

## **INDIAN PRIDE**

Welcome to Clearwater High School--the home of the Fighting Indians. We are a comprehensive high school with membership in the Kansas State High School Activities Association and the Ark Valley Chisholm Trail League. We hope to provide you with a favorable environment in which to prepare for the vocation of your choice. Becoming a positive member of our student body and making a real effort to get the maximum benefit from the time spent at C.H.S. is extremely important. Remember that the teachers, counselors, and administrators are here to help you achieve your goals. In time of need, seek their counsel and leadership.

## **CALENDAR**

A master calendar of scheduled events will be maintained by the activities director and the principal. Groups and organizations wishing to reserve a particular date must have that event scheduled and approved at least two weeks in advance before being added to the calendar. The date and event will then appear as a coming event on the weekly announcements.

## **ACTIVITY FINANCE**

Each high school class and other school organizations shall deposit their finances in the high school activity fund. Deposits shall be made in the office to either secretary. The treasurer or sponsor making the deposit will receive a receipt for the amount. All class and organization bills will be paid by check after a purchase order has been written authorizing the payment of the bill. The principal must sign the request for a purchase order. No student purchases are to be made without the permission of the sponsors and the principal. Sponsors are requested to see that bills are paid regularly.

## **ACTIVITY ADMISSION**

The admission charge to varsity athletic events will be \$5.00 for adults and \$3.00 for students in grades 1 through 12. The admission charge for sub-varsity athletic events will be \$3.00 for adults and \$2.00 for students grade 1 through 12. Clearwater students will be admitted to home contests without charge if they present their Clearwater Student identification card to the ticket taker. This will apply to all home contests except postseason or KSHSAA sub-state / regional events. An adult's activity ticket may be purchased for \$40.00.

## **ALCOHOLIC BEVERAGES**

Students will not be permitted to attend school or any school function while possessing or being under the influence of drugs or alcohol. The first violation will be an automatic 5 day suspension from school. Further violation could mean another 5 day suspension from school and a possible expulsion.

## **STUDENT AUTOMOBILES**

Students driving cars to school must park them in either the parking lot west of the school or the main parking lot south of the school. Students are to park their vehicles within the marked parking stalls. Students should not park during school hours in specified areas reserved for faculty and visitors. Students are not to be in or about their cars during school hours. If it is necessary for a

student to go to the car or use the car during school hours, **permission must be secured from the office.** Parking lot speed is 15 miles per hour. Penalties will be assessed to violators. Continued disregard for parking lot rules and regulations by a student may lead to loss of parking privileges on school property. Student automobiles parked on school property may be searched if there is evidence that they contain items that are against school regulations, state law or federal law.

#### **SCHOOL LUNCH CARD POLICY**

1. All students will be issued a lunch card at the beginning of the school year.
2. Students may charge lunches and ala carte items until their account reaches a balance of negative \$8.00. No further charges will be allowed after this until money has been added to the account.
3. Lunch cards that have been lost, stolen, or misused, will be replaced three times at no charge. When the third replacement card has been issued, a notice will be mailed to the student's residence explaining to parents or guardians that the next card(s) issued will be at a cost of \$5.00 per card.

#### **VENDING MACHINES**

All vending machines will be located in the commons area except one sport drink machine which is located in Hall D outside the locker rooms. Bringing change is the student's responsibility. Change will not be made through the office. Students are not to put drinks in their locker. No food or drink will be allowed in the auditorium. If a student violates the above rules, he/she will be assigned a detention. Vending machines may not be accessed during a class period as this disrupts the educational environment. All Drink machines CAN NOT be used during breakfast or lunch. All items within the vending machine will be in compliance with local, state and federal health policy guidelines.

#### **ATTENDANCE**

School is serious business. Board of Education Policy in USD 264 states that for a student to receive credit in a semester class after he/she has been absent more than five times, he/she must make up one hour in Saturday School, detention, or tutoring for every occurrence after five absences, whether excused or unexcused. Exception to this policy may be made by the administration if fully documented medical or health problems or extreme hardship situations can be shown to have caused absences. Detention or Saturday School time that must be served for disciplinary reasons cannot be used to make up absence time. Excessive absenteeism may cause a student to be placed on a strict attendance contract for the remainder of the semester. Loss of school time for school activities will not be considered an absence.

Good attendance is a must for all students if they are to keep up with their daily work. Absences from school fall into two categories: excused and unexcused.

For an absence to be considered excused, it must meet the following criteria:

1. The absence is the result of student illness, death or serious illness in the immediate family, medical appointments, blocked roads due to inclement weather, parent requests, or religious commitments or observances.
2. A phone call must be received at the high school office no later than 8:00 a.m. on the day after each absence. The call is to be from the student's parent or guardian and will explain the reason for the absence. The school has voice mail, and messages can be taken 24 hours a day. Notes will not be accepted. If a phone call is not received by 8:00 a.m. on the day after the absence, the absence will be recorded as unexcused.

Students who have excused absences from class will be given a zero for each class period missed. This zero will be removed if the class work is completed within the designated time, which is the number of days absent plus one. Students will be allowed to make up all work missed due to an excused absence.

If the student's absence is unexcused or results from disciplinary suspension, the student will be given one day upon returning to school to make up all work missed with a maximum grade of 75%. Suspended students receive an unexcused absence and consequently fall under the current rule. It is the responsibility of the student, regardless of reason, excused or unexcused, to obtain all assignments missed. It is required of the student to get assignments and due dates before the absence occurs in order to stay on schedule with the class.

A student shall be in school the entire day of a scheduled event if he/she expects to participate. An administrator must clear any exception.

#### **TARDIES**

Students are expected to be to class on time. If a student is more than 15 minutes late to class for unexcused reasons, this will be recorded as an unexcused absence. Two detentions are given per student per semester and will be used as warnings. After second tardy, the student will be issued a detention and / or Saturday school.

#### **SUSPENSIONS**

All suspensions are unexcused absences and are subject to the rules for unexcused absences given above.

#### **SKIPPING**

If a student skips school, the absence is recorded as an unexcused absence subject to the rules in the Unexcused Absences section of the handbook. The student will receive zero credit for all work missed while skipping.

### **DETENTION**

When a student is assigned a detention, he/she will be required to sign and take a copy of the detention slip from the office. The student will have 5 school days to serve the detention from the day it was assigned. Detention time will be after school from 3:15 p.m. – 3:45 p.m. on Monday, Wednesday, and Friday, and before school from 7:00 a.m. – 7:30 a.m. on Tuesday and Thursday. Failure to serve a detention will result in the student being assigned to Saturday School. Failure to serve Saturday School will result in a suspension from school. If a student accumulates seven or more detentions within a semester, a conference will be held with the student and he or she will be placed on a detention contract. Students who have no detentions, no failing grades and not more than five absences from the beginning of the first semester until Thanksgiving break, will not be required to attend school the day before Thanksgiving vacation. Students who have no detentions, no failing grades and not more than five second semester absences between Thanksgiving and spring break will not be required to attend school the day before spring break. Any student who has skipped school or been suspended will not be eligible for the "zero" detention privileges and will be required to attend school on the above mentioned days. A student who is required to attend and does not will be given a zero for any and all work assigned or due on the above mentioned days. It is strongly emphasized to all faculty and parent(s) / guardian(s) that the no detention day is a regular day for those having to attend and regular classroom work will be assigned.

### **WEAPONS POLICY**

A student shall not possess, handle, or transmit any object that can reasonably be considered a weapon on the school grounds, on a school bus/vehicle, or off the school grounds at a school activity, function, or event. This policy shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon, any object which can cause physical harm, or any knife with a blade length of three inches or greater. Any student violating this policy will be suspended from school for a minimum of five (5) days.

Students are not to possess knives on school property. If a student is in possession of a knife with a blade length of less than three inches, the knife will be confiscated and a Saturday School will be assigned. Repeat offenses will result in more severe disciplinary actions.

### **DISCIPLINE GUIDELINES**

**Detention Time and our Saturday School will be for the following:**

1. Removal from Class / Skipping Class
2. Minor classroom offense
3. Improper hall conduct
4. Truancy
5. Foul Language
6. Tardy to class / assigned area

**One Day Suspension**

1. First offense-Use or possession of tobacco products
2. First offense-Involved in fighting
3. First offense-Threats by word or deed (intimidation)
4. First offense-Insubordination
5. First offense-Failure to serve Saturday School or causing discipline problems in Saturday School

**Three Day Suspension**

1. Second offense-Use or possession of tobacco products
2. Second offense-Involved in fighting
3. Second offense-Threats by word or deed (intimidation)
4. Second offense-Insubordination
5. Second offense-Failure to serve Saturday School or causing discipline problems in Saturday School

**Five Day & Possible Long Term Suspension or Expulsion**

1. Use, being under the influence of, or possession of alcohol
2. Use, being under the influence of illegal drugs, or possession of illegal drugs and/or drug paraphernalia
3. Third offense-Use or possession of tobacco products
4. Third offense-Involved in fighting
5. Third offense-Threats by word or deed (intimidation)
6. Third offense-Insubordination
7. Third offense-Failure to serve Saturday School or causing discipline problems in Saturday School.
8. Physical or verbal abuse of instructor or administrator or other staff
9. Willful vandalism-plus payment
10. Theft
11. Major disruption
12. Willful harassment of student or staff members
13. False fire alarm
14. Possession of a weapon
15. Bomb Threat - Expulsion will be proposed.

\*Any violation regarding weapons, tobacco or illegal drugs will result in police being called. The principal and assistant principal will have the prerogative to increase or decrease the punishment if the situation deems necessary.

**DISCIPLINE**

The faculty is hired to assist students in obtaining knowledge, which will better equip them to make a living in today's world. However, in order to provide the best learning situation for all concerned, proper discipline is a must. No teacher likes to feel that he/she has to spend the majority of time administering discipline while students who want to learn suffer from these distractions. The administration will not tolerate disrespect and constant interruption of the learning atmosphere by unruly and uninterested pupils. Students who feel they must behave in this manner will be sent to the office for disciplinary reasons and will have that hour recorded as an unexcused absence from that class on the school attendance record. The administration will not hesitate to use suspension from school when it is warranted to enhance the learning situation.

Permanent expulsion will also be recommended to the Board of Education if it is warranted. If students will use "good common sense," many disciplinary situations may be avoided.

#### **STUDENT BEHAVIOR CODE**

The Board of Education, Administration, Teachers and Staff, believe that all students have a right to a safe and healthy school environment. The district, school, and community have an obligation to promote mutual respect, tolerance, and acceptance. Clearwater USD # 264 will not tolerate behavior that infringes on the safety of any student. A student shall not bully, intimidate, or harass another student through words or actions. Such behavior includes, but is not limited to: direct physical contact, such as hitting or shoving; threats; verbal assault, such as teasing, put downs, name-calling, and rude comments; negative body language; social isolation or manipulation. This behavior code will also include actions known as cyber-bullying. Cyber-bullying includes, but is not limited to: teasing, put downs, name-calling, rude comments, and threats of physical harm or isolation use the internet or text messaging. This policy applies to students on school grounds, while traveling to and from school in school provided vehicles, while waiting for the arrival of, or immediately following the departure of any school bus at designated school bus stops and at school sponsored activities whether on or off campus. Students who violate this policy are subject to disciplinary action set forth by the building administration (Refer to BOE policy JDDC approved December 4, 2007).

#### **BUS POLICY**

When a student receives his/her first written record of a bus violation, the administration may issue a warning to the student. A second written referral will result in the student facing a two-day suspension from the bus. The third referral will carry a five-day suspension from the bus. A fourth violation will result in a student losing his/her bus privilege for the school year. A serious infraction may result in an immediate suspension. The administration may modify the guidelines depending on circumstance.

#### **BUILDING RULES AND REGULATIONS**

We are all very proud of Clearwater High School, as we should be. It is the responsibility of each of us to keep our school as neat and tidy as possible. It is hoped that each person will do his/her part in keeping the building clean.

1. After arriving on the school grounds, students are not to leave, but should report to their first class. No student should be in the building after 4:00 p.m. unless requested by a teacher or participating in a supervised activity. Groups using the building after school hours must use only the section of the building reserved for them and leave all rooms and equipment in proper condition to resume school the next day. Any damage of school property may mean suspension or expulsion from school and/or replacement of damaged property.
2. Profane language will result in a detention and may lead to suspension or expulsion from school.
3. A school runs on democratic ideals and American principles and must have the utmost cooperation among students, teachers, custodians, and

- administration. Students who abuse certain privileges may be responsible for other students losing their privileges.
4. It is assumed that students too ill to be in school are also too ill to go to jobs or extracurricular activities after school.
  5. Boy and girl relationships must be such as is proper in public. The display of affection will be limited to the holding of hands. Parents will be contacted if students cannot maintain proper relationships. Repeated violations may result in a suspension.
  6. Students must check out through the office before leaving school during the day; otherwise, an unexcused absence may result and disciplinary action taken. If a student becomes ill, he/she is to report to the office to see the nurse. If the nurse determines that the student is too ill to be at school, the student's parents will be contacted and the student will be allowed to go home. Parents or guardians are required by board policy to report to the high school office before their student will be released to them.
  7. Students requesting permits to leave the building (blue slips) at any time must have the slip signed by the office. Before a slip will be issued, the parent giving permission for the student to leave must notify the school. Students will not be allowed to leave the building without parent permission. Personal business should be taken care of during times when school is not in session.
  8. Items are never to be thrown from the second floor hallway balcony. Students who violate this rule will face disciplinary measures ranging from detention to suspension.
  9. Only those students who have a disability or injury that prevents them from using the stairways will be allowed to use the elevator. Those students must contact the office and a key will be checked out to them by the administration. Misuse of the elevator is a handbook violation.
  10. Food and drinks are prohibited in the gymnasiums and the auditorium.
  11. Students are not to be in the auditorium unless supervised by a teacher or a sponsor.
  12. Food, drink, dishes, cups and silverware are not to be taken out of the commons area during breakfast and lunch.
  13. Games such as hacky sack will not be allowed in the hallways.
  14. Loitering is not permitted in unsupervised areas and restrooms.

#### **VISITORS**

Student visitors often disrupt normal classroom activity. Because of this, any visitors must be approved in the following manner. The Clearwater student being visited must secure permission from each of his/her teachers and the high school administration to allow a visitor to accompany the student to his/her classes. USD #264 and Clearwater High School discourages student visitors the week before and the week after spring break as well as the week prior to the last day of school in December and May.

#### **SCHEDULE CHANGES**

It is very important that students carefully choose classes at pre-enrollment to minimize the necessity of schedule changes. Schedule changes may be made in the Guidance Office through the fifth day of each semester. Dropping a class during this time may require written parent consent and an explanation of why the change is being requested. Changes will not be allowed that

adversely affect class size. No schedule changes will be allowed after 3:05 p.m. on the fifth day of the semester. Changes after the fifth day of the semester will be made only by the High School Principal.

#### **CLASSIFICATION OF STUDENTS**

Units required for classification are as follows:

- Sophomore, at least 2 1/2 credits
- Junior, at least 10 1/2 credits
- Senior, at least 18 1/2 credits

There will be no mid-semester promotions to the next higher-class rank.

**Note: Juniors** will be allowed to attend the Prom only if they have at least 10 1/2 credits the beginning of their junior year. Seniors who are to be included on the graduating list must be within four and one-quarter (4 1/4) units of completing graduation requirements at the end of the first semester of the senior year. Students who do not meet the requirement will no longer be considered seniors as far as graduation activities are concerned.

#### **CLASSROOM PARTIES, ALL-SCHOOL FUNCTIONS, AND PICNICS**

No class will have a party during school time without administrative approval. School-sponsored functions are limited to members of each organization and their dates, all students and their dates, and staff members. Social functions will be permitted under the following conditions:

1. All dances are open only to Clearwater High School students unless prior approval has been given by the activities director or principal. No Middle School students will be permitted to attend any school dances.
2. Students will not be allowed into dances one hour after the announced starting time. Special arrangements may be made for late entrance.
3. No one will be allowed to leave the building and return.
4. No class parties or picnics will be permitted during the final two weeks of the school year without administrative approval.

#### **SCHOOL CLOSING**

In the event of inclement weather or mechanical breakdown, the school may be closed or starting time delayed. The same conditions may also necessitate early dismissal. Reports in the morning will be broadcast between 6:00 and 7:30 a.m. on KFDI-AM (1070) on the radio. If no report is heard, it can be assumed that school will be in session. Please do not call the school. Telephone lines must be kept open for emergencies. Clearwater High School uses a call system for school closings notifying you of such events by computerized message as soon as a closing is verified by the superintendent of schools. You will be called at the number you have given the school as your primary number.

#### **DRESS CODE**

We expect the students and the student body to be dressed appropriately, whatever the occasion. A student will do his or her utmost to present an acceptable appearance by being neat and clean. Extremes in attire or attention getters will not be tolerated. Since some people do not realize what is acceptable appearance, we must rule that anyone whose appearance is

disruptive and not in good taste will be asked to make the necessary adjustments. Interpretation will be the responsibility of the principal, and his/her rulings will be final. This rule applies to all student activities under the direction of the school. Those students participating in extracurricular activities will be expected to conform to additional requirements as suggested by the sponsoring staff member and approved by the building principal. Students will not be allowed to wear clothes advertising alcohol and tobacco products. Bare midriff garments, strapless garments, garments with straps less than one inch wide, pajama bottoms, house shoes and cotton type warm-up sweat pants will not be considered proper attire. Students will be expected to use good judgment by not wearing mesh shirts, underwear as an outer garment, sagging pants, open-sided shirts without sleeves and undershirt types of tank tops.

#### **STUDENT INSURANCE**

Student insurance is available to be purchased by all students. Students may pick up the insurance forms at the beginning of the school year during enrollment and mail payment directly to the company. Coverage for football players is not included under this policy; insurance for football is sold separately.

#### **TELEPHONE USE, PAGERS, CELL PHONES AND MUSIC DEVICES**

Students will not be allowed to have cellular telephones, pagers or music devices (ex. Ipods) on their person or in use while in class unless approved by the classroom teacher. The electronic instrument should be used only while conducting an innovative educational lesson. Notification of classroom use of these items will be included within a lesson plan and must be submitted to the principal prior to utilization. No student should use any of the above mentioned items between classes or in any other environment within the school setting unless the above requirements are met. If brought on campus, students must store these items within their locker between the hours of 7:30 a.m. and 3:10 p.m. If violated, the student will be given a detention. Repeat violations will necessitate a Saturday school and or suspension. Students are allowed to use the office phone if a required call must be made during school hours.

#### **BACKPACKS**

Due to Kansas fire regulations, backpacks will not be allowed within the classrooms. All student backpacks must be stored within their locker during the hours of 7:30 a.m. to 3:05 p.m. Ample enough time will be given to students during passing periods to go to their locker as needed.

#### **SCHOOL-SPONSORED ACTIVITIES AND STUDENT BEHAVIOR**

School activities are an extension of the school day. Students, when in attendance at any athletic contest, dance, school programs or other activity sponsored by the school, will be required to obey all rules and regulations which govern the regular school day. Students may be denied admission or requested to leave an activity if their behavior becomes a problem.

## LOCKERS

Each student is assigned a locker for the storage of books and equipment. It is the student's responsibility to have a lock on his/her locker at all times. A school issued lock will be provided for all lockers. If the student loses this lock, he/she will be billed for the replacement cost of the lock. **Students should not leave money in lockers.** The BOE reserves the right to search any school locker at any time if the principal of the building (or in his/her absence any district administrator) deems it necessary. Should the principal deem it necessary to search a locker, he/she shall have an adult witness present.

The BOE has given their approval for a canine unit to be brought to the school for purpose of searching for drugs, narcotics, and other illegal items.

## CLEARWATER HIGH SCHOOL GRADING SCALE

90-100%	A-Superior Performance
80-89%	B-Above Average Performance
70-79%	C-Average Performance
60-69%	D-Below Average Performance
0-59%	F-Failing

Any student found to have cheated, plagiarized, or willfully contributed to the cheating or plagiarism by another student on an examination, project, or assignment will receive a grade of zero (0%) for that work. Repeated incidents of cheating may result in disciplinary action.

## ACADEMIC LETTERS

Students who have attained a semester GPA of 3.5 for two consecutive semesters will receive an academic letter.

## HONOR ROLL

A student must have a 3.5 grade point average to be on the **Honor Roll**.  
A student must have a 3.2 grade point average to be on **Honorable Mention**.  
Students not enrolled in at least five classes of unit weight will not be eligible for the honor roll (XL does not meet this requirement).

## FINAL EXAMS

The last two days of each semester will be devoted to final exams. Please make sure that your student is in attendance as an incomplete grade or a zero will be given for unexcused absences. Please remember that a family vacation during the regularly scheduled school day is not considered a legitimate reason for an absence.

## INCOMPLETE GRADES

Incomplete grades will not be allowed except in situations caused by health related absences. Any such incomplete grades will need to be removed within one week after the close of the nine-week grading period. (Exceptions must be

approved by the administration.) If the material is not completed, the incomplete grade will be changed to an "F" on the school records.

#### **GRADES FOR LONG-TERM SUSPENSIONS AND EXPULSIONS**

Students who are long-term suspended or expelled from school will not be allowed to complete coursework for their classes and they will receive a failing grade in their classes. Their grade will be recorded as a Withdraw Fail (WF) on their school records. The WF grade will not be figured into the student's grade point average calculation.

#### **MID-TERM REPORTS AND GRADE CARDS**

Mid-Term reports will be sent out at the half-way point of each nine-week period. Grade cards will be issued at the end of each nine-week period and at the end of each semester.

#### **MAKE-UP CLASSES**

Credit received outside of Clearwater High School for make-up classes will be recorded on the student's official transcript. The grades will be recorded but not calculated into the student's grade point average. The grade for any class that is failed at Clearwater High School will be figured into the GPA of that student.

#### **COLLEGE RELEASE**

Student grades received through the College Release Program will be recorded on the student's official transcript and will be taken for dual credit. Dual credit grades will be the same as the letter grade issued by the college and will be figured into the student's grade point average. Students participating in the College Release Program will be subject to the attendance policy of the college in which they are enrolled.

#### **GRADUATION REQUIREMENTS**

A student must have credit as indicated in the following areas and have the total credits as listed below in order to graduate and participate in graduation exercises:

Total credits required by class:	
Class of 2010	27.5 credits
Class of 2011	28.0 credits
Class of 2012	28.0 credits
Class of 2013	28.0 credits

#### **Required Classes**

- A. 4 credits English Language Arts
- B. 3 credits Social Studies
- C. 3 credits Mathematics
- D. 3 credits Science
- E. 1 credit Physical Dimensions
- F. One-half (1/2) credit Speech or Forensics
- G. One-half (1/2) credit Computer Applications

- H. One-half (1/2) credit Money Management
- I. 1 credit Fine Arts

### **GRADUATION STATUS**

Students must meet the senior credit requirement by August 1 to be enrolled as a senior. Fourth year students who are behind on credits in August may complete additional credits required to meet graduation requirements at Clearwater Connection in the first semester.

Students are strongly advised to complete courses needed for graduation by the end of first semester.

A final posted failing grade is required before permission to enroll in a class for credit at Clearwater Connection is granted. Fourth year students who fail one or more courses necessary to meet graduation requirements first semester will be allowed to enroll at Clearwater Connection in January to complete these requirements. Coursework at

Clearwater Connection must be completed no later than April 15 to be considered for graduation eligibility. If coursework is not completed by April 15, the student will be removed from the graduation list and will no longer be eligible to participate in graduation activities. Students who complete graduation requirements will be given their diploma upon completion of all requirements.

Seniors who drop or fail classes necessary for graduation second semester will not be allowed to participate in graduation. If a student drops a class necessary to meet graduation requirements, that student will immediately be removed from the graduation list and will no longer be eligible to participate in graduation activities.

Students must make up all time required to comply with attendance and discipline issues no later than the last day of attendance for seniors.

Students who withdraw from Clearwater High School and complete graduation requirements at Clearwater Connection will receive a USD 264 diploma rather than a Clearwater High School diploma.

### **EARLY RELEASE POLICY FOR SENIORS**

All seniors at Clearwater High School are required to enroll in eight classes during the fall semester. During the second semester of their senior year (8<sup>th</sup> semester of attendance) students will be required to take a Government and English class, but those who do not need a full schedule to meet their graduation credit requirements will be allowed to take a reduced class schedule. The requirements for being allowed to take a reduced class schedule are listed below:

1. Seniors who choose to do so would attend CHS only for the courses they need to fulfill graduation requirements and/or Qualified Admissions requirements and/or State of Kansas Scholarship Curriculum requirements.

2. The senior must not be short on graduation requirements.
3. Students must pass their required senior courses during the first semester.
4. Students participating in any activity governed by the KSHSAA must be enrolled in five courses of unit weight.
5. Courses at CHS do not have to be taken in consecutive blocks. If they are not, students must leave school grounds during their open blocks
6. A signed parental consent form is required for early release.
7. During their early release blocks, students are not to be in the building.
8. Early release students who are failing classes that are required for graduation will be required to attend XL class or its equivalent until their grade is again above the passing mark.
9. Students not enrolled in at least five classes (XL does not meet this requirement) will not be eligible for the honor roll.

#### **VALEDICTORIAN AND SALUTATORIAN**

The Valedictorian and Salutatorian will be determined in the following manner: The students having the highest and next highest Grade Point Average who have also successfully completed the Kansas Scholars Curriculum set by the Kansas Board of Regents will be named Valedictorian and Salutatorian. Should a tie exist at either position, Co-Valedictorians and/or Co-Salutatorians will be named. To be eligible for these honors, students must be in attendance at Clearwater High School their senior year.

#### **BLOCK SCHEDULE**

Clearwater High School will be on an eight-block schedule. On Blue Day, students will have blocks one through five. On White Days, students will have blocks six through ten. There will be a 40 minute X-L period on both Blue and White Days with the first five (5) minutes designated for announcements. No student should leave their XL classroom until all announcements are read.

#### **X-L (Seminar)**

This course is designed to assist students in developing skills in the area of study habits, time management, and personal responsibility. They will also have the opportunity to make up work missed due to absence and to receive extra help in those classes in which they have special needs. Continual support and encouragement by the teacher and possible peer modeling and tutoring are vital components of this course. **One-fourth credit per semester.**

#### **X-L Grading Policies and Procedures**

Students will receive a citizenship grade for X-L, expressed in a % format. Grades will be based on the student's appropriate use of seminar time and adherence to the X-L rules. This grade is being assigned to communicate more effectively with parents and support personnel about the student's progress. The % will appear on the student's grade card and will affect his/her GPA.

### **NONDISCRIMINATION POLICY**

In compliance with the Executive Order 11246: Title II of the Education amendments of 1976; Title VI of the Civil Rights Act of 1964; as amended by the Equal Employment Opportunity Act of 1972; Title IX Regulation Implementing Educational state school rules, laws, regulations; and policies of the Clearwater Unified School District #264, Clearwater, Kansas, shall not discriminate on the basis of sex, race, color, national origin, religion, or handicap in the educational programs or activities which it operates.

### **CLEARWATER HIGH SCHOOL BELL SCHEDULE**

<b>7:00-7:30</b>	<b>DETENTION (T, Th)</b>
<b>7:30-7:50</b>	<b>BREAKFAST</b>
<b>7:55</b>	<b>WARNING BELL</b>
<b>8:00-9:25</b>	<b>FIRST BLOCK</b>
<b>9:25- 9:32</b>	<b>PASSING PERIOD</b>
<b>9:32-10:57</b>	<b>SECOND BLOCK</b>
<b>10:57 -11:04</b>	<b>PASSING PERIOD</b>
<b>11:04–11:44</b>	<b>THIRD BLOCK (X-L)</b>
<b>11:44-11:51</b>	<b>PASSING PERIOD</b>
<b>11:51-1:38</b>	<b>FOURTH BLOCK AND LUNCH</b>
<b>1:38-1:45</b>	<b>PASSING PERIOD</b>
<b>1:45-3:10</b>	<b>FIFTH BLOCK</b>
<b>3:15-3:45</b>	<b>DETENTION (M, W, F)</b>

## USD 264 GRIEVANCE PROCEDURES

A grievance is a complaint by a student or group of students based on an alleged violation, misinterpretation, or misapplication by the school system of a law, a state regulation having the effect of law, a written contract, board policy, or administrative regulation. The term "student" may include a group of students who are similarly affected by a grievance.

### General Rules:

- A. It is the policy of the board to assure every student the opportunity to have the unobstructed use of this grievance procedure.
- B. The purpose of these proceedings is to secure, at the lowest possible level, just and fair settlement of grievances by students.
- C. Since the resolving of grievances should be expedited as much as possible, the time limits at each level shall be regarded as maximum number of days. Time limits, however, may be extended by mutual agreement when circumstances justify doing so.
- D. At any level of this procedure, either party may have another employee of the board of education accompany him/her and serve as representative.
- E. All documents, communications, and records dealing with the processing of a grievance will be filed in a separate grievance file and will not be kept in the files of any of the participants.

Level One. In the event that a student believes there is a basis for a grievance, he/she shall first discuss the complaint on an informal basis with his/her principal.

Level Two. If the aggrieved student is not satisfied with the disposition of his/her complaint at level one, or if no decision has been rendered within five (5) working days of the initial discussion, he/she may file the grievance in writing with the superintendent within ten (10) working days of the level one conference. Within five (5) working days after receipt of the written grievance, the superintendent will meet with the aggrieved person and his/her representative. The superintendent must make his/her position on the grievance clear in writing within five (5) working days after the conference.

Level Three. If the aggrieved person is not satisfied with the disposition of the grievance by the superintendent or his/her designee, or if no disposition has been made within five (5) working days of such meeting, the grievance may appeal to the board by filing a written copy thereof with the clerk of the board. This copy must be filed within ten (10) days of the level two conference. The board, no later than its next regular meeting or two (2) calendar weeks, whichever shall be later, shall hold a hearing on the grievance. Representatives of their choice or legal counsel may accompany all parties.

The decision of the board shall be considered as final.

If the decision is deemed unsatisfactory by the complainant(s), a complaint of alleged discrimination may be filed with the:

Kansas Commission Civil Rights & Welfare  
Landon State Office Building, 8th Floor  
900 Jackson, Suite 851 South  
Topeka, KS 66612-1258

Department of Health, Education Office for Civil Rights  
Hills Boulevard 10220 N. Executive  
Kansas City, MO 64154