

**CASHION HIGH SCHOOL**  
**STUDENT and PARENT HANDBOOK**  
**2019-2020**

**Cashion Public Schools**

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## FOREWORD

Students,

Welcome to the 2019-2020 school year. For the rest of your lives, you will reminisce about your experiences during high school. Whether you are a 6<sup>th</sup> grader, 7<sup>th</sup> grader, 8<sup>th</sup> grader, freshman, sophomore, junior or senior, I challenge you to have the best school year of your life.

How can you have a successful, productive and rewarding school year?

\*Take Pride \*Show Respect \*Demonstrate Kindness \*LEARN!

If you take pride in yourself as an individual, as a member of your family, and as a student at Cashion High School, you will be motivated to succeed as a scholar and an exemplary citizen. We have the highest expectations of our students because a Cashion High School WILDCAT is not ordinary; he/she is EXTRAORDINARY.

If you are consistently respectful to the students and adults in our school, you will experience few conflicts or obstacles to impede your progress. You will develop human relations skills which will be invaluable to you throughout life.

The English poet William Wordsworth said, "The best portion of a good life is the little nameless, unremembered acts of kindness and of love." Being courteous, kind and tolerant toward others is an expectation of every member of our Cashion High School family.

Your job as a Cashion High School student is to LEARN. Our teachers have great knowledge to impart and wide experiences to share. They are a carefully selected group of outstanding educators who are dedicated to your learning and achieving. Take advantage of the serious learning environment at Cashion High School because you are building the foundation for your future. Learning can be a tough task, but always remember the exhilaration and pride you feel when you solve a complex problem, master a difficult concept, or suddenly comprehend what your teacher is explaining.

Finally, have a great time at Cashion High School this year. Whether you choose art, student government, agricultural sciences, computer applications, or any of a variety of school organizations, find an activity to which you can be an asset and can enjoy. Attend and represent Cashion well in the many activities sponsored by our district. Get to know our secretary, librarian, counselor, principal and all of our faculty and staff who are willing to help you. Have fun and, in the process, make a positive contribution to your school and your community.

Ryan Schenk, Principal

Parents,

Within the pages of this manual are many of the policies and procedures we feel are necessary to allow for a fair and consistent level of expectation for each of our students. We realize that every student and parent may not necessarily agree with every procedure in school; however, it is still very important to have your support. We revise our policies and procedures each year based on input from students, teachers, and parents. We rely largely on the input of teachers and students who spend a large majority of their time operating under these procedures. We also try to keep in mind those habits and practices that are most likely to contribute to the overall success of the many teenagers and adults coexisting in the same building for a school year. Therefore, your support and encouragement are both necessary and appreciated.

From time to time, you may have a question for your child's teacher or coach. We encourage you to use the following procedure as a framework to address such concerns: first, contact your child's teacher/coach via phone or email; second, schedule a conference with your child's teacher/coach if you feel the matter is better handled in person than via phone or email; finally, contact me or our school counselor for other concerns. Following these procedures or the chain of command, if you will, tends to promote positive relationships between parents, faculty, and students. We certainly appreciate your efforts to use these common procedures.

Finally, we hope that the high school experience for you and your child will both positive and memorable. There will be many opportunities to volunteer, or otherwise become involved with Cashion High School and your child. Although your child a developed more independence since leaving elementary school, you are welcomed and encouraged to visit our campus and to become involved. As a parent, you have the difficult task of fostering independence in your child while still maintaining a high degree of involvement in your child's education. Therefore, we welcome and appreciate your talents, resources, and input that may benefit our school, our students, and our tradition as a whole.

It truly does take the effort and support of the whole to help realize the potential of each individual. We thank you for your support and effort as we work to make this school year one of success, accomplishment, and a lifetime of positive memories.

Ryan Schenk, Principal

## ACTIVITY ELIGIBILITY STANDARDS

All student participants must be passing in all classes to be deemed eligible for the next week's activities. This includes athletics, band, FFA, 4-H, and any other extra-curricular activities. A student who is absent on the day of an activity is ineligible to participate. This rule will be enforced at CASHION JR.-SR. HIGH SCHOOL. Students must attend at least one-half day of school to be eligible to participate in a school activity that day or evening. (3 or more periods are considered to meet the allowable time frame). The only exception may be made when the principal has cleared the absence ahead of time and has deemed it necessary to miss.

Students who are involved in extra-curricular activities and are not passing all subjects enrolled in at the end of a week will be placed on probation for the next one week period. The failing grade will be determined as if a teacher were giving the student the final grade for a particular class. If a student is still failing one or more classes at the end of their probationary one week period, they will be ineligible to participate during the next one week period. The ineligibility periods will begin on Monday and end on Sunday.

Students who become ineligible for academic credit because of absences, (10 days per semester), also become ineligible to participate in extra-curricular activities. Students may regain their eligibility through the petition process at any time during the semester. LOSS OF ELIGIBILITY, DUE TO ABSENCES, MAY BE APPEALED TO THE PRINCIPAL VIA THE APPEAL PROCESS.

Students need to take responsibility for monitoring their eligibility. When they are ineligible and knowingly participate in an extra-curricular activity, they will face disciplinary measures which may cause the student to be removed from future events or awards ceremonies honoring the student in the extra-curricular activity where the violation occurred. Students who are academically ineligible may not accompany a Cashion High School team on trips and may not be seated on the sidelines with the team during a school sponsored extra-curricular event.

## ACTIVITY TRIPS

Activity trips are an extension of the school program and school day. All rules and standards of Cashion High School are applicable during activity trips. Behavior must be exemplary on all trips. It is important that you represent our school, your family, and most importantly, yourself, in a positive way! Students should make every effort to collect and complete assignments before leaving for an activity trip. In the event that this does not happen, students should check with their teacher the following day to make arrangements to complete all missing work.

## ADVANCED PLACEMENT CLASSES

Advanced Placement Classes (AP) may be taken by students at Cashion Schools. For **local GPA and Honors**, these classes will be figured on a weighted 5.0 GPA Scale. For transcripts sent to higher education and other post-secondary schools, these GPA's will be adjusted to meet the requirements of the institution to which they are being sent. Most institutions require that all transcript grades must be based on an un-weighted 4.0 GPA Scale.

## ALCOHOL/DRUG ABUSE

Students are prohibited from engaging in the following conduct or activities:

- Smoking, using, and/or possessing tobacco products and/or simulated tobacco products;
- Using, consuming, possessing, or being under the influence of, selling, transferring, distributing, or bartering any alcoholic beverage or low-point beer as defined by state law;
- Using, consuming, possessing or being under the influence of, selling, transferring, distributing, or bartering any narcotic drug, stimulant, barbiturate, depressant, hallucinogenic, opiate, inhalant, counterfeit drug, or any other controlled dangerous substance which is capable of being ingested, inhaled, or absorbed into the body and affecting the central nervous system, vision, hearing, or other sensory or motor function;
- Using, possessing, selling, transferring, distributing, or bartering any drug paraphernalia.

"Presenting" a substance as an illegal or prohibited substance will also be considered a violation of this policy. Violation of the above policy is likely to result in disciplinary action, to include, but not limited to, out of school suspension and the involvement of law enforcement personnel.

## ALL STATE/ALL STAR JACKETS

The district, from the activity fund, will provide a 100.00 dollar stipend toward the purchase of an All State and All Star jacket. The difference between the stipend and the total cost of the jacket is the responsibility of the student/parents. After the jacket is received and an invoice has been submitted to the school, a check for the stipend will be paid to the vendor.

Students may only qualify for the All Star jacket consideration, as stipulated above, when the opportunity does not exist for the student to earn the All State honor.

## THE AMERICAN'S CREED

"I believe in the United States of America as a government of the people, by the people, for the people; whose just powers are derived from the consent of the governed; a democracy in a republic, a sovereign Nation of many sovereign States; a perfect union, one and

inseparable; established upon those principles of freedom, equality, justice and humanity for which American patriots sacrificed their lives and fortunes."

### **ASSAULT ON SCHOOL DISTRICT EMPLOYEES OKLAHOMA SCHOOL LAWS--Title 21 - 650.7**

1. Every person who, without justifiable or excusable cause, knowingly commits any assault, or assault and battery upon the person of a school employee of a school district while such employee is in the performance of his duties as a school employee, is punishable by imprisonment in the county jail for a period not exceeding six (6) months, or by a fine not exceeding Five Hundred Dollars (\$500.00), or both such fine and imprisonment.
2. Every person who, without justifiable or excusable cause, knowingly commits any aggravated assault and battery upon the person of a school employee while such person is in the performance of his duties shall upon conviction be guilty of a felony.

### **ATHLETIC PHYSICALS**

All student athletes must have an annual physical to be eligible to participate in Cashion High School's extra-curricular sporting events and/or engage in practice after school hours. Students may engage in the athletic period (4<sup>th</sup>/5<sup>th</sup> or 8<sup>th</sup> Hour Athletics) without a physical as it is part of the curricular program.

### **ATHLETIC LETTERS/CHEERLEADING**

A student athlete or cheerleader who does not complete the competitive season, except in the case where injury and/or sickness prohibit the completion of the season, will not receive a letter for the sport. Students who quit during an athletic season and/or who are released will be assigned to another sport that hour to gain credit for the athletic class, if available.

### **ATTENDANCE**

Attendance is important. We are required by state law to keep an accurate record of attendance of all students. If a student must be absent from school, the parents should call the day before if possible, or the morning of the day the student is absent. If the parent does not have a telephone or fails to call the school, they must send a note back to school with the student stating the date of absence and the reason for the absence. The attendance office number is 433-2575.

Regular attendance is of tremendous value to the pupil as well as to the school. Irregular attendance, regardless of the cause, will not produce satisfactory results. Regular attendance stimulates interest in work and prevents discouragement that comes from being behind in class. A student who has developed the self-discipline necessary to be present in school and on time will have the advantage both in school and on the job in future years.

When a student is absent, instruction, discussion, interactions and other intangibles are lost forever. Habits of regularity and punctuality are good habits to form. In many cases, business firms have refused to employ boys and girls whose school attendance has been poor.

Students must be in attendance a minimum of 90% to pass or to receive credit for a course taken at Cashion High School during any one semester. All absences will be considered in the 90% attendance requirement except school sponsored activities. The daily attendance record that is reported to the principal's office by the teacher or his/her substitute will be the official record in figuring each student's eligibility for credit.

Students who feel that extenuating circumstances have caused their absentee rate to extend beyond the allowable percentage may request to have their record reviewed by a review committee to be selected by the building principal.

Students may choose the committee petition process to bring the student back into compliance with the district attendance policy.

Students who exceed the allowable absences in any class will go on a non-credit status. When this occurs, students forfeit their eligibility privileges to participate in extra-curricular activities until they become a student in good academic standing.

We, therefore, urge parents to encourage their children to develop good habits and attitudes concerning school attendance. The administration and faculty of Cashion Jr. - Sr. High School place a high priority on good attendance. We promise to do all we can to encourage good attendance.

Students must be in attendance 90% of the time to be eligible for extra-curricular activities as specified by the Oklahoma Secondary Schools Activities Association.

State Board of Education policy states that a student may not miss any one class more than 10 times for extra-curricular activities during a given school year. State play-off athletic contests, and/or state and national qualifying events are exempt from the 10 period absence rule as it applies to extra-curricular activities. These are noted in the district's policy and procedures manual.

Students who are late to class beyond the ten minutes allowable for tardies, or leave class and or check out of a class prior to its dismissal by the teacher will be counted absent for that class period.

## ATTENDANCE LAWS AND REGULATIONS

*Title 70-Section 10-105 of the Oklahoma School Code* reads as follows: It shall be unlawful for a parent, guardian, custodian or other person having control of a child who is over the age of seven (7) years and under the age of eighteen (18) years and who has not finished four (4) years of high school work, to neglect or refuse to cause or compel such child to attend and comply with the rules of some public, private or other school, unless other means of education are provided for the full term the schools of the district are in session; and it shall be unlawful for any child who is over the age of sixteen (16) years and under the age of eighteen (18) years, and who has not finished four (4) years of high school work, to neglect or refuse to attend and comply with the rules of some public, private or other school, or receive an education by other means for the full term the schools of the district are in session. It shall be the duty of the attendance officer to enforce the provisions of this section.

## AUDITORIUM BEHAVIOR

Cashion students are expected to maintain the same level of behavior during assemblies as in the classroom. We must always treat the person or persons in charge and the performers in the same way we would want to be treated. Whistling, booing, shouting or hollering is never acceptable. Students are expected to find their assigned seats quickly upon arrival at the auditorium.

Night activities sponsored by Cashion Schools held in the auditorium require that our students who attend observe the same standards of behavior as that expected of them during the normal school day. Students are also expected to observe the dress code when in attendance at evening programs at Cashion Public Schools.

## BUS PROCEDURES

**School bus transportation is a privilege that may be withdrawn for inappropriate behavior.** A student is to ride the bus to which he/she is assigned. Students will be allowed off the bus only at school, home, and locations requested in writing by parents. **The bus driver is in complete charge of the bus and its occupants at all times.** Students riding the bus **MUST** comply with the request of the driver. Please review the following bus procedures:

### Bus Procedures,

- I. Previous to Loading (on the road and at school)
  1. Be on time at the designated school bus stops – keep the bus on schedule.
  2. Stay off the road at all times while waiting for the bus.
  3. Bus riders conduct themselves in a safe manner while waiting.
  4. Wait until the bus comes to a complete stop before attempting to enter.
  5. Be careful in approaching bus stops.
  6. Bus riders are not permitted to move toward the bus at the school loading zone until the bus has reached a complete stop.
  
- II. While on the Bus
  1. Keep hands and head inside the bus at all times after entering and until leaving the bus.
  2. Assist in keeping the bus safe and sanitary at all times.
  3. Remember that loud talking and laughing or unnecessary confusion diverts the driver's attention and may result in a serious accident.
  4. Treat bus equipment as you would treat valuable furniture in your own home. Damage to seats, etc., must be paid for by the offender.
  5. Bus riders should never tamper with the bus or any of its equipment.
  6. Leave no books, lunches, or other articles on the bus.
  7. Keep books, packages, coats, and all other objects out of the aisles.
  8. Help look after the safety and comfort of small children.
  9. Do not throw anything out of the bus window.
  10. Bus riders are not permitted to leave their seats while the bus is in motion.
  11. Horse-play is not permitted around or on the school bus.
  12. Bus riders are expected to be courteous to fellow pupils, the bus driver, and the patrol officers or drivers' assistants.
  13. Keep absolute quiet when approaching a railroad-crossing stop.
  14. In case of a road emergency, children are to remain in the bus.
  15. All rules of the regular school day apply to the bus.
  
- III. After Leaving the Bus
  1. When crossing the road, go at least ten feet in front of the bus, stop, check traffic, and watch for bus driver's signal; then cross the road.
  2. Students living on the right side of the road, should immediately leave the bus and stay clear of traffic
  3. Help look after the safety of small children
  4. The driver will not discharge riders at places other than the regular bus stop, except by proper authorization from the parent or school official.

- IV. Extra-Curricular Trips
1. The above rules and regulations will apply to any trip under school sponsorship.
  2. Pupils *will* respect a *chaperone* appointed by the school officials.

### **CHEATING/ACADEMIC DISHONESTY**

In an academic institution, dishonesty serves to undermine the academic and intellectual integrity of the school and everything education stands for. Cheating will be considered the act or intent of gaining or giving knowledge or information for an assignment or test answer by fraudulent means. Examples of cheating and academic dishonesty may include, but are certainly not limited to, the following:

- o Presenting the work of another person as your own
- o Copying information from another student's test, examination, theme, book report, homework, notebook, etc., unless specifically given permission by the teacher to do so. Teachers should provide clear guidance in regards to their expectations for group work and group projects.
- o Plagiarism- using another person's ideas, expressions, or words as your own without giving the original author credit
- o Preparing to cheat- Examples of this may include: having in your possession a copy of a test or assignment to be given or having been given by a teacher, using a textbook, notes or other materials without permission during a test or examination, and talking during a quiz, test, or examination.
- o Not following test procedures or instructions given by your teacher or test administrator
- o Providing another student with information that allows them to cheat, or otherwise provides an unfair advantage over other students.

The penalty for cheating on an assignment or test will be as follows:

- *A zero will be assigned for the first offense and the teacher will notify the parents.*
- *A zero and ISR or Saturday School will be assigned for the second offense. Parents will be notified.*

### **CHECK OUT PROCEDURES**

**No student may leave school except at regular dismissal time without checking out through the office. If the student knows in advance that he needs to leave school, a parent must phone or come by the office to check out the student.** A student who fails to check out (which includes prior parental permission AND signing out in the office) prior to leaving school anytime during the school day may be disciplined for truancy. **No student will be allowed to leave school unless a parent has been contacted. Also, during the lunch times, a student's parent must be the one to physically check the student out in the office, unless it can be verified the student is leaving for the rest of the day or attending a doctor or other legal appointment. Checking out students over the phone during the lunch times is otherwise prohibited.**

### **CITIZENSHIP**

It is each student's responsibility to display qualities of good citizenship. Your best conduct is expected everywhere you go. Cashion High School promotes the application of the concepts of honesty, morality, and courtesy. The values, history and traditions, and the applications of the United States and the Oklahoma Constitutions will be taught and practiced.

### **CLASS CREDIT FOR GRADUATION**

Academic Credit at Cashion High School is based on:

- maintaining a credit status as noted in the attendance policy
- attaining passing grades as per the grading scale
- successful completion of Vo-Tech coursework that has been approved by Cashion High School
- successful completion of approved correspondence work from an accredited institution
- attaining credit through the concurrent enrollment process at a college or university (classes must be approved and meet Cashion High School requirements).

### **CLASSIFICATION OF SECONDARY STUDENTS**

At the secondary level (grades 9 – 12), students are classified as freshmen, sophomores, juniors, and seniors. Promotion to the next grade level is determined by the cumulative units earned toward the high school diploma. Students will be classified as follows:

- Freshman – has earned **less than** six (6) units
- Sophomore – must have earned **at least** six (6) units
- Junior – must have earned **at least twelve** (12) units
- Senior – must have earned **at least eighteen** (18) units

### **CLASS TRIPS**

All classes will make trips only as regular school groups during the normal school year, such as class field-study trips.

## **CLOSED CAMPUS**

**Students must adhere to a closed campus policy.** Students are not allowed to leave without properly checking out in the office. Checking out includes both signing out and the office being made aware by the parent/guardian, in advance, of the need for the student to check out. During the lunch times, a student's parent must be the one to physically check the student out in the office, unless it can be verified the student is leaving for the rest of the day or attending a doctor or other legal appointment. Checking out students over the phone during the lunch times is otherwise prohibited.

Students have specific areas they are assigned throughout the day and are expected to be in those areas only. Students are not allowed to be in the parking lot (except when on a direct path to another building) and are not allowed to be in their cars during the school day without specific permission from the principal.

## **CLUBS AND ORGANIZATIONS**

Cashion High School offers a variety of clubs, both curricular and extracurricular. According to HB 1826, it is the responsibility of the parent to notify the school in writing if he or she wishes for their child to NOT participate in any of the following clubs:

### **Student Clubs and Organizations**

- 1) Academic Team
  - A) Purpose: The Academic Team is to improve academic skills through competition. The quiz bowl format allows competitors to improve their skills in all subjects of school.
  
- 2) National Honor Society
  - A) Purpose: The mission of The National Society of High School Scholars is to recognize academic excellence and to encourage members to apply their unique talents, vision, and potential for the betterment of themselves and the world.
  
- 3) Science Club
  - A) Purpose: Getting together on Science Saturdays and doing a Science Fair. This will promote Science.
  
- 4) FFA
  - A) Purpose: FFA makes a positive difference in the lives of students by developing their potential for premier leadership, personal growth, and career success through agricultural education.
  
- 5) Student Council
  - A) Purpose: To promote school pride and spirit. Work to create a sense of responsibility for our school. This helps work for a better understanding between students and administration.
  
- 6) Fellowship of Christian Athletes
  - A) Purpose: Provides an opportunity for students to come together and share their Christian faith at school.
  
- 7) Business Professionals of America
  - A) Purpose: The mission statement of Business Professionals of America is to contribute to the preparation of a world class workforce through the advancement of leadership, citizenship, academic, and technological skills

## **COLLEGE BOUND ATHLETES**

Students who wish to pursue athletic careers in college should obtain the NCAA Guide for the College-Bound Student-Athlete from the school counselor's office during their freshman year. Recommended registration with the NCAA Clearinghouse is after the junior year of high school and is at the expense of the student athlete.

## **COLLEGE VISITS**

Each student is allowed one college visit day during their junior year and two college visit days during their senior year that do not count toward exemption or attendance requirements. A form must be picked up in the counseling office in advance of the visit in order to have the absence excused as a college visit. Exceptions to this policy may be allowed for students involved in college level recruiting and for students wishing to take the residual ACT at his or her prospective college. Advance approval of either of these exceptions should be coordinated with the building principal. A college day will not be granted during the last week of the fall semester or two weeks prior to senior commencement.

## **CONDUCT AND COURTESY**

Courtesy and good manners should be the key to a student's conduct at school. A good attitude toward teachers and fellow students will make school enjoyable for all.

**Students are expected to have respect for school property and to take good care of books, desks, and other furniture and equipment. Students/parents will reimburse the High School for any damages caused by a student.**

## **COUNSELOR SUPPORT FOR POST-SECONDARY OPPORTUNITIES**

Be sure to check with your counselor regarding particular colleges and also requirements in your personal interest areas.

Seniors should check periodically with the counselor for scholarship information. Many seniors who plan to attend college qualify for a number of scholarship opportunities. Other scholarships may be available on a competitive basis. Students pursuing courses of study for OHLAP will need to see the counselor to ensure they are following course requirements.

## **CREDIT FOR COURSES (7<sup>TH</sup>/8<sup>TH</sup> Grade)**

High school courses, i.e. Algebra I, taken at the elementary school level (7<sup>th</sup> or 8<sup>th</sup> grade) will be noted on the transcript along with the grade received. The grade(s) received will be factored into the high school grade point average and high school graduation credit will be awarded. The NCAA does not allow Algebra 1 taken as an 8<sup>th</sup> grader to count toward its required number of math courses. However, it will still be included on the high school transcript and will count toward meeting the Oklahoma high school graduation requirements.

## **DANGEROUS WEAPONS AND SUBSTANCES**

*Oklahoma School Law, Title 70, Section 24-102, states;*

The superintendent or, principal, teacher or security personnel of any public school in the State of Oklahoma, upon reasonable suspicion, shall have the authority to detain and search or authorize the search, of any pupil or property in the possession of the pupil when said pupil is on any school premises or while in transit under the authority of the school or while attending any function sponsored or authorized by the school for dangerous weapons or, controlled dangerous substances, as defined in the Uniform Controlled Dangerous Substances Act, intoxicating beverages, low-point beer, as defined by Section 163.2 of Title 37 of the Oklahoma Statutes, electronic paging devices or for missing or stolen property if said property is reasonably suspected to have been taken from a pupil, a school employee or school during school activities. The search shall be conducted by a person of same sex as the person being searched and shall be witnessed by at least one other authorized person, said person to be of same sex if practicable.

The extent of any search conducted pursuant to this section shall be reasonably related to the objective of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction. In no event shall a strip search of a student be allowed. No student's clothing, except cold weather outerwear, shall be removed prior to or during the conduct of any warrant-less search.

The superintendent, principal, teacher, or security personnel searching or authorizing the search shall have authority to detain the pupil to be searched and to preserve any dangerous weapons or controlled dangerous substances, intoxicating beverages, low-point beer, electronic paging devices or missing or stolen property that might be in their possession including the authority to authorize any other person they deem necessary to restrain such pupil or to preserve any dangerous weapons or controlled dangerous substances, intoxicating beverages, low-point beer, electronic paging devices or stolen property.

**It is unlawful for any person, except a police officer or other person authorized by the Board of Education of the Cashion Public School District, to have in his or her possession while on school property, or while in any school bus or vehicle used by the Cashion School District for transportation of students or teachers any firearm or weapon as designated in section 1272 of school law.**

Any pupil found to be in possession of dangerous weapons or controlled dangerous substances, low-point beer, electronic paging devices or missing or stolen property may be suspended by the superintendent or principal for a period not to exceed the current school semester and the succeeding semester. Any such suspension may be appealed to the board of education of the school district by any pupil suspended under this section.

## **DEPOSIT OF MONEY**

At no time will money be left overnight in the school building. Students and teachers with school money to deposit will turn it in to the school secretary during the day collected. Money will not be left in the classroom. If you have funds and the secretary is not available, see the principal who will put the funds in the safe.



## **DIRECTORY INFORMATION**

The school district proposes to designate the following personally identifiable information without prior written consent.

1. The student's name
2. The student's extra-curricular participation
3. The student's achievement awards or honors
4. The student's weight and height if a member of an athletic team
5. The student's photograph

Within the first three weeks of each school year, the school district will publish the above list, or a revised list, of items of directory information it proposes to designate directory information. For students enrolling after the notice is published, the list will be given to the student's parent or eligible student at the time and placement of enrollment.

After the parent or eligible student has been notified, he or she will have two weeks to advise the school district in writing (a letter to the school superintendent's office) of any or all of the items they refuse to permit the district to designate as directory information about the student.

## **DISCIPLINE**

The State and Local Boards vest in their school administration the power to establish student behavior rules and regulations necessary to create and preserve conditions essential to orderly operations of the schools. It is the belief of the administration that the most effective discipline is self-discipline. Students in Cashion Jr. - Sr. High School are treated as young ladies and young gentlemen and are expected to prove to be such by their actions and by their response to the school society.

The office of the principal is charged with the responsibility of handling such discipline problems as may become serious enough to be referred to the office. However, every teacher is responsible for discipline at all times and in all parts of the building and on the grounds. Teachers have full authority and responsibility to correct student behavior whenever such correction is necessary.

In cases where a student has been unable to adjust to his/her school environment and where his/her behavior has become so objectionable that the problem cannot be resolved otherwise, he/she will be referred to the principal. There, through conferences, every effort will be made to assist the student in overcoming his/her difficulty. Counselors and parents may be called in when it is felt that they can help the student become an acceptable member of the group. If these efforts fail to obtain the desired results, the principal will make a final disposition of the case in line with the best interest of the individual student and the school as a whole.

The Board requires that all school personnel share in the supervision of the students toward desired standard of conduct and supports all personnel acting within the framework of established policy. The Board advocates while education is a right of our youth, it is not an absolute right. It is qualified first by eligibility requirements and secondly by performance requirements. The school must be concerned with the welfare of the group.

## **DRESS CODE**

The following **Student Dress and Appearance Code** is given in order to provide students with clearly defined guidelines for acceptable and unacceptable dress and appearance.

1. Students are permitted to wear walking shorts, fingertip length, with sewed leg hem or cuff. Students may wear shorts year-round.
2. Students are not to wear see-through apparel, cut-off pants, clothing with holes or patches, garments with holes above the knees, tank tops, midriff apparel, and backless dresses. Midriff apparel which does not cover the waist line area when the student's arms are extended upward is considered too short.
3. Dresses that are worn by the students are to be at least mid-thigh and below the fingertips when the arms are extended at the student's side.
4. Clothing advertising beer, alcoholic beverages or bars, inappropriate words or vulgar connotations or any other article of clothing that could create a distraction are not to be worn.
5. Shoes are to be worn at all times. House slippers/house shoes are not permissible to be worn at school.
6. Boys and girls are to remove hats or head dress or head bands inside the buildings when attending school, representing the school as a worker or participating in a school activity. Bandannas will not be worn at school, school activities or on the school grounds by students.
7. Hair must be kept clean and neat.
8. Colored non-prescription glasses are not to be worn inside school buildings.
9. Pants need to be worn so that they fit appropriately at the waist – sagging/bagging will not be considered appropriate dress for students.
10. Clothing that demonstrates gang affiliation or mock gang attire will not be allowed.
11. Straps of individual blouses should be at least 3 fingers wide ----spaghetti straps are not allowed.
12. Pajamas are not considered to be appropriate for school wear.
13. Undershirts or muscle shirts are not considered appropriate for school wear.

**Apparel that is too tight, too loose, too sheer, too revealing, including tops, mini-skirts, short shorts, skirts with slits, and low-cut clothes including attire that exposes the chest or breasts is prohibited.**

Anytime a student is representing Cashion Public Schools, the dress code is in effect. **“ANY CLOTHING DEEMED INAPPROPRIATE BY THE BUILDING PRINCIPAL WILL NOT BE WORN TO SCHOOL”**. To insure propriety and good taste in conduct and appearance, students violating the dress code will make immediate corrections if they are to remain in school.

#### **DRIVER’S LICENSE**

Students should obtain from the Principal’s office the official form verifying enrollment/attendance at Cashion High School and verifying that the student has met the reading requirement prior to visiting the tag agency for a driver’s license. The following reading standards satisfies our state law requirements: Iowa Test of Basic Skills (Grade Equivalent of 8), PLAN (14), or the CRT (State PASS Exam - 70). Students who have not met one of the listed criteria may need to visit with the school counselor for alternative testing opportunities.

#### **DROP-OUTS/STUDENT’S DRIVER’S LICENSE**

Students who are of the legal age of having a driver’s license or eligible to obtain a driver’s license are required to be enrolled and in attendance at a public, private or home school. Students who drop out or have been placed on a long term suspension will be reported to the Department of Public Safety - When this happens, the Department will request that you turn in your driver’s license and your driving privileges will be suspended.

#### **DRUG TESTING**

Beginning in the 2005-2006 school year, Cashion High School implemented a mandatory drug testing policy for grades 9-12. Although the Board of Education, administration, and staff desire that every student in the Cashion Public School District refrain from using or possessing illegal drugs, district officials realize that their power to restrict the possession or use of illegal and performance-enhancing drugs is limited.

Therefore, this policy governs only performance-enhancing and illegal drug use by students participating in extra-curricular activities. The sanctions imposed for violations of this policy will be limited solely to a student’s privilege to participate in extra-curricular activities. This policy supplements and complements all other policies, rules, and regulations of the Cashion Public School District regarding possession or use of illegal drugs.

A complete drug testing policy will be given to all extra-curricular participants. Any patron wishing to have a copy of this policy can obtain one in the high school office.

#### **DRUG-FREE PREVENTION PROGRAM**

Cashion Public Schools has adopted and implemented the following drug prevention program for students with the intention to maintain a drug-free environment:

1. STUDENTS
  - A. Cashion Schools has implemented drug, alcohol and illegal substance education and prevention programs for students in grades K-12. It is the intent of the school district to address the legal, social and health problems caused by the involvement of drugs, alcohol and illegal substance use with emphasis on effective measures for resisting peer pressure, use of illegal drugs, alcohol and substances.
  - B. Students are to be made aware of state and federal laws that impose severe penalties for the use, possession, or sale of illicit drugs, alcohol and substances and their harmful effects.
  - C. There will be no possession, use or distribution of illicit drugs, alcohol and substances by students on school grounds or any school-sponsored activities.
  - D. Students who possess, use, or distribute illicit drugs, including anabolic steroids, alcohol and/or substances may incur term suspension. Students are subject to referral for prosecution under applicable laws.
  - E. Students may receive information concerning drug, alcohol and substance counseling, rehabilitation, and reentry programs from the counselor’s office.
  - F. Copies of this policy concerning the standards of conduct and disciplinary sanctions will be made available to students and parents.
  - G. Parents and students are to be notified that compliance with the standards of Cashion School drug-free prevention program is mandatory.
  - H. A biennial review of the drug-free program.
    1. To determine the effectiveness of the program and implement needed changes.
    2. Ensure that disciplinary sanctions are consistently enforced.

## **DUE PROCESS AND THE RIGHT OF EQUAL OPPORTUNITY**

No rule is in existence, nor is intended to be which would deprive any individual of his "equal protection" under the law without due process. To ensure this, the following policies are in effect:

1. Regulations, rules, and policies regarding due process are available in written form to all members of the faculty and student body.
2. Students are presumed innocent until guilt is clearly established. Students are entitled to exercise all rights afforded to them by law during a due process hearing.
3. Procedure involving hearing and the right to appeal (such as suspension) are written and available.
4. Student records are open to parents or legal guardians.

## **EARLY GRADUATION**

Beginning with the 2005-2006 school year, Cashion students will be given the opportunity to graduate with honors at the end of the first semester that they meet the local 23 credit graduation requirement. Credit requirements can consist of regular class work, approved concurrent enrollment, approved correspondence, and approved Internet class work, or proficiency based promotion. If students meet all graduation requirements by the end of the semester, the GPA will be calculated for honors at that time.

## **ELECTRONIC/MUSICAL DEVICES**

Radios, stereos, tape recorders, CD players and digital music players are usually a distraction from the normal learning atmosphere of the school. Students are asked to not bring these items or equipment to school or take them on any school activity trip. When such items are visible or heard, they will be confiscated and turned over to the high school principal. They may be taken on activity trips with sponsor permission. The sponsor may suspend their usage at any time.

## **EXEMPTION POLICY FOR TESTING**

### **Semester Test Exemption Policy (Grades 9 – 12)**

#### **\*AE + AP = TOTAL EXCUSED ABSENCES**

- 1) Students may be exempt from any semester test if they meet the attendance and grade requirements.
- 2) Semester exams/projects will count 20% of the overall semester grade.  
If a student elects to take a semester test but would have been exempt, it cannot adversely affect his/her grade.
- 3) To be considered for exemption, the following attendance and grade requirements must be met:
  - a. 4 excused absences and an A (90% or higher)
  - b. 3 excused absences and a B (80% or higher)
  - c. 3 excused absences and a C (70% or higher)
  - d. Any student with a grade of 69% or below must take the semester test.
  - e. NO UNEXCUSED ABSENCES. Parents have 10 days to provide documentation for an absence.
  - f. NO Out-of-School or In-School Suspensions
  - g. 4 unexcused tardies in the same class in a semester = 1 unexcused absence and the student must take the semester test in that class
  - h. Absences excused by doctor's note (coded AM) will not count against exemptions
- 4) Once testing is complete, students must stay in class until the testing period is over. No early dismissal..

## **FERPA RIGHTS NOTIFICATION**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

- (1) The right to inspect and review the student's education records within 45 days of the day Cashion Schools receives a request for access. The Parents or eligible students should submit to the School Principal a written request that identifies the record(s) they wish to inspect. The Principal will make arrangements for access and notify the parents or eligible student of the time and place where the records may be inspected.
- (2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask Cashion Schools to amend a record that they believe is inaccurate or misleading. They should write the School Principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the parent or eligible student, Cashion Schools will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by Cashion Schools as an administrator, supervisor, instructor, or support staff member including health or medical staff and law enforcement unit

personnel; a person serving on the Cashion School Board; or a person or company with whom Cashion Schools has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist). A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, Cashion Schools discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by Cashion Schools to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

*Family Policy Compliance Office*  
U. S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

#### **FIGHT SONG**

Oh, have you ever heard of C.H.S.?

Of course you have because we are the best.

There never was a high school half so fine,  
as dear old C.H.S., the school that I call mine.

The colors maroon and gold mean victory,  
the one that's always known in history,

So we may live forever as the best, C.H.S.

C.-H.-S.

#### **FUNDRAISING CAMPAIGNS**

The Cashion Board of Education must approve any method of raising funds. Each occasion for raising funds must also be approved by the Board of Education. Fund raising of a soliciting nature is to be kept at a minimum. **Funds accepted on behalf of the school should be turned in to the sponsor daily. A receipt should be requested to verify this business transaction between yourself and the school.**

# ACE GRADUATION CHECKLIST

## ALIGNED TO THE DETAILED BROCHURE: EARNING SKILLS FOR SUCCESS

www.sde.state.ok.us

### OKLAHOMA REQUIREMENTS FOR HIGH SCHOOL GRADUATION, STUDENT TESTING, AND OKLAHOMA'S PROMISE



JUNE 2009



### OKLAHOMA'S HIGH SCHOOL GRADUATION REQUIREMENTS UNDER TITLE 70 OKLAHOMA STATUTES § 11-103.6

COLLEGE PREPARATORY/WORK READY CURRICULUM STANDARDS	CORE CURRICULUM STANDARDS
Students entering the 9th grade are required to enroll in the College Preparatory/Work Ready Curriculum. A student's parent or legal guardian may complete an opt-out form provided by the school to request that the student be enrolled under the Core Curriculum standards also in state law.	Students will enroll in the Core Curriculum standards outlined in state law if the parent or legal guardian gives approval in writing for the student to opt out of the College Preparatory/Work Ready Curriculum. For details see "Success" brochure or graduation requirements online at <www.sde.state.ok.us>.
This curriculum meets the state's requirements for high school graduation and a standard diploma. The local Board of Education may set graduation requirements above the state standards.	This curriculum meets the state's requirements for high school graduation and a standard diploma. The local Board of Education may set graduation requirements above the state standards.
This curriculum is aligned to the requirements for college admission at Oklahoma's colleges and universities.	Not all courses included in this curriculum are aligned to requirements for college admission, but students may be admitted to college if they complete the required coursework for college admission.
This curriculum is aligned to "Oklahoma's Promise," a program that provides a college tuition waiver for students who meet specific eligibility requirements.	Not all courses included in this curriculum are aligned to requirements for college admission, but students may be eligible for the Oklahoma's Promise tuition waiver if they complete the required coursework.
Students must meet additional requirements related to End-of-Instruction tests and the Personal Financial Literacy Passport (see details on checklist page).	Students must meet additional requirements related to End-of-Instruction tests and the Personal Financial Literacy Passport (see details on checklist page).

*The decision to opt out of the College Preparatory/Work Ready Curriculum to the Core Curriculum standards may be made more than once, but it may become more difficult for a student in the upper grades to select specific courses necessary for high school graduation. Contact your local high school counselor for assistance.*

#### For more information on:

- Local high school graduation requirements, contact your high school counselor.
- Oklahoma's Promise college tuition waiver requirements, contact the Oklahoma State Regents for Higher Education, (405) 225-9100.
- State graduation requirements, contact Counseling, (405) 521-3549, or Accreditation, (405) 521-3333, at the Oklahoma State Department of Education (SDE).
- *Achieving Classroom Excellence Act* requirements, contact the SDE's Office of Standards and Curriculum, (405) 521-3361.
- End-of-Instruction (EOI) tests, contact the SDE's Office of Accountability and Assessment, (405) 521-3341.

# ACE GRADUATION CHECKLIST

A summary of Oklahoma's College Preparatory/Work Ready Curriculum standards from the *Achieving Classroom Excellence Act of 2005 (ACE)*, Title 70 O.S. § 11-103.6.

## ENGLISH (4 UNITS)

- English I
- English II
- English III
- English IV
- Other English course approved for college admission requirements

## MATHEMATICS (3 UNITS)

*Beginning with those entering the 9th grade in the 2008-09 school year, all students must take 3 units of Mathematics in Grades 9-12 in addition to any of the following courses taken prior to Grade 9.*

- Algebra I
- Algebra II
- Geometry
- Trigonometry
- Math Analysis
- Calculus
- AP\* Statistics
- Other mathematics course approved for college admission requirements

## LABORATORY SCIENCE (3 UNITS)

- Biology I
- Chemistry
- Physics
- Other laboratory science course approved for college admission requirements

## HISTORY AND CITIZENSHIP SKILLS (3 UNITS)

- 1 United States History, and
- ½ United States Government
- ½ Oklahoma History
- 1 selected from the subjects of History, Government, Geography, Economics, Civics, or non-Western culture and approved to meet college admission requirements

## FOREIGN OR NON-ENGLISH LANGUAGE OR COMPUTER TECHNOLOGY (2 UNITS)

- 1st year of Foreign or Non-English language
- 2nd year of **same** Foreign or Non-English language
- OR**
- 1st year of Computer Technology
- 2nd year of Computer Technology *(excludes keyboarding or typing courses)*

## 1 ADDITIONAL UNIT SELECTED FROM ANY COURSES LISTED PREVIOUSLY

\_\_\_\_\_

## FINE ARTS OR SPEECH (1 UNIT OR SET OF COMPETENCIES)

- Music
- Art    **OR**     Speech
- Drama

## AT LEAST 6 ELECTIVES\*

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## TESTING REQUIREMENTS\*

Beginning with students entering 9th grade in the 2008-09 school year, every student shall demonstrate mastery of the state academic content standards in the following subject areas in order to graduate from a public high school with a standard diploma.

- English II, and
- Algebra I, and two of the following:
  - English III
  - Algebra II
  - Geometry
  - Biology I
  - U.S. History

### Personal Financial Literacy Requirement (Title 70 O.S. § 11-103.6h)

Beginning with students entering the 7th grade in the 2008-2009 school year, in order to graduate from a public high school, students must complete and demonstrate satisfactory knowledge in 14 areas of instruction related to financial literacy, including such topics as credit card debt, saving money, interest, balancing a checkbook, understanding loans, identity theft, and earning an income. School districts have the option of determining when the areas of instruction are taught and whether these are integrated into existing courses or taught as a separate course (which may count as an elective credit). Contact your local school district officials for specific details.

**23 UNITS** are required in order to meet state graduation requirements.

\*Students with disabilities may participate in the Oklahoma Alternate Assessment Program (OAAP) or Oklahoma Modified Alternate Assessment Program (OMAAP), as determined by their Individual Education Program (IEP) teams.

†The local school board's graduation requirements may exceed the state graduation requirement of 23 units.

See the school counselor for local coursework requirements or for information regarding proficiency-based promotion.

## GRADING SYSTEM

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

On a "4.00" point scale, an A = 4 points, B = 3 points, C = 2 points, D = 1 point, and F = 0 points.

AP courses are weighed on a "5.00" scale. On a "5.00" point scale, an A = 5 points, B = 4 points, C = 3 points, D = 2 points, and F = 0 points.

## GRADUATE HONOR STUDENTS

1. Graduate Honor Students will be determined by a 3.5 weighted GPA or better calculated from 1<sup>st</sup> and 2<sup>nd</sup> semesters of 9<sup>th</sup>, 10<sup>th</sup>, and 11<sup>th</sup> grades, 1<sup>st</sup> semester of 12<sup>th</sup> grade, and 3<sup>rd</sup> 9 weeks of the 12<sup>th</sup> grade.
2. Senior Honor Graduates will be recognized by colored sashes or honor cords at graduation and will be recognized by name at graduation and the school awards assembly.

## HALLS AND BUILDING

Due to limited time between classes, students are encouraged to limit their visiting in the halls. Please do not leave trash in desks, on the floor, or on the school grounds. Help keep the buildings and grounds clean at all times. The restrooms at Cashion Jr. - Sr. High School are clean and adequate supplies are maintained for the students' use. Cashion students are expected to help keep our restrooms clean and sanitary. Again, Cashion students take pride in excellent facilities. The buildings will be closed at 4:00 p.m. and students are not to be in the building after this time unless they have permission from the principal or superintendent.

## HARASSMENT, INTIMIDATION, BULLYING

According to Oklahoma State Law 70 O.S. 20015, bullying, harassment, and intimidation are specifically prohibited "at school."

"Harassment, intimidation, and bullying" means any gesture, written or verbal expression, or physical act that a reasonable person should know will harm another student, damage another student's property, place another student in reasonable fear of harm to the student's person or damage to the student's property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student. "Harassment, intimidation, and bullying" include, but are not limited to, a gesture or written, verbal, or physical act.

Harassment is intimidation by threats of or actual physical violence; the creation by whatever means of a climate of hostility or intimidation; or the use of language, conduct, or symbols in such manner as to be commonly understood to convey hatred, contempt, or prejudice or to have the effect of insulting or stigmatizing an individual. Harassment includes but is not limited to harassment on the basis of race, sex, creed, color, national origin, religion, marital status, or disability.

Harassment, intimidation and bullying set forth above may include, but is not limited to the following:

1. Verbal, physical, or written harassment or abuse;
2. Repeated remarks of a demeaning nature;
3. Implied or explicit threats concerning one's grades, achievements, etc.;
4. Demeaning jokes, stories, or activities directed at the student;
5. Unwelcome physical contact.

This policy is in effect while the students are on school grounds, in school transportation, or attending school-sponsored activities or school-sanctioned events, and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school district.

## HONOR ROLL

All students in grades 7 – 12 that earn a 3.50 weighted grade point average (GPA) or higher each semester and no semester grade below a C will be recognized as a member of the Cashion High School Honor Roll for that semester.

## IMMUNIZATIONS

Oklahoma law requires students meet certain immunization requirements to be eligible to attend school. If these requirements are not met, the student will not be allowed to attend school. **If the student develops an illness after reaching school, an attempt will be made to notify the parent. The school does not diagnose diseases and gives no internal medicine, including aspirin, ibuprofen or acetaminophen. In case of severe injury or broken bones, parents or a doctor will be notified immediately. The school will administer only emergency first aid in case of injury.**

Title 70, Section 1210.191, Oklahoma Statutes, 1970 requires that parents or guardians of all minor children in grades kindergarten through the twelfth grade for all public, parochial, or private schools in the State of Oklahoma, present a certified copy of required immunizations upon school entry. To be in compliance with this law, students in grades 9 through 11 must present proof of (5) doses

DPT/DTaP/Td/Tdap, (4) doses Polio, (2) doses of MMR, a (2 or 3) dose series of Hepatitis B vaccine, (2) dose series of Hepatitis A, and (1) dose of Varicella. 12th grade students must have all of the same vaccines listed above, with the exception of Varicella. No minor child shall be admitted to any public, private, or parochial school operating in Oklahoma unless the parent or guardian can present to the appropriate school authorities certification from a licensed physician or the appropriate public health authorities that such child has received or is in the process of receiving immunizations required for school entry. For more information, visit <http://imm.health.ok.gov>.

### **INTERNET, SUMMER SCHOOL, AND CORRESPONDENCE CLASSES**

When it becomes necessary for a student to repeat a class or make up credits for graduation, it is strongly recommended that the student consider summer school. It is imperative that a student stays on track for graduation. Students who fall behind in required credits sometimes find themselves unable to schedule all the required credits during the regular school term. Internet, Summer School, and Correspondence classes will be accepted as meeting local requirements for high school graduation as long as they meet the following criteria:

1. First priority will be given to students making failed credits.
2. Classes must meet local and state accreditation standards.
3. Except for make-up classes or extreme schedule conflicts, no Internet, summer school, or correspondence class credits will be given for **core classes**, which are offered at Cashion High School.
4. All Internet, summer school, or correspondence classes must be approved by the high school principal and superintendent.

### **INTERNET POLICY**

Internet access is a valuable educational tool when used in the proper manner. As valuable as it is, it also has materials which are not proper and allows students the accessibility to materials which do not have educational value. Students who access materials which are not in support of the educational mission and process of Cashion High School will be denied further access of the internet while in attendance at the school. Parents and students will be asked to sign an Internet Use Agreement form prior to students being allowed access to the Internet.

### **ITEMS PROHIBITED AT SCHOOL**

The following items are considered dangerous and strictly prohibited from school. Possession, sale, transmission, and/or use of these items may result in discipline, to include out of school suspension, depending on the severity and nature of the offense. Examples of these items include, but are not limited to:

- o Firecrackers
- o Stink, smoke, or snap bombs
- o Matches or lighters
- o Weapons of any type
- o Firearms (including replicas, ammunition, paint balls or guns, projectiles, etc.)
- o Incendiary or explosive devices
- o Any objects used or portrayed in a violent manner.

### **Other prohibited items include:**

- o Toys
- o Skateboards / Roller Skates
- o Toy Guns or weapons
- o Water Guns
- o Sling Shot
- o Laser pens or Laser Lights of any kind
- o Miscellaneous items such as, but not limited to:
  - ✓ Liquid Paper
  - ✓ Slime
  - ✓ Whoopie cushions
  - ✓ Prank items
  - ✓ Inappropriate Magazines
  - ✓ Noisemakers of any type
  - ✓ Water Balloons
  - ✓ Invisible ink

\*No student may sell any item (candy or etc.) unless it is from an approved school fundraising project for the high school. No other school fundraising projects are allowed. Disciplinary actions may result from sales which are not approved. If brought to school, such items will be impounded.



## **JUNIOR/SENIOR PROM**

The Junior/Senior Prom is an annual social function sponsored by the junior class in honor of Cashion High School's senior class. All student members of these two classes are allowed and encouraged to be in attendance. Each member of the junior and senior class may invite and bring a guest. Each guest must be invited as an escort for the evening. Each invited guest that is not a member of Cashion High School (9-12) must be approved by the principal. Guests must be pre-approved 1 week prior to the day of the prom. Students, whose classification is below the 9th grade, are not eligible to be invited or be in attendance. Individuals that are invited escorts are to be under 21 years of age

As a social function, standards for dress would include slacks/jacket, suits, tuxedos, dresses, formals and/or evening gowns. Blue jeans attire is not considered as standard dress. The appropriate footwear would be shoes that may normally be worn with a tux/suit/slacks and a jacket and/or evening gown. Flip-flops, sandals, tennis shoes, and/or work boots would not be considered appropriate for the evening.

## **LEAVING SCHOOL GROUNDS**

**No student may leave school except at regular dismissal time without checking out through the office. If the student knows in advance that he needs to leave school, a parent must phone or come by the office to check out the student.** A student who fails to check out (which includes prior parental permission AND signing out in the office) prior to leaving school anytime during the school day will be disciplined for truancy. **No student will be allowed to leave school unless a parent has been contacted. Also, during the lunch times, a student's parent must be the one to physically check the student out in the office, unless it can be verified the student is leaving for the rest of the day or attending a doctor or other legal appointment. Checking out students over the phone during lunch times is otherwise prohibited.**

## **LIBRARY**

The library will be opened at 8:25 a.m. and remain open throughout the day, as well as after school for a short amount of time. Students are encouraged to use the library as much as possible. Should a student need to visit the library during class time, the student should be given a hall pass from his/her current teacher. Upon arriving in the library, the student should check in immediately with the librarian to inform her of his or her particular needs..

## **LOCKERS**

Every student who attends Cashion Jr. - Sr. High will have the option of receiving a hall locker. Each locker assigned has a built-in lock. Lockers should be kept locked during each hour of the day. Students should refrain from slamming doors. Lockers are to be kept reasonably clean and must not be defaced inside or out.

Students are to use only the locker assigned to them. All students are responsible for the condition, as well as the contents, of their lockers. The lockers will be issued to you when you enroll. Please keep your lockers closed. If you have any locker trouble, report it to the principal's office. **No sharing lockers! No key locks are allowed.** The school is not responsible for lost or stolen items. Also, student lockers are subject to search at any time.

Lockers must be cleaned at the end of the school year. Students who do not clean the lockers and remove all items will be assessed a cleanup fee of five dollars (\$5.00). Students will not be issued a locker the next year until the fee is paid.

## **MAKE UP CREDITS**

When it becomes necessary for a student to repeat a class or make up credits for graduation, it is strongly recommended that the student consider summer school. It is imperative that a student stays on track for graduation. Students who fall behind in required credits sometimes find themselves unable to schedule all the required credits during the regular school term.

## **MAKE UP WORK POLICY**

The make-up policy for **all** absences shall be one day to make up work for each day missed, up to five days. Beyond five days, arrangements will be decided by the building principal. Teachers have the responsibility to give the student the make-up work assignment on the day of the student's return to class upon the student's request. Make-up work for all absences will be offered to the student upon their request.

Each class is a separate experience for the child, therefore a student may request the full number of days missed to make up the work or the student may request the opportunity to complete the assignment or test on the day of their return. Class work assigned **before** the student is absent will be due on the day the student returns to class. Class work set in advance by specific due date will be due on that date (i.e. term papers, class projects).

However in the case of suspensions, students must request and acquire the work which will be missed during the time of suspension and have it ready to hand in upon return to school. The work must be picked up at the school between 8:00 AM and 8:25 AM on the morning of the period of suspension.

## **MOMENT OF SILENCE**

Each morning during our morning announcements, all students will be asked to stand and offer a moment of silence. This will be done so each student may internalize his or her thoughts and feelings .

## **ONLINE STUDENT INFORMATION (GRADE BOOK, ATTENDANCE, ETC.)**

Parents and students may access student information from the online system utilized by the district. Please visit the principal's office to obtain the web address, username, and password for your child/children.

## **PARENTS RIGHT-TO-KNOW REQUIREMENTS**

### **SECTION 1111(H)(6)**

#### **OKLAHOMA STATE DEPARTMENT OF EDUCATION**

(A) Qualifications – At the beginning of each school year, a local educational agency that receives funds under this part shall notify the parents of each student attending any school receiving funds under this part that the parents may request, and the agency will provide the parents on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including, at a minimum, the following:

- (i) Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- (ii) Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria has been waived.
- (iii) The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher.
- (iv) Whether the child is provided services by paraprofessionals and, if so, their qualifications.

(B) Additional Information – In addition to the information that parents may request under subparagraph (A), a school that receives funds under this part shall provide to each individual parent –

- (i) Information on the level of achievement of the parent's child in each of the State academic assessments as required under the part; and
- (ii) Timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified.

(C) Format – The notice and information provided to parents under this paragraph shall be in an understandable and uniform format and, to the extent practicable, provided in a language that the parents can understand.

## **PARENT/TEACHER CONFERENCES**

Every parent is encouraged to know about his child's classroom performance and to become acquainted with his or her teachers. We urge you to call the school office and schedule a conference with your child's teachers at a mutually convenient time. Teachers will NOT be pulled away from their teaching responsibilities for an unscheduled conference.

Teachers are on duty from 3:30 p.m. until 6:30 p.m. on parent-teacher conference days. We will make every effort to be available for you during these times to speak with your child's teachers and pick up report cards for the corresponding nine weeks.

## **PETITIONS**

Petitions, for any cause, may not be circulated in the school without the permission of the principal. Distribution of materials of any kind (other than those being distributed by the school) are not to disrupt the educational process in any way and must meet the guidelines as established by the state and federal court system. All posted items must be approved in advance by the building administration.

## **PLEDGE OF ALLEGIANCE**

"I pledge allegiance to the flag of the United States of America, and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all."

## **PUBLIC DISPLAY OF AFFECTION**

No inappropriate displays are permitted. School is not the time or place to engage in activity that might otherwise distract the students involved, or student witnesses, from our mission of excellence in education. Greetings and interactions should be respectful and professional in nature. Repeated offenses will warrant disciplinary action which may lead to possible suspension.

## **REPORTS TO PARENTS**

At the end of each 4 ½ week period, the student will be given a copy of his/her cumulative progress report card which he/she is to take home to his/her parents. Students will receive Progress Report #1 after 4 ½ weeks, Progress Report #2 after 9 weeks, Progress Report #3 after 13 ½ weeks, and a semester grade after 18 weeks. Timelines are approximate and all grades are cumulative. Parents are urged to confer with the principal and teachers when there is a question concerning grades of the student. Ineligibility reports are mailed beginning with the 4<sup>th</sup> week of each semester. Second semester report cards are mailed to the home address during the summer.

## RESPONSIBILITY OF PARENTS

The ultimate responsibility for student behavior rests with the parents. The following are among their specific responsibilities:

1. Support the schools in requiring students to observe all school rules and regulations and accepting responsibility for any willful misbehavior on their part. Send students to school with proper attention having been given to health, personal cleanliness and neatness/appropriateness of dress.
2. Maintain an active interest in the student's work. Make it possible for them to complete assigned homework particularly by providing a quiet place and conditions for study.
3. Comply with the school's requests. This includes reading carefully all communications and signing and returning them as requested.
4. Ensuring that your children attend school regularly without unnecessary absences and arrive at school punctually each day.
5. Cooperate with the school in attending conferences set up for planning for its continuous maintenance and improvements.

## RESPONSIBILITY OF STUDENTS

The following are responsibilities which students are expected to accept:

**QUALITY OF WORK:** Students must do their best each day and complete assignments including homework and assignments missed because of absence.

**SCHOOL RULES:** Each student must conform to school rules and regulations and accept the leadership of teachers, school officials, and others who have been assigned leadership responsibility. Students must also conform to school rules at all times when they are on the way to and from school and at school activities at home or away.

**CARE OF SCHOOL PROPERTY:** A modern, fully equipped school building designed for beauty and utility is a part of the heritage of the Cashion Student Body. It belongs to many generations and is not the sole property of any annual group of students. Thus, it is the privilege and obligation of every student to appreciate fully, use carefully, preserve faithfully, and pass to future generations, the building, its grounds and its equipment, without blemish. Anyone who damages or defaces any school property will replace or pay for the property damaged.

## RULES AND REGULATIONS FOR PARTICIPANTS IN EXTRA-CURRICULAR ACTIVITIES AT CASHION HIGH SCHOOL

The extra-curricular program at Cashion High School includes activities such as the following: Athletics, FFA, BPA, FCCLA, Student Council, Cheerleaders. This list is not all-inclusive; it is only a sample of available activities.

It is hoped that as a result of the extra-curricular program, your child will grow physically and emotionally stronger. It is the desire of the school that students should be involved in an extra-curricular activity. Through participation in an activity, a student should grow in his/her disciplined efforts, both individually and as a part of a group.

Certain standards of social behavior are expected from students participating in an extra-curricular activity at Cashion High since they are more visible representatives of our school and community. As a result of this status, the student should be governed by rules of conduct.

Because extra-curricular activities are disciplined activities, students who choose to participate in these activities must be willing to discipline themselves and refrain from certain activities non-participants may be involved in. The following rules and regulations will apply to all organizations at Cashion High School. The following rules will be strictly enforced during the school year; and students are expected to follow these rules during summer activities:

1. No use of tobacco in any form; not only is this harmful to your health but is also against the Laws of Oklahoma for persons under 18 years of age.
2. Use of alcoholic beverages in any form will not be allowed, as this is dangerous to your health and is illegal under the Laws of Oklahoma.
3. Use of Illegal drugs will result in immediate suspension from the organization.
4. Any action that would bring discredit upon our organization, school, or community will result in action being taken by the sponsor.

Students in violation of the above rules will have the following disciplinary action taken. These consequences are in addition to other disciplinary action that may result from a disciplinary referral. All sponsors and administrators will report violations for disciplinary referral.

- A. **First violation**, parents will be notified and the first violation will result in a one week suspension from activities. Students being disciplined will be suspended from all extra-curricular activities sponsored by Cashion High School during the suspension period.

- B. **Second violation**, parents will be notified and the student will be suspended from the organization for the remainder of the season or semester, or six weeks whichever is longer. Students being disciplined will be suspended from all extra-curricular activities sponsored by Cashion High School during the suspension period.
- C. **Third violation**, parents will be notified and the student will be suspended from participation in organizational activities for one school year or 36 weeks whichever is longer. Students being disciplined will be suspended from all extra-curricular activities sponsored by Cashion High School during the suspension period.

We have gone to some length to formulate and explain the rules, and hopefully, there will be no misunderstandings. We do not want to have to discipline our students, but we do want to reduce and/or prevent chemical, tobacco, and alcohol use by students at Cashion High School. Our first concern is that the student who uses one of these substances receives assistance.

#### **RULES AND REGULATIONS FOR USE OF SCHOOL SHOPS**

1. No outside persons will be allowed to use the shops at any time, unless the Agriculture Education teacher approves the use of the shop and is present when the shop is being used.
2. All school supplies and materials must be paid for when used!
3. Instructors are to see that work areas are cleaned at the end of each period and tools are put back in their correct storage places. All trash is to be swept up and put in the proper receptacles.
4. All lights are to be turned off and doors locked when you finish work after school hours or on weekends--this includes the gate on the Northwest side.

#### **RULES FOR STUDENT FANS AT EXTRA-CURRICULAR ACTIVITIES**

Students attending school events are expected to represent our school well. Under no circumstance is a Cashion student to antagonize another fan, player, coach, or official through the use of words, gestures, etc. Administration will warn a student once (for the entire academic year). After a warning, the offending student will be suspended from the next two events. A third violation will result in suspension from all remaining extra-curricular events for the academic year.

#### **SAFE SCHOOLS HOTLINE**

It is the desire of Cashion High School and the State of Oklahoma that each school be a safe place for all students. We need your help. You can help by notifying an adult in the building or by calling the Safe Call Hotline at 1-877-723-3225, extension 651, when you have knowledge of drugs, weapons or violent acts in our schools, or other schools. **The call is completely anonymous.** We simply receive a fax in our central office and we are required to take action on the information we are given.

#### **SATURDAY SCHOOL DETENTION**

Saturday School will be used for discipline, excessive tardiness and students who are ineligible. The detention period runs from 8:00 AM to 12:00 PM. Students will be required to work on class assignments, and or may be required to help with campus chores. If a student fails to attend Saturday school further disciplinary action will be taken by administrative staff.

## **SCHOOL COLORS**

Maroon and Gold

## **SCHOOL EMBLEM**

Wildcat

## **SCHOOL PHILOSOPHY**

We should strive to develop the individual to the maximum of his capabilities, aptitudes, and interests.

1. Each student should gain a thorough and useful knowledge of the three "R's" as a basis of all further learning, to help them attain a higher standard of living, and to maintain a position of respect in society.
2. Each student should be taught to think creatively and logically in order that he may rely upon his initiative and judgment, and not be misled by false and untrue propaganda.
3. The students should be taught the importance of their responsibilities as citizens and member of a democratic society.
4. The student should be taught not only to cherish rights and privileges as a free American, but also to respect the rights and privileges of others.
5. Each student's needs for a stable economic future should be met by providing either the actual training necessary for a vocation or by providing an adequate foundation for future training in his chosen field.
6. The student should be encouraged toward an appreciation of the cultural and aesthetic values of life.
7. The student should be encouraged to develop a wide span of interest for the use of leisure time, such as fine arts, hobbies, sports, or other useful activities.
8. The student should be trained to cultivate clean and wholesome health habits, and to develop good spiritual and moral attitudes.

## **SCHOOL SPIRIT**

School spirit is many things. We can't see or touch it; we can hardly define it. Yet it is the most powerful force we feel in our school. It is:

- The satisfaction you feel when you have met with success.
- The desire to put honest effort into your school years.
- The loyalty and courtesy you feel toward your classmates, teachers, and visitors.
- The thrill you feel when the "Wildcats" score.
- The hurt you suffer when you see a fellow student cheapen the standards of your school.
- The honor you experience in proudly protecting the good reputation of your school.

## **THAT IS SCHOOL SPIRIT--RESPECT IT, GUARD IT, AND HOLD IT HIGH.**

## **SCHEDULE CHANGES**

Approval of the principal and teachers involved must be secured before class changes can be made. Necessary forms are in the counselor's office and are given upon the request of the student. Changes in classes must be made during the first three (3) days of each semester.

## **SCHEDULING STUDENT ACTIVITIES**

Any school group desiring to schedule a meeting, etc. should check and secure the approval of their sponsor. The sponsor then should check with the principal who may give his approval and schedule the event on the school calendar. All requests for such school activities should be made at least one week before the activity is to take place when possible. All activities must be scheduled on the master calendar by submitting a request for the activity on the calendar request form.

## **SCHOOL SAFETY**

Students and faculty will participate in fire drills, tornado drills, intruder drills and lockdown drills throughout the year. Each classroom is equipped with written procedures to follow during these situations. Teachers are responsible for conveying this information to students. Students are responsible for knowing this information and following the procedures in a very disciplined manner, whether it be a drill or a true emergency.

## **SEARCHES INVOLVING STUDENTS**

The School Board and Administration reserve the right to search student's personal belongings, lockers, vehicles and person as allowed by federal and state law. Students and parents need to be aware that students themselves, their personal belongings, lockers, and vehicles will be searched in the event the Administration suspects the unauthorized use of tobacco, alcohol, drugs, weapons, etc. We also cooperate with the Cashion Police Department as they occasionally help us with random searches. The following paragraphs are excerpts from statute that further outline student privacy and student searches:

"The superintendent, principal, teacher, or security personnel of any public school in the State of Oklahoma, upon reasonable suspicion, shall have the authority to detain and search or authorize the search, of any pupil or property in the possession of the pupil when said pupil is on any school premise or while in transit under the authority of the school, or while attending any function sponsored

or authorized by the school. The principal, teacher, or security personnel searching or authorizing the search shall have authority to detain the pupil to be searched and to preserve any dangerous weapons or controlled dangerous substances, intoxicating beverages, non-intoxicating beverages, or missing or stolen property that might be in their possession including the authority to authorize any other persons they deem necessary to restrain such pupil or to preserve any dangerous weapons or controlled dangerous substances, intoxicating beverages, non-intoxicating beverages, or missing or stolen property.”

“Any pupil found to be in possession of dangerous weapons, or controlled dangerous substances, intoxicating beverages, non-intoxicating beverages, or missing or stolen property may be suspended by the superintendent or principal for a period not to exceed the current school semester and the succeeding semester. Any such suspension may be appealed to the board of education of the school district by the pupil suspended under this section.”

“Pupils shall not have any reasonable expectation of privacy towards school administrators or teachers in the contents of a school locker, desk, or other school property. School personnel shall have access to school lockers, desks, and other school property in order to properly supervise the welfare of pupils. School lockers, desks, and other areas of school facilities may be opened and examined by school officials at any time and no reason shall be necessary for such search. Schools shall inform pupils in the student discipline code that they have no reasonable expectation of privacy rights towards school officials in school lockers, desks, or other school property.”  
(70-24-102)

Cashion High School will periodically hire outside agencies to search student lockers, student automobiles, and classrooms pursuant of drugs, weapons, and materials that may be explosive and harmful in nature. These agencies will use trained canines for this purpose. Contraband found will be used to determine proper consequences as per the expectations of the school. Items found may be turned over to the local or county legal authorities.

### **SEMESTER EXAM POLICY**

Semester exams shall be comprehensive and uniformly weighted in all classes taught at Cashion High School. The semester grade shall be determined by calculating each 9 week grade at 40% and the semester exam at 20%. All students, grades 9-12, will take semester tests unless exempted.

7th and 8th grade students will be required to take comprehensive nine weeks exams each nine weeks rather than a semester exam. The nine week exam will be averaged as 10% of the grading period.

### **SNACKS, CANDY AND SOFT DRINKS**

Eating candy, snacks or soft drinks will not be permitted in the classroom, auditorium, or carpeted hallways. Soft drinks will be allowed in the cafeteria and or outside on the grounds. Water bottles, cups of ice, and/or cups of water or drinks of any kind will not be allowed in the carpeted areas or classroom areas of the building. Drinks may not be stored in the lockers or classrooms. Drinking fountains are available for student usage. Teachers may grant special permission for their classroom with administrative approval.

### **SPECIAL NEEDS STUDENTS**

Cashion Schools offers special education classes for its students. The parents/guardians of a handicapped child between 0-21 years of age who is in need of special education services should contact the Superintendent's office at 433-2741 for more information. The law provides that any child between the ages of 0-21 with special education needs is entitled to a free and appropriate public education. Translation will be provided upon request.

### **STATE HONOR SOCIETY MEMBERSHIP**

The members of the State Honor Society shall be selected from the top ten percent of the student population in grades 9-12. The selection standard is figured on the cumulative grade average of the previous two semesters.

### **STUDENT RECORDS**

Only that information which is pertinent to the individual's educational progress and those items required by law are to be maintained in the student's file. A student's records are open for inspection by the student, his parents or guardian, school officials and certified employees of the school district. Disclosure of student records will be in compliance with the provisions of the Federal Educational Rights and Privacy Act.

### **STUDENT VEHICLES**

Students will be required to park their vehicles in the parking lot south of the High school **ONLY**. Students are not to park on the west side of the school or in other unauthorized areas. Faculty and staff will utilize the parking lot on the west side of the campus. Students are not allowed to ride in or drive vehicles nor will they be allowed to sit in cars during the school day. Parking lots are "off limits" to the student body during the school day. Speeding and reckless driving will not be tolerated. Students will not take up multiple parking spaces and will park as designated by the identified spaces. Violations of driving or parking rules may result in the loss of the privilege of bringing an automobile on the school grounds.

Only licensed drivers are permitted to use school parking facilities. Students must register their vehicles with the school administration. Decals will be issued and must be placed in the lower left hand side of the vehicle's rear window. Student vehicles on campus that are not properly registered and do not have a parking decal will be subject to being towed.

## **SUSPENSION OF STUDENTS**

1. The authority to suspend a student from a school in the district is delegated to the building principal.
2. Any student may be suspended for acts of immorality, violations of policy or regulations, or for any act, which disrupts the academic atmosphere of the school, endangers or threatens fellow students, teachers or officials, or damages property. Any student who has been adjudicated as a delinquent for a violent or non-violent offense may be suspended. Students who are verbally disrespectful and use profanity in a threatening manner directed towards a person who is employed by Cashion Public Schools and who serves in a capacity of being an educator or a support person will be suspended for a two week period for the first offense and the remainder of the semester if a second offense occurs. Students who have returned to school after the 2<sup>nd</sup> offense and who commit such an act will be suspended for the remainder of the school year.
3. Students who physically attempt to harm a person who is employed by Cashion Public Schools will be suspended for the remainder of the semester and no credit will be earned for the semester of suspension. When the student is reinstated, he/she may or may not be permitted back into the teacher's class where the infraction occurred.
4. A full suspension shall not extend beyond a one calendar year period except for violations of the Weapons-Free Schools Act. This act provides for unlimited suspensions.
5. Except under circumstances which require the immediate removal of a student or students, the parent(s) or legal guardian(s) shall be informed before a student is released from school.
6. Any student who has been adjudicated as a delinquent for a violent offense or non-violent offense and has been removed from a public or private school in this state or any other state for such act, will not be enrolled in the district until such time as that student no longer poses a threat to self, or students, or faculty.
7. Procedural steps to suspension:

Before a student is suspended from school, the principal of that school shall consider and apply, if appropriate, alternative in-school assignment options that are not to be considered suspensions. Such assignments may include detention, alternative school setting, reassignment to another classroom, or In-School Intervention (ISI). If such alternate assignment is rejected, written justification will be placed in the student's permanent record.

8. Appellate procedures. Any student who has been suspended under the steps listed may appeal the suspension to a suspension officer or board of education. The decision will be final. The School Board of Education shall appoint a suspension officer.

## **TARDY POLICY**

Punctuality is a habit which is established early in life. Punctuality often means the difference between success and failure. To aid in punctuality, the following policy has been established: Teachers will warn students after the 3<sup>rd</sup> tardy and assign lunch detention after the 4<sup>th</sup> tardy in the same class in a semester. After the 5<sup>th</sup> tardy in the same class, the student will be assigned Saturday School and will be required to take the semester test in that class.

- o 4<sup>th</sup> tardy in any class will result in lunch detention
- o 5<sup>th</sup> tardy in any class will result in Saturday School for one day and the student must take the semester test in that class
- o Tardies in excess of 5 in any class will result in further discipline including, but not limited to, detention, In-School Restriction (ISR), Saturday School, and/or suspension.

Teachers will document ALL tardies in the computer and then submit a discipline referral to the Dean of Students for the 4<sup>th</sup> tardy and each subsequent tardy. Tardies will start over at the end of the first semester.

## **TELEPHONE**

Students will not be called to the telephone, except in case of an emergency. Important messages will be delivered. Students will not be excused from classes to make telephone calls.

Phone calls should be made before school, during lunch, and after school. Students should not be using the phone during class time.

## **TEXT MESSAGING/TELEPHONE CALLS/E-MAIL**

Students shall refrain from contacting district personnel for any reason other than a school-related matter.

## TITLE IX AND SECTION 504 RULES

It is the policy of the Cashion Public Schools to provide equal opportunities without regard to race, color, national origin, sex, age, qualified handicap or veteran in its educational programs and activities. This includes, but is not limited to, admissions, educational services, financial aid, and employment. Inquiries concerning application of this policy may be referred to the Superintendent of Schools. Cashion Public Schools, 101 N Euclid Drive Cashion, Oklahoma 73016. Telephone number 405-433-2741.

## TRANSPORTATION/SCHOOL ACTIVITIES

Students are required to ride the bus or the school furnished transportation to all away extra-curricular and athletic contests, unless their involvement in another school sponsored activity prevents them from leaving when the bus leaves. In that case provisions must be made ahead of time with the sponsor and/or coach for transportation of the student to the athletic contest or the other school sponsored activity.

Students are required to ride the bus to and from the athletic and extra-curricular contest unless one of the following provisions has been met:

1. Parent or legal guardians only may take responsibility for the transportation of their children home, after notifying in person the coach, sponsor or principal and signing the release form.
2. Realizing there are extenuating circumstances that may occur that would have bearing on the rules, these (any changes) must be approved by the administration prior to the event.
3. In all other cases, students are required to ride the bus home.

These rules are not intended to put a hardship on any student or parent, but are for the sole purpose of ensuring the safety of the student and protecting the liability of the school, coach, administration, and Board of Education.

## TRUANCY

**Any student is considered to be truant when the student leaves school without being officially checked out in the office by the principal, or a designee.** Checking out includes both signing out and the office being made aware by the parent/guardian, in advance, of the need for the student to check out. **Truancy may also be further defined as any time a student is not where he or she is supposed to be.**

Truancy/unexcused absences are a very serious matter. A student is truant from school without permission from either the parent/guardian and/or the school. The following constitute other examples of truancy/unexcused absences:

1. Leaving school without checking out through the office
2. A student that is verified to be on campus during class time but absent from class without staff permission is truant. *A parent phone call cannot excuse this type of absence.*
3. Becoming ill and going to the restroom and never reporting to the attendance office, a teacher or a principal
4. Not reporting to the location stated on a hall pass or not reporting in a timely manner
5. Oversleeping
6. Arriving to 1<sup>st</sup> hour more than 10 minutes late
7. Arriving to 2<sup>nd</sup> through 8<sup>th</sup> hours more than 10 minutes late
8. Work related absences
9. Hair, tanning, portrait or other non-medical appointments
10. Loitering in the parking lot during class time
11. Car trouble
12. "Skip days" and "Cutting class"
13. Missing the bus or ride
14. Trespassing at other school sites
15. Shopping
16. Leaving campus for lunch, without permission
18. Fraudulent or fake phone calls to have a student dismissed from class
19. Being in a restricted access area during lunch or during the school day.

*\*This list is not meant to be all-inclusive.*

## UNSPORTSMANLIKE CONDUCT

Students who represent Cashion Jr. - Sr. High School are expected to maintain the highest standard of sportsmanship during and after each contest played. Students who fail to meet this standard either by being called for an act during the contest by a game official or noticed by a coach will receive consequences for their behavior.

These consequences may result in immediate removal from a contest and the athlete may also be suspended from future contests. Repeated offenses may result in permanent removal from the school team.



## **VALEDICTORIAN AND SALUTATORIAN AWARDS**

In order for students in the 6th and 12th grades to qualify for Valedictorian and Salutatorian awards at the respective graduations, they must have attended their last semester of school prior to graduation at Cashion Public Schools. GPA CALCULATION FOR THE SENIOR VALEDICTORIAN AND SALUTATORIAN AWARDS WILL CEASE AT THE END OF THE EIGHTH SEMESTER (SECOND SEMESTER OF SENIOR YEAR). FOR THE PURPOSES OF GRADUATION EXERCISES AND MEDIA ACKNOWLEDGEMENTS, A TENTATIVE ANNOUNCEMENT WILL BE MADE AFTER COMPLETION OF THE SEVENTH SEMESTER (FIRST SEMESTER OF THE SENIOR YEAR)

## **VISITORS**

It is the policy for all visitors to report to the office, state the nature of their business and obtain a visitor's pass before proceeding to any other section of the building. This lets us know that a visitor has checked in through the office. This policy is for the safety and protection of our students, as well as instructional time. Visitors with school related business are always welcome. A visitor's pass is also needed for cafeteria visitation.

We do not allow student visitation, except under very special circumstances (e.g. an older sibling on leave from the military). Former students wishing to visit teachers should call in advance to make an appointment with the particular teacher

## **WIRELESS COMMUNICATION DEVICES**

It is the policy of the Cashion Board of Education that a student may possess a wireless telecommunication device while on school premises, or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school. Students are not to use these devices without consent of the sponsor or administration.

While realizing that cellular phones, like other devices, provide excellent means of communication and connection between students and parents outside of school hours, their use during school is in conflict with our stated mission of focused educational opportunity during the school day.

**Parents needing to contact students during the day should leave messages with the office.** Please do not disrupt your student's academic day by calling or texting your child.

Cell phones are not to be used or even turned on during classroom or passing time. **Students may only use their phones before the first bell rings, after the last bell rings, and during lunchtime. During all other times, phones must be turned OFF. They may not be turned on and may not be turned to silent. They must be OFF.** Students in concurrent enrollment, or other alternate schedules are still held to this same procedure any time they are on the high school campus.

Students whose phones are found to be on (to include ringing, vibrating, "checking the time", etc) or who attempt to otherwise use them during school hours will have the device confiscated and brought to the office. The consequences will likely be as follows:

- **1<sup>st</sup> offense** – warning and parent contact
- **2<sup>nd</sup> offense** – detention and parent may be required to pick up phone
- **3<sup>rd</sup> offense** – ISR and parent will be required to pick up phone
- Subsequent offenses likely to result in more severe disciplinary action. In addition, if a cell phone is used in the breaking of another school rule (e.g. cheating), the consequences for the cell phone offense itself may be more severe than the current offense warrants.

Upon reasonable suspicion of the misuse of the device, the superintendent, principal, teacher, or security personnel shall have the authority to detain and search, or authorize the search of, any student or property in the possession of the student for unauthorized wireless telecommunication devices.

Students should be aware that the sending of nude or obscene emails or photographic text messages by one minor child to another individual is illegal. Parents and police will be contacted immediately.

## **CASHION WILDCATS,**

**The inappropriate behaviors described in this handbook are not all-inclusive; other misbehaviors may occur which are not specifically cited here. The Principal shall use his/her discretion in handling such cases, and will use this handbook as a guideline. Some misbehavior may be so severe as to warrant a more severe punishment than indicated by any guidelines suggested in this handbook.**

**PARENTS:**

The 2019-2020 Student Handbook is an effort to communicate the basic rules and policies that will affect the students during the school year.

All rules and regulations are carefully considered by the faculty, administration, and staff each school year. We encourage parents to read thoroughly and discuss the handbook information with their children. We also ask parents and students to sign this form indicating they are aware of how and where to access the 2018-2019 Cashion High School Student Handbook and to return this form to the high school office.

**The 2019-2020 Cashion High School Student Handbook can be accessed at the CHS website online at [www.cashionps.org](http://www.cashionps.org).**

I acknowledge and understand that: Student lockers are the property of the school system. Student lockers remain at all times under the control of the school system. I am expected to assume full responsibility for my school locker. The school system retains the right to inspect student lockers for any reason at any time without notice, without student consent, and without a search warrant.

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**Parent signature**

**Date**

---

**Student signature**

**Date**

---

**Locker Number**

**ANTI-BULLYING CONTRACT – STUDENTS**

We, the students of Cashion High School, agree to join together to condemn and stop bullying at our school. We believe that every student has the right to feel safe, secure, and accepted regardless of sexual orientation, color, race, gender, popularity, athletic ability, intelligence, religion, or nationality.

Bullying means a pattern of any intentional written, electronic, verbal, or physical act against another student. Examples of bullying are:

- Placing a student in fear of substantial harm to his/her emotional or physical well-being.
- Creating a hostile, threatening, humiliating, or abusive environment due to persistent actions.
- Perpetuating bullying by soliciting or coercing an individual or group to demean, dehumanize, embarrass, or cause emotional or physical harm to another student.

Bullying causes pain and stress to victims and is never justified or excusable as “just teasing.” The victim is never responsible for being a target of bullying.

**By signing this contract, we, the students, agree to:**

1. Value student differences and treat others with respect.
2. Not become involved in bullying incidents or be a bully, but rather support students who have been, or are subjected to bullying.
3. Be aware of the school’s policies with regard to bullying and immediately report all incidents.
4. Talk to teachers and parents about concerns regarding bullying and work with other students and faculty to help the school stop bullying.
5. Be a good role model for younger students.

Printed Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Print Parent/Guardian name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Permission to use form granted by: Mt. Pleasant High School