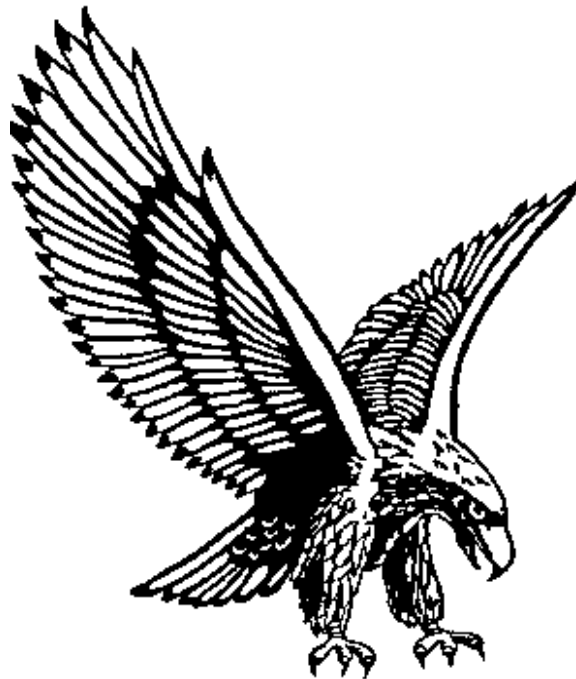


Colby Public Schools

Student/Parent Handbook

Grades K–12

2024 – 2025



Grade School, 210 N Grant 785-460-5100
Middle School, 750 W Third 785-460-5200
High School, 1890 S Franklin 785-460-5300
Admin Office, 600 W Third 785-460-5000

*The mission of Colby Public Schools is to prepare all students
to be life-long learners and responsible citizens.*

ATTENTION

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 PK-4) only.

Dear Students,

Welcome to the 2024-2025 school year at Colby Public Schools where the “*eagles will have the opportunity to soar to new heights*” academically, athletically and in all extra-curricular activities. We encourage you to develop your talents and abilities throughout this school year.

The handbook provides you with K-12 policies, procedures, and consequences for your actions. Familiarize yourself of the policies and we will have a very productive year. Our goal is to encourage every student, parent, teacher, staff and administrator to work together and create a school community that is safe, respectful and inviting.

We strongly encourage you to develop a habit of utilizing your student planner every day. **Organize your life, without agonizing.** The provided planner helps you discipline and organize your daily tasks to become an outstanding student.

Best of success this school year and please let us know how we may help you achieve that success.

Katina Brenn
Superintendent

Dr. Stephanie McNemar
Dir of Teaching/Learning

Chris Gardner
5-8 Principal

Matt Sims
9-12 Principal

Heather Stapp
PK-4 Principal

Please refer to our website at www.colbyeagles.org for a complete staff listing.

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POLICY CLARIFICATION

All provisions set in this handbook that discuss or define student conduct are intended to be and shall be regulations for student conduct. This handbook and all of the provisions in this handbook are adopted and approved by the Board of Education each year for the purposes of defining minimum expectations for student conduct and insuring that Colby Public Schools maintains the best possible environment for learning and an atmosphere in which students and teachers may work together in harmony.

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BACK COVER – Colby USD 315 Calendar

ACADEMICS

CLASS STANDING

Students who have obtained senior status as of the first full day of classes of the graduation school year, may have their senior picture placed in the yearbook for the current graduation year. Students who have not obtained senior status and/or contracted for senior status will not have their senior picture placed in the senior section of the current yearbook. Only graduating seniors will have their picture placed on the class composite that is displayed in the hall.

COLLEGE COURSES

Qualified 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:

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 students that fail 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.

DROPPING OR ADDING COURSES

Dropping, discontinuing or adding courses will be considered under the following conditions:

Early Change Period:

1. Students will be allowed to arrange for a course change during the first two class sessions.
2. Students must request a course change from a counselor/school social worker and obtain a course change form.
3. Students must have approval from parents unless 18 years of age.
4. A course change will not be permitted if it means undue disturbance of the class size balance between sections.
5. Final notification of approved class change will be displayed on PowerSchool.
6. Students must have building principal approval.

Beyond the Early Change Period:

1. Students wishing to drop after the two-day drop/add period will need approval from the principal, counselor/school social worker, and teacher or request a student support meeting.
2. Students must have approval of parents unless 18 years of age.
3. High School classes dropped after the early change period are recorded on the student's transcript with a W (meaning withdrawal).
4. This course change will be documented in PowerSchool.

A drop will only be permitted if there is a consensus among the principal, counselor/school social worker, and teacher and there is an appropriate placement.

ENROLLMENT IN CLASSES

All students will enroll during the spring semester for next year's classes. If the student and parent desire a schedule change, they must follow the procedures as outlined under dropping or adding courses. Students and parents are encouraged to discuss the student's Individual Plan of Study annually. Counseling staff is available to assist with Individual Plans of Study.

GRADE NOTIFICATION/TRANSCRIPT

A nine-week system for reporting grades 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).

K-12 Grading Scale:

A+ = 97 - 100%	A = 93 - 96%	A- = 90 - 92%
B+ = 87 - 89%	B = 83 - 86%	B- = 80 - 82%
C+ = 77 - 79%	C = 73 - 76%	C- = 70 - 72%
D+ = 67 - 69%	D = 63 - 66%	D- = 60 - 62%
F = 59% and below		

K-12 Local Assessment Performance 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)

For any classes that issue pass/fail grades, the students will need to achieve an 80% in order to receive credit.

GRADUATION

I. USD 315 Requirements for graduation: (Graduating Classes 2025-2027)

The minimum requirements for graduation are twenty-four (24) units and will include the following:

- A. Four (4) units of English Language Arts. The English Language Arts requirements for high school shall include English I, II, III, Honors and Communication (Speech, Forensics). The remaining 1/2 credit may come from any approved English Language Arts elective.
- B. Three (3) units of social science that include one (1) unit of World History/Geography; one (1) unit of American History; and one (1) unit of American Government/Civics.
- C. Three (3) units of Science which shall include physical, biological, and earth and space science concepts and which shall include at least one unit as a laboratory course.
- D. Three (3) units of mathematics (including algebraic and geometric concepts).
- E. One (1) unit of Health and Physical Education.
- F. One (1) unit of fine arts.
- G. Students will be required to demonstrate computer competencies.
- H. The remaining units may be selected from any curricular areas.

I. USD 315 Requirements for graduation (Starting with the Class of 2028)

The minimum requirements for graduation are twenty-four (24) units and will include the following:

- A. Four (4) units of Communication
 - i. Three and a half (3.5) units of English Language Arts. The English Language Arts requirements for high school shall include reading, writing, literature, and technical skills.
 - ii. One half (0.5) unit Communications. The Communications requirement for high school includes speech, debate, forensics, journalism, or public speaking.
- B. Four (4) units of Society and Humanities
 - i. Three (3.0) units of History and Government. The History and Government units shall include World History (1.0) unit, United States History (1) unit, and United State Government (that includes the US Constitution) (1) unit
 - ii. One (1.0) unit of Fine Arts. The Fine Arts requirements for high school include art, music, dance, theatre, forensics, or other similar studies approved by the local board of education.
- C. Seven (7.0) Units of STEM
 - i. Three (3.0) units of math. The math requirements for high school include algebraic and geometric concepts.
 - ii. Three (3.0) units of science. The science requirements for high school include physical, biological, and earth and space concepts which includes at least one unit as a laboratory course.
 - iii. One (1.0) unit of STEM elective. The STEM elective requirement for high school includes computer science, advanced math, advanced science, robotics, advanced CTE (non-entry-level class), or advanced technology.
- D. Employability and Life Skills
 - i. One half (0.5) unit of Physical Education
 - ii. One half (0.5) unit of Health
 - iii. One half (0.5) unit of Financial Literacy
 - iv. Four and a half (4.5) units of elective courses driven by the student's Individual Plan of Study (IPS)/Emphasis on CTE/Pathway Courses.
- E. Additional Course Requirements
 - i. Three (3) units may be selected from any curricular area.
- F. Completion of the Federal Application for Student Aid (FAFSA). There is an opt-out option for families.
- G. Postsecondary Assets
 - i. One (1) postsecondary career and real-world asset. The postsecondary career and real-world asset requirement for high school includes youth apprenticeships, 40 or more hours of community service, approved client-centered projects, workplace learning experience directed by the student's IPS, Industry recognized certifications, Seal of Biliteracy, CTE Scholar, Eagle Scout, Gold Scout, 4-H Kansas Key Award, two (2) or more athletic seasons, two (2) or more activity years, or 90% high school attendance record or Senior Exit Interview/Senior Project.

- ii. One (1) postsecondary academic asset. The postsecondary academic includes 21 or higher ACT score, 1060 or higher SAT score, silver or higher WorkKeys score, 9or greater hours of college credits earned, earned a State Assessment score of 3 or higher, completing the Kansas Board of Regents requirements earned, meeting ASVAB requirements per selected branch, earning a 4 or higher on the International Baccalaureate Exam, or earning a 3 or higher on the Advance Placement Exam.

II. Regents Qualified Admissions Curriculum

State universities in Kansas follow Qualified Admissions (QA) criteria when admitting undergraduate students. Refer to: http://www.kansasregents.org/qualified_admissions or <https://goo.gl/O05o6f>.

III. Kansas State Scholars Curriculum

As a Kansas high school graduate, you may be eligible for state-sponsored scholarship programs. To obtain information for scholarships, refer to: https://www.kansasregents.org/students/student_financial_aid/scholarships_and_grants.

(In recent years students selected as State Scholars have an average grade-point average around 3.90 and an average ACT composite core around a 30.)

IV. Valedictorian and Salutatorian

Beginning with the class of 2018, students who wish to be considered as Valedictorian and Salutatorian must meet the following requirements.

Be the top two students or have a 4.0 GPA in the graduating class who:

1. Complete the Kansas State Scholars Curriculum
2. Carry a full schedule first semester and a minimum of six classes second semester.

If there is more than one Valedictorian, then a Salutatorian will not be recognized.

Two speakers will be selected to speak at graduation. If there are more than two Valedictorians, all will have the opportunity to write and present a speech (following a specific rubric) to the graduation committee, which includes a building principal. Two students will be selected by the committee to speak at graduation.

V. National Collegiate Athletic Association (NCAA) Eligibility Requirements

Students wishing to meet NCAA Eligibility should contact their counselor/school social worker for the requirements to Division I and Division II schools. Students may obtain NCAA information at the following website: www.eligibilitycenter.org.

VI. Early Graduation (BOE Policy JFCA)

Students who complete all state and local graduation requirements may request permission to graduate early.

A student who wishes to graduate from high school early may request permission to do so. The student and parents shall consult with high school administrative and/or guidance personnel in order to develop a graduation plan. The board shall approve or deny each request based on the circumstances of the individual student. An early graduation application, parent letter of support, a graduation check, graduation plan, and any other information deemed pertinent to the decision will be submitted to the Superintendent who shall forward to the Board for approval.

Application Procedures

Applications with the following items will be considered complete with approval of Counseling Center and Principal. The documentation will then be submitted to the Superintendent who shall forward to the Board for approval.

- Colby Public Schools Application for Early Graduation form
- Parent/Guardian Letter of Support
- Graduation Plan – Individual Plan of Study (IPS)
- Copy of Graduation check by CHS guidance personnel
- Other pertinent information including access to senior activities to support request.

For planning purposes, applications are due

- (preferred) by mid-April the year before planning to graduate
- (required) by second Friday in September
- (exception) recommended by the MTSS team, including Principal approval

Students approved for early graduation will be expected to complete their graduation plan by the date indicated in the plan. Students not completing their graduation plan by the anticipated date may be required to retake courses or remain enrolled at CHS until their original graduation date. Extenuating circumstances will be taken into consideration on an individual basis.

The application, procedures, and checklist are located in the appendix of this handbook. Completed applications may be delivered/mailed/faxed to:

Colby High School
c/o CHS Principal
1890 South Franklin
Colby, KS 67701

Fax: (785) 460-5350
Phone: (785) 460-5300

Academic Load

All full-time students will be expected to be enrolled in, and attending, seven courses or there equivalent. Exceptions will require building principal approval. First semester qualifying seniors may enroll in a college level online course during seminar time. Enrolled students will be dismissed from school at the conclusion of the sixth hour. If a student's grades fall below a "C", a seventh hour will be required. Second semester, qualifying juniors and seniors in good academic attendance and behavioral standing will be allowed to reduce their schedules by not attending seventh hour.

Graduation Procedures and Ceremonies (Board Policy JFC, JFCA)

It is the intent of the Board of Education that graduation ceremonies honor those who have completed the state and local requirements for graduation from Colby High School.

A commencement ceremony, under the direction of the high school principal or designee, will be held once each year. To participate in the graduation ceremonies, a student must have completed all current requirements for graduation unless extenuating circumstances and an administrative recommendation with action by the board waives the policy in an individual instance.

Seniors for whom the possibility of completing graduation requirements before the scheduled ceremonies exists will have their names listed in the program(s) but the listing does not guarantee the right to participate in the ceremonies if graduation requirements have not been met.

A determination of participating in the graduation ceremony will be made no later than the Friday preceding the scheduled exercises of which students are ineligible to participate. Seniors in question and/or their parent or guardian will be notified by phone and/or in person if the student will not be allowed to participate in the graduation ceremony.

HONOR ROLL

To be listed on the first semester and second semester honor roll for the current school year at Colby High School, a student must achieve the following standards:

Superintendent's Honor Roll (GPA = 4.0)

Students must have all "A's" to be on the superintendent's honor roll.

Principal's Honor Roll (GPA \geq 3.5)

Students must have no grade lower than a C-.

Academic Letter

A student must be on the honor roll first semester and second semester of the current school year.

Honor Roll Points:

Semester classes:	A = 2 points	B = 1.5 points	C = 1 point	D = .5 point
Nine-week classes:	A = 1 point	B = .75 point	C = .5 point	D = .25 point

A grade point average is figured by dividing the earned credit points by the potential credit points. (Example: Susan receives 3 A's, 2 B's and 2 C's on her report card which gives her 11 earned credit points. Susan's potential credit points would be 3.5 (1/2 credit given for each of her 7 classes). To figure her GPA Susan divides 11 by 3.5. Her GPA is 3.14.

Miscellaneous Honor Roll Information:

Passing grades (no letter grade) are not used to compute the honor roll. Grades for students enrolled in college classes are used in computing honor roll. Honor roll is not figured for incomplete grades until the incomplete grade is removed.

Middle School Honor Roll

Honor roll is figured on a nine-week basis.

Academic Club – all A's OR all A's with one B

Orange and Black – a 3.0 GPA and no D's

Any student who is on the academic club all four nine weeks will receive an academic letter.

INDIVIDUAL PLANS OF STUDY

All students will have an Individual Plan of Study to be updated annually.

PARENT/TEACHER CONFERENCES & TRANSITION MEETINGS (Board Policy GBRF)

Colby Public Schools schedules the dates for Parent-Teacher Conferences as indicated on the district calendar. Parents, as well as students, are encouraged to attend. Colby Public Schools will send notices prior to conferences. Parents may attend at their convenience on the dates reserved for conferences. If more time is needed to visit with a teacher, please schedule an additional meeting outside of the conference dates.

Parents may call to request a meeting with any teacher at any time during the school year. All parental concerns will be directed to the teachers. If a problem is not resolved, a conference with the parent, teacher, and administration will be scheduled.

Transition meetings will be held for 8th grade students going into high school. These meetings are held to help parents, students and staff be prepared for the next level.

PEER GRADING OF ASSIGNMENTS

LIMITED PEER GRADING ALLOWED

Peer grading shall be allowed when the teacher believes peer grading will be a valuable learning experience for the class. During a peer grading activity, the teacher shall use the activity to help students review class concepts or objectives. If peer grading is allowed, students shall not be asked to publicly reveal either their own grade or the grade of another student.

PLAGIARISM

Plagiarism is a serious issue and one that we work very hard in Colby Public Schools to educate students about. It is literary theft; it is dishonest. The policy for dealing with plagiarism is found below.

CHS PLAGIARISM POLICY

Plagiarism is the borrowing of ideas that are not one's own without acknowledging the source and giving proper credit. In writing, credit must be given through the use of in-text citations for quotations or even ideas that are borrowed from someone else. All students are taught about plagiarism by middle school, and we maintain and expound on what has been taught previously as students work their way through high school. As each student must have four credits of English to graduate, the language arts department has made sure that we handle the subject of plagiarism in each of our language arts classes. Part of our curriculum involves teaching students what plagiarism is, and the other part of our job is to teach our students ways to avoid it. We teach them how to summarize and paraphrase the words of others before using them in papers and projects.

Plagiarism has always been unacceptable, but the accessibility of the Internet is turning this problem into an ever-increasing practice and temptation among students. Many colleges and universities have instituted severe penalties including receiving a failing grade for the course or even expulsion from the university. Some have even implemented honor codes to discourage this dishonest behavior. At Colby Public Schools our mission statement focuses on teaching students to be responsible citizens and this issue is linked directly to that idea.

With this in mind, the language arts Department of Colby High School has incorporated the following guidelines for dealing with cases of plagiarism among students. In the event of suspected plagiarism, the principal will meet with the language arts department teachers and determine the degree of severity and consequences.

9 th Grade:	1 st offense-- 2 nd offense--	student will redo the paper deduction of 10% of semester grade
10 th Grade:	1 st offense-- 2 nd offense--	student will redo the paper deduction of 10% of semester grade
11 th Grade:	1 st offense-- 2 nd offense--	student will redo the paper with a deduction of 10% of semester grade student will receive an "F" for the course
12 th Grade:	1 st offense-- 2 nd offense--	student will redo the paper with a deduction of 10% of semester grade student will receive an "F" for the course

In all cases of plagiarism, parents will be notified.

REQUIRED SUBJECTS (Recommended Sequence) Graduating Classes 2025-2027

<u>Grade 9:</u>	English I Math Option Physical Science Health & PE Computer Option Communications (Speech, Forensics)	<u>Grade 10:</u>	English II Biology World History/Geography Math Option Computer Option
<u>Grade 11:</u>	English III American History Math Option Science Option	<u>Grade 12:</u>	American Government English IV: College Prep or English Elective Math Option Science Option

In addition to the above requirements, students will need to complete 1/2 unit of Communications (Speech, Forensics), one unit of fine arts, and meet computer competencies.

REQUIRED SUBJECTS (Recommended Sequence) Commencing with Graduating Class of 2028

<u>Grade 9:</u>	English I Math Option (Algebra) Physical Science Health & PE Fine Arts Communications (Speech, Forensics) Elective	<u>Grade 10:</u>	English II Biology World History/Geography Math Option (Geometry) Financial Literacy IPS Elective
<u>Grade 11:</u>	English III American History Math Option Science Option IPS Elective Postsecondary Assets	<u>Grade 12:</u>	English Elective American Government STEM Elective Science Option IPS Elective Unrestricted Elective FAFSA completion Postsecondary Assets

RETAKING COURSES – HIGH SCHOOL

Students may retake a class if they have received a D+ or below in the class. If a student retakes a class, both classes will be shown on the transcript; however, only the class with the better grade will count as credit and be used to compute G.P.A.

TEST OUT

Students wishing to test out of academic courses should see their counselor/school social worker for policies and procedures. Test out opportunities will be twice a year – August prior to the start of school and January prior to the start of second semester. Students must complete an application form and pay a \$50 deposit (refunded if procedures are met).

ACTIVITIES

ACTIVITY FACEBOOK PAGE/WEBSITE (Middle School & High School)

Both middle school and high school will update Facebook pages and the district website.

ACTIVITY SPONSORS

Each club, organization, and class has one or more faculty/staff sponsors who will act as advisor and liaison representative with the administration. Organizational officers are responsible to the sponsor. Questions concerning organizations and clubs should be directed to the sponsor first and then to the Activities Director.

The faculty sponsor is responsible for getting administrative approval for all organizational activities and seeing that announcements regarding the organizations activities are submitted to the office.

ATHLETIC/ACTIVITIES PARTICIPATION, ABSENTEEISM AND ACTIVITY FEE

A student must be in attendance by the start of fourth hour (11:24 a.m.) in order to participate in activities. Administration may waive this requirement if special circumstances are involved.

Unexcused reasons include, but may not be limited to:

- a. Any absences not meeting the guidelines listed above as an excused absence.
- b. Any absences in which the office was not notified by a parent before or at the time of the absence will be considered unexcused until notified. Students checking in or 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.
- c. Consequences for an unexcused absence will be determined by the administrator.

Some exceptions include doctor appointments, school activities, school-sponsored work release, religious observances, attending a funeral or other emergency 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.

ACTIVITY TRANSPORTATION

A student, while traveling, is expected to act in a positive, responsible manner at all times. If the student is to dress at the visitor's facility, he/she is expected to dress for the trip and behave at the activity in a way that will bring credit to his or her fellow students, school and district. While on the bus he/she will keep hands inside the bus, say nothing to passing motorists or pedestrians, and talk and act in a manner that will not disturb the bus driver. No food will be eaten on the bus unless the coach has gained prior permission from the driver.

Student Travel

1. Any time students are either representing the school or accompanied by teachers, or both, such students and their coaches or sponsors shall be transported in school-provided vehicles unless specific arrangements (written note) has been made with the administration or coach/sponsor.
2. Per board policy JGG, when the district provides transportation to an activity, participating students are prohibited from driving personal automobiles to and from district-sponsored activities held during or after the school day unless authorized in writing by the student's parent or guardian.
3. All student groups participating in a school-approved activity must depart from the school grounds and return to the school grounds as normal procedure. Responsibility of the district for safety of students begins at the point of departure from school premises and ends at such time that the students are released from the school premises after returning from the activity.

ALCOHOL & OTHER DRUGS (Board Policy JDDA, JCAB)

The possession, use, consumption, sale or an attempt or intent to do the same, of alcohol, tobacco, narcotics, marijuana, addictive drugs, performance enhancing drugs or deleterious substances (as defined by state statutes) on public school property or at school activities is prohibited. A student who has violated this regulation will be suspended from school under the provisions of Colby USD 315 Board Policy. Athletic squads and activity organizations will have additional policies and consequences (See Code of Conduct). Students should refer to team policies if they have questions.

Illegal Contraband/Canine Searches

Students are not allowed to use, store or carry alcohol, tobacco or other drugs or drug-related equipment on school property or at school activities. Legal authorities shall be contacted if drugs are found. It is the intent of USD 315 Colby Public Schools to provide a school environment that is safe and drug free.

Use of Trained Dogs to Search

At the request of the administration, law enforcement officers or licensed private agencies may use trained dogs on school premises to identify student property which may contain illegal or illicit materials and to determine whether materials, such as drugs, weapons, or other materials which may threaten the general health, welfare and safety of students and/or district employees are present in the district parking lot, hallways, lockers, classrooms, and/or locker rooms.

Activities Department Guidelines **Drugs, Alcohol, Illegal Substances**

Code of Conduct

The purpose of this code of conduct is:

1. To establish standards of conduct and uniform discipline for activity and athletic participants.
2. To emphasize the school's concern for the student's health and well-being.
3. To establish standards of conduct for student participants.

Unacceptable Behaviors

The following infractions by an activity participant would be considered major behavioral violations.

1. Possession or use of tobacco (chewing/smoking).
2. Possession or use of alcoholic beverages.
3. Possession or use of illegal drugs.

It is not a violation for a student to be in possession of a controlled substance specifically prescribed for said student's own use by his/her doctor.

Corrective Actions

Students involved in extracurricular activities/athletics shall not manufacture, distribute, dispense, possess, use or be under the influence of illicit drugs, controlled substances, alcoholic beverages, or tobacco products (including electronic cigarettes). This policy is in effect beginning from the first day of fall practice through the end of the last competition or activity of the spring season. This policy is in effect when students are attending summer camps or workshops as a representative of Colby Public Schools. Consequences will be implemented for violations of this school policy when substantiated and after the substantiated violation is reported to the student. "Substantiated" is defined as: Actual witness to the violation by a coach, activity sponsor, school administrator, teacher, law enforcement officer, or self reported by the student and/or that student's parent/guardian.

Students are subject to the following consequences for violation of this policy:

First Violation - The student will be denied the privilege of participating in any extra-curricular activities for 25% of the activities of the present season. This consequence may be pro-rated over two seasons if the present season is more than 75% complete.

- a) If the student self reports to an administrator before being questioned by an administrator, the period of ineligibility shall be reduced to 15%.
- b) Also, ten percent may be subtracted from the consequence if the student completes a four-hour educational component on substance abuse provided by an agency approved by the school administration. Any expenses for this course will be the responsibility of the student/parents. The educational component must be completed and verified before resuming participation in activities/athletics.
- c) A minimum suspension of one game or activity event will be imposed even if "a" and "b" above are done by the student.

Second Violation - The student will be denied the privilege of participating in any extra-curricular activities for 60% of the activities of the present season. This consequence may be pro-rated over two seasons if the present season is more than 40% complete.

- a) If the student self reports to an administrator before being questioned by an administrator, the period of ineligibility shall be reduced to 50%.
- b) Also, ten percent may be subtracted from the consequence if the student completes an eight-hour educational component on substance abuse provided by an agency approved by the school administration. Any expenses for this course will be the responsibility of the student/parents. The educational component must be completed and verified before resuming participation in activities/athletics. This consequence is applicable if a student has been suspended under the first offense within the past 365 days.

Third Violation - The student will be denied the privilege of participating in any extra curricular activities for 365 days from the latest substantiated violation of the policy.

A student may practice (rehearse/sit in on meetings with the team/club/extracurricular activity) if the student has eligibility remaining after the consequence is completed. If the student has had no other violations for 365 days, the student will be considered in good standing (back to pre-first offense). Notification of a violation to the individual and the individual's guardian will be the responsibility of the activities director/building administrator. Nothing in this policy is intended to diminish the ability of the district to take other disciplinary action against the student in accordance with other policies governing student discipline.

Assemblies and Programs- Programs for our students are provided at various times during the year for different learning experiences. These programs may include outside agencies, instrumental and vocal programs. We expect our students to be attentive and respectful during these presentations.

When these presentations are in the evening, grade school students need to be accompanied by their parents.

DANCES

1. School dances are to be scheduled with the activities director at least two weeks prior to the date of the dance. The sponsoring organization is responsible for obtaining approval and having it placed on the calendar and announcements.
2. The sponsoring organization is responsible for providing faculty sponsors for the dance.
3. The organization and supervisor will be responsible for the condition the school is left in after the dance.
4. Outside guests are allowed to attend all CHS dances providing proper procedures are followed.
5. A guest permit must be completed two days prior to the dance and have the approval of the administration. Guests who are 20 years or over will not be allowed to attend.
6. Freshmen and sophomores are not allowed to attend prom.
7. Anyone known to be drinking prior to arriving at a dance will not be admitted to the dance. Parents and police will be notified, and the student must remain under school supervision until picked up by a parent or guardian. Drinking on school property or at a school function will result in disciplinary action in addition to removal from the function and notification of parents.
8. Once in, always in—and once out, always out! Do not plan to return to the dance once you have left. The doors will be closed and locked one hour after the published starting time. Students arriving after this time will not be admitted unless prior arrangements have been made with the administration.
9. All dances will end by 11:30 p.m.
10. Students will be expected to dress appropriately for school dances.
11. Appropriate behavior and actions are expected by all who attend – no bumping or grinding permitted. Students attending dances sponsored by Colby High School will be expected to comply with the expectations of the supervisors. If expectations are not followed, the student(s) will be asked to leave and parents will be notified immediately. If a student is asked to leave from two dances in one academic year, he/she will not be eligible to attend any of the dances sponsored by Colby High School for the remainder of the school year (including Prom).
12. Admittance to dances is considered a privilege. To earn admittance students are required to be in good standing (i.e. grades, referrals, assigned detentions).

EXTRACURRICULAR ACTIVITIES (ELIGIBILITY)

The Kansas State High School Activities Association has set the following rules in order for students to be eligible for extracurricular activities:

A student must:

1. Be passing five subjects not previously passed at the end of each semester to be eligible to compete in extracurricular activities the following semester.
2. Pass an adequate physical examination by a physician and have the written consent of their parents or legal guardians.
3. Be regularly enrolled and in attendance no later than the Monday of the fourth week of the semester in which they participate.
4. Not have more than eight semesters of possible eligibility in grades 9 through 12.
5. Not be 19 years of age on or before September 1 of the school year in which they compete.
6. Not compete under a false name or for money or merchandise of intrinsic value.
7. Not engage in outside competition in the same sport during a season in which they are representing their school. (*Additional information on KSHSAA guidelines is available in the Activities Director's office.*)
8. Student must be in good standing.

In addition to the KSHSAA rules, students in Colby Public Schools will be governed by the following eligibility requirements:

1. Eligibility will be determined weekly on Monday at 9:00 a.m. The first eligibility of each semester will be determined after the second full week. A student who has two or more failing grades will be placed on academic probation for one week to bring up the grades. If a student is not successful in bringing up at least one of the two failing grades to a passing status, the student will then be ineligible for one week. The student eligibility status runs for one full week at a time. Eligibility is based on seven classes. Adjustments to eligibility requirements will be made by an administrator for schedules that are above or below seven classes.
2. In order to be eligible for participation, the student must be a student in good standing (i.e., academics, attendance, behavior).
3. A student may be determined ineligible for any of the following reasons:
 - a. Incomplete work (daily lesson assignments, book reports, special projects, tests, etc.) that have not been completed.
 - b. Failing work for the previous week.
 - c. Disciplinary referrals, suspension, tardies, truancy, etc.
4. The following restrictions will apply to an ineligible student:
 - a. May not travel with the squad or team.
 - b. May not wear a school uniform.
5. Interpretations:
 - a. A music student may participate in a concert; however, he/she may not participate in a contest/festival involving other schools.
 - b. If a student auditioned or "tried out" for a position, and that student is not participating in a regular class function, he/she may not participate in the activity.

Middle School Eligibility

CMS student grades are checked weekly for eligibility. Any student failing one or more classes will be ineligible for the following week. These eligibility checks are done each Monday at 9:00 am. Students who have no failing grades by the end of the school day on Friday will be eligible for Saturday competition if allowed by the teacher, coach, and administrator. Incomplete or missing work may constitute a reason for a student to be ineligible.

FIELD TRIPS (Board Policy IFCB)

Teachers are responsible for making all arrangements for out of town field trips. Students will behave and dress the same on the field trip as they would at school. A signed permission slip must be obtained from the parents/guardian of each student planning to participate in the out of town field trip. Colby USD 315 is not responsible for personal items/materials left in school vehicles. Students may be denied the privilege of field trips due to inappropriate behavior or academic eligibility.

Trips NOT SPONSORED by Colby Public Schools

Students may have various opportunities for educational and/or recreational trips not sponsored by USD 315 during and outside of the school year. The presence of one or more school employees on such a trip does not indicate school sponsorship. The school district assumes no physical or financial liability for such trips.

FUND RAISING

All USD 315 fundraisers must provide a service or a product. "Pressure" sales or soliciting donations will not be allowed. All class or organizational fund raising projects must have the approval of the sponsor before presenting it to the administration. All classes or organizations desiring to participate in a fund raising project will need prior approval by the Board of Education and administration. All proceeds accumulated through approved fund raising projects are to be used for the specific activity or project that it was originally approved for.

GYM AND WEIGHT ROOM USAGE

There will not be any activity in the gym or weight room unless it is supervised by a teacher, coach, activity sponsor, or administrative designee. Everyone should have clean gym shoes before walking on the gym floor.

KIDS IN CHARGE (K.I.C.)

Middle school students have a unique opportunity to participate in an alternative program to student council. K.I.C. is for all middle school students at all grade levels. K.I.C. members will have an opportunity to provide services for the staff and students of CMS. These volunteers will have opportunity to make posters, sell concessions, help new students, and a variety of other activities. These students will also be able to participate in various fun activities during the year.

NATIONAL HONOR SOCIETY

National Honor Society is an academic organization for eligible juniors and seniors. The purpose of National Honor Society is to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership and to encourage the development of character in all students of Colby High School.

PEP RALLIES/ASSEMBLIES

Pep rallies will be held as often as determined by the cheerleaders, their sponsor, and the administration, under whose direction they will be held. The purpose of the pep rallies and assemblies is to generate spirit and enthusiasm for the inter-school games and to promote a wholesome and sportsmanlike school spirit as well as foster an enriched academic environment. Students are urged to enter into these rallies with enthusiasm.

PRACTICE AND PRACTICE SCHEDULING

All practices (including evenings and Saturdays) must be approved by the activity director. Morning practices will not begin before 6:30 a.m. (students will not participate in **any** activity associated with practice before 6:30 a.m.). Sunday practices will not be allowed unless there is a state-level or state-qualifying competition on the following Monday or Tuesday. Two-hour practice sessions are recommended as a maximum. Beginning practice dates for all sports are governed by the KSHSAA. Students participating in practices on Wednesdays must be released and out of the buildings by 6:30 p.m. Regarding severe weather: When school is called off early or there is no school due to severe winter weather, there will be no practice unless prior approval by the activities director and/or superintendent.

Middle school students will not have any Sunday practices.

SCHOOL COLORS

We are the Colby Eagles. Our symbol is the golden eagle and our school colors are orange and black. White and gray will be used as the districts designated neutral colors. Students are encouraged to wear their school colors on days of sports events. All school uniforms will reflect school colors.

STUDENT COUNCIL (STUCO)

The primary function of the Student Council is to make recommendations to the administration on programs and activities they feel will benefit the entire student body. The input of the Student Council will be used to recommend policy changes as well as other changes during the year. Colby High School students are expected to voice their concerns and issues to STUCO and their representatives.

STUDENT RECOGNITION (Administrative policy concerning displays recognizing students.)

1. The trophy case (in the Commons Area) will be used for student recognition.
2. Students to be recognized will be those earning Colby High School honors at the league, state and national level. Displays may be in place from the time of the award through no later than the following school year. The displays will then be removed and saved for the group sponsoring the display to distribute as they see appropriate.
3. The trophy case will also hold trophies won via school activities from the time the trophy was won through no later than the following school year. At that time they will be moved to the permanent trophy display case.
4. Students' recognition displays will be for the specific Colby School event, activity or academic award for which they won an honor. Other school activities or non-school activities that the person participated in will not be recognized or noted.
5. Each group wishing to recognize a student or students will take the initiative to prepare the display after consulting with administration concerning available space, size of the award recognition display, and appropriateness of the award. Administration will have final approval of all displays.
6. Students winning individual state championships will only have one picture with a label noting all accomplishments.

SCHOOL ACTIVITIES - We encourage students and families to attend the many activities that the district sponsors. Students are expected to act and dress according to the rules for any regular school day. Any person causing problems will be asked to leave the activity and not return. Parents/guardians are expected to supervise and be responsible for their children while attending district activities.

ATTENDANCE

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 for 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 absences the school determines to be unexcused.

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

- Three (3) unexcused absences (letter sent home)
- Five (5) unexcused absences in a semester (letter sent home)
- Seven (7) unexcused absences (letter sent home)

Middle School and High School

Excessively absent (as deemed by the school)

Any student who is absent from school excused and/or unexcused more than seven (7) days in a semester will be considered excessively absent. Any student who is excessively absent as defined in this policy will have all subsequent absences deemed unexcused.

Grade School

Excessively absent (as deemed by the school)

Any student who is absent from school excused and/or unexcused for more than ten (10) days in a school year will be considered excessively absent. Any student who is excessively absent as defined in this policy will have subsequent absences deemed unexcused.

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. Unexcused absences will result in detention being assigned.

Tardies

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

- a. Each student has the responsibility to arrive at school and to each class on time.
- b. 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.
- c. After first hour, tardies will be reported by the classroom teacher.
- d. 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 Middle School and High School students.
For Grade School students, singular or multiple tardies accumulating to more than 90 minutes will be classified as a half day absence for truancy purposes.

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.

For purposes of this policy, the following definitions apply:

1. **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:
 - a. 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.
 - b. USD 315 sponsored sports/school activities.
 - c. 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.
 - d. 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).
 - e. Obligatory religious observances.
 - f. Students whose parents are active duty personnel may have additional excused absences, at the discretion of the district, relative to leave or deployment.

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.

2. **Unexcused** reasons include, but may not be limited to:
 - a. Any absences not meeting the guidelines listed above as an excused absence.
 - b. Any absences in which the office was not notified by a parent before or at the time of the absence will be considered unexcused until notified.
 - c. Consequences for an unexcused absence will be determined by the administrator.

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 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.**
- c. Make-up for final exams requires administrative approval.
- d. 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.

ENROLLMENT

Colby Public Schools requires students enrolling for the first time to provide proof of identity. Parents have until September 30 to provide this information. If the proper documents are not provided by September 30, the child will not be allowed to attend school until the documents are received.

New students entering Colby Public Schools during the school year have 30 days to get the proper records to the school. New students will be allowed to begin class two days after enrollment to assure proper placement.

Immunization (Information provided by the Kansas Immunization Program)

According to K.A.R. 28-1-20 and K.A.R. 28-1-21: For the purposes of this regulation, "susceptible child" shall mean either of the following if, for that individual, there is no history of the disease that has been documented by a licensed physician, no laboratory documentation of immunity, or no documentation acceptable to the secretary that demonstrates current vaccination against the disease. Except as provided in K.S.A. 72-6262 et. seq. and amendments thereto, each susceptible child shall be inoculated before enrolling in any Kansas school. The required immunizations may be located at: <http://www.kdheks.gov/immunize/schoolInfo.htm>

Kansas Statutes Related To School Immunizations (Information provided by the Kansas Immunization Program)

72-6262. same; certification of completion required, alternatives, duties of school boards.

- a. In each school year, every pupil enrolling or enrolled in any school for the first time in this state, and each child enrolling or enrolled for the first time in a preschool or day care program operated by a school, and such other pupils as may be designated by the secretary, prior to admission to and attendance at school, shall present to the appropriate school board certification from a physician or local health care department that the pupil has received such tests and inoculations as are deemed necessary by the secretary by such means as are approved by the secretary. Pupils who have not completed the required inoculations may enroll or remain enrolled while completing the required inoculations if a physician or local health department certifies that the pupil has received the most recent appropriate inoculations in all required series. Failure to timely complete all required series shall be deemed non-compliance.
- b. As an alternative to the certification required under *subsection a*, a pupil shall present:
 1. An annual written statement signed by a licensed physician stating the physical condition of the child to be such that the tests or inoculations would seriously endanger the life or health of the child, or
 2. A written statement signed by one parent or guardian that the child is an adherent of a religious denomination whose religious teachings are opposed to such tests or inoculations.

- c. On or before May 15 of each school year, the school board of every school affected by this act shall notify the parents or guardians of all known pupils who are enrolled or who will be enrolling in the school of the provisions of this act and of any policy regarding the implementation of the provisions of this act adopted by the school board.
- d. If a pupil transfers from one school to another, the school from which the pupil transfers shall forward with the pupil's transcript the certification or statement showing evidence of compliance with the requirements of this act to the school to which the pupils transfers.

History: L. 1961, ch. 354, 2; L. 1965, ch. 412, 1; L. 1970, ch. 283, 1; L. 1975, ch. 462, 107; L. 1978, ch. 291, 2; L. 1981, ch. 285, 1; L. 1993, ch. 89, 1; L. 1994, ch. 206, 1; July 1.

K.S.A. 72-6263. Same; duties of public health departments and officers; fees, exception to payment.

The county, city-county or multi-county health department shall provide without delay, and to the extent that funds are available, the tests and inoculations required by this act to such pupils as are not provided therewith by their parents or guardians and who have not been exempted on religious or medical grounds. Such tests and inoculations may be provided on a sliding fee scale for administrative charges, with the exception that no child may be denied inoculations for inability to pay an administrative fee. The local health office shall counsel and advise school boards concerning the administration of this act.

History: L. 1961, ch. 354, 3; L. 1965, ch. 412, 2; 1978, ch. 291, 3; L. 1980, ch. 182, 30; L. 1994, ch. 206, 2; July 1.

K.S.A. 72-6264. Same; duties of secretary; forms and certificates; regulations.

The secretary shall prescribe the content of forms and certificates to be used by school boards in carrying out this act and shall provide, without cost to the school boards, sufficient copies of this act for distribution to pupils. Schools shall utilize the reporting form adopted by the secretary for documentation of all immunizations. Audit information shall be obtained from this adopted form. The secretary may adopt such regulations as are necessary to carry out the provisions of this act.

History: L. 1961, ch. 354, 4; L. 1975, ch. 462, 108; L. 1978, ch. 291, 4; L. 1994, ch. 206, 3; July 1.

K.S.A. 72-6265. Exclusion of pupils from school attendance; adoption of policy; notice; hearing; compulsory attendance law not applicable.

- a. The school board of every school affected by this act may exclude from school attendance, or by policy adopted by any such school board, authorize any certificated employee or committee of certificated employees to exclude from school attendance, any pupil who has not complied with the requirements of K.S.A. 2017 Supp. 72-6262. A pupil shall be subject to exclusion from school attendance under this section until such time as the pupil shall have complied with the requirements of K.S.A. 2017 Supp. 72-6262. The policy shall include provisions for written notice to be given to the parent or guardian of the involved pupil. The notice shall:
 - 1. indicate the reason for the exclusion from school attendance,
 - 2. state that the pupil shall continue to be excluded until the pupil has complied with the requirements of K.S.A. 2017 Supp. 72-6262, and
 - 3. inform the parent or guardian that a hearing thereon shall be afforded to the parent or guardian upon request therefore,
- b. The provisions of K.S.A. 2017 Supp. 72-3120 do not apply to any pupil while subject to exclusion from school attendance under the provisions of this section.

History: L. 1978, ch. 291, 5; L. 1981, ch. 285, 2; July 1.

Textbook and Student Materials Fee

This fee includes technology usage and access to and use of reading, math, language arts, spelling, social studies, and science curriculum materials needed at each grade level.

The fee will be payable at registration and will be determined as follows:

- First nine weeks - full amount
- Second nine weeks - $\frac{3}{4}$ amount
- Third nine weeks - $\frac{1}{2}$ amount
- Fourth nine weeks - $\frac{1}{4}$ amount

Parents who feel that they are unable to pay this fee must make application for the waiver of these fees.

All children are responsible for the school materials or property that have been assigned to them. The student must pay for any loss or damage to the school materials or property.

Students who leave Colby Public Schools during the course of the year will have a portion of their fees refunded according to the following schedule:

- First nine weeks - $\frac{3}{4}$ amount
- Second nine weeks - $\frac{1}{2}$ amount
- Third nine weeks - $\frac{1}{4}$ amount

IRREGULAR DISMISSAL/SCHOOL CLOSING/MESSAGING ALERT SYSTEM

The following stations will broadcast school closing information: KXXX Radio, 790 AM; KRDQ Radio, 100.3 FM; KKCI Radio 102.5; KLOE Radio 730 AM; KWGB 97.9; KGCR 107.7 FM; KFNF 101.1 FM; KAKE-TV, Channel 6; KWCH-TV, Channel 11; and KSNK-TV, Channel 8.

The message alert system will also send out emergency and important messages pertaining to early dismissal. This service will automatically send an e-mail, text message or voice mail to all patrons who have signed up. Contact the administration office (785-460-5000) to obtain the service.

If there is not an announcement, assume school will be in session. Parents may be notified if the regular dismissal time is to be changed. Parents needing to have students dismissed at an irregular time must come to the office and identify themselves and sign them out. Children will then be called to the office to meet them. Students will not be dismissed from the class until the parent arrives. If the child is dismissed early without the parent picking the student up, a signed note or phone call from the parent must be received at the office.

SIGNING IN/OUT OF THE BUILDING

All students leaving or entering the building during the school day are required to sign in/out at the time of entrance/departure in the office. Refusal to sign in/out may be counted as an unexcused absence and subject to the school discipline code.

WITHDRAWAL PROCESS

Students withdrawing from Colby High School are required to complete a withdrawal form in the Career Center and have each of their instructors sign the withdrawal form as the student turns in their books, etc. Upon completion of the form it is to be returned to the Career Center to be processed. Students are held accountable for all USD 315 property not returned at the time of their withdrawal.

HEALTH

NURSE

The nurse's office is located in the administrative offices of each attendance center. Students must first obtain a pass from a teacher and then report to the office **before** going to the nurse. Students are not permitted to leave school without first checking out through the office. A school nurse is on call at Colby Grade School, 210 North Grant. The nurse may be reached by phone at (785) 460-5111. In addition to performing health nurse duties, the nurse will be available by appointment for consultation with parents, students, and teachers. Student health records are located in the health office. Health information is kept confidential according to health insurance portability and accountability (HIPA) guidelines.

Exclusion from School for Non-immunized Students (Board Policy JGCB)

Non-immunized students, including those with a religious, medical, or other statutory exemption, shall be excluded from attending school during an outbreak of a vaccine-preventable disease in their attendance building. This will be determined on a case-by-case basis by a licensed employee. Recommendations from a licensed physician and/or local health department official shall determine the duration of exclusion from school. USD 315 will follow all KDHE regulations and guidelines found at kdheks.gov. For questions, please contact the school nurse. Vaccine-preventable diseases may include but are not limited to the following diseases: diphtheria, tetanus, pertussis, poliomyelitis, measles, mumps, and rubella.

Any such child may be readmitted earlier to school upon the written authorization of the parent/guardian. The parent/guardian's signature on the prescribed release form signifies knowledge of the outbreak and risks to the child.

Communicable or Contagious Diseases

According to Kansas State Law (K.S.A. 65-122) no person afflicted with an infectious or contagious disease dangerous to the public health shall be admitted into any public, parochial or private school or licensed child care facility. USD 315 will follow all KDHE regulations and guidelines found at kdheks.gov. For questions, please contact the school nurse.

If a student is excluded from school for any of the above, he/she will need to check in with the school nurse before returning to the classroom.

First Aid:

For minor injuries, first aid is administered by the nurse, teacher, principal, school secretary, aide, or in some instances by the student himself/herself.

Healthy Environment

In order to provide a healthy environment in your child's classroom, we ask that you utilize the following guidelines in determining when to keep your child home due to illness. If your child has any of the following symptoms upon awakening or in the time span indicated, please allow him/her to stay home until the problem is resolved.

1. A fever of 100 or above (99 if under the arm). Please check your child's temperature if he/she shows signs of not feeling well before school. A child must be free of an elevated temperature **WITHOUT** the use of medications for 24 hours before returning to school. 26
2. Vomiting or other signs of illness within the past 24 hours.
3. Loose or diarrhea stools within the past 24 hours (more than one loose stool in this time span).
4. Frequent coughing of an unusual nature. Deep "seal-like" coughs usually indicate an infection in the lungs.
5. Head lice and/or nits must be removed before the child is permitted to return to the classroom.
6. Any unusual rashes or outbreaks on the skin.
7. Breathing difficulties.

It is essential that the school have a current emergency telephone number on file.

If a child comes to school with a disability or injury that prevents them from participating fully in daily activities including recess a note should be brought from the parents.

Hearing and Vision Screenings

Hearing and vision screenings are done in the fall of the year for grades K, 1, 2, 3, 5, 7, and 10. New students to the district get both vision and hearing screening done soon after enrolling. Any parent may request vision or hearing screening done at any time during the school year. If there is a problem noted at the time of the vision, hearing, or dental screening, parents/guardians will be notified. If there is no problem, no notification will be sent.

Immunizations (K.A.R. 28-1-20):

The required immunizations for school entrance may be located at: <http://www.kdheks.gov/immunize/schoolInfo.htm>

Kansas Statutes Related to School Immunizations

1. Health tests and inoculations; certification of completion required, alternatives; duties of school boards.
2. In each school year, every pupil enrolling or enrolled in any school for the first time in this state, and each child enrolling or enrolled for the first time in a preschool or day care program operated by a school, and such other pupils as may be designated by the secretary, prior to admission to and attendance at school, shall present to the appropriate school board certification from a physician or local health department that the pupil has received such tests and inoculations as are deemed necessary by the secretary by such means as are approved by the secretary. Pupils who have not completed the required inoculations may enroll or remain enrolled while completing the required inoculations if a physician or local health department certifies that the pupil has received the most recent appropriate inoculations in all required series. Failure to timely complete all required series shall be deemed non-compliance.
3. As an alternative to the certification required under subsection (a), a pupil shall present:
 - a. An annual written statement signed by a licensed physician stating the physical condition of the child to be such that the test or inoculations would seriously endanger the life or health of the child, or
 - b. A written statement signed by one parent or guardian that the child is an adherent of a religious denomination whose religious teachings are opposed to such tests or inoculations.
 - c. On or before May 15th of each school year, the school board of every school affected by this act shall notify the parents or guardians of all known pupils who are enrolled or who will be enrolling in the school of the provisions of this act and of any policy regarding the implementation of the provisions of this act adopted by the school board.
 - d. If a pupil transfers from one school to another, the school from which the pupil transfers shall forward with the pupil's transcript the certification or statement showing evidence of compliance with the requirements of this act to the school to which the pupil transfers.

History: L. 1961, ch. 354, 2; L. 1965, ch. 412 1; L. 1970, ch. 283, 1; L. 1975, ch. 462, 107; L. 1978, ch. 291, 2; L. 1981, ch. 285, 1; L. 1993, ch. 89, 1; L. 1994, ch. 206, 1; July 1.

K.S.A. 72-6263. Same; duties of public health departments and officers; fees, exception to payment.

The county, city-county, or multi-county health department shall provide without delay, and to the extent that funds are available, the tests and inoculations required by this act to such pupils as are not provided therewith by their parents or guardians and who have not been exempted on religious or medical grounds. Such tests and inoculations may be provided on a sliding fee scale for administrative charges, with the exception that no child may be denied inoculations for inability to pay an administrative fee. The local health officer shall counsel and advise school boards concerning the administration of this act.

History: L. 1961, ch. 354, 3; L. 1965, ch. 412,2; 1978, ch. 291, 3; L. 1980, ch. 182, 30; L. 1994, ch. 206, 2; July 1.

K.S.A. 72-6264. Same; duties of secretary; forms and certificates; regulations.

The secretary shall prescribe the content of forms and certificates to be used by school boards in carrying out this act and shall provide, without cost to the school boards, sufficient copies of this act for distribution to pupils. Schools shall utilize the reporting form adopted by the secretary for documentation of all immunizations. Audit information shall be obtained from this adopted form. The secretary may adopt such regulations as are necessary to carry out the provisions of this act.

History: L. 1961, ch. 354, 4; L. 1975, ch. 462, 108; L. 1978, ch. 291, 4; L. 1994, ch. 206, 3; July 1.

K.S.A. 72-6265. Exclusion of pupils from school attendance; adoption of policy; notice; hearing; compulsory attendance law not applicable.

The school board of every school affected by this act may exclude from school attendance, or by policy adopted by any such school board, authorize any certificated employee or committee of certificated employees to exclude from school attendance, any pupil who has not complied with the requirements of K.S.A. 2017 Supp. 72-6262. A pupil shall be subject to exclusion from school attendance under this section until such time as the pupil shall have complied with the requirements of K.S.A. 2017 Supp. 72-6262. The policy shall include provisions for written notice to be given to the parent or guardian of the involved pupil.

The notice shall:

- Indicate the reason for the exclusion from school attendance,
State that the pupil shall continue to be excluded until the pupil has complied with the requirements of K.S.A. 2017 Supp. 72-6262,
- and inform the parent or guardian that a hearing hereon shall be afforded the parent or guardian upon request therefore.

The provisions of K.S.A. 2017 Supp. 72-3120 do not apply to any pupil while subject to exclusion from school attendance under the provisions of this section. History: L. 1978, ch. 291, 5; L. 1981, ch. 285, 2; July 1.

Medication Policy (Board Policy JGFGB, JGFGBA):

Medications may be administered by the school nurse or delegated personnel. The medication **must** be requested by the parent or legal guardian and the "REQUEST FOR MEDICATION TO BE ADMINISTERED DURING SCHOOL ATTENDANCE" form must be completed.

1. Prescription medication requires the person authorized to prescribe the medication sign the Medication Request Form as well as the parent or legal guardian.
2. All medication **must** be in the **original container labeled correctly** by the pharmacy or physician with the name of the medication, dosage, and how the medication is to be taken at school.
3. The parent may request the pharmacist supply one medication bottle for school use and one for home use.
4. Written permission can be faxed for medication administered at school from the parent or legal guardian, or the person authorized to prescribe the medication. It is at the discretion of the school health nurse whether to administer the medication or delegate specific school personnel to administer the medication during school hours.

All medication must be checked in with the school nurse and/or designee. Students may not carry medications with them. The only exception would be emergency medications (i.e. inhalers for asthma or epinephrine for severe allergic reactions) but only after checking them in with the school nurse. This requires an order by the person authorized to prescribe the medication. The nurse will then authorize the use of the medication with authorization of the building administrator and school board policy.

K.S.A. 65-2872b authorizes any person to administer epinephrine in emergency situations to a student or a member of a school staff. This legislation became effective July 1, 2009, and exempts from liability for civil damages and from the practice of the healing arts any person who gratuitously and in good faith renders emergency care or treatment through the administration of epinephrine to a student or a member of a school staff at school, on school property or at a school sponsored event if the person acts as an ordinary and reasonably prudent person would have acted under the same or similar circumstances.

According to K.S.A. 72-6283 and K.S.A. 65-1680 A school may not maintain an epinephrine kit unless the school has consulted with a pharmacist licensed by the state board of pharmacy. The consultant pharmacist shall have supervisory responsibility for maintaining the epinephrine kit. The consultant pharmacist shall be responsible for developing procedures, proper control and accountability for the epinephrine kit. Periodic physical inventory of the epinephrine kit shall be required. This legislation authorizes any person to administer epinephrine in emergency situations to a student or a member of a school staff when: (1) the person administering the epinephrine reasonably believes that the student or staff member is exhibiting the signs and symptoms of an anaphylactic reaction; (2) a physician has authorized, in writing, the school to maintain a stock supply of epinephrine; and (3) the epinephrine is administered at school, on school property or at a school sponsored event.

Additional guidance can be found at www.kdheks.gov/c-f/

Students are not allowed to carry medications with them unless approved by the school nurse and administration. If a student needs medication during school time, they are to report to the office at the proper time, as other duties do not allow the nurse to look for the student when it is medication time.

STUDENT INSURANCE PROGRAM (Board Policy JGA)

Student medical expenses are the responsibility of the students' parents/guardians. Information on securing/purchasing student insurance will be made available to parents/guardians at enrollment, providing such information was supplied to the school district by at least one insurance company. Medical expenses for accidents and/or injuries to students at school or school related activities are the responsibility of the parents/guardians.

STUDENT SURVEY (SAFE AND DRUG FREE SCHOOLS)

In order to evaluate and effectively modify existing substance abuse and violence prevention programs and to identify risks and strengths that can be addressed by developing programs, USD 315 students in the 6th, 8th, 10th and 12th grades are surveyed annually using the Kansas Communities That Care Survey. This anonymous survey provides data which can be compared with regional, state and national data and, in addition to identifying trends and guiding prevention programming in the community, serves as a required district survey reference for funding applications to access Safe and Drug Free Schools and Communities funds.

Students have the option to decline participation in the survey, or they may decline to answer specific questions on the survey. A copy of the survey may be previewed by contacting the building principal.

POLICIES / PROCEDURES

ACCIDENTS

The school should always have parent's correct address and telephone numbers for both home and work. If both parents work, the school should be informed as to how to contact them in case of an emergency. A school nurse or office personnel will handle school accidents. Any injured student must report to the teacher in charge. The teacher or office personnel will aid the student in getting to the school nurse if necessary. The parents will be contacted and necessary medical attention obtained as soon as possible. However, the school will not administer medication.

ASBESTOS

Asbestos is an important issue we continue to monitor and address. Congress enacted the Asbestos Hazard Emergency Response Act of 1986 (AHERA) to determine the extent of and develop solutions for any problems schools may have with asbestos.

To give you some background information, asbestos is a naturally-occurring mineral that was mined primarily in Canada, South Africa, and the former republics of the Soviet Union. Asbestos' properties make it a building material for insulating, sound absorption, decorative plasters, floor tiles, fireproofing, and a multitude of miscellaneous uses. Over 3,000 different products have been identified as being made using asbestos-containing material. In 1973, the Environmental Protection Agency (EPA) began limiting usage of asbestos-containing products in building materials. By 1978, asbestos-containing products were banned by the EPA.

We continually have our facilities re-inspected by a certified asbestos inspector from Precision Environmental Services of Wichita, Kansas. Initially, the inspector located, sampled, and rated the condition and hazard potential of all material in our facilities suspected of containing asbestos. Using the certified inspection report (which included laboratory analysis records), Precision Environmental Services has developed a certified Asbestos Management Plan for USD 315. This plan includes: this notification letter, education/training of our employees, procedures designed to minimize the disturbance of the asbestos-containing materials, and plans for regular surveillance of asbestos-containing materials.

A copy of the Asbestos Management Plan is available for inspection in all of our administrative offices during regular office hours. All inquiries regarding the plan may be directed to USD 315 or Precision Environment Services, 1405 S Mosley, Wichita, KS 67211 (316-265-0012).

We actively implement this asbestos management plan. We are intent on not only complying with, but also exceeding federal, state and local regulations in this area. We plan on taking whatever steps are necessary to insure that you have a safe environment in which to send your children and a healthy place in which to work.

ANNOUNCEMENTS

Announcements will be provided at each school. Messages that are to be given to students or announced over the intercom need to be delivered or called into the office by 2:00 p.m. Messages received after 2:00 p.m. are not guaranteed to be delivered.

BACKPACKS, BOOK BAGS, PURSES

Backpacks, book bags, purses, etc. may be used to transport school items from vehicles to a student's locker. They should then be left in the student's locker for the remainder of the school day. They should not be used to transport items from class to class.

BUSING (Board Policy JGG)

Some courses offered by Colby Public School necessitate transportation to a separate facility. Colby Public Schools provides a shuttle bus to accommodate those courses, and students are expected to use that option for transportation. No student should use their own vehicles to transport themselves or others to class without written permission from the instructor and the high school administration. It is expected that students are respectful to the bus drivers and follow the busing guidelines. This opportunity may be revoked and the student may be removed from the class if guidelines are not followed.

Bus Guidelines

1. The driver is in charge of the pupils and the bus. Pupils must obey the driver promptly and cheerfully.
2. Pupils must be on time; the bus cannot wait for those who are tardy.
3. Outside of ordinary conversation, classroom conduct is to be observed.

4. Pupils must not throw waste paper or other rubbish on the floor of the bus. The bus should be kept clean and sanitary at all times.
5. Pupils must not, at any time, extend arms or head out of the bus windows.
6. Pupils must stay seated while the bus is in motion.
7. Any damage to the bus is reported to the driver immediately.
8. No eating or drinking is allowed on the bus.
9. Use of seat belts is required in suburban and mini-bus vehicles.

Bus/Transportation Department

It is the purpose and intent of the Colby School bus system to furnish transportation to school, and deliver home each public school day, all students desiring this service who qualify for student transportation in USD 315.

We shall try to get the students to their proper destination when possible, and when we feel it is safe and practical to do so. Of course, our main concern is for the safety and well-being of the students transported. This we feel is our first obligation under all conditions.

There are times, due to either adverse weather and/or road conditions, that it is not safe or advisable to try to operate busses on some of the roads in the district. It is also apparent that adverse conditions could exist in some locations in the district while normal operations might be possible in other places. This could be due to heavy rain or snow in one area and not in another, or ice, snow, etc. affecting road conditions or other factors in bus operations.

Conditions can also, and many times do, change from morning to evening or vice versa. Therefore, decisions as to the adversity of sending busses must, at times, be made twice daily. Hasty or last minute decisions as to school bus operations will be avoided whenever possible, but a sudden blizzard or storm could cause a change in operations very quickly.

Since sometimes radio and TV announcements may differ from our intended instructions, we feel we should have a standard procedure to follow so everyone will know our intentions. It will be considered the students' and parents' responsibility to listen for these announcements when these conditions exist.

We will operate the busses on the following plan under adverse conditions:

Announcements over the following radio and local affiliate TV stations: KXXX Radio 790 AM, KRDQ Radio 100.3 FM, KKCI Radio 102.5, KLOE Radio 730 AM, KWGB 97.9, KGCR 107.7 FM, KFNF 101.1 FM, KTCC 91.9, ABC KAKE-TV, CBS KWCH-TV, and NBC KSNK-TV. We will also have the information posted on our district website at www.colbyeagles.org and sent out via School Messenger.

If announcement states "USD 315 Colby Public Schools all rural route busses will run HARD SURFACE ONLY."

It means: Busses running under HARD SURFACE conditions will drive on BLACKTOP roads (ONLY).

The FIRST announcements for adverse conditions will be given between 6:00 a.m. and 6:30 a.m. for routes.

THE FOLLOWING POLICY WILL BE IN EFFECT IF AN EMERGENCY MAKES IT NECESSARY TO KEEP THE BUSES IN TOWN ON THE EVENING TRIPS:

1. All students who live outside the city limits of Colby will be delivered to the address as noted on their Bus Pupil's Data Card within the city limits of Colby (storm address). Busses will not run the rural routes the following morning. Students will be picked up at their city addresses. Exception: If busses are kept in town on a Friday p.m., the busses will run on the following Monday a.m. if conditions permit regular rural routes.
2. All students from the same family must have one delivery address. They will be delivered to this address in their own regular bus; they will not be taken to any other place other than the storm address on their Bus Data Card.
3. If parents wish to pick their children up at school, this information should be included on the Bus Data Card so they may be kept at school until picked up.

COMPUTER LAB GUIDELINES

1. No unsupervised students are to be in the labs. No exceptions should be made to this rule.
2. Only students who have returned a signed Internet Agreement may use the internet—no exceptions.
3. Students needing to complete assigned work or type writing assignments are encouraged to do so in the computer labs.
4. Students and parents will need to sign the Gmail permission form each school year in order to have access to USD 315 school email.

FEES

Students attending CPS will be charged fees for textbook and student materials, breakfast/lunch, wood projects (in excess of the required projects), and music equipment. Additional fees may be assessed for athletics/activities, driver's education, After School Program, etc. Basic fees are to be paid when the student enrolls

Families that qualify for the state free school nutrition program may also receive textbook and student materials, athletic enrollment fees, After School Program, and/or driver education class enrollment free of charge. Fees will only be waived after a signed Consent for Disclosure form has been received and processed by the district.

Families that qualify for the state reduced school nutrition program may receive textbook and student materials, athletic enrollment fees, After School Program and/or driver education class enrollment at half price. Fees will only be reduced after a signed Consent for Disclosure form has been received and processed by the district.

Full replacement or repair cost will be assessed to all students for lost or damaged equipment. Students moving during the school year will be given a refund prorated on the amount of time enrolled. Deduction of outstanding dues, lost/damaged materials, unpaid activity fees etc. can be deducted from all refunds except the meal funds. Any request for exception to the refund amounts shall be made to the Superintendent of Schools for approval.

1) Textbook and Student Materials Fee Refund

- i) If a student attends one (1) day in the quarter at a status the family will be responsible for paying the fee for that quarter at that status.
- ii) The status/fee change will be applied to the next quarter and following quarters.
- iii) If a refund is necessary for the education material/tech fees, the building secretary will submit a Refund/Transfer Request form.

2) Little Eagles Fee Refund

- i) If a student attends one (1) day in the quarter at a status the family will be responsible for paying the fee for that quarter at that status.
- ii) The status/fee change will be applied to the next quarter and following quarters.
- iii) If a refund is necessary for the Little Eagles fees, the building secretary will submit a Refund/Transfer Request form
- iv) The building principal is responsible for making changes to the district documentation spreadsheet for the Little Eagles program

3) Activity/Athletic Fee Refund

- i) If a student attends one (1) day of an activity/sport at a status, the family will be responsible for paying the fee for that activity/sport season at that status
- ii) The status/fee change will be applied to any proceeding activity/sport season
- iii) If a refund is necessary for the activity/athletic fees, the building secretary will submit a Refund/Transfer Request form.

Refunds are payable to the parent/guardian following approval by the board at an upcoming meeting. With the exception of meal refunds, all other outstanding dues (such as lost/damaged materials), may be deducted from the total amount to be refunded.

HALL PASSES/PLANNERS

Middle school student planners have pages designated for passes and will be expected to use their planners to have teachers write passes. If a student does not have his/her planner, a teacher may refuse to allow the student to pass.

LOCKERS (Board Policy JCAB)

Lockers are the property of the school; therefore, students should not anticipate privacy rights. Students should not leave anything of value in their locker under any circumstances. The school will not be responsible for lost or stolen items. Colby High School provides each student with a lock. **This lock should remain secured at all times to prevent items from being stolen.** It is equally important that students not share their lock combination with anyone. Personal locks may not be put on lockers and will be cut off. If it is necessary to bring something valuable to school, the student may leave it in the office during the day. Please report lost or missing items immediately to the administration.

Lockers will be inspected if the administration considers it necessary to maintain the integrity of the school environment or to protect other students. Lockers will be checked for damages and cleanliness at the end of the school year.

LOST AND DAMAGED BOOKS

Students will be expected to return books checked out in their care at the close of the school term. Abusive care given to school owned books will result in students being assessed repair or replacement cost for the book. Reasonable wear and tear is not considered abusive care. Assessment for lost or damaged books is the responsibility of the building principal.

LOST AND FOUND

A lost and found is maintained in the school office. Items found or reports of missing items will be turned into the office. Please label clothing items with a permanent marker. Items from the lost and found will periodically be donated to a charitable organization. Any items that are found in the possession of another student may be considered as stolen.

MEMORIAL FOR STUDENTS/STAFF (Board Policy FC)

USD 315 has established a memorial fund through the Thomas County Community Foundation that families and students may contribute to in memory of loved ones or staff. Donations will be given to the school for the purpose of funding specialized programs, services, materials, or equipment. Plaques and pictures will not be included in the giving of memorials. All memorials will be recognized in the quarterly newsletter for the Thomas County Community Foundation and on the USD 315 web site.

PARENT CONCERNS AND COMPLAINTS

The Board of Education has asked that parents be formally informed of the school procedure on concerns and complaints about teachers or administrators. It is the responsibility of the parent to contact teachers or administrators that they have a complaint with. This is to be done before moving on to the next level of command (teacher-building administrator-superintendent-Board of Education).

A complaint form is located in the "OTHER" section of the handbook and is to be completed and given to the next person in the chain of command when meeting with them. Any complaints about teachers brought to the principal will be reported to the teacher involved so that he/she/they may be prepared for the parental contact or so that the teacher(s) may initiate the contact.

POSTERS

Posters and other information may be posted on the hallway bulletin boards only after receiving approval from the administration. Posters may not be placed on any painted surface unless special tape is used.

SAFETY

Child Abuse

Under federal law, and Kansas law as well, school personnel are required to report suspected cases of child abuse and neglect. In fact, under Kansas law, failure to report suspected child abuse is a criminal and/or civil offense. Investigations of suspected child abuse and neglect are to be conducted by official representatives of school and rehabilitation services and law enforcement officers.

School Emergency Procedures:

Colby Public Schools has emergency plans in place to deal with a variety of emergencies. Our first concern is for the safety and well-being of the students and staff. The following is a brief outline of the plans that are in place. If you would like more information, please contact the appropriate building. In case of an emergency, the Administration Office will be the information center. The Administration Building is located at 600 West Third Street, (785) 460-5000.

Bomb Threat:

The administration will notify law enforcement. Students will be evacuated to predetermined areas and remain there until the building is deemed to be safe. Students will then return to class.

Fire:

All schools have a fire drill procedure that is practiced a minimum of three (3) times each school year as required by the state legislature. The students will be evacuated from the building and moved to an area of safety. Students are to follow the evacuation plan posted in their classroom at the time the drill occurs.

Gas Line Leak:

The administration will determine if there is a need to evacuate the building. If necessary, students will be moved to a safe location. The power company will be notified.

Hazardous Materials or Toxic Fumes:

Administration will determine whether to evacuate students to another area or to remain in the building. Maintenance will be notified to shut down the ventilation system. Emergency personnel will be notified.

Intruder/Crisis:

All schools have an intruder/crisis drill procedure that is practiced a minimum of three (3) times each school year as required by the state legislature. Law enforcement will be notified. Staff will be notified to follow the identified procedure drill. The administration will work with law enforcement until the threat of harm is over.

Power Failure:

Students will remain in the building. The utility company will be notified.

School Bus Emergency:

The bus driver will contact the school Transportation Department. The Transportation Department will call 911. The superintendent and parents of the students will be notified and given any pertinent information.

Tornado:

All schools have a tornado procedure that is practiced a minimum of two (2) times each school year as required by the state legislature. Students will remain in a safe location until the storm has passed and the all-clear signal is given. We ask parents not to take their children from the school during a tornado warning.

The sounding of the tornado alarm is the signal for a tornado drill. At that time, students will file out of the classroom in an orderly manner to a pre-arranged area. The designated shelter areas for individual rooms are posted in each classroom. Students are encouraged to familiarize themselves with the designated areas. It is very important that the first students into an area go as far into the room as possible. Failure to do this will cause a blockage at the door of the room and some students may not get into the shelter.

When the tornado alarm is sounded, report to the designated shelter area with your teacher, sit on the floor with your head on your knees and your hands covering the back of your neck. In the event you cannot get to a designated shelter area, sit in an inside hall in the manner described.

SCHOOL TELEPHONES

Students are allowed to use the office phone for school related personal calls. Messages will only be given to students at the end of the day unless there is an emergency. Phones in the classrooms are for staff use, and may only be used by students with faculty permission.

SEMINAR PERIOD (Middle School & High School)

The main purpose of Seminar Period will be to give students the opportunity and responsibility to seek individual help from their instructors. Seminar will take place during each day. Seminar period will facilitate fewer interruptions from student instructional time. Seminar will be used for assemblies, class meetings, organizational meetings, guest speakers, college representative visits, yearbook and other pictures, health checks, IEP meetings and pep rallies. Decisions to use seminar period for anything other than the reasons stated above will be made at the discretion of the building principal. Only CHS seniors are eligible to reduce Seminar second semester.

Additional guidelines for Seminar:

1. The first five minutes will be for role-taking and general announcements. Students are not to pass from seminar during this time. This will allow seminar teachers to take roll and handle other business before being inundated with students requesting to leave or entering from other seminars.
2. No student aides will be assigned during seminar period. All students should be in a seminar class and will have that time for school-related work.
3. Seminar will be used for assemblies, class meetings, organizational meetings, guest speakers, college rep. visits, yearbook and other pictures, health checks, IEP meetings and pep rallies. Any such activities held at other times must be pre-approved by the principal.
4. Seminar is not to be used for athletic activities such as team meetings, practice, conditioning, or film viewing.

5. Students should bring all needed work with them to their seminar class. No students will be allowed to go to their lockers during the entire seminar period except in rare instances with a pass from their seminar teacher.
6. Advisors/Teachers may report to parents concerning how individual students are using their seminar time.
7. Club and activity meetings have been pre-scheduled based on input from club sponsors. Any changes or additions to this schedule must be pre-approved by an administrator.
8. The penalty for skipping seminar is the same as that for skipping any other class. Students that are tardy to seminar will not be allowed to pass during that seminar period.
9. The library and computer rooms will determine their own rules for student use and will provide these to the staff and students.
10. Students needing to complete assigned work or type writing assignments are encouraged to do so in the computer labs.
11. Teachers may refuse to allow students to enter their seminars.
12. Students may pass from one room to another during seminar with a pass.
13. Students will only be allowed 2 moves during any seminar period. All students must return to their homeroom seminar before making a second move. Any student wishing to make any additional move must have written permission from their seminar teacher along with a statement acknowledging the business that is to be conducted. Students are advised to bring homework or appropriate reading materials with them to seminar.

Teachers needing to host club meetings are responsible for finding appropriate placement for their seminar students.

STUDENT TEACHERS

Student teachers from accredited colleges may work in some of our classrooms with administrator approval. The student teacher will observe for several days and then gradually begin to assume some the responsibilities of the class. By the end of the semester, the student teacher will be in charge of many of the instructional activities in the classroom. The regular classroom teacher will always maintain full responsibilities for the class.

TOBACCO USE POLICY (Board Policy JCDA-updated 2020)

The use, possession, or promotion of any tobacco product by any student is prohibited at all time in any district facility; in school vehicles; at school-sponsored activities, programs, or events; and on school owned or operated property.

Student violations will result in disciplinary actions as outlined by board policy and/or student handbooks. Disciplinary actions may include parent/guardian notification, participation in a tobacco and electronic nicotine delivery systems education program, referral to a cessation program, and/or community service. Student violations may be reported to law enforcement if use or possession is deemed to be illegal.

The following definitions apply to this policy.

- “Tobacco product” means any product that is made from or derived from tobacco, or that contains nicotine, that is intended for human consumption or is likely to be consumed, whether smoked, heated, chewed, absorbed, dissolved, inhaled, or ingested by any other means, including, but not limited to, electronic nicotine delivery system (hereafter “ENDS”), cigarettes, cigars, pipe tobacco, chewing tobacco, snuff, or snus. Tobacco product also means any component or accessory used in the consumption of a tobacco product, such as filters, rolling papers, pipes, charging devices, cartridges, and any substances used in ENDS, whether or not they contain nicotine. This definition does not include FDA-approved nicotine replacement therapies including transdermal nicotine patches, nicotine gum, and nicotine lozenges prescribed to the student by a medical practitioner or obtained over the counter and used in accordance with label requirements.
- “Electronic nicotine delivery system” or “(ENDS)” means any device that delivers a vaporized solution (including nicotine, THC, or any other substance) by means of cartridge or other chemical delivery systems. Such definition shall include, but may not be limited to, any electronic cigarette, vape pen, hookah pen, cigar, cigarillo, pipe, or personal vaporizer. ENDS are not FDA-approved nicotine replacement therapy devices.
- “Promotion” includes, but is not limited to, product advertising via branded gear, bags, clothing, any personal articles, signs, structures, vehicles, flyers, or any other materials.

VISITORS

As a part of Colby Public Schools continued efforts to provide a safe environment for students and staff, a security camera/intercom system has been installed at the main entrance to each building.

While school is in session, all visitors will be required to use the camera/intercom system to gain entry into the building. School staff will make a visual and verbal determination prior to granting building access. In addition, all parents and visitors will continue to sign in at the office, wear a visitor badge while in the school, and sign out when leaving the building.

All student visitors must be cleared through the office the day prior to the visitation. (Bringing friends or out-of-town guests to school is discouraged.) No visitors will be allowed the last three days of each semester. Parent visits to the classroom must be prearranged with the teacher and/or principal before the visitation.

Visitors are expected to follow all USD 315 rules and regulations, including dress code.

Visitors are not to be in high school classes. Visitation is limited to the student's lunch period.

RIGHTS AND RESPONSIBILITIES

CAMERA USE POLICY

Cameras may be used at school, on school property or at school activities or functions only if they are not disruptive, as determined by the school staff. Cameras shall not be used in the classroom unless the photographs or videos taken are for an official or authorized school publication or broadcast. Cameras shall not be used in such a fashion as to inappropriately invade the privacy of others. No camera shall be used in any restroom, dressing area, or locker room. Cameras shall not be used to record confidential material, such as classroom material, tests, or grade book entries.

For the purposes of this section, "camera" shall be defined to include film cameras, movie cameras, digital cameras, video cameras, cellular telephone cameras (capable of recording either still images and/or video), videophones, web cameras, and any other device capable of taking, storing, transmitting, or viewing pictures or video.

COMPUTER USE

Use of or access to district computers and computer software is limited to district employees and students. Use of computers is for the performance of approved assignments only. Use of district computer equipment or software for personal projects is prohibited without prior permission of the student's teacher.

Only software purchased by the district may be loaded onto district computers. Software licensed to the district shall not be used on computers not owned by the district. District software shall not be copied for personal use.

Students shall not use electronic communications, including e-mail and the Internet, to harass staff, students, or other individuals.

Student Technology Acceptable Use Policy, Procedures, and Information

Colby Public Schools has a student acceptable use policy. This policy is provided at both enrollment and in the back of this handbook.

No Right to Privacy

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

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

Students shall only use passwords or other encoding or security mechanisms as assigned by the teacher. The use of a password does not affect the school's right to monitor. All forms of electronic communications are monitored by the teacher to ensure the systems are only being used for official purposes.

Ownership

Computer materials or devices created as part of any assigned class responsibility undertaken on school time shall be the property of the district. The board's rules governing ownership of student-produced computer materials are on file with the clerk and are available upon request.

Internet

Inappropriate use and/or transmission of any material in violation of any United States or state regulation, is prohibited. This includes, but is not limited to copyrighted material, threatening or obscene material, or material protected by a trade secret. Below are the guidelines that are expected to be followed:

1. All use of the Internet must be in support of education & research & be consistent with the purposes & policies of USD 315.
2. Use of the network to access obscene or pornographic material is prohibited.
3. Use of the network to transmit material likely to be offensive or objectionable to recipients is prohibited. If there are questions pertaining to material it must be approved in advance, in writing, through the administration.

4. Any use of the network to facilitate illegal activity is prohibited.
5. Any use of the network for commercial or for-profit purposes is prohibited.
6. Non-school related communication is prohibited (during class time).
7. Any use of the network for product advertisement or political lobbying is prohibited.
8. Network accounts are to be used only by the authorized owner of the account for authorized purposes.
9. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users or misrepresent themselves or other users on the network.
10. Users shall respect the copyright of all accessible information.
11. Malicious use of the network to develop programs that harass other users, or infiltrate a computer or computing system, and/or damage the software components of a computer or computing system is prohibited.
12. No use of the network shall serve to disrupt the use of the network by others; hardware or software shall not be destroyed, modified, or abused in any way.
13. Hate mail, harassment, discriminatory remarks, and other antisocial behaviors are prohibited.
14. Subscriptions to listservs must be pre-approved by the administration.
15. All files downloaded at own risk. Any use of downloaded applications on district computers must be pre-approved by the administration. The district will assume no responsibility for downloaded materials used on non-district computer systems.
16. User accounts will not be assigned until required Internet instruction has been completed.
17. Any Internet publishing must be for educational purposes and consistent with the practices and policies of USD 315. USD 315 reserves the right to edit the content of published materials.

Children’s Internet Protection Act (CIPA) Safety Plan **Board Policy IIBGA**

Goals – It is the policy of USD 315 to take the following measures in order to better protect our district students from harmful online and electronically transmitted content:

- install blocks or Internet filters to the district network in order to limit access by both minors and adults to child pornography or visual materials that are obscene, inappropriate, or harmful to minors and/or the transmission thereof;
- monitor the online activities of students while at school, at school sponsored activities, or while utilizing the district's network, computer system, computers, e-mail system, or electronic devices having access to the Internet;
- address issues related to the safety of students when using e-mail, chat rooms, and other electronic communication;
- educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms as well as on cyber bullying awareness and response;
- hinder unauthorized access (hacking) and other unlawful on-line activities by students; and
- prevent unauthorized disclosure, use, or dissemination of personal information regarding minors, which shall include, but may not be limited to, personally identifiable information contained in student records; and
- comply with the Children's Internet Protection Act.

Access to Inappropriate Material – To the extent practicable, technology protection measures or Internet filters shall be used to block or filter the Internet or other forms of electronic devices from accessing child pornography as well as obscene, inappropriate, or harmful material given the age and maturity levels of district students.

Subject to administrative approval, technology protection measures may be minimized only for bonafide research or other lawful purposes that are closely monitored by district staff.

Inappropriate Network Usage – To the extent practicable, steps shall be taken to promote the safety and security of users of the district's online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, in accordance with CIPA, measures to prevent inappropriate network usage shall include frequent monitoring of the District's network, computer systems, and equipment to detect any unauthorized access to prohibited materials as described earlier in this plan, hacking, and other unlawful activities by students or staff members. Such monitoring shall also strive to detect unauthorized disclosure, use, and dissemination of personally identifiable information regarding students.

Education, Supervision and Monitoring – It shall be the responsibility of all members of the District's staff to educate, supervise, and monitor appropriate usage of online computer network access to the internet in accordance with this policy and CIPA. If, during the course of such monitoring, a student or staff member discovers a violation of this policy, the student or staff member shall make a report as follows:

- 1) Students shall report suspected violation of this policy to any classroom teacher.
- 2) Staff members shall report suspected violations of this policy to their immediate supervisor when possible.

Disciplinary Measures – The district retains the right to discipline any student, up to and including expulsion, and any employee, up to and including termination, for violation of this policy.

Adoption – This Children's Internet Protection Act Safety Plan was adopted by the USD 315 Board of Education at a public meeting, following normal public notice and a hearing on September 17, 2012.

DISCRIMINATION

USD 315 does not discriminate on the basis of race, color, national origin, homeless status, sex, age, or handicap in admission or access to or treatment of students in its programs and activities.

If an employee, student, or patron files a grievance based on discrimination, the following procedure shall apply:

- a. A grievance should be delivered, in writing, to the respective building principal.
- b. Upon receipt of a grievance, a committee shall be established by the principal or administrative assistant, one member appointed by the complainant, or appointed by the school district, one appointed by the two previous appointees.

The committee shall hear the grievance and make recommendations to the Board of Education.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

Under the provisions of the Family Educational Rights and Privacy Act (FERPA), parents of students and eligible students (those who are 18 or older) are afforded various rights with regard to educational records that are kept and maintained by Unified School District No. 315. In accordance with FERPA, you are required to be notified of those rights, which include:

1. The right to review and inspect all of your educational records, except those which are specifically exempt. Records will be available for your review within 45 days of the day the district receives your request for access.
2. The right to prevent disclosure of personally identifiable information contained in your educational records to other persons, with certain limited exceptions. Disclosure of information from your educational records to others persons will occur only if:
 - a. We have your prior written consent for disclosure;
 - b. The information is considered “directory information” and you have not objected to the release of such information; or
 - c. Disclosure without your prior consent is permitted by law.

The guardian may lawfully disclose students’ education records to the following persons without the prior consent of the parents:

- Other school officials, including teachers within the district who have legitimate educational interests;
 - Note: A school official is a person employed by the school as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); the school board (in executive session); a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility or duties.
- Officials of other schools or school systems in which the student intends to enroll;
 - Note: The district will disclose a student’s education records to officials of another school district in which the student seeks or intends to enroll without your consent and without further notice that the records have been requested or forwarded.
- Authorized persons to whom a student has applied for or from whom a student has received financial aid;

- State and local officials or authorities to whom such information is specifically required to be reported or disclosed pursuant to state statutes;
 - Organizations conducting studies for educational agencies for the purpose of developing, validating or administering student tests or programs;
 - Accrediting organizations;
 - Parents of a student 18 years of age if parents claim the student as a dependent for income tax purposes;
 - Appropriate persons if knowledge of any information is necessary to protect the health or safety of the student or other persons in an emergency;
 - An agency caseworker or representative of a state or local child welfare agency or tribal organization who has the right to access a student's case plan when such agency or organization is legally responsible for the care and protection of the student and when any further disclosure of such information thereby will be limited in accordance with law; and
 - In compliance with a lawfully issued subpoena or judicial order.
 - Note: When information is requested in compliance with a judicial order or pursuant to any lawfully issued subpoena, parent(s)/guardian and the student shall be notified of the orders or subpoenas in advance of compliance with the order or subpoena unless:
 - the order or subpoena specifically forbids such disclosure; or
 - the order is issued in the context of a court proceeding where a parent is a party and the proceeding involves child abuse and neglect or dependency matters.
3. The right to request that your educational records be amended if you believe the records are misleading, inaccurate, or otherwise in violation of your rights. This right includes the right to request a hearing at which you may present evidence to show why the record should be changed if your request for an amendment to your records is denied in the first instance.
 4. The right to file a complaint with the Family Policy Compliance Office at the U.S. Department of Education if you believe that Unified School District No. 315 has failed to comply with FERPA's requirements. The address of this office is 400 Maryland Avenue SW, Room 4074, Washington, DC 20202-4605.
 5. The right to obtain a copy of Unified School District No. 315 policies for complying with FERPA. A copy may be obtained from the Administration Office at 600 W. Third Street, Colby, KS 67701.

Directory Information: For purposes of FERPA, Unified School District No. 315 has designated certain information contained in educational records as directory information. This information may be disclosed for any purpose without your consent. This information can be disclosed without consent because it is the type of information that would not generally be considered harmful or an invasion of privacy if disclosed. The following information is considered directory information: name, address, telephone number, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees, honors and awards received, the most recent previous school attended by the student, class designation or grade level, enrollment status (e.g., undergraduate or graduate, full-time or part-time), major field of study and photographs.

You have a right to refuse to permit the designation of any or all of the above information as directory information. If you refuse, you must file written notification to this effect with Unified School District No. 315 attention Superintendent, at 600 W. Third Street, Colby, KS 67701 on or before September 30 of each school year. If a refusal is not filed, Unified School District No. 315 assumes you have no objection to the release of the directory information designated.

Recruiting information: Military recruiters and institutions of higher education are entitled under federal law to a list of names, addresses, and telephone numbers of high school students unless you object to the release of this information. If you notify your principal in writing at any time that you do not wish your child's name, address, and telephone number released without your written consent, we will honor that request.

SEXUAL DISCRIMINATION (Board Policy JGEC)

The board of education is committed to providing a positive and productive learning environment, free from discrimination on the basis of sex, including sex-based harassment. The district does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity it operates, including in admissions and employment, as required by Title IX. As provided in the Title IX regulations, discrimination on the basis of sex includes, but is not limited to, discrimination on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity. (The complete policy is available on BoardDocs at <https://go.boarddocs.com/ks/usd315/Board.nsf/vpublic?open>.)

STUDENT RECORDS POLICY

The Board of Education of Colby USD 315 interprets current and former student's records, except directory information, to be confidential. Proper safeguards and procedures shall be established and implemented to govern access of student records to all parties within and outside the school system. All procedures utilized are consistent with the intent of the Family Rights and Privacy Act of 1974 as amended.

STUDENT CONDUCT

Development of good discipline is one of the most important goals of education. Discipline is the development of self-control, character and proper consideration for other people. Understanding the purposes of discipline in school facilitates the formation of positive attitudes and assists the student in doing his/her part to make him/herself a better person and the school a better place. So that Colby Public Schools can maintain the best learning environment possible, the administration and faculty have expectations of the students. These expectations are:

1. Appropriate school behavior that assures the right of students to learn and the right of every teacher to teach. Appropriate out-of-class behavior demonstrates respect for the personal and property rights of other students, faculty and staff.
2. Arrival at school and to class on time.
3. Daily school and class attendance.
4. Appropriate use and care of the buildings and facilities of the school.
5. Cooperation with the school staff as they attempt to meet the varied educational needs of all students.
6. Adherence to acceptable standards of courtesy, decency and morality and compliance with provisions of civil law.
7. It is understood by the parties to this Memorandum that the Tennis Center is located on the grounds of Colby Community College ("College") and is owned and operated under the authority of the College for most purposes. However, the utilization of the Tennis Center by the students of Colby Public Schools ("District") is intended to be a collaboration between the College and the District in which the District will provide supervision and discipline for students utilizing the Tennis Center.

Failure to meet the above expectations will result in specified consequences for various infractions.

ACADEMIC DISHONESTY

Academic dishonesty is not acceptable. Cheating—defined as copying another student's work and claiming it is your own, plagiarism—defined as the use of another person's original ideas or writing without giving credit to the true author (plagiarism grading consequences are outlined on page 5), and materials taken from electronic sources are prohibited practices.

A student who engages in any form of academic dishonesty will be required to demonstrate mastery of work in question, be subject to the loss of credit and other disciplinary measures up to and including suspension or expulsion.

BULLYING PROCEDURES (Board Policy)

(Refer to the district's Bullying Plan in the "OTHER" section of this handbook)

The Board of Education prohibits bullying in any form by any student, staff member, or parent towards a student or a staff member on or while using school property, in a school vehicle, or at a school-sponsored activity or event. If appropriate, students who violate the bullying prohibition shall be reported to local law enforcement.

It is the responsibility of students, parents, staff, and administration to facilitate a safe learning environment. Colby Public Schools has policies prohibiting bullying behaviors that protect all students and faculty. Instances of bullying behavior should be reported to school personnel. If it has been determined through the investigation of the administration that bullying has occurred, the student(s) will be subject to the punishment as listed under the Discipline Code. Colby Public Schools employs a program to give students skills to de-escalate a bullying situation, as well as defining the role of all students in maintaining a healthy learning environment. There is further reference in the "Other" section of this handbook stating the district's bullying plan.

DESTRUCTION OF PROPERTY *(Refer to the Discipline Code section for guidelines used with each offense.)*

Willful and wanton destruction or defacing of school property will result in suspension and/or expulsion. Full restitution for all repairs may be assessed depending upon the circumstances. Other discipline as deemed appropriate will be utilized also (i.e., involvement of legal authorities). Unauthorized entrance to the building will be considered trespassing and law enforcement may be contacted.

DETENTIONS (Board Policy JDB)

Time must be served within two (2) days after it is assigned. If the time is not made up within that time frame, it doubles. Total disregard of detention will result in more serious discipline, including suspension.

Detention Guidelines

1. Detention will be held at the respective building.
2. Detention time will be determined by the assigning administrator. A student that is late will have to report to the next scheduled detention time and that may result in their time being doubled at administrative discretion.
3. ALL students must bring study materials (i.e. reading material, homework—surfing the net is not acceptable).
4. Students are aware of their detention time. It is his/her responsibility to see that the time is served.
5. Students may be removed from detention for inappropriate behaviors. If a student is removed, his/her time will be extended.
6. Cell phones should be turned off and put away.

DISCIPLINE CODE

1. The administration reserves the right to review each situation and may deviate from a normal disciplinary progression as deemed necessary.
2. Students are expected to respect authority figures. This shall include conformity to school rules and regulations and those provisions of law, which apply to the conduct of juveniles and/or minors.
3. Student conduct shall reflect consideration for the rights and privileges of others and demonstrate cooperation with all members of the school community.
4. The expectation of high personal standards of courtesy, dress, decency, morality, clean language, honesty, integrity, and wholesome relationships with others will be maintained. Respect for real and personal property, pride in one's work, and achievement within one's ability will be expected of all students.

Level 1 Violations:

Conference with administrator, may earn detention, may earn in-school suspension (ISS) or out of school suspension (OSS) 1-3 days

Cell Phone Violation	Academic Dishonesty
Dress Code Violation	Disruptive/Hazardous Behavior
Lying	Possession of a Nuisance Item
No Materials	Refusal to Participate in Class
Food/Drink Violation	Public Display of Affection
Computer Network Violation	Hazardous Driving/Parking Violation
Leaving the Building Without Permission	Three (3) or more Tardies/Semester
Misconduct for a Guest Teacher/Speaker	Unexcused absences
Incomplete assignments	Others as Determined by the Administration

Level 2 Violations:

Conference with administrator, may earn detention, may earn ISS or OSS 1-5 days

Disrespect/Insubordination	Inappropriate Language
Skipping Detention	Theft/Vandalism Less than \$50 (restitution)
Inappropriate Behavior at a School Event	Bus Conduct Violation
Cafeteria Infraction	Four (4) or more Tardies/Semester
Accumulation of Level 1 Infractions	Others as Determined by the Administration
Pranks to Personal Property	

Level 3 Violations:

Conference with administrator, parent notification, may earn detention, may earn ISS or OSS 1-10 days, may recommend a Long-term Suspension or Expulsion

Fighting	Under the Influence of Alcohol/Drugs
Tobacco Possession/Use	Theft/Vandalism More than \$50 (restitution)
Lighter possession	Others as Determined by the Administration
Accumulation of Level 1 and 2 Infractions	
Bullying/Harassment/Intimidation of Student or Staff Member	

Level 4 Violations:

Conference with administrator, parent notification, long-term suspension, recommendation for expulsion

Assault on Staff/Student

Weapons Violation

Arson

Terroristic Threat

Drug/Alcohol Possession or Sales

Accumulation of Level 1, 2, and 3 Infractions

Others as Determined by the Administration

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

DISPLAY OF AFFECTION

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

Middle school and elementary students are not allowed to have any public display of affection.

DRESS CODE (Board Policy JCDB updated 2022)

Neatness, decency, and good taste are guidelines of the district dress code. Students must dress in a manner that is not obscene; offensive; or substantially or materially disruptive to the learning environment. Apparel that is sexually suggestive; promotes violence, illegal activities, drugs, alcohol, and/or tobacco; or is determined to be gang related is prohibited.

Student apparel and grooming must also meet requirements of any courses, which are part of the approved curriculum in which they are enrolled. Traditional tribal regalia or objects of cultural significance shall not be prohibited at a public event.

Clarification/Examples

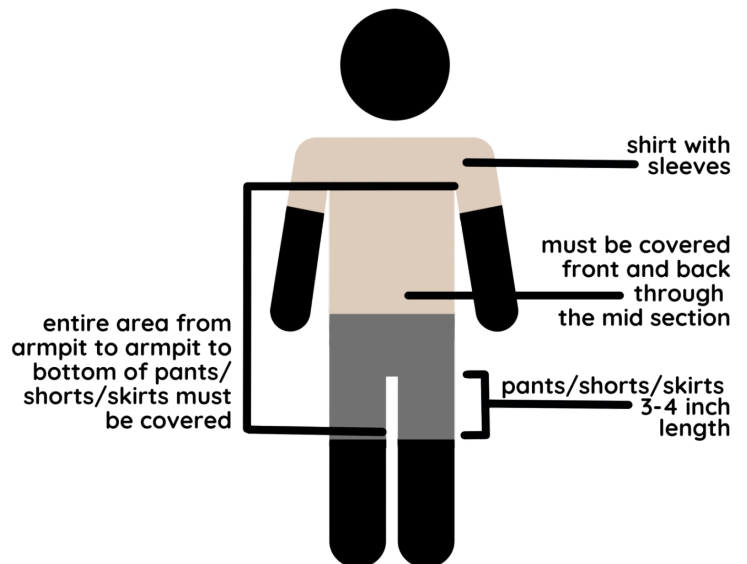
Students Must Wear:

- Clothing in a way that all private areas are fully covered with opaque fabric; AND
- A shirt with sleeves (with fabric in the front, back, and on the sides under the arms); AND
- Pants/jeans or the equivalent (for example, a skirt, sweatpants, leggings, a dress or shorts); AND
- Shoes

Students Cannot Wear:

- Hats or hoods; AND/OR
- Violent language or images; AND/OR
- Images or language depicting drugs or alcohol (or any illegal item or activity); AND/OR
- Hate speech, profanity, pornography; AND/OR
- Images or language that creates a hostile or intimidating environment based on any protected class or consistently marginalized groups; AND/OR
- Any clothing that is gang related or with gang symbolism; AND/OR
- Accessories that could be considered dangerous or could be used as a weapon.

Any items that are inappropriate or are a distraction to the educational process will be dealt with on an individual basis. Students who come dressed unacceptably will be required to change, and will be subject to consequences as listed in the Discipline Code.



ELECTRONIC ITEMS/CELL PHONES

Elementary students do not require any unissued electronic devices to be successful during the school day. If a student does bring an unissued device to school, he/she will be required to check it in with the classroom teacher. The device will be returned to the student at the end of the school day.

Middle School students are not allowed to be use their cell phones during passing periods or in the classroom unless the teacher deems them appropriate. Students not adhering to these guidelines will be given the opportunity to correct their behavior; however, if the behavior continues the device may be confiscated by the teacher. Students will be responsible for retrieving their device from the teacher at the end of class or 3:30 p.m. that same day.

High School students may use their cell phones during the lunch and passing periods. Cell phones **are not allowed to be used in the classroom** unless the teacher deems them appropriate. Students will be given the opportunity to correct their behavior; however, if the behavior continues, the device may be confiscated by the teacher. Students will be responsible for retrieving their device from the teacher at the end of class or 3:30 p.m. that same day.

FIGHTING

Fighting on school property, or at school functions is prohibited. **Law enforcement may be contacted.** Parents will be notified and consequences will be imposed according to the Discipline Code. Should it be determined that one student has clearly been the aggressor, he/she may receive a stricter penalty.

INITIATIONS

There shall be no initiation of any kind at Colby Public Schools or involving district students. Any student who hazes, badgers or in any way attempts to initiate another student will be subject to disciplinary action.

SAFE SCHOOLS HOTLINE

All members of the educational community (students, parents, staff, administrators, etc.) have the responsibility to maintain a safe environment for learning.

The Kansas Legislature has appropriated funds to assist the State Department of Education, in cooperation with the Kansas Highway Patrol, in establishing a school safety hotline. This hotline is a toll free number available 24 hours per day, 365 days per year to give students, parents, and community members the opportunity to report any impending school violence. As you are aware, students usually have knowledge of potential school violence before it occurs. This hotline would give students the opportunity to anonymously report any potential violence. The hotline has been established and became operative August 1, 1999.

The Kansas School Safety Hotline Number is 1-877-626-8203.

Personnel at the Dispatch of the Kansas Highway Patrol will answer the hotline number. The dispatchers will get as much information about each situation reported as the caller wishes to relay. Upon receipt of a call, the dispatchers will notify appropriate law enforcement agencies and/or the office of the superintendent of schools depending upon the severity of the situation.

SCHOOL SAFETY VIOLATION

In compliance with Senate Bill 470, any student who commits a school safety violation will be reported to local law enforcement, and the violator's driver's license may be revoked for an undetermined length of time by the law enforcement agency. A "School safety violation" means: (1) The possession of a weapon or illegal drug at school, upon school property or at a school-supervised activity; or (2) an act or behavior committed at school, upon school property or at a school-supervised activity which resulted in, or was substantially likely to have resulted in, serious bodily injury to others.

SMOKING (Board Policy JCDA-updated 2020)

The use, possession, or promotion of any tobacco product by any student is prohibited at all time in any district facility; in school vehicles; at school-sponsored activities, programs, or events; and on school owned or operated property.

Student violations will result in disciplinary actions as outlined by board policy and/or student handbooks. Disciplinary actions may include parent/guardian notification, participation in a tobacco and electronic nicotine delivery systems education program, referral to a cessation program, and/or community service. Student violations may be reported to law enforcement if use or possession is deemed to be illegal.

The following definitions apply to this policy.

- “Tobacco product” means any product that is made from or derived from tobacco, or that contains nicotine, that is intended for human consumption or is likely to be consumed, whether smoked, heated, chewed, absorbed, dissolved, inhaled, or ingested by any other means, including, but not limited to, electronic nicotine delivery system (hereafter “ENDS”), cigarettes, cigars, pipe tobacco, chewing tobacco, snuff, or snus. Tobacco product also means any component or accessory used in the consumption of a tobacco product, such as filters, rolling papers, pipes, charging devices, cartridges, and any substances used in ENDS, whether or not they contain nicotine. This definition does not include FDA-approved nicotine replacement therapies including transdermal nicotine patches, nicotine gum, and nicotine lozenges prescribed to the student by a medical practitioner or obtained over the counter and used in accordance with label requirements.
- “Electronic nicotine delivery system” or “(ENDS)” means any device that delivers a vaporized solution (including nicotine, THC, or any other substance) by means of cartridge or other chemical delivery systems. Such definition shall include, but may not be limited to, any electronic cigarette, vape pen, hookah pen, cigar, cigarillo, pipe, or personal vaporizer. ENDS are not FDA-approved nicotine replacement therapy devices.
- “Promotion” includes, but is not limited to, product advertising via branded gear, bags, clothing, any personal articles, signs, structures, vehicles, flyers, or any other materials.

SUSPENSION & EXPULSION REGULATIONS (Board Policy JDDA)

Students who fail to comply with the Code of Conduct or who participate in acts of behavior which interfere with the maintenance of a good learning environment or which are antagonistic to the welfare of other students will not be tolerated and may result in suspension or expulsion from school. A student may be suspended or expelled for reasons set forth in Kansas Law by the following school personnel: superintendent, principal, assistant principal.

The Board of Education of USD 315 has authorized the above personnel to suspend or expel any student guilty of the following:

1. Willful violation of any published regulation for student conduct adopted or approved by the Board of Education.
2. Conduct that disrupts, impedes or interferes with the educational mission of the school.
3. Conduct that impinges upon or invades the rights of others.
4. Conduct which has resulted in conviction of the student of any offense specified in Chapter 21 and Chapter 65, Article 41 of the Kansas Statute annotated or any criminal statutes of the United States or the State of Kansas.
5. Disobedience of an order by a teacher, peace officer, school officers or other authority, when such disobedience can reasonably be anticipated to result in disorder, disruption or interference with the operation of the school's educational mission and/or impingement upon or invasion of the rights of others.

Acts of Unacceptable Behavior:

Acts of unacceptable behavior that may result in suspension upon first offense (including in-school suspension) depending upon the severity of the infraction, or which may result in suspension for repeated infractions, include but are not limited to the following:

- Possession, use of, consumption of, or sale of alcohol and/or deleterious substances prior to school, on school property or at a school activity
- Possession, use of, consumption of, or sale of tobacco in any of its forms
- Possession, threat of use, or use of lethal weapon
- Vandalism
- Destruction of school property
- Fighting and/or provoking a fight
- Intimidation, threatening by word or deed
- Extortion of any type and/or amount
- Stealing
- Excessive public display of affection
- The use of profanity and/or vulgarities
- Temper tantrums
- Conduct, which disrupts the school's activities and educational mission
- Open defiance of authority
- Failure to comply with a reasonable request from an administrator, teacher or other school employee
- Repeated violations of school regulations
- Excessive tardiness
- Skipping classes/school or excessive unauthorized absenteeism
- Cheating
- Failure to attend an assigned academic or disciplinary detention period

Short-term suspension shall constitute one (1) to ten (10) school days. Maximum time for a long-term suspension shall not exceed 90 school days. Maximum time for an expulsion shall not exceed 186 school days.

In the case of either a suspension or expulsion, if the number of school days applied extends beyond the current school year, the remaining number of days may be applied to the succeeding school year. All suspensions will initially be short-term (not to exceed ten (10) school days), with written notice of the short-term suspension and the reason(s) for the suspension furnished to the student involved, to the student's parent or guardian and to the superintendent within 48 hours after the suspension has been imposed. Any notice of proposal to suspend for an extended term or to expel shall state the time, date and place that the student will be afforded a hearing. Such a date of notice shall not be later than the last day of the short-term suspension. Said notice of the intended hearing shall be accompanied by a copy of K.S.A. 72-6114 et seq. as amended and a copy of the policy and regulations of the Board of Education.

Any hearing held in compliance with K.S.A. 72-6114/6119 et. seq. as amended will be conducted in accordance with the due process outlined in Kansas Statute.

Absences resulting from out-of-school suspensions are unexcused. Students will be expected to make up all work assigned during the out-of-school suspension.

In-School Suspension (ISS):

In-school suspension will be used when deemed appropriate by the administration. In-school suspension means that students guilty of undesirable behavior will be confined to a suspension room for a period of one (1) to five (5) school days.

Students will be required to do all regular assignments; however, they may be denied usual privileges. All assignments are due to the teacher upon the student's return to their class. In-school suspension students will eat lunch in the ISS room. A student will not be allowed to participate in or attend extracurricular activities during the time they are suspended either in or out of school.

Parents of the student will be notified at the earliest possible time of the suspension and the reason(s) why their child is being restricted from regular class activity.

Expulsion:

Expulsion means the removal of a student from school for the remainder of the entire year and possibly into the succeeding school year depending upon the situation.

USE OF VEHICLES:

Students driving to school are to park their vehicles in designated student parking areas only. Vehicles that are parked in the unloading, no parking, visitor parking, handicapped parking, staff parking, or parked improperly may be ticketed. Students are not to park in the numbered spaces.

Shuttle Bus: All students enrolled in industrial arts and/or vocational agriculture will ride the shuttle bus for safety and accountability purposes.

High School students enrolled in vocational agriculture and/or industrial arts classes may drive their vehicles to those classes if class supplies are needed, if it is unavoidable to take care of that task before or after school, and prior permission is granted by the administration and instructor. Those students driving to the vocational agriculture or industrial arts classes are expected to drive their vehicles in an orderly manner. Students abusing their driving privileges will lose those privileges for a length of time or may be removed from those classes as determined by the principal. Parking in the school parking lot is considered a privilege. Reckless or unacceptable driving may result in the loss of this privilege.

VENDING MACHINES

Use of the vending machines shall not constitute grounds for tardiness. Drink products that are not compatible with the school lunch guidelines and the district Wellness Plan may not be purchased during the school day. Bottled water or products sold on school property will be allowed in the hallway and classroom at the teacher's discretion.

WEAPONS POLICY (Board Policy JCDBB)

A student shall not knowingly possess, handle or transmit any object that can reasonably be considered a weapon at school, on the school property, or at a school-sponsored activity, function or event. This shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon. Violation of this policy will result in disciplinary action, which will include suspension or expulsion (not to exceed 186 days) and the involvement of legal action.

Possession of a weapon and/or destructive device shall result in expulsion from school for a period of one calendar year, except that the superintendent or his/her designee may recommend that this expulsion be modified on a case-by-case basis under the provisions of board policy JDC (probation). As used in this policy, the term "destructive device" means any explosive, incendiary or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or other device similar to any of these devices.

Weapon or firearm (including a starter gun) means any object, material or substance which in the manner it is used, designed to be used, or intended to be used, is capable of producing bodily injury or death.

Examples of weapons include, but are not limited to:

- Firearms (loaded or unloaded), including BB guns and pellet guns;
- Knives of any type are NOT allowed.
- Brass knuckles or other objects displayed on the fist;
- Nun chucks or any other martial arts weapon;
- Slingshots; bludgeons, sand club, metal knuckles, throwing stars
- Stun gun or any electric device designed to discharge immobilizing levels of electricity
- Any instrument intended to strike another person.
- Chains (Wallet Chains)

Weapons also means any object which is generally used for non-violent or non-dangerous purposes, but which can be considered a weapon under this policy as a result of its intended or threatened use. Examples of weapons include, but are not limited to:

- Rocks
- Bottles
- Cans
- Chains
- Shoes
- Belts
- Belt buckles
- Knives
- Ropes
- Aluminum or wooden ball bat
- Mace or similar noxious chemical used in a threatening or improper manner.

Facsimile or replica of a deadly weapon is considered under this policy if used in a threatening, intimidating, violent or improper manner. Examples of facsimile or replica weapons include, but are not limited to:

- Water pistol
- Cap gun
- Any "look-alike" weapon

STUDENT SERVICES

CAREER CENTER AND GUIDANCE

The Career Center and guidance office offers to students, parents and staff the following services: Personal counseling, career/educational planning, testing/assessment, financial aide information, scholarship information, post secondary information and other concerns. To set up an appointment or contact the counselor/school social worker, call 460-5330. Students may make appointments with the office before school, after school, or during seminar. Whenever possible, arrangements will be made for the counselor/school social worker to see a student during an elective or seminar period.

A counselor/social worker is located in the middle school to assist students and provide services. The counselor/social worker may be contacted during the school day. A counselor/social worker may also assist in career planning and awareness.

COLLEGE VISITATION DAYS

1. Students must have an appointment at the college set up by a CHS counselor/school social worker or the day will be unexcused.
2. Students must contact the CHS counselor/school social worker at least one week prior to the visitation desired.
3. Parents/guardian must supply the school, either by phone or through written correspondence, permission for their son/daughter to visit a particular school on a certain date.
4. Three (3) school days are the maximum number of visitations. If a particular situation demands more time, exceptions will be at administrative discretion. All visitation days will be considered excused absences from class, but must be pre-approved by administration.

LIBRARY MEDIA CENTER

Purpose of the Library Media Center:

The school library media center provides a collection of print and non-print materials, AV equipment and services to all students, faculty, staff, and administration. These materials and services are not confined to the center itself, but extend to every classroom, laboratory, and activity area of the district.

Media centers provide:

1. Educational learning resources to support the schools curriculum
2. Life long learning
3. Leisure reading

Media Center Classroom Management Plan:

Respect others right to use the media center in a quiet and orderly manner, free from disturbing noise and interruptions.

ABUSE of the above statement will result in:

1. Warning First.
2. Loss of media center privileges for a semester.
3. Loss of media center privileges for a year.

Check Out Procedure: Each student is assigned a number for checking out materials.

1. Students are responsible for all materials checked out to them.
2. Students may check out materials only to themselves, not other students or teachers.
3. Students may check out encyclopedias, dictionaries, and other reference materials overnight or for one class hour.
4. Overdue: Notices are sent to the student who has overdue materials on a weekly basis through their academic classes.
5. Renewals: Materials may be renewed as many times as needed as long as no one is requesting the material.
6. The number of materials that students may check out is not limited unless they have overdue materials or the materials are limited and needed for a class project.
7. Lost Materials: Students must pay full replacement costs of materials lost or not returned at the end of the year.
8. Returning Materials: Place materials in the side slot at the checkout desk. Please do not place records in the slot, put them on top of the check out desk.
9. Shelving Materials: Return reference books to their shelves. When browsing or using other books for a project, please do not reshelv. Leave on the tables or at the end of the shelves.

LUNCH PROGRAM (Board Policy JGH)

USD 315 believes that good nutrition is vitally important for helping children grow a strong body and mind, establish healthy lifetime eating habits and succeed in school! Colby Public Schools' Food Service Department offers balanced and nutritious meals at a reasonable price for its students (see table below).

The district participates in the Child Nutrition Program. Two popular programs, National School Lunch and School Breakfast, help qualifying parents/guardians by providing free and reduced-priced meals for students. Applications are available in the respective buildings and the office of the food service director. Federal requirements dictate that a new application be completed every school year (see application for details).

The USD 315 Board of Education annually establishes meal prices.

CHILD NUTRITION PROGRAM

	\$ per meal	FULL PAY monthly/20 meals	\$ per meal	REDUCED monthly/20 meals	FREE monthly/20 meals
Breakfast (PK-8)	\$2.15	\$43	\$.30	\$6	no charge
Breakfast (9-12)	\$2.55	\$51	\$.30	\$6	no charge
Breakfast (adult)	\$3.20	\$64	n/a	n/a	n/a
Lunch (PK-4)	\$3.50	\$70	\$.40	\$8	no charge
Lunch (5-8)	\$3.60	\$72	\$.40	\$8	no charge
Lunch (9-12)	\$3.70	\$74	\$.40	\$8	no charge
Lunch (adult)	\$5.20	\$104	n/a	n/a	n/a

Additional Milk: 50¢ per carton

Payment policy: Meals are paid in advance, on the first day of the month. Payment may be made in cash, by personal check or credit card (Visa/MasterCard) and/or using the schools online payment program. If mailing a check please write the student(s) name on your check payable to USD 315 or Colby Public Schools. One check is sufficient for families with more than one student in the school district.

Unpaid meal balance policy: In an effort to avoid negatively affecting students whose meal accounts are past due, the following policy will apply. Parents/Guardians of students with a negative balance will be contacted and given the opportunity to set up a payment plan with the business office. After three (3) attempts to collect, or if a payment schedule is not established and followed, the delinquent amount will be collected using the State of Kansas Set Off program.

Student lunch balance:

Student lunch balances are available at any time on PowerSchool for parents to keep up-to-date. Letters will NOT be mailed regarding your student's balance. When a student's balance reaches \$20, parents will begin receiving emails. When a student's balance reaches \$10, parents will begin receiving emails and automated phone calls.

Each student will be issued a lunch card at the beginning of the year. If the card is lost or destroyed they may receive one (1) more ticket, if the student loses or destroys another card it will cost them \$1.00 for each card they need to purchase. Each student must have his or her card to present to the cashier when eating lunch.

Students with a doctor's order requiring a special diet will be allowed to go home after administration approval. Students who wish to be excused from eating certain types of foods must complete a state form, MEAL SUBSTITUTION, ALLERGIES, OR INTOLERANCE. This form may be obtained from the school nurse or the food service director.

Reduced and free meals will be given to those students whose parents have completed a proper application each year with the school free and reduced lunch determining official and this application has been approved. Applications are accepted throughout the year.

Students are welcome to bring a sack lunch and eat in the cafeteria. Drink products that are not compatible with the school lunch guidelines and the district Wellness Plan may not be purchased during the school day. Please be advised that students are not allowed to bring fast food items into the buildings.

Parents/guardians/siblings are welcome to eat with students. Please contact the building secretary/principal for information.

USD 315 strives to provide quality breakfasts and lunches for its students. Please contact the building principal or the food service director with any questions and/or concerns.

Locker rooms, classrooms, hallways, and all other areas are off limits to students during the lunch break. High school students will remain in the Commons Area during their lunch break. It is the responsibility of the student to bring money and purchase lunches when needed.

Open Lunch Regulations:

Open Lunch will be an option for some Colby High School students to leave the high school campus and make their own arrangements for lunch with the following guidelines:

- Students must be either a junior or senior.
- Students will be allowed thirty minutes for lunch and will be expected to return on time. Should they be late, consequences will be assigned according to the Discipline Code.
- Students will be expected to drive safely and follow all traffic laws.
- Students will arrange their own transportation.
- Colby High School will have no duty to supervise students during their open lunchtime if they choose to leave the building. Loitering outside the building will not be permitted.
- Students are not to bring food into the building for non-eligible students or take non-eligible students out with them.
- Students are NOT to bring food from an outside vendor and eat it in the commons area during their scheduled lunchtime (according to State/District Wellness Policy).
- It will be considered a skip when any non-eligible student chooses to leave during lunch and the consequence indicated in the Discipline Code will be assigned.
- Students are not to have outside food brought to them by parents or friends unless approved by the administration.

Open lunch is a privilege for students in grades 11 and 12. Juniors and seniors will have open lunch Monday through Friday. Compliance to the days and the thirty-minute lunchtime window is expected. This privilege may be revoked individually or collectively at any time. It is possible for students to accumulate two tardies in one class period if they are late to class and late returning from lunch. A student who is more than 15 minutes late returning from lunch will be counted as an unexcused absence.

SPECIAL EDUCATION

Colby Public Schools is committed to providing an education, which appropriately meets the needs of each student. For some students, supportive educational assistance is needed through special education programs and services. This means that the school will identify all exceptional children and then provide the needed special education for these students in the most normal educational setting possible. Exceptional children are defined as autistic, behavior disordered, deaf-blind, early childhood special education, gifted, hearing impaired, mentally retarded, other health impaired, physically impaired, severe multiply disabled, speech-language impaired, traumatic brain injured, and visually impaired.

Colby Public Schools has a comprehensive special education program which adheres to the federal regulations within the Individual with Disabilities Education Act (IDEA) and to the Kansas requirements contained within Article 12 of the Kansas Administrative Regulations. The need for these services is determined with parents at each building site. Specific steps in identifying and providing special education services are followed with all parent and student due process rights and confidentiality provided.

If you believe your child may be in need of special education services, you may initiate a referral to your school's Student Services Team. All parents will be informed if their child is referred for one of the special programs. Parents, and in some cases the child, will be closely involved with the school's Special Service Team decision. While parents may request a due process hearing, this is ordinarily not necessary if parents and school personnel work closely together for the child's benefit.

The goals of an appropriated education program for all exceptional students are a reflection of the philosophy of Colby Public Schools to provide quality educational services for all children. For further information concerning the special education programs and referrals, please contact the Superintendent of Schools, at (785) 460-5000. You may also contact Northwest Kansas Educational Service Center (NKESC) Director of Special Education at (785) 672-3125. The Kansas State Department of Education also maintains a toll-free number (1-800-332-6262) which may be called for additional information or resource materials on special education services, rights, and procedures.

Guidelines:

1. The amount of time that a child may spend in the appropriate Resource Room will depend upon the type of program needed for the child
2. Confidentiality of records is enforced. Records are shared with people other than those working directly with the children only when agreed upon in writing from the parents.
3. When a child is not in a Resource Room, he or she participates in the activities of the regular classroom.
4. Children are phased out of each special program and back into the regular classroom as soon as their individual needs are met.
5. The Extended Learning Program is in compliance with State and Federal Guidelines and assists those students with very high academic ability.
6. State law requires that parental permission must be received before any child can be tested for or placed in any exceptional child program.
7. Special services records are kept in a locked file in the special services secretarial office. Your rights as parents will be given at special services meetings if your child is referred to special services. These are also available upon request.

OTHER

Bullying Plan

In compliance with SB 68 and the Kansas Department of Education, Colby Public Schools has adopted the following plan to address concern with bullying behaviors.

What is bullying?

Bullying is aggressive behavior that is intentional and that involves an imbalance of power or strength. Typically, it is repeated over time. A child who is being bullied has a hard time defending himself or herself. Bullying can take many forms, such as:

- Hitting or punching (physical bullying).
- Teasing or name-calling (verbal bullying).
- Intimidation using gestures or social exclusion (nonverbal bullying or emotional bullying).
- Sending insulting messages by email or social media (cyberbullying).

School administrators are able to address the above behaviors when they are reported, occur on school property, occur during hours, or they are done with school technology.

Board Policy (JDDC)

The USD 315 board policy is located online at BoardDocs. <https://go.boarddocs.com/ks/usd315/Board.nsf/>

Colby Public Schools will address bullying according to the current discipline plan in the handbook. Resolution to conflicts may come using a variety of sources, methods, and people in addition to possible disciplinary action.

Colby Public Schools will conduct staff training, at least annually, which may include a component for parents to participate. Character Development will also be included as a component of the curriculum.

Type of Bullying/Harassment/Intimidation alleged:

Racial Sexual Religious Other

Examples:

- | | |
|--|---|
| <ul style="list-style-type: none">• Name calling• Stalking• Inappropriate gesturing• Staring/glaring/leering• Writing/graffiti• Threatening• Taunting/ridiculing• Inappropriate touching• Spitting | <ul style="list-style-type: none">• Demeaning comment(s)• Stealing• Damaging property• Shoving/pushing• Hitting/kicking• Flashing a weapon• Intimidation/extortion• Cyber Bullying• Other |
|--|---|

USD 315 – Colby Public Schools Patron Complaint Form

This form should be completed after a conference with the person whom the complaint is being written about has not resolved the issue and further attention is desired.

I, the undersigned, a patron of Colby Public Schools, Unified School District 315, do hereby make complaint and advise the administration and/or Board of Education that I understand and believe that _____ a teacher, employee, or policy of said district, on or about the _____ day of _____, 20____, at _____ did or resulted in:

I believe this incident, act, or policy adversely affects the performance of said teacher, employee, or district as follows: (Please describe how you believe the action complained of has and adverse affect.)

Prior to signing this complaint, I have taken the following action to verify the occurrence and remedy or clarify the problem complained of: (Generally, this should include discussion of the incident with: 1-the teacher/coach, 2-the building administrator, and 3-the superintendent of schools.)

I suggest the following action on behalf of the administration and/or Board of Education:

[NOTE: The signed individual’s testimony may not be required in some cases. For example: complaints concerning discrimination or sexual harassment.]

Complainant signature: _____ Date: _____

Building Administrator: _____ Date: _____

Superintendent: _____ Date: _____

**COLBY UNIFIED SCHOOL DISTRICT 315
CONSENT TO PARTICIPATE IN
AN OUT OF DISTRICT FIELD TRIP OR OTHER ACTIVITY
AND CONSENT FOR TREATMENT**

I, _____, the [parent] [legal guardian] of _____
give my consent for my child to participate in the [field trip] [other activity] described here:

_____ on _____. I further give my legal consent and authorize any representative of Colby Public Schools, USD 315 to authorize emergency medical treatment, including any necessary surgery or hospitalization, for my above-named child, for any injury or illness of an emergency nature he/she incurred while participating in the field trip or other activity noted above by any physician or dentist licensed in accordance with the provisions of the Kansas Healing Arts Act, K.S.A. 65-2801 and any hospital.

I agree to pay and assume all responsibility for medical and hospital expenses and any other emergency services incurred on behalf of my child.

I acknowledge and agree that Colby Public Schools USD 315 is not responsible for any medical, hospital expenses and/or charges that are incurred in the medical treatment or hospitalization of my child. A photocopy of this document shall have the same force and effect as the original. If my child requires emergency medical treatment, I understand that school personnel will make a reasonable attempt to contact me to seek my permission to authorize that treatment. To facilitate contacting me, I agree to continue to provide current work and home phone numbers to the school.

This form must be signed and returned to the school by _____ if the student named above is to participate in the field trip or activity.

Parent or Legal Guardian

Date

Parent or Legal Guardian

Date



**KSHSAA RECOMMENDED CONCUSSION & HEAD INJURY INFORMATION RELEASE
FORM 2024-2025**

A sports related concussion is a traumatic brain injury, caused by a direct blow to the head, neck, or body resulting in an impulsive force being transmitted to the brain that occurs in sports and exercise related activity. Symptoms and signs may present immediately or evolve over minutes to days. Sports related concussions commonly resolve within days but may be prolonged. **All concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly.** If a student reports any symptoms of concussion, or if you notice the symptoms or signs of concussion yourself, seek medical attention right away.

Symptoms may include one or more of the following:	
<ul style="list-style-type: none">• Headaches/“Pressure in head”• Nausea or vomiting• Neck pain• Balance problems or dizziness• Blurred, double, or fuzzy vision• Sensitivity to light or noise• Feeling sluggish or slowed down• Feeling foggy or groggy• Drowsiness	<ul style="list-style-type: none">• Change in sleep patterns• “Don’t feel right”• Unexplained nervousness, anxiety, irritability, sadness• Confusion• Concentration or memory problems (forgetting sport assignments)• Repeating the same question/comment

Signs observed by teammates, parents, and coaches include:	
<ul style="list-style-type: none">• Actual or suspected loss of consciousness• Seizure• Tonic posturing• Ataxia (clumsy voluntary movements)• Poor balance• Appears dazed• Vacant facial expression• Confusion	<ul style="list-style-type: none">• Forgets sport plays/assignments• Is unsure of game, score, or opponent• Answers questions slowly• Slurred speech• Shows behavior or personality changes• Can’t recall events prior to injury• Can’t recall events after injury

RED FLAGS: Call an Ambulance	
<ul style="list-style-type: none">• Neck pain or tenderness• Seizure, ‘fits’, or convulsion• Loss of vision or double vision• Loss of consciousness• Increased confusion or deteriorating conscious state (becoming less responsive, drowsy)	<ul style="list-style-type: none">• Weakness or numbness/tingling in more than one arm or leg• Repeated vomiting• Severe or increasing headache• Increasingly restless, agitated or combative• Visible deformity of the skull

What can happen if my child keeps playing with a concussion or returns too soon?

Athletes with the signs and symptoms of concussion should be removed from play immediately. Continuing to play with the signs and symptoms of a concussion leaves the young athlete especially vulnerable to greater injury. There is an increased risk of significant damage from a concussion for a period of time after that concussion occurs, particularly if the athlete suffers another concussion before completely recovering from the first one (second impact syndrome). This can lead to prolonged recovery, or even to severe brain swelling with devastating and even fatal consequences. It is well known that adolescent or teenage athletes will often under report symptoms of injuries, and concussions are no different. As a result, education of administrators, coaches, parents and students is the key for student-athlete’s safety.



If you think your child has suffered a concussion

Any athlete even suspected of suffering a concussion should be removed from the game or practice immediately and an urgent referral to a health care provider should be arranged (if not already onsite). No athlete may return to activity after sustaining a concussion, regardless of how mild it seems or how quickly symptoms clear, without written medical clearance from a Medical Doctor (MD) or Doctor of Osteopathic Medicine (DO). Close observation of the athlete should continue for several hours. You should also inform your child's coach if you think that your child may have a concussion. Remember it is better to miss one game than miss the whole season. **When in doubt, the athlete sits out!**

Cognitive Rest & Return to Learn

The first step in concussion recovery is relative rest for the first 24-48 hours. During this time students may participate in activities of daily living and may perform light physical activity, such as walking, provided symptoms are not more than mildly exacerbated for only a brief (less than an hour) period of time. Reduced screen time is also recommended during the first day or two after injury. Students should be encouraged to return back to a normal routine as quickly as possible, tolerating a mild exacerbation of symptoms with mental activity.

Students may need adjustments to their academic workload for a short period of time while recovering from a concussion. Trying to meet all academic requirements too soon after sustaining a concussion may more than mildly exacerbate symptoms and delay recovery. Any academic modifications should be coordinated jointly between the student's medical providers and school personnel. To minimize academic and social disruptions, in most cases it is recommended students not be completely isolated, even for a short period of time. Rather students should continue to participate in activities of daily living that do not more than mildly exacerbate concussion symptoms.

Return to Practice and Competition

The Kansas School Sports Head Injury Prevention Act (72-7119) provides that 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. The KSHSAA recommends that an athlete not return to practice or competition the same day the athlete suffers or is suspected of suffering a concussion. The KSHSAA also recommends that an athlete's return to practice and competition should follow a graduated protocol under the supervision of the health care provider (MD or DO).

For current and up-to-date information on concussions you can go to:

<http://www.cdc.gov/headsup/index.html>

For concussion information and educational resources collected by the KSHSAA, go to:

<http://www.kshsaa.org/Public/SportsMedicine/ConcussionGuidelines.cfm>

Student-athlete Name Printed

Student-athlete Signature

Date

Parent or Legal Guardian Printed

Parent or Legal Guardian Signature

Date

The parties to this document agree that an electronic signature is intended to make this writing effective and binding and to have the same force and effect as the use of a manual signature.

Communication Guidelines for Guardians, Community Members, and Visitors

We extend a warm welcome to all visitors, guardians, and community members in our school buildings. Your presence is valued and contributes to the positive atmosphere we strive to maintain. To ensure a harmonious environment, we kindly request that everyone adheres to the following guidelines when visiting our school:

- **Prearrangement with School Staff:**
 - Guests are expected to make prior arrangements with school staff before visiting.

- **Respect for School Schedules:**
 - Meetings should commence and conclude on time to uphold the efficiency of school schedules.
 - Please be mindful of the timing to avoid disruptions to the daily operations of the school.

- **Positive and Respectful Support:**
 - Our primary goal is to support the growth and development of our students in a positive and respectful manner.

- **Shared Air Time/Communication:**
 - Participants are encouraged to contribute to discussions and activities, ensuring a balanced sharing of airtime and communication.

- **Constructive Disagreement:**
 - It is natural to have differing opinions; however, it is essential to express disagreement constructively. Blaming, shaming, or attacking one another is not acceptable.

- **Zero Tolerance for Inappropriate Behavior:**
 - Foul language, harassment, and threatening comments will not be tolerated under any circumstances.

Failure to adhere to these guidelines may result in the meeting/event being terminated and being asked to leave the premises.

We appreciate your cooperation in fostering a positive and inclusive environment within our school community. Your commitment to these guidelines ensures a welcoming space for everyone.

Colby Public Schools Early Graduation Application Procedures & Checklist

Applications with the following will be considered complete with approval of Counseling Center and Principal. The documentation will then be submitted to the Superintendent who shall forward to the Board for approval.

- Colby Public Schools Application for Early Graduation form
- Parent/Guardian Letter of Support
- Graduation Plan – Individual Plan of Study (*IPS*)
- Copy of Graduation check by CHS guidance personnel
- Other pertinent information including access to senior activities to support request.

For planning purposes, applications are due

- (preferred) by mid April the year before planning to graduate
- (required) by second Friday in September
- (exception) recommended by the MTSS team, including Principal approval

Completed applications may be delivered/mailed/faxed to:

**Colby High School
c/o CHS Principal
600 West Third
Colby, KS 67701
Ph: (785) 460-5300
Fax: (785) 460-5350**



***The mission of Colby Public Schools is to prepare all students to be
life-long learners and responsible citizens.***

PROCEDURES:

Colby Public Schools procedures for student initiated Early Graduation request:

- Current board policy is listed in in the Student/Parent Handbook
- Information is placed in:
 - Daily Announcement (distributed to classrooms and listed on PowerSchool) at least two weeks prior to each
 - IPS Senior Seminars
 - Senior Google classroom
- The Counseling & Career Center will assist in the process with the following forms:
 - Early Graduation Checklist with procedures
 - Application for Early Graduation
Reason/want to graduate (dual credits, 21 credit student or extenuating circumstances) & plan for post secondary (work, community college, technical program/school, college or university, or military)
 - Sample letter of support from parents
 - Credit check completed by Counselor (PowerSchool Graduation Plan Progress)
 - Individual Plan of Study (IPS) including post-secondary plans
- Principal verifies by signature the student has completed graduation requirements.
- Student and parent(s) attend the BOE meeting where application is presented.
- The Colby Board of Education will receive the following:
 - Application for Early Graduation form
 - Letter of support from parents
 - PowerSchool Graduation Plan Progress – Credit Check
 - Individual Plan of Study (IPS) including post-secondary plans

Please Note:

Students approved for early graduation will be expected to complete their graduation plan by the date indicated in the plan. Students not completing their graduation plan by the anticipated date may be required to retake courses or remain enrolled at CHS until their original graduation date. Extenuating circumstances will be taken into consideration on an individual basis.

All programs of Colby Public Schools are non-discriminatory and open to students regardless of race, color, national origin, religion, sex, disability, or age in its programs and activities.



**Colby Public Schools
APPLICATION for EARLY GRADUATION**

Date Received _____

Received by _____

Student Name _____ Email _____

Phone _____ Present Grade _____ Current Graduation Date _____

Projected Graduation Date _____ Projected Course Completion Date* _____

Parent/Guardian(s) _____ Parent/Guardian(s) _____

Diploma Requirements: To receive a Colby High School diploma, the student must complete all Colby Public Schools course requirements as per Board of Education policy and earn the minimum number of total credits required for graduation for that school year. Credits earned outside of the Colby Public Schools will be subject to review by faculty and administration at Colby High School and must be approved for use as graduation credits. The diploma will be issued at or following the commencement ceremony in the spring.

Accelerated Graduation Plan:

Students who request to graduate in less than four full years in high school must develop a plan with the Counseling & Career Center to include:

- Completion of this 'Application for Early Graduation' form
- Letter of Support from parents/guardians to the Principal
- Individual Plan of Study including post-secondary plans
- PowerSchool Graduation Plan Progress (credit check) both in Colby Public Schools and outside the district
- Description of senior activities in which the early graduate can participate (prom, graduation ceremony, etc.)

All the above information will be given to the Superintendent who shall forward to Board of Education for approval.

Please state the reason/benefits for early graduation (written by the student). [May continue on the back.]

Approval of this application by the Counseling & Career Center and the principal does not constitute a recommendation.

Student Signature _____ Date _____

Parent Guardian Signature _____ Date _____

Parent Guardian Signature _____ Date _____

Guidance Department Signature _____ Date _____

USD 315 Colby Public Schools

Student Technology Acceptable Use Policy, Procedures, and Information

1. RECEIVING and RETURNING YOUR School Technology Device

- 1.1 A school technology device (an iPad or Chromebook) will be issued to each student every school year.
- 1.2 School technology devices and accessories will be returned during the final week of school and checked for serviceability. Individual school devices and accessories must be returned at the end of each year. Students who transfer, withdraw, are suspended or expelled, or terminate enrollment at USD 315 for any other reason must return their individual school device and accessories on the date of termination.
- 1.3 Fines
 - 1.3.1 If a student fails to return the school device and accessories at the end of the school year or upon termination of enrollment at USD 315, that student will be subject to criminal prosecution or civil liability. The student will also pay the full replacement cost of the device. Failure to return the device and accessories will result in a theft report being filed with the City of Colby Police Department.
 - 1.3.2 Furthermore, the student will be responsible for any damage to the device, case, and chargers consistent with the district's device protection plan and must return the device and accessories in satisfactory condition. The student will be charged a fee for any needed repairs, not to exceed the replacement cost of the device.

2. TAKING CARE OF YOUR SCHOOL DEVICE

Students are responsible for the general care of the device they have been issued by the school. Devices that are broken or fail to work properly must be taken to the office for an evaluation of the equipment.

2.1 General Precautions

- 2.1.1 The device, case, and charger are school property and all users will follow this policy and the USD 315 acceptable use policy for technology.
- 2.1.2 Only use a clean, soft cloth to clean the screen, no cleansers of any type.
- 2.1.3 Cords and cables must be inserted carefully into the device to prevent damage.
- 2.1.4 The device, case, and charger must remain free of any writing, drawing, stickers, or labels that are not the property of USD 315.
- 2.1.5 Devices must never be left in an unlocked locker, unlocked car, or any unsupervised area.
- 2.1.6 Students are responsible for keeping their device battery charged for school each day.
- 2.1.7 Students will have the same device for the life of the device.

2.2 Carrying iPads

A protective case has been purchased by the district to protect the iPad. Students must keep the iPad in this case at all times whether at school or home.

2.3 Screen Care

- 2.3.1 The device screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage.
- 2.3.2 Do not put unnecessary pressure on the device, especially the screen.
- 2.3.3 Do not place anything near the device that could put pressure on the screen.
- 2.3.4 Do not place anything in the carrying case that will press against the cover.
- 2.3.5 Clean the screen with a soft, dry cloth or anti-static cloth.
- 2.3.6 Do not "bump" the device against lockers, walls, car doors, floors, etc., as it may crack or break the screen.

3. USING YOUR SCHOOL Device AT SCHOOL

School technology devices are intended for use at school each day. In addition to teacher expectations for school messages, announcements, calendars, and schedules may be accessed using the assigned device. Students should bring their device to all classes, unless specifically instructed not to do so by their teacher. USD 315 believes strongly in technology integration as part of every student's education in our school system. Refusal to use the device as part of the educational process is not an option.

3.1 Device Left at Home

If students leave their device at home, they are responsible for getting the course work completed as if their device were present. It is not the teacher's responsibility to make modifications to the lesson due to a student's lack of responsibility. If a student repeatedly leaves their device at home, they will be subject to appropriate disciplinary action.

3.2 Technology Undergoing Repair

Loaner devices may be issued to students whose machine is being repaired.

3.3 Charging Your Device's Battery

Technology should be charged to full capacity each day before they are brought to school. Repeat violations will result in appropriate disciplinary action being taken.

3.4 Screensavers/Background photos

Appropriate media will be used.

3.5 Sound, Music, Games, or Programs

3.5.1 Sound must be muted at all times unless permission is obtained from the teacher.

3.5.2 Appropriate music is allowed on the device. Ear buds/headphones may be used in the classroom based upon individual teacher approval. During passing periods, students may not use ear buds/headphones.

3.6 Printing

Limited printing services will be available with some devices. Students should talk to their teachers about the need to print and printer availability.

3.7 Home Internet Access / Printing

Students are allowed to set up additional wireless networks on their device. This will be necessary to use web-based services outside of the school setting. Printing at home will require a printer, and proper settings on the device.

3.8 Storage

In the event storage space becomes an issue on the individual device, student's personal music, photos, and videos will need to be deleted and/or moved to another location.

3.9 Technology and Extra Curricular Activities

Coaches/sponsors for individual activities may limit whether or not assigned devices are allowed to be on buses or at particular events.

4. MANAGING YOUR FILES & SAVING YOUR WORK

Students should save work to the digital storage provided by the school. It is recommended students regularly back up data. Limited storage space will be available on the device - data will NOT be backed up in the event a device has to be re-imaged or restored to factory settings. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Technology malfunctions are not an acceptable excuse for not submitting work.

5. SOFTWARE ON School Devices

5.1 Originally Installed Software

The apps and operating system originally installed by USD 315 must remain on the device in usable condition and be easily accessible at all times. From time to time the school may add additional apps and OS upgrades.

5.2 Additional Software

Students will be provided some basic apps (e.g. Notes, Chrome, Safari, Google Apps, etc.) Other apps may be added by the school throughout the school year.

5.3 Inspection

Students will be selected at random to provide their device for inspection. Device use and contents will also be monitored remotely.

5.4 Procedure for re-loading software

If technical difficulties occur, the device will be re-set to factory settings in the event a backup is not available. The school does not accept responsibility for the loss of any apps or documents deleted due to the necessity of a re-format and/or re-image.

5.5 Software upgrades

Upgrade versions of licensed software/apps are available from time to time. Students may be required to check in their device for periodic updates.

6. ACCEPTABLE USE

The use of the USD 315 School District's technology resources is a privilege, not a right. The privilege of using the technology resources provided by USD 315 is not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled in USD 315. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the school district technology resources may be denied, and appropriate disciplinary action shall be applied. **Violations may result in disciplinary action up to and including suspension and/or expulsion for students. When applicable, law enforcement agencies may be involved.**

6.1 Parent/Guardian Responsibilities

Talk to your children about values and the standards that your children should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio. Parents should establish ground rules for device use outside of the school day.

6.1.1 The device, regardless of location, is filtered through the school's management system.

6.1.2 USD 315 will also be able to restrict the content of the legally purchased apps that can be put on the device.

6.2 School Responsibilities:

6.2.1 Provide email access to its students.

6.2.2 Provide internet access to its student, while at school.

6.2.3 Provide internet content filtering.

6.2.4 Provide network data storage. (These will be treated similar to school lockers. USD 315 reserves the right to review, monitor, and restrict information stored on or transmitted via USD 315 owned equipment and to investigate inappropriate use of resources.)

6.2.5 Provide staff guidance to aid students in doing research and help assure student compliance of the acceptable use policy.

6.2.6 Provide user accounts for free information storage in cloud-based applications.

6.2.7 Monitor pictures, video, and audio recordings of any student or staff member and ensure they are being utilized in an appropriate manner.

6.3 Students Responsibilities:

- 6.3.1 Using assigned device in a responsible and ethical manner.
- 6.3.2 Obeying general school rules concerning behavior and communication that applies to iPad/computer use.
- 6.3.3 Using all technology resources in an appropriate manner so as to not damage school equipment.
- 6.3.4 Helping USD 315 protect our computer systems/devices by contacting an administrator about any security problems they may encounter.
- 6.3.5 Monitoring all activity on their account
- 6.3.6 Securing their device after they are done working to protect their work and information.
- 6.3.7 Notifying a school employee in the event they receive correspondence containing inappropriate or abusive language or if the subject matter is questionable.

6.4 Student Activities Strictly Prohibited:

- 6.4.1 Illegal installation or transmission of copyrighted materials.
- 6.4.2 Any action that violates existing Board policy or public law.
- 6.4.3 Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- 6.4.4 Inappropriately utilizing photos, video, and/or audio recordings of any person.
- 6.4.5 Changing device settings in an effort to circumvent the filtering system.
- 6.4.6 Spamming and/or sending inappropriate emails.
- 6.4.7 Gaining access to other student's accounts, files, and/or data
- 6.4.8 Vandalism to your device or another student's device.

6.5 Device Care:

- 6.5.1 Students will be held responsible for maintaining their individual device and keeping them in good working order.
- 6.5.2 Device batteries must be fully charged and ready for school each day.
- 6.5.3 Devices that malfunction or are damaged must be reported to administration.
- 6.5.4 Students will be responsible for the entire cost of repairs to device that are damaged, stolen, or lost.
- 6.5.5 Devices that are stolen must be reported immediately to the office and the City of Colby Police Department.

6.6 Legal Property:

- 6.6.1 Students will be held responsible for maintaining their individual device, and keeping them in good working order.
- 6.6.2 Plagiarism is a violation of the USD 315 handbook. Give credit to all sources used, whether quoted or summarized.
- 6.6.3 Violation of applicable state or federal law will result in criminal prosecution and/or disciplinary action by the district.

6.7 Student Discipline:

If a student violates any part of the above policy, board policy, or USD 315 handbook policy, he/she may be subject to the following disciplinary steps:

- 6.7.1 Student will check-in/check-out their device from the office daily.
- 6.7.2 Required to attend a technology refresher class.
- 6.7.3 Loss of individual device.
- 6.7.4 Loss of device while being required to complete coursework.
- 6.7.5 Disciplinary/Legal action as deemed appropriate.

7. PROTECTING & STORING YOUR Device

7.1 Device Identification:

Student device will be labeled in the manner specified by the school. Devices can be identified based on serial number and USD 315 identification number.

7.2 Storing Your Device:

When students are not using their device, they should be stored in their locked locker. Nothing should be placed on top of the device. Students are encouraged to take their device home every day after school, regardless of whether or not they are needed. Devices should not be stored in a student's vehicle at school or at home. If a student needs a secure place to store their device, they may check it in for storage at the library.

7.3 Devices Left in Unsupervised Areas:

Under no circumstance should assigned device be left in unsupervised areas. If a device is found in an unsupervised area, it will be taken to the office. A student will be charged \$5.00 to retrieve their device that has been turned into the office due to not being supervised and may have disciplinary consequences as well.

8. REPAIRING OR REPLACING YOUR Device/COST OF REPAIRS

USD 315 recognizes that with the implementation of the 1:1 technology initiative there is a need to protect the investment by both the District and the Student/Parent. Therefore, we have set the following guidelines in place.

8.1 Accidental Damage:

Students will be responsible for caring for their device and will be expected to return them at the end of the year in good working condition. Students may be responsible for paying for the replacement of the device (approximately \$300-500 depending on type of device). Students are also responsible for the replacement cost of both the power brick and the charger cord if lost or damaged.

8.2 Personal Home or Homeowners Coverage:

Students or parents may wish to carry their own personal insurance to protect the device in cases of theft, loss, or accidental damage. Please consult with your insurance agent for details about your coverage of the iPad or computer.

8.3 Warranty Repairs:

Warranty repairs will be completed at no cost to the student.

9. SCHOOL RIGHTS:

9.1 USD 315's network, facilities, and/or mobile devices are to be used in a responsible, efficient, and ethical manner in accordance with the philosophy of USD 315. Student must acknowledge their understanding of this policy as well as the following guidelines. Failure to adhere to these standards may result in disciplinary action

9.2 The administration and/or their designee(s) have the right to inspect a mobile device, application, or peripheral device associated with any or all USD 315 technology. This includes but is not limited to email, documents, pictures, music, or other components associated with all USD 315 technology.

9.3 USD 315 reserves the right to define inappropriate use of technology.

USD 315 COLBY PUBLIC SCHOOLS 2024 – 2025

BOE Approved 3/25/2024

JULY						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
AUGUST						
S	M	T	W	T	F	S
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4	5	6	7	8	9	10
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25	26	27	28	29	30	31
SEPTEMBER						
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
OCTOBER						
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6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
NOVEMBER						
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
DECEMBER						
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

4		
9	Flex Work Day	No School for K-12
12	Staff Development	Licensed Staff - No School for K-12
13	Staff Development	All Staff - No School for K-12
14	Work Day	No School for K-12
14	P/T Open House – CGS 4:30-5:30 pm / CMS 5:30-6:30 pm	
14	P/T Open House – CHS 6:30-7:30 pm	
15	Begin 1st quarter - First student day	
15-16	Grade 1 am only - P/T Conf pm	
15-23	K am only - P/T Conf pm	
2		No School for K-12
27	Staff Development	No School for K-12
10	End 1st quarter	
11	Work Day	No School for K-12
14	Begin 2nd quarter	
18	Staff Development	No School for K-12
24		K-12 PT Conf 4-7:30
25	K-12 P/T Conf 8-11:30 am 12-4 pm	No School for K-12
11		No School for K-12
22	Staff Development	No School for K-12
27-29	Fall Break	No School for K-12
13	Eagles Wrestling Invitational	9-12 students only dismissed at 11:30 am
20	End 2nd Qtr/1st semester	
23-31	Winter Break	No School for K-12

1-2	Winter Break	No School for K-12
3	Flex Work Day	No School for K-12
6	Begin 3rd quarter - First student day second semester	
20		No School for K-12
6		K-12 PT Conf 4-7:30
7	K-12 P/T Conf 8-11:30 am 12-4 pm	No School for K-12
14	Voss Wrestling Invitational	9-12 students only dismissed at 11:30 am
21	Staff Development	No School for K-12
28	PT Comp Day	No School for K-12
13	End 3rd quarter	
14	Flex Work Day	No School for K-12
17-21	Spring Break	No School for K-12
24	Begin 4th quarter	
28	Staff Development	No School for K-12
18		No School for K-12
20		No School for K-12
29	8th Gr P/T/S transition mtgs 8-3:30 pm	No school 8th grade only
30	8th Gr P/T/S transition mtgs 8-3:30 pm	No school 8th grade only
8	Seniors' last day of classes	
11	CHS Graduation	
15	End 4th Qtr/2nd semester	Students dismissed at 11:30 am
15	Work Day 1/2 day (afternoon)	No School for K-12
16	Work Day	No School for K-12
26		

JANUARY						
S	M	T	W	T	F	S
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26	27	28	29	30	31	
FEBRUARY						
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30	31					
MARCH						
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						1
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23	24	25	26	27	28	29
30	31					
APRIL						
S	M	T	W	T	F	S
						1
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
MAY						
S	M	T	W	T	F	S
						1
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23	24	25	26	27	28	29
30	31					
JUNE						
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Semester Days = 82

Semester Days = 80.5

Calendar key:

Staff work time - No school students
Staff development time - No school students
No school students and staff
Beginning of quarter
End of quarter/grading period
Parent/Teacher Conferences - no school for involved students
Seniors' last day of classes
CHS Graduation

Student school day:

Grade PK 7:45 am-3:15 pm	Monday - Thursday
Grades K-12 8:00 am-3:30 pm	Monday - Friday
includes a 30 minute lunch break	

Licensed staff teaching day:

7:35 am - 3:50 pm	Monday - Friday
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School year: 2024-25

Student days	162.5
Parent/Teacher Conf days	3.0
Professional development days	7.0
Flex staff work days	3.0
Staff work days	3.5
Total contract days	179.0