

K-12 Student/Parent Handbook Changes for 2018-19

The following pages contain only the areas with changes for this school year's handbook. The entire handbook is available on our website at www.colbyeagles.org. You may request a hard copy of the handbook at any time by calling 785-460-5000.

PLEASE NOTE

Any text in black without highlighting is applicable K-12.

Any text highlighted in orange applies to **HIGH** school (grades 9-12) only.

Any text highlighted in green applies to **MIDDLE** school (grades 5-8) only.

Any text highlighted in blue applies to **GRADE** school (grades K-4) only.

COLLEGE COURSES

Junior and senior students shall have the opportunity to take college level, advanced courses through Colby Community College, Northwest Kansas Technical College, and other online accredited post-secondary institutions, contingent upon successful application and admittance into the Career Academy. The Career Academy provides students the opportunity to create their future through a customized Individual Plan of Study. Through enrollment in and completion of dual/concurrent credit courses students have the opportunity to accumulate college credit(s) while simultaneously completing high school graduation requirements. Students wanting to enroll in eight week dual/concurrent credit courses are required to enroll in two eight week courses or one eight week dual/concurrent credit courses in conjunction with a computerized learning course in order to make best use of a semester schedule. Students/Parents are responsible for non-SB155 course tuition; students who drop a class may still be responsible for the cost of the dropped class.

Students enrolled in a college course on the college campus are not expected to attend CHS during the time frame the college class is scheduled to meet. The student may have access to the resources at CHS on any off days/times from the college class. They will need to gain admittance through the office.

The following guidelines govern the utilization of the Career Academy while pursuing postsecondary course work:

1. Students complete a Career Academy Application.
2. Students must complete an enrollment application for college/dual/concurrent credit courses. All applications must be made to the counselor/school social worker and approved by the principal prior to enrollment in postsecondary education courses.
3. Students taking courses at Colby Community College must be approved through the counselor/school social worker and building principal.
4. Postsecondary courses may not be substituted for courses offered in the regular school curriculum unless approved by the high school principal.
5. Grades earned through dual/concurrent credit will be posted on the student's Colby High School transcript and will be used in the calculation of GPA and Class Rank.
6. All students must maintain a full-time status as defined by the school day.
7. Only coursework completed during the school day and/or school year will be posted on the student's Colby High School transcript.

Dual credit may be awarded to all students who enroll and successfully complete courses offered by postsecondary institutions. Dual credit is defined as receiving both college credit and high school credit for an approved college course.

Guidelines for Students Enrolled in College Courses: (Off CHS campus)

1. All class schedules will follow the college calendar.
2. Absentee policy will be a part of the individual instructor's course requirements as stated in the syllabus for the class. Students not attending CCC on-campus courses as scheduled on a regular basis are in danger of losing the privilege of campus release from CHS.
3. Appointments (medical or otherwise) are not to be made during the times that on-campus college classes meet. Because college classes do not meet daily, it is essential to be in attendance at all scheduled class meetings.
4. The USD 315 calendar of academic and athletic events will be shared with all college instructors. If one of these events would prevent a student from attending class, the student should notify their instructor and complete the assignments as arranged by the instructor.
5. Students are required to notify the Career Center immediately upon dropping any and/or all courses scheduled at postsecondary institutions. Students who drop a scheduled college course will be required to enroll in an appropriate class at CHS regardless of the length of time remaining in the semester. Any student that fails to follow the guidelines or notify the Career Center of their decision to drop a postsecondary on-campus course(s) at CCC will be denied the privilege of future campus release from CHS for advance courses at Colby Community College.

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GRADE NOTIFICATION/TRANSCRIPT

A nine-week system for reporting grades/rubrics will be used in all classes. Grades will be sent home with students following each nine-week period and mailed to parents after the fourth quarter.

All high school grades and courses will be recorded on the student's official transcript at the conclusion of each semester. Courses taken during the summer will be recorded on the first semester transcript following the summer session. All grades listed on the student's transcript will be used to calculate GPA and Class Rank with the exception of Pass/Fail, Incomplete and/or Withdraw codes (see Retake Course information for additional criteria).

Grading Scale:

A+ = 97 - 100%

B+ = 87 - 89%

C+ = 77 - 79%

D+ = 67 - 69%

F = 59% and below

A = 93 - 96%

B = 83 - 86%

C = 73 - 76%

D = 63 - 66%

A- = 90 - 92%

B- = 80 - 82%

C- = 70 - 72%

D- = 60 - 62%

K-4 Grading Rubric

Level 4-Performing well above grade level (101% and above)
Level 3-Performing above grade level (86% - 100%)
Level 2-Performing at grade level (70% - 85%)
Level 1- Performing below grade level (69% and below)

Grades K-4 will reflect a combination of rubric and percentage grades.

ATHLETIC/ACTIVITIES PARTICIPATION, ABSENTEEISM AND ACTIVITY FEE

A student shall not be allowed to practice, participate in, or attend any school-sponsored activities on a day in which he or she did not attend all classes unless approval is obtained from the administration prior to the event.

Students are expected to be in attendance at all classes the day following a contest or activity regardless of the arrival time home unless approval is obtained from the administration. Absences not approved will be considered unexcused.

Some exceptions include doctor appointments, school activities, school-sponsored work release, religious observances, attending a funeral or other emergencies as approved by the administration.

Requirements for participation in activities (Board Policy JH):

1. Students will follow eligibility rules set forth by Kansas State High School Activities Association and those specific rules adopted by the Board of Education.
2. Students are not eligible to practice or represent their school in interscholastic athletics until there is a signed statement by a practicing physician, physician's assistant or qualified medical personnel on file with the school certifying that the student has passed an adequate physical examination and is physically fit to participate in interscholastic athletics. This statement shall also be signed by a parent or legal guardian stating the student has permission to participate.

Students must have on file with the office of the activities director a completed physical examination PPE form provided by the KSHSAA before any athlete can participate in practice or games as well as acknowledgement of risk and informed consent forms.

3. An **emergency medical authorization and athletic information/agreement form must be completed** by the parent or guardian of each participant. **These forms must be returned to the activities director prior to any athletic practice or participation.** This form gives permission to have the participant treated at a doctor's office or hospital in the event there is need for emergency medical treatment.
4. The Kansas Legislature has enacted the School Sports Head Injury Prevention Act that requires the school to obtain a signed "Concussion and Head Injury Information Release Form". **No athletic or spirit squad participation (practice or competition) is allowed until a physical exam form and the concussion form (see Appendix) is completed and signed by the student and parent/guardian.** These forms will be on file with the school.

The Kansas School Sports Head Injury Prevention Act states if an athlete suffers, or is suspected of having suffered, a concussion or head injury during a competition or practice, the athlete must be immediately removed from the competition or practice and cannot return to practice or competition until a Health Care Professional has evaluated the athlete and provided a written authorization to return to practice and competition. By interpretation of the Kansas Board of Healing Arts, this means a medical doctor (MD) or doctor of osteopathic medicine (DO) must provide written clearance for the student to return to participation. A student may not return to practice or competition the same day the student suffers or is suspected of suffering a concussion.

Additional information regarding the School Sports Head Injury Prevention Act may be found at www.kshsaa.org or by referring to House Bill 2182 in the 2011 Legislative Session.

5. Each student will be assessed an activity fee for each sport the student participates in (maximum fee = three sports). This fee is used to offset the cost of towels, balls, equipment, etc. Students in P.E. or Strength Training classes will be required to bring their own towels.
6. Students will not be allowed to practice until their equipment and final obligations from the last sport/activity have been met and cleared with the athletic director.

Coaches and the athletic director are responsible for notifying students/parents about sports information.

To participate in an activity, students should be at the practices from the very beginning. Students will not be allowed to start a sport after missing the beginning practice(s) unless transferring after the start of a season or extraordinary circumstances have taken place. Transfer students must meet KSHSAA guidelines.

If a student wants to play a sport/activity, that student is obligated to talk with the coach before the sport begins. The coach and the student should have an understanding of what they need to do if the coach is going to allow the student to begin the sport/activity after the first practice.

ATTENDANCE POLICY

Rationale for the policy

1. The ultimate responsibility for attendance rests with parents and students. Regular attendance, punctuality, and success in school are closely related.
2. Students should strive to maintain a good attendance record – studies show that students with regular classroom attendance develop important habits, perform better, and are more successful.
3. Frequent absences of students from regular classroom learning experiences disrupt the continuity of the instructional process. The regular contact of the students with one another in the classroom and their participation in well-planned instructional activities are vital to this purpose.
4. It is recognized that absence from school may be necessary under certain circumstances. However, every effort should be made by students, parents/guardians, teachers, and administrators to keep absences and tardiness to a minimum.
5. All primary students are to report to the intermediate gym (unless excused). Students will be dismissed to walk to their classroom together as a class.

Truancy Policy:

The Truancy Laws for Kansas schools is outlined in Kansas State Statute Annotated (K.S.A.) 72-3121. **A child is required by law to attend school and is considered truant if they have:**

- An unexcused absence of three consecutive school days
- Five unexcused absences in any semester
- Seven unexcused absences in a year

The building principal shall report students who have met the above criteria to the county attorney.

Truancy will result in:

1. Make-up as the result of truancy will be expected.
2. Administrative action (which may include detentions, suspensions, removal from class or recommendation for expulsion for the semester).
3. Parent notification or conference, either by letter, phone, or in person.
4. Notification sent to the County Attorney.

Attendance

For the purpose of addressing attendance issues, USD 315 will act in accordance with **Kansas State Statute Annotated (K.S.A.) 72-3121** and the **USD 315 Student Handbook**. In order to keep all parents informed of their child's attendance, each building will notify parents of excused or unexcused absences.

Ten Absences: Once a student has accumulated ten absences per year, any additional absences will be considered UNEXCUSED and handled as an unexcused absence. Exceptions to this policy are absences that can be verified by a physician. It is the expectation of the student/parent to provide the physician documentation to the office. This

policy does NOT automatically excuse a student for his/her first ten absences from school, as the administration has the final authority to determine whether or not any absence will be excused.

PER YEAR - Not by semester (first semester carries over to second)

- Five (5) absences (letter sent home)
- Seven (7) absences (letter sent home)
- Ten (10) absences (letter sent home and conference held with parent)
- *Documentation will be required from a physician after ten (10) absences.*

High school attendance will be handled per class period. Example: A student absent one period of the day will be absent 1/8 of the day. This will be reflected on their attendance record and notification to parents.

Tardies

School begins at 8:00 a.m. and all students need to be in their classroom ready to begin at this time.

- Each student has the responsibility to arrive at school and to each class on time.
- Students who arrive at school after the 8:00 a.m. bell **MUST** check in through the attendance office.
Grade School students who arrive at their classroom after 8:00 a.m. need to check in at the office. This will be counted as an unexcused tardy. If your child eats breakfast at school, please make sure that they arrive in time to eat breakfast and walk from the middle school cafeteria to their classroom by 8:00 a.m.
- After first hour, tardies will be reported by the classroom teacher.
- Tardies are a distraction for the instructor and other students. Consequences for tardies will be at the discretion of the building administrator and may include detention (after school, before school, or on Saturday). Three tardies may be classified as a level one offense.
- For the purpose of determining truancy, three (3) unexcused tardies will count as one day of unexcused absence.

For purposes of this policy, the following definitions apply:

- Excused absence** is a student's non-attendance in the classroom during the assigned class period that is excused by a parent and the administration. Approved excused absences include, but may not be limited to:
 - Illness of student and medical appointments (parent/guardian will need to provide a note from a physician once they reach ten (10) days per year.
 - USD 315 sponsored sports/school activities.
 - Family emergencies including but not limited to: hospitalization of immediate family member(s), court dates, unavoidable doctor and dental appointments for immediate family member(s) and funerals.
 - Prearranged family trips and approved petitions that are of educational value for the students (students with less than 10 absences) and approved by the principal. (Student may be required to submit a report about their trip to the principal).
 - Obligatory religious observances.
 - Students whose parents are active duty personnel may have additional excused absences, at the discretion of the district, relative to leave or deployment.
 - When a student reaches seven (7) absences a letter will be sent home and a conference held with parent to discuss the academic status and interventions to be implemented to help the student academically.

Planned Absence: If a student knows in advance that he/she will have a personal absence, he/she must have a Planned Absence form signed by all his/her teachers and the Principal before it is turned in to the office. The form must be turned in prior to the planned absence. These forms may be picked up in the office.

- Unexcused** reasons include, but may not be limited to:
 - Any absences not meeting the guidelines listed above as an excused absence.
 - Any absences in which the office was not notified by a parent before or at the time of the absence either by phone call or written note. Students checking out during the day for ANY reason (without a doctor's note or prior approval by administration) will not be eligible to participate in any extracurricular activity that day.
 - Consequences for an unexcused absence will be determined by the administrator.

Oversleeping and personal transportation problems are not considered to be an excused absence or excused tardiness.

KSHSAA-regulated activity guidelines will be followed for all school activity absences. If such regulations do not apply to the activity, and the student is failing any class, the student may not participate in the activity. If the absence occurs on Friday, the student will miss the Saturday activity.

Please Note: Students and parents are encouraged to schedule appointments before or after school hours or on days in which school is not in session. Parents may dismiss their child from school, but the administration will have the final determination about whether an absence is excused or unexcused.

STEPS FOR ATTENDANCE PROCEDURE OPERATION

1. Daily Absence Reporting and Make-Up Privileges

- a. The parent or legal guardian of the student should notify the attendance office between 7:15 a.m. and 9:00 a.m. for each day of the student's absence. Students will be allowed to make up work missed during an excused absence. If a call has not been made by 9:00 a.m. to the school, the school will make an attempt to contact the parents. If no contact has been made the absence will be marked as unexcused until the parent can provide notification that the absence meets the guidelines for excused.
- b. Students whose parents have not contacted the school on the day of their absence will need to provide a written excuse from a parent or legal guardian upon return to school. Absences will be considered unexcused and truant if notification by parent or guardian is not received within 24 hours upon return to school.
- c. Students who have excused absences from school will have the number of school days they were absent to complete make-up work, except by special arrangement with the teacher. Assignments or tests, which were announced prior to the student's absence, will be due the day the student returns. Students who know in advance that they will be absent (school activity for example) may be required to complete assigned work before the absence.
All make-up work not completed within the allotted time may be recorded as a zero. Instances of serious or long-term illness will be considered on an individual basis. **Students who are truant or given out of school suspension will be expected to make-up all work.**
- d. Make-up for final exams requires administrative approval.
- e. Parents should always obtain a note from the attending physician when the student needs medical attention, which must be provided to the school upon return.

2. Check Out Procedure during the School Day

- a. Students who have to leave the building during the school day **MUST** have their parent's or guardian's permission and they **MUST** report to the school office and sign-out before leaving the building. Failure to receive permission and sign out in the office before leaving will be considered **truancy and result in an unexcused absence**.
- b. Students who become ill or have an accident during school hours should report to the nurse's office. The school nurse or administration will contact parents. All students leaving must still check out through the office. Students checking out during the school day for illness will NOT be eligible to participate in any extra curricular activity that day.
- c. STUDENTS MUST CHECK OUT THROUGH THE SCHOOL OFFICE PRIOR TO LEAVING CAMPUS.
- d. Students being picked up after school must be picked up immediately following dismissal unless the school office has been notified. For any students not picked up immediately following dismissal a call will be made to parents/guardians to pick up their students. Be advised that continual late pickups after dismissal without prior notification may result in a call to the authorities.

All absences will be determined excused or unexcused by the building principal.