of the year.

MISCELLANEOUS SCHOOL POLICIES

I. SEXUAL HARASSMENT

U.S.D. #374 is committed to providing a positive learning and working environment for its students and employees and will not tolerate sexual harassment or sexual violence. It is a violation of Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972, and it 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.

- A. Sexual harassment is defined as 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, as 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.
- B. 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.
- C. 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.
- D. 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.
- E. 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.

II. PEER 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.

III. RACIAL HARASSMENT

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.

MISCELLANEOUS SCHOOL POLICIES

RACIAL HARASSMENT (Cont.)

All forms of racial harassment are prohibited at school, on school property, and at all school-sponsored activities, programs, or events. Racial harassment against individuals 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 a violation for any employee 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:

- A. 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;
- B. Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of creating a hostile academic environment; or
- C. 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 DCF authorities. 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, 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.

MISCELLANEOUS SCHOOL POLICIES (Cont.)

IV. DEFINITIONS OF WEAPONS

- A. **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.
- B. **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.
- C. **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.
- D. **Battery means:** To unlawfully, willfully, intentionally, or recklessly cause bodily harm to another person.

V. LEGAL AUTHORITY FOR SUSPENSION AND EXPULSION (K.S.A. 72-8901 ET SEQ. AS AMENDED)

- A. 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:
 - 1. Willful violation of any published regulation for student.
 - 2. Conduct adopted or approved by the Board of Education or conduct which substantially disrupts, impedes or interferes with the operation of any public school.
 - 3. Conduct which substantially impinges upon or invades the rights of others.
 - 4. 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.
 - 5. 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: Interference with the operation of any public school or substantial material impingement upon or invasion of the rights of others.
- B. **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.
 - b. The right of the student or pupil to be informed of the charges.
 - c. The right of the student or pupil to be informed of the basis for the accusation.
 - d. The right of the student or pupil to make statements in defense or mitigation of the charges or accusations.

MISCELLANEOUS SCHOOL POLICIES

LEGAL AUTHORITY FOR SUSPENSION AND EXPULSION

K.S.A. 72-8902 Section 1. K.S.A. 1982 Supp. 72-8902 (Cont.)

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 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 the appeal 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.

MISCELLANEOUS SCHOOL POLICIES (Cont.)

VI. 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 properties.

VII. 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:

- A. Have your child take part in and receive benefits from public education programs without discrimination because of his/her disabling condition;
- B. Have the school district advise you of your rights under federal law;
- C. Receive notice with respect to identification, evaluations or placement of your child;
- D. 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.
- E. Have your child educated in facilities and receive services comparable to those provided non-disabled students;
- F. 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.PL. 94-147);
- G. Have evaluation, 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;
- H. 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;
- I. Have your child be given an equal opportunity to participate in non-academic and extracurricular activities offered by the district;
- J. Examine all relevant records relating to decisions regarding your child's identification, evaluation, educational program, and placement;
- K. Obtain copies of educational records at a reasonable cost unless the fee would effectively deny you access to the records;
- L. A response from the school district to reasonable requests for explanations and interpretations of your child's records;
- M. 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;
- N. 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.

MISCELLANEOUS ITEMS

I. 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.

II. LUNCH PROGRAM

- A. 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 of Education.
- B. 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.
- C. USD #374 – Sublette Schools hosts two food serving sites; one at the elementary school and one at the high school, which serves both middle and high school students. Each of those buildings is assigned a nutrition representative for the district, and each of those positions is responsible for all components required of the food service sponsor.
All students will be allowed to accrue charges for breakfast(s) and lunch(es); in addition, elementary school students will also be allowed to add snack time milk charges. When an individual student account reaches \$20.00, the parents/guardians of that student will receive a written notification of those charges. This notification will ask for a payment to be made within five (5) school days. If the school is not contacted by the parent/guardian regarding the issue, the building principal will contact the household. When the student account reaches \$50.00, students in 7th through 12th grades will no longer be issued a meal until payment, or payment arrangements have been made with the principal. Students in pre-kindergarten through 6th grades will again be contacted by the principal to negotiate terms of repayment. This consideration will be conducted on a case by case basis.
- D. If students wish, they may leave campus to eat lunch, but they are expected to return before class resumes. (See page 13 for after lunch tardy consequences.)
- E. 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 lunch.

III. EXTRA-CURRICULAR TRIPS

USD 374 students going on activity trips are required to ride in school vehicles. On the return trip only, parents may take their children 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, he/she will not be allowed to drive to the event on his/her own. Students are required to visit with the principal to determine if there is a need to get them to the event.

IV. IN THE BUILDING AFTER SCHOOL

Students should leave the building and campus by 4:00 p.m., unless under the direct supervision of a staff member. Under no circumstances shall students remain in the building unsupervised.

V. BACKPACK POLICY

Students are allowed to carry backpacks in hallways and to classrooms. Teachers and/or administration have the right to alter this policy if the need arises.

VI. LOCKERS

- A. Each student will be assigned a locker upon enrollment. 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 the

MISCELLANEOUS ITEMS

LOCKERS (cont.)

counselor or an administrator. 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. The student is responsible for any damage to the locker, which results from causes other than normal usage. Students are not to share lockers.

- B. School officials reserve the right to examine lockers at any time when it is suspected 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.

VII. SAFETY/ CRISIS DRILLS

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 quickly and quietly.

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:
 - a. Orderliness, quietness, and calmness are absolutely imperative. Each teacher will see that these conditions are observed.
 - b. Complete cooperation from everyone 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.
4. Students will not be dismissed to leave the building for any reason until the all clear has been given. This includes students who ride the bus.

VIII. LEAVING THE BUILDING

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

- A. Have a parent call the attendance office to arrange for the absence. Once permission from a parent/guardian has been attained, the student can sign themselves out of school.
- B. In emergency or errand situations, students should come to the office to make arrangements. A telephone call will be made to the parent to obtain permission to leave the building.
- C. Any student who arrives at school after 8:00 a.m. or leaves school before 3:40 p.m. must check in and out through the attendance office. Failure to do so will result in an unexcused absence.

IX. TELEPHONES

When classes are in session, emergency phone calls are expected to be routed through the SMS/SHS office (620) 675-2232. 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.

MISCELLANEOUS ITEMS (Cont.)

X. 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.

NOTICE
ALL VISITORS
MUST GET
PASS AT OFFICE

XI. SCHOOL DANCES

School dances are held periodically in the cafeteria. Students attending these dances follow all normal school rules and policies as well as the following dance guidelines.

- A. The dances are only open to enrolled students of Sublette Middle or High School. High School students may not attend Middle School dances and vice-versa. Guests pre-approved by an Administrator are allowed for Homecoming and Prom. This approval may only apply to those 20 years old and younger. For Homecoming only: Alumni may attend but must leave one half hour after the start of the dance.
- B. The dances are closed. No one will be allowed to re-enter a dance once they leave.
- C. Students may not bring food or beverages into a dance.
- D. Anyone caught trying to sneak into the dance or assisting someone in sneaking into the dance will be disciplined and asked to leave.
- E. A parent or guardian will be notified if a student is not admitted or asked to leave the dance because of being under the influence of drugs/alcohol or a violating school rules.
- F. Students attending dances will be asked to follow appropriate dancing guidelines, avoid sexually suggestive movements, and refrain from excessive physical contact. Failure to cease any action upon supervising adult(s) request will result in student being asked to leave, and an attempt by the administration will be made to notify the student's parents.



ATHLETICS/ACTIVITIES HANDBOOK CO-CURRICULAR OPPORTUNITIES

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

I. CLUBS AVAILABLE

AFS	Student Council	National Honor Society (NHS)
KAYs	S-Club	Multi-Cultural Leadership Organization (MLO)

II. 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.

III. 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.

IV. ATHLETICS/ACTIVITIES

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

A. Athletics Available:

FALL

Football
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)

B. Activities Available:

Vocal
Band

Scholars' Bowl (HS)
Quiz Bowl (MS)

Science Olympiad
Art



ATHLETICS/ACTIVITIES HANDBOOK (Cont.)

VII. ATHLETIC AND EXTRACURRICULAR ELIGIBILITY

Five subjects must be passed (the previous semester) to be eligible to compete in interscholastic athletics and activities. A grade of incomplete (I), is considered a failing grade by the Kansas State High School Activities Association (KSHSAA) for purposes of eligibility. Students must be enrolled in at least five classes to participate in prom, school dances, be eligible for king and queen nominations, and to participate in voting on school issues.

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 F list.

The student shall be a member of his/her school in good standing. Good standing is determined by the administrators, teachers, coaches, club sponsors, and KSHSAA rules. Students serving detention; in school suspension (I.S.S.), or out of school suspension (O.S.S.) are not in good standing.

VIII. 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.

IX. LEAGUE AFFILIATIONS

Sublette Middle School and Sublette High School are members of the Hi-Plains League, commonly referred to as the HPL. This League is comprised of the following schools:

Cimarron	Southwestern Heights (Kismet-Plains)
Dodge City, Sacred Heart (MS Only)	Stanton County (Johnson)
Elkhart	Sublette
Lakin	Syracuse
Meade	Wichita County (Leoti)

X. 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. In the eyes of 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.



ATHLETICS/ACTIVITIES HANDBOOK (Cont.)

XI. THE ATHLETE'S RESPONSIBILITY

- A. All athletic participants should report for practice, if possible, the day the first call is made for the sport. When two seasons 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.
- B. Insubordination will not be tolerated by coaches and may result in loss of eligibility.
- C. Athletes/participants who are consistently and habitually tardy to practice may be removed from the squad.
- D. Profanity by athletes/participants at any time, or in any situation, will not be tolerated.
- E. Athletes/participants who fail to control their actions on buses or venue will be disciplined.
- F. All athletic participants should make an effort to attend, sit together, and participate in all pep rallies of the school.
- G. Each participant shall meet the requirement of age, attendance, and scholastic eligibility, as set forth by the Kansas State High School Activities Association (KSHSAA) and USD 374 regulations.
- H. Before the student athlete is allowed to practice they must have the following in the high school office:
 - 1. A current physical completed and signed by a physician, the student athlete, and a parent/guardian.
 - 2. A concussion form signed by the student athlete, and a parent/guardian.
- I. Before the student/athlete is allowed to compete, the signature page of the Activity/Athletic Handbook must be signed by both the student athlete and a parent/guardian. These signatures state they have read and agree to abide by the athletic/activity policies set forth.

XII. STUDENTS ATTENDING ACTIVITIES

USD 374 students going on activity trips are required to ride in school vehicles. On the return trip only, parents 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 will be retained by the school personnel, one copy will be submitted to the building principal, and one will be retained by the parent. If participants 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.

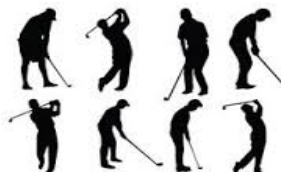
XIII. ATHLETIC FEES

A. Insurance

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

B. 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, he/she would also be responsible for the replacement cost of that equipment. The student's status would not be in good standing.



ATHLETICS/ACTIVITIES HANDBOOK (Cont.)

XIV. CONDUCT OF ATHLETES

- A. 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.
- B. 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.
- C. 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.
- D. If a student is found to be using drugs, tobacco or alcohol.:
 - 1. **First offense:** One (1) suspension (probationary period when athlete will not be allowed to participate in an interscholastic event; however the athlete must report to practice).

a. Suspension per sport as follows:

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

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

2. **Second offense:** Dismissed from the team.

- D. The following procedures and penalties will be enforced when students who are members of school athletic teams, cheerleading organizations, or other school extracurricular activities are charged with and/or convicted of a misdemeanor or felony crime. (A) Upon a student being charged by state or federal law enforcement authorities with commission of a felony, if the administration has reason to believe there is substantial basis for the charge and that continuation in interscholastic or other extracurricular activities might adversely reflect on the school, or adversely affect the activity, school personnel and other students, the student will be suspended from all such activities pending the outcome of the case.

If the student is found innocent in state or federal court of the charge, or upon dismissal of the charge (other than pursuant to a diversion agreement), the student will be immediately reinstated to participate in such activities. If the student is found guilty or pleads guilty to a felony offense or enters into a diversion agreement pertaining to the felony charge, but is otherwise in good standing at Sublette Middle/High School and has met eligibility requirements as set by the Kansas State High School Activities Association, the student will be reinstated to participation in such activities, subject to the following conditions:

- 1. The student is not thereafter charged with and/or found guilty of another felony crime, and has not entered into a diversion agreement with regard to another felony crime.

ATHLETICS/ACTIVITIES HANDBOOK (Cont.)

2. The student continues to demonstrate proper behavior, both in and out of classes in Sublette Middle/High School, including school activities, extracurricular activities, athletic events, dances, assemblies, etc.
3. The student is not removed from any class as a result of disruptive behavior or does not receive either an out-of-school or in-school suspension for the remainder of the time that the student attends Sublette Middle/High Schools.
4. The administration determines that the student's participation will not pose a threat to the safety or well being of other students and school personnel, or will not otherwise adversely affect the school or the activity.

Upon determination by an appropriate school administrator, coach or sponsor that a student participant has engaged in conduct which would constitute a crime, on or off of school property, related to or not related to school activities, but has not been formally charged with a crime by law enforcement authorities, the student may be suspended from participation in school sponsored activities.

XV. DISCIPLINARY ACTIONS FOR SPORTS / ACTIVITIES

If the student is involved in more than one sport/activity and is facing disciplinary actions, administration, activities director and necessary coaches will meet and determine appropriate consequences.

XVI. ACTIVITIES ATTENDANCE POLICY

For any athlete/participant to compete in an event or practice, he/she must attend at least ½ of the day of school immediately preceding the event. On the eight-period day, ½ day is defined as 4 complete class periods, not including Lark Enrichment, prior to departure. Exceptions will be made for funerals, dental/physician appointments, etc.

XVII. AWARDS

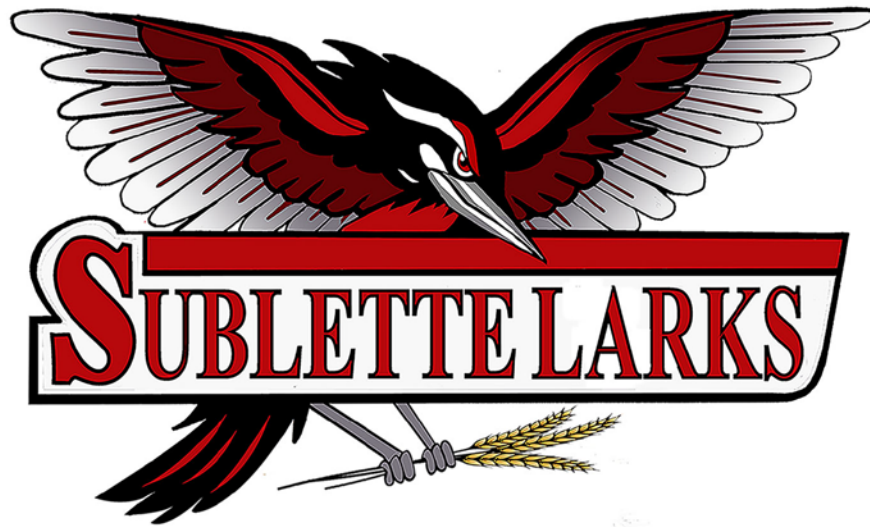
- A. First year varsity letter winners will receive the official letter "S." This letter will be awarded at an awards function.
- B. Second, third and fourth year varsity lettermen will receive a metal bar for each year of lettering after the first.
- C. If a student provided contribution to the team and if the coaching staff feels he/she is deserving of special recognition, then a letter may be awarded to the student.
- D. If a senior has failed to meet letterman status but has been in good standing on the team for four (4) seasons, then that senior shall be considered to have participated in a letter year.



XVIII. LETTERMAN CONSIDERATIONS

The requirements for lettering are determined by the Athletic and Activities Departments along with the coaches and sponsors of the various sports and activities.

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



TECHNOLOGY HANDBOOK

Acceptable Use Policy for Network Access, Internet Safety, Chromebook Policy, Procedures, and Information.

The policies, procedures, and information within this document apply to all Chromebooks used at Sublette High School.

I. TAKING CARE OF A CHROMEBOOK

Students are responsible for the general care of the Chromebook they use at school. Chromebooks that are broken or fail to work properly must be reported to the teacher.

A. General Precautions

1. The Chromebook is school property, and all users will follow this policy and the acceptable use policy for technology.
2. Only use a clean, soft cloth to clean the screen; no cleansers of any type are allowed.
3. Cords and cables must be inserted carefully into the Chromebook to prevent damage.
4. Chromebooks must remain free of any writing, drawing, stickers, or labels that are not the property of the USD #374 School District.
5. Students shall not remove any labels on the Chromebooks.

B. Screen Care

The Chromebook screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen:

1. Do not lean on the top of the Chromebook when it is closed.
2. Do not place anything near the Chromebook that could put pressure on the screen.
3. Clean the screen with a soft, dry cloth or anti-static cloth.

C. Chromebooks Left in Unsupervised Areas

Under no circumstances should Chromebooks be left in unsupervised areas. Any Chromebook left in these areas is in danger of being stolen. If a Chromebook is found in an unsupervised area, it will be taken to the office.

III. DAMAGING A CHROMEBOOK

In case of damage to the Chromebook, the student will pay \$25 for the repairs.

IV. USING A CHROMEBOOK AT SCHOOL

Chromebooks are intended for use at school each day. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, and schedules may be accessed with the Chromebook.

A. Sound, Music, Apps

1. Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
2. Personal apps without educational relevance are discouraged. The District encourages students to find and utilize apps that enhance their learning. The District utilizes a management system that allows for supervision of all apps on devices. Loading inappropriate apps will result in disciplinary action.

B. Printing

Printing will be available from the Chromebook at school for school use only. If the student has a compatible wireless printer at home, they will be able to set it up for printing there.

V. MANAGING YOUR FILES & SAVING YOUR WORK

A. Saving on the Chromebook

Students may not save work on the Chromebook. Students will have the ability to save to “cloud storage” as well as email work. Chromebook malfunctions are not an acceptable excuse for not submitting work. It is the student’s responsibility to ensure that work is not lost.

TECHNOLOGY HANDBOOK

MANAGING YOUR FILES & SAVING YOUR WORK (Cont.)

B. Network Connectivity

The district makes no guarantee that the network will be up and running 100% of the time. In the rare case that the network is down, the District will not be responsible for lost or missing data.

VI. APPS ON CHROMEBOOKS

The software/Apps originally installed by the District must remain on the Chromebook in usable condition and be easily accessible at all times. From time to time the school may add Apps for use in a particular course. The licenses for these Apps require that the Apps be deleted from Chromebooks at the completion of the course. Periodic checks of Chromebooks will be made to ensure that students have not removed required apps.

Regular inspection of student Chromebooks will occur. Students have no expectation of privacy on the device. USD 374 utilizes the program Hapara to monitor student Chromebooks during school hours and on the school network.

VII. ACCEPTABLE USE

The use of the District's technology resources is a privilege not a right. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied.

Violations may result in disciplinary action up to and including suspension/expulsion for student. When applicable, law enforcement agencies may be involved.

A. Students are Responsible for:

1. Using Chromebooks in a responsible and ethical manner.
2. Obeying general school rules concerning behavior and communication that apply to Chromebook use.
3. Using all technology resources in an appropriate manner so as to not damage school equipment. This "damage" includes, but is not limited to, the loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by the student's own negligence, errors, or omissions.
4. Helping the District protect our computer system/device by contacting an administrator about any security problems students may encounter.
5. Monitoring all activity on their account(s).
6. Logging off and securing the Chromebooks after they are done working to protect their work and information.
7. Forwarding any e-mail they receive containing inappropriate or abusive language or if the subject matter is questionable to the technology supervisor.
8. Understanding the use of any information obtained via Sublette Public School District's designated Internet System is at your own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

B. Student Activities Strictly Prohibited:

1. Illegal installation or transmission of copyrighted materials.
2. Any action that violates existing Board policy or public law.
3. Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
4. Pictures, video, and audio recordings of any student or staff member without prior consent.
5. Inappropriate or unsolicited pictures, video, and audio recordings of any student or staff member at any time in locker rooms or restrooms.
6. Spamming/Sending mass or inappropriate emails.
7. Gaining access to other student's accounts, files, and/or data.
8. Use of the school's internet/E-mail accounts for financial or commercial gain or for any illegal activity.

TECHNOLOGY HANDBOOK

ACCEPTABLE USE, Student Activities Strictly Prohibited (Cont.)

9. Use of anonymous and/or false communications through messenger services.
10. Participation in credit card fraud, electronic forgery, or other forms of illegal behavior.
11. Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of viruses or programs that can infiltrate systems and/or damage components of school equipment) will not be allowed.
12. Transmission or accessing materials that are obscene, offensive, threatening, or otherwise intended to harass or demean recipients.
13. Bypassing web filter through a web proxy.
14. Jail breaking or removing any of the required Apps, restrictions, or monitoring services the district has placed on the device.
15. Installing another internet browser on the device.
16. Installing blacklisted Apps on the device.

C. Legal Propriety:

1. Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
2. Plagiarism is not allowed. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.

D. Student Discipline:

Violations of any or part of the above policy will result in discipline consequences deemed appropriate by SMS/SHS Administration, including but not limited to the following: loss of network privileges, suspension, expulsion, or possible legal action.

Sublette Middle & High School 2018-2019

Student / Activity / Tech Handbook

Including Acceptable Use Policy for Network Access, Internet Safety,
Chromebook Policy, Procedures, and Information.

I have received and read the Sublette Middle / High School Student Handbook, which includes the activity/athletic policies and the technology handbook, and I agree to abide by the established rules and regulations and be held accountable to the consequences set forth.

Print Student Name

Grade

Student Signature

Date

Print Parent Name

Parent Signature

Date