

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!

100 3rd Ave. S.
P.O. Box 48
Carrington, ND 58421
Ph.: 701.652.3136
Fax: 701.652.1243
<http://www.carrington.k12.nd.us>

Name _____
Address _____
City/State/Zip _____
Phone _____
Advisor _____

Table of Contents

	Page
Sign off Sheet	3
Computer Agreement Acceptable Use Agreement	5-6
NDHSAA Concussion Management Form.....	7-8
Staff & Board Members.....	9
Student Goal Page.....	10
Bell Schedule	11-12
Grade Scale	13-14
Introduction, Educational Objectives	15-16
Philosophy, School Day	16
School Organizations, Library	17
Parent-Teacher Conferences, School Closing.....	17
Announcements, Graduation Requirements	18
Consultative Review of Education Plans.....	18
High School Records	18-19
Grading, Correspondence Courses, Registration	19
Withdrawal & Transfer, Policy Appeal of Grade	20
Academic Honesty, 18 yr. old Students.....	20
Caps and Gowns, Hot Lunch Program, Telephone	21
Lost and Found, Attendance, Tardiness.....	22
Attendance Rules, Types of Absence	23
Make-Up Work.....	23-24
Eligibility, Out of Town Trips	24
Bus Conduct, Lockers	25
Personal Property, Technology,	25
Hallway Passes, Food and Drink, Driving & Parking.....	26
Dress Code.....	26-27
Head Lice, Conduct.....	28-29
Student Fan Conduct, Language.....	29
Threatening Behavior	29-30
District Bullying Policy.....	30-36
Tobacco, Alcohol, & Drug Policy	36-37
Enforcement Procedure.....	37-38
Detention	38
Sexual Harassment	38-39
Study Hall Rules	39
Middle School - Closed Noon	40
Senior Privilege Requirements	40
Student Discipline Grid	41-44

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 mobile device, email and Internet privileges for four weeks
 - b. Parents contacted
2. Second offense (Level II)
 - a. Loss of mobile device, email and Internet privileges for eight weeks
 - b. Parents contacted
3. Third offense (Level III)
 - a. Loss of mobile device, email and Internet privileges for a length of time to be determined by the administration
 - b. Parents contacted
4. A student may be subject to Level III disciplinary action on his/her first offense if administration deems this necessary based on the severity of the offense.

During time of disciplinary consequence, student will be allowed to use mobile device, email and Internet for curricular purposes only when given permission by a teacher or the administration. 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)

Student'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 Student

- 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 students wrongly believe that it shows strength and courage to play injured. Discourage others from pressuring injured students 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	Mr. Kris Kuehn
Principal.....	Mr. Chrystopher Bitz
Technology Coordinator.....	Mr. Wayne Shipman
Math/Health.....	Mrs. Kamae Anderson
Science	Mr. Pat Boehmer
Math.....	Mrs. Sharon Boehmer
Science / Math.....	Mr. Andy Braaten
Counselor	
Agricultural Education.....	Mrs. Melissa Hansen
English/French.....	Mrs. Kristen Hewitt
Social Studies.....	Mr. Matthew Hone
Special Services	Mrs. Elizabeth Ihringer
Phy Ed.....	Mr. Josh Kerbaugh
Social Studies/AD	Miss Karla Michaelson
Math.....	Mr. Brady Morgan
Science	Mrs. Carrie Nichols
Librarian	Miss Claudia Park
English	Mr. Tim Ranum
English	Mrs. Sara Bitz
Music - Instrumental/Vocal	Mrs. Kristina Schuh
Fam./Cons. Sci	Mrs. Jessica Skadberg
Business/Technology Integrator	Mrs. Josey Skytland
Art	Miss Megan Trautman
English/Spanish	Miss Patricia Whipple
Administrative Assistant.....	Mrs. Bobbi Jarrett
Business Manager	Mrs. Kim Edland
Tutor.....	Mrs. Jean Gauderman
Library Paraprofessional.....	Mrs. Carol Collins
Custodian	Mr. Brian Duursma
Custodian	Mr. Dallas Braaten
Custodian	Mr. Rick Krause
Custodian	Mr. Rod Odstrcil
Head Cook	Mrs. Robin Gisvold
Cook	Mrs. Jodi Burr
Cook	Mrs. Trish Beckman
Cook	Mrs. Connie Dunn
Cook	Mrs. Rita Reimers
Cook	Mrs. Linda Duursma

School Board

- Mr. Joel Lemer
- Mrs. Angela Kutz
- Mr. Kevin Wolsky
- Mrs. Tonia Erickson
- Mr. Randy Hooey

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	-	8:25 - 9:10
Period 2	-	9:14 – 9:59
I/E Time		10:03 - 10:35
Period 3	-	10:39 – 11:24
Period 4	-	11:28 – 12:13
Lunch	-	12:13 – 12:48
Period 5	-	12:52 – 1:37
Period 6	-	1:41 - 2:26
Period 7	-	2:30 - 3:15

Hour Late Schedule

Period 1:	9:25 - 10:06
Period 2:	10:10 - 10:51
Period 3:	10:55 - 11:36
Period 4:	11:40 – 12:22
Lunch:	12:22 – 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:	10:25 – 10:58
Period 2:	11:02 - 11:35
Period 3:	11:39 - 12:12
Lunch:	12:12 - 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 0:	7:30 – 8:05
Period 1:	8:25 - 9:00
Period 2:	9:04 - 9:39
Period 3:	9:43 - 10:18
Period 4:	10:22 – 10:57
Period 5:	11:01 - 11:36
Period 6:	11:40 - 12:15
Lunch:	12:15 - 12:50
Period 7:	12:54 - 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

Certain Courses ONLY

S	Satisfactory	91
NI	Needs Improvement	85
U	Unsatisfactory	69

MESSAGE TO THE STUDENT

Welcome to Carrington High School for the 2021-2022 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	Wrestling	Fastpitch Softball
Concert Band	Academic Pursuit	Football
Concert Choir	FBLA	Track & Field
Knowledge Bowl	FFA	Golf
Speech	Closeup	Dance Team
Drama	Yearbook	Baseball
Mathcounts	Cross Country	Archery

LIBRARY

The school library is open from 8:00 until 3:15 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 SWIFTREACH, and on our website 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 announcements. Dismissal and departure times for activities will be posted on the office window and on our web site www.carrington.k12.nd.us under daily announcements.

CHS GRADUATION REQUIREMENTS

Twenty-three credits will be required for graduation. All students must be enrolled in 6 classes per semester. Students who do not qualify for a study hall will be enrolled in 7 class periods 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, and may include one unit of computer science)

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

6 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. All high school courses that are assigned a letter grade (A-F) will be included in the calculation of a student's grade point average (GPA).

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 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.

ACADEMIC HONESTY

Carrington High School requires all students to demonstrate honesty and to abide by ethical standards in preparing and presenting materials, as well as in testing situations. Academic dishonesty, cheating, or plagiarism involves an attempt by the student to show possession of a level of knowledge or skill that he or she does not possess. Examples include copying and/or turning in another student's work as your own, using unauthorized materials for assignments and tests, and using words and ideas from a source without giving credit to the original source. Students determined to have committed any act of academic dishonesty may lose credit on the assignment, quiz, or test and could affect their enrollment in future courses.

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 administrative assistant or through E-Funds. 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 administrative assistant 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 8:25 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 8:20 a.m. and to your classroom by 8:25 a.m. Students arriving late to class are tardy. 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 absence 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.

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 or 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, the sixth week, and 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 or her 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, and jewelry 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.

FOOD AND DRINK IN THE CLASSROOM

Students are encouraged to drink water throughout the school day and may bring a sealed, transparent, plastic container of water to their classrooms. Water is not allowed in some areas, such as computer labs. Students are not allowed to have other food or beverages in the classroom, except on rare occasions with permission from the teacher and/or principal. Students are allowed to properly store appropriate food and beverages in their locker.

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 designated on the school parking map. 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. Extremes in dress and grooming which would cause disruption in classes or school activities will not be permitted. 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. Students representing CHS in activities, events, or competitions are subject to individual dress codes established by the director or coach of the activity.

1. Articles of clothing or decorations that advertise or promote the use of tobacco, alcohol or other drugs may not be worn at school.
2. 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.
3. Headwear is not to be worn in the school during the regular school day and must be removed upon entering the school building.
4. Midriff must be covered and back only exposed to middle of back.
5. Cut-outs and see-through fabric are not allowed to reveal areas that are expected to be covered.
6. Length of skirt, dress or similar garment must meet or be lower than fingertips of hand when arm is at side.
7. Length of shorts or similar attire must meet or be lower than thumb of hand when arm is at side.
8. Appropriate footwear must always be worn.
9. No purses, backpacks, or similar items are allowed in the classrooms or in the commons area.

Consequences

Students who violate the dress code policy will be required to change their clothes immediately, any missed class will result in a tardy or unexcused absence, and they may be asked to leave an event. Students who violate the dress code policy will also receive the following consequences:

1. First offense – verbal warning
2. Second offense - one afternoon of detention and parents notified
3. Third offense – two afternoons of detention and parents notified
4. Fourth offense – Insubordination – including additional detention, in- or out-of-school suspension – includes parent notification

HEAD LICE

In order to help control the spread of head lice in school, the following steps will be taken:

1. Once a student has been identified as having head lice and/or nits (either by a doctor, nurse, parents, or trained personnel) the parents will be contacted by the administration and the student will be sent home. Homework completion will follow the same guidelines as when absent.
2. The student will not be admitted to school or be able to participate in school activities until a health care official or a trained school employee re-examines the student and finds that they are free of lice and nits.
3. When a case of head lice is identified, all siblings in the school will be examined. We will select other students to check with common classes or activities. If more than one positive case is found per classroom or activity, the entire group will be checked. Parents' of students being checked will be notified by phone or email regardless of the findings.
4. Administration will determine the level of communication from the school that extends beyond these guidelines.
5. Upon re-admittance to school, the student will be re-examined within two weeks.

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 electronic smoking devices) while on school property
7. behavior which is detrimental to the welfare, safety, educational environment or morals of other pupils

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 Board approved updated bullying policy at Dec. 2019 meeting. The updates are highlighted below.)

CARRINGTON SCHOOL DISTRICT BULLYING POLICY

The Carrington School District is committed to providing all students with a safe and civil school environment in which all members are treated with dignity and respect. Bullying of or by a student or school staff member is against federal, state and local policy and is not tolerated by the Board. Bullying behavior can seriously disrupt the ability of the district to maintain a safe and civil environment, and the ability of students to learn and succeed. Therefore, it is the policy of the state and the school district that students and school staff members shall not engage in bullying behavior while on school property.

Definitions

For the purposes of this policy:

- *Bullying* is defined in NDCC 15.1-19-17 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

Conduct 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.

Conduct received or sent by a student through the use of an electronic device while the student is outside a public school, off school district premises, and off school district owned or leased property and which:

1. Places the student in actual and reasonable fear of:
 - a. Harm; or
 - b. Damage to property of the student;
2. Is so severe, pervasive, or objectively offensive the conduct substantially interferes with the student's educational opportunities or substantially disrupts the orderly operation of the public school.

Conduct includes the use of technology or other electronic media (e.g. cyberbullying).

- *Electronic communication* is defined in NDCC 12.1-17-07(5) as a transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo-electronic, or photo-optical system.

- *Protected* status 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 is defined in NDCC 15.1-19-10(6)(b) as all land within the perimeter of the school site and all school buildings, structures, facilities, and school vehicles, whether owned or leased by a school district, and the site of any school-sponsored event or 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 on school property, a student or school staff member 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;

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.

Bullying may be a repeated or, in rare cases, one-time exposure to deliberate, negative behavior by one or more individuals that is unprovoked. Single incidents and conflicts between two or more individuals do not automatically constitute bullying behavior. Districts should investigate each situation to determine

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

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.

Investigation Procedures

School administrators (i.e., a principal, an assistant superintendent, or the Superintendent) or the Board President, if the Superintendent is implicated, 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.

Reporting to Law Enforcement & Other Forms of Redress

Law enforcement must be notified by a school administrator or Board President if there is reasonable suspicion that a bullying incident constituted a crime on or off school district property. Nothing in this policy shall prevent a victim/their family from seeking redress under applicable state and federal law.

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. Alternative placement of special education students will be handled in accordance with applicable policy.
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.
9. Other corrective measures designed by the principal.

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

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 and/or policy.

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.

Dissemination & Education

The District shall review and revise this policy as it determines necessary. A copy of this District bullying policy and any amendments must be filed with the Department of Public Instruction.

The District shall place this policy, in its entirety, in student and staff handbooks and ensure that it is explained and discussed with its students each school year. The District shall develop and implement bullying prevention programs for all students and staff professional development activities. School administration may develop guidelines to assist students and staff with identifying bullying conduct.

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; 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; being placed on the ballot for such elections as Homecoming Royalty, Outstanding Athlete, or Outstanding Choir or Band Member; giving a Valedictory, Salutatory, Honor Speech, or opening or closing address at graduation, participation in Close Up activities; and other like activities.

Because band and choir are graded classes students under suspension will be allowed to take part in these activities. 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.

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 and superintendent. 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 student's 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. Parents 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.