

**Carrington High School**  
**STUDENT PLANNER**

**C.H.S. Fight Song**  
Fight on, oh Cardinals!  
We are proud of you.  
Loyalty first,  
Red and white our colors true!  
We're here to win today,  
Do it with fair play.  
Fight to the finish for a victory!

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**P.O. Box 48**  
**Carrington, ND 58421**  
**Ph.: 701.652.3136**  
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***<http://www.carrington.k12.nd.us>***

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City/State/Zip \_\_\_\_\_  
Phone \_\_\_\_\_  
Advisor \_\_\_\_\_

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CARRINGTON SCHOOL DISTRICT DOES NOT DISCRIMINATE ON THE BASIS OF  
RACE, NATIONAL ORIGIN, SEX OR HANDICAP IN ITS EDUCATION PROGRAMS,  
ACTIVITIES AND EMPLOYMENT PRACTICES.

**CARRINGTON SCHOOL DISTRICT  
STUDENT HANDBOOK SIGN OFF**

By signing this, I acknowledge that I have received and read the Carrington High School Student Handbook, that I have made it available to my parent(s)/guardian, and that I understand the provisions set forth.

---

Student Signature

---

Parent/Guardian Signature

---

Address



**Technology**  
**Acceptable Use Agreement**

The Carrington School District believes Internet access plays an important role in the education of students; however, the Internet also contains content that is not appropriate for students to access. In accordance with federal law, the District has taken reasonable precautions to restrict access to materials obscene, pornographic, and/or harmful to minors through the use of software designed to block sites containing inappropriate material. While the District has taken such preventive measures, it recognizes that it is not possible to fully guarantee that students will never access objectionable materials.

**Education**

The Carrington School District shall provide digital citizenship education to students, including appropriate online behavior, interacting with other individuals on social networking websites, and cyberbullying awareness and response.

**Monitoring Use**

Internet access is a privilege, not a right. Network storage areas shall be subject to the same scrutiny as school lockers for students. Network administrators may view files and communications to maintain the integrity of the system and to ensure proper and responsible use of the system. Teachers and administrators will exercise supervision of student use.

**Prohibitions**

The Carrington School District subscribes to the acceptable use policies of EduTech. All district computer users shall abide by this policy. The Superintendent, Principal or designee may take disciplinary measures when any of the following actions occur:

1. Using obscene language;
2. Accessing or creating pornographic files or sites and/or other inappropriate material;
3. Installing or use of unauthorized games, programs, files or other electronic media
4. Harassing, insulting, threatening, alarming, or attacking others;
5. Damaging technology devices, their systems and accessories;
6. Violating copyright, trademark, trade secret, or other intellectual property laws;
7. Using or participating in social networking sites for personal and/or non-curricular purposes;
8. Using another's password or representing oneself as another;
9. Trespassing into another's folders, work, or files;
10. Intentionally wasting network resources;
11. Employing the network for political purposes as defined by state law, financial gain, and/or commercial purposes;
12. Revealing anyone's personal information such as, but not limited to,

an address or phone number without appropriate consent. Students are prohibited from revealing personal information about themselves and/or others without obtaining written consent in accordance with the Federal Education Rights and Privacy Act and receiving administrative approval;

13. Other activities or actions deemed inappropriate and not in the best interest of the Carrington School District, its employees, and students.

#### Violations

Violation of this policy will, at a minimum, result in the following disciplinary consequences for students:

1. First offense (Level I)
  - a. Loss of email and Internet privileges for four weeks
  - b. Parents contacted
2. Second offense (Level II)
  - a. Loss of email and Internet privileges for at least the remainder of the year
  - b. Parents contacted
3. A student may be subject to Level II disciplinary action on his/her first offense if administration deems this necessary based on the severity of the offense.

Violations of this acceptable use policy or any applicable federal or state law, rule, or regulation may also result in disciplinary action up to and including expulsion for students.

#### Consent

All students must consent to this policy in writing prior to accessing district networks and/or computers. By signing this agreement below, users acknowledge that they have read and agree to abide by the provisions of this policy.

-----  
User's Signature

-----  
Parent/Guardian Signature (if user is a student)

Athlete's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

### Concussion Fact Sheet for Parents

#### *What is a concussion?*

A concussion is a brain injury. Concussions are caused by a bump, blow, or jolt to the head or body. Even a mild bump or blow to the head can be serious.

#### *What are the signs and symptoms?*

You can't see a concussion. Signs and symptoms of concussion can show up right after the injury or may not appear or be noticed until days after the injury. If your teen reports one or more symptoms of concussion listed below or if you notice the symptoms yourself, keep your teen out of play and seek medical attention right away.

#### Signs Observed By Parents or Guardians

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows mood, behavior, or personality changes
- Can't recall events prior to hit or fall
- Can't recall events after hit or fall

#### Symptoms Reported by Athlete

- Headache or "pressure" in head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Sensitivity to light or noise
- Feeling sluggish, hazy, foggy, or groggy
- Concentration or memory problems
- Confusion
- Just not "feeling right" or is "feeling down"

#### *How can you help your teen prevent a concussion?*

Every sport is different, but there are steps your teen can take to protect themselves from concussion and other injuries.

- Make sure they wear the right protective equipment for their activity. It should fit properly, be well-maintained, and be worn consistently and correctly.

- Ensure that they follow their coaches' rules for safety and the rules of the sport
- Encourage them to practice good sportsmanship at all times

What should you do if you think your teen has a concussion?

1. Keep your teen out of play. If your teen has a concussion, her/his brain needs time to heal. Don't let your teen return to play the day of the injury and until a health care professional experienced in evaluating for concussion says your teen is symptom-free and it's OK to return to play. A repeat concussion that occurs before the brain recovers from the first concussion— usually within a short period of time (hours, days, or weeks) – can slow recovery or increase the likelihood of having long-term problems. In rare cases, repeat concussions can result in edema (brain swelling), permanent brain damage, and even death.
2. Seek medical attention right away. A health care professional experienced in evaluating for concussion will be able to decide how serious the concussion is and when it is safe for your teen to return to sports.
3. Teach your teen that it's not smart to play with a concussion. Rest is key after a concussion. Sometimes athletes wrongly believe that it shows strength and courage to play injured. Discourage others from pressuring injured athletes to play. Don't let your teen convince you that s/he's "just fine".
4. Tell all of your teen's coaches and the student's school nurse about ANY concussion. Coaches, school nurses, and other school staff should know if your teen has ever had a concussion. Your teen may need to limit activities while s/he is recovering from a concussion. Things such as studying, driving, working on a computer, playing video games, or exercising may cause concussion symptoms to reappear or get worse. Talk to your health care professional, as well as your teen's coaches, school nurse, and teachers. If needed, they can help adjust your teen's school activities during her/his recovery.

Parent's Guardian's Signature\_\_\_\_\_

Date\_\_\_\_\_

**THIS FORM MUST BE SIGNED ANNUALLY AND MUST BE AVAILABLE FOR INSPECTION AT THE SCHOOL**



**C.H.S. Staff**

Superintendent . . . . .	.Dr. Brian Duchscherer
Principal . . . . .	. Mr. David Nowatzki
Technology Coordinator . . . . .	. Mr. Wayne Shipman
Science . . . . .	Mr. Pat Boehmer
Math . . . . .	Mrs. Sharon Boehmer
Science / Math . . . . .	. Mr. Andy Braaten
Music - Instrumental/Vocal . . . . .	. Mr. Mark Brown
Counselor . . . . .	Mrs. Joan Copenhaver
Business/Technology Integrator . . . . .	. Mrs. Jacey Erickson
Voc. Agriculture . . . . .	. Mrs. Missy Hansen
English/French . . . . .	. Mrs. Kristen Hewitt
Math/Health . . . . .	. Mrs. Jan Hochhalter
Math . . . . .	Mr. Marty Hochhalter
Keyboarding . . . . .	. Mr. Greg Hoeckle
Social Studies . . . . .	. Mr. Matthew Hone
Art . . . . .	Mrs. Pegs Johnson
Phy Ed . . . . .	Mr. Josh Kerbaugh
Social Studies/AD . . . . .	. Ms. Karla Michaelson
Science . . . . .	Mrs. Carrie Nichols
English/Social Studies . . . . .	. Mrs. Christy Richter
Librarian/German . . . . .	. Mrs. Michele Seil
Fam. /Cons. Sci. . . . .	. Mrs. Jessica Skadberg
English . . . . .	. Mr. Tim Ranum
English/Spanish . . . . .	. Ms. Patricia Whipple
Special Services . . . . .	. Ms. Kori Wieting
Administrative Assistant . . . . .	. Mrs. Sheryl Roundy
Business Manager . . . . .	. Mrs. Kim Edland
Tutor . . . . .	Mrs. Jean Gauderman
Library Aide . . . . .	. Mrs. Laura Irion
Para . . . . .	. Ms. Taylor Alderman
Custodian . . . . .	. Mr. Dale Perhus
Custodian . . . . .	. Mr. Craig Wiesz
Head Cook . . . . .	. Mrs. Robin Gisvold
Cook . . . . .	. Mrs. Jodi Burr
Cook . . . . .	. Mrs. Lori Kirkeby

**School Board**

Mr. Scott Fetch  
Mr. Joel Lemer  
Mr. Bruce Bachmeier  
Board Member – TBD  
Board Member - TBD

# Student Goal Page

To be filled out the first week of school

\*

**My personal goals for this school year:  
(feel free to add more goals)**

1.

2.

**How am I doing? What do I still need to work on?**

End of second quarter--

End of third quarter--

**Did I accomplish my goal?**

(evaluate at the end of the school year)

**Why or why not?**

**What could I have done differently?**

## **BELL SCHEDULE**

Period 0	-	7:30 - 8:15
Period 1	-	8:30 - 9:17
Period 2	-	9:21 - 10:06
Period 3	-	10:10 - 10:55
Period 4	-	10:59 - 11:44
Lunch	-	11:44 - 12:15
Period 5	-	12:19 - 1:03
I/E Time		1:07 - 1:37
Period 6	-	1:41 - 2:26
Period 7	-	2:30 - 3:15

### **Hour Late Schedule**

Period 1:	9:30 - 10:11
Period 2:	10:15 - 10:56
Period 3:	11:00 - 11:41
Lunch:	11:41 - 12:11
Period 4:	12:15 - 12:57
Period 5:	1:01 - 1:43
Period 6:	1:47 - 2:29
Period 7:	2:33 - 3:15

\* Period 0 will be cancelled when school starts 1 hour late and/or when school does not run rural buses.

### **2 Hour Late Schedule**

Period 1:	10:30 - 11:03
Period 2:	11:07 - 11:40
Period 3:	11:44 - 12:17
Lunch:	12:17 - 12:47
Period 4:	12:51 - 1:24
Period 5:	1:28 - 2:01
Period 6:	2:05 - 2:38
Period 7:	2:42 - 3:15

\* Period 0 will be cancelled when school starts two hours late and/or when school does not run rural buses.

### **1:30 Dismissal Schedule**

Period 1:	8:30 - 9:05
Period 2:	9:09 - 9:44
Period 3:	9:48 - 10:23
Period 4:	10:27 - 11:02
Period 5:	11:06 - 11:41
Lunch:	11:41 - 12:12
Period 6:	12:16 - 12:51
Period 7:	12:55 - 1:30

## GRADE SCALE

A	4.00
A-	3.66
B+	3.33
B	3.00
B-	2.66
C+	2.33
C	2.00
C-	1.66
D+	1.33
D	1.00
D-	0.66
F	0.00

## GRADE SCALE

A 93 & ABOVE

A- 92

B+ 91

B 85-90

B- 84

C+ 83

C 77-82

C- 76

D+ 75

D 69-74

D- 68

F 67 & BELOW

### PHY. ED. ONLY

S	Satisfactory	91
NI	Needs Improvement	85
U	Unsatisfactory	69

## MESSAGE TO THE STUDENT

Welcome to Carrington High School for the 2015-2016 school year. Just a few things before we start the year:

1. Use your handbook. It is intended to be an educational tool for CHS students.
2. Have you thought about what you hope to accomplish this year? If not, take some time to think about what you want to achieve in school and in your personal life. Set goals for yourself that are high, yet attainable.
3. Get involved in school activities. Students who take part in some type of extracurricular activity tend to do better academically.
4. Take ownership in the school. More and more we are concerned about making sure the school is a safe and friendly environment. You can do more to make it that way than anyone. View the school and its programs as belonging to you and the community. Carrington High School is here for your use. School property is your property. Take care of it. Treat such property with the same consideration you have for your own home. Take pride in keeping the halls and grounds clean. Throw waste materials into the containers provided for this purpose. Do not mark up desks, books, buses, or lockers. This equipment is expensive and many other students must use it after you. Help keep costs down for your parents by taking good care of the school property while you use it.

## EDUCATIONAL OBJECTIVES

- To** institute and periodically update a written set of sequential **basic** skills in communications, math, science, social interaction, and physical/emotional development;
- To** provide instructional processes that join the school and family environments;
- To** involve students, parents, teachers, and administration in cooperative efforts for school improvement;
- To** provide, through a balanced set of curricular and co-curricular programs, theoretically sound instructional processes that challenge and inspire both the learner and instructor;
- To** encourage life-long learning beginning with early childhood education;
- To** encourage the development of programs that enhance effective parenting skills;

- To** provide for the positive development of self-esteem, social responsibility, and citizenship in a democratic society;
- To** provide counseling and career guidance services;
- To** develop self-evaluative skills and plans for their attainment;
- To** provide experiences that demonstrate the importance of the work ethic, entrepreneurial spirit, and independent decision-making; and
- To** provide for the development of economically productive skills.

### **PHILOSOPHY**

The primary goal of the Carrington Public School District is to provide quality education that draws not only from the school's role as a formal organization, but also from the cooperative interaction between parents and community. To reach this goal, the school's social climate and material resources must form an environment which is inspirational, creative, friendly, and challenging to students and staff alike.

Students should be exposed to a variety of learning experiences that value problem solving, self-determination, and leadership. These experiences should demonstrate learning as a life-long process, critical to the fulfillment of one's potential. Interactions should value self-respect and be reinforced through positive means.

The school is committed to the total development of the student, so that each may become an independent, socially responsible, and contributing member of the democratic society. All participants are expected to serve as models of community values.

The Carrington Public School District does not permit discrimination because of race, color, national origin, sex, age, or handicap.

### **SCHOOL DAY**

School hours have been set at 8:00 AM to 3:45 PM. Students who wish to do classroom work after 3:45 may do so if the classroom teacher is present.



### **SCHOOL ORGANIZATIONS**

Extra-curricular activities are included in our school program to give students the opportunity to develop special talents and provide personal experiences which may not be realized in the regular classroom. Students are urged to participate in at least one activity during the school year.

Student Council	FCCLA	Basketball
Nat. Honor Society	Sources of Strength	Volleyball
Science Olympiad	Student Congress	Wrestling
Concert Band	Academic Pursuit	Football
Concert Choir	FBLA	Track & Field
Knowledge Bowl	FFA	Golf
Speech	Closeup	Dance Team
Drama	Yearbook	Baseball
Mathcounts	Cross Country	

### **LIBRARY**

The school library is open from 8:00 until 3:45 daily. Books are checked out for two weeks and may be renewed for another two weeks. Lost or damaged books must be paid for. There is a fine for overdue books. Reference books and magazines should be used only in the library.

### **PARENT-TEACHER CONFERENCES**

Two formal Parent-Teacher Conferences are scheduled during the year. Parents who wish to visit with a teacher outside of conferences should call the school at 652-3136 and request to speak with a teacher to set up a time.

### **SCHOOL CLOSING**

In the event of severely inclement weather or other emergencies, school may be closed or starting time delayed. The same conditions may also necessitate early dismissal. Announcements of school closing can be heard over radio station KDAK, notification by Instant Alert, and on our website [www.carrington.k12.nd.us](http://www.carrington.k12.nd.us). Please do not call the school so that lines can remain open for emergencies.

## **ANNOUNCEMENTS**

All notices of club meetings, athletic and social events, general information for the day and specific instructions are printed in the daily announcement. Dismissal and departure times for activities will be posted on the office window and on our web site [www.carrington.k12.nd.us](http://www.carrington.k12.nd.us) under daily announcements.

## **2016 GRADUATION REQUIREMENTS**

Twenty-two units are required for graduation from Carrington High School. All students must be enrolled in 6 classes per semester. Required units are as follows:  
English: 4 units  
Science: 3 units (1 unit of Physical Science, 1 unit of Biology, and 1 unit or 2 one-half units of any other sciences)  
Mathematics: 3 units (pre-Algebra or higher)  
Social Studies: 3 units (1 unit of U.S. History, 1/2 unit of U.S. Government, 1/2 unit of Economics, and 1 unit or 2 one-half units of any other social studies)  
Physical Education: 1 unit or 1/2 PE & 1/2 health (if offered through the P.E. dept.)  
3 units of foreign languages, Native American languages, fine arts, or career and technical education courses  
5 units of additional courses

## **CONSULTATIVE REVIEW OF EDUCATION PLAN**

Upon request, each student is entitled to receive a consultative review of the student's individual high school education plan at least once during each high school grade. Upon the request of the student, a guidance counselor shall provide the consultative review.

## **HIGH SCHOOL RECORDS**

If a student transfers to another school district, that student's records will be released when C.H.S. receives a records request from the admitting school. Students who want a copy of their transcripts sent for the purposes of scholarship application or college admission should make their request to the school counselor.

Good scholarship is important, and all students are encouraged and expected to work to the best of their ability. Scholarship determines class rank, and class rank can be a

determining factor for admission to college, eligibility for college scholarships, financial aid, and vocational placement.

The records of a high school graduate are reviewed frequently by persons with whom students are seeking employment, or by college officials or other individuals who have been referred to the records. Questions asked most frequently about a high school graduate often focus on character, attitude, attendance, scholarship, leadership, participation in extra-curricular activities, dates of attendance, cooperation, and dependability. Letters of recommendation, which are issued regularly from the principal and superintendent's office, are based upon information taken from high school records. As you can see, your record of achievement and participation is very important.

### **GRADING**

Report cards will be issued four times a year (every nine weeks). Please consult the school calendar for the end-of-quarter dates.

### **CORRESPONDENCE COURSES**

Students may take elective courses through the North Dakota Center for Distance Education. All courses must be approved by the high school principal before students enroll in them if the credit is to be transferred to Carrington High School. Students interested in courses should see the counseling office for further information. Students planning to graduate from Carrington High School must have all courses completed and approved by the high school principal by May 15 of the year they wish to graduate.

### **COURSE REGISTRATION**

Preregistration will be conducted in the spring of the previous year. It is essential that students make careful selection of courses. Any change in registration must be approved in the principal's office.

### **WITHDRAWAL AND TRANSFER**

Whenever students withdraw from school, they must report to the office and pick up a withdrawal form two days before leaving. This form must be taken to each teacher who will sign it when all school property has been returned.

Students who enroll during the Carrington High School school year will take final and semester examinations in the courses for which they are registered. The final grade will be based upon the grades received from the previous school plus the teacher's estimate of the quality of work done during their attendance at CHS. The grading of transfer students is difficult as the work done in previous schools may be considerably different from the requirements at CHS. The basic policy is to be as fair as possible to the incoming student and yet maintain standards set by our students.

#### **POLICY APPEAL OF GRADE**

If a student earns a grade lower than a "C" in any course and for scholarship eligibility reasons, the student may retake the course for a higher grade. If the student earns a "C" or better after retaking the course, the GPA will be recalculated using the higher grade.

#### **18 YEAR OLD STUDENTS**

All students will be expected to follow school regulations even if they are 18 years of age or older. This policy will provide consistency and fair treatment of all students.

#### **CAPS AND GOWNS**

Graduation caps and gowns are required graduation apparel. Students may keep the graduation caps and gowns. They may also wear the cap and gown of a previous graduate if the colors correspond with the senior class colors.

#### **HOT LUNCH PROGRAM**

Payment for hot lunch should be handled with the school secretary. Hot lunch prices will be announced in the fall before school starts. Lunch balance can be found on PowerSchool.

#### **TELEPHONE**

A phone for student use is located in the main office window and in the front entrance. The main office phone is a business phone and may not be used by students. Students will not be called to the office to take incoming calls except in the event of an extreme emergency. However, the secretary will take necessary messages and relay them to the student between classes.

Students are allowed to carry their cell phones and all personal electronic devices throughout the school day. They may use these devices in hallways before 8:30 AM, at their lockers during transition time between classes, during lunch break, and after 3:15 PM. If a teacher gives them permission to use their device for educational purposes, students will be allowed to use their device in the classroom. If a student chooses to use such devices other than at these times, the following consequences will occur:

1. First offense - phone will be taken away until the end of the day.
2. Second offense - phone will be taken away until the student serves detention.
3. Third offense - parent or guardian will need to pick up phone from principal, or we will keep the phone for three days.
4. Fourth offense - three consecutive days of detention and you turn your phone into the office when you arrive at school for three consecutive days.
5. See insubordination

#### **LOST AND FOUND**

The office maintains a lost and found service. All articles found should be brought to the office. Students who have lost articles should report them to the office and reasonable assistance will be given to find the article. Students must keep lockers locked and must not leave money or other valuables in their lockers. Textbooks must be marked as specified.

#### **ATTENDANCE**

By law, compulsory school attendance in North Dakota ends when a student reaches his or her sixteenth birthday. Attendance at school after that becomes the sole responsibility of the student and parents or guardians. The Carrington Public School considers regular attendance essential for success in school.

Students must be in attendance in a class for a specific number of days per school each semester in order to earn credit. As a result, the number of absences per semester are limited to 10 per class. Absences that count towards this total include excused and unexcused, hospital stays, funerals, college visits, and in-school and out-of-school suspensions. As a matter of

procedure, the Principal will notify parents by letter whenever a student has accumulated 5 or more non-school-related absences in a class. Thereafter, it is the student's responsibility to monitor his/her attendance to avoid credit loss. When the number of absences in a class exceeds 10, the student will receive a failing grade for that class and earn 0 credit. Whenever a student is notified of credit loss, he/she must see the Principal immediately. In order to re-establish the opportunity to earn credit, two hours for each class period missed over ten must be made up by the student within the last two weeks of the semester. The student can have no further absences in all classes, except by doctor's excuse. Unusual situations or exceptions will be considered by the administration. Re-establishing the opportunity to earn credit does not guarantee the student will receive a passing grade.

### **TARDINESS**

Be prompt in getting to school. Tardiness can become a habit. You should be in the building by 8:25 a.m. and to your classroom by 8:30 a.m.. Students arriving late are tardy and must report to the office for a late slip. The first tardy costs nothing, but the second and all other tardies will result in 30 minutes of detention.

### **GENERAL ATTENDANCE RULES**

If a student has been absent for the full day or the afternoon due to illness, work (except in an emergency), etc., he/she shall not participate in or attend any school activities scheduled for that day or night. Medical and dental appointments should be scheduled in the morning and must be approved by the principal in advance if the student is to participate. A student will be considered absent for a class period if they miss more than half the period.

If a student becomes ill or for other reasons must leave during the school day, he/she must notify the principal or the office staff. Under no condition should the student leave the school building (except by authorized permission). Penalty for the violation of this act will be an unexcused absence, and may result in detention or suspension.

No excuses will be granted to students who miss nine weeks or semester tests unless it is because of illness.

### **TYPES OF ABSENCE**

- a) Excused Absence: Illness, work of an essential nature **at home**, and dental or medical appointments are the only excused absences. When the student is ill, the parent or guardian should call the school office between 8:00 and 10:00 reporting the illness. If no call is received during this time, the school office may contact the parent. The responsibility for making the absent excused, however, rests with the parent and student. Regardless of the reason for an excused absence, every effort should be made to arrange for makeup work in advance.
- b) Unexcused: An unexcused absence will result when the above conditions are not met. No credit will be given for make-up work issued for unexcused absences.

### **MAKE-UP WORK**

Students who return from an absence will have time to make up work that has been assigned during their absence. Generally, this policy provides two days' time to complete make-up work for each of the first two days absent. For absences that extend beyond two days, one extra day will be allowed for make-up work for each consecutive day of absence beyond the first two.

Example: If a student is absent for two consecutive days, he has through the fourth day following his return to complete his make-up work. However, if he was absent for six days, he will have eight days to complete his make-up work. Any homework or tests assigned prior to the student's absences are due or are to be taken on the first day of the student's return.

Medical appointment, trips out of town, and hunting or other family outings are scheduled in advance, so the student is expected to be able to take care of homework assignments prior to being gone.

### **ELIGIBILITY FOR EXTRA-CURRICULAR ACTIVITIES**

Students must be passing at least six classes to be eligible for extra-curricular activities.

- a.) Incompletes are treated as F's. Students with incompletes would still be allowed to participate in practices, but no games, performances, until work is made up or failing grades are raised to passing level.
- b.) Grades will be checked at the end of the third week and sixth week, and a grade check at the end of the nine weeks. The

period of ineligibility will run for one week from grade check. If the grades become passing after one week the student will become eligible until the next grade check. If an incomplete grade is made up during the week and the student is passing at least six classes, the student will be immediately eligible.

c.) Seventh and eighth grade students must pass all classes to be on the varsity teams.

d.) Exceptions will be considered by the principal for students that have failed and lost credit as the result of a removal from a class.

### **OUT-OF-TOWN TRIPS**

Students who are members of athletic teams, musical organizations, speech teams, or other school-sponsored activities are transported by bus or by school vehicles. Students who represent CHS are required to dress in good taste and to conduct themselves properly at all times.

Coaches and teachers who are in charge have complete authority over the groups under their supervision. They are required to exercise good judgment regarding weather and road conditions and are instructed to use care and not take any chances if weather and road conditions are dangerous. Students are required to travel to and from the event with the group unless each student's parents personally take the responsibility on the return trip. If parents would like to have their student ride home from an event with different parents, they need to acquire written permission during a face-to-face meeting with the principal at least one day before the event.

### **BUS CONDUCT**

The bus driver of a school bus shall be responsible for the safety of the students on his bus, both during the ride and while students are entering or leaving the vehicle. The bus driver shall notify the supervisor of transportation and the principal of the school involved if any student persists in violating the established rules of conduct. After due warnings have been given to the student and to his parents, the principal may deny the student the privilege of riding the school bus.

All students riding a school bus that is equipped with seatbelts must wear seatbelts while riding the bus. Students that do not comply with the seatbelt policy will be reported to the building principal. The principal may remove student-riding privileges for not following the seatbelt policy.



### **LOCKERS**

Lockers are assigned to a student when he/she registers. Locks are provided and the students are responsible for the locks. Lost locks will cost the student \$5.00. Lockers are the property of the school and may be inspected by school officials periodically.

### **CARE OF PERSONAL PROPERTY**

The responsibility of your personal property is yours. Large sums of money, expensive clothing, watches, jewelry and radios should be left at home. If it is necessary for you to bring large sums of money to school, plan to check it at the office during the day. All students are advised to check their valuables with their Physical Education teacher for safe keeping during gym class.

### **SCHOOL TECHNOLOGY**

The school's computers and related technology are there to benefit the educational program, and to assist teachers and other staff in carrying out the objectives of the school. Students and their parents are required to sign an acceptable use agreement before they are permitted access to the school's technology. This agreement will be distributed at the beginning of the year, and it will be used to govern disciplinary actions taken by teachers and administration.

### **HALLWAY PASSES**

This planner contains a hallway passport for students who check out of classes or study halls to go to the bathroom, drinking fountain, office, etc. Do not lose your planner, or you will need to purchase another one if you want to have sign out privileges. Use the hallway passport wisely; once it is used up, you will no longer have sign out privileges.

### **DRIVING AND PARKING**

Students are reminded that the speed limit is 20 mph in the school zone. Students not operating their vehicle in a safe and proper manner on the street or in the parking lot are subject to disciplinary action which may include losing parking privileges, losing open noon hour, and being reported to the police. Reserved parking for staff is located in the first row by the

kitchen door and on the east side of the school. Students are not to park in those areas, nor by the bus garage. Cars must not block driving lanes. Please park in an orderly manner.

### **DRESS CODE**

Personal appearance says much about the attitude and behavior of an individual. For this reason, appropriate dress and good grooming are very important. Students are encouraged to dress comfortably and cleanly. Since the attire of students is important to the overall school image, any clothing insignia or saying which is inappropriate for an educational environment may not be worn. Students representing C.H.S. in activities, events, or competitions are subject to individual dress codes established by the director or coach of the activity.

Hair styles that create problems of health and sanitation, obstruct vision, or are designed to call undue attention to the individual are not accepted. Extremes in dress and grooming which would cause disruption in classes or school activities will not be permitted. Shorts that are designed for dress are acceptable in warm weather, but should not be worn during winter months. No biking shorts, short shorts, cutoffs, see-through shirts, backless tops, halter tops, midriff tops, or chains are acceptable. Shoulder straps should be a minimum of 1" wide. Shoes must always be worn. Students will be asked to return home to make necessary changes and will be considered tardy. Coats should not be worn in the classroom unless a teacher gives permission for special circumstances.

Personal grooming and dress are primarily matters of concern between the students and their parents. It becomes a concern of the school, however, when grooming and dress patterns create a disruptive influence upon the educational program of the school, or when the health or safety of the student body is affected. The school board encourages the students to use sound judgment in dress and grooming.

Articles of clothing or decorations that advertise or promote the use of tobacco, alcohol or other drugs may not be worn at school. T-shirts or other items of clothing that contain lurid or sexually suggestive statements will not be allowed. Clothing of this type is considered a form of sexual harassment and shall be a violation of school policy. Students wearing clothing of this type will be asked to change their clothing, cover it or remove the item in question. Headwear is not to be worn in the school during the regular school day and must be removed

upon entering the school building. Repeated offenses will result in disciplinary action similar to the cell phone policy.

No purses, backpacks, or like items are allowed in the classrooms or in the commons area.

### **CONDUCT**

From time to time, minor violations of acceptable conduct will occur. Such violations as tardiness or small classroom disturbances will be handled by the teacher in charge.

Citizenship in a democracy requires respect for the rights of others. The students of the district shall be expected to conduct themselves so that the rights and privileges of others are not violated. Students shall respect constituted authority, conform to school rules and regulations, and provisions of law which apply to the conduct of juveniles or minors.

The Principal may suspend or recommend expulsion of a student who violates one or more of the following specific standards of conduct while on school grounds, during a school sponsored activity, or during a school related activity:

1. causes or attempts to cause damage to school or private property or steals or attempts to steal school or private property.
2. causes or attempts to cause physical injury to another person
3. possesses or transmits any firearms, knives, explosives, or other dangerous objects
4. possesses, uses, transmits, or is under the influence of any illegal drug or intoxicant
5. continued disobedience or persistent defiance of proper authority
6. smoking or other use of tobacco in any form (including e-cigarettes) while on school property
7. behavior which is detrimental to the welfare, safety, educational environment or morals of other pupils

It shall be school board policy that any student of Carrington School District at any school sponsored event who conducts his or her self in such a manner as to bring discredit to the school or community of Carrington, such as destroying property, stealing, defacing property, etc., will be immediately suspended from partaking in any school sponsored event for a period of six weeks.

### **STUDENT FAN CONDUCT**

It is the policy of the school board that all fans should cheer and support their team in a positive manner, which includes cheering/chanting for our team and not against or directly at the opposing team or team member.

All acts at home or away events of violence and aggression, including, but not limited to, physical violence, disruptive verbal behavior (consistent or repeated yelling at game officials), intimidation, bullying, stalking, defiance, harassment, and threats may result in specific consequences, to include suspension from school-sponsored home or away activities.

### **UNACCEPTABLE LANGUAGE**

Profane or vulgar language has no place in this school. Students using profanity or obscene language in the school building or on school property will receive a verbal warning, detention, or suspension for the first offense and for each offense thereafter.

### **THREATENING BEHAVIOR**

The Board of Education deems as one of its primary responsibilities the establishment of a safe environment for its students and employees. To that end the Board of Education shall require and support immediate attention to any behaviors threatening the well-being of students, staff, and other individuals involved in the operation of the school and its sponsored activities. If an individual's behavior is believed to be threatening to their person or others, that behavior should be immediately reported to a school administrator. The school administrator will involve any resources or agencies that are appropriate and necessary to reestablish a safe environment, and to prevent similar circumstances from occurring in the future. If a student has exhibited threatening or violent behavior, the administrator will immediately contact the student's parents and request a meeting to resolve the issue. Student suspension, expulsion, or referral to outside agencies may result if the behavior so warrants.

## **CARRINGTON SCHOOL DISTRICT BULLYING POLICY**

The Carrington School District believes one of its primary responsibilities is the establishment of a safe learning environment for all students. The School District will require and support immediate attention to any behaviors that threaten the well being of students and affect the student's educational environment. The following bullying policy will support this belief.

### **Definitions**

For the purposes of this policy:

- *Bullying* is defined as:
  - a. Conduct that occurs in a public school, on school district premises, in a district owned or leased school bus or school vehicle, or any public school or school district sanctioned or sponsored activity or event and which:
    1. Is so severe, pervasive, or objectively offensive that it substantially interferes with the student's educational opportunities;
    2. Places the student in actual and reasonable fear of harm;
    3. Places the student in actual and reasonable fear of damage to property of the student; or
    4. Substantially disrupts the orderly operation of the public school; or

\*Characteristics of bullying. It is behavior that is aggressive or with the intent to do harm; it is carried out repeatedly; it occurs within an interpersonal relationship where there is an imbalance of power.
  - b. Conduct that is received by a student while the student is in a public school, on school district premises, in a district owned or leased school bus or school vehicle, or at any public school or school district sanctioned or sponsored activity or event and which:
    1. Is so severe, pervasive, or objectively offensive that it substantially interferes with the student's educational opportunities;
    2. Places the student in actual and reasonable fear of harm;
    3. Places the student in actual and reasonable fear of damage to property of the student; or

4. Substantially disrupts the orderly operation of the public school.
- c. "Conduct" includes the use of technology or other electronic media.
- *Protected classes* are classifications/characteristics protected from discrimination by NDCC 14-02.4-01 and federal law. The following classes are protected: race, color, religion, sex, national origin, age, disability (physical or mental), and status with regard to marriage or public assistance.
  - *School property* or the term *on-campus* refers to all property owned or leased by the District, school buses and other vehicles, or any school district sponsored or school-sanctioned activity.
  - *School-sanctioned activity* is defined as an activity that:
    - a. Is not part of the district's curricular or extracurricular program; and
    - b. Is established by a sponsor to serve in the absence of a district program; and
    - c. Receives district support in multiple ways (i.e., not school facility use alone); and
    - d. Sponsors of the activity have agreed to comply with this policy; and
    - e. The District has officially recognized through board action as a school-sanctioned activity.
  - School-sponsored activity is an activity that the District has approved through policy or other board action for inclusion in the district's extracurricular program and is controlled and funded primarily by the District.
  - *School staff* include all employees of the **Carrington School District**, school volunteers, and sponsors of school-sanctioned activities.
  - *True threat* is a statement that, in light of the circumstances, a reasonable person would perceive as a serious expression of an intent to inflict harm.

### **Prohibitions**

While at a public school, on school district premises, in a district-owned or leased school bus or school vehicle, or at any public school or school district sanctioned or sponsored activity or event, a student may not:

1. Engage in bullying;
2. Engage in reprisal or retaliation against:

- a. A victim of bullying;
  - b. An individual who witnesses an alleged act of bullying;
  - c. An individual who reports an alleged act of bullying; or
  - d. An individual who provides information/participates in an investigation about an alleged act of bullying.
3. Knowingly file a false bullying report with the District; Off-campus bullying that is received on school property is also prohibited. The District has limited disciplinary authority to respond to such forms of bullying.

### **Reporting Procedures for Alleged Policy Violations**

- Reporting requirements for school staff: Any school staff member with knowledge or suspicion of a violation of this policy or who has received an oral or written report of a violation of this policy from a student, community member, or anonymously shall contact the building principal to inform him/her as soon as possible. If the alleged violation implicates the building principal, the school staff member shall report it to the Superintendent. If the alleged violation implicates the Superintendent, the school staff member shall file it with the Board President. Should school administration determine that a school staff member knew of or suspected a violation of this policy and failed to report it in accordance with the procedure above, the staff member may be subject to disciplinary consequences or, for sponsors of school-sanctioned activities, other corrective measures.
- Reporting options for students and community members: Students and community members (including parents) may report known or suspected violations of this policy using any of the following methods:
  1. Completing a written complaint form: A complainant will have the option of including his/her name on this form or filing it anonymously. The District will place the form in a variety of locations throughout the school and should inform students and staff of these locations. The form may be returned to any school staff member, filed in a school building's main office, or placed in a designated drop box located in each school.
  2. Complete and submit an online complaint form. A complainant will have the option of including his/her

- name on the form or submitting it anonymously.
3. File an oral report with any school staff member.

A complaint filed anonymously may limit the district's ability to investigate and respond to the alleged violations.

### **Reporting to Law Enforcement & Others Forms of Redress**

Anytime a school staff member has reasonable suspicion that a bullying incident constituted a crime, s/he shall report it to law enforcement. Also, nothing in this policy shall prevent a victim/his/her family from seeking redress under state and federal law.

### **Documentation & Retention**

The District shall develop a form to report alleged violations of this policy. The form should be completed by school staff when they:

1. Initiate a report of an alleged violation of this policy; or
2. Receive an oral report of an alleged violation of this policy.

The form should be completed by an administrator when s/he:

1. Initiates a report of an alleged violation of this policy; or
2. Receives an oral report of an alleged violation of this policy.

All written reports of an alleged violation of this policy received by the District shall be forwarded to the appropriate school administrator for investigation and retention. Report forms and all other documentation related to an investigation of an alleged violation of this policy shall be retained by the District for six years after a student turns 18 or graduates from high school, whichever is later. If a student does not graduate from the District, such reports and investigation material shall be retained for six years after the student turns 18.

### **Investigation Procedures**

School administrators (i.e., a principal or the Superintendent) are required to investigate violations of this policy (as prescribed under "Prohibitions"), when in receipt of actual notice of an alleged violation. Actual notice of an alleged violation occurs when alleged bullying, reprisal, retaliation, or false reporting is reported using the applicable method(s) prescribed in the reporting section of this policy.



Upon receipt of a report of an alleged policy violation, the designated administrator shall first determine if the alleged policy violation is based on a protected class-whether actual or perceived. Reports involving a protected class shall be investigated in accordance with the district's harassment/discrimination policy, including the timelines contained therein. In all other cases, administration shall determine the level of investigation necessary based on the nature of the alleged violation of this policy after considering factors such as, but not limited to: the identity of the reporter and his/her relationship to the victim/alleged perpetrator; the ages of the parties involved; the detail, content, and context of the report; whether this report is the first of its type filed against the alleged perpetrator. Based on the level of investigation the administrator deems necessary, investigations may include any or all of the following steps or any other investigatory steps that the administrator deems necessary:

1. Identification and collection of necessary and obtainable physical evidence (NOTE: In some cases physical evidence may be unobtainable, e.g., a private social networking profile);
2. Interviews with the complainant, the victim, and/or the alleged perpetrator. At no time during an investigation under this policy shall the victim/complainant be required to meet with the alleged perpetrator;
3. Interviews with any identified witnesses;
4. A review of any mitigating or extenuating circumstances;
5. Final analysis and issuance of findings in writing to the victim and bully and, if applicable, implementation of victim protection measures and disciplinary measures under this or other applicable policies.

Investigations shall be completed within 60 days unless the administrator documents good cause for extending this deadline. Such documentation should be sent to victim and alleged perpetrator during the investigation.

### **Disciplinary & Corrective Measures**

Students that the District has found to have violated this policy shall be subject to disciplinary consequences and/or corrective measures. When determining the appropriate response to violations of this policy, administration shall take into account the totality of circumstances surrounding the violation. Measures that may be imposed include, but are not limited to:

1. Require the student to attend detention;
2. Impose in- or out-of-school suspension or recommend expulsion. Due process procedures contained in the district's suspension and expulsion policy shall be followed;
3. Recommend alternative placement. This recommendation shall be submitted to the Superintendent for approval or denial. The Superintendent may approve such recommendations only if the student has been given notice of the charges against him/her and an opportunity to respond;
4. Create a behavioral adjustment plan;
5. Refer the student to a school counselor;
6. Hold a conference with the student's parent/guardian and classroom teacher(s), and other applicable school staff;
7. Modify the perpetrator's schedule and take other appropriate measures (e.g., moving locker) to minimize contact with the victim;
8. If applicable, contact the administrator of the website on which the bullying occurred to report it.

If the misconduct does not meet this policy's definition of bullying, it may be addressed under other district disciplinary policies.

For bullying initiated off campus and received on campus (e.g. cyberbullying), the District only has authority to impose disciplinary measures if the bullying substantially disrupted the educational environment or posed a true threat. In all other cases of off campus bullying received on campus, the District may only take corrective measures as described in items five through eight above.

If the perpetrator is a school staff member, the District shall take appropriate disciplinary action including, but not limited to: a reprimand, modification of duties (only if allowed by applicable policy, the negotiated agreement, and/or the individual's contract), suspension, or a recommendation for termination/discharge in accordance with any applicable law.

### **Victim Protection Strategies**

When the District confirms that a violation of this policy has occurred, it should notify the victim's parents and shall implement victim protection strategies. These strategies shall be developed on a case-by-case basis after administration has reviewed the totality of the circumstances surrounding the bullying incident(s)

or other violations of this policy. Strategies may include, but not be limited to, the following:

1. Additional training for all students and applicable staff on implementation of this policy and/or bullying prevention.
2. Notice to the victim's teachers and other staff to monitor the victim and his/her interaction with peers and/or the assignment of a staff member to escort the student between classes.
3. Assignment of district staff to monitor, more frequently, areas in the school where bullying has occurred.
4. Referral to counseling services for the victim and perpetrator.
5. Modification of the perpetrator's schedule and other appropriate measures imposed on the perpetrator (not the victim) to minimize the perpetrator's contact with the victim.

### **Prevention Programs & Professional Development Activities**

In accordance with law, the District shall develop and implement bullying prevention programs for all students and staff professional development activities.

### **TOBACCO, ALCOHOL, & DRUGS**

The use or possession of tobacco, alcohol or any controlled substance as defined by North Dakota law is prohibited. With regard to the term "possession," the North Dakota High School Activities Association makes it clear that the local school district shall have the responsibility of determining what constitutes possession.

For the Carrington School District, a student shall be deemed to be "in possession of" if the student was at a gathering where the student had knowledge that alcohol or a controlled substance was present, and whether or not the student had a reasonable opportunity to remove himself or herself from said location. There may be circumstances when a student is at a location or event where alcohol is legally being served, and the student would not be considered to be in possession. Any extracurricular participant who is in violation of the foregoing shall be suspended from participation in interscholastic contests or activities for a period of six consecutive weeks for the first offense and 18 weeks for the second and subsequent offenses.

Students who violate these rules will not be eligible to participate in any extracurricular contests or activities for the time

period specified. These extracurricular activities include athletic contests; Parade of Champions; cheerleading and dance team performances; jazz band; swing choir; speech and drama activities; FCCLA, FFA, FBLA activities; Student Council; National Honor Society; contests associated with Science Olympiad; Student Congress; Academic Pursuit and Mathcounts; and the school prom and junior-senior banquet; and other like activities.

Because band and choir are graded classes students under suspension will be allowed to take part in these activities. They will however be suspended from jazz band and swing choir because they are not part of the graded music program. Students will not be allowed to take part in any NDHSAA sanctioned contests or festivals while under suspension.

Ineligible students will not be presented or be recognized for special honors and awards associated with these extracurricular activities during the suspension period. These awards and honors include those presented at the athletic banquet; FFA, FCCLA and FBLA banquets; Honors Night, and other like banquets.

Students who have had a suspension during the school year will not be eligible to be placed on the ballot for such elections as Homecoming Royalty, Outstanding Athlete, or Outstanding Choir or Band Member, and will not be eligible to give a Valedictory, Salutatory, Honor Speech, or opening or closing address at graduation. Similar types of elections will also be included. Participation in Close-up activities will not be allowed if a student has had a suspension during the school year.

#### **TOBACCO, ALCOHOL, DRUGS (Enforcement Procedure)**

If the advisor of a school event finds probable cause to believe that any of these rules have been violated, the advisor shall suspend the student from further participation in said event. The advisor shall inform the school administration and the individual's parents/guardians and shall request the parents/guardians to return the student to his residence. The school administration, most often the principal, shall continue policy enforcement as outlined.

The school administration (principal) shall immediately investigate any alleged violation of the alcohol, tobacco and controlled substance rule. If the administrator finds probable

cause to believe that this rule has been violated, he shall promptly give the student notice as provided below.

The period of suspension shall begin from the date and time notification is given to the student by the school administrator. The student shall have the right to a hearing within three days after such notification. During the period between notification and hearing, the suspension may be deferred for good cause shown. Such hearing shall be on notice and conducted by a hearing panel comprised of the principal, superintendent, and director of the activity. The student shall have the right to be present at the hearing and offer such testimony and other evidence the student deems material. Such student shall also have the right to confront and question the person or persons who complained of such students violation. If the student is not satisfied with the principal's ruling, such student shall have the right to have it reviewed by the superintendent, who would make the final ruling.

#### **DETENTION**

Students will be assigned detention because of class tardiness or behavioral problems. A detention shall be served within two school days after it was assigned. The detention period shall be from 3:18 - 3:45 PM. Students will bring schoolwork and/or appropriate reading material to detention. If the detention is not served within the two-day limit, the detention time will be doubled and served the next school day. Failure to serve detention this second time will result in a two-day in-school suspension.

#### **SEXUAL HARASSMENT**

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communication of a sexual nature when (1) submission to such conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education, advancement or grade, (2) submission to or rejection of such conduct or communication by an individual is used as a factor in decisions affecting such individual's employment or education, or (3) such conduct or communication has the purpose or effect of substantially intimidating, hostile, or offensive employment or education environment.

Sexual harassment, as defined above, may include:

1. Sex oriented verbal abuse or harassment;
2. Pressure (subtle or otherwise) for sexual activity;
3. Repeated remarks to a person, with sexual or demeaning implications;
4. Unwelcome touching, such as patting, pinching, or constant brushing against another's body;
5. Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, employment status, or similar personal concerns.

Any person who believes he or she has been the victim of sexual harassment by any employee or student of the school district or any third person with knowledge or belief of conduct which may constitute sexual harassment, should report the alleged acts immediately to the appropriate school district official. If the official designated is the person alleged to have sexually harassed another, the complaint may be made to any other administrator or directly to the board president.

#### **STUDY HALL RULES**

1. All study halls must have a seating chart.
2. All students are to report to study hall before the last bell.
3. Roll will be taken.
4. Locker privileges may be granted, but can be revoked if individually abused.
5. No pupils are to be released from study hall for the first ten minutes of the period. People that have passes may leave before that time if the pass is presented to the teacher.
6. All students must be in study hall for the last five (5) minutes.
7. Only five (5) people may go to the library at one time and then only for 20 minutes.
8. No one is allowed to check out to the gym, shop, band room, etc. without a request from the teacher in charge of that area. Students may request a pass from the study hall teacher to go to the office, to the counselor during his/her office hours, or to see a teacher during their prep period.
9. This is a study hall. Provide the opportunity for those who want to study to do so.
10. This area is to be supervised at all times.
11. No candy, gum, or pop are allowed in the study hall.

### **Grades 7-9 Closed Noon**

1. Students are not allowed to leave the building.
2. Parent's can stop at the high school office and pick up their child.
3. Special circumstances may be arranged with the principal.

### **REQUIREMENTS FOR SENIOR PRIVILEGES**

Senior privileges at CHS are granted at the beginning of the year and include open campus during off-period and first in the lunch line. Seniors must qualify for senior privileges based on the following requirements:

1. Seniors may have no failing grades or incompletes in any of their classes. Only one grade may be below a "C".
2. A student who loses eligibility as a result of a violation of the school policy on alcohol, tobacco, and drugs will not have senior privileges during the period of their suspension from activities.
3. An unexcused absence will result in a loss of senior privileges for six weeks. Each additional unexcused absence will result in the loss of senior privileges for another six weeks.
4. A senior with more than two tardies will lose senior privileges for six weeks. Each additional tardy will result in the loss of senior privileges for another six weeks.
5. Inappropriate behavior in hallways, classrooms, on school grounds, or at school activities will result in the loss of privileges for a time to be determined by the principal.
6. Seniors that return from their off-period early must sit quietly in the commons area until they report to their next scheduled class. Failure to do so may result in loss of senior privileges for a time to be determined by the principal. Seniors with privileges can use their cell phone in the commons area during their off period.

Keep in mind that senior privileges are exactly that - privileges. They are not a right. Seniors are expected to set a good example for underclassmen in terms of academics and behaviors. Only the students that meet the expectations stated above will keep their senior privileges.

