# Kanab High School Student Handbook 2024–2025

#### Table of Contents

- 2 Message from the Principal
- 3 Message from the Student Body President
- 4 KHS Calendar
- 5 Bell Schedule, Faculty & Staff
- 6 Fees
- 7 Community Council, Ex Council, Class Advisors, Phone, Visitors, Lunch
- 8 Graduation Requirements
- 9 Graduation Guidelines, Cap & Gown, IEP, Valedictorian, Early Graduation
- 10 Class Rings, 18 Year Old's, Students at Risk Traffic safety
- 11 Attendance Policy
- 12 Classroom Discipline, Course Content
- 13 Academic Grading, Citizenship Grading
- 14 Credit by Examination, Matriculation, Testing
- 15 Electronic Communication Device Policy, Bus Conduct
- 16 Lost & Stolen Items, Release of Information, Dress Code
- 17 Driving, Parking, Skating, Nuisance Items, Search & Seizure
- 18 Incentives, Assemblies, Senior Trip, Scholarships, Sterling Scholar
- 19 Ed Net, Work-Based Learning
- 20 Safe School Policy, Bullying
- 21 Sexual Harassment, Emergency Plan
- 22,23 Acceptable Computer & Internet Usage Policy
- 24,25 Code of Conduct, Limits on Participation
- 26 Child Find Message
- 27 School Songs
- 28 Map of the School
- 29 In an Emergency

#### **Message from Principal Stewart**

Kanab High Students and Parents,

Saddle up for another exciting year of learning, growth, challenges, and success! Our Cowboy family continues to grow year after year and each year is a little different than the last. The one thing that will not change is the Cowboy's commitment to excellence and hard work. We may not be the best in everything that we do but we will do our best and work as hard as possible to succeed. Our motto is Excellence in Academics, Athletics, and Arts.

We will continue to focus on demonstrating our academic abilities in the classroom, through coursework, and through our end-of-year test scores. We encourage students to do their best We will improve learning by attending school, being engaged listeners and learners, completing assignments, and giving our best efforts. Kanab High students will learn and practice emotional resiliency.

Our concurrent enrollment program offers incredible opportunities to our students and many students take advantage of starting their university education while still at KHS. This is a cost and time-saving opportunity that should be considered. If you have questions about the programs offered, see Mr. Castagno our academic counselor.

Every student belongs to the Cowboy Family. Student involvement is a key factor in student success and feelings of belonging. Find a school activity that you'll enjoy and get involved! There are many activities, groups, teams, and programs at KHS. We have something for everyone. Activities help to create friendships, good behavior, positive habits, and skills that will promote future life and school success.

Our rules and policies are in place to ensure a safe and positive environment for learning and social development. Please review our handbook to learn about our Cowboy expectations. We want <u>all</u> students to feel safe and welcome in our school. We ask each student to treat others with respect and kindness. It is the Cowboy Way to be kind and helpful and create a positive, learning environment for every student.

Attendance and punctuality are important work and life skills. Students who attend class regularly will do better on assignments and earn higher grades. We expect students to attend and participate in class. Each teacher will address tardiness and attendance in individual classes. We are first a school, excellence in the classroom will ensure excellence on the court and field. We are KHS Cowboys and every student is an important part of our Cowboy family. 2024-25 will be amazing through hard work and unity.

Please feel free to contact me at 435.644.5821 or stewartt@kanek12.org

## KHS Cowboys,

As your Student Body Co-Presidents, we are excited to welcome you to another year at Kanab High, where we proudly embrace the spirit of the Cowboy! Our mascot symbolizes bravery, resilience, and a strong sense of community—values that we aim to uphold throughout the school year. This year's motto is "Blaze the Trail". The motto is based on a quote by the famous poet Ralph Waldo Emerson which reads: "Do not go where the path may lead, go instead where there is no path and leave a trail." No, this quote is obviously not literal, it is a figurative way of saying: be a leader, leave a positive mark on the world, don't be afraid to stand out.

Together, we are committed to making our school an environment where every student can thrive. We want to encourage each of you to explore new opportunities and push the boundaries of your potential. Whether it's in academics, sports, arts, or any other passion, we are here to support you in achieving your goals.

This year, our focus is on building a strong, inclusive community. The Cowboy Way is all about looking out for each other, and we plan to lead with kindness, respect, and understanding. We will work hard to create more opportunities for student engagement and leadership, ensuring everyone has a chance to be involved and blaze their own trail.

As we embark on this journey together, let's remember that the strength of the Cowboy lies in unity and perseverance. Let's tackle challenges head-on, celebrate our victories, and support one another through it all. At Kanab High, we are not just students; we are a family of Cowboys, and together, we can achieve great things and make this school year the best yet. Get ready to "Blaze the Trail" Cowboys!

Hallie Beckstead and Trajen Glazier Student Body Co-Presidents Kanab High School

# KHS Calendar 2024-2025

#### First Semester

1 <sup>st</sup> Term		
Aug. 14	First Day of School	
Sept. 6	Labor Day	No School
Sept. 16	Mid-Term	
Sept. 30	Data Day	No School for Students
Oct. 18	1 <sup>st</sup> Term Ends	
Oct. 21	Fall Break	No School
2 <sup>nd</sup> Term		
Oct. 22	2 <sup>nd</sup> Term Begins	
Nov. 20	Mid-Term	
	Parent Teacher Conference	No School for Students
Nov. 27	Thanksgiving Break	$\frac{1}{2}$ day schedule
Nov. 28-29	Thanksgiving Holiday	No School
Dec. 20	2 <sup>nd</sup> Term Ends	
Dec. 23-Jan 5	Christmas Holiday	No School
Jan. 6	Data Day	No School for Students
	Second Semester	
3 <sup>rd</sup> Term		
Jan. 7	3 <sup>rd</sup> Term Begins	
Jan. 20	Dr. Martin Luther King Day	No School
Feb. 10	Mid-Term	
Feb. 17	Presidents' Day Holiday	No School
March 12	Parent Teacher Conference	No School for Students
March 14	3 <sup>rd</sup> Term Ends	
4 <sup>th</sup> Term		
March 17	4 <sup>th</sup> Term Begins	
April 14-18	Spring Break	No School
April 23	Mid-Term	
Apr - May	End of Year Testing Window	
May 22	KHS Graduation 6 pm	$\frac{1}{2}$ day schedule
May 23	4 <sup>th</sup> Term Ends	$\frac{1}{2}$ day schedule
	Last Day of School	

#### KHS Bell Schedule

<u>Period</u>	Monday-Thursday	<u>Period</u>	<u>Friday</u>
Breakfast	7:45 - 7:55 a.m.	Breakfast	7:45 - 7:55 a.m.
1s†	8:00 - 9:12 a.m.	1st	8:00 - 8:50 a.m.
2nd	9:16 - 10:28 a.m.	2nd	8:54 - 9:44 a.m.
3rd	10:32 - 11:44 a.m.	3rd	9:48 -10:38 a.m.
Lunch	11:44 - 12:24 p.m.	Lunch	10:38 -11:12 a.m.
4th	12:28 - 1:40 p.m.	4th	11:16 - 12:06 p.m.
5th	1:44 - 2:55 p.m.	5th	12:10 - 1:00 p.m.

#### Assembly Schedule

Breakfast	7:45 - 7:55 a.m.
1st	8:00 - 9:00 a.m.
Assembly	9:04 - 10:04 a.m.
2nd	10:08 - 11:08 a.m.
3rd	11:12 - 12:12 p.m.
Lunch	12:12 - 12:47 p.m.
4th	12:51 - 1:51 p.m.
5 <sup>th</sup>	2:55 -2:55 p.m.

#### Faculty and Staff

**Principal:** Trevor Stewart

Counselor: Chad Castagno & Amber Hooper

Athletic Director: Kade Glazier

Secretaries: Tammy Orton, Deb Jones School Resource Officer: Brent Smith

Math: Jennifer Yates, Klint Glover, Kade Glazier

Language Arts: Tamra Painter, Shellie Stewart, Julie Dicker

Science: Austin Walker, Delaney Matheson Social Science: Kevin Orton, Gary Glover

Music: Merilee Terry

Family & Consumer Science: Natalie Barney

Driver's Education: Chad Castagno, Bucky Orton, Austin Walker

Fitness/Health: Bucky Orton Special Education: Blaine Wheeler

Vocational Education: Jeremy Button, Kevin Orton

Business Education: Heather Glover

Library/Independent Education: Mariah Wheeler, Susan Davis

Visual Arts: Josh Baird

Maintenance: Delfinia Baca, Laurie Franklin, Keiran Clarkson

#### **KANAB HIGH SCHOOL FEES 2024-2025**

#### **Registration Fees \$20**

- Drivers Education \$85
- Academic Class Recovery -\$20/qtr.
- Yearbook \$40
- Lost School Lock \$5
- School Lunch \$2.40
- School Breakfast Free
- SWATC Automotive Class Fee -\$20
- SWATC Class Book Rental \$10

- Lost Chromebook replacement- \$200
- Lost/Broken Chromebook Case \$20
- Lost Headphones-\$15
- Lost Mouse-\$10
- Lost Calculator-\$130
- Lost Textbook not to exceed \$125/book
- Online Payment Convenience Fee \$1.50 +3%
- Shop Class Material Fee -Materials that exceed class requirements

Activity	Participation Fee	Other possible expenses
Baseball / Softball	\$60	\$490.00
Boys Basketball / Girls Basketball	\$60	\$690.00
Boys Cross Country / Girls Cross Country	\$60	\$930.00
Cheer	\$60	\$1,255.00
Theatre	\$60	\$455.00
Drill	\$60	\$1,310.00
Football	\$150	\$675.00
Golf	\$60	\$530.00
Track	\$60	\$265.00
Volleyball	\$60	\$1,210.00
Wrestling	\$60	\$510.00
X-Press	\$60	\$970.00
FFA	\$20	\$200.00
FCCLA	\$15	\$125.00
Honor Society	\$12	\$12.00
Band/Orchestra	\$75 Rental fee	\$1,520.00 \$1,030.00
KCSD Cosmetology Program	Enrollment \$1000.00	\$500 Books
Student Council		\$50.00

### KHS School Community Council

Elections are conducted in September. All parents are encouraged to participate in the school community council. Meetings are held monthly. Call the principal if you are interested. Contact information for each current member of the council is available in the school office.

#### KHS Student Government Advisor – Mr. Walker

Student Executive Council

President: Hallie Beckstead & Trajen Glazier

Vice President: Summer Swensen

Secretary: Sierra McQuivey Public Relations: Maya Hafen

Tech Support:

Class Representatives:

Senior::Gracie Jensen, Taylor Janes, Rain Stotlar Junior:TK Martinez, Kyson Kenworthy, KaraLynn Cotter Sophomore: Liza Rogers, Allison Corry, Ella Willis

Freshman: TBD

#### Class Advisors

9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>
Delaney Matheson	Bucky Orton	Kevin Orton	Kade Glazier
Austin Walker	Shellie Stewart	Merilee Terry	Gary Glover
Jennifer Yates	Tamra Painter	Jeremy Button	Josh Baird
Julie Dicker	Blaine Wheeler	Natalie Barney Mariah Wheeler	Heather Glover Chad Castagno
			3

#### Office Phone

The office phone is available for student use. Parents may also call the school at any time and can leave messages for their child. Students will only be called out of class for an emergency.

#### **Visitors**

Parents, community members, and other adults are welcome at the school but are required to check in at the office. All visitors are subject to school rules. Due to liability issues and safety precautions, <u>student visitors are not allowed during the school day</u>.

#### Breakfast, Lunch & Snacks

Breakfast (free), lunch (\$2.40) are available each day and should be paid in advance in the office. Meals are served in the Kanab High School Cafeteria. Free/Reduced Lunch Applications are available in the school office. Students may bring food and liquid to school. Plastic pop bottles with twist lids, water bottles with twist lids and wrapped food may be kept in lockers. Check with individual teachers to see if food/drink is allowed in the classroom.

## Kanab High School Graduation Requirements

#### Language Arts (4 Credits)

Language Arts 9*	1 Credit
Language Arts 10*	1 Credit
Language Arts 11*	1 Credit
Language Arts *	1 Credit

#### Science (3 Credits)

Earth Systems\* 1 Credit
Biological Sciences\* 1 Credit
Science Elective 1 Credit

#### Math (3 Credits)

Secondary Mathematics 1 2 Credit
Secondary Mathematics 2 2 Credit
Secondary Mathematics 3 Or 2 Credit
Mathematical Decisions

#### Social Studies (3 Credits)

Geography\* \$\frac{1}{2}\$ Credit

World Civilizations\* \$\frac{1}{2}\$ Credit

U.S. History\* \$1\$ Credit

U.S. Government/Citizenship\* \$\frac{1}{2}\$ Credit

Elective Social Studies \$\frac{1}{2}\$ Credit

#### Healthy Lifestyles (2 Credits)

Health\*  $\frac{1}{2}$  Credit

Fitness for Life\* 1.5 Credit
(.5 credits can be earned for sports participation)

Fine Arts\*

Applied Technology\*

1.5

Business Office Specialist

Financial Literacy\*

1.5

2 Credit

Electives

14 Credits

\*required credits

36 credits for graduation

#### Graduation Guidelines

Every student will be given the opportunity to earn a diploma. Obtaining a diploma is the main goal of public education. We want all students to receive a diploma. A high school education creates a great foundation for a successful future. The Graduation Ceremony at Kanab High School is for students who have earned the required number of graduation credits and have been enrolled and attended the term prior to graduation. Parents of students who will not have the required number of credits to graduate will receive notification from the school counselor by January 30<sup>th</sup> and again by May 1<sup>st</sup> (by certified mail).

#### Cap and Gown

Graduating Seniors must wear an approved red cap and a gown for the graduation ceremony. All purchases are the responsibility of the student and parent. We suggest purchasing graduation items prior to December 31<sup>st</sup> to avoid increased pricing in the spring. Order forms are available in the school office.

#### Individualized Education (IEP)

A Kanab High School education ends for a student with an Individualized Education Plan once all required credits have been earned. Students with an I.E.P. may remain until age 22 to earn the required number of credits to graduate.

#### Valedictorian and Salutatorian Awards

The highest-ranking student (based on the criteria) will be the

Valedictorian; the student with the next highest ranking will be the Salutatorian. To be considered for either award, a student must have completed at least 3 college-level courses, by the  $1^{st}$  semester of senior year.

#### Criteria

Grade Point Average	60%
ACT Score	25%
College Course GPA	15%

#### Early Graduation

Students who want to graduate early must have earned the required number of credits. The student must complete the early graduation form with required signatures from the principal who will forward the request to the Superintendent for Board approval. If granted, early graduates may return and participate in the graduation ceremony. Scholarships are available for early graduates. If you are planning to graduate early, please coordinate your efforts with the school counselor.

#### Class Rings and Jackets

Various sales representatives visit the school to sell class rings, jackets, and other memorabilia. Kanab High School does not accept responsibility for merchandise that is purchased with or without parental consent. Most companies require permission from parents.

#### 18-Year-Old Students

Students who are 18 and want to assert their rights as adults will be given full responsibility for their education. However, 18-year-olds living at home who are claimed asdependents by their parents are technically not entities unto themselves.

All students, regardless of age, are subject to the same rules and reporting procedures. Students who attempt to enroll and are age 17 and are lacking more than 9 credits will be referred to Kane Adult Education.

#### KHS Students at Risk

Students at Kanab High School who are at risk of failing can receive special help. Students are identified by a team consisting of the principal, counselor, and a teacher using more than one of the following criteria: Self-referral, parent referral, teacher referral, single parent home, low income, truancy, loss of credit due to attendance problems, low academic achievement (low GPA), and Lack of required credits (at least 2 creditsbehind peers).

Help can include, but is not limited, to the following: Referral for Individual Education Plan Testing, Individualized Tutoring, Special Scheduling, remedial course work, Alternative Educational Curriculum, Academic Counseling, Attendance Accommodations, Referral to licensed behavior counselor.

#### Traffic Safety

Students who walk to school should always use marked crosswalks. There is a crosswalk located on Hwy 89A on the NE corner of the LDS church adjacent to the school. Students should always use sidewalks and be alert and attentive when crossing parking areas. Students who drive should do so cautiously, enter and exit parking areas slowly, observe stop signs and slow for speed bumps, park in assigned areas only, never park on sidewalks, planters, or lawns. Do not text or talk on cell phones while driving, always wear a seatbelt, and do not park or block red zones/emergency lanes.

#### Attendance Policy

Utah's Compulsory Attendance Law requires that you attend school. Our school is organized around the number of credits you need to graduate. If you earn the required credits each year, you will graduate on time. Attendance is recorded daily on-line (Aspire) with the following marks:

#### A= School Activity

Participation in a school-sponsored activity. You <u>can</u> make up your missed assignments and you will not lose class participation points.

#### P= Parent Excused

Your parent/guardian excuses your absence by contacting the school office **before or within 48 hours** of your absence. Absences from extenuating circumstances may be discussed with the administration. You <u>can</u> make up your assignments but your teacher may withhold participation points which will lower your grade. If you are 18 years old, living at home, and claimed as a dependent by your parent/guardian, you cannot excuse yourself from attending school.

#### X=Truancy

You were not "school" or "parent" excused. You <u>cannot</u> make up the assignments or the participation points you missed. If you have more than 5 sluffs or unexcused absences in any one class in a term you will be referred to the principal for a truancy meeting. Students with 10 or more unexcused absences may be referred to juvenile court.

#### T=Tardy

Arriving late to class (after the final bell) is a tardy. Parents cannot excuse any tardy. Students more than 15 minutes late to class will receive an unexcused absence. You will lose participation/quiz points which will lower your grade. Tardiness and absenteeism will eventually cause you to be ineligible to participate because of the negative effect it will have on your grades. You cannot participate in extracurricular activities with a failing grade. Any unexcused absence may result in missing the next regularly scheduled contest, activity, or game.

We encourage your parents to monitor your attendance every day on-line. Log-in information is available in the school office. We notify your parents when you miss class. If absenteeism becomes a problem, the principal will talk to you and your parent/guardian, and you will be referred to the school counselor. We offer accommodations to students who face legitimate attendance challenges.

#### Classroom Discipline

In order for us to do our job, we need your attention and cooperation. In the case of discipline issues the teacher will help you to create a plan for improvement.

If the problem persists, the teacher will set up a parent/guardian/student conference. Problems that cannot be solved will be referred to the principal. The principal will offer the following options:

- 1. Stop the inappropriate behavior and remain in the class.
- 2. Suspension = in or out of school
- 3. Withdrawal from the class with loss of credit.
- 4. Make a plan for remediation of credit.

Parents will be notified regarding every disciplinary action. Refusal to leave a class upon the request of any adult will result in suspension and police action if necessary.

#### Course Content

Each teacher will provide you with information at the beginning of the term that will help you to pass the class. This information will include most of the following things: Content, objectives, timeline, activities, testing schedule, assignment due dates, retesting procedures, grading, citizenship, make-up work, behavioral expectations and consequences, tardy and absence policies. Your teachers will also notify your parents by phone or mail when you are in jeopardy of failing. Mid-term reports are available to parents every term. Parents are encouraged to communicate with teacher by appointment through the school office or through email.

There is a \$20 fee for each remedial course (1/4 credit). Coursework can also be obtained through any accredited institution up to 2 credits. Credits added to a KHS transcript must be approved by the Principal and/or Kane Board of Education by application through the principal.

Kane Adult Education is also an option for students, 16 or older, who would like an alternative Diploma. Students age 17 or older with fewer than 27 credits will be referred to Kane Adult Education.

## Academic Grading

<u>Proficiency Le</u>	evel	Percent	Grade	<u>Credit</u>
Substantial	100-95	Α	4.0	
	94-90	Α-		
Sufficient	89-86	B+	3.0	
	85-83	В		
	82-80	B-		
Partial	79-76	C+	2.0	
	75-73	С		
	72-70	C-		
	69-66	D+		
Minimal	65-63	D	1.0	
	62-60	D-		
None	59-0	F	No Credit	

#### Kanab High School Credit by Examination

Kanab High School provides students with the opportunity to earn course credit by examination. Such credit will satisfy degree requirements the same way as credit earned by passing a course. The following 3 credits can be earned by examination:

Language Arts:1 credit of  $12^{th}$  grade Language Arts can be waived with ACT English and Reading Scores of 28or higher.  $9^{th}$ ,  $10^{th}$ , and  $11^{th}$  Grade Language Arts are required courses.

**Mathematics:** 1 credit of mathematics can be earned with an ACT Mathematics score of 28 or higher. It will count as a  $4^{th}$  year of math credit.

**Science**:1 credit of science can be earned with an ACT Science score of 28 or higher. Biology is required.

#### Matriculation

In order to create a mindset in students from the beginning of their high school years that credits earned determine advancement to the next grade level, a matriculation plan has been adopted by Kanab High School. Students are placed in grades based on the number of credits earned, not years of attendance. Credits are evaluated periodically. If a student has earned enough credits to matriculate to a higher grade level, he/she will be moved up at that time.

Number of Credits	Class
0-8.75	Freshman
9-17.75	Sophomore
18-26.75	Junior
27-36	Senior

#### Testing

We administer all required Utah State tests and other supplementary tests including

ACT Required 11th / Recommended 12th Grade

Pre-ACT Recommended 10th Grade
Pre-ACT Recommended 9<sup>th</sup> Grade
P-SAT Optional 10<sup>th</sup> Grade
ASVAB Recommended 11<sup>th</sup> Grade
SRI Recommended in all grades

End of year testing:

ACT Aspire+ - English, Reading, Science, and Math - 9th & 10th Grade

#### Electronic Communication Devices

Administration, Faculty, School Community Council, and the Students of Kanab High School support the use of technology in education. Electronic devices are an asset to the learning environment but if misused can be a distraction to the teaching and learning process.

- Electronic devices may be used before the first bell, between classes, after the last bell, during lunch, and for educational purposes under the direction of the teacher.

  Devices must be turned off at all other times during the school day.
- Devices with photo-taking capabilities may not be used in locker rooms, restrooms or shower facilities
- Cell phones may only be used in the classroom with permission from the teacher.
- 1st Offense: Cell phones and electronic devices that disrupt the learning environment will be
  confiscated by the classroom teacher. The device will be returned at the end of the day with a
  parent notification.
- 2nd Offense: Cell phone will be returned to a parent.
- **3rd Offense:** The cell phone will be returned to a parent. The cell phone will be checked in at the front office during school hours, on a case by case basis, from that point forward.

Student medical plans will be approved on a case-by-case basis for electronic device usage.

Kanab High School does not assume responsibility for theft, loss, or damage of a cell phone or electronic device. The school reserves the right to define the educational value of any new electronic wireless communication device that may become available to the general public in the future and to prohibit its use if it has little or no educational value or if such use creates teacher or learner distraction or disruption.

#### **Bus Conduct**

Students are expected to behave appropriately whenever riding on a school bus. The safety of the bus passenger is the most important part of school bus transportation. The efficient and effective use of school buses is another important factor in the school transportation system.

To provide safety to passengers and effective use of buses, the following rules are established to regulate the conduct of school bus passengers.

- 1. Stand in an orderly single-file line at pick-up points until the bus completely stops.
- 2. Enter the bus in an orderly fashion and go directly to your assigned seat.
- 3. All passengers must be seated while the bus is in motion.
- 4. At your stop, remain seated until the bus has fully stopped. Then enter the aisle and go directly to the front exit door.

Loud talking, use of profanity, fighting, throwing things, smoking, damaging the bus or bus seats, standing, eating, or drinking, are examples of activities that draw the attention of the bus driver from his/her main task of safe operation of the bus. Such actions, or any other distracting action by the riders, create a safety hazard by demanding unnecessary attention from the driver and are forms of misconduct.

Misconduct at bus stops is also considered a violation and shall be cause for disciplinary action. When a rider is guilty of misconduct on the bus or at the bus stop, it will be reported to the principal of his/her school. Parents will be held responsible for any bus damage that may result from the student's misconduct.

Misconduct may be cause to deny the privilege of transportation to the student. The following procedures will be taken by the school administration.

Misconduct citations will be issued as follows:

1st Offense: Student given a verbal warning (bus driver).

2nd Offense/1st Citation: Student/Parent given a written warning (bus driver, school administration, and parents).

**3rd Offense/2nd Citation:** Student/Parent given a written warning. Student denied bus privilege for 3 days. A parent conference is required before the student can return to the bus.

4th Offense/3rd Citation: Student given a written warning. Bus privileges will be denied for 10 days. A parent conference is required before the student can return to the bus.

5th Offense/4th Citation: Transportation privilege denied for the remainder of the school year (school administration and school board).

Offenses such as smoking, drugs, weapons, damaging the bus, or harming another student will be handled as 3rd citation level on the 1st offense. Violation of the law will be reported to the sheriff's office for investigation and prosecution.

Parents are to contact the school to schedule an appointment with the administration and the bus driver. The student will also attend. Parents are always encouraged to schedule an appointment anytime they have a concern.

At the beginning of the school year, students and parents are required to sign a form indicating their willingness to abide by bus rules and guidelines on all trips. Students who participate in extra-curricular activities are required to travel with the team to and from all contests. Anexemption to this requirement must be requested at least 24 hours prior to the trip and must be approved by the coach/advisor. Release form available in the office.

#### Lost & Stolen Items

KHS cannot be responsible for any personal items (including money) that are lost or stolen on school property. Valuable items and money can be secured in the school office upon request. We have surveillance cameras in the halls and outside that record movement 24 hours a day. Every reasonable effort will be made to retrieve lost or stolen items by school personnel. Students are encouraged to report substantial losses to the Kanab City Police Department.

#### Release of Student Information

Legal names are used on all school records. Students are publicly recognized by name for achievement in the local newspaper unless a parent or guardian makes a written request that the information be withheld. Student information is not given to any entity outside of the school district except for the military as required by federal law. Release of student information on the World Wide Web requires parental permission.

#### Dress Code

A standard of dress contributes to improved school safety, school discipline, increased academic performance and more orderly behavior. Extreme dress or grooming which distracts from the educational process, disrupts school, ordoes not comply with acceptable community standards is not allowed.

- 1. Extreme hairstyles that are a distraction to the learning environment are not allowed. Hats should be removed at the request of the teacher.
- 2. Shirts must cover the shoulder, under the arm, the cleavage/chest and the torso.
- 3. Pants that have rips or tears above the fingertips, when arms are held to the sides with pants worn at the waist, must have material backing. Pants cannot be sagged or worn below the tailbone.
- 4. Shorts, skirts, and dresses should be mid-thigh or longer and must extend longer than the fingertips when arms are held to the sides with clothing worn at the waist.
- 5. Clothing relating to drugs, alcohol, tobacco, illegal activity including firearms and/or vulgar/inappropriate language or pictures are not allowed.
- 6. Gang clothing is not allowed (colors, symbols, chains, names, etc.).
- 7. Extreme or distracting piercings must be removed during school hours.
- PE-specific clothing should be worn only during PE.
- 9. Safe and appropriate footwear must be worn at all times to ensure personal safety and good hygiene. No slippers or bare feet are allowed.

Students who violate these standards will be cited and asked to change or be sent home for the day. 3 citations = 1-day suspension.

#### Driving and Parking

Students may pay \$20 per year for a desirable numbered parking spot. All proceeds benefit the Senior Class

Students must park in assigned areas and obey all traffic rules including speed. Students may not use a vehicle while on school grounds for any illegal behavior or cause damage to any vehicle on school property. Parking privileges will be revoked if violated. Vehicles with multiple violations may be towed away from school property at the owner's expense. Local law enforcement officers are authorized to issue tickets on school property.

#### Skateboards and Bicycles

Skateboards and longboards may be used as a mode of transportation but may not be used for tricks or stunts at any time. Roller blades and skates are not allowed. Bicycles may be ridden to school and parked in designated bike racks. Riders must follow all traffic safety rules.

#### Nuisance Items

Any items or personal displays that disrupt the educational purposes of the school (as defined by the principal or staff) are not allowed.

#### Search and Seizure

Lockers (including personal belongings) can be inspected by the principal or designee at any time. Local law enforcement officers and drug dogs periodically accompany the principal during campus safety checks. The principal (or designee) can check your belongings or anything that you bring or drive to school if he has a reasonable suspicion of wrong-doing. Students who refuse to cooperate will be referred to law enforcement.

#### PDA-Public Displays of Affection

Students are expected to avoid public displays of affection that are inappropriate for a school campus. Examples include kissing, excessive hugging, sitting on each other's laps, inappropriate touching, and any contact that is sexual in nature. Staff and faculty will enforce this policy, and violations may result in disciplinary actions including parental contact. This policy helps maintain a respectful and professional educational environment for all students and staff.

#### **Incentive Awards**

Recognition and prizes are awarded in an assembly at the end of each term to students who demonstrate extraordinary characteristics.

#### **Assemblies**

School assemblies and activities are held to reward, educate, build school spirit and to have fun. All assemblies and activities must be appropriate. Advisor and principal approval is required. Guidelines: No Profanity. No names or titles that are inappropriate, profane, lewd, or sexually explicit. Nothing that embarrasses, demeans, or devalues any individual or group nor anything that damages school or individual property.

#### Senior Trip

Seniors can take a trip during the final month of the school year. The Senior Class Fund must pay the expenses for each student who participates. Overnight trips must have prior approval. The trip is limited to students who will participate in commencement exercises at Kanab High School. Out-of-state trips require private transportation and board approval.

#### Scholarships

All scholarships are coordinated through the office of the school counselor. Students and parents are encouraged to meet with the counselor to learn about scholarship opportunities. Universities, colleges, local businesses and other individuals generously offer thousands of dollars for Kanab High School students. Application deadlines for colleges and universities are critical and can be obtained from the counselor.

#### Sterling Scholar

The Sterling Scholar Program is open to students in the 12th Grade. The program covers 14 academic and vocational areas. Students are judged in three main categories: Scholarship (50%), Leadership (25%), and Citizenship (25%). Students who are interested should contact Mrs. Yates or Mrs. Matheson. Run-offs may be held if necessary. School winners go on to compete at the regional level. Full and partial tuition scholarships are offered to the winners. The Kane Board of Education encourages participation in the Sterling Scholar Program and awards cash incentives to participants and finalists.

#### College Course Work

Students are given the opportunity to earn college credit while attending Kanab High School. Courses are offered in the Utah Tech Extension room through electronic transmission by participating state colleges and universities. Tuition is paid by the Kane School District. Students are required to pay a one-time application fee per college and are required to purchase the textbook and any materials required for the course.

- ✓ Students must have a cumulative GPA of 3.2 to enroll.
- ✓ Only seniors and juniors are eligible to take courses.
- ✓ Sophomores may take courses with the Principal, Counselor, and College approval.
- ✓ Students may earn a maximum of 30 semester hours per school year or 10 high school credits.
- ✓ Students must complete high school English 11 and Secondary Math III before any college English or math classes are taken. Exceptions are considered based on teacher, counselor, and administrator recommendations.
- ✓ College courses are offered on alternating days during the week. All semester classes receive .5 credits on the Kanab High School transcript.
- ✓ A student who receives an F, NG, or UW in any college course may retake the same course from the same institution to get a passing grade to replace the grade. A student will not be eligible to take another college course until a passing grade has been earned. Students who desire to repeat a course due to a poor grade will be required to pay a fee to the Kane District for that course. Colleges may place students with failing grades on academic probation and withhold financial aid.
- ✓ If a student needs to withdraw from a college course, he or she must officially withdraw before the withdrawal deadline set by the sponsoring institution.
- ✓ Students should remain in Concurrent classrooms for off days and down times.

#### Worked Based Learning

Students in the  $11^{th}$  or  $12^{th}$  Grades have the opportunity to receive credit for work based learning. There are many one-semester internships available. Contact Mr. Castagno or Mrs. Flanagan for details.

Dental Assistant	Best Friends	Retail	Medical
Teaching Assistant	BLM	GSENM	Pharmacy
Animal Care	Pre School	Mechanic	Custodial

#### Safe School Policy

This is a summary. A complete copy is available in the school office or online.

A student may be suspended from school for any of the following conduct in a school building, on school property, or at any school-sponsored activity, or when it occurs in the presence of or is directed at or against another student or a district employee:

Willful disobedience or defiance of authority.

Willful destruction or defacing of school property.

Behavior which poses an immediate threat to the welfare, safety or morals of other students or school personnel.

Behavior that interferes with the educational process.

Possession, use, or under the influence of an alcoholic beverage or controlled substance.

Sells, gives, possesses, or distributes tobacco products.

Possession, control or actual or threatened use of a real, look-alike, or pretend weapon.

Explosive or flammable liquids, powders, or materials.

Sale, control, delivery, transfer or distribution of a drug or controlled substance.

Assaults a member of the school staff or other individual or student.

If a teacher or administrator has reasonable suspicion that a student is under the influence of a substance, the police may be notified to conduct a drug evaluation. If the student fails the evaluation, law enforcement will request a voluntary drug test. At this point, parents will be notified. If the parents or student decline the test law enforcement will get a warrant. Students can admittheir use of drugs or have blood drawn under the warrant.

The principal may suspend a student for a period not to exceed 10 days. Serious violations of the Safe School Policy will result in a referral to the Superintendent with a recommendation that the suspension exceed 10 days. Any suspension of a student with a disability for more than 10 days constitutes a change in placement and requires action by the Special Education Committee. If the suspension involves a student who brought a real, look-alike, or pretend firearm, explosive or flammable material, the student will be referred to the Superintendent and Board of Education for a safe school hearing and possible expulsion of up to one year. The principal shall immediately provide notice to the student's parent or guardian regarding any violation of the Safe School Policy.

**Bullying** is defined as inflicting physical and/or psychological distress on another student. Students are required to report incidences of bullying to any adult at school. The investigation of bullying incidences is directed by the principal in conjunction with the school counselor.

Bullying consists of taunting, teasing, name-calling, spreading rumors, hitting, kicking, enlisting someone to assault someone for you, threatening or obscene gestures or language, excluding others from a group, manipulation of friendship, threatening e-mail, inappropriate actions involving race, gender or religion, etc.

Students who intentionally and continually bully after receiving a verbal or written warning will face disciplinary action in the form of suspension from school. Support programs are offered through Safe UT and the counseling office.

#### Sexual Harassment Policy

This is a summary. The complete policy is available in the school office or online.

The district and school encourage all victims and persons with knowledge of sexual harassment to report the harassment immediately. All complainants have the right to be free from retaliation of any kind. The school and district will promptly investigate all formal, informal, verbal, and written complaints of sexual harassment and take prompt corrective action to end the harassment.

Sexual harassment means unwelcome sexual advances, requests for sexual favors, other physical or verbal conduct or communications of a sexual nature, and any other gender-based harassment, whether initiated by students, school employees, or visitors. Students are encouraged to tell the harasser to stop the conduct because it is unwelcome.

The principal will conduct a review when he receives a verbal or written complaint of sexual harassment or if he observes sexual harassment. Any individual who violates this policy will be subject to appropriate disciplinary action under applicable school discipline policies and the Kane District Safe School Policy. An individual who violates this policy may be subject to suspension, expulsion, probation, termination, or alternative placement. In addition, students who violate this policy may lose the privilege of participating in extracurricular activities. Anything involving sexual assault, rape, or any other activity of a criminal nature will be reported to appropriate law enforcement authorities.

Students served under IDEA, Section 504, or the Americans with Disabilities Act shall have no disciplinary action, change of placement, or other steps taken without convening a multi-disciplinary team to determine the extent to which the harassing behavior is a manifestation of the student's disability.

False, malicious, or frivolous complaints of sexual harassment shall result in corrective or disciplinary action taken against the complainant.

#### Emergency Plan

Periodic drills will take place during the school year to prepare students for emergency situations. Hold, Secure, Lockdown, Evacuate, or Shelter intercom alert will be issued. Students should follow the plans posted in each classroom when the alarm demands are given. During an alarm, a student who is in the restroom should remain there until the all-clear is given. During an earthquake, students should get under a desk or table. Caution should be given outside to dropping power lines. A reunification plan is in place in the event of evacuations or emergencies requiring parent pick-up.

The following serious problems should be reported to a faculty member: Threats, signs or discussions of weapons, fighting, unusual behavior, injuries, bleeding, shock, talk of suicide, drug and alcohol use, tobacco use, seizures, etc.

# Computer & Network Acceptable Conduct and Use Policy KANE SCHOOL DISTRICT 07/20/2009

Please Note: When a student signs the Acceptable User Policy individually or in a handbook, it is also referring to this and other Board Approved and published District Policies. Kane School District provides a wide array of technology resources for student use. This agreement, along with any student handbook in each school, outlines appropriate use and prohibited activities when using technology resources. Every student is expected to follow all guidelines stated below, as well as those given orally by the faculty & staff, and to demonstrate good citizenship and ethical behavior at all times. In accepting this agreement, students acknowledge the following rules and conditions: As a Kane School District student, I understand that my school network and email accounts are owned by the District and are not private. Kane School District has the right to access my information at any time.

#### **GOVERNMENT LAWS:**

I will use computers in conformity with the laws of the United States and the State of Utah. Violationsinclude, but are not limited to, the following:

- Criminal Acts These include, but are not limited to, "hacking" or attempting to access
  computer systems without authorization, harassing email, cyberstalking, child pornography,
  vandalism, and/or unauthorized tampering with computer systems. Libel Laws Publicly
  defaming people through the published material on the Internet, email, etc...
- 2. Copyright Violations Copying, selling or distributing copyrighted material without the express written permission of the author or publisher (users should assume that all materials available on the Internet are protected by copyright), engaging in plagiarism (usingother's words or ideas as your own).

#### NETIQUETTE and ACCEPTABLE USE:

- A. I understand that passwords are private. I will not allow others to use my account name and password, or try to use that of others.
- B. I will be polite and use appropriate language in my email messages, online postings, and other digital communications with others. I will not use profanity, vulgarities or any other inappropriate language as determined by school administrators.
- C. I will use email and other means of communications (e.g. blogs, wikis, chat, instant-messaging, discussion boards, etc.) responsibly <u>according to District policy</u>. I will not usecomputers, cell phones, personal digital devices or the Internet to send or post hate or harassing mail, make discriminatory or derogatory remarks about others, or engage in bullying, harassment, or other antisocial behaviors at school.
- D. I understand that I am an Ambassador for the school in all my online activities. I understand that what I do on social networking websites should not reflect negatively on myfellow students, teachers, or on the District and will use such sites according to District policy. I understand that I will be held responsible for how I represent my school and myself on the Internet.

- E. I understand that masquerading, spoofing, or pretending to be someone else is forbidden and potentially illegal. This includes, but is not limited to, sending out e-mail, creating accounts, or posting messages or other online content (e.g. text, images, audio or video) insomeone else's name as a joke.
- F. I will use District computer resources responsibly. I will not access or transmit immoral, obscene, pornographic, profane, lewd, vulgar, rude, defaming, harassing, threatening, disrespectful, or otherwise inappropriate images or information, or receive such informationfrom others. I understand that I am to notify an adult immediately if by accident I encounter materials that violate appropriate use.
- G. I will use District technology resources productively and responsibly for school-related purposes. I will not use school computers to play games or download, or participate in internet interactive games. I will not use any technology resource in such a way that woulddisrupt the activities of other users.
- H. I will not attempt to bypass security settings or Internet filters or proxies, or interfere with the operation of the network by installing illegal software, shareware, or freeware onschool computers, or by using cell phones, PDA's, or EVDO devices.
- I. I will not load any software on school or district computers for which the <u>school or district</u> does not have legal licenses.
- J. I understand that vandalism is prohibited. This includes but is not limited to modifying or destroying equipment, programs, files, or settings on any computer or other technology resource.
- K. I will respect the intellectual property of other users and information providers. I will obey copyright guidelines. I will not plagiarize or use other's work without proper citation and permission.
- L. I will not use or access files, software, or other resources owned by others without the owner's permission. I will use only those District network directories that are designated for my use or for the purpose designated by my teacher.
- M. I will follow all guidelines set forth by the District and my teachers when publishing schoolwork online (e.g. to a website, blog, wiki, discussion board, podcasting or video server).
- N. I understand the Internet is a source for information that is both true and false; and that the school is not responsible for inaccurate information obtained from the Internet.
- O. I understand that the District administrators will deem what conduct is inappropriate use if such conduct is not specified in this agreement.
- P. I agree to abide by all Internet safety guidelines that are provided by the school and to complete all assignments related to Internet safety.

For the protection of our students we encourage use of KCSD Chromebooks. Students that opt to use a personal computer will be required to sign in to the district classroom management software (Blocksi) when requested by a classroom teacher. This will ensure that the online activity during class time can be limited and monitored. Students that are unwilling do so will be required to complete assigned tasks on a school owned device.

#### Kane County School District/ Kanab High School

#### Activity Agreement/ Code of Conduct

Participation in extra-curricular activities is a privilege. Students are expected to conduct themselves in an appropriate manner both on and off campus.

#### Initial Eligibility

To be considered eligible to participate in any extra-curricular activity, a student must have:

- A term G.P.A. of 2.0.
- No failing grades in the preceding grading period. The only exception is failing grades
  in the final grading period of the year may be made up for eligibility purposes in the
  summer prior to the new school year by approved school methods.
- Students may try out but cannot practice or play until the ineligible term has concluded.
- Health and accident insurance (physical examination by a medical doctor is required).
- Payment of all fees (waivers where applicable).
- A minimum of 6 classes/courses at the school (excluding released time).

These regulations also apply to students who are entering high school for the first time.

#### Concurrent Enrollment

Concurrent enrollment grades in relation to eligibility only apply to final grades. Attendance in CE courses are considered for eligibility until the course completion date and finals are completed.

#### Eligibility During Season of Play

Students must maintain grades of D- or higher in high school course work excluding concurrent enrollment. Compliance with the school's attendance policy is required. During the grading term, students can practice but not play or perform until the infraction has been cleared by the teacher and principal. Students with absences on the day of a contest, match or performance may be ineligible to participate. Exceptions are approved by the administration.

#### Safe School Policy Violation

In accordance with the Safe School Policy, students who are suspended or expelled are not allowed to participate in any practice, meet, match, competition or performance during the period of the suspension or expulsion.

#### Drugs, Alcohol, Tobacco and Illegal Behavior

Limitation for participation of students regarding the use of alcohol, tobacco products including electronic cigarettes and otherdrugs during a sports season, or participating in illegal conduct, including transmission of inappropriate content. whether prosecuted or not, on or off campus:

First Offense: A two-week (14-day) suspension by the coach from games, meets, matches, competitions, or performances. Practice may continue depending on the Principal and Coach's recommendations.

**Second Offense:** A six-week (42-day) suspension by the coach from games, meets, matches, competitions, or performances. Practice may continue depending on the Principal and Coach's recommendations.

**Third Offense**: An eighteen-week (126 days) suspension by the coach from all games, meets, matches, competitions, performances, and practices.

For drugs, alcohol, and tobacco offenses, practice may continue following a personal assessment of the student by a licensed substance abuse intervention specialist and/or participation in a district-approved intervention program. Reinstatement at the end of any suspension is predicated upon successful participation in an intervention program. Costs related to licensed substance abuse intervention or treatments are the responsibility of the student's parent or guardian

#### No Fresh Start

<u>Violations carry over year to year and sport/activity to sport/activity in a participant's career.</u>

<u>There is not a "fresh start" each year. Violations must occur and be discovered during a sport/activity season. Any violation beyond the third offense carries the same penalty as the third offense.</u>

#### Appearance

Students who participate in extra-curricular activities are representing Kanab High School and should dress appropriately. Extreme hairstyles, extreme make-up, and untrimmed facial hair are not allowed.

#### Other Guidelines

Any other guidelines imposed by a coach or advisor must have the support of the team/activity members, the principal, and the school community council and be written and attached to this Code of Conduct form.

#### **Due Process**

Students and parents will be notified, in writing, of all conditions regarding suspension. Students and parents have the right to appeal to the school principal, in writing, within 15 days of any decision. An appeal of the principal's decision is directed to the superintendent. An appeal of the superintendent's decision is directed to the Kane Board of Education.

#### Permission to Exceed Policy

Schools within the district may have standards that exceed this policy if approved by the School Board, School Administrator, and Community Council.

#### Extra-Curricular Participation Limitations

Students are encouraged to participate in one extra-curricular activity each term. Students who want to participate in more than one extra-curricular activity per term must have a GPA of 3.0 (term or cumulative, whichever is higher). Music and Drama are not considered in this rule.

#### **Kane County School District**

In accordance with Part B requirements of the Individuals with Disabilities Education Act and with the Utah State Board of Education Special Education Rules, Kane County School District offers free assessments and evaluation for children, aged birth through 21 who parents, teachers, or others suspect of having a disability.

Kane School District is committed to ensuring that those students are identified, located, and evaluated, regardless of the severity of the disability, to identify if the student is in need of special education and related services. This child finds requirements and practice also apply to those students enrolled in private schools.

If you suspect that a child who is not receiving special education services is in need of an evaluation to determine if that need exists, please contact April Riddle, Kane District Federal Programs Director at 435-689-1740 or the special education teacher at your neighborhood school.

No person in the United States shall, on the grounds of race, color, national origin, disability, or sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. If you have any concerns or questions, please contact the KCSD Title IX Director, Braxton Bateman, at (435) 644-2555

#### Kanab High School Fight Song

Fight on, ye mighty cowboys. Fight with might for the right that is true!

We'll always stand together, unity and allegiance to you! Defend our royal colors, red and white, courage, purity. Carry on to win the battle and the victory!

COURAGE, STRENGTH and VIRTUE is our motto and our inspiration. We will gain experience and always yearn for

We will set a fine example for all future generations. KHS our alma-mater, ON TO VICTORY, ON TO VICTORY!

#### Traditional School Song

education

You are the best in all the land! KHS our KHS
We'll sing your praise on every hand, KHS our KHS
Your colors are of Red and White,
Your motto "Upward to the Right"
We'll stand by you and for you fight, KHS our KHS
You are the realm of our ideals, KHS our KHS
We'll learn from you what honor means, KHS our KHS
Your students love and honor you,
They'll live and die to you be true
For you're the best and strongest too, KHS our KHS

anab High School Map Seminary				
Business Mrs. Glover Room # 10	Biology Res Manage Mr. Walker Room #9	Science Lab Room #110	Earth Systems Chemistry Mrs. Matheson Room #8	Mathematics Mrs. Yates Room #7
English Ms. Painter Room #11	Girls Restroom		Boys Restroom	Geometry Mr. Glazier Room#6

English	Auxiliary Room		Dr	river's Ed / Health		Room #4
Mrs. Stewart	Room #13			Mr. B. Orton		Auxiliary Math
Room #12				Room #5		classroom
English/						Room #3
Spanish						U.S. History
Mrs. Dicker		Libr	ary			Government
Room #14						Mr. G. Glover
		Mrs.Wheeler				
	Room #17					World Civiliz
Room #15					Mr. K. Orton	
						Room #2
Special Education	Counselor	Girls	Boys	Office		Room #1
Mr. Wheeler	Mr. Castagno	Restroom	Restroom	Mr. Stewart		Auxiliary
Room #16				Mrs. Orton		Classroom
	•	•	•		M	ain Entrance

Girls Dressing	R		Home Ec
Room	Ε	Gymnasium	Mrs. Barney
	F		Room #23
	S		
Boys Dressing	R		
Room	Ε		UTU Room #22
	F		
	S		

Art Mr. Baird Room #19	Girls Restroom B	Boys Restroom	Music Room #21			
Lunch Room	Auditori	Mrs. Terry				
Kitchen	Auditorium Dressing Room	Auditorium Dressing Room	Mrs. Terry Room#20			
Stage Storage Room						

# IN AN EMERGENCY TAKE ACTION



# HOLD! In your room or area. Clear the halls.

**STUDENTS** 

Clear the hallways and remain in room or area until the "All Clear" is announced Do business as usual

**ADULTS** 

Close and lock the door Account for students and adults Do business as usual



# SECURE! Get inside. Lock outside doors. STUDENTS ADULTS

Return to inside of building Do business as usual

Bring everyone indoors
Lock outside doors
Increase situational awareness
Account for students and adults
Do business as usual



# LOCKDOWN! Locks, lights, out of sight. STUDENTS ADULTS

Move away from sight
Maintain silence
Do not open the door
Turn out the lights
Move away from sight
Maintain silence

Recover students from hallway if possible
Lock the classroom door
Turn out the lights
Move away from sight
Maintain silence

Do not open the door Prepare to evade or defend



# EVACUATE! (A location may be specified) STUDENTS ADULTS

Leave stuff behind if required to If possible, bring your phone Follow instructions

Lead students to evacuation location Account for students and adults Notify if missing, extra or injured students or adults



# SHELTER! Hazard and safety strategy. STUDENTS ADULTS

Use appropriate safety strategy for the hazard

Hazard Safety Strategy
Tornado Evacuate to shelter area

Hazmat Seal the room
Earthquake Drop, cover and hold
Tsunami Get to high ground

Lead safety strategy Account for students and adults Notify if missing, extra or in