

CASHION HIGH SCHOOL

STUDENT and PARENT HANDBOOK

2010-2011



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Cashion Public Schools

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Table of Contents

Activity Eligibility Standards	pg. 6	Immunizations	pg. 21
Activity Trips	pg. 6	Internet, Summer School	pg. 21
Advanced Placement Classes	pg. 6	Internet Policy	pg. 21
Alcohol/Drug Use	pg. 6	Items Prohibited at School	pg. 22
All State/All Star Jackets	pg. 7	Junior/Senior Prom	pg. 22
American Creed	pg. 7	Leaving School Grounds	pg. 23
Assault on School Employees	pg. 7	Library	pg. 23
Athletic Physicals	pg. 7	Lockers	pg. 23
Athletic Letters/Cheerleading	pg. 7	Make Up Credits	pg. 23
Attendance	pg. 8	Make Up Work Policy	pg. 23
Auditorium Behavior	pg. 9	Moment of Silence	pg. 24
Bus Procedures	pg. 9	On-Line Student Information	pg. 24
Cheating/Academic Dishonesty	pg. 10	Parents Right to Know	pg. 24
Check Out Procedures	pg. 11	Parent/Teacher Conferences	pg. 24
Citizenship	pg. 11	Petitions	pg. 25
Class Credit	pg. 11	Pledge of Allegiance	pg. 25
Classification of Secondary Students	pg. 11	Public Display of Affection	pg. 25
Class Trips	pg. 11	Reports to Parents	pg. 25
Closed Campus	pg. 11	Responsibility of Parents	pg. 25
Clubs & Organizations	pg. 12	Responsibility of Students	pg. 25
College Bound Athletes	pg. 13	Requirements for Graduation	pg. 26
College Visits	pg. 13	Rule for Extra-Curricular Activities	pg. 28
Conduct & Courtesy	pg. 13	Rules for School Shops	pg. 29
Correspondence Work	pg. 13	Rules for Student Fans	pg. 29
Counselor Support	pg. 13	Safe Schools Hotline	pg. 29
Credit for Courses	pg. 13	Saturday School Detention	pg. 29
Dangerous Weapons & Substances	pg. 14	School Calendar	pg. 30
Deposit of Money	pg. 14	School Colors/Emblem	pg. 31
Directory Information	pg. 14	School Philosophy/Spirit	pg. 31
Discipline	pg. 15	Schedule Changes	pg. 31
Dress Code	pg. 15	Scheduling Student Activities	pg. 31
Driver's License	pg. 16	School Safety	pg. 32
Drop-Outs/Student's Drivers License	pg. 16	Searches Involving Students	pg. 32
Drug Testing	pg. 16	Semester Exam Policy	pg. 32
Drug-Free Prevention Program	pg. 17	Snacks/Candy/Soft Drinks	pg. 33
Due Process	pg. 17	Special Needs Students	pg. 33
Early Graduation	pg. 18	State Honor Society	pg. 33
Eighth Grade Graduation	pg. 18	Student Records	pg. 33
Electronic/Musical Devices	pg. 18	Student Vehicles	pg. 33
Exemption Policy	pg. 18	Suspension of Students	pg. 34
FERPA Rights	pg. 18	Tardy Policy	pg. 34
Fight Song	pg. 19	Telephone	pg. 34
Foreword	pg. 4	Text Messaging/Telephone Calls	pg. 34
Fundraising	pg. 19	Title IX & Section 504 Rules	pg. 34
Grading System	pg. 20	Transportation/School Activities	pg. 35
Graduate Honor System	pg. 20	Truancy	pg. 36
Halls & Building	pg. 20	Unsportsmanlike Conduct	pg. 36
Harassment/Bullying Policy	pg. 20	Valedictorian/Salutatorian Awards	pg. 36
Honor Roll	pg. 21	Visitors	pg. 37
		Wireless Communication Devices	pg. 37

FOREWORD

Students,

Welcome to a momentous school year, 2010-2011. As the classes of 2014, 2013, 2012 and 2011 you are living in a historical period and, for the rest of your lives, will reminisce about your experiences during high school. Whether you are a 7th grader, 8th grader, freshman, sophomore, junior or senior, I challenge you to have the best school year of your life.

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

*Take Pride *Show Respect *Demonstrate kindness *LEARN! *

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

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

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

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

Finally, have a great time at Cashion High School this year. Find an activity in which you can be an asset and enjoy, whether it is Band, Art, student government, computers, or any variety of school organizations. Get to know our secretary, librarian, counselor, principal and all of our faculty and staff who are willing to help you. Have fun and, in the process, make a positive contribution to your school and community.

Thank you.

Parents,

Within the pages of this manual are many of the policies and procedures we feel are necessary to allow for a fair and consistent level of expectation for each of our students. We realize that it is not common for every student and parent to necessarily agree with every procedure in school; however it is still very important to have your support. We revise our policies and procedures each year based on input from students, teachers, and parents. We rely largely on the input of teachers and students who spend a large majority of their time operating under these procedures. We also try to keep in mind those habits and practices that are most likely to contribute to the overall success of 200 teenagers and 20 plus adults coexisting in the same building each and every day for 175 plus days. So, your support and encouragement are very much appreciated.

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

Finally, we hope that the high school experience for you and your child will be very positive. There will be many opportunities to volunteer, or otherwise get involved, with Cashion High School and your child. A common myth, perhaps promoted by our students themselves, is that parents are no longer welcome to be involved at the high school level. In fact, you are very welcome. As a parent, you have to work very hard to monitor your progression of fostering independence in your child while still maintaining a degree of involvement and support as your child gets closer and closer to being on their own. At the same time, we welcome your talents, resources, and input that may benefit our school, our students, and our tradition as a whole.

It truly does take all of us to accomplish all that we want for each and every one of our students, your children. We thank you for your support and efforts as we work to make this school year one of success, accomplishments, and a lifetime of positive memories.

Thank you.

ACTIVITY ELIGIBILITY STANDARDS

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

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

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

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

ACTIVITY TRIPS

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

ADVANCED PLACEMENT CLASSES

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

ALCOHOL/DRUG ABUSE

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

- Smoking, using, and/or possessing tobacco;

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

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

ALL STATE/ALL STAR JACKETS

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

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

THE AMERICAN CREED

"I believe in the United States of America as a government of the people, for the people, whose just powers are derived from the consent of the governed; a democracy in a republic; a sovereign nation of many sovereign states; a perfect union, one and inseparable established upon those principles of freedom, equality, justice and humanity for which American patriots sacrificed their lives and fortunes."

ASSAULT ON SCHOOL DISTRICT EMPLOYEES

OKLAHOMA SCHOOL LAWS--Title 21 - 650.7

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

ATHLETIC PHYSICALS

All student athletes must have an annual physical to be eligible to participate in Cashion High School's extra-curricular sporting events and or engage in practice after school hours---- students may engage in the athletic period without a physical as it is part of the curricular program.

ATHLETIC LETTERS/CHEERLEADING

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

ATTENDANCE

Attendance is important. We are required by state law to keep an accurate record of attendance of all students. If a student must be absent from school, the parents should call the day before if possible, or the morning of the day the student is absent. If the parent does not have a telephone or fails to call the school, they must send a note back to school with the student stating the date of absence and the reason for the absence. Attendance office numbers are 433-2575 or 433-2703.

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

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

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

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

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

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

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

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

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

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

ATTENDANCE LAWS AND REGULATIONS

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

AUDITORIUM BEHAVIOR

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

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

BUS PROCEDURES

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

Bus Procedures,

- I. Previous to Loading (on the road and at school)
 1. Be on time at the designated school bus stops – keep the bus on schedule.
 2. Stay off the road at all times while waiting for the bus.
 3. Bus riders conduct themselves in a safe manner while waiting.
 4. Wait until the bus comes to a complete stop before attempting to enter.
 5. Be careful in approaching bus stops.
 6. Bus riders are not permitted to move toward the bus at the school loading zone until the bus has been brought to a complete stop.
- II While on the Bus
 1. Keep hands and head inside the bus at all times after entering and until leaving the bus.
 2. Assist in keeping the bus safe and sanitary at all times.
 3. Remember that loud talking and laughing or unnecessary confusion diverts the driver's attention and may result in a serious accident.
 4. Treat bus equipment as you would valuable furniture in your own home. Damage to seats, etc., must be paid for by the offender.
 5. Bus riders should never tamper with the bus or any of its equipment.
 6. Leave no books, lunches, or other articles on bus.

7. Keep books, packages, coats, and all other objects out of the aisles.
8. Help look after the safety and comfort of small children.
9. Do not throw anything out of the bus window.
10. Bus riders are not permitted to leave their seats while the bus is in motion.
11. Horse-play is not permitted around or on the school bus.
12. Bus riders are expected to be courteous to fellow pupils, the bus driver, and the patrol officers or driver's assistants.
13. Keep absolute quiet when approaching a railroad-crossing stop.
14. In case of a road emergency, children are to remain in the bus.
15. All rules of the regular school day apply to the bus.

III After Leaving the Bus

1. When crossing the road, go at least ten feet in front of the bus, stop, check traffic, and watch for bus driver's signal, then cross the road.
2. Students living on right side of the road, should immediately leave bus and stay clear of traffic
3. Help look after the safety of small children
4. The driver will not discharge riders at places other than the regular bus stop, except, by proper authorization from the parent or school official.

IV Extra-Curricular Trips

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

CHEATING/ACADEMIC DISHONESTY

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

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

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

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

CHECK OUT PROCEDURES

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

CITIZENSHIP

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

CLASS CREDIT FOR GRADUATION

Academic Credit at Cashion High School is based on:

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

CLASSIFICATION OF SECONDARY STUDENTS

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

Freshman – has earned **less than** six (6) units

Sophomore – must have earned **at least** six (6) units

Junior – must have earned **at least twelve** (12) units

Senior – must have earned **at least eighteen** (18) units

CLASS TRIPS

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

CLOSED CAMPUS

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

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

CLUBS AND ORGANIZATIONS

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

Student Clubs and Organizations

- 1) Academic Team
 - A) Purpose: The Academic Team is to improve academic skills through competition. The quiz bowl format allows competitors to improve their skills in all subjects of school.
 - B) Name of Faculty Sponsor: Mike Eaton
- 2) National Honor Society
 - A) Purpose: The mission of The National Society of High School Scholars is to recognize academic excellence and to encourage members to apply their unique talents, vision, and potential for the betterment of themselves and the world.
 - B) Name of Faculty Sponsor: Kim Ross
- 3) Science Club
 - A) Purpose: Getting together on some Science Saturdays and doing a Science Fair. This will promote Science.
 - B) Name of Faculty Sponsor: Kim Ross and Lori Allen
- 4) Future Farmers of America
 - A) Purpose: FFA makes a positive difference in the lives of students by developing their potential for premier leadership, personal growth, and career success through agricultural education.
 - B) Name of Faculty Sponsor: Chris Carroll
- 5) Student Council
 - A) Purpose: To promote school pride and spirit. Work to create a sense of responsibility for our school. This helps work for a better understanding between students and administration.
 - B) Name of Faculty Sponsor: Nancy Chandler
- 6) Fellowship of Christian Athletes
 - A) Purpose: Provides an opportunity for students to come together and share their Christian faith at school.
 - B) Name of Faculty Sponsors: Kyle Young and Eddie Jeffcoat
- 7) Business Professionals of America
 - A) Purpose: The mission statement of Business Professionals of America is to contribute to the preparation of a world class workforce through the advancement of leadership, citizenship, academic, and technological skills
 - B) Name of Faculty Sponsors: Cindy Gruntmeir
- 8) Family, Career, Community Leaders of America
 - A) Purpose: FCCLA seeks to promote personal growth through Family and Consumer Sciences education, Focusing on the multiple roles of family member, wage earner, and community leader, members develop skills for life through: Character development, creative and critical thinking, interpersonal communication, practical knowledge and career preparation. There are 8 purposes, 1) Opportunities for

personal development and preparation for adult life. 2) To strengthen the function of family as a basic unit of society. 3) To encourage democracy through cooperative action in the home and community. 4) To encourage individual and group involvement in helping achieve global cooperation and harmony. 5) To promote greater understanding between youth and adults. 6) To provide opportunities for making decisions and for assuming responsibilities. 7) To prepare for the multiple roles of men and women in today's society. 8) To promote Family and Consumer Science education and related occupations.

B) Name of Faculty Sponsors: Jacqueline Radford

COLLEGE BOUND ATHLETES

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

COLLEGE VISITS

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

CONDUCT AND COURTESY

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

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

CORRESPONDENCE WORK

Students will not be allowed to take correspondence work unless it is absolutely necessary. Students may be permitted to pursue a maximum of one unit by correspondence each year for two years. Correspondence work is usually designed for seniors needing extra credits to graduate. All correspondence work must be approved by the principal.

COUNSELOR SUPPORT FOR POST-SECONDARY OPPORTUNITIES

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

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

CREDIT FOR COURSES (7TH/8TH Grade)

High school courses, i.e. Algebra I or Band, taken at the elementary school level (7th or 8th grade) will be noted on the transcript along with the grade received. However, the grade(s) received will not be factored into the high school grade point average nor will high school

graduation credit be awarded. The grade(s) received will be factored into the grade point average for 8th grade graduation.

DANGEROUS WEAPONS AND SUBSTANCES

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

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

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

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

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

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

DEPOSIT OF MONEY

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

DIRECTORY INFORMATION

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

1. The student's name - student's address – student's telephone number

2. The names of the student's parents
3. The student's date of birth
4. The student's class designation (1st grade, 4th grade, 10th grade, etc.)
5. The student's extra-curricular participation
6. The student's achievement awards or honors
7. The student's weight and height if a member of an athletic team
8. The student's photograph
9. The school or school district the student attended before he/she enrolled in this school district.

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

DISCIPLINE

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

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

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

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

DRESS CODE

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

1. Students are permitted to wear walking shorts, fingertip length, with sewed leg hem or cuff. Students may wear shorts year-round.
2. Students are not to wear see-through apparel, cut-off pants, clothing with holes or patches, garments with holes above the knees, tank tops, midriff apparel, and backless dresses. Midriff apparel which does not cover the waist line area when the student's arms are extended upward is considered too short.
3. Dresses that are worn by the students are to be at least mid thigh and below the fingertips when the arms are extended at the student's side.

4. Clothing advertising beer, alcoholic beverages or bars, inappropriate words or vulgar connotations or any other article of clothing that could create a distraction are not to be worn.
5. Shoes are to be worn at all times. House slippers/house shoes are not permissible to be worn at school.
6. Boys and girls are to remove hats or head dress or head bands inside the buildings when attending school, representing the school as a worker or participating in a school activity. Bandannas will not be worn at school, school activities or on the school grounds by students.
7. Hair must be kept clean and neat.
8. Colored non-prescription glasses are not to be worn inside school buildings.
9. Pants need to be worn so that they fit appropriately at the waist – sagging/bagging will not be considered appropriate dress for students.
10. Clothing that demonstrates gang affiliation or mock gang attire will not be allowed.
11. Straps of individual blouses should be at least 3 fingers wide ----spaghetti straps are not allowed.
12. Pajamas are not considered to be appropriate for school wear.
13. Undershirts or muscle shirts are not considered to be appropriate for school wear.

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

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

DRIVER’S LICENSE

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

DROP-OUTS/STUDENT’S DRIVERS LICENSE

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

DRUG TESTING

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

Therefore, this policy governs only performance-enhancing and illegal drug use by students participating in extra-curricular activities. The sanctions imposed for violations of this policy will be limited solely to a student’s privilege to participate in extra-curricular activities. This policy

supplements and complements all other policies, rules, and regulations of the Cashion Public School District regarding possession or use of illegal drugs.

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

DRUG-FREE PREVENTION PROGRAM

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

1. STUDENTS

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

DUE PROCESS AND THE RIGHT OF EQUAL OPPORTUNITY

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

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

EARLY GRADUATION

Beginning with the 2005-2006 school year, Cashion students will be given the opportunity to graduate with honors at the end of the first semester that they meet the local 24 credit graduation requirement. Credit requirements can consist of regular class work, approved concurrent enrollment, approved correspondence, and approved internet class work, or proficiency based

promotion. If students meet all graduation requirements by the end of the semester, the GPA will be calculated for honors at that time.

EIGHTH GRADE GRADUATION

Students failing four (4) semester classes during their 7th and 8th grade years, or three (3) semesters during their 8th grade year will not be allowed to participate in the formal graduation exercises or receive a diploma. **IF THE CEREMONY IS HELD PRIOR TO THE END OF THE FINAL GRADING PERIOD, THEN STUDENTS' PASS/FAIL STATUS WILL BE EVALUATED TO DETERMINE ELIGIBILITY FOR PARTICIPATION IN THE GRADUATION EXERCISE**

ELECTRONIC/MUSICAL DEVICES

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

EXEMPTION POLICY FOR TESTING

Semester Test Exemption Policy (Grades 9 – 12)

- 1) Students may be exempt from no more than four exams each semester.
- 2) Students may be exempt from the semester exam in a course only once. Students must take at least one of the semester exams for a year-long course.
- 3) If a course is only a semester long, the exam must be taken. If a student is dropping the course at the end of the semester, the exam must be taken.
- 4) Semester exams will count 20% of the overall grade.
If a project is used as a semester exam, it must count **20%**.
A teacher will only use a project for one semester exam per year per class.
- 5) To be considered for exemption the following attendance requirements must be met:
 - a. 3 excused absences and an A (90% or higher)
 - b. 2 excused absences and a B (80% to 89%)
 - c. 1 excused absence and a C (70% to 79%)
 - d. NO unexcused absences
 - e. NO Out-of-School Suspensions (OSS) or no In-School-Interventions (ISI)
 - f. 3 unexcused tardiest = 1 unexcused absence

FERPA RIGHTS NOTIFICATION

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

- (1) The right to inspect and review the student's education records within 45 days of the day Cashion Schools receives a request for access. The Parents or eligible students should submit to the School Principal a written request that identifies the record(s) they wish to inspect. The Principal will make arrangements for access and notify the parents or eligible student of the time and place where the records may be inspected.
- (2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask Cashion Schools to amend a record that they believe is inaccurate or misleading. They should write the School Principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the parent or eligible student, Cashion Schools will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the

hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by Cashion Schools as an administrator, supervisor, instructor, or support staff member including health or medical staff and law enforcement unit personnel; a person serving on the Cashion School Board; or a person or company with whom Cashion Schools has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist). A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, Cashion Schools discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
- (4) The right to file a complaint with the U. S. Department of Education concerning alleged failures by Cashion Schools to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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

FIGHT SONG

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

Of course you have because we are the best.

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

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

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

C.-H.-S.

FUNDRAISING CAMPAIGNS

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

GRADING SYSTEM

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

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

GRADUATE HONOR STUDENTS

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

HALLS AND BUILDING

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

HARASSMENT, INTIMIDATION, BULLYING

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

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

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

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

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

This policy is in effect while the students are on school grounds, in school transportation, or attending school-sponsored activities or school-sanctioned events, and while away from school

grounds if the misconduct directly affects the good order, efficient management, and welfare of the school district.

HONOR ROLL

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

IMMUNIZATIONS

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

Title 70, Section 1210.191, Oklahoma Statutes, 1970 requires that parents or guardians of all minor children in grades kindergarten through the twelfth grade for all public, parochial, or private schools in the State of Oklahoma, present a certified copy of required immunizations upon school entry. To be in compliance with this law, students in grades 9 through 11 must present proof of (5) doses DPT/DTaP/Td/Tdap, (4) doses Polio, (2) doses of MMR, a (2 or 3) dose series of Hepatitis B vaccine, (2) dose series of Hepatitis A, and (1) dose of Varicella. 12th grade students must have all of the same vaccines listed above, with the exception of Varicella. No minor child shall be admitted to any public, private, or parochial school operating in Oklahoma unless the parent or guardian can present to the appropriate school authorities certification from a licensed physician or the appropriate public health authorities that such child has received or is in the process of receiving immunizations required for school entry. For more information, visit <http://imm.health.ok.gov>.

INTERNET, SUMMER SCHOOL, AND CORRESPONDENCE CLASSES

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

1. First priority will be given to students making up failed credits.
2. Classes must meet local and state accreditation standards.
3. Except for make-up classes or extreme schedule conflicts, no Internet, summer school, or correspondence class credits will be given for **core classes** which are offered at Cashion High School.
4. All Internet, summer school, or correspondence classes must be approved by the high school principal and superintendent. Internet and correspondence classes will only be considered for approval if the exams are proctored at the school by district personnel. The school counselor will recommend organizations that meet this requirement.

INTERNET POLICY

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

ITEMS PROHIBITED AT SCHOOL

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

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

Other prohibited items include:

- Toys
- Skateboards / Roller Skates
- Toy Guns or weapons
- Water Guns
- Sling Shot
- Laser pens or Laser Lights of any kind

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

- Miscellaneous such as, but not limited to:
 - Liquid Paper
 - Slime
 - Whoopie cushions
 - Prank items
 - Inappropriate Magazines
 - Noisemakers of any type.
 - Water Balloons
 - Invisible ink

JUNIOR/SENIOR PROM

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

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

LEAVING SCHOOL GROUNDS

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

LIBRARY

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

LOCKERS

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

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

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

MAKE UP CREDITS

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

MAKE UP WORK POLICY

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

Make-up work for all absences will be offered to the student upon their request.

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

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

MOMENT OF SILENCE

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

ON-LINE STUDENT INFORMATION (GRADE BOOK, ATTENDANCE, ETC.)

Parents and students may access student information after the fourth week of school from the on-line system utilized by the district. Please visit the principal's office to obtain the web address, username, and password for your child/children.

PARENTS RIGHT-TO-KNOW REQUIREMENTS

SECTION 1111(H)(6)

OKLAHOMA STATE DEPARTMENT OF EDUCATION

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

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

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

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

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

PARENT/TEACHER CONFERENCES

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

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

PETITIONS

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

PLEDGE OF ALLEGIANCE

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

PUBLIC DISPLAY OF AFFECTION

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

REPORTS TO PARENTS

At the end of each 4 ½ week period the student will be given a copy of his/her cumulative progress report card which he/she is to take home to his/her parents. Nine weeks grades will no longer be given. Instead, students will receive Progress Report #1 after 4 ½ weeks, Progress Report #2 after 9 weeks, Progress Report #3 after 13 ½ weeks, and a semester grade after 18 weeks. Time lines are approximate and all grades are cumulative. Parents are urged to confer with the principal and teachers when there is a question concerning grades of the student. Ineligibility reports are mailed beginning with the 4th week of each semester. Second semester report cards are mailed to the home address during the summer.

RESPONSIBILITY OF PARENTS

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

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

RESPONSIBILITY OF STUDENTS

The following are responsibilities which students are expected to accept:

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

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

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

Requirements for Graduation from Cashion High School

Subject Area	Number of Units	Courses
Language Arts	4	1 unit of grammar & composition, & 3 units selected from American Lit., English Lit., World Lit., or AP courses
Mathematics	3	1 unit of Algebra I & 2 units selected from Geometry, Algebra II, Math Analysis, Calculus, Statistics &/or Probability Computer Science, Mathematics of Finance, Intermediate Algebra or AP Calculus
Science	3	1 unit of Biology I and 2 units selected from Chemistry, Physics, Biology II, Chemistry II, Physical Science, Earth Science, Botany, Zoology, Physiology, Astronomy, Applied Sciences, or qualified Agricultural Education courses.
Social Studies	3	1 unit of US History, ½ - 1 unit of US Government, ½ unit of Oklahoma History, and ½ - 1 unit of World History, Geography, Economics, Anthropology, or AP History
Fine Arts	2	2 units or competencies which may include, but are not limited to courses in Visual Arts and General Music
Electives	9	Students are encouraged to complete 2 units of foreign language
Total Units of Credit	24	

*Additional elective units are required by the State Department of Education and by the Cashion Board of Education for graduation purpose.

*Alternative course work for required classes may be substituted for graduation as long as State Requirements are met. - Alternative course of study must be approved by the Principal and Superintendent. (1997-98)

PRIOR TO TAKING PART IN CASHION HIGH SCHOOL'S GRADUATION EXERCISES, A STUDENT MUST HAVE SUCCESSFULLY COMPLETED ALL 24 UNITS OF STUDY AS REQUIRED BY CASHION BOARD OF EDUCATION AND THE STATE BOARD OF EDUCATION.

College Preparatory/Work Ready Curriculum for High School Graduation

Subject Area	Number of Units	Courses
English	4	Includes Grammar, Composition, Literature, or any English course approved for college admission requirements
Mathematics	3	Limited to Algebra I, Geometry, Algebra II, Trigonometry, Math Analysis, Calculus, AP Statistics, or any mathematics course with content or rigor above Algebra I and approved for college admissions requirements
Laboratory Science	3	Limited to Biology, Chemistry, Physics, or any laboratory science course with content and rigor equal to or above Biology and approved for college admission requirements
History & Citizenship Skills	3	Includes 1 American History, 1/2 United States Government, 1/2 Oklahoma History, and 1 from the subjects of History, Government, Geography, Economics, Civics, or non-Western Culture and approved for college admission requirements
Foreign or Non-English Language or Computer Technology	2	Includes 2 units of the same foreign language or non-English language, OR 2 units of computer technology approved for college admission requirements, whether taught at a high school or a technology center school, including computer programming, hardware, and business computer applications, such as word processing, databases, spreadsheets, and graphics, excluding keyboarding or typing courses
Additional	1	One additional unit from the courses listed above or career and technology education courses approved for college admission requirements. Students will need an additional 7 hours of elective credit.
Fine Arts or Speech	1	Fine Arts, such as music, art, drama, or speech
Total	24	24 units of competencies are required in order to meet state graduation requirements, including this curriculum, other requirements in state law, electives, and the additional units or sets of competencies as determined by the local Board of Education. The local school board's graduation requirements may exceed the state graduation requirements of 23 units.

Additional elective units are required by the State Department of Education and by the Cashion Board of Education for graduation purpose.

College entrance requirements and graduation requirements required by the state may differ. See your counselor at pre-enrollment so you will meet both requirements if you are planning on going to a state college/university.

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

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

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

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

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

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

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

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

B. **Second violation**, parents will be notified and the student will be suspended from the organization for the remainder of the season or semester, or six weeks whichever is the longest. Students being disciplined will be suspended from all extra-curricular activities sponsored by Cashion High School during the suspension period.

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

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

can delay a student's use of any harmful substance the greater their chances of not being "hooked" on it in life. If we can be of help please call.

RULES AND REGULATIONS FOR USE OF SCHOOL SHOPS

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

RULES FOR STUDENT FANS AT EXTRA CURRICULAR ACTIVITIES

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

SAFE SCHOOLS HOTLINE

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

SATURDAY SCHOOL DETENTION

Saturday Detention will only be used if the student conduct warrants more severe disciplinary action. The detention period runs from 8:00 AM to 12:00 PM. Students will be required to work on class assignments, and or required to help with campus chores. If students are unable to attend or choose not to attend, then they will be suspended for the following Tuesday. Students will be required to pick up their homework assignments for the Tuesday of the suspension in the morning there of between 8:00 A.M. and 8:25 A.M. and will be required to turn the work in the following day when they return. Their parents will need to accompany them to school when they return to the school for a conference with the principal.

SCHOOL CALENDAR INSERT HERE

SCHOOL COLORS

Maroon and Gold

SCHOOL EMBLEM

Wildcat

SCHOOL PHILOSOPHY

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

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

SCHOOL SPIRIT

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

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

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

SCHEDULE CHANGES

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

SCHEDULING STUDENT ACTIVITIES

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

scheduled on the master calendar by submitting a request for the activity on the calendar request form.

SCHOOL SAFETY

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

SEARCHES INVOLVING STUDENTS

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

"The superintendent, principal, teacher, or security personnel of any public school in the State of Oklahoma, upon reasonable suspicion, shall have the authority to detain and search or authorize the search, of any pupil or property in the possession of the pupil when said pupil is on any school premise or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school. The principal, teacher, or security personnel searching or authorizing the search shall have authority to detain the pupil to be searched and to preserve any dangerous weapons or controlled dangerous substances, intoxicating beverages, non-intoxicating beverages, or missing or stolen property that might be in their possession including the authority to authorize any other persons they deem necessary to restrain such pupil or to preserve any dangerous weapons or controlled dangerous substances, intoxicating beverages, non-intoxicating beverages, or missing or stolen property."

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

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

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

SEMESTER EXAM POLICY

Semester exams shall be comprehensive and uniformly weighted in all classes taught at Cashion High School. The semester grade shall be determined by calculating each 9 week grade at 40%

and the semester exam at 20%. All students, grades 9-12, will take semester tests. Nine weeks tests will be given at the end of the 1st and 3rd nine weeks. Nine weeks tests will not be given at the end of the 2nd & 4th nine weeks.

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

SNACKS, CANDY AND SOFT DRINKS

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

SPECIAL NEEDS STUDENTS

Cashion Schools offers special education classes for its students. We are also part of the Kingfisher County Cooperative speech therapy program and the multi-handicapped program. If anyone knows of a handicapped child between the ages of 0-21 years of age who is in need of special education services or would like further information, please contact Lisa Hudson, special education spokesperson, at 433-2614, Ext. 105. The law provides that any child between the ages of 0-21 with special education needs is entitled to a free and appropriate public education. Translation will be provided upon request.

STATE HONOR SOCIETY MEMBERSHIP

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

STUDENT RECORDS

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

STUDENT VEHICLES

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

Only licensed drivers are permitted to use school parking facilities. Students must register their vehicles with the school administration. Decals will be issued and must be placed in the lower left hand side of the vehicle's rear window. Decals will cost 5 dollars at the time of registration. Student vehicles on campus that are not properly registered and do not have a parking decal will be subject to being towed.

SUSPENSION OF STUDENTS

1. The authority to suspend a student from a school in the district is delegated to the building principal.
2. Any student may be suspended for acts of immorality, violations of policy or regulations, or for any act which disrupts the academic atmosphere of the school, endangers or threatens fellow students, teachers or officials, or damages property. Any student who has been adjudicated as a delinquent for a violent or non-violent offense may be suspended. Students who are verbally disrespectful and use profanity in a threatening manner directed towards a person who is employed by Cashion Public Schools and who serves in a capacity of being an educator or a support person will be suspended for a two week period for the first offense and the remainder of the semester if a second offense occurs. Students who have returned to school the 2nd offense and who commit such an act will be suspended for the remainder of the school year.
3. Students who physically attempt to harm a person who is employed by Cashion Public Schools will be suspended for the remainder of the semester and no credit will be earned for the semester of suspension. When the student is reinstated, he/she may or may not be permitted back into the teacher's class where the infraction occurred.
4. A full suspension shall not extend beyond a one calendar year period except for violations of the Weapons-Free Schools Act. This act provides for unlimited suspensions.
5. Except under circumstances which require the immediate removal of a student or students, the parent(s) or legal guardian(s) shall be informed before a student is released from school.
6. Any student who has been adjudicated as a delinquent for a violent offense or non-violent offense and has been removed from a public or private school in this state or any other state for such act, will not be enrolled in the district until such time as that student no longer poses a threat to self, or students, or faculty.
7. Procedural steps to suspension:
Before a student is suspended from school, the principal of that school shall consider and apply, if appropriate, alternative in-school assignment options that are not to be considered suspensions. Such assignments may include detention, alternative school setting, reassignment to another classroom, or In-School Intervention (ISI). If such alternate assignment is rejected, written justification will be placed in the student's permanent record.
8. Appellate procedures. Any student who has been suspended under the steps listed may appeal the suspension to a suspension officer or board of education. The decision will be final. The School Board of Education shall appoint a suspension officer.

TARDY POLICY

Being punctual is a habit which you establish early in life. Punctuality often means the difference between success and failure. To aid in punctuality, the following policy has been established: Teachers will warn students after the 1st tardy and assign 15 minutes of detention after the second tardy. This detention is to be served with the teacher. When the 3rd tardy occurs, the student will be referred to the office for further discipline.

- 3rd tardy in any class will result in one day of detention

- 4th tardy in any class will result in two days of detention
- 5th tardy in any class will result in In-School Detention or Saturday School.

Teachers will document ALL tardies in the computer and then submit a discipline referral to the office for the third tardy and each subsequent tardy. Tardies will start over at the end of first semester. The administration also reserves the right to alter this policy during the year, should it become apparent that students are not taking seriously the expectation to be in class on time and prepared to learn each day.

TELEPHONE

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

Students should use pay phone and leave office phone for school business. Phone calls should be made before school, during lunch, and after school. Students should not be using the phone during class time.

TEXT MESSAGING/TELEPHONE CALLS/E-MAIL

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

TITLE IX AND SECTION 504 RULES

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

TRANSPORTATION/SCHOOL ACTIVITIES

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

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

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

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

TRUANCY

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

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

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

This list is not meant to be all-inclusive.

UNSPORTSMANLIKE CONDUCT

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

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

VALEDICTORIAN AND SALUTATORIAN AWARDS

In order for students in the 8th and 12th grades to qualify for Valedictorian and Salutatorian Award at the respective graduations, they must have attended their last semester of school prior to graduation at Cashion Public Schools. GPA CALCULATION FOR THE SENIOR VALEDICTORIAN AND SALUTATORIAN AWARDS WILL CEASE AT THE END OF THE EIGHTH SEMESTER (SECOND SEMESTER OF SENIOR YEAR). FOR THE PURPOSES OF GRADUATION EXERCISES AND MEDIA ACKNOWLEDGEMENTS, A TENTATIVE

ANNOUNCEMENT WILL BE MADE AFTER COMPLETION OF THE SEVENTH SEMESTER (FIRST SEMESTER OF THE SENIOR YEAR)

VISITORS

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

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

WIRELESS COMMUNICATION DEVICES

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

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

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

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

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

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

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

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

CASHION WILDCATS

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

PARENTS:

The 2010-2011 Student Handbook is an effort to communicate the basic rules and policies that will affect the students during the school year.

All rules and regulations are carefully considered by the faculty, administration, and staff each school year. We encourage parents to read thoroughly and discuss the handbook information with their children. We also ask parents and students to sign this sheet indicating they have seen the 2010-2011 Cashion High School Student Handbook, tear from booklet and return to the student's first period teacher.

Parent signature

Date

Student signature

Date

**Approved By Cashion Board of Education
Cashion Public Schools
August 2010**

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