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## **OAKLEY HIGH SCHOOL MISSION STATEMENT**

The primary purpose of Oakley High School is to share with parents and community the responsibility of providing our students quality educational experiences in a safe environment and to assist in the development of life skills through a diverse curriculum.

## **PURPOSE OF THIS HANDBOOK**

The purpose of this handbook is to inform students, faculty and parents about the academic offerings, requirements, policies, and related information concerning Oakley High School. We urge each of you to read it carefully and encourage your parents to become familiar with it. You are responsible for knowing all the information in the handbook.

*This handbook is merely a guide and it should be realized that many of its provisions could be supplemented at any time by the administration if the situation warrants.*

## **STATEMENT OF PURPOSE AND OBJECTIVES**

As an institution of learning we recognize the fact that education is a means to an end and not an end itself. We recognize the individual differences and problems of the children and adolescents who are striving to become a part of society. Thus we plan our school so that we may inspire the student to develop to the limit of this ability, to feel pride in his achievement, and to realize that as a member of the human family everyone has a personal responsibility to make this world a better place for all mankind.

It is therefore the responsibility of this school district to provide effectively for the needs of its youth by furnishing them with the best teachers, libraries, buildings, and other educational aids within the available financial resources so that the following objectives and purposes might be achieved.

The student shall:

1. Develop an inquiring mind and the ability to think logically.
2. Develop skills in oral and written communications.
3. Prepare him to enter a vocation.
4. Develop a sense of self-esteem and learn to respect others.
5. Prepare him to enter an institution of higher learning.
6. Learn to use leisure time constructively.
7. Have the opportunity for self-expression.
8. Understand and practice democratic ideas and ideals.

## STUDENTS

(\*Items taken from U.S.D. #274 Board Policy Handbook.)

### **\*Drug Free Schools. (BOE policy JDDA)**

Maintaining drug free schools is important in establishing an appropriate learning environment for the district's students. The unlawful possession, use, sale or distribution of illicit drugs and alcohol by students on school premises or as a part of any school activity is prohibited. This policy is required by the 1989 amendments to the Drug Free Schools and communities Act, P.L. 102-226, 103 St. 1928.

**\*Student Conduct.** As a condition of continued enrollment in the district, students shall abide by the terms of this policy.

**\*Student Dress (BOE Policy JCDB)** Neatness, decency and good taste are guidelines of the district dress code.

1. Clothing which advertises or alludes to drugs, alcohol, tobacco (including smokeless tobacco), or which has profanity, or may be considered vulgar or suggestive, will not be considered in good taste, and the student will be expected to alter such dress immediately to conform to good taste standards.
2. Undergarments will be covered by appropriate clothing and not exposed.
3. No bare midriffs, which include crop tops or athletic shirts.
4. The majority of the torso must be covered, which means no tank tops, spaghetti straps or tube tops.
5. Shorts should have at least a three-inch inseam.
6. Dresses or skirts worn to school should be no shorter than six inches above the knee.
7. No hats or other head apparel will be worn. (scarves, bandannas, etc.)
8. Apparel that is torn or has holes in it is not acceptable.
9. Shoes with wheels attached are prohibited.

### **\*Theft, Vandalism, Destruction of Property (BOE Policy EBCA)**

All school personnel shall report any vandalism to their immediate supervisor. School personnel are expected to lock or otherwise secure any files, records, safes or similar compartments at the close of each school day. In the event of vandalism, the board may offer a reward according to law.

The board shall seek restitution according to law for loss and damage sustained by the district.

The principal shall notify the superintendent of any loss of, or damage to, district property. The superintendent will investigate the incident. The cost involved in repairing the damage and/or replacing equipment will be determined after consultation with appropriate personnel.

When a juvenile is involved, the superintendent shall contact the parents and explain their legal responsibility. The parents shall be notified in writing of the dollar amount of loss or damage. Routine procedures will be followed for any necessary follow-up to secure restitution from the responsible party.

Juveniles or their parents shall make restitution payments to the business office, and accounts shall be kept. Persons of legal age shall be held responsible for their own payments. If necessary, provisions may be made for installment payments.

Accounts not paid in full within the specified time may be processed for legal action.

**\*Use of Tobacco (BOE policy JCDA)**, Smoking by students and/or the possession or use of any other tobacco product is prohibited in any attendance center, at school-sponsored events or on school property.

Administrators may report students who are in violation of this policy to the appropriate law enforcement agency.

**\*Weapons (BOE Policy JCDB)** A student shall not knowingly possess, handle or transmit any object that can reasonably be considered a weapon at school, on school property or at a school sponsored event. This shall include any weapon, any item being used as a weapon or destructive devise, or any facsimile of a weapon. Students violating this policy shall be referred to the appropriate law enforcement agency(ies) and if a juvenile to SRS. (The complete USD #274 Board of Education policy on Weapons is on file in the principal's office.)

## STUDENT INFORMATION

### HOT LINE

**A statewide school safety hotline staffed by the Kansas Highway Patrol has been established. Toll-free number 1-877-626-8203. The hotline allows students to anonymously report possible impending violent acts in schools. The hotline is a cooperative effort between Kansas Highway Patrol and the Kansas Department of Education.**

**Initiation** -There shall be no initiation of any students in the school of the District #274.

**Time Restricted of School Activities.** The school shall respect Wednesday evenings and Sunday as community, church and family time and refrain from scheduling events during those times, accepting only unusual unavoidable circumstances.

**Regular High School Students.** Regular High School students are defined as those students of normal school age and regularly enrolled for the entire school day.

**Special Students.** Special students are those students attending less than the full school day and are not required to be in regular attendance except when their regularly scheduled classes are in session. They may regulate their attendance according to mutual agreement with the Principal and Instructor.

Special students do not belong to any special class, nor are they eligible to participate in any of the activities of the school other than those activities that are classified as part of the academic program. Music (**both band and vocal**) and forensics (taken as a regular class) are courses taken for regular academic credit and are to be included as part of the academic program of Oakley High School. Sports, club sponsored dances, etc., are not part of the academic program taken for academic credit. Therefore, these special students will participate only as spectators, as any other regular patrons of the community would do in any of the school activities. Students will not be considered as special except in hardship cases.

**Senior Trips or Sneaks.** There shall be no school sponsored senior trips or sneaks.

**Sexual Harassment.** Sexual harassment will not be tolerated in USD #274. Regardless of whether they are reported or not, sexual harassment problems have negative consequences in the workplace and classroom and can seriously affect the safety, health and self-esteem of the individual. The Board of Education's policies concerning sexual harassment are on file in the principal's office. Any student who believes he/she has been subject to sexual harassment should discuss the alleged harassment with the principal or another certified staff member.

**Overnight Trips.** Overnight trips are discouraged whenever possible. The administration shall determine when a group of students on a school activity shall spend the night away from home.

**Out of Town Functions.** Students attending out of town functions such as ball games, tournaments, festivals, etc., where participants are from U.S.D. #274, will be expected to conduct themselves in a manner that reflects school and community pride, whether said students are direct participants in the program, or are there as spectators. School authorities will deal with disorderly conduct in the same manner as offensive behavior while attending school.

### **Bullying Prevention Policy**

Bullying is a form of aggression and occurs when a person(s) who perceives a power imbalance, willfully subjects another person (victim), whoever they may be, to an intentional, unwanted and unprovoked hurtful verbal and or physical action(s) which result(s) in the victim feeling oppressed, stressed, injured, discomfort at any school site, in any school vehicle or at any school board-sponsored activity or event. Bullying may also occur as various forms of hazing, including initiation rites perpetrated against a new student or a new member of a team. Student(s) who engage in such conduct shall be subject to discipline including, but not limited to: verbal or written reprimand, in-school suspension, change of placement and or expulsion.

**Student Activity Meal Policy.** In an attempt to be equitable to students representing District #274 in competitive activities, the Board of Education assumes responsibility for the meal expense to those students as outlined below.

Student groups representing District #274 in **state championship** curricular or extra-curricular out-of-town activities shall have the student provide the first meal and the school will pay the amount set by the administration for each normally scheduled meal unless prior arrangements have been made.

Administrators, sponsors, coaches and teachers shall endeavor to be prudent and fair to both the district and the student in applying this policy.

**Ambulance Calls and Student Medical Bills.** School District #274 will not be responsible for the payment of medical bills, ambulance calls, or doctor bills of students.

**Students Supervised.** Teachers and custodians are asked to refuse to admit students into buildings or any part thereof unless those pupils are under the supervision of a teacher or other personnel.

**Distribution of Lists of Students.** The names of school pupils are not to be furnished to anyone for any sort of commercial or advertising use, or to anyone unless a sound, exclusively educational use is assured.

**Right to Privacy and Release of Directory Information.** This agency will publish directory information, collectively or individually unless a parent/eligible student within ten days after this notice notifies the privacy officer in writing that any or all of the categories listed below should not be released without prior written consent.

#### DIRECTORY INFORMATION

- |  |   |
|--|---|
| 1. Name  | 7. Sports - Weight and Height                             |
| 2. Address   | Athletic Teams Members                                    |
| 3. Telephone   | 8. Date of Attendance                                     |
| 4. Date and Place of Birth                           | 9. Degrees  |
| 5. Major Field of Study                              | 10. Awards Received                                       |
| 6. Participation of Officially Recognized Activities | 11. Most Recent Previous Educational Institution Attended |

**Student Cars** - Students who drive their cars to school will be assigned parking places during the school day and will not move them until school is out in the afternoon except by permission from the principal.

**Participation in Activities**— There are many activities for students at Oakley High School to choose from if they wish to be involved in extra curricular activities. Students and parents should evaluate each activity and the amount of time involved in those activities before making the commitment to join a team.

For those activities that a student chooses to become a part of, they should plan on joining the activity at the beginning of the season. If the student elects to become a part of any team, they should plan on joining that team on the first day of practice. The head coach may approve joining a team after the first day of practice through the first week, if the student is willing to complete extra conditioning/preparations assigned by the head coach.

Joining a team after the first week of practice may be allowed with the approval of the coach, activities director and principal. Decisions to allow or disallow a student to become a member of the team will be on a case-by-case basis and will be based on the following criteria:

1. Length of time from the start of the season. As time passes the decision to allow participation will be harder to achieve.
2. The student's reasons for not joining the team by the end of the first week of practice.
3. Willingness for student to complete the necessary number of practices before they will be considered eligible for competition. The head coach will determine the number of practices necessary for each sport and will be approved by the activities director and principal. This number may vary from sport to sport.
4. Benefit that the student will receive by joining the team.
5. Fairness to the other team members.
6. KSHSAA rules and regulations governing the application. The KSHSAA handbook states that a student who is enrolled at the start of the season of sport, must be a member of the squad for the majority of the scheduled varsity contest in order to be eligible for post-season competition.

## GRADUATION REQUIREMENTS

### Requirement For Graduation From Oakley High School.

4 Units of English/Language Arts	3 Units of Math
3 Units of Science	1 Unit of Health/Physical Education
3 Units of Social Science (American History, Government, Modern World History or Geography and ½ additional elective)	1/2 Unit of Computer Applications
12 ½ Units of Electives	½ Unit of Changes and Choices
	<b>1 Unit of Fine Arts</b>

**28** Total Units of Credit

Only those who graduate will be permitted the honor of participating in the commencement exercises.

**Access to Student Records.** Records of a student shall be reasonably accessible to both parents and students under 18 years of age.

The school policy will be to make student records accessible to both parents and students after the age of 18 unless informed by the student to restrict accessibility.

## ATTENDANCE POLICY

It is important for students to attend school every day. Irregularity in attendance is the greatest contributing cause for failures. Parents can render no greater help to their children than to see to it that they are in school every day. Recognizing the importance of regular school attendance, the state of Kansas has a compulsory attendance law KSA 72-1113 which requires that students under the age of 18 be referred to the county attorney if they violate the compulsory school attendance law. **Parents are encouraged to schedule appointments before or after school.**

Any student whose absences exceed seven (7) days in a semester period will begin the attendance probation proceedings. A day absent is defined as any absence, excused or unexcused, from school and will be calculated by the number of class periods missed. One day will be five or more class periods missed. A half-day will be four or less class periods missed. Total absences will be calculated in half-day increments. If a student has missed the same **seven** class periods per semester, a teacher has the right to refer that student to the Level 1 attendance probation proceedings. School related absence will not apply to this policy nor will documented dental and doctor appointments. Seniors may have two (2) pre-approved college visits that do not count against them and may attend scholarship interviews pre-approved by the principal.

Students will begin each semester with zero absences. Time already owed for previous absences will continue to be served.

Once a student misses five (5) days in a semester, an absenteeism probation letter detailing the school's Attendance Policy will be sent home to the parent/guardian. The student will meet with the school counselor to discuss the problems of absenteeism.

After a student misses more than seven (7) days in a semester, Level 1 consequences will be implemented.

**Level 1-** A letter will be sent to the student/guardian with a meeting time and date scheduled. The meeting participants shall be the school principal, superintendent, counselor, the student and parent/guardian. The purpose of the meeting is to review with the student and parent/guardian the student's absenteeism, review the attendance policy and jointly develop a plan for better attendance. Should the student and the parent/guardian fail to attend the meeting, the student shall immediately move to Level 2.

**Level 2-** Starting with the tenth (10<sup>th</sup>) day, students will immediately be required to attend ninth period from 3:35 to 4:20 p.m. unless prior arrangement have been made with the principal. Ninth period attendance will be calculated in half-day increments. Students will not be required to make up time for the first ten (10) absences. Examples: One half day equals one sessions of ninth period attendance. If the student does not complete the ninth period assignment he/she will be referred to the high school principal for additional disciplinary actions.

After the implementation of level two, a student and or parent/guardian may request an attendance review by the school attendance review board. This board is comprised of the school principal, counselor, representative of the student intervention team, and the superintendent or designee. The review board's responsibility is to determine the validity of the days absent. The review board may modify the absentee policy in extenuating circumstances. In the event of an appeal, level two procedures will not be implemented until the review board has met. The appeal form is available from the office.

**Additional disciplinary action could include:**

- \* Loss of good student standing ie. Extra-curricular activities including dances, organizations and athletics.
- \* Suggestion of early graduation
- \* Loss of incentive program

**Incentives for Good Attendance**

If a student has less than four days of absences per semester, they will receive an alternate meal during finals for one lunch. If a student has less than two days of absences per semester, they will receive an alternate meal during finals for two lunches.

Drawing for a gift for students who have two or less absences in a semester.

Grade level attendance competition: The class with the best attendance (above 90%) will be awarded a free school sponsored activity. This will be calculated on an annual basis and awarded during the month of May.

Parents or guardians are asked to contact the school prior to the day of absence or between 8:00 and 9:30 a.m. the day the student is to be gone. If phone contact is not made, a dated note signed by the parent or guardian must accompany the student upon return to school. Parents and guardians are urged to make every effort to contact the school in the event of an absence.

**MAKE-UP WORK**

The student shall have the opportunity to make up work missed during an absence. **The responsibility for making arrangements for make-up work rests with the student. The student must contact the teacher following the absence and make arrangements for making up missed work. The teacher will set a deadline for accepting make-up work.** Work made up from an in-school suspension will receive credit.

After a student has been absent for two days, parents are encouraged to call the school for assignments. If you call before 10:00 a.m., the assignments will be ready by 3:35 p.m.

## **REQUEST TO EXCUSE STUDENTS**

Parents will greatly aid the school in promoting the interest of the students if they will not ask to have the students excused during the day except in cases of emergency. An effort should be made to schedule appointments after school or Saturdays if possible.

No one may leave school before the end of the school day without permission from the office.

Students wishing to be excused from the class of one teacher to another must present a written request signed by the teacher asking for the student. The teacher of the assigned class has the right to refuse.

## **TARDIES**

A student should be in his/her assigned room when the bell rings. If not, he/she is tardy and is to be dealt with by the teacher. Habitual tardiness will be reported to the principal. Tardy slips for the first period must be acquired from the office. All students tardy or absent to first period or thereafter must have a note or phone call from the parent/guardian giving the reason for the tardiness and must sign in at the office. **The accumulation of ten (10) or more tardies will void any incentives for good attendance they may have qualified for.**

## **ADMIT SLIPS**

Admit slips will be picked up from the office of the principal in the morning before classes begin. The admit slip will be initialed by each classroom teacher indicating the make-up work has been assigned.

## **TO LEAVE SCHOOL DURING THE SCHOOL DAY**

Once the student has reported to his/her first-hour class, the school becomes responsible for him/her. If a student desires to leave the campus for any reason, the school must have an excuse from his parents or from an individual listed in the student's file designated for the purpose prior to the student's need to leave. The student must sign out when he leaves the building and sign back in upon his return. Failure to do so will constitute truancy.

## **ILLNESS**

If you become ill during school hours, report to the High School Office.

## **WITHDRAWAL FROM SCHOOL**

The office should be informed when it is necessary for a student to withdraw from school. The student will be given a special form to fill out. This form must be signed by each of his instructors, the librarian and the counselor. All fees must be paid, all school owned books returned and all work completed before the office will sign a withdrawal slip. The office upon written request of the parents will send transcripts if the student is under 18 years of age. Students 18 and over may sign their own transcript release. The absence from school for five consecutive school days without notice may be considered as automatic withdrawal.

## **TRUANCY ("SKIPPING OR DITCHING")**

The absence without the knowledge and expressed consent of the parent and/or school prior to the absence is considered truancy. Leaving school grounds or class without permission, or being in school but not in class is an unauthorized absence.

### **Procedures in dealing with truancy -**

- 1) A truant student will be re-admitted after a conference with a parent.
- 2) School time missed will be made up as determined by the principal.
- 3) Additional offenses will result in an in-school suspension

**Parents or guardians are legally responsible for the student's attendance.**

## BEHAVIOR

**DISCIPLINE** - One of the most important lessons that you can learn is self-discipline. It underlines the entire educational structure. Discipline is the process through which you learn the qualities of responsibility, self-control and develop character. During your high school years, you are responsible for your behavior.

At Oakley High School, it is necessary to have rules, which allow productive learning to occur. Our rules are based on common sense, courtesy, consideration of safety, and respect for the rights of others.

In order to provide a learning atmosphere so that the learning can be carried on for the benefit of all students, rules must be followed. Students are expected to comply with reasonable requests made by any staff member who is carrying out USD #274 Board Policies or Oakley High School Policies.

**DISRUPTION IN SCHOOL** - A student, by use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or any other conduct shall not intentionally cause the disruption or obstruction of any lawful mission, process, or function of the school.

A student shall not repeatedly fail to comply with directions of teachers, student teachers, guest teachers, teacher aides, and principal or other authorized school personnel during any period of time when he/she is properly under the authority of school personnel.

**Penalties.** Penalties may be invoked for behavior contrary to rules of conduct established for any class, study hall, laboratory, library, shop, school organization, or school activity. Rules may differ for each class or activity. Penalties may be invoked as follows:

- Reprimand by teacher, administrator, or other school person.
- Retention before or after the regular school day.
- Removal from class or activity for certain period of time.
- Assignment to school principal for conference, reprimand, or other disciplinary action.
- Suspension from school (in-school or out-of-school suspension).
- Expulsion from school.

**Note: Suspension means removal from school and all school privileges for a period of time ranging from one to five days. Expulsion means removal from school and all school privileges for a period of time that could last the number of days in a school year. This could extend into the next semester or the next school year. Expulsion must have the approval of the superintendent of school and Board of Education. Upon application by the student or someone on the student's behalf, an expulsion will be reviewed.**

## ASBESTOS CONTAINING MATERIALS

The United States Environmental Protection Agency has mandated regulations for schools concerning friable materials. U.S.D. #274 has located friable materials in certain buildings and the materials are being treated as asbestos containing materials. More information is available in each school's office or in the administrative/board office.

## AUTOMOBILES AND MOTOR VEHICLES

The parking lot north and east of the high school is student parking.

The parking in front of the high school and all the areas east of the football stadium and south of Seventh Street will be reserved for employees of U.S.D. #274 and guests Monday through Friday unless in designated areas for honor students.

## BOOK RENTAL FEES

Charges for those entering after the school term begin are:

- A. Those entering school any time during the first semester are required to pay full rental fees.
- B. Those entering school at the beginning of the second semester will pay two-thirds of the rental fee.
- C. Those entering school after the third week of the second semester will pay one-half of the rental fee.

Refunds will be given on the following basis:

- A. Any time during the first week of school a full refund will be given.
- B. Any time during the first semester following the first week, one-half of the rental fees will be returned.
- C. Any time during the period following the first week of the second semester, no refund will be given.

## FEES

Fees for Senior High students will be as follows:

Book Rental	\$30.00
Technology (MS & HS)	\$10.00
Safety Glasses (Ag. Ed classes, woods & auto tech)	\$5.00
*Shop Fee (Ag, Ed and Woods)	\$5.00
P. E. Lock Rental	\$3.00
Band Rental fees	\$25.00
*Art Fees:	
Art IV (Advanced Art)	\$8.00 (per semester)
Art I	
Intro to Art	\$8.00 (per semester)
Crafts	\$8.00 (per semester)
Art II	
Clay	\$8.00 (per semester)
Painting	\$20.00 (per semester)
Art III	
Design	\$8.00 (per semester)
Drawing	\$8.00 (per semester)
Family & Consumer Science	
Career & Life Skills	\$8.00
Textile and Apparel	\$8.00
Introductory FACS	\$8.00
Parenting & Child Development	\$8.00
Nutrition & Healthy Lifestyles	\$10.00
Nutrition & Wellness	\$10.00
Lunch Tickets:	
Student 10 Meal Lunch Ticket	\$18.50
Student 20 Meal Lunch Ticket	\$37.00
Adult 10 Meal Lunch Ticket	\$28.50
Adult 20 Meal Lunch Ticket	\$57.00
Breakfast Adults	\$1.60
Breakfast Students	\$1.25

\*Shop and art fees cover basic class assignments. Cost for individual class projects will be at student expense.

## **LOST OR DESTROYED BOOKS**

The following charges will be made for lost or destroyed **textbooks**:

Newly purchased books	100% of cost
Two and three year old books	75% of cost
Four year old or older books	50% of cost

**DAMAGED BOOKS AT THE END OF THE YEAR WILL BE CHARGED ACCORDING TO THE SAME RATES.**

The following charges will be made for lost or destroyed materials from the **library**:

Books	Current replacement cost
Books	Price will not exceed \$2.00
Paperbacks	
Periodicals	\$2.50

## **CARE OF THE FACILITY**

Who owns Oakley High School? You do! Your parents and all taxpayers are legally required to pay taxes that build and maintain the public school system. Everyone pays taxes in one form or another. Therefore, any damage done to the buildings, equipment, buses or books must be paid for with your own family's money. It is not enough that you should refrain from doing anything to increase this cost to your parents, neighbors and yourself, but you must help protect the school by discouraging or reporting any such activity by any others. We have a great facility and with your help it will remain a great school for years to come. We appreciate the cooperation of all involved with the Oakley High School community in keeping our facility attractive.

## **CLASS CHANGES**

Class changes will be made during the **FIRST FIVE (5)** full days of the new school year upon the request of the student and parent and the recommendation of the guidance counselor. In the absence of an agreement the final decision will be made by the principal and might be beyond said five days limit.

## **CLASS AND ORGANIZATION FINANCE**

All finances of classes or organizations must be handled through the school activity fund. The class or organization sponsor will work with the treasurer of that class or organization to see that accurate records are maintained. Sponsors must always be present at organizational meetings. Minutes of all organizational meetings should be handed to the principal within one (1) week of the meeting.

The school secretary also functions as the treasurer of the school activity fund and handles all receipts and disbursements. Activity funds of any organization or class may not be disbursed without having obtained the signature of the sponsor.

Before making any purchases, be sure to pick up a signed purchase order from the office. If you charge purchases without a signed purchase order, you may be personally responsible for your bill. The sponsors should retain one copy in their files for future reference.

The high school will withhold at least \$35.00 from senior class funds to pay leftover bills that come in after school is out in the spring. Any moneys that are not spent from the \$35.00 or any extra left by the class will be transferred to the Student Council fund upon reopening of school in September.

## COMMENCEMENT

Commencement will be held on Saturday afternoon prior to the last week of school.

1. Decorations, flowers, ushers, etc. are the responsibility of the Senior Class.
2. Each senior and each platform guest shall be provided with the senior class flower.
3. No individual flowers or corsages are permitted.
4. Seniors will wear caps and gowns. Tassels will be worn on the left side on the mortarboard at all times.
5. Students need to request special music performances by the first Monday in May

## CONFECTIONS IN THE SCHOOL BUILDING

There is a beverage machine located in the high school for students use. The profit from the machine are received by the Student Council. The machine will be accessible **before school, during AP /Lunch period and after school**. Pop is not to be taken into the classroom, halls, or placed in lockers unless approved by the principal and teacher. Because of the difficulty of cleaning, sunflower seeds will not be permitted in the school building or on the activity buses.

## CORRESPONDENCE WORK

Correspondence work will be approved for high school credit only on the following conditions:

1. That the work was done in a course not offered in the high school attendance center where the student would attend.
2. Excessive and serious illness requires such correspondence in order that the student may make normal progress with the class in which the student entered school.
3. That the work taken is to remove a failing grade.
4. That such work must have the prior approval of the principal of the school, which is to accept the credit.
5. Reserved for Junior and Senior students only.
6. Maximum of two credits allowed.

## COURSE LOAD

Students are expected to take eight classes each year; although, the administration may approve a study hall if the course load is adequate. Seniors may use the college outreach class provided through the school as one of the eight units. Students entering Oakley High School for the first time will be admitted upon presentation of their transcript from the previous accredited school and immunization records. If the school is not accredited, credit and placement in classes may be determined by results on standardized tests.

Kansas Law requires that any pupil entering school for the first time in this state, shall be required to present a certificate from a licensed physician showing that the pupil has received immunization against poliomyelitis, small pox, diphtheria, measles and tetanus. The only exception to the requirement will be for reasons of health and religious beliefs as provided by law.

### **FIRE DRILL**

Once each month there will be a fire drill. Each teacher will instruct the class regarding the proper procedure for evacuation of the building. Everyone will leave the building by classes marching clear of the building. Teachers will need to take some form of attendance roster with them for roll call. Do not **rush** or **crowd**. Students should take nothing with them. Students will not return to the building until they are directed to do so. The vocational and industrial building will conduct their drills at least once a month.

### **GRADING PERIOD**

Grade cards will be available online or by hard copy for students the week following the end of the nine-week grading period.

The final grade card maybe viewed online using the school system or maybe mailed to the parents approximately one week after the last day of school.

Mid-term grades will be posted for all students to view at the end of the fifth week of each four nine weeks grading periods. Deficiency reports maybe viewed by accessing the online school system.

Passing and failing is determined by semester. Only semester grades are recorded on transcripts unless it is a nine-week course.

### **GUEST TEACHERS**

There will be times when you will be working with a guest teacher because your regular instructor is absent. These people are friends of our school and have the same authority as our teachers. Treat them with respect, follow their directions, and help them in every way you can. Remember they are very important people.

### **HONOR ROLL**

Principal's Honor Roll	The student must have a <b>3.8</b> or higher average on all subjects for the nine weeks.
Honor Roll	The student must attain between a <b>3.5</b> and <b>3.79</b> average on all subjects for the nine weeks.
Honorable Mention	The student must attain between a <b>3.0</b> and <b>3.49</b> average on all subjects for the nine weeks. <b>(Students may not have a "D" or "F" and be eligible for any of the recognitions.)</b>

## **HONORS AND AWARDS**

### **CITIZENSHIP AWARD**

The KSHSAA annual Citizenship Award will be presented during the Fine Arts Award assembly. This award is to be awarded to the two students who have proved to be our most outstanding citizens.

A teacher/sponsor/coach may nominate individuals for this award. The teaching staff, by voting from the list of nominees submitted, will select the winners. The students who qualify for this honor should meet the following criteria:

#### **RESPECT:**

1. Shows respect at all times for the Flag, Our National Anthem, and the Constitution.
2. Shows respect for the students and the citizens of the school and community.
3. Respects both public and private property.
4. Shows respect for the student and adult leaders in the school and community.
5. Demonstrates a tolerance and respect for the religious convictions of others.

#### **RESPONSIBILITY:**

1. Demonstrates the willingness to assume citizenship responsibilities in the school and community.
2. Works to build school pride through active participation in those projects which publicize, honor, or beautify the school.
3. Displays good sportsmanship whether as a participant or spectator.
4. Is friendly toward new students and encourages them to become involved in school activities.

#### **REVERENCE:**

1. Shows reverence and concern for life.

### **OUTSTANDING SENIOR BOY AND GIRL**

This selection is made by the teaching staff from those seniors, who have at least a 3.0 grade point average, submit a resume listing their accomplishments throughout their high school career, and agree to speak at commencement. The teachers then vote on the applicants and if no student receives a majority, another vote is taken between the top two vote getters.

## **SCHOLARSHIP HONORS**

All students of the graduating class with a cumulative grade point average of 3.5 for their high school average (grades 9 - 12) shall be recognized. They may wear honor cords with their senior robes. Seniors will also receive a scholarship award for maintaining a 3.5 or better GPA for their high school career.

## **INDEPENDENT STUDY**

Planned programs of independent study shall be an extended in-depth study of a particular subject area offered in the regular school program, or a course that is already offered but taken at a different time.

Students wanting independent study will draw up a written proposal for study and present it to the teacher under whom he/she wishes to work. The sponsoring teacher shall specifically list for each pupil a grading policy and the objectives that shall be met for a successful completion of the program. Both student and teacher will present the proposal to the principal before enrolling with the counselor.

Credit will be granted for independent study as prescribed by policy.

All regulations governing regular students within the class will be followed in governing independent study students.

Independent study programs should not demand more time of the sponsoring teacher than any regular student within the class period.

Special Education students will not be included in the regulation but will function under existing rules set up especially for them. **Teachers are not required to accept independent study students.**

## LETTERING

To letter, the student is expected to participate during the entire season; however, special consideration will be allowed for the lettering of athletes with serious injuries. All letter awards must meet with the approval of the principal before being announced. An award may be withheld in the case of disciplinary troubles, breaking training, unresolved school obligations (uniforms not turned in) or ineligibility. Letters are only given for non-classroom activities. A coach may letter a student without fully meeting the criteria in consideration of special contributions made to that activity. (Example-A four-year participant in that activity who has not previously lettered in that activity.) The school will furnish the earned letters, emblems, and bars.

### LETTERING POLICIES SENIOR HIGH SCHOOL:

1. **BAND:** Accumulate 270 points earned by participating in required and non-required activities.
2. **BASKETBALL:** Play in half of the seasonal varsity quarters.
3. **CROSS COUNTRY:** Run at the varsity level in half of the meets.
4. **FOOTBALL:** Play in half of the seasonal varsity quarters.
5. **FORENSICS:** Must score 70% of the top scorer's total number of points scored throughout the season. To receive your letter or any awards given by the instructor and voted on by the team, a Forensics team member must attend the Fine Arts Night to receive this award.
6. **GOLF:** Participate in six (6) varsity matches.
7. **TRACK:** Average one point per meet in the 8 regular season meets or score one point in the league or regional track meet.
8. **VOCAL MUSIC:** Accumulate 95% of the total number of points possible by participating in extra activities.
9. **VOLLEYBALL:** Play in half of all varsity games.
10. **WRESTLING:** Compete in half of the varsity matches or compete in the regional tournament.
11. **HIGH SCHOOL CHEERLEADING:** Cheer in half of the varsity contests and be in good standing at the conclusion of the season.
12. **SCHOLAR BOWL:** Attend a majority of the scheduled practices & participate on a varsity team in at least three tournaments during the season.

## LIBRARY

The high school library will be open from 8:00 a.m. until 3:50 p.m. The librarian, with the approval of the principal, will post regulations for the use of the school library. It is intended to be a quiet zone for research and study and not a social center.

**PURPOSE OF THE LIBRARY MEDIA CENTER:** The school library media center provides a collection of print and non-print materials, AV equipment, computers and services to all students, faculty, staff, administration and general public. These materials and services are not confined to the center itself, but extend to every classroom, laboratory, and activity area of the district.

### Media Center Management:

Expectations:

1. Respect other's rights to use the Media center in a quiet and orderly manner, free from unnecessary noise and interruptions.
2. Respect others personal property.
3. Respect the property belonging to the district.
4. Show respect to all – students, staff and self.

When using the Library Media Center, the shelf sticks are used to mark the shelf position of a chosen book. Return books to the correct place when finished. Books shelved incorrectly are lost and cannot be found for others. If in doubt...ASK for help or give to the library personnel!

There is no limit as to the number of items a student may check out unless a teacher and Media Specialist request such a limit. All materials MUST be checked out with personnel. Please be reasonable as to how many you want to check out! Materials may be renewed as many times as needed. However in order to be renewed, the materials MUST be present.

Students are responsible for all materials checked out in their name. Trading of materials without having checked them out to a new person is highly discouraged. If it is in YOUR name, YOU are responsible for the book as well as any obligations.

Students may not check out materials if they have an outstanding obligation. Students may use both the High School and Middle School Media Centers. However if there is an outstanding obligation in one Center, no materials may be checked out in the other center until the obligation is taken care of.

Accelerated Reader notebooks are available in the Media Center for you to use.

**INTER-LIBRARY LOAN:** The Media Center uses The Northwest Kansas Library System to provide books and photocopies to students, teachers, and staff.

The books obtained through Inter-Library Loan MUST be returned on time. These materials can seldom be renewed. If the lending Library charges for items that are overdue or for the making of photocopies, the individual receiving the material will be charged. Again, if there is an outstanding Inter-Library Loan obligation, no materials will be checked out in our Media Centers until it is taken care of.

## LOCKERS

Lockers will be assigned at the beginning of each school year. It is **IMPORTANT** that you remain in that locker so messages can be delivered; make up work retrieved for parents, etc.

## LUNCH PROGRAM

Students and staff members may open an ACCU-SCAN account and will be issued an I.D. Card.

**NOTICE:** If the I.D. Card is lost, damaged or stolen, the individual will need to report this to the Food Service Director. At this time your I.D. Card will become invalid and a new I.D. Card will be issued. The money in your old meal account will be transferred to your new account. **If a new I.D. Card has to be issued, the cost will be \$2.00 each time.**

For your convenience, any number of meals may be purchased. (Moneys for credit to your account may be left with the secretary only before or after school.) Checks may be handed to the cashier in the lunch line. **NO CHARGES WILL BE ALLOWED.**

High school students and adults taking part in the hot lunch program shall be responsible for their own lunch tickets and will not be granted meals without payment.

Students may bring a sack lunch or just visit in the lunchroom during the lunch period.

Extra milk or milk to go with sack lunches may be purchased in the lunch line.

Parents unable to pay for lunches may apply for free or reduced priced lunches at the school office.

### **Lunch Period-**

All students are to be in the cafeteria during the period assigned to them. They may go to the rest room in the cafeteria building. **They are not to go in to any other building or the office without permission from the lunchroom supervisors.**

**Oakley School system practices a closed lunch hour and all students are to report to the lunchroom at their assigned time. Students will stay in the assigned area until the time designated for their return to class.**

## MEDICATION

The dispensing of any medication to students (this includes aspirin, etc.) will follow Kansas Department of Health Education guidelines. The school nurse will be responsible for overall administration of medication as governed by regulation KAR-60-15-104 (administering medication during school hours) and Board Policy.

## PARTIES AND DANCES

1. "All School" parties and dances shall be sponsored. All parties and dances will be entered on the school calendar.
2. Students will sign in at the desk provided and a cut off time for entering the dance will be established. Students signing out before the dance is over will not be permitted to return.
3. Parents are welcome as spectators.
4. Outside dates will be signed in at the office before the office closes the day of the dance. Students signing guests in at the dance are responsible for the guest's behavior. If the guest is asked to leave because of misbehavior, the person who invited them will also be asked to leave. No middle school students may be outside dates, *no one 21 years or older and or someone out of school for two years or more.*
5. Dances will end no later than 12:00 midnight.

## **6. Use of Breathalyzers at school dances and prom.**

### **Purpose**

The Oakley School System supports the use of breathalyzers during school dances/prom (on or off school grounds) as a deterrent to the use of alcohol by underage drinkers.

### **School Dances/Prom**

Students will be notified in writing (school handbook) prior to any school sponsored dance/prom where a breathalyzer may be used that they could be required to submit to a breathalyzer test. Students will be notified that they will be denied entry and/or be removed from the event in the event that they are found to have consumed and/or possessed alcohol at, or before a school dance/prom. They could possibly face additional disciplinary action.

### **Definitions**

Breathalyzer Test: Chemical testing of a sample of expired breath, using breath test equipment designed for this purpose, in order to determine the concentration of alcohol in the person's blood.

### **Reasonable Suspicion:**

For purposes of this policy, indications of reasonable suspicion may include, but not limited to, such as characteristics as alcohol odor, slurred speech, and unsteady gait, lack of coordination, presence of an alcohol container, bloodshot or glazed eyes or other similar information.

### **Administration of Breathalyzers**

The breathalyzers may be administered in one of the three following ways, at the discretion of the event organizers and/ or Administration.

1. The breathalyzer is administered to all students and their guests.
2. Event organizers may develop a systematic way of randomly identifying students to be tested (e.g. every third student) in order to avoid any claim of discrimination or other differential treatment.
3. Event organizers may decide to test only upon reasonable suspicion that a particular student or students was/were under the influence of alcohol.

Event organizers/supervisors and school personnel will be trained in the proper use of available breathalyzers. Breathalyzers will be properly calibrated and maintained in accordance with accepted standards.

### **Lack of Consent or Breathalyzer Test**

Any student who refuses to take a breathalyzer test will be excluded from the dance/prom. The parents/guardian will be called to remove the student from the premises.

## **Procedures for Student Who Test Positive**

If a student tests positive for alcohol consumption, the student will be removed from the line to an area away from other students and be questioned by the administrator.

If the student tests positive and acknowledges consuming alcohol, the student's parent/guardian will be contacted to safely remove the student from the premises.

If the student tests positive and does not acknowledge consuming alcohol, he/she will be removed to a safe location to wait for a period of no less than 15 minutes at which time the student will again be tested for alcohol consumption.

If the student tests negative for alcohol after being tested for a second time, the student will enter the prom or dance and no further action will be necessary.

If the student tests positive after being tested the second time, the student's parent/guardian will be called to safely remove the student.

## **Police Involvement**

The police will be called upon for their assistance if the following occur:

1. The student tests positive for alcohol and is uncooperative.
2. The student refuses to take the test and is uncooperative.
3. There is reason to believe the student has supplied alcohol to other students.
4. The student appears to be in imminent danger of health due to the consumption or the expected consumption of alcohol.

The school administration will use its discretion in determining when it is necessary to contact the police.

## **PEP BAND**

The Pep Band performs at assemblies and various athletic contests.

## **PUBLIC DISPLAY OF AFFECTION**

Embracing, kissing, or other acts of affection are not permitted in the school or on school grounds. Parents will be notified if students persist in being too intimate at school. Failure to comply with this rule will result in disciplinary action.

## **SCHOOL BUILDINGS AND GROUNDS**

Outside groups desiring to use the building or its facilities are required by the Board of Education policy to secure the permission of the administration and fill out a form stating what rooms and equipment are needed.

## **SCHOOL RELATED ACTIVITIES**

Teachers will not record absences due to school-related (instructional/athletic) activities. Students are required to complete all class assignments within a reasonable amount of time as directed by the classroom teacher. Failure to complete the required assignments may result in spending additional time in school or lowering of course grades. Teachers should inform coaches/sponsors if students are not keeping up.

## **SCHOOL NURSE**

The office of the school nurse is located in the elementary building. A room is provided so that students who are ill may lie down. Permits to use the room are issued by the school nurse. If you are ill, you may obtain permission to see the nurse through the school office.

## **SPECIAL SERVICE STUDENTS**

Students who are part of the special service program are governed by rules and regulations set forth by the Federal Government and the State of Kansas and are entirely different from those governing regular students. Anyone having questions concerning the program of a special service student is to call the principal at the high school.

## **STUDENT GUEST**

We do not encourage visitors, as visitors tend to disrupt the normal classroom activities. If a student brings a guest to school for visitation the student should bring them to the office and introduce them to the principal. They are also responsible for introducing them to the teachers and for being sure there is seating available for them. **Student guest are limited to one day unless approved by the principal.**

## **TEACHER AIDES**

**REQUIREMENTS:**

1. Must be a Junior or Senior and may only be an aide once during their years in school.
2. Must have an accumulative GPA of 3.0 or better.
3. Must be accepted by the teacher

Students may be aides their junior or senior year and receive credit. The student will not serve as an aide for non-credit. Teachers' kindergarten through twelfth grade may apply for an aide.

Student assistant work should be designed so that the student will learn the maximum possible about the subject and is not to be used exclusively as a secretarial assistant. Students planning to enter the teaching field should receive first choice in the assistant position.

More than one aide may be assigned in special cases and at the discretion of the principal.

Students will be graded on a nine-week basis A-B-C-D-F. This grade must be turned into the high school office on a grade sheet for transcript purposes according to a grade standard.

Student aides are expected to show excellent character and attendance records. Failure to do so may result in removal from this position.

## TELEPHONE

The office will follow a policy of delivering all phone messages to the student's locker and placing them on the inside of the locker door. Urgent messages may be delivered on request due to the many messages, time spent by office personnel, and disruption to classes, these will be held to an absolute minimum. Students may make phone calls between classes on the office phone only. Students will ask permission to use the student phone in the high school office.

**Cell phones** are expected to be turned off during class time. Phones used during class time will be confiscated and may be picked up from the office at the end of the day. Appropriate use of phones will be allowed between class and during lunch.

## TESTING

Tests provide students with valuable information about themselves. In making future education and vocational plans, the student should weigh test information carefully.

The Iowa Tests of Basic Skills maybe administered to students in grades 9 and 11. The PSAT is a pre-Sat used to measure English and math. The PSAT is provided for all juniors. All sophomores may take the ASVAB, Armed Services Vocational Aptitude Battery, a measurement of vocational interest and aptitude areas. Also, the ACT PLAN test is given to sophomore students.

The ACT, American College Testing, is the standard assessment for pre-college entrance. The test may be taken by student's grades 9-12. Test scores on the ACT give the student a chance to compare him or herself with other college-bound students, and are also used to determine scholarship consideration at many institutions. Students should take the test seriously and always do their best to get an accurate measure of their potential and achievement. The school will pay for students taking the ACT test in October or December of their senior year.

All test dates will be on the calendar and posted in the counselor's office.

## TEST OUT POLICY

In accordance with Regulation 3.0.67, students on a gifted Individual Education Plan shall be permitted to test out of, or work at, an individual rate and receive credit for required or prerequisite course, or both, at all grade levels, if so specified in that child's IEP.

## **ADVERTISING, TICKET SELLING**

The Unified District #274 is a public corporation operated for the general welfare of students and must be kept as free as possible from exploitation by corporations, private individuals, or special groups. For the protection of the school children of this district, the Board of Education disapproves of the following practices.

1. The use of time of teachers while in classes by agents and representatives of various businesses, unions, professional organizations and commercial and financial institutions.
2. The display of posters advertising lodge, fraternity, sorority, or other commercial dances or shows.
3. Ticket selling campaigns in the school for events which are not school sponsored.
4. The giving of paid performances in the school during the school day by outside agencies for which tickets will be sold or admission charged to students.
5. The assessing of children or permitting them to be assessed by organizations for any purpose that is not important to the conducting of the regular educational program. Our schools are nominally free and children should be relieved as far as possible of demands upon the family income.

## **TORNADO DRILL**

There will be a tornado drill three times during each school term. Each teacher will instruct their classes regarding proper procedure for reaching the shelter areas. Each teacher will take his grade book with him for roll call.

**IT IS IMPERATIVE THAT WE MAINTAIN SILENCE AND DISCIPLINE DURING THESE DRILLS.** In the event of an actual tornado, it may be very **important** to be able to communicate and give directions.

## **TRANSPORTATION - BUS REGULATIONS**

The driver is in charge of the students and the bus. Students must obey the driver. Students riding the bus during a stormy season are to listen to their radio for storm warnings and not attempt to reach school when forewarned as to unsafe conditions such as heavy snow or rain.

The above rules and regulations will apply to any trip under school sponsorship. Students shall respect the wishes of a sponsor appointed by the school.

## THE GUIDANCE PROGRAM

The Guidance Program can best be defined as the services available to the students to facilitate their academic success in school, to help them better understand their strengths and limitations; to identify their interests, and to aid them in planning for and attaining realistic goals.

Services:

### A. Counseling

Counseling is just a part of the guidance program. Counseling is valuable in the developmental process of all students. The various daily conflicts, questions, and pressures in the total environment are constantly in need of resolution. Problems brought to the counselor vary from individual to educational. Some pupils are concerned with establishing clearly the type of college or program for which they are best suited; other pupils may be concerned with adjusting to a new school situation or may have a problem of peer group acceptance. The variety of problems is boundless, yet all are tied in with the pupil's academic and personal success. Learning does not take place in isolation from a student's total orientation. Counseling attempts to strengthen this orientation through better self-understanding and self-direction.

### B. Collecting and Interpreting Data About the Student for the Student

Tests serve as one means of knowing the individual, his achievement, his abilities, and his interests. Tests, in conjunction with other aspects of the educational program, are best used when carefully interpreted to students. Students do not pass or fail tests given through the guidance program. They do, though, help parents and students, as well as the counselor, identify strengths and weaknesses in various areas. This in turn will help and be a tool for the student to see himself better and plan for realistic goals.

### C. Providing Information for Students

The youth of today face a continuously changing world in which new occupations arise. With rapid technological changes this pattern is likely to continue. As a result, individuals may be faced with the necessity of making several occupational choices during their lifetime and should be kept abreast of the occupational trends.

### D. Guidance

The counselor will help in course selection and assist the student in preparing for college.

### E. Consulting with Parents and Staff

The counselor confers with teachers, administrators and parents for mutual assistance as each strives to work more effectively with the students.

Parents please feel free to visit with the counselor at any time during the year concerning matters in the guidance program. The counselor needs the help of parents in working with the students.

**STUDENT COUNCIL CONSTITUTION**  
(Revised Edition 2002)

The schools in a democracy must educate for democratic living. We can most effectively accomplish this goal by creating a democratic environment when students and teachers are both actively involved in meaningful decision making. A representative student government given certain basic rights and responsibilities can best achieve such active involvement by the students.

**ARTICLE I**

Section 1: **Name**: The name of this organization is the Student Council of Oakley Senior High School, Unified District No. 274.

**ARTICLE II**

Section 1: **Purpose**: The purpose of this organization shall be to represent and serve the student body of Oakley Senior High School and to promote a better relationship between the Board of Education, Administration, faculty, the students of Oakley Senior High School, and the community.

**ARTICLE III**

Section 1: **Right to Veto**: Any action voted on by the Student Council must be passed through the administration's office before any action is taken.

**ARTICLE IV**

Section 1: **Membership**: The members of the Student Council shall consist of the following: Two voting student representatives from each organization (F.C.C.L.A., F.F.A., Cheerleading, NHS, FBLA, FCA, Band, Plainsmen Singers, and Drill Team), three voting student representatives from each of the classes (freshmen, sophomore, junior, senior; one representative is to be a girl, one is to be a boy, and the third representative may be either a boy or a girl), executive officers and one non-voting faculty member appointed by the administration. Newly organized clubs may be recognized and their representatives accepted by a two-thirds vote on the Student Council after a one-year probationary period.

**ARTICLE V**

Section 1: **Election**: The executive officers for the following year shall be elected by the students of Oakley Senior High School during the month of April.

Section 2: **Elective Positions**: Elective Student Council positions are President, Vice-President, Secretary, Treasurer, class representative, and organization representative.

Section 3: **Term of Office**: Student Council officers and representatives will begin their elected term one day after the end of the school year in which they were elected, and will end their term on the last day of school of the following year.

Section 4: **Election Procedure**: In order to be qualified candidates for the offices of President, Vice-President, Secretary, and Treasurer, students must obtain a petition from the Secretary or Advisor of the Student Council, have the petition signed by twenty students and three faculty members, and file the petition with the President or Advisor of the Student Council one week before the elections are to be held. Students can only sign one petition. A student must also have one year's prior experience in the Student Council or one year's experience as an officer (President, Vice-President, Secretary, or Treasurer) of any school organization to qualify for the office of President. Active campaigning may take place during the week before elections and will end in a general meeting (at which time all candidates will have an equal amount of time to speak to the student body) the day before elections are held. The day immediately following the general meeting voting will take place for the position of President, the following day votes will be cast for the position of Vice-President, the day following the election of Vice-President will be the election of the Secretary and voting will conclude the fourth day after the general meeting with the election of the Treasurer with the exception of a tie which will result in another vote the following day, and set the following elections one day back. (Candidates who run for an office and lose may then run for any other office that they have signified on their petition, which they have filed with the President or Advisor).

Section 5: **Qualified Voters**: Qualified voting students are all students who will be enrolled for the next school term in Oakley Senior High School and who have registered with the Secretary of the Student Council (registration will take place prior to voting). For the election year all qualified voters will be freshmen, sophomore, and juniors enrolled in Oakley High School and those eighth graders in the Oakley Middle School who have registered with the Secretary of the Student Council.

Section 6: **Voting Polls**: an election committee will establish The Voting Polls. That committee will announce voting times and locations.

## **ARTICLE VI**

Section 1: **Duties of Officers**:

- a. The President shall preside at all meetings of the Council, call special meetings when necessary, appoint all committees, represent the Council on all public occasions, report to the administration on all actions taken by the Council, if possible attend the summer Student Council Workshop, and assume all other duties that are generally associated with this office.
- b. The Vice-President shall perform the duties of the Presidency in the absence of the President, acts as an ex-officio member of all standing committees and perform such duties that are generally associated with this office.
- c. The Secretary shall keep the minutes of all Student Council meetings, handle all official correspondence, and perform such other duties that are generally associated with this office.
- d. The Treasurer shall have charge of all Student Council funds, maintain an accurate record for all such funds, shall make reports of the Council's financial condition at all regular meetings of the Council, and perform such other duties that are generally associated with this office.

## **ARTICLE VII**

Section 1: **Disciplinary Procedure**: Any member upon missing two unexcused consecutive meetings of the Student Council shall be brought before the Executive Council for review and any disciplinary actions that may seem necessary. If the problem of missing meetings persists the procedures outlined in Article VII, Section 2 will take place.

Section 2: **Remove from Office**: An officer or representative may be removed from office for repeated failure to attend meetings, failure to represent his/her group properly and fairly, failure to carry out his/her duties as an officer or representative, or for any other actions which are detrimental to the welfare and best interests of the school. The Student Council shall constitute the trial board. A two-thirds vote of the entire membership shall be necessary to remove anyone from this office or representative position. Such action must have the approval of the administration and faculty sponsor.

Section 3: **Vacancies**: If a representative resigns or is removed from office, an alternate elected by his/her class or club shall take his/her place. If an officer resigns or is removed from office the Student Council shall be empowered to fill the vacancy except in the case of the President. In this case the Vice-President becomes the President.

#### **ARTICLE VIII**

Section 1: **Meetings**: The Student Council shall meet regularly with a minimum of one meeting every four weeks. All meetings shall be open meetings unless otherwise requested by two-thirds vote of the council members.

#### **ARTICLE IX**

Section 1: **Jurisdiction**: The Student Council shall have jurisdiction over all matters that may be referred to it by the administration. The Council shall have advisory powers over such matters as its members see fit to bring before the Council.

Section 2: **Acts of the Council**: All acts of the Student Council must meet the approval of the administration before they become valid.

#### **ARTICLE X**

Section 1: **Amendment process**: This Constitution may be amended by a proposal of two-thirds vote of the Student Council or two-thirds of the Student Body and upon ratification by three-fourths of the student body.

Section 2: **Requirements Before Ratification**: Before ratification can take place the student body must be informed of the amendment proposed to the constitution two weeks before that body is to take vote on the amendment and a hearing on the amendment must be held one week before the student body is to take vote on the amendment.

#### **ARTICLE XI**

Section 1: **Quorum**: A quorum shall consist of two-thirds of the Student Council members.

#### **ARTICLE XII**

Section 1: **Special committees**: Special committees may be organized as necessary.

#### **ARTICLE XIII**

Section 1: **Policies of the Student Council**: All policies for the Student Council may be changed, deleted, or added to by a two-thirds vote of the Student Council members.

## POLICIES

A. The Student Council shall sponsor at least two dances a year (the Homecoming dance & Snowball).

B. The Homecoming parade and half-time ceremonies are to be handled by the Student Council.

C. The Homecoming Queen shall be a senior girl and the Homecoming King shall be a senior boy. Three King candidates will be nominated by the senior girls and three Queen candidates will be nominated by the senior boys. The entire student body will then vote on the King and Queen. Each class will nominate one boy and one girl attendant to represent their class. Both must be in good standing with the school and community through the entirety of the event. Students may serve as attendants one time in their high school years, including both Homecoming and Snowball. Previous attendants may be selected as Queen or King candidates.

D. Snowball royalty shall be a senior girl and a senior boy. The Student Council will nominate three King and three Queen candidates. The entire student body will then vote the King and Queen on. Attendants for each class will be selected using the same procedure as Homecoming. The same criteria that are used in Homecoming will apply to Snowball royalty.

E. In one school term a student may not hold any more than one major class or organization office and two minor class or organization offices (major office is considered to be President).

F. The Student Council is responsible for the care and control of the candy and pop machines.

G. The high school parking arrangement for students shall be as follows. **Seniors** will park alongside the school on the north side in two rows. **Juniors** will park along the north side of the parking lot facing 8<sup>th</sup> street and in the northwest corner facing Edgerton street, **Sophomores** will park on the east side of the high school, and **Freshmen** will park in rows behind the Sophomore cars on the east side also. In the event that students in different classes ride to school together, they will park in the area designated for the class of the owner of the car (i.e. if a Sophomore and a Senior rode to school together in the sophomore's car, they would park in the Sophomore parking).

Students who have reserved parking on their gold Reach card will be able to park along the fence east of the football stadium and in a row along the street (facing north) up to the gas meter. The parking along the east fence, east of the football field is reserved for faculty and staff of USD 274.

Violators of the parking resolution will, upon their first violation, lose the REACH card for the nine weeks. All other violations will result in an office referral. If the student in question does not have a REACH card, their first violation will result in an office referral. If violations continue, the student may be asked to park off campus for a period of time.

In the event that an activity bus leaves at 7:45 a.m. or before, the students riding on that bus will have the opportunity to park their cars in the student parking lot (Gold card, senior, Juniors, etc.) closest to the departing bus.

H. REACH card criteria is as follows:

In an effort to promote good conduct, and attention to grades, we have developed a system of incentives based on the Renaissance Program, a program being implemented around the country. The R.E.A.C. H. (Reinforcing Education Attitudes, Cooperation, and Higher Learning) program gives each student the opportunity to earn a card at one of the three levels by maintaining a high grade point average, improving grade point average, and following the rules of conduct within our high school and in individual classes. The card level indicates what kind and the extent of special privileges awarded. The privileges may change from year to year.

1. **Gold Card** (Highest Level)
  - A. Requirements
    1. 3.8 to 4.0 GPA
  - B. Privileges
    1. Free entry to all activities
    2. Pizza Day
    3. Reserved parking
    4. 3 movies passes and 5 fountain drinks
2. **Purple Card**
  - A. Requirements
    1. 3.5 to 3.79 GPA
  - B. Privileges
    1. Half price to all activities
    2. 2 movie passes and 3 fountain drinks
3. **White Card**
  - A. Requirements
    1. 3.2 to 3.49 GPA
  - C. Privileges
    1. Half price to all activities
    2. 1 movie pass and 1 fountain drink

Cards can be revoked at the discretion of the principal. Abuses of privileges and / or discipline referrals are possible reasons for revocation. Teachers can make recommendations for revocation, but the principal will make the final decision. Cards are to be earned per nine weeks, and if a student has his/her card revoked, he/she has an opportunity to re-earn it at the next grading period.

## **ORGANIZATIONS**

### **FUTURE BUSINESS LEADERS OF AMERICA**

FBLA is a national association of 270,000 students interested in business or business education careers. Any student enrolled in a business or business-related class may be a member at Oakley High School. Generally, chapter programs comprise:

Professional Activities -- those that increase student skills or knowledge of the business world. Project examples include guest speakers, visits to local business/industry, panel discussions, preparation for competitive events, etc.

Service Activities -- those that help people in need. FBLA is affiliated with the March of Dimes and Tourette's syndrome Association. Individual chapters can also get involved in other community works and projects.

Civic Activities -- those that promote civic pride and responsibility. Chapters frequently work with and honor the efforts of local chambers of commerce, local businesspersons and local business organizations.

Fund Raising Activities -- those that finance chapter projects, including sending members to conferences.

### **F F A**

The FFA provides an opportunity for students with agricultural and agriculturally related interests to meet and associate with students of other communities having the same goals. It provides opportunities for leadership training and competitive work in numerous areas of the agriculture field. Members of the FFA are active in community projects, moneymaking activities, and special projects that the chapter determines on a yearly basis. The primary aim of the FFA organization is development of agriculture leadership, citizenship and cooperation.

### **FAMILY CAREER AND COMMUNITY LEADERS OF AMERICA**

This youth organization encourages personal growth, leadership development, family and community involvement and preparation for the multiple adult roles of wage earner, community leader and family member. Chapter projects focus on a variety of contemporary youth concerns including parenting, family relationships, substance abuse, and peer pressure and career exploration. Involvement in FCCLA offers members the opportunity to expand their leadership potential and develop skills for life -- planning, goal setting, problem solving, decision-making and interpersonal communications -- necessary in the world of work and the home. An FCCLA member can participate in the following: local meetings, group projects and activities, individual projects and can participate at the local, district, state or national level as an officer, in contests, or at meetings.

## NATIONAL HONOR SOCIETY

The Honor Society is an organized group to create enthusiasm for scholarship, stimulate desire to render service, promote leadership, and encourage development of character in the students of the high school. Those students eligible for election must have a 3.5 grade average. The national organization restricts the number who can be elected to approximately one-third (1/3) of those eligible.

Incoming juniors and seniors are eligible for selection and must submit a student activity information form to be reviewed by the five-member faculty council, which will select the top one-third of those eligible. The faculty council will meet to determine new inductees and by consensus rate the candidates on scholarship, leadership, service, and character considering each category equally.

### **The criteria concerning Leadership:**

1. Is resourceful in proposing new problems, applying principles, and making suggestions
2. Demonstrates initiative in promoting school activities
3. Exercises influence on peers in upholding school ideals
4. Is able to delegate responsibilities
5. Exemplifies positive attitudes
6. Successfully holds school offices or positions of responsibility, conducting business effectively and efficiently, and without prodding, demonstrates reliability and dependability
7. Is a forerunner in the classroom, at work, and in school or community activities
8. Is thoroughly dependable in any responsibility accepted

### **The criteria concerning Service:**

1. Is willing to uphold scholarship and maintain a loyal attitude
2. Participates in some outside activity: Girl Scouts; Boy Scouts; church groups; volunteer services for the aged, poor, or disadvantaged; family duties
3. Volunteers dependable and well-organized assistance, is gladly available, and is willing to sacrifice to offer assistance
4. Works well with others and is willing to take on difficult or inconspicuous responsibilities
5. Cheerfully and enthusiastically renders any requested service to the school
6. Is willing to represent the class or school in inter-class and interscholastic competition
7. Shows courtesy by assisting visitors, teachers, and students
8. Does committee and staff work without complaint.

### **The criteria concerning Character:**

1. Takes criticism willingly and accepts recommendations graciously
2. Consistently exemplifies desirable qualities of behavior (cheerfulness, friendliness, poise, stability)
3. Upholds principles of morality and ethics
4. Shows courtesy, concern, and respect for others
5. Observes instructions and rules, punctuality, and faithfulness both inside and outside the classroom
6. Has powers of concentration and sustained attention as shown by perseverance and application to studies
7. Manifests truthfulness in acknowledging obedience to rules, avoiding cheating in written work, and showing unwillingness to profit by the mistakes of others.
8. Actively helps rid the school of bad influences or environment

## COURSE AREAS OFFERED

### ART

The art curriculum is based on the National Art Standards of Aesthetics, Criticism, History and Production using elements and principles.

#### 350 ART I

**INTRO TO ART** (1<sup>st</sup> semester) - This course is designed to introduce as well as reinforce the basic elements and principles of design using a variety of medias. Projects will be primarily 2-dimensional. Components of art criticism will be dealt with as well as aesthetics.

**390 CRAFTS (OR 3-D ART)** (2<sup>nd</sup> Semester) – Through project work, students will experience folk art and crafts along with knowledge of the historical importance for various cultures.. Ecology and recycling, as part of the art culture will also be explored. Projects will be primarily 3-dimensional.

**STUDENTS MUST TAKE ALL CLASSES IN ORDER AND ARE REQUIRED TO TAKE ART 1 (INTRO &/OR CRAFTS) BEFORE ENROLLING IN THE FOLLOWING ADVANCED CLASSES.**

#### 360 ART II

**CLAY** – (1<sup>st</sup> semester) – Students will explore a variety of new clay techniques as well as expand on previously learned techniques and processes.

**PAINTING** – (2<sup>nd</sup> semester) – Students will explore a variety of new painting media & techniques as well as expand upon past techniques and experiences.

#### 370 Art III

**DRAWING** – (1<sup>ST</sup> semester) students will explore advanced drawing techniques and new media as well as expand on previously learned techniques and processes.

**DESIGN** – (2<sup>nd</sup> semester) Students will explore careers in art and a variety of design methods. This course focuses on aspects of Graphic Design as a career.

#### 380 Art IV

**ADVANCED ART**-Students enrolling in this course must have completed all previous classes. Advanced art will enhance and develop previously learned skills as well as introduce new skills, techniques and media.

**INDEPENDENT STUDY**-Students enrolling in an independent study must have completed at least Art I & or crafts. The student will develop a plan with the teacher for projects required and must be self-motivated enough to work primarily on an independent basis. In the event of a course conflict, an independent study will be at the discretion of the art teacher.

### BUSINESS

**110 ACCOUNTING I** - (Grade 10+) Students are introduced to accounting, which they will be expected to understand and use as adult consumers and employees. Financial transactions are analyzed and recorded, and financial statements are produced. Students are expected to learn principles and procedures needed to begin entry-level accounting careers, to further their study of accounting, and to handle personal business applications. Computerized accounting applications will be introduced in this class.

**120 COMPUTERIZED ACCOUNTING II - (Grade 11+)** This course is designed for students who have a definite interest in pursuing the study of accounting at the post secondary level or who have a desire to seek a beginning position upon graduation from high school. The student is given the opportunity to further develop the fundamentals of accounting in the following areas: accrued items, depreciation, departmental accounting, partnership accounting, control accounting, corporation accounting, automation, cost accounting and special sales. The student must have successfully completed the first-year course and should have an interest in, and an understanding of, accounting principles and theories. Microcomputers will be used in business simulations to develop and reinforce accounting concepts. Spreadsheet application will be used to teach many of the concepts.

**160 PERSONAL FINANCE – (Grades 9+)** The personal finance course will cover seven units of material relevant to young adults. After completing each of the seven units the student will be able to do the following: Unit 1: Prepare effective career selection tools such as a resume, letter of application, job application, and thank you letters. Unit 2: Describe employee rights and responsibilities in the workplace. Compute gross pay and net pay; complete federal income tax forms; tax forms; reconcile bank statement; and prepare a month's budget based upon personal information. Unit 3: Explain savings and investing options, including stocks, bonds, mutual funds, real estate, and retirement planning tools and accounts. Unit 4: List the advantages and disadvantages of credit, compute the costs of credit, and explain how to avoid and solve problems with credit. Unit 5: Discuss housing alternatives, explain strategies for buying and maintaining an automobile, and identify issues commonly affecting family relationships. Unit 6: Define risk management and the need for insurance, including property health, disability and life insurance. Unit 7: Explain the rights and responsibilities of consumers in the marketplace.

**590 BUSINESS MULTIMEDIA–(Semester class)** Business Multimedia utilizes computer software and other technology to produce business presentations. This course is useful to students in designing reports, web pages, advertisements, presentations electronic portfolio and a video. **Prerequisites** are Word Processing and Computer Applications.

**580 WEB PAGE MASTERS- (Semester class)** This class will be creating web pages using HTML programming and Dreamweaver. The students will create web pages that are appealing to the public as well as informational. This class will help students with writing skills, programming skills and artistic skills. **Prerequisites** are Word Processing and Computer Applications I.

**585 DIGITAL MEDIA– (Semester class)** This is a class that will show you how to create, edit, alter and fix digital photos to produce high quality images with software such as Photoshop elements. **Prerequisites** are Word Processing and Computer Applications.

**560 WORD PROCESSING** - Word processing refines keyboarding skills, develops word processing concepts and techniques, and develops formatting skills for both personal and business documents. Eighth grade keyboarding or a similar beginning keyboarding class is a pre-requisite. Word Processing is a **semester** class. Upon the completion of the program, the student should be able to:

Demonstrate proper keyboarding technique

Key 40 wpm with three or less errors for three minutes.

Operate word processing and e-mail software.

Format the following documents: letters, memorandums, envelopes, tabulated material and reports.

Compose and format the following personal documents: resume, letter of application, application form and follow-up letter.

**575 BUSINESS COMMUNICATIONS – (Grades 10+)** This class impacts all of our lives. This introductory course will teach students to communicate in a clear, courteous, concise, complete and correct manner on both a personal and professional level. Competency will be developed in oral, written interpersonal, technological and employment communications. Listening skills will be incorporated throughout the year. The overriding goal is to provide students with a solid communication base so they are able to communicate effectively.

**150 ON THE JOB TRAINING PROGRAM (OJT - grade 12) Prerequisites: Computer Applications I, Accounting I and Office Technology.** After students have met the three prerequisites to this course, they will begin their training for placement in a community business. Students will be expected to complete weekly assignments from the two text-workbooks. Students will complete a portfolio of their work, complete application forms, letter of applications and successfully complete a job interview prior to their placement in the business community. Additionally, students will be expected to complete a minimum of 180 clock hours of work in a business approved by the program director.

**130 ENTREPRENEURSHIP - (Grade 10+)** Entrepreneurship will take the student on a step-by-step journey through the entire process of owning your own business. The student will select a product of service to sell, determine who your customers are, learn how to market your business, obtain financing, manage your employees and more. You will also learn to put together a business plan and will have created a complete plan by the end of the year. You will also learn about supply and demand of your product and the importance of understanding these economic theories.

**140 IN HOUSE TRAINING (GRADE 12)** After students have met the prerequisites to this course, they will begin their training for work in the community owned Palace Community Theatre. Students will be expected to complete daily assignments in a number of different areas including: advertising design, marketing, web page design, e-mailing, scheduling and calendaring, letter writing, general accounting including accounts receivables and accounts payables, payroll accounting (computerized and manual), banking procedures including deposits and cash boxes, inventory control (ordering and stocking) and general business applications. **Prerequisites** are to have successfully completed or currently be enrolled in **three** of the following: Accounting I, Accounting II, Word Processing, Web Page, Computer Application or Entrepreneurship.

**570 DESKTOP PUBLISHING** - This class uses the computer to create graphics for layouts such as those used in commercial art, journalism, and advertisements. The course will teach graphic and layout techniques and designs. **Prerequisites** are Word Processing and Computer Applications.

**550 COMPUTER APPLICATIONS I (Semester - Requirement for graduation & Regents Requirement).** A beginning computer course, which introduces the student to the world of computers. You will learn about the working of computers and other computer-oriented equipment. You will work with word processing, spreadsheets, databases, graphics and presentation programs. Students should have at least a keyboarding class before enrolling in this class. Computer Applications I is a prerequisite for all other computer classes.

## **DRIVER'S EDUCATION**

**1950 DRIVER'S EDUCATION** - This course is designed to acquaint a young student with the laws of traffic safety. The students must pass the classroom before driving. Each student will have 45 hours of classroom instruction, six hours behind the wheel and three hours of observation. **This class is offered in the summer only.**

## **FOREIGN LANGUAGE**

**(2 credits required for Regents Scholarship Requirements)**

**(2 credits recommended for Regents Curriculum)**

**470 SPANISH I** - Beginning emphasis is on pronunciation, using records, tapes and transparencies with lots of group and individual participation. Extensive use is made of word games and puzzles to build vocabulary. Tapes and workbooks accompany the text which offer a balanced approach to speaking, reading, and writing.

**475 SPANISH II** - This class does most classroom activities on an individual basis. Emphasis is similar to first year levels with an increasing emphasis on reading and advanced conversation.

## INDUSTRIAL ARTS

**800 GENERALWOODS I** - Woodworking is a training for leisure hobbies or for vocational training. Students are instructed in the use of hand tools as well as power tools. The students must be able to pass the instructor's test in the use of power tools and safety precautions before he is permitted to operate power equipment.

**810 GENERAL WOODS II** – This is an advanced woods class that will be studying building and construction trades basics such as framing applications and construction techniques. Students will be building and constructing projects for the school. This class is for juniors and seniors who have taken General Woods I.

## LANGUAGE ARTS

**(4 credits required for graduations as well as being a Regents requirement)**

**400 ENGLISH I** – Students will focus on advanced concepts of grammar, usage and mechanics, read and respond to a variety of literary genres, and apply the components of the six-Trait Writing process

**410 ENGLISH II** –Applying components of the Six-Trait Writing process, students will focus their writing on the paragraph structure as used with the expository, descriptive, narrative and persuasive modes of writing. While all literary genres will be covered to some extent, much time will be spent with the novel. Students are expected to know their grammar and usage prior to entering the class.

**420 ENGLISH III** – Students will survey American literature as it corresponds to American history, develop a matured writing style by applying components of the six-trait Writing process, and apply various research methods and documentation devices to their writing.

**430 English IV** – Content will vary depending on students' post high school plans.

**460 FORENSICS** - This class is designed for the student wishing to enter the area of competition. Competition begins during the second semester and can be held on Saturdays.

Any student wishing to take the class must go to the forensics instructor for admittance, approval and to discuss course requirements. Competition areas include: duet acting, solo acting, original oration, informative speaking, one-act play, prose, poetry, improvised duet acting and extemporaneous speaking.

The student must attend at least two contests and at the time of enrollment must have a grade point average of 2.5.

## MATH

**(3 math credits are required for graduation in 2008-09, 3 credits required for Regents curriculum beginning with Algebra and 4 credits are required for Regents scholarship)**

**500 ADVANCED ALGEBRA (Advanced Algebra)** Advanced Algebra is directed primarily at senior students who have mastered Algebra II. This class will cover various topics, which include matrices, polynomial function, statistics and probability, trigonometry, and analytical geometry. This course would be an excellent source for anyone wanting to achieve success at the college level. (**Prerequisite** is Algebra II)

**502 DISCOVERY GEOMETRY** – This course is designed for sophomore or junior students who have taken Discovery Algebra. The course will help students investigate the different topics in geometry. Some of the topics this class will cover are angles, segments, congruent and similar triangles

**515 PRE -CALCULUS:** This course is for senior students whose primary college focus will be business, mathematics, science, or computers. Pre Calculus is an introduction to the field of calculus and analytical geometry. Topics that will be discussed are functions, discrete math, logic, derivations, vectors, and integrals. The prerequisite for this course is Advanced Algebra or Algebra II.

**525 APPLIED MATH:** This course is directed at students who do not feel comfortable making the jump from Pre Algebra to Algebra 1. The prerequisite for this course is Pre Algebra. Topics that will be covered throughout the year are problem solving techniques, conversions of units, graphs, tables, two and three dimensional shapes, geometry, and algebraic equations. Applied Math offers a slightly different approach to mathematics by giving students the opportunity to discover the practicality of math.

**520 ALGEBRA I** - Directed primarily at students who have mastered skills in operations with whole numbers, decimals, and fractions. However, these skills are polished in the study of Algebra I. The student is exposed again to common formula as well as reading and interpreting graphs. He should gain a more solid understanding of the real number system and conduct a systematic investigation of its properties. Deductive reasoning is woven into the presentations and a systematic approach is stressed in problem solving in hope that students will utilize that method in everyday living.

**530 ALGEBRA II** - This course is an extension of the Algebra I course. Topics covered include the concept of proof, the number systems, solutions to quadratic equations and the quadratic formula, systems of simultaneous equations, graphing of linear and quadratic systems, logarithms and elementary probability. Students who plan to enroll in Advanced Mathematics, Chemistry, or Physics should take Algebra II.

**540 GEOMETRY** - There are two primary aspects of learning covered in the Geometry course. Those are: 1. The study of logic and 2. The study of numerical relationships that exist in geometrical figures. In the study of logic students should acquire some degree of skill in differentiating between valid and invalid reasoning, as well as ability in developing logical syllogisms. The study of geometric figures deals with relationships in angle measurement and the number of sides of polygons, angle relationships in parallel and non-parallel lines as well as many others. Both the knowledge of logic and the facts concerned with geometrical figures should be of benefit to any individual no matter what his vocation might be. Geometry is especially desirable for any student who might be attending an institution of higher learning.

**510 PRE-ALGEBRA** - This course prepares the student for Algebra. It reviews basic arithmetic skills, introduces the use of variable and involves solving simple algebraic equations using very basic algebra techniques.

**505 Discovery Algebra** – This course is designed for freshman and sophomore students as an integrated math course to help students develop an in-depth understanding of mathematical concepts and techniques and ways to apply them. This course may involve some algebra, geometry, probability, graphing, statistics and trigonometry.

## MUSIC

**310 BAND** - The band program offers the interested student an opportunity for self-expression and also the experience of working together with other students in developing and presenting musical programs for the entertainment and educational enjoyment of the audience. The band functions as a democratic organization, with each member contributing and cooperating for the mutual benefit of the entire group. The various activities include: marching, public concerts, and contests. There is also an opportunity for personal artistic growth and development through lessons, solos, and ensemble.

**330 APPLIED STYLE** – The fall semester will stress theatre design, stagecraft, and lighting with introductory information in sound. The spring semester would stress sound reinforcement and recording with general information and review of lighting and stage applications. The class can be taken first or second semesters for ½ credit or for both semesters for 1 credit.

**340 MUSIC THEORY** - (Semester) – This class will be independent computer driven curriculum with short lecture as needed. The class could be taken first or second semester for ½ credit or for both semesters for 1 credit.

**300 PLAINSMEN CHOIR** - This ensemble offers the interested student an opportunity for self-expression and the experience of working together with other students in developing and presenting music programs for the entertainment and educational enjoyment of the audience. Personal satisfaction and enjoyment as well as a sense of pride and accomplishment are strong attributes for making the vocal program successful. Activities will include a variety of performances including public concerts, KMEA, and contests.

**320 PLAINSMEN SINGERS** - This auditioned mixed ensemble incorporates the above objectives while focusing on a wider variety of musical styles and performance opportunities. Students will study and perform more advanced music from the time periods ranging from 500 AD to the present. Activities will include a variety of public performances including Singsation, KMEA, contests and community events. Students are encouraged to enroll in Plainsmen Choir, however enrollment is not required for membership in this ensemble.

**335 GUITAR** – Students will learn the basic fundamentals and skills required to play acoustic guitar. The class will cover a brief history and origin of guitar. The class will require some out of class practice. Students are responsible for providing their own 6 string acoustic guitar

### **PHYSICAL EDUCATION** **(1 credit is required for graduation)**

**600 PHYSICAL EDUCATION/HEALTH - (Graduation requirement)** A 9th grade course designed to help realize the importance of Fitness for Life. The 5 parts of health related fitness and 6 parts of skill related fitness are studied and applied to each person's total fitness.

**610 ADVANCED PE** -This weight lifting program will be combined with agility, conditioning, flexibility, strength, power, and improving athletic skills. This class will benefit the student's self-esteem, and provide proper nutritional guidelines. Each student will be introduced to proper mechanics to enhance safety. Students will understand what muscle groups we are working on and how to train and test the different muscles.

### **SCIENCE** **(3 credits required for graduation in 2008-09 - 3 credits for Regents Requirements)**

**230 BIOLOGY II**- Human anatomy and physiology will be covered in great depth. This will be a good foundation for college courses as a person prepares for careers in nursing, chiropractic, doctor, parenting, health care, therapy, physician's assistant, and other medical careers. Dissections of fetal pigs, preserved cats, sheep brains, cow eyes, beef hearts, chicken skin, muscle, and bones, and a visit to the cadaver lab at Garden City community College will provide numerous "hands on" learning experiences. Topics are; muscular, skeletal, nervous, digestive, reproductive, integumentary, cardiovascular, urinary, and endocrine systems.

**220 BIOLOGY I** – Biology is the study of life! Life processes and functions will be studied at all aspects, from cellular to the entire organism. Taxonomy and classification of these organisms will help us to gather, organize, and compare information organisms. Genetics, DNA, RNA, heredity, mutations, and cloning will be discussed. We will study trees and plant anatomy and physiology. Plant processes such as photosynthesis and respiration. Chemical energy ATP, from the Krebs cycle and the Calvins cycle will be covered. Evolution and the Geological time line will incorporate “survival of the fittest” concepts, fossil formation, and adaptations of creature features. Several dissections will take place for “hands on” learning of anatomy and physiology of earthworm, grasshopper, clam, flower, crayfish, perch, frog, owl pellet, and starfish. We will learn life processes and relate shape to function. Comparing and contrast5ing numerous organelles of various organisms.

**240 CHEMISTRY** –Chemistry is the study of substances and the changes that they undergo. This survey course will include a study of atomic structure, the Periodic table, chemical reactions, stoichiometry, gas laws, solutions and acids and bases. Reinforcement of important concepts is facilitated by laboratory experiences. Directed primarily at students who have taken or are taking Algebra II. **Pre-requisite course: Physical Science.** This course meets the criteria for the Kansas Board of Regents qualified admissions.

**210 GENERAL LIFE SCIENCE** – This is an introductory class to the life sciences. Numerous topics will be covered in order to build a foundation for future life science studies classes. This basic course covers features and functions of living organisms.

**250 PHYSICS** – Physics is described as the study and understanding of natural phenomena in terms of energy and matter. Topics studied in this course include motion, vectors, forces, impulse and momentum, energy, circular motion, waves, thermodynamics and matter. Reinforcement of important concepts is facilitated by laboratory experiences. Directed primarily at students who have taken a minimum of Algebra II. **Prerequisite course: Physical Science.** This course meets the criteria for the Kansas Board of Regents qualified admissions.

**260 PHYSICAL SCIENCE:** There are two major topics that can explain most of the natural phenomenon that is observed in your environment: forces and energy. First semester deals with introductory physics topics and second semester delves into introductory chemistry, space and earth science topics.

**265 INTRODUCTION TO PHYSICAL SCIENCE:** This basic course presents an introduction of the natural laws and principles as they pertain to physical science. The students will relate everyday experiences to the physical laws that govern the behavior of matter and energy.

### **SOCIAL SCIENCE**

#### **(3 credits required for graduation and Regents Requirements)**

**710 AMERICAN HISTORY** - A survey of United States history from the Civil War to the present. The student will view this time period from a number of perspectives emphasizing their ability to compare historical events and make valid decisions concerning their effects using the varied social sciences. A project involving research and writing skills will be required. **This is a junior level class.**

**700 U.S. GOVERNMENT-** (Semester) The Constitution of the United States is studied in detail along with the court decisions, which affect its interpretation. Also included is a study of the different branches of the federal government, the judiciary, state government, local government, and the betterment of the American Society. **This is a senior level class.**

**705 WORLD GEOGRAPHY-** (Semester) The course will identify the political boundaries and physical features of world regions while also comparing and contrasting world regions in terms of history, economics and cultures.

**720 INTERNATIONAL RELATIONS** – (Semester) The course will analyze influential organizations, agencies and issues in international relations while focusing in particular on U.S. involvement in political, diplomatic, economic, and humanitarian issues worldwide. This class is paired with U.S. government.

**730 CURRENT SOCIAL ISSUES-** This course will analyze current historical events at the local, state, national, and world levels. Students will follow a variety of media sources to keep us to date with pertinent topics. Students will also be required to discuss their views on events or situations, both verbally and in writing. Several of the projects for this class will be done with partners or in cooperative groups. Grades for this class will come from weekly journal entries, quizzes, projects, and exams.

**740 MODERN WORLD HISTORY -** This course will be designed to give the students the widest panorama of world history from the Renaissance to contemporary times. A balanced presentation of political, economic, social and cultural history will be studied, taking particular care to describe how people lived in other times and places.

**750 ECONOMICS:** This course will provide an in-depth focus on several economic themes. Supply and Demand, Scarcity, Saving and Investing, Market Structures, Money and Banking, and the Federal Reserve's role in monetary policy will all be addressed. This will be an advanced course geared toward the 11th and 12th grade student.

## **AGRICULTURAL EDUCATION**

**1000 Agriculture Science – Prerequisite for other Agricultural Education classes.** Recommended the freshman year. Will cover the basics of the following areas: Careers in Agriculture, FFA, develop a plan for Supervised Agriculture Experience Program, welding, beginning animal science, plant science, and agricultural mechanics. A shop project will be completed.

**1010 Crop and Soils –** Recommended the sophomore year. Will cover in more depth crops, weeds, chemicals, soils, fertilizers, insect control, and machines used for crop production, as well as review basic welding skills learned in Introduction to Agriculture Science. A shop project will be completed.

**1011 Advanced Ag. Mechanics –** This class should be for juniors and seniors who have completed the Ag. Mechanics course. Welding, electricity, measuring of land and elevation, machine operations skills and engine fundamentals will be covered in more detail. The class will compete in the district Ag. Mechanics contest. FFA and Supervised Ag experience activities will be part of the class. A large shop project will be completed.

**1020 Animal Science –**Recommended the junior year. It will cover in depth animal reproduction, feeds, and feeding, animal health and care, use of range land management skills and marketing, as well as review of welding skills. A shop project will be completed.

**1030 Agriculture Mechanics –** Recommended the senior year. Will cover more in depth welding skills and advanced welding techniques, maintaining and servicing tractors, trucks, combines, and other farm machinery, electricity, hydraulic, and fencing. A shop project will be completed.

**1040 Agriculture Communication–** This class should be for juniors, seniors, chapter officers, and applicants for FFA officer positions. The class will participate in the district leadership school, develop the local plan of action (POA), attend Ag. Business contests, attend the district leadership conference, and produce the National Chapter award application. This class will make all advertising and handle receipts of money and finances of the annual fruit sale. Monthly meetings will be planned and chapter operations coordinated through the class.

**1045 Agriculture Welding –** This class should be for juniors and seniors that wish to explore career opportunities in the Ag Welding area. They will continue and build their (SAE) and participate in FFA. They will learn more advanced construction skills, electricity, calculations for figuring materials, masonry, using leveling equipment and soil and water management. Welding skills will be expanded as well as planning and construction of a difficult individual shop project. This is the year to build a large complex project.

## **FAMILY AND CONSUMER SCIENCES**

**915 Careers – (Semester)** This is an introductory level class for **freshmen**. This class will help students to develop a career plan. Topics include: exploring careers, job applications, cover letters, resumes, interviews, job shadowing, job skills. Job safety and handling conflicts.

**910 Textiles and Apparel** (Semester) - A basic clothing and textiles course, **for freshman through seniors**, which will cover fashion, textiles, clothing selection and purchasing, consumer decisions, careers, and construction techniques. Several construction projects will be completed.

**900 Nutrition and Healthy Lifestyles** (Semester) - A basic foods and nutrition course, **for freshman through seniors**, which will cover kitchen equipment and safety, food preparation and storage, nutrition, health and wellness issues, fitness, careers, and meal preparation which promotes healthy lifestyles.

**920 PARENTING** (Semester) - This class is designed **for sophomores through seniors**. Strong, positive parenting skills are critical in today's world. The effect of these skills impacts home and employment situations. Topics include parenting responsibilities, parenting practices, resources, meeting developmental needs of children, child care issues, and guidance and discipline. This class includes child development observations, labs, and projects.

**905 NUTRITION AND WELLNESS** (Semester) - This course is designed **for sophomores through senior**. This course covers how lifestyle impacts physical, emotional, and social health on a daily basis. It also covers how the choices made today will affect life expectancy and risk factors for disease. Students will plan how choosing, acquiring, preparing, and storing of food will affect overall health and wellness. Topics include food preparation and safety, health and wellness, meal preparation and management comparison shopping, diet fads, eating disorders and food technology.

**930 MAKING CHANGES AND CHOICES** – A **required sophomore class** which will provide students the opportunity to improve their skills for building and maintaining relationships; determine and understand the dynamics of marriage, parenting and family life; improve communication, decision making and leadership skills; and examine the impact that responsible life choices have on relationships and wellness.

**940 FAMILY LIVING** (Semester) – This course is for **sophomores through seniors**. This course covers how the effects of personal life choices impact the family, career and society. It also includes what is involved in making these choices to enable students to make healthier choices that impact the family, the work-force and the community. Topics include self-esteem, conflict, marriage and family issues, factors affecting families, and improving relationships.

**950 CAREER AND LIFESKILLS** (Semester) – This course is **for sophomores through seniors**. This course covers managing resources to achieve personal and family goals; career exploration and job seeking skills, making informed consumer decisions; budgeting and financial management (banking, credit, insurance, savings, and investing); and maintaining a healthy living environment.

**450 YEARBOOK** - Before a student may enroll in this class, they must meet the following pre-requisites:

1. All students must have an overall grade point average of 3.0 or above at the time of enrollment.
2. All students must have taken the following classes.  
Word Processing and received a grade of C+ or better for both semesters.  
English 1, 2 and received an A or B for each semester.
3. Must have passed English 3 and received an A or B average or presently enrolled in English 3.
4. All students who wish to be considered for this class must meet with the instructor to discuss the work and time required of this class.
5. Computer Applications I is required before taking yearbook.

The yearbook class is limited to ten students who can meet the above requirements. Students enrolled in this class must be able to work well under pressure in order to meet the deadlines. They must also be willing to work with other students and spend a great deal of extra time and effort in order to produce the yearbook. If more than 10 students want to take yearbook the criteria mentioned above would be used to make the decision. The teacher will contact other teachers to check scholastic ability and motivation skills and then will choose the 10 students.

Students enrolled in this class will be required to do the following items:

1. Learn to cooperate with other staff members.
2. Develop public relations and communications with businessmen.
3. Sell yearbooks to high school, middle school and elementary students.
4. Sell ads and yearbooks to the businessmen of Oakley and surrounding areas.
5. Develop layouts and produce approximately twelve pages, which will be assigned to a theme at the beginning of the year.
6. Develop a theme for the yearbook.
7. Take pictures at all activities throughout the school year (during school hours and also after school hours and in the evenings).
8. Learn to operate a 35 mm camera and take pictures for the activities as assigned.

The curriculum will also include design of good layouts, public relations, salesmanship techniques, development of organizational skills, bookkeeping, and learning the techniques used for good photography, yearbook layouts, and paste-up.

Grades will be based on the quality of the pages turned in to the instructor, work habits, ability of the students to meet deadlines, the student's attitude, and the student's ability to work with other staff members.

## **PEER TUTOR**

Sophomores, juniors, or seniors who possess leadership qualities and academic skills may take the course. The student is expected to develop a rapport with the students they are assisting through review, monitoring completion of assignments, and assistance in developing organizational skills. The principal/counselor/teacher team shall determine eligibility for enrollment.

## **SKILLS LAB**

This course is intended to help the students demonstrate a positive attitude toward themselves and school. The student will receive assistance in organizing his/her assignments and help reviewing assignments. The principal/counselor/teacher team shall determine eligibility for enrollment.

### **VOCATIONAL WORK STUDY (1130)**

This program is intended for juniors or seniors and is designed to operate during the school year. A student may receive up to one and one-half credits per semester (being enrolled for no more than three class periods per semester). The student enters this program for the purpose of gaining training or experience in an occupation. The student should receive training or experience in a variety of areas which gradually progressed in difficulty. Work study applicants must be approved by the principal before applying to the school to work coordinator. Work study applicants are responsible for locating a business which will accept them. After receiving permission to apply for school to work training, the applicant must meet state guidelines, which are available through the work coordinator.

### **U.S.D. 274 Internet Guidelines**

Students and staff in U.S.D. 274 have access to the Internet. The Internet, a worldwide electronic information system, is a network of networks used by educators, businesses, the government, the military, and organizations. In schools and libraries, the Internet can be used to educate, to inform, and to entertain. As a learning resource, the Internet is similar to books, magazines, videos, CD-ROMS and other information sources.

In U.S.D. 274 the use of the Internet will be to participate in distance learning activities, to ask questions of and consult with experts, to communicate with other individuals, and to locate material to meet their educational needs. All educators have a professional responsibility to work together to help students develop the skills needed to discriminate among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use information to meet their educational goals.

Making Internet access available carries with it the potential that some users might encounter information that some have identified as controversial and of potential harm. Because information on the Internet appears, disappears, and changes it is not possible to predict or control what may be located. U.S.D. 274 educators will take an active role in ensuring that students and their parents are aware of the individual student's responsibility to use Internet resources in an ethical and educational manner. Our focus is in providing individual users with the understanding and skills needed to use the Internet in ways appropriate for their individual educational needs. Concerns about Internet information will be handled the same way that concerns about other educational resources are now handled, and policies now dealing with other educational resources also pertain to Internet resources.

The district has guidelines for student and staff use of Internet accounts. To protect due process rights, these guidelines define appropriate educational and ethical uses of the Internet, identify individual responsibilities, and outline procedures for enforcing behavior on the Internet and handling violations. Students, staff, and parents are advised that some systems may contain inappropriate material. School administrators and staff do not condone the use of such materials and do not permit usage of such materials in the school environment. Users who knowingly bring such materials into the school environment, regardless of format, will be dealt with according to the discipline policies of the individual school building. The building site tech committee and building administrator, at their sole discretion, reserve the right to terminate immediately the access of any student who misuses the Internet.

The use of Internet is a privilege, not a right, and inappropriate use will result in the restriction or cancellation of privileges. Users will be taught appropriate use of e-mail and other general use of the Internet.

### **DISTRICT GUIDELINES FOR USE OF INTERNET ACCESS**

All Internet users are expected to abide by the generally accepted rules of computer and network etiquette. The following **guidelines** are the minimum taught to all users:

1. Students are to check e-mail only before and after school except when using e-mail as part of a class.
2. Be polite. Do not get abusive in e-mail messages to others. School rules regarding harassment apply to electronic communication.
3. Do not reveal your personal address or phone numbers of students or colleagues to unknown internet users.
4. Be aware that e-mail is not guaranteed to be private. People who operate the system do have access to mail if there is probable cause to see it. Messages relating to or in support of illegal activities will be reported to authorities.

**Unacceptable** uses of the network include, but are not limited to:

1. Using the network for any illegal activity, including violation of copyright or other laws.
2. Using the network in ways that violate school policies and behavior standards.
3. Using the network for financial or commercial gain.
4. Disrupting equipment or system performance.
5. Invading the privacy of other individuals by accessing and / or vandalizing their computerized data.
6. Wasting technology resources, including bandwidth, file space, and expendable supplies such as paper, ink or toner.
7. Gaining unauthorized access to resources or entities.
8. Using an account owned by another user, with or without their permission.
9. Posting personal communications without the author's permission. If permission is granted, items will be considered fair use and available to the public.

## **COMPUTER PRIVACY**

Students shall have no expectation of privacy when using district e-mail or computer systems. E-mail 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.