

## Student Donations

### Solicitation

The solicitation of donations and contributions from students shall be restricted to drives approved by the Superintendent of Schools.

Any outside organization desiring to distribute flyers or other materials to students in connection with fund drives may do so only with the approval of the Superintendent.

### **Exemptions From Required Instruction**

If the religious belief and teachings of a student or his/her parents or legal guardian are contrary to the consent of a school subject or to any part of a school activity, the student may be exempt from participation. To receive such an exemption, the parent or legal guardian must present a written request for exemption to the school principal, stating the conflict involved.

If a student is unable to participate in a physical education class he/she must present to the school principal a statement from a physician stating the reason for his inability to participate.

Exemptions from required instruction do not excuse a student from the total semester hours required for graduation.

### Superintendent Note:

If there are any circumstances not covered by the handbook, the Board of Education policies will be consulted for determination of actions and consequences. If policy is not available for an incident or situation, the Superintendent shall make the final decision.

KIT CARSON SCHOOL DISTRICT R-1

### STUDENT- PARENT HANDBOOK



KIT CARSON, COLORADO  
HOME OF THE WILDCATS

SCHOOL YEAR  
2019- 2020

TABLE OF CONTENTS

	<u>Page</u>
Staff Directory .....	4-5
Equal Educational Opportunities .....	6
Student Admissions to/Withdrawals to School .....	6
Entrance Age Requirements .....	7
Non-Resident Student.....	6
Attendance Policy (Students).....	8-9
School Attendance (Students/Remediation).....	9
Student Conduct .....	10
Student Internet.....	11
Student Discipline .....	12
Release Time for Students .....	13
Suspension/Expulsion/Denial Admission .....	12-13
<b><u>Student Progress</u></b>	
Report Cards/Progress Reports.....	14
Graduation Requirements (High School) .....	14
Student Records.....	14
Retention of Students .....	15
Grading/Assessment Systems .....	15
Academic Honor Rolls .....	16
Valedictorian and Salutatorian .....	16
<b><u>Student Activities</u></b>	
Extracurricular Activities .....	17
Student Activities.....	20
Student Organizations.....	20
<b><u>Student Welfare</u></b>	
Accidents/Illness/Medications .....	18
Students Insurance Programs .....	19
Immunizations of Students .....	19
Student Health Services & Requirements .....	29
Student Interrogations, Searches & Arrests.....	21
Reporting Child Abuse / Neglect .....	21-22
Supervision of Students .....	23
Student Automobile Use & Parking .....	23
Student Conduct on School Buses .....	23
Exemptions from Required Instruction .....	24

**Supervision of Students**

The supervision of students shall be the responsibility of all staff members during school hours. The entire staff shall be responsible for knowing the rules and enforcing them evenly and fairly. Teachers shall not leave a class, athletic squad or other group unsupervised during the school day. Supervision shall be continuous regardless of the circumstances. In the event a teacher must leave the group for emergencies, the Principal/Superintendent shall be notified so that a substitute may be sent to the room.

Students shall not be allowed in the school building unless supervised by a sponsor. The School District will not provide playground supervision after school. The sponsor will be held responsible only for students who are involved in the activity.

Students shall not be at school until **fifteen (15)** minutes before the beginning of the first class period nor remain at school after the close of the last class period unless they are supervised by a teacher. After arrival at school, students shall not leave the grounds unless a note from a parent / guardian permitting them to do so is filed in the Office and permission is granted by the Office before departure. Students are expected to remain on school grounds throughout the regular school day.

**Students Automobile Use and Parking**

Students shall not be permitted to drive or sit in their vehicles during school hours except by special permission on file in the school office. Students may not ride or sit in other student's cars during school hours except by permission of the administration. Students are asked to remember that the school is responsible for them. Permission from home to use a private vehicle, or unauthorized use of a vehicle, shall release the school from any responsibility for the student. Any problems that arise from private use of a vehicle will then be the responsibility of the parent/guardian and not the school. Student vehicles may be parked only in certain sections designated by the administration.

No student shall drive on or away from school grounds until the last route school bus has left the school grounds.

**Student Conduct on School Buses**

The privilege of riding a school bus is contingent upon a student's good behavior and observance of established regulations for student conduct both at bus stops and on board the buses.

Bus drivers shall be responsible for maintaining discipline and proper behavior among students riding the bus unless a teacher is present for that purpose or the teacher does not exercise proper control. No student shall be put off a school bus while en route.

A student may be denied the privilege of riding school buses by the administration if misbehavior does not cease after due warning.

It is not the responsibility or authority of any school official or employee to prove that the child has been abused or neglected.

1. Any school employee who has reasonable cause to suspect that any child is subjected to abuse or to conditions that might result in abuse (for example, malnutrition, dangerous conditions, neglect) must immediately report the situation to the Superintendent, or in the absence of the Superintendent directly to the Cheyenne County Department of Social Services. This oral report must be followed at once by a written report by the employee to the Superintendent.
2. The written report should include:
  - A. Name, age and address of the child.
  - B. Name and address of the child's parents, guardians, and/or persons with whom he / she is living.
  - C. The nature of the child's injury or condition; information on conditions leading to abuse all with date as appropriate.
  - D. Any other injuries or the conditions observed that might be helpful in establishing the cause of the abuse/neglect.
3. The Superintendent shall be responsible for contacting the Cheyenne County Department of Social Services, using such procedures and forms as may be required by that agency.
4. After the report is made to the Cheyenne County Department of Social Services, district and school staff members will make themselves available for meetings with the agency's representative to facilitate communication. The school will report any further incidents of abuse to the agency's representative.
5. Once a report of child abuse is given to the Cheyenne County Department of Social Services, the responsibility for investigation and follow-up lies with that agency. It is not the responsibility or authority of any school employee to investigate the case. Therefore, no school employee will engage in the following activities:
  - A. Make home visits for investigation purposes.
  - B. Take the child for medical treatment (this does not preclude taking action in an emergency situation).
  - C. Convey messages between the agency and the parents or guardians.
6. Authorized school district personnel shall make available health or other student records to the Cheyenne County Department of Social Services personnel assigned to investigate instances of alleged child abuse.
7. The Superintendent shall report to the Colorado Department of Education any employee reported by the Cheyenne County Department of Social Services or law enforcement official who is a suspected perpetrator and who was acting in his/her official capacity as an employee of the school district and the county reasonably believes that the incident did occur.

## EDUCATIONAL OBJECTIVES

The district is dedicated to teaching the whole student and will strive for the following instructional goals:

1. To guarantee equal educational opportunities to each child according to his/her needs.
2. To have an understating of the democratic process, and a respect for nations and peoples of the world so students are able to be diligent and competent as a functional global citizen.
3. To practice empathy in order to develop ethical values and principles, including working cooperatively and making responsible choices.
4. To place emphasis on the application of learning rather than on content alone.
5. To develop an understanding of the basic principle of physical and mental health.
6. To develop a basic knowledge of economics.
7. To develop an understanding of the methods, theories, and uses of science.
8. To develop the capacity to appreciate beauty in literature, art, music and nature.
9. To develop technological skills that can be transferred to a plethora of career opportunities.
10. To develop reading and writing skills that promote research, effective communication, and comprehension of source material.
11. To develop time management skills.

### **School Day**

The school day will begin at 8:15 and conclude at 3:41 each day. The doors will be unlocked starting at 7:55 am each day. Parents can bring students to the front door, but parents should allow their student (s) to walk to the classrooms on their own. The district administration believes this allows for students to feel independence and a sense of maturity. The doors will be locked at 8:15, thus a priority is being put on being on time and being ready for the school day.

Preschool students shall sign in at the Preschool door for the 2019-20 school year. (This will change with the 2020-21 school year).

Parents, during the school day, shall check into the office and school personnel will go get your child for early dismissal or needed purpose. Parents/adults are not to be roaming the halls.

**KIT CARSON SCHOOL DISTRICT R-I**

**BOARD OF EDUCATION**

<i>PRESIDENT</i>	<i>MR. DOUG HEINS</i>
<i>VICE PRESIDENT</i>	<i>MR. TOBY JOHNSON</i>
<i>SECRETARY</i>	<i>MRS. DARA RANDEL</i>
<i>TREASURER</i>	<i>MR. TROY SMITH</i>
<i>DIRECTOR AT LARGE</i>	<i>MS. JAMIE CONAWAY</i>

**SUPERINTENDENT**

*MR. ROBERT FRAMEL*

**PRINCIPAL**

*MR. TIM HOGAN*

**AUXILIARY SERVICES**

Mr. Calvin Bogenhagen	Head Maintenance Coordinator
Mrs. Rosa Arroyo	Asst. Maintenance Coordinator
Mr. Chad Bogenhagen	Transportation Director
Mrs. Melissa Bogenhagen	Head Cook
Mrs. Delores Buttry	Assistant Cook

**Student Interrogations, Searches and Arrests**

Searches by Staff

The rights of inspection of student's school lockers is inherent in the authority granted by the school board and administrators. This authority may be exercised as needed in the interest of safeguarding students and school district property.

Nevertheless, exercise of that authority by school officials places unusual demands upon their judgment so as to protect each student's constitutional right to personal privacy and protection from coercion and to act in the best interest of all students and the schools.

Interrogations by Police

The district has legal custody of students during regular school hours and during approved extracurricular activities. It is the responsibility of the school administration to make every effort to protect each student's rights with the respect to interrogations by law enforcement officials. Therefore:

1. When law enforcement officials find it necessary to question students during the school day or periods of extracurricular activities, the school Principal or his designee shall be present when possible. An effort shall be made to contact the parent or another adult having custody of the student so that the responsible individual may be notified of the situation.
2. No searches, without a proper search warrant, or interrogations by police may be made without first obtaining agreement with the police that no evidence found or uncovered as a result of their investigation will be used in a criminal investigation but shall be used solely by the school under its discipline policies.
3. If custody and or arrest is involved, the Principal shall request that all procedural safeguards as prescribed by law will be observed by the law enforcement officials. This shall include all due process procedures including but not limited to obtaining proper arrest warrants where in required.

**Reporting Child Abuse/Neglect**

It is the policy of the Board of Education that this school district comply with the Child Protection Act.

The Superintendent of Schools shall implement procedures which will ensure that any school official or employee who has reasonable cause to know or suspect that a child has been subjected to abuse or neglect or who has observed that the child being subjected to circumstances or conditions which would reasonably result in abuse or neglect, as defined by statute, shall immediately report or cause a report to be made to the Cheyenne County Department of Social Services.

School employees and officials shall not contact the child's family or any other persons to determine the cause of the suspected abuse or neglect.

### **Student Activities**

Interscholastic athletic programs at the high school level shall include:

Basketball	Girls/Boys
Football	Boys
Track	Girls/Boys
Volleyball	Girls

At the junior high level athletic programs shall include:

Basketball	Girls/Boys
Football	Boys
Track	Girls/Boys
Volleyball	Girls

Each student who participates in interscholastic activities must demonstrate proof of accident insurance or a waiver stating that the parent/guardian will provide financial responsibility for any costs which may result in the event of an accident.

### **Student Organizations**

Student organizations shall be encouraged when they meet the simple criterion of contributing to learning. Such organizations shall operate within the framework of state statutes, Board Policy, administrative rules and the parameters of the learning program.

The student shall develop general guidelines for the establishment and operation of student organizations within the particular school. Among other provision, such guidelines shall require the approval of the Superintendent prior to the formation of any club or organization in a school and the assignment of at least one faculty advisor to each student organization.

The formation of any student organization that may engage in activities of a controversial nature shall require approval by the Board. Additionally, fraternities, sororities and or secret societies shall not receive recognition in any manner.

### STAFF DIRECTORY

#### ADMINISTRATION

Mr. Robert Framel	Superintendent
Mr. Tim Hogan	Principal
Mrs. Shelia McNeely	Business Manager
Mrs. Karla Ball	Secretary

#### FACULTY

Miss Lois Behrends	Business /Art/J. H. Math
Mr. Michael Crawford	Fourth/Fifth Grades
Mrs. Sara Crawford	J.H. Language Art/Athletic Director
Mrs. Amanda Dechant	Mathematics/Accounting
Mrs. Gina Dechant	Social Studies
Mrs. Natalie Framel	Third Grade
Mrs. Alexis Gekeler	Librarian/Computers/PE/Tech Director/Social Studies
Mr. Rick Gekeler	Vocational/Agriculture
Miss Jill Harms	Special Education
Mrs. Alyssa Hogan	Preschool/Spanish/Study Skills
Mr. Tim Hogan	Science/Math
Mrs. Penny Isenbart	H.S. Language Arts
Mrs. Jasmine Jacobs	Fourth/Fifth Grades
Mrs. Sammie Johnson	Preschool Aide
Mrs. Heidie Marriott	First Grade
Mrs. Amanda Plitz	Library Aide
Ms. Lou Rae Rady	Second Grade
Mr. Tom Rhoades	Band/Science
Mrs. Alexandra Wells	Kindergarten

## **Equal Educational Opportunities**

Every student of this school district shall have equal educational opportunities regardless of race, color, creed, sex, national origin or handicap. Further, no student shall on the basis of sex be excluded from participating in, be denied the benefits of or be subject to discrimination under any educational program or activity conducted by the district. More specifically, as prescribed by legal requirements, the school districts will treat its students without discrimination on the basis of sex as this pertains to participation in course offerings, athletics, counseling, employment assistance and extracurricular activities.

## **Student Admissions to / Withdrawals from School**

### Resident Students

A child shall be deemed to reside in the District if:

1. The student parents, or the survivor of them, or the one of whom custody of such child has been awarded by a court of competent jurisdiction, resides in the District.
2. The student's legally appointed guardian resides in the District.
3. The student resides within the District and is emancipated or has no guardian.
4. In the judgment of the Board of Education, the parents abandoned the student.
5. Regardless of the residence of the parents, the child adopts a dwelling place within the District.

### Non-Resident Students

Persons who do not reside in the district may be admitted by specific action of the Board. The Board of Education reserves the right to deny permission for enrollment to any student not residing within the boundaries of Kit Carson R-1 School District. Contact the Superintendent of Schools for additional information.

All medication shall be safeguarded at school to avoid any risk that it may be improperly ingested by anyone.

Medication may be given legally only by school personnel whom a registered nurse has trained and delegated the task of giving such medication.

## **Student Insurance Programs**

A student accident insurance program providing broad coverage at nominal cost to parent shall be made available to all students. Such protection, when purchased by the parent, shall cover the student while at school, on the way to and from school, and when engaged in school-sponsored activities either on school grounds or elsewhere. Through this plan, additional insurance coverage may also be purchased which will cover students participating in interscholastic athletics. Before any student will be permitted to participate in any school sports activities, each participating student must present documented proof of insurance or a waiver assuring that the parents will pay any medical or dental costs.

## **Immunization of Students**

No student is permitted to attend or continue to attend any school in this district without meeting the legal requirements of immunization against disease unless the student has a valid exemption for health, religious, personal or other reasons as provided by law.

Students who do not submit an up to date certificate of immunization or a written authorization signed by one parent or guardian requesting local health officials to administer the immunizations or a valid exemption will be suspended and/or expelled from school according to the following regulation.

1. In the event of an outbreak of disease against which immunization is required, no exemption will be recognized and those students will be excluded from school.
2. The district will provide, upon request, an immunization form as required by the Health Department. The school nurse is responsible for seeing that the required information is included on the form.
3. If there is a failure to comply with the immunization requirements, the school nurse will personally notify the parent/guardian or emancipated student. Such notification will be accomplished either by telephone or in person. If this is not possible, contact will be by mail. Students age 18 and over or otherwise emancipated must be contacted directly rather than through their parents.

## Student Health Services and Requirements

The purpose of the school health program:

1. To promote good health habits among students.
2. To stimulate a sanitary and healthful environment in school.
3. To assist in detecting and recommending correction for medical, psychological and physical handicaps.

### Health Record

Health records shall be maintained at the school district by the Cheyenne County Nursing Service.

### Annual Screening Programs

The sight and hearing of all students in kindergarten, first, second, third, fifth, seventh, and ninth grades or students in comparable age groups referred for testing shall be tested during the school year by the school nurse or qualified person authorized by the school districts, as required by law. The parents or guardian shall be informed when a deficiency is found. This provision shall not apply to any student whose parents or guardian objects on religious or personal grounds.

### Communicable Diseases

Students showing symptoms of a communicable disease, and infectious condition, or illness shall be reported to the main office. The main office shall report to the Principal/Superintendent for appropriate action.

**Accident Report:** Any student injured during the school day or during any school activity will have a report filed by the teacher in charge of that activity. The report should be filed with the Superintendent of Schools.

No prescription or nonprescription medication shall be administered at school by the school nurse or other school designee as determined by the Principal without the following requirements met:

1. Medication shall be in the original properly-labeled container. If it is a prescription medicine, the student's name, name of the drug, dosage, time for administering, name of physician and current date shall be printed on the container.
2. The school shall have received written permission from the doctor or dentist to administer the medication.
3. The school shall have received written permission from the parent/guardian to administer the medication. When such a request is made by a parent/guardian, full release from the responsibilities pertaining to the administration and consequences of such medications also must be presented to the Principal by the student's parent/guardian.

## Entrance Age

### Preschool Special Education

Resident students entering Preschool Special Education must have reached the age of three years prior to enrollment.

### Preschool

Resident students that turn four during the school year may enroll and start on their fourth birthday or earliest school day thereafter.

\*Exception: Resident students that have reached the age of three years prior to October 1 and have three risk factors (according to CPP standards) as set by the Colorado Preschool Program may enroll in preschool.

### Kindergarten

Resident students entering kindergarten must have reached the age of five years on or before the first day of June of the school year in which they enroll.

*Transfer Students* Kindergarten students, who are five years on or before June 1<sup>st</sup> of the given year, transferring from another kindergarten program shall be eligible for kindergarten. Any student not five by June 1<sup>st</sup> and is transferring from another kindergarten program must pass a kindergarten readiness assessment before placement in Kindergarten. Preschool will be offered for a student who doesn't pass the readiness assessment.

### First Grade

Students entering first grade must have reached the age of six years on or before the first day of June of the school year in which they enroll.

*Transfer Students* Transfer students who have successfully completed a full year kindergarten program in a public or non-public school shall be eligible for first grade enrollment. First grade students transferring into the Kit Carson School from another first grade public school program shall be eligible for first grade enrollment.

### Age Certification

Acceptable documentary evidence of date of birth shall be required of all students entering preschool, kindergarten and first grade in the Kit Carson School district.

For policy purposes, acceptable documentary evidence shall consist of one of the following: Birth certificate; Baptismal or church certificate; hospital certificate or physician's certificate.

## Attendance Policy (Students)

Students who desire to obtain the greatest benefit from public education should recognize that regular attendance and participation in classes is essential. Further, students enrolled in the Kit Carson Schools are required to attend classes, unless excused for good reason.

Teachers/staff are required to record and report student absences for each class that they teach. The classroom teacher shall notify parents of the affects of absences on grades and learning.

Students are expected to be in school and in their scheduled classes when school is in session. Students absent from school **MUST** bring a note to the office signed by their parents stating the reason for their absence upon their return to school, or the parent / guardian may telephone or email the office on the day of the absence by 9 a.m. and state the reason for the absence.

If a student fails to bring in a note and the parent or guardian has not made telephone or email contact, then the parents or guardian will be contacted by the administration.

\*Students in concurrent enrollment classes must abide by the college level classes attendance standards as stated in the approved syllabus of the college.

Any student who misses more than 5 minutes in a class period shall be considered absent for the entire class. Any elementary student who misses more than 75 minutes in a morning or afternoon shall be considered absent for ½ day.

All absences will be categorized as excused or unexcused with absences enabling the student to make up work missed due to the absence and to receive credit for such work.

### Excused Absences:

Examples of excused absences include personal and family matters, illness, professional appointments and approved school-related activities.

A student will receive a maximum of one day to make up work for each day of excused absence. If a student knows in advance he or she will be absent it is incumbent to contact each teacher's class they will miss in order to obtain the future assignment. Seniors and Juniors are allowed **four** college visit days, when accompanied by a parent/guardian, which counts as a school activity.

### Unexcused Absences (Truancies):

While judgment on the part of the principal and other school officials is necessary in determining whether an absence is excused or not, truancy can generally be defined as missing any class or school day without the prior knowledge of the student's parent(s). The student must make up all work missed during the unexcused absence and one-half credit will be earned for completed work.

## Co-curricular and Extracurricular

Extracurricular activities are the activities which are sponsored by the school but which do not carry academic credit for graduation or grade standing advancement. Extracurricular activities include: athletics, intramurals, clubs and etc. Participation in such activities is a privilege - not a right. The activity program shall not only provide opportunity for developing leadership ability, but it shall stimulate active participation of all students in appropriate school organizations and community activities.

Conduct and grades will have a direct influence on student participation in extracurricular activities.

Eligibility for all extracurricular activities will be reviewed weekly (after the first two weeks of school) with all classes being considered when figuring eligibility. At the high school level (Grades 9-12) basic eligibility for any school activity or organization shall be determined by eligibility regulations of the Colorado High School Activities Association, additionally a student must maintain a C average or above in order to participate in more than two activities at any time.

At the junior high level a student who is failing in one or more subjects shall be ineligible to participate in extracurricular activities until such time as that grade is raised to a passing grade.

It should be made clear that extracurricular activities are secondary to the primary academic portion of the instructional program.

All students participating in interscholastic athletics must have appropriate paperwork turned into the Office.



## Honor Rolls

In order to give recognition to students for scholastic accomplishment, an academic honor roll will be published at the end of each nine weeks for students' grades 6-12. The academic honor roll shall consist of: an "A" Honor Roll, and a "B" Honor Roll.

At the end of each quarter each student's grades shall be calculated as follows:

- A = 4 points
- B = 3 points
- C = 2 points
- D = 1 point
- F = 0 points

All points will then be summed and divided by the number of courses taken during the quarter.

Students with a

4.0 average would be eligible for the "A" Honor Roll

3.0 - 3.99 average would be eligible for the "B" Honor Roll

## Valedictorian and Salutatorian

Kit Carson R-1 High School uses a quality point system to determine eligible recipients for Valedictorian and Salutatorian honors. This system differs from standard grade point averages and each student enrolling in high school will receive formal notification from the school counselor about the exact details of this procedure. Parents must sign a notice indicating they understand the terms of these administrative guidelines.

A quality point system is used only to determine who shall receive Valedictorian and Salutatorian honors and does not impact class ranking as it relates to total Grade Point Average.

This administrative procedure falls under the scope and powers of the administration and is authorized via board policy which grants the administration authority to implement procedural guidelines in this area.

## School Attendance (Truancy)

Students K-12 shall be required to attend one truancy make-up day for each missed in excess of 8 school days or class periods. The first 5 absences with a valid Dr's note shall not count toward the 8 absences.

A student who does not satisfactorily participate in the truancy program as set forth in the policy shall have his/her letter grade for that class reduced by one letter grade for the second semester.

**\*Students in grade 12 must complete a truancy program prior to the senior trip or participation in that trip shall not be allowed.**

## Summer School (Remediation)

### Elementary:

Students in K-5 who need additional educational support due to, but not limited to, READ Act, academic deficiencies, low grades, and teacher/administration recommendations will be enrolled in the summer remediation program.

### Junior High:

In cases involving students in grades 6, 7, 8 and where a student has failed to earn total credit for courses taken, the district at its discretion, may require the student to attend the district's summer remediation program for the following reasons:

- Any student failing one or more courses in the **first** semester and failing to show improvement of C or better in the second semester.
- Any student failing one or more courses in the **second** semester.

### High School:

Students are required to fulfill the graduation requirements during the academic year. Failure to meet those requirements will result in repeating those classes during the next academic school year or through an accredited academic credit recovery program.

## Student Conduct

In order to create a safe and healthy educational environment, the students must adhere to the following code of conduct on school property and at school-sponsored events on or off school property. This list includes, but is not limited to:

1. Students shall attend classes to which they are assigned unless otherwise excused by school authorities.
2. Students shall not violate any of the laws including but not limited to the following:
  - **Arson:** the intentional setting fire to, burning or use of explosives to damage or destroy any building or property.
  - **Assault:** threatening, knowingly or reckless inflicting bodily injury upon another person.
  - **Burglary:** breaking, entering or remaining in a building or on school grounds with the intent to commit theft.
  - **Possession of a Weapon:** knowingly carrying a firearm, knife, explosive, or other dangerous device on school property.
  - **Robbery:** taking anything of value from any person by the use of force, threats or intimidation.
  - **Alcoholic Beverage, Narcotics, and Dangerous Drugs:** possessing, receiving or selling any alcoholic beverage, narcotic and dangerous drug, use of alcohol on school premises. Exception, prescribed medication that is administered through proper and trained school personnel.
  - **Loitering and Trespassing:** remaining on or occupying school property without permission of appropriate personnel.
  - **False Alarms:** knowingly cause a false alarm or other emergency to be transmitted to a fire department, ambulance service or any other emergency agency.
  - **Smoking:** possessing any tobacco products, including electronic devices, chewing tobacco or any paraphernalia.
3. Libel and obscenity are prohibited.
4. Students must obey the lawful instructions of school district personnel.
5. Rowdiness and horseplay shall not be permitted in the halls, in the classrooms or on the school buses.
6. No snowball or rock throwing will be permitted on the school grounds at any time.
7. Respect must be shown at all times to district personnel, peers, guests and themselves.
8. Students shall not enter the teacher's work rooms for any reason unless specifically invited by a teacher. Standing invitations do not exist.
9. Students shall refrain from hazing, bullying, or any other act that might cause physical or emotional injury to others.

## Promotion and Retention of Students

The majority of pupils can be expected to move through the adopted course of study at the rate of one grade per year. Retention is a matter demanding serious consideration by parents and the professional staff. Retention should be made if there are reasonable expectations that the student will profit from repeating a grade. The student shall be retained at the direction of the teacher. Parents/guardians and emancipated students may appeal the teacher's decision to the administration. The administrative decision may be appealed to the Board of Education and the decision of the Board of Education shall be final.

### Grading/Assessment System

The grading system in the Kit Carson School (Grades 1-12) shall be as follows:

98-100	A+
94-97	A
90-93	A-
87-89	B+
83-86	B
80-82	B-
77-79	C+
73-76	C
70-72	C-
67-69	D+
63-66	D
60-62	D-
0-59	F

Grades are affected greatly by attendance, preparation of assigned work, participation in class recitations, and conduct in class, attitudes, and grades earned on assignments.

In general, explanation of the letter grade listed below may serve as a guide for interpreting.

**Grade A** Indicates excellent work of the kind not many students attain. Students, to receive this grade, must not only comprehend the subject well, but must also do excellent production work on all assignments and above phases of student participation in school work.

**Grade B** Indicates work definitely above average in quality, but not as outstanding as the grade A students. In order to earn a B the student must do superior production work on all assignments and must have above average participation and success in all phases of school objectives listed above.

**Grade C** Indicates minimum performance to be considered, have reasonable understanding of the work and procedure. Students must meet minimum production standards of the class. Grade C indicates that the bare minimum requirements of the course have been met.

**Grade D** Indicates a below average comprehension and performance. However, the work is of sufficient quality to make it unnecessary to repeat the course.

**Grade F** Indicates that the minimum standards of comprehension and production of work have been met and that the student would profit by repeating it. No credit is given for a grade of F.

**INC** Indicates that the work is incomplete for some reason. Incomplete grades will be recorded as an F if the required work is not completed by the next grading period.

## Report Cards / Progress Reports

Students Report Cards showing the grade achievement of each student shall be provided to parents, guardian or eligible students at the completion of each semester while school is in session. In addition, at the midpoint of each grading period, progress reports shall be issued to the parent or guardian of each student. Grades are updated and readily available online for parents through the gradebook software.

## Graduation Requirements -- High School

Graduation requirements are based upon units of credit earned in grades 9 through 12.

1. A minimum of 26 units of credit and 4 years attendance shall be required for high school graduation.
2. Course Requirements: A pupil shall be eligible for graduation from grade twelve upon completion of the following requirements.

### Units

• Four units of English/Language Arts	4
• Three units of Social Studies which shall include one unit of U.S./American History and one section of American Government	3
• Three units of Science, one of which shall be a laboratory course	3
• Three units of Mathematics	3
• Two units of Physical Education	2
Electives	<u>11</u>
<b>Total</b>	<b>26</b>

## Student Records / Release of Information on Students

### Access to Records

A parent or guardian shall have access to the student's education files; however, if the student is 18 years old or older, the student may inspect his/her own records. The parent, guardian, or student shall examine the student's file in the presence of the Principal and/or other person(s) designated by him. The record itself shall not be taken from the school building. However, upon request, one copy of the records shall be provided within reasonable time to the parent, student, or guardian.

10. All students will refrain from any and all public displays of affection.
11. Students who attend a school sponsored dance may not leave the school building prior to the end of the event and return unless they have the permission of a faculty supervisor at the event.
12. Students will adhere to the dress code as follows:

### Dress Code - Unacceptable Items:

- A. Shorts, dresses, skirts other similar clothing shorter than mid-thigh length
- B. Sunglasses and/or hats worn inside the building
- C. Inappropriately sheer, tight or low-cut clothing (e.g., midriffs, halter tops, backless clothing, tube tops, garment made of fishnet, mesh or similar material, muscle tops, etc.) that bare or expose traditionally private parts of the body including, but not limited to, the stomach, buttocks, back and breasts.
- D. Tank tops or other similar clothing with straps narrower than 1.5 inches in width
- E. Pajama attire.
- F. Yoga pants/leggings where the body is not properly covered.
- G. Any clothing, paraphernalia, grooming, jewelry, hair coloring, accessories, or body adornments that are or contain any advertisement, symbols, words, slogans, patches or pictures that:
  - Refer to drugs, tobacco, alcohol, or weapons
  - Are of sexual nature
  - By virtue of color, arrangement, trademark, or other attribute denote membership in gangs which advocate drug use, violence, or disruptive behavior
  - Are obscene, profane, vulgar, lewd, or legally libelous
  - Threaten the safety or welfare of any person
  - Promote any activity prohibited by the student code of conduct
  - Otherwise disrupt the teaching-learning process

In violation of the dress code:

1st offense- The student will be required to change into appropriate clothing or make arrangements for appropriate clothing to be brought to school and receive a written warning.

2nd offense- The student will be subject to suspension or other disciplinary action.

13. Teachers will have jurisdiction of their classrooms to make and enforce rules they deem appropriate for their educational environment.

## Student Internet Policy

All students and parents will sign the acceptable use policy. Any misuse of technology and/or internet will result in disciplinary actions.

## Students Discipline

The taxpayer's money and the school's efforts should not be misspent by permitting the few unruly pupils to waste time, upset classes, and distract others who wish to learn. All discipline will be administered by the superintendent, principal, or designee in accordance with district policies.

**Short-Term Suspension** is the period of time a pupil is removed from school by the Principal not to exceed five days.

- **In School Suspension**—Student will report to the office immediately upon arrival. Student will work on all classroom assignments and can receive full credit if completed on time. Student will eat lunch in the office. Student will not be allowed to attend practice or after school activities.
- **Out of School Suspension**— Student shall be responsible for all missed school-work. Students will not be allowed on school grounds during their suspension. This includes away extra-curricular activities.

**Extended-Term Suspension** is a period of time a pupil is removed from school for more than five days by the Superintendent, but does not extend beyond fifteen days.

**Expulsion** is when a pupil is removed from school by action of the Board of Education for the balance of the current year.

Any questions shall be brought forth to the district administration and Board of Education District Policies.

### Procedure for Suspension of 5 Days or Less

Through written policy the Board of Education has delegated to the school Principal the power to suspend a student for not more than five days. The Superintendent has been delegated the power to suspend a student for a period of time not to exceed an additional ten days.

The following procedures shall be followed in any suspension of five days or less. When the term "student or parent/guardian" is used, this shall mean student if the student is 18 years of age or older; otherwise it shall mean parent/guardian.

1. **Notice** The Principal, his designee or Superintendent at the time of contemplated action, shall give the student or parent/guardian notice of the contemplated action. Such notice may be oral or written. If oral, such notice shall be given in person. If written, delivery may be United States Mail addressed to the last known address of the student or his/her parent/guardian.
2. **Contents of Notice** The notice shall contain the following basic information:
  - a. A statement of the charges against the student.
  - b. A statement of what the student is accused of doing.
  - c. A statement of the basis of the allegation. Specific names may be withheld if necessary to shield a witness.

3. **Informal Hearing** The student shall be given an opportunity to admit or deny the accusation and to give his/her version of the events. The administrator may go further in allowing the student to present witnesses or may himself call the accuser and hold a more extensive hearing in order to make a proper decision on the contemplated action.
4. **Timing** The notice and informal hearing should precede removal of the student from school. There need be no delay between the time of notice given and the time of the hearing.
5. **If the student's presence in school presents a danger** Notice and an informal hearing need not be given prior to removal from school where a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process.
6. **Notification Following Suspension** If a student is suspended, the administrator delegated the authority to suspend, shall immediately notify the parent/guardian that the student has been suspended, the grounds for such suspension and the period of such suspension. The notifications shall include the time and place for the parent/guardian to meet with the administrator to review the suspension.
7. **Admittance** No student shall be readmitted to school until the meeting with the Parent/guardian has taken place or until, in the opinion of the administrator, the parent/guardian has substantially agreed to review the suspension with the administrator. However, if the administrator cannot contact the parent/guardian or if the parent/guardian repeatedly fails to appear for scheduled meetings, the administrator may readmit the student.
8. **The student shall be held responsible for completion of all school work missed during the period of suspension.**

## Transportation for Students in Detention

Students who ride school buses shall not be kept after school as punishment unless prior pupil transportation arrangements are made with the parent / guardian or alternative transportation service is provided by the school district. When students are required to remain after school for make-up tests or work or for special assistance, the parents shall be contacted prior to the day in question and their consent shall be obtained.

## Release Time for Students

Students may not leave school or the school grounds while school is in session, unless permission is granted by a school administrator. Request for early dismissal must come from the parent or guardian, or, in the case of a foster child, the legal guardian or authorized social worker.