

Santa Fe Trail High School

15701 South California Street
Carbondale, Kansas

Principal
Assistant Principal/AD

David Swaim
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USD 434 does not discriminate on the basis of race, color, national origin, sex, religion, handicap/disability, or age. Persons having inquiries may contact the school district ADA and section 504 Coordinator, 1663 E US Highway 56, Carbondale, KS, 66414, 785-665-7168

ACTIVITY PERIOD

The purpose of Activity Period is to serve as extension and enrichment opportunity for the extra-curricular and academic programs of Santa Fe Trail High School. Activity Period will primarily be used for make-up work, homework, and club activities. Teachers and students should view Activity Period as an opportunity to further enhance classroom instruction and learning.

Activity Period Activities

- Students obtaining make-up work and missed assignments will take precedence over all other activities. While not attending an activity function, students need to be focused on academics. Activity Period can be used for school assemblies and other special presentations. It is at the discretion of the administrators as to what activities are scheduled.

Policies and Procedures of Activity Period:

- Be to class on time. The same attendance policy for all classes also applies to Activity Period.
- If there is a scheduled meeting during Activity Period, it is expected that students involved attend.
- Students must have an appointment pass from the teacher they are visiting during Activity Period.
- It is required that ALL students return to their Activity Period classroom for the last 5 minutes of class so passes can be checked. Failure to return without written permission from the staff member visited will result in an unexcused absence.

Appropriate Activities for Activity Period

- Working on homework quietly
- Peer tutoring or collaborative working on an assignment
- Reading books, newspapers, and magazines quietly

Inappropriate Activities for Activity Period

- Sitting on desks and tables
- Eating snacks or drinking pop
- Card playing, board or electronic game playing
- Loud, obnoxious, disruptive behavior of any kind
- Sleeping
- Computer games or chat line

ATTENDANCE and RELATED POLICIES

ATTENDANCE POLICY: A student's attendance record is a very important part of his/her permanent record. Students with regular attendance generally will be more successful in their classes. Students are expected to be present and punctual for all classes throughout the year. The responsibility of school attendance is with the student and his/her parents/guardians.

When a student is absent it is the responsibility of the parents/guardians to call the Attendance Office at 665-7161 or 836-7656 on the day of the absence. The call should be made before 9:30 AM. The Attendance Office is open at 7:30 AM for calls.

Any student who checks into school after 8:00 AM must first report to the Attendance Office and receive an ADMIT to class. Any student who is counted absent for first hour will be presumed absent for the entire day if they do not report to the Attendance Office and get an admit slip. Students sent to the office for an admit slip after class has started will receive a tardy.

If the absence is excused, daily work can be made up. It is the responsibility of the student to initiate the make-up work immediately upon return to each class. The classroom teacher will determine the make-up work. Students who miss school because of an UNEXCUSED absence will be required to complete the daily work but will not be given credit. Exams and major assignments must be made up by the student in order to receive credit.

The building principal as the Board of Education designee will determine whether the absence is excused or unexcused. Kansas State Law allows USD 434 to accept **only the following as valid reasons for excusing an absence:**

1. Illness (long-term illness verified by notification from doctor).
2. Appointment for medical treatment (an appointment card must accompany the student upon return and be given to the attendance clerk).
3. A family crisis.
4. Extended absences of the student when expressly requested by the parents or guardian and prior arrangements have been made in preparation for the absence as defined in the Student Handbook.
5. School approved activities.

Within a semester grading period, students can miss a class a maximum of ten times, not including absences for a school approved activity. Students who exceed the ten class limit will be required to attend a mandatory meeting with the SFTHS administration and student improvement team to discuss and justify the excessive absences. The administration may waive the required meeting if circumstances warrant. If a student is unexcused absent for more than the first 15 minutes of class, the student is counted absent. School related activities are counted as present. There will be no differentiation between excused and unexcused absences when computing total absences in any class.

The attendance office will notify parents/guardians when the student has been absent five times in one semester and again when the student has ten absences from a class.

TARDY POLICY

Students are expected to arrive at school and move through the passing periods in an orderly and timely fashion. In each class, students will be allowed four tardies per semester before disciplinary action is taken. **There is no differentiation between excused and unexcused tardies.** Upon the fourth tardy to any class, students will be assigned one hour detention and one point on the school disciplinary code. Disciplinary consequences will apply to each tardy after the fourth.

TRUANCY POLICY

Chronic cases of absence or other unexcused absences will be handled in accordance with the truancy laws of Kansas K.S.A. 72-1113 which declares: "Whenever a child is required by law to attend school and such child is inexcusably absent on either three (3) consecutive days, or five (5) or more days in any semester, or seven (7) or more days in a school year, such child is truant. A child is inexcusably absent from school without a valid excuse acceptable to the school employee designated by the board of education to have responsibility for the school attendance of such child." For the purpose of determining truancy, three (3) tardies to a student's first class of the day will count as one day of truancy. If a student is unexcused absent more than one hour (60 minutes) of school on a given day, that day will count as a day of truancy.

ACCIDENTS, ILLNESS & MEDICATION

The school nurse or nurse assistant will be notified in the event of serious injury or illness. Injuries will be managed according to standard first aid protocol. Students will be seen in the health office if they are too ill to remain in class. Students will be allowed to go home as needed only after a parent has been contacted and permission obtained. It is the parent's responsibility to arrange transportation for a student who needs to go home. Students will not be allowed to solicit rides home from other students during the school day. A student being allowed to leave school to take another student home during the school day is strongly discouraged.

A student who has been ill should remain home until he/she has been free from fever, vomiting, and/or diarrhea for 24 hours.

It is the parent's responsibility to provide current names and phone numbers of persons to contact when a child is injured or ill.

ACTIVITIES GUIDELINES

Behavior/Conduct

- 1) All school rules are in effect during practices and events, home or away.
- 2) Activities guidelines are in effect whether a student is a participant or a spectator.

Activities are an important aspect of the total education process at Santa Fe Trail High School. Activities provide the opportunity for SFTHS students to grow and to value the concepts of SPORTSMANSHIP and teamwork. Santa Fe Trail High School supports and adheres to the guidelines set forth by the Kansas State High School Activities Association for sportsmanship. Those guidelines are:

- a. Be courteous to all. (participants, coaches, officials, staff and fans)
- b. Know the rules, abide by and respect the official's decisions.
- c. Win with character and lose with dignity.
- d. Display appreciation for good performance regardless of the team.
- e. Exercise self-control and reflect positively upon yourself, team and school.
- f. Permit only positive sportsmanlike behavior to reflect on your school or its activities.

Students participating in or attending SFTHS activities as spectators are subject to all school rules and the guidelines as established by KSHSAA and USD 434.

ADDRESS AND TELEPHONE NUMBER

The office will keep on file the address and telephone number of each student at Santa Fe Trail High School. If your address and/or telephone number changes please notify the office.

ANIMALS IN SCHOOLS

If **specific permission** is obtained in advance from the building principal, the following animals may be brought to school for short visits: domestic dog, domestic cat, domestic ferret, domestic ungulate (e.g. cow, sheep, goat, pig, horse), pet rabbit, or pet rodent (e.g. mice, rats, hamsters, gerbils, guinea pigs, chinchillas). Parrots, parakeets, cockatiels, and other such birds should be confined to cages and will not be handled by children.

Animals brought to school must be clean, healthy, free of disease, and free of external parasites such as fleas, ticks, and mites, as well as skin lesions. Female dogs and cats should be determined not to be in estrus (heat) at the time of the visit. Current rabies vaccinations by a licensed veterinarian should be documented for all dogs, cats, and ferrets brought to school for instructional purposes. All such animals should be restrained by collar, harness, cage, leash, or other safe container while at school and should be restricted to the areas designated by the building principal.

The following animals are **not allowed** at school at any time: wild animals, poisonous animals (spiders, poisonous reptiles, poisonous amphibians, spiders, etc.), wolf-dog hybrids, stray animals, baby chicks and ducks, and aggressive animals.

AUDIO VISUAL

Films/movies/tapes with questionable subject matter should not be shown in class without prior teacher review. Any films in question should have approval of administration prior to showing.

BULLYING POLICY

“Bullying” means: Any intentional gesture or any intentional written, verbal or physical act of threat that is sufficiently severe, **persistent or pervasive** that it creates an intimidating, threatening or abusive educational environment for a student or staff member that a reasonable person under the circumstances, knows or should know will have the effect of:

- Harming a student or staff member, whether physically or mentally;
- Damaging a student's or staff member's property;

- Placing a student or staff member in reasonable fear of harm to the student or staff member; or
- Placing a student or staff member in reasonable fear of damage to the student's or staff member's property; or

Any other form of intimidation or harassment prohibited by the board of education of the school district in policies concerning bullying adopted pursuant to this section or subsection (e) of K.S.A. 72-8205, and amendments thereto.

Training & Educating Staff

- All staff will review the definition of bullying as adopted by the board of education on a yearly basis.
- Bullying discussion will be part of the district or countywide professional development.
- Should additional training, in the area of bullying, be needed for professional staff each building will have access to professional development through educational service centers and local agencies.

Training & Educating Students

- All buildings are encouraged to present presentations on bullying as to what it is and what are the effects of bullying. These presentations should be age appropriate and include issues involving cyber bullying when applicable.
- Presentations can be presented by district staff, local law enforcement, outside agencies, outside individuals or any other means the building principal determines to best address the bullying issue.
- Elementary building counselors will visit with elementary classrooms as needed to discuss the definition of bullying with students. Students will be encouraged to report bullying events to an adult in their building, which will be addressed by building principal and/or counselor.
- Junior high students will be instructed on bullying at least once per semester. Students will be encouraged to report bullying events to an adult in their building which will be addressed by the building principal an/or counselor.

Disciplinary Action

Disciplinary action with those found to be bullying is left up to the building principal and may include suspension and expulsion.

CARE AND USE OF THE SCHOOL AND EQUIPMENT

The citizens of our district invest a large sum of money each year to provide an education for the students attending school here. A big share of that investment is represented in buildings, grounds and equipment. Proper respect for that investment gives each student a better place to attend school.

Any student who intentionally or unintentionally damages or destroys school property or the property of others will pay for the damage and may be subject to disciplinary action. Students will also be responsible to compensate for school property that was properly assigned to them and has since been lost, is otherwise missing, or is damaged.

Following is a list of rules to be followed by everyone when in the building or on school property. Each individual should be guided by common sense for items not listed below.

- The school building may not be used for purposes other than school activities unless appropriate permission is obtained from the principal.
- The weight room, gym and shop facilities may be used only with appropriate teacher supervision. Athletic equipment, tools and other equipment may be removed from the school only with permission from the appropriate instructor.
- Students will not be allowed to use the telephone during class time

except for school business and emergencies. Calls should be made before and after school, at lunch and between classes. Students will not be called from class to answer the telephone unless an emergency exists.

- Paper and trash should be disposed of properly in wastebaskets located in each classroom, hallway and restroom.
- Writing on desks, walls, lockers and floors is not allowed.
- Students will be required to pay for textbooks and other instructional material damaged while assigned to them.
- Students are not permitted to run in the hallways or on the stairs.
- Chairs and desks should remain on all four legs and should not be moved without permission from the instructor. Students are not allowed to sit on desks, tables or the backs of chairs.

CELL PHONES

Cell phone usage is permitted at Santa Fe Trail High School only during a students' regularly scheduled lunch hour. **Student cell phones must be turned off and not used during passing periods or in class unless involved in a teacher directed educational activity.**

CHANGING CLASSES

Students may request a schedule change within the first three days of classes. The instructors, counselors and principals will evaluate requests on an individual basis. It is assumed that enrollment in a class is for the entire year unless the course is designated as a semester class. Students must have parental permission to make a class change.

CLASSIFICATION OF STUDENTS

Students will be classified into grades by the number of credits earned:

0 - under 4 credits = freshman

4 – under 11 credits = sophomore

11 – under 18 credits = junior

Over 18 or reasonable anticipation of graduation with a recovery plan = senior

COLLEGE SIGNINGS

A student wishing to be recognized for signing collegiate letter of intent must adhere to the following guidelines:

- Students must submit a list of no more than 50 individuals they wish to attend the signing ceremony.
- Students must submit name of university, coach and contact information including: parents home and work numbers, and coaches' contact information.
- Students must provide information regarding signing to AD for press release at least 1 week prior to signing.
- If multiple students are signing within the same sport – a comprehensive signing time may be arranged to accommodate all signings at one time.

Students signing for scholarships must notify the Athletic Director one week prior to the signing date. The signing date must be scheduled during Activity Period. The only students allowed to attend the signing will be those invited by invitation.

COLLEGE VISITS

Students are encouraged to schedule college visits so they will miss as little school time as possible. School visit forms must have a parent signature and should be given to a counselor two weeks prior to the visit unless the visit has been arranged by the college itself. Three (3) college visits during school time will be permitted for one school year. Visits beyond that limit will require administration, counselor, and parent permission. Please check your calendar and plan ahead.

COMPLAINTS OR CONCERNS

If a student or parent has a concern about a school policy, an employee, or another student the following procedure should be followed in order to resolve the problem as quickly as possible:

- 1) Contact the teacher who you have a complaint about to discuss both sides of the issue.
- 2) If you have a problem with another student, you need to contact the school counselor.
- 3) If the problem still exists, contact the Assistant Principal or the Principal.
- 4) If still unresolved, further appeals need to be addressed to the superintendent.
- 5) Students should remove themselves from a conflict situation and see a teacher, counselor or principal as soon as possible.

DAILY BULLETIN

The office will publish a bulletin each day of the school year. Each teacher will read the bulletin during the first hour. A copy of the bulletin will also be posted on the bulletin board outside of the office and on Power School. Each student is responsible for knowing the information printed each day. **Morning Vo-Tech students should check the bulletin upon arrival at school.**

DANCE GUIDELINES

There must be a minimum of 4 teachers that will serve as sponsors, excluding the administration. Failure to have 4 sponsors will result in cancellation of the dance.

Responsibilities of the sponsors:

- 1) Supervise dance area at all times (at least three sponsors in the dance area, two of the three must be visible along the south wall).
- 2) Stop inappropriate dancing or actions. Students should not be permitted to dance on the stage or steps in the commons. Students shall be warned on the 1st infraction and removed from the dance on the 2nd infraction.
- 3) It shall be the responsibility of the dance sponsor to inform parents that the student was removed from the dance prior to the student leaving the dance.
- 4) Inform D. J. or band not to play songs that insinuate or suggest sexual references. Not to play songs with inappropriate lyrics.
- 5) Post a sign up sheet for approval of dates that do not attend SFT. All out of school dates must be approved by school administration.
- 6) There must be a minimum of 4 parent sponsors that have been signed up and approved by the high school office a week in advance of the dance. Failure to have 4 parent sponsors by the time period will result in cancellation of the dance.

Responsibilities of the parents:

- 1) Help at the gate with one staff sponsor.
- 2) Serve cookies & punch.
- 3) Supervise halls (gates should be up).
- 4) Inform dance sponsors of inappropriate conduct of students.

DETENTION

Detention hall is held Monday through Thursday from 3:35 to 4:35 p.m. Detention time is not intended to be convenient. It is intended to be a corrective action and should be an incentive to avoid future problems of a similar nature. **Students required to stay for detention hall are responsible for arranging their own transportation.** Students will have one week to serve a detention from the time it is issued. If a student chooses not to serve the detention within a week, the time doubles. If the doubled amount of time is still not served two weeks from the date of issue, the student will be Out-of-School suspended for a minimum of one day. Suspension time does not take away the detention time. When the student returns from the Out of School Suspension, he/she will still be expected to serve the detention(s).

DETENTION HALL EXPECTATIONS

Following are the expectations for detention hall:

1. Be seated in the designated room no later than 3:30 p.m.
2. You will be expected to study or read the entire time. Make sure that you have the appropriate materials with you.
3. No food or drink (other than water) is allowed in detention hall.
4. If you choose not to meet the above expectations or your conduct is deemed to be inappropriate by the supervising teacher, you will be removed from detention hall and the time you served will not count. An additional hour will also be added.

Repeated failure to serve detentions will result in an Out-of-School Suspension.

DISCIPLINE CODE

If a student accumulates 5 or more points on the following point system, he/she will be given a two-day In-School Suspension (ISS). If a student accumulates 10 points he/she will be given (OSS) for 3 days. If a student accumulates 15 or more points he/she will be given (OSS) for a maximum of 10 days and recommended for long-term suspension or expulsion. A student who receives an out-of-school suspension will only be able to make up work that constitutes a significant part of his/her grade (major test or major project). Daily work and quizzes will not be able to be made up for credit.

Students attending Washburn Technical School are subject to the rules of WTI and SFT. Students suspended from SFT will not attend WTI on those days. Students suspended from WTI will also be suspended from SFT.

In an effort to promote student accountability and responsibility, students will be given an opportunity to earn back points through community service. The principal or assistant principal will assign all community service. Two hours of service will be equivalent to one point. All quality and quantity of service will be verified and evaluated by the assigning administrator. A maximum of 5 points of service can be done. Once a student reaches 15 points, he/she is not eligible to make up points.

OFFENSE	Immediate Consequence	Points
Assault of Staff	Long-term suspension/expulsion	15
Weapons Violation	Long-term suspension/expulsion	15
Arson	Long-term suspension/expulsion	15
Terroristic Threat	Long-term suspension/expulsion	15
Drug Possession/Sales	Long-term suspension/expulsion	15
Theft	1-5 OSS/Restitution of Property	5-10
Under Influence/Drugs	1-5 days out-of-school suspension	5-10
Under Influence/Possession of Alcohol	1-5 days out-of-school suspension	5-10
Fighting	1-5 days out-of-school suspension	3-8
Tobacco Possession/Use	1-5 days out-of-school suspension	3-8
Gang Activity	1-5 days out-of-school suspension	3-8
Hazing	1-5 days out of school suspension	3-8
Property Destruction >\$50	1-5 OSS/Cost of Replacement	5-10
Property Destruction <\$50	Detention/OSS Cost of Replacement	2-8
Disrespect/Insubordinate	Detention/Suspension	3-8
Intimidation/Bullying of Student/Staff	Detention/Suspension	3-8
Harassment of Student/Staff	Detention/Suspension	3-8
Inappropriate Behavior at School Event	Detention/Suspension	3-8
Hazardous Driving	1 st Warning; 2 nd loss of driving	3
Cafeteria Infraction	Detention/Suspension	2-8
Computer Violation	Detention/Suspension	2-8
Cell Phone	Detention/Suspension	2-5
Cheating	Detention/Suspension (Loss of Credit for Assignment)	2-5
Inappropriate Language	Detention/Suspension	2-5

Disruptive Behavior	Detention	2
Dress Code Violation	Detention/Immediate Correction	2
Parking Violation	Detention	2
Refusal to Participate	Detention	2
Skipping Detention	Additional Detention	2
Bus Referral	Bus Consequences	1-5
Public Display of Affection	Detention	1-4
Lying	Detention	1-3
No Materials	Detention	1-3
Sleeping in Class	Detention	1
Food/Drink Violation	Detention	1
Leaving Bldg w/o Permission	Detention	1
Skipping School	Detention/Make-up Time	1
Unexcused Absence	Detention/Make-up Time	1/hr
Tardy to School/Class	Detention on 4th and succeeding	1/tardy

The administration reserves the right to assign consequences and points to any behavior that is not listed above and may deviate from the consequences and points listed above as deemed necessary.

IN-SCHOOL SUSPENSION GUIDELINES

Any time a student is assigned to ISS, he/she will be expected to comply with the following rules:

1. The student will be expected to read or study during the normal class times.
2. The student will follow all school rules and policies regarding student conduct.
3. The student will eat his/her lunch in the ISS room.
4. The student will be given breaks during times determined by the ISS teacher.
5. All work assigned in ISS will be due at the time designated by the classroom teacher who gave the assignment.
6. Any student who is disruptive, non-compliant, or non-productive in ISS will be sent home for the remainder of the day and the time spent in ISS will not count. When the student returns, he/she will go back to ISS until all of the assigned time has been successfully completed.
7. **Students are responsible for serving the total amount of time assigned for the ISS. Appointments or absences from school do not excuse a student from serving the full ISS.**

DISPLAY OF AFFECTION

Holding hands is an appropriate method of displaying affection at school. Any public display of affection that goes beyond holding hands is not acceptable.

DRESS GUIDELINES

We are proud of our students at SFTHS and want them to dress in a manner that reflects this pride. Students are expected to dress in a manner that does not distract themselves, other students or faculty, engage in dress or grooming practices that endanger the safety or health of the student or that disrupt any portion of the learning process. This is to aid in the development of habits that will enhance all students' employability in a wide variety of work environments. To meet this goal, students are **NOT** to:

- Wear clothing or jewelry expressing coarse, suggestive or disrespectful slogans.
- Wear clothes, belts, jewelry, or other items that display emblems of, or advertising for, cigarettes, alcoholic beverages, drugs, gang symbols, occult symbols or other items not allowed at school.
- Wear pajamas, or house slippers.

- Have extreme hair colors or styles (Mohawks, etc.) that disrupt the educational process as determined by building administration.
- Have any jewelry in facial piercings other than earrings during the instructional day. Piercings covered by band aids or other materials to hide the piercing is not acceptable.
- Wear biker's shorts, midriff tops, spaghetti straps, sleeveless shirts cut low under the arms, shirts that expose undergarments, or backless or see-through shirts. Straps on shirts must not be smaller than the width of a dollar bill. (2.5 inches)
- Wear shorts that are not long enough to appropriately cover the student. The guideline for the length of shorts will be that they must not be shorter than the students' finger tips when the arm is at rest at the student's side.
- Wear caps, scarves, bandannas, hats, or sunglasses. Students are expected to abide by these expectations from 8:00 to 3:30.
- Shoes with rollerblades are not permitted in the building.
- Wear pants that do not come up to the top of the hipbone or shirts that do not come down to the top of the hipbone.
- The neckline of a shirt for girls must touch skin continuously and not expose cleavage.
- Hoods on sweatshirts should not be worn over the head.

Other issues or items that are deemed inappropriate for a work environment or are a distraction to the educational process as determined by the administration will be dealt with on an individual basis. Modifications to the dress code may be made for certain student activities as determined by the administration. Students whose appearance or dress is unacceptable will be required to change before returning to class and will be subject to discipline consequences.

EMERGENCY CLOSING AND DISMISSAL

Serious weather conditions or other emergency situations may require that Santa Fe Trail High School be closed. When a decision to close the school is made it will be reported on WIBW radio (580 AM and 97.3 FM) and on WIBW TV (Channel 13).

When school is dismissed early for emergency reasons, students will not be left at home until the bus driver is sure they can get into the house. Students who cannot get home will be supervised at the school until arrangements can be made.

K-12 Alert System

K12 Alerts is an emergency messaging system for USD 434 that enables the school to send emergency messaging and other notifications regarding school matters or closings to parents. The information is accessed through messaging to cell phones and telephones. Parents have the opportunity to sign up for notification during enrollment.

EMERGENCY DRILLS

According to state law, fire and tornado drills will be held periodically during the school year. Instructions for the appropriate route out of the building in case of a fire drill or to the basement in case of a tornado drill will be posted in each room. Students should be familiar with these routes and follow teacher instructions exactly. The signal for a fire drill or an actual fire-related emergency is the ringing of the fire alarm. The signal for a tornado drill or other emergency that necessitates moving to the lower level of the building is activation of the emergency tone on the intercom system.

The following must be observed during emergency drills:

- 1) Remain QUIET and ORDERLY.
- 2) Follow teacher instructions exactly.
- 3) Move from the classroom in single file and remain in single file until the assigned location has been reached.
- 4) If a door must be held open, the first person to arrive at the door should hold it open until everyone has cleared the door. That student

- should then join his or her class.
- 5) In the case of a fire drill, clear the building by at least 100 feet and do not return until instructed to do so.
 - 6) In the case of a tornado drill, DO NOT leave the building. After arriving at the assigned location, remain quiet and wait for further instructions.
 - 7) Students located in restrooms, hallways, etc. at the beginning of an emergency drill should join and remain with the class nearest their location.

EXTRACURRICULAR ACTIVITIES

All student activities and organizations will be governed by the Kansas State High School Activities Association Rules and Regulations, the Santa Fe Trail High School Activities Guidelines and the policies of Unified School District #434 and Santa Fe Trail High School. The organization sponsor and the high school principal must approve all expenditures. The principal and superintendent must approve all solicitation of funds or moneymaking projects.

FINANCIAL AID WORKSHOP/ACT

Santa Fe Trail will conduct a financial aid workshop in January of each school year at the high school. All SFT students and parents are welcome. Juniors and seniors who are thinking about education after high school and their parents are urged to attend.

ACT Test Dates

ACT test dates for the 2011-2012 school year:

September 10, 2011

****October 22, 2011 at Santa Fe Trail (7:30-Noon)

December 10, 2011

February 11, 2012

****April 14, 2012 at Santa Fe Trail (7:30-Noon)

June 9, 2012

There is a **LATE FEE** if you register after the deadline.

The registration deadline will be out posted later in the summer.

GRADING & ELIGIBILITY FOR CLASSES

Classes that are completed with a passing grade may not be repeated except for the following: Band, Choir/Choraliers, upper level P.E. Newspaper, Yearbook, Debate, Forensics, Advanced Journalism, Acting, Art III, Woods Technology II and CADET, Clothing, and 3D Modeling. Students may not enroll in a math class if they have received passing credit for a year in that class or a higher-level math class. Santa Fe Trail High School issues grades to students every nine weeks during the school year. Grade cards will be distributed following the end of each of the first three nine weeks grading periods and will be mailed to the student's home following the last day of school.

Mid-term grades will be mailed home to any students with D's or F's to all appropriate parents and guardians. Parents are encouraged to contact teachers with any concerns about grades and monitor student progress through PowerSchool.

GRADUATION REQUIREMENTS

English 4 credits

Mathematics 3 credits

Science (1 unit must be biology) 3 credits

American Government 1/2 credit

American History 1 credit

World History 1/2 credit

Additional Social Science 1 credit

Physical Education 1 credit

Computer Applications/Technology Credit 1 credit

Fine Arts Elective 1 credit
Freshman Rotation 1 credit
Electives as necessary to meet class guidelines for graduation

Credits required for graduation

Class of 2012 27

Class of 2013 26

Class of 2014 25

Class of 2015 25

Requirements listed above are minimum requirements and are not intended to be general recommendations. Students will be encouraged and in many cases expected to exceed minimum standards in some subject areas.

To be eligible to be the valedictorian or salutatorian, students must complete the precollege curriculum. Seals will be placed on the transcript if a student completes the Qualified Admissions and/or the recommended Kansas Scholars curriculum.

HAZING

"Hazing" means any act committed by a person, whether individually or in connection with others, against a student and related to pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization or activities group which are affiliated with USD 434. Activities that promote humiliating, intimidating or demeaning of a student or endangering the mental or physical health of the student shall be considered hazing and subject to disciplinary action as outlined in the discipline code.

HONOR ROLL

The honor roll is designed to give recognition to those students who have achieved excellent grade point averages and to provide encouragement to students who are striving to achieve excellence.

Santa Fe Trail High School recognizes two levels of scholastic excellence:

- 1) PRINCIPAL'S HONOR ROLL: 3.8 G PA.
- 2) SCHOOL HONOR ROLL: 3.3 G PA.

USD 434 TECHNOLOGY/COMPUTER ACCEPTABLE USE

Students shall have no expectation of privacy when using district e-mail or computer systems. E-mail must be District Issued and messages shall be used only for approved educational purposes. Students must use appropriate language in all messages. Students are expected to use the system following guidelines approved by teachers or the administration.

Any e-mail or computer application or information in district computers or computer systems is subject to monitoring by the staff and/or administration. The school retains the right to duplicate any information created by students in a computer system or on any individual computer. Students who violate these rules or any other classroom rules relating to computer use are subject to disciplinary action up to and including suspension from school.

Access to network services is provided to students who agree to act in a considerate and responsible manner. Students are responsible for good behavior on school computer networks, just as they are in any school environment. Therefore, general school rules will apply.

It is expected that students will comply with the following rules:

- Students will not give out personal information, such as name, address or phone number.
- Students will not agree to meet with someone they have met online without parental approval.
- Students will promptly disclose to their teacher or another school employee any message the user receives that is inappropriate or makes the user feel uncomfortable.

- Students are responsible for their individual logon passwords and should take all reasonable precautions to prevent others from being able to use these passwords. Students will not share passwords.
- Students will not trespass in other folders or files.
- Students will not use, view, download, copy, send, post, or access obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful information, communications, language, images or video, or material that advocates illegal acts, violence or discrimination towards others. Restrictions against inappropriate language, images, or video apply to public messages, private messages, materials posted on Web pages, and files stored or created on Technology Resources.
- Students shall not plagiarize works or violate copyright on the Internet or any other electronic resource.
- Students shall not use school resources to engage in “hacking” or attempts to otherwise compromise system security.
- Students will immediately inform his/her teacher or the network supervisor if he/she mistakenly access inappropriate information.
- K-8 students will not have personal information posted on the district web pages. Group pictures and individual pictures without identifying names, taken at district activities, may be posted on the web page.
- Only e-mail accounts assigned and approved by the staff will be authorized for publication on a website.
- Students will not damage computers or networks or intentionally waste technology resources.
- Students will not use the network for commercial purposes.
- Cyber bullying by students is strictly prohibited.

Violation of these rules and expectations will subject the individual to revocation of privileges and potential disciplinary action.

INSURANCE POLICY

There is **NO** insurance for students available through the school or district. Parents desiring special accidental insurance should make arrangements with local insurance agent. Students participating in all school activities must provide their own insurance or assume responsibility in case of an accident.

The KSHSAA endorses a Catastrophic Insurance Program that covers students in all member Kansas schools while participating in an activity supervised by the KSHSAA and hosted by the KSHSAA or a member KSHASAA School. This insurance pays only after the first \$25,000 of expenses. This does not cover students who might be injured during class activities, while coming to school, going home from school, or any activity not sponsored by the Kansas State High School Activities Association.

Students may purchase additional individual insurance while attending school or while involved in activities. These applications are available at enrollment or during the first month of school.

Information on the Healthwave insurance program, for those who qualify, is also available during enrollment and in the office throughout the year.

LEAVING THE BUILDING & HALL PASSES

No student is to leave the building during the school day without permission from the office. Students leaving the building will use the sign-out sheet in the office after they have received permission to leave. Students are prohibited from going to their vehicle during the school day. They are to bring all needed items with them at the beginning of the day. In extreme cases a school administrator may allow a student to go to their vehicle at which time, the student may be accompanied by a staff member. Students leaving the building without permission and/or without signing out will be subject to disciplinary action.

Students are not permitted in the hallways during class time unless they are accompanied by a teacher or have a pass.

Any student wishing to visit another teacher or classroom should have a note or pass from the teacher he/she wishes to visit. Students are always welcome to visit the office if they have legitimate business AND have permission from the classroom teacher or lunchroom supervisor.

LIBRARY MEDIA CENTER

The library is open from 7:50 a.m. until 4:10 p.m. on most days. If space is available, individual students may visit the library during class time only if they have a pass from their classroom teacher that includes the student name, purpose of visit, time the student left the classroom and the teacher's signature.

Library books are checked out for four weeks and may be renewed for another two weeks. You must bring in the book to renew it. Fines will be assessed at the rate of 10 cents per day up to \$1.00 for each item for overdue materials.

During Activity Period students can come to the library to return materials, check out materials, print a document, take a Reading Counts test or check grades online. They need to bring a student activity pass with a teachers signature with them during activity period.

Computer and Internet use is for academic purposes only during school hours (see the school's Internet Policy). The copy machines and printers are for academic purposes only. Students must first get permission from a school employee to use the copy machines.

No hats or hoods are allowed in the library during school hours. No food or drinks near the computers. All students, unless accompanied by a school employee, should enter and exit through the west double doors.

LOCKERS

Students are assigned a locker on their first day at Santa Fe Trail High School. Each student is responsible for his/her locker, regardless of whether or not he/she chooses to use that locker. Students should not store extra money or valuables in their locker.

Please be advised that there are people that will steal if given the opportunity. ***Students should keep their locker locked at all times and not give the combination to anyone.*** Lockers can be fixed to open without using your combination — TO DO THAT IS THE SAME AS INVITING SOMEONE TO GET INTO YOUR LOCKER. Please leave your locker locked and your possessions secure!

The hallway and P.E. lockers are the property of the school and will be inspected as necessary. Students will be charged for writing on or otherwise defacing their locker. Locker mechanisms will not tolerate rough treatment and repairs may be costly for the student, so please report a malfunctioning locker to the office or custodian immediately, BEFORE it becomes an expensive repair. Treat your locker with care and KEEP IT LOCKED. Santa Fe Trail High School is not responsible for items stolen from lockers.

LUNCH – FOOD & BEVERAGES / CAFETERIA

- If a child wishes to purchase a second lunch, which is adult price, money must be in their account to cover it before purchase.
- Money received in the form of a check for school food lunches must have a notation on it if a child is to receive cash.
- A child will not be allowed to take money out of their school food account unless the lunch person is told in person by the parent.
- If the household income changes at any time we will be glad to give you an application for free and reduced meals.
- At the end of the year all accounts must be paid in full to receive a signature from the lunch person for sign out. If there is money left over, a refund will be given to the student.
- Food, pop, and other beverages are not to be taken into the classrooms except with prior approval of the classroom teacher.

- Although we have a closed lunch, students will be allowed to leave the lunchroom to use the restroom or telephone.
- Students will be allowed to go outside (east of the building only) during their lunch period. Students will not be allowed to go to their cars or into the parking lots during their lunch period.
- All students not riding the bus must be in line to eat breakfast by 7:40.
- No student, nor school employee, will be allowed to accumulate more than two weeks of food service debt, regardless of whether or not they are reduced lunches (7.00 limit) or full pay (35.50 limit) Students/Parents will be notified through the building administrative office when accounts are delinquent and notified again should an account become two-weeks overdue.

MEDICATION

Medication (prescription and over-the-counter) may be administered as delegated by the district nurse under the following conditions:

Prescription Medication

- A written physician order and signed parental consent are on file in the school office. Physician's orders must include the medication name, dosage, schedule, anticipated number of days to be administered, reason for the medication, and side effect of the medication. (Prescription medication in an original, properly labeled container may be substituted for the physician's written permission if the medication is to be given for two weeks or less.)
- All medication must be brought to school in the original container and be appropriately labeled by the pharmacy, or physician, stating the name of the medication, the dosage, and the times to be administered. Two containers, one for home and one for school, may be requested from a pharmacist.
- Only oral administration of medication will be permitted, except in emergency situations. Administration of insulin may be provided by the registered nurse, licensed practical nurse or delegated to unlicensed assistive personnel (UAL) by the registered nurse. The UAL is not allowed to calculate the insulin dosage.
- Any change in the type of medication, dosage, and/or time of administration must be accompanied by a written physician's order and parent/guardian permission.
- All medications must be kept in a locked cabinet in the health office.
- The building principal will have final authority to revoke medication privileges.
- Permission for the supervision of prescription medication expires at the end of each school year.

Non-Prescription Medication (Over-the Counter)

- Non-prescription medications include, but are not limited to, Tylenol, Advil, cough drops, and Midol).
- Written parental consent must be on file in the school health office.
- Information that must be included in the consent includes medication name, dosage, schedule, anticipated number of days to be administered, reason for the medication, and side effects of the medication.
- Non-prescription medications must be in the original container. They will be administered per the package directions on the label, unless accompanied by a written doctor's order.
- All medications must be kept in a locked cabinet in the health office.
- The building principal will have final authority to revoke medication privileges.
- Permission for the supervision of non-prescription medications expires at the end of each school year.

Self-Administration of Asthma Inhalers/Epi-pens

The self-administration of medication used for the treatment of anaphylactic reactions or asthma is permitted for students K-12 if the students meet the following criteria:

- A written physician's order and parental consent are on file in the school health office. Written consent must include the name and purpose of the medication, the prescribed dosage, the conditions under which the medication is to be self-administered, any additional special circumstances under which the medication is to be administered, and the length of time for which the medication is prescribed.
- The written consent form **from** the physician and parent or guardian will also show that the student has been instructed on self-administration of the medication and is authorized to do so in school.
- The medication will be brought to school in the original container appropriately labeled by the pharmacy or physician, with the student's name, the medication name, dosage, and times to be administered. It is recommended that the pharmacy label be applied to the mouthpiece of the asthma inhalers rather than the box. This helps in the identification of inhalers that might be lost or misplaced.
- The school district and its employees are not liable for any injury that may result from the self-administration of asthma inhalers or epi-pens.
- The school district and its employees are not liable for lost or misplaced inhalers or epi-pens.
- Permission for the self-administration of asthma inhalers and/or epi-pens expires at the end of each school year.

MOTOR VEHICLE REGULATIONS

Students who are legally qualified to operate motor vehicles may drive them to school and use the school's parking facilities under the following conditions:

- All private vehicles are to use the east entrances. The entrance from Highway 56 is for buses only.
- The speed limit on school grounds is 5 m.p.h.
- Once a vehicle is parked on school grounds it is not to be moved until dismissal time unless permission is received from the office.
- It is recommended that vehicles not be left in the south parking lot while students are away at evening activities.
- Students are urged NOT to leave their vehicles in the school parking lot while they are away on an overnight trip.
- **The asphalt parking lot is for seniors and faculty. The parking areas with numbers are for faculty only and the parking areas in yellow are for seniors only. Juniors, sophomores, and freshman may park in either gravel lots.**

Parking a vehicle on school property is a privilege, not a right. If the privilege is abused, a student may be denied permission to use the school's parking facilities and may be subject to disciplinary action.

NOTICE FOR ATHLETIC SCHOLARSHIPS

In order for a high school athlete to be eligible for practice and participation in a 4-year Division I and II NCAA institution, eligibility standards must be met. See a counselor for a NCAA or an NAIA guide or the enrollment guide for the specific standards. Junior College Scholarships do not usually have this requirement for athletic scholarships. Students should check with the school they are interested in attending regarding scholarship guidelines.

OUT OF DISTRICT STUDENTS

Acceptance of non-resident students will be based on grades, attendance and behavior of each semester. Failure to maintain a C average with grades, good attendance or having behavior issues may cause a student to be denied attendance at Santa Fe Trail.

PART TIME STUDENTS

The Part-Time Student Program will apply only to seniors who are on schedule to graduate in eight semesters. Part time students will only be allowed in the eighth semester. No special course(s) will be scheduled or arranged to enable the students to participate in the Part-Time Student Program.

The following criteria and activity limitations govern those who participate:

- The student must be in position to graduate without complications.
- The student must file an application with the counselor and principal prior to the beginning of the eighth semester.
- The Part Time Enrollment Application must be signed by the student and parent/guardian and approved by the principal and counselor.
- Classes must meet on consecutive hours each day.
- When classes are over students must leave the school grounds unless they have permission to stay from the principal or assistant principal.
- To be eligible for a KSHSAA activities or a school sponsored activity the student must be enrolled and attending five new classes each semester (excluding seminar.) College classes attended during the day or at night count as part of the five classes to be attended.
- Once a student has enrolled in a class and begins attending, he/she is not allowed to drop the class in the middle of the semester.
- The student is responsible for turning in required career portfolio work, which will be housed in student services.
- The student is responsible for reading the school bulletin and staying informed concerning school activities, seminar, activity meetings and scholarships.
- Students who receive social security benefits need to meet the criteria established by Social Security. Guidelines state that a student must attend 20 hours per week of school. A part time student must attend 20 hours per week of school.

PERSONAL ELECTRONIC DEVICES

Students are not to have the following devices with them during the school day: (Including but not limited to: personal DVD players, cameras, video recorders, and video game devices.) Use of other devices such as mp3 players or iPod players will be at the discretion of the individual classroom instructor.

REGENTS PRECOLLEGE CURRICULUM

Beginning the fall semester of 2001, students applying to any of the six Kansas Regents universities must meet certain admission criteria. It is important that your family knows and understands these requirements so you are ready for college when you graduate from high school. You should regularly review your education plan with your high school counselor and your parents to make sure you are on the right track.

Admission Criteria: Complete precollege curriculum with 2.0 GPA on 4.0 scale, score at least 21 composite on ACT, or rank in the top one-third of their graduating class, apply for the 10% window, or complete 24 credit hours with a GPA of 2.0 or better at a community college or non-regents university.

To obtain a list of the precollege curriculum either consult the enrollment book or see a counselor for a handout.

RENAISSANCE THE CARD PROGRAM

Eligibility Requirements Each Nine Weeks

GOLD CARD

1. A grade point average of between 3.8 and above
2. No detentions, AES or suspensions
3. Involvement in at least one approved activity

BLUE CARD

1. A G.P.A. of between 3.5 and 3.79.
2. No detentions, AES or suspensions.

3. Involvement in at least one approved activity

RED CARD

1. A G.P.A. of between 3.0 and 3.49 or a raise in your G.P.A. of at least .50 points or more.
2. No detentions, AES or suspensions.
3. Involvement in at least one approved activity

SCHOOL DAY

Starting time - 8:00 A.M. Finish time - 3:30 P.M. Students are expected to leave the building within a reasonable amount of time after the school day ends unless they are attending a school activity, are using the library or are with a teacher or coach.

SCHOOL FUNCTIONS

Classes and organizations may have the opportunity to attend out-of-town functions or to participate in field trips. The school may furnish vehicles and sponsors for such activities. The student should be aware that behavior on these trips would be guided by the same standards that are used in the classroom. Except for buses going to athletic events, permission slips signed by the student's parents are required before leaving on a trip.

It has been the practice of the district to provide buses to and from athletic events. Buses may continue to be occasionally provided if a sufficient number of students request transportation.

Attendance at school dances is limited to students of Santa Fe Trail High School and their dates, if approved by the principal. Outside dates must be signed up in advance in the office in order to be approved for attendance at the dance. No Junior High School students will be allowed to attend the SFT dances.

The admission door to dances will be open for one hour, usually from 15 minutes before the dance begins until 45 minutes after the dance begins. Once a student leaves a school-sponsored dance, that student may not return. Emergencies will be handled through the sponsor.

SCHOOL BUS RULES AND PROCEDURES

The school's major concern while transporting students to and from school is safety. To ensure safety, good behavior on the bus is required. The bus is an extension of the classroom, and the driver in charge has the same authority as a teacher. The driver may assign seats to students, contact parents and discipline students.

The following rules are in effect:

- Students will be on time, show respect for others, and conduct themselves in a safe and orderly manner.
- Students will sit in assigned seats (if seats are assigned) and remain seated at all times while the bus is in motion.
- Students will keep hands and feet to themselves while on the bus, stay out of the aisle unless entering or exiting, and refrain from throwing things on the bus.
- Students will not possess or use alcohol, illegal drugs, or tobacco on the bus.
- Students will talk in a normal conversation voice, refrain from back talk to the driver or others, and be quiet at all railroad crossings.
- Students will refrain from deliberate defiance; obscene and unacceptable language, remarks, or signs; and fighting or scuffling.
- Students will not tamper with or vandalize the bus or equipment.
- Students will not extend hands, arms, or any part of their body outside the window of the bus. Windows will only be opened with driver approval.
- Students should face the front while on the bus.

The following are consequences, which may be enacted for violation of the above rules:

1st Offense – Phone Call from bus driver

- 2nd Offense – Meeting with driver, principal, parent and student.
- 3rd Offense – 5 day suspension from the bus.
- 4th Offense – 10 day suspension from the bus or through the end of the semester, whichever is longer.

The bus driver will enforce rules, prepare Incident Reports, and contact parents. The principal will administer consequences and serve as the appeal authority. Students requesting to ride a bus other than their regular route must bring a note signed by their parent or guardian and present it to the bus driver prior to riding that bus. Students MUST ride the activity bus to and from all school activities including practice. If a parent or guardian is present at the activity and request their son or daughter to ride home with them they must talk to the coach/sponsor in person and present a note with the request. No exceptions will be made.

SCHOLARSHIPS

The following scholarships are awarded only to Santa Fe Trail High School graduates. Seniors will be posted on the USD434 web site in January. Application forms must be returned to the counselor’s office by March 5, 2012.

- Bovay Foundation Leadership Scholarships
- SFT Foundation Scholarship
- First Security Bank of Overbrook Scholarship
- Kansas State Bank of Overbrook/Scranton Scholarship
- The Lynch Memorial Scholarship
- Student Council Scholarship
- National Honor Society Scholarship (Depending on Funding)
- Sons of the American Legion Scholarship
- Overbrook Fidelis Scholarship
- Robert E. Duncan Memorial Scholarship
- The Betty Lee Memorial Scholarship
- Santa Fe Trail Education Association Scholarship
- Alfred D. Herland Golf Scholarship
- Overbrook Family Dentistry Scholarship

Information on these and other scholarships is available from Student Services. Information on scholarships is on Prep HQ and on the scholarship bulletin board by student services.

SELLING TO STUDENTS

Students are not to sell food or anything else to other students during the instructional day.

SCHOOL SAFETY HOTLINE

School Safety Hotline 1-877-626-8203

STUDENT DEBT/GRADUATION

Graduation exercises will be under the control and direction of the building principal. Students who are found to be in good standing will be allowed to participate in graduation activities. Good standing is defined to be no disciplinary action pending and all district debts paid. Per district policy, the following applies:

Graduation/Promotion exercises will be under the control and direction of the building principals. Students who are found to be in good standing will be allowed to participate in graduation/promotion activities.

STUDENT IN GOOD STANDING

In order to remain active, attend, or participate in SFTHS extra-curricular activities or school events, a student must remain in good standing. Good standing will be defined as a student who has not accumulated ten points or more on the school discipline code.

In an effort to promote student accountability and responsibility, students will be given an opportunity to earn back points through community service. The principal or assistant principal will assign all community service. Two

hours of service will be equivalent to one point. All quality and quantity of service will be verified and evaluated by the assigning administrator. A maximum of 5 points of service can be done. Once a student falls below the 10 point level, they will be reinstated and retain eligibility to participate.

TECH SCHOOL

When USD 434 is closed due to weather, the Tech School bus will not transport students to Topeka. Students may attend Tech School with permission/advice from parents.

THREATS, TERRORIST THREATS AND HARASSMENT

In the event of harassment, threats of physical harm to other students, staff, or school property, the authorities may be called for investigation and possible legal charges, and the student will subject to disciplinary action up to and including out-of-school suspension and or expulsion.

TOBACCO / ALCOHOL / DRUGS

Student use of tobacco on school property is prohibited. Students are not allowed to smoke or chew tobacco or snuff during school, nor will they be allowed to possess any form of tobacco on their person.

Student use, possession, manufacture and/or transfer of alcoholic beverages, illegal narcotics or other controlled substances anywhere on school property or during any school sponsored activity or gathering at home or away is forbidden. Violators will be expelled from school as set forth in board of education policy JDDA-R. Students will also be reported to the Sheriff or an officer of the law.

ANY STUDENT WHO, PRIOR TO BEING OTHERWISE REPORTED AS BEING IN VIOLATION OF THIS POLICY, VOLUNTARILY SEEKS ASSISTANCE, ADVICE OR COUNSELING FROM SCHOOL PERSONNEL REGARDING ALCOHOL OR DRUGS OR ABUSE OF ALCOHOL OR DRUGS WILL NOT BE DISCIPLINED BY SCHOOL AUTHORITIES.

VISITORS

Students may not bring visitors to school during the school day including lunch. Special situations must be approved only by administration 24 hours in advance.

WEAPONS

Students shall not possess, handle or transmit any object that is considered a weapon by definition of law on the school grounds or off the school grounds at a school activity, function or event. Included in this policy is any item being used as a weapon or destructive device or any facsimile of a weapon.

Possession of a firearm, including a "starter gun" will result in expulsion from school for a period of one year. Pocket knives that do not fit the definition of a weapon are not permitted to be carried.

18 YEAR OLD WAIVER

In order for 18 year old students to sign their own notes, a parent waiver must be on file in the Attendance Office.